User Guide

Online Survey of Federally Funded Marine Mammal Research

October 2020

Prepared by
Marine Mammal Commission

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OVERVIEW AND PURPOSE

The Marine Mammal Commission's online survey is an interactive Web application that provides the ability to enter and manage project information for all federally funded research efforts for marine mammals.

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

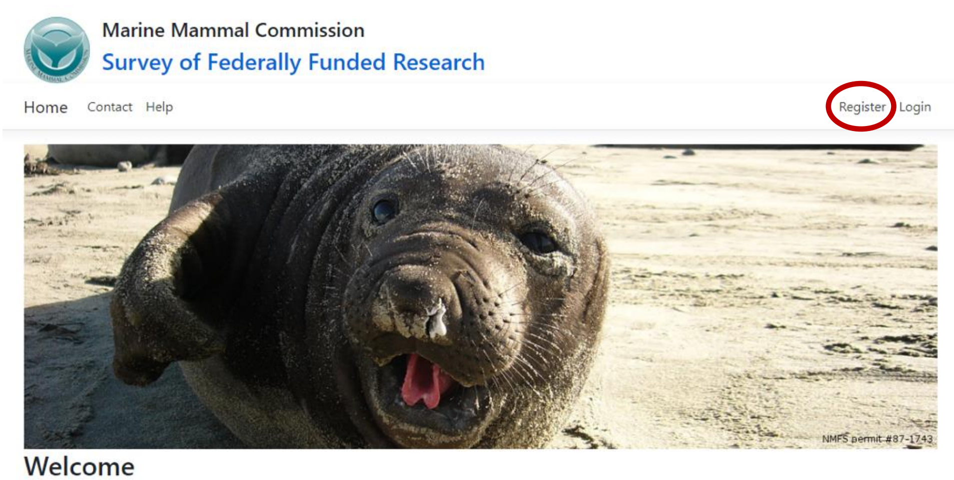
Depending on your role, you will be entering data on one or more marine mammal projects that are funded by your federal agency, or your 'Organization/Unit'. Project data consist of identifiers (e.g., project title, PI's name, sponsoring agency, etc.), funding level, objectives, species, location(s) (LMEs and zip codes) and data disposition.

IMPORTANT: Read Appendix A before gathering data for entry in the survey. Appendix A provides essential guidance, such as defining 'research' projects and specifying the funding data to be entered.

REGISTER FOR AN ACCOUNT

When accessing the system for the first time, a user must create an account (register).
To do so, follow the steps outlined below.

1. Access the site at www.mmcsurvey.org.
2. Select **Register** from the upper right of the MMC Survey site.



3. Enter your first and last name and select your organization from the searchable dropdown list.

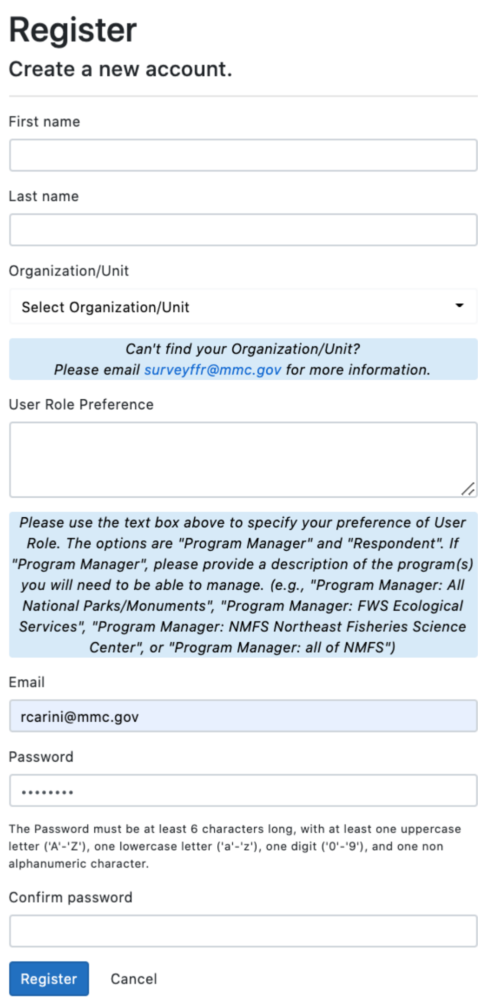
   NOTE: If your organization is not available in the dropdown menu, please contact the Commission at surveyffr@mmc.gov.

4. Input your user role preference of "Program Manager" or "Respondent". If "Program Manager", include a description of the program you will need to oversee. This gives the survey administrator the ability to set your permissions within the system to the appropriate level. See **Account Roles and Permissions** section below for more details.

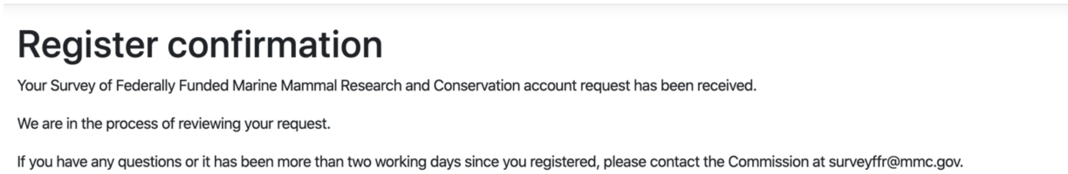
5. Enter your federal email address and enter and confirm your password.

   NOTE: You must use your federal email address. It will be used as your username and for all automated correspondence regarding the survey.

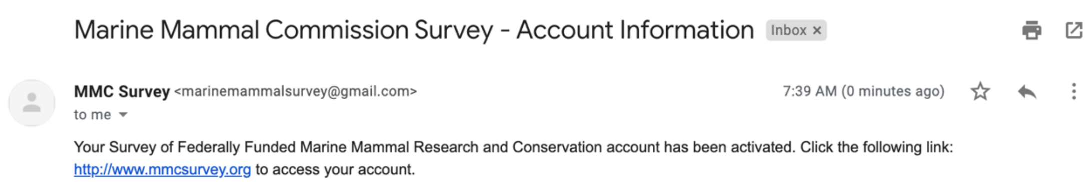
   NOTE: Password requirements are explained below the password field.



6. Click **Register**. After registering for your account, a confirmation message will appear on the screen.



7. Once the Commission has approved your request and assigned your user role, you will receive an email notifying you of the account activation.



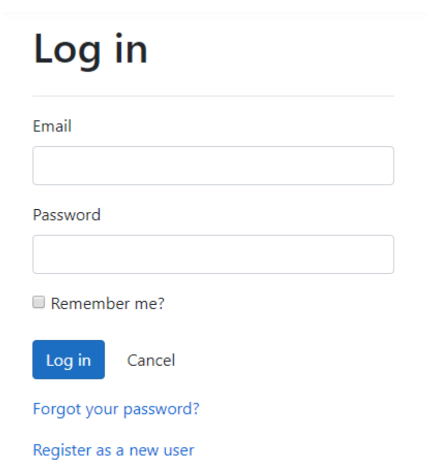
8. Use the link in the email to access the Survey site and click **Login** to begin entering your survey data.

ACCESSING THE SYSTEM

1. To access the system, navigate to www.mmcsurvey.org.

2. Click **Login** in the upper right corner of the home page.

3. Enter your federal email address and your password**,** then click **Log in.**



ACCOUNT ROLES AND PERMISSIONS

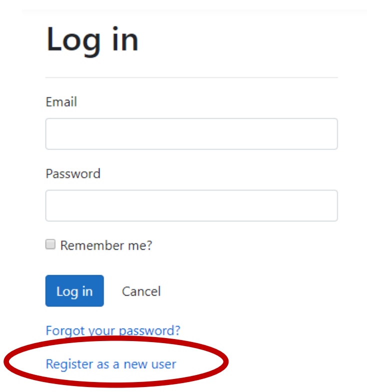
The Commission (the system **Administrator**) assigns each user the role of either **Program Manager** or **Respondent** and changes their status from *Pending* to *Active*. Your role determines what you can see and do within the system.

- Each federal agency can have multiple Program Managers and Respondents.
- If you were assigned the user role of **Program Manager** by the Commission (the **Administrator**), you will be able to see and edit all projects for your Program or Agency.
- If you were assigned the user role of **Respondent** by the Commission, you will be able to see and edit only the projects that you have entered on behalf of your Program or Agency.
- Administrators can create accounts for others, though we prefer if you go on and request an account yourself, that we can then approve.
- If a user leaves their position and no longer participates in the survey, the Administrator can change their account to *Inactive* to revoke their access to the system.

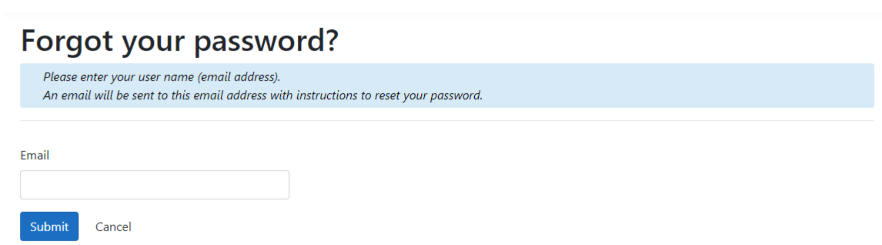
FORGOT PASSWORD

If you do not remember your password, follow the steps listed below to reset your password.

1. Click the **Forgot your password?** link below the **Log in** button.

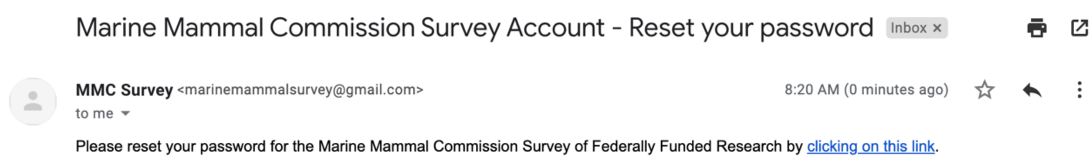


2. On the next page, enter your federal email address (username) and then click **Submit**.

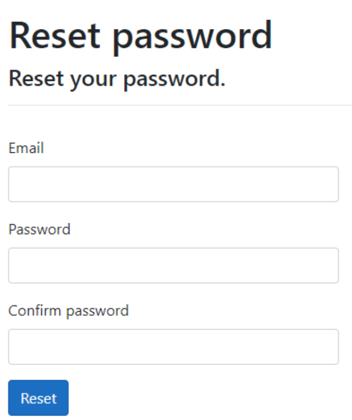


3. A confirmation message will appear on the screen.

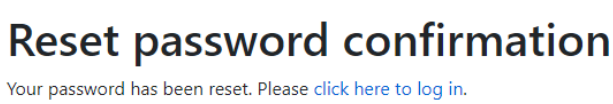
4. You will then receive an email with steps for resetting your password.



5. After **clicking on this link** in the email you will be taken to the Survey site to create a new password.



6. Type in your federal email address (username), new password, and confirm your new password. Then, click **Reset** to create a new password for your account. A confirmation message will appear on the screen indicating that your password was successfully reset.

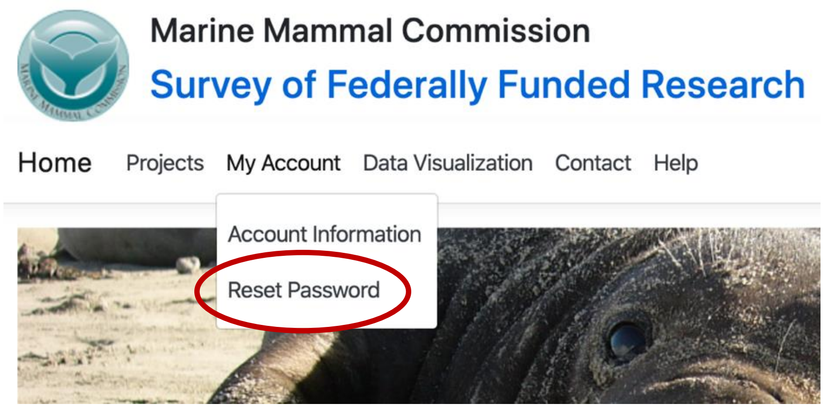


7. Click **click here to log in** to log in to the Survey.

RESET PASSWORD

If you wish to reset your password while logged into the Survey, follow the steps listed below.

1. After logging into the Survey site, from the **My Account** dropdown menu, click **Reset Password**.



2. This will take you back to the **Forgot Password** page where you can enter your federal email address and receive an email with a link to reset your password.

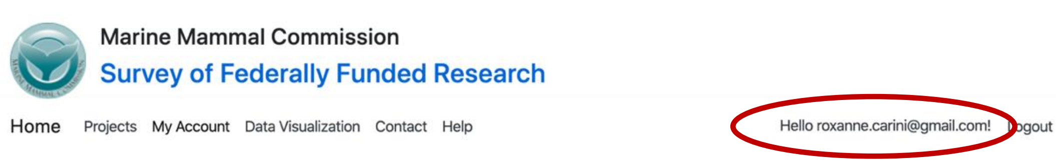
3. See instructions in the **Forgot Password** section above for details.

SITE NAVIGATION

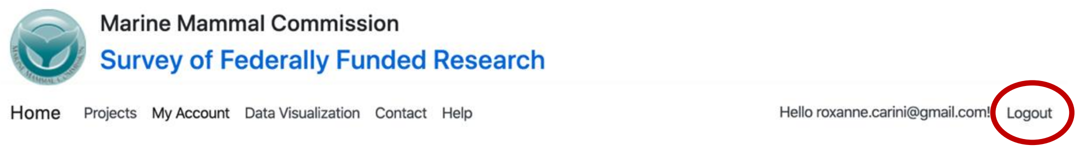
The Survey site has many different navigation features. This section serves as a reference for how to use each of these features.

USERNAME AND LOG OFF LINKS

At the top right corner of the screen you will notice your username is displayed as a hyperlink. Clicking on that link will take you to your **My Account - Account Information** page where you may edit some of your account information.



Once you have finished your session, click the **Logout** button to log out of your account. This link is located next to the username link.



TOP NAVIGATION BAR

The Navigation Bar that runs across the top of the Survey site contains links and menus for each of the different tasks you may want to complete on the site.

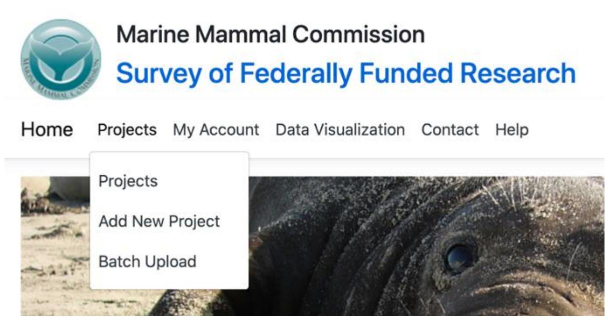
HOME

Selecting **Home** displays a photograph of a happy seal and a **Welcome** message from the Marine Mammal Commission's Executive Director.

PROJECTS

From the **Projects** menu, you are able to:

- Select **Projects** to see all projects you have entered or have permission to view.
- Select **Add New Project** to create a new project.
- Select **Batch Upload** to download an excel template for new start project entries.

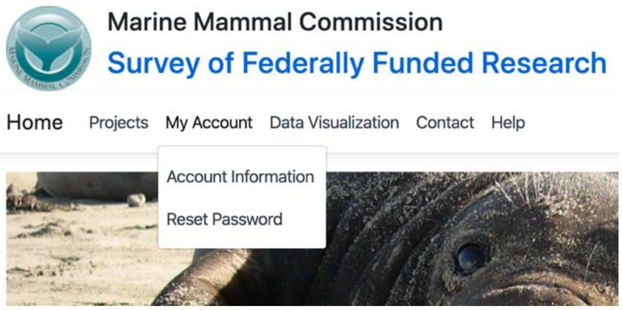


MY ACCOUNT

The **My Account** menu allows users to view and update their account information.

- Select **Account Information** to change the name associated with your account. If you wish to change the organization to which you are associated, email the Commission at surveyffr@mmc.gov.

- Select **Reset Password** to change your password.

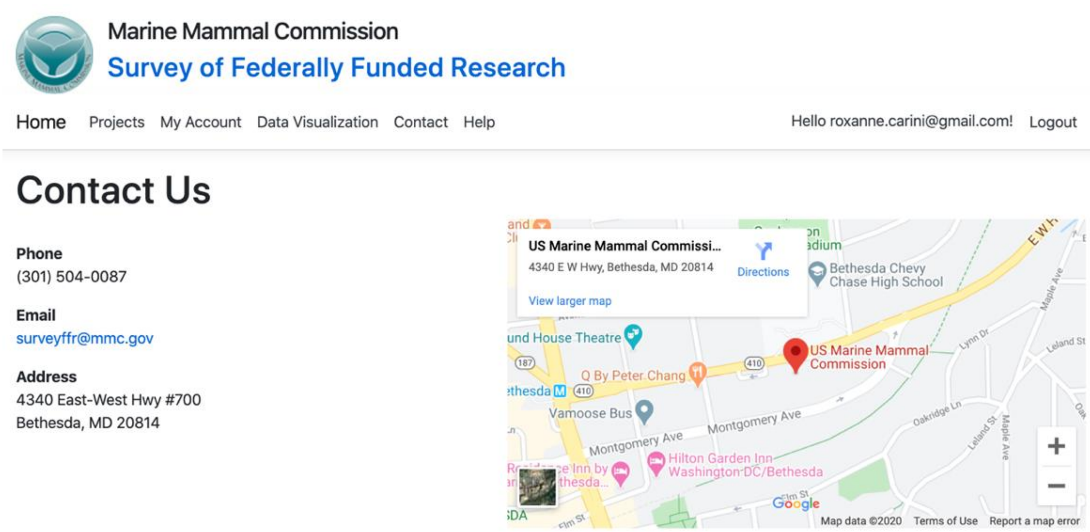


DATA VISUALIZATION

The **Data Visualization** link from the Navigation bar provides users with an interactive tool to visualize and export their data. See Data Visualization section below for details.

CONTACT

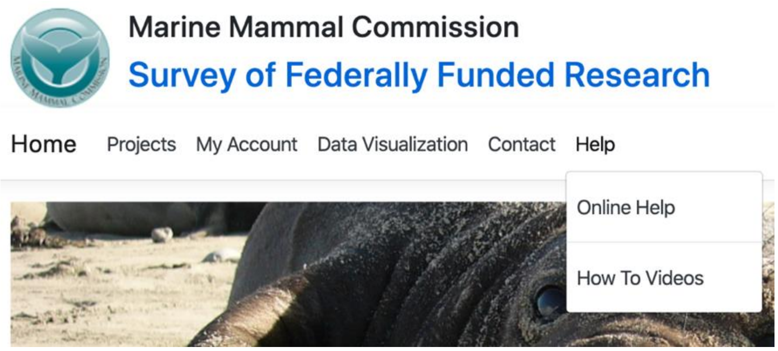
The **Contact** link from the Navigation bar provides users with all the contact information for the Marine Mammal Commission.



HELP

The **Help** menu provides users with the option to view this help guide by selecting the **Online Help** link. You may also access tutorial videos by selecting the **How To Videos** link. The video is bookmarked to provide quick answers for the user. There are six bookmarks:

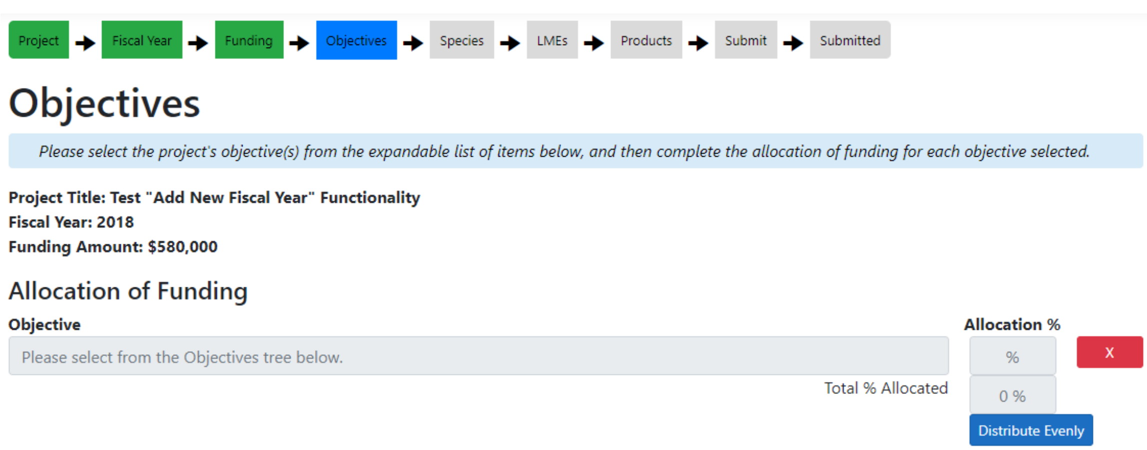
- Account Registration & User Roles and Permissions
- Logging in & Site Navigation
- Add a New Project
- Edit an Existing Project
- Add New Fiscal Year to an Existing Project
- Sort and Filter the Projects Table



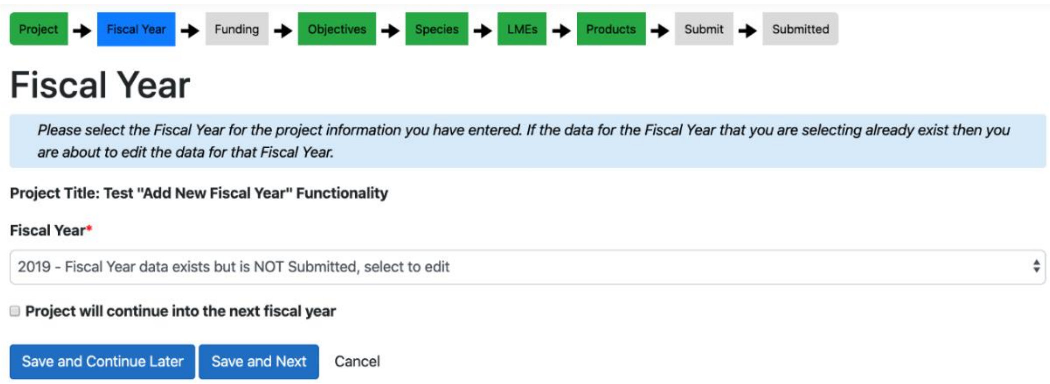
PROJECT PROGRESS BAR

When entering your project information, a **Project Progress Bar** is displayed at the top of the page to help guide you in your data entry process. As you create a new project you will see the following options in the progress bar:

- The section you are currently on will be colored **blue**.
- Completed sections will be colored **green**.
- Incomplete sections will be colored **grey** and cannot be accessed until you have completed the prior sections.
- After completing a section, you may return to its page by clicking on its name (colored **green**) in the progress bar.



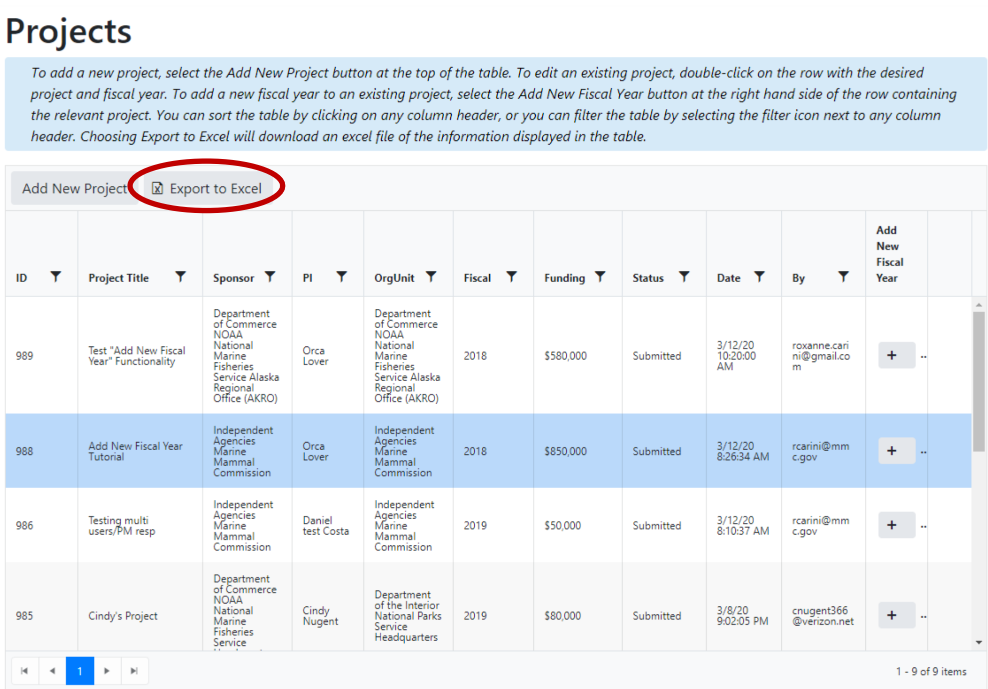
If you are adding a New Fiscal Year to an Existing Project, once you select the next fiscal year, most sections will be auto-populated from the previous fiscal year's project data. Any auto-populated sections will be colored **green**. You must re-enter Funding information (colored **grey**) before proceeding to the Submit page to complete your submission.



EXPORTING TABLES

Users have the ability to export the **Project** table to Excel from the **Projects** page. To do so, follow the steps outlined below.

1. Click the **Export to Excel** button located at the top of the Project table.
   NOTE: If you have applied any filters to the Project table, only the data returned by those filters will be exported in the Excel file.



2. In the new window that pops up you may either "Open with Excel" or "Save File" to your computer. Select the appropriate action and click **OK** or **Save**.

3. A window may pop up asking you to verify if you wish to open the file. Select **Yes** or **Open** to proceed with the export process and open the Excel file.

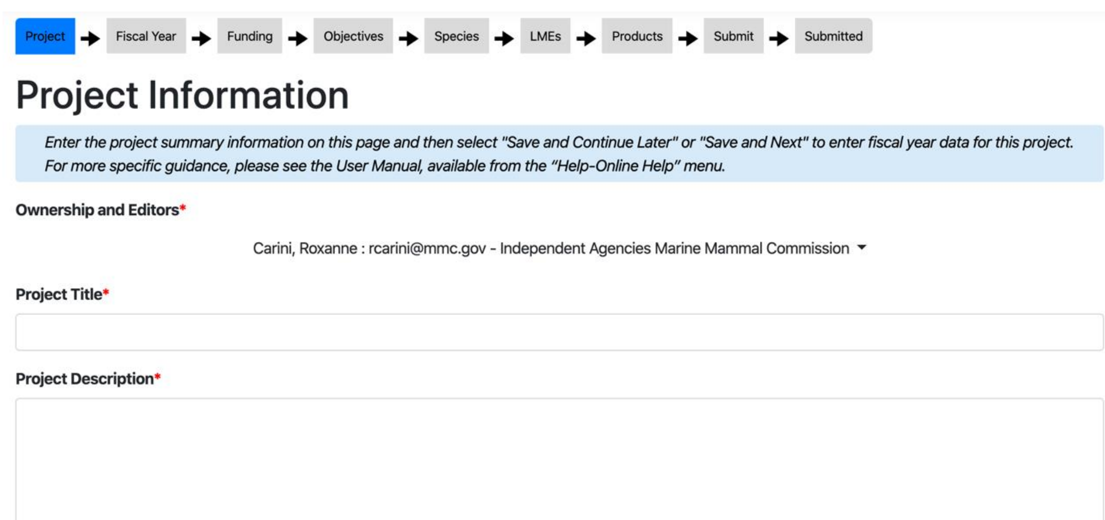
4. The exported table will open in a new Excel window and you may work with the data in that format.

ADD A NEW PROJECT

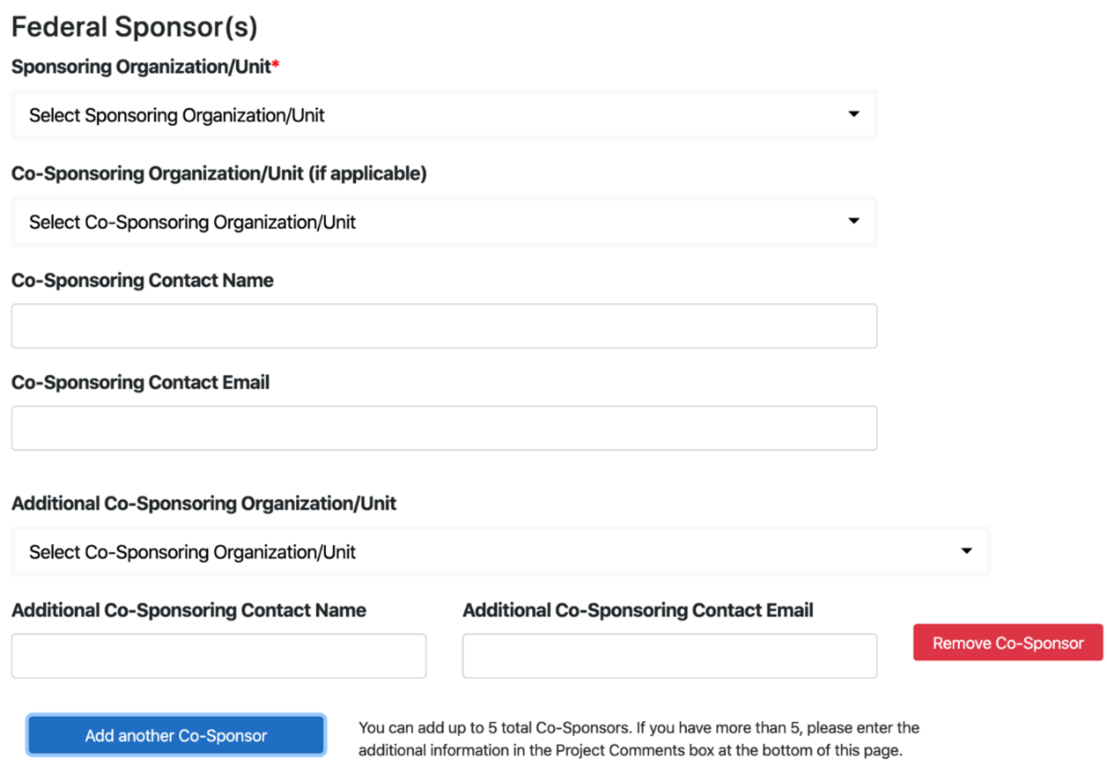
Click **Add New Project** from the **Projects** dropdown menu or click the **Add New Project** button at the top of the Projects table.

PROJECT INFORMATION PAGE

1. On the next screen you will be asked to enter the **Project Information**. First, enter the Project Title and Project Description.



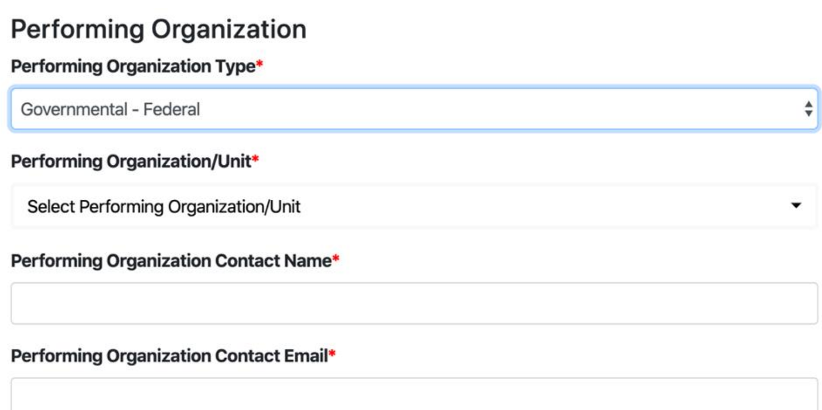
2. Next, select the Federal Sponsor Organization/Unit. If applicable, select the Co-sponsor Organization/Unit and enter their contact information (name and email). An auto-email will be sent to the Co-sponsors to inform them of their co-sponsor status for your project.



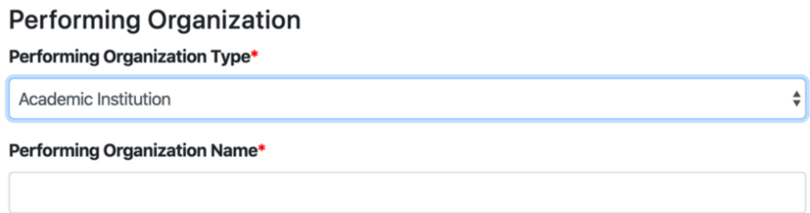
NOTE: If there are multiple Co-Sponsoring Organization/Units, click the **Add another Co-Sponsor** button. To remove a Co-Sponsor, click the **Remove Co-Sponsor** button.

3. Next, select the Performing Organization Type.

   a. If the Performing Organization is a Federal Agency, select **Government-Federal** from the drop-down menu. Then, select the Federal Organization/Unit from the searchable drop-down menu and enter their contact information (name and email). An auto-email will be sent to the Federal Performing Organization to inform them of their status for your project.

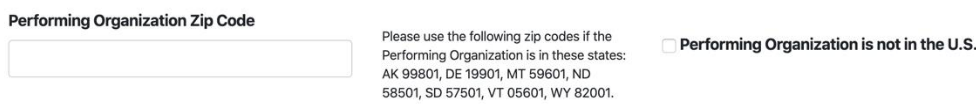


b. If the Performing Organization is any other non-federal type, enter their name.

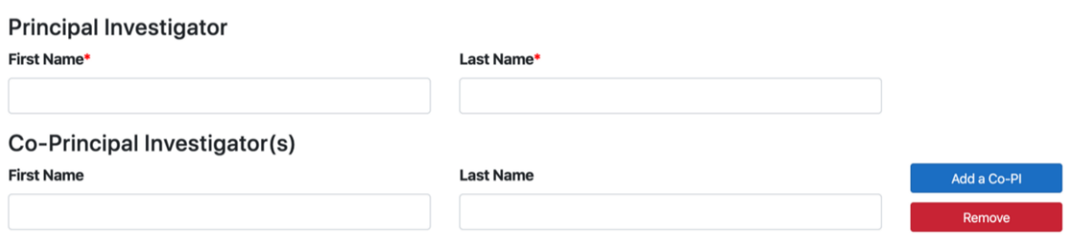


4. Report the 5-digit U.S. zip code of the Performing Organization or check the **Performing Organization is not in the U.S.** box.

    a. If the Performing Organization is located in one of the seven states that have only one House Representative, listed to the right of the zip code box, please enter the default zip code provided.
    b. If you have more than one zip code to report, please enter additional zip codes in the Project Comments text box at the bottom of the page.



5. Next, enter the Principal Investigator first and last name. If applicable, enter the Co-Principal Investigator first and last name.



NOTE: If there are multiple Co-Principal Investigators, click the **Add a Co-PI** button. To remove a Co-PI, click the **Remove** button.

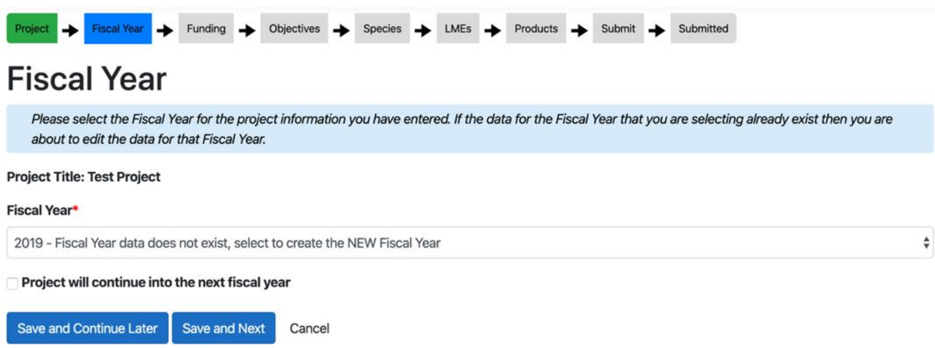
6. Add any other comments that you would like to include in Project Comments text box.

7. When you finish entering the Project Information:

    a. Click **Save and Continue Later** to save the Project Information and return to the Projects page. You will see your project in the Projects table but will be listed as **Unsubmitted**.
    b. Click the **Save and Next** to save the Project Information and proceed to the next section, Fiscal Year.
    c. Click **Cancel** to exit out to the Projects table without saving your project. Your project will not appear in the Projects table.

FISCAL YEAR PAGE

8. From the **Fiscal Year** page select a Fiscal Year from the dropdown menu. If you anticipate that this **Project will continue** (and be funded) **into the next fiscal year**, please check the box. Click **Save and Next** to continue to the next section, Funding.

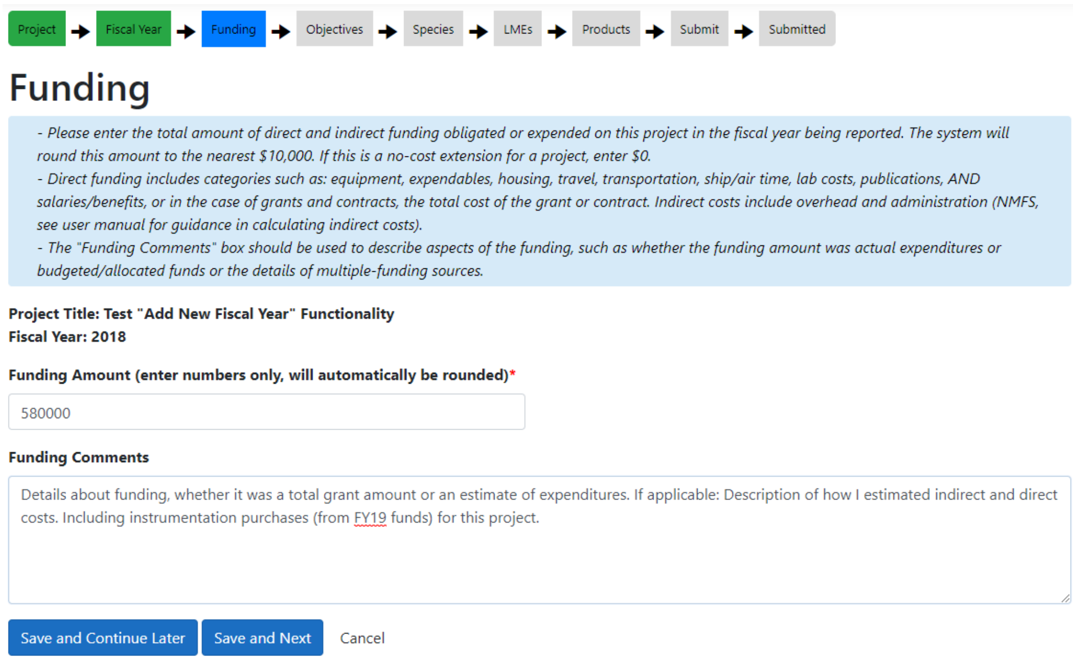


FUNDING PAGE

9. From the **Funding** page, enter the total funding amount that your agency contributed in the reported fiscal year for this project. This includes direct and indirect expenditures (see Appendix A for guidance). Please include any comments that may assist in the interpretation of the amount entered (e.g., the method used to estimate the portion of total project expenditures associated with administration of the project).

    a. All amounts will be rounded to the nearest $10,000 by the input field, so there is no need to estimate your funding amount to any more accuracy than the nearest $10,000. Projects between $1 and $5000 will be rounded to $5000, so they are still accounted for. Projects between $5001 and $10,000 will be rounded to $10,000, and so on with the rounding scheme.

b. There is no need to report no-cost extensions. However, you are welcome to include a no-cost extension as $0 for the Funding Amount. Please note the no-cost extension in the Comments box.
c. Click **Save and Next** to continue to the next section, Objectives.



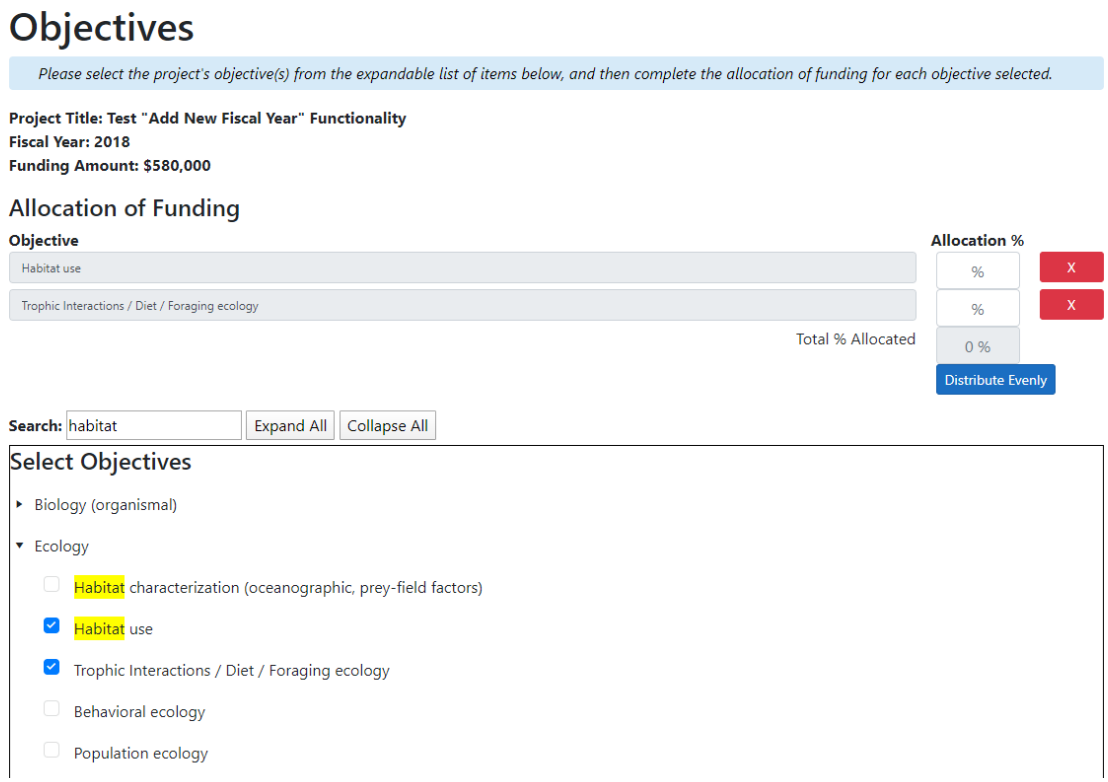
OBJECTIVES PAGE

10. From the **Objectives** page, you will select the project's primary research objectives from a predetermined list of objectives and allocate the project's funding amount across those objectives. To do so, follow the instructions listed below:

a. You can browse through the list of objectives by clicking the arrow next to the relevant sections. You can also search for objectives by typing into the **Search** bar. As you type in your search criteria, possible matches will be highlighted in the expanded list.

NOTE: When selecting your research objective(s) you may choose to Expand or Collapse all menus in the Objectives menu. To do so, click the button which corresponds to your request.

b. Click the check box next to the objective(s) you wish to select. These objectives will appear in the list at the top of the page.



c. After selecting your objective(s), you must allocate some percentage of the total funding to each research objective. You may either type in the percentages or select the **Distribute Evenly** button to distribute the allocation evenly across all objectives.

<u>NOTE</u>: If manually entering the allocation percentages they must add up to 100 and they cannot be 0. If 0, click the **Red X** button next to the objective to remove it.

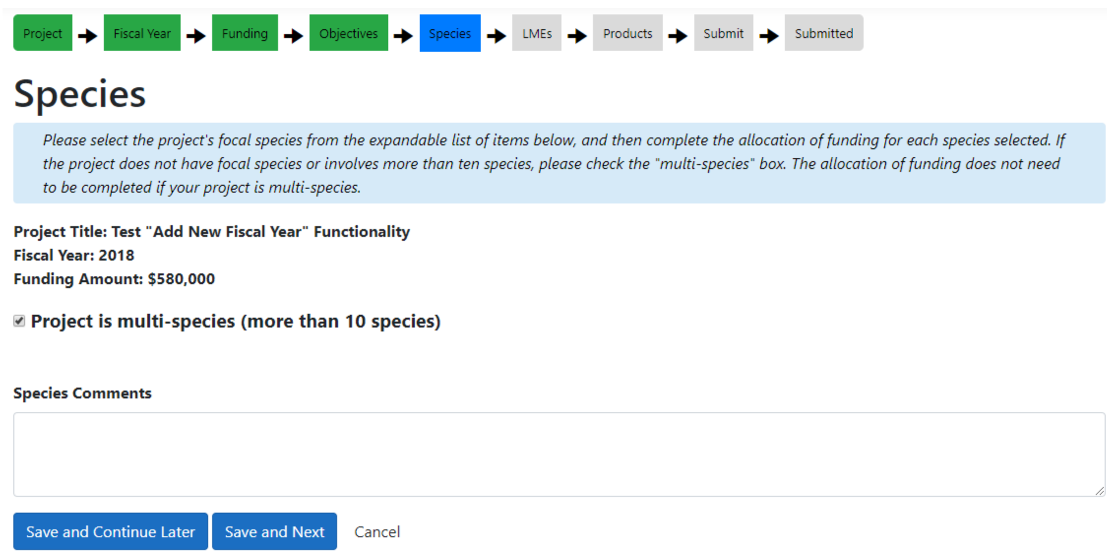
d. Click **Save and Next** to continue to the next section, Species.

<u>NOTE</u>: Clarifications or notes associated with the objectives selected can be provided in the Comments box at the bottom of the page.

SPECIES PAGE

11. From the **Species** page, select the focal species for your project from a predetermined list of species, and allocate the project's funding amount across those species. As with the objectives section above, follow the instructions listed below to record your species information:

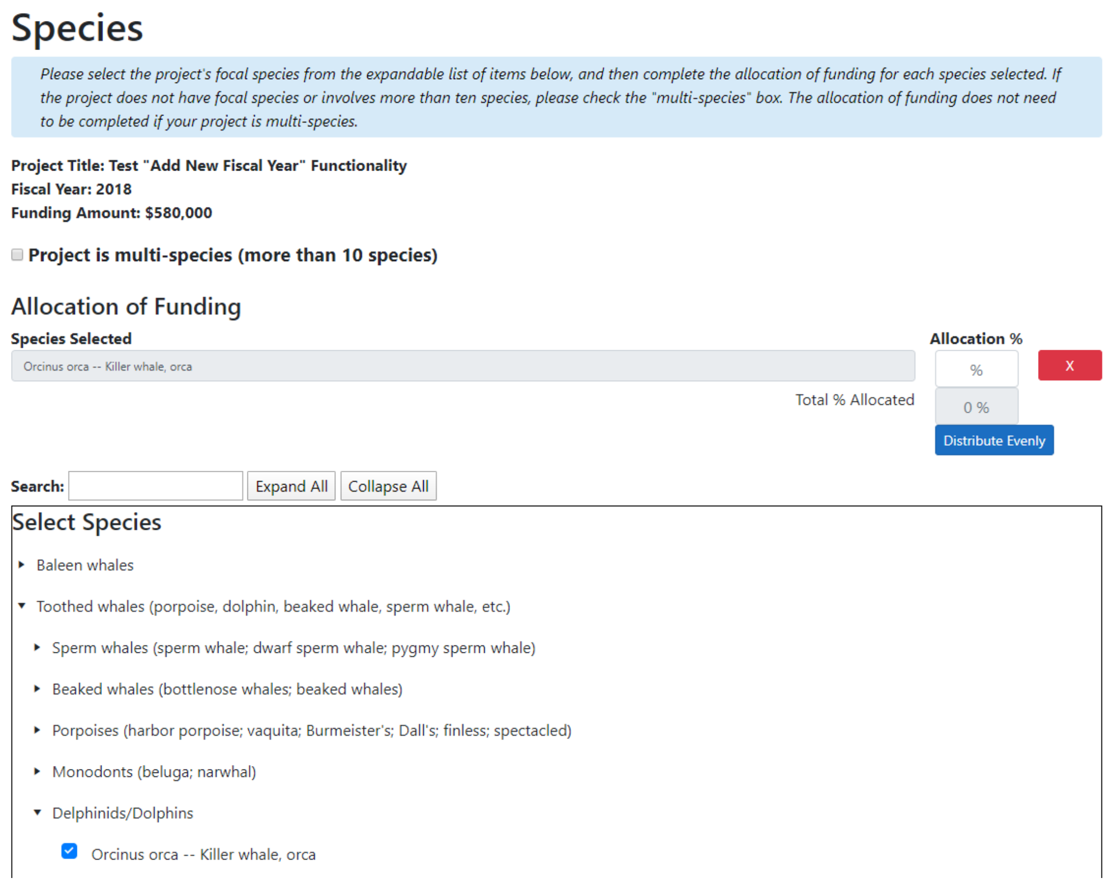
    a. If your project was a large survey project that either had no focal species or focused on more than ten species, check the **Project is multispecies** box. You will not be asked to specify which species or to allocate funds.



    b. You can browse through the list of species by clicking the arrow next to the relevant sections. You can also search for species by scientific or common name by typing into the **Search** bar. As you type in your search criteria, possible matches will be highlighted in the expanded list.

<u>NOTE</u>: When selecting your research species you may choose to Expand or Collapse all menus in the Species menu. To do so, click the button which corresponds to your request.

    c. Click the check box next to the species you wish to select. These species will appear in the list at the top of the page.



d. After selecting your species, you must allocate some percentage of the total funding to each research species. You may either type in the percentages or select the **Distribute Evenly** button to distribute the allocation evenly across all species.

<u>NOTE</u>: If manually entering the allocation percentages they must add up to 100 and they cannot be 0. If 0, click the **Red X** button next to the species to remove it.

e. Click **Save and Next** to continue to the next section, Locations.

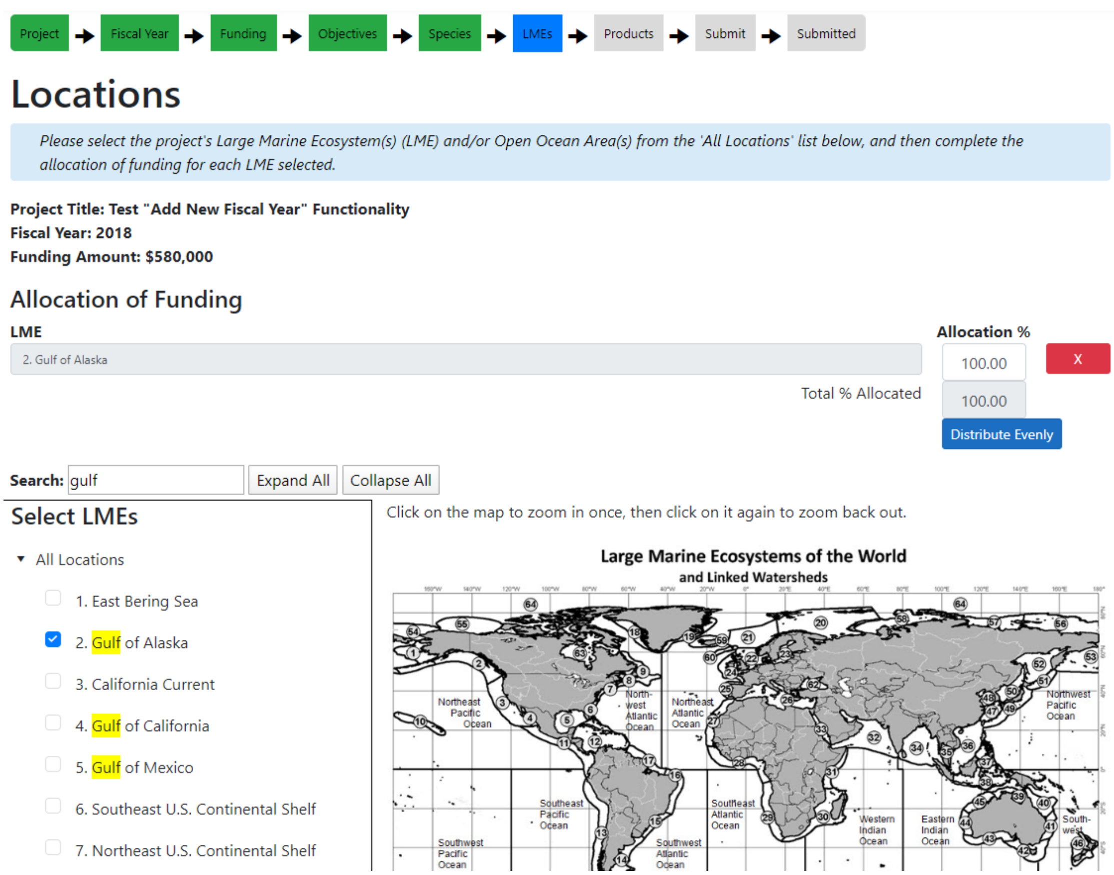
<u>NOTE</u>: Clarifications or notes associated with the species selected can be provided in the Comments box at the bottom of the page.

LOCATIONS PAGE

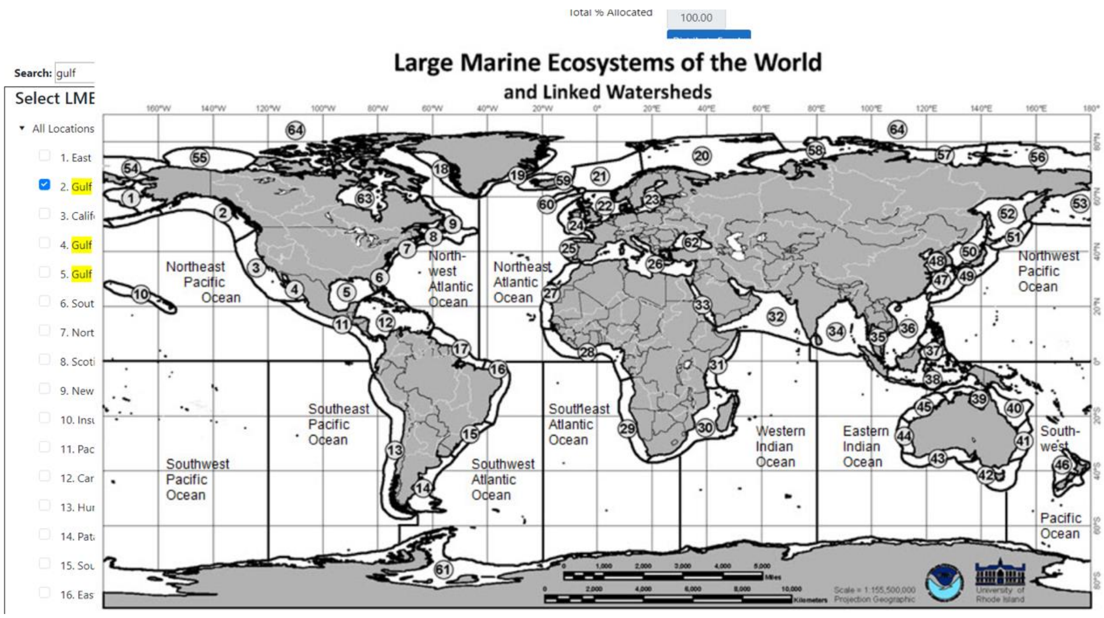
12. From the **Locations** page, you will select the Large Marine Ecosystems or open ocean areas from the **LME** dropdown menu in which *field activities* took place, samples were collected, or analyses/models were focused, and allocate the project's funding amount across those locations.

    a. You can browse through the list of locations by clicking the arrow next to "All Locations". You can also search for location by name or number by typing into the **Search** bar. As you type in your search criteria, possible matches will be highlighted in the expanded list.

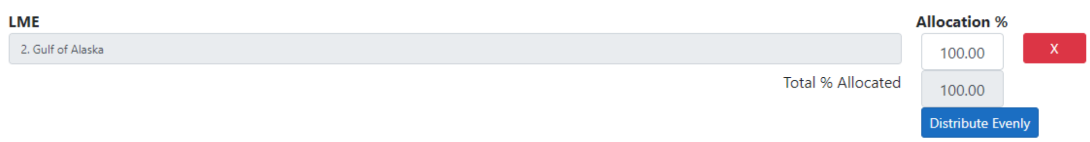
<u>NOTE</u>: When selecting your location(s) you may choose to Expand or Collapse all menus in the LMEs menu. To do so, click the button which corresponds to your request.



<u>NOTE</u>: Use the map to help identify your project's location(s). Click once to enlarge the map, and a second time to reduce the map.



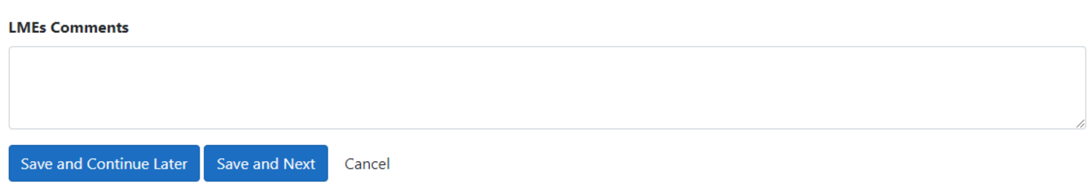
b. Click the check box next to the location(s) you wish to select. These locations will appear in the list at the top of the page.
c. If the project was not associated with a particular LME or set of LMEs (e.g., for generalized office-, lab-, or museum collection-based projects) select "N/A" from the LME list and note the circumstances in the LMEs Comment box at the bottom of the page.
d. After selecting your location(s), you must allocate some percentage of the total funding to each location. You may either type in the percentages or select the **Distribute Evenly** button to distribute the allocation evenly across all locations.



NOTE: If manually entering the allocation percentages they must add up to 100 and they cannot be 0. If 0, click the **Red X** button next to the species to remove it.

e. Click **Save and Next** to continue to the next section, Products.

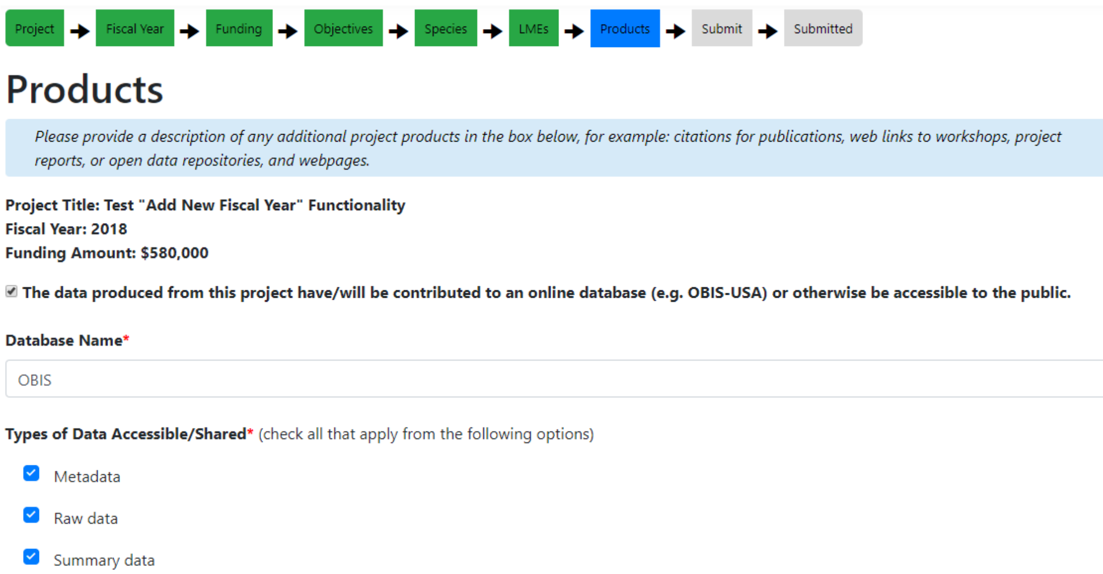
NOTE: Clarifications or notes associated with the locations selected can be provided in the Comments box at the bottom of the page.



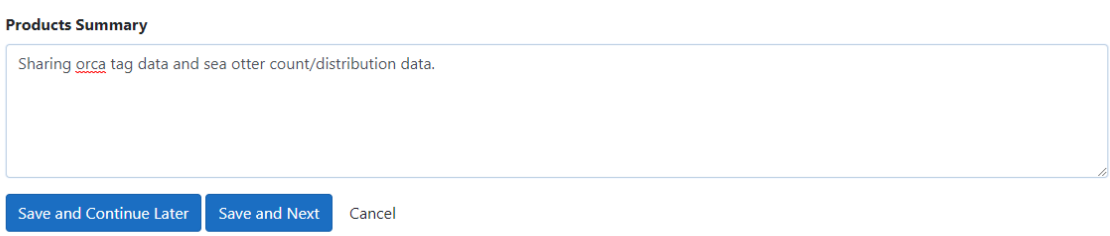
PRODUCTS PAGE

13. From the **Products** page, identify if any of the data produced from your project will be contributed to any online databases, or otherwise be accessible to the public, and provide a summary of those products.

    a. If yes, please check the box and enter the **Database Name** and **Data Types**.



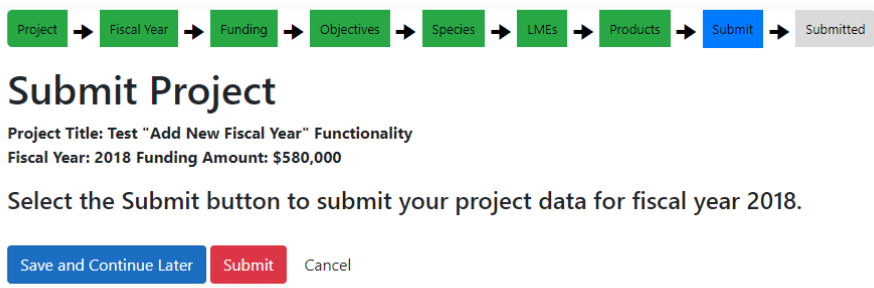
    b. Provide a summary of the products, and click **Save and Next** to continue to the **Submit** page.



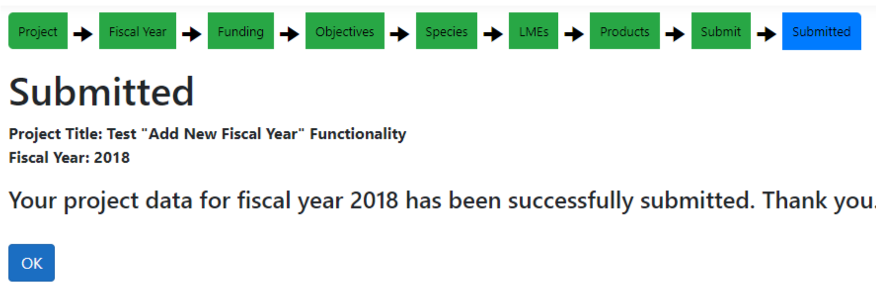
SUBMIT/SUBMITTED PAGES

14. From the **Submit** page, you have the following options:

    a. If you would like to submit your project, click **Submit**. You will only be able to Submit a survey if the required information in all sections has been completed.
    b. If you need to return to finish entering some information at a later time, click **Save and Continue Later**.

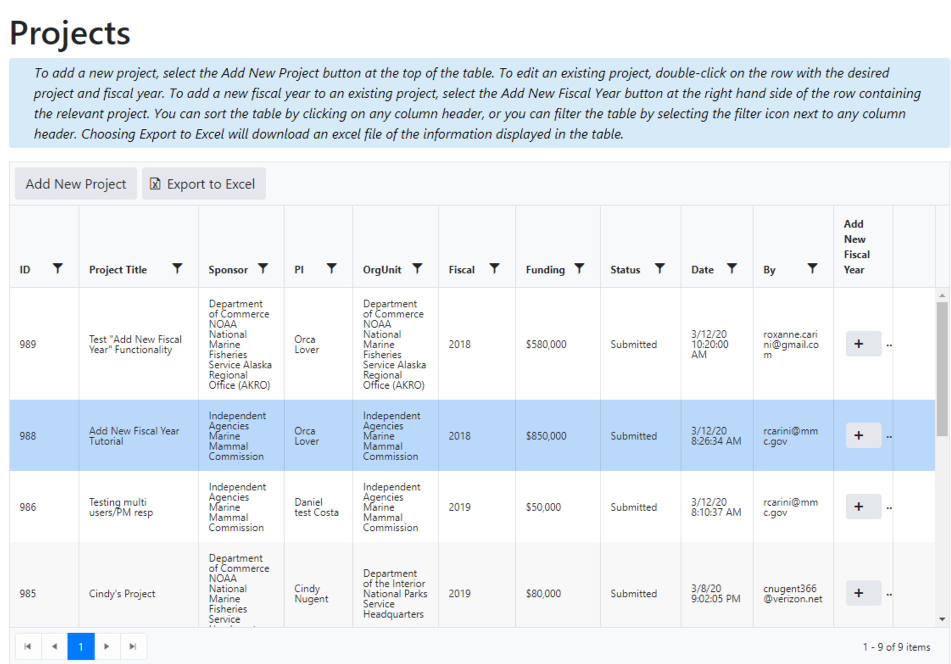


15. If you press **Submit**, you will be taken to the **Submitted** page. Click **OK** to return to the Projects page, where you will see your project as the first entry in the Project table.



EDITING AN EXISTING PROJECT

1. To edit an existing project that you have already partially or completely entered into the system, double-click anywhere within the row of the project of interest in the Projects table. You will be taken to the **Project Information** page.



Projects

To add a new project, select the Add New Project button at the top of the table. To edit an existing project, double-click on the row with the desired project and fiscal year. To add a new fiscal year to an existing project, select the Add New Fiscal Year button at the right hand side of the row containing the relevant project. You can sort the table by clicking on any column header, or you can filter the table by selecting the filter icon next to any column header. Choosing Export to Excel will download an excel file of the information displayed in the table.

Add New Project | Export to Excel

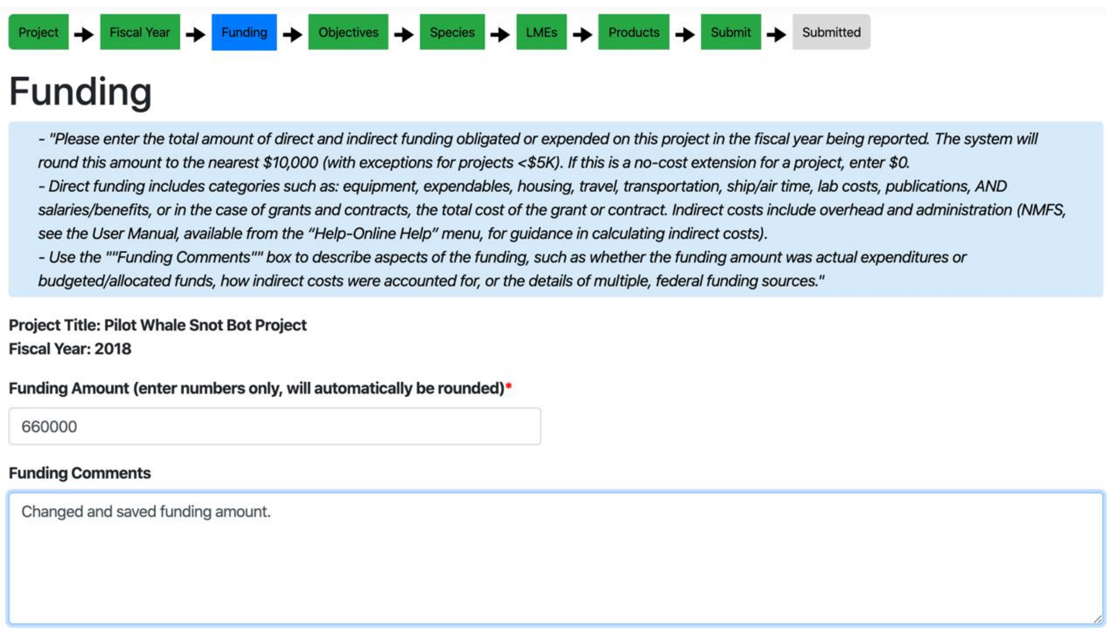
ID	Project Title	Sponsor	PI	OrgUnit	Fiscal	Funding	Status	Date	By	Add New Fiscal Year
989	Test "Add New Fiscal Year" Functionality	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	Orca Lover	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2018	$580,000	Submitted	3/12/20 10:20:00 AM	roxanne.carini@gmail.com	+
988	Add New Fiscal Year Tutorial	Independent Agencies Marine Mammal Commission	Orca Lover	Independent Agencies Marine Mammal Commission	2018	$850,000	Submitted	3/12/20 8:26:34 AM	rcarini@mmc.gov	+
986	Testing multi users/PM resp	Independent Agencies Marine Mammal Commission	Daniel test Costa	Independent Agencies Marine Mammal Commission	2019	$50,000	Submitted	3/12/20 8:10:37 AM	rcarini@mmc.gov	+
985	Cindy's Project	Department of Commerce NOAA National Marine Fisheries Service	Cindy Nugent	Department of the Interior National Parks Service Headquarters	2019	$80,000	Submitted	3/8/20 9:02:05 PM	cnugent366@verizon.net	+

1 - 9 of 9 items

2. The button colored **blue** indicates your current position. You can skip to any page colored **green** along the Progress bar to make changes or continue entering data.

3. Edit the project as outlined in the **Add a New Project** section above.

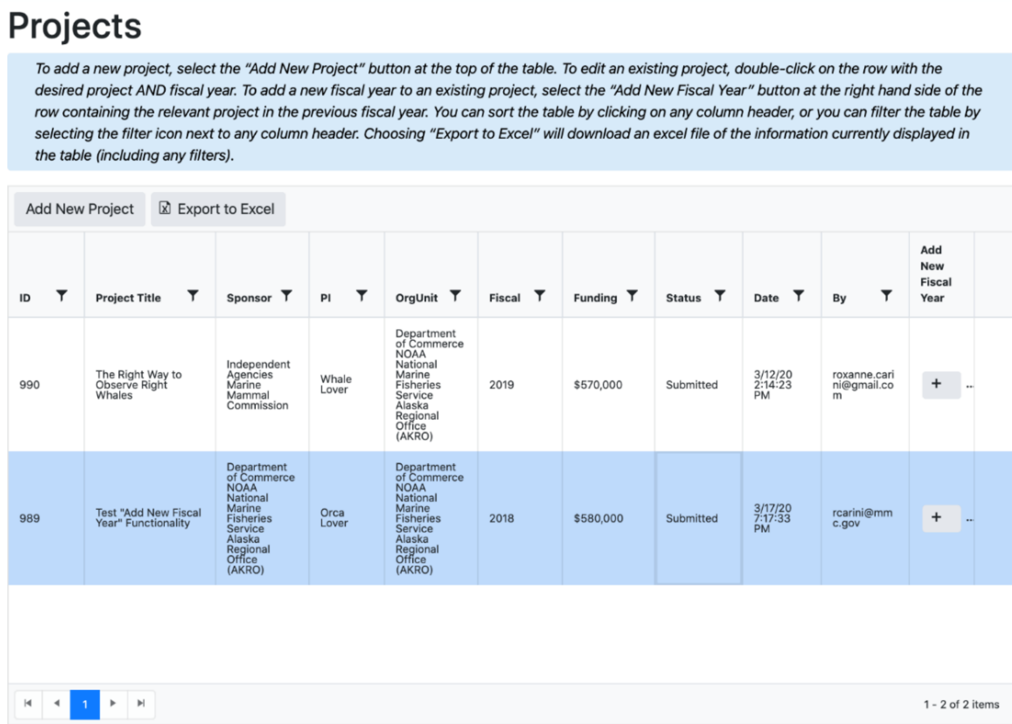
4. If you change or add anything to an already submitted project and save that change, the project will become *unsubmitted* and the **Submitted** box at the end of the Progress bar will become **grey**. You must proceed to the **Submit** page and resubmit the project.



5. When you return to the **Projects** page after resubmitting an edited project, you will see the updated date/time of submission in the row for that project.

ADD A NEW FISCAL YEAR TO AN EXISTING PROJECT

1. To add a new fiscal year to an existing project, find the project and the latest fiscal year for that project in the Projects table and click on the **plus sign** at the end of the row located in the column titled **Add New Fiscal Year**.



Projects

To add a new project, select the "Add New Project" button at the top of the table. To edit an existing project, double-click on the row with the desired project AND fiscal year. To add a new fiscal year to an existing project, select the "Add New Fiscal Year" button at the right hand side of the row containing the relevant project in the previous fiscal year. You can sort the table by clicking on any column header, or you can filter the table by selecting the filter icon next to any column header. Choosing "Export to Excel" will download an excel file of the information currently displayed in the table (including any filters).

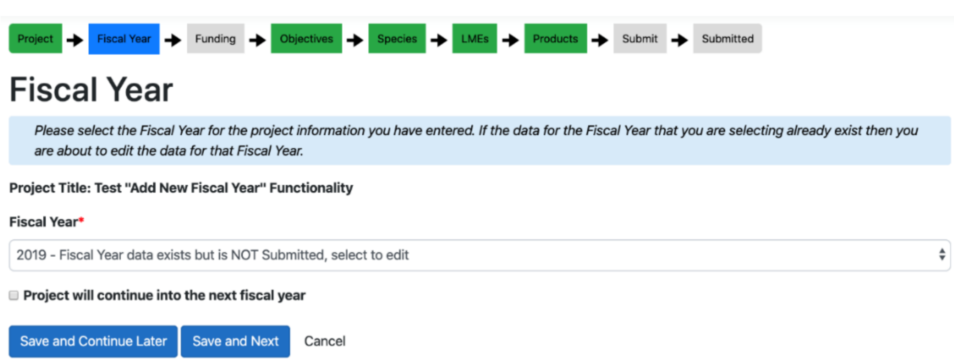
Add New Project | Export to Excel

ID	Project Title	Sponsor	PI	OrgUnit	Fiscal	Funding	Status	Date	By	Add New Fiscal Year
990	The Right Way to Observe Right Whales	Independent Agencies Marine Mammal Commission	Whale Lover	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2019	$570,000	Submitted	3/12/20 2:14:23 PM	roxanne.carini@gmail.com	+
989	Test "Add New Fiscal Year" Functionality	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	Orca Lover	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2018	$580,000	Submitted	3/17/20 7:17:33 PM	rcarini@mmc.gov	+

1 - 2 of 2 items

2. The Project Information page will be auto-populated with the same information as the project whose row you clicked to add the new fiscal year.

3. Select the appropriate fiscal year from the drop-down menu. You will see that the Objectives, Species, LMEs, and Products pages will be auto-populated with the same information as the project's previous fiscal year. Click **Save and Next**.



Project → Fiscal Year → Funding → Objectives → Species → LMEs → Products → Submit → Submitted

Fiscal Year

Please select the Fiscal Year for the project information you have entered. If the data for the Fiscal Year that you are selecting already exist then you are about to edit the data for that Fiscal Year.

Project Title: Test "Add New Fiscal Year" Functionality

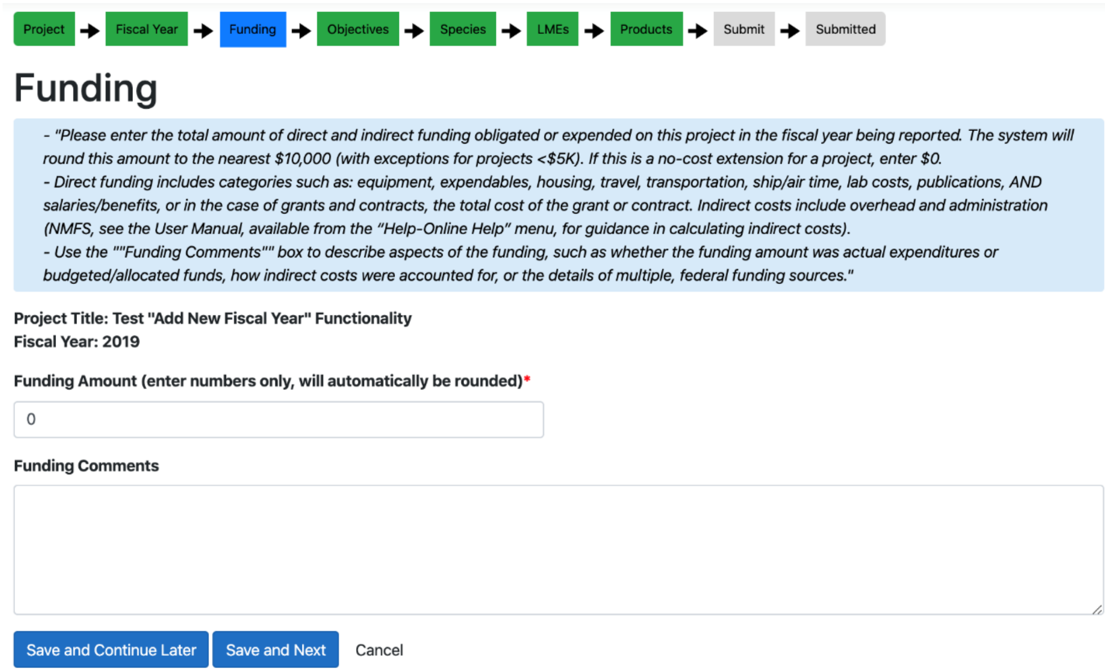
Fiscal Year*

2019 - Fiscal Year data exists but is NOT Submitted, select to edit

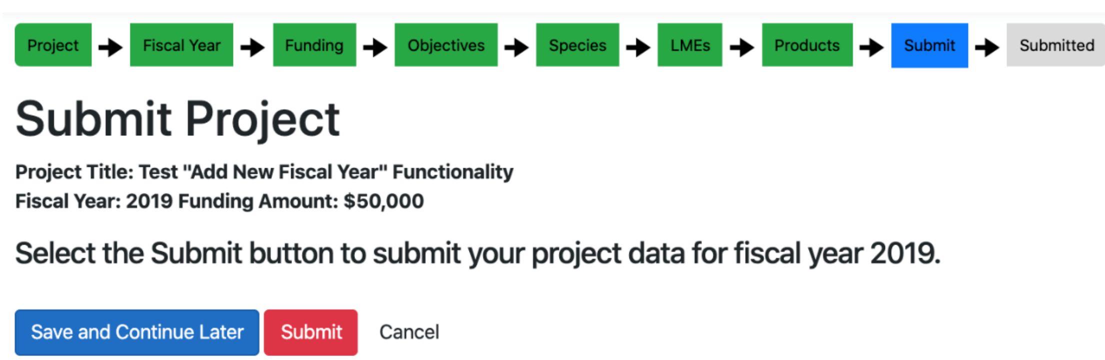
☐ **Project will continue into the next fiscal year**

Save and Continue Later | Save and Next | Cancel

4. Re-enter the total **Funding Amount**. Click **Save and Next**.



5. If nothing changed about the project information provided on the other pages, you can click the **Submit** button in the Progress bar, and then the **red Submit** button. Otherwise, use the green buttons on the Progress bar to navigate to the pages that require edits for the new fiscal year of the project. Make you changes on each page and click **Save and Next** at the bottom of each page. Then, **Submit** you project.



6. Check the Projects table to ensure your new fiscal year entry has been recorded.

Projects

To add a new project, select the "Add New Project" button at the top of the table. To edit an existing project, double-click on the row with the desired project AND fiscal year. To add a new fiscal year to an existing project, select the "Add New Fiscal Year" button at the right hand side of the row containing the relevant project in the previous fiscal year. You can sort the table by clicking on any column header, or you can filter the table by selecting the filter icon next to any column header. Choosing "Export to Excel" will download an excel file of the information currently displayed in the table (including any filters).

Add New Project | Export to Excel

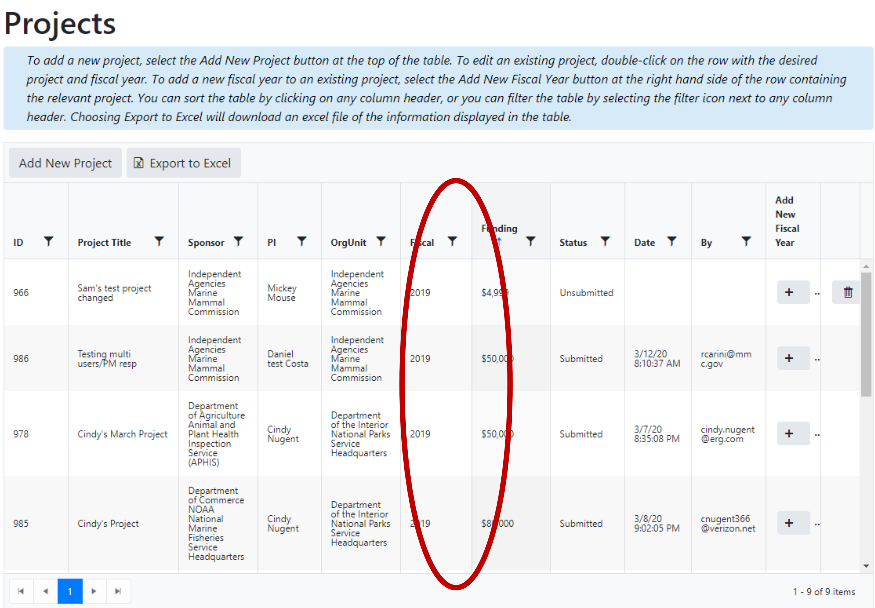
ID	Project Title	Sponsor	PI	OrgUnit	Fiscal	Funding	Status	Date	By	Add New Fiscal Year
990	The Right Way to Observe Right Whales	Independent Agencies Marine Mammal Commission	Whale Lover	NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2019	$570,000	Submitted	3/12/20 2:14:23 PM	roxanne.carini@gmail.com	+
989	Test "Add New Fiscal Year" Functionality	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	Orca Lover	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2019	$50,000	Submitted	3/17/20 7:19:53 PM	roxanne.carini@gmail.com	+
989	Test "Add New Fiscal Year" Functionality	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	Orca Lover	Department of Commerce NOAA National Marine Fisheries Service Alaska Regional Office (AKRO)	2018	$580,000	Submitted	3/17/20 7:17:33 PM	rcarini@mmc.gov	+

1 - 3 of 3 items

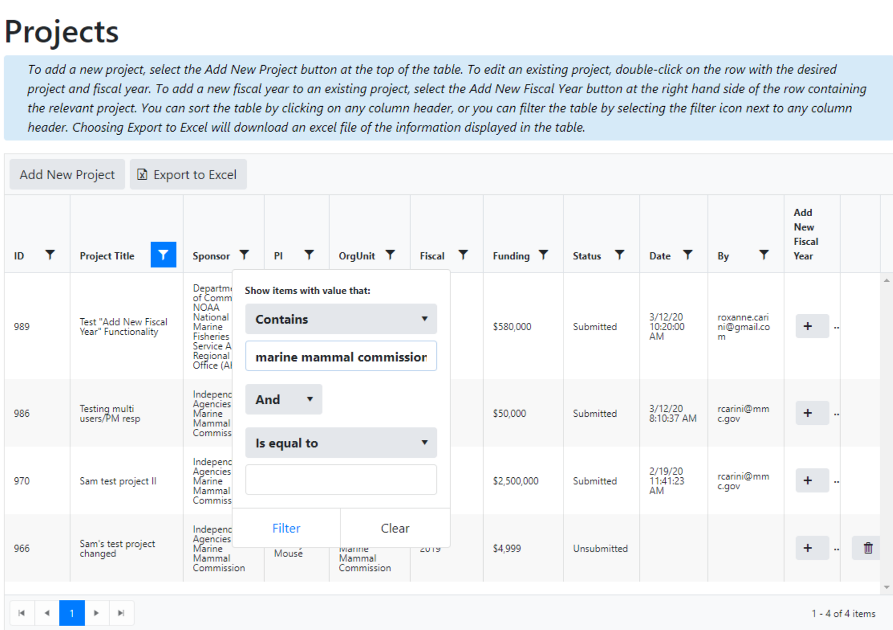
SORT AND FILTER THE PROJECTS TABLE

If you are associated with many projects you may want to search for a project based on Project Title, Sponsor, PI, etc. To do so, follow the instructions outlined below:

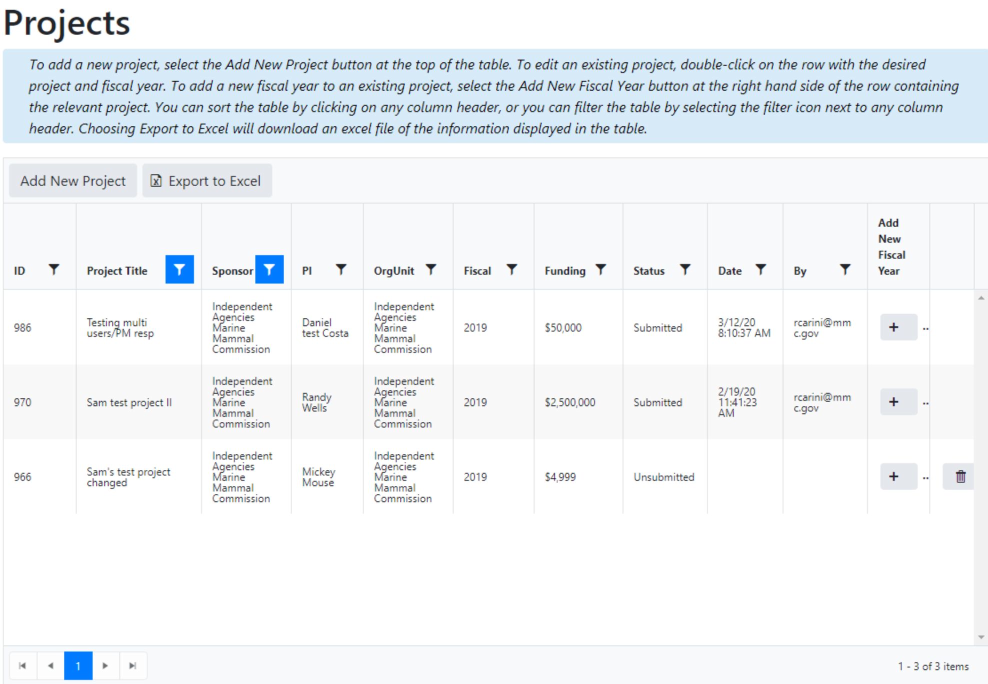
1. To sort ascending by a column, click on the column title. Click again to sort descending.



2. To filter by criteria on a given column, click the **funnel icon** in the column header. Choose from logic options, such as *is equal to*, *starts with*, *contains*, etc., and enter your search term. Then click **Filter**.



3. You can add another filter to the same column using the **and/or** and second field option. You can also add simultaneous filters on different columns.



4. To remove a filter, click on the highlighted **funnel icon** and select **Clear**.

5. Choosing **Export to Excel** when you've filtered the data will only export the results of the filter (what is currently displayed in the table).

BATCH UPLOAD FUNCTIONALITY

The **Batch Upload** functionality is accessed from the **Projects** menu.

You should only use batch upload to enter "new start" projects in this fiscal year. If you need to add a fiscal year to a project already in the system, please use the **Add new fiscal year** button in the Projects table. To upload a batch of new start projects:

1. Download the Excel template provided at the bottom of the page (we recommend you download this every year to ensure you have the most recent version as some database fields may change between data calls).

2. Follow the guidance on the Help tab in the spreadsheet and help video on this site for how to complete the spreadsheet. (<u>NOTE:</u> It does not matter what font you use).

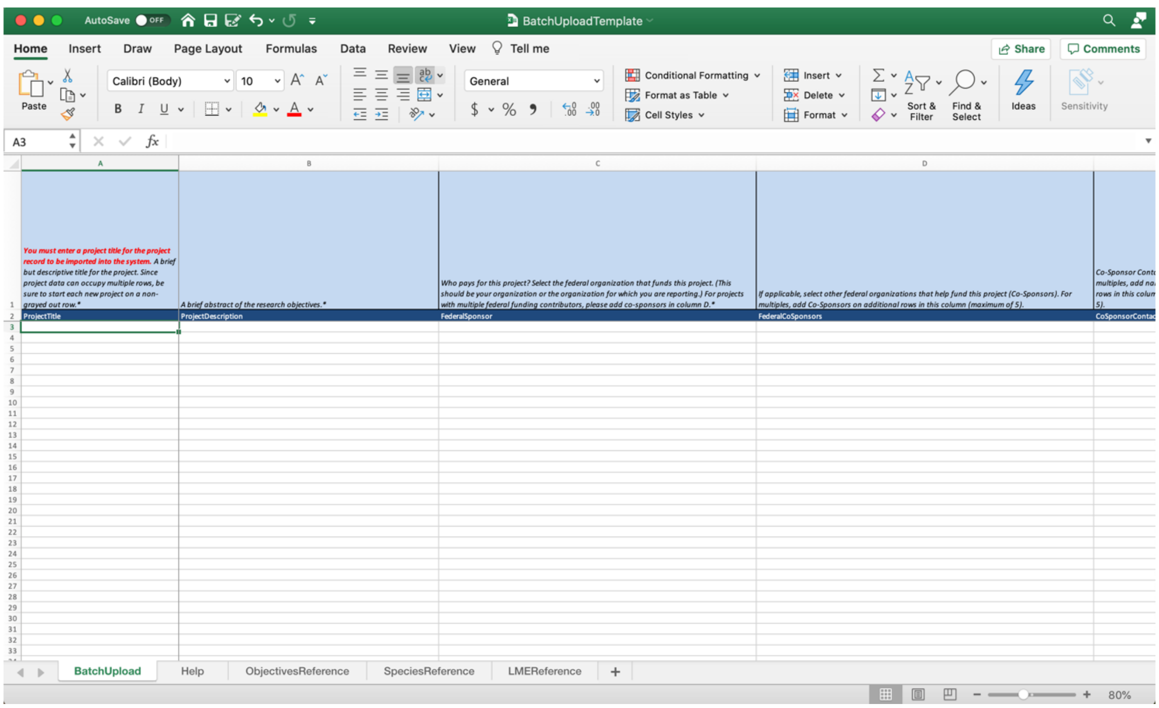
3. When ready to upload/import your data, use the "Choose File" button to select your completed Excel file.

4. Select "Upload" to import the data.

5. All valid projects will be added to the system as **Unsubmitted** projects and you will be taken to the Projects Table.

6. Check to make sure each project has been imported and is visible in the Projects table.

7. Finally, please select each project, click through all screens to review/verify the data have been imported correctly and **Submit** the project once everything has been verified or any errors corrected.



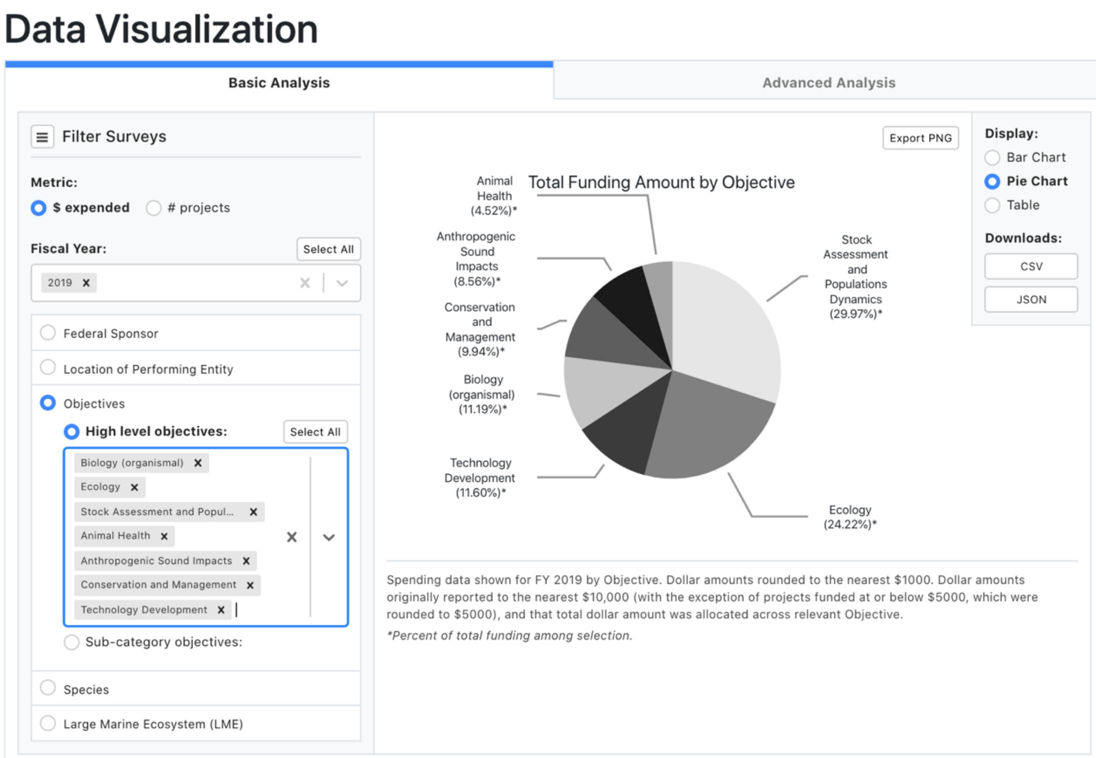
DATA VISUALIZATION TOOLS

The **Data Visualization** link from the Navigation bar provides users with an interactive tool to visualize and export their data.

Under the **Basic Analysis** tab, you can plot your data in a variety of ways. Use the radio buttons and searchable drop-down menus along the left-hand side to select to view your data by dollars expended or number of projects for one or more fiscal years. Then select the variable across which you would like to compare the data. You can analyze the data by federal sponsor (department, agency, office, or program), by location of performing entity, by objective, by species, or by large marine ecosystem.

As you make or change your selection the system will automatically create and update a plot. Along the right-hand side of the plot area, you can select to display a bar graph, pie chart, or table of the data. There are also buttons to export the png image of the current plot or to download the data displayed as a csv or json file.

NOTE: The **Advanced Analysis** data visualization tools are in development for FY 2020 and FY 2021 data calls.



Example plot showing FY 2019 spending by Objective for a subset of the high level objectives.

Appendix A: Essential Survey Guidance

Definition of Research: "projects funded as part of a recognized research/grants program[1], projects supported in response to hypothesis driven scientific research and monitoring[2], and projects or activities conducted in whole or part to meet the requirements to prepare and update stock assessment reports under section 117 of the MMPA, including the collection and evaluation of abundance data, stock delineation and status information, and estimates of human-caused mortality and serious injury of marine mammals"
[1] Including funding for workshops, meetings, and conferences
[2] Excludes monitoring for mitigation only

- A project does not need to fulfill all three parts of this definition to qualify for reporting, but the respondent must identify at least one part that applies to their project.
- *Prescott Grants*: Included under the first part of the definition of research.
  - *Example*: Beach surveys for carcasses done as part of enforcement cases do not fit the definition of research. However, if the surveys also provide information for the estimation of human caused mortality and serious injury, they should be reported to the Survey as fitting the third part of the definition of research.
- *ESA Section 6 Grants*: Only report parts focused on research.
- *MMPA Section 117*: Include surveys used to inform stock assessments, etc.
- *National Conservation Programs*: Include grants for research activities, but do not include overhead.
  - *Example*: For a Crystal River Reserve manatees project, include research funding, but not outreach funding. Do not report funding for getting folks out in the field who observe and report to FWS, but who aren't funded through a dedicated program or project.
- *Risk Assessment*: If the risk assessment is primarily a management project (compiling existing documents/resources), do not include it in the Survey. If the risk assessment involves data collection and/or data analysis, the project should be included in the Survey.
  - *Example*: Projects evaluating risks/threats to monk seals including analysis, model-building, and even development of mitigation measures and evaluation of their effectiveness would fall under "research" and be included in a survey response. Mitigation projects/costs such as purchasing and distributing barbless hooks to fishermen (and producing outreach materials about barbless hooks/impacts to monk seals) would not be considered research and not included in a survey response.

Definition of a Project: For the purposes of the Survey, a typical project is a discrete activity or integrated or 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, and iii) the design of a new satellite tag. A project will have at least some of the following characteristics: i) it is called a project, ii) it has designated goals, objectives, products, milestones and/or outcomes, iii) it has its own budget, iv) it has a project code, v) it has a project plan, vi) it has one or more PIs vii) there is a team associated with it, etc.

- Who conducts a project?
  - A project may be conducted by your agency (referred to as the sponsoring agency); or
  - A project may be conducted by another agency or organization (referred to as the performing entity) that your agency funds through an award, grant, contract or transfer of funds.
- What is the time-frame?
  - A project is often a time-limited activity or integrated 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, or design of a satellite tag.
  - 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, a subsistence harvest assessment program, a public outreach program). These types of projects are often called or thought of as programs, but for our purposes we are referring to them as projects and are contrasting them with other types of programs (see below).
- What should not be reported as a project?
  - 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 that would be entered separately. 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 would be entered into the Survey separately.
  - Individual tasks or unrelated collections of tasks should not be reported as projects.

Reporting Responsibility: Every project should be reported by its sponsoring agency. For a project that is internal to your agency, or if your agency made a grant to or contract with a non-federal partner, then your agency would provide the only report of the project to the survey. If your agency co-sponsored a project with other agencies, whether the performing entity was a federal agency or a non-federal entity, each sponsoring agency should report the project, listing their own agency as the federal sponsor and all other contributing agencies as co-sponsors. Each agency should report only the funds they contributed to the project, not the total funding for the overall project. Please work with the other agencies and try to match up the project descriptors (e.g., Title) in each of your submissions wherever possible. The Survey includes the ability to add up to five federal co-sponsors per project. Any agency listed as a co-sponsor will receive an automated email notifying them of their status and reminding them to submit their corresponding project. With this approach we hope to account for all project funds and avoid double-counting.

Guidance for Reporting Funding: The key datum to be reported in the Survey is the funding associated with each project in a given fiscal year. The amount reported should be the project funds budgeted, obligated or allocated for that year.

If the project is being conducted by your agency (i.e., you are the sponsoring agency and performing entity), then the amount reported should be the total of the actual or allocated direct expenditures for the project. **Indirect expenditures** should also be included where possible. *Indirect expenditures could be calculated as a flat rate percentage added on to each project in an administrative unit or pro-rated based on all projects within the unit.* Direct expenditures include the following: equipment, expendables, ship and air time, lab costs, transportation, travel and per diem, housing, publications, salaries and benefits of project personnel, and (sub)contract costs. When any of these expenditures are spread across more than one project, the amounts should be prorated. For example, if lab space was rented at a research location and shared equally between two projects, then 50% of the total would be included for each. For salaries, be as specific as possible. For example, if a PI spends 30% of their time on the given project, then only 30% of their salary and benefits should be included. If those numbers are too cumbersome to calculate or you lack confidence in their accuracy, please evaluate time spent on research and if >75% of time is spent on research, please include 100% of the salary. If <75% of time is spent on research, do not include salary for that project. Please use the Comments box on the Funding Page to track/describe how you accounted for salaries and indirect costs.

When marine mammals are not the sole or direct focus of a project (e.g., research, conservation, management or support activities that include other species, such as plankton, fish, sea turtles) then the amount included should be a portion of the total for the project. Funding reported when marine mammals are not the sole or direct focus should be prorated to reflect the amount dedicated specifically to marine mammals. As an example, if two weeks of a three week cruise (total expenditures = $300,000) were dedicated to marine mammal surveys, then the total amount entered in the Survey for this project would be $200,000. Most prorating situations will not be this simple. For example, it would not be as obvious how to prorate project costs for a fisheries monitoring program that spends most of its effort collecting information on catches, but occasionally on marine mammal bycatch. Because we cannot provide guidelines to cover all possibilities, we suggest that agencies apply a simple, intuitive algorithm that makes the best sense to them and that does not require undue expenditure of time. Agencies should seek advice from the Commission as needed. Please provide brief details on the proration method used in the Comments box on the Funding Page.

- Some funding clarifications:
    - Only report federal funding. Do not include private partnership funds.

- There is no need to report no-cost extensions. However, you are welcome to include no-cost extensions as $0, but please include a note in the Comment box indicating the no-cost extension.
- Do not include salary for time spent processing permit applications, even if the permit is for scientific research.
- There is no need to distinguish MMPA and ESA funds.
- Dollar amounts should be rounded to the nearest $10,000, so there is no need to estimate your funding amount to any more accuracy than the nearest $10,000. Projects between $1 and $5000 will be rounded to $5000 by the funding input field, so they are still accounted for. Projects between $5001 and $10,000 will be rounded to $10,000, and so on with the rounding scheme.
- Clear statements that all numbers provided are estimates will be made alongside presentation of any results from the Survey.

Will Project Continue into the Next Fiscal Year: The checkbox on the Fiscal Year page is for internal use only and refers to the project having an additional FY of funding. The Commission seeks to facilitate collaborations and partnerships as well as identify strengths or gaps in upcoming fiscal year(s). Data collected will not be part of the Commission's formal reporting process.

Zip Codes: The Commission understands that zip code reporting is imperfect. A comment box is provided so the respondent may include additional zip code(s) and a description if they feel a significant portion of the funding reaches other districts.

Species/Multi-Species: If the project activities/objectives are specifically focused on a single or a small number of species (up to ten) please select those species from the list below and allocate the funds for each, as in previous years. If the project activities/objectives apply to more than ten marine mammal species no species selection or allocation of funds will be made.

Products: Products associated with the project includes, but is not limited to, papers published, workshops held, database contributions, reports, links to webpages with reporting materials. If the product has not yet been created but is planned, please include the information and note delivery TBD in the Comments box. We are primarily interested in publicly available datasets.