



Worker Training Program Awardee Meeting

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Communication

- 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** (**Not the PI**) should contact the assigned Grants Management Specialist (**ALWAYS include the grant number in all correspondence**)
 - GMS assignment is listed in your eRA commons account
 - James Williams is the Grant Program Coordinator and will generally address questions that pertain to WTP as a whole
- Scientific/Programmatic - Contact the designated Program Official/Director
- Review Questions - Contact the assigned Scientific Review Officer

Communication through a Signing Official

NOT-OD-21-151: Reminder Regarding Recipient and Applicant Grants Policy Related Inquiries

- NIH awards are made to recipients, which are most often institutions, not individuals.
- Office of Sponsored Projects staff can address most questions
- Institutions have their own policies and procedures that may impact the response to the question

Rebudgeting

- Funds may be re-budgeted between individual budget categories within each program to the extent allowed by the NIH Grants Policy Statement.
 - Program costs may not be re-budgeted to another program without prior NIEHS approval.
- COVID-19 funds may **not** be rebudgeted for any purpose other than COVID work

NIH Grants Policy Statement

- 8.1 - NIH prior approval is not required to rebudget funds for any direct cost item that the applicable cost principles identify as requiring the Federal awarding agency's prior approval, unless the incurrence of costs is associated with or is considered to be a change in scope.

Order of Request for Use of Grant Funds

- Use the money available in the current budget period **first**
- Ask for carryover of unobligated funds from the previous budget period **next**
 - Carryover Requests must be submitted at least 60 days prior to end of budget period
- Request for Supplement should be last

Carryover – When Do You Request?

- There is an immediate *bona fide** need
- The grantee cannot rebudget current year funds to cover the costs
- Only after an FFR has been accepted by NIH OFM

NOTE: The *bona fide* needs rule is one of the fundamental principles of appropriations law: A fiscal year appropriation may be obligated only to meet a legitimate, or *bona fide*, need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made.

Carryover – How do you Request?

- Electronic submission - through the Prior Approval Module (Select “Prior Approvals” tab in eRA Commons) - preferred method.
- Email submission – by email from a Signing Official to the Grants Management Specialist

Carryover – How Do you Request?

- Cover Letter
 - Reason that the funds requested for carryover were not expended in the year they were awarded
 - Description of the immediate need and explanation why the requested costs cannot be covered by rebudgeting out of your current year's award
 - Description of activities to be supported
 - How will the work be impacted if the funds are not carried over?
 - Total amount of funds requested for carryover, with a breakdown of direct and indirect cost

Carryover – How Do you Request?

- Budget
 - A detailed budget and budget justification pages in a format such as that found in the PHS398 or SF424.
 - Provide a Composite Budget page.
 - A separate budget and budget justification must be provided for each core and project and for each consortium partner to be included in the carryover.
 - A checklist page showing the F&A base and rate to calculate indirect costs, if using the 398 (provided directly on SF424)
 - The detailed budget must include personnel names and calendar month effort. (TBN will not be accepted.)

Carryover – How Do you Request?

- Budget Justification
 - Reasonable, allowable costs that are necessary and in line with the existing budget
 - Detailed justification for each project/core/consortium
 - Effort commensurate with time remaining in the current budget period
 - Costs that are not duplicative of funds awarded in the current NOA

Resources

- NIH Data Management and Sharing Policy
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-189.html>
- RPPR User Guide:
<https://grants.nih.gov/grants/rppr/index.htm>
- NIH Public Access Policy: <https://publicaccess.nih.gov/>
- NIH Grants Policy Statement “Carryover”:
https://grants.nih.gov/grants/policy/nihgps/HTML5/section_8/8.1.2_prior_approval_requirements.htm#Carryove
- NIH Grants Policy Statement “Supplements”:
https://grants.nih.gov/grants/policy/nihgps/HTML5/section_8/8.1.2_prior_approval_requirements.htm#Need

Resources (cont)

- Your Notice of Award (NOA) - you can find it in the Commons
- NIH Grants Policy Statement:
<https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm>
- COVID-19 Frequently Asked Questions:
<https://grants.nih.gov/faqs#/covid-19.htm>
- Regional Training Seminars
- <https://grants.nih.gov/news/contact-in-person/seminars.htm>



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Questions?

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