FUNDING MEMO INSTRUCTIONS

Each NOAA Office that provides funding to a Cooperative Institute (CI), hereafter referred to as the NOAA sponsor, must complete this CI Funding Memorandum. This memorandum ensures that each proposal has been reviewed by an appropriate NOAA employee and found satisfactory for funding. It also provides the Federal Program Officer (FPO) at the Line Office with additional information that is necessary to process an award amendment through Grants Online (GOL) as well as track CI funding by NOAA Goal/Program and/or Enterprise-wide Objectives.

NOAA sponsors should refer to the CI proposal's Cover Letter, as well as the Form SF424 (found in the application) to verify the information that is included in the CI Funding Memorandum.

Once Memorandum is completed, please digitally sign or scan a signed version into a PDF and e-mail it to the appropriate NOAA contact people listed below. If you are unable to do this, please ask the NOAA contact person for a fax number to use:

- CIGLR (OAR): Rita Williams (Rita.Williams@noaa.gov)
- CIMAS, NGI (OAR): Ruth Almonte (Ruth.Almonte@noaa.gov)
- CIMES (OAR): Steve Mayle (Steve.Mayle@noaa.gov)
- CIMMS, CIWRO (OAR): Linda Crank (Linda.Crank@noaa.gov)
- CICOES, CIMERS, CIMRS, (OAR): Ben Carlson (Ben.Carlson@noaa.gov)
- CIMSS, CISESS (NESDIS): Ericka Rosier (Ericka.Rosier@noaa.gov)
- CINAR (OAR): Diane Brown (Diane.Brown@noaa.gov)
- CIRA (OAR): Jesse Newhart (jesse.newhart@noaa.gov)
- CIRES (OAR): Sandy Byers (Sandra.Byers@noaa.gov)
- CIMAR, CIMEAS, JIMAR (NMFS): Derek Orner (Derek.Orner@noaa.gov)
- JISAO (OAR): Shannon Louie (Shannon.Louie@noaa.gov)
- OECI (OAR): Yvette Jefferson (Yvette.Jefferson@noaa.gov)

1. **This proposal was submitted by (select the CI)**: Select the CI that has submitted this proposal.

2. **Proposal Title**: Provide the proposal title listed on the SF424 of the CI proposal.

3. **Principal Investigator(s):** Provide the name of the principal investigator(s) listed on the CI Cover Letter of the CI proposal.
   - NOAA PIs working collaboratively with the CIs cannot appear as leads on projects being funded through the CI.

4. **Who should be receiving the performance report for this project and entering it into NOAA Research and Development Database (NRDD):**
   - This must be a NOAA employee. NOAA employees may not assist project PIs in writing the project performance report
   - Project performance reports are due annually and follow the anniversary date of the CI award.
   - Provide the name of the person(s) who will be responsible for entering the project and the project report into NRDD. NOAA as a Federal funder is responsible for monitoring

project performance.

- Should the person(s) indicated not be available, the person signing the Funding Memo will be required to enter the project information into NRDD.

5. **Statutory Authority:** Indicate all statutory authorities that authorize NOAA to fund this type of research.

6. **Research Theme(s):** Provide the appropriate research theme(s). The CI research theme is usually listed on the cover sheet of the proposal.

7. **NOAA Goals and Enterprise-wide Objectives** as of 1/1/2011: Select all relevant Goals/Programs and provide the percentages associated with each. At least one Goal/Program must be selected and the total percentage must equal 100%.

8. **Brief Project Description:** Provide a brief description of the project. This language will be used to provide information about the project to Congress prior to offering the award to the applicant as well as to inform the public about the project. Keep this short, do not repeat project title and spell out all abbreviations

9. **Entire Project Period:** (Format MM/DD/YYYY, drop-down calendar provided for both spaces). Identify the proposed beginning and ending dates of the entire project period. Projects must begin on the first day of a month and end on the last day of a month, and must not extend beyond the end of the CI award.

10. **Total Requested Budget**:
    - Provide the total budget as requested by the applicant in forms SF424 and SF424A.
    - Indicate Task I % (please consult Task I table on the CI Policy and Guidance webpage) and Task I dollar amount
    - If this is a multi-year project, include the recommended funding amount for each fiscal year (NOTE: Total actual funding of project is based on actual availability of funds during the life of the project and may be less but not more than total requested amount);
    - If this is a single-year project funded in full, indicate the total funding approved by the sponsor.

11. **Current Funding Action and Task I** (whole dollars only).
    - Provide the amount the sponsor wants to release for this funding action ONLY.
    - If this action funds the project in full, this amount will be equal to the amount listed above for the current FY.
    - If this action will be funded incrementally, and this is the first of several annual releases of funding, this amount will be less that the total project budget and might be less that the current FY amount listed above (if the sponsor is planning several releases of funds in the current FY).
    - Funding Breakdown by Task: Provide the breakdown of this obligation by Task number. Task I will always be selected.

12. **Conflict of Interest/Post Employment Restrictions:** Select No or Yes. If Yes, provide details in the space provided.

13. **Minority Serving Institutions**: Select No or Yes. This information is usually listed on the CI Cover Letter of the CI proposal.

14. **Homeland Security Presidential Directive – 12:** Select No or Yes. If Yes, identify the federal employee (name and e-mail address) who will be responsible for ensuring that all requirements for granting such access is permitted.

15. **Project Specific Information:** Select No or Yes. If Yes is selected in 15 (a-d), list the DOC/ NOAA-owned equipment as a Special Award Condition in the space provided in question 20.

16. **Were any funds for this project transferred from another Federal Agency?** Select Yes or No.

17. **Coastal Zone Management Awards:** Select No or Yes. This question applies to Coastal Zone Management awards (NOS) only. If the following selections apply: 306/306(a), 308, 309, 310, and 6217, select Yes. Include additional documentation as needed. If this does apply, select No.

18. **CESU Awards:** Select Yes or No. If YES, enter justification and verify the Grant type in the space provided.

19. **Permit Requirements:** If the project requires permits, select Yes and provide the requested information in the space provided.

20. **Special Award Conditions:** Describe any special award conditions that should be attached to the project. More than one Special Award Condition may apply; if no Special Award Condition applies, type N/A or None.

21. **Technical Review:** Provide brief review comments on the proposal. Short paragraph with technical merit review comments on proposal areas such as soundness of the research project design and/or organization, the importance of the proposed research, significance of the research area or problem being addressed or the results or outcomes of the proposed studies, or experience/expertise of the researchers involved. Select items from the table that were evaluated during the proposal review. Only select those boxes that are relevant. For example, "Appropriateness of Travel" should not be selected if the proposal does not request travel funds. Please note any deficiencies and/or recommendations for revisions in the space provided.

22. **Budget Review:** Indicate which items were evaluated during the budget review. Only select those boxes that are relevant. For example: "Consultant Fees" should not be selected if the proposal does not request funds for a consultant. Please note any deficiencies and/or recommendations for revisions in the space provided.

23. **Past Performance**: If you are aware of any problems with past performance, describe them here. NOAA is responsible for awardee risk assessment. In most cases, past performance issues would not automatically disqualify the project team from receiving federal funds. Answer to this question will help Grant Officers or Federal Program Officers decide whether additional provisions, such as closer project monitoring, might be needed.

24. **Additional Comments:** Provide any additional comments relevant to the project not covered

above. Additional comment(s) covered in this section include SACs for questions 15-19. If there are no additional comments, enter N/A or None.

Signature block: Provide the digital signature of the NOAA employee that has verified the technical, budget review and recommends funding for the identified project and who will be contacted regarding the NRDD entries for this project.
- Signature must match the "FROM" field at the top of the funding memo
- Signature Date must match date at the top of the funding memo