

**SCIENCE SUPPORT PARTNERSHIP (SSP) PROGRAM: FY 2016**  
**ROLES AND RESPONSIBILITIES**  
**Pacific Region (Region 1)**

**FWS Project Officer (PO):** This is the person responsible for identifying a FWS information/research need and identifying the USGS researcher(s) who can provide the desired information. The PO is responsible for the “focus” of the proposal and ensuring that the project, if funded, satisfies the needs of the FWS after completion. The PO serves as the FWS counterpart to the USGS Principal Investigator (PI) and ensures that the project is progressing on schedule and “deliverables” are provided to the FWS in accordance with the timeline established in the proposal. The FWS PO:

- Identifies an information need of the FWS and develops the problem statement in accordance with FWS guidance and priority;
- May communicate with partners, as appropriate, when developing the problem statement to potentially meet cross-regional/programmatic needs;
- Works with the USGS to identify a PI;
- Assists the PI with developing the proposal and obtaining the required signatures for approval;
- Communicates with the appropriate program representative on the Regional SSP Coordinating Committee to ensure that the program representative on the Committee understands the FWS need and priority for the proposed work to the appropriate program (Ecological Services, Fishery Resources, Law Enforcement, Migratory Birds, Refuges and Wildlife, Science Applications);
- Enters the proposal into the *Fish and Wildlife Information Needs and Studies* (FWINS) database and transmits, via email, the title and FWINS # of the proposal to the FWS SSP Regional Coordinator;
- Communicates with the PI throughout the duration of the project;
- Tracks progress of the work, addresses issues and conflicts as they arise, and notifies the FWS SSP Regional Coordinator of any problems or issues that may impede completion of the project with respect to established deadlines or deliverables;
- Receives – from the PI – all “deliverables” identified in the proposal;
- Transmits, via email or other electronic media (e.g., CD), copies of all “deliverables” to the FWS SSP Regional Coordinator;
- Recommends, to the FWS SSP Regional Coordinator, one of the following decisions regarding the final “deliverables” provided by the PI: (1) *Acceptance* as submitted; (2) *Conditional Acceptance* after specified modifications; or (3) *Non-Acceptance with recommendations for revision and/or additional work*;
- Completes a *Project Evaluation Report* and transmits it to the FWS SSP Regional Coordinator (forms provided by the Regional Coordinator); and
- Applies the new information provided by USGS to address the management problem described in the problem statement of the proposal.

**USGS Principal Investigator (PI):** The individual responsible for developing the proposal in response to an identified information need of the FWS. The PI is responsible for designing the proposed work, developing the USGS *Study Plan* if the project is approved for funding, conducting the work, and providing all deliverables to the FWS PO. The PI serves as the USGS counterpart to the FWS PO to ensure that the project is progressing as proposed and that products

are delivered to the FWS on schedule in accordance with the timeline established in the proposal. The USGS PI:

- Develops the proposal with the assistance of the FWS PO and obtains approval from USGS for conducting the work;
- Prepares a full *Study Plan* in accordance with USGS Science Quality policy or organizational guidelines (e.g., university policy and procedures) if the project is selected for funding;
- Provides copies of the *Study Plan* to the FWS PO and the FWS SSP Regional Coordinator if the project is selected for funding;
- Obtains internal USGS review and approval of the proposal and subsequent *Study Plan* in accordance with USGS Science Quality policy or organizational guidelines;
- Contacts the FWS PO and begins work according to the project timeline after notification that funds have been awarded for the project;
- Communicates with the FWS PO throughout life of the project and keeps the PO informed of the project's progress;
- Informs the FWS PO in a timely manner of any problems or issues that may impede progress or completion of the project;
- Provides annual progress reports, a final report, and any other "deliverables" identified in the proposal to (a) the FWS PO and (b) the FWS SSP Regional Coordinator;
- Provides a copy of the final report to the USGS SSP National Coordinator at the same time they are provided to the FWS PO and FWS SSP Regional Coordinator; and
- Is responsible for meeting all USGS requirements for funded research.

**USGS Center Director/Co-Op Unit Leader:** The individual responsible for assuring that adequate funds are identified for completing the project successfully and for assuring adherence to the Science Quality Policy of USGS. The Center Director/Co-Op Unit Leader:

- Reviews and approves the proposal;
- Notifies the PI of project selection by FWS and requests a full *Study Plan*;
- Reviews and approves the full *Study Plan*;
- Notifies USGS Headquarters when the *Study Plan* has been approved;
- Notifies the PI to begin the project after receipt of fund allocation;
- Ensures that the P.I. conducts the project as proposed; and
- Ensures that the P.I. provides all deliverables to the FWS by the agreed-upon deadlines.

**FWS SSP Regional Coordinator:** The individual responsible for coordinating, tracking and monitoring the Science Support Partnership (SSP) program for an administrative region of the FWS. The SSP Regional Coordinator:

- Tracks availability of SSP funds as informed by the USGS National Coordinator for the SSP program;
- Initiates the annual *Request for Proposals* (RFP) based on availability of funds
- Transmits national or regional information needs and priorities to FWS Project Leaders and potential SSP Project Officers;
- Chairs the SSP Regional Coordinating Committee and coordinates solicitation, receipt, recording, and review of submitted proposals;

- Maintains SSP proposal entries in the FWINS database, and ensures that the listed “status”, proposed budget, and uploaded documents for each proposal and funded project in the database are correct and up-to-date;
- Submits the package of proposals recommended for funding by the SSP Regional Coordinating Committee, along with a cover letter outlining the Committee’s recommendations, to the FWS Assistant Regional Director (ARD) for the Science Applications Program;
- Participates in conference calls with the USGS National SSP Coordinator and other FWS SSP Regional Coordinators to discuss availability of funds, national and regional priorities, and to establish submission deadlines for project proposals and deliverables;
- Provides assistance to FWS POs, as necessary, during proposal preparation and during project execution by USGS PIs;
- Monitors and records submission of all deliverables identified in the project proposal;
- Ensures all deliverables from PIs are received by the FWS via the POs;
- Uploads all project reports and appropriate deliverables into the FWINS database;
- Distributes annual progress reports and final products to appropriate persons in the FWS and to the USGS National SSP Coordinator;
- Provides *Project Evaluation Forms* to the FWS PO for completion and submission back to the FWS SSP Regional Coordinator;
- Resolves conflicts and issues as they arise;
- Provides accomplishment data to the FWS Science Applications Program for use during the annual budget process;
- Ensures that the USGS SSP National Coordinator receives the final report and publications resulting from a funded SSP project; and
- Informs the USGS SSP National Coordinator of any delays or deficiencies of deliverables from the USGS PI to the FWS PO

**FWS SSP Regional Coordinating Committee:** The committee is responsible for reviewing submitted proposals and preparing a list of recommended proposals for funding. The Coordinating Committee:

- Consists of one or more representatives from each of the following FWS programs: Ecological Services, Fishery Resources, Law Enforcement, Migratory Birds, Refuges and Wildlife, and Science Applications;
- Is chaired by the SSP Regional Coordinator who may be from, but does not represent, any of the aforementioned FWS programs on the Committee;
- Reviews and ranks proposals on the basis of priority needs of the FWS and the work proposed to meet those needs; and
- Develops a list of proposals recommended for funding based on FWS needs, the ability of the proposed work to meet those needs, and the amount of funds available.

**FWS Science Applications Assistant Regional Director (ARD):** The individual responsible for initially approving the package of proposals recommended for funding by the SSP Regional Coordinating Committee. The Science Applications ARD:

- Reviews the recommended proposals;
- Ensures the recommended proposals are consistent with FWS regional and national priorities;

- Requests additional information from the SSP Regional Coordinator, as needed, regarding the recommended proposals;
- Prepares a letter of transmittal to USGS for the FWS Regional Director's signature; and
- Transmits recommended proposals, with unsigned letter of transmittal, to the FWS Regional Director.

**FWS Regional Director:** The individual responsible for approving and transmitting the recommended proposals to the USGS National Coordinator for the SSP program. The FWS Regional Director:

- Reviews the recommended proposals transmitted by the Science Applications ARD;
- Requests additional information from the Science Applications ARD, as needed, regarding the recommended proposals;
- Recommends modification to the list of recommended proposals to meet regional or national priorities of the FWS; and
- Signs and dates the letter of transmittal, and transmits the list of recommended proposals to the USGS SSP National Coordinator.

**USGS SSP National Coordinator:** The individual responsible for coordinating and tracking overall activities of the SSP program nationally. The National Coordinator:

- Works with FWS Regional Coordinators to implement the SSP program in support of the research and information needs of the FWS;
- Provides updates, guidance, and assistance to USGS employees and others as necessary to ensure success of the program;
- Ensures established time lines are followed;
- Notifies USGS Regional Offices, Center Directors, Co-Op Unit Leaders and non-USGS PIs of project selection and provides guidance as necessary;
- Provides funds to Center Directors/Co-Op Unit Leaders and PI's for recommended projects after receipt of an approved *Study Plan*; and
- Collates accomplishment data for use during the annual budget process.

**USGS/EMA Regional Offices:** The office responsible for coordinating, tracking, and monitoring science support activities within their purview. USGS/EMA Regional Offices:

- Provide assistance with locating qualified PIs to address management problems and information needs of the FWS;
- Inform USGS Research Centers and Co-Op Units of approved proposals; and
- Resolve project execution issues elevated by the USGS PI or FWS PO (performance concerns, project terminations, etc.).

**USGS/Unit Program/Office:** The program/office responsible for administering science support activities within their purview. The Unit Program/Office:

- Provides assistance with locating qualified PIs to address management problems;
- Reviews and approves proposals and proposed budgets of USGS PIs;
- Initiates Research Work Orders with host universities; and
- Resolves issues elevated by the USGS PI or FWS PO.