

Administrative Steps for Processing PWR CESU Task Agreements and Modifications

1. **Start Early!** The steps for establishing a CESU agreement, outlined below, involve multiple parties and may be very time consuming. Please allow sufficient time for working with your CESU Research Coordinator (RC) and note that the San Francisco contracting office requires 45-60 days minimum to process agreement actions.
2. **Contact CESU NPS Research Coordinator.** NPS staff or the Agreement Technical Representative (ATR) notifies the CESU RC of intent to develop a new task agreement (TA), or a modification (MOD) to an existing TA, at the earliest possible date. For a new TA, the ATR discusses the project with the CESU coordinator to make sure it is appropriate for the CESU program, including how NPS will be substantially involved in the project.
3. **Confirm ATR Certification.** Check the [NPS National ATR Certification Database](#) maintained by WASO to ensure that certification is current. ATRs must have completed required 24-hour ATR training or 8-hour re-certification training within the last 3 years AND be registered in national database.
4. **Prepare and Submit IAGP.** For all anticipated CESU TA and MOD actions, the ATR or other project manager completes an Individual Agreement Plan (IAGP) on the [PWR Contracting Sharepoint Site](#), identifying PWRO-San Francisco as the Major Buying Office (MABO). The MABO Lead then reviews and assigns the action to an Agreement Specialist. Please review the IAGP instructions on the SharePoint site before completing the form (and do not submit paper versions of the IAGP, Documentation for Use of a Cooperative Agreement, or Substantial Involvement Documentation). In filling out the IAGP, please provide a thorough response for the single source justification question which will be used in the "Notice of Intent (NOI) - Single Source Justification" document (see below).
5. **Obtain TA, MOD and NOI templates.** Templates can be obtained from the CESU Research Coordinator or the [PWR CESU Sharepoint site](#).
6. **Prepare Draft Task Agreement.** For new TAs, the ATR uses the CESU TA template and drafts the TA with help from the cooperating principal investigator (PI). In drafting the TA, please: a) establish a realistic schedule for the project that avoids unnecessary modifications for date extensions later on, and b) include a detailed itemized budget with a (maximum) 17.5% CESU indirect cost rate. The maximum life span of any TA is 5 years from its effective start date.
7. **Prepare Draft Notice of Intent (only for new TAs exceeding \$25K).** The ATR and RC will prepare the initial draft using the NOI template. Note: The draft NOI will be submitted to region as part of the final task agreement package. The PWR contracting office will then post to the Grants.gov website for transparency purposes.
8. **Prepare Draft Modification to Existing TA.** The ATR uses the MOD template to prepare a draft modification with input from the PI. For MODs that add new funds to the TA, the MOD must contain an itemized budget (with a 17.5% indirect cost rate) for those new funds only. MODs may also be used to extend the project end date, change the ATR, or any other change in the terms and conditions.
9. **Obtain CESU RC Review.** The RC reviews the draft TA or MOD and the NOI (new TAs >\$25K only), and may make edits or suggested changes to improve the documents. The RC and ATR communicate back and forth until both parties approve the documents.
10. **Initiate University Internal Review Process.** ATR works with university PI to ensure that the initial departmental proposal and budget review is completed at the time the final TA or MOD package is submitted to the CESU RC for approval. **Please note: the university does not sign the TA/MOD at this time--**the final TA or MOD will be prepared for signature and transmitted directly to the university by the NPS PWR Contracting Office as part of Step 14 (below).
11. **CESU Approval.** Once a final version of the TA or MOD is agreed to by all parties, the CESU RC sends an approval email to the ATR and Linda Whitson (PWR CESU Program Assistant), with the approved TA and NOI, or MOD, attached and instructions for processing the purchase request (PR).
12. **Create Purchase Request (PR).** Upon receiving CESU RC approval, the park or unit creates a PR for the amount of the funds in the TA or MOD and routes the PR via IDEAS to Linda Whitson in Seattle with supervisory and budget approvals. Attach a copy of the approved TA and NOI, or MOD, to the PR. Include the IAGP number on the comments section of the PR so the contracting office can match the two documents. No-cost modifications also

require PRs. The ATR is responsible for ensuring that the PR gets to Linda in a timely manner. Linda cannot complete step 13 below until she has a PR for the TA or MOD.

13. **Action Forwarded to San Francisco Contracting Office.** Linda reviews the TA or MOD and makes additional changes if needed. She then attaches her final version to the PR and routes it to PWRO-San Francisco for final approval and obligation. Linda will notify the RC and ATR when the action is forwarded to San Francisco for final processing. Her email will include both the PR and IAGP numbers for reference and an updated copy of the TA or MOD when additional edits have been made.
14. **Action Finalized by San Francisco Contracting Office and University.** The PR package is reviewed by the assigned Agreement Specialist, who edits and finalizes the TA or MOD and posts the NOI to Grants.gov for the TA. The Agreement Specialist assigns the TA number. The ATR and CESU RC are copied when the TA or MOD is emailed to the university sponsored projects office for signature. The signature page of the TA or MOD is signed first by the university, then by the NPS. Contracting personnel obligate the funding and send a pdf copy of the fully executed TA or MOD to the ATR and the CESU RC when signatures are complete. **Note: The PWRO-San Francisco Contracting office requests 45-60 days to complete steps 13 and 14.**

Pacific West Region Contracting and CESU Web Resources:

PWR Contracting Webpage (sharepoint): <http://inpniscsfern1:8000/sites/PWR/pwrcontracting/SitePages/Home.aspx>

PWR CESU Sharepoint Site: <http://inpniscsfern1:8000/sites/PWR/PWRCoopecostudyunit/default.aspx>

WASO ATR Database: <http://wcp.den.nps.gov/Policy-Program/FedFinAssist/atrc.htm>

Key to Acronyms:

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| ATR | Agreement Technical Representative |
| CESU | Cooperative Ecosystem Studies Unit |
| IAGP | Individual Agreement Plan |
| IDEAS | Interior Department Electronic Acquisition System |
| MABO | Major Acquisition Buying Office |
| MOD | Modification (to a Task Agreement) |
| NOI | Notice of Intent |
| NPS | National Park Service |
| PR | Purchase Request |
| PWR | Pacific West Region |
| RC | Research Coordinator |
| TA | Task Agreement |