



Office of Naval Research Update

Federal Demonstration Partnership

January 11, 2016



O F F I C E O F N A V A L R E S E A R C H



ONR Update

- Additions & Subtractions
- Updated ONR No Funds Extension (NFE) Policy
- Payweb Sunset Transition
- Admin Web – sunset December 2015
- ONR Grant Terms/Conditions – FY16 grants
- ONR New Grant Award System Transition



Updated ONR No Funds Extension (NFE) Policy

- 90 day NFE
 - PI should submit request at least 10 days before end of original grant period of performance
 - Submit to ONR Regional Administration Officer
 - Does not require ONR Program Officer approval
- NFE requests > than 90 days
 - PI should submit to ONR Regional Administration Office at least 30 days before the grant ends
 - ONR Program Officer approval required
- **Cumulative NFE's cannot exceed 15 months from original period of performance**



Payweb Sunset Transition

- ONR Payweb portal must be sunset in 12 months (October 2016)
 - DoD mandate to reduce duplicative IT applications
 - WAWF can process grant vouchers
- ONR Transition of Payweb Users to WAWF
 - Schools will be off Payweb over the next 9 months
 - Universities will be notified prior to transition



ONR Research Grant T&Cs

- DoD Implementation – 2 Phase Approach
 - Phase I – Interim implementation
 - beginning 12/26/14, Uniform Guidance governs recipient requirements in award terms/conditions
 - Phase II – Comprehensive implementation
 - Comprehensive update to DoD Grant & Agreement Regulations
- DoD R & D General Terms & Conditions – available for use
<http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/~media/Files/Contracts-Grants/docs/DoD-Research-Terms-Conditions-OCT2015.ashx>
- ONR Grant Terms & Conditions (T&C)
 - DoD R&D General T&Cs adopted for Grants beginning October 2015
 - ONR Agency specific T&Cs – current version is dated February 2015



New ONR Grant System

- New Grant system went live November 2014 (FY15)
 - **Notice of Award issued thru EDA**
 - Award Number format =
 - Grants issued in FY15 - N00014-15-1-2XXX
 - Grants issued in FY16 - N00014-16-1-2XXX
- No data migration from old to new financial systems
 - ONR Grants which are not fully funded as of 9/30/2016 may be transitioned to new financial system



New ONR Grant System

Transition Process

- 1 Project – 2 Grant Numbers
 - Future Funding balance on existing Grant at the time of transition will be funded under a New Grant
 - Period of Performance will not change
 - Original Grant T&Cs will not change
 - One Administrative Close-out for both Grants
 - Submit one Final Technical Report for both Grants
 - Submit one Patent Report for both Grants
 - Submit one Final Financial Report for both Grants *
- * Two separate FFRs may be submitted with certain conditions



ONR GRANT TRANSITION EXAMPLE

ORIGINAL ONR Grant - N00014-14-1-0999 PERIOD OF PERFORMANCE = 6/1/2015 thru 5/31/2018									
	6/1/2015 →	OCT 2015 →	FEB 2016					5/31/2018 →	SEP 2018
TOTAL GRANT VALUE	\$900,000		\$ 400,000	-----→				\$ 400,000	
FUNDED	\$150,000	\$ 200,000	\$ 400,000						
FUTURE FUNDING	\$750,000	\$ 700,000	\$ 500,000						
NEW ONR GRANT (TRANSITION GRANT) N00014-16-1-2XXX PERIOD OF PERFORMANCE = 2/1/2016 thru 5/31/2018									
			FEB 2016 →	FEB 2017 →	NOV 2017 →			5/31/2018 →	
TOTAL GRANT VALUE			\$ 500,000					\$ 500,000	
FUNDED			\$ 25,000	\$ 275,000	\$ 500,000				
FUTURE FUNDING			\$ 475,000	\$ 225,000	\$ -				

- One Final Tech Rpt.
 - One Final Patent Rpt.
 - One Final Financial Rpt.

FINAL REPORTS
 REFERENCE BOTH GRANT
 NUMBERS

N00014-14-1-0999
 N00014-16-1-2XXX



ONR Grant Transition Additional Guidance

- PI's **will not** need to submit new budgets for new transition grant
- Both grants will be modified to cross reference both grant numbers and special language concerning the transition
- You must expend and invoice all available funds on the original grant before you can invoice under the new transition grant
- No Funds Extensions will be permitted for the project
- If a University cannot issue a single Final SF425 for both grants, then two SF425's may be submitted but both SF425's must reference both grant numbers



ONR Grant Transition Additional Guidance

POINTS OF CONTACT

- ONR Program Officer – block 21 of the Grant
 - Program related questions
 - Questions concerning future funding
- ONR Administrative office, block 23 of the Grant
 - Invoicing questions
 - Closeout questions
 - Questions about terms/conditions
 - Other administrative matters
- Changes to the EDA Award Notification email
 - Send email to: debbie.rafi@navy.mil subject: EDA Notice



ONR Update

QUESTIONS?

Email: debbie.rafi@navy.mil



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH
875 NORTH RANDOLPH STREET
SUITE 1425
ARLINGTON, VA 22203-1995

IN REPLY REFER TO:
BD24-SA2016-03
(date)

MEMORANDUM FOR ONR GRANT RECIPIENTS

FROM: DIRECTOR, UNIVERSITY BUSINESS AFFAIRS

SUBJECT: ONR GRANT NO. (*insert NAVRIS grant #*)

REFERENCE: (A) NEW ONR GRANT NO. (*insert PPS grant #*)
(B) ORIGINAL ONR GRANT NO. (*insert NAVRIS grant #*)

ATTACHMENT: FAQ's ABOUT ONR'S TRANSITION GRANT PROCESS

ONR's transition to a new financial system requires ONR to issue a new grant to continue your research. Our goal is to ensure continuity in your research project.

You will receive an email notice of the new ONR Grant award (reference A) from the DoD's Electronic Document Access (EDA) within the next 30 days. The following guidance is provided to facilitate a smooth transition for your project and institution.

1. The new grant (reference A) is a continuation of your existing grant (reference B). The project started under your initial grant will continue under the new grant. The new grant does not represent a new project. Both grants will include a cross-reference in the Research Title to facilitate the administration of both grants for the single project.
2. Invoicing Guidance – You must invoice against the original grant funding (reference B) until all funding on the original grant is fully expended before ONR will approve invoices under the new grant. This facilitates ONR's expenditure rate milestones.
3. Final Report Requirements – Research performed under both grants constitutes a single project. Therefore, final reports (i.e. technical, financial, patent, etc.) must consolidate the work performed under both grants and be submitted at the end of the new grant period of performance. Final reports must include references to both ONR grant numbers.
4. ONR Grant Terms & Conditions – The ONR Grant terms and conditions applicable to the original grant (block 29 of reference B) take precedence over the terms and conditions of the new grant (block 29 of reference A) in their entirety.

ONR is committed to ensuring continuity for your research project during this administrative process. We realize there may be additional questions you or your Sponsored Program/Business Office may have, therefore we have attached additional frequently asked questions and point of contacts; please don't hesitate to contact us.

Thank you for your continued partnership with ONR's science and technology programs.

Deborah K. Rafi
Director, University Business Affairs

Cc:
Performer CADM Prime
Govt. CORT - ONR Program Officer
Administrative Office – AGO or ACO; office email address
ONR Code 24 HQ

FAQ's ABOUT ONR'S TRANSITION GRANT PROCESS

1. Who do I contact if I have not received the New ONR Grant?

If you have not received an EDA email notice of the new ONR grant please contact the ONR Administrative Office that is identified on your original grant (see block 23.a. of your original grant).

2. Why is ONR issuing a new grant for my existing research project?

The financial system in place when the original grant was issued is being sunset. ONR's new financial system does not allow migration of funding information on ONR grants that were issued in our legacy accounting system. This necessitates the issuance of a new grant number/award to enable future incremental funding for the original research project to continue in our new financial system. The overlapping periods of performance of the original and new grant enables us to ensure we do not inadvertently experience a gap in funding for the project during our transition.

3. The grant terms/conditions are different in the new grant from my original grant. Do I have to comply with both sets of terms/conditions?

No. The terms/condition of the original grant take precedence over the terms/conditions of the new grant, which is being issued only for ONR's administrative necessity. We are not changing the terms/conditions that were effective at the time ONR initially awarded the original grant and have included specific language in the new grant to state this.

4. Do I have to submit two Final Technical or Financial reports now that I have two grants for the same project?

No. The new grant is being issued to enable the work started under the original grant to continue under the new grant. The work performed under both grants should be consolidated into a single final report which is submitted at the end of the new grant. Final reports should reference both the original grant number and the new grant number.

5. Why are the periods of performances different for each grant, if both grants are truly for the same project?

The end date on the new grant is the same as the original grant (unless an option is being exercised). The new grant has a different start date so that we can have overlapping periods of performance of the original and new grant to ensure we do not inadvertently experience a gap in funding for the project during our transition.

6. Can I submit invoices simultaneously under both Grants?

No. The funding under the original grant must be fully expended before ONR will approve invoices submitted under the new grant. This facilitates ONR's expenditure rate milestones.

7. What should I do if I don't have enough funding remaining on both grants to continue work?

Immediately contact your ONR Program Officer with a request for incremental funding.

8. Will my project be funded at the same level of funding identified on the original grant?

The total available funding for your project will not change. ONR is using the new grant solely to provide future funding for your project through our new financial system. This is necessary because ONR generally incrementally funds grants. We cannot issue future funding increments on your current project in our old legacy accounting system. Nor can we transfer your current ONR grant number into our new accounting system, therefore we are issuing a new grant and a new grant number which will be used to incrementally fund the remaining future funding on your current project. The new grant does not constitute a new project; it is simply an administrative procedure that is necessary as a result of our transition to a new accounting system.

9. Can I request a no funds extension on the original grant?

ONR discourages extending the period of performance on the original grant if a new grant has been awarded. We are ensuring the new grant overlaps the original grant so that research can continue with minimal disruption. Funding levels on both the original grant and the new grant should be sufficient to ensure minimal disruption to the research. In addition, we require that you invoice only against the original grant until all funding has been expended before we will approve an invoice submitted against the new grant. This will facilitate ONR's expenditure rate milestones. If this FAQ does not address your situation, you should contact your ONR program officer for further guidance.

10. My institution wants to submit separate Final Financial Reports for each ONR grant number because it's easier for our institution's financial system; is this permitted?

Yes, under certain conditions. We recognize that this situation may create a more complex process for an institution's accounting system because it now has to track two ONR grant numbers for a single research project. Separate Final Financial Reports for each grant number may be submitted under the following criteria:

- a. Both final Federal Financial Reports (FFR) must be submitted at the end of the new grant's period of performance and at the same time.
- b. Both final FFRs must reference both ONR grant numbers in block 2 of the final FFR (Federal Financial Report)
- c. Project/Grant Period, Block 8 of FFR – the start date of the original grant and subsequent new grant will be different. If you are submitting two final FFRs, then

block 8, project/grant period should be based on the period of performance identified on each respective Grant document, block 18.

ONR POINTS OF CONTACT:

- ONR Program Officer, block 21 on the grant
 - Program related questions
 - Questions concerning future funding
- ONR Administrative Office, block 23 on the grant
 - Invoicing questions
 - Close-out questions
 - Questions related to grant terms/conditions
 - Other questions related to administering your grants

SAMPLE



DEPARTMENT OF THE NAVY

OFFICE OF NAVAL RESEARCH
875 NORTH RANDOLPH STREET
SUITE 1425
ARLINGTON, VA 22203-1995

IN REPLY REFER TO:

BD24-SA2015-06

April 2, 2015

MEMORANDUM FOR ONR GRANT RECIPIENTS

FROM: DIRECTOR, UNIVERSITY BUSINESS AFFAIRS

SUBJECT: CHANGES TO ONR GRANT NOTIFICATION PROCESS

ATTACHMENT: (1) Sample Notice of Award from DoD EDA Application

In December 2014, ONR began transitioning our award notification process from ONR's AwardWeb to the DoD's Electronic Document Access (EDA) application. This transition started with new FY15 grants issued from our new ONR grant system. This change also impacts existing ONR grants (i.e. award numbers starting with N00014-XX-X-XXXX) and subsequent grant modifications e.g. funding increments, or no funds extensions. Our transition will continue through September 2015, at which time AwardWeb will be sunset. To assist you through this transition, specific guidance to the grant recipient community is provided below.

1. New FY15 Grants

- A. New FY15 Grants – defined as grants with a number format of: N00014-15-1-2XXX
- B. Effective December 2014, new grant documents are posted to the DoD Electronic Document Access (EDA) application, <https://wawf.eb.mil/>
- C. New grant documents will not be distributed via email from ONR's AwardWeb system
- D. ONR creates an award notification profile for every grant. The notification profile will use the email addresses from the Application for Federal Assistance, SF424, to notify the recipient of an award. ONR is using the following three email addresses entered by the grantee on the SF424 application to create the EDA notification profile:
 - a. Project Director / Principal Investigator (Block 14 - Email)
 - b. Applicant Information (Block 5 - Email)
 - c. Authorized Representative (Block 19 - Email)
- E. Each organization needs to be sure that when they submit a SF424 to ONR, the email address in either block 5 or 19 of the SF424 is an appropriate email for award notification.

2. Existing ONR Grants (N00014-XX-X-XXXX)

- FY 2009-2014 Grants - ONR has established award notification profiles in EDA for all active ONR grants issued between October 1, 2008 through November 30, 2014. The EDA notification profile for these grants is populated with the email address located on Block 13.f. and 20.c of the ONR grant document. You may receive a duplicative notification from AwardWeb during this period because we will not sunset AwardWeb until 1 October 2015.
- All Other Existing Grants - Grant documents for all other existing ONR grants will be phased into the EDA notification process over the next six months. You may receive duplicative notifications during this period because we will not sunset AwardWeb until 1 October 2015.

3. ONR Point of Contact for Changes to an EDA Award Notification Profile - If your organization needs to correct the EDA notification profile for an ONR grant, please contact ONR at the following email address:

- Send email to: ONR.NCR.BD024.list.HQ@navy.mil
- Email Subject: "EDA Award Notification Change Request"
- Provide the ONR grant number
- Provide the new email address to be added to the EDA award notification profile.

4. The EDA Grant notifications

- You will receive a notification when your email is added to a notification list, and when a grant document is loaded to the system. Sample notifications are provided in Attachment (1). Please be aware that EDA refers to all award types as a "contract"; therefore, the EDA email notification will be misleading if you are unfamiliar with EDA notifications. When you receive an EDA notice, please do not ignore it solely because it refers to a "contract".
- Once you are logged into EDA, you will be able to access all related award documents (basic award and modifications) for all new and existing ONR awards (N00014-XX-X-XXXX).
- In addition, EDA will allow the user to access all DoD grants, cooperative agreements, and contracts issued to your organization (including historical information).

5. What do I need to do?

- All Grant Recipients should register for an EDA account as soon as possible.
- The EDA website is <https://wawf.eb.mil/>. Registration instructions can be found at <https://wawf.eb.mil/xhtml/unauth/help/helpvendors.xhtml> and/or <https://wawftraining.eb.mil/wbt/xhtml/wbt/overview/overviewVendorRegister.xhtml>
- If you need assistance with the registration process, please contact the WAWF/EDA Help Desk at disa.ogden.esd.mbx.cscassig@mail.mil; (866) 618-5988; or (801) 605-7095.

Access to the EDA application is based on obtaining a user ID / Password; therefore, it allows an organization to have more than one user accounts at no cost. EDA does not require a PKI certification to establish an account.

It is our goal to minimize the disruption to your institution's process for receiving notifications from ONR relative to accepting and accessing new grants and grant modifications from ONR.

We appreciate your patience during this transition.

Debbie Rafi, Director, University Business Affairs

EDA Sample Award Notification

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Sample Welcome Notification:

To: someone@somewhere.edu
From : Some Grant Officer (some.grantofficer@navy.mil)
Subject: EDA **Contract** Load Notification List Welcome Message

EDA refers to all award types as a "contract". Please ignore the term and review the actual award document to determine if the award is a grant or contract.

Your name has been added to the Electronic Document Access (EDA) contract notification list for the following contract:

Contract: N00014151XXXX

You have been added to the Electronic Document Access (EDA) contract notification list for the contract listed above. The EDA system will automatically notify you via e-mail when new contract documents associated with this contract/delivery order are available on EDA. Registered EDA users can view these documents at <http://eda.ogden.disa.mil>. Additional information about contract load electronic notification can be found in the EDA User's Guide available online from the EDA web site.

If you wish to be removed from this list or you believe you have received this message erroneously, please reply to the sender of this message or contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095, or DSN: 388-7095.

This message was automatically generated by EDA on behalf of: Some Grant Officer
(some.grantofficer@navy.mil)

EDA Sample Award Notification

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Sample Load Notification:

From: EDA System (disa.ogden.esd.mbx.cscassig@mail.mil)
Sent: Wednesday, April 01, 20015 8:00 AM
To: someone@somewhere.edu
Subject: EDA New Contract Document(s) Posted

This message has been automatically generated to inform you of contract documents that have been loaded into EDA.

PLEASE DO NOT RESPOND to this message.

The following document indexes were loaded on 04/01/2015:

To use the links in this e-mail message you must be logged into the SSO System (<https://wawf.eb.mil>).
Click on EDA and select Ogden.

Contract	Del Order	ACO_Mod	PCO_Mod	CAGE	D-U-N-S
-----	--- ----	-----	-----	----	-----
N000141410001					
<link to award document>					

This message was automatically generated on behalf of the following:
some.grantofficer@navy.mil

PLEASE DO NOT RESPOND to this message.

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