




MEMORANDUM FOR: Cooperative Institutes

FROM: Philip Hoffman, Director 
OAR Cooperative Institutes Program Office

SUBJECT: Performance Progress Report Guidance for Grants Awarded under The
Disaster Relief Appropriations Act of 2013, Public Law 113-2 ("Sandy
Supplement")

DATE: March 21, 2014

This memorandum provides guidance on quarterly performance reports for funding authorized by the Disaster Relief Appropriations Act of 2013, Public Law 113-2 (the "Sandy Supplemental") for Cooperative Institute (CI) awards managed by the National Oceanic and Atmospheric Administration (NOAA).

Project funding under the Sandy Supplemental requires each CI Recipient to submit quarterly project performance reports to the NOAA Sponsoring Line Office (LO). The quarterly progress reports are submitted through Grants Online (GOL) and in the same manner as the CI's institutional award annual progress reports.

The quarterly reports detail progress on all NOAA funded research activities during the preceding quarterly reporting period. Submission deadlines for the CI quarterly reports are synchronized with the Federal Financial Reports (SF-425's). This report is reviewed by the LO program office or lab that sponsored the research projects. Both the progress report and NOAA LO recommendations become part of the official grant file.

In order to meet the requirements of the Sandy Supplemental, please follow the quarterly progress report format guidelines listed below. Progress reports that do not meet these guidelines will be returned to the CI for re-write and may delay report acceptance and result in an enforcement action.

Quarterly Reports

1. Table of Contents

2. Introduction

- Short description of the CI and its core activities (including education and outreach activities),
- Description of how the CI is managed, including mission and vision statements,
- CI organizational structure, and
- Executive summary of CI banner research activities and results.

3. Funded Project

- Award Number



- Project Title
- PI(s)
- NOAA Sponsor
- NOAA Sponsoring Organization
- Reporting Period
- Description of Task I activities¹
- The related NOAA Strategic Goal(s)²
- Detailed description of the research that was conducted during the reporting period, including progress to date with respect to originally proposed objectives and schedule.

Final Report

In order to meet the requirements of the Sandy Supplemental, please follow these report format guidelines for final report submission:

1. Items 1-3, included in the Quarterly Report

- Include a detailed description of the research that was conducted during the final quarter.
- Include a summary of the research conducted during duration of the project.

2. Publications (same format as the Institutional CI Awards)

- Total count of publications for the reporting period and previous periods,
- NOAA lead author,
- Institute (or sub grantee) lead author,
- Other lead authors,
- Peer-reviewed or nonpeer-reviewed (including presentations)

3. Employee Support (same format as the Institutional CI Awards)

- Total number of employees that receive at least 50% support from NOAA, postdocs and visiting scientists, by job title and terminal degree,
- Total number of undergraduate and graduate students receiving any level of support,
- Number of employees (including postdocs and visiting scientists) that received less than 50% annual salary support,
- Number of supported postdocs and students from subawards³,
- Number of employees/students that receive 100% of their funding from an OAR laboratory and/or are located within that laboratory, and
- Number of employees/students that were hired by NOAA within the last year.

¹ including percentage of funding expended on administration, postdocs/visiting scientists, student support, education and outreach activities, and other research support

² (1)Health Oceans, (2)Weather- Ready Nation, (3)Climate Adaptation and Mitigation, (4) Resilient Coastal Communities and Economies, and (5)NOAA Enterprise Wide Capabilities: Science and Technology Enterprise, Engagement Enterprise, Organization an Administration Enterprise.

³ For projects that award subcontracts