

To: Ingrid Guch
From: Ericka Rosier

NESDIS Administrators Meeting

Location: Asheville, NC

Attendees:

- Ingrid Guch, Ericka Rosier, Rafel Rosier/NOAA-NESDIS (CoRP)
- Laura Leinen, Lance Noble/CIRA
- Amy Vandehey/CIOSS
- E. Hugo Berbery, Jean Lafonta, Cheryl Sliter/CICS-MD
- Shakila Merchant/CREST
- Dr. Otis Brown, Janice Mills/CICS-NC
- Wenhua Wu, Soniya Patel/CIMSS
- Linda S. Statler, Nikonda Surrett/NOAA-NESDIS (NCDC)
- Nakita Chambers/NOAA-GMD
- Elizabeth Becker/FALD (via teleconference)

Summary:

Overview of Meeting

On August 16-17, 2011, CICS-NC hosted the tenth annual NESDIS Cooperative Institute Administrators Meeting at North Carolina State University in Asheville. Seventeen representatives participated from the Cooperative Institutes, NESDIS, Grants Management Division, and the Federal Assistance Law Division. Directors Ingrid Guch and Dr. Otis Brown kicked off the meeting with opening remarks.

The first day focused on CI introductions, budget update and discussion, budget narrative and subcontract issues, required forms and proposal process review timeline/metrics. Attendees were able to inquire on specific policies, procedures and guidance relative to experiences in fiscal year 2011. The second day encompassed the student exchange program, MOA update, reporting process, administrative challenges, improving "ALL NOAA" CI meeting, and issues encountered during this year. The day concluded with a NCDC facility tour.

During the wrap up and summary it was made clear by the cooperative institutes that NESDIS Annual CI Meetings are of great benefit due to one-on-one interaction, as well as the exchange of information on specific issues or instances that have occurred. They also expressed a strong desire to continue with the NESDIS annual meetings. Next year's meeting will be held during August at the Cooperative Institute for Oceanographic Satellite Studies (CIOSS) in Corvallis, OR.

Concerns Expressed by CIs

Are there specific implications to having the SF-424A submitted with each amendment? Is this moving away from the streamlining in which a SF-424A only had to be submitted in award zero? Each amendment will be treated as an individual award rather than an amendment to an award.

Notable information from GMD

Two cooperative institute special award conditions (SAC) have been standardized and are now required for use by all line offices for Substantial Involvement and Performance Progress Reports. Line offices are to discontinue using their own verbiage for these two SACs “unless” it is for a BAA which means the SACs would be project specific. The standard language is as follow:

- Cooperative Agreement – Substantial Involvement
 - o This award is created as a cooperative agreement because of the anticipated substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists, research associates, and students on research projects of mutual interest throughout the award period.

- Performance Progress Reports – Annual Reports Requirements
 - o The first Performance Progress Report will cover a period of nine months from the start date of award. Following reports are due annually. All interim Performance Progress Reports are due within 30 days of the reporting period end date. A final Performance Progress Report will be due no later than 90 days after the award expiration. The Final Performance Report documents activity in the final performance period, and will include a summary of all projects conducted during the life of the award which have been reported on in prior Annual Performance Reports.

Recipient will complete and submit an application package in grants.gov. The forms will include the SF-424, SF-424A or SF-424C, SF-424B or SF-424D, CD-511 and SF-LLL, the required Project and Budget Narratives, and their indirect cost rate agreement.

The Program Officer will submit the RFA, documents required for type of award, complete the P.O. Checklist, forward the CD-435 (Procurement Request) to the Budget Officer for approval and forward the award to the appropriate NEPA official. If the award is a cooperative Agreement, Substantial Involvement of the Federal Government during the performance of the proposed activity will be submitted by the P.O. under the Special Award Conditions. Program Officer will also submit a special award condition for Progress Reporting if needed, Waiver List, if applicable, and Programmatic Special Award Conditions, if applicable.

Office of Legislative and Intergovernmental Affairs (OLIA) and Office of Legislative Affairs (OLA) - If the award is \$100,000.00, a congressional clearance/notification process is performed by OLA (NOAA). If the award is \$500,000.00, a congressional clearance/notification process is performed by OLA (NOAA) and OLIA (DOC). The obligation team sends the awards to OLA and OLIA.


For Continuations (supplemental or adding funds) - Continuation packages should include: 424, 424a, 4242b, CD-511, updated negotiated indirect cost rate, project and budget narrative (all from the recipient).

Suggestions from CIs on improving the “All NOAA” Meeting

- More organization would benefit participants.
 - a. Some attendees were not aware they could attend the directors meeting.
 - b. Publicize that administrators can attend the directors meeting.

- c. When sending out registration forms combine the administrators and directors in one document, with each having a separate tab.
- d. Contact speakers for schedule availability prior to drafting agendas.
- e. Prepare standard guidance for the Chair on what actions are required for the meetings. This would be really useful for people that have never chaired.
- To alleviate speakers from having to “duplicate” speeches, schedule a full day with both administrators and directors to save time.
- It would be beneficial for CREST and other science centers to be able to attend this meeting as it was widely agreed that they would benefit from the information being disseminated.
- Session to address specific challenges or topics that is mutual to all administrators with Q&A.
- More cross-sharing because there is not a lot of interaction at this meeting. Sharing of best practices across the CIs for items related to everyone (exchange of experiences).
- Incorporate a one day workshop for GMD into the all NOAA meeting. The GMD workshop is beneficial to all but they do not have regular funding to host one annually.

FY2011 Action Items

Task	Task Owner	Status
1 A) New NOAA/NESDIS CI Contact Page for distribution in new FY. B) Forward current CI contact information to Ericka Rosier.	Ericka Rosier (A) / All CIs (B)	Awaiting input from CIs
2	All CIs	Pending
3 Have CIMSS themes updated on the NOAA CI Website	Ericka Rosier	Pending
4 Have Iris Harrigan and Jean LaFonta added to the distribution for the weekly CI Grant Report	Rafel Rosier	
5 Research developing a Facebook Page for NESDIS CIs, and if it can be utilized to routinely communicate with each other	Heather Hay	Were advised against this due to security requirements
6 Develop better guidance on bundled proposals for AI's CI Memo	Ingrid Guch/ Ericka Rosier	Pending
7 A) Research Google Docs for use on the student exchange program to post documents and information for planning. B) Feedback and comments from the CIs will be necessary once established.	Ericka Rosier/ Rafel Rosier (A) / All CIs (B)	Pending
8 Schedule a meeting with OAR Director, CoRP Director, GMD Branch Chief, NESDIS FPOs and FALD to discuss concerns regarding the submission of a SF424A with each application amendment. Are there specific implications to having the SF-424A submitted with each amendment?	Ingrid Guch/ Nakita Chambers	Pending
9 Post all the CI meetings information on the hosting CIs website – so that it serves as a good starting point/guideline for the next hosting CI in organizing the meeting in their institution.	Hosting CI	Pending
10 FAQ on the CoRP website for CI related issues/questions. Post the Post Award “Step-by-Step” protocol on the STAR/CoRP Website (Pending action from 2010)	Ericka Rosier	Pending
11 Create central location for information on all past and future meetings	Ericka Rosier	Pending