

eRA PO Checklist Guidance for CI Awards

1. Is this award a cooperative agreement? [3095]

A: For any CI award (T1, T3, Supplementals under 11.405) the answer is always YES. CI awards are always Cooperative Agreements - NOAA has substantial involvement in the project and works closely with the grantee to carry out the award's purpose.

1.1 Has the nature of substantial involvement been explained in the Programmatic SAC document? [3096]

A: Answer must be always YES. GMD will add the CI Substantial Involvement SAC to the NoA, but the FPO has to select the CI substantial involvement standard language in the Programmatic SAC Document, or come up with their own substantial involvement SAC indicating the nature of the NOAA involvement.

2. Has the appropriate statutory authority been provided in the Programmatic SAC document? [3097]

A: Identify the appropriate statutory authority in the CI Funding Memorandum.

3. Has the project description/abstract been reviewed? [3098]

A: The Project Abstract is a form that is part of the application package and becomes the project description for the public in USASpending and on the Notice of Award. The FPO and TPO need to review this form for completeness, accuracy, and plain language.

3.1 Were any required updates to the project description/abstract completed? [3099]

A: This question refers to the Project Abstract form. Did the applicant revise the Project Abstract form as a result of the technical review? If the abstract form is incomplete, needs to be revised or is missing (for applications migrated from GOL), the FPO or TPO must provide a revised Word document following GEMS instructions [here](#) to be uploaded by GMD under "Additions for GM"

4. Is this a competitive award? [3100]

A: For CI awards the answer is always NO

4.1 Has the Selection Memo been provided? [3101]

A: For CI awards the answer is always NO.

5. Is this award issued under a Broad Agency Announcement (BAA)? [3102]

A: For CI awards the answer is always NO.

5.1 Have the BAA Selection Memo and 3 reviews been provided? [3103]

A: For CI awards the answer is always NO.

6. Is this a non-competitive award? [3104]

A: For CI awards the answer is always NO.

6.1 Have the Non-Competitive Memo and 3 reviews been provided? [3105]

For CI awards the answer is always NO.

7. Is this an institutional award? [3106]

A: For CI awards the answer is always YES. An institutional award is a long-term discretionary grant or cooperative agreement as defined in the DOC Grants Manual, section 6.A.2

7.1 Have the Recommendation Memo and 1 review been provided? [3107]

A: For CI awards the answer should always be YES. The Funding Memo is the Recommendation Memo and includes the 1 required merit review.

8. Is this a Formula/Allotment award? [3108]

A: For CI awards the answer is always NO

8.1 Have the Allocation Memo, Allocation Table, and 1 review been provided? [3109]

A: For CI awards the answer is always NO

9. Is this a Congressionally Mandated/Community Project award? [3110]

A: The terms Congressionally Mandated/ Community Project refer to Earmarks, for CIs awards the answer is always NO

9.1 Have the Selection Memo and 1 review been provided? [3111]

A: For CIs awards the answer is always NO

10. 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? [3112]

A: Check the Project Narrative, Budget Narrative (Personnel) and CV/Resumes to answer this question

10.1 Have the required documents been uploaded to the Grant Folder in the Additions to Program tab? [3113]

A: This question is about potential conflict of interest or other post-employment restrictions a former DOC employee may have. Please contact DOC Ethics Law and Program (ELP) at EthicsDivision@doc.gov should you have any question about potential conflict of interest.

11. Does the proposed award include cost share? [3114]

A: You can find the response in the SF424.

11.1 Has an analysis been performed to confirm the required Match Amount has been accurately negotiated and documented, and included in the Programmatic SAC document? [3115]

A: You can find the response on the SF424, SF424A, and Budget Narrative.

12. Has the recipient been confirmed as a Minority Serving Institution? [3116]

A: You can find the response on the SF424 or in the Application Cover Letter

12.1 Does the IPF module accurately reflect this status? [3118]

A: This can be yes or no depending on the institution

13. Does this award include any sub award to a Minority Serving Institution? [3119]

A: You can find the response in the primary's and the subaward's SF424

14. Does the proposed award require any recipient, sub awardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? [3120]

A: Please check with the TPM if the recipient or sub recipient will need access to federal facilities or federal computer and network.

14.1 Has the Specific Award Condition been included on the proposed award's Programmatic SAC document? [3121]

A: Please select the "Homeland Security Presidential Directive 12 (HSPD-12)" SAC in the list of Programmatic SAC if the response to question 14 is yes. This will cue the assigned Grants Specialist to add the SAC to the Notice of Award (NoA).

15. Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? [3122]

A: This response will be a YES for CI projects are Research awards.

15.1. Has the Specific Award Condition for Research been included on the proposed award's Programmatic SAC document? [3123]

A: This question refers to the Standard Research Conditions that are part of the Standard Terms in the NoA. The response is YES, since the system will automatically add the terms based on the research activity code.

16. Is Program Income anticipated being earned during performance of this project? [3124]

A: For CIs the answer is generally NO, but refer to the SF424 to find this answer.

17. Will a video be created for public viewing as part of this project? [3125]

A: Review the Project and Budget Narratives for this question.

18. Will Federal Agency-owned equipment be provided to the recipient to use for this award? [3126]

A: You can find this answer in the Budget Narrative under the Equipment section or in the Project Narrative.

18.1 Has the Specific Award Condition for Federal Agency owned equipment been included on the proposed award's Programmatic SAC document? [3127]

A: Please select the "Federal Equipment" SAC in the list of Programmatic SAC if the response to question 14 is yes. This will cue the assigned Grants Specialist to add the SAC to the Notice of Award (NoA).

19. Is it anticipated the proposed award will result in a patent/royalty/invention? [3128]

A: You can find this answer in the Project Narrative.

20. Are there plans for real property to be planned/purchased? [3129]

A: You can find this answer in the Budget Narrative.

21. Does this award include any Federal funds that were transferred from another Federal agency specifically for this award? [3130]

A: This is generally a NO response for CI awards, but sometimes the answer may be a Yes, when funds are coming from a different Agency (i.e. DOI, USFWS, etc.) via an Interagency Agreement or other vehicle.

21.1 Has the required transfer document been uploaded to the Grant Folder? [3131]

A: If question #21 is YES, the FPO has to make sure the supporting documents for funds coming from a different Agency are included in the Grant Folder under "Additions for Program" tab.

22. Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award? [3132]

A: Check with your Technical Lead and NEPA Coordinator if any NEPA restriction applies to the project.

22.1 Has the Specific Award Condition for required NEPA reviews been included on the proposed award's Programmatic SAC document? Provide additional information in the Comments, if required. [3133]

A: An Environmental Compliance SAC must be included if question #22 is YES.

23. Is this a proposed Coastal Zone Management Award? [3183]

A: For CIs the answer is always NO

23.1 Has the Coastal Zone Management reporting information been included on the proposed award's Programmatic SAC document? [3184]

A: For CIs the answer is always NO

24. Is the proposed award a CESU award? [3185]

A: For CIs the answer is always NO

24.1 Has the program officer followed the NOAA CESU Guidance, including establishing the award as a Cooperative Agreement? [3186]

A: For CIs the answer is always NO

25. Do you have any concerns about this recipient's past performance? [3187]

The FPO and TPO must evaluate past performance based on existing NOAA awards, and consider current restrictions on existing projects to determine the answer to this question.

25.1 Have you provided details about your concerns in the Programmatic SACs document for GMD consideration? Has the proposed grant recipient's past performance been discussed with GMD? [3188]

A: If you answered YES to question 25, please document the performance issue by uploading supporting documents under the "Additions for Program" tab and discuss with the Grant Officer in GMD about potential enhanced monitoring and additional restrictions.

26. Is the Activity Code for this grant accurate? [3189]

A: The Activity Code is an eRA code assigned to determine the specific financial assistance instrument (grant/ cooperative agreement, fellowship etc.) and it is usually based on the set up of the NOFO in FOAM. For any CI award under Assistance Listing 11.432 or 11.405. the activity code must always be UX1. If the Activity Code is incorrect please make changes using the ERR or ACR modules.

27. Has the programmatic SAC document been completed? [3190]

A: Answer should always be YES.

27.1 Has the programmatic SAC document been uploaded to the grant folder? [3191]

A: The Federal Program Officer must complete and upload the Programmatic SAC document in the applicant's eRA grants folder under the "Additions for Program" tab.