



## **Project Oversight and Administration**

Georgia Sea Grant (GASG) is supported by an institutional award from the National Oceanic and Atmospheric Administration (NOAA) to the University of Georgia (UGA). All awards that are made using our omnibus funding are subject to federal cost accounting requirements and NOAA standard award terms and conditions. Each research project principal investigator is responsible for understanding and adhering to these terms, conditions, and requirements, as well as those of the host institution regarding allowable use of project funds.

As the principal investigator, you are accountable for the project's overall progress, administration, and budget. You are also responsible for ensuring that the project meets any applicable animal care or human subject requirements and for obtaining necessary approvals from your institution's Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) office prior to the initiation of the project. Copies of approvals, including modifications to existing protocols or approvals, must be submitted to GASG for our award records.

Project funds generally are issued annually through various installments that we receive from NOAA. The release of these funds depends on the timing and amount of funds that GASG receives from NOAA and will be based on awarded budgets and timelines. GASG reviews all project budgets, cost share, and progress reports prior to release of continued funding. Please be proactive in communicating with the director (Mark Risse, [mrisse@uga.edu](mailto:mrisse@uga.edu)) or associate director (Mona Behl, [mbehl@uga.edu](mailto:mbehl@uga.edu)) about any issues that may affect the progress, scope, or budget of your project.

For projects with a UGA principal investigator, the UGA's Sponsored Program Administration (SPA) will establish a budget number according to the approved budget and award dates. For a non-UGA principal investigator, SPA will initiate a subaward with the investigator's institution/organization.

## **Multi-Investigator or Institution Projects**

In cases where a project includes subawards to other institutions, or funding is split between several institutions, the principal investigator is responsible for the conduct of the project as a whole. They should maintain close contact with all associate and co-principal investigators to ensure that steady progress is made toward completing project objectives and that progress reports, final reports, and required financial documentation cover all portions of the project.

The principal investigator is responsible for distributing project-related correspondence (including the Letter of Award and this project administration document) to any associate or co-principal investigators. All project-related requests should be endorsed and submitted to GASG by the principal investigator.

Projects funded among multiple state Sea Grant programs may have special award requirements, which will be determined on an individual project basis.

## **Cost Share**

Federal requirements stipulate projects must document and report expenditures committed as cost-share or matching funds as they occur throughout the year. Cost share must be met through the use of non-federal sources and is subject to the same compliance and audit requirements as direct charges to federal awards. As principal investigator, you are responsible for ensuring compliance and accurate recordkeeping for all funds or transactions reported as cost share on a GASG project. Our fiscal officer (Sara Karlsson, [karlsson@uga.edu](mailto:karlsson@uga.edu)) will work with you to address any cost-share questions.

Cost-share documentation must be up-to-date before GASG considers grant action on the project, including transfer of subsequent funding or extension requests. This requirement may also extend to other GASG proposals or activities for which the principal investigator is responsible. If the cost-share commitment in the approved project budget is not met, GASG may be required to reduce the federal share of the award proportionately and, if necessary, retroactively.

## **Modification of Project Scope and Personnel**

The approved proposal, timeline, and agreed-upon responses to reviews constitute the scope of work for GASG projects. Written approval from the director is required before changes are made to this scope of work (including subawards) or to senior personnel status (including grantee organization, percentage time, and sabbaticals or other leaves of absence).

To request a project modification, a principal investigator must contact the GASG director and provide a written explanation that justifies the proposed change and the impact on the project's progress and results. If replacement of senior personnel is proposed, include a biographical sketch and a description of the work they will be performing. In some situations, GASG may need to contact the National Sea Grant Office (NSGO) for concurrence.

## **Budget Management**

Any significant budget modifications require an approval from the director. To obtain an approval, submit the following information.

1. GASG project number and project title
2. UGA budget number or subaward number
3. Details of, and a justification for proposed changes by budget category (salaries, supplies, equipment, travel, other, IDC)
4. A comparison of the original and new budget by line item in a spreadsheet format.

Principal investigators must ensure proper oversight and handling of their project award. Deficits (including cost share) or project cost overruns are the responsibility of the principal investigator's department or organization and cannot be absorbed by GASG. All deficits must be cleared prior to the expiration of the project.

## **Subawards**

Principal Investigators must request approval from GASG prior to generating any subawards (excluding those for standard goods or services) that were not described as part of the approved proposal. The request should describe the proposed scope of work to be accomplished by the subawardee, how the subawardee was selected, why a subaward is the best course of action, the name and expertise of the subawardee, the amount of funds to be awarded, a detailed budget and budget justification, and the impact on the overall project budget.

## No-Cost Extensions

Investigators are expected to adhere to the project's approved timeline and to complete the project by the award end date. When circumstances prevent this, the principal investigator must submit a written request to the GASG director for an extension without additional funds (no-cost extension). Projects cannot be extended merely to allow recipients to spend remaining funds. Extensions may be one-time or may be approved incrementally. In most cases, an extension should not exceed the original project end date by more than one year. The GASG director's ability to approve a request for a no-cost extension may be constrained by conditions and limitations established in GASG's parent award.

Requests should be submitted at least 60 days before the project expiration date. Prior to submission, the principal investigator should verify that all cost-share documentation and required reports are up-to-date. To request a no-cost extension, please send an email with the following information to Mona Behl at [mbehl@uga.edu](mailto:mbehl@uga.edu).

1. Project title
2. UGA budget number or subaward number
3. Current and requested end dates
4. One or two paragraphs that:
  - summarize project progress to date
  - detail the reasons for the requested extension
  - outline expected outcomes the extension will support, any new project directions, and any impact on the project objectives

## Progress, Completion, and Post-Project Reports

Principal investigators are required to provide GASG with progress, completion, and post-completion project reports, which are used in program management at local, state, and national levels. The reports are GASG's primary mechanism for evaluating project progress, informing action related to project continuation, and tracking publications, theses, and application of results. In addition, they are used in developing outreach products, including GASG website content, our newsletter, and media releases. The reports are the basis for GASG's required reporting to the National Sea Grant Office, evaluating research investments, developing GASG program impacts, and meeting performance measures. The reports form the basis for information entered into a national database that is used to evaluate the productivity of the National Sea Grant College Program and set national priorities and funding levels.

Required project reports are as follows:

1. Annual Progress Reports. At the end of every funding year, principal investigators must report on the results from the preceding grant year. Investigators also must report all presentations, publications, interactions, and media interviews.
2. Final Project Reports. At the end of the project, two reports are required:
  1. The Final Annual Report summarizes the results of the final grant year of the project (or part of the year since the last annual progress report).
  2. The Project Completion Summary Report provides a lay summary of the entire project. This report will be submitted by GASG to the National Sea Grant Office and will be available to the public.
3. Post-Project Follow-Up Reports. Upon request, principal investigators are required to provide brief follow-up reports to inform GASG of project results, publications, products, interactions, impacts, and benefits that occurred after the project award period ended.

Reports will be completed via Georgia Sea Grant's proposal management portal: [eseagrant.uga.edu](http://eseagrant.uga.edu). Instructions for report completion will be provided to the principal investigator using this website. National Sea Grant reporting requirements can change annually and those changes will be reflected in the GASG reporting guidance. GASG may withhold project funds if appropriate documentation or required reports are not provided by stipulated deadlines.

### **Guidelines for Reporting Sea Grant Matching Funds**

For every two federal dollars requested, one dollar in non-federal cost-sharing is required. Institutional cost sharing may be one of two forms: in-kind contributions or matching funds. In-kind contributions are defined under federal guidelines as "contributions other than cash." While they usually add real value to a project, they do not require an actual cash outlay. Some examples of in-kind contributions are effort (existing salaries and benefits of investigators and others working on the proposed project and paid from non-federal sources), indirect costs not charged to the sponsor, third-party contributions and donated labor, materials, equipment, supplies, ship-time, and services. Matching funds are actual cash contributions.

#### **Matching Requirements:**

1. Match must be from non-federal sources.
2. To be eligible as match, the funds must be expended during the time period of the grant.
3. The exact amount of the matching expenditure must be reported after the fact. Auditors will disallow estimates.

UGA's Sponsored Projects Administration (SPA) will establish the Project ID and applicable chartstrings, and determine the required cost share/match on Sea Grant subawards. All principal investigators must budget, record, and identify committed cost share as directly benefiting the project. Care should be taken to ensure expenses are applied appropriately against the Project ID cost share chartstring. If the cost-sharing commitment is in the form of salary, the project effort should be documented accordingly. If the cost share contribution is in the form of travel or supplies, the cost should be documented in the same way that travel and supplies are charged directly to the cost share chartstring.

More information regarding cost share policy can be found on the following webpage -- <https://spa.uga.edu/forms-policies/cost-share/>

### **Publications**

Publication of research results in peer-reviewed journals and proceedings is an important metric for evaluating research programs. Investigators and students should plan to publish the results of their GASG-funded work in an appropriate formal (e.g., scholarly) or informal formats, or both. GASG and NOAA must be properly acknowledged in all materials that are published as a result of the project. In addition, GASG must be notified of these publications (even after the project has ended).

All print and electronic publications resulting fully or partially from GASG funding should include the following acknowledgment and disclaimer statements.

*Acknowledgement Statement:* This publication is supported in part by an institutional grant NA22OAR4170116 to the Georgia Sea Grant College Program from the National Sea Grant Office under the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

*Disclaimer Statement:* All views, opinions, findings, conclusions, and recommendations expressed in this material are those of the author(s) and do not necessarily reflect the opinions of the Georgia Sea Grant College Program or the National Oceanic and Atmospheric Administration.

If the publication does not lend itself to the above statement, as may be the case with a workshop agenda, poster, or presentation, the GASG logo should be incorporated into the design. GASG has high-quality logos, please contact Emily Kenworthy at [ekenworthy@uga.edu](mailto:ekenworthy@uga.edu), to obtain one. For questions related to acknowledgment or disclaimer statements or federal award numbers, please contact Mona Behl at [mbehl@uga.edu](mailto:mbehl@uga.edu).

Investigators are required to provide GASG with copies of both print and electronic publications resulting from GASG project investments, including those produced after the project has ended. New project-related papers, reports, and other documents should be reported via email to Emily Kenworthy at [ekenworthy@uga.edu](mailto:ekenworthy@uga.edu) as they are published instead of waiting for the annual reporting cycle.

Copies of publications provided to GASG are submitted to the National Sea Grant Office, added to Sea Grant Collection; and may be submitted for consideration to the NOAA Central Library. To meet distribution requirements for most publications, we require investigators to submit, in most circumstances, a PDF copy. Distribution for specific publication formats is as follows:

- **Post-refereed or pre-publication manuscript version** of peer-reviewed journal articles – PDF
- Conference or workshop proceedings – PDF
- Technical reports — PDF
- Books — a complete copy, PDF or print
- Magazine articles written by project staff — PDF
- Theses/dissertations — PDF
- Electronic publications including newsletters — URL or PDF or both
- Websites/webpages — no copies required; just the citation (date published or date revised) and URL
- Educational Materials (i.e., lesson plans, teacher guides, curricula, packaged workbooks) – PDF or URL

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