

## **General Instructions for completing your FY 2017 Work Plan**

As indicated in the cover letter, base your work plan on the assumption that you will be level funded at previous year amount through FY 2017. Exceptions will be communicated through program managers.

**Length and Style:** Limit your work plan to no more than 8 pages beyond the Project Summary, plus figures, tables, a timeline, and an additional cover page. Highly complex projects containing many components may require more space. If additional space is required, please discuss this with your program manager and exercise restraint in length. Use Times New Roman, 12pt font size, left justified for the text in the main body of the report, and blocked paragraphs (no indent) with a blank line between them. Use the work plan template on the next pages (delete this first page and overwrite the instructions under each heading). **Please submit your report files as .doc files instead of pdfs.**

# Work Plan

## Project Title

*Optional Project Subtitle*

Period of Activity: 01 October 2017 – 30 September 2019

### Principal Investigator

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### Lab Director

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### Budget Requested

FY 2017:

FY 2018:

FY 2019:

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### 1. Project Summary

The Project Summary is a self-contained synopsis of the project that explains what it is you are doing, and the scientific, technological, and societal rationale for doing it. *The objective of the project summary is to explain NOAA's investment in your project.* Please use layman's terms to the maximum extent possible when describing the nature of ocean observations made, and their societal benefits to a wide array of users, including the general public. The project summary should inform the generalist (such as a congressional staffer or NOAA budget analyst) about your project, and how it fits in as a component of the ocean observing system. Please define all acronyms. If you are delivering data, please indicate whether the data are accessible in near real time, and where the data sets are archived. **Very importantly, please identify the users of your data, and for what purpose they require and use these observations.**

**There is no reason to change your Project Summary from year-to-year unless you have made substantial changes to the project. In order to accurately maintain our listings of Project Summaries on the OOM web site, we need to know whether your Project Summary has changed since FY 2016. Please add an "X" below to indicate if your Project Summary differs from that submitted in last year's FY 2016 Work Plan.**

Yes, new Project Summary

No, unchanged Project Summary

### 2. Work Plan and Deliverables

1. "Base" Project: Your Work Plan should address your objectives and articulate the tasks you will perform in FY 2017, subject to the budget guidance you receive (i.e., continuing resolution). Within your designated budget you are encouraged to evolve your approaches to achieving objectives by maximizing effectiveness and efficiency in ways that reflect advances in scientific understanding and technology.

- a. Collaborations: Include a list of your ongoing and anticipated collaborations and partnerships.
- b. Are you coordinating your project with any other observing system efforts (e.g., OOI, via MOUs)?
  - i. Yes or No.
  - ii. If so, how are you coordinating?

Any significant departures from past plans, however, must be accomplished in accordance with the ten GCOS Climate Monitoring Principles, and in cooperation with the priorities of international implementation panels, such as those under the JCOMM Observations Program Area (DBCP, SOT, GLOSS, Argo, OceanSITES, IOCCP).

2. Capabilities: Please describe the loss of capabilities and activities attributable to increased costs anticipated for FY 2017 under a continuing resolution (flat budget scenario).
3. Risks: In a brief narrative, describe the increased risks of loss of property, capabilities, and program deliverables resulting from recent flat budgets (e.g., draw-down of spares, loss of human resources).
4. Deliverables: All projects should articulate deliverables.
  - a. If you are deploying hardware, describe your plans for FY 2017.
  - b. If you are developing new technology, describe it here.
  - c. If you are performing analyses, denote the methods and their expected outcomes.
  - d. Describe the value that is added to the observing system by conducting your project.
  - e. Please indicate what you expect to learn from FY 2017 observations.

You will be asked to report on these deliverables in your FY 2017 progress report.

5. Performance Measures: As a follow up to FY 2016, all projects should include a next iteration of performance measures (PMs) with anticipated targets for FY 2017 through FY 2019 for two budget scenarios: 1) flat funding and 2) original or previously requested FY 2017 level of activities and capabilities.

- Populate the table below with at least one updated PM related to your activities (add rows, if necessary). We understand that the development of performance measures is an iterative process; feel free to provide multiple and creative ideas and touch base with your program manager to discuss together.

Example PMs:

- Number of publications that use this project's data in analysis.
- Number of publications by PI/co-PIs of project.
- Number of partnerships established to maintain and advance project efforts.
- x% data uptake into modeling studies each year.
- Reduction in x uncertainty based on observations collected.
- Data timeliness improved by x for project.

- X floats (moorings, etc) deployed.

Suggestions for Performance Measures (FY 2017-2019)						
Measure of Performance	2017 Actual	2017 planned assuming flat budget	2018 - flat budget	20178- maintain capabilities	2019 - flat budget	2019 - maintain capabilities

6. Data Management: Our focus this year at OOM is on strengthening data management and data accessibility for each project. **All NOAA funding recipients must make data produced under a grant, cooperative agreement, or contract publicly accessible in a timely fashion, unless an exemption is granted by the Grant Program.** Please describe how you will satisfy this requirement by including a Data Management Plan as part of the project narrative.

Please review the NOAA Data Management Planning Procedural Directive at <https://nosc.noaa.gov/EDMC/PD.DMP.php>

- Please provide a link to your data management plan or include the document as an appendix. If you do not have a data management plan, please explain.
  - For projects that collect data, please describe your procedures (e.g. data format, submission/ update schedule with facility, latency of making data public) and where your data can be publicly accessed.
  - In what way(s) do you intend to evolve and strengthen your data management efforts in FY 2017?
7. Multi-year Strategy: To accompany budgets for FY 2017-2019, please describe briefly the multi-year strategy for your project including the current status of your project and its evolution through the conclusion of FY 2019.
- Will any activities phase out?
    - Yes or No.
    - If yes, which one(s)?
  - Will maintaining capabilities require new efforts?
    - Yes or No.
    - If yes, describe the new efforts.
  - If your project includes technology development, indicate how the technology will be applied after development and testing is complete.

### 3. Budget Synopsis

Please use the attached Excel spreadsheet budget template to record your budget details for FY 2017, FY 2018, and FY 2019 (one worksheet per FY) and email the completed file to climate.observation@noaa.gov. Include projected FY 2018 and FY 2019 costs under the assumption of maintaining FY 2017 capabilities (e.g., same number of instruments, products, and/or capabilities, etc). The budget breakout in the spreadsheet should cover traditional categories (e.g., salaries, materials and supplies, travel, indirect expenses, etc.), and should contain the level of detail expected in any grant or contract. Note that every significant item in the budget must be fully justified, including details explaining how travel budgets in excess of \$5,000 have been estimated. Include travel to the OOM Annual PI Meeting in Silver Spring, MD in May 2017. If the Program Office is being asked to support salaries at NOAA Laboratories/Centers, list the personnel who will be supported on the budget justification and note if they are Federal or non-Federal employees. If work is conducted by a PI from a Cooperative Institute, include Task 1 funding levels in a separate row at the bottom of each spreadsheet. Speak with the Director's Office of your CI for more information.

**NOTE: Cooperative Institute PIs:** In anticipation of your budget submissions this spring, please provide your detailed budget as approved by your business offices for submission to grants.gov. Be sure to include specific labor requests and details similar to those included in the attached budget spreadsheet. **Although we are requesting a three-year budget in your work plans submitted to OOM, please remember to submit only a one-year budget in grants.gov.**

#### *Budget Narrative*

- **Fully describe your budget in paragraph format.**
  - a. What is the number of Federal FTE person-months supported by this funding?  
 # person-years
  - b. What is the number of non-Federal FTE person-months supported by this funding?  
 # person-years
  - c. What is the number of Federal FTE person-months working at no cost to the project?  
 # person-years
  - d. What is the number of non-Federal FTE person-months working at no cost to the project?  
 # person-years
  - e. Number of students \_\_\_\_\_ post-docs \_\_\_\_\_ sponsored by NOAA?

#### *Standardized Observing System Costs*

NOAA is collecting standardized cost information for its observing systems. Please provide cost information if your project observes the earth system, or is part of the data management chain that ultimately provides observational data. Projects that only develop value-added products

based on pre-existing collections of data should not report this budgetary information. Please work with your program managers to clarify information we seek.

Please complete attached Standardized Cost Template for your project.