



# **Worker Training Program**

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## The Plan

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# Recycling

## Recycling Term

The budget period start date is 08/13/2020, and provides a full year of funding. In order to redistribute awards more evenly throughout the fiscal year, the budget period end date has been adjusted. **Future year budget periods will cycle on June 1.** NOTE: The progress report is due **60 days** prior to that date. Allowable pre-award costs may be charged in accordance with the conditions outlined in the NIH Grants Policy Statement.

## Recycling

- Is a process where the 1<sup>st</sup> year of the competitive segment (T1 or T2 award) is shortened to less than 12 months.
- The budget/project period end dates reflect the total number of months being awarded in the first year.
- RPPR will be due sooner than you might expect.
  - U45s – next budget start date = June 1 (RPPR due April 1)
  - UH4s – next budget start date = August 1 (RPPR due June 1)



# COVID-19 Flexibilities

## COVID-19 Flexibilities

- Most COVID-19 flexibilities provided across the federal government have expired with the following two exceptions:
  - Allowability of salaries
  - Extension of Single Audit Submission
- Other Requests for COVID-19 related flexibilities will be considered on a case-by-case basis

NIH COVID-19 Guide Notices: <https://grants.nih.gov/policy/natural-disasters/corona-virus.htm>

NIH COVID-19 FAQs: <https://grants.nih.gov/faqs#/covid-19.htm>



# Prior Approval - Rebudgeting



# Rebudgeting

## **FY2020 Term of Award**

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.

## **NIH Grants Policy Statement**

8.1.1.2 - 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.



# Prior Approval - Carryover

## Carryover – What is it?

- Carryover is when unobligated Federal funds remaining from a previous budget period are carried forward to another budget period to cover allowable costs for that budget period.
- If the grantee has automatic carryover authority as indicated in the Notice of Award, no prior approval is required.
- If the grantee does not have automatic carryover authority as indicated in the Notice of Award, the grantee must request **prior** approval **before** utilizing **any** of the funds from a prior budget period.

NOTE: The Unobligated Balance is the amount of funds authorized under a Federal award that the non-Federal entity has not obligated. These funds are reported on Federal Financial Report (FFR) and must include any funds that remain restricted from use in prior years/budget periods. The total unobligated balance is a cumulative amount and should never decrease unless there has been an authorized carryover or partial payment (offset).

## 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 the 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?

- 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. 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. **Provide a Composite Budget page.**
  - A checklist page showing the F&A base and rate to calculate indirect costs
  - 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

## Carryover - Where Do You Submit?

- 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





# Disaster Funds Requirements

## How do I know if I received Disaster funds?

- Terms of Award will include a description and a restriction on use of funds:

### FUNDING INFORMATION – DISASTER

This award is partially funded through Public Law No: 116-20 – Additional Supplemental Appropriations for Disaster Relief Act, 2019. This award includes \$xxxx total costs for disaster related activities and in accordance with the program parameters described in the letter from Sharon Beard on 09/05/2019. Funds are restricted for this purpose and cannot be used for any other purpose without the written prior approval from the National Institute of Environmental Health Sciences.

# Reporting

All recipients who receive disaster funding from the disaster appropriation will have to report on those funds separately.

- A separate progress report is required under section G.1, Special Reporting Requirements, of the RPPR of the parent grant. The progress report for the award should describe what was accomplished under the funds for the reporting period.
- Separate financial reporting is also required. The Comments section of the annual and final Federal Financial Reports must clearly describe what funds (direct and facilities and administrative costs) have been expended from the Disaster Fund portion of the award during the reporting period.

**Read your Notice of Award**

**Track Disaster funds separately**



# Coronavirus Funds Requirements

## How do I know if I received Coronavirus Appropriated funds?

- Coronavirus appropriated funds come through a separate Notice of Award.
- Terms of Award will include a restriction on use of funds:

This award provides funds of \$XXX Total Costs (\$XXX Direct Costs and \$XXX F&A Costs) to prevent, prepare for, and respond to coronavirus domestically. These funds provide support for the period 08/14/2020-05/31/2021. **These funds are restricted for the emergency response to COVID-19 only and may not be rebudgeted or used for any other purpose without NIEHS prior approval.**

## Special Requirements

- If you want to use the funds for a purpose other than coronavirus work, you must receive approval in advance
- You may use coronavirus funds to support expenses incurred back to January 20, 2020 (see the terms)
- Coronavirus funds must be reported on separately

# Reporting

All recipients who receive coronavirus funding from a coronavirus appropriation will have to report on those funds separately.

- A separate progress report is required under section G.1, Special Reporting Requirements, of the RPPR of the parent grant. The progress report for the award should describe what was accomplished under the funds for the reporting period.
- A separate Federal Financial Report (FFR) (SF 425) is required for these funds.

**Read your Notice of Award**

**Track Coronavirus funds separately**



# Resources



## Resources

- Your Notice of Award! (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>
- COVID-19 Information and Guidance:  
<https://grants.nih.gov/policy/natural-disasters/corona-virus.htm>
- COVID-19 Funding Opportunities:  
<https://grants.nih.gov/grants/guide/COVID-Related.cfm>



# QUESTIONS

The word "QUESTIONS" is written in large, white, 3D-style capital letters with a slight shadow. It is centered on a light purple background. Surrounding the word are numerous colorful question marks in various sizes and colors (blue, green, orange, purple, pink, brown). There are also several overlapping circles and squares in the same color palette, creating a busy, abstract background.