**NOAA RESTORE Science Program Site Visit Evaluation Form**

**Site Visit Date:**

**Award Number:**

**Project Title:**

**Lead Investigator:**

**Meeting Location:**

**Meeting Time:**

**Period Covered by this site visit (month/year):** From \_\_\_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_

**List of Attendees:**

This form complements the [*NOAA RESTORE Science Program Site Visit Guidance*](https://docs.google.com/document/d/1_xkwYkHlsrt8rKB_dicnMsIuKpA56CFVP_RmF7-lV-I/edit#heading=h.xx38fzlpor0j) and should be completed during an official site visit by the federal program officer (FPO) or designated technical monitor (TM) for a Science Program project. Please submit your completed evaluation form to the RESTORE Science Program (frank.parker@noaa.gov) within 30 days of the site visit.

Site visits are an opportunity to review the performance, quality, and relevance of ongoing projects funded by the RESTORE Science Program. Please refer to the [*NOAA RESTORE Science Program Site Visit Guidance*](https://docs.google.com/document/d/1_xkwYkHlsrt8rKB_dicnMsIuKpA56CFVP_RmF7-lV-I/edit#heading=h.xx38fzlpor0j) for detailed definitions and site visit guidance (*e.g.*, frequency, attendees, location, costs, purpose, topics to include). **An agenda for the site visit should be developed by the lead investigator and TM and approved by the FPO at least two weeks before the meeting**.

Site visits should cover progress and challenges to date, and also look forward at least one year towards upcoming activities and anticipated challenges. Site visits should include a thorough review of the research team, the science, application of the science and engagement with end users, data management, financial management, and environmental compliance and permit actions. Site visits may also include inspection or review of facilities and equipment, field sites, environmental compliance and permit controls, accounting and administrative controls, special award conditions, and other items deemed necessary. The site visit should conclude with a status review of a project’s *Milestones and Gantt Timeline*, and a discussion of mitigation measures for tasks that are ‘behind schedule’.

**GUIDANCE**

Please complete sections 1-4, during the site visit. For each section, summarize (a) key updates and (b) issues/red flags, as needed (see [*NOAA RESTORE Science Program Site Visit Guidance*](https://docs.google.com/document/d/1_xkwYkHlsrt8rKB_dicnMsIuKpA56CFVP_RmF7-lV-I/edit#heading=h.xx38fzlpor0j) for specific items the project team should have included in their presentation for each section). Please also include your (c) recommendations under each section. After completing sections 1-4, please complete sections 5-6, which assess the state of the overall project.

1. **RESEARCH TEAM**
2. **LOOKING BACK**
3. **LOOKING FORWARD**
4. **PROJECT ADMINISTRATION**
5. **STATE OF OVERALL PROJECT**

Select a rating for the project based on your site visit and provide your rationale for that rating in section 6. Consider the project’s performance, quality, and relevance (see [NOAA RESTORE Science Program Site Visit Guidance for Investigators](https://docs.google.com/document/d/1_xkwYkHlsrt8rKB_dicnMsIuKpA56CFVP_RmF7-lV-I/edit#heading=h.xx38fzlpor0j) for definitions) in determining your rating.

( ) Highest Performance: Project greatly exceeds the Satisfactory level and is outstanding in almost all areas (e.g., deadlines for milestones, tasks, and deliverables are consistently met; findings are or will significantly advance the science; and end user application is particularly strong).

( ) Exceeds Expectations: Project goes well beyond the Satisfactory level and is outstanding in many areas.

( ) Satisfactory: Project meets expectations and generally meets deadlines for milestones, tasks, and deliverables.

( ) Needs Improvement: Project does not reach expectations and may not meet deadlines for milestones, tasks, and deliverables.

1. **RATIONALE**

Please provide your rationale for the above rating. Include an assessment of the project’s performance, quality, and relevance to this point.