

Acknowledgement Guidance

The Minnesota Department of Natural Resources (DNR), US Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), and Office of Coastal Management require that any publicity regarding a coastal program funded project must identify the sponsoring agencies; and must have written approval from the State's Authorized Representative or her designee prior to production.

For purposes of this provision, publicity includes anything prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract; such as:

- websites
- notices
- informational pamphlets
- press releases
- research
- reports
- signs
- design plans
- posters
- PowerPoints
- handouts
- other

Grant Agreement

Follow the guidance as outlined in the **Publicity and Endorsment** section (either 13 or 14) of your grant agreement. The following is the current language used (federal fiscal year 17); and is appropriate regardless of your specific agreement guidance. Make sure to include the **NOAA Award Number** (14 characters, begins with NA) identified in your agreement.

The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of [2 CFR 200.315](#).

- 13.1. **Acknowledgement.** The cover of the title page (or other prominent location) of all reports, studies, or other documents, and acknowledgement on websites/webpages, videos, and other media, published or distributed electronically or hardcopy, must acknowledge both the State and the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA).

Every publication of material based on, developed under, or otherwise produced under this grant agreement, except scientific article or papers appearing in scientific, technical or professional journals, must contain the following:

This [report/video/workshop/brochure/etc.] was prepared by [recipient name] using Federal funds under award [Insert NOAA Award Number] from the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce provided to the Minnesota Department of Natural Resources (DNR) for Minnesota's Lake Superior Coastal Program. The statements, findings, conclusions, and recommendations are those of the author(s) and do not

necessarily reflect the views of NOAA's Office of Coastal Management, the U.S. Department of Commerce, or the Minnesota DNR.

- 13.2. **Professional Publications.** Publications of methods and results derived from this project in theses, academic or professional journals or presentations at symposia or scholarly meetings must acknowledge both the State and the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA):

This [study/etc.] was funded in part by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration under Award [Insert NOAA Award Number] provided to the Minnesota Department of Natural Resources for Minnesota's Lake Superior Coastal Program.

- 13.3. **Environmental Data.** Environmental data must be accompanied by the following statement:

These data and related items of information have not been formally disseminated by NOAA or the Minnesota DNR and do not represent and should not be construed to represent any agency determination, view, or policy.

Logos

We recommend you include logos.

National Oceanic and Atmospheric Administration



[Download](#) and use official (high-quality) logo.

Minnesota Department of Natural Resources



Request and use guidance from the [Coastal program staff](#).

What about the Coastal Program Logo?



While we appreciate the acknowledgement and attachment to the Coastal Program logo (we love it too!), we do not require or suggest you use it other than as a decorative element.

Common Errors

- **Using old cover sheets.** The name of the NOAA Office under which we receive funding has changed in the last 3-4 years, and now the DNR has changed their logo. Get rid of all old copies of cover sheets. If you want one for your report, there is a version available on our [website](#).
- **Not including acknowledgement in metadata.** Build your acknowledgement into the metadata when you are first developing your GIS data. If you need help, [Clinton Little](#) can assist.
- **Omitting/forgetting acknowledgement.** We will return products for you to fix before we can accept your final products and close your grant. If you are unable to fix the products (have already gone to print or been distributed); this will be reflected in your grant closeout report. This could result in consequences including but not limited to withholding partial reimbursement and/or increased monitoring for future projects.

Questions

Do I have to put the acknowledgement on the cover/title page?

We would prefer you include the acknowledgement in a way that fits the style and look of your document. For many items, including research papers and comprehensive/management plans, an acknowledgement section may be more appropriate.

Do I need acknowledgement on every document?

You do! Including attachments or appendices if they could be or are standalone documents.

What do you mean, “written approval from the State’s Authorized Representative or her designee prior to production” in the grant agreement?

We want to see and approve the acknowledgement language/logos on everything before it goes to print or is distributed to anyone. This ensures that all copies of your document and promotional materials are accurate. This prevents costly reproduction or having to add stickers to materials. It also means you do not need to retract or recover ‘bad’ documents from partners and/or the internet.

What products require the environmental data statement?

If any task in your award includes funding for the creation or collection of environmental data and information, you will need to include the statement. Environmental data and information is defined as “recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans (i.e. Lake Superior), atmosphere, space environment, sun, and solid earth, as well as correlative data such as socio-economic data, related documentation, and metadata. Digital audio or video recordings of the environmental phenomena (such as animal sounds or underwater video) are included in this definition. Numerical model outputs are included in this definition, particularly if they are used to support the conclusion of a peer-reviewed publication. Data collected in a laboratory or other controlled environment, such as measurements of animals and chemical processes, are included in this definition.”