

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

Environmental Protection Agency (EPA)
Research Grants

<http://www.epa.gov/ncerqa>

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 end of the award year; quarterly or semi-annual reports shall be due 30 days after the end of the reporting period. EPA 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. If inappropriate, a final technical or performance report shall not be required after completion of the project.

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 the end of the budget period. Subsequent requests for extensions or requests for extensions exceeding one year must be requested via the DGCA Accountant from the EPA Award Official.
 - Pre Award costs can be requested from the DGCA Accountant for up to 90 days prior to the 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 agency approval (see prior approvals below).
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Other Administrative Actions:

Prior Agency Approval required from Grants Office for (in addition to above):

- Change in Scope
 - Change of Grantee Organization
 - Any deviations from special terms or conditions stated on Notice of Grant Award
 - Need for additional funds
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Carryforward:

Allowable from one budget period to the next

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Funding

Funding for most of these awards is received via drawdowns under a Letter of Credit. EPA is in the process of moving their drawdowns to ASAP.

Type of Funding = 06

Receivable Account = 027008

Letter of Credit Number (found on award documents, if Letter of Credit) = ACH3008

Invoicing Requirements:

No invoicing required if award is under letter of credit. If invoicing is required, check award documents for the necessary forms to use for invoicing.

Financial Reporting Requirements:

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

SF269 generally due within 90 days of termination of the award. EPA may require recipients to submit the SF269 periodically (quarterly or annually) throughout the award. EPA is strict on reporting requirements.

Cumulative SF272 required semiannually (Letter of Credit).

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements. EPA either specifies a percentage split of the total project between EPA and Grantee funds or they list a specified dollar amount of required Grantee funds. Please read agreement carefully.

Other:

- Unless otherwise noted in the terms and conditions of the award, **Program Income** must be treated the following ways:
 - Research awards: Additive Alternative – Program income is added to the total grant award
 - Non-Research awards: Deductive Alternative – Program income is deducted from the total grant award.
 - If the terms and conditions of the award specify treatment of program income as additive or that it should be used to fund the non-Federal share of the award, any program income in excess of the stipulated amount should be treated using the deductive method.
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Last updated: 2/19/2001 -an