

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

Department of Energy
Research Grants

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) assist the Principal Investigator in accomplishing this.

Scientific Reporting Requirements:

Except under rare cases, performance reports shall not be required more frequently than quarterly or less frequently than annually. Annual reports shall be due 90 calendar days after the award year; quarterly or semi-annual reports shall be due 30 days after the end of the reporting period. DOE may require annual reports before the anniversary dates of multiple year awards in lieu of these requirements. The final performance reports are due 90 calendar days after the expiration or termination of the award. DOE may specify a specific form or format for reporting. Original plus two copies should be submitted.

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 DGCA Accountant from DOE awarding office.
 - 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 are allowable without prior agency approval (see prior approvals below).
-

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
- Transfer the performance of substantive programmatic work to a third party by contract or other means
- 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

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

Department of Energy
Research Grants

PAGE 2 - DGCA

These are general guidelines for this agency. Please see Notice of Grant Award for specific terms & conditions.

Funding:

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

TYPE OF FUNDING = 19

Receivable Account = 027015

In some rare cases, these awards are issued on a Cost Reimbursement basis.

Invoicing Requirements:

For awards issued under Letter of Credit - No invoicing required.

For awards issued as Cost Reimbursement – Quarterly Invoices required or if award exceeds \$1m, Monthly Invoices are required. Invoice should be prepared on SF270 or SF272 per awards terms and conditions.

Financial Reporting Requirements:

Please refer to the awards terms and conditions for reporting requirements.

A SF269 (Financial Status Report) is generally not required. Although the report is not required, grants must still be closed out within 90 days after the termination of the grant. When a hard copy report is required, the SF269 is generally due within 90 days of termination award. DOE may require recipients to submit the SF269 periodically (quarterly or annually) throughout the award. Also, often required at closeout are a DOE Patent Report and a Property Report.

Cumulative SF272 required for all awards under Letter of Credit.

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

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.
-

Last updated: 3/23/2000 -an