



MEMORANDUM FOR: National Oceanic and Atmospheric Administration
Organizations funding science through Cooperative Institutes

FROM: Terence Lynch, Interim Director
Cooperative Institute Administration Office (CIAO)

SUBJECT: NOAA Cooperative Institute Program Annual Operating Guidance
for Fiscal Year 2024

DATE: April 29, 2024

This memorandum serves as operating guidance to organizations funding science through the National Oceanic and Atmospheric Administration (NOAA) Cooperative Institute (CI) Program. All Line Office (LO) units funding CI science (“NOAA sponsors”) must follow this guidance. Please read this document carefully and in its entirety.

FY24 CI Projects Funding Timeline

The NOAA federal financial assistance cutoff date is June 28, 2024. All completed award files must be received by NOAA’s Grants Management Division (GMD) on or before June 28, 2024.

To ensure timely award processing and funding release, CIAO recommends, but does not require, applicants adhere to the following schedule:

- **May 10, 2024:** CIs submit proposals for FY 2024 funding via Grants.gov.
- **May 31, 2024:** NOAA sponsors submit completed and signed funding memo and National Environmental Policy Act (NEPA) memo and identify accounting codes for new proposals on the procurement request.
- **June 14, 2024:** Partial releases to existing approved projects should be entered and forwarded to GMD.
- **June 28, 2024:** FY24 NOAA federal financial assistance cutoff date. All completed award file documents must be received by GMD by this date.



Funding New Projects

The NOAA sponsor must forward the following documents to the appropriate Federal Program Officer (FPO) (click [here](#) for the list of FPOs):

1. Funding Memo signed by a NOAA employee with technical expertise and authority to oversee the project;
2. Accounting for the full funding amount (in whole dollars) validated by the responsible LO and released to the CI; and
3. Signed NEPA compliance documents.

Entry into the NOAA Research and Development Database (NRDD) is highly encouraged, but not required. Standard operating procedure for NOAA sponsors processing new CI projects in eRA is forthcoming.

Funding Partial Releases

For a partial release of a multi-year project, the FPO must enter the following information into the workflow comments section of the project's Pay Plan in [eRA](#) (VPN connection required):

1. Name of project;
2. Amendment number;
3. Amount of project funded to date, and total project funding (e.g., "With this release, \$16,500,000 has been funded of a total \$19,000,000");
4. Amount being released, with breakdown by Task (e.g., "\$100,000 total funding, Task 1: \$5,000, Task 2: \$95,000"); and
5. Current year of project and the total lifespan of the project (e.g., "This funding is for year 2 of a 3-year project").

Standard operating procedure for NOAA sponsors processing a release of funds to a multi-year award in eRA is forthcoming.

NOTE: NOAA policy requires that once a CI has been approved for funding under an institutional award, all applications for funding new projects receive a fair, equitable, and objective review. To meet this policy requirement, no partial release of funds are allowable to any Institutional (T1) Award.

Task I

Task I activities include administrative functions (Task IA) and education and outreach (Task IB). Task I is calculated from expected funding of Task II and Task III in FY24.

- For new proposals, labs and programs must ensure the CI includes the appropriate percentage of Task I in the proposal. Current Task I rates are available on the [CI website](#). Task I must be broken out separately and completely in the budget, and accompanied by a statement in both the Budget and Project Narratives describing the use of Task I funds.
- For partial releases, the NOAA sponsor must include Task I in the release on the project amendment. Task I payments should use Object Class 4100-4000 (*Grants, Subsidies, and Contributions | Payments for Cooperative Agreements*). Include the dollar amount of the Task I payment in the Pay Memo Comments tab of the Grant Application Details section of the project Pay Plan (e.g., "This release of funds of \$486,000 is for year 3 of a 5-year multi-year award, [Project Title], [Project Amendment Number], \$450,000; Task I: \$36,000).

For further information about a particular CI, contact the Technical Program Manager (TPM) or Federal Program Officer (FPO) listed below.

CI	Technical Program Manager	Federal Program Officer
CICOES	Michelle McClure	Ben Carlson
CIESRDS	Robert "Robin" Webb	Holly Ohlhorst
CIGLR	Deborah Lee	Lisa Durham
CIMAR	Charles Littnan	Derek Orner
CIMAS	Molly Baringer	Ruth Almonte
CIMEAS	Kristen Koch	Derek Orner
CIMERS	Michelle McClure	Ben Carlson
CIMES	Whit Anderson	Steve Mayle
CIMSS	Doug Howard	Ericka Rosier
CINAR	David Legler	Diane Brown
CIRA	Jennifer Mahoney	Jesse Newhart
CISESS	Doug Howard	Ericka Rosier
CIROH	Thomas Graziano	Samuel Contorno
CIWRO	DaNa Carlis	Linda Crank
NGI	Molly Baringer	Ruth Almonte
OECI	Jeremy Weirich	Joyce Addy

Supplemental Funding

All NOAA sponsors funding CI science with supplemental funds must follow this guidance. Please read this guidance document in its entirety. For further information about a particular CI, reference 405 Fast Facts linked [here](#). Projects funded with appropriated supplemental funds must include controlled detailed accounting and utilize existing Financial Assistance Listing 11.405.

Funding CI Projects with Supplemental Appropriations

The TPM or FPO must notify the CIAO that NOAA intends to fund CI projects using supplemental appropriations. The CIAO should be notified by sending an email to cipo.oar@noaa.gov. Once notified, CIAO will notify the CI electronically through eRA of its request for financial assistance (RFA) number it can use to submit project proposals.

Notify the Recipient

The TPM (or designee) will notify CI management of NOAA's intent to fund projects using Financial Assistance Listing 11.405 and communicate:

- NOAA's process for projects funded using supplemental funds;
- The CI's obligation to adhere to all terms and conditions, including Public Law 117-43, "Disaster Relief Supplemental Act," Public Law 117-58, "Bipartisan Infrastructure Law," or "Inflation Reduction Act of 2022," Public Law 117-169. etc.;
- The CI's requirement to submit controlled detailed accounting, additional research performance progress reports (RPPRs), and federal financial reports (FFRs) for new 11.405 awards;
- These awards do not count towards the CI's institutional award ceiling, *and*
- Commitment of funds is contingent upon the CI accepting a signed award.

Process CI Applications

Applications for new awards under 11.405 are evaluated by a NOAA federal sponsor for funding. Applications from a CI are submitted through Grants.gov using the RFA number CIAO provided to each CI. You can find the RFA number [here](#).

The FPO listed on page 3 above will receive the applications for funding using supplemental funds. This FPO, or their designee, will process applications in eRA. The NOAA sponsor office providing funds must submit to the FPO:

1. Funding Memo (located [here](#)) signed by a NOAA federal employee with technical expertise and authority to oversee the project;
2. Accounting for the full funding amount (in whole dollars) validated by the responsible LO and released to the CI;

3. Signed NEPA compliance documents; *and*
4. A non-competitive justification memorandum.

Click [here](#) for the Sponsor Letter template.

Important things to remember:

- Project titles **must contain** Disaster Relief Act (DRSA), Bipartisan Infrastructure Law (BIL), or Inflation Reduction Act (IRA).
- Applications for funding must receive at least one merit review using the standard NOAA evaluation criteria. A noncompetitive justification memorandum is needed to meet this requirement. The technical merit review is still required on the funding memo.
- DRSA, BIL, and IRA awards should be properly identified in the Grants Folder in eRA;
- Controlled detailed accounts can only accommodate 100 lines of accounting;
- Controlled Detailed Account ID(s) must be added to the **Fund Descriptor** field in the POET line in the Pay Plan module in eRA **and may be no longer than 22 characters**;
- The NOAA sponsor must review and approve the RPPR, comply with NOAA implementation and reporting requirements, and
- The project performance period may extend beyond the CI award.

Task I

Task I supports administrative functions. Task I is calculated based on the total amount funded per award funded by supplemental appropriations in FY24 for each CI 11.405 award. Calculate Task I [here](#).

For all supplemental proposals, ensure the CI includes the appropriate percentage of Task I (see 405 Fast Facts linked above) in the proposal. Task I should be broken out separately and completely in the budget. There should also be a statement in both the budget and project Narratives that generally indicates the use for Task I.

Roles and Responsibilities in the Process

[Here](#), you will find more information on the roles and responsibilities in the process of funding CI projects using supplemental funds.