UCEDD Grant Management
New Director Orientation

May 9, 2017

Agenda

- Introductions

- Review of prior approval requirements and procedures.

- Review reporting requirements and submission process.

- Highlight reporting requirements.

Grants Management Points of Contact

- **Grants Management:**
  - LaDeva Harris
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  - William Kim, Grants Management Officer:
    - Phone: (202) 795-7381
    - E-mail: William.Kim@acl.hhs.gov

AIDD Staff Contact Information

- Pamela O'Brien
  - Regions 1 – 5
  - Phone: (202) 795-7417
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- Shawn Callaway
- Regions 6 – 10
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  - E-mail: shawn.callaway@acl.hhs.gov

Grants Management Module Overview

- Grant Solutions is now referred to as the Grants Management Module (GMM)

- https://www.grantsolutions.gov/gs/   - Log in screen

- https://home.grantsolutions.gov/home/ - Main page with links to support, troubleshooting, log in setup assistance and grantee training webinars

Prior Approval Requests

Prior approval is needed from AoD Program and Grants Management staff:

- To change the scope of work i.e. goals, objectives or purposes not identified in the approved grant application.

- To change key personnel (principal investigator, principal director, or authorizing official).

- To revise or modify your approved budget. Revisions/modifications include:

  - Changing or adding a line item to your approved budget

  - Shifting funds from budget class category to another budget class category

- To carry over unobligated funds from one budget year to another budget year.

- To transfer substantive programmatic work to a subcontract not indicated in the approved grant application.

Prior Approval Submission

Prior approval requests should be:

- Initiated by the grantee as an amendment in the Grants Management Module.

- Submitted by the authorizing official or PI/PD

Reporting Requirements

- **SF 425-** Financial Status Report- submitted semi-annually
- **SF-Program Progress Report (PPR) Cover Page** – submitted semi-annually **PPR Program Indicators Attachment B-** this is your narrative section which should include the following:

    Major Accomplishments- project task chart is encouraged that includes a status of all project activities/objectives.
    - **Problems** encountered-whether they were solved or not.
    - **Significant Findings and Events-** please share if you realized that goals may need to be adjusted.
    - **Dissemination activities-** how information was shared.
    - **Other activities-** activities not mention in the above sections.
    - **Activities planned for Next Reporting Period-** the next six months.

Report Submission Deadlines

- PPRs are due to AIDD office by **July 31st**. Submission via Grants Management Module as an attachment to a grant note.

- SF 425's are due to AIDD by **July 31st**. Submission via Grants Management Module as an attachment to a grant note.

- Hard copies ***should not*** be mailed in.

Questions? Comments?

For more information about ACL

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