



# THE NOTICE OF GRANT AWARD AND MANAGING YOUR GRANT



Kelli Oster,  
Grants Management Specialist





# Discussion Topics

- Just in Time (JIT)
  - Interpreting the Notice of Award
  - Progress Reports
  - Closeout Requirements
-



# Just in Time (JIT)

Automatic JIT requests are sent from CSR

- Other support for all Senior/Key personnel
  - IRB approval
  - Human subjects education certification
  - IACUC approval
-



# Other Support

- Ensures sufficient levels of effort committed to the project, without scientific, budgetary or commitment overlap
- Used only for key personnel, as identified by the grantee
- Reflect support in person months (12 PM effort = 100% effort)
- No effort totals more than 12 person months including effort requested for subject grant



# IRB Approval

- Certification of IRB approval (must be within 12 months before the budget period start date)
- Each institution that is "engaged" in HHS supported human subjects research must obtain an Federalwide Assurance (FWA) from Office of Human Research Protection (OHRP)
- Grantee needs to provide an FWA for all performance sites where human subject research will be conducted



# Human Subjects Education Requirement

- Certify that each ‘key personnel’ has completed training in the protection of human subjects
- Submit in the form of a letter signed by the institutional official



# IACUC Approval

- Verification of IACUC approval (must be within 3 years before the budget period start date to be valid)
- Animal Welfare Assurance on file with the Office of Laboratory Animal Welfare (OLAW)
- Ensure all consortium sites engaged in animal research have approved Assurance and valid IACUC approval
- Foreign grantees not required to provide IACUC approval, but must have Assurance



# Examples of Possible Additional JIT Requests

- Summary Statement: Response to human subjects or animal issues and Scientific/budgetary concerns
- Written response that resolves any concerns (“Unacceptable” designations for human subject protections, and for inclusion of women, minorities, and children)



# JIT Submission

Can be submitted electronically or via email

- Electronically through eRA Commons (preferred method)
  - Use the Just in Time feature of the NIH Commons found in the Commons Status section
- Business official can email the requested information as a PDF document



# Interpreting the Notice of Award

- What is in the Notice of Award?
  - What are the components of the Notice of Award?
  - Acceptance of the Notice of Award
  - Timeliness and avoiding delays
-



# Interpreting the Notice of Award

What is in the Notice of Award?

- Identifies grantee, PI(s)
  - Establishes funding level, support period
  - Sets forth terms and conditions
-



# Interpreting the Notice of Award

## Components of the Notice of Award

### NOA Section I:

#### Award Data & Fiscal Information

- Summary of totals for current and future years
  - Provides the NIH with administrative data on the award
-



# Interpreting the Notice of Award

## Components of the Notice of Award

### NOA Section II:

- Grant Payment Information
  - OIG Hotline Information
-



# Interpreting the Notice of Award

## Components of the Notice of Award

### NOA Section III: Standard Terms & Conditions

- Grant program legislation and regulations
  - Restrictions on the expenditure of funds in appropriation acts
  - 45 CFR 74 or 92 as applicable
  - NIH Grants Policy Statement
-



# Interpreting the Notice of Award

## Components of the Notice of Award

### NOA Section III: Standard Terms & Conditions

- Carryover—automatic or requires prior approval
- Included/excluded from Streamlined Noncompeting Award Process (SNAP)
- Program Income



# Interpreting the Notice of Award

## Components of the Notice of Award

### NOA Section IV: Specific Terms and Conditions

- Revisions
  - Cooperative Agreement
  - Restrictive terms
  - Information items
  - Staff Contact Information
  - Spreadsheet Summary
-



# Non-Competing Continuation Progress Reports

- Annual progress reports are due two months prior to the anniversary date
- Electronic SNAP progress reports (e-SNAP) are due 45 days prior to the anniversary date
- All grantees have access to a searchable list to determine which progress reports



# Closeout Requirements

- NIH Grants Policy Statement, October 2010
- Federal Financial Report (SF 425) must be submitted electronically through the NIH Commons
- Final Invention Statement (HHS 568)
- Final Progress Report
- All required documents should be submitted electronically within 90 days of expiration

NIH Grants Policy Statement: [http://grants.nih.gov/grants/policy/nihgps\\_2010/nihgps\\_ch8.htm#\\_Closeout](http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch8.htm#_Closeout)

Electronic submission SF 425 : <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-017.html>