



National Aeronautics and  
Space Administration  
Washington, DC 20546

# Grant Notice

GN 17-04

December 4, 2017

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## Revisions to the Grant and Cooperative Agreement Manual

(NASA Case 2017-N033)

**PURPOSE:** To revise the NASA Grants and Cooperative Agreement Manual (GCAM) to increase the micro-purchase threshold to \$10,000 for awards issued under 2 CFR 1800 (excluding commercial firms), and to reflect changes in reporting for CD 17-01, Class Deviation to 2 CFR 1800.305—Payments (Payment to Commercial Firms).

**BACKGROUND:** The 2017 American Innovation and Competitiveness Act increased the micro-purchase threshold to \$10,000 for certain types of recipients. The Uniform Guidance at 2 CFR 200.320 lists micro-purchase as one of the required methods of procurement for recipients. NASA is updating the Grant and Cooperative Agreement Manual, GCAM, to reflect this change. In addition, the GCAM will be updated to reflect implementation of CD 17-01, Class Deviation to 2 CFR 1800.305—Payments (Payment to Commercial Firms).

To notify the NASA grant community of the change in micro-purchase threshold, NASA has added to the GCAM: a Methods of Procurement section to Post Award Procedures, Section 6; a new notification to the Standard Announcement Format, Exhibit A; and a new term and condition to Exhibit C. In addition, as part of the implementation of CD 17-01, the required publications and reports, Exhibit E, now includes commercial organizations for the Quarterly Federal Cash Transaction Report. These revisions to the GCAM will clarify procedures and provide guidance to both NASA staff and grant/cooperative agreement recipients.

Procurement for Public Sector (PPS) has been updated to include the micro-purchase threshold term and condition and the revised reports exhibit.

**DOCUMENTS AFFECTED BY CHANGES:** Grant and Cooperative Agreement Manual.

**ACTION REQUIRED:** The micro-purchase threshold increase is applicable to all new awards, renewals, and supplements issued under 2 CFR 1800 to institutions of higher education, or related or affiliated nonprofit entities, or to nonprofit research organizations or independent research institutes. Grant Officers should ensure that the micro-purchase threshold increase term and condition as provided in Exhibit C is added

to these awards. They should also ensure that for awards to commercial firms under CD 17-01, the revised Exhibit E is included in all applicable awards.

**DOCUMENTS AFFECTED BY CHANGES:** Grants and Cooperative Agreement Manual.

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for **William P. McNally**  
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**Enclosure**

Additions to the baseline are shown as **[bolded and bracketed]** Deletions from the baseline are shown as ~~strikethroughs~~.



# NASA Grant and Cooperative Agreement Manual

In Accordance with 2 CFR Part 200

Implementation Date:  
December 26, 2014

Revised: ~~September 28~~ [December 4], 2017

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### **[6.1.3 Methods of procurement**

**1. Micro-purchase Threshold. The non-Federal entity must use one of the methods of procurement as prescribed in 2 CFR 200.320. As defined in 2 CFR 200.67, the micro-purchase threshold for acquisitions of supplies or services made under grant and cooperative agreement awards issued to institutions of higher education, or related or affiliated nonprofit entities, or to nonprofit research organizations or independent research institutes is —**

- a. \$10,000; or**
- b. such higher threshold as determined appropriate by the head of the relevant executive agency and consistent with audit findings under chapter 75 of Title 31, United States Code, internal institutional risk assessment, or State law.]**

\* \* \* \* \*

Exhibit A – Standard Announcement Format for NASA Announcements of Grants and Cooperative Agreements

### **3. Funding Restrictions—Required.**

Notices must include information on funding restrictions in order to allow an applicant to develop an application and budget consistent with program requirements. Examples are:

- Whether construction is an allowable activity,
- If there are any limitations on direct costs such as foreign travel or equipment purchases, and
- If there are any limits on indirect costs (or facilities and administrative costs) – such as not paying a cost of money percentage.

**NOTE:** Applicants must be advised if Federal awards will not allow reimbursement of pre-Federal award costs.

## **NASA REQUIREMENT**

### **Funding Restrictions (required all)**

Sample language

- All proposed funds must be allowable, allocable and reasonable. Funds may only be used for the project. All activities charged under indirect cost must be allowed under 2 CFR 200 cost principles.
- Grants and Cooperative Agreements shall not provide for the payment of fee or profit to the recipient.

- Unless otherwise directed in 2 CFR 200, for changes to the negotiated indirect cost rate that occur throughout the project period, you must apply the rate negotiated for that year, whether higher or lower than at the time the budget and application was awarded.
- Proposals must not include bilateral participation, collaboration, or coordination with China or any Chinese-owned company or entity, whether funded or performed under a no-exchange-of-funds arrangement.
- Any funds used for match or cost sharing must be allowable under 2 CFR 200
- **[The non-Federal entity must use one of the methods of procurement as prescribed in 2 CFR 200.320. As defined in 2 CFR 200.67, the micro-purchase threshold for acquisitions of supplies or services made under grant and cooperative agreement awards issued to institutions of higher education, or related or affiliated nonprofit entities, or to nonprofit research organizations or independent research institutes is \$10,000; or such higher threshold as determined appropriate by the head of the relevant executive agency and consistent with audit findings under chapter 75 of Title 31, United States Code, internal institutional risk assessment, or State law.]**

*NOTE: For funding opportunities that will result in Fellowships or Scholarships the following statement shall be added to this section of the announcement:*

- Awards made under NASA Fellowship and Scholarship funding opportunities shall not provide for the payment of Facilities and Administration (F&A), overhead or indirect costs.

\* \* \* \* \*

Exhibit C – Additional Terms and Conditions

**[5. Increase in the micro-purchase threshold.**

**(This Term and Condition shall be included in all grants and cooperative agreement awards issued to institutions of higher education, or related or affiliated nonprofit entities, or to nonprofit research organizations or independent research institutes.)**

**MICRO-PURCHASE THRESHOLD  
(OCT 2017)**

**As defined in 2 CFR 200.67, the micro-purchase threshold for acquisitions of supplies or services made under grant and cooperative agreement awards issued to institutions of higher education, or related or affiliated nonprofit entities, or to nonprofit research organizations or independent research institutes is —**

- (i) \$10,000; or**
- (ii) such higher threshold as determined appropriate by the head of the relevant executive agency and consistent with audit findings under chapter 75 of Title 31, United States Code, internal institutional risk assessment, or State law.**

(End of Provision)]

\* \* \* \* \*

Additions to the baseline are shown as **[bolded and bracketed]** Deletions from the baseline are shown as ~~strikethroughs~~.

**Exhibit E – Required Publications and Reports**

IN ACCORDANCE WITH 2 CFR 1800

The recipient shall submit the publications and reports indicated below:

[ **ACRONYMS**  
**AGO = ADMINISTRATIVE GRANT OFFICER**  
**IPO = INDUSTRIAL PROPERTY OFFICER**  
**NTR = NEW TECHNOLOGY REPRESENTATIVE**  
**CC = CLOSEOUT CONTRACTOR**  
**PO = PATENT COUNSEL OFFICE**  
**FMO = FINANCIAL MANAGEMENT OFFICE**  
**TO = TECHNICAL OFFICER**  
**GO = NASA GRANT OFFICER**  
**UAO = UNIVERSITY AFFAIRS OFFICER**  
**HHS/PMS = HEALTH AND HUMAN SERVICES PAYMENT MANAGEMENT SYSTEM**  
**STIPO = SCIENTIFIC & TECHNICAL INFORMATION PROGRAM OFFICE]**

	<b>REPORTS</b>	<b>REPORT DUE/FREQUENCY</b>	<b>DISTRIBUTION</b>
	<b>Quarterly Federal Cash Transactions Reports</b> (SF 425) <i>(Required for all Grants and Cooperative Agreements except grants and agreements <del>with commercial organizations</del> [where invoicing is required per the terms and conditions of award])</i>	Within 30 days following the end of each quarter of the Federal fiscal year. (Ref. 1800.906)	HHS/PMS
	<b>Annual Inventory Report of Federally-Owned Property in Custody of the Recipient</b> <i>(Required for all Grants and Cooperative Agreements, except when a commercial firm.)</i>	No later than October 15 of each year. NOTE: Negative reports are not required. (Ref. 1800.907)	FMO, IPO
	<b>Progress Reports</b> <i>(Required for all Grants and Cooperative Agreements; unless period of performance is less than one year.)</i>	Annually, 60 days prior to the anniversary date of the grant/cooperative agreement (except final year). (Ref. 1800.902)	TO, GO, NTR
	<b>Disclosure of Subject Inventions/Reportable</b>	Within 2 months after inventor discloses it to	PO, TO, GO, NTR

<p><b>Items (New Technology Report (NTR) (Required for all Grants and Cooperative Agreements except for those issued solely to support education programs)</b></p>	<p>recipient. (Ref. 1800.908 1800.923and 1800.924)</p>	
<p><b>Election of Title to a Subject Invention (Required for all Grants and Cooperative Agreements)</b></p>	<p>Within 2 years of disclosure of a subject invention being elected, except in any case where publication, on sale or public use of the subject invention being elected has initiated the one year statutory period wherein valid patent protection can still be obtained in the United States, at least 60 days prior to the end of the statutory period. (Ref. 1800.908 and 1800.923)</p>	<p>PO, TO, GO</p>
<p><b>Interim New Technology Summary Report (NTSR) (Required for all Grants and Cooperative Agreements except for those issued solely to support education programs)</b></p>	<p>Every 12 months from the date of the grant/cooperative agreement. (<b>Note: Negative reports are required.</b>) (Ref. 1800.908, 1800.923 and 1800.924)</p> <p><b>NASA FORM 1679 or eNTR (<a href="http://invention.nasa.gov">http://invention.nasa.gov</a>)</b></p>	<p>GO, NTR</p>
<p><b>Notification of Decision to Forego Patent Protection (Required for all Grants and Cooperative Agreements)</b></p>	<p>As applicable, not less than 30 days before the expiration of the response period required by the relevant patent office. (Ref. 1800.908 and 1800.923)</p>	<p>PO, TO, GO</p>
<p><b>Utilization of Subject Invention/Reportable Items (Required for all Grants and Cooperative Agreements except for those issued solely to support education programs)</b></p>	<p>Every 12 months from the date a subject invention is elected. Note: Negative reports are required. (Ref. 1800.908 and 1800.923 )</p>	<p>PO, TO, GO</p>
<p><b>Annual NASA Form 1018 Property in the Custody of Contractors (Required for all Grants and Cooperative Agreements with commercial</b></p>	<p>Due not later than October 15 of each year. Note: Negative reports are required. (Ref. 1800.925)</p>	<p>FMO, IPO</p>

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	<b>FINAL REPORTS</b>	<b>REPORT DUE</b>	<b>RECIPIENT</b>
	<i>organizations)</i>		
	<b><i>Final New Technology Summary Report (NTSR)</i></b> <i>(Required for all Grants and Cooperative Agreements except for those issued solely to support education programs)</i>	Within 90 days after the expiration date of the grant/cooperative agreement. <b>(Note: Negative reports are required.)</b> (Ref. 1800.908, 1800.923 and 1800.924) <b>NASA FORM 1679 or eNTR</b> <b>(<a href="http://invention.nasa.gov">http://invention.nasa.gov</a>)</b>	PO, GO, NTR
	<b>Properly Certified Final Federal Financial Report, SF 425</b> <i>(Required for all Grants and Cooperative Agreements)</i>	Within 90 days after the expiration date of the grant/cooperative agreement. (Ref. 1800.906)	FMO, GO
	<b>Summary of Research / Education Activity Report</b> <i>(Required for all Grants and Cooperative Agreements)</i>	Within 90 days after the expiration date of the grant/cooperative agreement. (Ref. 1800.902) <i>For research related training program grants, the summary of research report is completed by the Student.</i>	<del>CASI, TO, GO, NTR, STIO,</del> <b>[STIPO]</b>
	<b>Final Inventory Report of Federally-Owned Property</b> <i>(Required for all Grants and Cooperative Agreements, except those issued solely for education programs and grants and cooperative agreements with commercial organizations)</i>	Within 60 days after the expiration date of the grant/cooperative agreement. (Ref. 1800.907)	CC, IPO, GO
	<b>Final NASA Form 1018 NASA Property in the Custody of Contractors</b> <i>(Required for Grants and Cooperative Agreements with commercial organizations)</i>	Within 30 days after the expiration of the grant or cooperative agreement. (Ref. 1800.925)	FMO, IPO

\*Grants and cooperative agreements with colleges, universities, non-profit organizations, and small businesses will reference §1800.909. Grants and cooperative agreements with large businesses will reference §1800.923.

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