
**DEPARTMENT OF THE ARMY (U.S. ARMY RESEARCH
OFFICE)
RESEARCH GRANTS**

www.usamraa.army.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 United States Army Medical Research Acquisition Activity Web Site is a link to the various areas of the Army Research Programs and their required forms to be completed as well as instructions for electronic transfer of proposals. Instructions for submission of a research proposal can be found at <http://mrmc-www.army.mil>. Other Army research related information can be accessed at <http://www.aro.army.mil/index.htm>. The Congressional Directed Medical Research Programs (CDMRP) funds research to eradicate diseases and support the warfighter for the benefit of the American Public. Areas of interest are Breast Cancer, Prostate Cancer, Ovarian Cancer, Neurofibromatosis, Tuberous Sclerosis, Chronic Myelogenous Leukemia and the National Prion Research Program.

Applying for Funding:

The Home Page <http://www.usamraa.army.mil> is the link to all submissions in the various Medical areas. The URL for the CDMRP is <http://cdmrp.army.mil/default.htm>. CDMRP applications are submitted electronically and all files must be sent as .PDF documents.

Renewals:

Grants are usually for a specific period of time. Annual Progress reports are due in order to receive continuing year(s).

Special Considerations :

Budget Considerations & No Cost Extensions :

Unless noted otherwise in terms & conditions, these grants are covered under **FDP** which provides the following:

- Pre Award costs up to 90 days prior to start date are allowable.
 - Rebudgeting between direct and F&A costs; rebudgeting among budget categories is allowable;
 - Equipment not in approved budget:
 - Unobligated balance at the end of a **budget** period can be carried forward to the following budget period.
 - Most modifications to budget are allowable without agency approval (see prior approvals below).
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Other Administrative Actions:

Prior Agency Approval required for:

- Change in program objectives or Principal Investigator/Program Director.
 - Change of Grantee Organization.
 - Any deviations from special terms or conditions stated on Notice of Grant Award.
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- Any change from the approved use of animals or human subjects.
 - Substitution of one animal model for another.
 - Need for additional funds.
 - Sub award of “significant part” of programmatic effort
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Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

Carryforward:

Allowable under Federal Demonstration Partnership, Phase IV.

Other:

First \$25,000 of **Program Income** may use the additive alternative (can use funding to further the goals & objectives of project). Program income exceeding \$25,000 would normally be used to reduce Federal funding (deductive alternative) unless prior agency approval is granted to use the funds under the additive cost alternative.

Funding:

Payment is made in advance by schedule in award. Funds **must** be put into an Interest Bearing Account to be returned to sponsor. Payments are made by way of Electronic Funds Transfer (EFT). In order to receive payment, recipients must submit a payment information form SF3881 to the payment office specified in the notice of grant award.

Invoicing Requirements :

No invoicing required since payment is made by schedule per terms of agreement. Depending on the grant, the Dept. of the Army requires submission of SF272 (Federal Cash Transaction Report) on a quarterly basis.

Financial Reporting Re requirements :

Submit SF269 (Financial Status Report) to ONR regional office within ninety days after termination unless otherwise noted in award.

Non Financial Closeout Requirements:

Noted in award terms.

Non Financial Reporting Requirements:

In most cases, performance (technical/progress) reports are due annually. Some instances the reports are due within 30 days of the anniversary date of award; others are due 90 days after the end of the reporting period. Final reports are due on FORM 298 which may be found <http://www.usamraa.army.mil> is the link to all submissions in the various Medical areas.

Last updated: 03/31/04 PC/ap
