

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

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**Department of Transportation – Federal Aviation Administration**  
**Research Grants**

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The following are general guidelines for this agency. Please see Notice of 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:**

In general, these awards require semi-annual progress reports including (1) a summary of overall progress, results and comparison of actual accomplishments with proposed accomplishments, (2) an indication of any current problems or unusual developments, (3) a summary of work to be performed during the next period, and (4) other pertinent information. A Final Project Report (Form 9550-5) is due within 90 days of the expiration date of the grant.

All inventions made in the course of or under any FAA research grant shall be promptly and fully reported to FAA within 2 months after the inventor discloses it in writing to grantee personnel responsible for the administration of patent matters. The grantee will elect in writing whether or not to retain title to any such invention by notifying FAA within 12 months of disclosure to grantee.

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**Budget Considerations & No Cost Extensions:**

Unless noted otherwise in terms & conditions, the following applies:

- Approval for No Cost Extension for a period of up to one year must be requested from FAA at least 30 days prior to end of budget period.
  - Most modifications to budgets are allowable without prior agency approval (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
- Transfer the performance of substantive programmatic work to a third party by contract or other means
- Any change from the approved use of animals or human subjects
- No Cost Extensions
- Need for additional funds
- Acquisition of property exceeding \$2,500
- Any FOREIGN TRAVEL (excluding Canada) not specified in approved budget

Foreign Flag Air Carrier allowed only if use of U.S. Flag Carrier would result in a total delay of more than 24 hours or a connection delay by US Carrier exceeds foreign carrier flight by over six hours, see guidelines for further details and specific requirements.

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**Funding:**

On a Cost Reimbursement basis

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**Invoicing Requirements:**

Invoice monthly, with expenses, via SF270 unless other form is specified in award notice.

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**Financial Reporting Requirements:**

SF272's due quarterly  
SF269 due within 90 days of termination date of grant.

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**Specific Cost Sharing Requirements:**

Please refer to specific award regarding any Cost Sharing Requirements.

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**Carryforward:**

Allowable from one budget period to the next.

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**Other:**

- **Program Income** may use any of the three following options at the discretion of the grantee:
    - Additive Alternative – The funds may be used for the same purposes and under the same conditions stated in the grant agreement to augment the research activities.
    - Matching Alternative – In the case of grant awards that require matching funds, project income can be used to finance part or all of the matching share.
    - Deductive Alternative – Program income is deducted from the total grant award.
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Last updated: 6/28/99 -kp