



# Research Administration Practices (RAP) Sessions

## Understanding the Notice of Award (NOA)

**October 13, 2021**

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**Kara DeNutte**, *Senior Financial Officer, Kavli Institute for Astrophysics & Space Research*

**Carole Trainor**, *Sr Research Education and Support Specialist, VPR*

# Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

- Introductions
- What is a Notice of Award (NOA)?
- Printing the NOA from KC
- Key Elements for DLC Review
- RAS Resources
- Questions/Help

# Introductions

**Jamie Goldberg**, *Team Manager, Grant & Contract Administration, RAS*

**Kara DeNutte**, *Senior Financial Officer, Kavli Institute for Astrophysics & Space Research*

# What is a Notice of Award?

Formal notification from the sponsor that an award is offered in response to an application submitted by MIT/RAS.

## How is a Notice of Award received?

- Email directly from the Sponsor to RAS CA/Liaison
- Email to RAS awards for processing (creating a ticket in OST.MIT.EDU for processing)
- Email directly from the Sponsor to the PI
- U.S. Mail, sponsor portal, etc.

RAS Data Services Team (DST) creates a **Parent (Level 1)** award in KC and an **Award ID** is assigned. The KC award in a temporary **Hold** status until review and compliance requirements are met.

### Notice of Award

Federal Award Date: 04/17/2018



RESEARCH  
Department of Health and Human Services  
National Institutes of Health



NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES

Grant Number: 2R01GM123456  
FAIN: R01GM123456

Principal Investigator(s):  
Edward Haskell, PhD

Project Title: Cocoa Bioactives and Short Term memory enhancement

Alice Landers  
Senior Contract Administrator  
MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
NE 18 901  
77 Massachusetts Ave  
Cambridge, MA 021394307

Award e-mailed to: nih-award@mit.edu

Period Of Performance:  
Budget Period: 06/01/2018 - 05/31/2019  
Project Period: 12/01/1984 - 05/31/2022

Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of \$521,956 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to MASSACHUSETTS INSTITUTE OF TECHNOLOGY in support of the above referenced project. This award is pursuant to the authority of 42 USC 241, 42 CFR 52, and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Each publication, press release, or other document about research supported by an NIH award must include an acknowledgment of NIH award support and a disclaimer such as "Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Number R01GM034277. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health." Prior to issuing a press release concerning the outcome of this research, please notify the NIH awarding IC in advance to allow for coordination.

Award recipients must promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct and reporting of research funded under NIH awards will be free from bias resulting from an Investigator's Financial Conflict of Interest (FCOI), in accordance with the 2011 revised regulation at 42 CFR Part 50 Subpart F. The Institution shall submit all FCOI reports to the NIH through the eRA Commons FCOI Module. The regulation does not apply to Phase I Small Business Innovative Research (SBR) and Small Business Technology Transfer (STTR) awards. Consult the NIH website: <http://grants.nih.gov/grants/policy/foi/> for a link to the regulation and additional important information.

# When must the PI sign an NOA?

## Negative Confirmation (Signature Is Not Required)

- Awards (grants, cooperative agreements, and contracts) with standard terms and conditions
- **"No signature needed"** statement included with a reminder that expenditure of funds signifies acceptance of the terms and conditions.

Signatures on Notice of Award NOT REQUIRED. Expenditure of funds signifies agreement with terms and conditions of award.

## Positive Confirmation (Signature Is Required)

- Awards (grants, cooperative agreements, and contracts) with terms and conditions of the award sensitive items in awards which might require written acceptance by the PI/AO
- **"Signature required"** statement will be included which signals the investigator and the administrative officer to carefully review the terms and conditions of the award and **to sign and return** the notice of award to the RAS contract officer.

Edward Haskell, PhD

# Sensitive items which might require written acceptance

- Cost sharing
- Underrecovery of F&A
- Incorporation of SOW other than that in the proposal
- Letter contract definitization
- Inspection
- Nondisclosure agreement/proprietary data
- Fixed price delivery
- Title to equipment to sponsor
- Unusual prior approvals or funding limitations
- Publication reviews
- Unusual reporting and delivery schedules
- Technical direction
- Withholding of payment (other than standard)
- Invoicing responsibilities of DLC
- Funding reductions
- Stop work orders
- Early termination

[RAS Confirmation on NOA](#)

Whether signature is or is not required, there is still the necessity to understand and comply with terms and conditions of awards. RAS contract administrators are happy to meet with principal investigators and administrative officers to clarify the terms and conditions of any specific award.

# KC Award Search & Authorizations

## KC > Search for Award > Award ID

Search by **Account ID** (7 digit SAP account), **Award ID** (KC assigned), **Lead Unit**, **Sponsor**, etc. **Actions** are based on authentication assigned by your Primary Financial Authorizer in the MIT Roles Database . A person with **View Award KC** authorizations can view awards in any unit. Users need the **View Shared Award Documents KC** role to view shared attachments (EDS).

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligated Amount	Anticipated Total Amount
<a href="#">open</a> <a href="#">copy</a> <a href="#">medusa</a> <a href="#">EDS</a>	030561-00001	80NSSC20K1012	159600	Kavli Inst for Astrophysics and Space Rsrh	6943009	Active	Continuing Development of Bragg Reflector Optics and Gratings for Pola...	000420	NASA - Goddard Space Flight Center	<a href="#">Heine, Sarah</a> <a href="#">Nicole Trowbridge</a>	<a href="#">Goldberg, Jamie</a>	<a href="#">208,679.00</a>	421,109.00
	8370-001	PHY-1836814	159600	Kavli Inst for Astrophysics and Space Rsrh	6939165	Active	Collaborative Proposal: The Next Generation of Gravitational Wave Dete...	000500	NSF	<a href="#">Evans, Matthew J</a>	<a href="#">Goldberg, Jamie</a>	<a href="#">1,154,304.00</a>	1,154,304.00

View Shared Award Attachments

# KC Award Search: Award Hierarchy

The KC Award Number in the Parent and Child awards have the same first six digits or root followed by a suffix (#####-00001) that increments by one for each level in the hierarchy. Search by **Award ID** and use the 6-digit root followed by the wild card \* to retrieve the Parent and all Child/Grandchild awards.

Award ID:

Sponsor Award ID:

Account ID:

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator	Obligated Amount	Anticipated Total Amount
<a href="#">open</a> <a href="#">copy</a> <a href="#">medusa</a> <a href="#">EDS</a>	029824-00001	OAC-1934700	159900	Laboratory for Nuclear Science	6941637	Active	Collaborative Research: Advancing Science with Accelerated Machine Lea...	000500	NSF	Harris, Philip Coleman	McGeary, Katie M	610,000.00	610,000.00
<a href="#">open</a> <a href="#">copy</a> <a href="#">medusa</a> <a href="#">EDS</a>	029824-00002	OAC-1934700	060600	Microsystems Technology Laboratories	6942296	Active	Collaborative Research: Advancing Science with Accelerated Machine Lea...	000500	NSF	Han, Song	Tanguay-Ricker, Louise	278,820.00	278,820.00
<a href="#">open</a> <a href="#">copy</a> <a href="#">medusa</a> <a href="#">EDS</a>	029824-00003	OAC-1934700	159600	Kavli Inst for Astrophysics and Space Rsrh	6942297	Active	Collaborative Research: Advancing Science with Accelerated Machine Lea...	000500	NSF	Katsavounidis, Erotokritos	Goldberg, Jamie	80,666.00	80,666.00
<a href="#">open</a> <a href="#">copy</a> <a href="#">medusa</a> <a href="#">EDS</a>	029824-00004	OAC-1934700	159900	Laboratory for Nuclear Science	2749232	Active	PSC: Collaborative Research: Advancing Science with Accelerated	000500	NSF	Harris, Philip Coleman	McGeary, Katie M	23,000.00	23,000.00

Child awards may be created for Fabricated Equipment, funded Cost Sharing, accounts with different F&A rates or managed different DLCS.



# Printing the NOA from KC

Print the Notice of Award (NOA) from the KC Award Actions tab. The NOA prints information in the KC award to one, easy to read PDF document.

The screenshot shows the 'Award Actions' tab selected in the top navigation bar. Below the navigation bar, a message states 'Document was successfully reloaded.' The main content area is titled 'Print' and contains a list of items to be included in the NOA printout. A red speech bubble with the text 'Click Show' points to the 'show' button next to the 'Print' section header. Another red speech bubble with the text 'Print' points to the 'print' button in the right-hand column of the 'Print' section. The 'Print' section includes a list of items with checkboxes: 'Term', 'Compliance', 'Approved Equipment', 'Approved Foreign Travel', 'Approved Subawards', 'Cost Sharing', 'F&A Rates', 'Benefits Rates', 'Flow Thru', 'Comments', 'Funding Summary', 'Hierarchy Distributions', 'Technical Reports', 'Reports', 'Payment', 'Closeout', 'Sponsor Contacts', 'Other Data', and 'Keywords'. There are also 'select all' and 'select none' buttons below the list. The 'Print' section is followed by 'Award Modification', 'Award Hierarchy', 'Time & Money History', and 'Time & Money Transaction Detail', each with a 'print' button. The bottom of the screen shows 'Route Log' and 'Notifications' sections, each with a 'show' button.

# Key NOA Elements for Review

- Status
- Award Number, Account Number, and Sponsor Award Number
- Investigator(s), Lead Unit
- Sponsor / Prime Sponsor Name
- Instrument Type: Contract, Grant, Cooperative Agreement
- Period of Performance
- Award Anticipated/Obligated Total
- Commitments (Rates, Cost Sharing, Pre-Award)
- Payment Methods / Invoice Instructions
- Reporting
- Terms and Conditions of the Award
- Award attachments, including Agreement and Modifications
- Use of Interest Income
- Sponsor Contacts

# Status

NOA lists the Status of the award. If the award is on Hold, a prominent alert displays.

**Active:** Award is billable. A fully executed award document or modification has been received for the award period entered. Any KC updates to this award will feed to SAP.

**Pending:** Award setup is not complete. Not yet billable – used for 90-day pre award cost or extension pending. Any KC updates to this award will feed to SAP.

**Hold:** Being reviewed for various compliance/regulatory reasons (i.e., COI disclosure or training is required). No billing allowed. Awards in **Hold** status are not fed to SAP.

**Restricted-No Postings:** The account is active but closed to all revenue and expense activity. Updates in KC and SAP will not apply unless the status is changed to Active.

**Terminated:** The award has expired. Used only for Consortia Members.

**Closed:** File is complete, all reports submitted and received.

## Massachusetts Institute of Technology

### Notice Of Award

Account Number: 6944827

Award Number: 031595-00001

Status: Active

# Status: Hold

MIT Account Number: 6123456  
PI: Haskell, Edward  
Page: 1  
Date: 10/07/2021

**Massachusetts Institute of Technology**

**Notice of Award - Hold Notice**

Account Number: 6123456    Award Number: 032222-00001    Sequence: 1    **Status: Hold**

Modification Number:

Sponsor Award Number: INV-54321

Sponsor: 006012 - Bill & Melinda Gates Foundation

Prime Sponsor:

Title: Exploring use of cocoa bioactives for short-term memory enhancement

**Holds for this award**

Disclosures for this award

Investigator	Role	Disclosure	Training
Haskell, Edward	Principal Investigator	No Disclosure	Training Not Required

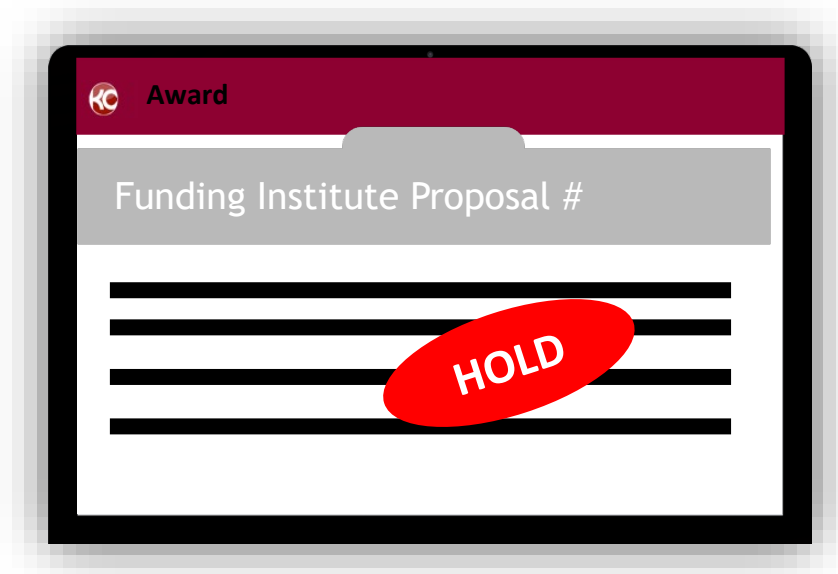
- This Award has a special review of Human Subjects with Status of Pending, So Award Status should be Hold.
- PI/COI need to complete their disclosures.

The NOA Hold Notice provides details on Compliance requirements causing the award to remain in the **Hold** status. For example, if **Animal Use** or **Human Subjects** protocol approval is still **Pending**, the award will be on Hold. If the PI/Co-I has not completed their financial Conflict of Interest (**COI Disclosure**) or required **CITI COI training**, the award will be on Hold until complete.

# Status: Hold

If Compliance requirements such as Conflict of Interest (COI) disclosure, COI Training, Animal Use or Human Subject protocols, have not been completed, the PI and/or Lead Unit will be contacted directly.

The MIT Conflict of Interest Officer contacts the PI/Co-I with instructions for completing a full COI disclosure in MIT's **My COI** tool and information on the required COI training program in CITI.



# Status: Active

Once all pre-award requirements are complete and the award can be made Active, the following information from KC Award is fed to SAP:

KC Award	SAP
WBS Element	Account ID
Lead Unit	Profit Center
PI/PD	Supervisor
Unit Administrator: ADMINISTRATIVE OFFICER or OTHER _INDIVIDUAL_TO_NOTIFY	Addressee* <i>*limit to one addressee; receives SAP 001s</i>
Unrecovered F&A Rate	Costing Sheet
On/Off Campus	OH Adjustments
Award ID	Award Number
Sponsor ID	Sponsor code
Prime Sponsor code	Primary Sponsor
Sponsor Award Number	Contract number
Award Type	Agreement Type
Effective Date	WBS Begin Date
Obligated Distributable Amount	Authorized Total
Obligated End Date	WBS expiration date

# Award Number, Account Number, and Sponsor Award Number

## Massachusetts Institute of Technology

### Notice Of Award

**Account Number:** 6935503

**Award Number:** 026464-00001

**Status:** Active

**Investigator:**

Bautz, Marshall W (PI)  
Grant, Catherine E

**Address:**

37-241  
37-551

**Unit:**

159600 Kavli Inst for Astrophysics and Space Rsrh (LU)  
159600 Kavli Inst for Astrophysics and Space Rsrh

**Sponsor:**

007070 - Pennsylvania State University

**Award Number:** 5586-MIT-NASA-B07G

**Modification Number:** 9

**Execution Date:** 03/02/2017

**NSF Code:** Astronomy and Astrophysics - Physical Sciences: F.01

**Title of Project:** MIT Participation in a U.S. Contribution to the ATHENA Wide-field Imager

Signatures on Notice of Award NOT REQUIRED. Expenditure of funds signifies agreement with terms and conditions of award.

**Award Number** – KC assigned; a KC Award may have a hierarchy with a Level 1 parent (#####-00001) and Level 2+ child awards.

**Account Number** – 7-digit SAP account number.

(Sponsor) **Award Number** – Used to access award information on sponsor portals. Sponsor award number number may indicate a *Primary Sponsor* as well as the *Instrument Type* (Grant, Cooperative Agreement, or Contract)

# Investigator(s), Lead Unit, and Title

Investigator:	Address:	Unit:
Heine, Sarah Nicole Trowbridge (PI)	NE83-577	159600 Kavli Inst for Astrophysics and Space Rsrh (LU)
Garner, Alan W	NE83-571	159600 Kavli Inst for Astrophysics and Space Rsrh
Guenther, Hans M	NE83-569	159600 Kavli Inst for Astrophysics and Space Rsrh
Heilmann, Ralf K	37-421	159600 Kavli Inst for Astrophysics and Space Rsrh
Marshall, Herman	NE83-547	159600 Kavli Inst for Astrophysics and Space Rsrh
Schulz, Norbert S	NE83-565	159600 Kavli Inst for Astrophysics and Space Rsrh

**Sponsor:** 000420 - NASA - Goddard Space Flight Center

**Award Number:** 80NSSC20K1012

**Modification Number:** P00003

**Execution Date:** 04/30/2020

**NSF Code:** Astronomy and Astrophysics - Physical Sciences: F.01

**Title of Project:** Continuing Development of Bragg Reflector Optics and Gratings for Polarimetry

LU = Lead Unit

**Lead Unit/Profit Center** determines Administrative Officer, and Other Individual to Notify (if applicable), as well Roles Database authorizations based on Profit Center.



# Sponsor / Prime Sponsor

## Massachusetts Institute of Technology

### Notice Of Award

**Account Number:** 6935503      **Award Number:** 026464-00001      **Status:** Active

**Investigator:**      **Address:**      **Unit:**  
Bautz, Marshall W (PI)      37-241      159600 Kavli Inst for Astrophysics and Space Rsrh  
Grant, Catherine E      37-551      159600 Kavli Inst for Astrophysics and Space Rsrh

**Sponsor:** 007070 - Pennsylvania State University

**Award Number:** 5586-MIT-NASA-B07G

**Modification Number:** 9

**Execution Date:** 03/02/2017

**NSF Code:**

#### Flow Thru:

**Title of Project:**

**Prime Sponsor:** 000400 : NASA - Washington (USE FOR PROPOSALS ONLY)

A Prime Sponsor indicates we are a Sub

**Prime Award Number:** NNX17AB07G

**Sponsor** – providing funding directly to MIT.

**(Sponsor) Award Number** – may indicate that MIT is a Subcontractor; Industrial sponsors may include a PO (purchase order).

**Prime Sponsor** (if applicable) – search for "Prime Sponsor"; may be listed under **Flow Thru** emphasizing Terms of the Prime flow down to MIT as a subawardee.

**Prime Award Number** (if applicable) – Award number for agreement with MIT's Sponsor.

# Period of Performance & Obligated Total

## PROJECT PERIOD:

Effective Date:	03/20/2020
Final Expiration Date:	03/19/2022
Total Anticipated Award:	\$421,109.00

## BUDGET PERIOD:

Effective Date of Current Obligation:	03/20/2020
Expiration Date of Current Obligation:	03/19/2022
Total Amount Obligated:	\$208,679.00

When is the project scheduled to end?

**Effective Date:** date shown on the original award document (If there is a Pre-Award, the date in the Pre-Award Effective Date field supersedes the date entered in this Effective Date field).

**Final Expiration Date:** Expiration date of current funded period plus anticipated unfunded periods, including possible option years.

**Total Anticipated Award:** Sponsor funding anticipated for the entire project – current obligation plus anticipated incremental funding and future year funding, including possible option years.

**Effective Date of Current Obligation:** Effective date of current funding period.

**Expiration Date of Current Obligation:** End date of current funding period.

**Total Amount Obligated:** In KC, *Obligated Distributable Amount* feeds to SAP as **Authorized Total**. Sponsor funding provided to date under the award. Does not include cost share.

# Type of Award: Grant, Cooperative Agreement, Contract

Type of Activity:

Organized Research

Type of Award:

Grant

Type of Activity:

Organized Research

Type of Award:

Contract

**Grant:** The principal purpose is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support. There is no substantial involvement anticipated between the governmental agency and the recipient during performance of the activity.

**Cooperative Agreement:** A financial assistance agreement (grant) used when substantial sponsor involvement is anticipated during performance of the project.

# Type of Award: Grant, Cooperative Agreement, Contract

**Contract:** The principal purpose of the agreement is for the government to acquire by purchase, lease, or barter, property or services for direct benefit and use of the federal government. There is substantial involvement between the governmental agency and the recipient during performance of the activity. Carefully review Terms for *FAR* (Federal Acquisition Regulation) clauses.

A contract can be:

- **Cost reimbursable:** Sponsor reimburses MIT for actual costs incurred on the project.
- **Fixed price:** A price established to complete the work and is not subject to change. Actual costs are expected to be reasonably close to the amount of the agreement.
  - If the costs exceed the fixed price, MIT is not reimbursed
  - If the costs are less than the fixed price, MIT retains the money

# Type of Award

**Grant**

**NIH Training Grant**

**Contract**

**Indefinite Delivery Contract**

**Cooperative Agreement**

**Facilities Agreement**

**Fellowship**

**Consortium Membership**

**Other Transaction Agreement**

**Student Financial Aid**

**Gift (rarely used; gifts generally credited to SAP internal orders)**

**Consortium Expenditures Membership**

# Terms

The **Terms** section of the NOA contains information on Equipment, Invention, Prior Approvals, Property, and any restrictions. This may include ***Standard Agency Terms*** with a url to access details on the RAS website. Note, **MIT Standard Terms** apply if sponsored agreement is silent. Terms may reference the agreement or other shared document uploaded to the **KC Award > Comments, Notes & Attachments** tab.

It is important to read the agreement for details that are not captured in the NOA or KC Terms.

## Terms:

### Equipment Approval Terms:

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-3> for details

### Invention Terms:

-Title to MIT; Nonexclusive, royalty-free license to Government

### Prior Approval Terms:

-Visits by Foreign Nationals to the sponsor's facility require the coordination with and approval of the sponsor

-Recipient may incur pre-award costs 90 days prior to award.

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/key-personnel> for details

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/no-cost-extensions> for details

### Property Terms:

-Sponsor may transfer title at expiration

-Title to MIT

### Publication Terms:

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-0> for details

### Referenced Document Terms:

-Award follows standard NASA terms unless restrictions are noted. See <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-specific-4>

# KC Award Attachments

If you have VIEW SHARED AWARD DOCUMENTS KC or VIEW ALL SHARED DOCUMENTS KC, you may access and view shared attachments such as the agreement, modifications, MIT-Sponsor communication and Internal approvals on the **Comments, Notes and Attachments** tab. These documents are electronically stored in the KC Award. Learn more about [Award Attachment Types](#).

Document was successfully reloaded.

time & money Award Budget expand all collapse all

Comments show

Notes (0) show

Attachments (3) hide

Add Attachment

	Last Update:	Update By:	Attachment Type:	Description:	File Name:	Actions
Add:			<input type="text" value="select"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="add"/>
1	11/10/2015 08:32 AM	Heaton, Cory	Agreement	Research Plan Project_returned 111015 to Gates	OPP1139937_High Dose.pdf	
2	11/30/2015 03:19 PM	Heaton, Cory	Agreement	Research Project Plan_revised_returned 11_30_15	OPP1139937_High Dose_REV113015.pdf	<input type="button" value="view"/> <input type="button" value="void"/> <input type="button" value="modify"/>

# Terms: Comments

**Comments** in the NOA may include important details on **Invoice Instructions, Fiscal Report, Indirect Cost, etc.**

## Terms:

### Equipment Approval Terms:

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-3> for details

### Invention Terms:

-Title to MIT; Nonexclusive, royalty-free license to Government

### Prior Approval Terms:

-Visits by Foreign Nationals to the sponsor's facility require the coordination with and approval of the sponsor

-Recipient may incur pre-award costs 90 days prior to award.

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/key-personnel> for details

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/no-cost-extensions> for details

### Property Terms:

-Sponsor may transfer title at expiration

-Title to MIT

### Publication Terms:

-Standard Agency Terms apply, see <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-terms-0> for details

### Referenced Document Terms:

-Award follows standard NASA terms unless restrictions are noted. See <https://ras.mit.edu/grant-and-contract-administration/managing-projects/federal-terms-and-conditions/sponsor-specific-4>



# Reporting

The **Reports** section of the NOA contains ALL reporting requirements including Frequency and Frequency Basis (i.e., Project End Date). Recipient contact information is also provided.

Copy RAS on submission of report ([ospaward@mit.edu](mailto:ospaward@mit.edu))

## Financial

**Type of Report:** FedConnect SF 425

**Frequency:** Quarterly

**Frequency Basis:** Project Start Date

**RAS Distribution:** Report + Letter

Mail 1 copy to NASA Headquarters (For complete address, see following address page Rolodex ID 117444)

**Type of Report:** Final

**Frequency:** 90 days after expiration

**Frequency Basis:** Project End Date

**RAS Distribution:** Letter Only

Mail null to NASA Shared Services Center (For complete address, see following address page Rolodex ID 29234)

Mail 1 copy to NASA Shared Services Center (For complete address, see following address page Rolodex ID 28145)

Mail 1 copy to NASA Headquarters (For complete address, see following address page Rolodex ID 117444)

## Property

**Type of Report:** Final

**Frequency:** 90 days after expiration

**Frequency Basis:** Project End Date

# Indirect Cost (Rates)

## Indirect Cost:

Rate	Type	Year	Start Date	End Date	On Campus	UnderRecovery	Source	Destination
7.50	RESMN	2009	09/15/2008	06/30/2009	No	\$0.00	0000000	9999999
68.00	RESMN	2009	09/15/2008	06/30/2009	Yes	\$0.00	0000000	9999999
6.50	RESMN	2010	07/01/2009		No	\$0.00	0000000	9999999
68.00	RESMN	2010	07/01/2009		Yes	\$0.00	0000000	9999999
						<b>Total:</b>	\$0.00	

### Indirect Cost Comments:

Fixed

Carefully review to ensure the correct overhead rates are applied through the lifecycle of the award. If the award includes Underrecovery, confirm Source and Destination accounts.

# KC Payment Basis and Method

Most MIT awards are “Cost Reimbursement” basis – *Method of Payment* may vary.

## Payment:

Basis of Payment:	Cost reimbursement :2
Method of Payment:	Federal Letter of Credit :01

Proposal Number: 19092494

DFAFS Number:

CFDA Number: 43.001

Procurement Priority Code:

# Sponsored Billing Process

RAS creates WBS and establishes the **Payment Type/Billing Method** in the KC Award

## Methods of invoicing

- **Cost Reimbursable:** Billing expenses that have occurred in the prior month(s)
- **Letter of Credit:** Draw down (used by many government sponsors)
- **Scheduled Billing** (i.e., Monthly, Quarterly, Annually) based on contract requirements rather than actual project costs. Per the agreement, some scheduled amounts may not be invoiced until your DLC meets certain milestone goals for the research you are conducting.

## Automatic payment method

- No billing occurs, sponsor automatically sends funds to MIT based on a schedule agreed upon by RAS and credited directly to WBS
- ✧ VPF does not generate a cost reimbursable invoice or draw down our letter of credit until expenses post to the WBS

Learn more about Sponsored Billing: <https://vpf.mit.edu/sponsored-billing-procedures>

# Other Data: Interest Income

Some foundation award terms require that interest income on award payments be applied to the project.

Use of Interest Income: 1

The number “1” indicates that the Sponsor requires interest be applied to the project.

Awards that require interest income are set up in 2-series or 6-series WBS parent accounts, based on the type of activity (prior to July 2018 they were set up as 3-series).

**Crediting interest income:** Interest income is credited to accounts that require Use of Interest Income. The DLC will see the interest when performing monthly/quarterly financial review and must inform the RAS Contract Administrator. RAS must increase the WBS Obligated and Anticipated Totals to reflect the addition of the interest income revenue.

Revenue						
Revenues						
Gifts						
800301 - Gifts			2,000,000.00-	2,000,000.00		2,000,000.00
800330 - Payment on Pledge In-Ex			1,450,000.00-	1,450,000.00		1,450,000.00
801109 - Pldg Pmt to Sponsored F			2,346,375.00-	2,346,375.00		2,346,375.00
TOTAL Gifts			5,796,375.00-	5,796,375.00		5,796,375.00
Investment Income						
800320 - Investment Income C		17,746.96-	316,142.30-	316,142.30		316,142.30
TOTAL Investment Income		17,746.96-	316,142.30-	316,142.30		316,142.30
TOTAL Revenues		17,746.96-	6,112,517.30-	6,112,517.30		6,112,517.30
TOTAL Revenue		17,746.96-	6,112,517.30-	6,112,517.30		6,112,517.30

# Address List: Contacts

Address list for Account Number 6943009	
<b>Rolodex Id:</b> 29234	
	<b>Contact Type:</b> Close-out Contact
<b>Name:</b>	
<b>Organization:</b> NASA Shared Services Center	
<b>Address:</b>	
<b>Title:</b>	<b>Phone:</b>
<b>City:</b> Stennis Space Center	<b>State:</b> MISSISSIPPI
<b>Postal Code:</b> 395296000	<b>Country:</b> United States
<b>Fax:</b>	<b>E Mail:</b> nssc-closeout@mail.nasa.gov
<hr/>	
<b>Rolodex Id:</b> 2954	
	<b>Contact Type:</b> Report Submission Address--1
<b>Name:</b>	
<b>Organization:</b> NASA - Washington	
<b>Address:</b>	
NASA Center for Aerospace Information (CASI)	
Attn: Document Processing Section, 7121 Standard Drive	
<b>Title:</b>	<b>Phone:</b> (301) 621-0390
<b>City:</b> Hanover	<b>State:</b> MARYLAND
<b>Postal Code:</b> 210761320	<b>Country:</b> United States
<b>Fax:</b>	<b>E Mail:</b> eft_ftp@sti.nasa.gov

Contact information may change during the life of an award. Review the Sponsor Contacts to ensure that the information is current. If you receive sponsor notification of a contact change, reach out to your CA and/or create an OST ticket to update the information in the KC award (Sponsor Contact information may be updated for all sponsor awards).

# Notice of Award



**Not just for Award Set Up!**

**Tool for effective management through lifecycle  
Confirm that the KC NOA matches the sponsor  
agreement**

**Review and Monitor!**

- Sponsor / Prime Sponsor
- Key Personnel, Units
- Award Type
- Period of Performance
- Anticipated/Obligated Total
- Rates, Cost Sharing, Underrecovery, Pre-Award
- Payment Methods / Invoice Instructions
- Reporting
- Terms and Conditions of the Award
- Agreement and Modifications

# RAS Resources

## KC Quick Reference Cards

- [Introduction to Awards - Training Guide for All About Awards](#)
- [Medusa - Award Module Function](#)
- [Exporting Award Searching Results](#)
- [Viewing Award Hierarchy](#)
- [COI Requirements at Award Stage](#)
- [RAS Service Tracker \(OST\) Guidelines for DLC Users](#)
- [Account Setup for Awards](#)
- [Award Attachment Types](#)



# RAS Resources

- [Notice of Award](#)
- [Applicability of MIT F&A Rate Agreements Under "Fixed Rate" Requirements](#)
- [Standard Contract Terms and Conditions](#)
- [Federal Terms and Conditions](#)
- [Changes to Programs During the Life of an Award](#)
- [Key Personnel](#)
- [Limitations on Funds - Federal Contracts](#)
- [Monthly Reconciliation and Review](#)
- [Reporting Requirements](#)
- [OST III - Summary of Updates](#)

# Questions – Help

- [RAS Contract Administrator](#)
- [RA-Help@mit.edu](mailto:RA-Help@mit.edu)
- **Virtual Drop-In RA Support Zoom** (every Monday 1:00 – 2:00 pm except MIT holidays)  
Zoom - <https://mit.zoom.us/j/91518116791>