

Notes from August 2010 NESDIS Administrator's Meeting at CREST (NY)

8-18-10

CREST will soon have a new website. They presented a 9 minute intro video of the institute that was very well done and should be found on the new website.

CIMSS (and CIRA last year) was successfully repeated as a non-consortium. Their proposal was not substantially different, with same F&A rate and slightly changed themes. CREST is a partner under the CICS-MD consortium.

Ingrid handed out a summary of CI program contact info, and asked that we update it with current information.

Several personnel changes:

- Michelle (Brown) Feagins left for HHS and Lamar Revis took her place in GMD (who attended the mtg), Arlene Simpson Porter was in a car accident and could not make it.
- GMD currently has 7 vacancies for grant specialists (not officers), Vivian Smith and Rosalie Vega left, Joyce Peters is now Gretchen _____
- Patty Mayo (NESDIS) was replaced by Ericka Rosier (interviewed in Sept). Heather says that she will eventually be assigned to CIOSS, although Heather will help if needed.

Lamar Revis (CI Branch Chief in GMD, 301-713-0922 x166):

-I asked if it was common to see 5 year grants (such as CIs) come through GMD. Lamar said yes, but when asked if the SF424A could be changed to accommodate 5 columns of budget numbers instead of 4, the answer was basically no. It is a OMB form and very difficult to change.

Reminders – financial and progress reports are due 90 days after the award end date.

- We can ask for a 60 day extension, if requested by the 80th day.
- Requests for a 1 year no-cost extension should be made at least 30 days prior to the end date (don't say that the reason is to spend out the grant money).

How do consortiums work administratively?

- There is currently 1 award number with the lead institution considered the prime (and direct line to NOAA) and any consortium institutions considered subawardees.
- Any post award action needed by the subawardee has to be sent through an e-mail to the prime, which then sends it through Grants Online to their Authorized Representative, and then on to NOAA.
- The subawardee has to ask the prime for an extension if needed, but the prime does not need to notify NOAA if it doesn't go past the overall award end date. The prime is aware of the situation if asked for justification by NOAA.
- Question – What info can the subawardee see in Grants Online?

-NOAA does not need to see the F&A rate agreement from the subawardee. NOAA and the prime will still have to check the budget for the subawardee, which takes a lot of time.
-GMD does not require a budget spreadsheet for the subawardee (no separate SF424A), only the scope of work and a line item amount on the SF424A. However, if your institution (i.e. OSU for us) requires more information to be shown, you will have to include it.

What is done with property at the end of an award?

-Most commonly, the institute can keep it if they say they will continue to use it for continuing projects and research (tracking ends here). However if they have no use for it, they can give it back to NOAA.

The CI “Interim” Handbook will not ever be “final”. The NRC CI committee has issued memorandums/addendums (7) that are currently on the website to modify the current version.
<http://www.nrc.noaa.gov/ci/policy/presentations.html>

Ingrid talked about the Science and Technological Services Contract (SciTech is current version, SciTech Next Generation will be next one) with IMMSG as the lead. A contractor must have deliverables, and CIs can do contract-like work. SciTech is the contract vehicle for NOAA – provides “elbow grease” rather than pure research. They are the research to operations people that set milestones and develop products.

Ingrid described the current funding structure for STAR – 2/3 of STAR funding is competitive or opportunistic funding which trickles in over 9 months, with the bulk coming in June. NOAA program managers (NPOESS or GOES-R?) tend to hold on their funding until the last minute to know how much they will have to distribute for sure, then try to get it out fast all at once. This does not fit well with the CI timeline of trying to have all of the proposals in to Heather by early June. This also makes it very difficult for STAR to plan ahead, and the funder may find it just as easy to give the money to a contractor (“easier” vehicle).

Ingrid has made a presentation to suggest that the contractor process (SciTech) be changed to be more similar to the CI setup, with the goal being if they were more similar, then funding could be issued for multi-years and they could enforce deadlines.

CIOSS Annual Progress Reports due: January 30, 2011, January 30, 2012, January 30, 2013
Final (non-cumulative) report is 15 months, due 90 days after the final end date (June 30, 2013).
The no-cost extension just extends this date out 1 year (i.e. January 30, 2014, and June 30, 2014).
We will still receive reminders in Grants Online (because they apparently can’t accommodate the special conditions for CIs), but we should just submit some report (last year’s?) to satisfy the notices. We have done this before for the Shadow Award.

Task III has mostly been done away with, most proposals fall under Task II. Heather gave an update of the total CIOSS award to date: 28 amendments (none outstanding), \$2,728,081.

**Action Item for Amy – submit a post award action for the Shadow Award – termination for convenience.

**Are the Action Items from the 2009 Admin meeting on the web? Yes, according to Heather, she will e-mail them to us.

**Action Item – Ingrid to put together extra guidance for consortium administration.

8-19-10

Notes on Memorandum of Agreements:

Using CICS-MD as an example – the prime has the MoA with NOAA. According to NOAA CI guidelines, this document should at least be started by 6 months after the start date. Guidelines exist so that they are not too different from each other (use similar language). A memorandum will be written with points that need to be included and a template may be available.

Post Award Actions-

If doing a rebudget and equipment request at the same time, need to submit the rebudget first and then the equipment request as separate post award actions through Grants Online.

Budgets – Heather prefers to have 3 different pages for a 3 year budget, but it is not required, it could just be 3 columns. She prefers to see the travel cost breakdown in both the spreadsheet and the justification. F&A cost rate should be listed, publications broken down by – number of publications/number of pages/cost per page. Heather would like us to send her the Excel spreadsheet so she can check the numbers and calculations. You cannot include “misc” charges in the travel section.

-in the end most of these were just preferences and not requirements

**Message to relay to Ted – CICS-MD will hold a science meeting sometime in September 2010 and consortium members are recommended to attend.

**Action Item for Amy – post Hot Item to CoRP blog

**Note – Environmental Literacy proposal was posted 7/29/10, SMILE should apply.

**November 2010 Seattle all NOAA CI Admin meeting, NOAA invited? Send info to NESDIS Admin people.

**Next year’s NESDIS CI Admin meeting suggested for August 2011 at CIOSS. Should it be combined with the Director’s meeting? Instead of meeting separately, should the NESDIS admin meeting be just 1 additional day at the April all NOAA CI Admin meeting?