# 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

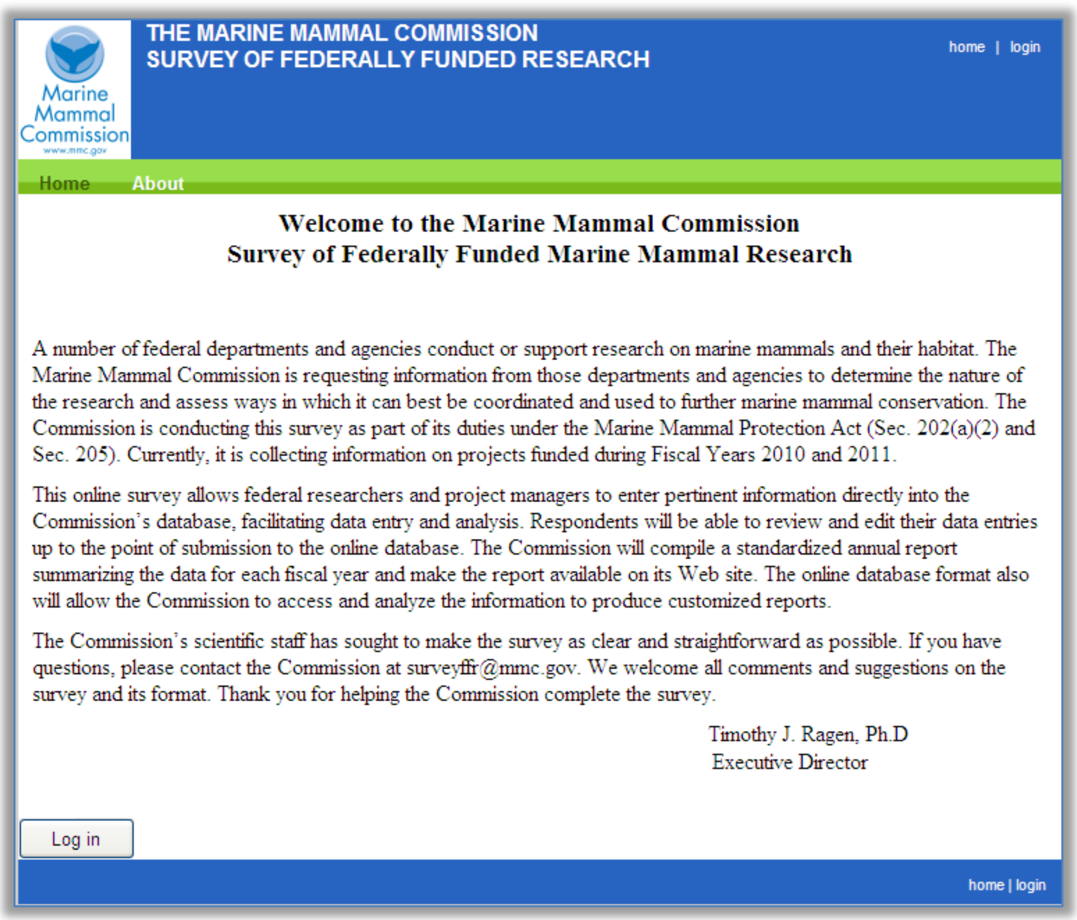
# 1. Overview and Purpose

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.

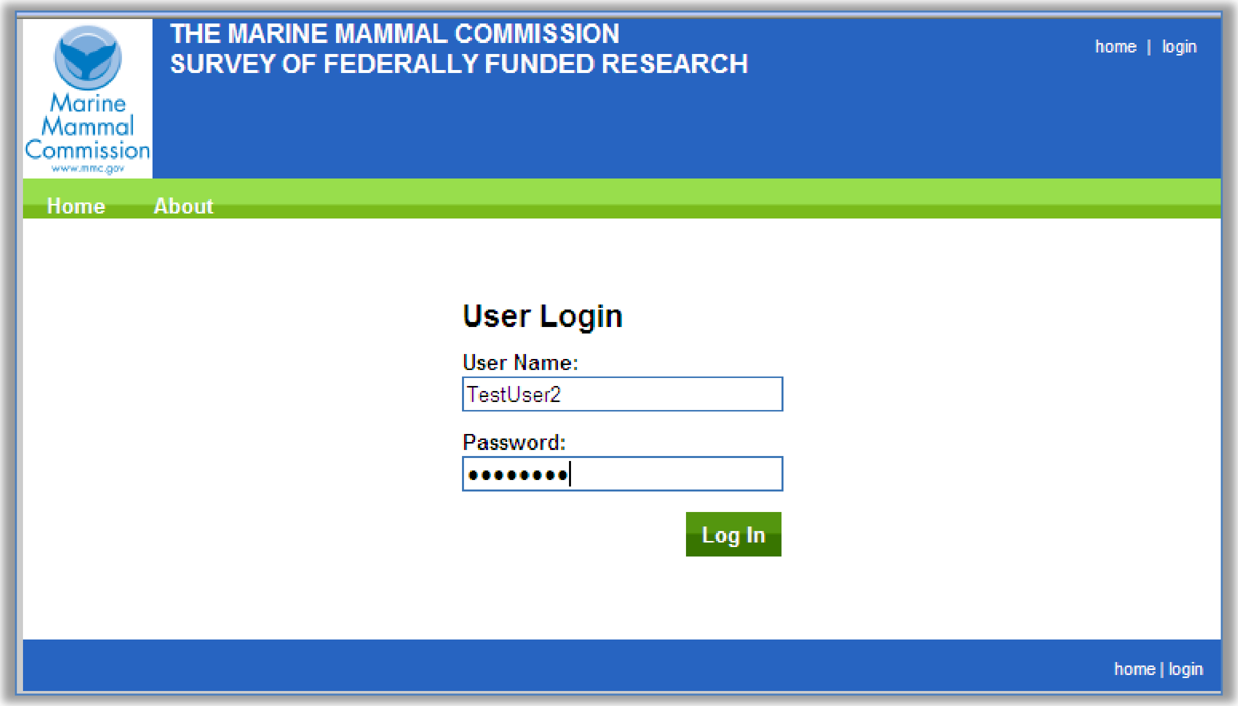
# 2. Accessing the System

To access the system go to [http://mmcsurvey.alionscience.com](http://mmcsurvey.alionscience.com).

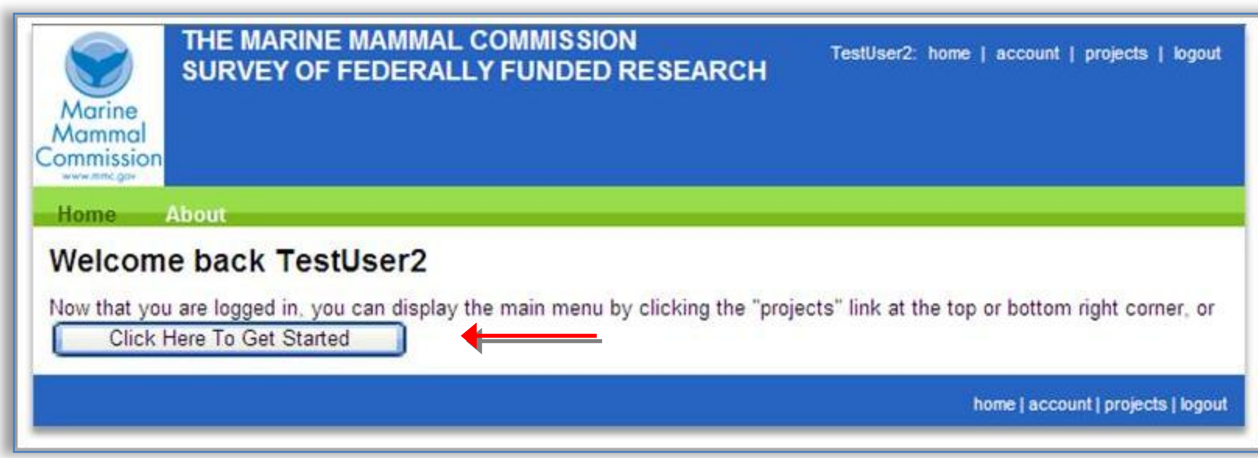



Once on the site, click **Log in** to display the LOGIN page.

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.




Click **Click Here To Get Started**.




You will proceed to the main PROJECTS page.

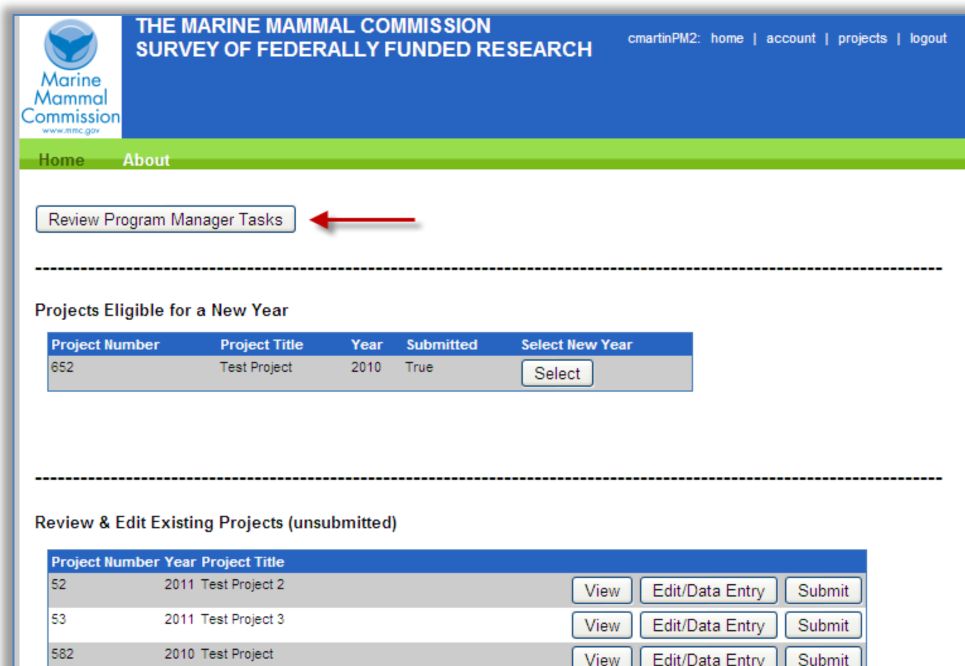
# 3. User Roles & Managing Data Entry

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).

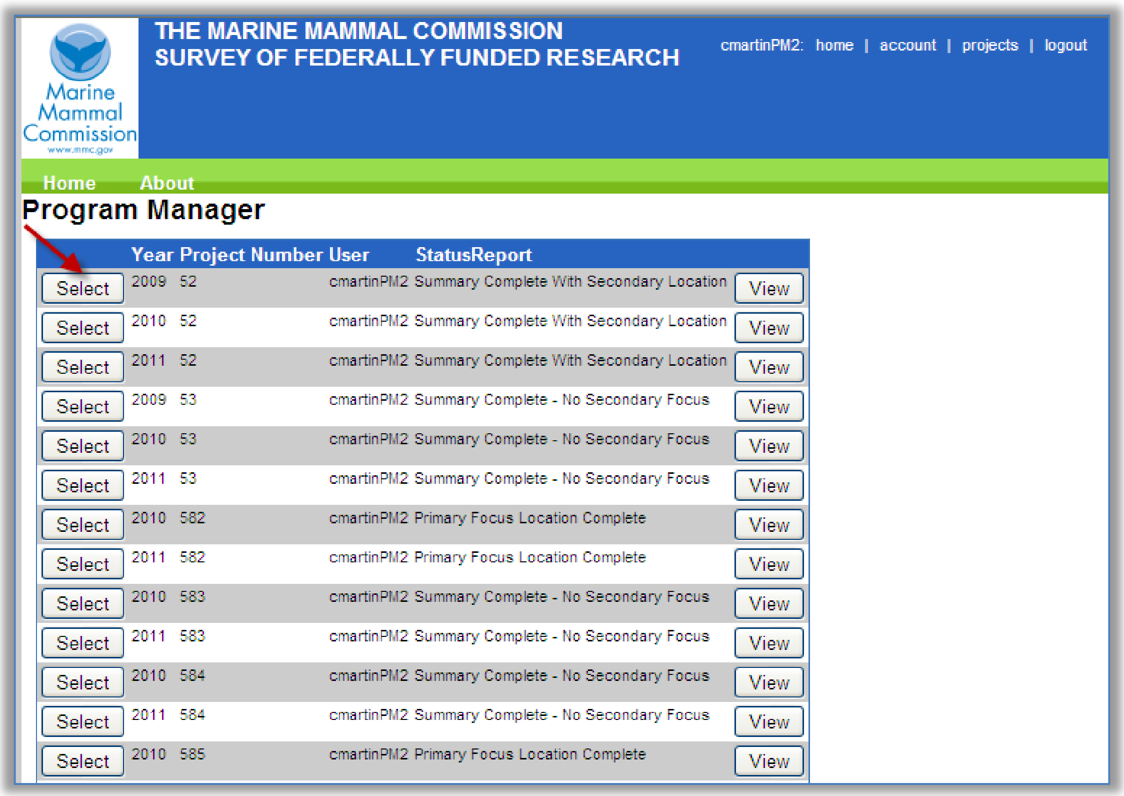
The program manager/user functionality is intended to facilitate the data entry process, for cases where applying it is useful. Each agency or office should consider its own organizational structure and use its best discretion in deciding whether applying the program manager role will expedite their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



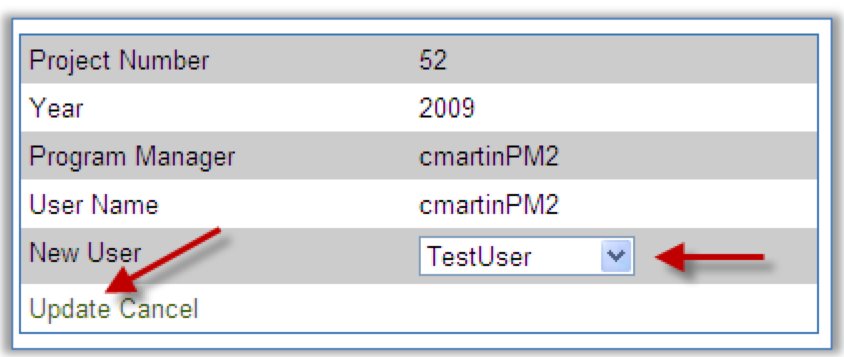
The system will report all of the projects assigned to you. The system also will display - in the Status Report column - the furthest point reached in completing the pages of required information for each project.

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



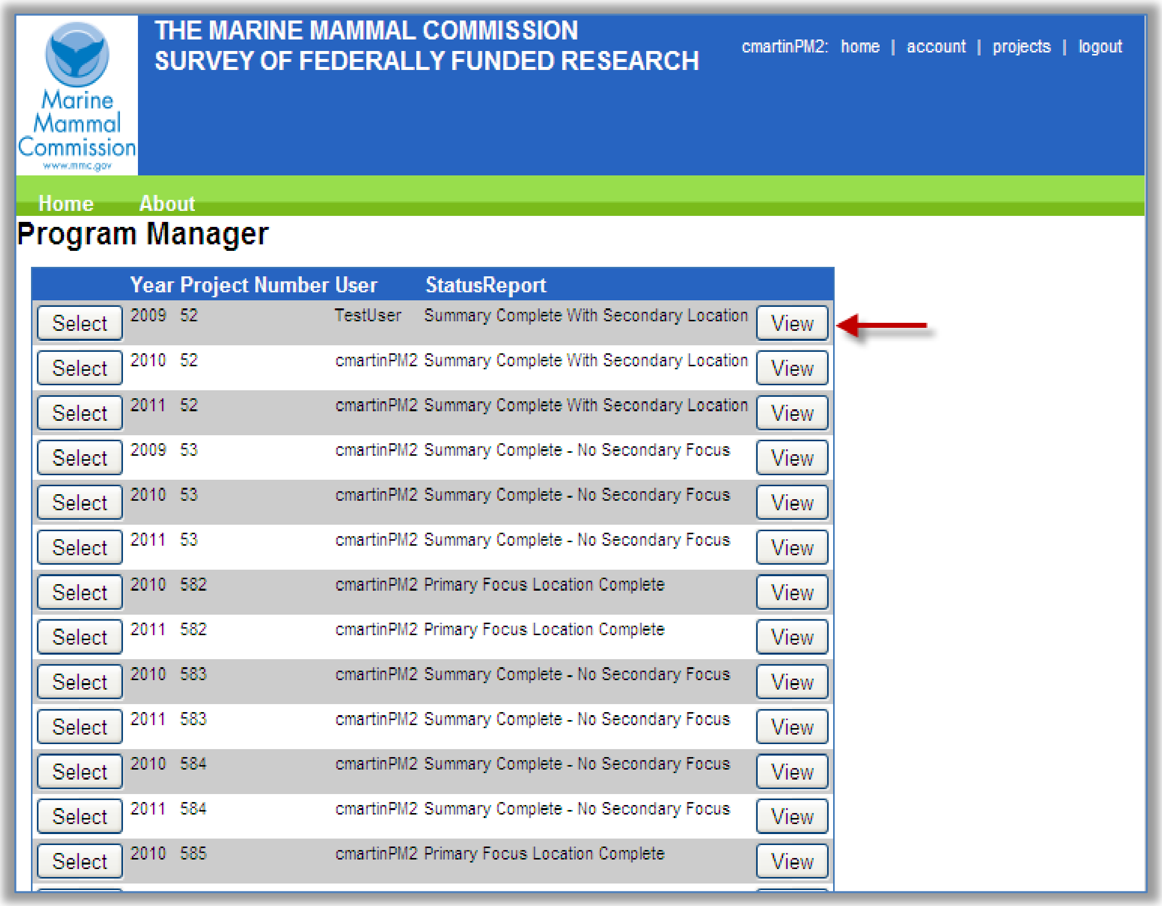

| | Year | Project Number | User | StatusReport | |
|---|---|---|---|---|---|
| Select | 2009 | 52 | cmartinPM2 | Summary Complete With Secondary Location | View |
| Select | 2010 | 52 | cmartinPM2 | Summary Complete With Secondary Location | View |
| Select | 2011 | 52 | cmartinPM2 | Summary Complete 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.



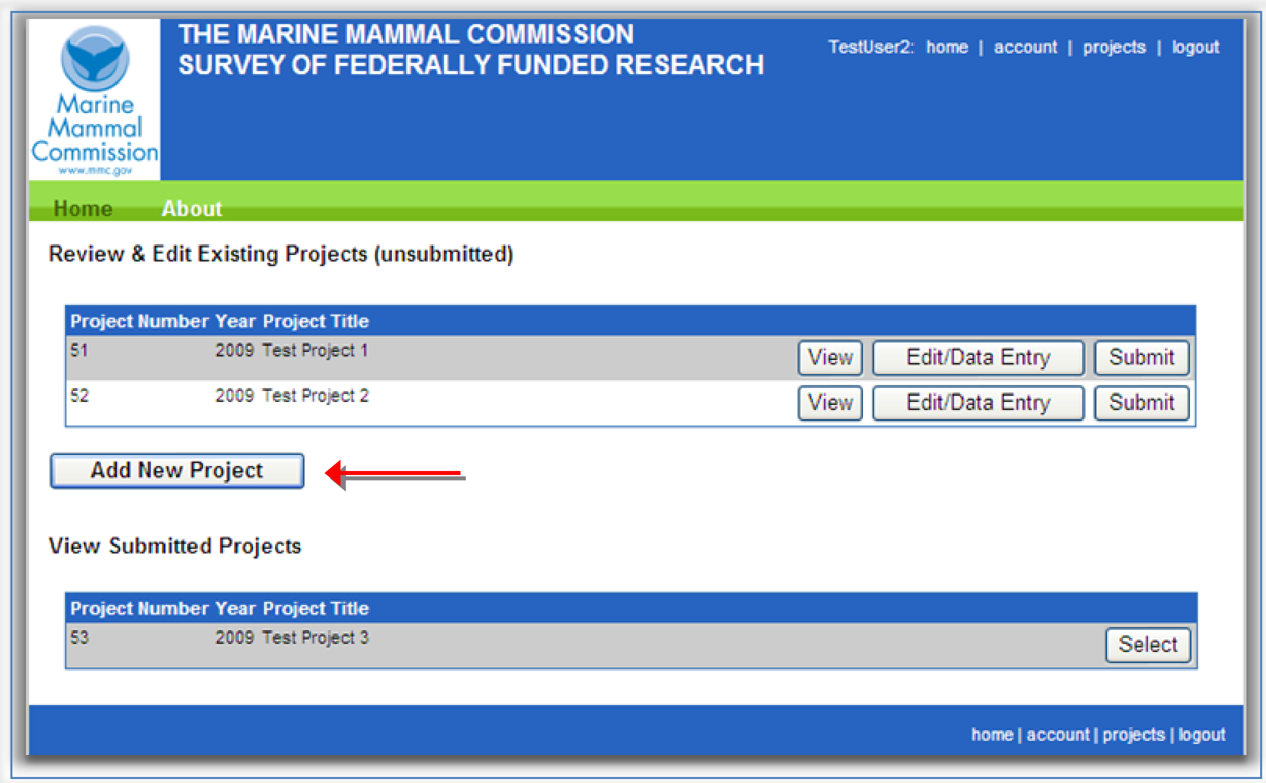

| | Year | Project Number | User | Status | Report |
|---|---|---|---|---|---|
| Select | 2009 | 52 | TestUser | Summary Complete With Secondary Location | View |
| Select | 2010 | 52 | cmartinPM2 | Summary Complete With Secondary Location | View |
| Select | 2011 | 52 | cmartinPM2 | Summary Complete 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

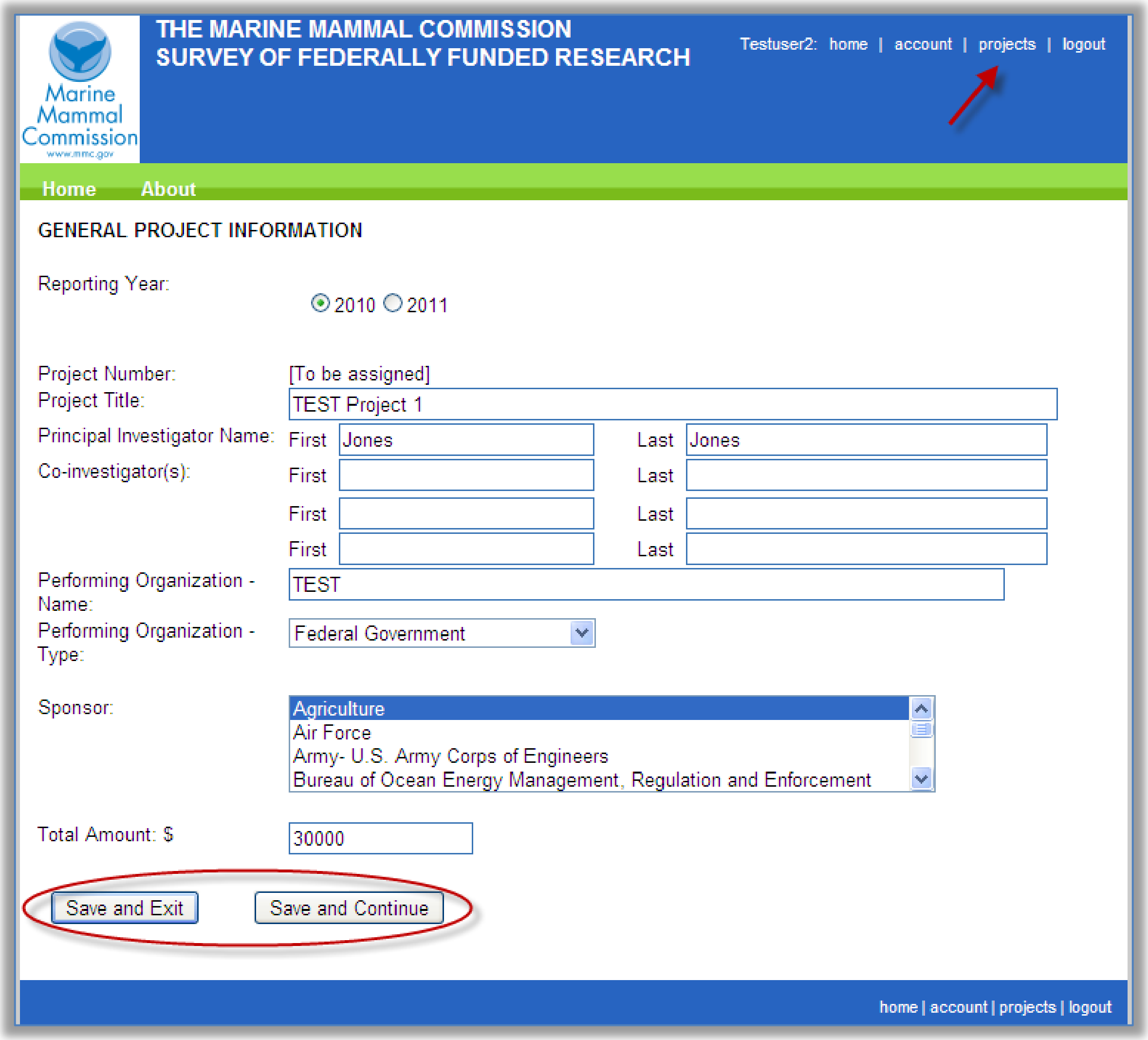
Click **Add New Project** to start a new project with a unique id number assigned by the system, and display the GENERAL PROJECT INFORMATION page.




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.

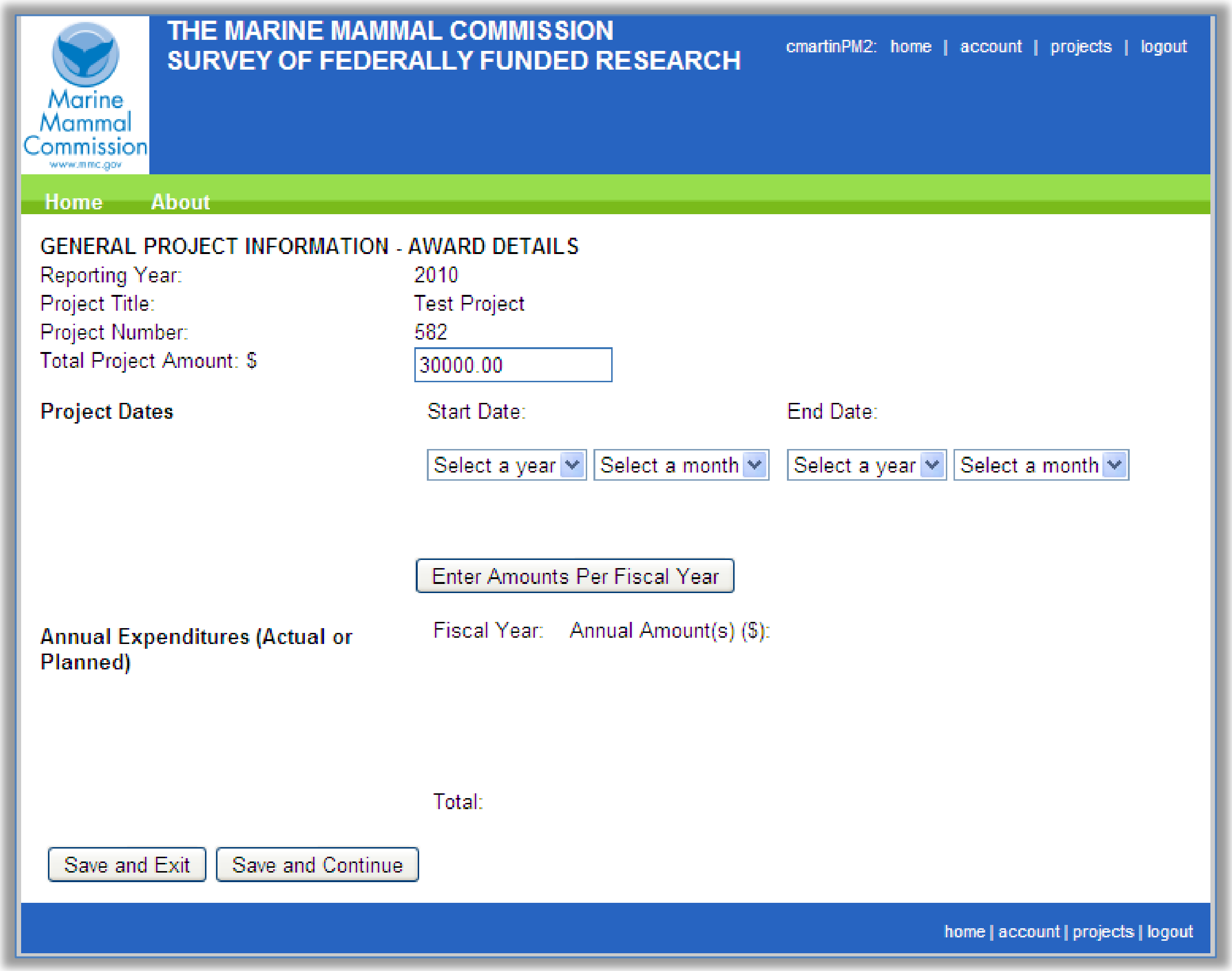
All the basic data entry pages have two buttons at the bottom of the screen: **Save and Exit** and **Save and Continue**. **Save and Exit** will return you to the project management page and **Save and Continue** will move you to the next data entry screen. If you do not want to save the data you have 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.



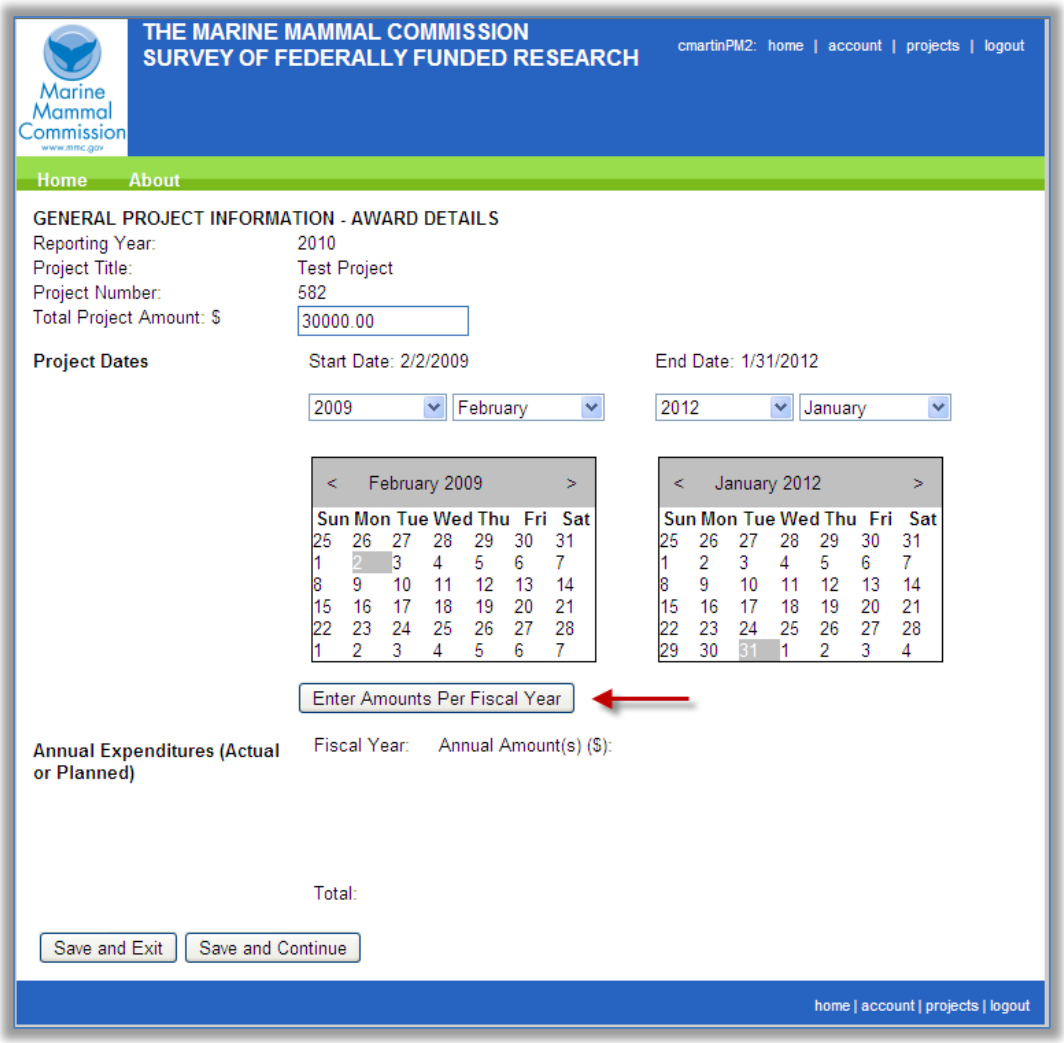

Note: The amount reported in the Total Amount field should be the amount that has been allocated or obligated for a particular project (may be either a multi-year or single-year effort, as appropriate).

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.



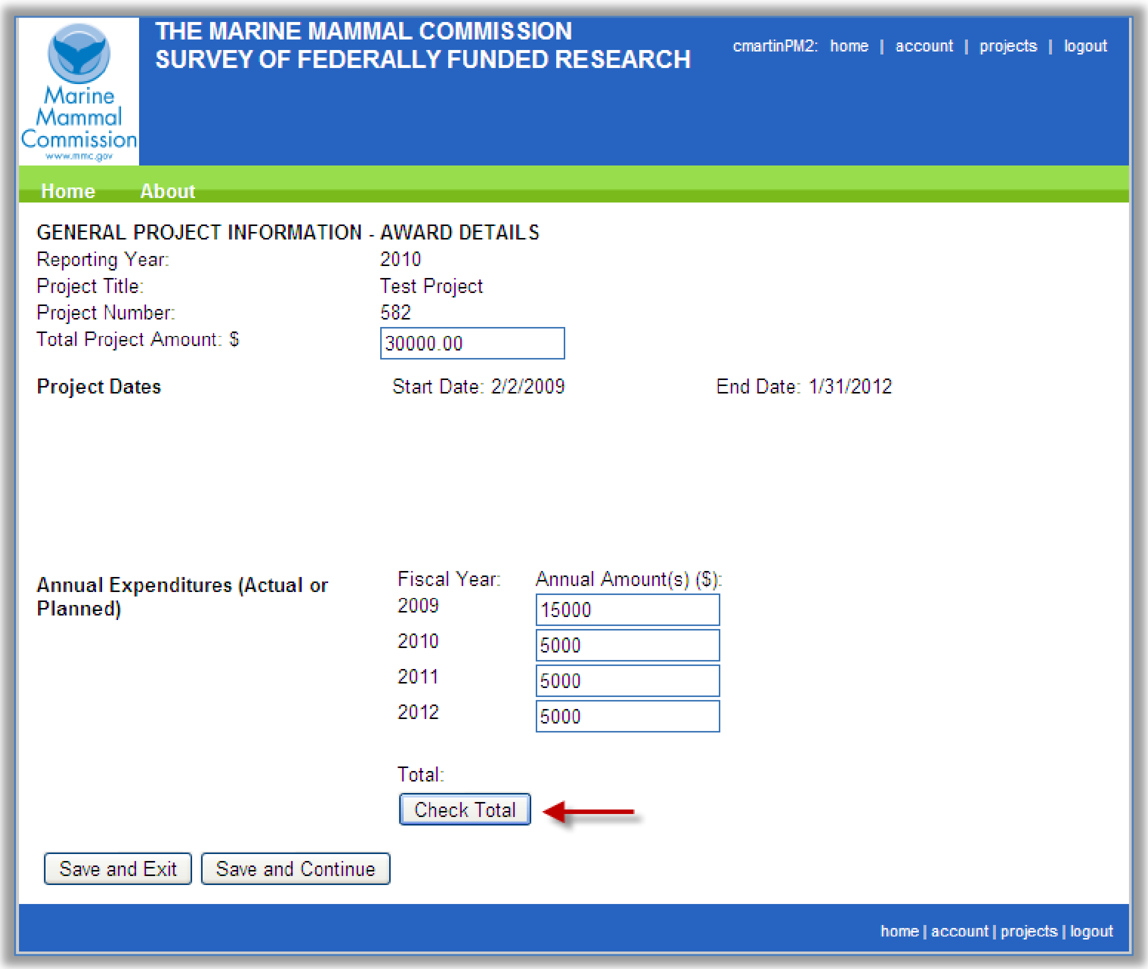
Next, select from each of the two calendar controls that appear a day of the month for the project start date, and a day for the end date. (If you don't know the exact dates, you may keep the default date of the 1st of the month.)

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.



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.




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**.

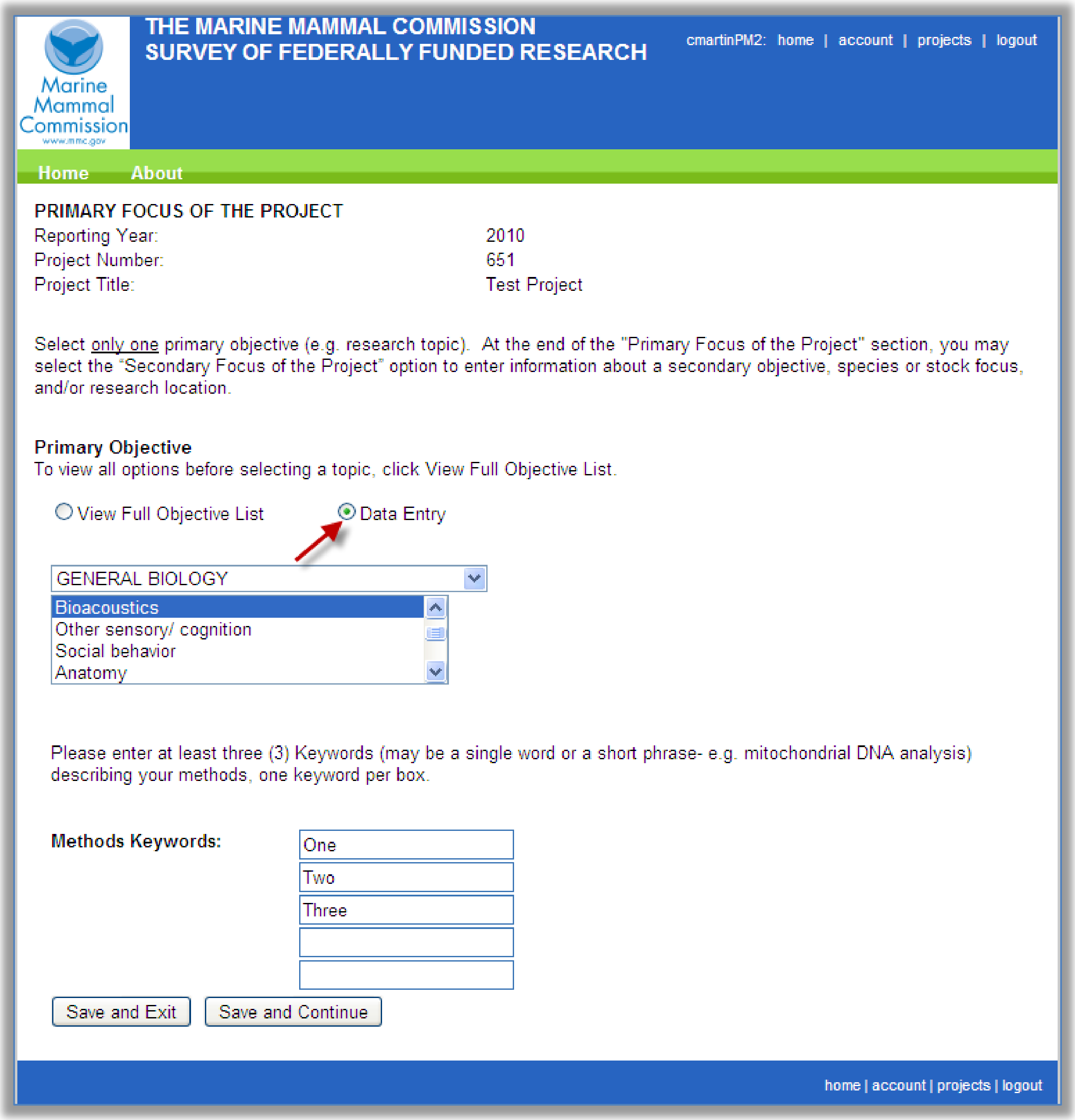
After clicking **Save and Continue**, the PRIMARY FOCUS OF THE PROJECT page will be displayed. The PRIMARY FOCUS OF THE PROJECT page has two radio buttons located just below the Primary Objective heading. **Data Entry** mode is selected by default. To display the full, hierarchical list of objectives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

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.

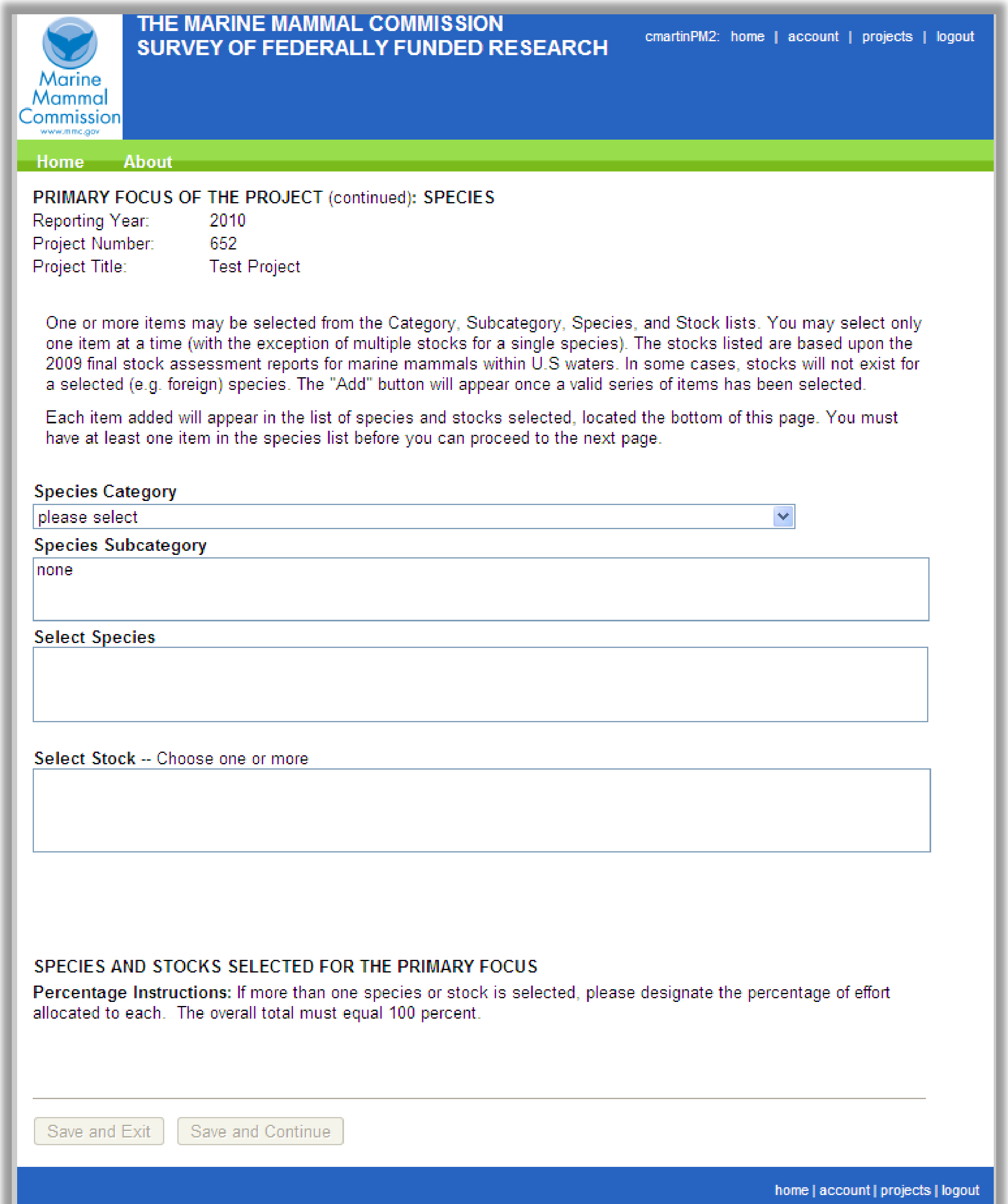
If none of the major heading or subheading categories listed adequately describe your primary project objective, you may select "Other" from the lists. The system will display a text box and you must enter an objective.

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

Then click **Save and Continue**.



The 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).



Marine Mammal Commission

www.mmc.gov

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

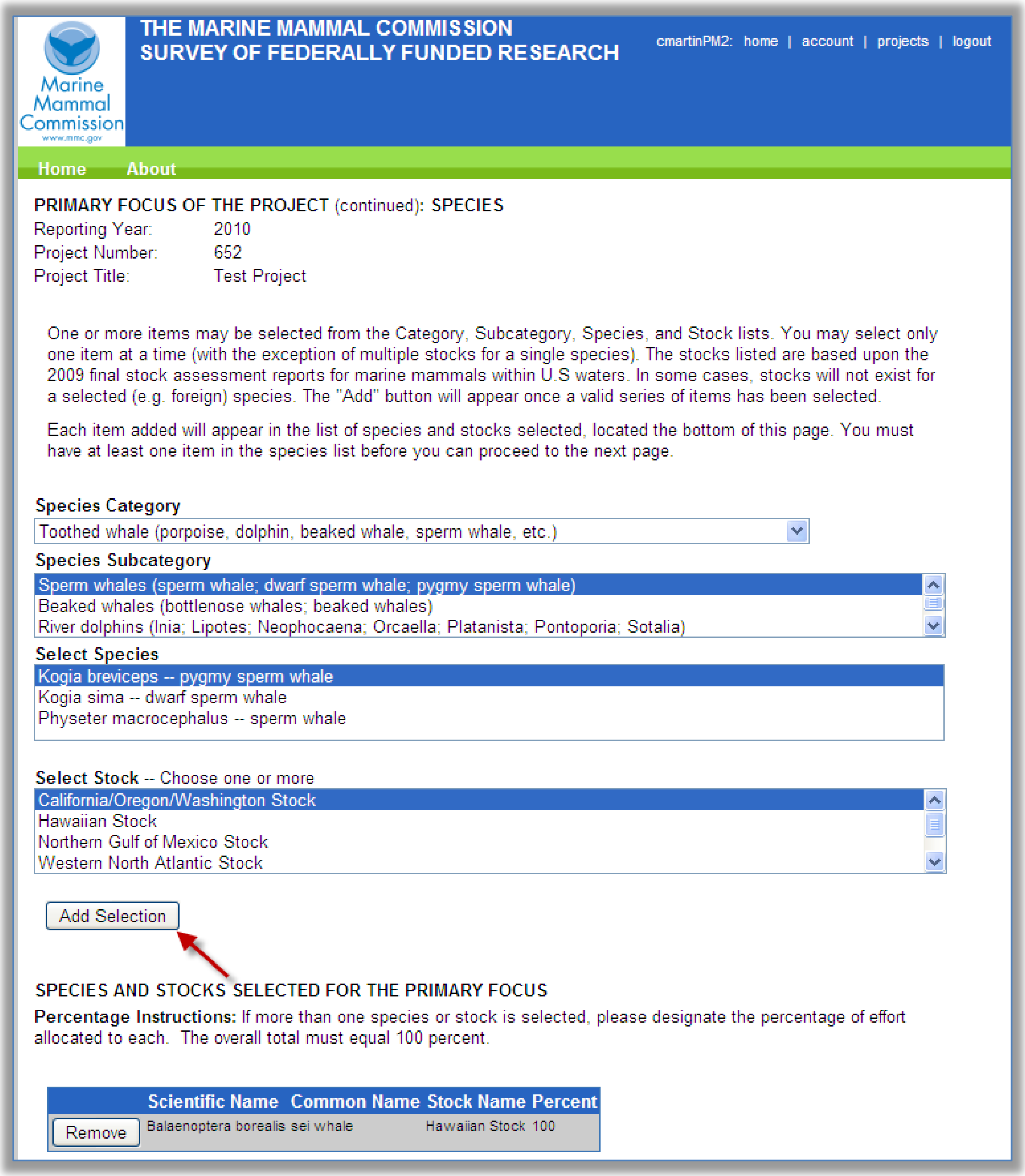
SPECIES AND STOCKS SELECTED FOR THE PRIMARY FOCUS

**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.

Save and Exit Save and Continue

home | account | projects | logout

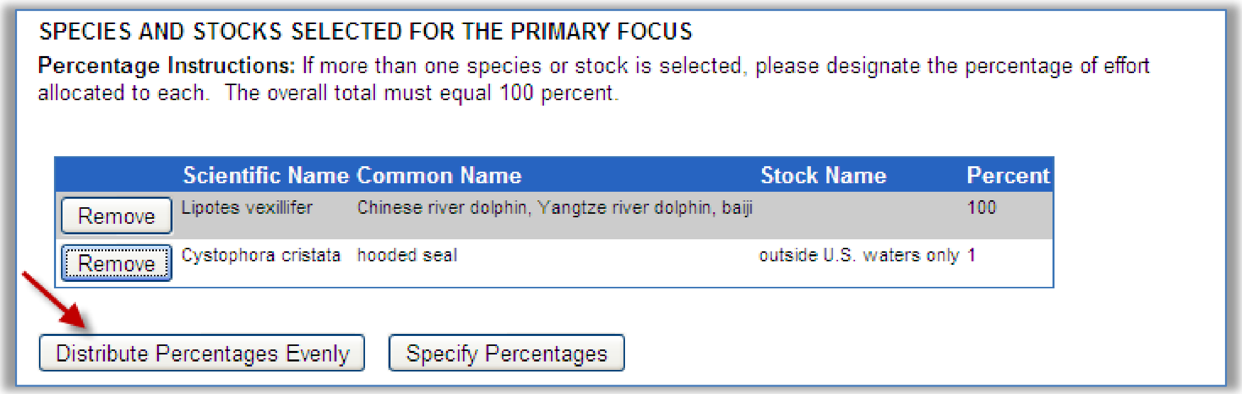
Next, make a selection from the Species Subcategory dropdown list that is displayed. Note: even if only one item appears in this list, you must select it to proceed. The system will then display the complete list of species related to your selections. Select the desired species, and the system will either (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

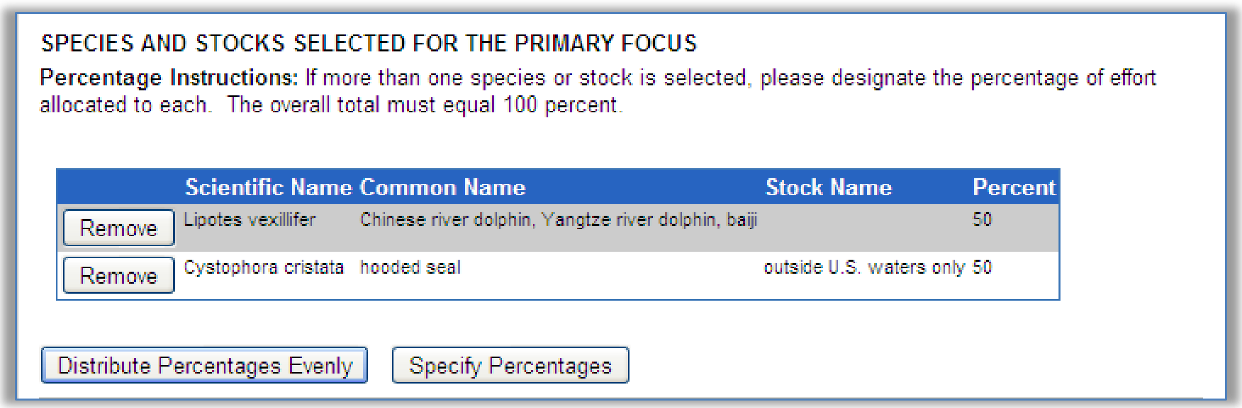


selection and click the **Add Selection** button for the stock to appear in the box below. <u>Note:</u> once you have made selections from the Category, Subcategory, and Species menus, you may select more than one stock simultaneously, if applicable.

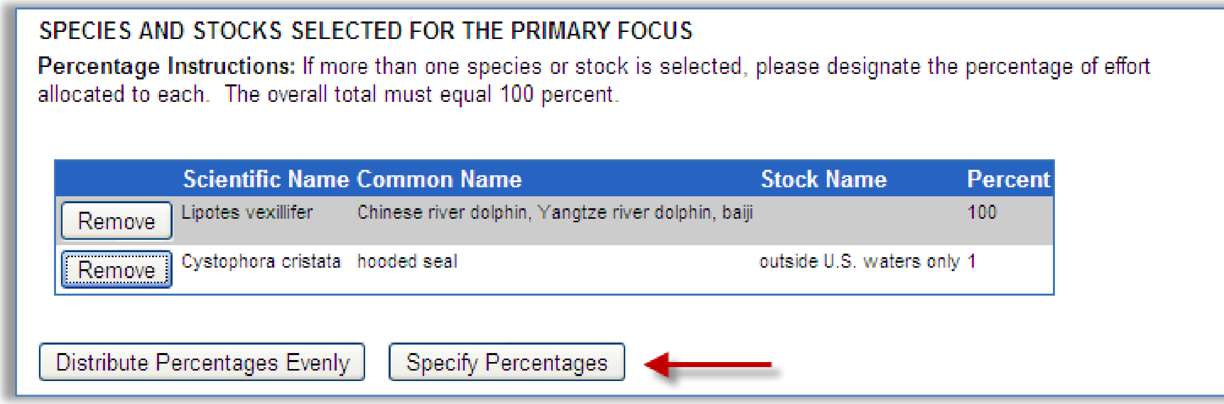
The process of selecting species can be reinitiated at any time by making a new selection from the Species Category dropdown menu. You may select as many species and stocks from different species categories and subcategories, as appropriate, for your final list. However, please don't select "All marine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

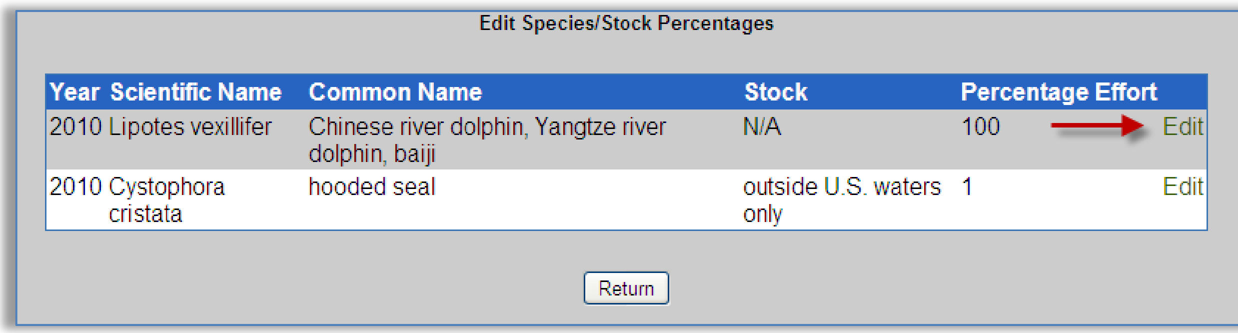


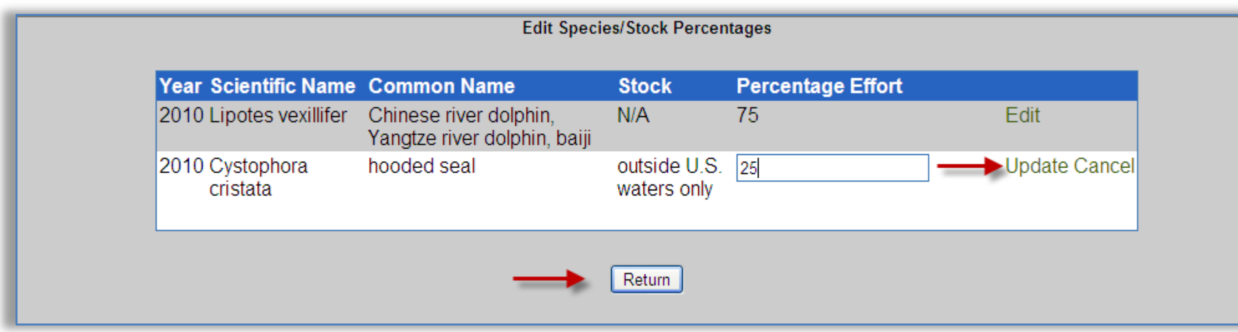



If the funding (or effort) is not divided evenly between species/stocks listed, click the **Specify Percentages** button to designate a specific percentage  for each.

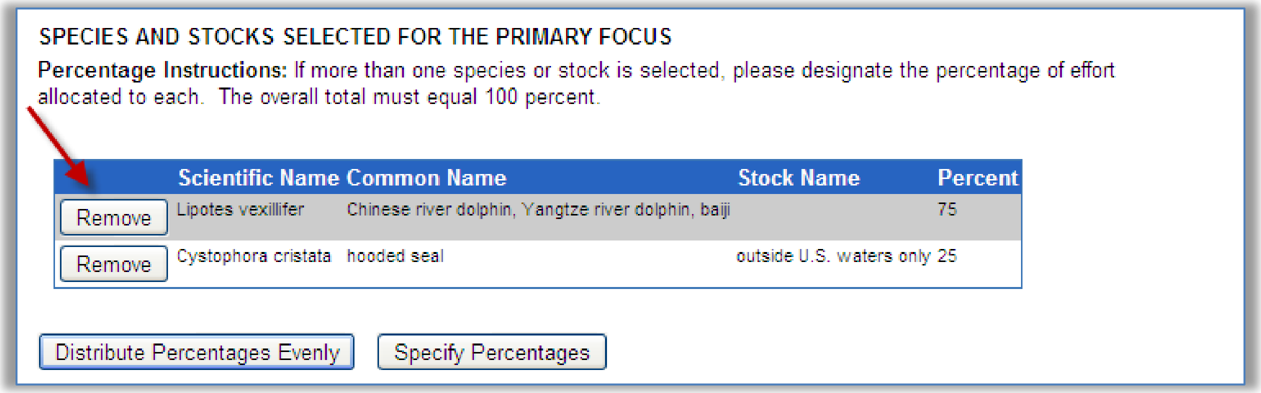



After clicking the **Specify Percentages** button, the system will display the EDIT SPECIES/STOCK PERCENTAGES page. To edit a percentage, click the **Edit** link for that item, modify the percentage, and click the **Update** link to save the change.  Click the **Return** button to go back to the PRIMARY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



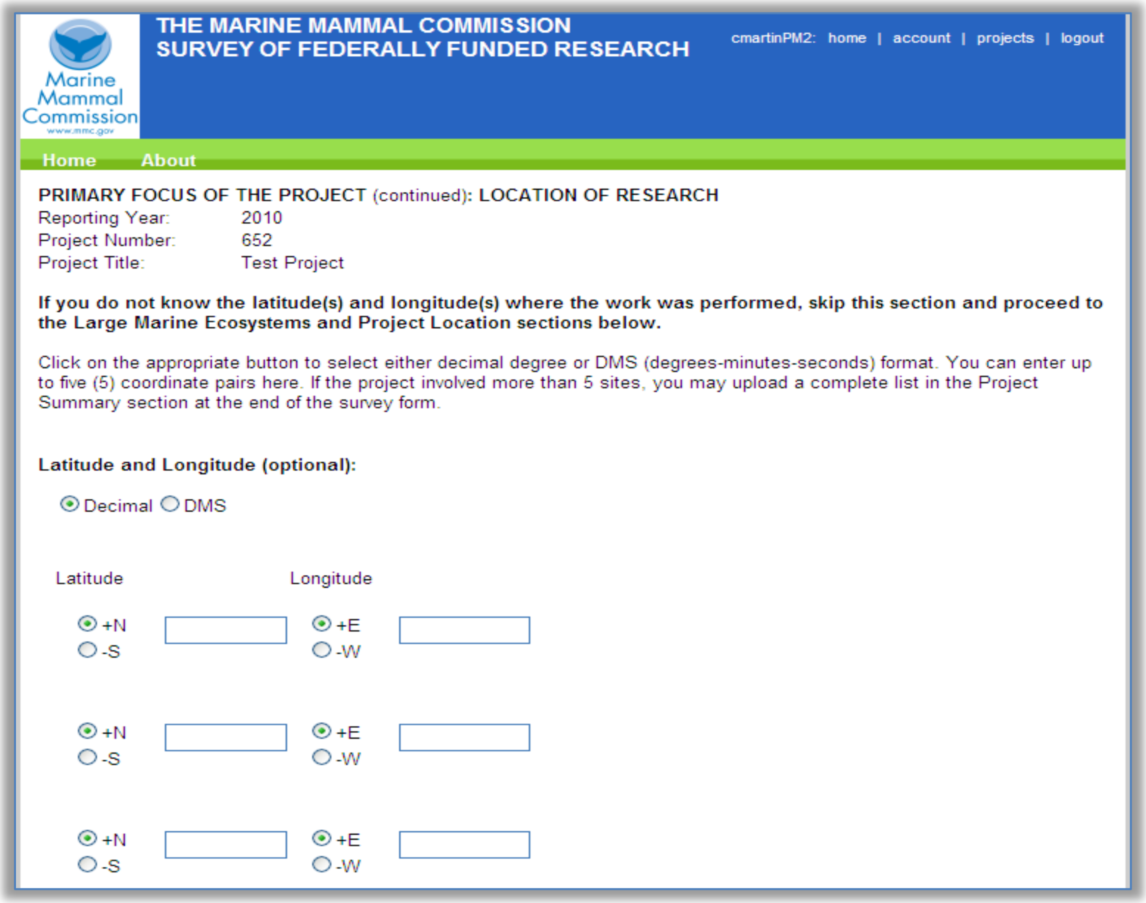



Once a species/stock is added to the list, the selected item will remain on the list unless manually deleted. If you decide to delete a species/stock, click the **Remove** button, and update the percentages for the remaining items on the list prior to exiting the page. Note: if there is only one item 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.

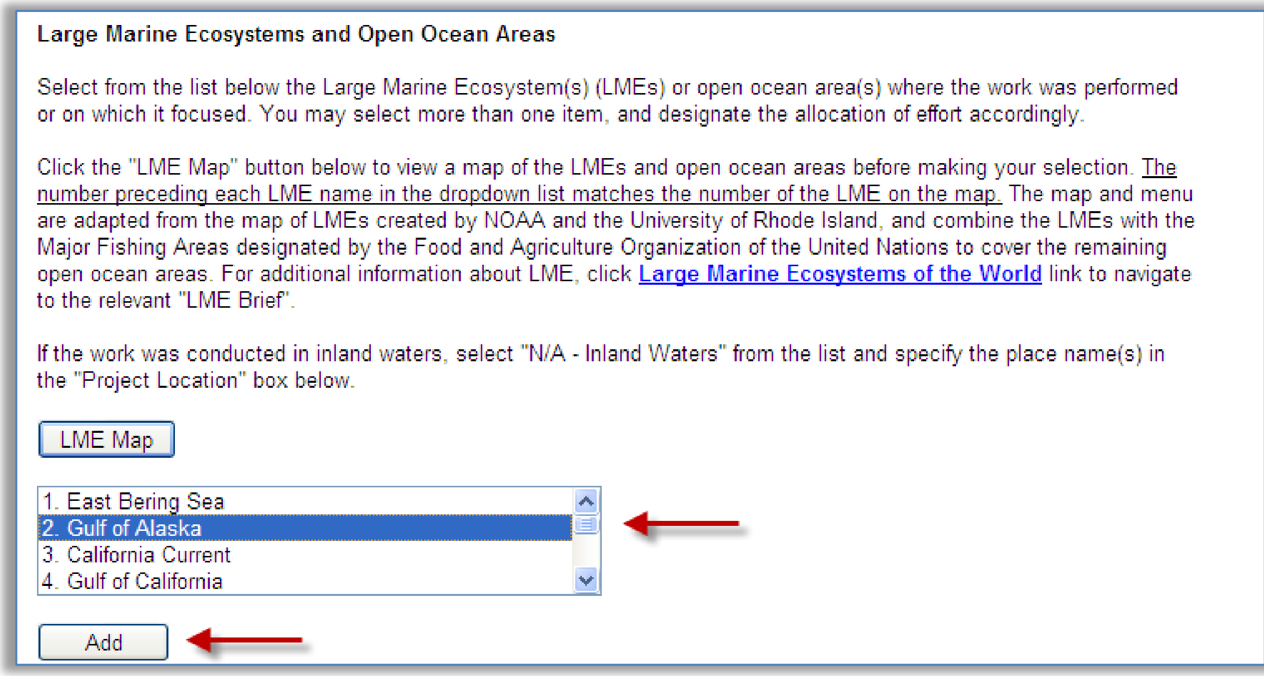



Click **Save and Continue** to proceed.

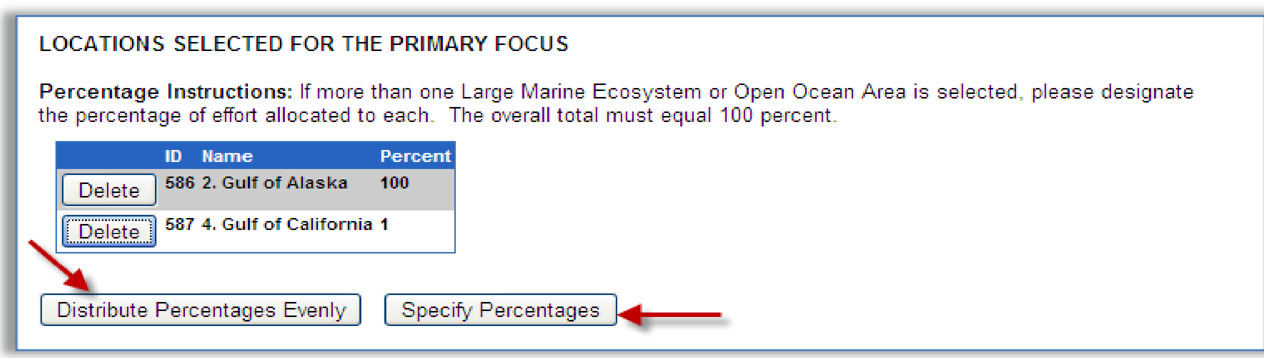
The next page displayed is the LOCATION OF RESEARCH page. Required fields include Large Marine Ecosystems and Open Ocean Areas, Project Location, Type of Project, Estimated Percentage of Total Amount Spent on Primary Focus, and whether a Secondary Project Focus exists. Entering latitude and longitude 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.



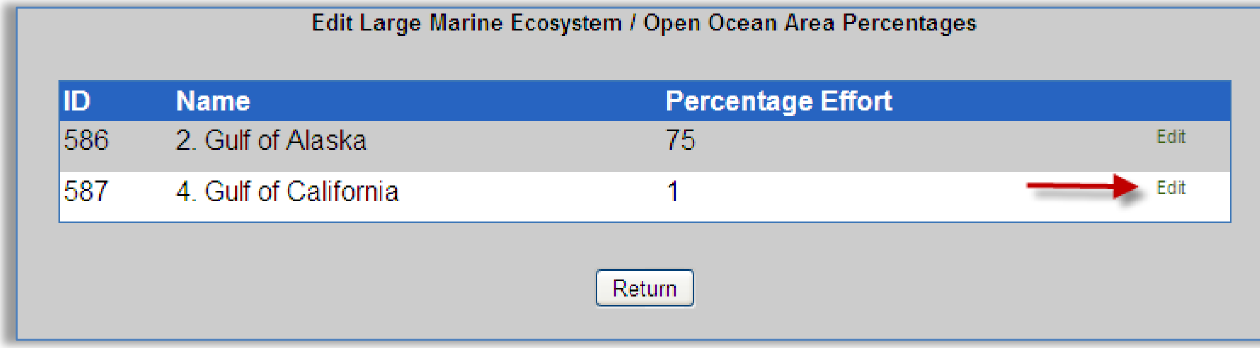

The LOCATION OF RESEARCH page continues with the required fields. First, you must select at least one Large Marine Ecosystem (LME) / Open Ocean Area from the dropdown menu. Once you have made a selection, click the **Add** button to add your selection to the list. You may repeat these steps to select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

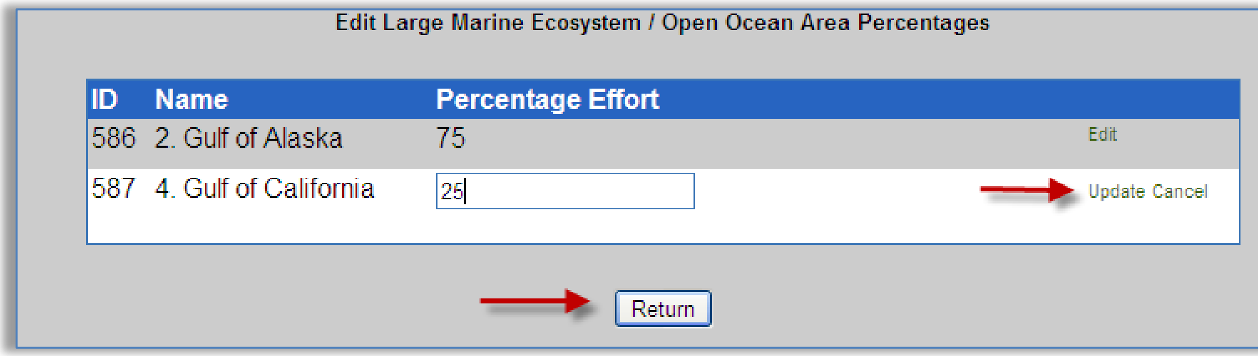



If more than one LME / Open Ocean Area is selected, you must also specify the percentage of funding (or effort) directed towards each.  This value cannot be less than 1, and the total must equal 100. If the funding (or effort) is divided evenly between the LMEs / Open Ocean Areas listed, click the **Distribute 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.

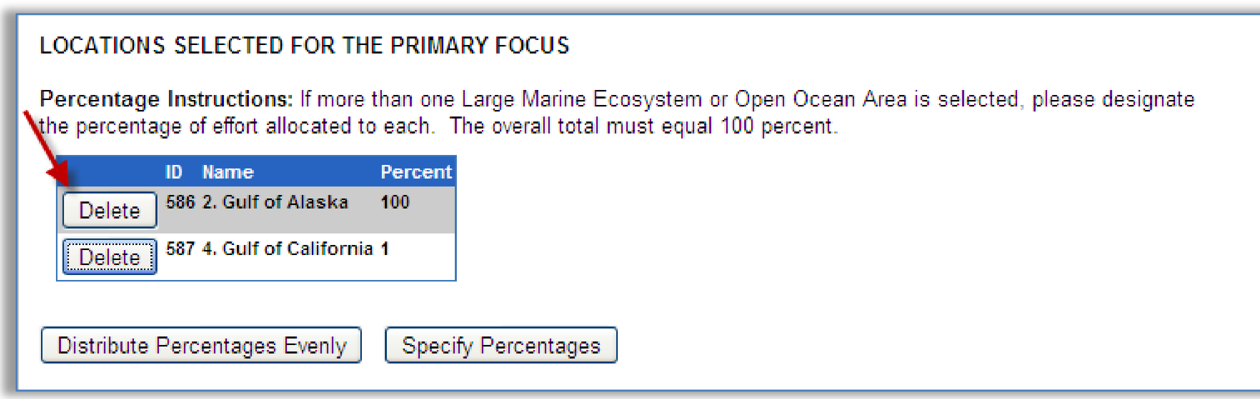


After clicking the **Specify Percentages** button, the system will display the EDIT LARGE MARINE ECOSYSTEM/OPEN OCEAN AREA PERCENTAGES page.  To edit a percentage, click the **Edit** link for that item,  modify the percentage, and click the **Update** link to save the change. Click the **Return** button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

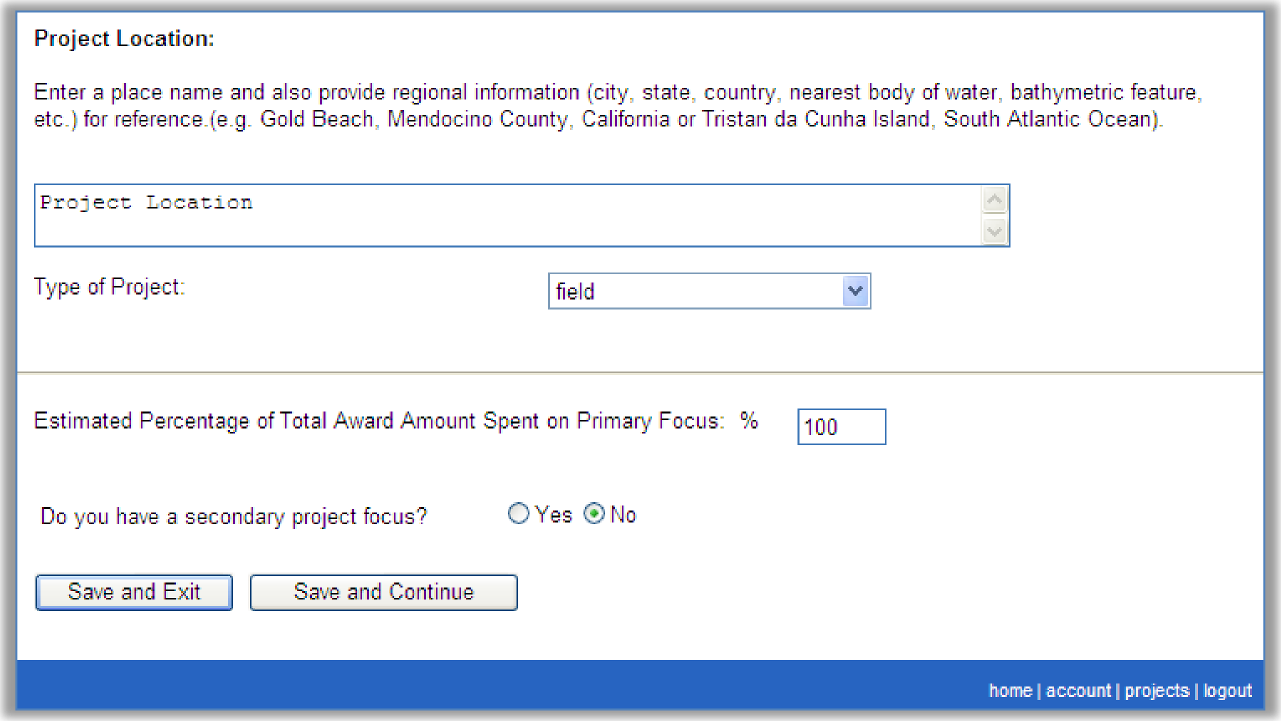



Once an LME / Open Ocean Area is added to the list, it will remain on the list unless manually deleted. If you decide to delete an LME, click the **Delete** button, and manually update the percentages for the remaining items on the list before continuing.



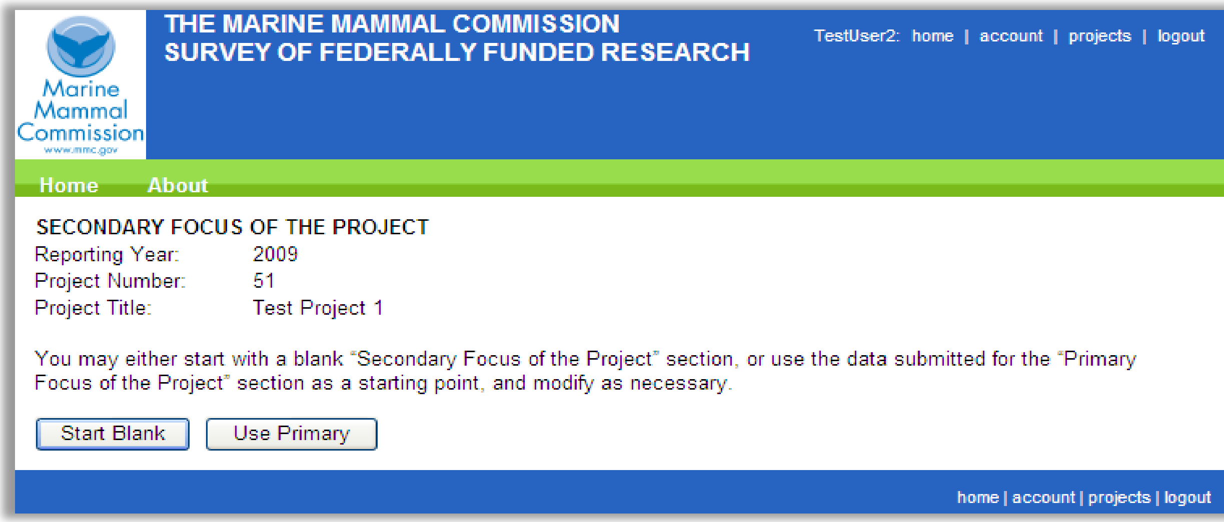
After completing your LME selection(s), provide the remaining required information: Project Location, Type of Project, Estimated Percentage of Total Amount Spent on Primary Focus, and whether a Secondary Project Focus exists.



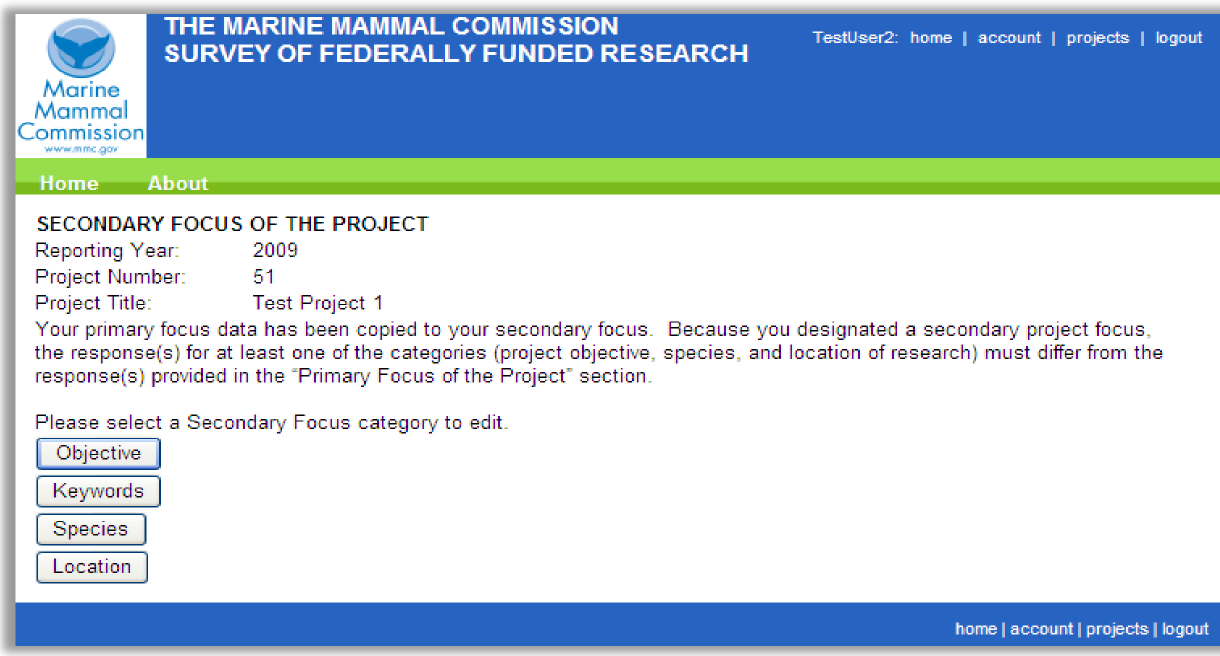

When entering the Project Location, describe it as specifically as is possible (so that others might be able to pinpoint the exact location on a map). The Type of Project describes the overall study approach; select from the dropdown menu the type that best fits your project (e.g. “field”, “laboratory”,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

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**.

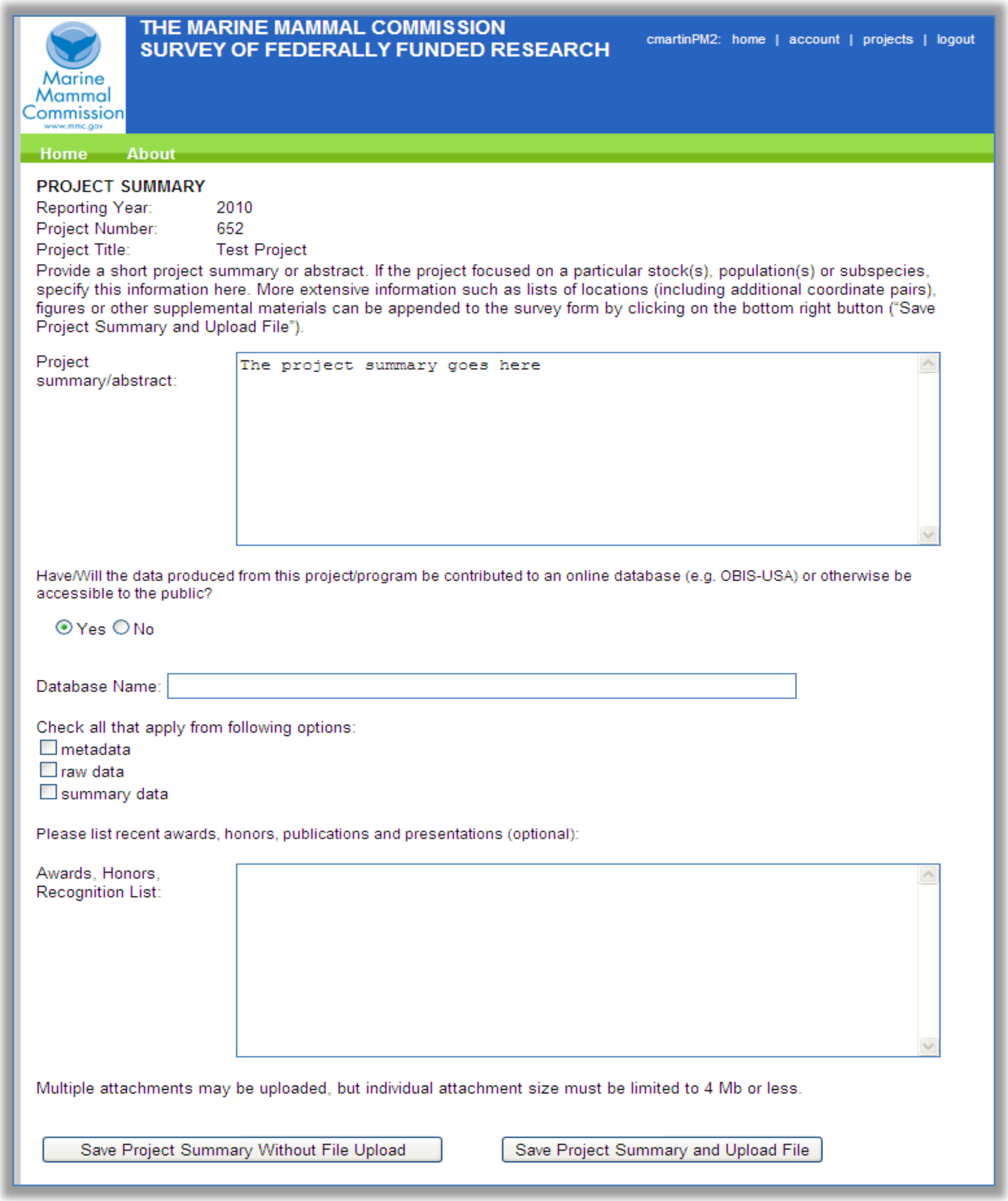
If you declared a secondary project focus on the previous page, the SECONDARY FOCUS OF THE PROJECT page is displayed next. Click either **Start Blank** or **Use Primary** to proceed to a sequence of pages for entering data for the Secondary Project Focus. The pages will be nearly identical to the preceding 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.




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. <u>Note:</u> 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.



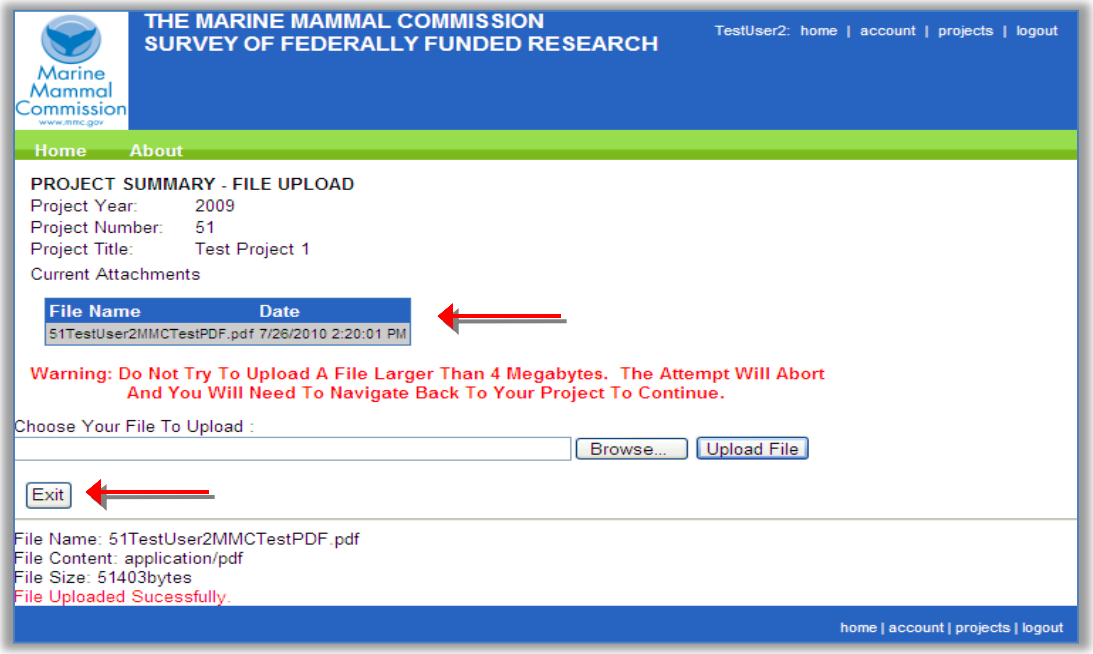
The SUMMARY page is the last data entry page. A Project summary/abstract is required. You are also required to disclose whether the data from this project will be contributed to a larger database for current and future analyses, and perhaps made accessible to the public. If so, please name the database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



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.).

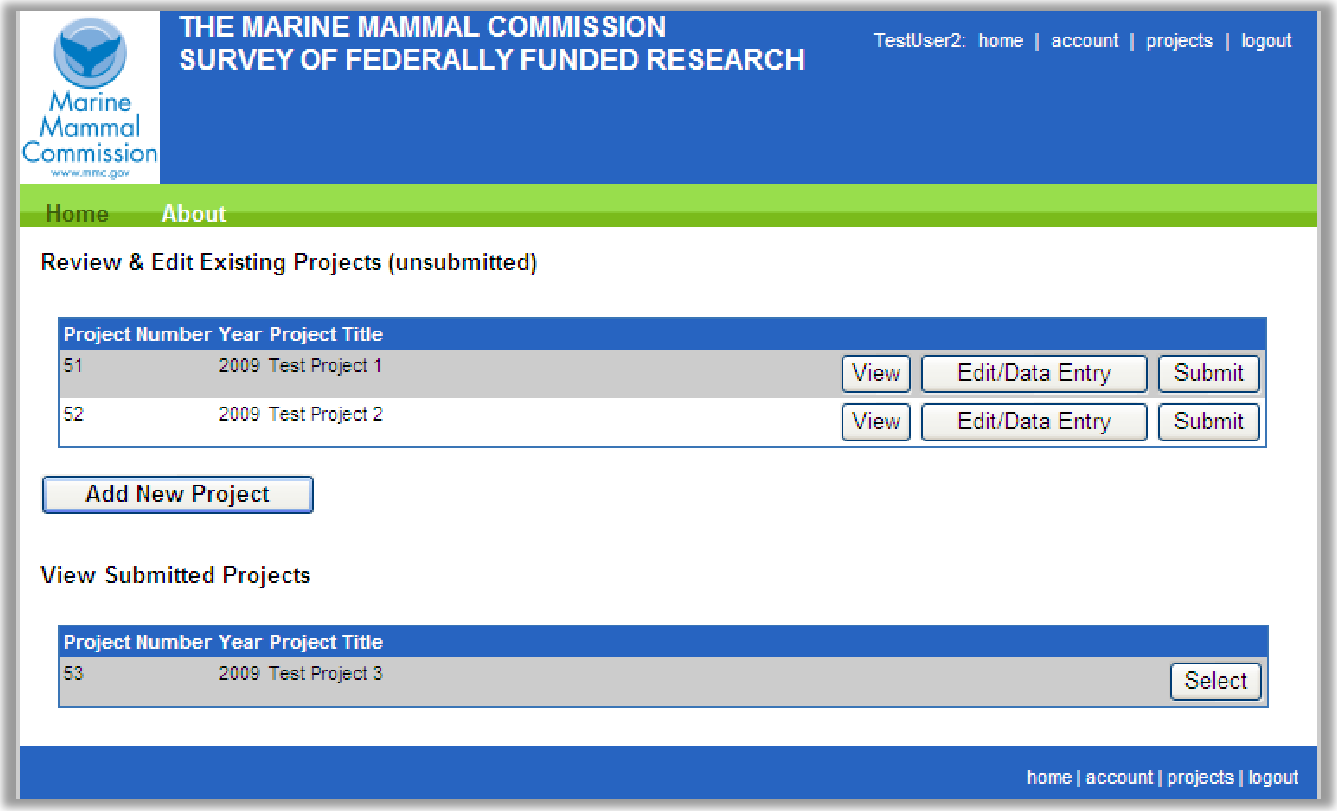
The PROJECT SUMMARY - FILE UPLOAD page allows you to upload one or more attachments. Attachments can be no larger than 4 megabytes each (otherwise the system will crash). To upload a file, click the **Browse** button and navigate to the file. Click **Upload File** to upload the file. Repeat the process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

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.



# 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.

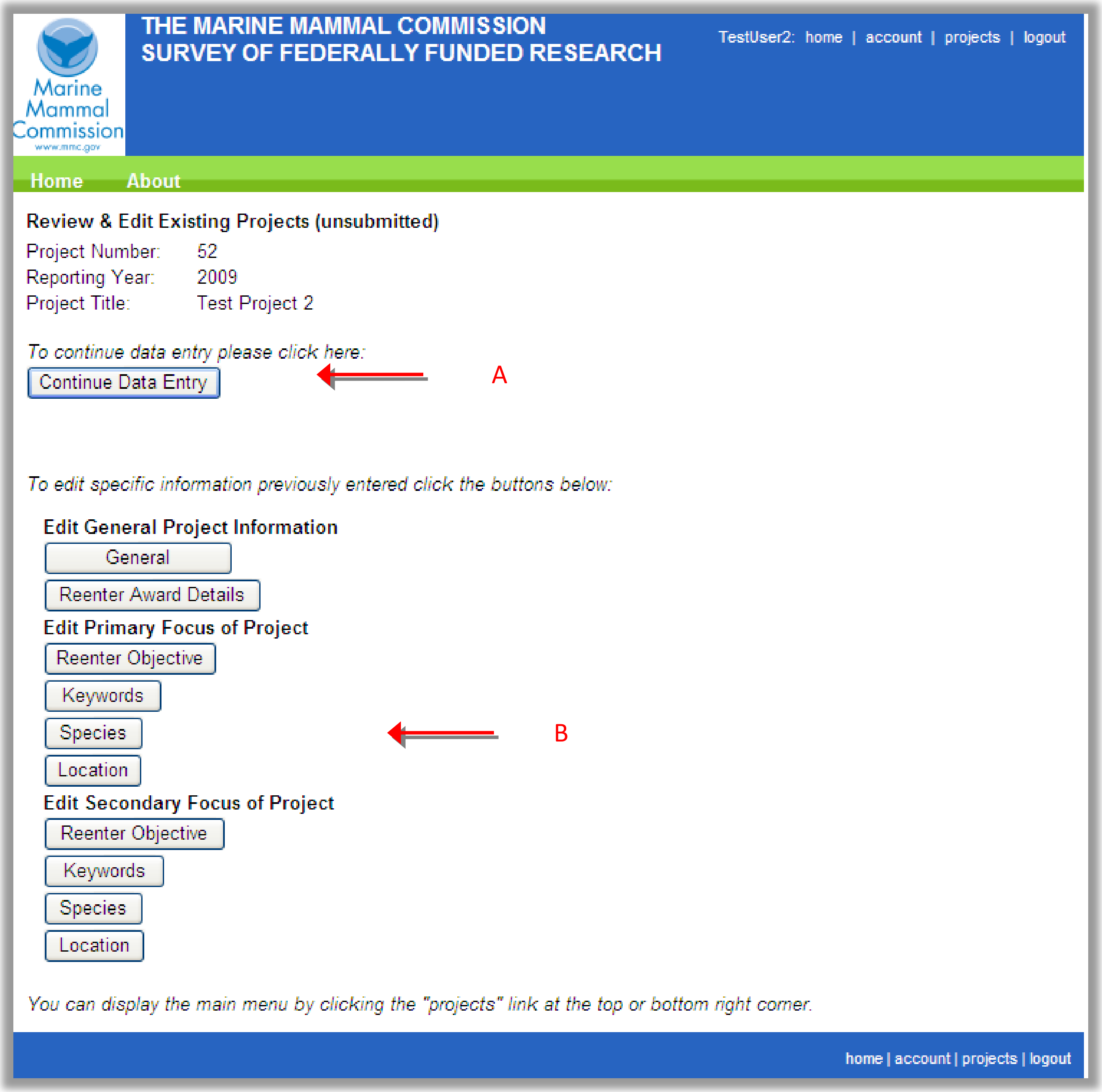



This page has two sections:

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

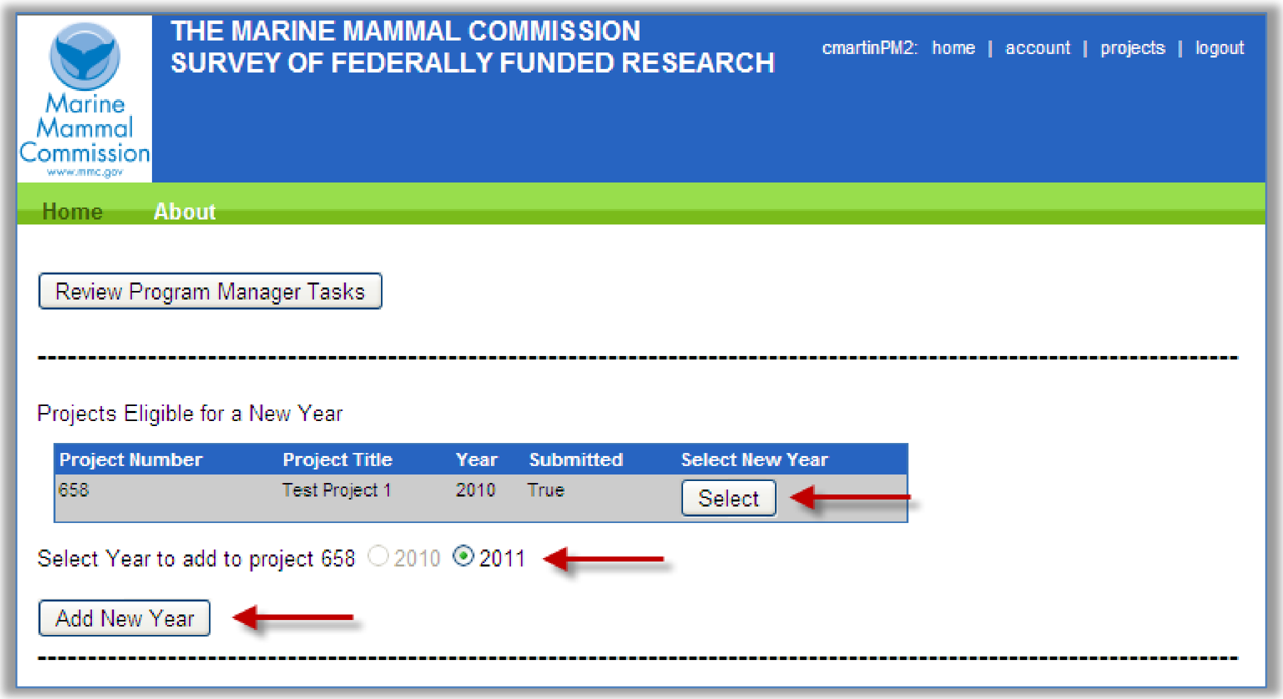
The buttons that appear in section B will depend upon how much project data have been entered. For example, if your original data entry session did not proceed beyond the first data entry page, the only button (page) available for editing would be the “General” page.




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.

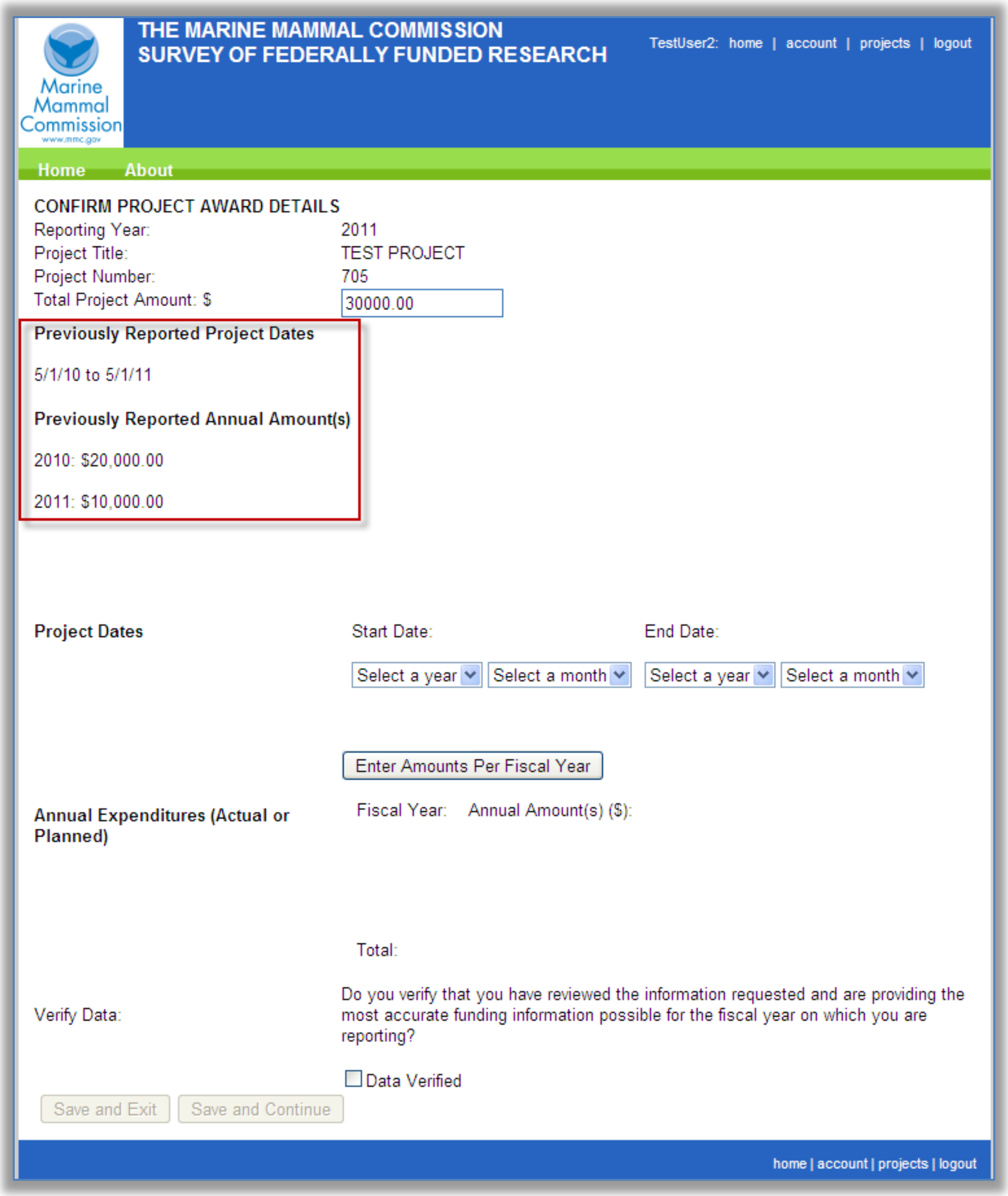



Select the appropriate fiscal year on which you wish to report and click **Add New Year**.

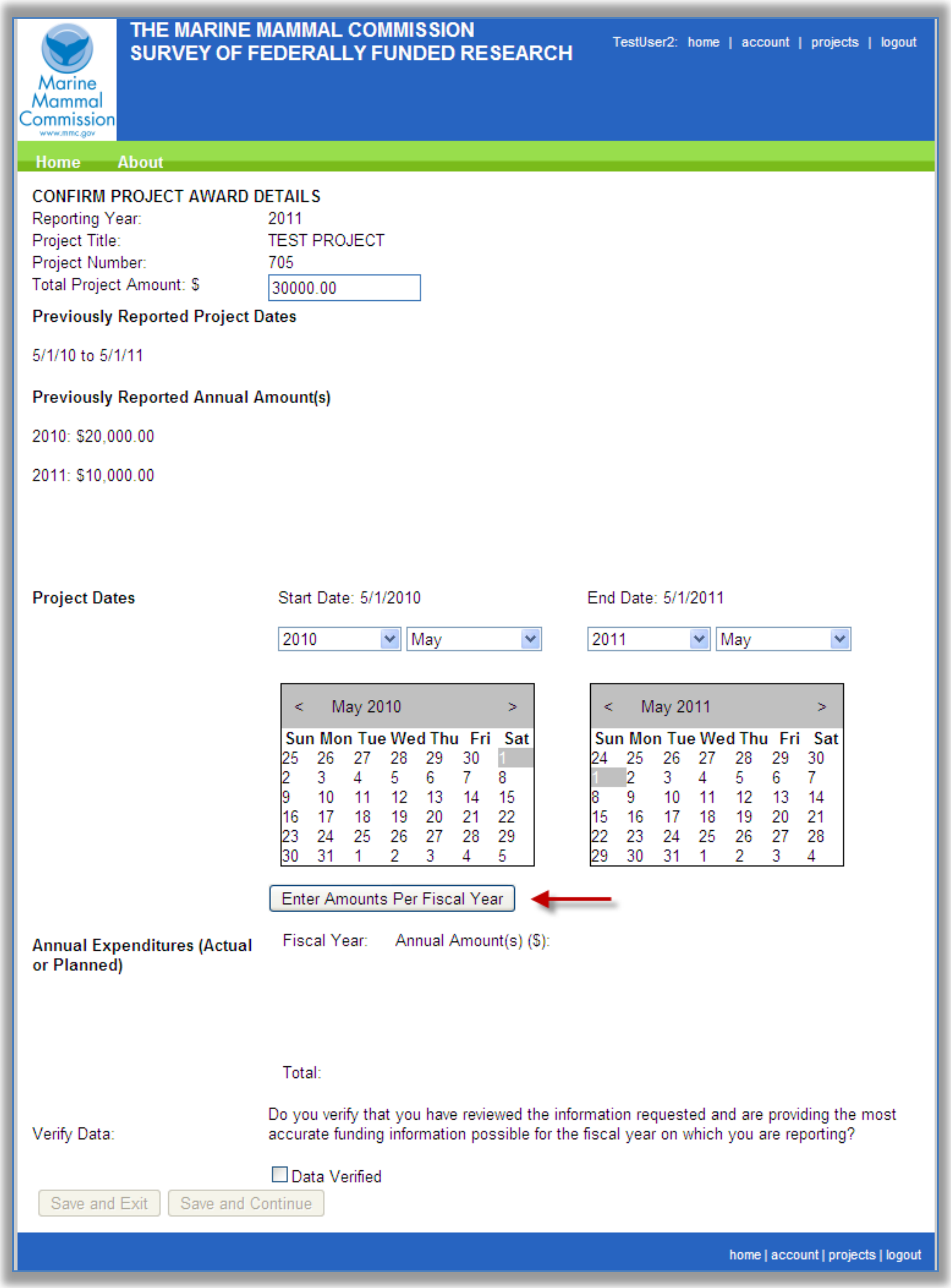
Note: Please add new information in chronological order. If adding to a fiscal year 2009 project submission, first report information for fiscal year 2010, submit the 2010 project, and then use the 2010 submission to report new information for fiscal year 2011.

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.

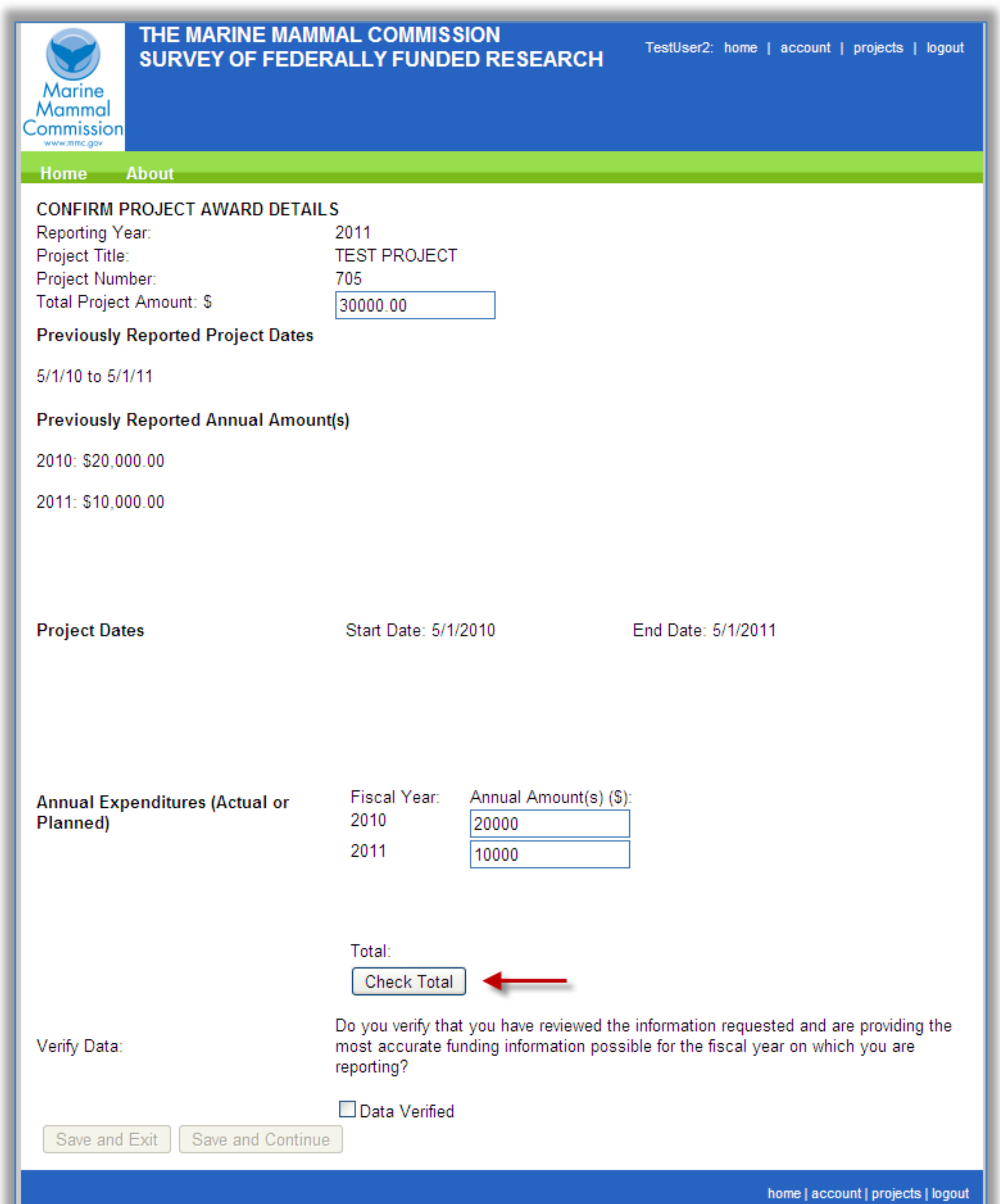


Select the appropriate year(s) and month(s) to re-enter the project start and end dates. The dates may be the same as were previously entered, or they may have changed since the last reporting period. Then select from each of the two calendar controls that appear a day of the month for the project start 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.



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. <u>Note:</u> annual amounts may be the same as those previously reported, or they may differ according to updated budgets and project plans.



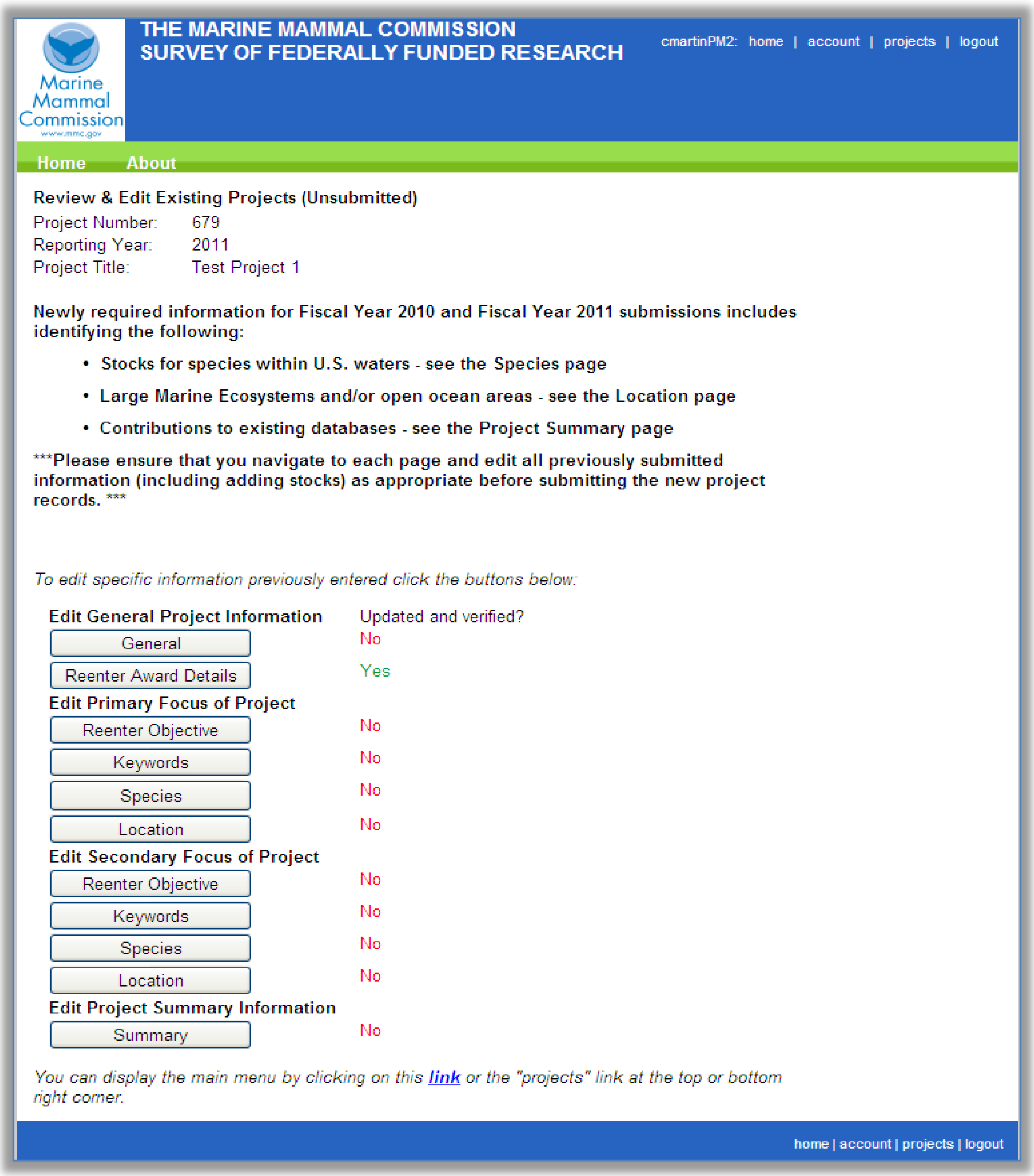
The sum of annual amounts entered in the text boxes must equal the Total Project Amount that is displayed (and was revised, if necessary) at the top of this page.  Click **Check Total** and the system will check the sum of amounts entered.

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.


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.



### *Newly Required fields for Fiscal Years 2010 and 2011*

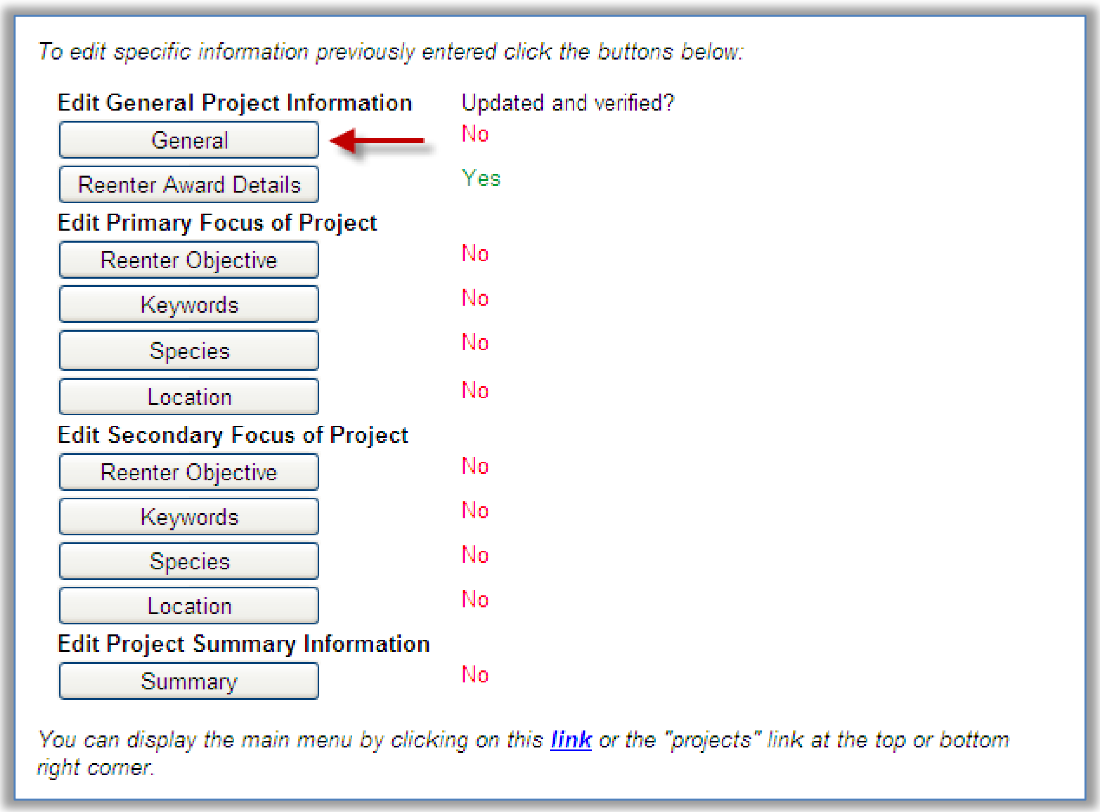
*** Newly required fields have been added since the fiscal year 2009 data request, and must be completed even if adding a new year to a previously submitted project. Please pay special attention to the following for both the Primary Focus and the Secondary Focus (if present):

- 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.

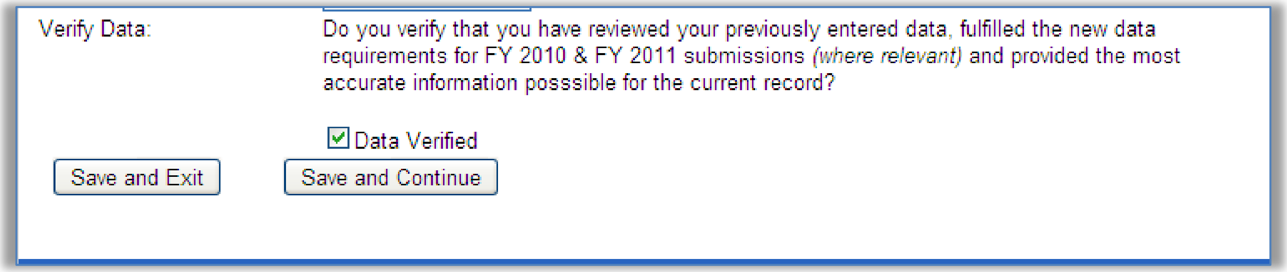
The system checks will ensure that you respond to questions on the Large Marine Ecosystems and contributions to existing databases prior to submission; however, *we must rely on you to add information at the stock level for marine mammal species on which you previously reported*. ***

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.



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.



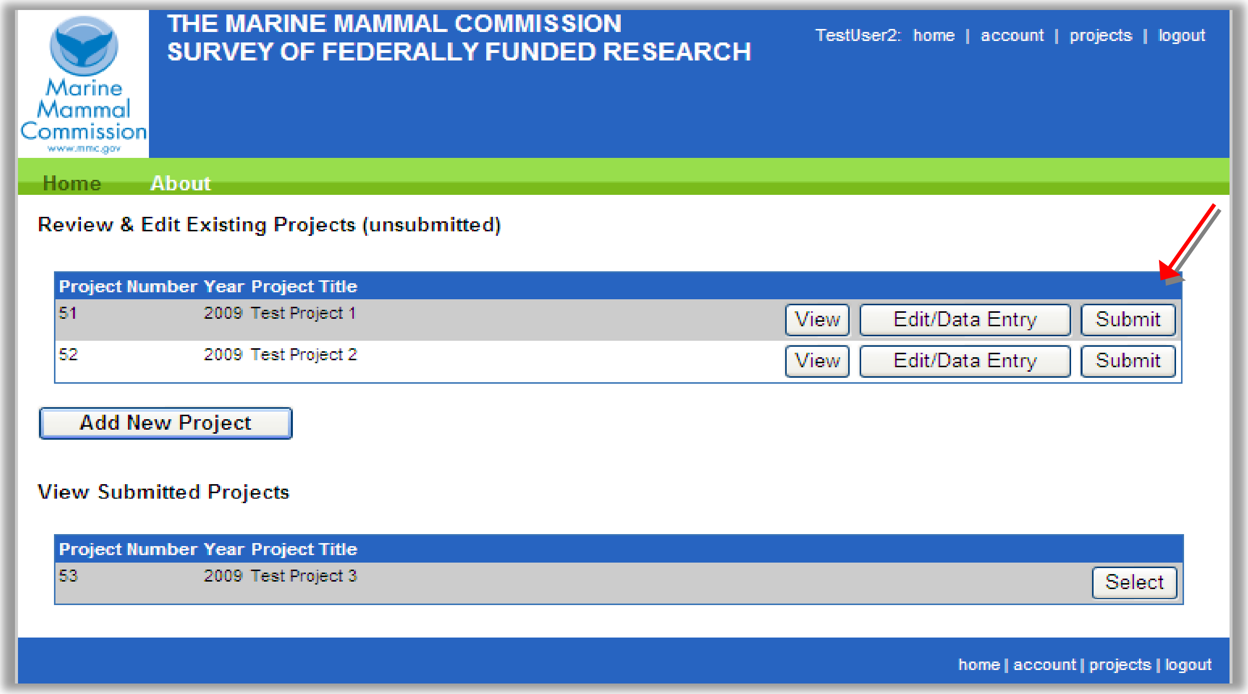

After updating information on the **Reenter Award Details** page and being directed to the REVIEW & EDIT EXISTING PROJECTS page, it may help to revisit the pages in sequential order. You will need to select the **General** Button (page), update and verify these data, return to the REVIEW & EDIT EXISTING 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

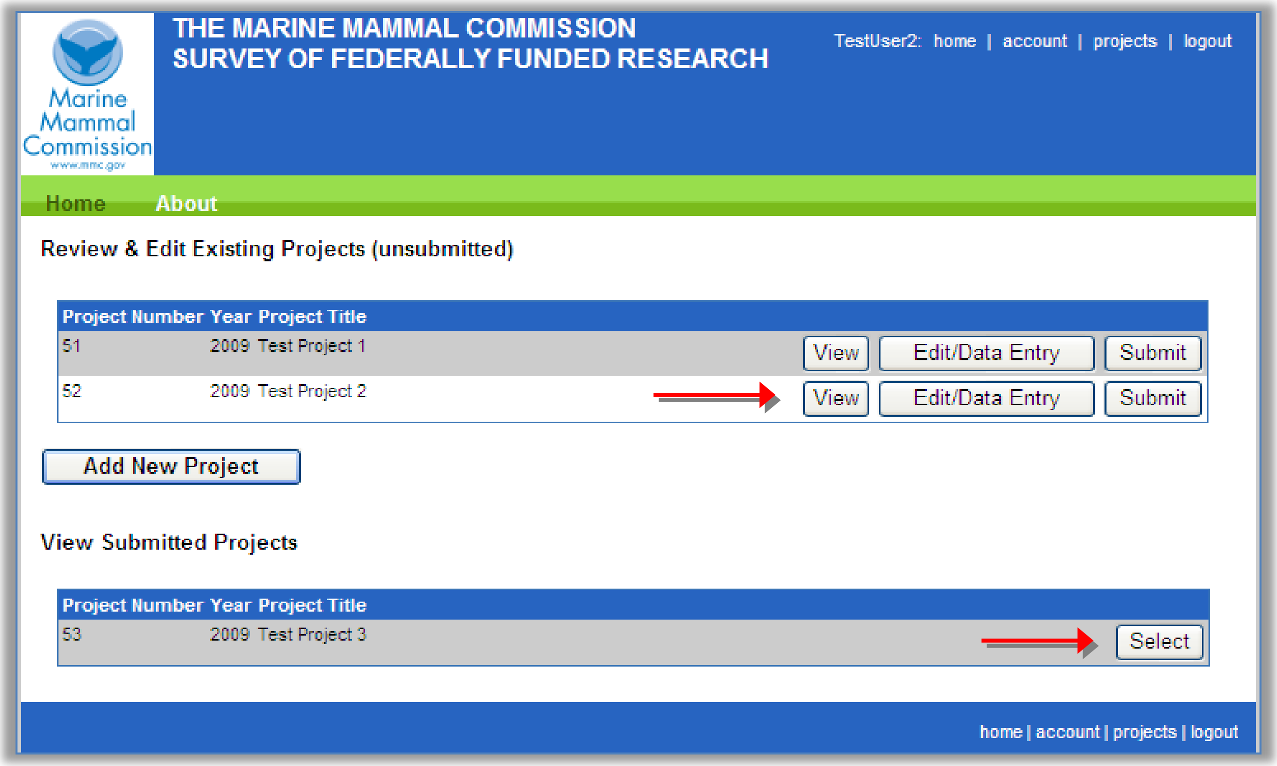
Once you have finished data entry and made all necessary modifications to a project, it must be submitted to inform the Marine Mammal Commission that the project entry is complete. From the main PROJECTS page, click **Submit** for that particular project.



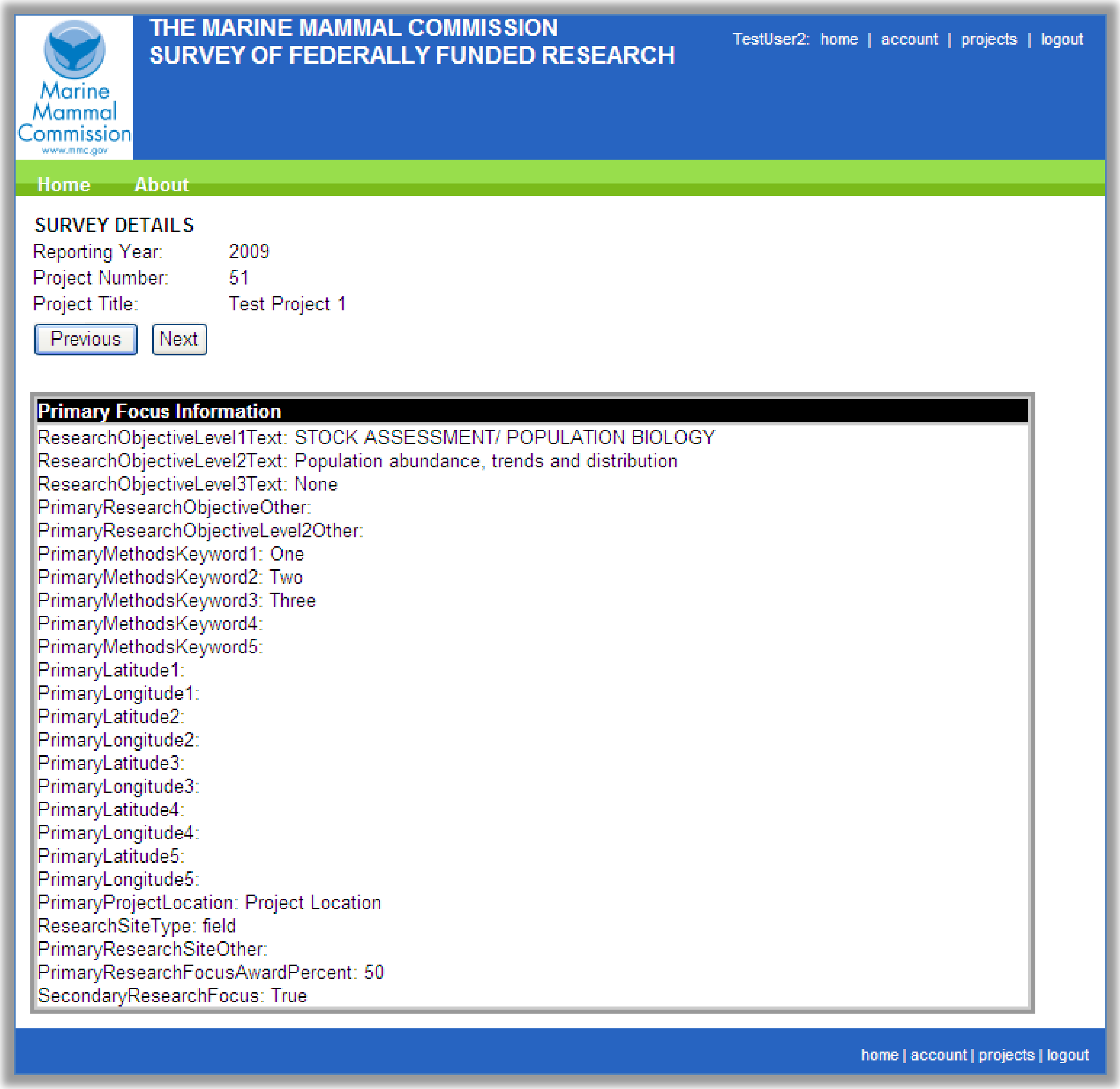

A page with a confirmation message will be displayed before the project is submitted. Once you confirm your intention to submit the project, the system will check that all required data sections have been completed. If any sections are missing or incomplete, an error message will be displayed; otherwise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

# 8. Viewing Project Data

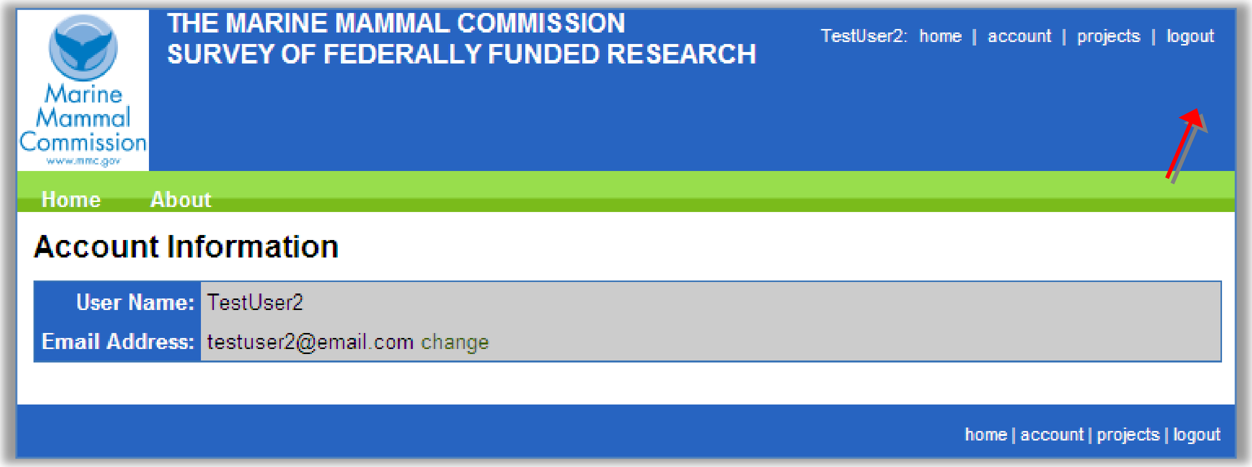
The data for an active (unsubmitted) project can be viewed by clicking **View** to display a series of read-only pages that sequentially display the project data in sections. The data for a submitted project similarly can be viewed by clicking **Select.**



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.



# 9. Logging Out

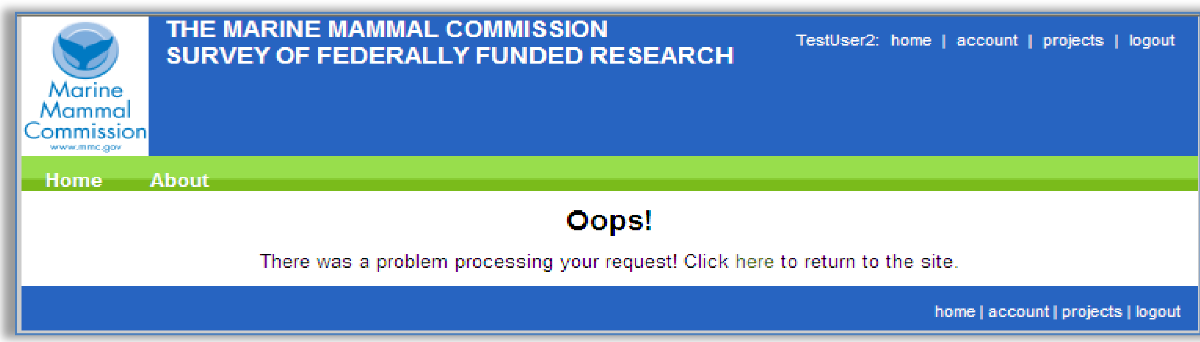



Click the **logout** link on any page to log out.

# 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. **<u>What is a "project"?</u>**
   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. <u>What types of activities constitute a project?</u>**

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. **<u>How should funding be reported?</u>**

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 **t**he 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.