

NESDIS COOPERATIVE INSTITUTES ADMINISTRATORS WORKSHOP

October 26-27, 2005

Steinman Building, 140th Street @ Convent Avenue, City College New York 10031

October 26, 2005 (Wednesday)

8:00-8:05	Meet in Lobby of Club Quarters for “subway” trip to CCNY	All
9:00-9:30	Welcome, Introductions and Review of Agenda	Khanbilvardi/Moll
9:30-10:15	Round Table Discussions and Updates of Changes <ul style="list-style-type: none">. How the NESDIS Institutes are currently structured (cursory overview). NOAA’s Grants Management Division (updates and current concerns). DOC FALD Review (Research Themes). How CIMSS, CIOSS, CICS, CIRA & CREST are structured, your interactions with other offices within your university and how you manage/administer sub-awardees	Moll/DeMaria/LeFevre Nelson Nelson Stepp,Wu, Achtor, Roberts, Vandehey, Wallace, Jones, McInnis-Efaw, Noble, Merchant, et al.
10:15-10:35	BREAK	
10:35-12:00	Round Table Continuation of the Above Topics <ul style="list-style-type: none">. Continuation of CI overview of their structures. How CIs interact or can interact with each other – collaborative proposals. Statutory Authorities, Required Reports. NOAA Mission Goals. Training of Students (CREST, et al.) . Open for other topics	McInnis-Efaw et al. Moll/Nelson/LeFevre/DeMaria LeFevre/Nelson/Moll Merchant et al. All
12:00-1:00	LUNCH	

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1:00-2:45	Proposals submitted to NOAA <ul style="list-style-type: none">. Terminology/how the proposal helps accomplish NOAA's mission. Federal Gov't Continuing Resolution – impacts for grants/c.a.'s. Institute proposals submitted to other NOAA LO's – funded via the c.a.. Budget Justifications. Identifying travel. Five Year Plans/Renewals/Operating Electronically	Moll/DeMaria/Nelson LeFevre LeFevre LeFevre LeFevre Moll/LeFevre/McInnis-Efaw
	Formal Reviews <ul style="list-style-type: none">. NESDIS Timelines and Guidelines. NESDIS example of Technical Questions. NESDIS example of Administrative Questions	DeMaria/Moll DeMaria Moll
2:45-3:00	BREAK and Gathering for Tour	All
3:00-5:00	Tour of City College New York Campus	All
5:30	Gather for return to Club Quarters Hotel via the subway	
Evening	Dinner Plans To Be Determined	

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October 27, 2005 (Thursday)

8:00-8:05	Meet in Lobby of Club Quarters for “subway” trip to CCNY Campus	
9:30-10:45	<ul style="list-style-type: none">. New Policies for NOAA Cooperative Institutes. Grants.gov – what it is, what it does for you, formatting, etc.. Grants Online – what it is, what it does for NOAA<ul style="list-style-type: none">. Workflow in NOAA	DeMaria/Moll Nelson Nelson/LeFevre
10:45-11:00	BREAK	
11:00-12:00	<ul style="list-style-type: none">. National Environmental Policy Act (NEPA) Awareness. DOC and NOAA Issues<ul style="list-style-type: none">. NOAA Business Process Re-engineering. PL-108-199 implementations of contractual work w/in C.A.s<ul style="list-style-type: none">. Extent to which it reaches/discussion of examples. Acknowledgements and Disclaimers	LeFevre/DeMaria Nelson Nelson/Moll/All Vandehey/Moll
12:00-1:00	LUNCH	
1:00-2:30	NOAA & University Administrators to meet separately <ul style="list-style-type: none">. Identify issues/action items	All with Moll/Merchant as respective Leads
2:30 – 2:50	BREAK	
2:50-5:00	CI and NOAA Administrators reconvene as a group <ul style="list-style-type: none">. Concur on issues/action items/timelines for actions. Assign a “Lead” for each action item. Suggestions for date and location of next Workshop	All
5:30	Gather for return to Club Quarters Hotel via the subway	