EMC Project Liaison Tips and Guidelines

1) Review the project contract, which you can obtain from Board of Forestry & Fire Protection ('Board') staff (at this time, Kristina Wolf, Kristina.wolf@bof.ca.gov). Be aware of the timeline for project deliverables, and check in with the PIs as the anticipated deliverables are expected to be submitted. Work with Board staff to schedule project presentations or facilitate submission of project deliverables to Board staff.

2) Check in with the PI on a regular basis, particularly as anticipated deliverables are expected; Board staff (at this time, Dr. Wolf) uses a project management tool (e.g., Trello) to track when different items are expected so they can check in with the project Principal Investigator(s) (PIs) as those dates approach and try to head off potential issues or schedule presentations at EMC meetings with enough lead time for planning. A project management tool may be useful for you. Setting calendar reminders or other deadlines within your calendar or project management tools may help with keeping on track.

3) At each EMC meeting, if you have any information on progress of the project (activities, results, deliverables, constraints to progress, etc.), verbally provide that during the agendized item for Project Status Updates.

4) As we approach the end of each calendar year, submit a written update on the project, if any. Board staff will reach out to you about this if they do not hear directly from you as year-end approaches. This summary is a critical part of the Annual Report and Workplan (see https://bof.fire.ca.gov/media/r0wh43vd/emc-annual-report-and-workplan-2022_final_ada.pdf for an example of project updates previously submitted; content and level of detail may vary depending on the project and where they are in terms of project status).

5) Be sure PIs are submitting their invoices directly to the Board contracts representative on a regular basis (at this time, Sara Walter, sara.walter@bof.ca.gov). For each fiscal year ending 06/30, invoices for that year need to be submitted by no later than 5/10 of each year, so we just want to be absolutely sure they know about that as well, as it has created some issues for PIs in the past. Checking in on a quarterly basis for updates and to ensure timely invoice submissions is a good bad idea.

6) After a final presentation and/or final report are submitted, you will work with one other EMC member, along with the project PI(s), to develop the Completed Research Assessment (CRA). This is a relatively new protocol, but one good example is here: https://bof.fire.ca.gov/media/um3hohhe/emc-2015-001-class-ii-large-watercourse-study-completed-research-assessment.pdf. You will present the CRA to the EMC, and the EMC may vote to approve as is, vote to approve with revisions, or may ask for more revisions prior to approval. Once the EMC votes to approve the CRA, the CRA will be presented to the Board or one of their standing committees at a future Board meeting, at which time the Board may also vote to approve as is, vote to approve with revisions, or may ask for more revisions prior to approval.

* NOTE: On occasion, changes to contracts may need to be made: time extensions, or funding extensions, for example. The Business Services Office (BSO) can take a very long time to process contract amendments, and all too often they are not processed quickly enough to make the desired change. Just be aware of that, and if issues arise that could necessitate some kind of extension, the sooner we talk about options, the better. Also, if there are any unanticipated issues that alter the project design or results (e.g., unplanned fires, flooding, landslides, a global pandemic!), talk with the PIs and Board staff (at this time, Dr. Wolf) about potential issues early on as well to try to get ahead of them and adjust plans accordingly.

Board staff will likely check in with you as they have questions, usually relating to: a) annual updates for the annual report mentioned in #4 above; b) invoices for the current Fiscal Year; and 3) final deliverables, including final project presentations, final project reports/theses/dissertations, any publications (journal articles, technical pubs, databases), and completion/delivery of the Completed Research Assessment.

Useful EMC Links

- **Main EMC webpage,** including current year's meeting materials, EMC News Announcements and links, membership roster, and a table of project deliverables: https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/
- **EMC Charter** https://bof.fire.ca.gov/media/10115/effectiveness-monitoring-committee-charter-7120_ada.pdf
- **2022 Strategic Plan** https://bof.fire.ca.gov/media/vaffvb42/2022-emc-strategic-plan-final.pdf
- **Research Themes and Critical Monitoring Questions** https://bof.fire.ca.gov/media/y3kfq140/effectiveness-monitoring-committee-themes-and-critical-monitoring-questions.pdf
- **Crosswalk of EMC-supported projects to the Research Themes and CMQs** https://bof.fire.ca.gov/media/snbcykgw/emc-projects-and-critical-monitoring-questions-matrix.pdf
- **2021 Annual Report and Workplan** https://bof.fire.ca.gov/media/r0wh43vd/emc-annual-report-and-workplan-2022_final_ada.pdf
- **Priorities received from Boards, Departments, and Agencies (historical document for initial development of the Research Themes and CMQs)** https://bof.fire.ca.gov/media/dqxggvjd/priorities-received-from-boards-departments-and-agencies.pdf
- **Completed Research Assessment template** https://bof.fire.ca.gov/media/lufd3n5t/emc-completed-research-assessment_final_ada.pdf
- **EMC Document Archives**, including past Annual Reports and Workplans, the 2018 Strategic Plan, and meeting materials for fall 2019 through 2021: https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/effectiveness-monitoring-committee-archives/