



The NSSC and Grants and Cooperative Agreements

Overview

The objective of the NASA Shared Services Center (NSSC), Procurement Division, Research Activities Branch, is to provide support for NASA research, science and education communities in the award and administration of research and research-related grants and cooperative agreements.

The NSSC supports the Agency's internal effort to create an environment conducive to streamlining and simplifying grants and cooperative agreements. The National Aeronautics and Space Administration (NASA), through the establishment of the NSSC, has transitioned to a consolidation model for the award and administration of all Agency grants and cooperative agreements. The consolidation is designed to achieve efficient and effective service, improve data quality, standardize processes, leverage skills and investments and provide economies of scale.

NSSC Responsibilities

- Award and administration of grants and cooperative agreements to institutions of higher education, hospitals, other non-profit organizations, State, Local and Indian Tribal Governments in accordance with 2 CFR Part 200 and Part 1800 and the NASA Grant and Cooperative Agreement Manual.
- Award and administration of grants with commercial firms (which do not require cost sharing) in accordance with 2 CFR Part 200 and Part 1800, as defined in 2 CFR Part 1800.3 and 1800.11.
- Process vendor codes for NSSC awards (NNX) made on behalf of the Centers/HQ.
- Successor grant awards (also known as renewals in provision 1260.13(a)(5) of the Grant and Cooperative Agreement Handbook) requiring a new proposal

will be processed as new awards at the NSSC.

- Award and administration of Unsolicited Proposals and Single-source Proposals resulting in any type of Grant or Cooperative Agreement (except for Exclusions listed under Center Responsibilities).
- Manage receipt of all annual and final reports from recipients. Note: grant awards require that annual and final reports be sent to both the Technical Officer and the Grant Officer. The NSSC will track all grant awards in Remedy (NSSC document tracking system) and will send reminder notifications to recipients when reports are due.
- Manage Single Audit Findings. The NSSC will coordinate with designated oversight or cognizant Agencies to prepare management decisions, or the NSSC will prepare required management decisions for findings impacting actions awarded by the NSSC.
- Provide a publicly accessible website for NSSC pre-award and post-award status on grants and cooperative agreements. URL: www.nssc.nasa.gov/grantstatus.

Center Responsibilities

- Continue the administration of ALL existing grants and cooperative agreements awarded at the Center/HQ through completion of closeout. Administration excludes any "successor" grant actions requiring a new proposal. Successor grant actions (renewals) are the responsibility of the NSSC and will be processed as new awards unless the Center has received an approved waiver signed by the AA for Procurement.
- Provide a complete Purchase Request

NASAfacts

Package to the NSSC which includes the Technical Requirements Package (TRP) and a Purchase Request (PR).

- Award and administration of cooperative agreements to commercial firms in accordance with Subpart D (when cost sharing is required), as defined in 14 CFR Part 1274-102, of the NASA Grant and Cooperative Agreement Handbook.
- The Centers retain the responsibility for issuing their own Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), Announcements of Opportunity (AOs) and Cooperative Agreement Notices (CANs).
- The Centers continue to perform technical reviews of all solicited proposals.
- Centers retain the responsibility for all pre-award activities associated with the receipt and evaluation of unsolicited and other non-competitive proposals.
- Centers retain the responsibility to ensure that unsolicited proposals comply with Federal Acquisition Regulation (FAR) 15.6 and NASA FAR Supplement (NFS) 1815.6. Centers retain the responsibility to comply with NFS 1815.606, Agency procedures, and NFS 1815.606-70, Relationship of unsolicited proposals to NRAs. Further guidance can be found on the NSSC Grant web page: www.nssc.nasa.gov/grants.
- Updated GICs are posted annually by HQ Office of Procurement.
- Center Technical Officers are responsible for meeting Scientific and Technical Information (STI) requirements for final reports. Reference GIC 07-02 for guidance on the STI process.
- Centers shall use their own local procedures for legal review requirements (if required) for the pre-award process for grants and cooperative agreements. NSSC Counsel will perform legal review of grant award documents prepared at the NSSC, if required. The Centers retain all program/project management activities (budgeting, funding, costing, property management, patents, technology transfer, National Environmental Policy Act (NEPA) oversight for facilities grants, safety oversight – to include oversight of grant recipients working at NASA Centers).

PMS Registration

The NSSC requires all new grant recipients, that do not have an account with the Department of Health and Human Services (HHS) Payment Management System (PMS) for the awarding NASA Center, to complete and return Standard Form (SF)-1199A, Direct Deposit Sign-Up Form,

and PMS Access Form. Due to policy changes, NASA Grant recipients that do not have a DHHS/PMS account for the awarding NASA Center are required to complete and return SF-1199A, Direct Deposit Sign-Up Form, and the PMS Access Form in the NSSC Grants Payment Package. The forms should be completed and returned within 15 business days from receipt of the award package. Recent updates are available on the Division of Payment Management (DPM) Web site at <http://www.dpm.psc.gov>.

Requesting a Copy of a Grant

After a grant is awarded, a copy is emailed to the Technical Officer, Principal Investigator, Authorized Organizational Representative (AOR), Industrial Property Officer, New Technology Office and NASA Center for AeroSpace Information (CASI). Other individuals as well as NASA employees with a justifiable reason for requesting the grant can contact the NSSC at 1-877-677-2123 to request a copy.

PI Change

Contact your Grant Officer if you have a change in PI or technical officer.

New Technology Summaries

Anyone whose research is funded by NASA, regardless of the mechanism, must report their technologies. NASA employees are required by [NASA Policy Directive 2091.1B](#) to submit a disclosure for each invention resulting from their work as a government employee.

Anyone performing experimental, developmental or research work under a NASA funding agreement is also required to submit new technology reports. Typically, partners working under these types of agreements are working in areas of new innovation, and these activities must be reported.

Contractors, grantees and recipients of cooperative agreements or other NASA funding are subject to multiple statutes, regulations and policies. For example, important requirements related to new technologies developed with NASA funding under a contract can be found in [NASA Federal Acquisition Regulations \(FAR\) Supplement 1852.227](#).

In addition to submitting an NTR for each individual innovation, contractors, grantees and funding recipients must also submit a New Technology Summary Report (NTSR) listing all new technology items developed during the reporting period. NTSR reports are also submitted via the [electronic Technology Reporting System](#).

How to Submit Progress Reports

Annual standardized electronic progress reports are now required before the Program Officers can release second-year and third-year funding. Electronic progress reports should be submitted as PDF files. The PI (and the AOR) will get a reminder email from NSSC. The PI will be asked

to send in the progress report as a PDF file. In case you deleted it, or the reminder email was filtered, the NSSC address to which you should send your progress report is: NSSC-Grant-Report@mail.nasa.gov, and please also send a copy to your program officer, whose email address you can find [here](#).

The NASA Grant and Cooperative Agreement Handbook ([1260.22 b and c](#) and [1260.151d](#)) notes that "Reports shall be in the English language, informal in nature, and ordinarily not exceed three pages (not counting bibliographies, abstracts, and lists of other media)." and that "Progress Reports, Summaries of Research, and Educational Activity Reports shall include the following on the first page:"

- Title of the grant;
- Type of report;
- Name of the principal investigator;
- Period covered by the report;
- Name and address of the recipient's institution; and
- Grant number.

According to the new cross-agency Research Performance Progress Report (RPPR) format, annual progress reports should contain the following three parts:

- **Accomplishments:** Start by reminding us what are the major goals and objectives of the project and what did you achieve toward those goals? At first the emphasis will be on reporting activities but as the project progresses you will be reporting specific accomplishments. For example, describe major activities; significant results, major findings, developments, or conclusions (both positive and negative); and key outcomes or other achievements. Include a discussion of stated goals not met.
- **How have the results been disseminated:** For example, include a list of publications that have appeared as a result of the award. Of course all publications should acknowledge NASA support, including the name of the program and the grant number(s). Future plans: If this is not your final report, what are you planning to do next, and is it different than what was in the original proposal? That's OK, but please explain a bit.
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How to Avoid Grant Delays

The NSSC is the NASA organization that issues grants to non-federal organizations. One of the major causes of grant delays is a failure on the part of the proposer to submit accurate budget rates from their institution including, approved indirect rates and appropriate justification for

expenditures (see the budget details Frequently Asked Questions (FAQ) and the Guidebook for Proposers for instructions). This is one the proposer can fix. Also, the more detail contained in the proposer's budget justification (or narrative), the less likely your grant will be delayed. Try to explain procurements in a manner that would be understood by a non-scientist, but with enough detail to clearly describe the purchase request.

SF-425

The grantee requests funds via DHHS/PMS using their User Identification and Password. The transactions interface to SAP on a defined schedule administered by NEACC. Transactions that fail to post in SAP appear as a failed IDOC - Status Code 51. Financial Management Department personnel monitor the drawdowns through PMS and review the SAP failed IDOC report to identify and investigate any discrepancies. The failed IDOC will be manually processed in the SAP system by NSSC FMD personnel.

The quarterly Federal Financial Report (FFR) (SF-425), electronically submitted by grantees, will be for reporting purposes as it applies to the originating procurement requirements. The final certified (signed by grantee) SF-425, prepared at the end of the award period, is reconciled to SAP by NSSC FMD personnel. If the actual amount drawn down is less than the award amount, a de-obligation process is required to close out the grant in SAP. Since the final Federal Financial Report (SF 425) is due within 90 days of the grant or cooperative agreement performance period end date, any payment requests submitted after that period will automatically be placed on hold and considered for rejection by the Payment Management System (PMS).

FMD personnel will determine the amount for de-obligation. Procurement personnel will communicate the amount to the grantee. A closeout checklist is used to ensure that all elements of the grant have been properly and completely closed out; typically this is completed by the closeout contractor.

The SF-425 must be filed within 30 days of the end of the quarter (instead of the 45 days allowed for filing the PSC-272). Reporting cash transaction data using the SF-425 replaces the use of the Federal Cash Transaction Report (PSC-272 / SF-272). Additional information and training are available on the Division of Payment Management website: <http://www.dpm.psc.gov/>.

Link to the [NASA Factsheets](#) for completing the SF-425 in the PMS and view FFR [due dates](#).

About the NSSC

The NSSC provides services across the Agency in five functional areas including: Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

NASA Shared Services Center

Attn: Procurement

Building 1111

Stennis Space Center, MS 39529

NSSC Customer Contact Center

Phone: 1-877-677-2123 (1-877-NSSC123)

Fax: 1-866-779-6772 (1-866-779-NSSC)

E-mail: nssc-contactcenter@nasa.gov

Web: <https://www.nssc.nasa.gov>