

Grant Management Division Alert #2004-010 (all)

Subject: NOAA Federal Program Officer Checklist for New Awards for FY04

From: Michael Nelson, Chief
Grants Management Division

Date: December 23, 2003

Effective January 1, 2004, the attached NOAA Federal Program Officer Checklist for New Awards will be required for submission of all new awards to the Grants Office. Separate instructions that provide additional guidance on the requirements of the Checklist are also attached.

Extensive research and communication with NOAA Line Offices and Staff Offices as well as the Department of Commerce Office of General Counsel have gone into these documents. We have attempted to make the instructions as thorough and complete as possible. Links to appropriate websites throughout the Checklist and instructions should prove useful. The Checklist form plus instructions have been designed as stand-alone documents that, if followed correctly, should result in a fundable award package that will be readily reviewed and approved by the Grants Office.

A separate checklist for funded amendments is being prepared and will be issued early in the new year. In the interim, the Program Officer Checklist from FY01 dated 9/21/00 can continue to be used for submission of funded amendments to existing awards.

If there are any questions on this GMD Alert, please contact Michael Nelson (Michael.Nelson@noaa.gov) or Mike Atsalinos (Mike.Atsalinos@noaa.gov).

Web Links:

[NOAA Federal Program Officer Checklist](#) and [Instructions for New Awards](#)