**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to ensure management of day to day grant supported activities are conducting according to NIH requirements.

**DEFINITIONS**

Recipients are responsible for managing the day-to-day operations of grant-supported activities using their established controls and policies, as long as they are consistent with NIH requirements for award monitoring.

**GUIDELINES**

*8.4.1.3 Progress Reports for Multiyear Funded Awards*

*A limited number of NIH grant awards are multi-year funded, i.e., not funded in budget years but funded in full at the start of the project period from a single fiscal year appropriation. The project period and the budget period are the same in a multi-year funded (MYF) award, and are longer than one year. Progress reports for MYF awards are due annually on or before the anniversary of the budget/project period start date of the award. A progress report is not required if the award is in a no-cost extension period unless specifically required by the IC. The reporting period for a MYF progress report is the calendar year pre-ceding the anniversary date of the award. For example, if an award is made on 04/01/2014, the MYF progress report is due on or before 04/01/2015, and should report on the activities performed under the award between 04/01/2014 and 03/31/2015. For the subsequent year the MYF progress report will be due 04/01/2016, and should report on the activities performed under the award between 04/01/2015 and 03/31/2016. Information on the content of a MYF progress report and instructions on how to submit the report through the eRA Commons are posted at http://grants.nih.gov/grants/policy/myf.htm and http://-grants.nih.gov/grants/rppr/rppr\_instruction\_guide.pdf. The multi-year research performance progress report (MYRPPR) link to upload the report will be available two months before the anniversary date of the award, on the eRA Commons Status search page in the folder “List of Applications/Grants” in the “Action” column. Progress reports for MYF awards must be completed by the PD/PI, and then submitted by a Signing Official (SO) or a PD/PI with delegated authority from the SO to submit a progress report. Information about SO delegation of authority to a PD/PI to submit a progress report appears in the eSNAP User Guide under Section 2. Delegating Authority.*

*Final Research Performance Progress Report (F-RPPR)*

*The F-RPPR has replaced the Final Progress Report for closeout. NIH is no longer accepting Final Progress Reports. Generally, the F-RPPR format is the same as the current annual RPPR. As part of the F-RPPR recipients will be required to report on Project Outcomes. This section will be made publicly avail-able, allowing recipients the opportunity to provide the general public with a concise summary of the cumulative outcome or findings of the project (analogous to the Project Summary/Abstract section of the competing application).*

*NIH will not maintain its previous Type 2 policy which stated that “whether funded or not” the progress report contained in the Type 2 application may serve in lieu of a separate final progress report. NIH now requires that organizations submit an Interim-RPPR while their Type 2 is under consideration. In the event that the Type 2 is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment. If the Type 2 is not funded, the Interim-RPPR will be treated by NIH staff as the institution’s F-RPPR.*

*See the F-RPPR Instructions posted at https://grants.nih.gov/grants/rppr/index.htm. Recipients should also review the information found in Final Research Performance Progress Report.*

*Financial Reports*

*Two types of financial reports are typically used. Cash transaction data is submitted on a quarterly basis directly to PMS. Expenditure data is submitted directly to the NIH. Historically this data was submitted using 2 separate forms, the SF272 and the SF269. Now the SF425, called the Federal Financial Report (FFR), is used for collecting both types of financial data. For NIH recipients, it is important to note that while the data is now submitted using the same form, there is no change in the actual receipt and processing of data. Cash transaction data continues to be submitted directly to and processed by PMS. Expenditure data continues to be submitted directly to and processed by NIH. 8.4.1.4 8.4.1.5*

**PROCEDURES**

**Restricted Funds**

The restricted funds as designated in the Notice of Award are awarded for and restricted to a Cancer Care Delivery Research (CCDR) and may not be used for any other purpose without prior approval of the NCI. These funds are not eligible for carryover under the direction of the UC-NCORP Leadership Council without the approval of the NCI. UC-NCORP grants manager will track CCDR restricted funds separately and provide monthly financial review of restricted funds to the Leadership Council.

**Financial Reporting**

UC-NCORP is required to submit the Federal Financial Report (FFR) on a quarterly basis to the Grants Management Office (GMO). The final financial status report is submitted 120 days after the budget period (July 31) has ended. UC-NCORP Grant Manager compiles financial information required for report, the report is reviewed and approved by UC-NCORP Administrator and provided to the Spartanburg Regional Healthcare System District, Inc. Fiscal Services for completion and submission.

**Progress Reports**

UC-NCORP is required by the NIH to submit a Research Performance Progress Report (RPPR) every year (June) along with a detailed budget justification for the upcoming grant year. UC-NCORP Administrator updates a monthly draft Progress Report, that details grant aims and progress, this is included in Leadership Council minutes for review to ensure completeness. Annually (June) the report is finalized and approved by the Multi-PIs and submitted.

**Record Retention and Access**

All documents related to financial and administrative management of the Award are maintained (paper or electronic) in the UC-NCORP Coordinator Center.

**Audit**

Financial audits (A-133) are conducted yearly as required in the Notice of Award. Internal audits are conducted quarterly on financial records.

**Cost Principles**

UC-NCORP will maintain and assure sound business practices necessary and reasonable for the implementation of the award in relation to:

* Consistency with established policies and procedures dictated by NCI
* Generally accepted accounting principles
* Adequate documentation

**REFERENCES:**

NIH Grants Policy Statement, December 2019

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee