

2016 PACHE Investigators Workshop NCI Office of Grants Administration Discussion Panel

Grants Management Officer

Monitors administrative and fiscal aspects of the project

The GMO is the **only** NIH official authorized to obligate NIH to the expenditure of funds - or to change funding amounts, budget/project period dates, or other terms and conditions of a grant award.

Grants Management Specialist

The Grants Management Specialist (GMS) acts as an agent of the GMO.

- Assures compliance with laws and NIH/HHS policies and procedures
- Analyzes grant applications and budgets
- Provides technical assistance, interprets NIH policies and Institute procedures
- Awards grant funds
- Reviews and responds to grantee prior approval and rebudgeting requests

The Grants Management Specialist can...

- Answer questions about completing grant applications and reports
- Provide guidance on administrative and fiscal aspects of applications and awards
- Answer questions about allowable costs and prior approval requirements
- Help navigate NIH grants management information on the Web



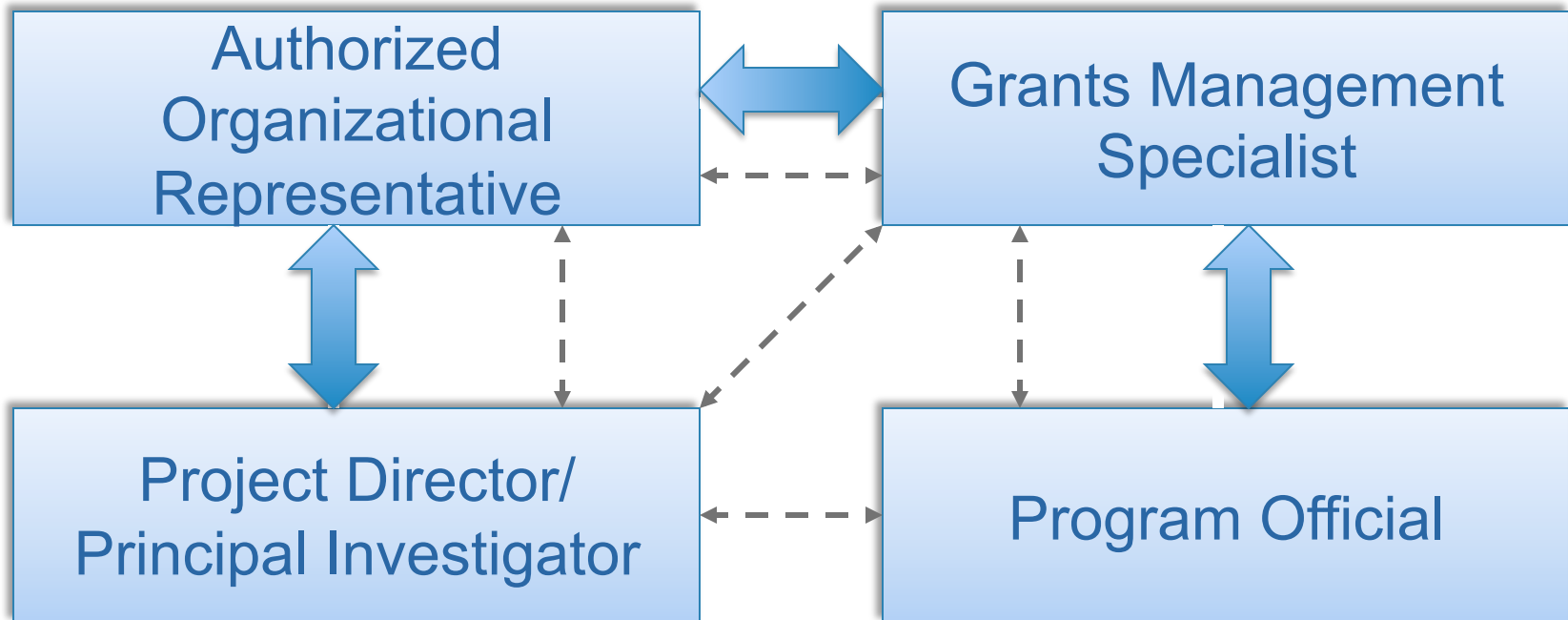
Program Director

Responsible for the programmatic, scientific, and/or technical aspects of grants

Post-Award:

- Reviews post-award requests for prior approval and provides scientific input and recommends approval/disapproval
- Reviews annual progress of grants
- In the case of cooperative agreements, may have substantial programmatic involvement in the project

Lines of Communication



Prior Approval

NCI prior approval is required for, but not limited to, the following
(send requests to both the PD and GMS):

- Change in scope
- Change of PI and or Key personnel named in the NOA
- Change in Multi PI status
- Change of grantee institution
- Addition of a foreign component
- Undertaking activities disapproved or restricted as a term of award
- Need for additional NIH funds
- Carryover of funds between budget periods
- Second or subsequent No-Cost Extension
- Retention of research grant funds when a career award (K) is made

Prior Approval

- All requests for NCI approval must be:
 - Submitted in writing
 - Submitted no later than 30 days before the proposed change
 - Signed by the business official
 - Sent to both Program and Grants Management

No Cost Extension

- The request should include:
 - A description of the project activities that require support during the extension
 - A statement about the funds available to support the extension.

Further any late notification of the initial no-cost extension provided by the NIH Standard Terms of Award also requires prior approval.

Questions?