

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

Department of Commerce – Economic Development Administration
Research Grants

<http://www.doc.gov/eda>

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:

See terms and conditions of awards for specific reporting requirements. In general, the recipient is required to submit performance/technical reports in triplicate (original plus two copies) to the Federal Program Officer on a semi-annual basis for the periods ending March 31 and September 30 (or any portion thereof) within 30 days of the end of reporting period. Unless otherwise specified in the award provisions, performance/technical reports shall contain brief information as prescribed in the applicable uniform administrative requirements incorporated into the award. A final performance/technical report is due within 90 days of the termination of the award.

Budget Considerations & No Cost Extensions:

- Approval for all **No Cost Extensions** must be requested in writing from the Grants Officer at least 30 days prior to end of budget period. Only written approvals from the Grants Officer constitute authority to obligate funds for programmatic activities beyond the original termination date. *All requests for NCE must be signed by ORSP authorized signature.*
- **Budget Modifications:**
 - Transfers of funds among direct cost categories are permitted when the cumulative amount of such transfers does not exceed 10 percent of the current total budget. Cumulative transfers which exceed 10 percent must be approved by the Grants Officer in writing.
 - Transfer of funds from direct cost categories to indirect/F&A costs line, or vice versa, is not allowed without written approval from the Grants Officer.
 - Any addition of budget categories requires prior written approval from the Grants Officer.
- Pre-Award Costs are not allowed

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 No Cost Extension
 - Need for additional funds
 - Budget Modifications (see details in above section)
 - Any travel not in approved work schedule and/or budget requires agency approval
-

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

Department of Commerce – Economic Development Administration
Research Grants

PAGE 2 - DGCA

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

Payment terms:

Cost Reimbursement

Invoicing Requirements:

Monthly SF270 (with expenses)

Financial Reporting Requirements:

Please refer to the awards terms and conditions for specific reporting requirements. General requirements are listed below.

SF269 (original plus two copies) due on a semi-annual basis for the periods ending March 31 and September 30 (or any portion thereof) within 30 days of the end of the reporting period

SF269 within 90 days of termination of award

SF272 can be required up to Quarterly within 15 days of the end of reporting period (see specific award requirements)

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

Carryforward:

Unallowable from one budget period to the next without written approval from the Grants Officer.

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: 6/9/99 -kp