

CIMSS Administrative Review Agenda 2024

Cooperative Institute for Meteorological Satellite Studies (CIMSS)
Space Science and Engineering Center (SSEC)
University of Wisconsin-Madison (UW)
Wednesday, 8 May 2024
Location: 351 Atmospheric, Oceanic, and Space Sciences Building
1225 W Dayton St., Madison, WI 53706

CIMSS In-Person Attendees:

Chelsea Dahmen, Administrative Director, CIMSS, SSEC/UW
Tristan L'Ecuyer, Director, CIMSS, SSEC/UW
Wayne Feltz, Deputy Director, CIMSS, SSEC/UW
Angie Montgomery, Research Administration Manager, CIMSS, SSEC/UW
Wenhua Wu, Research Administration Manager, CIMSS, SSEC/UW
Melissa Steinl, Procurement Specialist, CIMSS, SSEC/UW
Jessica Liegel, HR Manager, CIMSS, SSEC/UW
Amanda Thornton, Software Engineer/Developer, CIMSS, SSEC/UW
Dan Murach, Software Engineer/Developer, CIMSS, SSEC/UW
Helen Murphy, AOSS Librarian, CIMSS, SSEC/UW

UW-Madison In-Person Attendees:

Nick Novak, Assistant Dean for Research Services, UW Office of the Vice Chancellor for Research (OVCR)
Steve Flaherty, Research Administration Manager, UW OVCR
Angie Johnson, Interim Assistant Director-Post-Award, UW Research and Sponsored Programs (RSP)
Lori Snyder, Grants and Contracts Post-Award Accountant, UW RSP

NOAA Attendees: (* Panelists)

*Paul DiGiacomo, Chair/TMP, NESDIS/STAR (In-Person)
*Ericka Rosier, FPO, NESDIS/STAR Grants Team (Virtual)
*Joel Perlroth, STAR Financial Management Branch Chief (In-Person)
Doug Howard, Director, NESDIS/STAR (In-Person)
Kristen Tronvig, Deputy Director, NESDIS/STAR (In-Person)
*Raishan Adams, OAR/NESDIS Branch Chief, NOAA Grants Management Division (Virtual)
*Jennifer Jackson, Lead Specialist in GMD (Virtual)
*Kate Flores, Specialist, Cooperative Institute Administrative Office (Virtual)
*Jim Herzog, Specialist, Cooperative Institute Administrative Office (Virtual)
*Lydia Grunstra, Senior Counsel, Federal Assistance Law Division (Virtual)

8:30 Welcome and Introductions
Tristan L'Ecuyer, Director, CIMSS, SSEC/UW

- 8:40 NOAA Introductions and Overview of Administrative Review Format
Paul DiGiacomo, Chair/STAR Principal Science Advisor
- 8:50 NOAA Grants Management Role
Raishan Adams, Branch Chief, NOAA Grants Management Division (GMD) - remote
Jennifer Jackson, Lead Specialist in GMD - remote
- 8:55 Cooperative Institute Administration Office (CIAO)
Kate Flores, Monitoring and Oversight Lead, CIAO - remote
Jim Herzog, Financial Management and Evaluation Lead, CIAO- remote
- 9:00 FALD Role in Grants
Lydia Grunstra, Senior Counsel, U.S. Dept. of Commerce General Law Division, Federal Assistance Law Division (FALD) - remote
- 9:05 Overview of CIMSS, Science Administration, Office of the Vice Chancellor for Research, Research and Sponsored Programs
Wayne Feltz, Deputy Director, CIMSS, SSEC/UW
Chelsea Dahmen, Administrative Director, CIMSS, SSEC/UW
Nick Novak, Assistant Dean for Research Services, OVCR/UW
Steve Flaherty, Research Administration Manager, OVCR/UW
Angie Johnson, Interim Assistant Director-Post Award, RSP/UW
Lori Snyder, Grants and Contracts Post-Award Accountant, RSP/UW
- 9:35 **Break**
- 9:50 Administrative Review Questions - CIMSS Responses
Chelsea Dahmen, Administrative Director, CIMSS, SSEC/UW
- 11:30 Break
- 11:45 Site Review Questions and On-site Review of Systems
Admin Panel Led
- 12:30 Lunch break**
- 1:30 Site Review Questions and On-site Review of Systems (continue as needed)
- 2:00 Review panel executive session: Admin Review Panel discusses findings and recommendations (closed)
- 3:30 Review Panel feedback to CIMSS Director and staff
- 4:00 Adjourn**