



**NOAA**  
**WEATHER**  
PROGRAM OFFICE

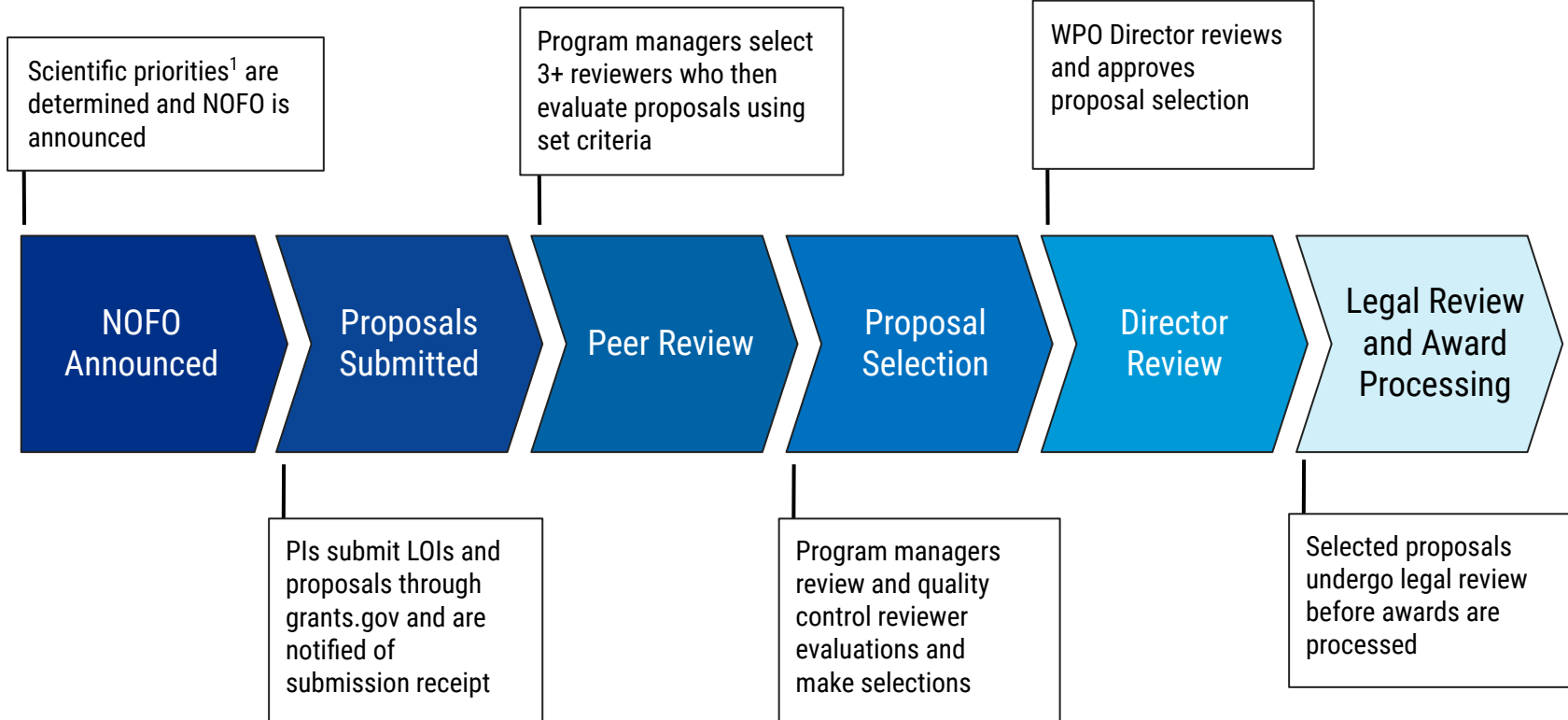
# Notice of Funding Opportunity (NOFO) Application Process

A Guide to Understanding the Weather Program Office NOFO

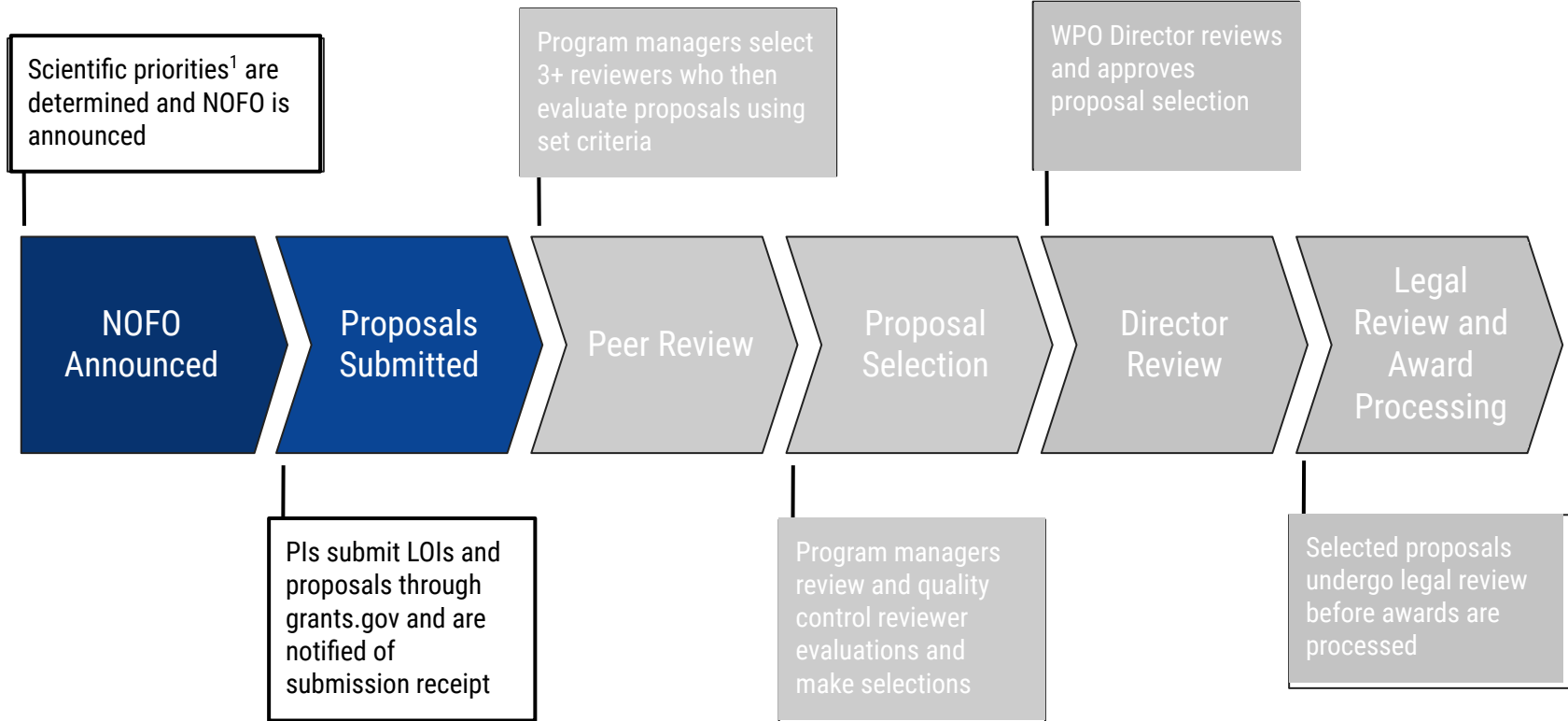


<sup>1</sup>WPO program managers work with policy team, partners and stakeholders, and scientific community to develop scientific priorities for each competition within a NOFO.

# WPO NOFO PROCESS SUMMARY

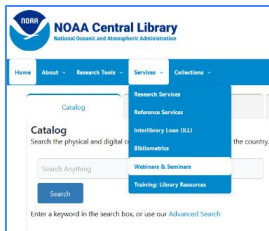


# WPO NOFO APPLICATION PROCESS



# NOFO RELEASE and INFORMATIONAL WEBINAR

- Annual webinar hosted by WPO and the NOAA Central Library
  - Outlines available competitions
  - Provides specific deadlines and due dates
  - Facilitates Q&A with competition managers and NOFO administrators
- Webinar recording (with closed captioning) available through the NOAA Central Library YouTube Channel
- Additional Information about the annual competition available on the WPO website and at grants.gov



[NOAA Central Library](#)



[WPO Website](#)



[Grants.gov](#)



# LETTERS OF INTENT (LOIs)

*While not required, an effective Letter of Intent allows potential applicants to receive feedback on a proposal idea in order to develop a more competitive application.*

- An LOI is a 2-page research summary that contains a basic project outline, budget, and description of potential applications and benefits.
- Reviewers will respond with a non-binding recommendation either encouraging or discouraging the applicant to proceed with a full proposal.
- Submit LOIs by September 19, 2023, 5:00pm via (<https://tinyurl.com/FY24WPOCompetition>) or email to [oar.wpo.nofocompetition@noaa.gov](mailto:oar.wpo.nofocompetition@noaa.gov)





# APPLICATION CONTENT

- ✓ Title Page; Plain-Language Abstract
- ✓ Compelling Research Plan
- ✓ Relevance to Competition Focus Area(s)
- ✓ Project Outcomes and Applications (i.e., R2X) and RLs
- ✓ Data Management Plan
- ✓ High-Performance Computing (HPC) requirements
- ✓ Project Budget
- ✓ PI and Co-PI Info (contact info, CVs, current and pending support, etc.)
- ✓ Outreach and Communication Plan; Statement of Diversity and Inclusion





# ELIGIBILITY CRITERIA FOR PIs

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## ● Eligible

- U.S. Colleges, Universities, Institutions of Higher Education
- Cooperative Institutes
- U.S. based commercial organizations
- State, Local, Tribal governments within the U.S.
- U.S.- non-profit organizations

## ● Eligible (but **must** be partnered with one of the above)

- NOAA Federal Institutions (Labs, Operational Centers, etc.)
- NOAA Federal Contractors

## ● Ineligible

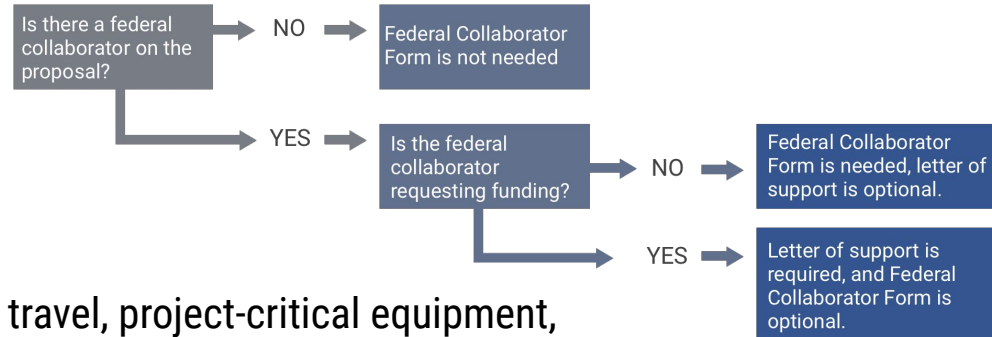
- International (non-U.S. based) Institutions
- Non-NOAA Federal Institutions and Contractors



# NOAA FEDERAL COLLABORATORS

Federal Collaborators Decision Chart

- Must partner with a lead PI from an eligible institution
- May not submit their own proposal
- May not request funding for salaries
  - **Allowed:** Critical, project-dependent travel, project-critical equipment, overhead/indirect costs for affiliate institutions, infrastructure/testbed-related costs
  - **NOT Allowed:** Federal employee or Federal contractor salaries, conference/workshop travel, any other direct funding
- NOAA Federal contractors are considered as NOAA Federal employees
- Unfunded Federal collaborators must provide a **Federal collaboration form** to document their intended involvement
- Funded NOAA Federal collaborators must provide a **letter of support**
  - Proposed total budget (excluding overhead/indirect costs) **may not exceed 20%**





# FEDERAL COLLABORATORS

High RL projects targeting federal operations are strongly encouraged to work with federal collaborators in order to increase the likelihood of operational transition.

## Do's and Don'ts of Fed. Collaborator Use of Funds



- Critical, project-dependent travel
- Project-critical equipment
- Infrastructure/testbed-related costs
- Overhead/indirect costs for affiliate institutions



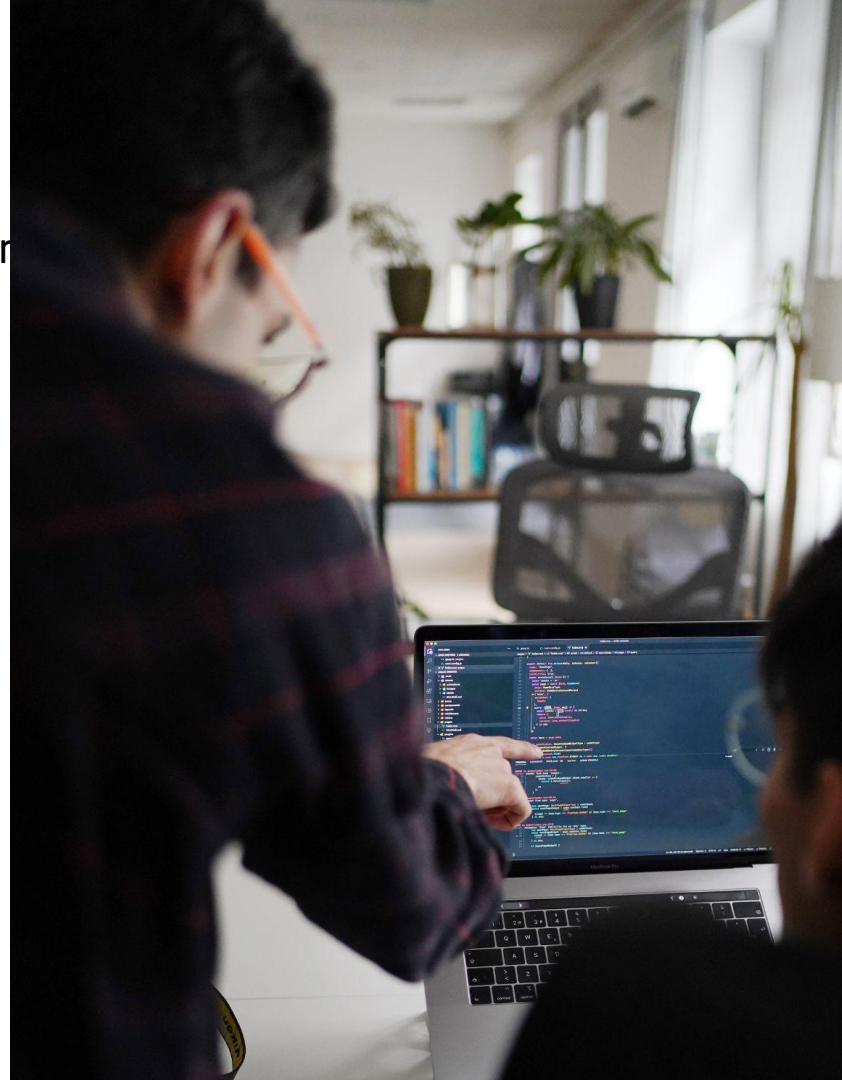
- Submit proposal for work
- Conference/workshop travel
- Any other direct funding
- Federal employee or federal contractor salaries



# FEDERAL COLLABORATIONS AND TRANSITIONS

Research projects intending to transition to operations or other applications should involve consistent engagement with R&D partners, which is crucial to help identify, support, and transition world-class research.

- Competitions that fund high-RL work require collaborations with federal employees, increasing the likelihood of funded work transitioning into operations.
- Successful testbed projects will coordinate with testbed management and be relevant to operational partner needs.
- PIs with high RL projects (6 and above) are required to write transition plans with their federal collaborators within 6 months of the project start date.





# IMPORTANT CONSIDERATIONS FOR PIs

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- **Applying to multiple competitions is allowed**
  - ...but they must be different proposed projects
- **Identify and engage partners throughout the process**
  - Discuss your ideas with colleagues, former or current PIs, etc.
  - The ultimate goal is an eventual transition of research to apply the research findings
  - Touch base with the appropriate testbed or proving ground
- **Leave NOAA's operational transitions to the NWS - if NWS decides to adopt a product, the work to complete the transition is not covered by OAR**
- **Collecting data and information from human subjects**
  - Institutional Review Board (IRB): Mandatory requirements for all human subjects research.
  - Office of Management and Budget (OMB) / Paperwork Reduction Act (PRA) Process: Mandatory if NOAA assists in reaching out to/recruiting human subjects on your behalf.



# AVOID COMMON MISTAKES

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- **Not meeting minimum requirements**
  - Proposals that are late, incomplete, or not following guidelines will be rejected without review
- **Applying to an inappropriate competition**
  - Triple-check that the project aligns with the specific competition's science priorities
- **Not thinking about the “big picture”**
  - WPO's competitions focus on advancing research and enabling research transitions
  - Consider the end-user: what is the next step after the funding period ends?
- **Being overly vague or too narrowly focused**
  - Show that you have a refined R&D strategy and have considered possible risks
- **Unrealistic scope**
  - Do not “over-propose” - Are your research and transition goals realistic and achievable?
- **Ignoring deadlines or waiting until the last minute to apply**
  - How many applications will your institution have to process at the deadline?



# NOAA WEATHER PROGRAM OFFICE

For information about the review process see the following presentations

