

CI Renewal Review Approximate Timeline

Months prior to NOAA GMD deadline *	Event
24	CIAO identifies CI due for Renewal Review
24	CIAO creates centralized Renewal Review Google Folders
24	CIAO prepares transmittal letter for AA signature to send to SAB for Renewal Review Science Chair
22	SAB notifies CIAO of SAB Chair
20	CIAO briefs TPM and FPO on Renewal Review process
20	CIAO and TPM meet with SAB Chair to discuss review
18	TPM announces Renewal Review with CI and solidifies review dates and location
18	TPM provides required questions for both reviews with the CI
18	SAB Chair works with TPM on panel selection; notifies CIAO of panel members once selected
18	LO sends formal invitation letter/email to panel members
16	LO identifies Administrative Review panel; notifies CIAO of panel members once selected
16	TPM and CI develop review agenda
15	LO funds and/or prepares travel orders for Science Review panel (if travel will be involved)
15	CI submits finalized briefing books for both reviews and saves them onto the Google Drive
14	Science and Administrative Reviews take place [Scheduling dependent]
12	Preliminary Science and Administrative Review reports are completed
12	TPM requests of the science review panel that the CI Director review reports for accuracy only
12	TPM shares facts or no facts from the CI Director to panel members for review and adoption
11	Science Review panel finalizes science report and submits to SAB for adoption
11	TPM submits final Administrative Review report to the CIAO
10	At the next quarterly SAB meeting, the membership reviews and approves science review report
10	SAB Director submits adopted report and transmittal letter to NOAA Administrator, LO AA, CIAO, and TPM
10	TPM solicits budgetary input from all LOs in order to recommend new capacity on next 5-year award
8	TPM submits decision memo with capacity ceiling to CIAO recommending renewal, conditional renewal, or termination
8	<i>If renewal is recommended, continue with the below steps</i>
8	CIAO prepares decision package for LO AA
7	CIAO receives LO AA decision
7	CIAO meets with CI to discuss proposal for next 5 year award [CI proposal development takes up to 60 days]
5	CI submits proposal for next 5-years
4	CIAO prepares award package within Grants Management System - Project Narrative - Budget Narrative - SF424 - SF424A - SF424B - CD511 - NEPA
4	CIAO works with GMD on next 5-year award [CI award processing takes up to 60 days]
1 ^	GMD makes award for next 5-years

* Schedule subject to change.

^ New award will begin the day after the existing award expires.