
**Department of the Air Force (Air Force Office of Scientific Research)
AFOSR**

Research Grants

<http://www.afosr.af.mil/>

The following are general guidelines for this agency. **Please see Notice of Grant Award for specific terms & conditions.** The Principal Investigator is responsible for ensuring that all requirements are met. The Office of Research Services will assist the Principal Investigator in accomplishing this.

General:

The Air Force Office of Scientific Research manages all basic research conducted by the U.S. Air Force. To accomplish this task, AFOSR solicits proposals for research through various Broad Agency Announcements (BAAs). One or more proposals may be submitted on any topic(s) listed in any BAA. Additional guidance can be found at <http://www.afosr.af.mil/oppts/afprop.htm>.

Applying for Funding:

There are general guidelines for this agency. The guidelines can be found at <http://www.afosr.af.mil/oppts/afprop.htm>.

Renewals:

There are general guidelines for this agency. The guidelines can be found at <http://www.afosr.af.mil/oppts/afprop.htm>

Special Considerations:

Budget Considerations & No Cost Extensions:

Unless noted otherwise in terms & conditions, these grants are covered under **the Federal Demonstration Partnership Phase IV (FDPIV)** which provides the following:

- Pre-award costs can be requested for up to 90 days prior to start date. 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 Officer for:

- No Cost Extension – 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**.
 - Need for additional funds.
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Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

Carryforward:

Allowable from one budget period to the next without prior approval of the Grant Officer.

Other:

- Unless other is noted in terms and conditions, **Program Income** must be treated under the additive method.
 - Additive Alternative- Program income is added to the total grant award.
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Funding:

Payment for AFOSR awards is normally received via advanced payments or requested via invoices.

Invoicing Requirements :

Generally, AFOSR awards are paid under advance payment. In these cases, an SF272 is requested on a quarterly basis. Some AFOSR awards are cost-reimbursed. An 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 90 days after the end of the reporting period. Final financial reports via SF269 due within 90 days of termination of the award.

Non Financial Reporting Requirments:

One copy of all publications resulting from the project shall be forwarded to the AFRL program manager when it becomes available. Recipient shall submit performance reports on September 1 each year the agreement is active. Except under rare cases, performance reports are required annually. Check the award agreement to determine the frequency of reports. Interim technical reports are due 90 days after the end of the reporting period. The final performance reports are due 90 calendar days after the expiration or termination of the award.

The recipient shall include a completed "Report Documentation page" Standard Form SF 298 as the last page of the performance results prepared under this Grant. The form and instructions are available on the AFOSR's Home Page at <http://www.afosr.af.mil/arf/afo/any/text/any/forms.htm>. However, Block 12.a. of the SF 298 should be completed with the following distribution/availability statement "Approved for public release; distribution is unlimited".

Non Financial Closeout:

An original and two copies of the final performance report or one copy of electronic is due 90 days after expiration or termination of award. Disclosure of all subject inventions is required.

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