New York CI Administrators Workshop October 26-27, 2005

• ACTION ITEMS NOTED BY CI ADMINISTRATORS:

1. Need clarification on Chain of Command. Confusion on point of contact.  
   **Action completed 10/27/05:** Ingrid Guch is the contact for all NESDIS Cooperative Institute Programs.

2. Need FY-06 FFO numbers for submitting proposals through grants.gov  
   **Action completed 10/28/05:** All Institutes have been informed via e-mail from Kathy LeFevre. Steve Drescher has also completed this action: ALL Funding Opportunity Numbers and application packages were posted at Grants.gov.

3. Cost Sharing Issues:  
   . Why the change now?  
   . How will it be determined?  
   . What is expected?  
   **Action completed 11/05:** ORA and GMD staff have recommended the CI’s make these comments when asked to review the NOAA CI Handbook draft.

• ACTION ITEMS NOTED BY NESDIS/ORA AND NOAA/GMD STAFF:

Improving Communications with a focal point of Ingrid Guch, new NESDIS/ORA/CoRP Director  
   . Ingrid to research options for “Exchange of Students” among CIs  
   . Mark DeMaria to provide WEBEX/VISIT information to CIs  
   . Ingrid to clarify “diversity” in technical formal review questions  
   . **SubAction Completed 11/07/05:** “Diversity” meant to indicate diversity in staff (not diversity in research).  
   . **WEBEX/VISIT Information – Pending?**  
   . Student Exchanges being covered by Ingrid at Oregon CI Directors meeting 6/20/06
1. Kathy LeFevre to establish FFO numbers by November 1, 2006 for CIs
   Action completed 10/28/05: All Institutes have been informed via e-mail from Kathy LeFevre. Steve Drescher has also completed this action: ALL Funding Opportunity Numbers and application packages were posted at Grants.gov.

2. Clarifications on how CIs can collaborate with each other on CI proposals.
   . Mark DeMaria to summarize an example and will e-mail to CIs
   Action pending as of 6/16/06

3. Check for renewal date of COMET program. Will new CI Policies apply?
   Action completed 11/07/05: John Cortinas indicated that COMET will not be under the CI Policies but that the competitive philosophy generating these types of policies will likely impact COMET and similar programs soon if they haven’t been already.

4. Update GMD website to include a “Budget Review Checklist”
   . Steve Drescher will take this action.
   Action pending as of 6/16/06

5. Explore Acknowledgements and Disclaimers – wish to delete video clearances
   . Steve Drescher will take this action.
   Action pending as of 6/16/06

6. FY-06 Grants Plans are due to Kathy LeFevre (with a cc to Ingrid Guch) by November 18th.
   . Kathy LeFevre will take this action, she needs the following:
     . Title
     . Amount of funding
     . Start/Ending dates
     . Identify funding sources
     . Identify who, what, where

7. Write a synopsis of “purpose” in proposals for use in Public Relations releases
   . This will not be required for CIs but could speed the overall timeline on the NOAA side if that is a concern. Ingrid will send an example to the CIs.
   All CI’s are doing this now (6/16/06)

8. Proposal terminology that raises flags and/or delays awards
   . Mary McInnis-Efaw to provide an example
   Action Completed 10/31/2005. Mary sent email to CIs.
9. Annual Reports format
   . Mary McInnis-Efaw to provide an example
     Action Completed 10/31/2005. Mary sent email to CIs.

10. Acknowledgements and Disclaimers page
    . Amy Vandehey to send to Mark DeMaria
     Action Completed 110/7/05. Mark will post the document on CoRP web page.

11. All presentations to be posted on the ORA Web page under CIs
    . Mark DeMaria will complete this action
     Update: Web page almost complete, should be available by 11/10/05.

12. Check to see if CREST students can participate in VISIT Program
    . Mark DeMaria will complete this action
     Action pending as of 6/16/06

13. Action items to be posted on ORA Web page under CIs
    . Marilyn to prepare and submit to Mark DeMaria
     Action Completed 11/8/06

14. Scheduling the next CI Admin Workshop
    . Tentatively planned for Corvallis, Oregon at CIOSS in late June 2006
    . May change location to Silver Spring if an all NOAA CI 2006 meeting is held
     Action being completed – Oregon CI meeting being held 6/20-22/06