



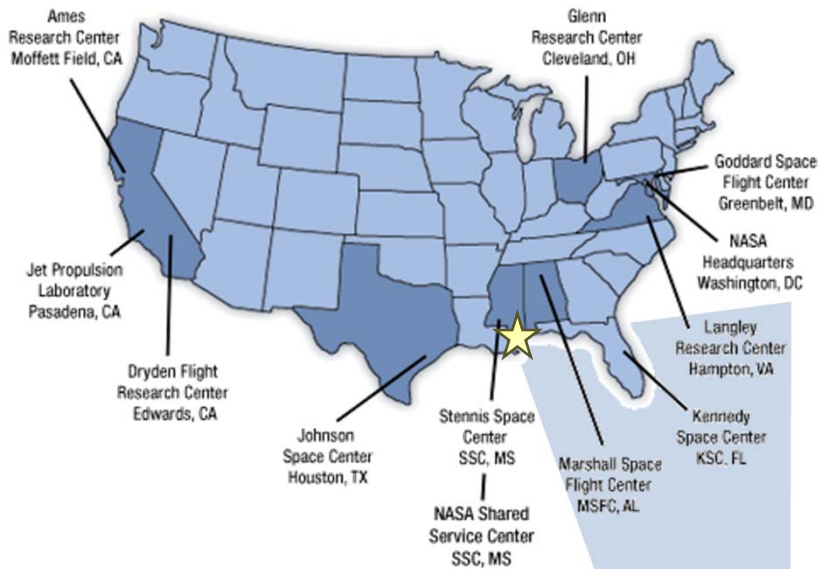
# The NASA Shared Services Center Grant Administration Overview

**Libby Romaguera**  
**Grant Officer**  
**NASA Shared Services Center**

June 15, 2017

# Where is the NASA Shared Services Center?

- Located on the grounds of Stennis Space Center in Mississippi.





## Research Activity Branch Personnel

- Michael Vicory—Procurement Officer
- Cassandra Williams –Branch Chief
- Ben Benvenuti –SBIR Lead; Theresa Stanley –Grants Lead
- Ken Albright, Steve Brockway, Carol Brown, Racheal Down, Julie Delgado, Rosa Fletcher, Morris Hicks, James Hibbs, Tina Marie Landes, Latessa Poole, Helen Roberson, Libby Romaguera - Grant/Contracting Officers

### AWARD TEAM

- Steve Brockway
- Carol Brown
- Rosa Fletcher
- Latessa Poole
- Tina Marie Landes

### ADMINISTRATION

#### TEAM

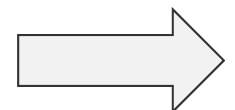
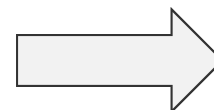
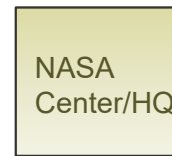
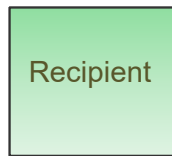
- Ken Albright
- Julie Delgado
- Racheal Down
- James Hibbs
- Morris Hicks
- Helen Roberson
- Libby Romaguera

#### POC

- SBIR
- GSFC
- GRC, JSC, HQ SMD Earth Science
- HQ SMD Heliophysics, SSC
- LaRC, MSFC
- AFRC, KSC
- ARC, HQ Education, HQ SMD Planetary Science, HQ SMD Astrophysics



# Example Grant Life Cycle Overview

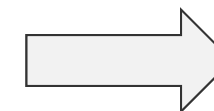
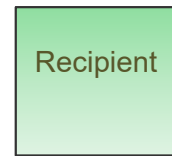
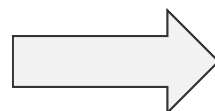
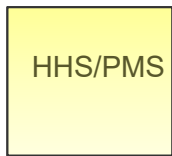


Publishes solicitation for proposals

Submits proposal

Selects proposals, notifies recipients and sends PR and TRP to NSSC

Checks for completeness, processes file, awards and distributes grant

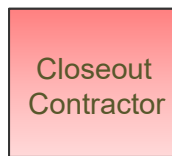
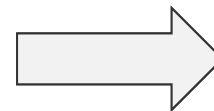
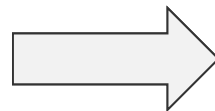
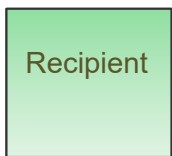
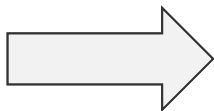
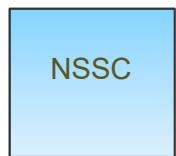


Receives award, begins work, maintains record of cost incurred, draws down thru PMS for costs incurred

Transfers funds in Recipient's Bank Account as drawdowns are received

Submits quarterly SF 425's thru PMS, submits annual Education Activity Report to Center and NSSC

T.O. reviews Education Activity Report and If satisfactory progress has been made, RA send PR to NSSC for Year Two funding



Monitors grant, receives reports, awards funding and other supplements

Continues to Submit quarterly SF 425s and annual Education Activity Report. Completes work or requests a no cost extensions thru NSSC Webpage.

Awards no cost extension or transfers file to closeout contractor at completion date

Receives final SF 425 (which is reconciled by Finance) and Final Education Activity Report. NSSC Grant Officer signs NF 1611 completion statement



# Post Award Roles

- Recipient
  - Complete proposed work
  - Send in reports in a timely fashion as indicated by the Required Publications and Reports sheet in the award documents
  - Draw down in accordance with procedures
  - Be prepared for obtaining a single audit (If recipient has expended \$750,000 or more in Federal Funding in a year)
  - Obtain Grant Officer approval for changes to work, key personnel, and budget as required by 2 CFR 200, however, some re-allocation is allowed.



# Post Award Roles

## Recipient (cont.)

- Comply with 2 CFR 200 Uniform Administrative Requirements [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Comply with 2 CFR Part 200 Cost Principles
  - Note from Appendix IV to Part 200: “Except as otherwise provided in 200.414 Indirect (F&A) costs paragraph (e) of this Part, a non-profit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the award”



# Prior Approvals

- Prior approvals are required from Grant Officer for:
  - Equipment costs (in excess of \$5,000) not original proposed
  - When awarding a subcontract/subaward for any work not originally proposed
  - Foreign travel not originally proposed
  - Changes in scope or objective of the project/program
  - Change in key persons specified in proposal or award document
  - Absence greater than three months, or a 25% reduction in time by PI
  - Transfer of funds allotted for training allowances (direct payment to trainees) to other expense categories
  - Required by 2 CFR 200, 45 CFR Part 74 appendix E or 48 CFR 31

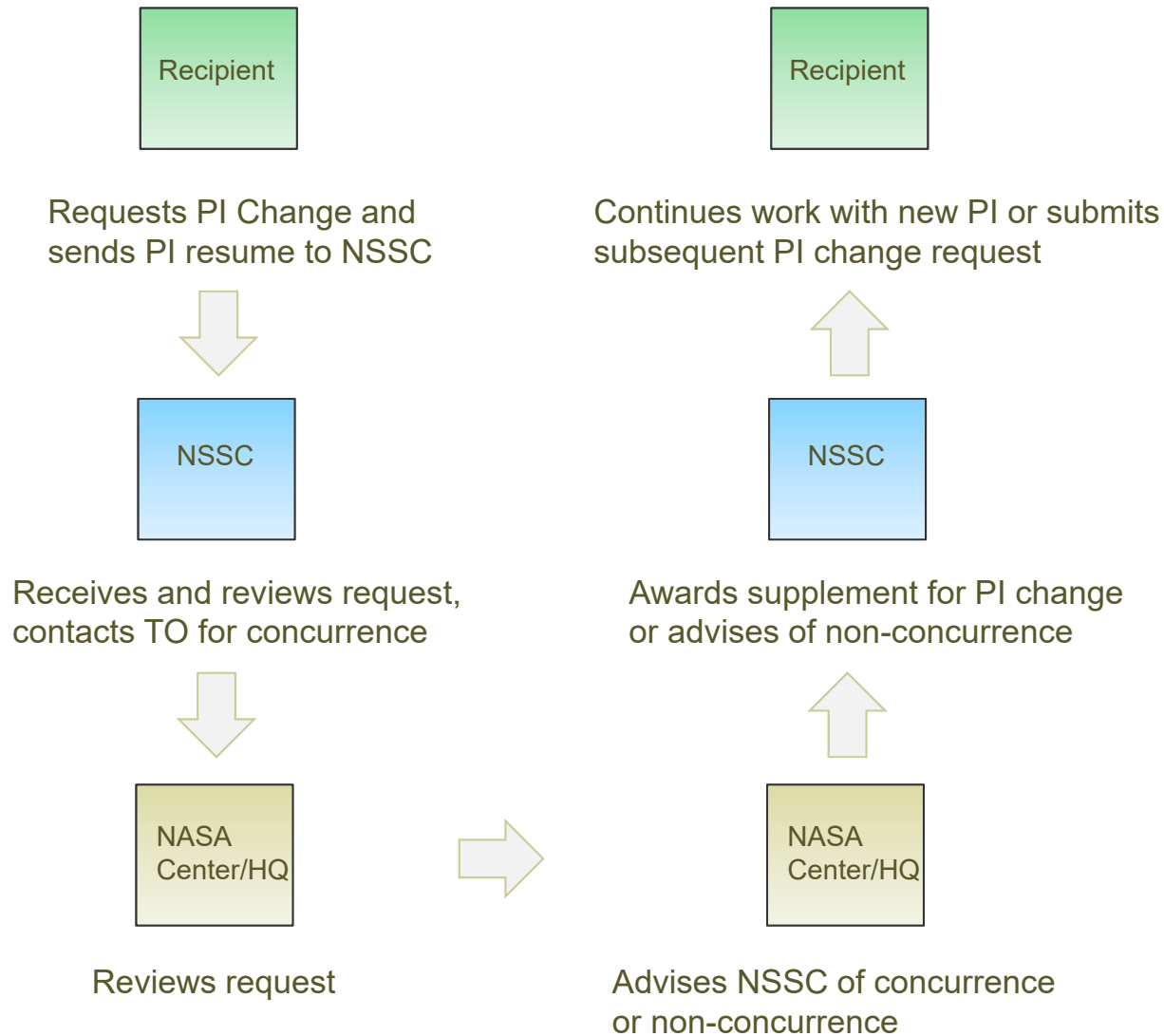


# Supplements

- No-cost extension
  - Requires request from recipient for a no-cost extension  
<https://www.nssc.nasa.gov/procurement/NCE.cfm>
  - NSSC will send out a notice to the technical officer but concurrence is generally not required on the first no-cost extension
  - Technical Officer's concurrence is needed on second no-cost extension
- PI change
  - Requires email requesting change with the Grant number listed
  - PI resume
  - Concurrence from the Technical Officer
- Funding
  - Progress Reports and SF 425 Reports that are due
  - PR



# Example Interaction - PI Change Request





# Report Requirements

- Progress Reports
  - Annual –Due 60 days prior to anniversary date
  - Final –Within 90 days of completion date
- SF 425
  - Quarterly –online submission within 15 days after end of each quarter
  - Final –hard copy submission within 90 days of completion date
- Guidebook for Proposers <http://www.hq.nasa.gov/office/procurement/nraguidebook/>
- 1800.902 and 1800.906 2 CFR 1800 [https://prod.nais.nasa.gov/pub/pub\\_library/srba/index.html](https://prod.nais.nasa.gov/pub/pub_library/srba/index.html)



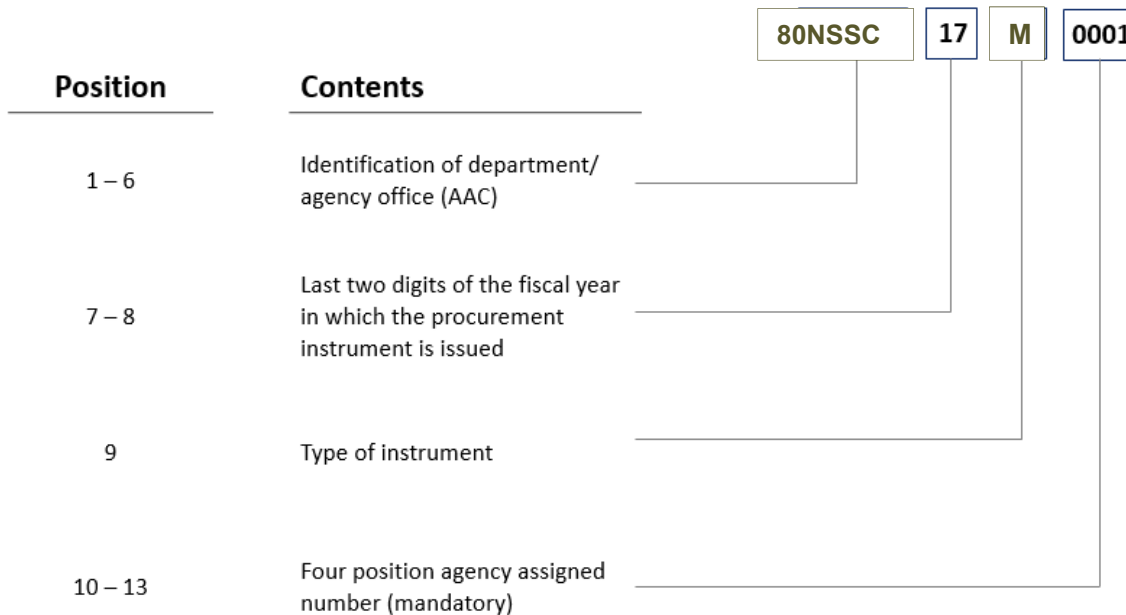
## Report Reminders (currently not activated for EPSCOR)

- A reminder will be generated 90 days prior to anniversary date
  - The reminder is sent to the Technical Officer, PI, and the Grant Officer
- If the report is not received:
  - A delinquent notice is sent a week after the report due date
  - A second delinquent notice is sent a week later
  - A third delinquent notice a week later
  - A week later it is elevated to the Grant Officer
- Example:
  - Anniversary date: 5/16/2017
  - Report due date: 3/16/2017 (60 days prior to the anniversary date)
  - Reminder is sent: 2/16/2017 (90 days prior to the anniversary date)
  - Delinquent notice: 3/23/2017 (one week after report due date)
- Reports should be sent to the Technical Officer and the NSSC at
  - [nssc-grant-report@mail.nasa.gov](mailto:nssc-grant-report@mail.nasa.gov)



# Numbering for New Award

## Procurement Instrument Identifier (PIID)



**M = cooperative agreement**  
**K = grant**



# NSSC Grant Officer

Libby Romaguera

NASA Shared Services Center (NSSC)

Phone (877) 677-2123

Fax (866) 779-6772 (866-779-NSSC)

Email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

Best Practice: Copy Technical Officer: [Agency-EPSCOR@mail.nasa.gov](mailto:Agency-EPSCOR@mail.nasa.gov)

E-mail should include in the subject line: the award number (starts with NNX ends with A); Institution and PI's name.

**IMPORTANT: If sender is not the PI, copy your PI.**

