

**NESDIS Cooperative Institutes Administrators Workshop  
June 18-19, 2008**

**Action Items from CI Admin. Staff:**

	Item	Assigned to
1	<p><u>Commendations:</u> We want to thank Michelle for her attention to detail, efficiency, and her presence at the meetings!</p> <p>We want to thank Patty and Heather for all of their hard work and effort on our part this year!</p> <p>We want to thank Ingrid for responding to our needs so quickly this year!</p>	NA
2	Provide each NESDIS CI a schedule of what and when anything is due.	Michelle Brown Patty Mayo
3	GMD needs to explain clearly what the reporting requirements are; Grants Online needs to reflect that same information; and NESDIS/STAR needs to communicate these dates to the individual CIs.	GMD and STAR
4	<p>This is a re-iteration on action #4 from 2007 since grants.gov still needs to follow through on.</p> <p>Presently, revisions to proposals submitted to grants.gov are treated as new proposals. We would appreciate the capability to edit and re-submit all relevant budget documents, including SF-424A, instead of the current method of filling out a new 424A form and emailing it to NOAA. Substituting a new document for the revised form or editing the original form would be most desirable. (Action – Ingrid note to grants.gov lead)</p> <p><i>Action completed – Email from Steve Drescher on 12/12/2007 indicates this change is on the radar of the grants.gov program management office but that there is not yet an implementation schedule.</i></p>	Ingrid Guch
5	How does a CI operate in the midst of re-competition? If a PI wants to submit a proposal during the re-competition process, what are the options?	Ingrid Guch
6	What is the purpose, definition and how are shadow awards used? When is the cut-off for using shadow awards relative to the end of the cooperative agreement?	Patty Mayo

**Action Items from NOAA Admin. Staff:**

1	NESDIS recommends 90 days to prepare progress reports. GMD and NESDIS will provide a schedule to each CI on the progress report due dates.	Michelle Brown Patty Mayo
2	NESDIS will prepare a monthly grants status report for all of the CI's & CREST to keep them informed of future grants.	Patty Mayo
3	NESDIS will prepare a FFO for shadow awards for future competitive awards.	Patty Mayo
4	NESDIS will determine GMD pre-review timeframe for CIRA & CICS competition.	Chris Brown Ingrid Guch
5	NESDIS request CI's submit annual data for tables provided in the progress report guidance for the last progress report within the next 3 mos. based on the last progress report information. Follow up with an email to CI's.	All CI's
<b>NOAA Reminders to CI's:</b>		
1	NESDIS/STAR requests that CI's follow the chain of command to address issues - Patty first and then Ingrid. Let Patty and Ingrid know if they are not responsive before going to GMDs chain of command.	
2	NESDIS encourages that the CI's bundle proposals by funder and multi-year proposals.	
3	NESDIS requests the CI's communicate to funders the NESDIS 1 <sup>st</sup> cutoff date of May 5 <sup>th</sup> for funding.	
4	NESDIS strongly encourages that the CI's meet the final cutoff date of June 1 <sup>st</sup> .	
5 (new)	NESDIS requests the CI's communicate to funders the 5% STAR tax on funds "BOPed" (IE transferred officially to STAR and STAR is responsible for reporting). Funders can use "direct cite" (IE only the accounting code provided to STAR, funder remains reporting contact) to avoid the tax.	