

Bureau of Ocean Energy Management

BOEM - Acquisition Policy and Financial Assistance

2021

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A. Program Description

A1. Authority

Outer Continental Shelf Lands Act (OCSLA) Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A2. Background, Purpose and Program Requirements

Background: The Alaska CMI at the University of Alaska was established in 1993 to use highly qualified scientific expertise within Alaska to collect and disseminate environmental information needed for outer continental shelf (OCS) oil and gas, renewable energy, and marine minerals decisions; address local and regional OCS-related environmental and resource issues of mutual interest; and strengthen the BOEM-State partnership in addressing OCS oil and gas, renewable energy, and marine ecosystem information needs.

Purpose: BOEM seeks studies from the University of Alaska that will provide public benefit in several ways. The studies will stimulate the application of science to problem solving and protection of natural resources. They will promote educational opportunities in the ocean sciences. They will lead to protection of natural resources of value to subsistence lifestyles. The research will inform the public and resource managers at the local, state and federal levels who make decisions about issues relating to offshore oil, gas, renewable energy and other marine minerals.

Scope of Objectives: The most relevant studies will supply information to support analysis of the potential effects of offshore development, including oil spill risk analysis and mitigation of potential impacts to the human and biological environment. Results may be cited in Environmental Impact Statements and Environmental Assessments of 5-year leasing plans, offshore lease sales, exploration plans, and development and production plans in the Beaufort Sea and Cook Inlet regions. Examples of BOEM environmental analyses can be seen at <http://www.boem.gov/ak-eis-ea>.

Types of Studies that may be Funded

The general types of studies that may be funded include scientific studies for better understanding marine, coastal or human environments affected or potentially affected by offshore oil and gas or other mineral exploration and extraction on the outer continental shelf; modeling studies of environmental, social, economic, or cultural processes related to OCS oil and gas activities in order to improve scientific predictive capabilities; experimental scientific studies for better understanding of environmental processes, or the causes and effects of OCS activities; projects which design or establish mechanisms or protocols for sharing data or information regarding marine or coastal resources, or human activities to support prudent management of oil, gas and marine mineral resources; and synthesis studies of scientific environmental or socioeconomic information relevant to the OCS oil and gas program.

Geographic Areas of Interest

The most relevant geographic areas are potential OCS oil and gas lease areas off Alaska, including the Beaufort Sea and Cook Inlet. Projects in other areas of the Alaska Region may be considered if applicable to CMI priorities.

Selected Research Topics

Following the submission of letters of intent (LOI) from the University of Alaska, the BOEM, in discussion with representatives from the State of Alaska, have selected the LOI topics listed below for development of full proposals. This request is not a guarantee of funding. All proposals will be evaluated and ranked according to the evaluation criteria described below. Proposals that do not target these selected research areas will not be considered.

- Harnessing the power of environmental DNA as a real-time assessment tool of nearshore Arctic marine communities;
- Delineating species and stock boundaries between Arctic and Bering cisco species;
- Examining movement of Pacific halibut in the Northern Bering Sea, using satellite tags;
- Biological effects of Cook Inlet crude oil degradation products and suspect screening of oxidized polycyclic aromatic hydrocarbons.

Awards will be cooperative agreements. These involve substantial involvement by BOEM scientists in various aspects of study development and/or study conduct.

Awards for research projects will be managed and coordinated by the CMI Management office, University of Alaska Fairbanks.

Catalog of Federal Domestic Assistance (CFDA) Number

15.421

Authorization Legislation

OCSLA Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A3. Technical Assistance and Information for Prospective Applicants

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

\$ 500,000

B2. Expected Award Amount

Maximum Award Amount

\$ 250,000

Minimum Award Amount

\$ 20,000

Individual proposals are restricted to a maximum of \$150,000 funding per fiscal year and a total of \$250,000 per project.

B3. Anticipated Dates

Award Start Date

August 03, 2021

Work performance under these awards must start before October 1, 2021 and the proposed work must be completed no later than five years from the start date. Planning should include proposed work commencing on or after August 3, 2021. Additional information regarding multi-year proposals is presented in the “multi-year proposal” section below.

B4. Period of Performance

Length of Project Periods

36-month project period with three 12-month budget periods

Length of Project Period Explanation of Other

Project Period I Expectation Duration in Months

36

If the proposed work is such that more than one year is required to complete the research, then a multi-year proposal is appropriate and the applicant shall write the proposal accordingly. Proposals shall clearly define the work to be completed in the first, second, and each succeeding year, and the evaluation panel reserves the option to fund only the first year of a multi-year proposal. Funding for subsequent years of a multi-year cooperative agreement is contingent upon the availability of funds and satisfactory progress demonstrated by the recipient. Progress will be determined through technical review of quarterly and annual progress reports and other work identified by the BOEM Project Officer. Funds requested for the final year of performance shall

include a 15% retainage of the project's total anticipated budget request. Continuation notices shall be provided by the BOEM Project Officer at least 60 days prior to the end of each funding period.

B5. Numbers of Awards

Expected Number of Awards

5

One-to-one matching of BOEM funds is required, but on rare occasions exceptions may be considered. Proposed cost share for equipment, donations, in-kind services, etc. must comply with 2 CFR 200.306 and other applicable federal cost accounting regulations and policies. Match cannot include value associated with collection costs for existing samples or specimen collections. Written documentation for the assessed match for ship time shall provide a fair assessment of costs relevant to the project.

B6. Type of Award

Funding Instrument Type

CA - Cooperative Agreement

Awards will be cooperative agreements. These involve substantial involvement by BOEM scientists in various aspects of study development and/or study conduct.

B7. Other Federal Information

Type of Competition

Open to All Eligible Applicants

C. Eligibility Information

C1. Eligible Applicants

06 – Public and State controlled institutions of higher education

Additional Information on Eligibility

Single Source

C2. Cost Sharing or Matching

Cost Sharing/Matching Requirement

Yes

Percentage of Cost Sharing / Matching Requirement:

100

C3. Other

Excluded Parties:

BOEM conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Bureau cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

Research projects are required to have a University of Alaska faculty or staff member as the Principal Investigator. Cooperative research between University of Alaska scientists and various state agencies, other university researchers and stakeholder organizations is always encouraged. Contact the University of Alaska CMI for these discussions: CMI Director: Dr. Brenda Konar, (907) 474-5028, bhkonar@alaska.edu; CMI Program Manager: Ruth Post, (907) 474-6782, rmpost@alaska.edu.

D. Application and Submission Information

D1. Address to Request Application Package

All University of Alaska applications must be submitted through the www.Grants.gov portal at “Apply for Grants.” Applicants can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.421 or Announcement M21AS00347 in the Grants.gov search engine. See sections D3 and D7 for more information on the application process.

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

Complete the following required application forms:

- a. SF-424 Application for Federal Assistance
- b. SF-424a Budget Information – Non-Construction Programs
- c. SF-424b Assurances – Non-Construction Programs
- d. Project Narrative Form (including Proposal Cover Sheet described below)
- e. Budget Narrative Form
- f. University of Alaska Budget Form and Budget Justification
- g. Certification Regarding Lobbying (GG-Lobbying Form) (Complete the Optional SF-LLL Lobbying Form only if lobbying has occurred)

Project Summary

The proposal must be in 11-12 point Times New Roman, Arial, or similar font with 1" page margins. Non-conforming proposals will not be considered. Text, figures, etc. in support of items a-n below should be no longer than 15 pages.

Project Narrative

1. Proposal Cover Sheet

The cover sheet of the proposal shall contain the following information:

- a. Project Title:
- b. PI(s):
 - i. Name:
 - ii. Address:
 - iii. Phone:
 - iv. Fax:
 - v. E-mail:
- c. Name of University/Department:
- d. Contact Information for Technical and Administrative Negotiations
- e. Project Status: New/Continuation
- f. Project Duration: (years or months)
- g. Proposed Start Date:
- h. Proposed Draft Final Report Submission Date:
- i. Proposed Completion Date:
- j. Amount Requested From BOEM:
- k. Amount and Sources of Non-Federal Match:
 - l. Total Project Cost:
- m. Signature, Name, and Contact Information of University PI and Co-Investigator:
- n. Proposal Endorsement, including Signature, Name, Contact Information of Sponsoring University Department Dean or Institute Director:
- o. Signature, Name and Contact Information, Office of Sponsored Programs, University of Alaska:

2. Please include the following in the Proposal:

- a. Abstract
- b. Background/Relevance to BOEM Issues, Information Needs, and Research Topics: Give a brief introduction to the research problem. State how the proposal addresses BOEM goals. Explain why the work is important. Specify the contribution to science related to oil and gas development and the benefits that society will receive from the study. Proposals should describe why the research is important to Alaska offshore oil and gas development issues. Provide a brief summary of findings or outcomes of any prior work you have completed in this area.
- c. Objectives/Hypotheses: Clearly define goals of the project.
- d. Methods/Analyses: Provide a clear description of planned methodologies and analyses.

- e. Data Management, Data Security and Data Archiving Plan: State intent to provide copies of data files with metadata to BOEM in a format that meets Federal data standards (e.g. current Federal Geographic Data Committee standards). Copies shall also be archived with the National Centers for Environmental Information (NCEI, formerly NODC), the National Environmental Satellite, Data, and Information Service (NESDIS), or another appropriate Federal Data Repository as clearly identified in the proposal.
- f. For studies involving field work, or as otherwise appropriate, applicants shall provide plans for Logistics, Safety Management, and necessary Permits/Interagency Coordination/Local Coordination.
- g. Project Management/Staffing Plan: All key personnel (including graduate student workers) shall be identified by name. List the University Principal Investigator first, followed by the names of other individuals. Indicate the role and anticipated level of effort for each key participant offering unique or specific contributions to the project (oceanographer, geochemist, field assistant, etc.). If names of any key participants are unknown, a proposal addendum with the names and vitae must be submitted prior to award.
- h. Performance Measures: Applicants shall suggest specific measures that will be used to monitor project progress, including progress of sub-awardees (e.g. quality and timely deliverables, timely completion of fieldwork or other project components, draft peer-reviewed articles). These performance measures will be incorporated in the cooperative agreement award and reviewed as part of any continuation request.
- i. Timeline (including deliverables): Provide for submission of the draft final report six months before project end date to ensure adequate time for BOEM review, revisions to draft, and publishing by the CMI Program Office.
- j. Critical Starting Dates (e.g. for season-limited field work): Starting dates prior to the Award Start Date listed in Section B.3 will require specific justification.
- k. Project Deliverables and Planned Products: List product(s) (reports, analyses, maps, digital data, etc.) that will be delivered during the performance period. Quarterly, annual, draft and final reports and draft and final technical summaries are required. Required deliverables shall also include, as appropriate, electronic data files and no less than 20 digital images related to the research activity.
- l. Publication and Presentation: The following presentations are required: annual oral presentations at the CMI research review during the project performance period and one or two additional presentations at meetings to be identified in agreement with BOEM (e.g., the Alaska Marine Science Symposium or a BOEM-sponsored information synthesis meeting). Presentation meetings should be included in the proposal and budget. BOEM strongly encourages the Recipients to publish project related articles in scientific and technical journals and present results to the

- scientific community (appropriate professional organizations; local, State, and federal agencies) as part of the project.
- m. Local Involvement: Applicants are strongly encouraged to involve local residents in the study where appropriate, including: local hire and or training for participation in project tasks; public briefings with local communities about project goals, research design, and study results; and consideration about whether and how to include explicit traditional ecological knowledge statements in final study products.
 - n. Local and Scientific Outreach: Applicants are required to disseminate research results to relevant local communities. At a minimum outreach must include provision of a separate executive summary in language appropriate to a non-science, lay audience and either a) an 8½” x 11” poster suitable for mailing to local village organizations and public display on local bulletin boards or b) a formal presentation of study findings to an appropriate audience at local schools or public gatherings. Proposals may include other effective outreach activities such as development of a professional video for a local museum kiosk. BOEM will consider funding up to a total of \$5,000 toward this type of outreach or capacity building for each proposal and budget without a 1:1 match of non-federal funds. Documentation of completion of a public outreach will be required at the end of the project.
 - o. Bibliography: List all references cited in the text, as well as references that are relevant to the current CMI proposal from your past work in the field.
 - p. Curricula Vitae (maximum two pages) for each identified key participant. Emphasize previous experience in the field of study that the proposal addresses.
 - q. Letters of Commitment: Provide signed letters of commitment by matching fund grantors, contractors, and sub-grantees.
 - r. UAF Budget Spreadsheet: In addition to SF-424a Budget Information form, include information in a format which provides personnel, travel, services, supplies, equipment, tuition, and indirect costs on an annual basis for both the requested BOEM funds and for the anticipated match funds.
 - s. Budget Justification Narrative: See below.

SF 424A, Budget Information for Non-Construction Programs

Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. Federal award recipients and subrecipients are subject to Federal award cost principles per the “[DOI Standard Award Terms and Conditions](#)”. The CFDA number(s) for this program appears on the first page of this announcement.

Budget Narrative/Detailed Spreadsheet

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 "Prior written approval (prior approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

This information will provide more details than the SF-424a form and will provide adequate information for the Contracting Officer to conduct a detailed analysis of the costs to determine they are reasonable, allowable and allocable. Please include the following:

- a. Salaries and Wages. List positions, rate of compensation and estimated number of hours. If contract employees are hired, include their total time, rate of compensation, job titles, and roles.
- b. Fringe Benefits/Labor Overhead. Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Provide a copy of the negotiated rate agreement, if available.
- c. Tuition. Requests for funds for tuition must identify the student by name if known. The total compensation (including tuition funds, stipend, etc.) requested for the individual must be commensurate with the services to be performed by that individual. Students must be identified by name prior to any tuition payments.
- d. Lab Analyses. Briefly itemize cost of all analytical work.
- e. Supplies. Enter the cost for all tangible property. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item that represents a significant portion of the proposed amount. Provide a statement that supplies will be purchased in accordance with 2 CFR 200.318-326.
- f. Equipment. Show the cost of all special-purpose equipment necessary for achieving the objectives of the project. "Special-purpose equipment" means scientific equipment having a useful life of more than 1 year and having an acquisition cost of \$5,000 or more per item. Each item should be itemized and include a full justification and a dealer or manufacturer quote, if available. General-purpose equipment (used also for purposes other than this project) must be purchased from the applicant's operating funds. Title to non-expendable personal property shall be vested solely with the Recipient. Under no circumstances shall property title be vested in a sub-tier recipient. Provide a statement that equipment will be purchased in accordance with 2 CFR 200.318-326 and managed in accordance with 2 CFR 200.313.
- g. Services or Consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. Sub-applicant proposals should provide cost breakdowns at the same level of detail as the Applicant's proposal. If

contract employees are hired, include their total time, rate of compensation, job titles, and roles. Provide a statement that salaries will be charged at the actual rate and that the rate is comparable to others doing similar work within the organization.

- h. Educational Outreach. Identify planned outreach activities and clearly identify associated costs. BOEM will consider funding up to \$5,000 (including associated indirect charges) per project with cost share requirement waived.
- i. Travel. State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for use of applicant- owned vehicles or vehicle rental costs) should also be shown. Applicants should include in the proposal a plan to present findings at one to two major meetings (see item 2.1 in the Proposal Narrative section).
- j. Publication Costs. Indicate an estimate of labor and other unique costs associated with preparation of the draft final report, but note that final reports for BOEM submission will be published by the CMI Program Office. If publication of results of the research in the peer-reviewed literature (identify likely publications) is anticipated, include costs of drafting or graphics, reproduction, page or illustration charges, and a minimum number of reprints.
- k. Other Direct Costs. Itemize the different types of costs not included elsewhere.
- l. Total Direct Charges. Totals for items a - k.
- m. Indirect Charges (Overhead). Indirect cost/general and administrative (G&A) cost. Show the proposed rate, cost base, and proposed amount for indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Provide a copy of the negotiated rate agreement with the Applicant's federal cognizant audit agency.
- n. Amount Proposed. Total items m and n.
- o. Multi-year Projects. The Applicant shall provide summary information as well as a detailed budget for each year. Funds requested for the final year of performance shall comprise a minimum of 15% of the project's total anticipated budget.

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Please reference the [Federal Activities Inventory Reform Act](#) for additional details.

(a) *Applicability*.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) *Notification.* (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it. (e) *Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

Certification Regarding Lobbying

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an

officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the “Packages” tab of this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration

This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov.** There are third- party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free.**

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. The official website address is <http://fedgov.dnb.com/webform>. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov “Obtain a DUNS Number” webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun &

Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

Register on the SAM.gov website. “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity’s DUNS or IRS information.

D4. Submission Dates and Times

Application Due Date

05/04/2021

Application Due Date Explanation

Electronically submitted applications must be submitted no later than 5:00 p.m., EDT, on the listed application due date.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the “State Point of Contact (SPOC) List” to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental Review of Federal Programs.” States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state’s prior review requirements for Federal assistance applications.

D6. Funding Restrictions

Indirect Costs: Individuals

Indirect Costs: Organizations

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization’s cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.

Required Indirect Cost Statement to be submitted with Application

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: “Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.” *or* “Attached is a copy of our current negotiated indirect cost rate agreement.”]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR 200.68]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization’s indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as

a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.68. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per the Financial Assistance Interior Regulation (FAIR) 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from [insert Bureau Here] to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that [Insert Bureau Here] approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that the indirect costs are not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

Prohibited Uses of Awards Funds

Reimbursement of Pre-Award Costs

D7. Other Submission Requirements

Please be aware that the electronic submission process requires first time users to register using an e- Authentication process. This registration process can be somewhat complex and can take up to 3 weeks to complete. Be advised that it is virtually impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you are from a university, contact your Office of Sponsored Programs. They may already have completed the registration process and should work with you to submit the application.

If you have any questions or problems with the registration process, or the completion of the application package, please contact the grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Briefly, when you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as three additional emails over two business days from Grants.gov informing you of your application processing status: 1. Confirmation screen

2. Submission Receipt (with “Track My Application” link) 3. Submission Validation (or Rejection with Errors) 4. Agency Retrieval

CONFIRMATION: Submission Confirmation Screen.

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov.

NOTIFICATION 1: Submission Receipt Email Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation. This email also contains a tracking number for use while tracking the status of the submission as well as a “Track My Application” link, to use to see the progress of your submission.

NOTIFICATION 2: Submission Validation Receipt Email – This is the important one!

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination. Grants.gov will not post the application if there are errors. Failure to correct errors and submit by the date and time for closing may not be a reason for accepting a late application.

NOTIFICATION 3: Grantor Agency Retrieval Email Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a **third and final email** from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system. IF YOU HAVE NOT RECEIVED THIS E- MAIL WITHIN FOUR DAYS OF THE CLOSING DATE, PLEASE CONTACT THE CONTRACTING OFFICER.

If you need help entering your proposal, you can reach the **Grants.gov Contact Center at: 1-800- 518- 4726**. Their hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, and they are closed on Federal Holidays.

During the application period an applicant may submit a revised or corrected proposal through grants.gov. Include a cover letter as the first page of the proposal stating that the proposal is revised and indicating that the previous submittal is to be withdrawn from consideration. See Section 11, Application Preparation Instructions, which describes requirements for the proposal and other application components.

Please allow sufficient time for the proposal to be submitted electronically through Grants.gov and allow time for possible computer delays. Applicants are strongly advised not to wait until the last minute for submission. A proposal received after the closing date and time will NOT be considered for award. If the USGS determines that a proposal will not be considered for award due to lateness, the applicant will be notified immediately.

D8. Application Checklist

SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual

SF-424B or D, Assurances

Project Narrative

SF-424A or C, Budget Information

Budget Narrative

Indirect Cost Statement and related documentation (when applicable)

SF-LLL, Disclosure of Lobbying Activities (when applicable)

Grants.gov Lobbying Form: Certification Regarding Lobbying

Complete the optional SF-LLL Lobbying Form only if lobbying has occurred.

E. Application Review Information

E1. Criteria

1. Completeness of Proposal

Maximum Points: 15

Does the proposal include each of the elements identified in the Proposal Narrative section?

2. Scientific Quality and Impact

Maximum Points: 15

Is the proposed study of high scientific quality with clear hypotheses? Does the project respond to identified information needs and target one of the listed specific research areas?

3. Work Plan/ Methodology

Maximum Points: 15

Are the strategy and work plan clear and designed for success? Are proposed methods adequate to meet objectives? Are the identified tools appropriate for the proposed study? Are logistics, safety, and permits/interagency coordination adequately addressed?

4. Timeline

Maximum Points: 15

Is the proposed timeline realistic and appropriate? Does the timeline include reasonable and appropriate submission dates for all reports and other deliverable products?

5. Planned Scientific Products and Dissemination of Results

Maximum Points: 10

Are the products clearly defined? Are plans for dissemination of results (e.g. through outreach and/or publication in a peer-reviewed journal) identified? Does the proposal indicate PI will provide data and metadata in a format that meets Federal data standards and submit copies to a recognized Federal Data Repository?

6. Local Outreach/Local Involvement and Capacity Building/Traditional Knowledge

Maximum Points: 10

Does proposal identify appropriate outreach activities? (A minimum of an executive summary and small poster are required.) Are additional outreach efforts proposed sufficient to warrant provision of up to \$5,000 un-matched BOEM funding for outreach in the overall study budget?

7. Budget Justification and Clarity

Maximum Points: 10

Is project staffing appropriate to accomplish the proposed goals? Are field expenses, supplies, lab work, and other expenses appropriate? Are expenses adequately itemized? Is adequate match demonstrated? Is a Letter of Commitment for match included?

8. Experience/Competence of Research Personnel

Maximum Points: 10

Have the applicants demonstrated appropriate relevant experience? Have the applicants demonstrated a thorough knowledge of the scientific problem? Additional considerations as applicable: Were previous CMI studies completed in a competent and timely manner? Were reporting requirements from previous CMI awards satisfied? Were results and data from previous CMI studies published in peer-reviewed scientific or technical journals?

E2. Review and Selection Process

Proposals will be reviewed by BOEM, the CMI Technical Steering Committee, and in most cases, external peer reviewers. Reviewers have expertise in the Federal offshore oil and gas program and/or the specific scientific discipline of the proposal.

E3. CFR - Regulatory Information

E4. Anticipated Announcement and Federal Award Dates

F. Federal Award Administration Information

F1. Federal Award Notices

Awards are based on the application submitted to and approved by BOEM are subject to the terms and conditions incorporated into the Notice of Award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Recipient acceptance of a Federal award from the Service carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

The recipient is responsible for managing the day-to-day operations of the cooperative agreements and sub-awards to ensure compliance with applicable Federal statutes, regulations and policies. The recipient is also responsible for meeting the performance goals identified in the Proposal Text.

F2. Administrative and National Policy Requirements

See the “DOI Standard Terms and Conditions” for the administrative and national policy requirements applicable to DOI awards.

The link to the DOI Standard Terms and Conditions is <https://www.doi.gov/grants/doi-standard-terms-and-conditions>. Please contact the Federal Awarding Agency Contact in Section G1 below for more information.

Conflicts of Interest

a. Applicability.

1. This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
2. In the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, the conflict of interest provisions in 2 CFR 200.318 apply.

b. Requirements.

1. Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
2. In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or sub-recipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or sub-recipient or in development of the requirement leading to the funding announcement.
3. No actual or prospective recipient or sub-recipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or sub-recipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or sub-recipient.

c. Notification.

1. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest.
2. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub-recipients.

d. Restrictions on Lobbying.

1. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.
- e. Review Procedures.
 1. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.
- f. Enforcement.
 1. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.339, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

Data Availability

- a. Applicability.
 1. The DOI is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
- a. Use of Data.
 1. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- c. Availability of Data.
 1. The recipient shall make the data produced under this award and any sub-award(s) available to the Government for public release, consistent with applicable law, to allow meaningful third-party evaluation and reproduction of the following:
 - i. The scientific data relied upon.
 - ii. The analysis relied upon; and
 - iii. The methodology, including models, used to gather and analyze data.

Data Availability

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#): (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a

manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

See the Service's General Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

F3. Reporting

Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a final performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

c. Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify [Insert Bureau Here] in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

d. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The [Insert Bureau Here] will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

First Name

Christy

Last Name

Tardiff

Address

45600 Woodland Road, VAE-AMD, Sterling, VA 20166

Telephone

703-787-1367

Email

christy.tardiff@bsee.gov

G2. Administrative/Budget Questions Program Office Contact

For programmatic technical assistance, please contact:

First Name

Heather

Last Name

Crowley

Address

3801 Centerpoint Drive Suite 500, Anchorage, AK 99503

Telephone

907-334-5281

Email

heather.crowley@boem.gov

G3. Grants Staff Contact

For financial, awards management, or budget assistance, contact:

First Name

Last Name

Address

Telephone

Email

G4. Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Name

Grants.gov Customer Support

Telephone

1-800-518-4726

Email

Support@grants.gov

H. Other Information

Acknowledgement of Sponsorship

The Recipients shall acknowledge Federal sponsorship in the draft and final reports by placing the following statement on the disclaimer page of both reports: “Study collaboration and funding were provided by the U.S. DOI, BOEM, ESP under Agreement Number _____.”

The following disclaimer statement shall be placed on the disclaimer/acknowledgement page of both reports: “This report has been technically reviewed by BOEM, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

The Recipient shall require of all investigators that all manuscripts intended to be published in journals resulting from this study shall be submitted to BOEM for review and comment prior to submittal to the journal, with final revisions remaining subject to the discretion of the author. BOEM manuscript reviews shall be conducted expeditiously, within a period of 10 business days, and in conformance with the U.S. Department of the Interior Scientific and Scholarly Integrity Policy, as outlined in the DOI Departmental Manual (Part 305: Chapter 3).

All publications and oral presentations shall contain an acknowledgement of support from BOEM under this Cooperative Agreement that reads: “Study collaboration and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management, ESP under Agreement Number _____.”

Scientific integrity is vital to DOI activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI’s reputation and ability to uphold the public’s trust. All work performed must comply with the DOI Scientific Integrity Policy posted to: <https://www.doi.gov/scientificintegrity> or its equivalent as provided by their organization or State law.

Environmental Studies Program Information System (ESPIS)

ESPIS data will be submitted to the Project Officer as a final deliverable of the study to include the:

1. Final Report and Technical Summary: the copies of the narratives of study results in both Microsoft Word and Adobe Acrobat (PDF/A) formats, without any password protections for open access by BOEM staff and the public, following the [Environmental Studies Program Report Specifications](#).
2. Study Footprint: the geographic information that enables the referencing of the study using a geographic information system (GIS), following the study footprint specifications.
3. Study Footprint Metadata: the scientific attribution information required to enhance discoverability of the study in the ESPIS system and third party sites (such as <http://www.data.gov/>), following the study footprint metadata specifications.

4. Study Map: the study area map embedded in the (i) Final Report, and (ii) Technical Summary that depicts the study footprint and that is cited in the study footprint metadata.
5. Federal Geographic Data Committee (FGDC) compliant metadata for each scientific dataset: the scientific, technical, and administrative information for each coherent unit of scientific data, including the physical medium, file information, volume, and access uniform resource locator (URL), when applicable.
6. Copy of related publications: the manuscripts of scholarly publications and conference presentations for research funded by this agreement for free and unlimited use by BOEM staff, which may take the form of a full-text, final, pre-publication copy of the related publication in cases that the publisher enforces pay for access or copyright restrictions.
7. Bibliographic information for related publications: the information on each related publication needed for formatting Council of Science Editors (CSE) bibliographies using the name-date system, including the URL and Digital Object Identifier to access the publication on the publisher's website, when applicable.