

ONR Grant Award Set Ups – Background & Steps To Be Taken

- ONR has begun to issue new grant award numbers for Awards that will not be fully expired or are close to expiring. In the past an Amendment would have been issued adding funding and extending the award.
- This is a result of the Grant/Contract writing system that ONR is utilizing. ONR is sun-setting the old system and will be going fulltime with the new one. ONR's new financial system requires issuance of new funds within the new system. Awards that will not be fully expired or are close to expiring in the current system will need to be migrated over to the new system. The only way this can be accomplished is via a new award number
- Despite receiving a "new" grant document, it is simpler to think of it as one project with two funding grants. The "new" grant is simply a continuation of the funding for the first award. Once you fully exhaust all funds on the first award, the second award will be used. It's best not to think of them as 2 separate grants but rather 2 separate awards that work in conjunction to fully fund the project.
- The new grant award should reference the prior grant award number and will state the prior grant award number has been superseded by the new grant award number
- All funds must be exhausted from previous account first i.e. no carry forward - periods should overlap so no extensions will be necessary to exhaust the unexpended balance. No funds should be expended on new award until old funding is exhausted
- If over run on the prior grant award, since periods will overlap the over run on the prior award can be charged to the new award
- All Reports will be submitted at end of project (think of the two awards as one project). **Except the SF 425 financial report which will need to be done at end of first award once all funds exhausted, and again at the end of the new award**
- CA's must check the prior award /account to see if money is unexpended on it. If there is an unexpended balance, the new account must be placed in "Restricted" status until all funding is exhausted on the prior award.
- At the point in time the prior award has had all funds exhausted, the DLC will need to advise OSP and VPF that the new account can be taken out of restricted status and made active.

ONR Account Set Up Process

- When receiving a “New” ONR Award that supersedes a prior award the following steps should be taken when setting up an account
- Establish a Level 2 Child Account under the Prior Grant Award Account as a Separate Billable Element
- Place the New Level 2 Child Account in Restricted Status
- The following comment should be placed in the Special Invoice Instructions of the New Level 2 Child Account:
“This Grant is a continuation of Grant No. N00014-XX-X-XXXX” (fill in Grant No.)
- The following comments should be placed in the Reporting Comments of the New Level 2 Child Account:
“Research performed under Prior Grant Award No. N00014-XX-X-XXXX (fill in Grant No.) and this Grant Award No. N00014-XX-X-XXXX (fill in Grant No.) Should be treated as a single research project.
“Closeout of Prior Grant No. N00014-XX-X-XXXX (fill in Grant No.) and this Grant Award No. N00014-XX-X-XXXX (fill in Grant No.). Should be closed out as single project”
“Final Reports should consolidate the work performed under both Grant Award Numbers and reference both Grant Numbers”