Worker Training Program
Spring Meeting
April 20, 2021

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The Plan

- Using Grant Funds

  - Order of Using Grant Funds

  - Supplements

- COVID Supplements and Awards

- Communication

Using Grant Funds

Use of Grant Funds

1. Use the money available in the current budget period **first**

2. Ask for carryover of unobligated funds from the previous budget period **next**

3. Ask for supplemental funds **last**

Supplements

Supplements: What You Need to Know

- Supplement requests that are not being submitted to a specific published Notice of Special Interest (NOSI) should be discussed with your Program Officer prior to submission

- Supplement applications will generally not be considered if you are carrying a large unobligated balance

- If awarded, supplements will typically:

  – Align with the budget period of the parent grant

  – Be prorated for the time remaining in the current budget period (e.g., if you requested 12 months, but there are only 6 months remaining in the current budget period, the salaries for anyone requested at 12cm of effort will be cut in half)

COVID Supplements & Awards

COVID-19 Reporting

- All grantees who received COVID-19 funding must report on those funds separately.

- As indicated in the terms of the Notice of Award, you need to submit a separate Federal Financial Report (FFR) (SF 425)

- FFRs are now submitted through the Payment Management System

- If you have COVID funds remaining from a previous budget period that you want to have carried forward, the FFR should be marked "Annual."

No-Cost Extension of COVID-19 Supplements

Applicable to grantees that:

– Received a COVID-19 Supplement

- on the FY19 award (the last T5 award prior to the competitive renewal)

- did not obligate all funds by 7/31/2020

No-Cost Extension of COVID-19 Supplements

- Submit a request to extend the Supplement period up to 12 months (aligning with the parent award)
  - Request should include
    - a brief description of the project activities that require support during the extension period
    - a statement about the funds available to support the extension
  - Submit request via email through a signing official to assigned GMS
  - Do not submit a final FFR for the Supplement(s) until after the extension period is over. If you have already done so, please let us know immediately

No-Cost Extension of COVID-19 Supplements

Applicable to grantees that:

– Received a one-year (or less) COVID-19 Supplement

- on the FY20 award (competing award from last year)

- will not obligate all funds by 5/31/21

- did not receive a 2-year COVID-19 Supplement on the FY20 award

- are not slated to receive a COVID-19 Supplement at the time of the T5 award

No-Cost Extension of COVID-19 Supplements

- Submit a request to extend the Supplement period up to 12 months (aligning with the parent award)
  - Request should include
    - a brief description of the project activities that require support during the extension period
    - a statement about the funds available to support the extension
  - Submit request via email to assigned GMS
  - Do not submit a final FFR for the Supplement(s) until after the extension period is over. If you have already done so, please let us know immediately

Communication

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- Institutional Resources – **FIRST**, utilize the expertise of your organization's Office of Sponsored Programs. They should be familiar with NIH policies and, more importantly, are familiar with your institution's policies and procedures

Grant-Specific Questions

- Administrative – The **Signing Official** should contact the assigned Grants Management Specialist (**ALWAYS include the grant number in all correspondence**)

  – GMS assignment is listed in your eRA commons account

  – Lisa Edwards is the GM program coordinator and will generally address questions that pertain to WTP as a whole

- Scientific/Programmatic - Contact the designated Program Official/Director