

**Rutgers, The State University
Office of the University Controller
Division of Grant & Contract Accounting**

**Department of Education
Grants**

<http://www.rci.rutgers.edu/~ilc/fedlink.html>

The following are general guidelines for this agency. Please see Notice of Grant Award for specific terms & conditions. It is the responsibility of the Principal Investigator to see that all requirements are met. The services of the Office of Research and Sponsored Programs (ORSP) and the Division of Grant & Contract Accounting (DGCA) are available to assist the Principal Investigator in accomplishing this.

Scientific Reporting Requirements:

The Secretary/Department of Education prescribes the frequency with which the performance reports shall be submitted. Generally, reports are not required more frequently than quarterly, or less frequently than annually. Annual reports are normally due 90 calendar days after the grant year while quarterly or semi-annual reports are due within 30 days after the reporting period. Award terms may deviate from these requirements.

Budget Considerations & No Cost Extensions:

Unless noted otherwise in terms & conditions, these grants are covered under **Expanded authorities** which provides the following:

- Approval for first No Cost Extension for a period of up to one year must be requested from DGCA Accountant at least 30 days prior to end of budget period. Subsequent requests for extensions or requests for extensions exceeding one year must be requested via the accountant from the Department of Education.
 - Pre Award costs can be requested from DGCA Accountant for up to 90 days prior to start date according to DGCA policies. The costs must be necessary for the conduct of the project and allowable under the potential award.
 - Unobligated balance at the end of a **budget** period can be carried forward to the following budget period.
 - Most modifications to budgets without agency approval are allowable (see prior approvals below).
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Other Administrative Actions:

Prior Agency Approval required for:

- Change in Scope, Principal Investigator or Key Personnel
 - Change of Grantee Organization
 - Any deviations from special terms or conditions stated on Notice of Grant Award
 - Second and subsequent No Cost Extensions or extensions exceeding one year
 - Pre Award Costs exceeding 90 days prior to start date
 - Need for additional funds
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Funding:

Funding for these awards is received via drawdowns under a Letter of Credit which is processed by GAPS.

TYPE OF FUNDING = 09

Receivable Account = 027011

Invoicing Requirements:

No invoicing required.

Financial Reporting Requirements:

Generally, a Financial Status Report (sf 269) is required no more frequently than quarterly. An sf269 may be required annually or at the end of the project. See Notice of Award for specific reporting requirements. When required, quarterly or semi-annual reports are due 30 days after the end of the reporting period and annual/final reports are due within 90 days after the end of the reporting period. Per the award notice, no financial reporting may be required. Final numbers are reported via the GAPS/Letter of Credit system.

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements. Exact amount is stipulated on the cover page of the award document.

Carryforward:

Allowable from one budget period to the next.

Other:

- Unless other is noted in terms and conditions, **Program Income** must be treated under the deductive method:
 - Deductive Alternative – Program income is deducted from the total grant award.
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Last updated: 1/29/01 -kp

