



Table of Contents

Introduction	2
General Publication Guidelines	3
Acknowledgements and Publication Numbers	3
Mission Statement	4
NOAA Grant Numbers	4
Other Publication Requirements	4
Electronic Files	5
Theses	5
Fact Sheets and One Pagers	5
Press/Media Relations	6
Reporting Requirements	6
Progress Reports	6
Final Report: Project Summary	7
Final Technical Report; Unpublished Research	7
Penalties for Late Reporting	8
New Jersey Sea Grant Contact Information	8



Introduction

A primary function of the New Jersey Sea Grant Communications Office is to assist in the production and distribution of Sea Grant research results, educational materials, and Sea Grant Extension efforts. Publications are targeted toward the scientific community, specific user groups, the media, and the general public. If you have any questions or need help with publications or media-related activities, contact Kim Kosko, New Jersey Sea Grant Director of Communications.

Although production of Sea Grant-related technical reports and articles is the responsibility of the researcher, NJ Sea Grant can provide assistance with supporting publications and special projects. Because of limited staff, we cannot offer direct assistance with photography and artwork, but can offer advice and recommendations as to its most effective use. Please feel free to contact the NJ Sea Grant Communications Office for consultation.

These guidelines are meant to inform researchers of the **REQUIREMENTS AND RESPONSIBILITIES** involved in reporting and publishing results of Sea Grant sponsored work, in compliance with the National Office of Sea Grant's directives.



General Publication Guidelines

The Principal Investigator of each Sea Grant project will be primarily responsible for communicating the results of his/her research. With all research projects, investigators are expected to submit publication to professional journals to disseminate information to the scientific community. **Funding for your research publications must be included in your proposal budget.** Our office can offer assistance on how much to request, depending on the duration of the projects and the form in which the results will be published.

ACKNOWLEDGEMENT AND PUBLICATION NUMBERS

Publications and audiovisual products resulting all or in part from Sea Grant funding **must** acknowledge all forms of support, including the following statement in an appropriate position or location, usually on the last page or inside front or back cover.

This publication [manual, CD, etc.] was supported by the National Sea Grant College Program of the U.S. Department of Commerce's National Oceanic and Atmospheric Administration under NOAA Grant #_____. The views expressed herein do not necessarily reflect the views of any of those organizations. NJSG-##-###.

NOTE: This acknowledgement is a critical fulfillment of your Sea Grant Award!

As indicated in the acknowledgment example, a **NJ Sea Grant (NJSG) publication number must be included.** To obtain a New Jersey Sea Grant publication number, contact the Sea Grant Communications Office only **AFTER** your paper or manuscript has been accepted, but **PRIOR** to submitting your manuscript for publication. You will be assigned a number that will be reserved for that specific publication. The number will be recorded as "in review" or "in press". If, for any reason, the status of the manuscript changes (i.e. not accepted for publication, rewritten and submitted under a similar title, etc.) please notify the Communications Office immediately so the changes can be made in our records.

MISSION STATEMENT

In addition to the above acknowledgement information, Sea Grant requests that all publication or resource materials include the following mission statement. This statement can be placed after the acknowledgement .

Sea Grant conducts research, education and outreach to use and conserve coastal and marine resources for a sustainable economy and environment.

NOAA GRANT NUMBERS

To find the NOAA grant number (this is different than the NJSG publication number) under which your project was supported, consult the following list of grant numbers issued since 1990:

3/1/97 - 9/30/02	NA76-RG0091
3/1/01-2/28/06	NA16RG1047
3/1/06-Present	NA060AR4170086

If you have any questions, please call the Sea Grant Office.

OTHER PUBLICATIONS REQUIREMENTS

NJ Sea Grant requires **AT LEAST TWENTY-FIVE (25)** reprints of every journal article or published abstracts resulting from Sea Grant-funded research for the National Sea Grant Depository, distribution, and our files. After mandatory distribution, we send a "recent publication" announcement including title, author(s), abstract, and ordering information to a general distribution list. This ensures adequate distribution to identified audiences. **ALL ARTICLES MUST INCLUDE AN ABSTRACT.**

ELECTRONIC FILES

In an effort to comply with new Federal and program policies regarding paperwork reduction and create a more efficient system of storing and distributing research-related information, we ask that whenever possible, an electronic version of your articles and publications be provided to the Communications Office. The National Sea Grant Library is making a transition to digital and electronic distribution and filing of Sea Grant products and New Jersey Sea Grant needs to be able to comply with their needs and requirements. Ideally, your documents should be scanned or converted and sent as PDF files. These files can be emailed electronically as attachments to the Communications Director at kkosko@njmsc.org or sent on a disk to Kim Kosko, Director of Communications, NJMSC, Bldg. #22, Fort Hancock, NJ 07732. When providing electronic files Communications will handle printing out the necessary number of copies for distribution, so it is **NOT** necessary to submit the twenty-five reprint copies mentioned in the above paragraph.

THESES

No publication requirements exist for theses, but our office does require **FIVE** copies of the abstract and a title page. We are required to send three copies of the thesis to the Sea Grant Depository at the URI Pell Library. These abstracts are issued in the form of "recent publication" announcements to inform the public and interested audiences about work done through Sea Grant-supported or related research.

FACT SHEETS AND ONE-PAGERS

These are designed to convey information on specific issues and topics to the public and user groups. They're frequently based on, but not restricted to Sea Grant research and usually but not always compiled by the New Jersey Sea Grant Marine Extension Service and Communications staff and are designed to be easily readable. If you plan to produce these outreach materials please contact Sea Grant Communications, since they **do** require a publication number!

PRESS/ MEDIA RELATIONS

New Jersey Sea Grant Communications is often contacted by newspaper reporters and other members of the media for information and possible interviews with scientists knowledgeable in certain marine and coastal research areas. The office refers members of the media to Sea Grant PIs as much as possible.

If you are contacted by any media about your research, please be sure to mention New Jersey and/or the National Sea Grant Program during your interview or discussion.

The more Sea Grant is mentioned in the media, the more widely recognized the program becomes. This benefits everyone in the long run. Greater program exposure can go a long way toward stabilized and improved funding support for the National Sea Grant Program (and subsequently New Jersey) in the future.



Reporting Requirements

The National Sea Grant Office requires certain programmatic reporting for research projects that NJ Sea Grant is obligated to file on your behalf. These reports include Progress Reports, Final Project Summary Reports and a Final Technical Report (if applicable). If, for any reason, the project is terminated before the stated contract date, the Project Summary Report and Final Project Summary Report are still required.

All reports should be filed on a NOAA Form 90-2, which is available on www.njmsc.org. They must be submitted electronically as an email attachment to Amanda Betsch, Administrative Assistant at abetsch@njmsc.org or mailed on a disk to Amanda Betsch, Administrative Assistant, NJ Sea Grant, Bldg. #22, Fort Hancock, NJ 07732.

PROGRESS REPORTS

A brief Progress Report using NOAA Form 90-2 **MUST** be filed electronically for all projects at the mid-way point of the funding cycle (i.e. a one-

year funded project must file a Progress Report at the six-month point, a two-year funded project must file at the one-year point).

FINAL REPORT: PROJECT SUMMARY

The Final Project Summary Report summarizes the findings and results of a Sea Grant project. This Report is due in the office **NO LATER THAN ONE MONTH** after date of project completion and **MUST** be sent electronically on NOAA Form 90-2. Covering the following points, the Final Project Summary shall:

1. Assess the degree to which each objective has been achieved
2. Identify new research directions pursued during the course of the project and reasons for modifying original research plans
3. Describe major problems encountered during the study, especially those associated with experimental protocols and how they were resolved
4. List and briefly describe ancillary research topics, if any, that resulted in technical publications that one might not obviously associate with the project
5. Discuss the technology transfer processes used to disseminate information
6. List all presentations, reports, publications and/or journal articles resulting from this research
7. List any level of student support on the project (under/graduate)
8. If anyone is applying these research results, how is this being done?
9. Suggest follow-up activity or new research direction to ensure that project results are applied to fullest extent possible
10. In the event your project is prematurely terminated, discuss reasons for termination

FINAL TECHNICAL REPORT: UNPUBLISHED RESEARCH

In the event that **NO** journal or other refereed publications result from this research project, or the publication in journals or other refereed publications will be significantly delayed, three copies (3) of a technical Final Report must be submitted to NJ Sea Grant.

PENALTIES FOR LATE REPORTING

Failure to submit Progress Reports in a timely fashion will freeze all funds until the Progress Report is filed. For the Final Project Summary Report or Final Technical Report, **TEN PERCENT (10%)** of your final year Sea Grant funds are withheld until the reports are received by this office.

In case of tardiness, the Principal Investigator will be notified in writing with copies to his/her institutional grants officer about work done through Sea Grant-supported or related research.

NEW JERSEY SEA GRANT CONTACT INFORMATION

Sandy Hook Field Station
Building #22
Fort Hancock, NJ 07732

Phone: 732-872-1300, Fax: 732-872-9573

Contact	Phone Extension	E-mail
DIRECTOR		
Michael Weinstein, PhD	21	mweinstein@njmsc.org
PUBLICATIONS AND REPRINTS		
Communications		
Kim Kosko, Director	18	kkosko@njmsc.org
Marsha Samuel, Communications Specialist	15	msamuel@njmsc.org
Rory Joyce, Graphic Artist/Communications Associate	17	rjoyce@njmsc.org
PROGRESS AND FINAL REPORTS		
Administrative Assistant		
Amanda Betsch	24	abetsch@njmsc.org
EXPENDITURE REPORTS		
Sea Grant Accountant		
Augie Anfuso	26	aanfuso@njmsc.org

All forms can be found on our website: www.njmsc.org