

MEMORANDUM TO: NOAA Grants Management Division Grants Officer

FROM: Name

Title

DATE:

SUBJECT: Evaluation of a Proposal Submitted by a NOAA Cooperative Institute

This memorandum describes an evaluation of a research proposal submitted through the Cooperative Institute Administration Office (CIAO). Instructions on how to complete this document are available on the CI website (<https://ci.noaa.gov/policies-guidance>). The signature on this memorandum indicates that this proposal has been reviewed by a NOAA employee that is technically capable of evaluating the proposed project description and budget. The review has determined that the recipient's technical and cost proposal are acceptable as submitted, with any exceptions as noted. Funding is recommended for this project.

1. Select the CI submitting this proposal:

2. Proposal Title: (must match the full title submitted in the final SF-424)

3. APPL ID Number:

4. Principal Investigator(s): (Information must match the listed PI in the application package. If the CI proposal is a pass-through project for a subaward, please include the main PI of the prime CI institution and the Subawardee PI). NOAA PIs working collaboratively with the CIs cannot appear as leads on projects being funded through the CI)

5. Who should be receiving the performance report for this project and entering it into NOAA Research & Development Database: (NOTE: NOAA sponsors are required to monitor project performance and receive reports no less frequently than once a year. This person must be a NOAA employee. NOAA employees may not assist in writing the project performance report)

6. Statutory Authority (For projects under Assistance Listing 11.405 make sure to also select a regular CI statutory authority)

Select a Statutory Authority:

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Select a Statutory Authority:

Select a Statutory Authority:

Select a Statutory Authority:

Select a Statutory Authority:

Other Statutory Authority (type):

7. NOAA Research Theme(s) (Refer to <https://ci.noaa.gov/research-themes/> for a list of research themes for the specific CI)

8. Brief Project Description/Abstract (IMPORTANT: This language will be used to provide information about the project to Congress prior to offering the award to the applicant as well as to inform the public about the project. Keep this short, do not repeat project title and spell out all abbreviations. Please refer to the Project Abstract Form if available):

9. Project's Period of Performance: START DATE END DATE

10. Total Project Budget as Requested: \$

Task I: % \$

11. Current Funding Action (must be equal to or less than FY25 funding amount listed above):

Funding Breakdown by Task for this action:

Task I
Task II
Task III

Amount to be obligated by this action:

12. Conflict of Interest/Post Employment Restrictions:

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? Please refer to DOC Ethics Rules at: [Ethics Rules | U.S. Department of Commerce](#) or contact EthicsDivision@doc.gov with questions regarding Conflict of Interest/Post Employment Restrictions.

NO YES

If Yes, please explain below:

13. Minority Serving Institutions

Does this award include any subaward to a Minority Serving Institution?

NO YES

14. Homeland Security Presidential Directive - 12

Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?

NO YES

If Yes, identify the federal employee (name and e-mail address) who will be responsible for ensuring that all requirements for granting such access are met.

15. Project-Specific Information

a. Is PROGRAM INCOME anticipated being earned during performance of this project?

NO YES

b. Will a VIDEO be created for public viewing as part of this project?

NO YES

c. Is a SURVEY/Questionnaire required by the NOAA Program Office for this project?

NO YES

d. Will DOC/NOAA owned equipment be provided to the recipient to use for this award?

NO YES (If Yes, list equipment as Special Award Condition in Item 20)

e. Is it anticipated the proposed award will result in a patent/royalty/invention?

NO YES

16. Were any funds for this project transferred from another Federal Agency?

NO YES

If you selected YES, this memo serves to notify the Grants Specialist that the transfer is authorized by 118 Stat 71. Please make sure to include copies of any relevant supporting documents (IAAs, MOUs, etc.).

17. Coastal Zone Management Awards

For Coastal Zone Management Awards, indicate which sections of the CZMA this award addresses:

Section 306/306A	NO	YES
Section 308	NO	YES
Section 309	NO	YES
Section 310	NO	YES
Section 6217	NO	YES

18. CESU Awards Is this a CESU Award? NO YES

If yes, enter justification and verify Grant Type:

19. Permit Requirements

Are any permits required to conduct this project? NO YES

If yes, please provide the name of the issuing agency and the permit number:

20. Specific Award Conditions (Describe any specific award conditions for this project that you wish to add to the award. Please find a list of CI specific SACs at this [link](#). After review and approval by NOAA Grants Management Division, this condition will become part of the requirements for the award when the award is issued):

21. Technical Review (Technical review comments on the proposal should address topics 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. Project description can not be included as technical review):

SPECIFIC ITEMS EVALUATED (Check appropriate boxes only)

Program Description	Appropriateness of Travel
Personnel Qualifications	Property/Equipment Requirements
Staffing Levels	Subcontracts/Subawards
Funding Sources	Reasonableness of Costs
Applicant's Technical Capabilities	

22. Budget Review: SPECIFIC ITEMS EVALUATED (Refer to the Budget Narrative, check appropriate boxes only):

Senior/Key Personnel	Travel Costs
Other Personnel	Participant/Trainee Costs
Equipment Costs	Other Costs (supplies, publications, subcontracts etc.)
Subaward Costs	Facility or Equipment Rental/User Fees

23. If you had prior experience with this project team, was their past performance acceptable?

Yes, to my knowledge, their past performance was acceptable

No, this team had performance issues

No prior experience with this team

If this project team had prior performance issues (2nd option marked), please provide additional information (e.g. Has the issue been resolved since then? If not resolved, is a corrective action plan in place?)

24. Additional Comments

I find the applicant's technical and project/proposal cost to be acceptable as submitted, including satisfactorily addressing all identified deficiencies; therefore, I recommend funding the proposed project. I will ensure that the project information is entered into NOAA Research and Development Database (NRDD), and that the project performance reports are received from the project PI and submitted into NRDD at least once a year.

SIGNATURE

DATE