



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Silver Spring, MD 20910

OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

MEMORANDUM FOR: Labs and Programs funding science at NOAA Office of Oceanic and Atmospheric Research Cooperative Institutes

FROM: Candice Jongsma, Director
Cooperative Institute Program Office

SUBJECT: NOAA CI Program Annual Operating Guidance for FY 2017

DATE: December 20, 2016

This memo serves as operating guidance from the OAR Cooperative Institute Program (CIP) to OAR Labs and Programs, and to other Line Offices receiving science service from OAR-managed CIs. This guidance supplements overall execution guidance issued by OAR and NOAA, and supersedes prior year guidance issued by OAR-CIP. Other LO units funding CI science should follow this guidance to the extent possible when funding research at all CIs EXCEPT CICS-Maryland and CIMSS Wisconsin (See NESDIS CI Office for guidance) and JIMAR (See NMFS Pacific Islands Fisheries Science Center for guidance).

Funding Actions to Existing CIs:

In order to avoid late grant actions, CI funded actions that come from OAR Labs and Programs should adhere to the following dates where possible. Valid written justifications will be required to process actions that miss the deadlines. Funding actions from other LOs that come through OAR for processing should adhere to these deadlines as closely as possible. Actions from other LOs impact the overall workload of CIP, so adhering to these deadlines helps CIP achieve NOAA's goals.

The table below identifies key dates, actions, and required documentation.

<i>Date/ Deadline</i>	<i>Key Action</i>	<i>Notes</i>
No later than 12 May 2017	CIs submit applications via Grants.gov for FY 2017 funding	Applications received by CIP will receive processing priority in the order they are received
No later than 9 June 2017	NOAA funding offices submit signed funding memo, NEPA memo, and accounting to CIP for new proposals	CIP completes processing on all actions & submits to GMD by 7 July 2017 deadline

No later than 16 June 2017	NOAA funding offices submit accounting to CIP for partial releases	CIP completes processing on all actions & submits to GMD by 7 July 2017 deadline
16 June to 7 July 2017	CIs may submit late actions that have been requested by a funding office, but were delayed.	NOAA funding offices must submit a request to OAR DAA Labs and Cooperative Institutes (DAA-LCI) describing the delay and requesting approval for CIP to process. If the DAA approves but the action is not able to be submitted to GMD by 7 July, another approval request will have to be submitted to the DAA-LCI and a late action memo will be required (per below)
7 July 2017	FY 2017 GMD cut-off date. All actions must be processed and submitted by the CIP office to GMD by this date.	Any action submitted to CIP for processing after 7 July 2017 will be considered <i>significantly late</i> and will require OAR DAA-LCI approval and the completion of a late action memo.

To ensure a complete package¹, the NOAA funding office providing funds must submit to CIP:

1. Funding Memo signed by the Program or Lab authorizing POC
2. Valid accounting for the full funding amount to be released to the CI
3. Signed NEPA compliance documents
4. Technical POC to review annual progress reports submitted by the CI²

¹A complete package will facilitate grant approval and will not subject the CI to unnecessary and potentially financially burdensome grant enforcement actions (including suspension of funds.)

²Identifying an appropriate POC is important because the grants system holds the CI accountable for NOAA's late review of performance reports.

TASK I

Current Task I policy requires labs and programs to pay Task I at the same time that they fund new projects or do releases funds against an existing amendment.

- For new proposals, labs and programs should ensure the CI includes the appropriate percentage of Task I (see Table 1) in the proposal. Task I should be broken out separately and completely in the budget and there should be a statement in both the Budget and Project Narratives that indicates generally what the Task I will be used for.
- For partial releases, the NOAA funding office must include Task I in the release on the project amendment or submit a separate release on the Task I amendment under that CI's institutional award.

Task I payments should use **Object Class 41-40** (Payments to Cooperative Institutes), and include notes in the Grants Online Workflow as to which FMC provided the

payment, including the total Task I amount. It is *critically* important that any FMC making a direct Task I payment MUST use Object Class 41-40 and MUST make notes in the Workflow of the dollar amount of the Task I payment made under this amendment.

- Workflow note example: "This release of funds of \$500,000.00 is for year 3 of a 5 year multi-year award, "Title of Project." (Project: \$450,000; Task I: \$50,000)

Funding actions for renewed CI awards:

In FY 2017, CIP will renew CIRES for their second five-year agreement. The amendment proposal and review process remains the same as for other existing NOAA CIs; however, the funds will be obligated on a new award. The start date for a new award is the day following the expiration of the current award. CIs may submit amendments to put new funds on the renewal award using the current RFA for FY 2017 and should have a period of performance coinciding with the start of the new award. Amendments will be processed in the order received.

In the event that a NOAA LO or FMC needs to add funds to the existing award to finish ongoing research, CIP will allow this in limited cases. These actions should be very limited in scope (time and activity) and scale (dollars). Please contact CIP for further discussion. The period of performance MUST not exceed the end date of the award.

The award end date for the current CIRES award is 08/31/2017.

If you have any questions or concerns about any of the guidance above, please contact the CI program office at oar.hq.cipo@noaa.gov.

Table 1: FY17 Cooperative Institute Task I Percentages

CI	FY17 Task I %
CICS-M	2.9%
CICS-P	4.6%
CIFAR	8.5%
CILER	5.9%
CIMAS	2.9%
CIMEC	2.9%
CIMMS	3.0%
CIMRS	6.3%
CIMSS	3.5%
CINAR	3.6%
CIOERT	7.4%
CIRA	3.2%
CIRES	2.3%
JIMAR	0.0%
JISAO	2.9%
NGI	4.3%

*Please work with NMFS on the way to budget for Task I on JIMAR projects