

User Manual

for the

Data Collection and Organization System for the Survey of Federal Marine Mammal Research and Conservation Efforts and Funding

May 2012



**Marine
Mammal
Commission**

Prepared by

Washington Consulting, Inc



Have you read the Essential Survey Guidance?

(See Appendix A)

Table of Contents

1. Overview and Purpose	4
2. Accessing the System	4
3. User Roles & Managing Data Entry	6
4. Adding a Project	9
5. Editing Existing Projects	29
6. Adding Additional Years to a Previously Submitted Project	31
<i>Newly Required fields for Fiscal Years 2010 and 2011</i>	37
7. Submitting a Project	39
8. Viewing Project Data	40
9. Logging Out	42
10. Troubleshooting	43
Appendix A: Essential Guidance for the Survey of Federally Funded Marine Mammal Research and Conservation (request for information on fiscal years 2010 and 2011)	44

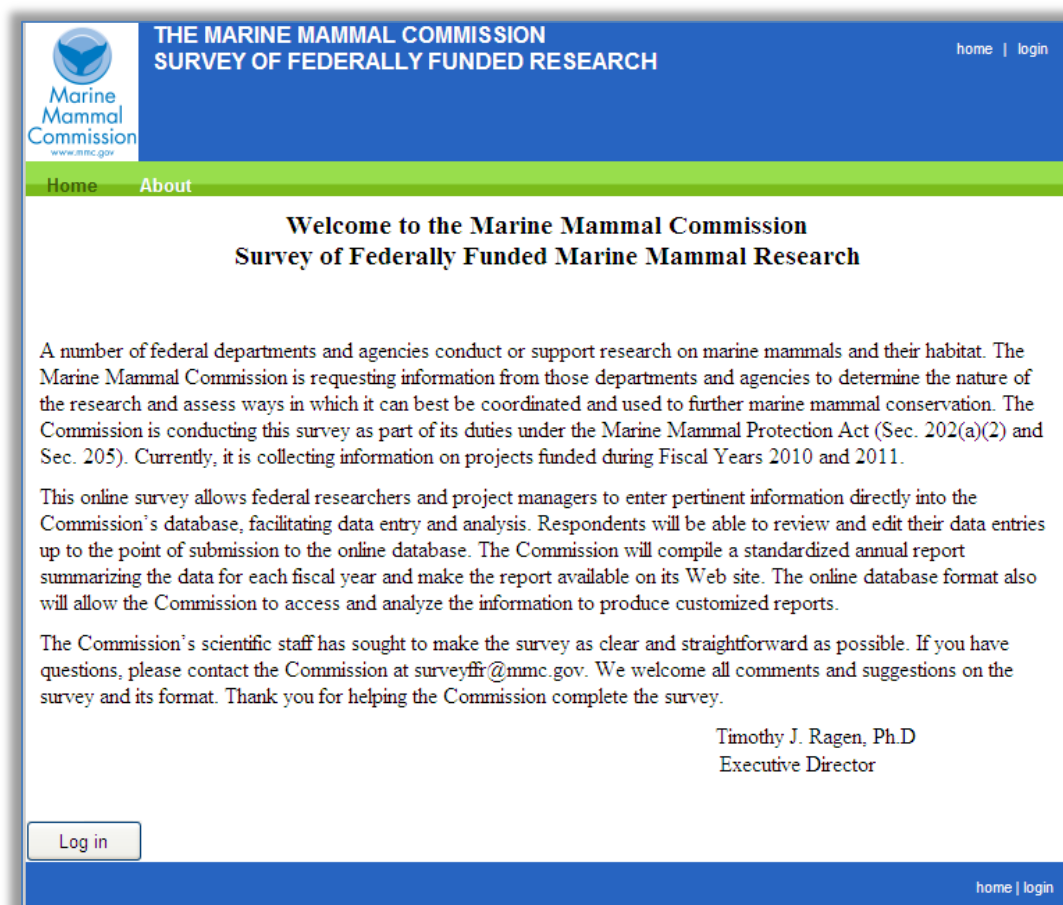
1. Overview and Purpose

The data collection and organization system is an interactive Web application that provides the ability to enter and manage project information for all federally funded research and conservation efforts for marine mammals.

The purpose of this document is to provide an overview of the functions of the Marine Mammal Commission's data collection and organization system, which will enable its users to manage data entry and organize information to be submitted in support of the Survey of Federally Funded Research and Conservation.

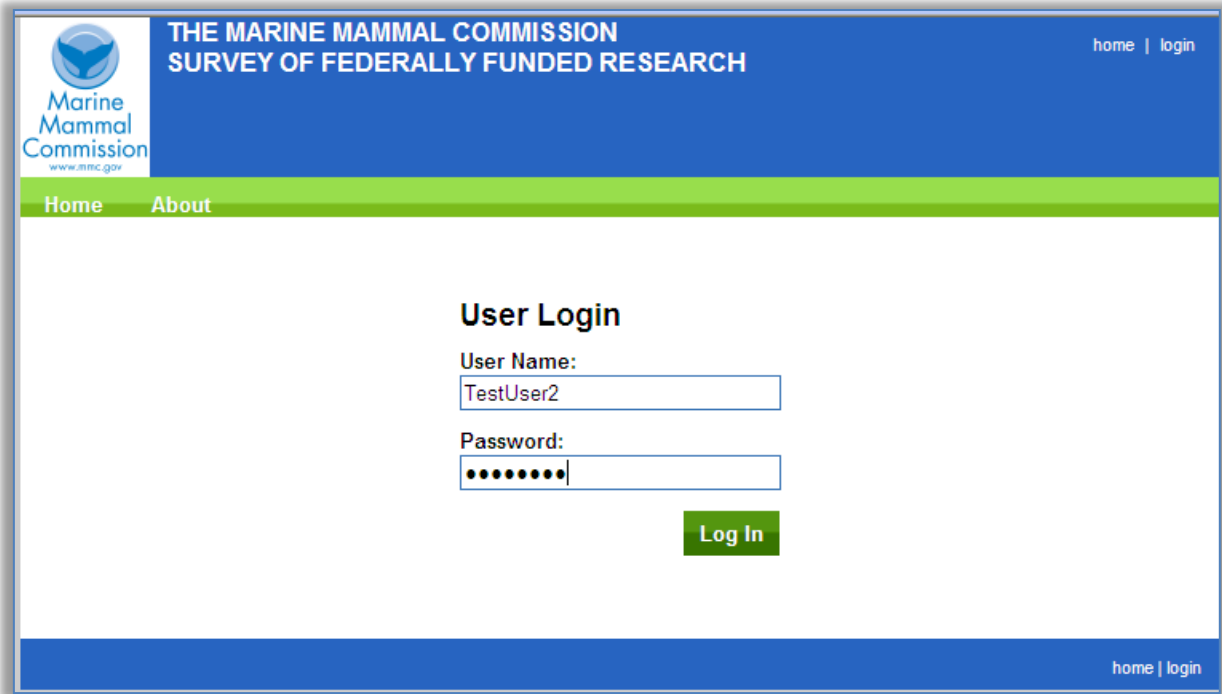
2. Accessing the System

To access the system go to <http://mmcsurvey.alionscience.com>.



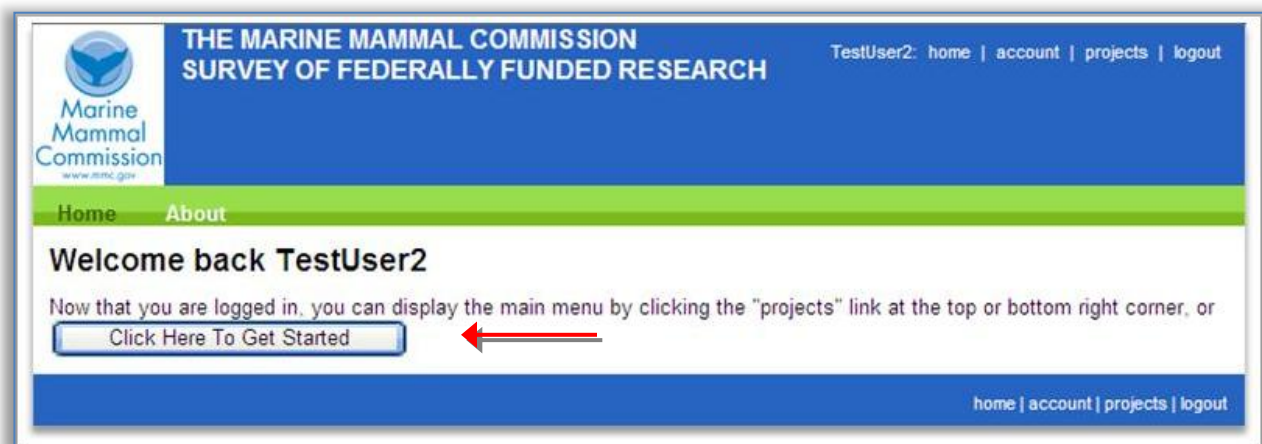
Once on the site, click **Log in** to display the LOGIN page.

Enter the unique user name and password provided by the Marine Mammal Commission and click **Log In** to display the HOME page. Your session will last until you log out or are idle for 30 minutes.



The screenshot shows the login interface for the Marine Mammal Commission. At the top left is the logo and name of the Marine Mammal Commission with the website URL www.mmc.gov. The main header contains the text 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH' and navigation links for 'home' and 'login'. Below the header is a green navigation bar with 'Home' and 'About' links. The central area is titled 'User Login' and contains two input fields: 'User Name:' with the text 'TestUser2' and 'Password:' with a masked password of seven dots. A green 'Log In' button is positioned below the password field. At the bottom right of the page, there are additional 'home' and 'login' links.

Click **Click Here To Get Started**.



The screenshot shows the user dashboard after a successful login. The header now includes the user's name 'TestUser2' and updated navigation links: 'home | account | projects | logout'. The main content area displays a 'Welcome back TestUser2' message. Below the message, a text instruction reads: 'Now that you are logged in, you can display the main menu by clicking the "projects" link at the top or bottom right corner, or'. A button labeled 'Click Here To Get Started' is highlighted with a red arrow pointing to it from the right. At the bottom right, the navigation links are 'home | account | projects | logout'.

You will proceed to the main PROJECTS page.

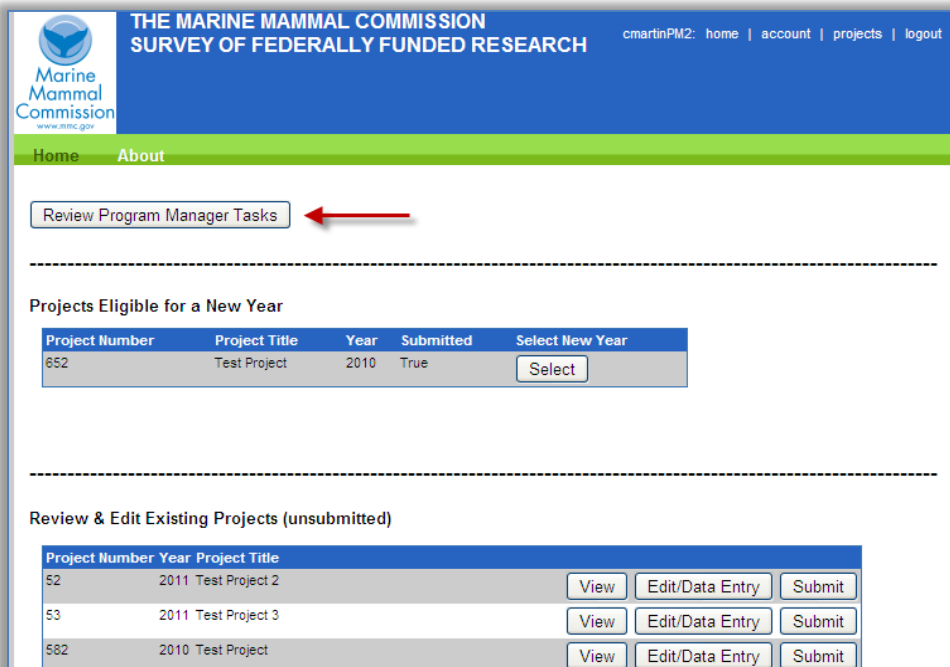
3. User Roles & Managing Data Entry

Since the call for Fiscal Year 2009 information, we have incorporated functionality for two different user roles: 1) “program manager”; and 2) “user”. When you add a new project to the system, you are considered both the program manager and the user for that project. If you plan to add all of the information for a particular project yourself, you may simply proceed as originally planned.

If, however, you wish to add new projects yourself, and then assign a project to a different user to add certain information, you may use the program manager functionality. (For example, this may be useful to managers of particular programs who are most familiar with the general project information and funding details, but would like the investigator or scientist to complete fields such as species/stocks or geographic areas studied.) Once projects have been assigned to other users, your program manager role still will allow you to monitor the status of data entry for those projects for which you are the program manager. However, even as a program manager you cannot submit a project that is assigned to another user (unless you re-assign yourself to the “new user” role).

The program manager/user functionality is intended to facilitate the data entry process, for cases where applying it is useful. Each agency or office should consider its own organizational structure and use its best discretion in deciding whether applying the program manager role will expedite their response.

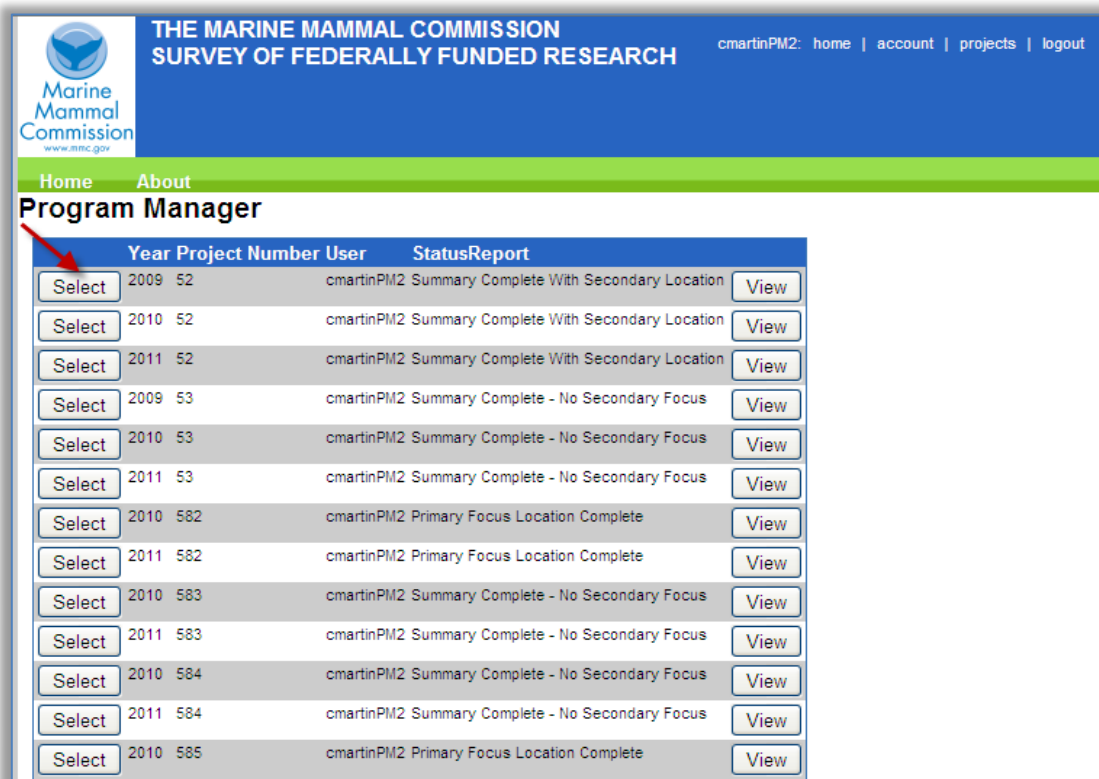
To apply the program manager functionality and switch from a program manager/user to a program manager with a different user, first click the **Review Program Manager Tasks** button located on the main PROJECTS page.



The screenshot shows the Marine Mammal Commission website interface. At the top, there is a blue header with the logo and text: "THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH". To the right of the header, there are navigation links: "cmartinPM2: home | account | projects | logout". Below the header is a green navigation bar with "Home" and "About" links. A red arrow points to a button labeled "Review Program Manager Tasks". Below this button is a section titled "Projects Eligible for a New Year" containing a table with columns: "Project Number", "Project Title", "Year", "Submitted", and "Select New Year". The table has one row with the following data: Project Number 652, Project Title Test Project, Year 2010, Submitted True, and a "Select" button. Below this is another section titled "Review & Edit Existing Projects (unsubmitted)" containing a table with columns: "Project Number", "Year", "Project Title", "View", "Edit/Data Entry", and "Submit". The table has three rows with the following data: Row 1: Project Number 52, Year 2011, Project Title Test Project 2, View, Edit/Data Entry, Submit; Row 2: Project Number 53, Year 2011, Project Title Test Project 3, View, Edit/Data Entry, Submit; Row 3: Project Number 582, Year 2010, Project Title Test Project, View, Edit/Data Entry, Submit.

The system will report all of the projects assigned to you. The system also will display - in the Status Report column - the furthest point reached in completing the pages of required information for each project.

To assign a new user for an existing project, click the **Select** button located next to the desired project.



THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

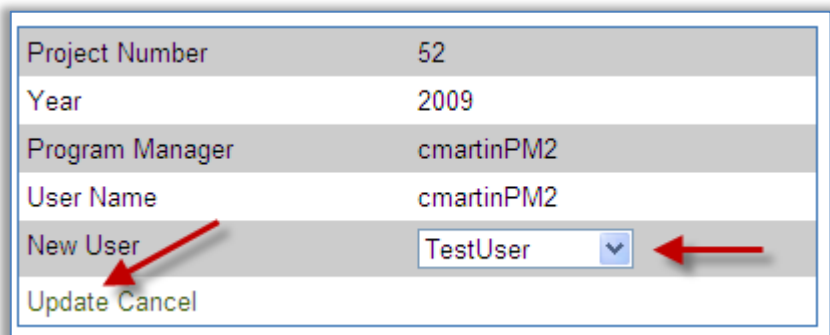
cmartinPM2: home | account | projects | logout

Home About

Program Manager

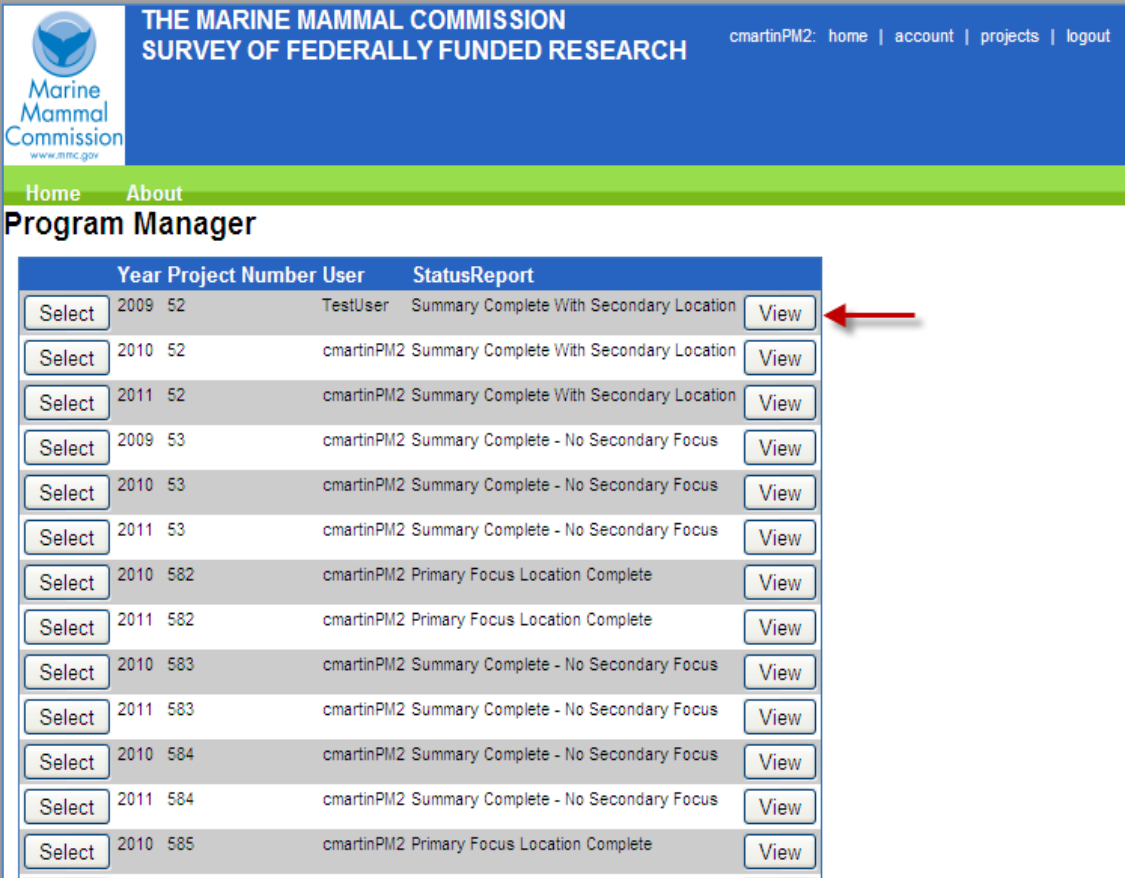
	Year	Project Number	User	StatusReport	
Select	2009	52	cmartinPM2	Summary Complete With Secondary Location	View
Select	2010	52	cmartinPM2	Summary Complete With Secondary Location	View
Select	2011	52	cmartinPM2	Summary Complete With Secondary Location	View
Select	2009	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	582	cmartinPM2	Primary Focus Location Complete	View
Select	2011	582	cmartinPM2	Primary Focus Location Complete	View
Select	2010	583	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	583	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	584	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	584	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	585	cmartinPM2	Primary Focus Location Complete	View

A box will appear below the list of projects. Select the appropriate user from the New User dropdown list and click **Update**. Note: to appear in the list, each “new user” must already have been issued a username and password for accessing this system.



Project Number	52
Year	2009
Program Manager	cmartinPM2
User Name	cmartinPM2
New User	TestUser
Update Cancel	

To track a new user's progress with data entry and see the specific information entered for a project, click the **View** button located next to that project.



The screenshot shows the 'Program Manager' interface for the Marine Mammal Commission. The page header includes the logo and name of the commission, along with navigation links for 'home', 'account', 'projects', and 'logout'. Below the header, there are links for 'Home' and 'About'. The main content area is titled 'Program Manager' and contains a table with the following data:

	Year	Project Number	User	StatusReport	
Select	2009	52	TestUser	Summary Complete With Secondary Location	View
Select	2010	52	cmartinPM2	Summary Complete With Secondary Location	View
Select	2011	52	cmartinPM2	Summary Complete With Secondary Location	View
Select	2009	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	53	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	582	cmartinPM2	Primary Focus Location Complete	View
Select	2011	582	cmartinPM2	Primary Focus Location Complete	View
Select	2010	583	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	583	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	584	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2011	584	cmartinPM2	Summary Complete - No Secondary Focus	View
Select	2010	585	cmartinPM2	Primary Focus Location Complete	View

Navigate using the **Next** and **Return** buttons as appropriate.

As a program manager, you may track the progress of data entry for all of your projects. As a reminder, only the user can submit the final entry.

4. Adding a Project

Click **Add New Project** to start a new project with a unique id number assigned by the system, and display the GENERAL PROJECT INFORMATION page.

The screenshot displays the web application interface for the Marine Mammal Commission. At the top, there is a blue header with the logo on the left and the text "THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH" in the center. To the right of the header, there are navigation links: "TestUser2: home | account | projects | logout". Below the header is a green navigation bar with "Home" and "About" links. The main content area is titled "Review & Edit Existing Projects (unsubmitted)". It contains a table with the following data:

Project Number	Year	Project Title	View	Edit/Data Entry	Submit
51	2009	Test Project 1	View	Edit/Data Entry	Submit
52	2009	Test Project 2	View	Edit/Data Entry	Submit

Below the table is a button labeled "Add New Project" with a red arrow pointing to it. Underneath is a section titled "View Submitted Projects" with a table:

Project Number	Year	Project Title	Select
53	2009	Test Project 3	Select

At the bottom of the page, there is a blue footer with navigation links: "home | account | projects | logout".

Once the GENERAL PROJECT INFORMATION page is displayed, enter/select all required information/data and then click **Save and Continue**. The required fields are Reporting Year(s), Project Title, Principal Investigator Name, Performing Organization Name, Performing Organization Type, Sponsor, and Total Amount.

All the basic data entry pages have two buttons at the bottom of the screen: **Save and Exit** and **Save and Continue**. **Save and Exit** will return you to the project management page and **Save and Continue** will move you to the next data entry screen. If you do not want to save the data you have entered on the current page, click the projects link in the upper-right-hand corner to return to the Project page without saving. To avoid unnecessary complexity, the flow of this section of the document is based on the assumption that you will click the Save and Continue button for each data entry page.

Note: Use the system's buttons to move forward through the data entry pages or to navigate back to a specific page. Do NOT attempt to use your browser's back button, as this may result in errors.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

Testuser2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

GENERAL PROJECT INFORMATION

Reporting Year: 2010 2011

Project Number: [To be assigned]

Project Title:

Principal Investigator Name: First Last

Co-investigator(s): First Last

First Last

First Last

Performing Organization - Name:

Performing Organization - Type:

Sponsor:

Air Force

Army- U.S. Army Corps of Engineers

Bureau of Ocean Energy Management, Regulation and Enforcement

Total Amount: \$

[home](#) | [account](#) | [projects](#) | [logout](#)

Note: The amount reported in the Total Amount field should be the amount that has been allocated or obligated for a particular project (may be either a multi-year or single-year effort, as appropriate).

After clicking **Save and Continue**, the GENERAL PROJECT INFORMATION – AWARD DETAILS page will appear. Information displayed near the top of the page includes the Reporting Year, Project Title, and Total Amount obligated to the project – as reported on the previous GENERAL PROJECT INFORMATION page – plus the Project Number assigned by the system. To enter funding details on this page first select the appropriate year(s) and month(s) for the project start and end dates.

The screenshot shows a web application interface for the Marine Mammal Commission. The header includes the logo and name of the Marine Mammal Commission, the title 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH', and navigation links for 'home', 'account', 'projects', and 'logout'. Below the header is a green navigation bar with 'Home' and 'About' links. The main content area is titled 'GENERAL PROJECT INFORMATION - AWARD DETAILS' and contains the following fields and controls:

- Reporting Year: 2010
- Project Title: Test Project
- Project Number: 582
- Total Project Amount: \$ 30000.00
- Project Dates: Start Date and End Date, each with a 'Select a year' and 'Select a month' dropdown menu.
- Enter Amounts Per Fiscal Year: A button to initiate the entry of annual amounts.
- Annual Expenditures (Actual or Planned): A section for entering annual amounts, with a 'Fiscal Year' and 'Annual Amount(s) (\$)' field.
- Total: A field for the total amount.
- Save and Exit and Save and Continue: Two buttons at the bottom of the form.

The footer of the page contains navigation links for 'home', 'account', 'projects', and 'logout'.

Next, select from each of the two calendar controls that appear a day of the month for the project start date, and a day for the end date. (If you don't know the exact dates, you may keep the default date of the 1st of the month.)

Then click **Enter Amounts Per Fiscal Year**. You must click this before clicking **Save and Continue** (even if the dates selected span only one fiscal year) in order to proceed without error. The system will display boxes for entering the amounts expended (or planned expenditures) in each fiscal year for this project. If the dates you selected span only one fiscal year, the system will automatically populate that box with the previously entered amount.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

Marine Mammal Commission
www.mmc.gov

[Home](#) [About](#)

GENERAL PROJECT INFORMATION - AWARD DETAILS

Reporting Year: 2010
 Project Title: Test Project
 Project Number: 582
 Total Project Amount: \$

Project Dates

Start Date: 2/2/2009 End Date: 1/31/2012

< February 2009 >							< January 2012 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31	25	26	27	28	29	30	31
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
1	2	3	4	5	6	7	29	30	31	1	2	3	4

←

Annual Expenditures (Actual or Planned) Fiscal Year: Annual Amount(s) (\$):

Total:

[home](#) | [account](#) | [projects](#) | [logout](#)

You will be presented with text boxes for each fiscal year included between your project start and end dates. (The system will allow you to select a range of dates that include up to five fiscal years, for multi-year projects.) Enter the amount of funding actually expended during previous fiscal years and/or the focal or reporting year, and expected/projected expenditures in future years, as applicable. Note: the sum of the annual expenditures must equal the total amount of funding for the project as entered on the GENERAL PROJECT INFORMATION page.

Click **Check Total** and the system will check the sum of amounts entered.

The screenshot displays the 'GENERAL PROJECT INFORMATION - AWARD DETAILS' section. It includes the following information:

- Reporting Year: 2010
- Project Title: Test Project
- Project Number: 582
- Total Project Amount: \$ 30000.00
- Project Dates: Start Date: 2/2/2009, End Date: 1/31/2012

The 'Annual Expenditures (Actual or Planned)' table is as follows:

Fiscal Year:	Annual Amount(s) (\$):
2009	15000
2010	5000
2011	5000
2012	5000

Below the table, there is a 'Total:' label and a 'Check Total' button, which is highlighted with a red arrow. At the bottom of the form, there are 'Save and Exit' and 'Save and Continue' buttons.

Note: it is especially important to provide accurate information for the fiscal year corresponding with the reporting year (i.e., the amount in the Fiscal Year 2010 text box, for the Reporting Year: 2010).

Finally, click **Save and Continue**.

After clicking **Save and Continue**, the PRIMARY FOCUS OF THE PROJECT page will be displayed. The PRIMARY FOCUS OF THE PROJECT page has two radio buttons located just below the Primary Objective heading. **Data Entry** mode is selected by default. To display the full, hierarchical list of objectives and browse all options before making your selections, click **View Full Objective List**.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

PRIMARY FOCUS OF THE PROJECT

Reporting Year: 2010
 Project Number: 651
 Project Title: Test Project

Select only one primary objective (e.g. research topic). At the end of the "Primary Focus of the Project" section, you may select the "Secondary Focus of the Project" option to enter information about a secondary objective, species or stock focus, and/or research location.

Primary Objective
 To view all options before selecting a topic, click View Full Objective List.

View Full Objective List Data Entry

Major Heading	Subheading	Tertiary Heading
STOCK ASSESSMENT/ POPULATION BIOLOGY	Population abundance, trends and distribution	
	Stock identification/ delineation	
	Other	
GENERAL BIOLOGY	Genetics and taxonomy	
	Feeding/ diet	
	Bioacoustics	
	Other sensory/ cognition	
	Social behavior	
	Anatomy	
	Physiology/ endocrinology/ biochemistry/ etc.	
	Reproduction	
	Traditional Ecological Knowledge	
	Historical analysis	

When ready to select objectives for the primary focus, click **Data Entry** and select an option from each drop down list. Note: for some category headings there are secondary or even tertiary sub-categories; select from these as appropriate.

If none of the major heading or subheading categories listed adequately describe your primary project objective, you may select “Other” from the lists. The system will display a text box and you must enter an objective.

Next, enter at least three keywords describing the methods associated with your project.

Then click **Save and Continue**.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

PRIMARY FOCUS OF THE PROJECT

Reporting Year: 2010
Project Number: 651
Project Title: Test Project

Select only one primary objective (e.g. research topic). At the end of the "Primary Focus of the Project" section, you may select the "Secondary Focus of the Project" option to enter information about a secondary objective, species or stock focus, and/or research location.

Primary Objective
To view all options before selecting a topic, click [View Full Objective List](#).

View Full Objective List Data Entry

GENERAL BIOLOGY

- Bioacoustics
- Other sensory/ cognition
- Social behavior
- Anatomy

Please enter at least three (3) Keywords (may be a single word or a short phrase- e.g. mitochondrial DNA analysis) describing your methods, one keyword per box.

Methods Keywords:

One
Two
Three

[home](#) | [account](#) | [projects](#) | [logout](#)

The PRIMARY FOCUS OF THE PROJECT – SPECIES page will be displayed. This page allows you to select one or more species and stocks for the primary focus. Begin by clicking the arrow in the Species Category dropdown list to select a category from the menu (you may select the “all marine mammals” category only if you are not selecting specific species and this truly is applicable to your corresponding primary objective and geographic location).

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

PRIMARY FOCUS OF THE PROJECT (continued): SPECIES

Reporting Year: 2010
Project Number: 652
Project Title: Test Project

One or more items may be selected from the Category, Subcategory, Species, and Stock lists. You may select only one item at a time (with the exception of multiple stocks for a single species). The stocks listed are based upon the 2009 final stock assessment reports for marine mammals within U.S waters. In some cases, stocks will not exist for a selected (e.g. foreign) species. The "Add" button will appear once a valid series of items has been selected.

Each item added will appear in the list of species and stocks selected, located the bottom of this page. You must have at least one item in the species list before you can proceed to the next page.

Species Category
please select

Species Subcategory
none

Select Species

Select Stock -- Choose one or more

SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS

Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

[home](#) | [account](#) | [projects](#) | [logout](#)

Next, make a selection from the Species Subcategory dropdown list that is displayed. **Note:** even if only one item appears in this list, you must select it to proceed. The system will then display the complete list of species related to your selections. Select the desired species, and the system will either (1) display stock names in the Select Stock menu, or (2) display the **Add Selection** button (for species without known stocks in U.S. waters). If the latter, click **Add Selection** and the species will appear in the SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS box below. If stock names are displayed in the Select Stock menu, you must make a

The screenshot shows the web application interface for the Marine Mammal Commission. At the top, there is a blue header with the logo on the left and navigation links (home, account, projects, logout) on the right. Below the header is a green navigation bar with 'Home' and 'About' links. The main content area is white and contains the following sections:

- PRIMARY FOCUS OF THE PROJECT (continued): SPECIES**
 - Reporting Year: 2010
 - Project Number: 652
 - Project Title: Test Project
- Explanatory text: "One or more items may be selected from the Category, Subcategory, Species, and Stock lists. You may select only one item at a time (with the exception of multiple stocks for a single species). The stocks listed are based upon the 2009 final stock assessment reports for marine mammals within U.S waters. In some cases, stocks will not exist for a selected (e.g. foreign) species. The "Add" button will appear once a valid series of items has been selected."

Each item added will appear in the list of species and stocks selected, located the bottom of this page. You must have at least one item in the species list before you can proceed to the next page.
- Species Category**: A dropdown menu showing "Toothed whale (porpoise, dolphin, beaked whale, sperm whale, etc.)".
- Species Subcategory**: A list box showing "Sperm whales (sperm whale; dwarf sperm whale; pygmy sperm whale)", "Beaked whales (bottlenose whales; beaked whales)", and "River dolphins (Inia; Lipotes; Neophocaena; Orcaella; Platanista; Pontoporia; Sotalia)".
- Select Species**: A list box showing "Kogia breviceps -- pygmy sperm whale", "Kogia sima -- dwarf sperm whale", and "Physeter macrocephalus -- sperm whale".
- Select Stock -- Choose one or more**: A list box showing "California/Oregon/Washington Stock", "Hawaiian Stock", "Northern Gulf of Mexico Stock", and "Western North Atlantic Stock".
- Add Selection**: A button with a red arrow pointing to it.
- SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS**

Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

Remove	Scientific Name	Common Name	Stock Name	Percent
<input type="button" value="Remove"/>	Balaenoptera borealis	sei whale	Hawaiian Stock	100

selection and click the **Add Selection** button for the stock to appear in the box below. Note: once you have made selections from the Category, Subcategory, and Species menus, you may select more than one stock simultaneously, if applicable.

The process of selecting species can be reinitiated at any time by making a new selection from the Species Category dropdown menu. You may select as many species and stocks from different species categories and subcategories, as appropriate, for your final list. However, please don't select "All marine mammals" and other species or stocks.

If more than one species/stock is selected, you must also specify the percentage of funding (or effort) directed towards each. This value cannot be less than 1, and the total must equal 100. If the funding (or effort) is divided evenly between the species/stocks listed, click the **Distribute Percentages Evenly** button.

SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS
Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	Scientific Name	Common Name	Stock Name	Percent
<input type="button" value="Remove"/>	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji		100
<input type="button" value="Remove"/>	Cystophora cristata	hooded seal	outside U.S. waters only	1

SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS
Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	Scientific Name	Common Name	Stock Name	Percent
<input type="button" value="Remove"/>	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji		50
<input type="button" value="Remove"/>	Cystophora cristata	hooded seal	outside U.S. waters only	50

If the funding (or effort) is not divided evenly between species/stocks listed, click the **Specify Percentages** button to designate a specific percentage for each.

SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS

Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	Scientific Name	Common Name	Stock Name	Percent
<input type="button" value="Remove"/>	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji		100
<input type="button" value="Remove"/>	Cystophora cristata	hooded seal	outside U.S. waters only	1

After clicking the **Specify Percentages** button, the system will display the EDIT SPECIES/STOCK PERCENTAGES page. To edit a percentage, click the **Edit** link for that item, modify the percentage, and click the **Update** link to save the change. Click the **Return** button to go back to the PRIMARY FOCUS OF THE PROJECT – SPECIES page.

Edit Species/Stock Percentages

Year	Scientific Name	Common Name	Stock	Percentage Effort	
2010	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji	N/A	100	<input type="button" value="Edit"/>
2010	Cystophora cristata	hooded seal	outside U.S. waters only	1	<input type="button" value="Edit"/>

Edit Species/Stock Percentages

Year	Scientific Name	Common Name	Stock	Percentage Effort	
2010	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji	N/A	75	<input type="button" value="Edit"/>
2010	Cystophora cristata	hooded seal	outside U.S. waters only	<input type="text" value="25"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Once a species/stock is added to the list, the selected item will remain on the list unless manually deleted. If you decide to delete a species/stock, click the **Remove** button, and update the percentages for the remaining items on the list prior to exiting the page. Note: if there is only one item on a list, the current system will not allow its removal. Please add a second species/stock to the list to allow removal of the prior selection.

SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS

Percentage Instructions: If more than one species or stock is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	Scientific Name	Common Name	Stock Name	Percent
<input type="button" value="Remove"/>	Lipotes vexillifer	Chinese river dolphin, Yangtze river dolphin, baiji		75
<input type="button" value="Remove"/>	Cystophora cristata	hooded seal	outside U.S. waters only	25

Click **Save and Continue** to proceed.

The next page displayed is the LOCATION OF RESEARCH page. Required fields include Large Marine Ecosystems and Open Ocean Areas, Project Location, Type of Project, Estimated Percentage of Total Amount Spent on Primary Focus, and whether a Secondary Project Focus exists. Entering latitude and longitude is optional. If you choose to enter latitude and longitude, you may enter coordinates for up to five specific locations, in either decimal degrees or degrees-minutes-seconds (DMS) notation. The default option is decimal degrees, but you can switch to DMS format by clicking the DMS radio button.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

PRIMARY FOCUS OF THE PROJECT (continued): LOCATION OF RESEARCH

Reporting Year: 2010
 Project Number: 652
 Project Title: Test Project

If you do not know the latitude(s) and longitude(s) where the work was performed, skip this section and proceed to the Large Marine Ecosystems and Project Location sections below.

Click on the appropriate button to select either decimal degree or DMS (degrees-minutes-seconds) format. You can enter up to five (5) coordinate pairs here. If the project involved more than 5 sites, you may upload a complete list in the Project Summary section at the end of the survey form.

Latitude and Longitude (optional):

Decimal DMS

Latitude	Longitude
<input checked="" type="radio"/> +N <input type="radio"/> -S	<input checked="" type="radio"/> +E <input type="radio"/> -W
<input checked="" type="radio"/> +N <input type="radio"/> -S	<input checked="" type="radio"/> +E <input type="radio"/> -W
<input checked="" type="radio"/> +N <input type="radio"/> -S	<input checked="" type="radio"/> +E <input type="radio"/> -W

The LOCATION OF RESEARCH page continues with the required fields. First, you must select at least one Large Marine Ecosystem (LME) / Open Ocean Area from the dropdown menu. Once you have made a selection, click the **Add** button to add your selection to the list. You may repeat these steps to select as many LMEs as are relevant to the primary project focus.

Large Marine Ecosystems and Open Ocean Areas

Select from the list below the Large Marine Ecosystem(s) (LMEs) or open ocean area(s) where the work was performed or on which it focused. You may select more than one item, and designate the allocation of effort accordingly.

Click the "LME Map" button below to view a map of the LMEs and open ocean areas before making your selection. The number preceding each LME name in the dropdown list matches the number of the LME on the map. The map and menu are adapted from the map of LMEs created by NOAA and the University of Rhode Island, and combine the LMEs with the Major Fishing Areas designated by the Food and Agriculture Organization of the United Nations to cover the remaining open ocean areas. For additional information about LME, click [Large Marine Ecosystems of the World](#) link to navigate to the relevant "LME Brief".

If the work was conducted in inland waters, select "N/A - Inland Waters" from the list and specify the place name(s) in the "Project Location" box below.

1. East Bering Sea
2. Gulf of Alaska
3. California Current
4. Gulf of California

If more than one LME / Open Ocean Area is selected, you must also specify the percentage of funding (or effort) directed towards each. This value cannot be less than 1, and the total must equal 100. If the funding (or effort) is divided evenly between the LMEs / Open Ocean Areas listed, click the **Distribute Percentages Evenly** button. If the funding (or effort) is not divided evenly between the LME's/Open Ocean Areas, click the **Specify Percentages** button to designate a specific percentage for each.


LOCATIONS SELECTED FOR THE PRIMARY FOCUS

Percentage Instructions: If more than one Large Marine Ecosystem or Open Ocean Area is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	ID	Name	Percent
<input type="button" value="Delete"/>	586	2. Gulf of Alaska	100
<input type="button" value="Delete"/>	587	4. Gulf of California	1


After clicking the **Specify Percentages** button, the system will display the EDIT LARGE MARINE ECOSYSTEM/OPEN OCEAN AREA PERCENTAGES page. To edit a percentage, click the **Edit** link for that item, modify the percentage, and click the **Update** link to save the change. Click the **Return** button to go back to the PRIMARY FOCUS OF THE PROJECT- LOCATION OF RESEARCH page and complete the remaining required fields.


Edit Large Marine Ecosystem / Open Ocean Area Percentages

ID	Name	Percentage Effort	
586	2. Gulf of Alaska	75	Edit
587	4. Gulf of California	1	 Edit

[Return](#)

Edit Large Marine Ecosystem / Open Ocean Area Percentages


ID	Name	Percentage Effort	
586	2. Gulf of Alaska	75	Edit
587	4. Gulf of California	<input type="text" value="25"/>	 Update Cancel

 [Return](#)

Once an LME / Open Ocean Area is added to the list, it will remain on the list unless manually deleted. If you decide to delete an LME, click the **Delete** button, and manually update the percentages for the remaining items on the list before continuing.

LOCATIONS SELECTED FOR THE PRIMARY FOCUS

Percentage Instructions: If more than one Large Marine Ecosystem or Open Ocean Area is selected, please designate the percentage of effort allocated to each. The overall total must equal 100 percent.

	ID	Name	Percent
 Delete	586	2. Gulf of Alaska	100
Delete	587	4. Gulf of California	1

[Distribute Percentages Evenly](#) [Specify Percentages](#)

After completing your LME selection(s), provide the remaining required information: Project Location, Type of Project, Estimated Percentage of Total Amount Spent on Primary Focus, and whether a Secondary Project Focus exists.

The screenshot shows a web form titled "Project Location:". Below the title is a text box containing "Project Location" with up and down arrow icons on the right. Below this is a dropdown menu labeled "Type of Project:" with "field" selected. Further down is a text box labeled "Estimated Percentage of Total Award Amount Spent on Primary Focus: %" containing the number "100". Below that is a radio button question "Do you have a secondary project focus?" with "Yes" and "No" options, where "No" is selected. At the bottom are two buttons: "Save and Exit" and "Save and Continue". A blue footer bar at the bottom right contains the links "home | account | projects | logout".

When entering the Project Location, describe it as specifically as is possible (so that others might be able to pinpoint the exact location on a map). The Type of Project describes the overall study approach; select from the dropdown menu the type that best fits your project (e.g. “field”, “laboratory”, “modeling”, etc.). If none of the choices are adequate, select “other” and enter the type of project in the text box that appears.

Next, designate the estimated percentage of funding directed towards the primary project focus (including the primary research objective, species/stocks studied, and location). If the percentage is less than 100 and you select Yes for the secondary project focus question, you will continue to a series of pages to select/enter information for the secondary project focus, just as you did for primary project focus. If you do not have a secondary focus, the system will direct you to the PROJECT SUMMARY page. Click **Save and Continue**.

If you declared a secondary project focus on the previous page, the SECONDARY FOCUS OF THE PROJECT page is displayed next. Click either **Start Blank** or **Use Primary** to proceed to a sequence of pages for entering data for the Secondary Project Focus. The pages will be nearly identical to the preceding three pages, but the data entered here will be saved as your secondary project focus. Select either **Start Blank** to enter the data for the secondary focus, or **Use Primary** for the system to populate the SECONDARY FOCUS of the PROJECT pages with the data from the primary focus.

The screenshot shows the top navigation bar with the Marine Mammal Commission logo and the text 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH'. The user is logged in as 'TestUser2' with links for 'home', 'account', 'projects', and 'logout'. Below the navigation bar, there are links for 'Home' and 'About'. The main content area is titled 'SECONDARY FOCUS OF THE PROJECT' and displays the following information: Reporting Year: 2009, Project Number: 51, and Project Title: Test Project 1. A message states: 'You may either start with a blank "Secondary Focus of the Project" section, or use the data submitted for the "Primary Focus of the Project" section as a starting point, and modify as necessary.' At the bottom of this section are two buttons: 'Start Blank' and 'Use Primary'. A second navigation bar at the bottom of the page repeats the 'home | account | projects | logout' links.

If **Use Primary** is selected, you will not need to enter all of the data again, but still will be required to review and modify the data for the secondary focus. Note: You must make at least one modification to the secondary data prior to project submission, since the data entered for the primary and secondary project foci cannot be identical.

This screenshot is similar to the previous one, showing the 'SECONDARY FOCUS OF THE PROJECT' page. It displays the same project information: Reporting Year: 2009, Project Number: 51, and Project Title: Test Project 1. The message now reads: 'Your primary focus data has been copied to your secondary focus. Because you designated a secondary project focus, the response(s) for at least one of the categories (project objective, species, and location of research) must differ from the response(s) provided in the "Primary Focus of the Project" section.' Below this message, it says 'Please select a Secondary Focus category to edit.' and lists four categories in buttons: 'Objective', 'Keywords', 'Species', and 'Location'. The navigation bars and user information are consistent with the previous screenshot.

The SUMMARY page is the last data entry page. A Project summary/abstract is required. You are also required to disclose whether the data from this project will be contributed to a larger database for current and future analyses, and perhaps made accessible to the public. If so, please name the database and select all applicable data formats contributed (raw data, summary data, metadata). Completing the Awards, Honors, Recognition List is optional.

The screenshot shows a web form for the Marine Mammal Commission. The header includes the logo and name of the commission, the title 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH', and navigation links for 'cmartinPM2: home | account | projects | logout'. Below the header is a green navigation bar with 'Home' and 'About' links. The main content area is titled 'PROJECT SUMMARY' and contains the following fields and instructions:

- Reporting Year: 2010
- Project Number: 652
- Project Title: Test Project
- Instructions: Provide a short project summary or abstract. If the project focused on a particular stock(s), population(s) or subspecies, specify this information here. More extensive information such as lists of locations (including additional coordinate pairs), figures or other supplemental materials can be appended to the survey form by clicking on the bottom right button ("Save Project Summary and Upload File").
- Project summary/abstract: A text area containing the placeholder text "The project summary goes here".
- Have/Will the data produced from this project/program be contributed to an online database (e.g. OBIS-USA) or otherwise be accessible to the public? Radio buttons for Yes (selected) and No.
- Database Name: An empty text input field.
- Check all that apply from following options: Three checkboxes for metadata, raw data, and summary data, all of which are currently unchecked.
- Please list recent awards, honors, publications and presentations (optional):
- Awards, Honors, Recognition List: A text area for listing awards and honors.
- Multiple attachments may be uploaded, but individual attachment size must be limited to 4 Mb or less.
- Two buttons at the bottom: "Save Project Summary Without File Upload" and "Save Project Summary and Upload File".

After entering all information, select either **Save Project Summary Without File Upload** or **Save Project Summary and Upload File** located at the bottom of the page. The first button saves the current data and directs you to the main PROJECTS page. Click this if you do not have attachments to upload. Click the **Save Project Summary and Upload File** if you have attachments to upload (e.g. project proposals, reports or publications; lists of additional geographic coordinates; etc.).

The PROJECT SUMMARY - FILE UPLOAD page allows you to upload one or more attachments. Attachments can be no larger than 4 megabytes each (otherwise the system will crash). To upload a file, click the **Browse** button and navigate to the file. Click **Upload File** to upload the file. Repeat the process for additional files.

The screenshot displays the 'PROJECT SUMMARY - FILE UPLOAD' page. At the top, the Marine Mammal Commission logo is on the left, and the site title 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH' is in the center. A user menu on the right shows 'TestUser2: home | account | projects | logout'. Below the header, a green navigation bar contains 'Home' and 'About'. The main content area shows project details: 'Project Year: 2009', 'Project Number: 51', and 'Project Title: Test Project 1'. Under 'Current Attachments', there is a 'No Attachments' button. A red warning message states: 'Warning: Do Not Try To Upload A File Larger Than 4 Megabytes. The Attempt Will Abort And You Will Need To Navigate Back To Your Project To Continue.' Below this is a text input field labeled 'Choose Your File To Upload :', followed by 'Browse...' and 'Upload File' buttons. An 'Exit' button is located at the bottom left. A footer at the bottom right contains the links 'home | account | projects | logout'.

As you upload files, they will be added to the Current Attachments list. Notice that the project id and your user name are prefixed to the original file name to allow Marine Mammal Commission staff to associate the file with the correct project. Click **Exit** when you are finished and return to the main PROJECTS page.

The screenshot shows the 'PROJECT SUMMARY - FILE UPLOAD' page. At the top, there is a blue header with the Marine Mammal Commission logo and the text 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH'. Below the header is a green navigation bar with 'Home' and 'About' links. The main content area displays project details: 'Project Year: 2009', 'Project Number: 51', and 'Project Title: Test Project 1'. Under 'Current Attachments', a table lists the uploaded file: '51TestUser2MMCTestPDF.pdf' with a date of '7/26/2010 2:20:01 PM'. A red arrow points to this table entry. Below the table is a red warning message: 'Warning: Do Not Try To Upload A File Larger Than 4 Megabytes. The Attempt Will Abort And You Will Need To Navigate Back To Your Project To Continue.' There is a text input field for 'Choose Your File To Upload' with 'Browse...' and 'Upload File' buttons. Below this is an 'Exit' button, with a red arrow pointing to it. At the bottom, a summary of the uploaded file is shown: 'File Name: 51TestUser2MMCTestPDF.pdf', 'File Content: application/pdf', and 'File Size: 51403bytes'. A red message states 'File Uploaded Successfully.' The footer contains navigation links: 'home | account | projects | logout'.

5. Editing Existing Projects

From the main PROJECTS page, click **Edit/Data Entry** to edit an existing project. This will display the EDIT MENU page.

The screenshot shows the Marine Mammal Commission website interface. At the top left is the logo for the Marine Mammal Commission (www.mmc.gov). The main header reads "THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH". In the top right corner, it says "TestUser2: home | account | projects | logout". Below the header is a green navigation bar with "Home" and "About" links. The main content area is titled "Review & Edit Existing Projects (unsubmitted)". It contains a table with two rows of project data. Each row has buttons for "View", "Edit/Data Entry", and "Submit". Below the table is a button labeled "Add New Project". Underneath that is a section titled "View Submitted Projects" with a table containing one row of project data and a "Select" button. At the bottom right of the page, there is a footer with the text "home | account | projects | logout".

Project Number	Year	Project Title	View	Edit/Data Entry	Submit
51	2009	Test Project 1	View	Edit/Data Entry	Submit
52	2009	Test Project 2	View	Edit/Data Entry	Submit

[Add New Project](#)

View Submitted Projects

Project Number	Year	Project Title	Select
53	2009	Test Project 3	Select

This page has two sections:

- A – To continue data entry if you have not yet completed all data entry for the project
- B – To edit a specific section of data

The buttons that appear in section B will depend upon how much project data have been entered. For example, if your original data entry session did not proceed beyond the first data entry page, the only button (page) available for editing would be the “General” page.



[Home](#) [About](#)

Review & Edit Existing Projects (unsubmitted)

Project Number: 52
Reporting Year: 2009
Project Title: Test Project 2

To continue data entry please click here:

[Continue Data Entry](#)



To edit specific information previously entered click the buttons below:

Edit General Project Information

[General](#)

[Reenter Award Details](#)

Edit Primary Focus of Project

[Reenter Objective](#)

[Keywords](#)

[Species](#)



[Location](#)

Edit Secondary Focus of Project

[Reenter Objective](#)

[Keywords](#)

[Species](#)

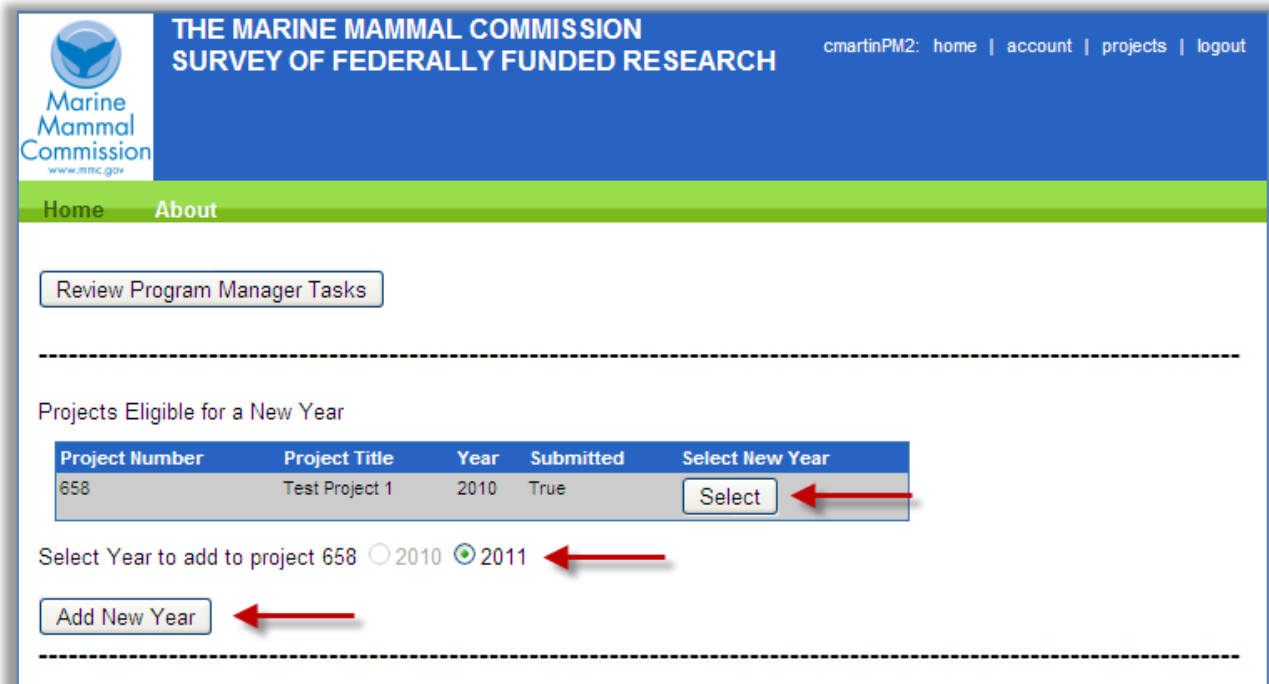
[Location](#)

You can display the main menu by clicking the "projects" link at the top or bottom right corner.

Select the appropriate button to proceed.

6. Adding Additional Years to a Previously Submitted Project

Since the fiscal year 2009 data call, we have added functionality that allows projects submitted for prior fiscal years to provide the basis for new submissions. (This may be helpful for program managers whose agencies fund multi-year projects, for example.) A list of eligible projects will be displayed on the main PROJECTS page. To add an additional year to a project, click the **Select** button located next to the desired project. This will display the fiscal year(s) for which you may report updated project information.



The screenshot shows the Marine Mammal Commission website interface. At the top, there is a blue header with the logo on the left and navigation links on the right. Below the header is a green navigation bar with 'Home' and 'About' links. A button labeled 'Review Program Manager Tasks' is visible. The main content area is titled 'Projects Eligible for a New Year' and contains a table with the following data:

Project Number	Project Title	Year	Submitted	Select New Year
658	Test Project 1	2010	True	<input type="button" value="Select"/>

Below the table, there is a form titled 'Select Year to add to project 658' with radio buttons for '2010' and '2011'. The '2011' option is selected. An 'Add New Year' button is located below the form.

Select the appropriate fiscal year on which you wish to report and click **Add New Year**.

Note: Please add new information in chronological order. If adding to a fiscal year 2009 project submission, first report information for fiscal year 2010, submit the 2010 project, and then use the 2010 submission to report new information for fiscal year 2011.

Once you have selected the appropriate fiscal year, the system will display the CONFIRM PROJECT AWARD DETAILS page.

On the CONFIRM PROJECT AWARD DETAILS page, revisit and update the project dates and funding amounts for the overall project or effort, including the fiscal year on which you are reporting. The total project amount entered during the previous reporting period appears in an editable box near the top of the page; this should be modified if funding has been added (or withdrawn) since the previous reporting period and the overall total has changed. The previously reported data on project start and end dates and annual amounts expended are displayed at the top of the page for your reference. Note: You must re-enter the project start and end dates (whether or not they are the same as the previously reported project dates) before you check the **Data Verified** box at the bottom of the page in order to continue.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

TestUser2: [home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

CONFIRM PROJECT AWARD DETAILS

Reporting Year: 2011
 Project Title: TEST PROJECT
 Project Number: 705
 Total Project Amount: \$

Previously Reported Project Dates
 5/1/10 to 5/1/11

Previously Reported Annual Amount(s)
 2010: \$20,000.00
 2011: \$10,000.00

Project Dates

Start Date:
 End Date:

Annual Expenditures (Actual or Planned)

Fiscal Year: Annual Amount(s) (\$):


Total:

Verify Data: Do you verify that you have reviewed the information requested and are providing the most accurate funding information possible for the fiscal year on which you are reporting?

Data Verified

[home](#) | [account](#) | [projects](#) | [logout](#)

Select the appropriate year(s) and month(s) to re-enter the project start and end dates. The dates may be the same as were previously entered, or they may have changed since the last reporting period. Then select from each of the two calendar controls that appear a day of the month for the project start date, and a day for the end date. (If you don't know the exact dates, you may keep the default date of the 1st of the month.) The system allows you to select ranges of dates that include up to five fiscal years, for completing information on multi-year projects.



THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

[TestUser2: home](#) | [account](#) | [projects](#) | [logout](#)

[Home](#) [About](#)

CONFIRM PROJECT AWARD DETAILS

Reporting Year: 2011
 Project Title: TEST PROJECT
 Project Number: 705
 Total Project Amount: \$

Previously Reported Project Dates

5/1/10 to 5/1/11

Previously Reported Annual Amount(s)

2010: \$20,000.00
 2011: \$10,000.00

Project Dates

Start Date: 5/1/2010

2010

May

< May 2010 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

End Date: 5/1/2011

2011

May

< May 2011 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Enter Amounts Per Fiscal Year

←

Annual Expenditures (Actual or Planned)

	Fiscal Year:	Annual Amount(s) (\$):	
Total:			

Verify Data: Do you verify that you have reviewed the information requested and are providing the most accurate funding information possible for the fiscal year on which you are reporting?

Data Verified

Save and Exit

Save and Continue

[home](#) | [account](#) | [projects](#) | [logout](#)

Click **Enter Amounts Per Fiscal Year**. You must click this, even if the dates selected span only one fiscal year, to proceed without error. The system will display boxes for entering the amounts expended (or planned expenditures) for each fiscal year included between the project start and end dates. If the dates you selected span only one fiscal year, the system will automatically populate that box with the previously entered amount.

You will be presented with text boxes for each fiscal year included between your project start and end dates. Enter the amount of funding actually expended during previous fiscal years and/or the focal or reporting year, and expected/projected expenditures in future years, as applicable. The sum of the annual expenditures must equal the total amount of funding for the project. Note: annual amounts may be the same as those previously reported, or they may differ according to updated budgets and project plans.

The screenshot displays the 'CONFIRM PROJECT AWARD DETAILS' page. At the top, the Marine Mammal Commission logo and name are on the left, and navigation links for 'home', 'account', 'projects', and 'logout' are on the right. Below the header, there are 'Home' and 'About' tabs. The main content area includes the following sections:

- CONFIRM PROJECT AWARD DETAILS**
 - Reporting Year: 2011
 - Project Title: TEST PROJECT
 - Project Number: 705
 - Total Project Amount: \$ 30000.00
- Previously Reported Project Dates**
 - 5/1/10 to 5/1/11
- Previously Reported Annual Amount(s)**
 - 2010: \$20,000.00
 - 2011: \$10,000.00
- Project Dates**
 - Start Date: 5/1/2010
 - End Date: 5/1/2011
- Annual Expenditures (Actual or Planned)**

Fiscal Year:	Annual Amount(s) (\$):
2010	20000
2011	10000
- Total:** Check Total (indicated by a red arrow)
- Verify Data:** Do you verify that you have reviewed the information requested and are providing the most accurate funding information possible for the fiscal year on which you are reporting?
 Data Verified
- Buttons: Save and Exit, Save and Continue

At the bottom right of the page, there are additional navigation links: 'home | account | projects | logout'.

The sum of annual amounts entered in the text boxes must equal the Total Project Amount that is displayed (and was revised, if necessary) at the top of this page. Click **Check Total** and the system will check the sum of amounts entered.

Next, you must verify that you have reviewed all of the information on the screen and are providing the most accurate funding information for the fiscal year on which you are reporting. If this is true, check the **Data Verified** check box.

The screenshot shows a web form with the following elements:

Annual Expenditures (Actual or Planned)	Fiscal Year:	Annual Amount(s) (\$):
	2010	<input type="text" value="20000"/>
	2011	<input type="text" value="10000"/>
Total:		30000.00

Verify Data: Do you verify that you have reviewed the information requested and are providing the most accurate funding information possible for the fiscal year on which you are reporting?

Data Verified

Navigation links: [home](#) | [account](#) | [projects](#) | [logout](#)

Red arrows in the original image point to the "Data Verified" checkbox and the "Save and Continue" button.

Finally, click **Save and Continue**. Note: The **Save and Exit** and **Save and Continue** buttons will remain disabled until the data on that page have been verified.

If the system displays any error messages after you hit **Save and Continue**, uncheck the **Data Verified** box to unlock the data fields. Modify your entry as necessary, repeat the data verification process, and click **Save and Continue**.

After clicking **Save and Continue**, the REVIEW & EDIT EXISTING PROJECTS page will be displayed. This page allows you to navigate to the various data entry pages to review, edit (if necessary), and verify that the previously reported information is accurate for the fiscal year on which you are now reporting. You must navigate to each data entry page to ensure the data reflect the current state of the project, and verify that you have reviewed all data on each page, before the system will allow you to submit the project.

THE MARINE MAMMAL COMMISSION
SURVEY OF FEDERALLY FUNDED RESEARCH

cmartinPM2: [home](#) | [account](#) | [projects](#) | [logout](#)

Home About

Review & Edit Existing Projects (Unsubmitted)
 Project Number: 679
 Reporting Year: 2011
 Project Title: Test Project 1

Newly required information for Fiscal Year 2010 and Fiscal Year 2011 submissions includes identifying the following:

- Stocks for species within U.S. waters - see the Species page
- Large Marine Ecosystems and/or open ocean areas - see the Location page
- Contributions to existing databases - see the Project Summary page

Please ensure that you navigate to each page and edit all previously submitted information (including adding stocks) as appropriate before submitting the new project records.

To edit specific information previously entered click the buttons below:

Edit Section	Updated and verified?
Edit General Project Information	
General	No
Reenter Award Details	Yes
Edit Primary Focus of Project	
Reenter Objective	No
Keywords	No
Species	No
Location	No
Edit Secondary Focus of Project	
Reenter Objective	No
Keywords	No
Species	No
Location	No
Edit Project Summary Information	
Summary	No

You can display the main menu by clicking on this [link](#) or the "projects" link at the top or bottom right corner.

[home](#) | [account](#) | [projects](#) | [logout](#)

Newly Required fields for Fiscal Years 2010 and 2011

*** Newly required fields have been added since the fiscal year 2009 data request, and must be completed even if adding a new year to a previously submitted project. Please pay special attention to the following for both the Primary Focus and the Secondary Focus (if present):

- SPECIES page – select the appropriate stocks for the marine mammal species within U.S. waters;
- LOCATION page – select the Large Marine Ecosystems and/or Open Ocean Areas that best represent your geographic area of focus; and
- PROJECT SUMMARY page – complete the questions on contributions to existing databases.

The system checks will ensure that you respond to questions on the Large Marine Ecosystems and contributions to existing databases prior to submission; however, *we must rely on you to add information at the stock level for marine mammal species on which you previously reported.*

Note: If you require additional information for reporting on any of the requested fields, please refer to information contained in this document in SECTION 4: ADDING A PROJECT.

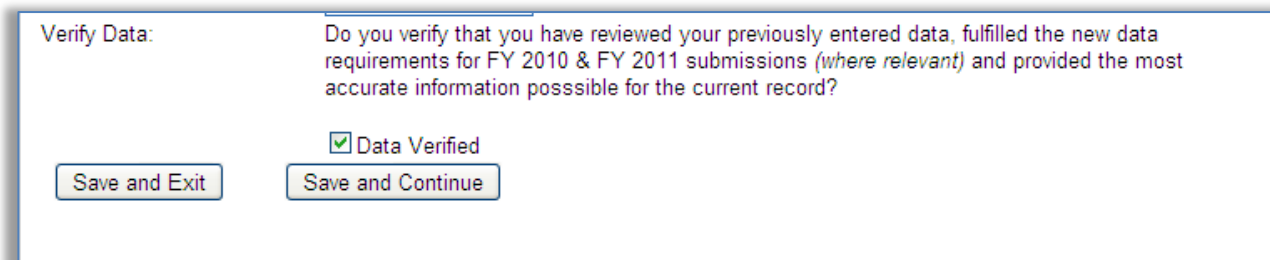
To verify these data, click each button labeled with the data entry page that you must review.

To edit specific information previously entered click the buttons below:

Edit General Project Information	Updated and verified?
<input type="button" value="General"/>	No
<input type="button" value="Reenter Award Details"/>	Yes
Edit Primary Focus of Project	
<input type="button" value="Reenter Objective"/>	No
<input type="button" value="Keywords"/>	No
<input type="button" value="Species"/>	No
<input type="button" value="Location"/>	No
Edit Secondary Focus of Project	
<input type="button" value="Reenter Objective"/>	No
<input type="button" value="Keywords"/>	No
<input type="button" value="Species"/>	No
<input type="button" value="Location"/>	No
Edit Project Summary Information	
<input type="button" value="Summary"/>	No

You can display the main menu by clicking on this [link](#) or the "projects" link at the top or bottom right corner.

Once that particular page is displayed, review the data on the page and update as necessary. After you have completed your review of the information on each page, click the **Data Verified** checkbox. Once this Data Verified checkbox is selected, the **Save and Exit** and **Save and Continue** buttons will be enabled on that page. Click **Save and Continue** to navigate to the next page, and continue updating and verifying the project data.



The screenshot shows a form titled "Verify Data:". The text asks: "Do you verify that you have reviewed your previously entered data, fulfilled the new data requirements for FY 2010 & FY 2011 submissions (where relevant) and provided the most accurate information possible for the current record?". Below the text is a checkbox labeled "Data Verified" which is checked. At the bottom of the form are two buttons: "Save and Exit" and "Save and Continue".

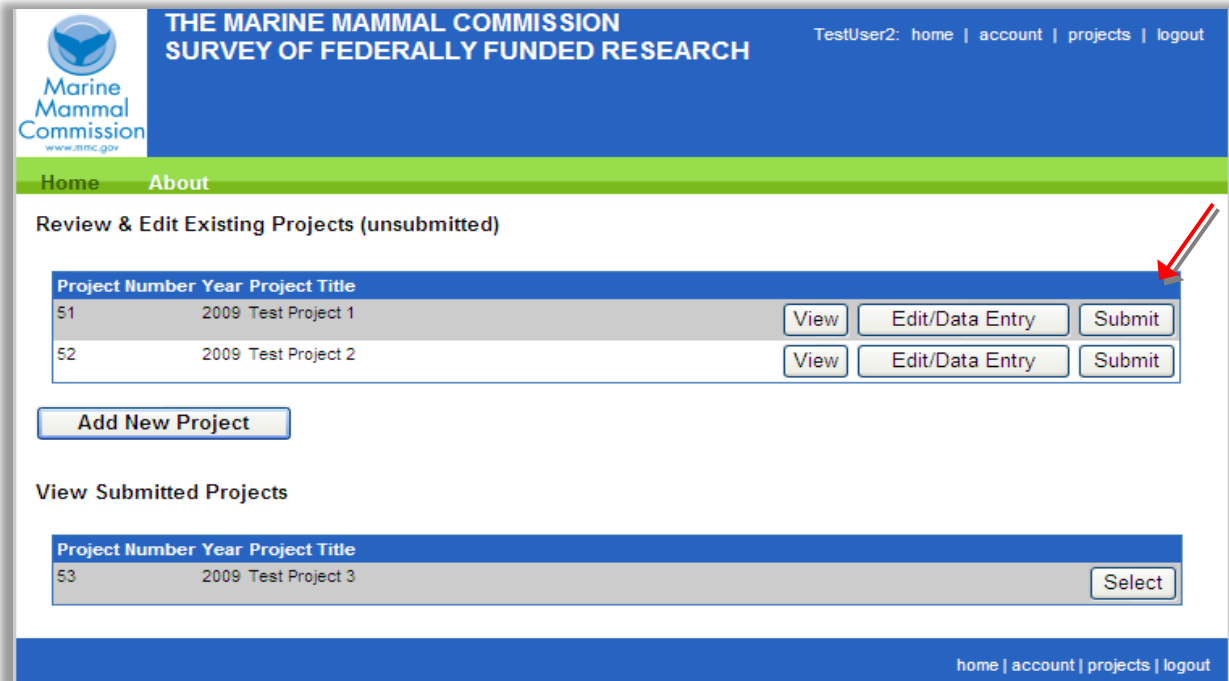
After updating information on the **Reenter Award Details** page and being directed to the REVIEW & EDIT EXISTING PROJECTS page, it may help to revisit the pages in sequential order. You will need to select the **General** Button (page), update and verify these data, return to the REVIEW & EDIT EXISTING PROJECTS page, and select the **Reenter Objective** button (page). Once you re-enter and have verified the data on this page, click **Save and Continue** and the system will direct you through the remaining pages for ease of navigation.

Note: Please ensure that you have reviewed, updated and verified the information on each and every page prior to selecting the "Summary" page. Any new information added to the Project Summary or other fields on the Summary page will be erased if data on any of the other pages have not been verified, and the system forces you to exit and return to those pages. All data sections must be verified before the **Save Project Summary** buttons on the Summary page will be activated, to allow you to save the updated information.

After you have revisited each of the data entry pages, modified the data as appropriate, verified and saved all of the data on each page, you may submit the project.

7. Submitting a Project

Once you have finished data entry and made all necessary modifications to a project, it must be submitted to inform the Marine Mammal Commission that the project entry is complete. From the main PROJECTS page, click **Submit** for that particular project.



The screenshot shows the Marine Mammal Commission website interface. The header includes the logo and the text "THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH". The user is logged in as "TestUser2" and has navigation links for "home", "account", "projects", and "logout". The main content area is titled "Review & Edit Existing Projects (unsubmitted)". It contains a table with two rows of project data:

Project Number	Year	Project Title	View	Edit/Data Entry	Submit
51	2009	Test Project 1	<input type="button" value="View"/>	<input type="button" value="Edit/Data Entry"/>	<input type="button" value="Submit"/>
52	2009	Test Project 2	<input type="button" value="View"/>	<input type="button" value="Edit/Data Entry"/>	<input type="button" value="Submit"/>

Below the table is an "Add New Project" button. Further down is a section titled "View Submitted Projects" with a table containing one row:

Project Number	Year	Project Title	Select
53	2009	Test Project 3	<input type="button" value="Select"/>

A red arrow points to the "Submit" button for Project 51 in the first table.

A page with a confirmation message will be displayed before the project is submitted. Once you confirm your intention to submit the project, the system will check that all required data sections have been completed. If any sections are missing or incomplete, an error message will be displayed; otherwise the project will be submitted and you will not be able to make any further edits/changes to the information.



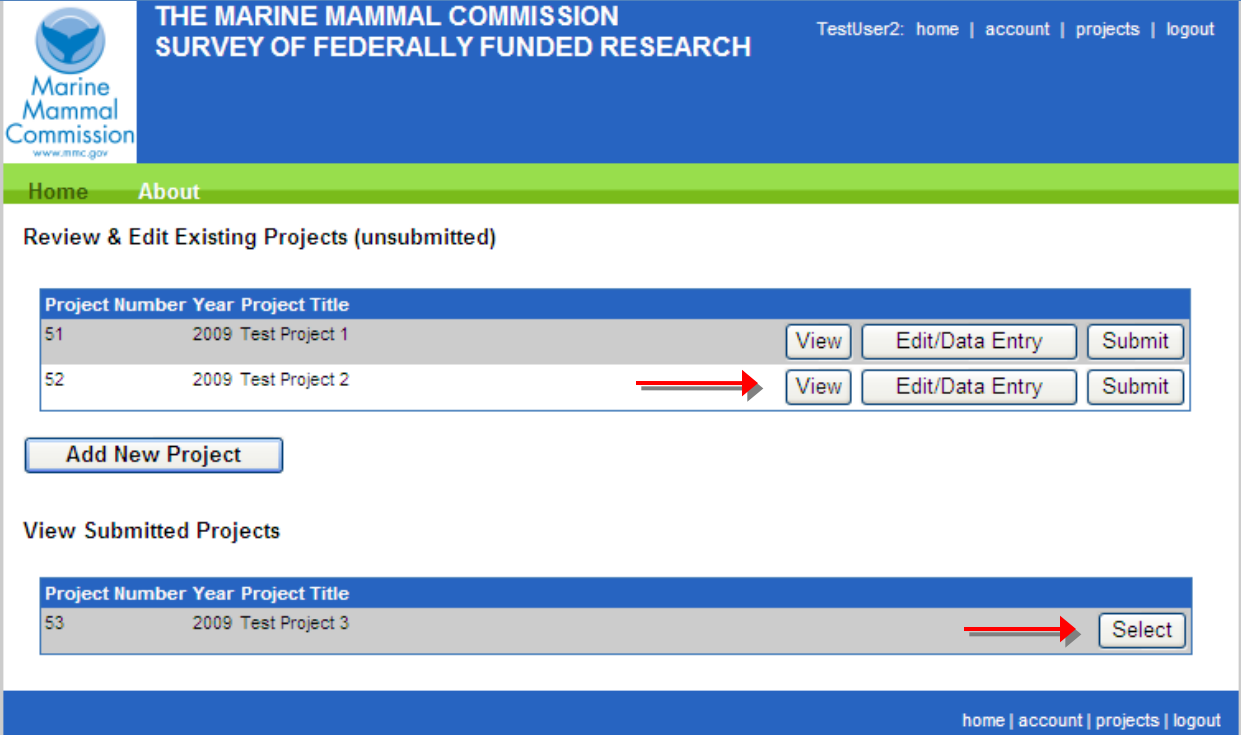
The screenshot shows the "Submit Project" confirmation page. The header is the same as the previous screenshot. The main content area is titled "Submit Project" and displays the following information:

Reporting Year: 2009
Project Number: 51
Project Title: Test Project 1

Below this information is a warning message: "You will no longer be able to make changes if you submit this project .". At the bottom of the page are two buttons: "Submit" and "Cancel".

8. Viewing Project Data

The data for an active (unsubmitted) project can be viewed by clicking **View** to display a series of read-only pages that sequentially display the project data in sections. The data for a submitted project similarly can be viewed by clicking **Select**.



The screenshot displays the Marine Mammal Commission website interface. At the top, the logo and name 'Marine Mammal Commission www.mmc.gov' are on the left, and the title 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH' is in the center. The user 'TestUser2' is logged in, with navigation links for 'home | account | projects | logout'.

Below the header, there are navigation links for 'Home' and 'About'. The main content area is titled 'Review & Edit Existing Projects (unsubmitted)'. It contains a table with the following data:

Project Number	Year	Project Title	View	Edit/Data Entry	Submit
51	2009	Test Project 1	<input type="button" value="View"/>	<input type="button" value="Edit/Data Entry"/>	<input type="button" value="Submit"/>
52	2009	Test Project 2	<input type="button" value="View"/>	<input type="button" value="Edit/Data Entry"/>	<input type="button" value="Submit"/>

A red arrow points to the 'View' button for Project 52. Below the table is an 'Add New Project' button.

The section 'View Submitted Projects' contains another table:

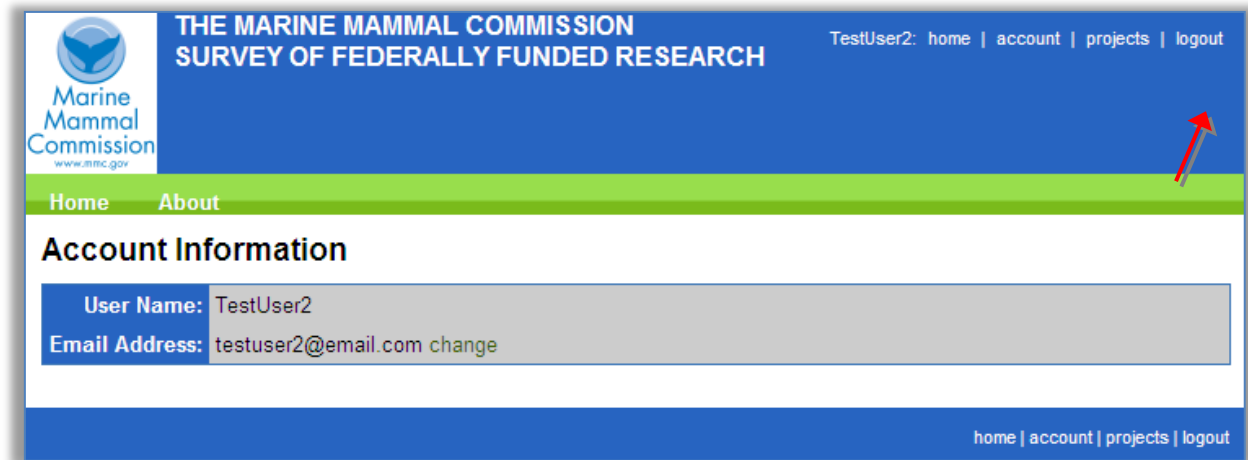
Project Number	Year	Project Title	Select
53	2009	Test Project 3	<input type="button" value="Select"/>

A red arrow points to the 'Select' button for Project 53. At the bottom of the page, there are navigation links for 'home | account | projects | logout'.

Each page, other than the first and last, has a **Previous** and **Next** button allowing for simple navigation of the project data. As an example, this is the second page in the sequence.

The screenshot displays the Marine Mammal Commission website interface. At the top left is the logo for the Marine Mammal Commission with the URL www.mmc.gov. The main header is blue and contains the text 'THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH' and a user menu for 'TestUser2' with links for 'home', 'account', 'projects', and 'logout'. Below the header is a green navigation bar with 'Home' and 'About' links. The main content area is titled 'SURVEY DETAILS' and lists the following information: Reporting Year: 2009, Project Number: 51, and Project Title: Test Project 1. Below this information are two buttons labeled 'Previous' and 'Next'. A section titled 'Primary Focus Information' is enclosed in a black-bordered box and contains the following text: ResearchObjectiveLevel1Text: STOCK ASSESSMENT/ POPULATION BIOLOGY, ResearchObjectiveLevel2Text: Population abundance, trends and distribution, ResearchObjectiveLevel3Text: None, PrimaryResearchObjectiveOther:, PrimaryResearchObjectiveLevel2Other:, PrimaryMethodsKeyword1: One, PrimaryMethodsKeyword2: Two, PrimaryMethodsKeyword3: Three, PrimaryMethodsKeyword4:, PrimaryMethodsKeyword5:, PrimaryLatitude1:, PrimaryLongitude1:, PrimaryLatitude2:, PrimaryLongitude2:, PrimaryLatitude3:, PrimaryLongitude3:, PrimaryLatitude4:, PrimaryLongitude4:, PrimaryLatitude5:, PrimaryLongitude5:, PrimaryProjectLocation: Project Location, ResearchSiteType: field, PrimaryResearchSiteOther:, PrimaryResearchFocusAwardPercent: 50, and SecondaryResearchFocus: True. At the bottom right of the page, there is a blue footer bar with the same user menu: 'home | account | projects | logout'.

9. Logging Out



The screenshot displays the Marine Mammal Commission website interface. At the top left is the logo for the Marine Mammal Commission with the URL www.mmc.gov. The main header area contains the text "THE MARINE MAMMAL COMMISSION SURVEY OF FEDERALLY FUNDED RESEARCH" and a user profile "TestUser2" with navigation links for "home", "account", "projects", and "logout". A red arrow points to the "logout" link in the top right corner. Below the header is a green navigation bar with "Home" and "About" links. The main content area is titled "Account Information" and shows the following details:

User Name:	TestUser2
Email Address:	testuser2@email.com change

At the bottom of the page, there is a blue footer bar with navigation links for "home", "account", "projects", and "logout".

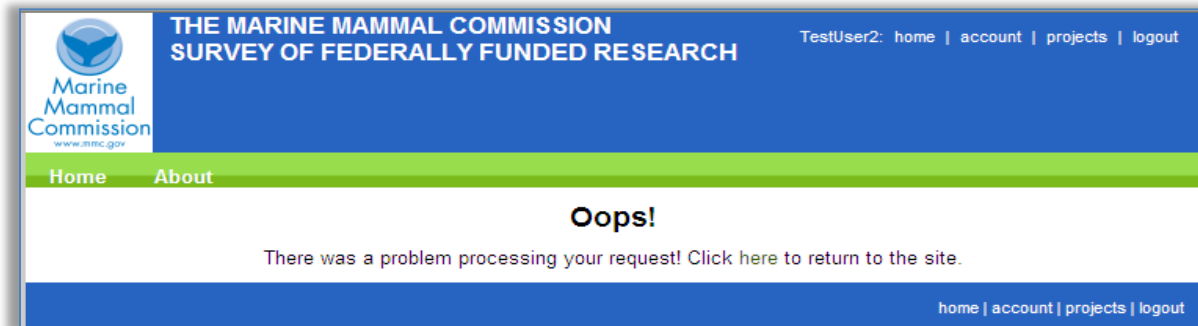
Click the **logout** link on any page to log out.

10. Troubleshooting

Two types of error pages may be encountered while using the system. The first is a page with a specific message about an error and how to fix the error. You should read the page carefully and then click the OK button to return and fix the problem.



The second type of error page is generic and may be caused by a variety of situations that are temporary in nature. Typically the situation can be resolved by clicking **projects** in the top (or bottom) right hand corner of the screen to returning to the main PROJECTS page, selecting the project which you were entering, and continuing your work. If the error persists, contact the technical staff at mmcsurvey@alionscience.com to report the problem.



Appendix A: Essential Guidance for the Survey of Federally Funded Marine Mammal Research and Conservation (request for information on fiscal years 2010 and 2011)

1. What is a “project”?

For the purposes of the Survey, a typical project is one of two things: (a) a discrete activity or integrated/coordinated set of activities focused on or related to marine mammals; or (b) an effort or application of resources to support such activity(ies) as defined in (a). More specifically:

- a. A project can be a discrete activity or integrated/coordinated set of activities focused on, or related to, marine mammals. Some examples include: i) a three-year aerial survey of pinniped haul-out and rookery sites designed to estimate abundance, ii) a study of the physiological effects of deep-diving in cetaceans, iii) the design of a new satellite tag, iv) a surveillance program of fishing operations to ensure compliance with gear regulations designed to minimize bycatch, v) the development of educational materials to inform the public about whale-watching guidelines and regulations so as to reduce harassment. A project may have one or more characteristics, such as the following: i) it is called a project, ii) it has designated goals, objectives, products, milestones and/or outcomes, iii) it has a budget, iv) it has a project code, v) it has a project plan, vi) there is a team associated with it, etc.

i. Who conducts the project?

1. A project may be conducted by your agency; or
2. A project may be conducted by a performing agency or organization that your agency funds through an award, grant, or contract.

ii. What is the time-frame?

1. A project is often a time-limited activity or set of activities where the time-frame is the period of performance or duration of the activity(ies), such as that for the examples listed above of a three-year survey, design of a satellite tag, or development of educational materials.
2. However, a project may have an indefinite time-frame. It may be part of a permanent program that is intended to operate every year on an ongoing basis as long as the need exists (e.g. a

stranding beach-survey, a contaminant monitoring program, or a subsistence harvest assessment program).

iii. What should not be reported as a project?

1. A program that is a collection or aggregation of projects should not be reported as a single project. For example, the National Marine Fisheries Service's National Marine Mammal Laboratory (<http://www.afsc.noaa.gov/nmml/>) has five programs, each of which has numerous projects. As another example, the Service's Exclusive Economic Zone Mammals and Acoustic Program, within the Southwest Fisheries Science Center's Protected Resources Division, lists several areas of focus, such as marine mammal acoustics, photogrammetric surveys of pinniped rookeries, or cetacean habitat spatial modeling. Each project within these focal areas should be entered into the Survey as a separate project.
- b. A project can be an effort or application of resources to support an activity(ies) as defined in (a). For example, if executing one or more marine mammal projects requires any type of direct or indirect support – such as infrastructure development or maintenance, capital investment, or information management/database development and maintenance - then the funding to support those efforts can be entered into the Survey as a project. Alternatively, those funds can be included in the funding of the discrete project(s) being supported, if that is more compatible with the accounting system of the agency (inclusion should be noted as such in the project summary section).

2. What types of activities constitute a project?

A wide variety of activities can make up or be part of a project. The following list is not exhaustive, but is meant to give a sense of the breadth of activities on which an agency should report:

- a. Research/Science
 - i. Basic and applied research (biology, ecology, physiology, ecosystem function, response to noise, fisheries interactions, diet, tracking movements, etc.)
 - ii. Surveys/assessment activities
 - iii. Technology development/testing/deployment
- b. Conservation/Management
 - i. Monitoring
 - ii. Stranding/entanglement response
 - iii. Status-review/listing
 - iv. Restoration/recovery

- v. Permitting
- vi. Mitigation
- vii. Regulatory compliance
- viii. Surveillance/enforcement
- ix. Evaluation of management activities
- x. Outreach/education
- xi. Communication/interaction (workshops, conferences, etc.)
- c. Support
 - i. Administration
 - ii. Capital investment (e.g. acquisition of equipment)
 - iii. Infrastructure development/maintenance
 - 1. Buildings, labs, etc.
 - 2. Equipment
 - 3. Ships and aircraft
 - iv. Database development/maintenance

3. How should funding be reported?

The key data to be reported in the Survey are the funding associated with each project.

- a. Total amount: The amount reported should be the overall total funding that an agency has *allocated or obligated* for that project, whether it is a single- or multi-year project.
- b. Annual expenditures (actual or planned): The value(s) reported should be the amount(s) *expended or expected to be expended* during each fiscal year included between the project start and end dates, whether or not any funds were obligated during the fiscal year on which you are reporting. Where possible, actual expenditures should be provided for the fiscal year on which you are reporting. If this is not possible (or the project timeline extends beyond the fiscal year on which you are reporting), estimated or planned expenditures will suffice.
- c. Reporting funding for single-year vs. multi-year projects:
 - i. For a single-year project, the amount obligated to the project, and presumably expended, is reported as the total for that project.
 - ii. For a multi-year project, the amount allocated or obligated to the project in its entirety should be entered as the total funding amount. The amounts actually expended during previous fiscal years, the focal (or reporting) year, and expected/planned/projected amounts to be expended in future years should be entered for the appropriate fiscal years as applicable. Importantly, the sum of the annual expenditures must equal the total amount of funding for the project.

For example, consider the case where the focal (or reporting) year of the Survey is 2010, and \$500,000 was obligated to a four-year project in fiscal year 2009. The original project plan called for spending \$200,000 in the first year (FY2009) and \$100,000 in each of the subsequent years (FY2010-2012). However, the project expended \$210,000 in FY2009 and \$170,000 in FY2010. In this case, the projected expenditures for years three and four should be adjusted to account for the over-expenditures in years one and two, and might be entered as \$80,000 and \$40,000, respectively (as long as no additional funding has been added to the total project amount).

- d. Reporting funding when marine mammals are not the sole or direct focus (e.g., research, conservation, management or support activities that include other species, such as plankton, fish, sea turtles, etc.):

Funding reported when marine mammals are not the sole or direct focus should be prorated to reflect the amount dedicated specifically to marine mammals. The amount entered as the “total project amount” in the Survey should estimate the percentage of the total cost that is allocated or intended specifically for marine mammal research, conservation, management or support efforts. As an example, two weeks of a three week cruise (total ship time costing \$300,000) were dedicated to marine mammal surveys. Therefore the total amount entered in the Survey for this project would be \$200,000.