



# NASA Grant Management No Cost Extension (NCE)

Presented By

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# Objectives

- ✓ Post-Award Activities
  - ✓ Technical and Grant Officers Roles and Responsibilities
  - ✓ Recipient Roles and Responsibilities
  - ✓ Report Reminders
  - ✓ Closeout
  - ✓ Helpful Reminders
- ✓ Acronyms

## Post-Award: Roles & Responsibilities

### Center Technical Officer (T.O.)

- Review progress reports and final reports
- Release incremental funding (thru RA's in the form of PR's)
- Concurrence on:
  - Principal Investigator (PI) changes/PI Transfers
  - Budget re-allocation for subcontracts, equipment, and foreign travel
  - No cost extensions
  - Changes in scope of work
- Address technical questions from the recipient
- Forward augmentation paperwork such as:
  - Proposal / Statement of Work
  - Budget and Budget Justification/Detail
  - Technical Evaluation (Justification for non-competitive, if applicable)



# Post Award: Roles & Responsibilities

## **Grant Officer (G.O.)**

- Award supplements
  - Incremental funding
  - No cost extensions
  - PI changes/PI transfer
  - Administrative
- Approve
  - Budget re-allocations
  - Changes in statement of work and key personnel
- Perform Other Administrative Tasks
  - Including: Single Audit Resolution and Reminders, Audits, Delinquent Reports, Delegations, Insufficient/Suspicious Drawdowns, Non-profit recipients without negotiated indirect rates, Recipients Requiring Additional Special Conditions, address nontechnical grant questions



# Post-Award: Roles & Responsibilities

## Recipient

- Complete proposed work
- Send in reports in a timely fashion as indicated by the Required Publications and Reports in the award document
- Draw down in accordance with procedures –drawdown as needed, don't wait until the end of the year or end of the period of performance
- Be prepared for obtaining a single audit (If recipient has expended \$750,000 or more in Federal Funding in a year)
- Keep complete records of grant funds spent as well as any Cost-Share proposed. It is important to comply with 2 CFR 1800.922 & 2 CFR 200.306 from the OMB Uniform Guidance in regards to Cost Sharing





# Post-Award: Roles & Responsibilities

## Recipient (continued)

- Comply with 2 CFR 200 Uniform Administrative Requirements  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Obtain Grant Officer approval for changes to work, key personnel, and budget as required by 2 CFR 200. Note: some re-allocation is allowed see 2 CFR 200.308
- Comply with 2 CFR Part 200 Cost Principles
  - Note from Appendix IV to Part 200: “ Except as otherwise provided in 200.414 Indirect (F&A) costs paragraph (e) of this Part, a non-profit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the award”



# Post-Award Report Requirements

- Progress Reports
  - Annual -Due 60 days prior to anniversary date
  - Final -Within 90 days of completion date
- SF425
  - Quarterly -online submission within 30 days after end of each quarter
  - Final -hard copy submission within 90 days of completion date
- Special Reporting required by the program
- Guidebook for Proposers <http://www.hq.nasa.gov/office/procurement/nraguidebook/>
- Reference 2 CFR 1800.902 and 1800.906  
[https://prod.nais.nasa.gov/pub/pub\\_library/srba/index.html](https://prod.nais.nasa.gov/pub/pub_library/srba/index.html)



# No-Cost Extension

## No-cost extension

- Requires request from recipient <https://www.nssc.nasa.gov/nocostextension>
- Requires the progress report due for the current year
- NSSC will notify the technical officer as a courtesy since concurrence is generally not required on the first no-cost extension
- Technical Officer's concurrence is required on a second no-cost extension request

### Grant/Cooperative Agreement No-Cost Extension Request

All fields are required unless otherwise stated.

Never include sensitive or personal information like your Social Security number, as e-mail isn't necessarily secure. Use postal mail for sensitive or personal information.

Need to submit the current progress report to be able to request no-cost extension

I certify the attached is the current progress report for this award and this request is within the last 60 days of the period of performance.

The recipient may make a one-time no-cost extension, not to exceed 12 months, prior to the established expiration date. Written notification of such an extension, with the supporting reasons and the progress report, must be received by the NASA Grant Officer at least ten days but no sooner than 60 days prior to the last day of the period of performance. Failure to submit the necessary documentation and progress report may result in non-acceptance of the request or other enforcement actions as provided in 2 CFR 200.338.

#### Requestor Information

Grant Number

First Name

Last Name

Title

Email

Phone

#### Extension Information

Type of Extension

1st No-Cost Extension

2nd No-Cost Extension





## Frequently Ask Questions

Firm received a No Cost Extension which was approved then six months later the Technical Officer request to add funding is this allowable?

**Answer:** No, because No Cost Extension is used to finalize and wrap up the project.

If an institution requests a one-year no-cost extension, is it possible for them to finish in less time?

**Answer:** Yes

If an institution requests only two-months no-cost extension and they don't finish in that timeframe, can they then request for the full year?

**Answer:** . After requesting an extension, the second request for a no cost extension would require technical officer concurrence before a grant officer would approve it. Keep in mind that an annual report would be due with the submission of the extension.

Can a Technical Officer approve a No Cost Extension?

**Answer:** Only the Grant Officer can approve



## What to expect during closeout

- The grant file will be transferred to Closeout upon expiration of the period of performance
- A closeout specialist will contact the recipient after inventorying the file to request any required reports not yet received; follow-up contact attempts will be initiated as necessary
- Recipients can begin preparing for closeout by reviewing the “Required Publications and Reports” included in the award documents



## Helpful Reminders for closeout

- Final reports must be submitted within 90 days after the award period of performance end date\*\*
- Please include [NSSC-Closeout@mail.nasa.gov](mailto:NSSC-Closeout@mail.nasa.gov) on the distribution for all final reports
- Final drawdown must take place within 90 days after the award period of performance end date; any drawdown after the 90 days, the Department of Health and Human Services (DHHS) will reach out to the NSSC for approval of payment
- Final SF425s are reconciled by NASA to the penny and must match the total drawdowns and total disbursements reported on the quarterly SF425s.
- If you have additional closeout questions/concerns, please contact NSSC Contact Center at (877) 677-2123 or [nssc-closeout@mail.nasa.gov](mailto:nssc-closeout@mail.nasa.gov)

\*\* Property reports are due within 60 days or within 30 days for a commercial firm



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Also available:

Grant Management Recipient Training or Grant Query: <https://www.nssc.nasa.gov/grants>



## Acronyms

AOR – Authorized Organizational Representative

AGO – Administrative Grant Officer

CA – Cooperative Agreement

CFR – Code of Federal Requirements

GCAM – NASA Grants and Cooperative Agreement Manual

GO – Grant Officer

DHHS – Department of Health and Human Services

NSSC – NASA Shared Services Center

OMB – Office of Management and Budget

PI – Principal Investigator

PR – Purchase Requisition





## Acronyms continued

RA – Resource Analyst

SF425 - Standard Form 425 (Federal Financial Report)

SP – NSSC Service Provider

TO – Technical Officer

TRP - Technical Requirements Package

