

## Introduction

To fill a capacity gap, Oregon Sea Grant (OSG) seeks a contractor to write impact and accomplishment statements required for our annual reporting to the National Sea Grant Office (NSGO). The statements showcase OSG's work in our four focus areas: environmental literacy and workforce development; healthy coastal ecosystems; sustainable fisheries and aquaculture; and resilient communities and economies. The impact and accomplishment statements are submitted via Sea Grant's Planning, Implementation, and Evaluation Resource (PIER) database to help the NSGO [evaluate our program](#) and keep abreast of our accomplishments.

The statements, which report on work performed during the previous year, are a source of much of the information that the NSGO uses to describe Sea Grant to the public, the National Oceanic and Atmospheric Administration (NOAA), Congress and others. The NSGO uses them in its communications products and features them on [its website](#) where they are searchable by the public. It uses the statements to communicate the value of Sea Grant's work, provide talking points for Sea Grant and NOAA leadership, inform legislative activities, and demonstrate Sea Grant's ability to take advantage of new opportunities.

Accomplishment statements describe the key actions, activities or products resulting from Sea Grant activities. They can reflect ongoing activities or key results that may not yet have had a significant economic, societal and/or environmental benefit but lay the foundation for one. Accomplishments document important milestones and Sea Grant outputs, and feed into impacts or address questions related to accountability.

Impact statements describe the significant economic, societal and/or environmental benefits of a program's research, extension, education and/or communications work. They document the verifiable results of Sea Grant's work and how its efforts make a difference in the lives of coastal residents, communities, and environments. They also help decisionmakers and constituents understand how Sea Grant programs are making a difference, and they enable the Sea Grant network to reflect on and improve its work.

## Scope of Work

- Write some of the approximately 30-40 impact and accomplishment statements Oregon Sea Grant expects to produce between February 2024 and June 5, 2024.
- Identify and summarize key research findings and outcomes of projects.
- Write in lay terms for readers who are not scientists.
- Write concisely to adhere to word count limits for statements.
- Write concise headlines that summarize the key outcome of a project or research.
- Respond to editing feedback.
- Ensure that content is accurate by checking facts.
- Gather background information to understand topics that may be unfamiliar and communicate them in a nontechnical way.
- Read progress and completion reports about research and other projects OSG funded.
- Access reports in eSeaGrant or Google Drive.

- Contact sources via email, phone or online meeting platform for clarification, further information, and answers to questions.
- Attend meetings of OSG's reporting team.
- Identify multimedia sources such as Flickr albums, videos, and online stories to link to in statements.
- Shorten URLs using Oregon Sea Grant's bitly account.

### Timeline

Work will occur between February 2024 and June 5, 2024, which is the deadline for submitting statements to the PIER database.

### Deliverables

Depending on staff capacity to write statements, the contractor may write between roughly 10 and 40 impact and accomplishment statements that are: 1) concise and clear, 2) independent explanations without the need for external information for understanding, 3) free of typos and grammatical errors and 4) written for lay audiences.

The statements, which will be vetted by sources, reviewed by OSG staff, and copyedited by another contractor, must adhere to a [template established by the NSGO](#) (see pages 7-9).

### Minimum Qualifications

- A bachelor's or master's degree in a scientific field.
- Experience synthesizing technical information and writing concisely in lay terms.

Examples of writing that demonstrate these skills will be requested.

### How to Respond

Email qualifications **by February 9, 2024**, to:

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Associate Director of Research and Scholars