



SUSTAINABLE
SALMON
INITIATIVE

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**Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative
APPENDIX E: Project Management Manual**

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AYK SSI CONTACTS

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PROJECT REPORTING

By accepting funding from the Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative (AYK SSI) you are obligated to report both project and financial progress as set forth in this AYK SSI Project Management Manual. Compliance with reporting requirements is essential. Project reports certify that AYK SSI funded projects are meeting their goals and objectives. Semiannual Progress Reports and Final Products are a record of what has been accomplished with AYK SSI research funds. It is imperative that all documents:

- Clearly describe the extent to which project objectives have been achieved;
- Meet normal scientific standards of completeness and detail that permit an independent scientific reader to evaluate the reliability and validity of the methods, data, and analyses; and
- Ensure all data gathered (including meta-data) are made accessible.

Final Products will be posted to the AYK SSI website as part of our efforts to ensure that the results of our funded research are available to the public in a timely manner. Information from the Semiannual Progress Reports and Final Products are entered into a publicly searchable Pacific Coastal Salmon Recovery Fund database.

SEMIANNUAL PROGRESS REPORT - Attachment A

The purpose of the Semiannual Progress Report is to provide a brief status report which describes the project accomplishments to-date and identifies delays--or barriers to--achieving the project objectives as well as the financial implications of such delays or barriers. As such, these reports provide a narrative of progress made at each stage of your research and will be used to assess performance, and achievement of milestones and scientific objectives when considering extension requests, reviewing final reports and evaluating future proposals.

Semiannual Progress Reports are due twice per year beginning with the first **July 31** or **January 31** after the project start date, **for the January – June and July – December periods**, and then every 6-months thereafter until the project is completed. If the initial report comes due before substantial progress has been made, simply note that in your initial report.

Principal Investigators (PIs) are to use the required AYK SSI Semiannual Progress Report template. Reports shall be submitted to the AYK SSI program manager via e-mail. If there are any concerns with sending the report, please communicate with the AYK SSI program manager.

Semiannual Progress Reports may be shared with the AYK SSI Steering Committee (SC) and Scientific Technical Committee (STC) members, the public and other researchers who will see it as representative of your research and its quality.

COMPLIANCE REVIEW of SEMIANNUAL PROGRESS REPORTS

AYK SSI staff will review Semiannual Progress Reports within one month of submission to AYK SSI. As stated in the signed Contract for all projects, any material change to the Scope of Service or Objectives requires prior AYK SSI approval. Likewise, any change to your budget which exceeds 10% of Total Project Costs requires AYK SSI approval, (see Project Change Request section below).

INVOICING REQUIREMENTS

The Contract Recipient shall submit invoices to the Contracting Entity (Bering Sea Fishermen's Association) no more than monthly and no less than quarterly. All invoices must be courtesy copied to the PI. Regular invoicing is required. Allowing long periods between invoices may result in delayed payment processing. The Contracting Entity may require submittal of back-up documentation for expenses listed on an invoice. The Contracting Entity may reach out to the PI to validate costs if there are concerns. **The Contract Recipient will have 60 days to pay invoices.**

Invoices shall include no less than the following information:

1. Contract Number
2. Period covered by this invoice
3. Total Contract Amount
4. Total expenditures to date
5. Total expenditures in this period
6. Balance due to Contract Recipient
7. A spreadsheet of the expenses, categorized by line item per the budget table above, representing the total expenditures to date on the invoice, **MUST** be attached to the invoice. The spreadsheet shall identify the vendor, amount paid, date paid, and memo regarding the expense.

Invoices shall be emailed to the AYK SSI Program Manager, faxed to 907-258-6688, **OR** mailed to the address provided on the first page of this document.

DO NOT DUPLICATE SUBMITTALS – i.e. do not email and then fax your invoices.

The Contract Recipient may shift up to 10% of the funds between non-indirect line items without prior approval from the Contracting Entity. The amount of change between line item(s) may not exceed 10% of either the original or the revised Total Project Costs. Requests to shift funds shall be made by submission of a Project Change Request (see Project Change Request form).

A full final accounting of the total expenditures as part of a final invoice (one report identifying all expenses from beginning to end) shall be submitted on or prior to thirty days after project completion to AYK SSI.

The final accounting report shall be emailed to the AYK SSI Program Manager, faxed to 907-258-6688, **OR** mailed to the address provided on the first page of this document.

PROJECT CHANGE REQUEST – Attachment B

Any change to the Scope of Service, Objectives or Budget exceeding 10% requires AYK SSI approval. Requests to amend the project shall be made, with submission of a Project Change Request form. This includes extensions of the project end date. No changes will be made to a project after the period of performance of the contract end date. Please submit this via e-mail with an explanation as to why any of these changes are occurring or are needed to the AYK SSI Program Manager.

FINAL PRODUCT - Attachment C

The Final Product serves as the principle record of what has been accomplished with AYK SSI research funds. As such, this product must comprehensively address each objective as listed in the project's proposed objectives and relate them to a complete description of the project's findings.

PIs are required to submit an AYK SSI Final Product using one of the two formats described below, as selected by the PI (PI must choose between Option A or B). The templates for Option A and Option B are provided. The Title Page is also provided.

Option A: If you plan to submit a Manuscript/Agency Report

The AYK SSI encourages investigators to publish the results of their work in peer-reviewed journals. This option allows investigators to use a journal manuscript format or an established agency format (ADF&G, NMFS, USFWS, USGS, NPS, BIA) to satisfy a large portion of the Final Product writing requirements.

OR

Option B: If you do not plan to submit a Manuscript/Agency Report

This option provides clear and complete guidelines for preparation of a Final Product in the AYK SSI format.

NOTE: Both formats require use of the AYK SSI Final Product Title Page (Appendix D).

SUBMISSION of FINAL PRODUCT

The PI is responsible for the production and submission of the Final Product. **The PI shall submit one paper copy and one electronic copy of the Final Product within 60 days of project completion** to the AYK SSI Program Manager.

If the Final Product (i.e., peer-reviewed publications, etc.) will not be available until a date later than 60 days from the end of the project, the PI is required to provide the AYK SSI Program Manager with an estimate of when they will be available.

REVIEW of FINAL PRODUCT

1. Within six weeks of receipt, AYK SSI staff will complete a review of the Final Product to ensure that project objectives have been met and that the document conforms to AYK SSI reporting requirements.
2. If the Final Product significantly deviates from AYK SSI reporting requirements (e.g., missing or incomplete sections), AYK SSI will provide a list of deficiencies to the project PI to guide a revision. If it cannot be determined from the document whether the objectives have been met, this deficiency shall be noted to the project's PI and the document returned for revision.

3. If the project's objectives have not been met, the Final Product will be returned to the PI with comments and recommended action(s).
4. PIs will be asked to make modifications to address deficiencies identified by the AYK SSI and be required to resubmit their Final Product for final acceptance.

Upon acceptance of the Final Product, AYK SSI shall notify the PI in writing.

FINAL PAYMENT in conjunction with the Final Product /Delinquent Reports

Upon submission of the Final Product, 10% of the total contract funds that were withheld will be released to the PI. If any reports or the Final Product are delinquent, PIs and/or their organizations will not be considered for additional AYK SSI funding until all delinquent reports, products and data have been submitted and accepted as final.

PROJECT DATA SUBMISSION, ACCESS and STORAGE - Attachment F

Data collected with funds from AYK SSI are considered public information, and accessibility to other researchers and the public, when requested, is an important component of the AYK SSI research program. It is also important that PIs have first opportunity, within a reasonable time, to analyze and publish the results of their research. Please refer to the AYK SSI Data Sharing and Management Policy.

DATA CITATION POLICY

Following academic courtesy standards, PIs publishing manuscripts in open literature, including refereed scientific journals, or making other public presentations, will acknowledge that the research was conducted with AYK SSI funding. Acknowledgement sections should include a statement comparable to the following: *This project was funded by the Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative* <<http://www.aykssi.org/>>.

Attachment A - AYK SSI Semiannual Progress Report

AYK SSI SEMIANNUAL PROGRESS REPORT

I. PROJECT INFORMATION

AYK SSI Project Number:	[project number]
Project Title:	[title]
Project Start/End Dates:	[start date – end date]
Contract Amount:	\$_ (total amount of funding)]
Report Period:	[July 1 to December 31, 2014]
Report Submission Date:	[date (please state the actual date you submit the report, not the due date)]
Lead Author of Report*	[name]

*[*Although there may be only one lead author of the report, all PIs and co-PIs of the project, as identified in the approved Contract and listed below, are responsible for the content of the Semiannual Progress Report in terms of completeness and accuracy.]*

Principal Investigator(s), Co-Principal Investigators and Recipient Organization(s):

[Include PI and Co PI name(s) and email contact information]

II. PROJECT OVERVIEW

a. Briefly (4-5 sentences) describe both the research purpose and the underlying need for this research.

[Include enough detail for readers to get acquainted with the project without having to refer to your proposal.]

This “Project Overview” section should remain the same throughout the project. The objectives and timelines reported in this section should match the proposal approved for funding by AYK SSI. If there are discrepancies between the objectives or timeline presented in the approved proposal and those listed in this progress report, an explanation and justification for those discrepancies are required. **Any material change to the Scope of Service or Objectives requires prior approval by AYK SSI. See the AYK SSI Project Management Manual.]**

b. State your hypothesis(es).

[This should be excerpted from your proposal.]

c. List the objective(s) of the research project, exactly as approved by the AYK SSI.

[Please list objectives, rather than include them within a paragraph.]

d. Provide the timeline and milestones for the entire project.

[This should be excerpted from your proposal and updated as necessary.]

III. PROGRESS SUMMARY

a. Describe report period progress.

[Please provide a narrative of your activities and accomplishments during this reporting period only, being as clear and concise as possible. Organize this section by the objectives you listed above, using separate paragraphs for each objective.

Include samples collected, data analysis completed, any significant equipment purchased, etc.

If no progress was achieved on an objective during this reporting period, state why and, if applicable, describe how you plan to address the objective in the future.]

b. Describe preliminary results.

[Please describe any preliminary results for this project, including tables and figures where appropriate. If no preliminary results are available, state why (e.g., "The first period of data collection has only recently been completed and data analysis has not yet begun.")]

c. Describe any concerns you may have about your project's progress.

[Indicate if any problems have arisen which have hindered, or may hinder, progress towards accomplishing objectives. Please summarize the problem, tell us how it is being addressed, and describe the impact of the problem on the scientific integrity and timeline of the project.

If no problems were encountered during this reporting period, provide a clear statement to that effect. Accurate descriptions of project concerns, or lack thereof, will be considered when considering project extension requests.]

d. Poster and oral presentations at scientific conferences or seminars

[Please tell us about any scientific presentations related to this project.]

e. Education and outreach

[Provide a brief description of any education and/or outreach activities related to this project. AYK SSI does not consider scientific posters or oral scientific presentations at scientific conferences as education and outreach activities.

Please submit digital photos or other electronic media (e.g., video) of your research activities. Please note it in the report and submit files with this report. Please note if AYK SSI has permission to utilize the photo in the PCSRF public database or the AYK SSI website.]

IV. PROGRESS STATUS

[Given the progress made during the current reporting period described above in the “Progress Summary,” provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.

Tell us what you expect to do during the next six months to move your project towards successful completion.]

V. EXPENDITURES TO DATE

\$__ of \$__

[Report only the total funds expended to date and the project’s direct funding (e.g., “\$8,453 of \$15,200”).]

Attachment B - AYK SSI Project Change Request
(provided to PIs in Excel format)

AYK SSI PROJECT CHANGE REQUEST					
Date of Request:	<input type="text"/>	AYK SSI Project #:	<input type="text"/>		
Reason for Project Change Request: (check as many as necessary)	Budget	Timeline	Scope of Service		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Project Title: <input type="text"/>					
Principal Investigator/Contract Recipient: <input type="text"/>					
Email: <input type="text"/>					
Phone: <input type="text"/>					
Current Start and End Dates: <input type="text" value="f.g., January 1, 2011 - December 31, 2011"/>					
Proposed Start and End Dates: <input type="text" value="f.g., January 1, 2011 - December 31, 2011"/>					
JUSTIFICATION for CHANGE: Please address the following:					
1. What changes warrant a revision to the contracted scope of budget, timeline or scope of service?					
2. Will budget line item changes above 10% affect the project objectives, and if so how?					
BUDGET CATEGORY	Approved Budget	Expenses to Date	Current Balance	Revised Budget	Revised Balance
Personnel			\$ -		\$ -
Travel			\$ -		\$ -
Contractual			\$ -		\$ -
Supplies			\$ -		\$ -
Equipment			\$ -		\$ -
Subtotal Direct Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect			\$ -		\$ -
TOTAL PROJECT COST:	\$ -	\$ -	\$ -	\$ -	\$ -
Please add additional notes here:					
5/23/2019					

Attachment C - AYK SSI Final Product Format

AYK SSI FINAL PRODUCT FORMAT

Option A: IF A MANUSCRIPT/AGENCY REPORT IS SUBMITTED

I. AYK SSI TITLE PAGE:

This page lists the project title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). Use AYK SSI Title Page Template (Attachment D).

II. ABSTRACT:

Provide a one-paragraph abstract (journal style) that encompasses all the work conducted related to the project. If several manuscript drafts are submitted, summarize findings in each of the manuscript drafts within the one-paragraph abstract

III. PRESS RELEASE:

Provide a press release pertaining to the results of your project and potential applications of your results that would capture the interest of AYK salmon fishers, community residents, or fishery managers. Press release should not exceed 500 words.

IV. PROJECT EVALUATION:

A summary statement should be added to the front of the document that compares the original proposal to what has been accomplished. This statement should: (1) describe the extent to which each of the project goals and objectives were attained; (2) indicate any problems encountered which may have affected completion of the original objectives; and (3) describe how these problems were resolved or addressed. Reference all manuscript drafts to this statement.

V. DELIVERABLES:

List deliverables resulting from the project, including Semiannual Progress Reports, data sets, database systems, workshop reports, networking meetings, oral or poster presentations, and submission of journal papers. Explain how the project results have been, and will be, disseminated.

VI. PROJECT DATA SUMMARY:

Data collected with funds from AYK SSI are considered public information, and accessibility to other researchers and the public, when requested, is an important component of the AYK SSI research program. It is also important that PIs have first opportunity, within a reasonable time period, to analyze and publish the results of their research. Please refer to the AYK SSI Data Sharing and Management Policy (Attachment F).

VII. APPENDICES:

Attach journal-style manuscript drafts, published manuscripts or report drafts formatted according to an established agency report format (ADFG, NMFS, USFWS, USGS, NPS, BIA). Each manuscript draft should be attached as a separate appendix.

AYK SSI FINAL PRODUCT FORMAT

Option B: IF A JOURNAL MANUSCRIPT/AGENCY REPORT IS NOT SUBMITTED

I. AYK SSI TITLE PAGE:

This page lists the project title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). Use AYK SSI Title Page Template (Attachment D).

II. ABSTRACT:

Provide an abstract, no longer than ONE page, describing the research conducted. This section will also include a Key Words list of no more than 12 terms (listed alphabetically) and the citation to be used for the report.

III. TABLE of CONTENTS:

Include a list of figures, list of tables, and list of appendices: these sections can be automatically generated by Microsoft Word using the index and tables feature.

IV. INTRODUCTION:

Provide a brief introduction of the rationale leading to the research conducted. If the proposal was solicited as part of a research theme area, indicate in the introduction the substance of the theme and the relationship of your project to the subject matter.

V. OBJECTIVES:

Numerically list objectives as stated in the approved project proposal, and results obtained from addressing each objective. Address the success with which each original objective was met and indicate problems encountered en route to completion. If project objectives have changed from the project proposal, discuss the rationale for changing the objectives.

VI. METHODS:

Describe the methods used (e.g., study design; techniques, materials and data collection procedures used; analytical methods) to investigate objectives. To the extent the methods differ from that described in the proposal, explain the reason for the deviation. List the individuals and/or organizations actually performing the work and how it was done. Include a description of the study area.

VII. RESULTS:

Describe information collected, actual accomplishments and findings, including results of any statistical analyses. Provide results of analyses for each objective. A combination of text, tables, figures and appendices can be used to present findings.

VIII. DISCUSSION:

Summarize results in terms of the entire project; relate what was learned through the research to what is known. Study results should be expanded and explained, not simply restated. Describe the extent to which each of the project goals and objectives were attained. Were modifications made to the goals and objectives? If so, explain. A guiding principle for implementing the AYK SSI research program is that projects are undertaken with a view toward their potential application to enhance management decision making. Discuss how results of your research can be applied to sustainable salmon fishery management in the AYK region and any recommendations for future research.

IX. REFERENCES:

Provide complete citations in the format derived from the [Transactions of the American Fisheries Society](#).

Text citations should conform to the author–year system. Examples of common types are as follows:

(Johnson 1995)

(Johnson and Smith 1996)

(Johnson et al. 1997, 1998) [three or more authors]

(Johnson et al. 1999, 2001; Smith 2000)

(Johnson 2000a, 2000b)

(Johnson, in press)

(E. M. Johnson, National Marine Fisheries Service, personal communication)

Note that with one exception citations should be listed in chronological order; the exception is that all citations to the same author(s) should be grouped together (see the fourth example above).

In reference lists, references should be in strict alphabetical order by authors' last names; if there are two or more references with the same authors, those references should then be listed chronologically. All authors must be named in references. Detailed information on reference formats may be found in chapter 8 of the AFS style guide. The more common types are as follows:

Articles in journals

Pace, M. L., and J. D. Orcutt. 1981. The relative importance of protozoans, rotifers, and crustaceans in a freshwater zooplankton community. *Limnology and Oceanography* 26:822–830.

Note that (1) except for the first author, authors' initials come before their last names; (2) only the first word of the title of the article is capitalized (along with any other words that would be capitalized in ordinary text); and (3) the name of the journal is given in full.

Books

Krebs, C. J. 1989. *Ecological methodology*. Harper and Row, New York.

Chapters in books

Omernik, J. M. 1995. Ecoregions: a spatial framework for environmental management. Pages 49–62 in W. S. Davis and T. P. Simon, editors. *Biological assessment and criteria: tools for water resource planning and decision making*. Lewis Publishers, Boca Raton, Florida.

Government reports

Reports that are issued on a regular basis are treated much like articles in journals (the principal difference being that page numbers should not be given); other reports are treated like books:

Everest, F. H., C. E. McLemore, and J. F. Ward. 1980. An improved tri-tube cryogenic gravel sampler. U.S. Forest Service Research Note PNW-350. [journal format]

USEPA (U.S. Environmental Protection Agency). 1998. Water quality criteria and standards plan: priorities for the future. USEPA, 822-R-98-003, Washington, D.C. [book format]

Electronic publications

Formats for references to electronic publications are still evolving. The important thing is to give the reader enough information to be able to locate the reference easily. If a book or report is only available online or is available in print form but was accessed online, the reference should be formatted as follows:

Baldwin, N. A., R. W. Saalfield, M. R. Dochoda, H. J. Buettner, and R. L. Eshenroder. 2000. Commercial fish production in the Great Lakes, 1867–1996. Great Lakes Fishery Commission, Ann Arbor, Michigan. Available: www.glfc.org/databases/. (September 2000).

The month and year in parentheses indicate when the site was last accessed.

If a journal is available in print form, authors should use the standard reference format even if they accessed the article online. If a journal is only available electronically, the format depends on the way(s) in which articles are designated. Two possible formats are as follows:

Gallagher, M. B., and S. S. Heppell. 2010. Essential habitat information for age-0 rockfish along the central Oregon coast. *Marine and Coastal Fisheries: Dynamics, Management, and Ecosystem Science* [online serial] 2:60–72. DOI: 10.1577/C09-032.1

Kimmerer, W. J. 2004. Open-water processes of the San Francisco Estuary: from physical forcing to biological responses. *San Francisco Estuary and Watershed Science* [online serial] 2(1): article 1.

X. DELIVERABLES:

List deliverables resulting from the project, including annual progress reports, final reports, data sets, database systems, workshop reports, networking meetings, oral or poster presentations, and submission of journal papers. Explain how the project results have been, and will be, disseminated.

XI. PROJECT DATA:

Data collected with funds from AYK SSI are considered public information, and accessibility to other researchers and the public, when requested, is an important component of the AYK SSI research program. It is also important that PIs have first opportunity, within a reasonable time period, to analyze and publish the results of their research. Please refer to the AYK SSI Data Sharing and Management Policy (Attachment F).

XII. ACKNOWLEDGEMENTS:

Provide any acknowledgements here.

XIII. PRESS RELEASE:

Provide a press release pertaining to the results of your project and potential applications of your results that would capture the interest of AYK salmon fishers, community residents, or fishery managers. Press release should not exceed 500 words.

XIV. APPENDICES:

Use appendices to report supplementary information that illustrates, enlarges on, or otherwise supports the text, but which is not needed to directly support results and conclusions.

Attachment D - AYK SSI Title Page Template

**Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative
Project Final Product¹**

Project Title

by:

Author², Co-Author³, Co-Author⁴

² Author Contact Address

³ Co-Author Address (if different from author)

⁴ Co-Author Address (if different from author or co-author)

October, 2011

¹ Final products of AYK Sustainable Salmon Initiative-sponsored research are made available to the Initiatives Partners and the public in the interest of rapid dissemination of information that may be useful in salmon management, research, or administration. Sponsorship of the project by the AYK SSI does not necessarily imply that the findings or conclusions are endorsed by the AYK SSI.

Attachment E – AYK SSI Data Sharing and Management Policy

DATA SHARING POLICY

The Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative's (AYK SSI) goals of scientific advancement will best be served through a culture of open access to data. It is our philosophy that:

- All data used in or developed in whole or in part by AYK SSI funded projects (and that can be shared in a manner consistent with applicable laws) will be made widely available and freely shared as soon as possible. If data used in AYK SSI funded projects are owned by an additional party other than the grantee, AYK SSI does not require it to be released, but the grantee will use its best efforts to encourage the data owners to make it openly and freely available.
- Data are shared with full and proper attribution to the data provider.
- Data developed in whole or in part by AYK SSI grant funding are the property of the grantee unless otherwise specified. The grantee may protect its property through patent, copyright and/or other intellectual property protection instruments, except that it may not impede the effective access and use of the data by the public.
- AYK SSI is not responsible for any liabilities associated with errors in the data or misrepresentations or misinterpretations of publicly available data.
- AYK SSI supports grant funding for costs associated with data sharing and open access publication of scientific findings, where appropriate.
- AYK SSI and prospective grantees will jointly develop a Data Management and Sharing Plan prior to the finalization of a grant agreement.

The Data Sharing Policy applies to all activities that are financially supported in whole or in part by AYK SSI that include, but are not limited to:

Data collection and analyses, data, meta-analyses and information derived from pre-existing datasets, and database development.

Data sharing includes, but is not limited to, data contained within the following:

Publications, databases, derived data products, mathematical models and model code, metadata (defined as appropriate documentation describing the data, relevant specifics of their collection, and the data format), and statistical and other forms of data reduction and analysis.

DATA MANAGEMENT POLICY

As part of the AYK SSI grant development process, potential grantees are required to develop a Data Management and Sharing Plan (Data Plan) with their AYK SSI program manager. Development of the Data Plan should begin early in the process of preparing a grant proposal. For grants, an initial Data Plan will be included within the proposal submission. A final Data Plan will usually be required prior to grant approval. Once finalized, the Plan will be referenced in the award documents and is considered part of the contract.

The Plan should address the following three topics, and other topics identified by the Initiative and/or grantee:

1. Data description. Questions to consider as appropriate:

- What data will be collected during this project?
- How many different data formats are anticipated? Please list formats.
- When will the data be collected, when will they be entered into electronic databases, and what databases will harbor the data?
- Does this project involve organization or analysis of pre-existing data, and what are the data sharing arrangements for these data?
- What are the anticipated data products (e.g., databases, analyses, tools)?
- What kinds of metadata will be associated with the data?
- Who is the owner of the data?

2. Data management. Questions to consider as appropriate:

- Where (physically) will the data be stored?
- What type of data access or data distribution mechanism and software will be used?
- Will the location or software for initial data entry differ from the data archive?
- How will metadata be stored, and what provisions will be made to enable metadata searching capability?
- Who will be responsible for entering and maintaining data archives, and over what period of time will archives be maintained?
- What data quality controls and assurances will be provided?
- Who will contribute to the database?
- Will proprietary data be used? If so, describe the permissions obtained to use the data.

3. Data dissemination. Questions to consider as appropriate:

- Who are the potential data users?
- What is the appropriate timing for release of data to the public or relevant users, and why?
- When will archived data be openly available to other users?

- If data from non- AYK SSI -supported or previous projects are integral to the successful completion of the Grant Purposes, will the non-AYK SSI -supported and/or pre-existing data also be made freely available?
- How will other users (i.e., beyond the grantee and AYK SSI) access data and metadata?
- Are the publicly available data in raw form? If not, what treatments have been applied to the data prior to their being released to the public?
- How long beyond the grant term will the data be maintained and by whom?
- Does the proposed grant include provisions for future hardware upgrades in the event that data is to be stored and maintained well beyond the project period of the Grant?
- If data analysis tools are to be created as a consequence of the Grant, will a tutorial be available for training of future users of the data, and if so, how can it be accessed?
- Will a data sharing agreement be required between outside vendors? If so, a brief description of the agreement needs to be provided in the grant proposal.
- Is a Creative Commons type-license appropriate for sharing the data? Why or why not?
- How will appropriate attribution to the data provider be provided?
- Do you anticipate publishing a “Data Release Paper” for referencing and sharing the data?