

## 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 federal employee and found satisfactory for funding. It also provides the Federal Program Officer (FPO) at the Line Office (LO) with additional information necessary to process an award amendment through eRA 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 and Form SF424 (found in the application) to verify the information that is included in the CI Funding Memorandum.

Once the memorandum is completed, digitally sign or scan the signed version into a PDF and e-mail to the appropriate NOAA contact listed below:

- CIGLR (OAR): Lisa Durham (Lisa.Durham@@noaa.gov)
- CIMAS, NGI (OAR): Ruth Almonte (Ruth.Almonte@noaa.gov)
- CIMEAS, CIMAR (NMFS): Derek Orner (Derek.Orner@noaa.gov)
- CIWRO (OAR): Linda Crank (Linda.Crank@noaa.gov)
- CIRA (OAR): Jesse Newhart (jesse.newhart@noaa.gov)
- CIROH (NWS): Sam Contorno (Samuel.Contorno@noaa.gov)
- OECI (OAR): Joyce Addy (Joyce.Addy@noaa.gov)
- CICOES, CIMERS (OAR): Ben Carlson (Ben.Carlson@noaa.gov)
- CIESRDS (OAR): Holly Olhorst (Holly.Olhorst@noaa.gov)
- CIMES (OAR): Steve Mayle (Steve.Mayle@noaa.gov)
- CIMSS, CISESS (NESDIS): Ericka Rosier (Ericka.Rosier@noaa.gov)
- CINAR (OAR): Diane Brown (Diane.Brown@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) (PI) listed on the CI Cover Letter of the CI proposal.

- a. 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) *[Optional]*:
  - a. This must be a NOAA employee. NOAA employees may not assist project PIs in writing the project performance report
  - b. Project performance reports are due annually and follow the anniversary date of the CI award.
  - c. Provide the name of the person(s) responsible for entering the project and the report into NRDD. NOAA, as a Federal funder, is responsible for monitoring project performance.
  - d. 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 proposal's cover sheet.
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 and informing the public about the project. Keep 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, end on the last day, and never extend beyond the end of the CI award.
10. **Total Requested Budget:**
  - a. Provide the total budget as requested by the applicant in forms SF424 and SF424A.

- b. Indicate Task I % (*please consult the Task I table on the [CI Policy and Guidance webpage](#)*) and Task I dollar amount.

**11. Current Funding Action and Task I (*whole dollars only*).**

- a. Provide the amount the sponsor wants to release for this funding action only.
- b. If this action funds the project in full, this amount will be equal to the amount listed above for the current FY.
- c. If this action will be funded incrementally, and this is the first of several annual releases of funding, this amount will be less than the total project budget and might be less than the current FY amount listed above (*if the sponsor is planning several releases of funds in the current FY*).
- d. 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 Yes or No. If Yes, provide details in the space provided.

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

**14. [Homeland Security Presidential Directive – 12 \(HSPD-12\)](#):** Select Yes or No. If yes, identify the federal employee (name and e-mail address) who will ensure that all requirements for granting such access are permitted.

**15. Project Specific Information:** Select Yes or No. If Yes is selected in 15 (a-d), list the DOC/NOAA-owned equipment as a Special Award Condition (SAC) 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 Yes or No. 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 (SAC):** Describe any SACs that should be attached to the project. More than one SAC may apply; if no SAC applies, type N/A or None.
21. **Technical Review:** Provide brief review comments on the proposal. A 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, the 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 chosen 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 relevant boxes. For example: "Consultant Fees" should not be chosen 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 know of any problems with past performance, describe them here. NOAA is responsible for awardee risk assessment. Past performance issues usually would not automatically disqualify the project team from receiving federal funds. Answers to this question will help Grant Officers or FPOs 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 federal employee that has verified the technical and budget review and recommends funding for the identified project and who will be contacted regarding the NRDD entries for this project.

- The signature must match the "FROM" field at the top of the funding memo
- The signature Date must match date at the top of the funding memo