

WPO Notice of Funding Opportunity (NOFO)

Title Page Instructions and Examples

The format for the PI/co-PIs can vary as long as all the information is included. The budget table format should match what is listed in the examples below. If the requested information does not fit onto a single title page with reasonable effort, then a second title page may be added and will not count against the proposal page limit. Make sure to include all necessary information as noted in the NOFO.

Project Title

Notice of Funding Opportunity: NOAA-OAR-WPO-20XX-XXXXXXX
Project Period: Month, Date, Year – Month, Date, Year

Lead PI name, title, organization/affiliation, telephone number, email address

Lead PI - Authorized Institutional Representative⁺, Affiliation/Institution Name

Name, Title/Organization

Mailing & Physical Address (if different)

Phone number, email address

⁺Authorized Representative will be contacted for matters regarding this award and it's important their information is listed on the title page

Co-PI: title, organization/affiliation, telephone number, email address

Co-PI - Authorized Institutional Representative, Affiliation/Institution Name

Name, Title/Organization

Mailing & Physical Address (if different)

Phone number, email address

Co-I's: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Collaborators: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Budget Summary Table - Year 1, Year 2

The total requested funds for each annual period for the project as a whole, and for each individual institution (including each federal and non-federal institution), including indirect costs should be listed in the table. Include NOAA lab funding requests in the budget summary table as well. Any subaward information may be listed below the table.

Example 1 - External Institution(s) only

Project Title

Notice of Funding Opportunity: NOAA-OAR-WPO-20XX-XXXXXXX

Project Period: September 1, 20XX – July 31, 20XX

Lead PI: Anna Jones, Professor/Researcher, ABC University

Phone: (555) 555-5555, email: ajones789@example.com

Authorized Institutional Representative, ABC University

Scott Taylor, Office of Research Administration

123 University Way, Silver Spring, MD 20910

Phone: (555) 555-5432, email: staylor456@example.com

Co-PI: John Smith, Professor/Researcher, University of CDE

Phone: (222) 222-2222, email: john.smith@example.com

Authorized Institutional Representative, University of CDE

Susan Williams, Office of Research Administration

4567 University Court, Silver Spring, MD 20910

Phone: (222) 222-3456, email: susan.williams@example.com

Co-Is: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Collaborators: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Budget Summary

Institution	Year 1	Year 2	Total
ABC University	\$202,000.00	\$232,000.00	\$434,000.00
University of CDE	\$180,000.00	\$45,000.00	\$225,000.00
Total Funds Requested	\$382,000.00	\$277,000.00	\$659,000.00

Additional Funding Notes

Subawards: None

Example 2 - External Institution and Federal Institution

Project Title

Notice of Funding Opportunity: NOAA-OAR-WPO-20XX-XXXXXXX

Project Period: September 1, 20XX – July 31, 20XX

Lead PI: Anna Jones, Professor/Researcher, ABC University

Phone: (555) 555-5555, email: ajones789@example.com

Authorized Institutional Representative, ABC University

Scott Taylor, Office of Research Administration

123 University Way, Silver Spring, MD 20910

Phone: (555) 555-4321, email: staylor456@example.com

Collaborator: Tom Smith, Meteorologist/Researcher, NOAA Lab

Phone: (123) 456-7899, email: tom.smith.example@noaa.edu

Co-PIs & Co-Is: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Collaborators: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Budget Summary

Institution	Year 1	Year 2	Total
ABC University	\$202,000.00	\$232,000.00	\$434,000.00
NOAA Lab	\$18,000	\$11,550.00	\$29,550.00
Total	\$220,000.00	\$243,550.00	\$463,550.00

Additional Funding Notes

Subawards: None

Example 3 - External Institution(s) with subaward and Federal Institution

Project Title

Notice of Funding Opportunity: NOAA-OAR-WPO-20XX-XXXXXXX

Project Period: September 1, 20XX – July 31, 20XX

Lead PI: Anna Jones, Professor/Researcher, ABC University

Phone: (555) 555-5555, email: ajones789@example.com

Authorized Institutional Representative, ABC University

Scott Taylor, Office of Research Administration

123 University Way, Silver Spring, MD 20910

Phone: (555) 555-5432m, email: staylor456@example.com

Co-PI: John Smith, Professor/Researcher, University of CDE

Phone: (222) 222-2222, email: john.smith@example.com

Authorized Institutional Representative, University of CDE

Susan Williams, Office of Research Administration

4567 University Court, Silver Spring, MD 20910

Phone: (222) 222-3456, email: susan.williams@example.com

Collaborator: Tom Smith, Meteorologist/Researcher, NOAA Lab

Phone: (123) 456-7899, email: tom.smith.example@noaa.edu

Co-Is: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Collaborators: Name1 (Affiliation), Name2 (Affiliation), Name3 (Affiliation), etc.

Budget Summary

Institution	Year 1	Year 2	Total
ABC University	\$576,000.00	\$533,250.00	\$434,000.00
NOAA Lab	\$18,000	\$11,550.00	\$29,550.00
Total Funds Requested	\$220,000.00	\$243,550.00	\$463,550.00

Additional Funding Notes/Requests

Subaward: ABC University will subaward University of CDE - \$100,000.00 (Year 1), \$50,000.00 (Year 2)