



General Programmatic Terms and Conditions (PTCs) for the Climate Change Education Partnerships Alliance Office (CCEPA Office) (NSF 13-513) Cooperative Agreement

- 1. Key Personnel:** Except for the Principal Investigator (PI) identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.
- 2. Program Description:** The Climate Change Education Partnership (CCEP) program seeks to establish a coordinated national network of regionally-based or thematically-based partnerships devoted to increasing the adoption of effective, high quality educational programs and resources related to the science of climate change and its impacts. In FY 2012, NSF funded six Phase II Climate Change Education Partnership (CCEP-II) projects. The PI's, Co-PI's and significant partners of the six CCEP-II projects constitute the CCEP "network". The lead PI's for the six projects comprise the CCEP Alliance (CCEPA), which will convene on a regular basis in order to identify common needs and opportunities for collaboration across the CCEP network. Key to the success of this networked approach is the creation of a CCEP Alliance Office (CCEPA Office), which will: facilitate communication among the projects participating within the CCEP-II network; enable and nurture cross-project coordination and collaboration, such as assisting with data collection for a program-wide evaluation that will be led by a third party contracted by NSF; and, support dissemination of resources developed by the CCEP-II network to the larger scientific community and the public. The CCEPA Office is also expected to foster coordination of CCEP-II activities with the larger climate change education community. The CCEPA Office Director will oversee all operations undertaken by the CCEPA Office and serve as an *ex officio* member of the CCEPA. This award supports the essential functions of the CCEPA Office to be provided by the Awardee, the University of Rhode Island.
- 3. Project Governance:** The Awardee will establish an efficient and effective project governing structure and ensure it is in place throughout the award period to support all

critical or significant project activities, including these elements:

- A. CCEPA Office Director: The Principal Investigator of this award;
 - B. CCEPA Office Management Team: The CCEPA Office Director, network coordinator, network communications coordinator, and webmaster supporting the activities of the CCEPA;
 - C. CCEPA: The lead PI from each CCEP II project and the CCEPA Office Director, serving in an *ex officio* capacity;
 - D. CCEP Alliance National Advisory Committee (ANAC): An external advisory committee organized by the CCEPA Office. The ANAC, which reports to NSF and the CCEPA, serves as a source of advice for the CCEPA and provides recommendations to the CCEPA and the funding agencies on how to improve the effectiveness of the CCEP program.
- 4. Governing Responsibilities:** The Awardee will efficiently manage and implement all CCEPA and CCEPA Office responsibilities by the governing components throughout the award period. The Awardee works with the CCEPA Office Director to promote the success of the overall program. The Awardee, with support from the CCEPA Office Director and CCEPA Office management team, is responsible for planning, operating, and managing the day-to-day activities of the CCEPA Office including, but not limited to:
- A. Managing, staffing, allocating resources, and overseeing general operations of the CCEPA Office in accordance with plans submitted to and approved by the cognizant NSF Program Official;
 - B. Meeting the responsibilities of the CCEPA Office through a management team led by the CCEPA Office Director and as agreed to by the cognizant NSF Program Official;
 - C. Assembling a CCEPA Office Management Team to implement all operations of the CCEPA Office. The Management Team's membership consists of, but is not limited to, the Office Director, as chair of the Management Team, the network coordinator, network communications coordinator, and webmaster. It may also include other individuals brought in on an ad-hoc basis to fill gaps in essential skills needed, with prior approval from the cognizant NSF Program Official.
 - D. Developing a document that encompasses both Strategic and Implementation plans

(referred to as a Strategic and Implementation Plan) and submitting it to the cognizant NSF Program Official within sixty (60) days of the effective date of this CA. The Plan should not exceed 10 pages in length and must include statements about management and performance goals, and indicators of success. It must also include completion timelines, milestones, and deliverables for the five-year award period. The Plan is to be updated annually prior to the anniversary of the CA official start date, building on the accomplishments of the past year and responding to evolving challenges faced by the CCEPA Office. Goals must include, but need not be limited to:

- i. Facilitating ongoing communication among CCEP-II projects through both virtual and face-to-face mechanisms;
 - ii. Fostering development of a common identity for the six CCEP-II projects that serves the collective concerns and needs of the CCEP-II network;
 - iii. Identifying internal and external opportunities to leverage resources or develop synergistic activities;
 - iv. Promoting dissemination of information and resources both among the CCEP-II projects and to additional stakeholder communities beyond the reach of individual CCEP-II projects;
 - v. Informing and coordinating implementation of data-gathering activities associated with the program-wide evaluation that will be led by a third party contracted by NSF.
- E.** Effectively managing the CCEPA, including mechanisms for integrating all partners into a cohesive CCEPA, focusing CCEPA activities, allocating resources across all CCEPA Office activities, and facilitating the involvement of other scientific and educational groups;
- F.** Promoting the functioning together of all CCEP II projects as an integrated whole, with shared goals and ensuring excellence in management and expedience in resolution of all issues and concerns;
- G.** Establishing a CCEPA National Advisory Committee (ANAC) to provide guidance, advice, and oversight for all the CCEPA activities, consistent with its vision, goals, and objectives. The ANAC charter must be included in the Strategic and Implementation Plan and any changes to the charter must be communicated to the cognizant NSF Program Official. The ANAC membership should be developed with input from each CCEP II project and should at a minimum:
- i. Meet at least annually, at a time and place to be determined in consultation with the CCEPA. NSF program staff will participate in the annual ANAC meetings;
 - ii. Include representation from a wide variety of disciplines from constituencies

- served by the CCEP-II projects;
- iii. Display the diversity of the United States citizenry in its membership; and,
 - iv. Not include members with financial, institutional, or collaborative connection(s) to the CCEP-II awardees, unless they have been approved by the cognizant NSF Program Official.
- H.** Cooperating with NSF-funded efforts to conduct formative program evaluation and third-party monitoring, and to respond to inquiries from NSF or its designated representatives for additional information about the CCEP efforts. These inquiries may include requests to facilitate or participate in surveys, interviews and other approaches for collecting data needed to monitor and evaluate the entire CCEP program;
- I.** Through the CCEPA Office Director, work with other members of the CCEPA to address common goals, problems and opportunities, and facilitate personnel and resource exchanges, support integrated partnerships, and promote cooperation among all CCEP Phase II Partnerships toward:
- i. Maintaining active lines of communication through:
 1. the organization of monthly CCEPA conference calls
 2. the convening of CCEPA working groups, as necessary
 3. the organization of meetings:
 - a. CCEPA: semi-annually;
 - b. CCEP network: annually or bi-annually, depending on available resources;
 - c. Interagency climate change education: depending on available or supplemental resources; and,
 - d. Other meetings as necessary;
 - ii. Establishing and maintaining a CCEP program web site with links to individual CCEP-II project web sites, a shared calendar of significant events, and a separate space for private online collaboration by the CCEPA;
 - iii. Representing CCEPA at various national conferences and meetings that are relevant to climate change science and education;
 - iv. Facilitating interactions to address research, education, and management issues and opportunities that transcend individual Partnership capabilities;
 - v. Serving as the liaison with core stakeholders to identify needs and opportunities and to plan joint implementation strategies and/or workshops;
 - vi. Disseminating educational materials prepared by the CCEP network and designed to enhance public understanding of science, engineering, technology, and educational advances that serve society, through a variety of channels including quarterly webinars, newsletters, and other forms of social media and outreach; and,
 - vii. Maintaining a complete listing of publications resulting from the work

of the individual CCEP-II projects and the CCEPA Office.

- J.** Continuing operation of the CCEPA Office and its programs in the event of the absence or loss of key personnel and developing thorough procedures for succession and back up of personnel; and,
- K.** Generating and implementing a robust and substantive plan for diversity of CCEPA Office staff and participants (Note: Attention must be paid to diversity in filling all positions).

5. Reporting Requirements: The Awardee will comply with all annual and final Report requirements identified in the NSF Proposal and Award Policies and Procedures document and provide regular reports as indicated below. Any additional reports desired by the cognizant NSF Program Official will be mutually agreed to and incorporated into the CA by written amendment thereto. The Awardee will submit all required reports via Research.Gov using the appropriate reporting category and following content, format, and submission timeline criteria established by the cognizant NSF Program Official. For any type of report not specifically mentioned in Research.Gov, the Awardee will use the "Interim Reporting" function to submit reports, unless otherwise specified below. Funding support in years 2 through 5 of this agreement are contingent on the availability of funds and successful progress described in these reports, subject to the approval of the cognizant NSF Program Official.

Reporting requirements, to be implemented through the CCEPA Office, include:

- A.** The Awardee will submit copies of agendas and minutes from each meeting of the CCEPA and ANAC to the cognizant NSF Program Official as soon as they are available;
- B.** The Awardee will provide written and oral annual reports to the CCEPA, ANAC, and the cognizant NSF Program Official on activities and progress made by the CCEPA Office during the year, as well as planned activities for the coming year;
- C.** The Awardee will alert the cognizant NSF Program Official of potential press releases or other media outreach related to project findings or significant outcomes. As needed, other relevant media outreach will be coordinated between the NSF Program Official and the Awardee's public information office. The Awardee should also send copies of materials publicizing project-related events to the NSF Program Official, but this may be done after-the-fact. This communication with the NSF Program Official should be done via email.

- D. The Awardee will submit a summary of activity highlights to NSF as requested by the cognizant NSF Program Official.
- E. The Awardee will maintain a uniform database of quantitative indicators of activity and progress. Details of the database will be determined by the General Programmatic Terms and Conditions for NSF 13-513 Cooperative Agreement or by the cognizant NSF Program Official and provided to the CCEPA Office after coordination with the CCEPA Office Director.
- F. The Awardee will submit, along with their Annual Project Report, an Annual Program Plan and Budget that covers the upcoming agreement year and includes:
 - i. Description of programmatic goals and objectives with specific tasks/activities to be accomplished in the upcoming year;
 - ii. Projected budget with detailed justification that breaks down costs according to program task/activity and includes individual budget subawards using the NSF Budget Form 1030 along with appropriate budget justifications.
- G. The Awardee will submit written quarterly reports (due to NSF by August 15, November 15, February 15, and May 15 each year) as interim progress reports noting significant activities and how they relate to major budget categories. The February quarterly report may be combined with the Annual report submitted through Research.Gov as required above.

- 6. Ongoing Project Oversight:** The Awardee will facilitate full commitment and cooperation among the governing structure components, and all project staff during all ongoing NSF project management and oversight activities. The Awardee will make available key institutional partners and data during any desk or onsite review as well as timely access to all project documentation, with reasonable notice. In addition to the annual prioritization and budgeting process, it may be necessary to redirect resources more frequently (quarterly or monthly). This is permitted and encouraged. Changes in activities will be reported to NSF Program Officials in a timely manner.

Reverse Site Visit: The Awardee will participate annually in one site visit (on-site, virtually, or as a reverse site visit to NSF) to determine progress at that stage of implementation, to identify any corrective measures required, to submit recommendations for program improvement, and/or to decide NSF future funding support. Dates and specific topics to be assessed will be determined after agreement between the CCEPA Office Director and the cognizant NSF Program Official.