

**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>