

JISAO Staff Meeting **Thursday April 13, 2006**

FACILITATOR: Cara
NOTETAKER: Fred

PRESENT: Mary, Meena, Betsy, Cara, Fred, Marjorie

NOAA Annual CI Meeting in Silver Spring, MD

Meena: Mike, Mary & Meena attended this meeting April 3 – 5, which was the first such meeting to include all NOAA cooperative institutes In OAR, NMFS and NESDIS. Some of the items discussed at the meeting:

- Audits: they advised grantees to include details on fringe benefits & indirect costs in proposals and stressed documenting as much as possible (Meena also looked into the Single Audit Report, which for us is done annually at central UW. The reports are available online at <http://www.washington.edu/research/osp/auditreports.html>)
- CI policy handbook: a handbook for policies for all cooperative institutes is being worked on at NOAA
- Grants.gov/Grants Online: NOAA is part of the Federal initiative for all granting agencies to put their funding opportunities on grants.gov. This year's annual report will be able to be submitted via NOAA's Grants Online system, and next year they will have standardized online forms to complete the annual report
- There were overall complaints from the CI attendees about the slowness of receiving NOAA awards; NOAA says they're working on it
- CIMMS' annual report includes data on non-NOAA awards; we may consider doing that as well in the future
- Some other CIs use Endnote or Procite software for their publication databases; so Mary suggested looking into possibly doing that as well. This will be discussed (among other things) with Tim Hannon next week.

Meeting at PMEL next week

Mary: meeting is scheduled to take place Friday, April 21st, after the PMEL coffee break (about 11AM).

- If Mike is able to attend he will go over what will be needed for the annual science plan -that NOAA would like us to submit at the beginning of each year. We are hoping to start this by the beginning of the funding cycle next year.
- Mary wants to discuss having all Task II purchasing and travel signed off by the appropriate PMEL PI or budgetary authority for approval. The JISAO forms for these will be revised to reflect this.

There will also be a reminder about conserving JISAO funds as much as possible when traveling.

- Discussion of upcoming performance reviews as well as other ways to give salary increases.
- Give them a “heads up” about the upcoming annual report
- Give them a reminder on citing JISAO as their employer when speaking with the media.

Diversity Outreach

Cara: reported the items as follows:

- PMEL raised \$3,000 for NOAA science camp and Mike agreed to fund 3 – 4 scholarships for this.
- Mary and Cara met with Suzanne Brainard from the Center for Workforce Development—which is part of the UW College of Engineering and “works to diversify the global engineering and science workforce”. The Center is connected to the ADVANCE program, and JISAO may be able to use the ADVANCE program to assist JISAO in creating an effective recruitment program that would attract more diverse job candidates.

Other

- Mike volunteered to have the CI Directors’ strategic planning meeting this summer here in Seattle. JISAO staff may get involved in helping facilitate that meeting.
- Joe Greer will probably be staying on until the end of June.
- Mary wants to start looking into ways to have JISAO forms such as travel and purchasing be able to be completed, signed and submitted to us via the web. This is a long-term project and will be discussed with Tim next week.
- A representative group from JISAO will tour the new R&T building next week. At that time, we hope to learn what the status is of our move.