



# Navigating the National Oceanic and Atmospheric Administration (NOAA) Proposal Submission Process Part 2

Bonnie VanWinkle, University of Oklahoma  
Associate Director of Proposal Services  
Office of Research Services  
[bvanwinkle@ou.edu](mailto:bvanwinkle@ou.edu)

9/14/22

# NOAA Proposal Submission Process

## Part 2

- CIWRO – Cooperative Institute for Severe and High-Impact Weather Research and Operations
- Infosheet
- Internal Routing
- Budgets and Budget Justifications
- Subcontracts
- Negotiated IDC rate
- Proposal Documents
- Submission system
- Final review and submission
- Review Criteria

# National Oceanic and Atmospheric Administration (NOAA)

- National Oceanic and Atmospheric Administration (NOAA) is under the U.S. Department of Commerce (DOC)
  - DOC Mission: Create conditions for Economic Growth and Opportunity.
  - NOAA's Mission: To understand and predict changes in climate, weather, oceans, and coasts, to share that knowledge and information with others, and to conserve and manage coastal and marine ecosystems and resources.
  - NOAA is an agency that enriches life through science. Their reach goes from the surface of the sun to the depths of the ocean floor.

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

- The Cooperative Institute for Severe and High-Impact Weather Research and Operations (CIWRO), formerly known as the Cooperative Institute for Mesoscale Meteorological Studies (CIMMS), is a research organization formed in 1978 by a cooperative agreement between the National Oceanic and Atmospheric Administration and the University of Oklahoma.
- In June 2021, NOAA announced it has selected OU to host NOAA's new Cooperative Institute for Severe and High-Impact Weather Research and Operations. This current cooperative agreement runs through 9/30/2026.

# NOAA Cooperative Institutes

- NOAA Cooperative Institutes are academic and non-profit research institutions that demonstrate the highest level of performance and conduct research that supports NOAA's Mission Goals and Strategic Plan.
- Cooperative Institutes help educate and train the next generation of NOAA's and the nation's scientific workforce.
- The Cooperative Institute's are located at parent institutions who geographic expanse extends from Hawaii to Maine and from Alaska to Florida.

# Starting the ORS Process

- The Infosheet is the first step of the ORS process
- Provides basic proposal information but can be changed/updated by ORS
- Puts your proposal in the queue
- Does not require routing documents or proposal documents
- Requires a conflict-of-interest (COI) disclosure, if applicable
- Training session is offered through ORS or contact your PS for guidance

<https://ors.ou.edu/proposal/Infosheet/infotype/CMSInfosheet.asp>

# ORS Submission Process continued

- Receive a confirmation email from a Proposal Specialist within 24-48 hours after submitting your Infosheet.
- Provide a budget template with the NOAA negotiated IDC rate of 26% already updated.
- Provide Budget justification specific to NOAA proposals.
- Request the competition you will be applying for so the correct submission package can be downloaded.
- Answer budget questions and provide guidance as needed.

# Internal Routing

- Routing for internal approval is a required step before submitting your proposal. It ensures that your department and anyone included on your proposal is aware of your intent to submit.
- Required documents for routing include:
  - Statement of Work (draft is acceptable)
  - Budget (final budget on the OU template provided)
  - Budget Justification (must meet NOAA specifications)
- Routing can take anywhere from a couple hours to a couple of days so we ask that you provide documents with plenty of lead time.
- Once the proposal has completed the internal routing, continue to work on proposal until it's ready to be submitted.



# Subcontracts

- If a subaward agreement has been arranged with their funded co-PIs such that the full award amount will be distributed directly from NOAA to one institution, then only one project proposal must be submitted (by the Lead-PI's institution) to Grants.gov.
- The subaward should be clearly listed in the full proposal's budget narrative immediately below the budget table.
- Subcontract paperwork needed for internal routing:
  - Statement of work (specific to their portion of the project)
  - Budget (specific to their portion of the project)
  - Budget justification (must match their budget)
  - Letter of Commitment signed by an authorized individual of their organization
  - Negotiated rate agreement

# Collaborative/Multi-Institution Proposals

- For joint projects involving applications from multiple institutions, a PI must be identified for each institution submitting an application.
- All applications for that project must have the same title and identify the same Lead PI, co-PIs, and co-Is on the applications' title page.
- The designated Lead PI and their associated institution will then be responsible for additional documents as described in the solicitation.
- For collaborative proposals that include multiple applications, each partner or PI institution wishing to receive funds directly from NOAA is responsible for submitting to Grants.gov separate proposal packages with identical project titles, title pages, project narratives, and project start dates.

# Submission Package

- ORS will complete
  - Standard Form 424 – Application for Federal Assistance
  - Standard Form 424A – Budget Information – Non-Construction Programs
  - Standard Form 424B – Assurances – Non-Construction Program
  - Form CD-511 – Certifications Regarding Lobbying
  - Standard Form LLL – Disclosure of Lobbying Activities
- ORS will also upload the negotiated Indirect Cost Rate Agreement
- After it has been routed, Tracy Reinke will provide a letter from CIWRO to be uploaded for the submission.

# Submission Package continued

- **PI must provide to ORS the entire project narrative document combined into one PDF ready to be uploaded into the submission system.**
- The PDF must include the project narrative (including the title page, abstract, and figures) and all other attachments including the Data Management Plan, Curricula Vitae (CVs), reference list, Letters of Support, and Collaboration Forms and any other documents as required.

# Final Review and Submission

- After all documents have been uploaded in the submission system, a draft will be sent to the PI for review. If updates or corrections are needed and time allows, changes will be made and a revised draft will be sent for a final review.
- After the PI has granted permission, ORS will submit the proposal on their behalf.

# Submission Information

- As the proposal process through Grants.gov, a tracking number is assigned and emailed to ORS.
- When the proposal crosses into NOAA's grants management system, Grants Online, an agency number is assigned.
- Evaluation criteria and the review process can be found in the NOFO.

# Grants Online System

- Grants Online is the DOC's unified grant processing and administration system that interfaces directly with Grants.gov. Grants Online supports the grant evaluation, award, management, and operations process.
- Through Grants Online:
  - Awards are accepted
  - User roles for individuals are managed
  - Award Action Requests (AARs) are submitted
  - Federal Financial Reports (FFRs) are submitted
  - Performance Progress Reports (PPRs) are submitted
  - Research Performance Progress Reports (RPPRs) are submitted
- If you have received an award notice, you will need a Grants Online account.

# CIWRO

Leadership at OU for CIWRO is:

- Director (Greg McFarquhar)
- Associate Director (Randy Pepler)
- Executive Director, Finance and Operations (Tracy Reinke;  
[treinke@ou.edu](mailto:treinke@ou.edu) )

If you wish to do a proposal flowing through the Cooperative Institute then you **MUST** go through this office.

Their office is located in the National Weather Center, Suite 2100.

Email is [ciwro@nwc.ou.edu](mailto:ciwro@nwc.ou.edu)



# Take-A-Way

- If your proposal is related to CIWRO, coordinate early with that office.
- Be cognizant of submitting accurate subcontract and consultant information.
- Read the current NOFO.
- Send files as soon as possible to test loading and display for issues.
- Submit info sheet and documents early
  - Some NOAA deadlines have heavy activity. Provide documents early to ensure your proposal gets submitted. Be responsive to your PS during the process. Communication and timeliness is key.

# Contacts for Help

- [RIS@ou.edu](mailto:RIS@ou.edu) will answer questions or put you in contact with who can answer your questions for anything pre-award/Office of Research Services (ORS) related.
- Submit an info sheet [Office of Research Services - Proposal Information Sheet](#)|| [The University of Oklahoma \(ou.edu\)](#) and someone from ORS will contact you
- The ORS website (under VPRP) has a variety of training, funding announcements, and general proposal development and proposal submission information.
- Center for Faculty Excellence (CFE) provides proposal assistance and some training [cfe@ou.edu](mailto:cfe@ou.edu)
- If your question is related to post award, then contact Research Financial Services (ReFS) [refsinfo@ou.edu](mailto:refsinfo@ou.edu)