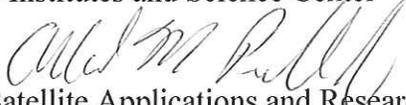




November 22, 2013

MEMORANDUM FOR: NESDIS Cooperative Institutes and Science Center

FROM: Alfred M. Powell, 
Director, Center for Satellite Applications and Research (STAR)

SUBJECT: FY2014 Guidance for National Environmental Satellite, Data, and
Information Service (NESDIS) Cooperative Institutes (CI) and
Science Center (CREST)

This memorandum provides critical information on STAR science priorities, NOAA priorities and grant administrative guidance to assist Cooperative Institutes, CREST and NESDIS in continuing successful collaborations.

Science Priorities:

- Development of prototype multi-platform and multi-sensor data fusion techniques (satellites, insitu, NWP, etc.) that demonstrate improved usefulness for end-users over current operational products.
- Satellite research and applications associated with the Suomi NPP Satellite, GCOM-W1 AMSR2 instrument and MeTOP satellites.
- Satellite research and applications associated with the Global Precipitation Mission (GPM) constellation.
- Observing System Simulation Experiments (OSSEs) to support beneficial and cost-effective satellite sensor acquisitions.
- Satellite research and applications associated with obtaining societal benefits during the Geostationary Operational Environmental Satellite Series R (GOES-R) and Joint Polar-orbiting Satellite System (JPSS) era.
- Satellite research and applications clearly supporting one or more of the nine theme areas in the Global Earth Observation System of Systems (GEOSS) using current national and international satellite data.
- Satellite research and applications focused on improving transition of research to operations, particularly with respect to satellite data assimilation and usage of the Operations-to-research (O2R) environments set up to support the Joint Center for Satellite Data Assimilation (JCSDA).



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- Satellite research and applications associated with regional ecosystem activities and/or the Integrated Ocean Observing System (IOOS).
- Satellite research and applications promoting environmental literacy.
- Satellite research and applications associated with improving information about climate-related risks and associated mitigation opportunities.

NOAA Priorities:

- NOAA's Next Generation Strategic Plan
<http://www.ppi.noaa.gov/ngsp/>
- NOAA's Research Council Strategic Plans
<http://www.nrc.noaa.gov/plans.html>
- Regional Collaboration
<http://www.regions.noaa.gov/main/>

Grant Administrative Guidance:

Every effort must be made to submit proposals 90 days prior to the start date of the project for all applications. The absolute closing date for grant submissions will be June 1, 2014.

Each application package submitted to us must include a SF-424, SF-424A, SF-424B, CD-511, project narrative, budget narrative and a current indirect cost rate agreement. In addition, we strongly encourage CIs to use the NESDIS Budget Template developed by STAR as it satisfies the level of detail required by the Grants Management Division. If you do not have a copy of the template please contact Ericka Rosier to obtain one.

If you choose to subcontract to an entity that is not part of your original application to become a CI then you must include sufficient information for us to determine that it is needed and either multiple bids were reviewed (competition) or that only one source can reasonably be expected to do the work.

Please note we will reject application submissions due to the following issues:

- Failure to follow guidance provided in the memorandum
- Overlapping performance dates with similar previous award packages
- Incomplete application package submissions

- Insufficient proposal narratives (e.g. contractual in nature, one page summaries, mentions statement of work)
- Insufficient budget narratives (lack of detail as required by the Grants Management Division checklist attached, budget calculation errors, etc.)

Proposal Bundling

Cooperative Institutes that have more than one project funded for a specific program (e.g. GIMPAP) must bundle the efforts into a single proposal with the CI director as the primary PI. If a CI has more than 10 projects for a specific program you must submit one proposal per each bundle of 10.

When bundling proposals you must list each project in the table of contents that is included in the bundle by the title (the name that your NOAA PI provides you), the PI for the project and the dollar amount for budget tracking purposes. For all proposals ask the sponsor if a multi-year application is possible if you have 2 or more years left in your CI award (see points of contact information below) and work with Ericka Rosier and Heather Hay to ensure it is done correctly.

Program Specifics

In addition to the bundling requirements above, please follow the guidance listed below for each program. **Title proposals "CI* Support to XXX", where "CI*" is the name of your cooperative institute, e.g. CIMSS and XXX is the name of the program, e.g. Product Systems Development and Integration.**

Applications are due **February 1, 2014** or 90 days prior to the start date, whichever is earlier.

- Product Systems Development and Integration (PSDI)
- Suomi-NPP Data Exploitation (NDE)
- GOES improved measurement and product assurance plan (GIMPAP) - CIs should work with Mark DeMaria if a multiyear proposal is acceptable.
- Ground Systems - Please note that these funds are not to support research, rather they should support infrastructure or upgrades necessary to maintain continuity of important satellite data products. Proposals for Ground Systems funding that sound like research or have "Research" in the title will be rejected.

Applications are due **March 1, 2014** or 90 days prior to the start date, whichever is earlier.

- GOES-R Risk Reduction - Contact Ingrid Guch with questions regarding scope or amount.
- GOES-R Algorithm Working Group - Contact Jaime Daniels with questions regarding scope or amount.
- GOES-R Proving Ground - Contact Jim Gurka or Steve Goodman with questions regarding scope or amount.

- JPSS Proving Ground Risk Reduction – Contact Ingrid Guch with questions regarding scope or amount.
- STAR JPSS Algorithm, Data and Products - Contact Lihang Zhou with questions regarding scope or amount.
- STAR Calibration/Validation - Contact your on-site branch chief with questions regarding scope or amount.
- Joint Center for Satellite Data Assimilation (JCSDA) – Contact Sid Boukabara with questions regarding scope or amount.

Attachment: NOAA Grants Management Budget Checklist

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NOAA Budget Justification Checklist

The following is a checklist provide by the NOAA Grants Management Division. Please use this check- list to ensure that the Budget Justification section of the proposal complies with the mandates issued by NOAA.

Salaries and Wages

1. Is each individual identified by name and position?
2. Are time commitments in man months stated for each position?
3. Are the total charges for each person listed along with an explanation of how the costs were calculated?
4. Do the combined charges for any individual exceed 100% of their time?
5. Do the time commitments and charges appear to be reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain.)
8. Is a cost-of-living increase built into the budget?
9. Are salary increases justified for the grant period?
10. Are any salary/personnel costs unallowable? (i.e., federal employees or legislative personnel.)

Fringe Benefits

The budget narrative should provide a description of the benefits received by personnel when rates are 25% or higher.

1. Are fringe benefits identified as a separate item?
2. Are the types of fringe benefits indicated?
3. Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

Travel

1. For foreign, domestic and local travel is each trip listed along with the destination, estimated mile- age, method of travel, cost per mile and duration, number of travelers and per-diem rate for meals and lodging?
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges must be excluded!

Supplies

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e., historical use rates)?
3. For other specific supply categories, are the number of units, cost per unit and total cost specified?
4. Are the charges necessary for the successful completion of the project?

5. Are the charges reasonable?
6. Are disallowed costs (e.g., liquor, entertainment) excluded?
7. Contingency and miscellaneous charges must be excluded!

Equipment

1. Is each item of equipment listed?
2. Is there a description of how it will be used in the project?
3. If over \$5,000 has a lease vs. purchase analysis been completed?
4. For each item of equipment, are the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the successful completion of the project?
6. Are the charges for each item reasonable?

Other

1. Are items listed by type of material or nature of expense?
2. For each charge, are the number of units, cost per unit and total cost specified?
3. Are the charges necessary for the successful completion of the project?
4. Are the charges reasonable?
5. Are charges which duplicate indirect cost items excluded?
6. Contingency or miscellaneous charges must be excluded!

Indirect Costs

1. Are indirect costs requested?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used?
4. Is the rate applied to the correct base?
5. Are the charges that duplicate direct costs excluded? (If no, explain/revise.)

Matching

1. Is a match (nonfederal share) required for this program?
2. If yes, does the application meet the matching requirements?
3. Are the sources of match clearly identified (i.e., cash or in-kind)?
4. Does the application provide adequate documentation to support in-kind contributions?
5. Does the application exclude matching contributions, cash or in-kind, used for other programs?
6. Does the application exclude federal funds used as match?
7. Are all matching contributions necessary for accomplishing the project?
8. Are the matching contributions in compliance with federal cost principles?