NESDIS Cooperative Institutes Administrators Workshop

June 6-7, 2007

Patty Mayo

NESDIS Cooperative Institutes Administrators Workshop

- Successes

- Lessons learned

- Partial Funding

- FY08 Reminders

Successes:

- GMD Reassignment of 2 new grants specialists to provide CI support

- Some proposals were submitted early

- Proposal spreadsheet shared w/CI's

- CI staff was very responsive

- Branch Chiefs were included in process

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Lessons Learned:

- Ensure detailed budget match all pages (insufficient detail in budget narrative)

- Ensure all application documents are included in submission package

- Check to ensure project dates do not overlap previous submission

- Include subcontractor budget & narrative

- Budget totals are correct

- All progress & financial reports current

Partial Funding Option:

- ***Partial funding – is obligating remaining funds on an approved award, either for a single year award or a multi-year award.*** A single year award is for 1 year only, however, a multi-year award is for multiple years and all the corresponding budgets and statement of works have been submitted and approved up front. However, funding is contingent upon the availability of funds.

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Reminders for FY08

- Proposed FY08 submission from Oct 07-June 08?

- Submit multi-year proposals.

- Bundle proposals as needed.

- Submit all mandatory submission documents. (SF424, SF424A & B, CD511, project narrative, budget narrative, detailed budget spreadsheet, indirect cost rate) - If a true multi-year proposal, for the out-years, no submission documents are required. All progress & financial reports must be up-to-date & funding is contingent upon availability of funds.

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