

CALIFORNIA OIL SPILL STUDY AND EVALUATION PROGRAM (COSSEP) GUIDELINES AND INFORMATION

Background

The California Oil Spill Study and Evaluation Program (COSSEP) provides a mechanism for investigating, evaluating, and improving applied Oil Spill Prevention and Response (OSPR) programs, best achievable technologies, and our knowledge of the adverse effects of oil spills in waters of the State. The goals of COSSEP are authorized in the Government Code § 8670.12. The program also supports scientific and technical research that will enhance the department's natural resource damage assessments.

Study Categories

Proposals will be requested once each fiscal year. The proposals must be submitted on the Scientific Study and Evaluation Program (COSSEP) Proposal Form (available at <http://www.dfg.ca.gov/ospr/science/SSEP.aspx>). Authors should ensure that their proposals address the COSSEP Project Evaluation Criteria (see Instructions for Applicants). Proposals that will be considered for funding shall be related to one of the following study categories:

- A. Investigation and evaluation of applied spill prevention and response programs and technologies;
- B. The effects of oil and spill response activities on fish, wildlife, habitat and water quality;
- C. Best achievable protection strategies;
- D. Wildlife collection and rehabilitation from oil spills in waters of the State;
- E. Natural resource damage assessment technologies and methods;

Examples of reports completed in these study categories may be found at <http://www.dfg.ca.gov/ospr/Science/SSEPPublications.aspx> . The following are selected examples at the URL for applicably to each study category; A. SSEP 2005-05, 2004-02, 2005-08, B. SSEP 2007-01, 2006-07, 2007-07, C. SSEP 2006-05, 2008-04, D. SSEP 2007-06, 2005-07, E. SSEP 2005-03, 2006-03, 2006-06.

Process

After submission of the application to the COSSEP, proposals are evaluated by a technical review committee (TRC) for scoring their technical merits (see criteria in the Supplemental Information for Applicants), and then evaluated by a steering committee to determine how the proposals align with programmatic needs and priorities within OSPR. The OSPR Administrator makes the final selection following recommendations from the review committees.

Once the selections for funding are completed, the notifications to the applicants are made. These notifications are anticipated to occur in mid-December or early January. Once notifications are completed the contracting process begins, and the successful applicants will be directed to the contracting unit within OSPR to assist in the preparation of the contract. Budgets, scopes of work, and other materials will need to be prepared by the applicants to complete the contract so that it may be finalized, signed, and executed at the beginning of the fiscal year (July 1). Once the contract begins, which sometimes is delayed when a State Budget is not completed by July 1, invoices may be submitted to the contract manager for payment based on the terms of the contract.

Criteria

The criteria used to evaluate the proposals to the COSSEP can be found in the document “Instructions for Applicants” that is available on the COSSEP web site (<http://www.dfg.ca.gov/ospr/Science/SSEP.aspx>). The technical review committee uses these criteria to score the proposals that are submitted to this program.

Deliverables

Deliverables for COSSEP-funded work are to be presented in a well edited and professional format that is suitable for presentation to the public. If the deliverable is a report, it must be in a scientific format, including a title page, abstract, introduction, material and methods, results, discussion, and literature cited sections. If the report is long, an executive summary is appropriate, and other features such as a table of contents, list of figures, list of tables, objectives, conclusions or recommendations, and acknowledgements may also be appropriate. Authors are instructed to include the contract number (if applicable) on the title page, as well as the date and the name(s) of collaborators involved including the DFG Contract Manager. Reports must be in an editable format that allows for conversion to an Adobe pdf format and compliant with section 508 and California Government Code 11135 of Section D (commonly referred to as “ADA compliant”). If an alternative format is desired, please consult with the COSSEP Coordinator for approval prior to the end of the contract or project. Also see examples 2006-03 and 2006-08 at http://www.dfg.ca.gov/ospr/report/ssep/ssep_summary.html).

Participants and collaborators are encouraged, but not required, to submit photographs of their project work to the COSSEP Coordinator for use in outreach activities. Recipients of any COSSEP funding are strongly encouraged to publish their findings in appropriate peer reviewed journals.

Annual Symposium

COSSEP maintains the goal of hosting an annual COSSEP Symposium to highlight and present the results and progress reports of all the work done within the program. Participants in the COSSEP are highly encouraged to participate by giving oral presentations of their COSSEP-funded work. The presentation may be an interim status report or a final report once the project work is concluded. It is

Rev. 7/14/2015

recommended that all COSSEP contracts be written to include a budget item for travel to Sacramento if the work is to be presented by a non-local contractor, to facilitate active participation in the COSSEP Symposium.