

SF 425 Quarterly Reporting Requirements

Effective October 1, 2010, capacity grantees are not required to submit a quarterly SF-425, (previously SF 272) Federal Financial Report to NIFA.

Capacity grantees ARE required to submit an annual SF 425 (previously SF-269) Financial Status Report.

Capacity Branch

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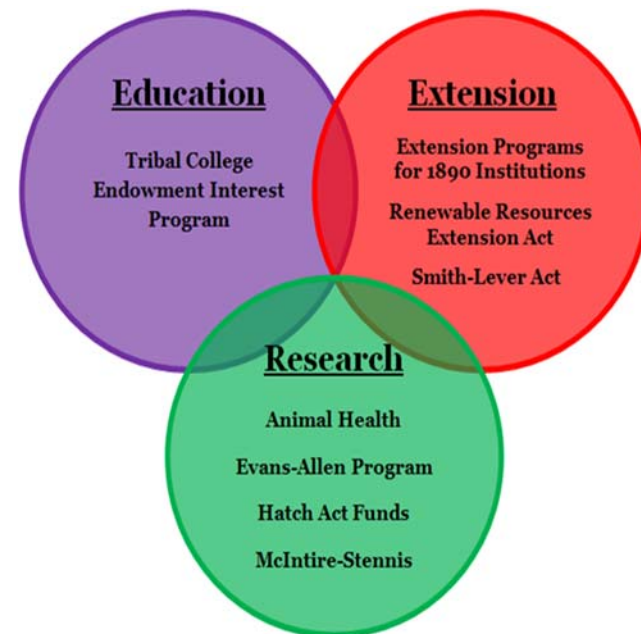
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Capacity Grants Programs



NIFA provides support for research and extension activities at land-grant institutions through grants on the basis of statutory formulas.

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Office of Grants and Financial Management
Awards Management Division
Capacity Grants Branch
800 9th Street SW
Washington DC, 20250**

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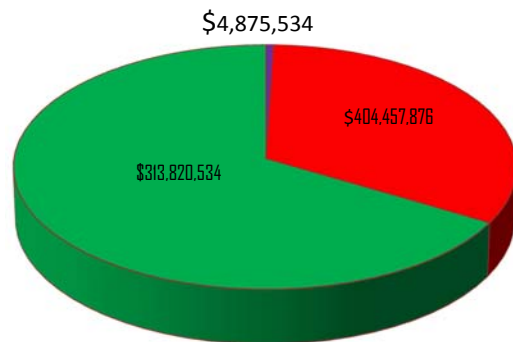
**United States Department of Agriculture
National Institute of Food and Agriculture**

Capacity Grant Programs

What's New for FY 2015?

- The FY 2015 capacity grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service.
- Applicants can receive instructions on how to access ASAP and how to inform NIFA, Financial Operations Division (FOD) of their account number to use to make disbursements by emailing the ASAP Customer Service email box at : ASAPCustomerService@nifa.usda.gov.

CAPACITY GRANTS FY-2015 APPROPRIATION



■ Tribal ■ Extension ■ Research

SF 424 R&R Submissions

- No Standard Form (SF) 424-A, Budget Information for Non-Construction Programs, and no Budget Narrative Attachment Form are required for FY 2015
- The Application Package submissions will include:
 - Application for Federal Assistance, Standard Form (SF) 424 Research and Related (R&R) (Required)
 - NIFA Supplemental Information Form (Required)
 - NIFA will use the Supplemental Information Form to capture all necessary attachments for this initial submission of the SF 424 R&R application (i.e., matching waiver requests (via pdf attachment)).
 - That information will be captured through the SF 424 R&R. Please refer to instructions in the RFA's for more detailed information.
 - NIFA will be capturing the information for three key contacts, and each organization will determine who those individuals are.
 - Block 5 should reflect the person responsible for fiscal/financial issues.
 - The AOR must have the authority to represent and bind the organization for any agreement.
 - The name of the Project Director will be reflected on the NIFA-2009.

NIFA 2009 Award Face Sheet

NIFA plans to issue all FY-2015 Capacity Grants on the NIFA-2009 award face sheet form. This form is also used to issue non-capacity grants.

(Q) What does this mean for the land-grant institutions receiving capacity grant funds?

(A) All Research and Extension capacity grant funded programs will now go through a programmatic review by the National Program Leaders (NPL) in addition to a financial & administrative review by the NIFA Capacity Grants Branch.

NPL's will review each SF 424 R&R application submitted in Grants.gov to ensure all prior year and current year programmatic requirements have been met (i.e., approved CRIS projects, Program of Research, approved budgets). Once NPL's have completed the programmatic review, capacity grant award files will be forwarded to the Capacity Grants Branch (CGB). CGB will conduct a financial and administrative review of the application to ensure all financial & administrative requirements have been met (i.e., prior year SF 425 received, matching requirements met). If all requirements have been met, CGB will approve the award and the Financial Operations Division (FOD) will certify the funds in ASAP.

- Inquiries regarding funding release information for accounts at ASAP (FY 2010 and forward) may be sent to the NIFA ASAP Customer Service email box at:

ASAPCustomerService@NIFA.USDA.gov.