

Fact Sheet: Cooperative Institute Renewal Reviews

Each Cooperative Institute (CI) is established for an initial five-year award period, and may be renewed for one additional five-year award, contingent upon a satisfactory review of the program's scientific and administrative activities.

A renewal review consists of a Science Review, which evaluates the quality, integrity, and impact of research conducted by the CI; and an Administrative Review of the CI's responsible and efficient stewardship of federal funds.

The Science Review panel is chaired by a current or emeritus member of the Science Advisory Board (SAB) and includes at least three other panelists and a sitting CI Director who serves *ex officio*. Representatives from the Cooperative Institutes Administration Office (CIAO) provide guidance to ensure the review complies with and fulfills the purpose of the [NOAA Administrative Order 216-107A](#). Panel members are subject to NOAA approval. NOAA employees and contractors are prohibited from serving as Science Review panel members.

The Administrative Review panel is chaired by the Technical Program Manager (TPM) and includes the Federal Program Officer, the CIAO Director, a NOAA Grants Management Division staff member, a Department of Commerce Federal Assistance Law Division member, and other NOAA staff as appropriate.

The roles and responsibilities of each of these parties in the review are outlined in [Section 8](#) of the CI Handbook.

The renewal and review processes are outlined in [Appendix F](#) of the CI Handbook.

At the conclusion of the review, a NOAA Line Office Assistant Administrator (LO AA), on the advice of the TPM and the CIAO, may recommend the CI for renewal. Renewal is neither guaranteed nor automatic, and a finding of "unsatisfactory" in either element of the review will result in NOAA declining to renew the CI. Following LO AA recommendation for renewal, the CIAO will request the CI submit a renewal application through [Grants.gov](#). The application process follows standard NOAA policy for non-competitive awards.

Travel Guidance

The TPM's lab/program will pay for and arrange all travel for Science Review panel members, including the SAB chairperson and CI Director *ex officio*. TPMs should ensure they budget for this travel during the Fiscal Year (FY) of the renewal review events. Renewal review events typically occur in Q3 of the FY.

Please note that registration for E2 accounts and booking/approval of travel are each lengthy processes that can take weeks or months. It is good practice to build this timeline into planning efforts for the renewal review process.

TPMs are advised to designate a team member to book invitational travel. It is good practice to check in with this staff member regularly to ensure that travel arrangements are on schedule and administrative requirements are satisfied.

Review Schedule

Four CIs have initiated renewal reviews in FY 2024:

- Cooperative Institute for Climate, Ocean, and Ecosystem Studies (CICOES)
- Cooperative Institute for Marine and Atmospheric Studies (CIMAS)
- Cooperative Institute for Marine, Earth, and Atmospheric Studies (CIMEAS)
- Cooperative Institute for Meteorological Satellite Studies (CIMSS)

Three CIs are scheduled to begin the renewal review process in FY 2025:

- Cooperative Institute for Marine and Atmospheric Research (CIMAR)
- Cooperative Institute for Marine Ecosystem Resources Studies (CIMERS)
- Cooperative Institute for Severe and High-Impact Weather Research and Operations (CIWRO)

Please direct any inquiries regarding renewal reviews to CIAO at cipo.oar@noaa.gov.