

Washington Sea Grant Annual Report – eSeaGrant Submission Instructions

March 2015

Washington Sea Grant Requirements

The information requested here is the basis for WSG’s required reporting to the National Sea Grant Office (NSGO) and reporting fields are determined at the national level. We use this information for various program justification exercises, for our annual program reports and for internal analyses when making funding decisions.

We also are evaluated by the NSGO, in part, on the basis of these reports. The information that you provide is critical to our performance and can have significant impact on the resources we have available. **We ask that you give your report considerable and thorough attention.**

Please take the time to read through the instructions carefully and to complete every section in the template document fully and to the best of your abilities. The reporting categories are listed and defined below. Instructions are also available in each section. It is understood that all categories may not be relevant to your particular project.

Previously submitted reports can be accessed by clicking “View previous report/s” (top left). Select the report period (currently only reports since the 2011 – 2012 reporting cycle are available) and click “Go.”

Annual report components

Metrics and Performance Measures

- Students
- Conferences/Presentations
- Additional Metrics
- Economic Impacts
- Sea Grant Products
- Hazard Resiliency Training
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Partners

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METRICS AND PERFORMANCE MEASURES

Students

Please provide complete information for every student that worked with you during the reporting period. Please include students supported by WSG federal, match, and leveraged funds.

Previously reported students are listed at the bottom of the page. If a student received continued support during this reporting period, click “continue”, then “edit” to update student information

(e.g., degree completion date). To save new or updated student record click “save” below “Student Project Title” field.

Conferences/Presentations

Please include statistics on audiences reached through meetings, workshops, conferences and other forms of presentation and speaking, whether public or by invitation. Enter details in the left-hand section for meetings, workshops or conferences organized by WSG or supported by WSG funds. Enter details in the right-hand section for individual public and professional presentations, including presentations at WSG-organized or sponsored events.

For *Descriptions*, follow the **citation formats** provided in [WSG Presentation Citation.pdf](#). At a minimum include, presenter/author name/s, title, conference /symposium/workshop name, event date and location. To save entries, click “save” at the bottom of the page.

Additional Metrics

P-12 students reached through Sea Grant-trained educators or directly through Sea Grant education programs

Please provide an estimated number of preschool through 12th grade students who attended a Sea-Grant sponsored event or were reached by teachers who have utilized information that they received from a Sea Grant project. P-12 educators that attend Sea Grant workshops should be asked to provide the number of students that they teach to establish a multiplier for students reached. Only students reached in the report period should be counted. In the description, list the Sea Grant-sponsored events where students or teachers were reached. To save entry, click “save” at the bottom of the page.

P-12 educators who participated in Sea Grant education programs

Please provide an estimated number of P-12 educators who attended a Sea Grant-sponsored workshop of training. In the description, list the Sea Grant-sponsored event that educators attended. To save entry, click “save” at the bottom of the page.

People engaged in Sea Grant-supported information education programs

Please provide an estimated number of individuals that actively participated in Sea Grant supported informal education programs (e.g., “free-choice” learning programs), thus advancing environmental literacy. Engaged means that the individuals are actively participating in the program. Informal education takes place outside the classroom and is often, but not always, site-based (e.g., at aquaria, science centers). Include a description of the programs, an number of attendees at each program. To save entry, click “save” at the bottom of the page.

Volunteer hours

Please include an estimated number of hours that people volunteered without payment for their time and services to help WSG accomplish the goals and objectives of its four-year plan. To save entry, click “save” at the bottom of the page.

Acres of coastal habitat protected, enhances, or restored as a result of Sea Grant activities

Please provide an estimate of the number of acres of coastal habitat protected, enhanced, or restored as a direct result of Sea Grant activities. Coastal habitats include ocean, coastal, and Great Lakes habitats as defined in the Sea Grant legislation. Linear measures should either be converted to acres for this measure or reported as impacts or accomplishments. Indirect protection, enhancement, or restoration (e.g., through policy changes, fish stock

enhancement, or habitat located downstream) should be highlighted in impacts or accomplishments, but not included in this measure. In the description, summarize the activities that led to the acres protected, enhanced or restored. (Examples – acres cleared of marine debris, acres of dunes enhanced, acres of stream restored through dam removal) To save entry, click “save” at the bottom of the page.

Resource managers who use ecosystem-based approaches in the management of land, water, and living resources as a result of Sea Grant activities

Please provide an estimate of the number of natural resource managers who use ecosystem-based approaches in the management of land, water, and living resources in ocean, coastal and Great Lakes areas as a result of Sea Grant activities. In the description, list the resource managers and/or agencies, and summarize Sea Grant’s involvement. Ecosystem-based approaches are defined as integrated approaches to resource management that consider the entire ecosystem, including humans. They require managing ecosystems as a whole instead of separately managing their individual components or uses. To save entry, click “save” at the bottom of the page.

Economic Impacts

Economic (market and non-market; jobs and businesses created or sustained) impacts derived from Sea Grant activities

This measure highlights change in economic impact – the jobs, businesses, dollars, and non-market value – that communities or businesses generate or save due to Sea Grant assistance (i.e., providing information to help communities, industries or businesses expand, make better decisions or avoid mistakes). Sea Grant provides the information and training that informs business decisions, and in some cases firms create or sustain jobs as a result. Moreover, Sea Grant activities can have positive effects on restoring, maintaining or improving environmental goods and ecosystem services, broadly defined as natural capital. Even if not valued by the market, these goods and services have economic value to humans. Provide the source for the economic impact estimates when it is available.

Economic impacts should not include employment or expenditures funded directly from the Sea Grant award (including match). Leveraged funds should be reported as such and not duplicated within this performance measure. Social benefits (e.g., statistical lives saved) should be explained in impact statements, but not quantified here.

Market impacts: the amount of money that will be saved (e.g., through technological efficiencies) or generated (e.g., through sales) as a result of Sea Grant activities. Multipliers should not be used; this measure focuses on direct market impacts. This measure should not include economic impact from volunteer hours, directly-supported staff, or fellows, as those measures are collected through other performance measures/metrics. (Examples – Trade Adjustment Assistance, profits (savings or revenue generated) from technology transfer in fishing and aquaculture industries)

Non-market impacts: Ecosystem service valuation methods have the potential to provide information that can be used to demonstrate the direct and indirect economic impacts of different nonmarket goods and services. The estimation of non-market economic impacts can assist managers with decision making, as well as increase the public's general understanding of the economic importance and value of habitats. A number of valuation techniques have been developed to estimate the economic value of non-market ecosystem services, including value transfer, household production functions, hedonic analysis, travel cost and contingent valuation methodologies. A toolkit is available on the Sea Grant Social Science Website (<http://seagrant.noaa.gov/WhatWeDo/SocialScience/SocialScienceToolsandReports.aspx>).

Business created: a new firm that was created as result of Sea Grant activities.

Business sustained: is a previously existing firm that is sustained as a direct result of Sea Grant activities.

A business cannot be reported as both created and sustained in the same year. All businesses that are reported as created or sustained should include a report of the associated jobs created and sustained and the wages for those jobs using BLS Employment Statistics (<http://www.bls.gov/oes/current/oesrcst.htm>).

Job created: a new position created and filled as a result of Sea Grant activities. An existing position that is filled with a Sea Grant-trained applicant should not be reported in this measure.

Job sustained: an existing, filled position that is sustained as a direct result of Sea Grant activities.

A job cannot be reported as both created and sustained in the same year. All reported jobs should have wages associated as an associated economic impact. The economic impact of jobs created/sustained (i.e., wages) is governed by reporting from the employer (if available) or estimated by median wages by sector in a given state using BLS Employment Statistics (<http://www.bls.gov/oes/current/oesrcst.htm>). Jobs created or sustained as a result of required training (e.g., HACCP) offered by Sea Grant should be included. However, optional professional development or educational opportunities from Sea Grant that improved applicant credentials should not be counted as jobs created/sustained. Jobs created or sustained should be expressed as "full-time equivalent" (FTE), calculated as all hours worked divided by the total hours in a full-time schedule.

If your project did not contribute to this performance measure enter "None" in the "Description" field. To save entry, click "save" at the bottom of the page.

Sea Grant Products

Number of Sea Grant tools, technologies and information services that are used by our partners/customers to improve ecosystem-based management

Number of Sea Grant products that are used to advance environmental literacy and workforce development

Step 1. WSG has tracked tools, technologies and information services since 2006 and has defined it broadly to include any audiences. describe the tools, technologies and information services (including datasets, standards and indicators) for your project below. Select "Developed" and "Used" as "Yes" or "No" as appropriate for 2014 Actual.

Step 2. The national office now track two measures, focusing on products used for ecosystem-based management and focusing on products used to advance environmental literacy and workforce development, respectively. For each product, specify whether the product is used environmental literacy and workforce development (ELWD) – "Yes" or "No".

Step 3. For each product, indicate in the "# of managers" column the number of managers that used a tool, technology or information service (please enter 0 if necessary). For all entries >0, identify who the managers are (which agency, council, etc.).

Ecosystem-based management is defined as an integrated approach to management that drives decisions at the ecosystem level to protect the resilience and ensure the health of the ocean, our coasts and the Great Lakes. This includes the application of technology to coastal resource management through synthesis, integration, training, and the development of new management tools. The key here is to account for tools and services utilized and applied by managers and

others. (Examples – stakeholder use of planning and mapping tools, sensors, observation tools, genetic markers, culturing systems, decision-support tools, or data-sharing websites.)

For ELWD products - publications, websites, social media, webinars, and other communication products should be reported as “developed” but not “used” except when real-world application is reported via surveys, personal communication, etc. - downloads alone do not indicate use. Series of products (e.g., newsletters) that were developed or used should only be reported as one product per year.

All research projects are expected to contribute to this performance measure. To save entry, click “save” at the bottom of the page.

Hazard Resiliency Training

Please report the number of trainings/technical assistance services that were provided to coastal communities on hazard resiliency and climate change preparedness. Also report whether communities have adopted or implemented hazard resiliency practices to prepare for and respond to/minimize coastal hazardous events.

If your project did not contribute to this performance measure enter “None” in the “Description” field. To save entry, click “save” at the bottom of the page.

Additional Measures

Number of fishermen, seafood processing and aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities

Please provide the number of fishermen, seafood processing and aquaculture industry personnel who modify their practices using knowledge gained in fisheries sustainability and seafood safety as a result of Sea Grant activities. Include a description of the Sea Grant involvement that led to the modified practices.

Industry personnel include recreational, commercial (wild and cultured), and subsistence fishery participants, processors, and retailers. Practices include techniques, technologies and best management practices adopted. Fisheries sustainability and seafood safety refers to any combination of the ability of the ecosystem to remain diverse and productive; the social, cultural, and economic resilience of the fishing community; personal or crew safety; and quality and safety of the seafood product. Interactions with industry personnel should result in a behavioral change. Thus, conferences, social media, or handouts on fishing practices should not count unless there is evidence of behavioral change (e.g., survey or personal communication). (Examples - fishermen who reduce bycatch mortality using circle hooks or bycatch excluder devices; aquaculturists who take steps to minimize the spread of pathogens; retailers who seek locally-sourced seafood; or fishermen who take additional precautions to remain safe at sea.) To save entry, click “save” at the bottom of the page.

Number of communities that implemented sustainable economic and environmental development practices and policies as a result of Sea Grant activities

Please provide the number of coastal communities that have adopted or implemented sustainable economic and environmental development practices and policies as a result of Sea Grant activities. Communities refer to local governments (cities, towns, villages, townships, counties, or census designated places). Sustainable economic and environmental development practices and policies consist of actions by decision makers to support “development that meets the needs of the present without compromising the ability of future

generations to meet their own needs” (World Commission on Environmental and Development). (Examples – communities that implement policy changes in land-use planning, working waterfronts, energy efficiency, climate change planning, smart growth measures, green infrastructure) To save entry, click “save” at the bottom of the page.

PARTNERS

List any organizations, agencies, community groups, municipalities, governments, businesses, laboratories, or other partners with whom you worked on this project.

Continued partnership: Click “continue” next to the partner listed under “Partners Previous Period(s)” at the bottom of the page.

New partnership: Search for the partner name in the WSG database by typing the first few letters in the “Partner Name” field, select partner and click “save.” If the partner is not listed in the database, enter the “Partner Name”, “Type” and “Scale”, and click “save.”

IMPACTS AND ACCOMPLISHMENTS

Impact Statements describe significant economic, societal and/or environmental benefits resulting from your project work.

Accomplishment Statements describe the key actions, activities or results of your project that may not yet have had a significant economic, societal and/or environmental benefit but lay the foundation for such a benefit in the future.

[Click here](#) for detailed guidance and examples.

To save entry, click “save” at the bottom of the page.

Assign PARTNERS to each statement by selecting the partner name from the "Select Partner" drop down menu and clicking the plus ("+") button. Use the minus ("-") button to remove partners. Submit additional partners on the "Partners" page.

PROJECT DOCUMENTS, PUBLICATIONS

Please provide details in the categories below for publications derived from your projects during the reporting period, including those in review and in press.

Follow the **citation formats** provided, [WSG Publication Citation.pdf](#).

- *Peer-reviewed journal articles
- *Peer-reviewed book chapters
- *Theses and dissertations (cover page and abstract)
- Theses and dissertations (full text)
- *Technical reports
- Books or Monographs
- Proceedings (entire publication)
- *Paper in Proceedings
- Media Placements (print, radio, TV and internet coverage)
- Videos, DVDs, Software and other non print formats
- *Handbooks, Manuals and Guides
- Newsletters and Periodicals

*Brochures, Fact sheets, etc.
Website

For all publications (except books, websites, video, etc.) please provide a PDF. For publication types identified with an asterisk (*) **provide TWO hard copies** to Washington Sea Grant, 3716 Brooklyn Ave NE, Box 355660, Seattle, WA 98105. If no PDF is available, please provide **THREE** hard copies.

LEVERAGED FUNDS

Leveraged funds are defined by the NSGO as non-Sea Grant funding that a state Sea Grant program uses to accomplish the goals and objectives of its four-year plan. The intent of this measure is to capture those jointly funded projects for which the other entity's funds were not managed by Sea Grant but were clearly being used by the SG program to accomplish its planned goals and objectives. The connection to Sea Grant must be direct and obvious.

Please list **purpose, source, amount and period** for any funding that was leveraged specifically to further the progress or goals of your WSG-funded project.

Examples:

For example, a student was awarded travel funding to support their attendance at a conference to present results of your WSG-funded project. The PI would report as follows: Travel award to Jane Smith for conference attendance, Western Society of Naturalists, \$450, 15 June 2012.

Also, if WSG funds directly allowed you to participate in a larger project during the reporting window, please identify the **larger project**, and the **source** and **amount** of other funding. For example, an \$80,000 WSG-funded project on the Washington sea urchin fishery allowed a PI to participate in a regional collaboration, evaluating and comparing urchin fisheries in Washington, California, Japan and Chile. The PI would report as follows: Regional collaboration evaluating and comparing urchin fisheries in Washington, California, Japan and Chile – The Russell Family Foundation, (\$420,000) [i.e., a \$500,000 total budget excluding the \$80,000 WSG funds], July 1 2010 - June 30 2012.

For collaborative efforts please identify the primary funding source only.

NARRATIVES

UPDATE (PROGRESS) REPORT NARRATIVE

Upload a narrative document that describes progress made towards meeting project objectives during **THIS REPORTING PERIOD**, that includes activities carried out, participants, results, challenges encountered, any changes in project direction, etc. **Length:** Two to three pages, include tables and figures as relevant.

COMPLETION (FINAL) REPORT NARRATIVE (Required for FINAL REPORTS ONLY)

Upload a narrative document that provides a summary report for the **FULL PROJECT DURATION** that includes project objectives, methodology, rationale, major findings (include figures and tables) and the significance of the results. If relevant, also include students supported (number and degree level), partnerships and outreach and information/technology transfer activities. **Length:** Eight to ten pages, include tables and figures as relevant. Please note that this summary may be made available to the public via the Washington Sea Grant Web site.

Preferred document format: Arial or Times New Roman font type, size 11-point or greater, single line spacing or greater, left-justified and one carriage return between paragraphs.

Other notes:

- The uploaded document will be automatically renamed, and repeat uploading will replace prior versions.
- The narrative document must be uploaded as PDF, and may include images, charts, tables, and equations.
- If the type of file you wish to upload is refused by the system, contact Marcus Duke at mduke@uw.edu