

# NOAA Cooperative Institute Funding Memorandum

Revised  
9/15/2023

## MEMORANDUM TO: NOAA Grants Management Division Grants Officer

FROM: Name

Title

DATE:

SUBJECT: Evaluation of a Proposal Submitted by a NOAA Cooperative Institute

This memorandum describes an evaluation of a research proposal submitted through the Cooperative Institute Administration Office (CIAO). Instructions on how to complete this document are available on the CI website (<http://ci.noaa.gov>). The signature on this memorandum indicates that this proposal has been reviewed by a NOAA employee that is technically capable of evaluating the proposed project description and budget. The review has determined that the recipient's technical and cost proposal are acceptable as submitted, with any exceptions as noted. Funding is recommended for this project.

### 1. This proposal was submitted by:

### 2. Proposal Title: (must match the title submitted in the SF-424 in its entirety)

### 3. Principal Investigator(s): (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 & Development Database: (NOTE: NOAA sponsors are required to monitor project performance and receive reports no less frequently than once a year. This person must be a NOAA employee. NOAA employees may not assist in writing the project performance report)

### 5. Statutory Authority (Select at least one that is appropriate):

- |                          |                         |  |
|--------------------------|-------------------------|--|
| <input type="checkbox"/> | 15 U.S.C. 313           | Weather Research   |
| <input type="checkbox"/> | 15 U.S.C. 1540          | Authority to aid scientific/educational activities to foster public understanding of NOAA.   |
| <input type="checkbox"/> | 15 U.S.C. 2901 et. seq. | Climate-related activities   |
| <input type="checkbox"/> | 33 U.S.C. 883d          | Investigators and research in geophysical sciences (geodesy, oceanography, seismology and geomagnetism)  |
| <input type="checkbox"/> | 33 U.S.C. 1442          | Research on ocean ecosystems.  |
| <input type="checkbox"/> | 49 U.S.C. 44720 (b)     | Promote and develop meteorological science and foster and support research projects in meteorology through the use private and government research facilities. |
| <input type="checkbox"/> | 16 U.S.C. 753a          | Fisheries research.  |
| <input type="checkbox"/> | Other (specify)         | <input type="text"/>   |

**6. Research Theme(s):**

**7. NOAA Goals and Enterprise-wide Objectives as of 1/1/2011**

Percentage (must add to 100%)


The NOAA programs and goals listed above reflect the current NOAA goals and enterprise-wide objectives as identified in the new NOAA Next-Generation Strategic Plan. Please see Instructions for more information.

**8. Brief Project Description/Abstract (IMPORTANT: 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:**      BEGIN

END

**10. Total Project Budget as Requested:**

\$

**Task I:**

%

\$

**11. Current Funding Action** (must be equal to or less than FY23 funding amount listed above):

**Amount to be obligated:**

\$
----

Funding Breakdown by Task:

I	\$
II	\$
III	\$

**12. Conflict of Interest/Post Employment Restrictions:** Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

NO YES

If Yes, please explain below:

--

**13. Minority Serving Institutions**

Does this award include any subaward to a Minority Serving Institution?

NO YES

**14. Homeland Security Presidential Directive - 12**

Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?

NO 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 are met.

--

**15. Project-Specific Information**

a. Is PROGRAM INCOME anticipated being earned during performance of this project:

NO YES

b. Will a VIDEO be created for public viewing as part of this project?

NO YES

c. Is a SURVEY/Questionnaire required by the NOAA Program Office for this project?

NO YES

d. Will DOC/NOAA owned equipment be provided to the recipient to use for this award?

NO YES (If Yes, list equipment as Special Award Condition in Item 20)

**16. Were any funds for this project transferred from another Federal Agency?**

NO YES

If yes, if selected, this memo serves to notify the Grants Specialist that the transfer is authorized by 118 Stat 71.

**17. Coastal Zone Management Awards**

For Coastal Zone Management Awards, indicate which sections of the CZMA this award addresses:

Section 306/306A	NO	YES
Section 308	NO	YES
Section 309	NO	YES
Section 310	NO	YES
Section 6217	NO	YES

**18. CESU Awards**      Is this a CESU Award?      NO      YES

If yes, enter justification and verify Grant Type:

**19. Permit Requirements**

Are any permits required to conduct this project?      NO      YES

If yes, please provide the name of the issuing agency and the permit number:

**20. Specific Award Conditions** (Describe any special award conditions for this project that you wish to add to the award. After review and approval by NOAA Grants Management Division, this condition will become part of the requirements for the award when the amendment is issued):

**21. Technical Review** (Brief review comments on the proposal are required. Project description can not be included as technical review):

SPECIFIC ITEMS EVALUATED (Check appropriate boxes only)

Program Description	Appropriateness of Travel Property/
Personnel Qualifications	Equipment Requirements
Staffing Levels	Subcontracts/subawards
Appropriateness of Funding Source	Cost Realism Analysis

**22. Budget Review:** SPECIFIC ITEMS EVALUATED (Check appropriate boxes only):

Cost Justification	Salary Levels (direct cost)
Consultant Fees	Equipment Costs over \$5000 (purchase vs. lease)
Travel Costs	Fees or Profit
Cost share/Match	Subaward Costs
Program Income Amounts	Pre-award Costs

**23. If you had prior experience with this project team, was their past performance acceptable?**

No, this team had performance issues

Yes, to my knowledge, their past performance was acceptable

No prior experience with this team

If this project team had prior performance issues (1st bullet selected), please provide additional information (e.g. Has the issue been resolved since then? If not resolved, is a corrective action plan in place?)

**24. Additional Comments**

*I find the applicant's technical and project/proposal cost to be acceptable as submitted, including satisfactorily addressing all identified deficiencies; therefore, I recommend funding the proposed project. I will ensure that the project information is entered into NOAA Research and Development Database (NRDD), and that the project performance reports are received from the project PI and submitted into NRDD at least once a year.*

SIGNATURE

DATE