

**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	<p>Provide each NESDIS CI a schedule of what and when anything is due.</p> <p><i>Action completed – 10/7/2008.</i> <i>For University of WI and University of MD, they can continue with reporting their reports the way they have been until the end of the project period. However for University of OR, they have to submit their reports as follows: 1st report is for nine months (04/01/08 - 12/31/08) due date is 01/31/09; 2nd report is for twelve months (01/01/09 - 12/31/09) due date 01/31/10.</i></p> <p><i>The first report will be for nine months. The second report and each report after will be for twelve months. Each report due date is 30 days after the reporting period. The final/last report will be for 15 months.</i></p>	Michelle Brown Patty Mayo
3	<p>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.</p> <p><i>Action completed – 10/7/2008. Same as item #2 above.</i></p>	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</p>	Ingrid Guch

	<p>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. A follow-up email was sent to Steve Drescher on 10/10/2008.</i></p>	
5	<p>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?</p> <p><i>Action completed – 10/10/08.</i></p> <p><i>CIs can submit competitive proposals with a cover letter (similar to the one currently used) indicating that should the CI win the upcoming re-competition they would like the award funded via the CI shadow award, providing the contact information for the CoRP director and Patty Mayo.</i></p> <p><i>CIs cannot submit non-competitive proposals for a period of performance that exceeds their cut-off date or is during a 1 year “expanded authority” extension. They must instead wait to submit these until after their CI has been announced as the winner of the competition. NOAA will make every effort to announce the CI winners in the 1st or 2nd quarter of the fiscal year so that sufficient time is available to process proposals for the first year so there is not a gap.</i></p> <p><i>If the CI does not win the CI competition, but a PI has a new, innovative and useful idea for consideration and does not fit under any recently published funding opportunity (includes the CI competition so this will be rare) AND cannot be considered contractual in any way, it may be appropriate to submit as a stand-alone submission to NOAA’s Broad Agency Announcement (BAA) – see NOAA BAA opportunity for requirements.</i></p> <p><i>If the CI does not win the CI competition, but the PI wants to continue work they are currently doing they may be able to work from a stand-alone grant or</i></p>	Ingrid Guch

	<i>contract if the government funder and contract/grant specialists and lawyers concur that a “sole-source” justification is allowable. This rarely happens though. It is more likely that the government will turn to the new winning CI to continue the work.</i>	
6	<p>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?</p> <p><i>Action completed – 10/7/2008.</i></p> <p><i>The shadow awards are a pilot project implemented by NOAA at the request of the CI Director’s requesting NOAA provide a way to link competitive awards to CI awards beyond the CI award period. These awards are used to identify competitive awards made to CI’s. Therefore shadow awards can go beyond the CI award period through this process.</i></p>	Patty Mayo

Action Items from NOAA Admin. Staff:

1	<p>NESDIS recommends 90 days to prepare progress reports. GMD and NESDIS will provide a schedule to each CI on the progress report due dates.</p> <p><i>Action completed – 10/7/2008. Same as item #2 on page 1.</i></p>	Michelle Brown Patty Mayo
2	<p>NESDIS will prepare a monthly grants status report for all of the CI’s & CREST to keep them informed of future grants.</p> <p><i>In-progress. Monthly reports to be prepared once the FY09 Grants Plan has been finalized.</i></p>	Patty Mayo Heather Hay
3	<p>NESDIS will prepare a FFO for shadow awards for future competitive awards.</p> <p><i>In-progress. RFA’s are being developed to be sent out to CI’s to establish shadow awards.</i></p>	Patty Mayo
4	<p>NESDIS will determine GMD pre-review timeframe for CIRA & CICS competition.</p>	Chris Brown Ingrid Guch
5	<p>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.</p> <p><i>Action completed – an email was sent to the CI administrators on 6/24/08 requesting input by 9/24/08. CICS input has been submitted. CIMSS input is to be submitted this month. NESDIS continues to remind the CI’s & CREST to ensure that</i></p>	All CI’s

	<i>they report their data in this matter in future annual reports as discussed in the meeting.</i>	
NOAA Reminders to CI's:		
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 st cutoff date of May 5 th for funding.	
4	NESDIS strongly encourages that the CI's meet the final cutoff date of June 1 st .	
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.	