

Proposal to The North Carolina Department of Environment and Natural Resources
Division of Land Resources
Land Quality Section

titled

SUPPORT FOR FOUR WORKSHOPS TO TRAIN DESIGN PROFESSIONALS

Covering the Period from August 15, 2014 – April 30, 2015

Requested Support in the Amount of \$49,514

Submitted by the Water Resources Research Institute
of
The University of North Carolina

Nicole Saladin Wilkinson
Principal Investigator

Susan White, Director
Water Resources Research Institute
of the University of North Carolina

North Carolina State University
Sponsored Programs

1. SUPPORT FOR FOUR WORKSHOPS TO TRAIN DESIGN PROFESSIONALS for FY 2014-2015

2. Principal Investigator: Nicole Wilkinson, Coordinator for Research and Outreach, WRRRI, NC State University, 1575 Varsity Drive, Module 7, Varsity Research Bldg, Campus Box 7912, Raleigh, NC 27695-7912 nicole_wilkinson@ncsu.edu, 919-513-1216 (phone), 919-515-2839 (fax), County of Wake, Federal Tax ID # 56-6000756

3. Abstract:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the NC Sedimentation Control Commission and the Department of Environment and Natural Resources (DENR) Division of Energy, Mineral and Land Resources (DEMLR) Land Quality Section (LQS) staff by providing assistance in the continuation of workshops for design professionals. Four one-day workshops will be conducted during the term of the contract, with two workshops occurring in fall 2014 and two workshops occurring in spring 2015. Workshops will be distributed across the different regions of NC to allow for broader geographical coverage and targeting of audiences.

4. Introduction:

North Carolina is a rapidly growing state where increased urban and road construction is expected to continue. The erosion and sedimentation that result from these land-disturbing activities pose a significant threat to the quality of the state's waterways. To minimize further impacts of these activities on water quality requires an informed and well-trained cadre of professionals who can design and implement effective control practices.

Since the beginning of North Carolina's Sedimentation Control Program, educational efforts have played a significant role in the design and implementation of erosion and sedimentation control measures. Education is vital to the long-term effectiveness of the Program due to 1) the wide variety of professionals whose various activities affect erosion and sedimentation control, 2) the high turnover of positions, and 3) an ever-changing body of scientific information and regulatory requirements. Thus, it is critical to continue providing education on a continuing basis.

Previous educational efforts of the Sedimentation Control Commission have generally focused on:

1. explanation of the law and program;
2. orientation for local, state, and federal officials;
3. continuation of education for persons engaged in land-disturbing activities to include:
 - a. management of storm water
 - b. preparation of erosion and sediment control plans
 - c. techniques of design and construction of erosion and sediment control devices
4. development of workshops and training programs and educational materials
5. support for erosion and sediment control design and field manuals
6. support a student intern to be trained in erosion and sediment control educational activities

5. Background

For many years, WRRRI has been supportive of strong sediment control efforts in North Carolina. Some of these efforts include:

1. Supported the state's first workshop on sediment control prior to the enactment of the Sedimentation Pollution Control Act
2. Developed a workshop in urban storm water management and stream improvements
3. Produced for several years the publication titled "Urban Stormwater Manager" with a specific portion devoted to sediment control
4. Supported research projects related to sediment control including an assessment of the North Carolina Sedimentation Control Program
5. Contributed time and effort to the educational and technical committee deliberations of the Sedimentation Control Commission
6. Assisted the LQS staff in conducting a series of three one-week training sessions for inspectors, technicians, engineers, architects, and surveyors
7. Supported the LQS staff in conducting workshops to introduce the new Erosion and Sediment Control Design and Field Manual
8. Assisted the LQS staff in establishing a student intern program.
9. Developed a sediment newsletter for the Sedimentation Control Commission
10. Worked with LQS staff to conduct Erosion and Sediment Planning & Design workshops for many years.

6. Narrative:

Workshops

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the NC Sedimentation Control Commission and the NCDENR DEMLR LQS staff by providing assistance in the continuation of workshops for design professionals. Four workshops will take place annually, with two in the fall (2014) and two in the spring (2015). Each workshop will cover a one-day period. Two workshops will be held in Raleigh to allow for participation from central and eastern counties, and two workshops will be held in the western region of the state to target audiences in that area. These workshops will consist of presentations by the various professionals on topics of interest and in-depth discussion of each subject area. A great deal of interaction will continue to be incorporated into the agenda to allow for better exchange of ideas and perspectives concerning design aspects of sediment and erosion control. These workshops should continue to provide an excellent opportunity for the LQS staff to interact with design professionals and receive feedback on issues that are of concern to all. This proposal is based on accommodations for up to 120 total workshop participants, consisting of:

- o 90 paying registrants (note, budget is based on 55 but workshop will be planned to accommodate up to 90);
 - o up to 12 non-paying slots for DENR staff members, including the Regional Offices and Sedimentation Control Commission members, to serve as speakers, organizers and workshop assistants;
 - o up to 5 non-paying slots for core Land Quality Section staff members
 - o up to 5 additional non-paying slots for speakers outside of DENR
 - o up to 3 WRRRI staff for on-site registration, equipment set-up and oversight;
- and,

- provision of space for at least 5 paying exhibitors (more allowed if workshop space permits)

The base registration fee is \$90 per participant for the 1-day workshop. Workshops will be classroom style with speakers from DENR, DOT, and/or other state agencies to present updated regulations, laws, and permit requirements among other topics of priority and interest as identified by the Land Quality Section staff and identified in the 2012 Erosion and Sediment Control Training Needs Assessment (conducted by NCSU's Center for Urban Affairs & Community Services). Hands-on, interactive activities will be incorporated into the agenda whenever possible. If a field tour is included as part of the workshop, and arranged transportation is required, then the registration fee may be increased by \$25 per participant to cover field tour transportation costs as appropriate. Split registration and/or split attendance will not be allowed.

Roles and Responsibilities

Specifically, the responsibilities of WRRRI under this project will include the following:

1. Assist with the planning and development (with the Land Quality Section staff) of the program agenda to respond to the needs of design professionals
 - a) WRRRI will supply LQS staff with a checklist and time schedule of various types of information needed for workshop event planning.
 - b) WRRRI will communicate with LQS staff on a regular basis to discuss and clarify event planning and logistical issues of upcoming workshops.
2. Facilitate the following workshop logistics:
 - a) Contact and confirm speakers outside of DENR (i.e. professors, consultants). LQS staff will contact speakers from within DENR
 - b) Select and contract meeting locations and dates
 - c) Prepare and print all workshop materials including announcement fliers and participant handouts
 - d) Send out workshop announcements through listservs, direct mail, and other avenues to recruit participants to event
 - e) Communicate with speakers and participants regarding workshop details
 - f) Handle registration process for participants and exhibitors (including pre-registration and on-site registration)
 - g) Coordinate meeting logistics during planning phase and on-site during the workshops
 - h) Manage exhibitor contracts
 - i) Maintain database of workshop participants
 - j) Maintain records and report to appropriate boards for PDH credits
 - k) Prepare participant certificates of completion for PDH credits
 - l) Handle all accounting for workshops including travel and honoraria for speakers, facilities rental, meals, audio-visual equipment, and other expenses
 - m) Other logistical responsibilities as needed and within the scope of this proposal.

7. Deliverables, Methods, and Procedures:

WRRRI will provide DENR with a final list of participants from each workshop and a summary of the evaluations for each workshop. WRRRI will post presentations on the WRRRI website after the workshop. The presentations will be available for a minimum of one year following the workshop. WRRRI will also submit required workshop documentation to the NC Board of Examiners of Engineers and Surveyors and the NC Board of Landscape Architects in order to offer Professional Development Hours (PDHs) and contact hours to registrants for participation in the design workshops.

8. Project Milestones:

Planning Description	Time up to Event
WRRRI and LQS staff work together to determine potential workshop dates; WRRRI to determine facility availability for those dates	6 months prior
WRRRI staff assists LQS staff with: <ul style="list-style-type: none"> - Determining workshop content based on emerging needs and evaluation feedback from previous workshops - Creating a draft workshop agenda - Identifying potential workshop speakers and helping LQS to contact speakers as needed 	4-5 months
WRRRI and LQS staff contact speakers and confirm: <ul style="list-style-type: none"> - Availability for workshop - Honorarium or travel reimbursement needs 	4 months
WRRRI and LQS staff confirm speakers and presentation topics	3.5 months
<ul style="list-style-type: none"> - Agenda (including speaker names and presentation titles) ready for workshop advertisements - Workshop registration information posted online - First workshop announcement made by email to wrri-news listserv and other appropriate listservs - Registration opens 	3 months
<ul style="list-style-type: none"> - WRRRI begins compiling workshop materials to be posted online and included in participant information packets (updates made to website on continuous basis based on new information submitted) - Announcement/registration brochures sent by USPS to potential participants 	9 weeks
<ul style="list-style-type: none"> - WRRRI issues second electronic workshop announcement - Revised agenda with additional speaker information 	2 months
<ul style="list-style-type: none"> - WRRRI issues third electronic workshop announcement (as needed, based on status of registration) - Final agenda is ready, including all speakers and presentation titles, as it will appear in participant folders 	1 month
Deadlines for: <ul style="list-style-type: none"> - LQS staff to submit list of non-paying staff and/or committee members attending workshop - Participant Registration - Exhibitor Registration - Speakers, LQS staff, and others to submit materials to 	2 weeks - <u>firm</u>

WRI to be included in participant materials (including powerpoint presentations, supplemental handout materials, etc)	
- LQS staff and WRI discuss workshop results and evaluation feedback in preparation for next workshop - Presentations are posted to website	After workshop

Communication Note: Timely communication between WRI and LQS staff is essential to maintaining the workshop planning timeline and ensuring a successful event. Prompt feedback to questions and updates with information changes are necessary. Individual or group conference calls among planning team may be required throughout planning process to ensure all logistics and details are properly addressed. Communication should take place as needed (at least once per month throughout the planning process), but is not included at specific time intervals on the above timeline.

9. Duration of Project: August 15, 2014 – April 30, 2015

10. Detailed Project Budget:

Budget Item	Fall Workshop 1 - West	Fall Workshop 2 - Central	Spring Workshop 3 - West	Spring Workshop 1 - Central	Total Request	DENR Portion
Salaries and Wages	8270	8270	8270	8270	33080	22,666
Benefits	2,054	2,054	2,054	2,054	8,216	5,630
Fixed Charges or Current Services (Workshop Facilities)	2,850	2,850	2,850	2,850	11,400	7811
Contracted Services, Current Services, Domestic Travel or Other Travel (Travel)	750	750	750	750	3,000	2,056
Supplies	400	400	400	400	1,600	1,096
Current Services (Communications)	500	500	500	500	2,000	1,370
Contracted Services or Fixed Charges (Honorarium)	900	900	900	900	3,600	2,467
Total Direct Cost	15,724	15,724	15,724	15,724	62,896	43,096
Registration Receipts (55 people x \$90/workshop)	- 4950	- 4950	- 4950	- 4950	- 19800	
TOTAL COST	10,774	10,774	10,774	10,774	43,096	43,096

Indirect Cost (15% TDC)					6,464	6,464
TOTAL REQUEST					49,560	49,560

Multiplier 0.68519

Budget Explanation

Salary

- 3.0 months for Principal Investigator (PI) to plan, organize, contact speakers, collect handouts, and oversee workshop on-site and provide on-site logistical services.
- 3.0 months for Program Coordinator to oversee pre- and on-site registration, negotiate facilities contracts, report information for PDH credits and provide other on-site logistical services.
- 6 months at 0.5 FTE for Workshop Assistant to process incoming registrations, reconcile lists, facilitate workshop accounting with WRRRI accountant, prepare workshop materials (handouts, name badges, certificates of completion, etc), and assist with on-site logistical services.

Benefits

- University rate = 30% for permanent employees, 8.45% for part-time employees

Fixed Charges or Current Services (Workshop Facilities)

- Facilities includes the cost of meeting space, A/V equipment rental, and food costs. WRRRI recommends taking advantage of local facilities including NCSU Extension Facilities, other NCSU facilities, and organization facilities (e.g. Raleigh Junior League, Rural Center, etc), which offer accommodations for up to 100 participants and are quite economical for a one-day workshop)
- Food is estimated at \$30/person * 55 people. State per diem for lunch is \$10.45, so we estimate staying around this, plus breaks, and tax and gratuity/catering charge if relevant, and a larger morning break/breakfast if hosting a 9-hour day workshop).

Contracted Services, Current Services, Domestic Travel or Other Travel (Travel)

- Estimated at \$750 total to cover travel for WRRRI staff (up to 3 staff), including an overnight stay the night before a workshop to set up meeting room, registration table, etc. Additional funds are available to provide travel reimbursement allowance for speakers who may need mileage or meal coverage in order to participate in the workshop. Travel includes mileage, hotel, car/van rental from University motor feet, and meals at the state per diem rate.
- Depending on procedures of NCSU accounting office, travel for speakers, WRRRI staff, and DENR staff may be charged differently, and can be invoiced/charged as contracted services, current services, domestic travel, or other travel.

Supplies

- Supplies include handouts, pads, pens, folders, nametags, certificates, and large print-outs for group exercises.

Current Services (Communications)

- \$0.70 per each item mailed * approximately 500 mailings per workshop
- \$150 for telephone and fax charges per workshop

Contracted Services or Fixed Charges (Honorary)

- This is to provide honorarium for special speakers who may require such compensation for attending the workshop.

11. Matching Funds: N/A

12. Indirect Costs: 15% Total Direct Cost

13. Payment Schedule:

Invoices will be submitted quarterly with itemized detail of charges. Only expenses incurred during the inclusive dates of the contract will be invoiced.

14. Accounting:

NC State University follows the A-21 circular, "Cost Principles for Educational Institutions."

15. Project Outputs and/or Measurable Results: N/A

16. Ownership of Equipment Purchased under this contract: N/A

17. Credentials & Project Partners:

Nicole Wilkinson, PI, resume attached.

Mary Beth Barrow, CRA is designated as the contract administrator.

18. Regulatory Constraints: N/A

19. Project Administrator:

Matt Ronning

Assoc. Vice Chancellor for Research

NC State University, Box 7514

2701 Sullivan Dr.

Raleigh, NC 27695-7514

Matt_Ronning@ncsu.edu

Nicole S. Wilkinson – Professional Summary

Education

Master of Environmental Management (MEM) Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (May 2007)

B.S. Marine Science and Biology College of Arts and Sciences, University of Miami, Coral Gables FL (June 2004)

Professional Experience

Coordinator for Research and Outreach, Water Resources Research Institute, Raleigh, NC (October 2010 – present)

Facilitate and organize content development of educational programs for environmental professionals; organize content and schedule for annual statewide water resources research conference; manage annual call for proposals for federal and state research funds; serve as water resources informational liaison to university researchers, state and local government, and environmental professionals; oversee web development and content management of institute web site.

Coastal Training Program Coordinator, North Inlet-Winyah Bay National Estuarine Research Reserve, USC Baruch Marine Field Laboratory, Georgetown SC (June 2007-October 2011)

Education Volunteer, North Carolina Aquarium at Pine Knoll Shores, Pine Knoll Shores NC (2006-2007)

Marine Conservation Program Assistant, WIDECAST, Beaufort NC (2006-2007)

Project GLOBAL Research Assistant, Duke University Center for Marine Conservation, Beaufort NC (2006)

Duke Environmental Leadership Program Assistant Coordinator, Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (2005-2006)

Undergraduate Biology Major Workshop Teacher, University of Miami, Coral Gables FL (2003)

Professional Affiliations

NCWRA, North Carolina Water Resources Association

UCOWR, Universities Council on Water Resources

Proposal to The North Carolina Department of Environment and Natural Resources
Division of Land Resources
Land Quality Section

titled

SUPPORT FOR ANNUAL WORKSHOP AND AWARDS LUNCHEON FOR LOCAL PROGRAMS

Covering the Period from August 15, 2014 – April 30, 2015

Requested Support in the Amount of \$70,235

Submitted by the Water Resources Research Institute
of
The University of North Carolina

Nicole Saladin Wilkinson
Principal Investigator

Susan White, Director
Water Resources Research Institute
of the University of North Carolina

North Carolina State University
Sponsored Programs

1. SUPPORT FOR ANNUAL WORKSHOP AND AWARDS LUNCHEON FOR LOCAL PROGRAMS for FY 2014-2015
2. Principal Investigator: Nicole Wilkinson, Coordinator for Research and Outreach, WRRRI, NC State University, 1575 Varsity Drive, Module 7, Varsity Research Bldg, Campus Box 7912, Raleigh, NC 27695-7912 nicole_wilkinson@ncsu.edu, 919-513-1216 (phone), 919-515-2839 (fax), County of Wake, Federal Tax ID # 56-6000756

3. Abstract:

It is proposed that the Water Resources Research Institute of The University of North Carolina System (WRRRI) support the work of the Sedimentation Control Commission and the Division of Land Resources - Land Quality Section Staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of an annual workshop for local programs and provide an awards banquet.

4. Introduction

North Carolina is a rapidly growing state where increased urban and road construction is expected to continue. The erosion and sedimentation that result from these land-disturbing activities pose a significant threat to the quality of the state's waterways. To minimize further impacts of these activities on water quality requires an informed and well-trained cadre of professionals who can design and implement effective control practices.

Since the beginning of North Carolina's Sedimentation Control Program, educational efforts have played a significant role in the design and implementation of erosion and sedimentation control measures. Education is vital to the long-term effectiveness of the Program due to 1) the wide variety of professionals whose various activities affect erosion and sedimentation control, 2) the high turnover of positions, and 3) an ever-changing body of scientific information and regulatory requirements. Thus, it is critical to continue providing education on a continuing basis.

Previous educational efforts of the Sedimentation Control Commission have generally focused on:

1. explanation of the law and program;
2. orientation for local, state, and federal officials;
3. continuing education for persons engaged in land-disturbing activities to include:
 - a. stormwater management
 - b. preparation of erosion and sediment control plans
 - c. techniques of design and construction of erosion and sediment control devices
4. development of workshops and training programs and educational materials
5. support for erosion and sediment control design and field manuals

5. Background

WRRRI has for many years been supportive of strong sediment control efforts in North Carolina. Some of these efforts include:

1. Supported the state's first workshop on sediment control prior to the enactment of the Sedimentation Pollution Control Act.

2. Developed a workshop in urban stormwater management and stream improvements.
3. Produced for several years the publication titled "Urban Storm Water Manager" with a specific portion devoted to sediment control.
4. Supported research projects related to sediment control including an assessment of the North Carolina Sedimentation Control Program.
5. Contributed time and effort to the educational and technical committee deliberations of the Sedimentation Control Commission.
6. Assisted the Land Quality Staff in conducting a series of three one-week training sessions for inspectors, technicians, engineers, architects, and surveyors.
7. Supported the Land Quality Section staff in conducting workshops to introduce the new Erosion and Sediment Control Design and Field Manual.
8. Assisted the Land Quality Section staff in establishing a student intern program.
9. Developed a sediment newsletter for the Sedimentation Control Commission
10. Worked with Land Quality Section staff to conduct Erosion and Sedimentation Control Planning & Design Workshops for many years.

6. Narrative:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the Sedimentation Control Commission and the Division of Energy, Mineral, and Land Resources - Land Quality Section staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of an annual workshop for local programs, including an awards luncheon. The workshop will cover a 1.5-2 day period. This workshop will consist of:

- Presentations by the various local programs on topics of concern to all local governments
- Presentations by DENR staff and in-depth discussion of each subject area
- Significant interaction of local programs to allow for better exchange of ideas and perspectives concerning various aspects of sediment and erosion control at the local level
- Opportunities for the Land Quality Section staff to interact with the local programs and receive feedback on issues that are of concern to all local programs

WRRRI will plan accommodations of up to 90 rooms for:

- 2 representatives from each Local Program (currently 54 programs)
- up to 15 speakers or guests, such as DENR staff (including staff from regional offices), and Sedimentation Control Commission members
- up to 3 WRRRI staff

The total number of participants, staff, speakers and guests will not exceed 126. Participants and staff may need to share rooms if space is limited. Friends, spouses, or family members of speakers, Local Program staff, DENR staff, and WRRRI staff are not permitted to stay at the facility, dine at the facility, or participate in the workshop. The workshop is for the purpose of training Local Program staff. Split registrations or attendance will not be allowed. Additional paid registrations for participants beyond the two designated local program staff will not be allowed.

In addition, WRRRI will plan an awards luncheon, during which awards will be given to two local programs for outstanding performance during the previous year – one small local program and one large local program, to be determined by LQS staff. The luncheon will be held in conjunction with the workshop. The awards luncheon will accommodate all workshop participants and up to eight guests of the local program award recipients, inclusive (142 total).

Specifically, the responsibilities of WRRRI under this contract will include the following:

1. Assist with planning and development of (with the Land Quality Section staff) the program agenda to respond to the needs of the local programs
 - a) WRRRI will supply LQS staff with a checklist and time schedule of various types of information needed for workshop event planning.
 - b) WRRRI will communicate with LQS staff on a regular basis to discuss and clarify event planning and logistical issues of upcoming workshop.
2. Facilitate the following workshop logistics:
 - a) Contact and confirm speakers outside of DENR. LQS staff will contact speakers from within DENR and from individual local programs
 - b) Select and contract meeting locations and date
 - c) Prepare and print all workshop materials and participant handouts
 - d) Prepare and send workshop invitations
 - e) Handle registration process for participants (including pre-registration and on-site registration)
 - f) Coordinate meeting logistics during planning phase and on-site during the workshops
 - g) Maintain database of workshop participants
 - h) Maintain records and report to appropriate boards for PDH credits
 - i) Prepare participant certificates of completion for PDH credits
 - j) Handle all accounting for workshops including travel and honoraria for speakers, facilities rental, meals, audio-visual equipment, and all reimbursement paperwork for local program staff
 - k) Other logistical responsibilities as needed and within the scope of this proposal.
3. Handle all logistics of the award banquet including
 - a) Menu selection
 - b) Awards presentation (in coordination with LQS staff)
 - c) Creating and order certificates and plaques for winners
 - d) Creating awards bulletin and banquet agenda (with LQS staff input on finalized agenda)
7. Deliverables, Methods, and Procedures:

WRRRI will provide LQS staff with final list of participants and municipalities, and an evaluation summary from the participants. WRRRI will post presentations on the website after the workshop. WRRRI will also submit required workshop documentation to the NC Board of Examiners of Engineers and Surveyors and the NC Board of Landscape Architects in order to

offer Professional Development Hours (PDHs) and contact hours to registrants for participation in the local program workshop.

8. Project Milestones:

Planning Description	Time up to Event
Select workshop dates and general location, including: <ul style="list-style-type: none"> - WRRRI and LQS work together to determine potential workshop dates in January-February 2014 - WRRRI to determine facility availability for those dates - WRRRI to send save-the-date email to local programs with finalized dates 	4 months prior
WRRRI staff assists LQS staff with: <ul style="list-style-type: none"> - Determining workshop content based on emerging needs of local programs and evaluation feedback from previous workshops - Creating a draft workshop agenda - Identifying potential workshop speakers and helping LQS to contact speakers as needed 	4 months prior
WRRRI and LQS contact speakers and confirm: <ul style="list-style-type: none"> - Availability for workshop - Honorarium or travel reimbursement needs 	3-4 months
WRRRI and LQS confirm speakers and presentation topics and communicate workshop logistics	3 months
<ul style="list-style-type: none"> - Agenda (including speaker names and presentation titles) ready for workshop advertisements - Workshop registration information posted online - WRRRI sends invitation to local programs with registration details - Registration opens 	3 months
<ul style="list-style-type: none"> - LQS staff make final decisions for large and small local program award recipients - WRRRI finalizes banquet agenda and keynote speaker 	1.5 months
WRRRI orders award plaques and certificates	1 month
Deadlines for <ul style="list-style-type: none"> - Local program participant registration - Hotel reservations to be made - LQS to submit list of non-paying staff or committee members attending workshop - Speakers, LQS staff, and others to submit materials to WRRRI to be included in participant materials (including powerpoint presentations, supplemental handout materials, etc) 	2 weeks
<ul style="list-style-type: none"> - LQS and WRRRI discuss workshop results and evaluation feedback in preparation for next workshop - Presentations are posted to website 	After workshop

Communication Note: Timely communication between WRRRI and LQS staff is essential to maintaining the workshop planning timeline and ensuring a successful event. Prompt feedback to questions and updates with information changes are necessary. Individual or group conference calls among planning team may be required throughout planning process to ensure all logistics and details are properly addressed. Communication should take place as needed (at least once per month throughout the planning process), but is not included at specific time intervals on the above timeline.

9. Duration of Project: August 15, 2014 – April 30, 2015

10. Detailed Project Budget:

Budget Item	Request for FY 14-15
Salaries and Wages	10848
Benefits	2728
Current Services or Fixed Charges (Meeting Facilities)	16800
Contracted Services, Current Services, Domestic Travel or Other Travel (Travel)	27948
Supplies	1500
Current Services (Communications)	250
Contracted Services or Fixed Charges (Honorarium)	1000
Total Direct Cost	61074
Indirect Cost (15% TDC)	9161
TOTAL COST	\$70,235

Budget Explanation

Salary

- 1.0 months for Principal Investigator (PI) to plan, organize, contact speakers, collect handouts, and oversee workshop on-site and provide on-site logistical services.
- 1.0 months for Program Coordinator to oversee pre- and on-site registration, negotiate facilities contracts, report information for PDH credits and provide other on-site logistical services.
- 2 months at 0.5 FTE for Workshop Assistant to process incoming registrations, reconcile lists, facilitate workshop accounting with WRRRI accountant, prepare workshop materials (handouts, name badges, certificates of completion, etc), and assist with on-site services.

Benefits

- University rate = 30% for permanent employees, 8.45% for part-time employees

Current Services or Fixed Charges (Meeting Facilities)

- The facilities category includes the cost of meeting space, food, and A/V equipment rental and set up, all of which are generally covered under a single contract with the hosting location (as the Local Programs workshop seeks an all-inclusive location to promote maximum networking and interaction time for participants).
- Food includes 2 breakfasts, 2 lunches, 1 dinner, and break refreshments.

Contracted Services, Current Services, Domestic Travel, or Other Travel (Travel)

- Mileage reimbursement and lodging for participants and speakers. Lodging includes two nights per person at the \$72/night for 143 participants.
- Depending on procedures of NCSU accounting office, travel for workshop participants, WRRR staff, and DENR staff may be charged differently, and can be invoiced/charged as contracted services, current services, domestic travel, or other travel.

Supplies

- Supply costs are estimated at \$10-15 per participant, and include handouts, pads, pens, folders, nametags, certificates, etc.
- This estimate is based on 133 sets of handouts, plus extra for award plaques

Current Services (Communications)

- Estimated charges for fax and long distance phone calls
- Long distance calls are typically more for the local programs workshop compared to other workshops because of the required attendance by specific local programs, which necessitates more targeted calls

Contracted Services or Fixed Charges (Honorarium)

- This is based on previous years' budgets.

11. Matching Funds: N/A

12. Indirect Costs: 15% Total Direct Cost

13. Payment Schedule:

Invoices will be submitted quarterly with itemized detail of charges. Only expenses incurred during the inclusive dates of the contract will be invoiced.

14. Accounting:

NC State University follows the A-21 circular, "Cost Principles for Educational Institutions."

15. Project Outputs and/or Measurable Results:

16. Ownership of Equipment Purchased under this contract: N/A

17. Credentials & Project Partners:

Nicole Wilkinson, PI, resume attached.

Mary Beth Barrow, CRA is designated as the contract administrator.

18. Regulatory Constraints: N/A

19. Project Administrator:
Matt Ronning
Assoc. Vice Chancellor for Research
NC State University, Box 7514
2701 Sullivan Dr.
Raleigh, NC 27695-7514
Matt_Ronning@ncsu.edu

Nicole S. Wilkinson – Professional Summary

Education

Master of Environmental Management (MEM) Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (May 2007)

B.S. Marine Science and Biology College of Arts and Sciences, University of Miami, Coral Gables FL (June 2004)

Professional Experience

Coordinator for Research and Outreach, Water Resources Research Institute, Raleigh, NC (October 2010 – present)

Facilitate and organize content development of educational programs for environmental professionals; organize content and schedule for annual statewide water resources research conference; manage annual call for proposals for federal and state research funds; serve as water resources informational liaison to university researchers, state and local government, and environmental professionals; oversee web development and content management of institute web site.

Coastal Training Program Coordinator, North Inlet-Winyah Bay National Estuarine Research Reserve, USC Baruch Marine Field Laboratory, Georgetown SC (June 2007-October 2011)

Education Volunteer, North Carolina Aquarium at Pine Knoll Shores, Pine Knoll Shores NC (2006-2007)

Marine Conservation Program Assistant, WIDECAST, Beaufort NC (2006-2007)

Project GLOBAL Research Assistant, Duke University Center for Marine Conservation, Beaufort NC (2006)

Duke Environmental Leadership Program Assistant Coordinator, Nicholas School of the Environment and Earth Sciences, Duke University, Durham NC (2005-2006)

Undergraduate Biology Major Workshop Teacher, University of Miami, Coral Gables FL (2003)

Professional Affiliations

NCWRA, North Carolina Water Resources Association

UCOWR, Universities Council on Water Resources