

TO: Office of Proposal Development Coordinators

FROM: Sarah Garcia, CIFAR Administrator

DATE: December 15, 2016

SUBJECT: Non-Competitive Proposal or Linked Proposal

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Previously, CIFAR submitted primarily non-competitive proposals. However, linked proposals have been growing in number. So it is important that linked and non-competitive proposals are distinguished properly. The simplest way to differentiate them is by asking the following question: Is this submission in response to a NOAA RFP? If the answer is no, then the proposal is a non-competitive proposal. If the answer is yes, then it is a linked proposal. Both types of proposal have very different submission and managing guidelines.

Non-competitive proposals are as the name suggests, non-competitive. Non-competitive proposals are used when a NOAA program manager directly requests a proposal from an individual and asked that the proposal be submitted via CIFAR. CIFAR, through its agreement with NOAA, has its own separate grant application packet to submit the non-competitive proposals. CIFAR's current cooperative agreement expires 06/30/2018, and thus cannot receive awards for projects that exceed that date. CIFAR will be submitting a renewal request as the expiration date approaches. Below are additional guidelines for non-competitive proposals:

- Period of performance - The proposed project period of performance may not exceed CIFAR's current cooperative end date of 06/30/2018. For example, if the proposed project is 07/01/2017 – 06/30/2020, the proposal may not be routed through CIFAR's cooperative agreement. In this instance, it may be possible for the proposing PI to revise, should the program manager agree, the proposal project end date to 06/30/2018, and if CIFAR's cooperative agreement is successfully renewed, to submit another proposal for the remainder of the project's life.
- Statement of Work – Proposal coordinator should email the statement of work, final version is preferable, to Sarah Garcia so that the review of it may begin. After the CIFAR director has reviewed and confirms that the project meets one, or any combination of, the CIFAR research themes, Sarah will notify the coordinator.
- Indirect cost rate – CIFAR's negotiated FY08 indirect cost rates will be utilized by the project. For example, if the project is research, then the project will use the indirect cost rate of 45.1%.
- Task I Budget – Task I Budget should be included on the budget. Sarah Garcia will provide direction for this portion of the budget.
- Cover Letter – A cover letter will be generated by CIFAR. The proposing PI is responsible for identifying which CIFAR theme his/ her project is applicable to, as well

as the full contact information of the requesting program manager, to include title, address, phone number, and email address.

- Proposal Submission – The proposing PI will begin working with OPD on the project, as he/she would on any other proposal. However, CIFAR will be responsible for creating and submitting the grant application packet, as well as submitting all other required proposal documents to OGCA for review and submission.

Linked proposals are competitive proposals that align with one, or any combination of, CIFAR's research themes. Linked proposals are used when the program manager has issued a formal request for proposals and will be using their own grant application packet for submitting the proposal via Grants.gov. Only proposals that follow any, or a combination of, CIFAR's research themes will be considered linked proposals. Therefore, all statements of work must be routed through Sarah Garcia to ensure that the proposal meets one, or any combination of, CIFAR's research themes. If the proposed work is deemed to follow one, or any combination of, CIFAR's research themes, then the proposal can be linked to the CIFAR cooperative agreement and a cover letter stating that will be created and submitted to the OPD for inclusion with the grant application packet. Below are additional guidelines for linked proposals:

- Period of performance - The proposed project period of performance may be for any time frame the program manager/ RFP requests.
- Statement of Work – Proposal coordinator should email the statement of work, final version is preferable, to Sarah Garcia so that the review of it may begin. After the CIFAR director has reviewed and confirms that the project meets one, or any combination of, the CIFAR research themes, Sarah will notify the coordinator.
- Indirect cost rate – CIFAR's negotiated FY08 indirect cost rates may be utilized by the project. For example, if the project is research, then the project may use the indirect cost rate of 45.1%.
- Task I Budget – No Task I Budget should be included on the budget.
- Cover Letter – A cover letter will be generated and submitted to OPD by CIFAR. The proposing PI is responsible for identifying which CIFAR theme his/ her project is applicable to, as well as the full contact information of the requesting program manager, to include title, address, phone number, and email address.
- Proposal Submission – OPD will be responsible for creating and submitting the grant application packet, as well as all other required proposal documents to OGCA for review and submission. OPD should include the CIFAR cover letter, noted above, in the grant application packet.

For additional information, please feel free to visit our website or simply contact me.

Thank you for your support!