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). *Action Completed June 13, 2007: An email was sent to Rimas Liogys acknowledging their support.*	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 Completed. Verbal discussions with Rimas Liogys mentioned the continued need for adequate support. Unfortunately funding restrictions are limiting GMD's ability to fill current vacancies and another difficult year is ahead. Luckily though our specialists remain the same excellent FY07 team.*	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). *Action Completed.*	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) *Action completed – Email from Steve Drescher on 12/12/2007 indicates this change is on the radar of the grants.gov program management office but that there is not yet an implementation schedule.*	Ingrid Guch
5	We still do not completely understand the multi-year funding carry over possibilities (Action item 14 from	GMD Reps Paulette Moss

	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) *Action completed on Jan. 9, 2008: Multi year awards are awards which have an award period of more than 12 months of activity. Multi year awards are partially funded when the awards are approved, and are subsequently funded in increments. This particularly pertains to awards that support research projects that may span several years. One of the purposes of multi year awards is to reduce the administrative burden on both the applicant and the operating unit. One application can suffice for the entire multi year award period.* *The only way you can extend a multi year project beyond the Cooperative Agreement end date is if the project is a competitive project. If it is a competitive project, the recipient is going to have to work with the program office to start a new award for the remaining years of the competitive project to continue.*	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 encourage STAR to work with other NOAA Line Offices to identify funding as early as possible. *Action Completed. Due to the uncertainties with the satellite acquisition programs and the FY08 budget the results are mixed. Some programs were able to provide early budget guidance but many were not.*	Steve Goodman Al Powell
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) *Action Completed on September 7, 2007: An email was sent to the GOL Helpdesk regarding this matter.*	Heather Medley

RESOLUTION -

This is a matter of training. The first Recipient Authorized Representative (RAR) who takes an action on a task does indeed cancel the action from the other RARs. We must make the assumption that when a person begins working on a document, they intend to finish working on that document. Keeping the same task open for all RARs on a document until someone has completed the task was considered and rejected after consultations with numerous recipient organizations.

Removing the task from other RARs does not make the document invisible to them. They just can't get there from their open task inbox. There are multiple ways to get to the document:

1) Do a search for the Award from the Award tab and navigate to the appropriate Award File

2) In the task inbox, choose the dropdown status of "Closed", then click "Apply Filter>>". This will bring up all closed tasks, including those cancelled because somebody else began working on it. Clicking the "View" link will bring the user to the document.

3) Under the Inbox tab, click on the Notifications. This will list all notifications for tasks assigned and the user can navigate to the relevant document by clicking on the "Task" link.

To view all open tasks for all RARs in the organization, the RAR should click on the Task Management link under the Inbox tab. With the search Criteria set to Recipient Authorized Representative (don't fill anything else out) click on the Search button. They can keep this list open in one window (or copy and paste it into Excel), then login again and have another window open to their closed task list to navigate to the desired documents.

The Task Management page is also how recipients reassign tasks for which somebody started working on a document but can't (or shouldn't) finish it.

	This email is to inform you that we believe this issue has been resolved and the ticket will be closed. If you feel the issue has not been resolved or you require further assistance, please contact the Grants Online Help Desk. *Thank You,* *The Grants Online Help Desk* *(the helpdesk may be contacted at 301-444-2112 or toll free 1-877-662-2478)*	
Comment:		
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. ***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.*** 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. *Action Completed September 7, 2007: Contact list has been updated and added to website.*	Heather Medley
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? *Action completed on Jan. 9, 2008: During fourth quarter of each year, NESDIS/STAR should ask either Arlene Simpson Porter or Rimas Liogys about assistance of a person or funds.*	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. *Action completed on Jan. 9, 2008: Right now there is no funding available to incorporate the 90 days progress report deadline for Cooperative Institutes.*	GMD Reps Paulette Moss Michelle Brown
4	NESDIS/STAR requests that awards are submitted 3 months prior to the start date of the award. Work with	GMD Reps Paulette Moss

	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). *Action completed on Jan. 9, 2008: We can not guarantee is the awards will be made 3 months prior to the start date. There is a 90 day pre award cost that applies to research project.*	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.	