

**NESDIS Cooperative Institutes Administrators Workshop
June 16-17, 2009**

Action Items from NOAA Admin. Staff:

	Item	Assigned to
1	In house training for Grants Online (either as part of NESDIS or all CI meeting)?	NESDIS/Heather Hay
2	All of the NOAA line offices should come to an agreement and issue a list of guidelines for CIs who are reaching the end of their CA. Recall CIRA's experience where NESDIS allowed proposals to be continuously submitted but not OAR proposals.	
3	Clarify period of the last annual report under old CA- one year or comprehensive (for CIRA, since 2001)? And in new CA, is it the last 15 months of the CA or comprehensive of the full 5 yrs?	Heather Hay/Patty Mayo
4	All Line Offices should coordinate and provide same feedback across CI program.	
5	Proposals- what all must be included in the grants.gov package? IDC agreement? Etc, etc?	Heather Hay/Patty Mayo
6	Extra reporting required by CPO.	Michelle Feagins
7	Monthly spreadsheets (or periodic anyway) to all CIs to track proposal progress through NOAA	Heather Hay/Patty Mayo
8	Conference call- can we schedule periodically or at least one/yr?	NESDIS
9	Task 1- Encourage NOAA to address funding levels across all CIs in more fair/consistent manner.	NESDIS/Ingrid Guch/Al Powell
10	CI's would like to meet late September or early	NESDIS

	October for CI Admin meeting. Do not have to meet with Directors.	
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NOAA Reminders to CI's:		
1	NESDIS encourages that the CI's bundle proposals by funder and submit multi-year proposals.	
2	NESDIS requests the CI's communicate to funders the NESDIS 1st cutoff date of May 5th for funding.	
3	NESDIS strongly encourages that the CI's meet the final cutoff date of June 1st.	
4	NESDIS requests the CI's communicate to funders the 5% STAR tax on funds "BOPed" (IE transferred officially to STAR and STAR is responsible for reporting). Funders can use "direct cite" (IE only the accounting code provided to STAR, funder remains reporting contact) to avoid the tax.	