



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

OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

MEMORANDUM FOR: National Oceanic and Atmospheric Administration
Organizations Funding Science through Cooperative Institutes

FROM: Shannon Louie, Director
Cooperative Institute Program Office

SUBJECT: NOAA CI Program Annual Operating Guidance for FY2021

DATE: February 23, 2021

This memo serves as operating guidance to organizations funding science through National Oceanic and Atmospheric Administration's (NOAA) Cooperative Institutes (CI). All Line Office (LO) units funding CI science should follow this guidance. For further information about a CI, contact the Technical Program Managers (TPM) or Federal Program Officers (FPO) listed below.

| CI | Technical Program Manager | Federal Program Officer |
|-----------|----------------------------------|--------------------------------|
| CICOES | Michelle McClure | Ben Carlson |
| CIGLR | Debbie Lee | Rita Williams |
| CIMAS | John Cortinas | Ruth Almonte |
| CIMEAS | Kristen Koch / Dan Namur | Derek Orner |
| CIMES | Venkatachalam "Ram" Ramaswamy | Steve Mayle |
| CIMMS | Jack Kain | Linda Crank |
| CIMRS | Michelle McClure | Ben Carlson |
| CIMSS | Chris Brown | Ericka Rosier |
| CINAR | Wayne Higgins | Diane Brown |
| CIRA | Jennifer Mahoney | Jesse Newhart |
| CIRES | Gary Matlock / Sandra Byers | Sandra Byers |
| CISESS | Chris Brown | Ericka Rosier |
| JIMAR | Mike Seki / Dan Namur | Derek Orner |
| NGI | John Cortinas | Ruth Almonte |
| OECI | Alan Leonardi | Yvette Jefferson |

Funding Actions to Existing CIs:

In order to avoid late grant actions, CI funded activities should adhere to the following dates. Written justifications will be required to consider processing actions that miss the deadlines.

The table below identifies key dates, actions, and required documentation. As part of the new [Improvements in Federal Spending Transparency for Financial Assistance](#), all federal awards actions (NOFO, new projects, and partial releases) must be submitted to OMB for review. OMB requires a 5 business day waiting period to review the activity. Please keep this new process in mind when submitting funding requests.

| <i>Date/ Deadline</i> | <i>Key Action</i> | <i>Notes</i> |
|------------------------------|--|--|
| No later than 7 May 2021 | CI proposals submitted via Grants.gov for FY 2021 funding. | CI proposals received are forwarded to the NOAA sponsor identified on the proposal for review, approval, and completion of necessary paperwork. |
| No later than 4 June 2021 | NOAA funding offices: (1) enter projects into the NOAA Research and Development Database (NRDD), (2) submit signed funding memo, (3) submit National Environmental Policy Act (NEPA) memo, and (4) identify accounting codes for new proposals | Federal Program Officer (FPO) completes processing on all actions & submits to the Grants Management Division (GMD) by 2 July 2021 deadline. |
| No later than 11 June 2021 | NOAA funding offices identify accounting codes for partial releases | FPO processes actions & submits to GMD by 2 July 2021 deadline. |
| 14 June to 2 July 2021 | CI proposals requested by a funding office but delayed beyond the June 11 deadline submitted. | Proposals processed after June 11 deadline only with approval by the Deputy Assistant Administrator (DAA) for Science or CI Office Director. Requests for approval must detail the reason for the delay. Processed proposals must still be sent to GMD by the July 2 deadline. |
| 2 July 2021 | FY21 NOAA's federal financial assistance award cut-off date. All funding actions must be processed and submitted to GMD by this date. | All actions sent to GMD after 2 July deadline requires approval by the LO managing the CI per late action memo procedures. These actions also require DAA for Science approval. |

To ensure a complete package, the NOAA funding office providing funds must submit to the Federal Program Officer:

1. Funding Memo signed by the NOAA organization authorizing POC
2. Valid accounting for the full funding amount released to the CI. The funding amount must be in whole dollars (no cents)
3. Signed NEPA compliance documents
4. Confirmation project entered into the NOAA R&D Database

For a partial release of a multi-year project, the Federal Program Officer should include the following in the Grants Online workflow comments for the procurement request:

1. Name of project
2. Current year of multiple/multi-year project funding and the total number of years for the project (e.g., This funding is for year 2 of a 3-year project)
3. Funding amount broken-down by Task and the total amount of funding, in whole dollars (e.g., \$100,000 total funding, Task 1: \$5,000, Task 2: \$95,000)

* Procurement requests for OAR-managed CIs must be approved in Grants Online by an OAR Budget Officer.

TASK I

Current Task I policy requires NOAA funding offices to fund Task I at the same time that they fund new projects or release funds against an existing amendment.

1. 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 generally indicates the use for Task I.
2. 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)

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

Table 1: FY21 Cooperative Institute Task I Percentages

| CI | FY21 Task I % |
|--------|---------------|
| CICOES | 2.8% |
| CIGLR | 4.9% |
| CIMAS | 2.5% |
| CIMEAS | 2.5% |
| CIMES | 3.9% |
| CIMMS | 2.7% |
| CIMRS | 6.2% |
| CIMSS | 3.5% |
| CINAR | 3.6% |
| CIRA | 3.0% |
| CIRES | 2.2% |
| CISESS | 2.6% |
| JIMAR | Contact NMFS |
| NGI | 4.9% |
| OECI | Contact OER |