

Guidance for Annual Reports 2007/08

Due Date: Friday, September 19, 2008

Submission: National Information Management System (NIMS)

<http://www.seagrant.noaa.gov/nims/NimsHome/Default2.aspx>

Dates Annual Report Represents: The 2007/08 Annual Report is scheduled to cover your grant year, February 1, 2007 through the following 12 months, January 31, 2008.

Introduction

NIMS: The introduction is entered as a short narrative (10,000 character limit) in a text box in the “Program Metrics” section, under the “Management” category. We suggest filling out your Annual Report introduction when you are ready to input your Metrics information (see page 11).

I. Award Reporting

Instructions: Under “Manage Projects” in the left-hand navigation, select “Enter/Edit Projects.” You will go to the Introduction page (see screens below). From there, there are two ways to call up projects.

1. You may use the “Select a Project Folder” to open a project you have been working in. Use of this folder is optional. The Select a Project Folder” functionality is designed simply to show and provide easy access to projects that have been recently opened or edited.

2. To call up all projects that fall within the Annual Reporting period, simply scroll down on the page (see top of page 2) and choose the date range before hitting the “See Projects” button. (The name of your program should be selected. If not, go to “Select Program” near the bottom of the screen, choose your program name, and then hit the “See Projects” button.) You will then call up the individual projects that fall within the date range you selected (see sample “List of Projects” screen on page 2). Click on the “Edit Project” button to update information for individual NIMS projects within the selected Annual Reporting time period. (Please note that in the “List of Projects” you will find some duplicative projects. For projects with the same project number, updates/edits made to one will apply to all.)

(Program Development (PD) projects are reported under the “Program Metrics” section under the “Management” category [see page 11].)

Example: Enter/Edit Projects page (continued on page 2)

The screenshot displays the NIMS Master Page 1 interface. On the left is a navigation menu with categories: Admin (User Admin, Password Reset), Manage Projects (Enter/Edit Projects, Program Metrics, Program Impacts), Generate Reports (Reports, Progress Reports), Help (Annual Rpt. Instr.), and Contact. The main content area features a header with text about annual progress reports and a link to 'Click here' for instructions. Below this is a 'Select a Project Folder' section with a 'Recent Projects' dropdown and a list of project folders. A 'Manage Folders' button is located below the list. At the bottom, there is a 'Reporting Period' section with instructions to select a reporting period and program.

Reporting Period


Instructions: Select a reporting period and the program below:

Either February or March 1, 2007 (depending on your start date) through the following 12 months, either February or March 1, 2008. Then, click the "See Projects" button.

Dates from: (MM/DD/YYYY)



to: (MM/DD/YYYY)

4/25/2008 

Program:






[See Projects](#)

Example: List of Projects selected by date range. Note that there are multiple pages of projects (the yellow page navigation arrows are on the "List of Projects" page above the listing of projects (see screen below). To edit an individual project, click on [Edit](#) (far left column, below). If you wish to export your projects into Excel, click on the button beside "Export to Excel." However, note that you cannot edit projects in Excel and move them back into NIMS.

Nims Master Page 1

Home RSS Print Help

List of Projects

 << Export to excel
 

Page 1 of 4

	Project Number	Title	Primary Theme	Initiation Date	Award Number
Edit	R/SBIR-10-I	MICRO-RADIOMETER/FLUOROMETER FOR OCEAN SENSING	ECOSYSTEMS AND HABITATS		
Edit	R/SBIR-8-II	SIMPLIFIED DNA PROBE IDENTIFICATION OF HARMFUL ALGAL SPECIES	ECOSYSTEMS AND HABITATS		
Edit	R/95-CETS-032-01	TRANSFER OF AQUATIC NUISANCE SPECIES VIA SHIP'S BALLAST OPERATIONS	ECOSYSTEMS AND HABITATS		
Edit	R/306390	USE OF POLYMERASE CHAIN REACTION (PCR) TO DETECT PENAEID SHRIMP VIRUSES AS AN AID IN THE DEVELOPMENT OF SPECIFIC PATHOGEN-FREE SHRIMP STOCKS.	AQUACULTURE	8/10/1995	NA56RG0617 -01
Edit	R/306390	USE OF POLYMERASE CHAIN REACTION (PCR) TO DETECT PENAEID SHRIMP VIRUSES AS AN AID IN THE DEVELOPMENT OF SPECIFIC PATHOGEN-FREE SHRIMP STOCKS.	AQUACULTURE	8/10/1995	NA56RG0617 -01
		USE OF POLYMERASE CHAIN REACTION (PCR) TO DETECT PENAEID SHRIMP VIRUSES AS AN			

On this "List of Projects" page, you will find some duplicative projects. For projects with the same project number, updates/edits made to one will apply to all.

Internet

Example: Individual Project Screen. The next three sample screen shots show each category within an individual project screen.

Program Navigation Bar

Project Navigation Bar (click on categories—e.g. **Funding**—to go to corresponding category within a project, below)

Project Information

Institution /Grantees: ABANDONED FARMS, INC.

Sea Grant Program: INDEPENDENT/OTHER

Award Title: TEST PROJECT - DELETE

Sea Grant Strategic Plan Category: COMMERCIAL BIOTECHNOLOGY

Sea Grant Strategic Plan Sub-Category: 11 - MOLECULAR GENETICS

Theme: INVASIVE SPECIES

Abstract: (searchable)

(Objectives/Methodology/Rationale):

Accomplishments and Outcomes: (searchable)

Project Completion Summary Report: (searchable) (5,000 character limit)

Start Date: 4/15/2008

End Date:

Status: Not Submitted

Status/Revision Notes:

Update Cancel Delete

Funding Information

Add Fund

Note: Click on the Federal Year below, to view/edit funding information.

Federal Year	Award Number	Project Number	Fund Source	Total Funds
2007	TEST-DELETE	R/-TESTODELETE	ARMY	\$0.0000

The “Project Completion Summary Report” is a summary (rather than a full PPR), for completed projects detailing key findings.

Programs may need to adjust/correct “Start” and “End” dates.

“Status” and “Status/Revision Notes” are not relevant at this time. This functionality will be used later in the year, when entering 2008 projects (please do not enter 2008 projects at this time). Guidance to follow.

“Funding Information” allows you to click on the Federal Year—e.g. 2007—to see how much \$ the project received for that year.

Nims Master Page 1

Add Impacts

Theme	Impact Title	Statement
Edit AQUACULTURE	Impacts impacted	Although being facilitated by Sea Grant Programs, this planning initiative comprises more than just Sea Grant activities--all interested sectors in the region may have a role in the planned activities. Participants include state and federal agencies, universities, scientists, local government, industry, and non-governmental organizations, existing regional organizations such as the Regional Fishery Management Councils, and other NOAA programs

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TOP

Performance Measures

Add Performance Measure

Note: Click on Edit, to edit the measures.

PerformanceMeasureId	Measures
Edit 129	Economic and societal benefits derived from the discovery and application of new sustainable coastal, ocean...
Edit 130	Economic and societal benefits derived from the discovery and application of new sustainable coastal, ocean...

Attachments

Impacts may be added by project, as in this example, or by program (see section II, below.)

Attachments are optional and may include PPRs, feature stories and other documents.

II. Impacts

Instructions: This section should include impacts from a current or previously-funded project that may have been realized recently. In NIMS, impacts may be added by project (see screen above), if correlated to a specific project, or, by program (see screen below). Either method is fine. To add program-level impacts, go to “Manage Projects” in the left-hand navigation and select “Program Impacts.”(see screen below). Many programs may choose to submit a combination of both project and program-wide impacts. (Note that when programs enter all Annual Report information and go to “Generate Reports,” this report [in either PDF or Excel format], will include impacts by project and those entered by program in order to ensure that all impacts entered into NIMS will be included in your Annual Report.)

Example: Program Impacts

Nims Master Page 1

Projects | Program Metrics | Program Impacts | Generate Reports

Impacts

Impact Statements: FLORIDA [Add Impact](#)

Programs can enter their impact statements here. You may enter multiple statements.

Following is the Guidance from the PAT Manual, 2005 (page 39) on Impacts:

"Impacts are higher order, usually long-term results of a program's activities that have significant scientific or societal benefits. Impacts may involve behavioral, policy or economic changes. Seminal contributions to science are considered impacts especially if the research findings lead to major progress in a particular field, implementation of new technologies or have a substantive bearing on an economic or societal issue. While breakthroughs do occur, it is important to realize that impacts are developed over the long term—both in the scientific arena and through sustained, integrated efforts by Sea Grant programs themselves."

To see examples of Impact Statements, please [click here](#).

[Excel](#) << Export to excel

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Details	Sea Grant redesigns navigational chart for NOAA National Ocean Service	COASTAL COMMUNITIES AND ECONOMICS
Details	Sea Grant provides managers with data to aid boaters and oyster reefs	COASTAL COMMUNITIES AND ECONOMICS

Impacts include a title (headline) and statement (body of the impact). You may also assign one or more thematic areas.

Definition

“Impacts are higher order, usually long-term results of a program’s activities that have significant scientific, economic or social benefits. Impacts may involve behavioral, policy or economic changes. Seminal contributions to science are considered impacts especially if the research findings lead to major progress in a particular field, implementation of new technologies or have a substantive bearing on an economic or societal issue. While breakthroughs do occur, it is important to realize that impacts are developed over the long term—both in the scientific arena and through sustained, integrated efforts by Sea Grant programs themselves.” (PAT Manual, 2005)

Guiding Principles

Impacts should:

- Be well-written and succinct – brevity is key
- Highlight research, education, extension and communications projects (not just research projects)
- Capture unique or noteworthy results
- Demonstrate partnerships, when possible
- Show how products or results *are* being or *will* be used (often demonstrate regional or national application, or the potential for broad use)
- Quality is key (more important than the quantity of impacts)

Each impact statement entered into NIMS will include:

Theme: Aquaculture

Title: Sea Grant seeds small businesses and creates jobs

Statement: Sea Grant has contributed to the founding or operation of eight pearl farms, four demonstration and training pearl hatcheries, 15 giant clam farms (including the largest commercial giant clam aquaculture venture in the Pacific) and 20 sponge farms (Micronesia is the only area that farms sponges). Overall, the number of aquaculture enterprises in the Hawaiian Islands has reached 126 farms valued at \$25.2 million dollars, which translates into approximately 630 jobs.

Below are several additional examples of impacts for reference purposes. This list is not intended to be comprehensive since there are many types of impacts.

- **Sea Grant traces organic contaminants from the White's Point Outfall Effluent**
Using radioisotope data Sea Grant researchers have found concentrations of DDT and PCBs in the water column off White's Point that are 100 to 1000-fold higher than the current limiting concentrations for effluents. Their methods have been adopted by the Southern California Coastal Water Research Project (SCCWRP) and the Department of Earth Sciences at USC, resulting in a total of approximately 155 person hours saved per month (equivalent of one full-time employee).
- **Sea Grant Develops Revolutionary Way to Track Illegal Shark Trade**
Researchers developed an inexpensive, rapid and reliable genetics test to identify shark body parts. Federal prosecutors are using this research in investigations, resulting in fines of more than \$100K. DNA markers for 18 US Atlantic shark species have been fully developed and tested for legal and illegal species.

- **Sea Grant Helps Landowners Reduce Pollution and Improve Water Quality**
Sea Grant extension agents are providing public education (audiovisual materials, newsletters and presentations) about the value of planting buffers—filter strips of vegetation planted along streams and ditches to receive runoff from agricultural fields in the Lake Erie watershed. Approximately 18,000 miles of buffer strips have been installed in northern Ohio and some 1,700 acres of wetlands have been constructed.
- **Sea Grant Helps Prevent Spread of Non-Native Plants and Animals Through National Campaign**
In response to the U.S. Ocean Commission Report, the Great Lakes regional network, in partnership with the pet industry and the U.S. Fish and Wildlife Service, launched a major public education and outreach effort called “Habitattitude” to prevent the release of non-native plants and animals. The message: “If you have acquired an undesirable aquatic plant or fish species for your aquarium or water garden, it is important not to release these plants or animals into the environment.” When aquarium hobbyists, backyard pond owners and water gardeners purchase fish or plants for their tanks or ponds, they receive the Habitattitude message at pet stores, such as Pet Smart and Petco.

III. Performance Measures

Instructions: Performance Measures are entered in NIMS by project (see project entry screen on the top of page 4 for the Performance Measures category). Screen shots of the individual entry screens for all three Performance Measures are displayed below. **If you have a Performance Measure for your program (i.e. not correlated with an individual project), please return to the “Listing of Projects” page and enter the measure under your Management Project.**

Background

All NOAA programs are required to report annually on their performance to NOAA leadership, OMB, and Congress. NOAA has established performance measures for its matrix programs, and as part of the Ecosystem Research Program (ERP), the NSGO will report on Sea Grant’s contribution to the ERP performance measures. The measures have been developed in the last two years and are intended to cover all ERP programs. Three of those measures (below) are well-suited to Sea Grant and capture a great deal of what Sea Grant is about.

While it is not necessary nor expected that each Sea Grant program will contribute to each measure, we hope that there will be a number of substantial contributions that the Sea Grant network collectively will be able to make to each measure. Please note that you are NOT expected to fit all of your program’s activities into the confines of one of these measures – there are undoubtedly areas of your program that do not fit into these measures.

The goal for reporting on the measures below is to provide a target number for each of the measures that explains the likely anticipated outcome over the next year. **In other words, report on what you estimate to be the result of efforts that are already underway or recently completed.** Do NOT provide a listing of projects that you are planning to do.

For each measure, please indicate: (1) what your actual performance was from February 1, 2007 through January 31, 2008; and, (2) your anticipated performance from February 1, 2008 through January 31, 2009.

Measure 1: Economic and societal benefits derived from the discovery and application of new sustainable coastal, ocean, and Great Lakes products from the sea.

Explanation: Society benefits from the discovery, exploration, and development of new sustainable coastal and ocean products (i.e. marine natural products, health, pharmaceuticals). As an example, Sea Grant’s (and other NOAA programs’) efforts to develop new drugs from marine organisms have resulted in the discovery and description of more than 1,000 compounds that may be vitally important to the health industry. This measure tracks the economic benefits generated by NOAA’s investment in new products from coastal, ocean, and Great Lakes ecosystems.

As an example of what a report might look like in NIMS (for Measure 1):

The screenshot displays the NIMS web interface for Measure 1. It is divided into two main sections: '2008 Actual Information' and '2009 Anticipated Information'. The 2008 section shows '2' new products discovered, with examples like 'Compounds utilizing chitosan were developed for various sustainable agriculture applications' and 'Marine microbial proteasome inhibitor'. It also shows '2' new products applied to use, such as 'Chitosan has been accepted by the National' and 'Economic Benefits (in \$M)'. The 2009 section shows '1' new product discovered, '1' new product applied to use, and '0' jobs created. A yellow callout box on the right states: 'This is the “Measure 1” entry screen within an Individual Project. The examples provided in the boxes are the results of a single project (the project in which they are entered). We understand that some projects will not yield performance measures.'

We are grateful to Washington Sea Grant for providing the following measures as examples for the reporting process:

2007 Actual:

2 new products derived

- Compounds utilizing chitosan were developed for various sustainable agriculture applications, including control of potato late blight, submerged aquatic weeds and “fairy rings” on golf courses.
- Marine microbial proteasome inhibitor with potential pharmaceutical properties was biosynthesized and its gene sequenced.

2 new products applied to use

- Chitosan has been accepted by the National Organic Program as a legitimate inert ingredient and no longer requires experimental use permits; Northwest organic potato growers have begun using it commercially.
- Protease inhibitor is currently in Phase I human clinical trials for treatment of multiple myeloma and solid tumors; two provisional patent applications have been filed.

Economic benefits generated

- Washington Sea Grant (WSG) researchers are currently unable to provide a precise estimate of the economic benefits derived from the application of chitosan compounds; however, as a sticking agent for a copper compound currently available to organic growers the chitosan/copper treatment has proven efficacy in controlling potato late blight. Its application requires 1/40th the amount of copper in the treatment combination, significantly reducing treatment costs and potential copper accumulations in the environment. Given the lower cost of chitosan compared to commercially available products the use of chitosan by organic potato farmers alone in Washington and Idaho could generate close to \$860,000 in savings. Widespread use by potato farmers could generate much higher economic savings, compared to those from the use of currently available commercial products. With both increasing acreage devoted to organic farming and additional grower acceptance, such savings could amount to several million dollars annually. These estimates do not take into consideration the unknown chitosan marketing costs. In addition, this research has helped provide a market for chitosan and helps sustain commercial chitosan manufacturing. The utilization of crab shell waste to produce chitosan also reduces waste and pollutants near seafood processing plants.

2008 Anticipated:

1 new product derived

- Using innovative technology, exopolymers will be extracted from sea-ice bacteria and tested for biotechnological, medical and engineering applications as enzyme stabilizers and cryoprotectants.

1 new product applied to use

- WSG anticipates at least one 2006 product will be further applied to use in 2007: there may be additional applications for chitosan compounds (e.g., control of aquatic weeds) and/or the proteasome inhibitor may complete advanced trials.

Economic benefits generated

- WSG is currently unable to estimate the potential economic benefits that could be derived.

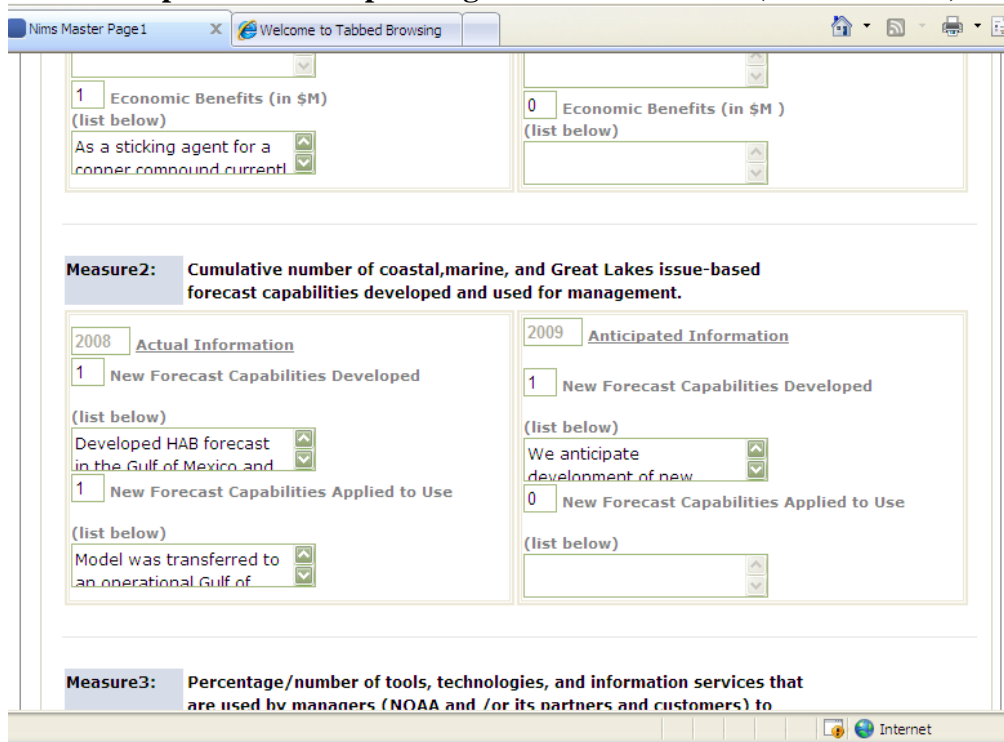
Measure 2: Cumulative number of coastal, marine, and Great Lakes issue-based forecast capabilities developed and used for management.

Explanation: NOAA develops discrete forecast models that allow resource managers to make decisions based on predicted environmental and socioeconomic impacts related to a particular issue. Managers use these issue-based forecasts to predict the impacts of a single ecosystem stressor (i.e. climate change, extreme natural events, pollution, invasive species, and land and resource use) and in order to evaluate the potential of various management options.

These forecasts are based on field and laboratory studies, existing data, and models predicting environmental conditions under different scenarios. Forecast capabilities will be specific to a geographic area; they will be counted for each ecosystem as they become operational. For example, HAB forecasts in the Gulf of Mexico and Gulf of Maine will be counted as two separate forecast capabilities. Similarly, multiple, distinct forecast capabilities could be counted within a single ecosystem (i.e. NOAA may forecast HABs, pink shrimp harvest, and hypoxia in the Gulf of Mexico).

There has been significant progress toward this goal in recent years. Numerous examples include: pink shrimp harvest and Gulf of Mexico hypoxia forecast model development (2002), transfer of an operational Eastern Gulf of Mexico harmful algal bloom alert capability to NOAA’s Coastal Services Center (2004), transfer of the Great Lakes Forecasting System to NOS CO-OPS and NWS (2005), and preliminary forecasts for domoic acid in Pacific NW razor clams, coral bleaching, MSX oyster mortality, and real time jellyfish prediction in the Chesapeake Bay.

As an example of what a report might look like in NIMS (for Measure 2):



Measure 3: Percentage/number of tools, technologies, and information services that are used by managers (NOAA and/or its partners and customers) to improve ecosystem-based management.

Explanation: This measure tracks Ecosystem Research Program (ERP) success in translating research findings into tools, technologies and information services that improve the use and management of coastal, ocean, and Great Lakes ecosystems. Examples of tools include: land cover data, benthic habitat maps, and environmental sensitivity index maps. Technologies refer to the transfer of new or underused approaches for addressing coastal management (e.g., remote sensing, biosensors, AUVs, genetic markers for fishery stocks) and resource development (e.g. culture systems for aquaculture, marine pharmaceuticals). This includes the application of technology to coastal resource management through synthesis, integration, training, and the development of new management tools. Tools or techniques used

for modeling or forecasting are measured elsewhere and excluded here. **The KEY here is for these tools and services to be utilized and applied by managers.**

Tracking the accessibility and application of information by target audiences will allow ERP to identify and expand its most effective programs and products. NOAA partners and customers include federal, state, local and tribal authorities who make decisions that affect the state of resources in the U.S. coastal zone, and other users whose actions impact the condition of coastal ecosystems (e.g., private industry, school children.)

As an example of what a report might look like in NIMS (for Measure 3):

Model was transferred to an operational Gulf of

Measure3: Percentage/number of tools, technologies, and information services that are used by managers (NOAA and /or its partners and customers) to improve ecosystem-based management.

Year	Information Type	Tools and Services Provided	Applied by Managers in Decision-Making
2008	Actual Information	2 (list below) New benthic habitat maps	0 (list below)
2009	Anticipated Information	1 (list below) AUV developed to improve	0 (list below)

Buttons: Save, Cancel

IV. Appendices (Program Metrics)

Instructions: To enter Metrics information, click on “Program Metrics” under the “Manage Projects” tab on the NIMS home page in the left navigation (see screen below). Or, if you are in a project screen you can also select “Program Metrics” from the horizontal navigation.

Example: Program Metrics screen. Note that NIMS will default to your own program name.

National Sea Grant Information Management Systems

You are here : Program Metrics Selection

Welcome, NIMS Administrator

Nims Options

- Home
- Admin
 - User Admin
 - Password Reset
- Manage Projects
 - Enter/Edit Projects
 - Program Metrics**
 - Program Impacts
- Generate Reports
 - Reports
 - Progress Reports
- Help
 - Annual Rpt. Instr.
- Contact

Program Metrics

Select the Program:

Select the Year :

A. Management Metrics

Please note there are seven sections (see screen below) under the Management category (these become visible when you move your cursor over “Management” in the navigation bar, see screen below). Under the Management category, you will find links to pages where you can access entry screens for the Annual Report Introduction, Staff Composition, Program Development Projects, Leveraged Funds, Partnerships, Awards and Honors, and New Businesses/Jobs/Patents/Licenses.

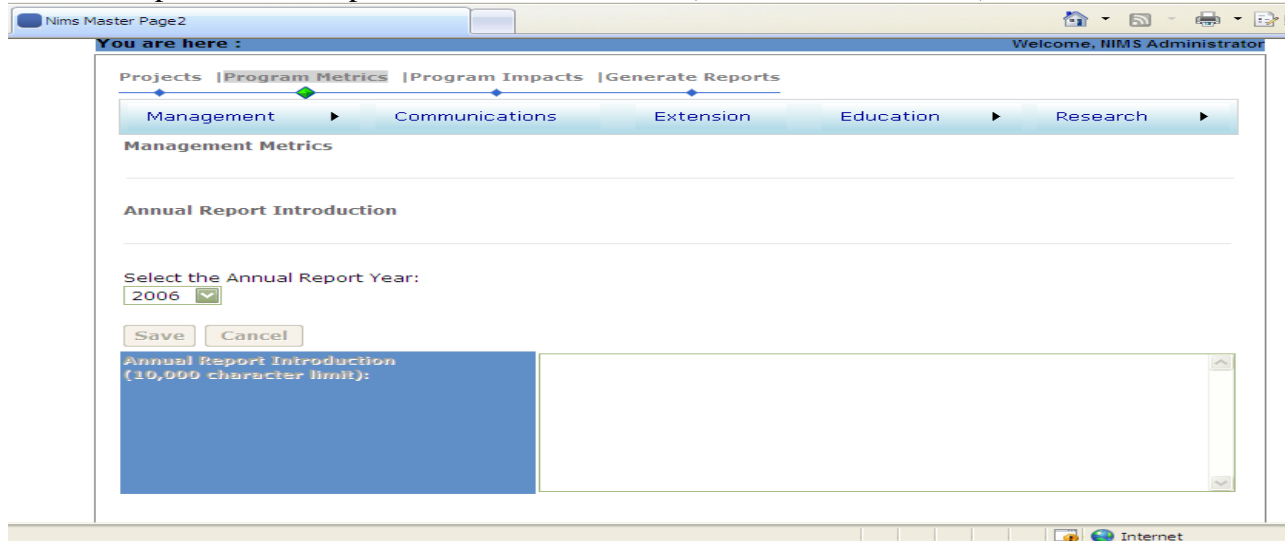
Example: Management Metrics drop down menu



1. Management Metrics: Introduction

To add your Annual Report introduction, select the “Annual Report Introduction” link in the drop down menu under “Management.” Here, you are able to paste your introduction directly into the text box provided.

Example: Annual Report Introduction text box (10,000 character limit)



2. Management Metrics: Staff Composition

The next drop down option under the “Management” tab is “Staff Composition.” Please add staff composition and number of FTEs devoted to Sea Grant, including man-months (included in 90-4 forms) for all completed projects. Please include all personnel being supported, including PIs, graduate students, technicians, support staff, etc. Note also the “Management Staff” table at the bottom of the page. The number of individuals should represent the *total* number of people involved in Sea Grant-related activities, while the number of Sea Grant-funded and non-Sea Grant-funded FTEs are based on man-months alone and do not necessarily add up to the total number of individuals listed.

Example: Staff Composition and Management Staff sample information

The screenshot shows a web browser window titled "Nims Master Page1". The main content area displays instructions for staff composition reporting, followed by a table for "Staff Composition for the year 2006". Below this is a section for "Management Staff Devoted to Sea Grant" with a table listing team members and their FTEs.

Staff Composition and number of FTEs devoted to Sea Grant, including man-months (included in 90-4 forms) for all completed projects. Please include all personnel being supported, including PIs, graduate students, technicians, support staff, etc.

FTEs (1 Full time Employee= 12 man months) devoted to Sea Grant (i.e. 6 man months = .5 FTE)

Staff Composition for the year
2006

[Edit](#)

Sea Grant Staffing	Number of Individuals	Number of FTE's (Funded by Federal Sea Grant \$)	Number of FTE's (Funded by Match and non-Sea Grant \$)
Administrative	10	1.10	6.91
Communications	5	3.10	1.00
Extension	13	3.82	5.73
Education	2	0.00	2.00
Research	31	60.80	25.95
Total	61	68.82	41.59

[Export to excel](#)

Management Staff Devoted to Sea Grant:

[Add Mgmt Team Member](#)

Management Staff FTEs: Percentage of time the Sea Grant Director and management staff devote to Sea Grant

Mgmt Team Member	Position	FTE Devoted To SeaGrant		
John Smith	Director	1.000	Edit	Delete
Tom Smith	Asst. Dir. Communications	1.000	Edit	Delete
Jane Smith	Asst. Dir. Research	1.000	Edit	Delete
Johnny Cash	Asst. Dir. Administration	1.000	Edit	Delete

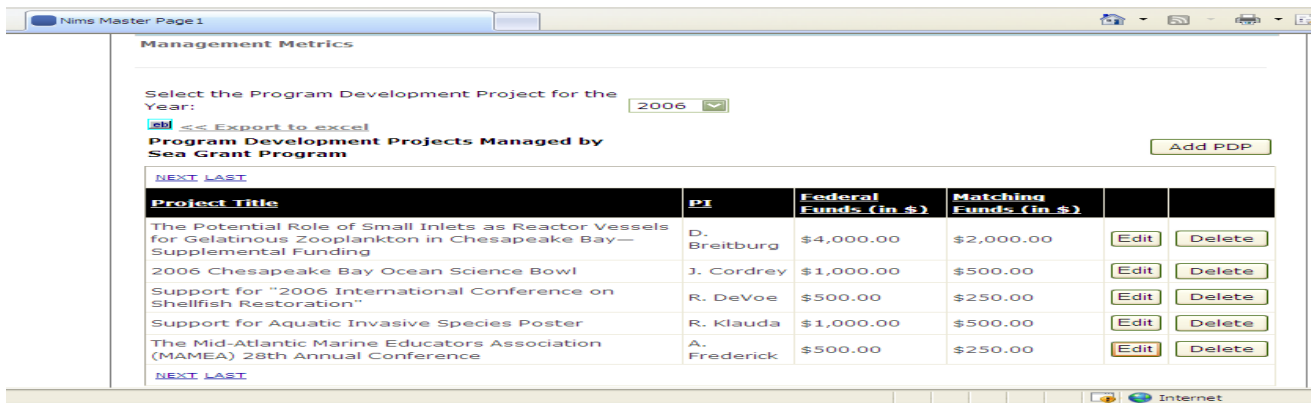
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Last updated on 23-March-2008
<< 0.62 seconds >>

3. Management Metrics: Program Development Projects

Please add Program Development Projects managed by your Sea Grant program. These should be projects that are initiated at any point during the annual reporting period, or continuing projects with funding that was not reported on during the previous annual reporting period/year.

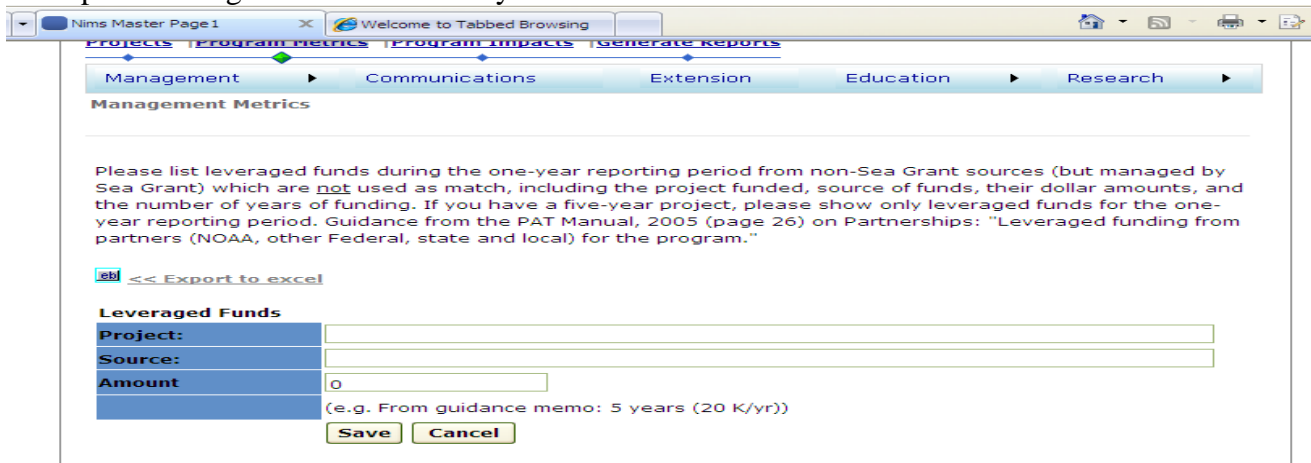
Example: Program Development Projects sample information



4. Management Metrics: Leveraged Funds (Not shown as match)

Please list funds leveraged during the one-year reporting period from non-Sea Grant sources (but managed by Sea Grant) which are not used as match, including the project funded, source of funds, their dollar amounts. If you have a five-year project, please show only leveraged funds for the one-year reporting period. Guidance from the PAT Manual, 2005 (page 26) on Partnerships: "Leveraged funding from partners (NOAA, other Federal, state and local) for the program."

Example: Leveraged Funds blank entry screen



Example: Leveraged Funds sample information



5. Management Metrics: List of Partnerships

Instructions: Please hit “save” after entering each partner (i.e., save after each entry).

List the total number of partnerships within the time period covered by this annual report. When listing a federal agency or university, please include the name of the particular office and/or department (e.g. NOAA–Coastal Services Center). Partners are those who are co-funding/participating on projects or activities with Sea Grant. Guidance from the PAT Manual, 2005 (page 58) on Partnerships: “Effective local, regional and national interactions and collaborations.”

Example: Partnerships sample information

Management Metrics

Please list total number of partnerships during the one-year annual reporting period. Partners are those who are co-funding/participating on project activities with Sea Grant. Guidance from the PAT Manual, (Partnerships): "Effective local, regional and national interactions and collaborations".

Select the List of Partnerships for the Year:

[eb](#) << Export to excel

List of Partners in each category

[NEXT](#) [LAST](#)

Federal	Regional	Local & State	NGOs	International	Industry / Business	Academic Institutions	SG Programs	Other		
			West Feliciana Historical Society Museum							<input type="button" value="Edit"/> <input type="button" value="Delete"/>
			Villa Louis, Wisconsin Historical Society							<input type="button" value="Edit"/> <input type="button" value="Delete"/>
			Tunica							

6. Management Metrics: Program Awards and Honors

Please list all the awards and honors received during the annual reporting period.

Example: Program Awards and Honors sample information

Program Awards and Honors Managed by Sea Grant

Please list all the awards and honors received within the time period covered by this annual report.

Select the Year for the Award and Honors:

Awards and Honors

APEX AWARD, MAGAZINE, for Chesapeake Quarterly
 APEX AWARD, BOOK, for Guide to Underwater Grasses
 APEX AWARD, ARTICLE, for a profile of a Riverkeeper by Jack Greer

7. Management Metrics: New Businesses/Jobs/Patents/Licenses

Please list any new businesses and/or jobs created, and patents and/or licenses received during these 12 months.

Example: New businesses, jobs created, patents, licenses entry screen

B. Communications Metrics

Please list all publications in the categories below. The following categories should reflect the total numbers of materials and products for your ENTIRE PROGRAM—including research, communications extension and education. For instance, please ensure that the numbers for items such as brochures, fact sheets, CDs, DVDs, and so forth, reflect the efforts of all extension, education specialists, and researchers.

Example: Communications metrics sample information. Note that this metric table includes additional categories not shown here.

Category	Count
Technical Reports.	11
Proceedings, Symposia.	115
Brochures, Fact Sheets, etc.	0
Books & Monographs.	0
Peer-reviewed journal articles, book chapters.	37
Videos, CDs, DVDs, MP3s, Software and other non-print formats.	2
Maps, Charts, Atlases.	0
Handbooks, Manuals, Guides.	6
Electronic Publications.	0
Theses, Dissertations.	8
Newsletters, Periodicals.	14
Program Reports (Annual/Biennial, Strategic and Implementation Plans)	0
Bibliographies, Directories	0
Miscellaneous Document Types, i.e. posters, radio scripts, conference papers/Power Points, workshop summaries, topical websites	7

C. Extension Metrics

Example: Extension Metrics (**optional** – fill this metric out if you collect this information). Note, however, that we collect and utilize these metrics for the NOAA Annual Operating Plan, the NOAA Office of Education, for Agency planning and budgeting activities, the Congress and other audiences.

Example: Extension Metrics sample information

Extension Metrics for the Year

	Edit Record
Number of SG-Sponsored/Organized Meetings, Workshops and Conferences.	38
Number of Attendees in SG Meetings/Workshops.	762
Number of Radio Interviews	1
Number of TV Appearances	8
Number of Public Presentations	105
Number of Attendees at Presentations	4422
Number of Volunteer Hours	1280

D. Education Metrics

1. K-16 (**optional** – fill this metric out if you collect this information). Note, however, that we collect and utilize these metrics for the NOAA Annual Operating Plan, the NOAA Office of Education, for Agency planning and budgeting activities, the Congress and other audiences.

Example: K-16 Metrics sample information. Note that this metric table includes additional categories not shown here.

K16 Metrics for the year

K-16
Professional Development for Educators

	Elementary School	Middle School	High School
Number of professional development sessions (workshops, institutes NOT for college credit)	<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="12"/>
Number of attendees at professional development sessions	<input type="text" value="40"/>	<input type="text" value="100"/>	<input type="text" value="180"/>
Number of students reached through educators (NOTE: if you have this number, great, otherwise please use a multiplier for your state, e.g. most elementary teachers teach 25 students in your state.)	<input type="text" value="1000"/>	<input type="text" value="5000"/>	<input type="text" value="8100"/>

Save Cancel

seagrant.noaa.gov/nims/Metrics/K16.aspx

2. Students Supported. This includes students supported by any Sea Grant funds (i.e., hourly support, tuition and/or stipend).

Example: Students Supported

Student Supported Metrics for the year **2006**

Student Supported by any Sea Grant Funds (i.e., hourly support, #tuition and /or stipend). Edit Record

Category	Number of new students	Number of continuing students	Number of degrees awarded
Knauss Fellowship	3	NA	NA
Industry Fellowship	0	0	NA
NMFS/SG Fellowship	0	0	NA
State Fellowship	0	0	NA
Sea Grant Supported MS/MA/JD Graduate Students	2	1	1
Sea Grant Supported PhD Graduate Students	3	1	1
Sea Grant Supported Undergraduate Students	16	0	0
Other	1	5	NA
Total	25	7	2

E. Research Metrics (Core Omnibus Competition Statistics)

You may include both PIs and co-PIs for the following categories. Also, please note that when totaling numbers for institutions, schools and colleges under a single university count as one institution.

Example: Research Metrics

Instructions: You may include both PIs and co-PIs for the following categories. Also, please note that when totaling numbers for institutions, schools and colleges under a single university count as one institution.

Core Omnibus Competition Statistics For Year 2006

Core Omnibus Competition Statistics save Cancel

Omnibus competition in previous 12 months? Yes No

	Number of Proposals	Number of Institutions Involved	Number from Home Institution
Pre-Proposals Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-Proposals Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposals Funded	<input type="text"/>	<input type="text"/>	<input type="text"/>
NSI Competitions			
	Number of Proposals	Number of Institutions Involved	Number from Home Institution
Pre-Proposals Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-Proposals Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>

Nims Master Page 1 x Welcome to Tabbed Browsing

Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-Proposals Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposals Funded	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recruiting Talent
Core Project Statistics (Excluding Program Development)

	Number of Projects	Number of PIs and co-PIs	Number of Institutions	Regional/Multi-program
Continued from previous award year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NSI Statistics

	Number of Projects	Number of PIs and co-PIs	Number of Institutions	Regional/Multi-program
Continued from previous award year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Generate Annual Report

If you wish to print your annual report (not necessary for NSGO submission), go to “Generate Reports.” This will take you to a “Reports” page where you may choose “Annual Report.” You will then specify either award number(s) or call up projects by date range. The system will generate a report in one of several file formats of your choosing. **This functionality is nearly complete in NIMS and will be available in mid-May.**

Problems, Questions, Comments?

For questions about the guidance, please contact your PO.

To report a problem with NIMS please go to [Help/Suggestions](#) in the system:

<http://www.seagrant.noaa.gov/nims/Support/Support.aspx>

Thank you and congratulations!