

## APPENDIX A: CIOERT PROJECT SUPPORT REQUEST

### PROCEDURES:

CIOERT Project Support Requests (PSR) may be reviewed, accepted and supported during the CI's grant period. They may be included as part of the CIOERT Annual Science Plan if they are submitted before submission of the omnibus proposal. PSRs may be funded by:

- *The CI* through a dedicated budget that is included in the omnibus proposal-- accepted projects must address CI priority objectives;
- *The requester* through payment of all costs, including a lease agreement wherein the requester pays a day rate for the system-- accepted projects may address a broader spectrum of objectives, but still must relate to NOAA's mission;
- *The CI and requester* through sharing of costs—the CIOERT Executive Director may opt to waive some system costs if the CI gains in other ways from the collaboration, for example, support for other NOAA programs.

Since PSRs may be processed faster than omnibus proposal projects, the following procedure is intended to facilitate processing of PSRs without sacrificing accountability:

1. **Receipt:** PSR Forms (below) are received by the CI Associate Director (AD), who may immediately deny requests and no further processing is required.
2. **Review:** AD will forward acceptable PSRs to the C4 operations team, who summarizes the support requested and assesses the technical feasibility of the proposed work and routes it back to the AD for science review by the CIOERT Executive Council. The EC may ask for further review by the CIOERT Science Advisory Council.
3. **Notification:** Based on the review results, the Executive Director prepares a letter of acceptance or rejection:
  - a) *Acceptance letters (example below)* outline the terms or conditions of the support requested. Copies of the acceptance letter are sent to the EC.
  - b) *Rejection letters* or correspondence are filed in a "Rejected Requests" folder maintained with the AD's master project files.
4. **Mission Planning:** Mission planning for approved projects depends on how the project is supported:
  - a) Projects receiving minor or ancillary support, such as loans of minor pieces of equipment, are not given a project number. These PSRs are grouped for reporting under the C4 Project Summary.
  - b) Stand-alone projects may be assigned a new project number number if the requested support is substantial, e.g.: 1) project receives direct CI support (subcontract or direct purchase of supplies, equipment, or services); 2) project does not receive direct CI funding, however, requires use of major CI assets, facilities, or staff expertise; or 3) the CI is reimbursed for use of center assets.
5. **Mission Reporting:** If the project is assigned a project number, the PI must submit a CIOERT *Project Summary Report* to the AD prior to departing the study area. This form serves as both the Quick-Look and Project Summary Report to be included in the CIOERT IMS database.

**CIOERT PROJECT SUPPORT REQUEST FORM:**

**Principal Investigator:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

Affiliation \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Region:** SAB  GOM  FLA

**Support Requested:**

CI funding: \$ \_\_\_\_\_

Standard diving support: Days \_\_\_\_\_ Divers \_\_\_\_\_

Technical diving support: Days \_\_\_\_\_ Divers \_\_\_\_\_

ROV support: System \_\_\_\_\_ Days \_\_\_\_\_ Pilot \_\_\_\_\_

Other: \_\_\_\_\_

**Project Summary** (2 page narrative including situation/need, objectives, approach, why CIOERT versus other options, benefits):

**Center Review:**

*(science)*

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*(operations)*

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**Assign Project #? Y/N:** \_\_\_\_\_

**Approvals (circle Y or N, sign and date):**

Y/N - Associate Director: \_\_\_\_\_

Date: \_\_\_\_\_

Y/N - Operations Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Y/N - Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Y/N - Executive Council: \_\_\_\_\_

Date: \_\_\_\_\_

**EXAMPLE OF PSR ACCEPTANCE LETTER:**

Dear:

The Cooperative Institute for Ocean Exploration, Research and Technology (CIOERT) has reviewed your Project Support Request and is pleased to provide support for your research, "<title of project>," in 20XX. Following are the terms and conditions for center support of this project:

*[insert, e.g., cost sharing information, tentative dates if known, number of days, location(s) of work]*

If you agree to the above terms, please sign and to my attention. If you do not agree with the terms of support, please contact me immediately.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

We may contact you before we receive your signed letter, however, we cannot commence formal project planning until we receive the signed letter, so please respond soon. We look forward to a productive project with you.

Sincerely,

Andrew N. Shepard  
CIOERT Associate Director