

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

Department of Commerce – National Oceanic & Atmospheric Administration
Research Grants <http://www.rdc.noaa.gov/~grants/bulletin.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:

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 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 require written prior approval from Grants Officer.
 - **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 allowed without written prior approval from the Grants Officer if the change does not conflict with first rule listed above.
 - 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.
 - **CMER** (Cooperative Marine Education & Research) Awards: Facilities and Administrative Costs limited to 20% of TDC less Equipment plus 5% of TDC (for awards excluding equipment = 25% of TDC)
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Other Administrative Actions:

Prior Agency Approval required for:

- Change in Scope
 - Change of Grantee Organization
 - Any deviations from special terms or conditions stated on Notice of Grant Award
 - Second and subsequent No Cost Extensions or any extension exceeding one year
 - Need for additional funds
 - Budget transfers exceeding 10% of Federal Share
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Payment terms:

Funding for these awards is received via drawdowns under a Letter of Credit which is processed by NOAA's FADS System.

TYPE OF FUNDING = 08

Receivable Account = 027013

Invoicing Requirements:

No invoicing required

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 reporting period

Cumulative SF272 required Quarterly for all awards (Letter of Credit).

For awards exceeding \$1 million: SF272 (original plus two copies) due monthly within 30 days of the end of reporting period

SF272 Final within 90 days of termination award

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

Carryforward:

Allowable 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.

Note: In the Special Terms of the award NOAA often includes the alternative to treat Program Income under the Additive rule. See specific award for guidelines.

Last updated: 6/9/99 -kp