
Department of the Navy (Office of Naval Research) - ONR Research Grants

<http://www.onr.navy.mil/>

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 Services assist the Principal Investigator in accomplishing this.

General:

Applying for Funding:

Procedure: Telephone inquiries to the appropriate point-of-contact are encouraged before a formal proposal is submitted; short, informal proposals or letters of interest are welcome also. Queries or proposals should be directed to the point-of-contact who most closely matches the discipline as cited throughout this online document. At least an original plus two copies of a formal proposal should be submitted; the number of copies varies according to the needs of the reviewer(s). These proposals should be as self-contained as possible. Also, a correctly completed Certification and Submittal Statement document is required for grants. On the other hand, a completed Representations and Certification is required for contracts. Consequently, these documents can be found in the Contracts & Grants section of the ONR web site. Please refer to: <http://www.onr.navy.mil/02/howto>

Renewals:

Special Considerations:

Early termination of research support: Evaluation of applications and proposals.

- (a) The department or agency head may require that department or agency support for any project be terminated or suspended, in the manner prescribed in applicable program requirements, when the department or agency head finds an institution has materially failed to comply with the terms of this policy.
 - (b) In making decisions about supporting or approving applications or proposals covered by this policy, the department or agency head may take into account, in addition to all other eligibility requirements and program criteria, factors such as whether the applicant has been subject to a termination or suspension under paragraph (a) of this section, and whether the applicant or the person or persons, who would direct or has or have directed the scientific and technical aspects of an activity, has or have, in the judgment of the department or agency head, materially failed to discharge responsibility for the protection of the rights and welfare of human subjects (whether or not the research was subject to federal regulation).
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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

- (a) Grantees may incur Pre Award costs for up to ninety (90) days prior to the effective date of the Grant Award.
- (b) Pre Award costs as incurred by the Grantee must be necessary for the effective and economical conduct of the project and the costs must be otherwise allowable in accordance with the appropriate cost principles.

- (c) Any Pre Award costs are incurred at the Grantee's risk. The incurring of Pre Award costs by the Grantee does not impose any obligation on the Office of Naval Research; (1) in the absence of appropriations, (2) if an award is not subsequently made, or (3) if an award is made for a lesser amount than the Grantee expected.
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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

*** Refer to www.onr.navy.mil Article 7

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements. ONR awards generally do not required cost-sharing.

Carryforward:

Unexpended Balance:

In the absence of any specific notice to the contrary, Grantees are authorized to carry forward unexpended balances of funds received to subsequent funding periods.

Other:

- Unless other is noted in terms and conditions, **Program Income** must be treated under the deductive method. Generally there is no program income with ONR awards.
- Deductive Alternative-Program income is deducted from the total grant award.

Sub Awards and Contracts/Subcontracts

The applicable Federal cost principles for sub awards and contracts/subcontracts under this grant shall be those applicable to the type of organization receiving the sub award, contract or subcontract. The applicable cost principles are:

- (a) OMB Circular A-21 applicable to educational institutions.
 - (b) OMB Circular A-122 applicable to other non-profit organizations, except those specifically exempted by the circular.
 - (c) Subpart 31.2 of the Federal Acquisition Regulation (48 CFR Subpart 31.2) applicable to commercial firms and those non-profit organizations specially exempted from the provisions of OMB Circular A-122.
 - (d) OMB Circular A-87 (34 CFR Part 255) for state and local governments.
 - (e) 45 CFR Part 74, Appendix E for hospitals.
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Funding:

Payment is generally received via invoicing

Invoicing Requirements :

The SF 270 is utilized to request payments on grants and cooperative agreements. For ONR awards, the grantee need send only two copies. The grantee may request payments on a reimbursement or advance basis. ONR grantees are allowed to request advances for up to 90 days. Grantees also may use the Office of Naval Research EDI/EFT Project to request payment on ONR grants.

Financial Reporting Requirements :

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

Generally due by: At the end of the period of performance.

Format/Forms used: SF 1034/1035 for contracts, and SF 269 or SF 272 for grants is commonly used forms on DOD agreements.

Final Financial Report via SF269 due within 90 days of termination of the award.

Carefully review award for Equipment Reporting Requirements.

Non-Financial Reporting Requirements:

Except under rare cases, performance reports are required at the end of the award. Check the award agreement to determine if report is required.

Performance Results:

(a) If reports are requested in Block 31 of the Award/Modification document, the Grantee shall submit periodic reports as required by the Program Officer/Technical Representative and the final report within ninety (90) days after the end date of the Grant.

(b) The Grantee shall include a completed "Report Documentation Page" (SF 298) as the last page of each periodic and final technical report addressing performance results achieved under this Grant. The form and instructions are available on the Office of Naval Research Home Page at <http://www.onr.navy.mil/02/024/forms>. However, block 12a of the SF 298 should be completed with the following distribution/availability: APPROVED FOR PUBLIC RELEASE. If the Grantee does not agree with that distribution/availability, the Grantee should contact the cognizant AGO at the Administrative Office in block 23a of the Award/Modification document.

Non-Financial Closeout:

The final performance reports are due 90 calendar days after the expiration or termination of the award. A cover sheet (SF298) is required to accompany the final technical report. DD form 882 "Reports of Inventions and Subcontract" is due at the end of the period of performance.

Last updated: 11/11/03 PC/ap