

## *Worker Training Program (WTP)*



# **Business Breakout Session**

**February 25, 2015**

**Pamela B. Clark**

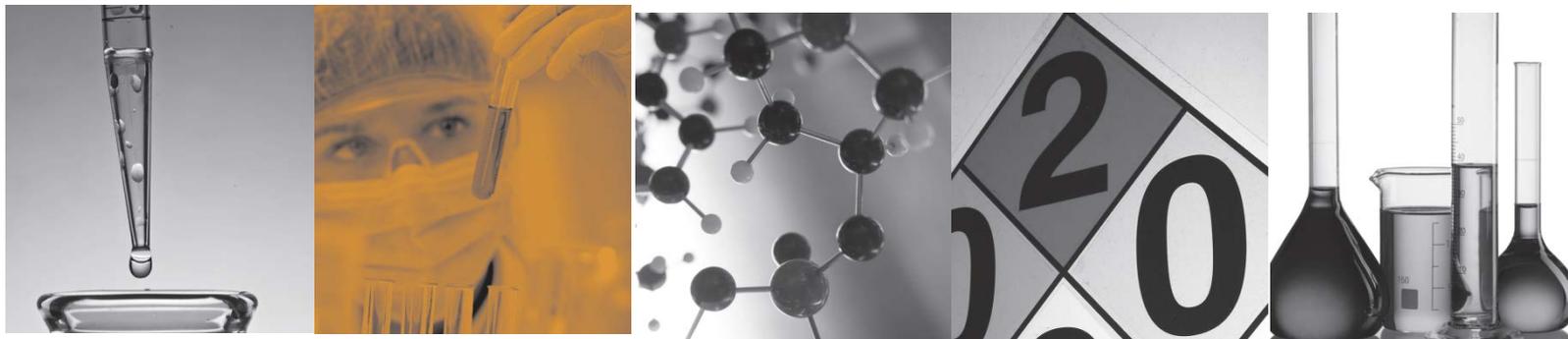
**Grants Management Specialist**

**Grants Management Branch**

**Division of Extramural Research & Training**

## Overview items to be discussed:

- Budget News
- FFR Updates
- Carryover
- Additional Prior Approval Requests
- NCE
- Hurricane Sandy Reporting
- Audit Requirement
- Close-out Process



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## Budget News!!

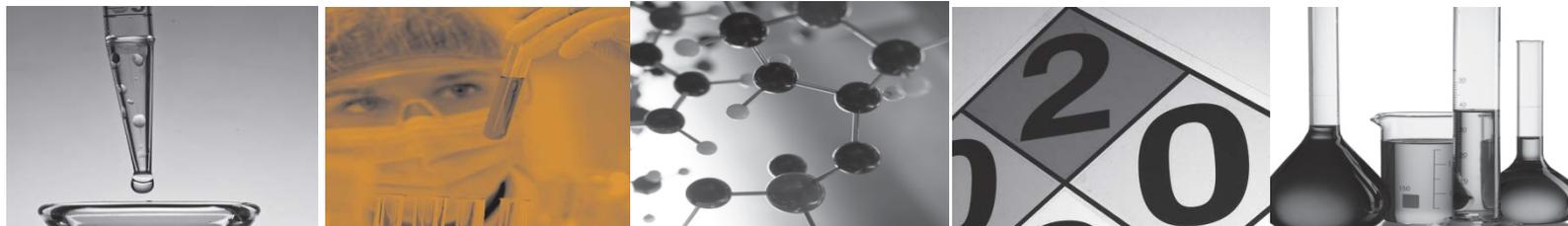
### – FY 2015 Fiscal Policies:

- NIH Implementation of Uniform Guidance

- Purpose is to inform grantees of the interim general conditions of NIH grant awards aligned with the U.S. Department of Health and Human Services (HHS) regulations implementing Office of Management and Budget's Uniform Guidance at 45 CFR Part 75.
- Provide Grantees with additional cost considerations, NIH standard terms of award, special award conditions and grants appeal procedures.
- Interim General Grant Conditions (NOT-OD-15-065)
- Effective on NoA issued on or after **December 26, 2014**
- Interim General Grant Conditions can be found at:  
<http://grants.nih.gov/grants/policy/policy.htm>

- **No Revised/Updated NIH Grants Policy Statement**

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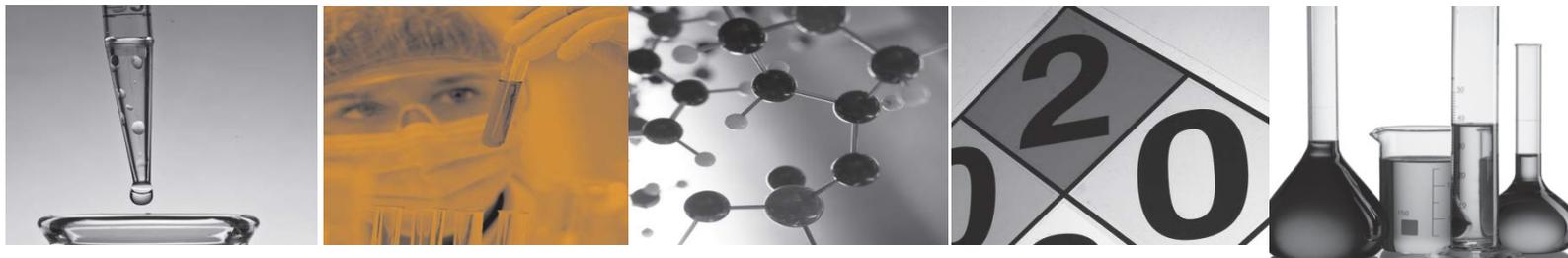


## **UPDATE:**

**All Federal Financial Reports have been received by the NIH Office of Financial Management!**

**As of February 10, 2015, all have been “Accepted” with the exception of two (Rejected). Business Officials have been notified.**

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**What's Due Now?  
When Is It Due?  
Where Do I Send It?**

## CARRYOVER REQUESTS!!

### Carryover of Unobligated Balances (UOB)

- Requests should be sent to the NIEHS Program Official and Grants Management Specialist **“ON OR BEFORE 03/02/2015”**
- Should come from the Business/Signing Official in writing via email or in letter format.
- Request should include a clear explanation why there is a balance and what the intended use of funds is.
- A Checklist Page identifying any requested indirect costs
- Detailed budget and budget justification for UOB.
  - Tables 1 and 2 should accompany the request!!
    - Table 1 – An Analysis of the unobligated balance for a specified budget period.
    - Table 2 – Proposed budget for the carryover funds

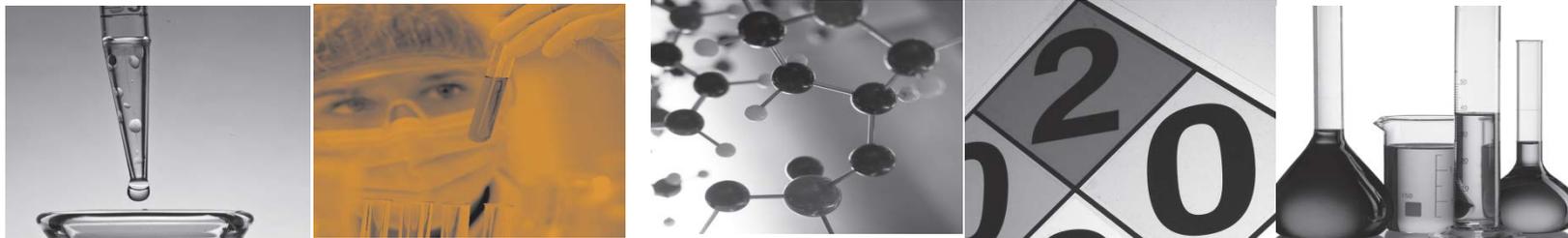
## Additional Requests Requiring Prior Approval

- Key Personnel Changes
- Reduction in Effort by PI/Key Personnel by 25% or more
- Minor Program/Training Changes (through end of budget period)

Due No later than **March 13, 2015**

Send the request via email to the GMS and PO

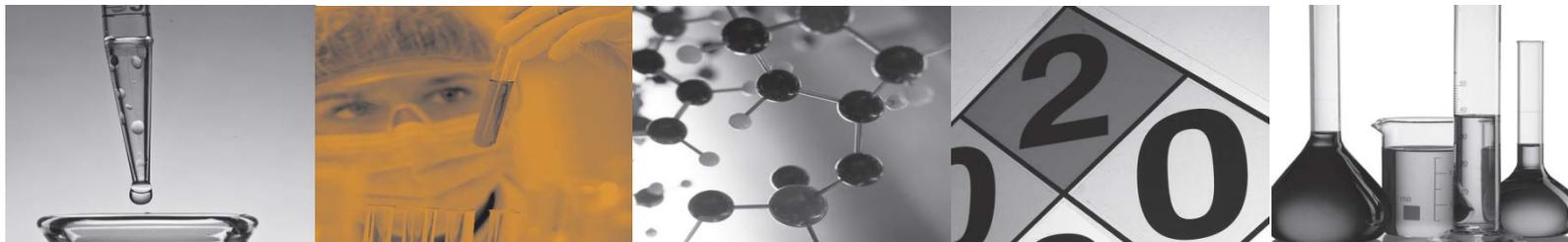
Must also be signed by the Business/Signing Official



## Ending Final Year of a 5 Year Competing Segment

### No Cost Extensions will be allowed (up to 12 months)

- Business/Signing Official registered in the NIH Commons will have the ability to electronically submit through the Commons a “One-Time” No Cost Extension **no earlier than 90 days before the end of the project and no later than the end date.**
- This feature is only allowed in the final budget/project period for grants that have not previously received a NCE.
- The Grants Management Specialist will receive an email notification from NIH Commons stating the request has been processed.



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# Hurricane Sandy Supplement Reporting

- **6<sup>th</sup> Quarterly Reporting was due on 01/31/2015 and NIEHS Staff have to complete their review by 02/28/2015.**
- Timely Quarterly and Closeout Reports Required;
- Accelerating Unspent Sandy Supplement funds.
  - We continue to strongly encourage grantees to accelerate expenditures for all active Hurricane Sandy Supplements regardless of the current or projected project period end date.
  - Notice of Annual Reporting requirements and Revised financial closeout requirements for NIH Administrative Supplements Awarded to Recover Losses due to Hurricane Sandy under the Disaster Relief Appropriations Act (DRAA)

## Audit Requirements

All NIH Grantees that expend \$500,000 or more within a year in Federal Awards are subject to **A133** audit requirement.

- Audits are due within 30 days after receipt of the auditor's report(s) or 9 months after the end of the grantee's audit fiscal year end period.
- Grantees delinquent in submitting audits risk the imposition of sanctions and potential loss of Federal funds.

# Summary of Audit Requirements

Grantee Type	Source of Audit Requirement	Where to Submit Audit Reports
State & Local Governments	OMB Circular A-133	Federal Audit Clearinghouse 1201 E. 10 <sup>th</sup> Street Jeffersonville, IN 47132 Questions 1-800-253-0696
Colleges & Universities	OMB Circular A-133	
Non-Profits	OMB Circular A-133	
Hospitals	OMB Circular A-133	
For-Profits	45 CFR Part 75	National External Audit Review Center
Foreign	NIH Grants Policy Statement (same as For-Profit)	(same as For-Profit)

## Close-out Process

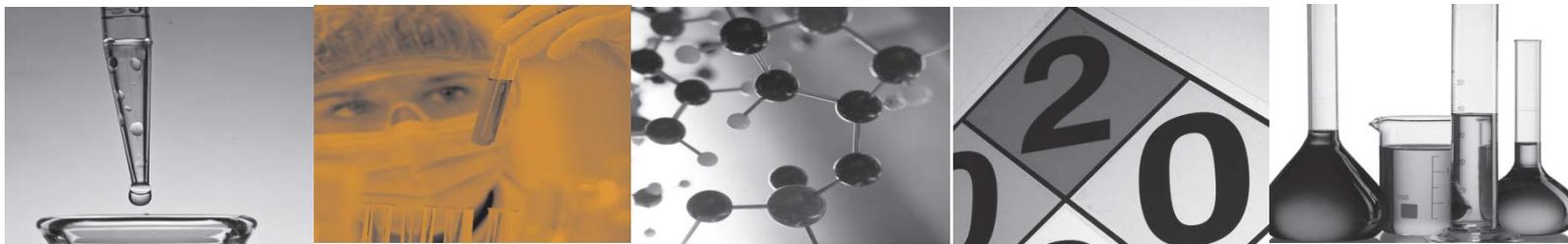
Grantees can submit the following closeout documents electronically through the eRA Commons Closeout Module **120 days** after the end of the budget period:

- Final Progress Report
- Final Inventions Statement (HHS Form 568)
  - Final Federal Financial Report (FFR)

**This only applies to Grantees not planning on utilizing the one-time no cost extension period, i.e 07/31/2016-Hazardous Waste and 08/31/2016 DOE.**

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-084.html>

**Changes are coming and timely closeout is important!**



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## QUESTIONS / CONTACT US

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