

**NESDIS Cooperative Institutes Administrators Workshop
June 21-22, 2006**

Action Items

	Item	Assigned to
1	Submit revisions to the NOAA funding recommendation memo and reduce to 1 page.	Marilyn Moll
2	Request to investigate if a document similar to a letter of contract can be provided to grant applicants pending funding of award. Ingrid Guch to contact GMAC board to consider.	Ingrid Guch
3	Recipients currently do not have access to Grants On- line and are unable to perform post-award actions. Follow-up on recipients' access level to Grants On-line.	Patty Mayo
4	Propose a demo of a good/bad step-by-step proposal process. The tentative GMD workshop dates are Jan. 23-25 in Silver Spring, MD and Feb. 6-8 in Seattle, WA. This information can also be viewed on the GMD website at: http://www.ago.noaa.gov/grants/ .	Mike Nelson, GMD
5	Add Laura Grames, CIRA, and Carol Wallace, CIOSS, to the NESDIS CI Contact List.	Patty Mayo
6	Add link to the Corp website to access the CI Interim Handbook.	Ingrid Guch Mark DeMaria
7	Tasks 1-3 in the CI Interim handbook may need to be revised as they indicate task 3 is external to NOAA rather than external to the NOAA line office managing the Cooperative Institute.	Ingrid Guch
8	Provide an example of a proposal that includes the tasks and themes in order to standardize the process & send via email for review.	Patty Mayo
9	A copy of all the presentation slides will be provided to Ingrid Guch and posted on the CORP website for review.	Presenters Ingrid Guch Mark DeMaria
10	Request a billet to be added for a new grants specialist in GMD to work on NESDIS awards to accelerate process.	Ingrid Guch Al Powell Charlie Baker
11	Revisit CI timelines for formal reviews (to be provided).	Ingrid Guch
12	Follow-up on partial funding procedures. Write up a one-page description of the process and the types of proposals that could take advantage of this option.	Patty Mayo
13	How can additional funding be added to an existing proposal in Grants on-line? IE what if the scope of work is not changing but the cost is higher than anticipated?	Mike Nelson
14	Multi-year overlapping proposals from 1 cooperative agreement to another. How is this handled during recompetition?	Mike Nelson
15	All CI formal review schedules will be prepared and	Ingrid Guch

	shared with the administrators, with the CIOSS schedule as a priority.	
16	Prepare an outline of briefing book contents for CIOSS.	Ingrid Guch
17	Follow-up with CI Director's on Geo-spatial special award condition.	Ingrid Guch
18	Determine if the final report will include progress for the full award period or just the last year.	Ingrid Guch
19	Mike Nelson proposed to the CI Administrators whether or not they would like to participate in the BPR process and provide input from the recipients' point of view. Do the CI Administrators want to participate?	CI Administrators
20	Improving Communications with a focal point of Ingrid Guch – WEBEX/VISIT Information (pending issue from CI Mtg. in 2005)	Mark DeMaria
21	Clarifications on how CIs can collaborate with each other on CI proposals. Mark DeMaria to summarize an example and will email to CIs. (pending issue from CI Mtg. in 2005)	Mark DeMaria
22	Check to see if CREST students can participate in VISIT Program. (pending issue from CI Mtg. in 2005)	Mark DeMaria

Reminders to CI's:

1	Propose CI's submit multi-year proposals and bundle proposals as needed.	
2	Request CI's submit as many proposals as possible between Jul-Oct 06.	
3	Annual reports are due 90 days after reporting period and final reports are due 90 days after the end of the no-cost time extension.	
4	Request CI's notify NESDIS when proposals will be sent.	
5	Suspension of funding if progress reports not received.	

CIs Feedback Action List from the Oregon Workshop

1	GMD back-up plan (if something is not working)	
2	Partial funding – need more info.	
3	Get “actual” funding figures for potential proposals.	Al Powell Ingrid Guch
4	Flowchart of proposal process from NESDIS through GMD.	
5	Next meeting is suggested for CIMSS-Madison, Wisconsin (summer 2007)	