1. Proposal procedures: How does the Institute select proposals to request funding from NOAA? What procedures are in place to request proposals by Research Theme or Task? Can you provide samples of procedures demonstrating your review/approval process? For example, do you use a website to disseminate information internally, for announcements of opportunity, etc.?

2. Does the Institute compete for other proposals or receive support for its research themes from NOAA Federal Register Notices or other non-NOAA federal sources? If so, please describe.

3. How does the Institute/University ensure compliance with OMB circulars, Department of Commerce regulations, NOAA grant conditions and university internal grant policies?

4. What are your formal and informal mechanisms for communications between CI and University/Institutions administrative/finance offices? Who are the NOAA contacts (admin & technical)? How are they working? Is there redundancy, overlap, or gaps?

5. What is the organizational structure of Institute employees? How do you ensure compliance with University/Institution human resources policies in such matters as: recruitment, promotions, rewards, training, salary scales, disciplinary actions, resignations, etc.?

6. Who supervises CI employees working in NOAA facilities? How is this implemented on site and reported (e.g., leave and performance evaluations)? How are on-site CICS and Federal employees distinguished from one another?

7. Reports and requests to NOAA -- how is NOAA informed when the University/Institute formally sends in the financial reports and semi-annual/annual technical reports?

8. What is the state of the financial health of the Institute? (Provide a budget summary and identify imbalances or needed adjustments.) How do you track budgets, expenditures, and activities for projects? Are there clear lines of communication among the Institute, the University, and NOAA regarding these topics?

9. Who is responsible for implementing federal and university policies regarding publications, personal property including equipment, and intellectual property? Do you have any policy samples?

10. Is the Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) reviewed in parallel with each new five year plan? By whom? Were there issues? What is the procedure to follow if there are?

11. Are there any issues that need to be brought to the attention of NOAA?

Answers and comments for any of the above questions may include attachments (e.g. copies of reports, copies of website information)