

APPENDIX D: ADMINISTRATIVE EVALUATION REVIEW QUESTIONS

1. Proposal procedures: How does the Cooperative Institute select proposals to request funding from NOAA? What procedures are in place to request proposals by theme or task?
2. How does the CI/University/Institution ensure compliance with OMB circulars, Department of Commerce regulations and NOAA grant conditions?
3. How does the CI/University/Institution ensure compliance with internal grant policies?
4. What are your formal and informal mechanisms for communications between the CI and University/Institution administrative/finance offices? Who are the NOAA contacts (administrative & technical)?
5. How do you ensure compliance with university/institution human resources policies in such matters as: hiring, resignations, promotions, salary scales, disciplinary actions, etc.?
6. Who supervises CI employees working in NOAA facilities? How is this implemented on site and reported (e.g., leave and performance evaluations)?
7. Reports and requests to NOAA: How is the CI informed when the University/Institution formally sends in the financial reports and annual technical reports?
8. How are other formal requests to NOAA communicated between the CI, University/Institution (e.g. large equipment purchases, sub-grants)?
9. Demonstration of electronic communications (e.g., preparation of required financial reports from University/Institution fiscal data).
10. Publications, property and intellectual property records (demonstration of any tracking systems)