

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

Department of Defense – National Security Agency (NSA)
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 are required semi-annually. Check the award agreement to determine the frequency of reports. Interim technical reports are due 60 days after the end of the reporting period. The final performance reports are due 60 calendar days after the expiration or termination of the award.

Budget Considerations & No Cost Extensions:

DoD NSA awards are NOT covered under Expanded authorities.

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Other Administrative Actions:

Prior Agency Approval required from Grants Officer for:

- Change in End Date – Request must be made in writing 30 days prior to end of award.
- Change in Scope
- Change of Grantee Organization
- Any deviations from special terms or conditions stated on Notice of Grant Award
- Pre Award Costs exceeding 90 days prior to start date
- Need for additional funds.
- All Foreign Travel.
- Domestic Travel exceeding \$500 or 25% of budget.
- General purpose equipment (office equipment, computers, etc.) not in the budget
- Equipment costing more than \$5,000 and can be capitalized.
- Consultant expenses not budgeted.
- Printing or binding expenses not in budget.

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Payment

Payment for DoD-NSA awards is normally requested via invoices.

Invoicing Requirements:

Generally, NSA awards are cost-reimbursed. A SF270 should be used for invoicing.

Financial Reporting Requirements:

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

Annual Financial Reports via SF269 are 60 days after the end of the reporting period. Final financial reports via SF269 due within 90 days of termination of the award.

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 (A-110).
Last updated: 3/30/2000 -an
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