Administrative Changes and Supplements to Grants
A Guide for Elements and Principal Investigator Teams

What types of changes can be made to a grant?

Will the change affect the RDSA?

Have stakeholders been made aware of impending changes?

- All requests for changes to a grant are monitored by the HRP Technical Officer (Grants Office).
- NSSC tracks changes to grants using Supplements which are administrative award documents (NF1687) sent to the Grants Office.
- Guidelines to initiate a Technical Requirements Package (TRP) is posted on the HRP Grants SharePoint website: Welcome to the HHP Grants Website! (sharepoint.com)
- Check with the Grants Office to determine when or if your change requires a TRP.

Types of Supplements

1. No-cost Extension (NCE)
2. Funded Extensions
3. Administrative Supplements
4. Incremental Funding Supplements
5. Augmentations
6. Combination of the above
7. Change of Principal Investigator (PI) or Recipient Institution

1. No-Cost Extensions (NCE)

- **Used to extend the grant beyond the expiration date at no additional cost to the government.**
- NCEs are awarded when additional time beyond the established period of performance is required to assure adequate completion of the original scope of work within the available funding.

(1. No-Cost Extensions continued)

- Recipients initiate NCEs using this link: Grant/Cooperative Agreement No-Cost Extension Request | NASA
- The recipient must notify the NASA Grant Officer (NSSC) **at least 45 calendar days prior to POP end**.
- This one-time extension may not be exercised merely for the purpose of using unobligated balances.

2. Funded Extensions

- **Used to extend the grant beyond the expiration date and that would require additional funding.**
- Funded extensions must be supported by a proposal and new technical evaluation submitted at least three months in advance of the expiration date.
- A funded extension may follow a no-cost extension at the discretion of the cognizant program office and with GO final approval (NSSC).

3. Administrative Supplements

- **Used to enact administrative revisions to the grant.** *See Appendix D7 in the GCAM.* Examples are:
  - PI Changes
  - Technical Officer Changes
  - General corrections
- A NASA Grant Officer (NSSC) can unilaterally make minor or administrative changes to a grant.
- Grants and Cooperative Agreements https://nasa.sharepoint.com/sites/nssc/SitePages /Grants.aspx

> *Refer to the Grants & Cooperative Agreements (GCAM) Section 7.8 for a full description of Administrative Changes and Supplements:*

4. Incremental Funding Supplements

- **Used to obligate funding in furtherance of the original scope and total award amount (history) of the approved proposal.**
- See Appendix D26 in the GCAM.

5. Augmentations

- **Used at any time when work is introduced which is outside the scope of the approved proposal or when there is a need for substantial unanticipated funding.**
- The Grant Officer (NSSC) must first determine whether the augmentation requires a separate approval as a non-competitive addition to the scope of the effort to be performed under the grant.
- Augmentations require the submission of revised budget proposals and technical evaluations covering the additional effort.
- Since augmentations will be performed within the existing period of performance, certifications will not normally be required.

6. Combination

- **A combination of the above types of supplements.**

7. Change of Recipient Institution or PI (PI Transfer)

- **Used when a PI may need to be replaced or when a PI changes institutions. The current recipient institution has the opportunity to find a replacement with NASA approval.**
- The changes can include:
  - Ending award -Grant will not follow PI to new institution and _no recommendation_ for new PI.
  - Change PI at current institution-Grant will not follow PI and there _is a recommendation_ for a new PI.
  - PI transfers to new institution - New grant awarded and will follow PI to a new institution.
- The final decision for the above changes is at the discretion of the NASA GO.
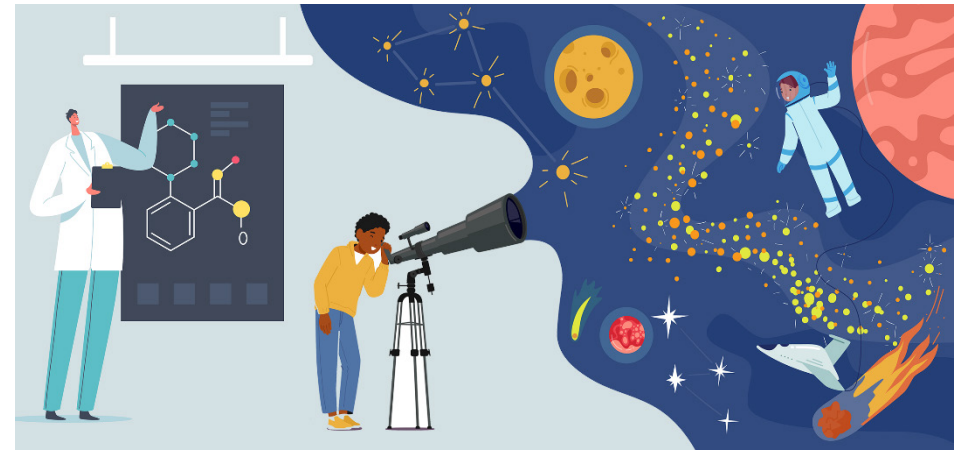
Reminders

Supplements that affect the data deliverables and period of performance may affect all research procurement stakeholders, including LSDA Archivists.

- Augmentations may require an updated RDSA distributed for signature approvals within a specific timeframe.
- A Change of Recipient Institution (PI Transfer) may terminate a current grant and be replaced with a new award resulting in a new Federal Award Identification Number (FAIN).
- Remember to notify the LSDA Archivist when a change to a grant is initiated so the team is aware.