

## **Subject: Designation of Cooperative Institute Technical Program Managers**

**Drafted by:** NOAA Research Council Cooperative Institutes Committee

### **Purpose:**

To designate a new role of Technical Program Manager within NOAA for each Cooperative Institute.

### **Background and Need:**

CI21 Finance and Management Recommendation #1 states *“With multiple Line Offices (LOs) contributing to multiple themes at a given CI, NOAA should establish one NOAA lead Technical Program Manager (TPM) to serve as the principal point of contact for scientific and technical issues for each CI”*. Dr. Spinrad further described the role during a December 2016 Research Council meeting as being a laboratory or fisheries science center director or subject matter expert that would act as a primary point of contact for scientific inquiries.

### **Qualifications/Considerations:**

- Senior level NOAA position
- Co-location/Existing relationship with CI/funding history
- General Knowledge of CI program and processes
- Member of CI Executive Board, if possible

### **Responsibilities of the Technical Program Manager:**

- Serve as NOAA’s scientific/technical representative.
  - Ability to discuss the general scope and capabilities of the CI.
  - Current knowledge of CI themes and projects.
  - For CIs with multiple LO support and projects, direct scientific inquiries to the appropriate LO CI Committee representative.
- Point of contact for scientific inquiries from NOAA funding programs.
  - Refer interested funder to the LO CI Committee representative to proceed with funding a project.
  - Refer administrative inquiries (if received) to the LO CI Committee representative.
- For CI institution inquiries, connects CI staff with NOAA POCs as needed.
- Assist CI Committee with communication efforts as needed.

### Summary of Key Roles and Responsibilities

Research Council (RC)	<ul style="list-style-type: none"> <li>• Oversee CI Program as described by NAO 216-107</li> <li>• Oversee CIC</li> </ul>
CI Committee (CIC)	<ul style="list-style-type: none"> <li>• Standing subcommittee of the RC</li> <li>• Assist the RC with general oversight of the CI program</li> <li>• Communicate CI related info within respective Line Offices (LOs)</li> <li>• Develop and maintain policies and procedures</li> <li>• Serve as primary POC for CI matters within respective LOs</li> <li>• Manage the competition process</li> </ul>
Technical Program Manager (TPM)	<ul style="list-style-type: none"> <li>• Scientific/technical Point of Contact (POC)</li> <li>• Refer inquiries to appropriate LO CIC member</li> <li>• Assist CIC with scientific communications</li> </ul>
Federal Program Officer (FPO)	<ul style="list-style-type: none"> <li>• Communicates with CI personnel to ensure CI proposals are complete and received on time</li> <li>• Processes new proposals and releases of funds on CI institutional awards</li> <li>• Coordinates funding memos, NEPA memos, and accounting information from NOAA sponsors</li> <li>• Ensures Task 1 is included on CI proposal and is received from NOAA sponsor</li> <li>• Coordinates with the CI Program Offices, NOAA Grants Management Division, and DOC Federal Assistance Law Division as necessary to ensure proper award processing</li> </ul>
CI Program Office	<ul style="list-style-type: none"> <li>• Oversee the OAR managed CIs</li> <li>• Member of CIC</li> </ul>
NESDIS Cooperative Research Programs	<ul style="list-style-type: none"> <li>• Oversee the NESDIS managed CIs</li> <li>• Member of CIC</li> </ul>

### Cooperative Institute Technical Program Managers

CI	Host Institution	TPM - Current Incumbent	TPM By Position
CILER	University of Michigan	Debbie Lee (OAR GLERL)	OAR GLERL Director
CICS-P	Princeton University	Ram Ramaswamy (OAR GFDL)	OAR GFDL Director
CIFAR	University of Alaska-Fairbanks	Jeremy Mathis (OAR)	Arctic Program Director
CINAR	Woods Hole Oceanographic Institution	Jon Hare (NMFS NEFSC)	NEFSC Director
CIOERT	Florida Atlantic University	Alan Leonardi (OAR OER)	OAR OER Director
CIRA	Colorado State University	Satya Kalluri (NESDIS/STAR)	NESDIS Cooperative Research Programs Director
CICS-M	University of Maryland	Satya Kalluri (NESDIS/STAR)	NESDIS Cooperative Research Programs Director
CIMEC	University of California-San Diego	Kristen Koch (Acting SWFSC Director)	SWFSC Director
JISAO	University of Washington	Chris Sabine (OAR PMEL)	OAR PMEL Director
CIMSS	University of Wisconsin	Satya Kalluri (NESDIS/STAR)	NESDIS Cooperative Research Programs Director
CIMAS	University of Miami	Molly Baringer (OAR AOML)	OAR AOML Deputy Director
CIMRS	Oregon State University	Mark Strom (NMFS NWFSC)	NMFS NWFSC Director
CIMMS	University of Oklahoma	Steve Koch (OAR NSSL)	OAR NSSL Director
JIMAR	University of Hawaii	Michael Seki (NMFS PIFSC)	NMFS/PIFSC Director
CIRES	University of Colorado	Kevin Kelleher (OAR ESRL)	OAR ESRL Director
NGI	Mississippi State University	Bob Atlas (OAR AOML)	AOML Director