



Communications Protocol for CIROH Researchers & Federal Sponsors

The following protocol governs communication between CIROH researchers and federal sponsor personnel related to present and potential future CIROH projects. These protocols are put in place to:

1. Manage the volume of requests, questions, and other interactions;
2. Preserve time and effort of federal employees and contractors;
3. Ensure fair access to NOAA personnel; and
4. Meet requirements for NOAA Cooperative Institutes.

Existing Projects

For funded projects, CIROH PIs may communicate openly with their federal point of contact and other previously identified collaborators following established timing requirements. OWP and other federal contractors should not be contacted directly without coordination with the CIROH Executive Director, Steve Burian, and CIROH's Federal Program Officer (FPO) from NOAA OWP, Sam Contorno.

Future Projects – Call for White Papers

For a new research project idea initiated by a CIROH investigator responding to the call for white papers, questions and requests for information from the investigator must be submitted using the online Question Form (link included in the call for white papers materials).

CIROH will work with its NOAA FPO to coordinate the responses to questions and requests and to facilitate the interaction with the relevant Federal point of contact, contractors, and other collaborators as identified by the FPO. Subsequently, CIROH investigators may follow the defined process to write and submit a white paper to the CIROH Executive Board.

Future Projects – Invited Proposals

For a new research project idea specifically invited by NOAA (or other federal agencies), the federal project champion shall contact Steve Burian, CIROH Executive Director, and Sam Contorno, CIROH's FPO. The federal project champion shall develop a questionnaire using a template provided by CIROH. If a lead CIROH researcher is known, the federal project champion may, in coordination with the CIROH Executive Director, and FPO, initiate communication with lead CIROH researchers to develop and formally submit the questionnaire to CIROH. CIROH will reach out to the selected consortium member to request a white paper or proposal in response to the federal sponsor invitation. CIROH will coordinate directly with the federal sponsor during that process. If a lead CIROH researcher is not identified by the federal project champion, CIROH will assist the federal sponsor with identifying and selecting a lead CIROH researcher or issue an open invite for white paper submissions. Projects submitted in this way will go through the defined evaluation process by the CIROH Executive Board. CIROH will quality control and officially submit proposals through Grants.Gov.

Relevant Points of Contact

Steve Burian; CIROH Executive Director
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Sam Contorno; CIROH's NOAA Federal Program Officer
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