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| **Actions Before Proposal is Submitted to COMET** | **YES** | **NO** | **DATE** |
| 1. Did NWS office staff and university staff meet to discuss and form outline and scope of project? |[ ] [ ]  Click or tap to enter a date. |
| 2. Did NWS office consult Scientific Services Division (SSD) staff? |[ ] [ ]  Click or tap to enter a date. |
| 3. Was Statement of Work and budget formulated as a team effort between university and NWS staffs? |[ ] [ ]  Click or tap to enter a date. |
| 4. Was proposal submitted to SSD for review? |[ ] [ ]  Click or tap to enter a date. |
| 5. Did SSD forward copies of proposals dealing with WSR-88Ddata to Radar Operations Center (ROC), Applications BranchChief for review? |[ ] [ ]  Click or tap to enter a date. |
| 6. Did SSD forward copies of proposals dealing with hydrometeorology to the Senior Scientist of National Water Center (under NWS Office of Water Prediction) for review? |[ ] [ ]  Click or tap to enter a date. |
| 7. Did SSD review the data request for project to ensure its scope and criticality for proposal? |[ ] [ ]  Click or tap to enter a date. |
| 8. Is all data for the project being ordered by NWS offices through the National Center for Environmental Information (NCEI) (ncei.info@noaa.gov) free of charge? |[ ] [ ]  Click or tap to enter a date. |
| 9. Does budget include publication charges and travel costs for NWS employees to present results at scientific conferences? |[ ] [ ]  Click or tap to enter a date. |
| 10.Does budget separate NWS costs into fiscal year costs and university costs into calendar year costs? |[ ] [ ]  Click or tap to enter a date. |
| 11.Does proposal include a separate justification for university hardware purchases which are usually not funded by the COMET Outreach Program? |[ ] [ ]  Click or tap to enter a date. |
| 12. Have the following people signed off on the proposal coversheet:- MIC/HIC?- SSD Chief?- Regional Director? |[ ] [ ]  Click or tap to enter a date. |
| 13. Is a letter of endorsement signed by regional director attached? |[ ] [ ]  Click or tap to enter a date. |

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| Actions after Endorsement by NWS | **YES** | **NO** | **DATE** |
| 1. University submits proposal to the COMET Program. |[ ] [ ]  Click or tap to enter a date. |
| 2. Proposal acknowledgment letter sent by the COMET Program to submitting university with copies to SSDs and NWS office. |[ ] [ ]  Click or tap to enter a date. |
| 3. COMET review of proposal (internal review for Partners Project proposals and formal review for Cooperative Project proposals). |[ ] [ ]  Click or tap to enter a date. |
| 4. The COMET Program sends acceptance, rejection, or modification letters to university with copies to SSD, NWS office, and NWS Office of Science and Technology Integration (OSTI). |[ ] [ ]  Click or tap to enter a date. |
| 5. The COMET Program allocates funds for university. |[ ] [ ]  Click or tap to enter a date. |
| 6. OSTI obligates funds for NWS offices. |[ ] [ ]  Click or tap to enter a date. |
| 7. SSD/NWS office orders data from NCEI. |[ ] [ ]  Click or tap to enter a date. |
| 8. NWS office or SSD calls OSTI for accounting code for expenses. |[ ] [ ]  Click or tap to enter a date. |
| 9. NWS office sends copies of all travel vouchers and expense records to OSTI. |[ ] [ ]  Click or tap to enter a date. |
| 10. NWS office or SSD sends copies of publication page charge forms to OSTI. |[ ] [ ]  Click or tap to enter a date. |
| 11. NWS office keeps SSD informed of progress on the project and any results or benefits derived from the project. |[ ] [ ]  Click or tap to enter a date. |