FDP EXPANDED AUTHORITIES

NIH has waived cost-related and other prior-approval requirements for many activities and expenditures, and provided authority for these activities and expenditures to the grantee. These operating authorities are termed “expanded authorities”. See tables below for a summary of expanded authorities and actions requiring NIH prior approval. Certain award instruments, mechanisms, and types of recipients are excluded from the expanded authority to automatically carry over unobligated balances. This includes centers (P50, P60, P30, and others); cooperative agreements (U); Kirschstein-NRSA institutional research training grants (T); non-Fast Track Phase I SBIR and STTR awards (R43 and R41); clinical trials; and awards to individuals.

Certain grants or grantees also may be excluded from expanded authorities, including those that require closer project monitoring or technical assistance, and certain large multi-project grants. If excluded from some or all expanded authorities, the Notice of Grant Award (NGA) will indicate this change from the standard terms and conditions. In addition, one or more of these authorities may be overridden by a special term or condition of the award. Therefore, grantees must review the NGA to determine whether and to what extent they are permitted to use expanded authorities.

When using expanded authorities, grantees must ensure that they exercise proper stewardship over Federal funds and that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds. NIH may disallow the costs if it determines, through audit or otherwise, that the costs do not meet the tests of allowability, allocability, reasonableness, necessity, and consistency.

Several expanded authorities have specific deadlines for submission of reports or for timely notification to the NIH awarding office. Grantees should be aware that any consistent pattern of failure to adhere to those deadlines for reporting or notification will be grounds for excluding that grantee from expanded authorities.

<table>
<thead>
<tr>
<th>Summary of Expanded Authorities</th>
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<tbody>
<tr>
<td><strong>May exercise as expanded authority</strong></td>
</tr>
<tr>
<td>Carryover of Unobligated balances from one budget period to the next</td>
</tr>
<tr>
<td>Cost-related prior approvals, including research patient care costs and equipment</td>
</tr>
<tr>
<td>Extension of final budget period of a project period without additional NIH finds</td>
</tr>
<tr>
<td>Transfer of performance of substantive programmatic work to a third party (by consortium agreement)</td>
</tr>
</tbody>
</table>
EXTENSION OF TIME WITHOUT ADDITIONAL FUNDS (No Cost Extension)

The grantee organization may extend the final budget of a research project ONE TIME for a period of UP TO 1 YEAR beyond the original expiration date shown on the Notice of Grant Award. Such an extension may be made when no additional funds are required to be obligated by the awarding office, there will be no change in the project's originally approved scope or objectives, AND any one of the following applies:

a. Additional time beyond the established expiration date is required to assure adequate completion of the originally approved project; or

b. Continuity of grant support is required while a competing continuation application is under review; or

c. The extension is necessary to permit an orderly phase out of a project that will not receive continued support.

The fact that funds remain at the expiration date of the grant is not in itself sufficient justification for an extension without additional funds.

The grantee organization must notify the awarding component in writing of the extension 10 DAYS PRIOR TO the expiration date of the project period. Grantees may not extend project periods previously extended by the awarding component. Upon notification the awarding component will issue a revised Notice of Grant Award to reflect the change of the expiration date.

In extending the final budget period of the grant through this process, the grantee agrees to automatically extend the applicability of all certifications required for funding of the original budget period of the grant to the new extended period of support, e.g. animal welfare, drug free workplace, human subjects, misconduct in science, etc.

PROCEDURE:

1. Requests for extension of time under FDP Expanded Authority should be submitted to your management center at least FIVE (5) weeks before the grant expires on an Internal Prior Approval System (IPAS) form. Your management center will approve and forward the IPAS to OSPA.

2. OSPA will write a letter notifying the awarding component immediately upon receipt of your request:
a. For NASA and NIH, OSPA will not extend the end date of your grant until we receive official "acknowledgment" from the sponsor that they received notification. If after a month there has been no acknowledgment, OSPA will contact the sponsor.

b. For NSF (and other federal agencies that do not transmit an official "acknowledgment" of notification: In addition to the IPAS Form, you should submit a Petition Form for a 60 day period. The Petition Form will serve to hold your speedtype open while OSPA and Grants Accounting wait to receive confirmation from the awarding agency via Quarterly Fiscal Report.

Once notification has been confirmed, your speedtype will be extended internally.

**Note that, should a sponsor refuse to acknowledge receipt of notification, departments will be responsible for expenditures beyond the end date of a grant.**

**PREAWARD COSTS**

A grantee organization may, at its own risk, incur obligations and expenditures to cover costs prior to the beginning date of an award provided the following criteria are met:

a. The costs concerned are considered necessary for the conduct of the project;

b. The costs are allowable under the POTENTIAL award; and

c. The awarding component written prior approval is obtained when required.

Such preaward costs may be incurred within 90 days prior to the beginning date of the award without the awarding components prior approval. Preaward costs incurred more than 90 days prior to the beginning date of the award require the awarding components written prior approval. The awarding component expects the grantee organization to be fully aware that preaward costs must not impair its ability to accomplish project objectives or in any way adversely affect the conduct of the project. Additionally, incurring costs prior to the award of a grant imposes no obligation on the awarding component to make an award.

**PROCEDURE:**

For a new or competing renewal, an Internal Prior Approval System (IPAS) form must be completed requesting preaward cost authorization. Concrete evidence, i.e., a letter or telephone assurance from a grant officer that the award is forthcoming, is required before the Dean's Office will approve the request. The Dean's Office will forward the approved form to OSPA to establish a preliminary speedtype number.

For non-competing awards, preaward costs that occur between 60-90 days must be requested with a Preaward Petition (IPAS form). This will prevent the speedtype from being terminated in
accordance with the Overexpended SpeedType Policy. Submit the petition to Grants Accounting after obtaining approval from your management center.

For non-competing awards, preaward costs that occur between 1-60 days can be identified on the adjustment sheet of the preliminary report submitted by Grants Accounting when preparing the annual FSR.

CARRYOVER OF UNOBLIGATED BALANCES

Except for funds restricted on a Notice of Grant Award, grantee organizations are authorized to carry over unobligated research funds remaining at the end of a budget period. However, the grantee will be required to indicate, as part of its grant progress report, whether its estimated unobligated balance (including prior-year carryover) is expected to be greater than 25% of the current year’s total approved budget. If so, the grantee must provide an explanation and indicate plans for expenditure of those funds.

The grantee organization must notify the awarding component whether they have elected to carry over unobligated balances and the amount to be carried over. The notification shall be provided in the "Remarks" of the Financial Status Report (FSR). A revised Notice of Grant Award WILL NOT be issued to reflect the carryover. Any unobligated balance not specified for carryover on the FSR shall be available for disposition by the awarding component. Grantee organizations are required to submit the FSR within 90 days after the expiration of a budget period.

PROCEDURE:

For non-competing continuation awards, the unobligated funds are reported to the funding agency and remain in their respective budget categories. No additional paperwork is necessary unless the department desires to rebudget the unobligated funds. To rebudget, submit a Rebudget Request Form (IPAS) to Grants Accounting after obtaining approval from your management center.

For competing renewal awards, the unobligated funds are transferred to a new speedtype number. To transfer the funds to a new speedtype, complete the Notice of Unobligated Balance Form submitted with the Financial Status Report from Grants Accounting to OSPA after obtaining approval from your management center.

For both non-competing continuation and competing renewal awards, when the unobligated balance exceeds more than 25% of the total budget, the Management Center will contact the principal investigator to discuss preparing a justification in the event one is required by the funding agency.
PRIOR APPROVAL RETAINED BY AGENCY

1  Change of Scope or Research Objectives
2  Change in Principal Investigator
3  Change in Grantee Organization
4  Preaward Costs for More than 90 days

CONCLUSION

THESE EXPANDED AUTHORITIES APPLY TO GRANTS ONLY. Contracts are excluded. Following is a recap by agency of awards included/excluded:

**NIH**

ALL "R" SERIES GRANTS ARE INCLUDED EXCEPT;

R10 COOPERATIVE CLINICAL RESEARCH GRANTS
R18 RESEARCH DEMONSTRATION & DISSEMINATION PROJECT
R43 SMALL BUSINESS INNOVATION RESEARCH GRANTS
R44 SMALL BUSINESS INNOVATION RESEARCH GRANTS

LIMITED “K” AND “P” SERIES GRANTS. CHECK YOUR NOTICE OF AWARD.

**NSF, AFOSR, DOE, USDA EPA**

ALL GRANTS INCLUDED
CASE WESTERN RESERVE UNIVERSITY
REQUEST FOR BUDGET REVISIONS/IPAS APPROVALS

DEPT. Nursing DEPT. NO. OPR991001 PI/PD Dr. Doe
CWRU ACCT. NO. 642-1234 AGENCY NO. DK56789 AGENCY NIH-DK
TITLE Grants Seminar END DATE 12/31/99

ACTION/APPROVAL REQUESTED:

(●) BUDGET REVISION *( ) NO COST EXTENSION *( ) PREAWARD COST
( ) EQUIPMENT ACQUISITION - (OVER 5,000 FOR FEDERAL GRANTS, CHECK AGENCY GUIDELINES FOR ALL OTHERS)
( ) OTHER (SPECIFY)

*FDP ONLY, ALL OTHERS REQUIRE WRITTEN AGENCY APPROVAL

BUDGET REVISION

<table>
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<tr>
<th>EXPENSE TITLE</th>
<th>EXPENSE CODE</th>
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JUSTIFICATION (PLEASE FURNISH ADEQUATE INFORMATION TO SUPPORT THE REQUEST-
IF NECESSARY USE SEPARATE SHEET)

Permission is requested to purchase a spectrophotometer with imaging system.
This is needed to analyze samples collected during our study.

Note: If the sponsor is a non-federal agency, attach a copy of their guidelines permitting the rebudget, or
written approval from that agency.

THIS REQUEST IS CONSISTENT WITH THE PROJECT AS APPROVED IN THE AWARD DOCUMENT.

APPROVAL SIGNATURES

PI/PD __________________________ Original Signatures - NO STAMPS DATE____________________
DEPT. CHAIRMAN __________________ Original Signatures - NO STAMPS DATE____________________
DEAN __________________________ Original Signatures - NO STAMPS DATE____________________
REMARKS __________________________________________________________