

**NESDIS Cooperative Institutes Administrators Workshop  
June 6-7, 2007**

**Action Items from CI Admin. Staff:**

	Item	Assigned to
1	We appreciate the participation of GMD in the CI Administrator's workshops, especially the exchange of information and helping the administrators to understand the grant award process. We encourage GMD to continue to participate in our workshops. (Action – Ingrid send note to Rimas Liogys acknowledging this). <i>Action Completed June 13, 2007: An email was sent to Rimas Liogys acknowledging their support.</i>	Ingrid Guch
2	GMD support for NESDIS/STAR proposals is much improved this year. However, we encourage GMD management to provide adequate support staff and training to ensure timely processing of proposals. (Action – Ingrid send note to Rimas Liogys).	Ingrid Guch
3	Patty Mayo is doing an exceptional job in supporting the NESDIS CIs. Her organizational skills and communication with the CIs have greatly improved the proposal preparation and submitting process. (Action – Ingrid, put a kudos in Patty's file).	Ingrid Guch
4	Presently, revisions to proposals submitted to grants.gov are treated as new proposals. We would appreciate the capability to edit and re-submit all relevant budget documents, including SF-424A, instead of the current method of filling out a new 424A form and emailing it to NOAA. Substituting a new document for the revised form or editing the original form would be most desirable. (Action – Ingrid note to grants.gov lead)	Ingrid Guch
5	We still do not completely understand the multi-year funding carry over possibilities (Action item 14 from 2006). We would appreciate an explanation with examples as we prepare our multi-year proposals that might extend beyond the end date of our current Cooperative Agreements. (Action – GMD to create the document that clarifies policy)	GMD Reps Paulette Moss Michelle Brown
6	There has been discussion and support in NESDIS/STAR to identify funding amounts for certain projects as early in the federal fiscal year as possible. This would allow the CIs to write and submit their proposals earlier in the fiscal year. We	Steve Goodman Al Powell

	encourage STAR to work with other NOAA Line Offices to identify funding as early as possible.	
7	If one person opens an action on grants online the action becomes invisible to the other authorized persons. Anyone who has access should be able to view the action and not lock it from others view. (Action - ? ask grants online to fix this; our authorized representative also needs to be involved in fixing this)	Heather Medley
<b>Comment:</b>		
1	There is some redundancy in the information delivered by NOAA at the February all CI meeting and the June NESDIS CI meetings. The February meeting may be more useful to the Directors. <i>We feel the smaller size of the NESDIS CI Administrators workshop allows for a much better exchange of information than at the larger February meeting.</i> The GMD workshops may be a better venue to communicate the latest information and updates on policy and procedures to all CIs.	

**Action Items from NOAA Admin. Staff:**

1	Update the NESDIS CI contact list – add correct phone # for Lynn Bright, CIOSS, and delete Suzanne Martin, CICS.	Ingrid Guch
2	NESDIS/STAR may be able to assist GMD during 4th quarter. Is there something that a person could do? GMD to ask Rimas whether or not NESDIS should pursue? If not a person would funds help?	GMD Reps Paulette Moss Michelle Brown
3	NOAA to ensure 90 day progress report deadline is incorporated into next update of grants online as funding allows.	GMD Reps Paulette Moss Michelle Brown
4	NESDIS/STAR requests that applications are submitted 3 months prior to the start date of the award. Work with the funder as much as possible to make this happen. There are 90 days of pre-award costs allowed to be charged (GMD to verify).	GMD Reps Paulette Moss Michelle Brown

**NOAA Reminders to CI's:**

1	NESDIS/STAR requests that CI's follow the chain of command to address issues - Patty first and then Ingrid. Let Patty and Ingrid know if they are not responsive before going to GMDs chain of command.	
2	NESDIS/STAR would request that CIs continue learning more about grants online to check status of awards. They can do that by participating in grants	

	online telecons and webinars and reading training manuals and advisories.	
3	NESDIS/STAR would request that CIs become a bit more proactive especially with their authorized representative to ensure grants online is working for them.	
4	NESDIS/STAR requests that CIMSS and CIOSS use multiyear project proposals as much as possible for the FY08 cycle (CICS and CIRA are recompeting soon so it is not such a large emphasis).	
5	NESDIS/STAR requests that CICS begins to bundle based upon funders and that CIRA, CIOSS and CIMSS continue to bundle based upon funders.	
6	NESDIS/STAR will begin to refuse award packages that have overlapping dates with similar previous award packages ... please take special care for FY08.	
7	NESDIS/STAR prefers late May but is flexible for the next CI meeting at CICS.	
8	NESDIS/STAR will try to use partial funding for high-amount awards when we believe the actual funding will be available late in the year to reduce the risk of the" CIs working on high priority projects.	