

Agency Participation in NOPP Funding Announcements- Best Practices and FAQ's

Introduction- What is NOPP? How do agencies benefit?

The National Oceanographic Partnership Program (NOPP, <http://www.nopp.org>) is a collaboration of government agencies providing leadership and coordination of national oceanographic research and education initiatives. The program was established by the 1997 Defense Authorization Act, for two purposes:

- 1) to promote national goals of assuring national security, advancing economic development, protecting quality of life, and strengthening science education and communication through improved knowledge of the ocean; and
- 2) to coordinate and strengthen oceanographic efforts in support of those goals by identifying and carrying out partnerships among federal agencies, academia, industry, and other members of the oceanographic scientific community and reporting annually to Congress.

Partnerships among government agencies (federal, state, and local), principal investigators, the private sector, and academia are hallmarks of the NOPP program. One way that these partnerships are expressed is through co-sponsoring external oceanographic basic and applied research in diverse topics. Recent examples are: sensors for marine ecosystems, improving tropical cyclone intensity forecasting, exploration of deepwater coral communities, and predicting changes in the ocean workforce (See <http://www.nopp.org/funded-projects/fy2010-projects/> for the complete list of projects funded in Fiscal Year 2010.) This allows agencies to utilize multiple contributions from government agencies and engage private industry when appropriate. Jointly sponsoring research also contributes to the legislation's mandate for interagency collaboration and reduces duplication of effort. As demonstrated by its achievements, NOPP is an effective forum for development of new interagency initiatives and priorities that transcend single agency agendas.

Some of the agencies and organizations that have participated in a NOPP funding opportunity are: Office of Naval Research (ONR), National Oceanic and Atmospheric Administration (NOAA), National Science Foundation (NSF), Alfred P. Sloan Foundation, United States Geological Survey (USGS), United States Army Corps of Engineers (USACE), Bureau of Ocean Energy Management, Regulation, and Enforcement (BOEMRE, formerly MMS), Environmental Protection Agency (EPA), National Aeronautic and Space Administration (NASA), National Weather Service (NWS), Department of Energy (DOE), National Fish and Wildlife Foundation (NFWF), Exxon-Mobil.

Best Practices

Step 1: Agency Agreement to Partner

While NOPP agencies can enter the NOPP process at any step, the lead agency must find at least one other agency to agree to partner with at this initial step in order to participate in the NOPP process. Note that a partnering agency is not limited to fiscal participation, but may also contribute ship time or loan instruments. (See FAQ #3 for more information). Also, see FAQ #1 for more information on entering the process at a different step.

Most NOPP funding opportunities have a topical theme, covering a variety of disciplines and agency needs within that theme. This theme should be discussed at a meeting of the Subcommittee on Ocean Science and Technology's Interagency Working Group on Ocean Partnerships (IWG-OP), where additional agency partners can be requested. The IWG-OP meets monthly, on the second Friday of each month. A one-page prospectus is often helpful for garnering support for a specific research topic or

theme. There are often intercessional discussions that take place outside of the IWG-OP meetings. The NOPP Office is available to help agencies make connections and build partnerships.

A lead agency is often identified during this step; the lead agency will be responsible for the official announcement and receiving proposals. Please note that NOPP strongly encourages electronic submission of proposal materials only.

Timeline: The length of this first step is extremely dependent upon agency motivation and individual effort. This step can be completed within 30 days, but is often lengthened by budgetary concerns or other considerations.

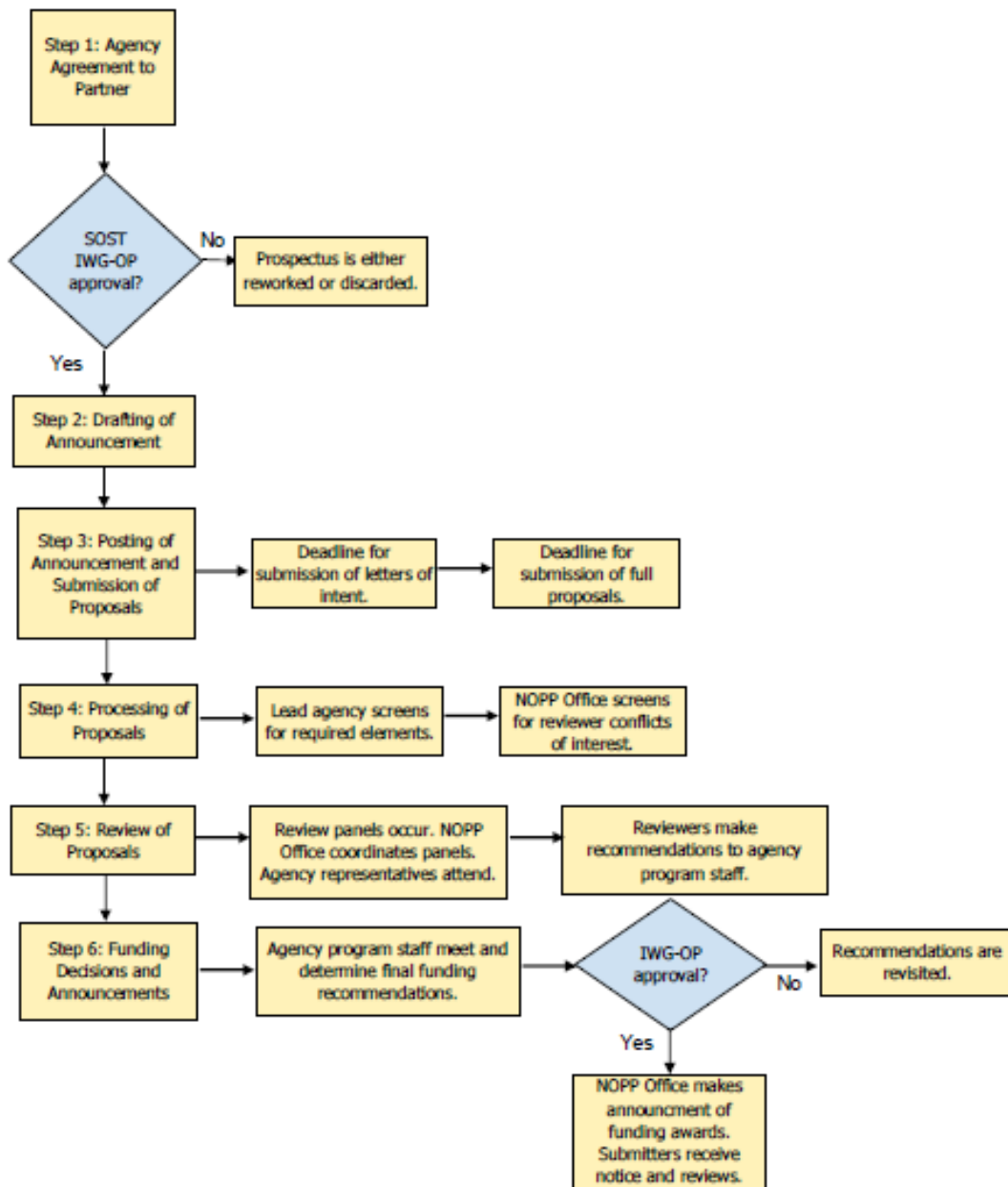


Figure 1: Flowchart of best practices for NOPP funding opportunities.

Step 2: Drafting of Announcement

Once partnering agency representatives have been identified, the announcement language itself can be drafted. There are several NOPP suggested elements, which are included as appendices to this document. These include standard language about the program and project requirements, review criteria and procurement language (see Appendix 1). The lead agency, which will officially be releasing the announcement and receiving the submitted proposals, often has standard language that also needs to be included. Examples of past funding announcements are available at <http://www.nopp.org/funding-announcements/>, for reference. Drafts of the announcement language should be shared with the NOPP Office and other partnering agencies to help them prepare for the effort and support the funding partners effectively. The announcement language, once approved by the participating agency representatives and the NOPP Office, also needs to be reviewed by the lead agency's legal department.

It is helpful to proposers if the announcement language contains any clear requirements from the agencies, a target timeframe (normally 3-5 years) and a target budget range and number of projects anticipated to be funded.

Timeline: The drafting of the announcement has a variable timeline. This step is highly dependant on the agency representatives participating and their motivation to complete the announcement.

Step 3: Opening and Posting of Announcement and Submission of Proposals

The lead agency takes the responsibility for officially opening the funding opportunity to submissions. This is done by posting the announcement, in the manner typical to the agency. The funding opportunity is also posted on NOPP-related websites.

NOPP strongly encourages only electronic submission of proposal materials, including letters of intent and full proposals. Examples of this include submission through grants.gov or fastlane.gov.

A letter of intent, including a brief project description and project team members, is a required element to the submission. This allows the NOPP Office to begin recruiting review panelists concurrently with the full proposal submission (please see Appendix 1 for more detail).

Proposal submission must meet the terms of the funding announcement. For example, late submissions will not be considered for funding.

Timeline: Funding opportunities are typically advertised for 30 to 90 days. Please bear in mind that the longer the solicitation is open, the longer the entire process takes, including reviews and funding awards.

Step 4: Processing of Proposals

The lead agency (the one from whom the funding announcement was officially made) initially processes the submitted proposals. This includes ensuring that proposals have all required elements and that all deadlines were met.

The proposals are then transferred to the NOPP Office, for secondary processing. At this point, all data are compiled into a spreadsheet, including partners and organizations involved, funds requested, and

contact information. One reason for doing this is to ensure that members of the review panel are not in conflict with any of the proposals by being listed as a partner.

Timeline: Processing of proposals, both at the lead agency and NOPP office, plus the transmission of proposals from the agency to the NOPP office takes between 10 and 15 business days.

Step 5: Review of Proposals

In addition to partnerships in funding, NOPP adds value to the scientific process by handling the independent, external review of the proposals received on behalf of the agencies. The NOPP Office coordinates the review panels, with input from the participating agency representatives. The panelists who review the proposals are selected because of their expertise in the subject matter. They must not have any association with the proposals they review, including being on a submitting team or having a close affiliation with someone on a team that might result in a conflict of interest. Panelists sign non-disclosure agreements and conflict of interest statements (see Appendix 2). These panelists provide an independent assessment of the scientific validity and feasibility of the proposed work. They are not expected to determine if the work proposed will meet a funding agency's information needs.

Panelists receive all submitted proposals under the topic for which they are reviewing. Each panelist is asked to provide a written review for eight to ten proposals, based on the review criteria listed in the funding announcement, prior to the review panel discussion. It is preferred to give reviewers at least 30 days to complete their assigned reviews. Each proposal is reviewed by three to five panelists. Each panelist writes a brief review of their assigned proposal and gives it a numerical score. Prior to the review panel discussion, these scores and reviews are compiled and provided to all panelists and participating federal representatives, for their reference during the panel discussion.

Review panel discussions may be held virtually or in-person. NOPP recommends that virtual panels are held when appropriate, through conference calls and web-based seminars. This retains the sense of conversation and allows for clarification, but decreases the amount of time and resources spent on the review. Additionally, some reviewers prefer this method, as they are able to avoid travel.

Timeline: While this timeline is somewhat dependent upon the number of panels associated with the funding announcement (for example: four subtopics that each require their own review panel vs. four subtopics that can be combined under one review panel), the NOPP Office strives to schedule reviews within six weeks of the submission deadline. This accounts for processing time and time for the panelists to review proposals. This timeline is dependent upon the submission of letters of intent with proposal teams identified.

Step 6: Funding Decisions and Announcements

Once the review process is complete, either topically or overall (if several topics are included in the announcement), the managers from each agency with the authority to commit funds meet to finalize funding decisions. This can be done in person or via email or conference call.

Once funding decisions are made, the NOPP Office sends letters of acceptance and declination to each PI who submitted a proposal. Included with this letter are the panel summaries and/or reviews. Within the acceptance letters, a federal program manager for the project is identified.

The NOPP Office is willing to help draft press releases regarding awarded funding and can coordinate with the participating agencies, if appropriate.

If a funding decision must be delayed due to budgetary concerns, the NOPP Office will contact each principal investigator to explain the delay.

Timeline: It is recommended that agency program managers meet within one week of the review(s) to make funding decisions. This will allow funding announcements to be made within eight weeks of the submission deadline.

Step 7: Submitting a Funding Report

NOPP requires that each funded PI submit a brief (five page) annual report following the NOPP report template (see Appendix 4). These reports are attached in electronic form to the NOPP Report to Congress and are also searchable on the NOPP website (<http://www.nopp.org/wp-content/uploads/project-reports-cdrom/start.htm>). This is, in many cases, a duplicate request to the agency-required annual report. However, PIs may tailor their agency request to fit within the NOPP template.

FAQs

1. What if my agency didn't originally participate in a funding opportunity, but wishes to fund one of the proposals that were submitted?

There is no restriction, from the NOPP perspective, on an agency deciding to fund or co-fund a project submitted in response to a NOPP funding opportunity in which it was not originally a partner. The appropriate representative from the agency should attend the proposal review(s) and the agency funding decision meeting. This type of participation is encouraged through language in the funding opportunity which states that 'any NOPP member agency may fund research in response to this solicitation.'

Agencies involved and committed to participating in a NOPP funding opportunity from Step 1 have flexibility in funding. These agencies may decide to fund less research than originally anticipated based on the quality of the proposals received and how well the proposals meet agency needs. Agencies that choose to become involved later in the process may have a greater agility regarding funding, but they are not able to influence the drafting of the announcement (Step 2).

2. What if my agency has stricter review criteria than are included in the NOPP review criteria?

Agencies that wish to apply their review criteria must incorporate that language into the NOPP funding opportunity and all participating agencies must agree to use those funding criteria. These types of decisions need to be made when drafting the announcement, so that the review criteria are clearly stated in the funding opportunity.

3. What if my agency has little to no funding available to contribute?

Agencies that wish to partner, but can not contribute fiscally, can participate as an in-kind partner. Examples of in-kind partnerships include providing ship time or access to unique research capabilities, as well as dedicating staff to work on a project. This type of partnership should be determined during the first step in the process and described in the funding opportunity. If an agency does have a small amount of funding to contribute, that agency may apply it towards the larger required budget of a project (to be decided during the meeting of program managers to determine funding awards).

5. What types of funding opportunities does NOPP use?

NOPP most often uses a Broad Agency Announcement (BAA) because it enables the federal partners to make a more open request for proposals to address their scientific questions. However, NOPP agencies can also use a Request For Proposals (RFP) or Federal Funding Opportunity (FFO). The basic procedures and processes apply to all announcement mechanisms.

6. How are review panels conducted?

Review panel participants are suggested by the participating federal representatives and are identified by the NOPP staff through their lists of contacts and extensive research. The NOPP staff will contact potential non-conflicted panelists (as determined through the letter of intent with proposal team) and secure their commitment and paperwork.

The NOPP office assigns a primary reviewer and secondary reviewers to each proposal received to ensure multiple panelists for each, but such that no reviewer has more than eight to ten proposals to review. This method ensures that each proposal receives at least three reviews (in most cases) and that no single panelist has an excessive burden. Agency participants are welcome to familiarize themselves with the submitted proposals in anticipation of the review and panel discussion.

The NOPP staff will provide electronic copies of the proposals to the panelists in advance of the panel discussion to allow panelists four weeks to review the proposals and provide written comments and scores. The written comments are returned to the NOPP office so that staff can compile them into a single document and collate the preliminary scores. Just prior to the panel discussion, these are sent to all panelists and agency participants. The panel discussions are conducted in person or via teleconference, depending on the number of panelists and proposals received. For topics with large numbers of panelists and proposals, panels meet in person and typically are scheduled for 4-6 hours. Those conducted via teleconference typically are scheduled for 2-3 hours.

Agency representatives are encouraged to attend the panels to hear the discussions. It is sometimes helpful to have an agency perspective to provide background on the genesis of the funding opportunity, explain how the anticipated results will support agency needs and to answer any questions from the panelists. Agency representatives may also ask the panelists clarifying questions. Agency representatives do not steer the discussions, lead panelists to any conclusions, or suggest changes in comments or scores. The NOPP office staff will moderate the discussion and keep a written record of the discussion.

The primary reviewer for each proposal provides a short outline of the project and its objectives, followed by his or her comments. The secondary reviewers then each provide their comments and the panelists discuss the merits and deficiencies. After each proposal is reviewed, the panelists have the opportunity to adjust their scores based on the discussion. After the final proposal is discussed, the panelists review their scores and make any adjustments they think are appropriate.

Either the NOPP Office staff or the primary reviewer drafts brief panel summaries for each proposal, in order to summarize what was discussed. This documentation is provided to the proposer as feedback.

7. How do agencies actually fund projects?

There are no NOPP dedicated funds. The benefit for agencies is that they are able to leverage their available funding with other agencies to get more 'bang for the buck.' There are two strategies to funding NOPP research through multiple agencies. The first is, after considering the peer review and recommendations, to split the fundable projects by agency. Using this method, agencies fully fund an individual research project(s). Results are shared by the project managers, but no funding is exchanged between agencies.

Another approach is to transfer funding between agencies. Some agencies are able to do this more readily than others according to their authorizations. Lessons learned in this area include:

- prepare drafts of interagency agreements (IA) to transfer funds in advance of the submission deadline and panel reviews;
- identify possibilities for transferring funds from a partner agency directly to a recipient within the same agency;
- identify procurement vehicle(s) offered in planning stages for announcement and include clauses common to all awards;

A deciding factor in choosing a method may be understanding the ability of the agencies involved to transfer funding between each other and the level of effort required to do so.

8. My NOPP funding announcement has several sub-topics, can proposers apply for multiple topics?

Yes, proposers may apply to multiple sub-topics. However, they must submit separate, individual, stand-alone proposals that discuss the nature of integration among them and any potential budget savings. It is extremely difficult to fairly review multi-topic proposals so these are strongly discouraged.

Appendix 1. NOPP Standard Language to be used during Step 2: Drafting of Announcement (For inclusion within the description of the NOPP funding opportunity)

INTRODUCTION

On behalf of the National Oceanographic Partnership Program (NOPP) and the National Ocean Council, the [LEAD AGENCY] solicits research proposals meeting the goal and purpose of the Partnership Program outlined in Title II, subtitle E, of Public Law 104-201. Any NOPP member agency may fund research in response to this solicitation. A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued.

The National Oceanographic Partnership Program (NOPP) will not issue paper copies of this announcement. The federal agencies collaborating under the NOPP, reserve the right to fund all, some, or none of the proposals received under this BAA. The federal agencies collaborating under the NOPP, provide no funding for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. It is the policy of the NOPP to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation.

The National Oceanographic Partnership Program (NOPP) was established by law (10 U.S.C. 7902 et seq.) to (1) promote the national goals of assuring national security, advancing economic development, protecting quality of life, and strengthening science education and communication through improved knowledge of the ocean; and (2) coordinate and strengthen oceanographic efforts in support of those goals by identifying and carrying out partnerships among Federal agencies, academia, industry, and other members of the oceanographic scientific community in the areas of data, resources, education, and communication.

In the spirit of complete partnerships, Team efforts are required among at least two of the following three sectors:

- Academia;
- Industry (including Non-Governmental Organizations- NGOs), and
- Government (including State, Local and Tribal).

Foreign institutions are eligible to apply for support under this BAA. Federally Funded Research and Development Centers (FFRDCs), Federal Laboratories, and other Federal Entities may not be the Principal Investigators on proposals.

GENERAL INFORMATION

1. Primary Funding Agency's Name, Address and Point of Contact Information
2. Research Opportunity Title
3. OPTIONAL: Name of Program offering funding opportunity
4. Research Opportunity Number

PROPOSAL PREPARATION INSTRUCTIONS

- A. **Letters of Intent:** Submission of Letters of Intent is *required*. Please see the full text of this solicitation for further information.

A one-page Letter of Intent must be submitted by the Letter of Intent deadline to grants.gov and also emailed to the NOPP Office (noppo@oceanleadership.org). Letters of Intent received after this date will not be considered compliant, and any associated full proposals will be returned without review. Each Letter of Intent must include the following:

TITLE – Include proposal title and topic area applying for

TEAM - Names and departmental and institutional affiliation of the Principal Investigator, all co-Principal Investigators, the Financial Representative and all Other Investigators. The team section should also include the institution receiving the funds and additional partners in the project.

SYNOPSIS (GOALS) – Include a brief summary of the projects objectives, a brief description of the specific goals of the proposal and the intended benefits. (*Maximum of 500 words*).

Letters of intent will help the NOPP Office anticipate review requirements for full proposals. They will not be used as pre-approval mechanisms for the submission of full proposals, and no feedback will be provided to the submitters.

When submitting a Letter of Intent through Grants.gov in response to this Program Solicitation please note the conditions outlined below:

- You must also email a copy of your Letter of Intent to the NOPP Office (noppo@oceanleadership.org)
- Submission of multiple Letters of Intent is not allowed

B. Due Dates

- **Letter of Intent Due Date(s) (*required*)** (due by 5 p.m. EDT):

TBD

- **Full Proposal Deadline(s)** (due by 5 p.m. EDT):

30 days after Letter of Intent Due Date

COST PROPOSAL REQUIREMENTS

A. Table of Partners and Costs

The cost proposal should lead with a table summarizing by fiscal year and for each academic institution, business, not-for-profit agency, and government agency requesting funds: the Principal Investigator(s), the name of the institution and its nature, and funds request for each fiscal year of the proposed effort.

Information is required in the following example format:

| Principal Investigator(s)* | Institution* | FY09 funds Requested | FY10 funds Requested | FY11 funds Requested | <i>Additional years as required</i> |
|---|--|-----------------------------|-----------------------------|-----------------------------|--|
| R. Johnson (lead PI) | Random University (Academic) | \$125,314 | \$127,216 | \$131,614 | |
| J. Jones & S. Smith | Vandaley Industries (Business) | \$110,615 | \$37,212 | \$64,312 | |
| L. Simmons | The Ocean Mammal Conservancy (Non-profit) | \$25,000 | \$25,000 | \$0 | |
| T. Ritter | DEQ of Texas (State Gov) | \$10,000 | \$10,000 | \$10,000 | |
| OTHER THAN FEDERAL GOVERNMENT SUBTOTAL: | _____ | \$260,929 | \$189,428 | \$195,926 | |
| T. Wilson | NOAA Laboratory for Oceans (Government) | \$57,612 | \$61,214 | \$50,000 | |
| FEDERAL GOVERNMENT PARTICIPANT TOTAL: | _____ | \$57,612 | \$61,214 | \$50,000 | |
| PROJECT TOTAL: | _____ | \$318,541 | \$250,642 | \$245,926 | |

Appendix 2. Reviewer Non-disclosure and Conflict of Interest Forms to be used in Step 5: Review of Proposals

Peer Review Nondisclosure Agreement

I agree to use the information revealed during review of the [YEAR] NOPP BAA panel on ["TOPIC AS STATED IN ANNOUNCEMENT"] only for National Oceanographic Partnership Program (NOPP) assessment purposes and to treat the information which may be confidential in nature in confidence.

If in the course of this program/subprogram/project review, I do acquire or have access to any information, data, or material which is business confidential, proprietary, or otherwise privileged, and is so indicated in writing, I agree that such information will not be divulged to any person or organization or utilized for my own private purposes or in any manner whatsoever, other than in the performance of this program/subprogram/project review:

1. without the prior written permission of the disclosing party or the contracting officer for the work being evaluated, or
2. until such information, data, or material is first publicly disseminated by NOPP or its contractor(s) or grantee(s) performing the work, or
3. is or becomes known to the public from a source other than me, or
4. is already known to me or my employer as shown by prior records, whichever even shall first occur.

(Signature)

(Printed Name)

(Date)

Conflicts of Interest Statement for NOPP Reviewers

Your designation as a NOPP reviewer requires that:

1. When you handle proposals or other applications, you must be aware of potential conflict situations. Examples of potentially biasing affiliations or relationships are listed on the back of this form. Should any conflict arise during your review, you must bring the matter to the attention of the person who asked you to serve as a reviewer. That official will determine how the matter should be handled and will tell you what further steps, if any, to take.
2. Since your designation gives you access to information not generally available to the public, you must not use that information for your personal benefit or make it available for the personal benefit of any other individual or organization. This is to be distinguished from the entirely appropriate general benefit of learning more about the agency sponsors or NOPP, learning from other reviewers, or becoming better acquainted with the state of a given discipline.

I have read the list of possible conflicts on the back of this form and understand that I must contact the appropriate agency official / NOPP Office if a conflict arises during my term of service. I also will not divulge any confidential information I may become aware of during my term. I further understand that I must sign and return this Conflicts Statement to the appropriate official before I may serve.

I certify, to the best of my knowledge, I have no affiliation or relationship that would prevent me from performing my NOPP Reviewer duties.

Name (please print): _____

Signature: _____ Date: _____

Date Received from Reviewer: _____

To be retained in Program file

AS A NOPP REVIEWER, PLEASE REVIEW THESE EXAMPLES OF POSSIBLE CONFLICTS.

1. AFFILIATION WITH AN APPLICANT INSTITUTION. A conflict may be present if you have/hold:

- Current employment at the institution as a professor, adjunct professor, visiting professor, or similar position. (This includes other campuses of a multi-campus system, but a waiver may be available.)
- Current employment or are being considered for employment at the institution. (This includes employment via consulting or advisory arrangement.)
- Any formal or informal reemployment arrangement with the institution.
- Current membership on a visiting committee or similar body at the institution. (This is a conflict only for proposals or applications that originate from the department, school, or facility that the visiting committee or similar body advises.)
- Ownership of the institution's securities or other relevant evidences of debt. (Minor or indirect holdings are not considered conflicts.)
- Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.)
- Current enrollment as a student. (Only conflict for proposals or applications that originate from the department or school in which one is a student.)
- Received and retained an honorarium or award from the institution within the last 12 months.

2. RELATIONSHIPS WITH AN INVESTIGATOR, PROJECT DIRECTOR, OR OTHER PERSON WHO HAS A PERSONAL INTEREST IN THE PROPOSAL OR OTHER APPLICATION.

- Known family or marriage relationship.
- Business or professional partnership.
- Employment at the same institution within the last 12 months.
- Past or present association as a thesis advisor or thesis student.
- Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

3. OTHER AFFILIATIONS OR RELATIONSHIPS

- Interests of the following persons are to be treated as if they were yours: An affiliation or relationship of your spouse, or your minor child, of a relative living in your immediate household or of anyone who is legally your partner that you are aware of and that would be covered by Items 1 or 2 above (except for the receipt by your spouse or relative of an honorarium.)
- Any other relationship, such as close personal friendship, that you think might tend to affect your judgements or be seen as doing so by a reasonable person familiar with the relationship.

Appendix 3. NOPP Annual Reporting Guidance and Template to be used in Step 7: Submitting a Funding Report

Dear NOPP-funded Principal Investigator,

All Principal Investigators who received NOPP funding for efforts performed in Fiscal Year YEAR (1 October YEAR to 30 September YEAR) are required to submit an annual report.* Our records show you as the lead PI for a NOPP award. Please submit your annual report via e-mail attachment to: NOPPO@oceanleadership.org by **[DEADLINE, AT LEAST 6 WEEKS FROM REQUEST]**. The due date has been chosen to allow inclusion of all reports in the NOPP Annual Report to Congress.

Only one report per NOPP project is required, so please coordinate your response with your partners. An MS Word Template is provided to minimize time spent formatting, and the instructions are embedded. Please delete all parenthetical descriptions/guidance before submitting. *If you are just getting started on your research project, then your report will contain more about plans than progress.*

NOPP is a unique program authorized by Congress in 1996, with specific goals identified in the National Ocean Partnership Act (<http://www.nopp.org/about-nopp/program-overview/>). As NOPP completes its [N]th year in existence, your report will contribute to the appraisal of how well NOPP is accomplishing these goals. The NOPP annual reports will receive wide distribution throughout federal agencies, Congress and the public and, therefore, serve as a resource to provide detailed information and justification for funding your research.

Please write or call if you have questions or difficulty with the template, or if you think you have received this request in error (i.e., you are no longer are a NOPP PI). Generally, reports are more effective if they are shorter (5-6 pages - we want folks to read them!) and include a compelling figure. Please name your finished report [YEAR]lastnameofpi].

Thank you for your attention to this important effort. In addition, we request that you alert the NOPP Office of recent publications throughout the next fiscal year. Your updates will help us to celebrate the significant research that NOPP is funding!

Sincerely,



Leigh Zimmermann
NOPP Program Manager
202-448-1225
lzimmermann@oceanleadership.org

Title
PI Name
Mailing Address including ZIP+4
Phone: (xxx) xxx-xxxx FAX: (xxx) xxx-xxxx E-mail: xxx@wherever.edu

CO-PI(s) Name
Mailing Address including Zip+4
Phone: (xxx) xxx-xxxx FAX: (xxx) xxx-xxxx E-mail: xxx@wherever.edu

Award Number: *(Grant or Contract or Document Number)*
<http://www>. Address of the site(s) most closely related to this effort

Long-term goals

In a few sentences, please identify your top-level goals within which your effort exists.

Objectives

In a few sentences, please identify the scientific or technological objectives of this effort.

Approach and work plan

In separate short paragraphs, Please: 1) describe your proposed scientific and/or technical approach including data quality requirements as applicable, 2) identify the key individuals participating in this work at your own or other organizations and the roles they play and 3) describe your work plans for the upcoming year (if applicable).

Work Completed

In a paragraph, please describe the actual tasks completed or technical accomplishments.

Results

As concisely as possible, please describe meaningful scientific and/or technical results achieved in the report fiscal year. Make the significance clear. Emphasize what was learned, not what was done. This should be a short summary of significant results and conclusions. If you include figures, please include the caption in the report text and not as part of the picture or graphic. This is necessary to meet accessibility requirements.

Impact and applications (PLEASE DESCRIBE THE POTENTIAL FUTURE IMPACT FOR THE 4 NOPP EVALUATION FACTORS BELOW. IMPACT IS TAKEN TO MEAN "TO HAVE AN EFFECT ON" AND/OR "TO PRODUCE CHANGES.")

National Security (Delete this section if there are none)

In a few sentences, what is the potential future impact on National Security or Homeland Defense?

Economic Development (Delete this section if there are none)

In a few sentences, what is the potential future impact on Economic Development, e.g., new product lines, businesses, practices, increased efficiency, new manufacturing techniques, etc?

Quality of Life (Delete this section if there are none)

In a few sentences, what is the potential future impact on Quality of Life, e.g., public and ecosystem health, coastal resource management?

Science Education and Communication (Delete this section if there are none)

In a few sentences, what is the potential future impact on Science Education and Communication?

Transitions (FOR THE 4 NOPP EVALUATION FACTORS BELOW, PLEASE DESCRIBE HOW THE RESULTS (HARDWARE, SOFTWARE, KNOWLEDGE) ARE BEING UTILIZED BY OTHERS. TRANSITION IS TAKEN TO MEAN, "PRODUCTS WHICH ARE BEING INCORPORATED INTO MORE DEVELOPMENTAL (OR OPERATIONAL) PROGRAMS OR HAVE ALREADY BEEN INCORPORATED IN OTHER'S PLANS.")

National Security (Delete this section if there are none)

In a few sentences, please describe the transitions related to National Security or Homeland Defense.

Economic Development (Delete this section if there are none)

In a few sentences, please describe the transitions related to Economic Development, e.g., new product lines, businesses, practices, increased efficiency, new manufacturing techniques, etc.

Quality of Life (Delete this section if there are none)

In a few sentences, please describe the transitions related to Quality of Life, e.g., public and ecosystem health, coastal resource management.

Science Education and Communication (Delete this section if there are none)

In a few sentences, please describe the transitions related to Science Education and Communication.

Related projects

Please identify closely related projects and briefly describe the nature of each relationship. (Include web links as appropriate/available).

References (Delete this section if there are none)

Please list references associated with this effort.

Publications (Delete this section if there are none)

Please list Submitted, In Press, or Published; books, chapters, or significant papers. Please do not include papers in preparation or development.

Patents (Delete this section if there are none)

Please list all patent applications / awards for the project not reported in prior year's reports.

Outreach Materials (Delete this section if there are none)

Please provide all photos, videos, or similar materials that highlight the project (attachments are fine). The NOPP Office may use your submissions in program outreach materials. Please include photo captions or credits if necessary.