

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. <i>Action completed 7/6/06: A revised memo has been submitted to the Cooperative Institute Committee (John Cortinas, Kathleen Jewett, and Ingrid Guch) for review, awaiting response.</i>	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. <i>Action completed 9/8/06: Per Ingrid's guidance, this will be moved to the Director's action item list.</i>	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. <i>Action completed 9/9/06: Per guidance from the Grants On-line helpdesk, each university's authorized representatives are responsible for setting up accounts for those individuals that need access.</i>	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. <i>Action completed 7/6/06: The contact list has been updated and can be accessed by selecting CoRP Resources/5th Annual Meeting/Admin. Workshop on the CoRP website at: http://www.orbit.nesdis.noaa.gov/star/CoRP_index.php.</i>	Patty Mayo
6	Add link to the Corp website to access the CI Interim Handbook. <i>Action completed 9/8/06: A link to the CI Interim Handbook can now be accessed by selecting CoRP Resources/5th Annual Meeting/Admin. Workshop via the CoRP website at: http://www.orbit.nesdis.noaa.gov/star/CoRP_index.php.</i>	Patty Mayo
7	Tasks 1-3 in the CI Interim handbook may need to be	Ingrid Guch

	<p>revised as they indicate task 3 is external to NOAA rather than external to the NOAA line office managing the Cooperative Institute.</p> <p><i>Action completed 9/13/06: Per the CI Interim Handbook, page 13, Task III for research activities require minimal collaboration with NOAA scientists and may include research funded by other NOAA competitive grant programs.</i></p>	
8	<p>Provide an example of a proposal that includes the tasks and themes in order to standardize the process & send via email for review.</p>	Patty Mayo
9	<p>A copy of all the presentation slides will be provided to Ingrid Guch and posted on the CORP website for review.</p> <p><i>Action completed 9/11/06: The presentation slides can be accessed by selecting CoRP Resources/5th Annual Meeting/Admin. Workshop on the CoRP website at: http://www.orbit.nesdis.noaa.gov/star/CoRP_index.php.</i></p>	Presenters Ingrid Guch
10	<p>Request a billet to be added for a new grants specialist in GMD to work on NESDIS awards to accelerate process.</p>	Ingrid Guch Al Powell Charlie Baker
11	<p>Revisit CI timelines for formal reviews (to be provided).</p>	Ingrid Guch
12	<p>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.</p>	Patty Mayo
13	<p>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?</p>	Mike Nelson
14	<p>Multi-year overlapping proposals from 1 cooperative agreement to another. How is this handled during recompetition?</p>	Mike Nelson
15	<p>All CI formal review schedules will be prepared and shared with the administrators, with the CIOSS schedule as a priority.</p> <p><i>Action completed 7/5/06: The CIOSS schedule was prepared and forwarded to Ted & Amy via email. The other schedules will be prepared at a later date.</i></p>	Ingrid Guch
16	<p>Prepare an outline of briefing book contents for CIOSS.</p> <p><i>Action completed 7/5/06: The briefing book contents was included in the CIOSS schedule that was forwarded. See page 34-35 of the CI Interim Handbook for more information.</i></p>	Ingrid Guch
17	<p>Follow-up with CI Director's on Geo-spatial special award condition.</p>	Ingrid Guch

18	<p>Determine if the final report will include progress for the full award period or just the last year.</p> <p><i>Action completed 9/13/06: Ingrid Guch has suggested to the Cooperative Institute Committee that guidance on the final report should be incorporated in the CI Interim Handbook. Until that is done, the final report will consist of the CI's last year of progress only.</i></p>	Ingrid Guch
19	<p>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?</p>	CI Administrators
20	<p>Improving Communications with a focal point of Ingrid Guch – WEBEX/VISIT Information (pending issue from CI Mtg. in 2005)</p> <p><i>Action completed 10/12/06: This item was related to the possible use of the VISITView software to enhance communication between the CIs. This collaboration software was developed by CIMSS and is freely available via the web from http://www.ssec.wisc.edu/visitview/. The need for this type of software, however, might be less important since the 2005 meeting because commercial programs such as GoToMeeting or Groove with similar capabilities have become available since then.</i></p>	Mark DeMaria
21	<p>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)</p> <p><i>Action completed 10/12/06: There are already many examples of CIs collaborating on proposals. For internal NOAA programs such as GOES-R and GIMPAP, annual meetings are held to coordinate research activities. For external programs such as those sponsored by NASA, usually one CI takes the lead, and coordinates with the other CIs. Therefore the CIs already know how to do this, so there is no need to elaborate further. Thus, this item has been overtaken by events.</i></p>	Mark DeMaria
22	<p>Check to see if CREST students can participate in VISIT Program. (pending issue from CI Mtg. in 2005)</p> <p><i>Action completed 10/12/06: CREST students can enroll for VISIT training classes. The National Weather Service has a higher priority if a class is full, but non-NWS people routinely take these classes. The sessions</i></p>	Mark DeMaria

	<p><i>are very application oriented and last about 1.5 hours each. These would be useful for a new student that wanted to get some background information on a topic covered by the VISIT sessions. There are also recorded versions of most of the VISIT sessions that students can take at their own pace. More information on VISIT classes can be obtained from http://rammb.cira.colostate.edu/visit/visithome.asp.</i></p>	
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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.	

CI's Feedback Action List from the Oregon Workshop

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