

CIWRO

**FIVE-YEAR SCIENCE REVIEW ADMINISTRATIVE BRIEFING BOOK
OCTOBER 2021 – MARCH 2025**





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UNIVERSITY OF OKLAHOMA
NORMAN, OKLAHOMA
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Cover photo: A researcher releases a balloon and radiosonde during a field campaign to collect atmospheric data. Photo by Tyler Bell, CIWRO Research Scientist.

CONTENTS

EXECUTIVE SUMMARY4
PRE-AWARD PROPOSAL PROCESS6
POST-AWARD PROCESS7
ADMINISTRATIVE REVIEW QUESTIONS9
1. Proposal procedures	9
2. How does the CI/University/Institution ensure compliance with Federal laws and regulations, Department of Commerce regulations, NOAA standard, and specific grant conditions?	9
3. How does the CI/University/Institution ensure compliance with internal grant policies?	10
4. What are your formal and informal communication mechanisms between the CI and University/Institution administrative/finance offices?	10
5. How do you ensure compliance with university/institution human resources policies in such matters as hiring, resignations, promotions, salary scales, disciplinary actions, etc.?	11
6. How are CI employees trained in HR issues based on university policy, such as:	12
7. What factors are considered when making the determination “CI employee?”	12
8. Who supervises CI employees working in NOAA facilities?	12
9. How does the CI maintain cohesive operations across campuses or locations? How are “Alternative work scenarios” handled?	13
10. Reports and requests to NOAA:	13
11. What tracking systems does the CI have in place for publications, property, and intellectual property records?	14
12. The process for incurring an expense under a grant from initiation to obligation (for example, lab supplies, or an ad hoc item needed during the life of the project)?	14
13. Can the CI facilitate a system’s demonstration?	15
14. Can CI submit documentation in advance and be prepared to provide a live demonstration?	15
15. Provide the current version of ASP.. . . .	15
16. Provide the current version of the UA.. . . .	15
APPENDIX A – ADMINISTRATIVE SUPPORT PLAN	
APPENDIX B – USE AGREEMENT	
APPENDIX C – PROMOTION/JOB CLASSIFICATION INFORMATION.	
APPENDIX D – INTERNAL BUDGET TRACKING SHEET EXAMPLE.	

EXECUTIVE SUMMARY

The Cooperative Institute for Severe and High-impact Weather Research and Operations (CIWRO), established in 2021, extends cooperative agreements between NOAA and the University of Oklahoma (OU) that have existed continuously since 1978. Starting in 2021, CIWRO became a consortium with partners at the University at Albany, Howard University, Penn State University and Texas Tech University. CIWRO is collocated with several NOAA research labs (the National Severe Storms Laboratory NSSL, the Storm Prediction Center SPC and the Warning Decision Training Division WDTD) at the National Weather Center (NWC) in Norman, Oklahoma and is the largest research center at OU employing 227 researchers, support personnel and students. CIWRO's vision is to be a global leader in severe and high-impact weather research, bridging partnerships between OU, NOAA, and consortium institutions to transform scientific understanding into products that provide innovative, life-saving forecasts that reduce the impacts of extreme weather on communities and ecosystems. CIWRO's mission is to foster collaborative research between CIWRO scientists and NOAA partners on issues of shared interest, aiming to enhance the understanding of weather phenomena. By transitioning research findings into operational products, CIWRO seeks to improve weather forecasts and warnings, ultimately saving lives, protecting property, and reducing the economic impacts of storms. The research at CIWRO focuses on advancing fundamental knowledge of weather radar, multiscale processes, and subseasonal to seasonal predictions. The transition of products to operations supports faster, more accurate, and valuable weather and water information, guiding decision-making to minimize loss of life, injury, and economic damage. Critical to CIWRO's success are the integration of improved observations, modeling, data assimilation (DA), and the study of social and socioeconomic impacts of high-impact weather. Both research-to-operations (R2O) and operations-to-research (O2R) processes play a key role in driving this mission. CIWRO's scientific mission is carried out through five key research themes: 1) Weather radar and observational R&D, 2) Mesoscale and storm-scale modeling R&D, 3) Forecast applications improvements R&D, 4) Subseasonal to seasonal (S2S) prediction for extreme weather events, and 5) Social and socioeconomic impacts of high-impact weather systems. Highlights of CIWRO accomplishments since its formation on 1 October 2021 include the following: 353 published papers (1,704 since 1978); 837 presentations at conferences, workshops and at partner institutes; 55 research products transitioned into operations; generation of 58 data sets; quality control of over 17 Terabytes of data; conduct of 58 testbed evaluations; production of more than 1.3M lines of software for the Advanced Technology Demonstrator; 4,160,000 reports to the mPING system; publication of at least 806 papers all-time using data from the Multi Radar Multi Sensor (MRMS) product or using the Warn on Forecast System (WoFS); MRMS is a key system that has now been operational for 10 years at the National Weather Service (NWS) and is relied upon by many; employment of 47 graduate and 130 undergraduate students during CIWRO's lifetime; awarding of 49 external non-Task III proposals for a total of \$42,960,985 in funding; transition of 59 CI-supported students/postdocs/research scientists/associates to employment in positions related to the fulfillment of NOAA's objectives; and consumption of a minimum of 81,943 hours of CI-produced training by NWS Forecasters. Recognition of CIWRO's work is widespread. In 2024, WoFS was awarded the NOAA Department of Commerce Gold Medal in recognition of nearly 2 decades of research and development of the WoFS system. For-



Photo 1: CIWRO Researcher Tony Segales presents on lessons learned from research work on UAS flights during the PERILS field missions in 2022 and 2023, at the American Meteorological Society Annual Meeting in New Orleans in January 2025.

ty-three students and postdoctoral fellows have won awards for the quality of their presentations at national and international conferences. Education, outreach, and training are vital components of CIWRO's efforts, building capacity to support NOAA's future research and operational activities. A major educational component includes several OU and consortium faculty and staff advising and mentoring graduate and undergraduate students in funded positions, capstone projects, Hollings projects, a Research Experience for Undergraduate (REU) program, funding for the prestigious Peter Lamb Postdoctoral Fellowship, travel opportunities for students to field campaigns and conferences, summer research colloquia, and active participation in various student clubs. The vibrant outreach program involves classroom visits to K-12 schools, the creation and loaning out of travelling trunks (pre-assembled comprehensive lesson plans with supplies) on clouds and tornadoes to K-6 schools, development of curriculum on "Weathering the Storm" by the Tulsa Regional STEM Alliance, (a middle-school career elective exploratory course), teacher workshops entitled "Twisted: Unraveling the Science of Severe Weather for Teachers of Grades 3-6", visits to summer camps and after school programs such as "Five Nights of Eddies: Surviving Tornadoes, Hurricanes and Other Severe Weather", participation in fairs and festivals, and operationally based warning and forecast exercises for high school students based on simulations provided by WDTD.

PRE-AWARD PROPOSAL PROCESS

CIWRO researchers communicate with NOAA researchers and leadership to understand the research priorities of the funding lab or line office. The CIWRO researchers then coordinate with their CIWRO team lead and branch/division director to decide if there are appropriate research skills and time available to devote to the research. If all is in alignment, CIWRO researchers write a 1-2 page white paper outlining the research objectives for review by CIWRO team leads and their federal research partners to ensure that it is within one of the research themes of CIWRO, it is in alignment with NOAA research priorities, and that the federal lab would be interested in seeing a full proposal for review. A CIWRO researcher serving as Principal Investigator (PI) must identify which theme(s) the research is correlated to within CIWRO's research themes, which will be confirmed by CIWRO leadership.

Once they are approved to move to the proposal process, the CIWRO researcher (PI) submits an 'infosheet' to OU's Office of Research Services (ORS) who oversee the proposal process, and the researcher informs the CIWRO Executive Director, Finance and Operations that they plan to submit. PIs must complete a full proposal outlining their proposed timeline, research objectives, expected research outcomes, and scientific relevance. They also complete a proposed budget and a budget narrative (format of budget narrative was created in coordination with NOAA GMD to be aligned with GMD needs.) At this stage, the proposal begins the internal routing process for initial internal approvals. Every proposal must be reviewed by the CIWRO leadership team, College of Atmospheric and Geographic Sciences Dean's Office leadership team, the Vice President for Research and Partnerships, and Office of Research Services, as well as the leadership teams for any internal university collaborators outside of CIWRO. This routing allows for final checks for accuracy, compliance with federal and university guidelines, and correct budget information. Once approved, the ORS Proposal Development Specialist sends a final version for approval to the PI and CIWRO Executive Director for review and approval and then it is submitted to grants.gov by the authorized university individuals.

POST-AWARD PROCESS

When awards are made by the funding agency, PIs receive a copy of the DOC terms and conditions, NOAA CI terms and conditions, and the specific grant conditions with their awards. The CIWRO Executive Director reviews all proposals and award notifications for any new or grant specific awards and conditions and confirms the award is appropriately tied to the right internal proposal number. ORS confirms that all researchers have completed all mandatory training prior to releasing the award and moving to post-award.

Once the award packet is sent from ORS (preaward) to Research Financial Services (ReFS; postaward), the CIWRO administrative team coordinates to ensure the project is set up in the correct accounting ORG and that the budget set up in PeopleSoft matches the approved budget in the award file. OU's Research Financial Services team serves as the institutional office of record for all financial documents and oversight into ensuring costs are allowable on an award. The CIWRO financial team creates internal tracking systems and works in collaboration with the PI to confirm the budget commitments (including setting up any approved sub-awards, purchasing of planned supplies and equipment, and funding allocations for research staff.) The CIWRO financial team coordinates with the PI and the CIWRO HR team to onboard any new employees (graduate research assistants, postdoctoral researchers, undergraduate employees, or career track employees) as required by the award.

ReFS sends monthly reports of all charges on each award to the CIWRO financial team, which includes an expenditure confirmation that must be signed by the PI for review and accuracy every month. The CIWRO financial team performs the first review of all monthly reports, inputs the data into CIWRO's internal tracking sheets to confirm accuracy and updates future commitments, and then communicates with the PIs copies of the reports, notes any changes in spending from previously planned, and provides a copy of the expense certification that needs to be signed by the PI. Labor certifications are handled on a semesterly basis by the PI on the award, after an initial review for accuracy by the CIWRO financial team. The CIWRO financial team meets regularly with PIs to ensure that they are accurately planning their expenditures in line with their proposal and make changes to spending as needed. Any large budget changes that require NOAA approval are planned and justified by the PI and submitted to NOAA for review and approval in eRA Commons by a university signing official in ORS.

All purchases and travel have to be reviewed by the PI, CIWRO financial team, ReFS team for allowability and compliance with OU, NOAA, DOC, and all federal, state and local laws.

Research Performance Progress Reports (RPPR) are completed by the PI of the award on the schedule indicated by their award terms and conditions. Once completed, the PI forwards the RPPR to the university signing official for submission to NOAA for review and approval. Federal Financial Reports (FFR) are completed and submitted by ReFS on behalf of the university. Project PIs meet and share more frequent informal research progress with their federal technical advisors on a more regular cadence.

Milestone notifications are sent to PIs and the CIWRO financial team at 90 days, 60 days, 30 days, and 15 days prior to the end of an award for grant closeout procedures to begin. The

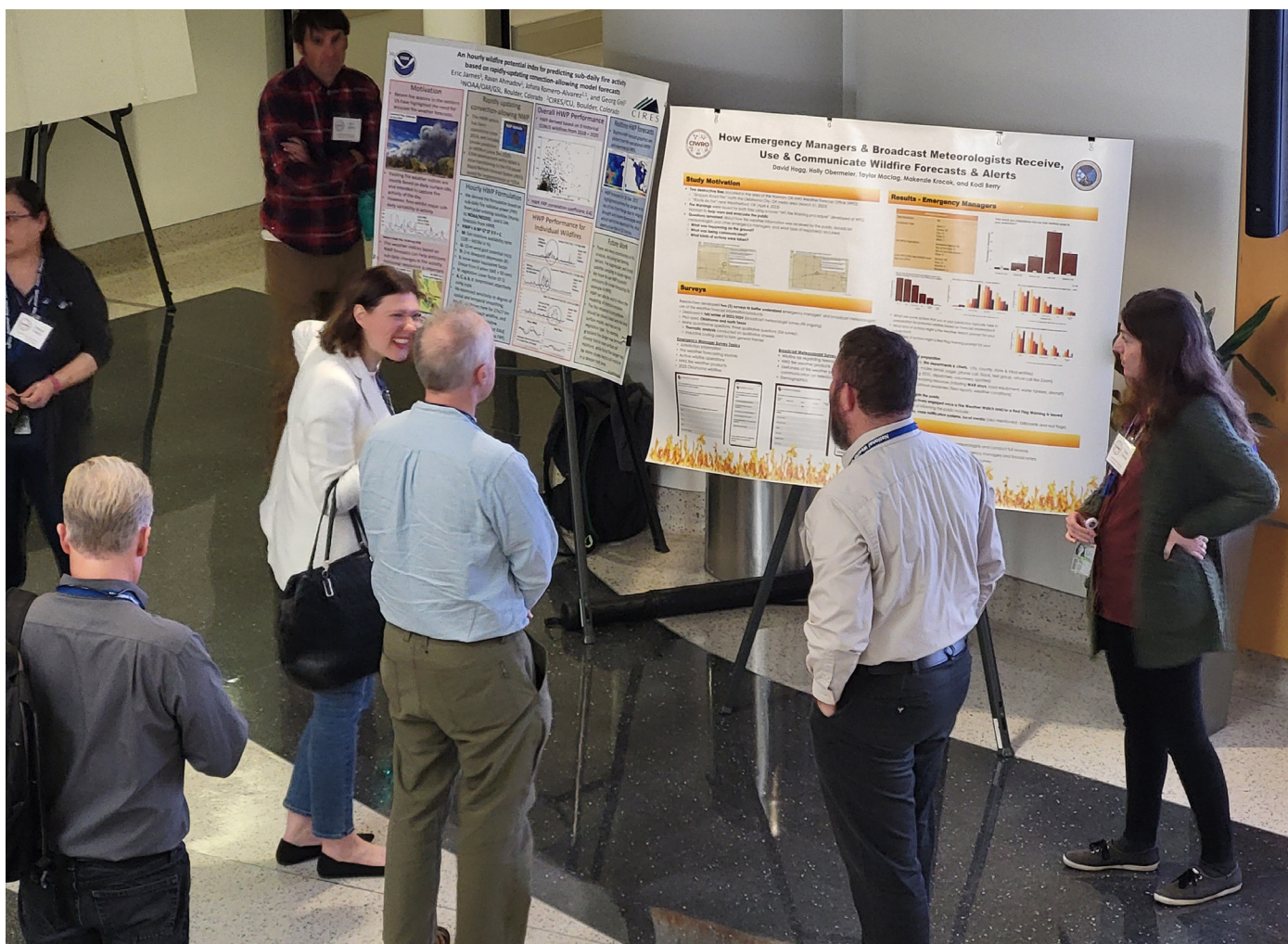


Photo 2: CIWRO researchers share research posters in the National Weather Center atrium during the Fire Weather Workshop in 2024. Photo by CIWRO Outreach Coordinator Annette Price.

CIWRO financial team discusses with PIs at 90 days prior to award end to identify if they require a No Cost Extension (NCE). If an NCE is requested, the PI provides justification for the NCE and a spending plan to the CIWRO financial team, who then coordinates with the university signing official to submit the NCE request in eRA Commons. For awards that are not requiring an NCE, the CIWRO financial team works with the PI and ReFS to ensure that all charges are completed by the ending date of the project period and within 30 days of close-out, the CIWRO financial team confirms final expenditures for the award to ReFS. ReFS then submits the final invoice to the funding agency within the closeout period.

ADMINISTRATIVE REVIEW QUESTIONS

1. Proposal procedures

a. What is the CIs process for selecting proposals to request funding from NOAA?

b. What procedures are in place to request proposals by theme or task? How are PIs kept informed of the proposal process, and how are success criteria shared within the CI?

Proposal procedures are listed above; we will provide demonstrations as requested.

2. How does the CI/University/Institution ensure compliance with Federal laws and regulations, Department of Commerce regulations, NOAA standard, and specific grant conditions?

PIs are provided with a copy of all DOC, NOAA, and SAC terms and conditions at the time of the award. All proposals are reviewed for compliance with institutional, state, and federal laws and regulations prior to submission. CIWRO administrative and financial teams maintain a frequent training schedule to ensure awareness of any potential changes to federal regulations guiding financial assistance awards. All purchases, travel, payroll, and other expenses are reviewed by the PI, CIWRO financial team, and OU's Research Financial Services to ensure the allowable expenses and compliance with internal policies and federal laws and regulations. All university employees that are paid on federal or state research funding or are involved in federal or state research must complete research compliance training. Training information can be found at <https://www.ou.edu/refs/training>.

Information on OU Office of Research Services compliance policies and departments can be found at <https://www.ou.edu/research-norman/research-services/compliance>.

OU Office of Research Financial Services reviews all post award activities for financial assistance grants and their policies and procedures can be found at <https://www.ou.edu/refs>. University Audit information can be found at <https://www.ou.edu/refs/institutional-information>.

OU's Institutional Review Board (IRB) for research involving human subjects (such as social science and testbed research) can be found at <https://compliance.ouhsc.edu/offices/human-research-participant-protection/norman-campus-institutional-review-board>.

OU's Office of Export Controls (OEC) exists to educate and support the University of Oklahoma in its responsibility to comply with U.S. export controls. U.S. export controls include the various federal regulations which regulate and, in some cases, restrict the export of controlled items, information and services to Foreign Persons, who may be located internationally or domestically. Information about export control policies, procedures, and training can be found at <https://www.ou.edu/exportcontrols>.

OU's Office of Technology Commercialization (OTC) handles compliance with all intellectual property at CIWRO and information on their procedures can be found at <https://www.ou.edu/otc>.

3. How does the CI/University/Institution ensure compliance with internal grant policies?

OU's internal grant policies were developed to ensure compliance with Federal and State laws and regulations, including Department of Commerce and NOAA. Information about university grant policies and compliance is listed above.

4. What are your formal and informal communication mechanisms between the CI and University/Institution administrative/finance offices?

CIWRO administrative staff use Microsoft Teams, Gchat, Slack, and email to communicate internally about projects and task completion. The administrative team uses a task tracking system to ensure that all requested work is completed efficiently. The CIWRO Executive Director meets monthly with OU ReFS to discuss any new changes to policies and procedures as well as address any issues. The CIWRO Executive Director meets with ORS proposal and contracting contacts on a regular basis to discuss upcoming proposal calls, statuses of NCEs and award actions, and any needed modifications.

Communication with NOAA contacts happens via email, Gchat, and frequent meetings. The CIWRO Director and TPM meet weekly to discuss any shared issues or strategic planning needs. The CIWRO Executive Director and the NSSL Administrative Officer meet a minimum of biweekly to discuss any joint administrative issues and upcoming proposal, financial, operational, or administrative changes. CIWRO leadership meets on a regular basis with our federal leadership partners to strategically plan and resolve joint issues. Communication with technical leads varies based on the Task II or Task III project, depending on the research area and funding sponsor.

5. How do you ensure compliance with university/institution human resources policies in such matters as hiring, resignations, promotions, salary scales, disciplinary actions, etc.?

- a. Hiring**
- b. Resignations**
- c. Promotions**
- d. Discipline**

Positions for CIWRO are posted on our website on the careers page for a minimum of 3 weeks before interviewing can begin. Position descriptions are created by a CIWRO team lead, in coordination with CIWRO HR and CIWRO Branch/Division directors. Once a position description is completed, the CIWRO team lead submits it to the CIWRO HR Specialist for review and then approval from the CIWRO Director. The CIWRO HR Specialist attends all CIWRO interviews to ensure consistency and compliance with CIWRO and OU policies. Resignations are handled in compliance with the OU Policy (<https://hr.ou.edu/Employees/Terminating-or-Resigning>) and the CIWRO HR Specialist processes the resignation within PeopleSoft once CIWRO administration receives the resignation letter and completes an exit interview with employee. CIWRO follows university policies as it relates to PTO payouts (<https://hr.ou.edu/Employees/Holidays-Time-Off-Leave/Norman-Leave-Accrual>.)

CIWRO has created an internal position structure and promotion process, which has been approved by the CAGS Dean's Office and the Provost to allow for promotion through RA/RS I – Sr. RA/RS. CIWRO has a promotion board (made up of current CIWRO research employees) that review promotion applications each year and make recommendations to the CIWRO Director. CIWRO leadership reviews all applications for promotion and makes recommendations to the CIWRO Director, who has the ultimate responsibility of deciding which applications will be approved. Promotion information is in Appendix C.

CIWRO follows university policies in disciplinary matters from verbal and written warnings through terminations as outlined by OU Human Resources (<https://hr.ou.edu/Managers-HR-Payroll-Coordination/Managing-Employees/Positive-Discipline>) and OU Provost Office (<https://www.ou.edu/provost/faculty-affairs/academic-personnel-resources-and-policies>.)

6. How are CI employees trained in HR issues based on university policy, such as:

a. human dimensions/capital;

b. student employment tracking upon graduation; and

c. CI employee benefits (including retirement planning).

When onboarding, CIWRO employees are invited to attend onboarding as created by the university (<https://newemployee.ou.edu/>), which includes insurance choices, retirement options, policies and procedures, required training, etc. OU HR offers a robust training calendar for all employees, and CIWRO supports researchers in continuing education as it is relevant to their current research role.

Information for new employees, current employees, managers and supervisors, and job seekers.

Information on training for learning and growth, including LinkedIn Learning

Information on pay, including pay schedules, compensation guidelines.

Information on benefits, including leave, health insurance, and other benefits

Student employees are onboarded within the university structure outlined by the Graduate College and CAGS and are provided with opportunities to engage with NOAA and CIWRO research staff through research opportunities, field work campaigns, and other opportunities for students in Task II work. Students are given opportunities to attend career planning panels, engage in mentoring, and work to complete their degree through support from CIWRO. CIWRO offers postdoctoral opportunities for recent graduates and early career positions. CIWRO has a mentorship program for early career research to partner with an experienced researcher on publication writing, proposals, conducting end-to-end research, and presenting their scientific work at conferences and meetings.

7. What factors are considered when making the determination “CI employee?”

CI employees are employees that are hired by the university into the CIWRO department, who are performing administrative functions in support of CIWRO or completing research in alignment with the scientific mission of CIWRO, as outlined by the CI NOFO. CIWRO employees are typically (though not necessarily) collocated with NOAA partner labs and line offices for more efficient collaboration.

8. Who supervises CI employees working in NOAA facilities?

CIWRO employees are supervised solely by CIWRO Team Leads, who may report to a CIWRO Branch/Division Director or to a member of the CIWRO leadership team. Only CIWRO team

leads can dictate work to be done by CIWRO employees, assign professional development, approve travel, approve leave, approve remote work, conduct mid-year and end of year performance reviews, handle any personnel or discipline issues, and endorse a promotion application.

CIWRO leadership and team leads coordinate with federal technical leads and federal leadership on scientific direction and research objectives for Task II projects, to ensure that the research being performed is in alignment with the NOAA strategic mission and vision, as outlined in the CI Handbook.

9. How does the CI maintain cohesive operations across campuses or locations? How are “Alternative work scenarios” handled?

CIWRO employees are primarily housed at the National Weather Center and either collocated with the federal lab and line offices or housed in university space. CIWRO has employees embedded at other NOAA offices to ensure efficient partnership and collaborations in Kansas City, Oak Ridge, and Boulder.

CIWRO complies with university policy on hybrid and fully remote work schedules, which can be found at <https://hr.ou.edu/Managers-HR-Payroll-Coordination/Remote-Work-Guidelines>.

10. Reports and requests to NOAA:

a. How is the CI informed when the University/Institution formally sends financial and annual technical reports?

b. How is this information transmitted within the CI?

c. How are other formal requests to NOAA communicated between the CI, University/Institution (e.g., large equipment purchases, sub-grants)?

Formal RPPR and FFR reporting through eRA Commons procedures are listed above in post-award processes.

CIWRO leadership requests information annually from all research teams and Task III partners to answer the annual research performance progress report questions as outlined by the CI Administration Office and eRA Commons system. CIWRO Leadership compiles all responses and uploads to eRA Commons, which is then submitted by the university signing official to NOAA. Federal Financial Reports are submitted by Research Financial Services in eRA Commons on behalf of the cooperative institute. RPPRs are posted by CIAO on the CIAO website.

All formal requests to NOAA are submitted through eRA Commons by the university signing official, as directed by the CIWRO Executive Director, Finance and Operations. The CIWRO

financial team keeps an internal tracking sheet for all submitted requests to NOAA to ensure that all requests are submitted by ORS and responded to by NOAA. Informal requests and conversations with federal technical advisors and federal administrative staff are handled via email and in-person meetings.

11. What tracking systems does the CI have in place for publications, property, and intellectual property records?

a. Publication tracking internal

b. Property controls

c. OTC policies

The CIWRO Associate Director tracks all publications for CIWRO researchers through the year internally, as well as cross referencing with NOAA Institutional Repository. CIWRO uploads all publications in a year to the annual report in July of each year.

Property is managed by the CIWRO administrative team and OU Property Controls. CIWRO follows all OU Property Controls policies, which are guided by federal policies and can be found at <https://www.ou.edu/property-control>. After equipment is purchased and billed, OU Property coordinates with the CIWRO administrative team to tag all property, and CIWRO maintains a property inventory database that is reviewed and updated annually and submitted to OU Property Control. Tagging and validation information can be found at <https://www.ou.edu/property-control/tagging-and-validation>.

The OU Office of Technology and Commercialization oversees all intellectual property rights, patents, and coordination with funding agencies for joint ownership. Information on the applicable OU policies can be found at <https://www.ou.edu/otc>. All financial records relating to patent residuals are kept in separate accounts and used to further the research related to the patents.

12. The process for incurring an expense under a grant from initiation to obligation (for example, lab supplies, or an ad hoc item needed during the life of the project)?

When an expenditure is needed on a grant, the PI will request the item to be purchased and submit a request to the CIWRO financial team, which includes the item requested, name of the project it will be charged to, and justification for the item. The CIWRO grant coordinator then reviews the item requested against the budget narrative and the terms and conditions of the grant for allowability. The CIWRO grant coordinator then signs off on the purchase, notes the request on the internal tracking sheet, and sends it to the CIWRO purchasing specialist for purchase. The CIWRO budget specialist purchases and updates the internal tracking sheet throughout the process. If there is a contract or agreement with the company, OU ReFS

and the Purchasing department review all contracts and purchasing agreements for compliance with state and federal laws and regulations. The purchase is marked as a commitment on the internal financial statements to ensure that it is planned spending.

Once the item arrives, the CIWRO financial staff notes that the item was received in good condition on the internal tracking system and reaches out to the PI to let them know it arrived. If the item meets the requirements for property tagging, they tag the item and add it to the inventory prior to releasing it to the research staff.

When the invoice is received, the CIWRO purchasing specialist processes the invoice into PeopleSoft, the CIWRO grant coordinator and CIWRO Executive Director review and approve the invoice, a ReFS accountant reviews the invoice for allowability and compliance with federal laws and regulations and grant terms and conditions, and then OU Financial Services reviews and approves to ensure compliance with all OU and state laws and regulations. The purchase then shows up the following month on the activity report for CIWRO and ReFS financial staff to review and for the PI to sign off on the expenditure certification, concurring that the charge was appropriate and allowable. The CIWRO Executive Director reviews statements on a monthly and quarterly basis to ensure compliance and spending burn rates are appropriate and expected.

13. Can the CI facilitate a system's demonstration?

Yes

14. Can CI submit documentation in advance and be prepared to provide a live demonstration?

Yes

15. Provide the current version of ASP.

Appendix A

16. Provide the current version of the UA.

Appendix B

APPENDIX A - ADMINISTRATIVE SUPPORT PLAN

Cooperative Institute for Severe and High Impact Weather Research and Operations (CIWRO)

Administrative Support Plan (ASP) – Specific Award Condition

1. Organizational Structure

- a. The CIWRO Director is supported by an Associate Director, an Assistant Director, and an Executive Director for Finance and Operations. The Director will have the ultimate responsibility and authority for the optimum functioning of CIWRO as both OU's largest research unit and its crucial bridge to NOAA. The Director will interact with the Dean of College of Atmospheric and Geographic Sciences, the OU Vice President of Research and Partnership, and play a role in the national group of CI Directors. The Director will work closely with the OU Administration and collaborate with other federal agencies as appropriate, including serving on national and international committees on issues relevant to CIWRO. To enable effective management of CIWRO's staff, CIWRO is broken into smaller research teams. Teams are based on the location of CIWRO employees within NOAA units according to the nature of the work performed. Each team will have a team lead responsible for supervising employees within their team and all personnel decisions (e.g., development of performance plans, conduct of mid-year reviews and end-of-year appraisals, approval of timecards and leave requests, development of position announcements, and hiring decisions). All direct supervisory roles will be performed by CIWRO employees. The federal technical advisors and CIWRO team leader will meet regularly to enable communication and ensure that NOAA and OU teams are working collaboratively on research that is relevant to the NOAA mission. The technical advisors may provide guidance for scientific direction but have no supervisory authority. All CIWRO team leads will be supervised by other CIWRO employees, with the CIWRO Director having ultimate authority. The CIWRO Director is supervised by the Dean of the College of Atmospheric and Geographic Sciences. We will also continue to develop a targeted workforce well-tuned to existing and future NOAA R&D needs and operation.

2. Governance

- a. The CIWRO Director will be responsible for the overall CI administration, management, and scientific direction as well as coordination with NOAA sponsors, the CI office, consortium partners, other collaborating CIs, and external partners. The CIWRO Director will be a senior faculty member within the College of Atmospheric and Geographic Sciences at the University of Oklahoma and will be appointed for a renewable term of five years by the AGS Dean. The AGS Dean will be responsible for the annual evaluation of the CIWRO Director.

The CIWRO Director will benefit from regular input from an Executive Board and a Council of Fellows. The Executive Board will meet twice a year to provide recommendations to the Director about management and budgetary issues. The CIWRO Director will rely on their advice when making decisions affecting activities within CIWRO. The CIWRO Executive Board will be, comprised of the following individuals: the Director of CIWRO; three members designated by the OU Provost; two members designated by the Director of OAR; two members designated by the Director of NWS; two members elected by the CIWRO Council of Fellows; Director of SoM; Director of NSSL; Director of SPC; Director of ROC; Director of WDTD; Director of Norman NWSFO; Director of NWSTC; and Dean of AGS. In addition, the Director of ARL/ATDD, Director of OPG, Chief of the NWS Leadership Academy, and a representative from each of our consortium partners (HU, PSU, AU, and TTU) will be added to the Board.

The CIWRO Council of Fellows will comprise scientists from NOAA, OU, and other organizations, whose research is especially germane to at least one of the five research themes. Because of the co-location of almost all CIWRO Fellows in the NWC, the CIWRO leadership has frequent interactions with members of this group on the vital issue of research program development. Many important research activities have been initiated or expanded by such ongoing interactions. The Council's advice is not

viewed as binding on the CIWRO Director relative to any recommendations that might be carried forward to the Executive Board. The CIWRO Director also has led regular meetings of the NWC Directors (both from NOAA and OU) that focused on research program review and development.

3. Program Development, Review, and Metrics for Evaluation

- a. We will be strongly supportive of NOAA needs that are manifest in their recommendations and funding of specific Task II and Task III (noncompetitive) projects. The envisaged performance measures that will be used to monitor progress will vary according to the type of project involved. A CIWRO Annual Report will be led by the Associate Director and Executive Director. A range of performance measures will be employed. At one extreme are the Task II and Task III (noncompetitive) projects that are recommended and funded by NOAA units, for which NOAA personnel will monitor progress on a very short-term (daily-to-weekly) basis. At the other extreme are NOAA Task III (competitive) awards, for which PIs will submit Annual Reports to their NOAA Program Managers as well as provide material for the CIWRO Annual Report. Further, a list of metrics is required to quantitatively evaluate the contributions that CIWRO will make to NOAA as required by the Government Performance and Results Act.

4. Human Resources

- a. When onboarding, CIWRO employees are invited to attend onboarding as created by the university (<https://newemployee.ou.edu/>), which includes insurance choices, retirement options, policies and procedures, required training, etc. OU HR offers a robust training calendar for all employees, and CIWRO supports researchers in continuing education as it is relevant to their current research role.
 - i. Information for [new employees](#), [current employees](#), [managers and supervisors](#), and [job seekers](#).
 - ii. Information on [training for learning and growth](#), including [Linkedin Learning](#)
 - iii. Information on pay, including [pay schedules](#), [compensation guidelines](#).
 - iv. Information on benefits, including [leave](#), [health insurance](#), and [other benefits](#)
- b. Student employees are onboarded within the university structure outlined by the Graduate College and CAGS and are provided with opportunities to engage with NOAA and CIWRO research staff through research opportunities, field work campaigns, and other opportunities for students in Task II work. Students are given opportunities to attend career planning panels, engage in mentoring, and work to complete their degree through support from CIWRO. CIWRO offers postdoctoral opportunities for recent graduates and early career positions. CIWRO has a mentorship program for early career research to partner with an experienced researcher on publication writing, proposals, conducting end-to-end research, and presenting their scientific work at conferences and meetings.
- c. Positions for CIWRO are posted on our website on the careers page for a minimum of 3 weeks before interviewing can begin. Position descriptions are created by a CIWRO team lead, in coordination with CIWRO HR and CIWRO Branch/Division directors. Once a position description is completed, the CIWRO team lead submits it to the CIWRO HR Specialist for review and then approval from the CIWRO Director. The CIWRO HR Specialist attends all CIWRO interviews to ensure consistency and compliance with CIWRO and OU policies.
- d. Resignations are handled in compliance with the OU Policy <https://hr.ou.edu/Employees/Terminating-or-Resigning>) and the CIWRO HR Specialist processes the resignation within PeopleSoft once CIWRO administration receives the resignation letter and completes an exit interview with employee. CIWRO follows university policies as it relates to PTO payouts (<https://hr.ou.edu/Employees/Holidays-Time-Off-Leave/Norman-Leave-Accrual>.)
- e. CIWRO follows university policies in disciplinary matters from verbal and written warnings through terminations as outlined by OU Human Resources (<https://hr.ou.edu/Managers-HR-Payroll-Coordination/Managing-Employees/Positive-Discipline>) and OU Provost Office (<https://www.ou.edu/provost/faculty-affairs/academic-personnel-resources-and-policies>.)

5. Financial Management

- a. When awards are made by the funding agency, PIs receive a copy of the DOC terms and conditions, NOAA CI terms and conditions, and the specific grant conditions with their awards. The CIWRO

Executive Director reviews all proposals and award notifications for any new or grant specific awards and conditions and confirms the award is appropriately tied to the right internal proposal number. ORS confirms that all researchers have completed all mandatory training prior to releasing the award and moving to post-award.

Once the award packet is sent from ORS (preaward) to Research Financial Services (ReFS; postaward), the CIWRO administrative team coordinates to ensure the project is set up in the correct accounting ORG and that the budget set up in PeopleSoft matches the approved budget in the award file. OU's Research Financial Services team serves as the institutional office of record for all financial documents and oversight into ensuring costs are allowable on an award. The CIWRO financial team creates internal tracking systems and works in collaboration with the PI to confirm the budget commitments (including setting up any approved subawards, purchasing of planned supplies and equipment, and funding allocations for research staff.) The CIWRO financial team coordinates with the PI and the CIWRO HR team to onboard any new employees (graduate research assistants, postdoctoral researchers, undergraduate employees, or career track employees) as required by the award.

ReFS sends monthly reports of all charges on each award to the CIWRO financial team, which includes an expenditure confirmation that must be signed by the PI for review and accuracy every month. The CIWRO financial team performs the first review of all monthly reports, inputs the data into CIWRO's internal tracking sheets to confirm accuracy and updates future commitments, and then communicates with the PIs copies of the reports, notes any changes in spending from previously planned, and provides a copy of the expense certification that needs to be signed by the PI. Labor certifications are handled on a semesterly basis by the PI on the award, after an initial review for accuracy by the CIWRO financial team. The CIWRO financial team meets regularly with PIs to ensure that they are accurately planning their expenditures in line with their proposal and make changes to spending as needed. Any large budget changes that require NOAA approval are planned and justified by the PI and submitted to NOAA for review and approval in eRA Commons by a university signing official in ORS.

All purchases and travel have to be reviewed by the PI, CIWRO financial team, ReFS team for allowability and compliance with OU, NOAA, DOC, and all federal, state and local laws.

Research Performance Progress Reports (RPPR) are completed by the PI of the award on the schedule indicated by their award terms and conditions. Once completed, the PI forwards the RPPR to the university signing official for submission to NOAA for review and approval. Federal Financial Reports (FFR) are completed and submitted by ReFS on behalf of the university. Project PIs meet and share more frequent informal research progress with their federal technical advisors on a more regular cadence. Milestone notifications are sent to PIs and the CIWRO financial team at 90 days, 60 days, 30 days, and 15 days prior to the end of an award for grant closeout procedures to begin. The CIWRO financial team discusses with PIs at 90 days prior to award end to identify if they require a No Cost Extension (NCE). If an NCE is requested, the PI provides justification for the NCE and a spending plan to the CIWRO financial team, who then coordinates with the university signing official to submit the NCE request in eRA Commons. For awards that are not requiring an NCE, the CIWRO financial team works with the PI and ReFS to ensure that all charges are completed by the ending date of the project period and within 30 days of closeout, the CIWRO financial team confirms final expenditures for the award to ReFS. ReFS then submits the final invoice to the funding agency within the closeout period.

6. Policy Compliance

- a. PIs are provided with a copy of all DOC, NOAA, and SAC terms and conditions at the time of the award. All proposals are reviewed for compliance with institutional, state, and federal laws and regulations prior to submission. CIWRO administrative and financial teams maintain a frequent training schedule to ensure awareness of any potential changes to federal regulations guiding financial assistance awards. All purchases, travel, payroll, and other expenses are reviewed by the PI, CIWRO financial team, and OU's Research Financial Services to ensure the allowable expenses and compliance with internal policies and federal laws and regulations. All university employees that are paid on federal or state research funding or

are involved in federal or state research must complete research compliance training. Training information can be found at <https://www.ou.edu/refs/training>.

- i. Information on OU Office of Research Services compliance policies and departments can be found at <https://www.ou.edu/research-norman/research-services/compliance>.
- ii. OU Office of Research Financial Services reviews all post award activities for financial assistance grants and their policies and procedures can be found at <https://www.ou.edu/refs>. University Audit information can be found at <https://www.ou.edu/refs/institutional-information>.
- iii. OU's Institutional Review Board (IRB) for research involving human subjects (such as social science and testbed research) can be found at <https://compliance.ouhsc.edu/offices/human-research-participant-protection/norman-campus-institutional-review-board>.
- iv. OU's Office of Export Controls (OEC) exists to educate and support the University of Oklahoma in its responsibility to comply with U.S. export controls. U.S. export controls include the various federal regulations which regulate and, in some cases, restrict the export of controlled items, information and services to Foreign Persons, who may be located internationally or domestically. Information about export control policies, procedures, and training can be found at <https://www.ou.edu/exportcontrols>.
- v. OU's Office of Technology Commercialization (OTC) handles compliance with all intellectual property at CIWRO and information on their procedures can be found at <https://www.ou.edu/otc>.

APPENDIX B - USE AGREEMENT

Cooperative Institute for Severe and High Impact Weather Research and Operations (CIWRO)

Use Agreement Explanation

NOAA has a rental agreement with the University of Oklahoma for the space utilized in the National Weather Center. This is the guiding document for use of space between CIWRO and NOAA.

APPENDIX C - PROMOTION/JOB CLASSIFICATION INFORMATION



Position Classifications

POSITION TYPES

Student Employee
Postdoctoral Research Scientist

Research Associate (RA)
Research Scientist (RS)

RA/RS POSITION CATEGORIES

Research Meteorologist
Research Engineer
Research Software Developer

RA/RS POSITION LEVELS

Level I
Level II
Level III
Senior Level



Career Tracks

- Research Associates and Scientists are in career-track positions
- Advancement is considered when an employee
 - Has the appropriate body of accomplishments
 - Typical Employee, Typical Timeline
 - Is capable of meeting next-level expectations
 - Roles, Responsibilities, Professional Development





Promotion Process

- Team Lead provides initial endorsement (July)
- Employee submits Promotion Application (Nov)
 - Training provided in early fall
- For applications to levels III and Sr.
 - CIWRO requests reference letters (Dec)
 - Promotion Board reviews applications and provides recommendation (Feb)
- Leadership Team reviews applications and provides recommendation (Mar)
- Director makes promotion decisions (Mar/April)
 - Appeal process
- Promotions become effective (July)
 - Promotion raise
 - Updated Performance Plan



Scientific Priorities



- We are involved in the development of milestones and research priorities for joint research projects
- We are responsible for assigning core job responsibilities that align with the science priorities
- We are responsible for monitoring progress towards the anticipated research outcomes





Performance Planning

- Plans document **minimum** expectations, roles, and responsibilities
 - Basis for performance assessment
- Plans are developed by Team Leads in collaboration with Employees
 - Created at the beginning of the year; updated in the middle of the year
- Plans are aligned with the R&D priorities provided by the NOAA Units
- Types of Activities in Performance Plans
 - **Scientific/Engineering R&D**
 - **Research Transition**
 - Professional Development
 - Community Responsibilities
 - Program Management & Leadership
- Each type of activity includes objectives, outcomes, and a weight
 - A function of position type, category, and level

← REQUIRED (typically 10%)



Performance Assessment

- Performance Evaluation Categories

- Improvement Required
- Development Needed
- Successful and Effective
- Highly Effective
- Exceptional

- Performance = Accomplishments + Professional Development

- Accomplishments: the quality and quantity of tangible outcomes
- Professional Development: the behaviors as defined in “team rubrics”

Attribute	Development Needed	Successful and Effective	Highly Effective	Exceptional
Teamwork & Collaboration	Collaborative efforts are sometimes or often ineffective	Collaborative efforts with teammates are effective and promote a positive work environment	Has collaborative relations outside of immediate team that are productive and positive	Initiates new collaborations both internally and <i>externally</i> that are effective and <i>advance the CIWRO mission</i>



Performance Assessment Process

- Mid-year review (July)
 - Team Leads informally assess progress towards goals
 - Team Leads revise performance plans (if needed)
- End-of-Year Evaluation (January/February)
 1. Performance Review meeting
 - Employee presents self-evaluation
 - Team Lead develops performance assessment
 2. Leadership review
 - Leadership Team ensures compliance and internal calibration
 3. Performance Feedback meeting
 - Team Lead communicates results
 4. Formal submission

APPENDIX D - INTERNAL BUDGET TRACKING SHEET EXAMPLE

Budget Report for Project: 2000xxxx

Actual Costs as of March 31, 2025
Commitments as of September 30, 2025

Grants officer is
Cassie Eads

Title	Example Project		
Principal Investigator	Jane Doe	Agency	DOC-NOAA
Department	AGS03001 (CIWRO)	Project Period	10/01/2024 - 9/30/2025
		Budget Period	10/01/2024 - 9/30/2025
Basis of Accounting:	<input type="radio"/> Cash <input checked="" type="radio"/> Accrual		
Select Budget to Review:	<input checked="" type="radio"/> ReFS <input type="radio"/> Budget		

Budget Categories	Project Proposal	Cumulative ReFS Award	March 31, 2025 Expenditures	Cumulative Expenditures	Commitments Encumbrances	Uncommitted Budget
Modified Total Direct Cost (MTDC)						
Total Salaries & Wages	152,775.00	152,775.00	5,875.96	64,635.56	88,139.40	0.04
Doe,Jane	23,400.00	23,400.00	900.00	9,900.00	13,500.00	0.00
Smith,John	31,200.00	31,200.00	1,200.00	13,200.00	18,000.00	0.00
Postdoc,Peter	65,000.00	65,000.00	2,500.00	27,500.00	37,500.00	0.00
Student,Sally	33,175.00	33,175.00	1,275.96	14,035.56	19,139.40	0.04
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits	31,513.00	31,513.00	1,212.00	13,332.00	18,180.00	1.00
Doe,Jane	7,348.00	7,348.00	282.60	3,108.60	4,239.00	0.40
Smith,John	9,797.00	9,797.00	376.80	4,144.80	5,652.00	0.20
Postdoc,Peter	11,050.00	11,050.00	425.00	4,675.00	6,375.00	0.00
Student,Sally	3,318.00	3,318.00	127.60	1,403.60	1,914.00	0.40
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	3,000.00	3,000.00	0.00	2,500.00	0.00	500.00
Travel	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Other Direct Costs	4,000.00	4,000.00	0.00	0.00	3,000.00	1,000.00
Subcontracts <=\$25,000	0.00	0.00	0.00	0.00	0.00	0.00
Modified Direct Costs	196,288.00	196,288.00	7,087.96	80,467.56	114,319.40	1,501.04
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Subcontract >\$25,000	0.00	0.00	0.00	0.00	0.00	0.00
Tuition Remission	16,533.60	16,533.60	1,271.82	7,630.92	8,902.74	(0.06)
Total Direct Cost (TDC)	212,821.60	212,821.60	8,359.78	88,098.48	123,222.14	1,500.98
Indirect Cost	51,035.00	51,035.00	1,842.87	20,921.57	29,723.04	390.39
Total Costs	263,856.60	263,856.60	10,202.65	109,020.05	152,945.18	1,891.37

Title: Example Project
Project Number: 2000xxxx
Principle Investigator: Jane Doe
PI Location: AGS03001 (CIWRO)
Project Period: 10/01/2024 - 9/30/2025
Budget Period: 10/01/2024 - 9/30/2025
Original Length of Funding 1 year
No Cost Extension #:
Funding Agency: DOC-NOAA
Award #: NA24xxxxxxxx
Proposal #: 23-xxxx
Cayuse #: A24-xxxx
Indirect Rate (in %): 26.00%

Budget Periods	Beg/End	Begin	End	Months
Year 1	10/01/2024 - 9/30/2025	10/1/2024	9/30/2025	12.00
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
	Budget Year	Award Year		
	1	1		

Report Expenditures Through: 3/31/2025
Report Commitments Through: 9/30/2025

Operating Budget

Budget Categories	Year					Amendments	Revised Budget
	1	2	3	4	5		
Modified Total Direct Cost (MTDC)							
PI / Senior Personnel	23,400.00	0.00	0.00	0.00	0.00	0.00	23,400.00
Doe,Jane	23,400.00	-	-	-	-	-	23,400.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Post Doctoral Associates	65,000.00	0.00	0.00	0.00	0.00	0.00	65,000.00
Postdoc,Peter	65,000.00	-	-	-	-	-	65,000.00
	-	-	-	-	-	-	-
Other Professionals	31,200.00	0.00	0.00	0.00	0.00	0.00	31,200.00
Smith,John	31,200.00	-	-	-	-	-	31,200.00
	-	-	-	-	-	-	-
Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Graduate Students	33,175.00	0.00	0.00	0.00	0.00	0.00	33,175.00
Student,Sally	33,175.00	-	-	-	-	-	33,175.00
	-	-	-	-	-	-	-
Undergraduate Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries & Wages	152,775.00	0.00	0.00	0.00	0.00	0.00	152,775.00
Fringe Benefits							
PI / Senior Personnel	7,348.00	0.00	0.00	0.00	0.00	0.00	7,348.00
Doe,Jane	7,348.00	-	-	-	-	-	7,348.00
	-	-	-	-	-	-	-
Post Doc. Associates	11,050.00	0.00	0.00	0.00	0.00	0.00	11,050.00
Postdoc,Peter	11,050.00	-	-	-	-	-	11,050.00
	-	-	-	-	-	-	-
Other Professionals	9,797.00	0.00	0.00	0.00	0.00	0.00	9,797.00
Smith,John	9,797.00	-	-	-	-	-	9,797.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Graduate Students	3,318.00	0.00	0.00	0.00	0.00	0.00	3,318.00
Student,Sally	3,318.00	-	-	-	-	-	3,318.00
	-	-	-	-	-	-	-
Undergrad. Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Benefits	31,513.00	0.00	0.00	0.00	0.00	0.00	31,513.00
Supplies							
Supplies	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Travel	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Other Direct Costs	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Subcontracts <=\$25,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Modified Total Direct Costs	196,288.00	0.00	0.00	0.00	0.00	0.00	196,288.00
Equipment							
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subcontract >\$25,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuition Remission	16,533.60	0.00	0.00	0.00	0.00	0.00	16,533.60
Total Direct Cost (TDC)	212,821.60	0.00	0.00	0.00	0.00	0.00	212,821.60
Indirect Cost	51,035.00	0.00	0.00	0.00	0.00	0.00	51,035.00
Total Costs	263,856.60	0.00	0.00	0.00	0.00	0.00	263,856.60

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	76	77	78	79	80	81	82	83	
		Year 1 10/01/2024 - 9/30/2025												TOTALS - BY BUDGET YEAR							Project Total				
Name Here	Category	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	1	2	3	4	5	6	7					
Doe,Jane	PI - Senior	900.00	2,700.00	1,800.00	1,800.00	1,800.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	9,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,900.00	Doe,Jane		
Smith,John	Other Pro	1,200.00	3,600.00	2,400.00	2,400.00	2,400.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	13,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,200.00	Smith,John		
Postdoc,Peter	Post Doc	2,500.00	7,500.00	5,000.00	5,000.00	5,000.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	27,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,500.00	Postdoc,Peter		
Student,Sally	GRA	1,275.96	3,827.88	2,551.92	2,551.92	2,551.92	1,275.96	0.00	0.00	0.00	0.00	0.00	0.00	14,035.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,035.56	Student,Sally		
Total - Actual Salaries & Wages		5,875.96	17,627.88	11,751.92	11,751.92	11,751.92	5,875.96	0.00	0.00	0.00	0.00	0.00	0.00	64,635.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,635.56	Total - Actual Salaries & Wages		
Doe,Jane	PI - Senior	282.60	847.80	565.20	565.20	565.20	282.60	0.00	0.00	0.00	0.00	0.00	0.00	3,108.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,108.60	Doe,Jane		
Smith,John	Other Pro	376.80	1,130.40	753.60	753.60	753.60	376.80	0.00	0.00	0.00	0.00	0.00	0.00	4,144.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,144.80	Smith,John		
Postdoc,Peter	Post Doc	425.00	1,275.00	850.00	850.00	850.00	425.00	0.00	0.00	0.00	0.00	0.00	0.00	4,675.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,675.00	Postdoc,Peter		
Student,Sally	GRA	127.60	382.80	255.20	255.20	255.20	127.60	0.00	0.00	0.00	0.00	0.00	0.00	1,403.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,403.60	Student,Sally		
Total - Actual Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total - Actual Fringe Benefits	
Doe,Jane	PI - Senior	0.00	0.00	0.00	0.00	0.00	900.00	1,800.00	2,700.00	1,800.00	1,800.00	1,800.00	1,800.00	12,600.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	13,500.00	Doe,Jane		
Smith,John	Other Pro	0.00	0.00	0.00	0.00	0.00	1,200.00	2,400.00	3,600.00	2,400.00	2,400.00	2,400.00	2,400.00	16,800.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	Smith,John		
Postdoc,Peter	Post Doc	0.00	0.00	0.00	0.00	0.00	2,500.00	5,000.00	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00	35,000.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	37,500.00	Postdoc,Peter		
Student,Sally	GRA	0.00	0.00	0.00	0.00	0.00	1,275.96	2,551.92	3,827.88	2,551.92	2,551.92	2,551.92	2,551.92	17,863.44	1,275.96	0.00	0.00	0.00	0.00	0.00	0.00	19,139.40	Student,Sally		
Total - Projected Salaries & Wages		0.00	0.00	0.00	0.00	0.00	5,875.96	11,751.92	17,627.88	11,751.92	11,751.92	11,751.92	11,751.92	82,263.44	5,875.96	0.00	0.00	0.00	0.00	0.00	0.00	88,139.40	Total - Projected Salaries & Wages		
Doe,Jane	PI - Senior	0.00	0.00	0.00	0.00	0.00	282.60	565.20	847.80	565.20	565.20	565.20	565.20	3,956.40	282.60	0.00	0.00	0.00	0.00	0.00	0.00	4,239.00	Doe,Jane		
Smith,John	Other Pro	0.00	0.00	0.00	0.00	0.00	376.80	753.60	1,130.40	753.60	753.60	753.60	753.60	5,275.20	376.80	0.00	0.00	0.00	0.00	0.00	0.00	5,652.00	Smith,John		
Postdoc,Peter	Post Doc	0.00	0.00	0.00	0.00	0.00	425.00	850.00	1,275.00	850.00	850.00	850.00	850.00	5,950.00	425.00	0.00	0.00	0.00	0.00	0.00	0.00	6,375.00	Postdoc,Peter		
Student,Sally	GRA	0.00	0.00	0.00	0.00	0.00	127.60	255.20	382.80	255.20	255.20	255.20	255.20	1,786.40	127.60	0.00	0.00	0.00	0.00	0.00	0.00	1,914.00	Student,Sally		
Total - Projected Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total - Projected Fringe Benefits	

Unit	PayType	Pay End Date	Posted Date	ID	Position	Name	Title	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
NORMN	BIW	10/18/2024	11/1/2024	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	11/1/2024	11/15/2024	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	11/15/2024	11/29/2024	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	11/29/2024	12/13/2024	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	12/13/2024	12/27/2024	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	12/27/2024	1/10/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	1/10/2025	1/24/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	1/24/2025	2/7/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	2/7/2025	2/21/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	2/21/2025	3/7/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	3/7/2025	3/21/2025	999999	00025744	Doe,Jane	Research Scientist	511021	SPNSR	AGS03001	00012	00000			2000xxxx	900.00
NORMN	BIW	10/18/2024	11/1/2024	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	11/1/2024	11/15/2024	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	11/15/2024	11/29/2024	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	11/29/2024	12/13/2024	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	12/13/2024	12/27/2024	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	12/27/2024	1/10/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	1/10/2025	1/24/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	1/24/2025	2/7/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	2/7/2025	2/21/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	2/21/2025	3/7/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	3/7/2025	3/21/2025	999998	00028735	Smith,John	Research Associate	511021	SPNSR	AGS03001	00012	00000			2000xxxx	1,200.00
NORMN	BIW	10/18/2024	11/1/2024	999997		Postdoc,Peter	Postdoctoral Researcher	511031	SPNSR	AGS03001	00012	00000			2000xxxx	2,500.00
NORMN	BIW	11/1/2024	11/15/2024	999997		Postdoc,Peter	Postdoctoral Researcher	511031	SPNSR	AGS03001	00012	00000			2000xxxx	2,500.00

Running Totals:

\$ 23,400.00

\$ 9,900.00

\$ 13,500.00

\$ 7,347.60

\$ 3,108.60

\$ 4,239.00

Employee	Pay Period	Amount Paid	Committed	Cleared	Date Posted	Notes	CT?	If Bonus "Yes"	Fringe Benefit	Committed Fringe
Doe,Jane	10/18/2024	900.00		Yes	11/1/2024				282.60	
Doe,Jane	11/1/2024	900.00		Yes	11/15/2024				282.60	
Doe,Jane	11/15/2024	900.00		Yes	11/29/2024				282.60	
Doe,Jane	11/29/2024	900.00		Yes	12/13/2024				282.60	
Doe,Jane	12/13/2024	900.00		Yes	12/27/2024				282.60	
Doe,Jane	12/27/2024	900.00		Yes	1/10/2025				282.60	
Doe,Jane	1/10/2025	900.00		Yes	1/24/2025				282.60	
Doe,Jane	1/24/2025	900.00		Yes	2/7/2025				282.60	
Doe,Jane	2/7/2025	900.00		Yes	2/21/2025				282.60	
Doe,Jane	2/21/2025	900.00		Yes	3/7/2025				282.60	
Doe,Jane	3/7/2025	900.00		Yes	3/21/2025				282.60	
Doe,Jane	3/21/2025	-	900.00							282.60
Doe,Jane	4/4/2025	-	900.00							282.60
Doe,Jane	4/18/2025	-	900.00							282.60
Doe,Jane	5/2/2025	-	900.00							282.60
Doe,Jane	5/16/2025	-	900.00							282.60
Doe,Jane	5/30/2025	-	900.00							282.60
Doe,Jane	6/13/2025	-	900.00							282.60
Doe,Jane	6/27/2025	-	900.00							282.60
Doe,Jane	7/11/2025	-	900.00							282.60
Doe,Jane	7/25/2025	-	900.00							282.60
Doe,Jane	8/8/2025	-	900.00							282.60
Doe,Jane	8/22/2025	-	900.00							282.60
Doe,Jane	9/5/2025	-	900.00							282.60
Doe,Jane	9/19/2025	-	900.00							282.60
Doe,Jane	10/3/2025	-	900.00							282.60
		-								
		-								
		-								
		-								
		-								

Running Totals:

\$

31,200.00

\$

13,200.00

\$

18,000.00

\$

9,796.80

\$

4,144.80

\$

5,652.00

Employee	Pay Period	Amount Paid	Committed	Cleared	Date Posted	Notes	CT?	If Bonus "Yes"	Fringe Benefit	Committed Fringe
Smith, John	10/18/2024	1,200.00		Yes	11/1/2024				376.80	
Smith, John	11/1/2024	1,200.00		Yes	11/15/2024				376.80	
Smith, John	11/15/2024	1,200.00		Yes	11/29/2024				376.80	
Smith, John	11/29/2024	1,200.00		Yes	12/13/2024				376.80	
Smith, John	12/13/2024	1,200.00		Yes	12/27/2024				376.80	
Smith, John	12/27/2024	1,200.00		Yes	1/10/2025				376.80	
Smith, John	1/10/2025	1,200.00		Yes	1/24/2025				376.80	
Smith, John	1/24/2025	1,200.00		Yes	2/7/2025				376.80	
Smith, John	2/7/2025	1,200.00		Yes	2/21/2025				376.80	
Smith, John	2/21/2025	1,200.00		Yes	3/7/2025				376.80	
Smith, John	3/7/2025	1,200.00		Yes	3/21/2025				376.80	
Smith, John	3/21/2025	-	1,200.00							376.80
Smith, John	4/4/2025	-	1,200.00							376.80
Smith, John	4/18/2025	-	1,200.00							376.80
Smith, John	5/2/2025	-	1,200.00							376.80
Smith, John	5/16/2025	-	1,200.00							376.80
Smith, John	5/30/2025	-	1,200.00							376.80
Smith, John	6/13/2025	-	1,200.00							376.80
Smith, John	6/27/2025	-	1,200.00							376.80
Smith, John	7/11/2025	-	1,200.00							376.80
Smith, John	7/25/2025	-	1,200.00							376.80
Smith, John	8/8/2025	-	1,200.00							376.80
Smith, John	8/22/2025	-	1,200.00							376.80
Smith, John	9/5/2025	-	1,200.00							376.80
Smith, John	9/19/2025	-	1,200.00							376.80
Smith, John	10/3/2025	-	1,200.00							376.80
		-								
		-								
		-								
		-								

Running Totals:

\$65,000.00

\$27,500.00

\$37,500.00

\$11,050.00

\$4,675.00

\$6,375.00

Employee	Pay Period	Amount Paid	Committed	Cleared	Date Posted	Notes	CT?	If Bonus "Yes"	Fringe Benefit	Committed Fringe
Postdoc,Peter	10/18/2024	2,500.00		Yes	11/1/2024				425.00	
Postdoc,Peter	11/1/2024	2,500.00		Yes	11/15/2024				425.00	
Postdoc,Peter	11/15/2024	2,500.00		Yes	11/29/2024				425.00	
Postdoc,Peter	11/29/2024	2,500.00		Yes	12/13/2024				425.00	
Postdoc,Peter	12/13/2024	2,500.00		Yes	12/27/2024				425.00	
Postdoc,Peter	12/27/2024	2,500.00		Yes	1/10/2025				425.00	
Postdoc,Peter	1/10/2025	2,500.00		Yes	1/24/2025				425.00	
Postdoc,Peter	1/24/2025	2,500.00		Yes	2/7/2025				425.00	
Postdoc,Peter	2/7/2025	2,500.00		Yes	2/21/2025				425.00	
Postdoc,Peter	2/21/2025	2,500.00		Yes	3/7/2025				425.00	
Postdoc,Peter	3/7/2025	2,500.00		Yes	3/21/2025				425.00	
Postdoc,Peter	3/21/2025	-	2,500.00							425.00
Postdoc,Peter	4/4/2025	-	2,500.00							425.00
Postdoc,Peter	4/18/2025	-	2,500.00							425.00
Postdoc,Peter	5/2/2025	-	2,500.00							425.00
Postdoc,Peter	5/16/2025	-	2,500.00							425.00
Postdoc,Peter	5/30/2025	-	2,500.00							425.00
Postdoc,Peter	6/13/2025	-	2,500.00							425.00
Postdoc,Peter	6/27/2025	-	2,500.00							425.00
Postdoc,Peter	7/11/2025	-	2,500.00							425.00
Postdoc,Peter	7/25/2025	-	2,500.00							425.00
Postdoc,Peter	8/8/2025	-	2,500.00							425.00
Postdoc,Peter	8/22/2025	-	2,500.00							425.00
Postdoc,Peter	9/5/2025	-	2,500.00							425.00
Postdoc,Peter	9/19/2025	-	2,500.00							425.00
Postdoc,Peter	10/3/2025	-	2,500.00							425.00
		-								
		-								
		-								

Running Totals:

\$ 33,174.96

\$ 14,035.56

\$ 19,139.40

\$ 3,317.60

\$ 1,403.60

\$ 1,914.00

Employee	Pay Period	Amount Paid	Committed	Cleared	Date Posted	Notes	CT?	If Bonus "Yes"	Fringe Benefit	Committed Fringe
Student,Sally	10/18/2024	1,275.96		Yes	11/1/2024					127.60
Student,Sally	11/1/2024	1,275.96		Yes	11/15/2024					127.60
Student,Sally	11/15/2024	1,275.96		Yes	11/29/2024					127.60
Student,Sally	11/29/2024	1,275.96		Yes	12/13/2024					127.60
Student,Sally	12/13/2024	1,275.96		Yes	12/27/2024					127.60
Student,Sally	12/27/2024	1,275.96		Yes	1/10/2025					127.60
Student,Sally	1/10/2025	1,275.96		Yes	1/24/2025					127.60
Student,Sally	1/24/2025	1,275.96		Yes	2/7/2025					127.60
Student,Sally	2/7/2025	1,275.96		Yes	2/21/2025					127.60
Student,Sally	2/21/2025	1,275.96		Yes	3/7/2025					127.60
Student,Sally	3/7/2025	1,275.96		Yes	3/21/2025					127.60
Student,Sally	3/21/2025	-	1,275.96							127.60
Student,Sally	4/4/2025	-	1,275.96							127.60
Student,Sally	4/18/2025	-	1,275.96							127.60
Student,Sally	5/2/2025	-	1,275.96							127.60
Student,Sally	5/16/2025	-	1,275.96							127.60
Student,Sally	5/30/2025	-	1,275.96							127.60
Student,Sally	6/13/2025	-	1,275.96							127.60
Student,Sally	6/27/2025	-	1,275.96							127.60
Student,Sally	7/11/2025	-	1,275.96							127.60
Student,Sally	7/25/2025	-	1,275.96							127.60
Student,Sally	8/8/2025	-	1,275.96							127.60
Student,Sally	8/22/2025	-	1,275.96							127.60
Student,Sally	9/5/2025	-	1,275.96							127.60
Student,Sally	9/19/2025	-	1,275.96							127.60
Student,Sally	10/3/2025	-	1,275.96							127.60
		-								
		-								
		-								
		-								
		-								

Total Supplies: \$2,500.00 Total Commitments: \$0.00

Date	Vendor	Amount	Commitments	Cleared?	Month Posted	Notes
10/15/2024	Apple	2,500.00		Yes	12/31/2024	Apple Macbook Pro for GRA

Total Travel: \$0.00

Total Commitments: \$5,000.00

Date	Vendor	Amount	Commitments	Cleared?	Month Posted	Notes
	NWA Travel for Jane Doe		2,500.00			
	AMS Travel for Sally Student		2,500.00			

Total Other: \$0.00

Total Commitments: \$3,000.00

Date	Vendor	Amount	Commitments	Cleared?	Month Posted	Notes
	Publication Fee		3,000.00			Hold for Publication Invoice

Total Tuition: \$7,630.92 Total Commitments: \$8,902.74

Date	Student	Amount	Commitments	Cleared?	Month Posted	Notes
10/18/2024	Student,Sally	635.91		Yes	10/31/2024	
11/1/2024	Student,Sally	635.91		Yes	11/30/2024	
11/15/2024	Student,Sally	635.91		Yes	11/30/2024	
11/29/2024	Student,Sally	635.91		Yes	12/31/2024	
12/13/2024	Student,Sally	635.91		Yes	12/31/2024	
12/27/2024	Student,Sally	635.91		Yes	1/30/2025	
1/10/2025	Student,Sally	635.91		Yes	1/30/2025	
1/24/2025	Student,Sally	635.91		Yes	1/30/2025	
2/7/2025	Student,Sally	635.91		Yes	2/28/2025	
2/21/2025	Student,Sally	635.91		Yes	2/28/2025	
3/7/2025	Student,Sally	635.91		Yes	3/30/2025	
3/21/2025	Student,Sally	635.91		Yes	3/30/2025	
4/4/2025	Student,Sally		635.91			
4/18/2025	Student,Sally		635.91			
5/2/2025	Student,Sally		635.91			
5/16/2025	Student,Sally		635.91			
5/30/2025	Student,Sally		635.91			
6/13/2025	Student,Sally		635.91			
6/27/2025	Student,Sally		635.91			
7/11/2025	Student,Sally		635.91			
7/25/2025	Student,Sally		635.91			
8/8/2025	Student,Sally		635.91			
8/22/2025	Student,Sally		635.91			
9/5/2025	Student,Sally		635.91			
9/19/2025	Student,Sally		635.91			
10/3/2025	Student,Sally		635.91			