



The Morrill act of 1862 designated UVM as a land grant institution eligible to receive annual statutory funding from the USDA s NIFA in support of research and extension activities as directed by the various land-grant Acts (i.e.: Smith-Lever (agricultural extension work), McIntire Stennis (forestry research), Hatch (agricultural research).

NIFA issues the formula funding to UVM in the form of Capacity grants. These grants are subject to 2 CFR 200,



Administrative Technical Representative, considered PI for the capacity grants.

The maximum amount allowed for billing under a sponsored agreement.

PeopleSoft budgeting account code.



Upon confirmation of success from grants.gov, the RA will complete the InfoEd record and designate the InfoEd status as Submitted to Sponsor

The InfoEd record will be pended by an SPA Setup Specialist.

Using the proposed budget amount specified on the face page of the proposal, the budget will be entered on one line as total other direct costs into InfoEd.

USDA NIFA notifies the Dean s Offices and SPA with a grant award when funds are released. This occurs on a quarterly basis.

When the notification is received in SPA, it will be entered in the Award Log.

The Award Acceptance Specialist will request budgeting instructions from the department including cost share and prepare the setup checklist.

The Setup Specialist will enter the information into InfoEd and PeopleSoft.

Budgets will be set up on C-levels and projects will remain set to track until the final quarter of funding has been released. At that time, the setting will be changed to control so as to prevent over-spending.

PIs and Unit Administrators will perform, execute, and report on the capacity grant funded programs and manage the capacity funds in accordance with the terms and conditions of each award.

SPA will assist in all post award functions, including prior approvals, reports and other requests as needed.

Once award year is complete on September 30th, SPA FAs will work with units to close out the year, prepare and submit the final financial report to the sponsor.

In addition to SPA s team lead s signature the report must be signed b the unit s Dean

FAs will coordinate with the Billing Specialist to ensure that the final drawdown of funds happens prior to the report submission.

Carryover of funds will be managed in accordance with the [NIFA Capacity Grants Terms and Conditions](#).

If any carryover is reported on the FFR, the FA will need to review the NIFA Capacity Grants Terms and Conditions.

FA will request budgeting instructions from the Unit Administrator, including cost share. The carryover funds will then be mo ed into the ne t ear s a ard

The FA will communicate with the Billing Specialist to increase the billing limit by the amount of carryover.

NIFA uses ASAP as their Letter of Credit draw system. Any reported carryover amount must be drawn from the ASAP account number for the year in which the carryover balance has been reported (Ex: FY17 carryover must be drawn from FY17 ASAP account number).



03/01/2018	1	SPA	Initial release