SUPPORTING STATEMENT
U.S. Department of Commerce
National Oceanic & Atmospheric Administration
Sea Grant Program Application Requirements for Grants, for Sea Grant Fellowships, including the Dean John A. Knauss Marine Policy Fellowships, and for Designation as a Sea Grant College or Sea Grant Institution
OMB Control No. 0648-0362

SUPPORTING STATEMENT PART A

Abstract

This is a request for revision and extension of a currently approved information collection.

Applications are required for the designation of a public or private institution of higher education, institute, laboratory, or State or local agency as a Sea Grant college or Sea Grant institution. Applications are also required in order to be awarded a Sea Grant Fellowship, including the Dean John A. Knauss Marine Policy Fellowships. Grant monies are available for funding activities that help attain the objectives of the Sea Grant Program. In addition to the SF-424 and other standard grant application requirements, up to three additional forms are required with a grant application. These are the 90-1 Sea Grant Control Form, used to identify the organizations and personnel who would be involved in the grant; the 90-2 Project Summary Form, which collects summary data on projects; and the 90-4 Sea Grant Budget Form, which provides more budget detail than the SF-424A.

This request is for extension of the collection and a minor revision of the 90-2 Project Summary Form. The NOAA Form 90–2 is currently collected using an Excel spreadsheet (100% of use cases). The NSGO intends to migrate the Excel spreadsheet to an online webform that is hosted on Sea Grant's Planning, Implementation and Evaluation Resource (PIER) database. The online webform would provide an additional and alternative method of information collection, but not eliminate the option for an Excel-based collection. During implementation (testing Q2/3-FY21; rollout Q4-FY21), the webform will likely require cosmetic modifications on the form structure, but no additional data fields will be added. Such modifications will be driven by software requirements and improvements to information management and the user interface. This revision would enable synchronization of existing PIER data, so that time of user entry and data quality control is minimized. Both the excel and web versions of the form have slightly updated data fields, however, these updates do not alter the burden. Specifically, "Administrative Priorities" has been added to better track a subset of previous "Classifications", a "Regional" selection has been added, instead of appearing in a multi-select field ("Multiple Program"), and "Readiness Level" has been eliminated, as the NSGO is better suited to identify this information rather than an applicant. The webform holds one other noticeable difference that cannot be easily replicated on an excel spreadsheet. This is resolution of Partner/Affiliation organizations, which replicates the analog of "Organization", "Department", and "Division" that is available for collection in the RESEARCH & RELATED Senior/Key Person Profile Form (OMB 4040-0001). This is being applied for data quality assurance and control and also enables an improved look-up functionality with existing database records.

Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The objectives of the National Sea Grant College Program, according to the Sea Grant legislation (33 USC 1121-1131) are to increase the understanding, assessments, development, utilization, and conservation of the Nation's ocean, coastal, and Great Lakes resources. It accomplishes these objectives by conducting research, education, and outreach programs.

Grant monies are available for funding activities that help attain the objectives of the Sea Grant Program. Both single and multi-project grants are awarded, with the latter representing about 80 percent of the total grant program. In addition to the SF-424 and other standard grant application requirements, three additional forms are required with a grant application. These are the Sea Grant Control Form, used to identify the organizations and personnel who would be involved in the grant; the Project Record Form, which collects summary data on projects; and the Sea Grant Budget, used in place of the SF 424a or 424c. NOAA Form 90-1, Sea Grant Control, NOAA Form 90-2, Project Record Form, and NOAA Form 90-4, the Sea Grant Budget, are approved under OMB Control No. 0648-0362. Each form provides information needed by the program but not supplied by the standard application process. The specific needs are described in Question 2 below.

The Sea Grant legislation (33 USC 1126) provides for the designation of a public or private institution of higher education, institute, laboratory, or State or local agency as a Sea Grant college or Sea Grant institute. Applications are required for designation of Sea Grant Colleges and Sea Grant Institutes. Institutions seeking designation as a Sea Grant college or Sea Grant institute must submit an application in accordance with 15 CFR 918.7. This is a one-time collection required only when a college or institution first requests to join the Sea Grant program, or when an existing program seeks to change the scope of its current designation. No forms are used. The data the collection provides helps the program officers determine the suitability of the applicant for meeting the standards and conditions for being a Sea Grant College as set forth in 33 USC 1126 and 15 CFR 918.5. These requirements are currently cleared under OMB Control No. 0648-0362.

Applications are required in order to be awarded a Sea Grant Fellowship, including the Dean John A. Knauss Marine Policy Fellowships. The requirements are set forth annually in announcements published in the Federal Register. These requirements are currently approved under OMB Control No. 0648-0362.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Sea Grant Colleges or Institutes: The application for designation as a Sea Grant college or Sea Grant institute is required only when a college or university requests to be recognized as a Sea Grant program. Existing programs may also use the same application process to request a change in the scope of their current designation. Applications are to provide an outline of the applicant's capabilities and the reasons why it merits designation. The standards to be met are set forth in 15 CFR 918.3. The data the collection provides helps the program officers determine the suitability of the applicant for meeting the standards and qualifications for being a Sea Grant college or institute as set in the authorizing legislation.

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<u>Sea Grant Fellowships</u>: Applications for Sea Grant Fellowships, including a Dean John A. Knauss Marine Policy Fellowship, must include a resume or curriculum vitae; a personal education and/or career goal statement; up to three letters of recommendation, including one from the student's major professor or student advisor; and a copy of undergraduate and graduate student transcripts. Depending upon the nature of the Sea Grant Fellowship, additional information may be required including a letter of endorsement from the sponsoring state Sea Grant Director; a brief description of and letter of endorsement from a required partner, if any; a project description if the fellowship is research related; and information about the student's remaining degree requirements. This information is used by program officers to evaluate the applicants and to determine which applicants will be most likely to forward the goals of the Sea Grant Program during and after the fellowship. The program seeks to support not only the best students but ones who intend to pursue related goals in the future.

<u>Sea Grant Forms</u>: The NOAA Form 90-1, Sea Grant Control, is used primarily to identify the organizations and personnel who would be involved in the proposed grant, and to collect project metrics such as number of graduate students involved. A goal of the Sea Grant program is to maximize the number of graduate students working on research projects. For funded grants, the information is used by the National Sea Grant Office (NSGO) to collate accurate information on the number of students supported with Sea Grant funds and to summarize the impact of Sea Grants on the academic community. Certain minimal summary financial data are also required to help evaluate whether the resources proposed are sufficient to achieve the goals. Much of this information is similar to biographical and other information contained in OMB Circulars A-102 and A-110, but NOAA has found it more efficient to use a form to gather this and related information.

The NOAA Form 90-2, Project Record Form requires information on the investigators involved, as well as the overall funding, objectives, methodology, and rationale for the project. In addition, the form provides information on collaborations between governmental organizations, industry, and the Sea Grant program, and also collects project classifications for tracking and analysis. The information is used by both the NSGO and the state Sea Grant programs to help determine the value of each individual project to the total program, whether matching costs are allowed, the rationale for funding and the methodology used, as well as administrative controls. This speeds the review process and reduces the chance of applicants wasting time making proposals that duplicate an existing or past project. It also provides the basic data for the next project summary for an on-going project, so that the data only has to be updated rather than resubmitted.

NOAA Form 90-2 data form the basis for many of our responses to the Administration, the Congress, other agencies, and to the public about the scope of Sea Grant activities. The information is placed on a project management database where both Sea Grant personnel, potential grant applicants and the public can see what other projects have been funded. One of the primary reasons for this requested revision is to streamline the upload of Form 90-2 information into the database. To do so, Form 90-2 will be accessible via webform over the internet, which will improve the ability for a grantee to access stored database information while filling out the form, enable a more user-friendly interface, streamline the handling between grantee and the NSGO, and significantly reduce the labor NSGO performs in quality assurance and data upload. Once fully implemented (Q4-FY21 through Q1-FY22), the 90-2 webform will be the predominant method of 90-2 Form submission.

The NOAA Form 90-4, Sea Grant Budget, supplements the budget information in a SF 424A Form. The SF-424 provides only a summary of costs for the entire award. It does not give a detailed breakdown of costs associated with each project in a multi-project award, and such a breakdown is necessary for these applications because the Sea Grant program awards large multi-institution omnibus grants. The Form 90-4

gives the program officer a detailed breakdown of costs for each project funded by Sea Grant and allows the officer to determine whether or not the cost of a project is reasonable based on the level of effort stated in the proposal. Without these breakdowns, it would be impossible for the program officer to efficiently monitor the use of resources or the costs associated with each project funded by the National Sea Grant College Program.

In response to Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554), NOAA has issued guidelines for ensuring and maximizing the quality of information disseminated by the agency. Information submitted to the National Sea Grant Office in grant applications is regularly subjected to internal NSGO review as part of the grant award process. Of the various types of information collected (described above) some of the information will be disseminated to the public or used to support publicly disseminated information. Sea Grant has administrative mechanisms in place to ensure that a basic level of quality of information products is maintained. These include procedures for competitive peer review of all research grants, and performance-based evaluations of all university Sea Grant programs according to guidelines set by the NSGO.

Sea Grant is a science and education organization. It does not have regulatory responsibilities. In general, the NSGO provides summary information to the public about the grants it awards. Information is publically disseminated through the publication of reports describing Sea Grant's university-based research, education, and outreach activities. These reports are widely distributed in both print and web-based formats. All reports and supporting data are reviewed for objectivity, utility and integrity, as required by the NOAA guidelines, before they are disseminated. Previously disseminated information is reviewed on a regular basis to ensure the information is current and continues to comply with the NOAA guidelines.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.

The NOAA Form 90-1 (Sea Grant Control), NOAA Form 90-2 (Project Summary Form), and NOAA Form 90-4 (Budget Supplemental), are available in electronic format. The NSGO maintains a relational project management database to store, archive, and retrieve information provided on these forms. The forms are used to respond to solicitations for grant applications. All solicitations are published online at http://grants.gov. The forms, and instructions for using them, are provided in the solicitation documents at http://grants.gov, or available online at http://seagrant.noaa.gov/insideseagrant/Forms-and-Templates. When operational, the Form 90-2 webform will be accessed via https://pier.seagrant.noaa.gov/.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2

This information is not collected by any other federal agency or available from any other source.

In some instances, there is duplicative metadata. An example of this is a project identifier or annual budget summary that is collected on both the Form 90-4 and the Form 90-2. The National Sea Grant College Program, and its individual institutes, understand that such duplicative metadata collection is required for efficient review and population of the aforementioned project management database. A custom-built, centralized application software that would eliminate the collection duplicative metadata is of interest, but likely several years away from affordability.

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5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

These requirements have no significant impact on small businesses or entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The grant and fellowship application information is required as part of the annual grant application process and cannot be collected less frequently. The requests for Sea Grant College or Sea Grant Institute designation or change in designation is a one-time action at the respondent's discretion.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner inconsistent with OMB guidelines.

This collection will be conducted in a manner consistent with OMB guidelines.

8. If applicable, provide a copy and identify the date and page number of publications in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

A Federal Register Notice soliciting comments on this information collection was published on October 28, 2020 (Vol. 85 FR 68309). No comments were received.

The development and transition from an excel-based Form 90-2 to a webform has been a desire of the National Sea Grant College Program. This is due to the form's macro functionality that allows a user to look-up standardized responses and utilize existing records (e.g., partnering organizations and affiliations). However, the excel-based form requires user familiarity, is subject to manual updates to repopulate look-up spreadsheets, and does not allow data quality control or assurance leading to additional handling burdens by both the user and the NSGO. This has led to the consensus that the submission, handling, and data quality of Form 90-2 will be significantly improved when it is integrated with Sea Grant's project management database. This update has been briefed to working groups within the Sea Grant Association (SGA), a non-profit organization dedicated to furthering the Sea Grant program concept. The SGA's regular members are the academic institutions that participate in the National Sea Grant College Program. There has been no expression that the required individual fields, which will largely remain, is of increasing burden.

To mitigate risks during implementation, we are requesting the extended use of the excel-based Form 90-2, which will incorporate the same information request modification as the webform. Additionally, multiple beta-testing and feedback sessions will occur during Q2 and Q3 of FY21. Feedback will be primarily used to optimize user access, form layout and data ingest, not the requested pieces of information.

Pursuant to 5 CFR 1320.8(d), NSGO consulted with 9 external stakeholders to obtain their views on the availability of data, frequency of collection, clarify of instructions and recordkeeping, disclosure, or reporting format, and on the data elements to be records, disclosed or reported. The following comments and our responses are itemized below:

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Message ID	Received	Name; Organization	Comment	Response	Category of Comment
1	1/12/2021	Alan Desbonnet; Rhode Island Sea Grant Program	I agree with the suggested changes to the existing 90-2, and wholeheartedly support creation and implementation of a web-based 90-2 form.	(no response necessary)	(1) Concurrence
2	1/12/2021	Melissa Boyce, Wisconsin Sea Grant Program	I think that a Webform 90-2 is a great idea. I do have some thoughts/questions about that.	(no response necessary)	(1) Concurrence

2	1/12/2021	Melissa Boyce, Wisconsin Sea Grant Program	The 90-2 currently is submitted by our program and there is a summary tab that includes all the projects and is a sort of check for errors, along with verifying totals.
			
			    a. Will this new Webform link all of the 90-2 forms to the current "proposal" being submitted?
			
			    b. Will the program be able to review, edit and update any of the information?
			
			    c. Will the overall 90-2 still be submitted by the program through grants.gov?
				a) Due to the constraints of software development funding and time, we do not have the capability to link all 90-2 forms (1 per project) that may be required with an application. However, the projects will be associated with an RFA (Request for Applications) ID, which will enable a all associated projects to be filtered or compiled.
				
				b) Yes. A program will be able to review the submitted information within the a Projects Page on PIER. The Webform has the functionality to "Save" so that an entry can be edited prior to submission. Because this is decoupled from the application materials, quality assurance upon submission is not as critical. Validation of the 90-2 by Federal Program Officers will be able to identify simple errors and verify totals (utilizing the RFA ID as mentioned above). A the program will then have the opportunity to revise/update as necessary.
				
				c) No. The 90-2 Webform (and other 90-2 versions) will be decoupled from the application upon submission, but it is still designated as a requirement within Sea Grant NOFO's. Upon award notification, a 90-2 Project Summary will be requested, and ideally submitted via the Webform.
					(2) Request for more guidance

2	1/12/2021	Melissa Boyce, Wisconsin Sea Grant Program	d. Will this new Webform consolidate all of the 90-2 forms into one and give a summary of all?	d) Not in the same manner as a 90-2 Long Form, however, the 90-2 Long Form still exists as a collection / summary tool and our office will work with Sea Grant programs to consider other useful and simplified tools.	(3) Collaborative Implementation
2	1/12/2021	Melissa Boyce, Wisconsin Sea Grant Program	I feel confident that the process that you are working on will make the 90-2 easier to complete, but I also want to make sure that the uses that we currently have will remain as it is a very useful document during the preparation of proposals such as the Omnibus and also allows the program to manage the 90-2 information submitted.	NSGO will ensure that the transition from Excel to Webform doesn't disrupt the existing utility of the 90-2 in other aspects of our programs workflow. NSGO will be performing guidance/listening sessions to ensure a successful implementation.	(3) Collaborative Implementation

3	1/12/2021	Katie Lea, Louisiana Sea Grant Program	I do not have any comments regarding the requested changes.	(no response necessary)	(1)	Concurrence
3	1/12/2021	Katie Lea, Louisiana Sea Grant Program	I do like the National Office is considering changing and reducing the number of classifications and would definitely like to have the opportunity to continue working on this web 90-2 project.	NSGO will be performing guidance/listening sessions to ensure a successful implementation. We appreciate enthusiasm for stakeholder involvement	(3)	Collaborative Implementation
4	1/12/2021	Fredrika Moser, Maryland Sea Grant Program	[Re: eliminating the Readiness Level]: Fine. We rarely use it.	(no response necessary)	(1)	Concurrence
4	1/12/2021	Fredrika Moser, Maryland Sea Grant Program	[Re: adding Administrative Priorities]: We think this would be a limited additional burden Provided there are good definitions for priorities [Re: adding a separate selection for identifying Regional projects]: Sees reasonable, but again this must be clearly defined	NSGO will be providing revised definitions and guidance for selecting project metadata such as Administrative Priorities, Classifications, and Regional projects. Previously, Classifications could be multi-select, and now it is only single select, with the addition of Admin priorities, thus we believe the overall burden is similar in nature.	(2)	Request for more guidance
4	1/12/2021	Fredrika Moser, Maryland Sea Grant Program	[Re: new tab that provides the option to resolve umbrella project records]: This is a bit of a red flag for us because we neither know how it will be implemented or what it will work like and as you all should know this is creating consternation among the directors.	NSGO will not be seeking a new mechanism in breaking out umbrella project records by classification and this item has been removed from our PRA extension/revision request.	(4)	Mitigated Concern
4	1/12/2021	Fredrika Moser, Maryland Sea Grant Program	[Re: approval of a 90-2 Webform]: We think this is a sensible move because some have considered the Excel form 'clunky.' However, we would prefer to restrict data entry to the program, or at least have the program in the revision and approval loop before it goes to NSGO if the PI were to enter data. After all this is how our program will be assessed, and we want it set up correctly. Historically, this has been a problem that was best resolved when the state programs can oversee what is being done for initial data entry, then work with the NSGO on any corrections.	NSGO will ensure that the transition from Excel to Webform doesn't disrupt the existing utility of the 90-2 in other aspects of our programs workflow. NSGO will be performing guidance/listening sessions to ensure a successful implementation. To address this specific comment, we will work with programs to identify all necessary workflows for webform access and validation, and any tools to help manage this workflow.	(3)	Collaborative Implementation
5	1/12/2021	Carolyn Foley, Illinois-Indiana Sea Grant Program	Generally, I think what you're proposing seems fine, and the clarification for regional projects and umbrella projects is a great idea. I will say that external PIs sometimes struggle with the classification codes, and it sounds like you plan to revise those (which is good!).	(no response necessary)	(1)	Concurrence
5	1/12/2021	Carolyn Foley, Illinois-Indiana Sea Grant Program	I think that from a research perspective considering the readiness levels is good, though I can also appreciate that this may be tricky from other perspectives.	Designation of a Project's "Readiness Level" continues to be an OAR requirement that NSGO must maintain. However, as the comment mentions it is challenging for external PIs to properly designate, and thus NSGO will be performing designation external to this information collection.	(4)	Mitigated Concern

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payments or gifts are made.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

No confidentiality is promised.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No sensitive questions are asked.

12. Provide estimates of the hour burden of the collection of information.

A significant difference in available funding opportunities occurs on a biennial basis as the typical length of a Sea Grant grants award is two-years. In 2017, Sea Grant did not consider how our biennial grant processes influenced the Total # of Annual Responses over a 3 year period for Sea Grant Institutions. The current range in annual responses has resulted in a slight refinement from previous calculations, and work is shown later in this paragraph. There is also variability in the number of responses per respondent which is more explicitly described compared to our 2017 PRA submission and also results in a slight refinement to our Total Response calculations. For example, respondents that are associated with Sea Grant Institutions (34) may submit 5-25 project applications per year, while other non-institutional respondents (80) submit only 1. Thus, for years that initiate the majority of grant awards, we apply an average of 20 responses / Sea Grant institution (34), and 10 responses per Sea Grant institution (34) during off years. For a 3-year period this calculates to be: Total = [Year 1 (20*34) + Year 2 (10*34) + Year 3 (20*34)] / 3 Years = 567 Responses. Annual responses are similar for non-institutional respondents (80 respondents * 1 response / year).

Information Collection	Type of Respondent (e.g., Occupational Title)	# of Respondents /year (a)	Annual # of Responses / Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hrs / Response (d)	Total Annual Burden Hrs (e) = (c) x (d)	Hourly Wage Rate (for Type of Respondent) (f)	Total Annual Wage Burden Costs (g) = (e) x (f)
Form 90-1 (Control Form)	Applicant[b]	114	5.67	647	0.50	324	$30.19[c]	$9,781
Form 90-2 (Project Summary)	Applicant[b]	114	5.67	647	0.25	162	$30.19[c]	$4,891
Form 90-4 (Sea Grant Budget)	Applicant[b]	114	5.67	647	0.25	162	$30.19[c]	$4,891
Application for Designation as a Sea Grant College or Regional Consortia[d]	Education Administrators, Postsecondary (11-9033)	1[d]	0.25	0.25	20	5	$45.87	$229
Application for Sea Grant Fellowships	Environmental Science and Geoscience Technicians	65	1	65	2	130	$22.96	$2,985
Totals				2007		783		$22,777

[a] The information collected and structure in the Long and Short are identical, however the Long version allows multi-projects to be included in one file.

[b] An applicant may be a Sea Grant institution staff member (financial, educational, or scientific specialist), or scientific or environmental specialists associated with non-Sea Grant academic institutions, businesses, or non-governmental organizations

[c] The average hourly wage rate was calculated from individual median hourly wage rates for the typical occupations that submit applications: Financial Specialists (13-2000; $34.59), First-Line Supervisors of Farming, Fishing, and Forestry Workers (45-1011; $23.21), Life, Physical, and Social Science Occupations (19-0000; $32.77)

[d] Designation as a Sea Grant College or Regional Consortia occurs sporadically, roughly once every four years

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

Supervisory Functions (3 individuals): Oversee actions completed by all listed roles. This activity is approximately 2% of their time.

Program Officers (12 individuals): Includes employee labor for reviewing and electronic storage of all Form 90-Series, review of the Application for Designation as a Sea Grant College or Regional Consortia and Application for Sea Grant Fellowships (see annual breakout below)

- Form 90-1: 0.1 hour / response (647) = 65 hours

- Form 90-2: 0.25 hour minutes / response (647) = 162 hours

- Form 90-4: 0.25 hour / response (647) = 162 hours

- Designation Application: 200 hours per response (0.25) = 50 hours

- Sea Grant Fellowship: 12 hours per response (65) = 780 hours

The total hours (1,219) is divided amongst each of 12 individuals (102 hours / Program Officer), which is approximately 5% of the total hours worked per annual year (2080 hours). Program Officers generally sit at 2 pay grades, which we have allocated as split 50:50 between Z-3 and Z-4.

Data Coordinator (1 individual): Includes employee labor for software project management, quality control and assurance of Form 90-2 information, including upload into Sea Grant's database (i.e. storage), and reporting and analysis of Form 90-2 data. Responsibilities account for ~40% time.

Data Quality Assurance: Includes employee labor for quality control and assurance of Form 90-2 information. Approximately 80 hours of support per year.

Cost Descriptions	Grade/Step	Loaded Salary /Cost	% of Effort	Fringe (if Applicable)	Total Cost to Government
Federal Oversight					
Supervisory Function (x3)	Z-5	$155,000	2%		$8,400
Program Officer (x6)	Z-3	$90,000	5%		$27,000
Program Officer (x6)	Z-4	$110,00	5%		$33,000
Data Coordinator (x1)	Z-3	$90,000	40%		$36,000
Contractor Cost					
Data Quality Assurance (x1)	Z-2	$65,000	4%		$2,600
TOTAL					**$105,000**

15. Explain the reasons for any program changes or adjustments reported in ROCIS.

For NOAA Form 90-1 and Form 90-4, Application for Designation as a Sea Grant College or Regional Consortia, and Application for Sea Grant Fellowship, there are no changes to the information collected since the last OMB approval. However, there is a change in burden calculation due to an increase in respondents and a refinement in calculation as PRA guidance has been updated since our last submission. In 2017, Sea Grant did not consider how our biennial grant processes influenced the Total # of Annual Responses over a 3 year period for Sea Grant Institutions. The current range in annual responses has resulted in a slight refinement from previous calculations, and work is shown later in this paragraph. There is also variability in the number of responses per respondent which is more explicitly described compared to our 2017 PRA submission and also results in a slight refinement to our Total Response calculations. This adjustment is marked as ["Calculation Refinement" in the table below]. There are no changes in the estimated burden hours / response.

In addition to the same adjustment calculations, a new webform version of NOAA Form 90-2 is being created and implemented in FY21 [program change]. In calculation of the Totals, the Excel-based form is used in "Previous" calculations, whereas the webform is used in the "Current" estimates. The webform has a lower estimated burden hours / response. Both the excel and webform versions of the form have slightly updated data fields [program changes], however, these updates do not alter the burden. Specifically, "Administrative Priorities" has been added to better track a subset of previous "Classifications", a "Regional" selection has been added, instead of appearing in a multi-select field ("Multiple Program"), and "Readiness Level" has been eliminated, as the NSGO is better suited to identify this information rather than an applicant. The webform holds one other noticeable difference that cannot be easily replicated on an excel spreadsheet. This is resolution of Partner/Affiliation organizations, which replicates the analog of "Organization", "Department", and "Division" that is available for collection in the RESEARCH & RELATED Senior/Key Person Profile Form (OMB 4040-0001). This is being applied for data quality assurance and control and also enables an improved look-up functionality with existing database records.

| Information Collection (Annual) | Respondents | | Responses | | Burden Hours | | Change in Content | Reason for change or adjustment |
	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision	Current Renewal / Revision	Previous Renewal / Revision		
Form 90-1 (Control Form)	114	111	647	680	324	340	No	Calculation Refinement
Form 90-2 (Project Summary) Webform	114	111	647	680	162	249	Yes	Calculation Refinement; New Version; Updated data fields (4)
Form 90-4 (Sea Grant Budget)	114	111	647	680	162	170	No	Calculation Refinement
Application for Designation as a Sea Grant College or Regional Consortia	1	1	0.25	1	5	20	No	Calculation Refinement
Application for Sea Grant Fellowships	65	50	65	50	130	100	No	Calculation Refinement
Total for Collection	**407**	**384**	**2,006.25**	**2,091**	**783**	**879**		
Difference	23 respondents		-84.75 responses		-96 hours			

| Information Collection (Annual) | Labor Costs | | Miscellaneous Costs | | Reason for change or adjustment |
	Current	Previous	Current	Previous	
Form 90-1 (Control Form)	$9,781	$10,265	0	$323	Used current BLS Occupational data for labor costs; all responses now electronic
Form 90-2 (Project Summary); Webform	$4,891	$7,517	0	$323	Used current BLS Occupational data for labor costs;

					New Version, all responses are now electronic
Form 90-4 (Sea Grant Budget)	$4,891	$5,132	0	$323	Used current BLS Occupational data for labor costs; all responses now electronic
Application for Designation as a Sea Grant College or Regional Consortia	$229	$917	0		Used current BLS Occupational data for labor costs
Application for Sea Grant Fellowships	$2,985	$2296	0	$28.50	Used current BLS Occupational data for labor costs; all responses now electronic
Total for Collection	**$22,777**	**$26,127**	**$0**	**$997.50**	
Difference	-$3,350		-$997.50		

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The NSGO provides summary information to the public about the grants it awards. Information is summarized and disseminated through the publication of reports describing Sea Grant's university based research, education, and outreach activities. These reports are widely distributed in both print and web-based formats. In addition, NSGO maintains a project and accomplishment database on its public website at http://seagrant.noaa.gov/Our-Work. Information will be distributed internally and externally.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The agency plans to display the expiration date for OMB approval of the information collection on all instruments.

18. Explain each exception to the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

The agency certifies compliance with 5 CFR 1320.9 and the related provisions of 5 CFR 1320.8(b)(3).