

EMC Project Liaison Guide

General Workflow for EMC Project Liaisons

- 1) **At the start:** Once assigned a project liaison role, Board of Forestry and Forestry (Board) staff will provide a copy of the project contract to liaisons to review scope and deliverables. Board staff will notify liaisons and PIs when project deliverables are due. Thereafter, project liaisons should check in with the PIs on status and address any science issues that emerge. As applicable, liaisons should work with Board staff to schedule interim or final project presentations.
- 2) **Quarterly:** Check in with the PI regularly, particularly as anticipated deliverables are upcoming. It is advised that liaisons set calendar reminders to review PI deliverables ahead of reports being submitted to Board staff.
- 3) **At EMC meetings:** If liaisons have any information on progress of the project (activities, results, deliverables, constraints to progress, etc.), verbally provide that during the agenda item for Project Status Updates.
- 4) **After a final presentation and/or final report are submitted:** Liaisons should work with one other EMC member to develop the [Completed Research Assessment](#) (CRA); [click here](#) for CRA example. Liaisons are required to 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.
- 5) **End-of-year reports:** At the end of each calendar year, as prompted by Board staff, submit a written update on the project as applicable. This summary is a critical part of the Annual Report and Workplan ([click here](#) for example). Content and level of detail may vary depending on the project and where they are in terms of project status).
- 6) **Communications Log:** Please keep track of your communications with PI and other project personnel, including a log of conversations, actions taken, deliverables received, and any presentations given to the EMC or EMC-supported research presented or published in venues outside the EMC. Submit this log to Board staff at least annually with the End-of-year reports.

Additional Information

- 1) On occasion, contract amendments may be needed (e.g., time or funding extensions). 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. If issues arise that could necessitate an extension, act sooner than later. 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 about potential issues early on.

- 2) As noted above, Board staff will likely check in with liaisons as questions arise, usually relating to annual updates, invoices for the current Fiscal Year, and final deliverables, including final project presentations, completion of the CRA, and the like. Please be responsive to Board staff on those occasions.

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>
- **Completed Research Assessment template**
https://bof.fire.ca.gov/media/lufd3n5t/emc-completed-research-assessment_final_ada.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>
- **EMC Document Archives**, including past Annual Reports and Workplans, the 2018 Strategic Plan, Priorities received from Boards, Departments, and Agencies (historical document for initial development of the Research Themes and CMQs), and meeting materials for fall 2019 through the end of the previous calendar year:
<https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/effectiveness-monitoring-committee-archives/>