

**Joint Fire Science Program  
Five-Year Program Review Report - 2003**

**Recommendations and Proposed Actions – 10/8/08 Update**

<b>Number</b>	<b>Findings/Recommendation</b>	<b>Proposed Action(s)</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Current Status 2007</b>
<b>Technology Transfer</b>					
1	JFSP should develop a technology transfer plan, coordinating with field units and appropriate training and technology specialists to promote full implementation of research products at the field level	Tech Transfer Specialist to develop technology transfer plan	Tech Transfer Specialist	July 2004	COMPLETED Joint Fire Science Program Science Delivery and Application Strategy completed in 2007.
2	JFSP needs to conduct a survey of intended end-users to determine if this program is addressing their needs, monitor product usefulness and identify emerging issues	Tech Transfer Specialist to survey end-users, monitor product utility and identify emerging issues	Tech Transfer Specialist with input from Board	December 2004	COMPLETED & ONGOING Survey conducted in 2006. Ongoing interaction through roundtables, roadshows, formal and informal stakeholder interactions.
3	Operating guidelines should provide for shared responsibility for technology transfer among program staff, the Stakeholder Advisory Group, the Governing Board and PIs et al page 11	Delineate tech transfer responsibilities in technology transfer plan	Governing Board, Tech Transfer Specialist, Stakeholder Advisory Group	July 2004	COMPLETED Operating guidelines describe project-level responsibilities (PIs) and programmatic responsibilities (JFSP).
4	No set process exists for evaluating quality of delivered products	Tech Transfer Specialist to develop process for evaluating quality of deliverables	Tech Transfer Specialist with input from Board	December 2004	ONGOING Program Manager provides quality control on all final reports; two JFSP studies just completed evaluating science delivery and use (Seesholtz, Wright); Manager's Views written on completed projects
5	Information from JFSP PI meetings should be more widely distributed	Explore various options such as live broadcasting, videotapes, CD/DVD,	Tech Transfer Specialist and Governing Board	Ongoing beginning with 2003 PI Workshop	ONGOING PI workshops have varied in format and usefulness and have been discontinued; JFSP suite of products

		Internet sites			is being widely distributed
6	Technology transfer methodology varies considerably among PI's	Establish minimum technology transfer specifications	Tech Transfer Specialist with input from Governing Board	December 2004	ONGOING Science delivery is emphasized in proposal solicitation, review, and decision processes; multiple approaches are encouraged for each project
7	Program should strongly consider the value of increasing its capability in technology transfer, either through contracting or staffing	Hire Tech Transfer Specialist	Governing Board and Program Manager	July 2003	COMPLETED Hired Information Technology Specialist And Database and Website Manager; heavy use of contract science writers and Manager's Views writers
8	Limited awareness by fire managers and line officers of both the JFSP itself and the research products/deliverables being generated	Increased outreach efforts including Internet, personal contacts, articles in professional journals	Tech Transfer Specialist and Governing Board	Ongoing	ONGOING Created JFSP suite of products which are widely distributed; roundtables and roadshows used to involve clients; actively managed website
9	At some future time when more deliverables are available, the JFSP needs to conduct a survey of stakeholders from all ownerships to determine the applicability of projects on lands of diverse ownership	Develop and implement end-user surveys to determine application of products (similar to #4, 18)	Tech Transfer Specialist and Governing Board	December 2004	PLANNED Survey planned for 2010 to evaluate JFSP deliverables
<b>Program Operating Procedures</b>					
10	More proactive in soliciting rapid-response proposals	Post rapid-response Announcement for Proposals on a continuing (standing) basis	Governing Board	Ongoing	COMPLETED Rapid response proposals successfully solicited in FY 2004-2007.
11	Program does not gather statistical information on use of the JFSP web page	Establish counter to detect "hits" on JFSP website	Program Manager	December 2003	ONGOING Program Office regularly collects website use data through Goggle Analytics
12	Develop a systematic approach to publicize, distribute and announce the release of AFPs and research	Increase efforts in outreach and technology transfer,	Governing Board, Tech Transfer Specialist,	July 2004	COMPLETED List-serv created that enables broad distribution of proposal solicitations

	products to targeted stakeholders	develop technology transfer plan	Stakeholder Advisory Group		and news of new deliverables; proposal solicitations posted on Grants.gov
13	Program Manager and Governing Board should be more proactive in advertising new AFPs, especially in subject or geographic areas that are typically under-represented in the proposal process	Increase outreach efforts in under-represented geographic areas and subject areas	Governing Board, Program Manager, Tech Transfer Specialist	December 2003	ONGOING List-serv regularly used to broadly distribute proposal solicitations and news of new deliverables; proposal solicitations posted on Grants.gov
14	A protocol should be established for selection of peer reviewers for proposals to ensure appropriate review of all submissions by recognized subject-matter experts	Develop protocol to increase pool of peer reviewers using incentives (cover travel costs) and outreach, target proposals to appropriate SMEs	Program Manager with assistance from Board and SHAG	December 2003	COMPLETED Peer review process revamped in 2008 to ensure appropriate subject-matter experts review proposals (changed timeframes, changed review process, increased flexibility in approaches, tighter task statements); Governing Board and Program Office critique review process after each review to identify needed improvements
15	Governing Board should continue to select projects to fund using their current protocol	Continue current efforts	Governing Board	Ongoing	ONGOING Process continues to be modified and improved; detailed process documented in operating guidelines
16	JFSP should schedule annual briefings with other science funding organizations such as the National Science Foundation, National Academy of Sciences, and National Research Initiative	Increase efforts to coordinate briefings and information sharing with other science funding organizations through meetings, Internet searches, networking and personal contacts	Program Manager and Governing Board	Ongoing	PENDING No progress made
17	The JFSP annual report and the NFP Research and Development annual report should be combined	Develop combined annual report	Program Manager	Ongoing beginning in 2002	COMPLETED Bundled report was successful one year, and then NF Research was unable to meet JFSP timelines for completion; concerns over identity confusion; effort suspended.
18	Governing Board needs to develop	Develop and	Tech Transfer	December	COMPLETED & ONGOING

	performance measures that assess the effectiveness of the program. Measures should focus on outcomes of the funded research, rather than the number of deliverable or outputs.	implement end-user surveys to determine impact of research products	Specialist and Governing Board	2004	First iteration completed; second generation measures developed and approved by Board, collection underway
19	JFSP Governing Board and Program Manager should continue to support and participate in the developing of Fire Research Coordinating Council	Continue efforts to develop and maintain FRCC effectiveness	Governing Board and Program Manager	Ongoing	COMPLETED & ONGOING Fire Research Coordinating Council no longer in existence; discussions underway regarding the JFSP role in national interagency fire science coordination
20	Familiarity with fire and fire-related research projects supported through other funding mechanisms should also be a consideration in selecting proposal review panel members	Use Project Database to help screen peer review candidates for suitability	Program Manager	December 2003	COMPLETED Familiarity with the full breadth of ongoing fire science projects is a strong criterion for peer review panel science members
21	Annual reports need to include information on anticipated completion dates and funding amounts for each project as part of the project description	Include completion dates and funding amounts in future annual reports	Program Manager	Ongoing beginning with 2003 annual report	COMPLETED Determined that this level of detail is not appropriate for the revised format of the annual report; information is available in JFSP database, most of which is available online (excluding funding amounts).
22	Real cost of program administration need to be displayed in the JFSP budget by showing in-kind and other contributions by agencies	Future JFSP budgets to depict true administrative costs including in-kind contributions	Program Manager with input from Board	Ongoing beginning with 2004 budget	PENDING Not yet done, although it could be estimated and displayed; no decision made on products where this information should be displayed
23	JFSP supports research in many different disciplines that need to be reflected in the expertise of Governing Board members	Seek to diversify experience and knowledge background of Board members, recognizing that land manager representation is required and desirable. Use peer reviewers from broad spectrum of research	Governing Board and Agency Directors	Ongoing	COMPLETED & ONGOING JFSP Operating Guidelines contain criteria for Board members; a consideration for filling every Board vacancy

		disciplines.								
24	Governing Board should continue to pay attention to selecting Board members who bring expertise in a breadth of disciplines across the biological, physical and social sciences	Seek to diversify scientific background of Board members, recognizing that land manager representation is required and desirable. Use peer reviewers from broad spectrum of research disciplines.	Governing Board and Agency Directors	Ongoing	COMPLETED & ONGOING	JFSP Operating Guidelines contain criteria for Board members; a consideration for filling every Board vacancy				
<b>Stakeholder Advisory Group</b>										
25	Stakeholder group could be more proactive in gathering information on emerging issues	Stakeholder Advisory Group tasked with determining emerging issues	Stakeholder Advisory Group	Ongoing	PENDING	Approval of advisory group, as required by FACA, held up at the department level for over three years.				
26	Stakeholder Advisory Group should be renewed	Create new Stakeholder Advisory Group	Secretaries of Interior and Agriculture	July 2003	PENDING	Approval of advisory group, as required by FACA, held up at the department level for over three years.				
<b>Announcements for Proposals</b>										
27	Funded research is limited in several areas, including social science, economics, urban-interface and landscape-level fire ecology	Collaborate with Forest Service National Fire Plan Research Program to identify information gaps where research is needed	Board and Program Manager	December 2003	COMPLETED & ONGOING	Substantial investment in social science, economics, WUI, and landscape studies over the last five years				
28	No current systematic review of fire science research proposals between funding agencies to allow for comparison and capability of projects	Utilize Project Database to compare projects between agencies (JFSP, National Fire Plan)	Board and Program Manager	December 2003	COMPLETED	Beginning in FY 05, proposals to JFSP were required to identify all related ongoing and pending studies for peer-review panel and Board consideration				
29	Researchers need to articulate their plans for having users field test (beta-test) any new research products	Require beta-testing of deliverables, state this requirement in AFPs, use as criterion for	Governing Board	All AFPs beginning in 2003	PENDING	Should be included in Methods and Science Delivery sections of JFSP proposals, although it is not				

		selection			explicitly stated as such
30	JFSP should require that individuals submitting proposals identify sources of contributed funding, especially NFP funds	Emphasize need to identify contributed funding sources in future AFPs, use as criterion for selection	Governing Board and Program Manager	December 2003	PENDING Contributed funds are listed by budget allocation line in the Budget Detail section of JFSP proposals, although the source of funding is not currently required
31	All criteria used in evaluating proposal should be made clear in the RFP announcements. This includes an evaluation of matching contributions by the funded organization	Future AFPs to include clear statement of evaluation criteria	Governing Board and Program Manager	Ongoing beginning with 2003 AFPs	COMPLETED Review criteria are included in proposal announcements