

**Notes from NESDIS CI Administrator's Meeting
June 18-19, 2008**

- **Summer Student Exchanges:** Exchanges can include students coming to CIOSS, or CIOSS/COAS students or early career scientists (post-doc, research associate) going to other CIs. The visit should be within CIOSS themes, but not necessarily just CIOSS people. If it is the first visit, could be 2-3 days, or longer for the second visit. The visit does not have to be in the summer time if another time ends up being better for both sides. CREST was not given any direct funds, but has many students. I need to work with Shakila to coordinate who might be interested in hosting at CIOSS, their interests, etc, and possibly combine this visit with the CoRP Symposium in August to save money. Ingrid would like this information to be posted on the CoRP Blogspot (ingrid.guch.satellite@blogspot.com).

**There is no justification needed (award action request) to have students from CREST come to us instead of vice versa as is stated in the student exchange proposal, as long as the cost does NOT go up.

- **Annual Progress Reports:** Apparently some other CIs (CICS and CIMSS) had not been following, or were not aware of the guidance on Progress Reports given by Ingrid. They had not been populating the tables (metrics) on publications and amount of NOAA funding per final degree of their employees. CICS and CIMSS will do this within 3 months, and we will continue to do this in our new annual report.

1) For the final report of the first 5 years of CIOSS (year 6 1-yr no-cost extension) – the report is NOT cumulative, it will only cover year 6 (April 1, 2008-May 31, 2009), and it is due 08/29/2009 (90 days after May 31, 2009).

2) There is substantial confusion over the reporting period that comes under the new award number (including CIOSS). The format will not change. As it stands right now, Rimantas Liogys from GMD told the directors that the annual report is due 90 days before the next funding cycle, or January 1, 2009 for CIOSS. However, NOAA said that they will not dictate how long it takes you to prepare this report. Right now we are assuming 60 days, which translates to the following schedule:

	Report Period	Prepare Report	Report Due Date	Notes
Year1 of new award	April 1 - October 31, 2008	Nov 1 - Dec 31, 2008	January 1, 2009	Year6 of total CIOSS
Year2 of new award	Nov 1 - October 31, 2009	Nov 1 - Dec 31, 2009	January 1, 2010	
Year3 of new award	Nov 1 - October 31, 2010	Nov 1 - Dec 31, 2010	January 1, 2011	
Year4 of new award	Nov 1 - October 31, 2011	Nov 1 - Dec 31, 2011	January 1, 2012	
Year5 of new award	Nov 1 - October 31, 2012	Nov 1 - Dec 31, 2012	January 1, 2013	
Year6 of new award	Nov 1 - October 31, 2013	Nov 1 - Dec 31, 2013	January 1, 2014	
Year6 of new award	Nov 1, 2013 - March 31, 2014	April 1 - June 29, 2014	June 30, 2014	Assume 1yr no-cost extension Due 90 days after final end date

This would essentially add an extra report for us at the end, and we would not easily be able to overlap the 1-year no-cost extension year final report as we were supposed to. There are numerous problems with this scenario, only one of which is that Grants Online is not set up to receive an annual report until the grant year is up. According to NOAA, you would upload the file to the April 1 – March 31, 2009 link, but the report itself would be from April 1 – October 31, 2008 and say so on the front page.

- **Shadow Awards:** For competitive proposals, a shadow award will be set-up up to 5 years.

	Award Year								
IA	1	2	3	4	5				
SA1	1	2	3	4	5				
SA2		1	2	3	4	5			
SA3			1	2	3	4	5		
SA4				1	2	3	4	5	
SA5					1	2	3	4	5

If, for example, a project only goes for years 2-3 of SA1, it is not necessary to set up a new one, only when it starts going past the end of the institutional award. An initial award with no money needs to be set-up first. The Miller proposal will not be submitted through this process this year so that the funds will not be held up. In the cover letter for a competitively selected proposal, you will have to say “if proposal is awarded, please put through shadow award # ... (not umbrella award #).” This number will be given by Patty. According to NOAA, these proposals will be the same report that is submitted for the regular progress report, even though they have different dates. You would not have to extract the info from the CSPs, and it would be turned in on its individual due date.

- “Strive for May 5” to get in all proposals for next funding year.
- Went over CI competition schedule. There will be a new memo coming out that will give guidance for this process. Note from NOAA: CIs should be aware of who is competing at the same time, as they could get combined if themes are similar enough (Research Council decision). Need to interact with other CI directors. CICS and CIRA expire June 30, 2009, CIMSS is June 30, 2010. The schedule has been modified recently to not have more than 5 CIs “recompeting” in the same year.
- Chris Brown will be taking over Ingrid’s position from August 4 to November 28, 2008. He will have her phone number. In August, they will both be available, but Chris will come to the CoRP Symposium. In September, Ingrid will be at leadership training. Ingrid will be back in October, but her baby is due at the end of October. She will not be back for 3 months, and they don’t have a plan for after November 28. Maybe the other branch chiefs will fill in until Ingrid returns.
- John Cortinas will be gone for 5 months starting in August. Philip Hoffman joined the CI program office on May 2 and will be the Acting OAR CI Program Manager in August after a three-month overlap period with John. Contact info for Philip: 301-734-1096, philip.hoffman@noaa.gov.
- There is a new NOAA building going up right by the new ESSIC building. It will house NESDIS, NCEP, OAR, ARL, NCWCP, etc. Supposed to be ready by November 2009, but the date keeps getting pushed back.

- Reminder on Publications with a NESDIS co-author: they need to go through a scientific review as well as a review to verify appropriate disclaimers are included. Coordinate with Kent Hughes.