



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 OAR Cooperative Institutes

FROM: Gary Matlock, Acting Director  
OAR Cooperative Institute Program Office

SUBJECT: NOAA CI Program Annual Operating Guidance for FY2019

DATE: March 5, 2019

This memo serves as operating guidance from the OAR Cooperative Institute Program Office (CIPO) to OAR Labs and Programs, and to other Line Offices using OAR-managed CIs. This guidance supplements overall execution guidance issued by OAR and NOAA, and supersedes prior year guidance issued by OAR-CIPO. Other LO units funding CI science should follow this guidance 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 for OAR managed CIs should adhere to the following dates. Written justifications will be required to consider processing actions that miss the deadlines. These deadlines also apply to other LOs using OAR managed CIs. Actions from other LOs impact the overall workload of CIPO, so adhering to these deadlines helps CIPO 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 10 May 2019	CIs submit applications via Grants.gov for FY 2019 funding	Applications received by CIPO will be processed in the order received
No later than 7 June 2019	NOAA funding offices enter projects into the NRDD and submit signed funding memo, NEPA memo, and accounting to CIPO for new proposals	CIPO completes processing on all actions & submits to GMD by 5 July 2019 deadline
No later than 14 June 2019	NOAA funding offices submit accounting to CIPO for partial releases	CIPO completes processing on all actions & submits to GMD by July 2019 deadline

14 June to 5 July 2019	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 for Science describing the delay and requesting approval for CIPO to process. If the DAA approves but the action is not able to be submitted to GMD by their July deadline, another approval request will have to be submitted to the OAR DAA for Science and a late action memo will be required (per below)
5 July 2019	FY19 GMD cut-off date. All actions must be processed and submitted by CIPO to GMD by this date.	Any action submitted to CIPO for processing after GMDs July 2019 deadline will be considered <i>significantly late</i> and will require OAR DAA for Science approval and the completion of a late action memo.

To ensure a complete package<sup>1</sup>, the NOAA funding office providing funds must submit to the Federal Program Officer:

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. Funding amount must be in whole dollars (no cents)
3. Signed NEPA compliance documents
4. Confirmation that the project was entered into the NOAA R&D Database

<sup>1</sup>A 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.)

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. Year of project being funded 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 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 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)

If you have any questions or concerns about any of the guidance above, please contact the CIPO.

**Table 1: FY19 Cooperative Institute Task I Percentages**

CI	FY19 Task I %
CICS-M	2.7%
CIGLR	5.0%
CIMAS	2.7%
CIMEC	2.9%
CIMES	4.6%
CIMMS	2.7%
CIMRS	6.1%
CIMSS	3.5%
CINAR	3.6%
CIOERT	7.8%
CIRA	3.0%
CIRES	2.2%
JIMAR*	0.0%
JISAO	2.8%
NGI	3.5%

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