



**MEMORANDUM FOR:** National Oceanic and Atmospheric Administration  
Organizations Funding Science through Cooperative Institutes

**FROM:** Shannon Louie, Director  
Cooperative Institute Administration Office

**SUBJECT:** NOAA Cooperative Institute Program Annual Operating Guidance  
for Fiscal Year 2023

**DATE:** January 30, 2023

This memo 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 must follow this guidance. Please read this guidance document in its entirety.

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

<b>CI</b>	<b>Technical Program Manager</b>	<b>Federal Program Officer</b>
CICOES	Michelle McClure	Ben Carlson
CIESRDS	Robert "Robin" Webb	Holly Ohlhorst
CIGLR	Deborah Lee	Rita Williams
CIMAR	Tia Brown	Derek Orner
CIMAS	John Cortinas	Ruth Almonte
CIMEAS	Kristen Koch	Derek Orner
CIMERS	Michelle McClure	Ben Carlson
CIMES	Venkatachalam "Ram" Ramaswamy	Steve Mayle
CIMSS	Mitchell Goldberg	Erika Rosier
CINAR	David Legler	Diane Brown
CIRA	Jennifer Mahoney	Jesse Newhart
CISERDS	Robert "Robin" Webb	Holly Olhorst
CISESS	Mitchell Goldberg	Erika Rosier
CIROH	Thomas Graziano	Samuel Contorno

CI	Technical Program Manager	Federal Program Officer
CIWRO	DaNa Carlis	Linda Crank
NGI	John Cortinas	Ruth Almonte
OECI	Jeremy Weirich	Jimese Price

### **Funding CI Projects in FY23**

In order to avoid late actions, NOAA sponsors funding CI science must abide by the dates below. Adherence to these dates is crucial to alleviate pressure on the processes that occur after the program office sends completed awards files to Grants Management Division (GMD).

Written justifications will be required to consider funding awards that miss the deadlines. A project that doesn't adhere to the below deadlines can submit a request via google form [here](#). If the request is denied or needs more information, the requester will receive a response within three (3) business days.

The table below identifies key dates, actions, and required documentation.

<i>Date/ Deadline</i>	<i>Key Action</i>	<i>Notes</i>
No later than 12 May 2023	CI proposals submitted via Grants.gov for FY 2023 funding	CI proposals received are forwarded to the NOAA sponsor identified on the proposal for review, approval, and completion of necessary paperwork
No later than 2 June 2023	NOAA funding offices: (1) enter projects into the NOAA Research and Development Database (NRDD), (2) submit signed funding memo, (3) submit National Environmental Policy Act (NEPA) memo, and (4) identify accounting codes for new proposals	Federal Program Officer (FPO) completes processing on all actions and submits to GMD by 30 June 2023 deadline

<i>Date/ Deadline</i>	<i>Key Action</i>	<i>Notes</i>
3 June 2023 to 30 June 2023	CI proposals requested by a funding office, but delayed beyond the 3 June deadline submitted	Proposals processed after 3 June deadline only with approval by the Deputy Assistant Administrator (DAA) for Science or CIAO Director  Requests for approval must detail the reason for the delay. Processed proposals must still be sent to GMD by the 30 June deadline
No later than 16 June 2023	NOAA funding offices identify accounting codes for partial releases	FPO processes actions and submits to GMD by 30 June 2023 deadline
30 June 2023	FY23 NOAA's federal financial assistance award cut-off date  All funding actions must be processed and submitted to GMD by this date	All actions sent to GMD after the 30 June deadline requires approval by the LO managing the CI per late action memo procedures  These actions require DAA for Science approval

### **Funding New Projects**

To ensure a complete package, the NOAA funding office providing funds must submit to the Federal Program Officer:

1. Funding Memo signed by the a NOAA employee with technical expertise and authority to responsible for the project,
2. Valid accounting for the full funding amount released to the CI (whole dollars, no cents),
3. Signed NEPA compliance documents, and
4. Confirmation project entered into the NOAA R&D Database.

Standard operating procedure and guidance for NOAA sponsors processing new CI projects is found [here](#).

## **Funding Partial Releases**

### ***\*No partial releases to Award File 0***

For a partial release of a multi-year project, the FPO must include the following in the Grants Online workflow comments for the procurement request:

1. Name of project,
2. Amendment number,
3. Current year of multiple/multi-year project funding and the total number of years for the project (e.g., this funding is for year 2 of a 3-year project), and
4. Total amount of project funded thus far, and total project funding (e.g., with this procurement, a total of \$16,500,000 has been funded of a total \$19,000,000)
5. Funding amount broken-down by Task and the total amount of funding, (e.g., \$100,000 total funding, Task 1: \$5,000, Task 2: \$95,000)

Standard operating procedure and guidance for NOAA sponsors processing a release of funds to a multi-year award is found [here](#).

## **Task I**

Task I supports administrative functions *and* education and outreach. Task I is calculated from expected funding of Task II and Task III in FY23.

- For new proposals, labs and programs should ensure the CI includes the appropriate percentage of Task I (see Table 1) 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.
- For partial releases, the NOAA funding office must include Task I in the release on the project amendment. Task I payments should use Object Class 41-40 (Payments to Cooperative Institutes). Include the dollar amount of the Task I payment in the PRCF Workflow comments. (e.g., "This release of funds of \$500,000.00 is for year 3 of a 5-year multi-year award, Project Title, Project Amendment Number, \$450,000; Task I: \$50,000)

***\*Partial Releases to Award File 0 are prohibited and NOAA sponsors should follow the process for funding new projects above.***

**Table 1: FY23 Cooperative Institute Task I Percentages**

<b>CI</b>	<b>FY23 Task I</b>
CICOES	2.7%
CIESRDS	2.3%
CIGLR	5.0%
CIMAR	<i>Contact NMFS</i>
CIMAS	2.7%
CIMEAS	2.5%
CIMERS	6.0%
CIMES	3.9%
CIMSS	3.7%
CINAR	3.4%
CIRA	3.0%
CIROH	2.4%
CISESS	2.5%
CIWRO	2.9%
NGI	5.4%
OEI	<i>Contact OER</i>