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CIESRDS/CIRES/CUBoulder name/acronym use conventions for CIRES people embedded in NOAA groups*

*this is a living document and may change, based on input from CU Boulder, NOAA, Department of Commerce and other entities. If there are substantial changes, we will inform CIRES people through a variety of means: email, Town Halls, [Admin blog](#), etc.

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Overall guidance to CIRES people based at NOAA

- You are a CIRES employee.
- CIRES remains CIRES, the Cooperative Institute for Research in Environmental Sciences, an institute of the University of Colorado Boulder, and we collaborate closely with NOAA.
- The NOAA cooperative agreement that funds ~50% of our institutional research is NA22OAR4320151, for the Cooperative Institute for Earth System Research and Data Science (CIESRDS).
- Most CIRES people embedded in NOAA teams are officially part of this new CIESRDS, and remain employees of CIRES at CU Boulder.
- The CIESRDS/CIRES/CUBoulder/NOAA relationship will be confusing to many audiences. Please simplify accurately, eg:
 - I am part of CIRES at CU Boulder. We partner with NOAA.
 - I work in a NOAA laboratory as a CIRES/CU Boulder employee.

Paper affiliations & acknowledgments

1. Example acknowledgments:
 - a. This research was supported [in part / by / etc.] NOAA cooperative agreement NA22OAR4320151

- b. For Visiting Fellows: [NAME] was supported by the CIRES Visiting Fellows Program and NOAA cooperative agreement NA22OAR4320151
2. Example affiliation:
 - a. 1=Cooperative Institute for Research in Environmental Sciences, CU Boulder; 2=NOAA Chemical Sciences Laboratory (or PSL, NCEI, etc.)
 - i. Include your **CIRES affiliation** on other communications, too, including emails, presentations, conference abstracts, seminar announcements and quotes in news stories. Please do not represent yourself as a federal employee.

Professional bio guidance

[NAME] is a [type of researcher/scientist/developer, etc] at CIRES, the Cooperative Institute for Research in Environmental Sciences—an institute of the University of Colorado Boulder that has partnered with NOAA for more than 50 years. She/he works closely with NOAA’s [lab/center/line office].

Proposals and annual reports

All our official cooperative-agreement-related submissions to NOAA (eg, proposals, amendments, annual reports) are from CIESRDS.

Signature line guidance

CIRES is preferred, CIESRDS is fine but not suggested, please also reference your NOAA group, if you are part of one. Details are in this CIRES Administration Blog post:
<https://ciresblogs.colorado.edu/cires-admin/2023/09/26/email-signature-line-guidance/>

Jobs

Job ads should use CIESRDS, CIRES, and CU Boulder if the position is funded by Task II of the cooperative agreement; CIRES and CU Boulder, if not.

News stories, social media, press releases

Use CIRES at CU Boulder or CIRES/NOAA, not CIESRDS. This is consistent with general practice: We rarely attribute people by specific grants or sub-institutes in our external communications. Those grants may or may not be named in external communications; *people* are employed by CIRES at CU Boulder and should be described as such, for accuracy.

Partnership statements

- CIRES at CU Boulder has partnered with NOAA since 1967.
- CIESRDS, the Cooperative Institute for Earth Systems Research and Data Science, is the current cooperative agreement between CU Boulder and NOAA. CIESRDS is part of CIRES, the university’s largest research institute.