

**AquaFish Innovation Lab
Project Business Closeout Meeting
Forum Suite, 3rd Floor, Hilton Portland Downtown
Portland, Oregon**

29 August 2017

AGENDA

28 AUGUST

7:00 PM *Dinner at HopCity Tavern at Hilton Portland Downtown (meals paid individually)*

29 AUGUST

7:30 AM *Breakfast served from 7:30-9:00 AM in the Forum Suite (Pastries, fruit, egg sandwiches, coffee, tea, juice)*

8:00 AM **Welcome, Introductions, Meeting Purpose, Program end-date, External Eval, etc –**
Hillary Egna

8:15 AM AquaFish Management Team Presentations

Brief presentations on topics that are relevant to the entire group. The breakout group discussions that follow will be the time to discuss details and questions specific to a given project.

- 8:15 – 8:45** **Administrative and Financial Compliance I – FE** (Overview, OSU checkout, disposition for equipment/electronics/supplies, travel compliance)
- 8:45 – 9:15** **Research Compliance I – JB** (IRB, IACUC, MOUs; and Investigation and Project-level deliverables including Quarterly and Annual reporting, ST training, FIRs, Exit Strategies, AquaNews, Success Stories, Lessons Learned, Outreach document, QEB, IA)
- 9:15 – 9:35** **Long-term Training and Branding & Marking – KG** (TraiNet Compliance, Branding and Marking, Final Report to USAID, DEC)
- 9:35 – 9:50** *Break*
- 9:50 – 10:10** **Research Compliance II – SI** (FTFMS, Open Data)
- 10:10 – 10:40** **Administrative and Financial Compliance II – CS** (Subcontract compliance, Invoicing, Grant/Project Travel Compliance, Personnel Documentation, Cost Share (US, HC Match, Leverage)
- 10:40 – 11:00** **Q&A for All Presentations; Breakout Group Instructions**

11:00 AM Project Team and MT Breakout Discussions

The five project teams (AU, PU, NCSU, UConn, and UM) will rotate through the 5 breakout tables hosted by the MT. Each table rotation will be 45 minutes. Two tables will be visited before lunch, and three after lunch.

Breakout Topics:

1. **Long-term Training and Branding & Marking**– KG (Discuss LT trainees for each project including visa and TraiNet compliance, estimated completion dates; Branding and Marking)
2. **Research Compliance I** – JB (Discuss progress towards investigation and project-level deliverables, including ST training, research deliverables, FIRs, Exit Strategies, AquaNews,

Success Stories, Lessons Learned, Outreach document, QEB, IA; as well as IRB, IACUC, and MOU status)

3. **Administrative Compliance I** – FE (Supplies/inventory disposition, records retention, associate awards, patents)
4. **Administrative Compliance II** – CS (Status of subcontract agreements, travel documentation, personnel documentation, invoicing, cost share)
5. **Research Compliance II** – SI (Discuss research and publications for which we expect datasets to be made public; research and outreach materials to be archived upon closeout)

11:00 – 11:45 Breakout Group Rotation 1

11:45 – 12:30 Breakout Group Rotation 2

12:30 – 1:30 Lunch

1:30 – 2:15 Breakout Group Rotation 3

2:15 – 3:00 Breakout Group Rotation 4

3:00 – 3:45 Breakout Group Rotation 5

3:45 – 4:00 PM Break

4:00 – 5:00 PM Administrative and Research Compliance Breakout Discussions

Break into two groups – Administrative Officers and Researchers - for follow-up conversations and Q&A on closeout compliance.

Administrative Group – FE (facilitator) with fiscal and administrative officers from each project

Research Group – JB (facilitator) with all project PIs

5:00-6:00 PM Wrap-up Discussions (Archiving, Acknowledgement, Networking, Library donations, etc.)