The Office of Grants Administration at a Glance

Who we are and what we do

What is the Office of Grants Administration

- Manages all NCI business-related activities associated with NCI grants and cooperative agreements

  - Pre-Award - negotiation of budgets, period of performance, etc.

  - Award – determining terms & conditions of award, issuing Notices of Award

  - Post-Award - changes in the project (PI, effort, budget, scope, etc.), answering questions related to the Notice of Award (NoA), the reporting requirements, etc.

- Ensures that all legal, regulatory, and policy requirements are met by NCI and the recipients during all stages of the award process

OGA Overview

- https://www.cancer.gov/about-nci/organization/oga/about
- Organizational Structure:
  - Director/Chief Grants Management Officer
  - Deputy Director
  - 3 Branches – 2 Grants Branches, 1 Business Operations Branch
  - Each Team is managed by a Team Leader and has between 4-5 individuals

What OGA Does

- Funding Opportunity Announcement (FOA) Review
- After Review (IRG & NCAB) & Funding Selection
  - GMS will contact the applicant to request additional information
- After Award Issued -
  - Questions regarding the Notice of Award
- Research Performance Progress Report (RPPR) Review
  - GMS, in cooperation with Program, will follow up with recipient to address any missing items, to clarify any inconsistencies, etc.
- Prior Approval requests – must go through Authorized Organization Representative (AOR) for submission to NCI

The Notice of Award

The Notice of Award (NoA) – In Detail!

- Available in the eRA Commons & Provides:
  - Grant number, recipient organization, and Principal Investigator(s)
  - Period of support
  - Amount of funds provided
    - Funds for the current year are available.
    - Future years are commitments & subject to change, depending on Fiscal Year funding policies.
  - Terms and Conditions
    - Legally binding, so be familiar with what they are!
    - Drawing funds from the award constitutes agreement with the terms.

- Your institution's sponsored projects staff will help you navigate this – reach out to them for assistance!

Annual Reporting

Annual Reporting – What's Due & When:

- Annual reports are required to be submitted using the [Research Performance Progress Report (RPPR)](#) module in eRA Commons
  - Required for all awards
  - No updated IRB or IACUC approvals needed during RPPR submission
  - RPPR Questions: Change in Other Support? Change in effort for key personnel? Unobligated balance greater than 25%?
  - Public Access (publications) and Invention Reporting, if applicable
  - Ensure all programmatic requirements are accounted for (as appropriate)

Annual Reporting – What's Due & When, continued:

- ## Due Dates
  - Streamlined Non-Competing Award Process (SNAP) RPPRs (e.g. Most R series grants) – 45 days prior to start date
  - Non-SNAP RPPRs (e.g. U01, P01, etc.) – 60 days prior to start date
  - Multi-Year Funded (MYF) RPPRs (e.g. DP2s) – by the anniversary date
- ## Other Reports
  - Federal Financial Reports for awards not subject to SNAP
    - 90 Days after the calendar quarter of the budget end date (3/31, 6/30, 9/30 or 12/31)
  - Financial Conflict of Interest Reports
    - Any investigator on the award with a significant financial interest that could directly & significantly affect the award

Post-Award Issues

Unobligated Balances:

- Funds remaining at the end of the budget period are an "unobligated balance"
- Does the award have "carryover authority"? (listed on NoA)
  - Generally, R series – Yes; U series – No
  - Carryover authority is not applicable to Multi-Year Funded awards
- Bona Fide Need Rule
  - Can NCI expect all currently available funds plus the next year's funds to be spent in the listed time period?
- Provide an accurate estimate of the balance and assessment of the project
- Explain what may have occurred and what is planned

Unobligated Balances, continued:

- Balances greater than 25% of the current year's award (total cost) must be reported on the RPPR
  - If award does not have carryover authority, prior approval request to carryover funds to next budget period is required.
- Tips on working with NIH on situations regarding the balance:
  - Balances typically equate to slow progress – be forthcoming
  - Submit timely reports (FFRs) and information
  - Discuss options proactively – there are a lot of different options!

We are not looking to take the $

We are looking to do what is in the best interest for all parties!

Problems with the Research?

- Scientific and, therefore, budget delays do occur
  - Research is starting slower than expected
  - Issues with hiring personnel
  - Trouble with obtaining necessary approvals
  - Enrollment is lower than anticipated
- Engage with your Grants Management and Program staff sooner than later
  - Will greatly aid in future conversations and considerations
  - The earlier we know, the more options for resolution you will have!

Prior Approval Requests

Recipient Authorities – What you can do:

- Standard terms and conditions of award give many authorities to the recipient (i.e. no need for prior approval). This includes (in general):
  - Carryover of unobligated balances – unless stated otherwise on the award
  - Cost-related changes/rebudgeting – unless change in scope
  - Extension of project period without additional funds (up to 12 months)
  - Transfer of work to a domestic 3rd party – unless change in scope

- Any authority listed in policy can be overridden by any special term on the award and/or specifics listed in the Notice of Funding Opportunity (NOFO)

The Rules – What you need prior approval to do:

- The following items *DO* require prior approval, provided by OGA:
  - Pre-award costs more than 90 days ahead of a competing award
  - Change in scope
  - Deviation from award terms and conditions
  - Change in the PI or other key personnel identified in the NoA
  - Change in recipient organization (i.e. transfer)
  - Extension for more than 12 months
  - Need of additional funding

The Requirements – Asking for approval:

- Requests must be submitted via the [eRA Prior Approval module](#)

- Submit the request at least 30 days prior to the proposed change

- Provide a scientific and/or budgetary justification for the change

- Approval for any prior approval request ***must*** come from the Office of Grants Administration

Resources

Resources:

- NIH Grants & Funding Page - https://grants.nih.gov/grants/oer.htm
  - NIH Grants Policy Statement – update published annually
  - NIH Guide for Grants & Contracts (NOFOs, Policy Notices, etc.)
- NCI Grants and Training Page - https://www.cancer.gov/grants-training
  - Grant Funding Information (NOFOs, Funding Strategy, etc.)
- Office of Laboratory Animal Welfare - https://olaw.nih.gov/
  - Policy Changes & Guide Notices, Reporting Noncompliance
- Invention Reporting - https://seed.nih.gov/small-business-funding/small-business-program-basics/grant-policy/ip

Resources, continued:

- Clinical Trial Requirements for Grants and Contracts - https://grants.nih.gov/policy/clinical-trials.htm
  - Clinicaltrials.gov Registration & Reporting
- Research Involving Human Subjects - https://humansubjects.nih.gov/
  - Regulations, Policies & Guidance
  - Human Subjects Protections Training
- Public Access Policy - https://publicaccess.nih.gov/
  - Managing Papers & Reporting to NIH
- Financial Conflict of Interest Policy - https://grants.nih.gov/grants/policy/coi/index.htm

Q & A

Thank You

NATIONAL CANCER INSTITUTE

cancer.gov

cancer.gov/espanol