

**NESDIS Cooperative Institutes Administrators Workshop
June 16-17, 2009**

Action Items from NOAA Admin. Staff:

	Item	Assigned to
1	<p>In house training for Grants Online (either as part of NESDIS or all CI meeting)?</p> <ul style="list-style-type: none"> - NOAA has brought this up with the GOL help desk and support staff. It is possible that it will be available at next year's NOAA CI meeting. Availability depends on GOL staff. 	NESDIS/Heather Hay
2	<p>All of the NOAA line offices should come to an agreement and issue a list of guidelines for CIs who are reaching the end of their CA. Recall CIRA's experience where NESDIS allowed proposals to be continuously submitted but not OAR proposals.</p> <ul style="list-style-type: none"> • This year it was consistent. Items that funders determined were critical to remain at the current CI were allowed to go through. 	Ingrid Guch
3	<p>Clarify period of the last annual report under old CA- one year or comprehensive (for CIRA, since 2001)? And in new CA, is it the last 15 months of the CA or comprehensive of the full 5 yrs?</p> <ul style="list-style-type: none"> - The last progress report for all CI's will be the last 15 months. NESDIS has never required a CI to provide a comprehensive report of the full 5 year period. Please refer to your cooperative agreement for specific information. 	Heather Hay/Patty Mayo
4	<p>All Line Offices should coordinate and provide same feedback across CI program.</p> <ul style="list-style-type: none"> • We strive to do this via the CI Subcommittee (meet every 3 weeks) 	Ingrid Guch

5	<p>Proposals- what all must be included in the grants.gov package? IDC agreement? Etc, etc?</p> <ul style="list-style-type: none"> - Application packages submitted via Grants.gov varies on the type of announcement (institutional, competitive, etc.). Therefore, it is extremely important for the applicant to read the announcement notice carefully to determine the submission requirements. NESDIS continues to transition the CI's to multi-year awards as they are recompeted. The multi-year awards entails a full application package the first year and the continuation years will include a reduced level of paperwork. 	Heather Hay/Patty Mayo
6	<p>Extra reporting required by CPO.</p> <ul style="list-style-type: none"> - Some CPO program managers ask the PIs that they fund for informal reports to ensure that they are on track with their research. 	Michelle Feagins
7	<p>Monthly spreadsheets (or periodic anyway) to all CIs to track proposal progress through NOAA</p> <ul style="list-style-type: none"> - NESDIS will prepare a monthly grants status report for all of the CI's & CREST to keep them informed of application status. However, during the 3rd quarter of the FY (April-June), reports will be done as workload permits. 	Heather Hay/Patty Mayo
8	<p>Conference call- can we schedule periodically or at least one/yr?</p> <ul style="list-style-type: none"> - Conference call can be scheduled at any time convenient for the CI's as well as the Program Office. 	NESDIS
9	<p>Task 1- Encourage NOAA to address funding levels across all CIs in more fair/consistent manner.</p>	NESDIS/Ingrid Guch/Al Powell

	<ul style="list-style-type: none"> • Top priority for this year at the CI Subcommittee 	
10	<p>CI's would like to meet late September or early October for CI Admin meeting. Do not have to meet with Directors.</p> <p>- Issue has been addressed and request met for 2010, NESDIS CI meeting is scheduled for August.</p>	NESDIS

NOAA Reminders to CI's:		
1	NESDIS encourages that the CI's bundle proposals by funder and submit multi-year proposals.	
2	NESDIS requests the CI's communicate to funders the NESDIS 1 st cutoff date of May 5 th for funding.	
3	NESDIS strongly encourages that the CI's meet the final cutoff date of June 1 st .	
4	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.	