These Instructions are applicable to use of the IMR, RM-CESU agreement. For WASO RM-CESU task agreements, please contact the Research Coordinator.

[UPC or User Product Codes are very important components for executing a PR (a PR cannot be completed without it). Requestors/or Requisitioners may call you asking what UPC code to use for Cooperative Agreements. Luckily, unlike contracting we only have one UPC code. The UPC for Cooperative Agreement (no property involved) is 411C0000. Also, it would be helpful to try and get your requestors to put CESU-RM in the beginning of the PR Header information block. The Purchasing group code is PIM]

The NPS ATR/Agreement Technical Representative (ATR) has primary responsibility for management of a CESU project. The ATR represents the NPS park or program office that is providing the project funding. As such, it is essential that the ATR be substantially involved in and aware of CESU project activities from the time of initiation through completion. This is the only way to ensure that the project is on target, satisfactory progress is being made, and/or that the scope of work may need modification based upon new information. Substantial involvement by the NPS ATR is the best method to identify serious problems, initiate resolution, and ensure success. His/her responsibilities, with support from the Research Coordinator/Cultural Resource Specialist, include:

- **Preparing the scope of work and budget** for the project, in cooperation with the Principal Investigator. The scope of work should provide a timeline, including due dates for interim reports, draft reports, and final products. The budget should contain line item level detail. Although the RM-CESU Research Coordinator and Cultural Resource Specialist can assist in this effort, it is the ATR’s responsibility to ensure that the scope of work adequately reflects the NPS park or program office’s needs and expectations, and those of the partner.

- **Completing the RM-CESU project cover sheet, Justification of use of Financial Assistance form, Scope of Work, Itemized Budget and Schedule** and submitting these to the RM-CESU Research Coordinator/Cultural Resource Specialist. Be sure to cc. both RM-CESU personnel to ensure speedy processing. The Research Coordinator/Cultural Resource Specialist will review and suggest changes in the scope of work and budget before submitting to the IMR contracting office for processing.

  - Ensuring that the **purchase request** form is submitted to the IMRO Sharepoint site, where it will be assigned to a Requisitioner.

- **Maintaining ATR certification** on the official WASO-WCP website. If the NPS technical expert is not on the certified list, that person needs to find another NPS person to serve as ATR. The NPS ATR needs to quickly sign the ATR Appointment letter received from the IMR Contracting and send it back to Denver.
• Ensuring that the University PI gets the three SF 424 forms completed and signed and electronically sent to the RM-CESU Research Coordinator/Cultural Specialist. These forms need to be in hand before the agreement can be sent to IMR agreements office. Be aware that if your project is for more than $25,000 then it will need to be posted on Grants.gov for five days as a “notice of intent to award”.

• Ensuring that the Principal Investigators and Researchers apply for and receive the appropriate research and collection permits and submit Principal Investigator’s Annual Reports (if required by the park).

• Providing active project management, including maintaining close communication with the Principal Investigator, monitoring project progress and deadlines, reviewing draft products, and providing review comments. The ATR also needs to oversee the “substantial involvement” of NPS staff with the cooperator.

• Contacting the RM-CESU Coordinator/Cultural Resource Specialist and IMR (or WASO) agreements offices if there is a change in the Principal Investigator, the NPS ATR, the end date or substantial changes in the scope of work, and/or additions to the budget. The RM-CESU Research Coordinator/Cultural Resource Specialist will send the formal request for modifications to the appropriate Agreements Office (mods include changes in end date, changes in ATR/PI, addition of funds to a project in the same fiscal year). Substantial additions to the Scope of Work and addition of funds in a new fiscal year will require a new agreement for IMR task agreements only.

• Troubleshooting, as necessary. If, despite the best efforts of the ATR, problems arise that jeopardize the timely delivery of the desired products, the ATR should contact the Research Coordinator/Cultural Resource Specialist for assistance in resolving the problem. Also, the ATR should inform the RM-CESU Research Coordinator/Cultural Resource Specialist if a project is falling behind schedule and a “no-cost time extension” will be necessary.

• Monitoring partner draw down of funds from ASAP: the ATR can specify how often he/she would like to get a copy of the Federal Financial Reports (FFR) for the project. This will allow the ATR to track the rate at which the partner is using the funds. The Intermountain Region Agreements Office will send these FFRs as they are received from the partner institution. If the ATR would like more current information on the amount of funds already “drawn down”, he/she can contact the IMR agreements office to get that information.

• Obtaining peer and/or management review of products. Upon request, the RM-CESU Research Coordinator/Cultural Resource Specialist will assist in identifying reviewers.

• Submitting an electronic copy of the final report to the RM-CESU Research Coordinator/Cultural Resource Specialist, for posting on the RM-CESU website. If the final report contains sensitive information, a summary completion report is acceptable. The RM-CESU can provide a template for a completion report. E-mail, CD, or DVD are all acceptable formats for electronic products and reports to the RM-CESU.

• Sending a copy of the final report to the NPS Technical Information Center, which is the official repository for all NPS technical reports: National Park Service, Technical Information Center, P.O. Box 25287, Denver, CO 80225.