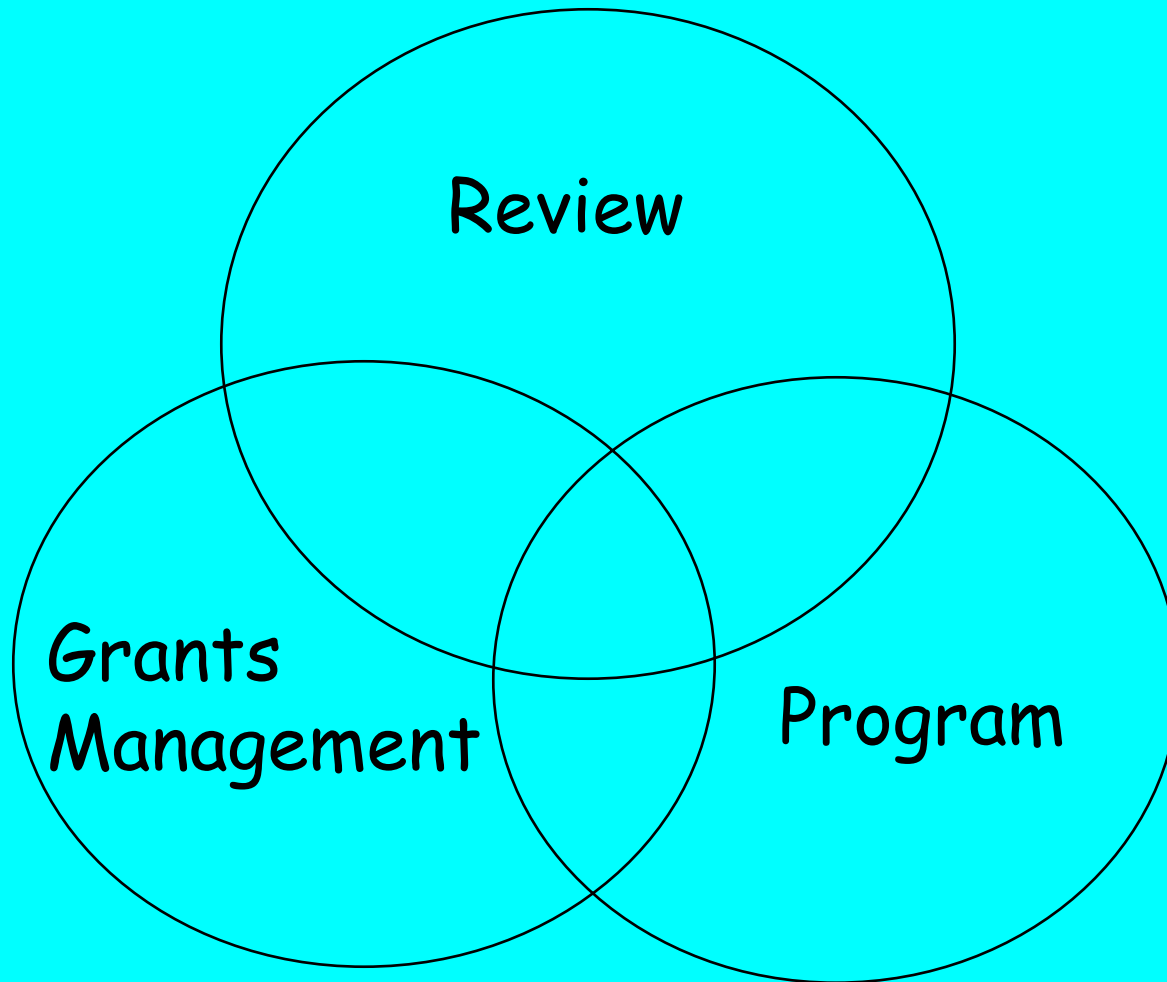


# Role of the Grants Management Specialist

Donna Huggins

Supervisory Grants Management Specialist,  
Grants Management Branch, NIDDK

# Role of Grants Management



# Review

- Performs administrative and technical review of applications
- Selects reviewers
- Manages study sections and project site visits
- Prepares summary statements
- Provides requested information about study section recommendations
- Serves as a point of contact for applicants from receipt of application through conclusion of review

# Program

The Program Official is the NIH official knowledgeable of the programmatic, scientific, and/or technical aspects of assigned applications and grants

The Program Official is responsible for the scientific monitoring of the research

The Program Official is available to provide advice and guidance before submission of an application and after conclusion of the review

The Program Official establishes scientific priorities and recommends applications for funding

# Grants Management

The Grants Management Officer (GMO) is the NIH official responsible for the business management of the award, including but not limited to:

- evaluating grant applications for administrative content and compliance with statutes, regulations, and guidelines
- negotiating grants

# Grants Management

- Provides consultation and technical assistance to applicants and grantees, including interpretation of grants administration policies and provisions
- Administers and closes out grants

# Grants Management

The GMO is the only NIH official authorized to obligate NIH to the expenditure of funds or to change the funding, duration, or other terms and conditions of award



# Grants Management

- The Grants Management Specialist serves as an Agent for the Chief Grants Management Officer
- Reviews and responds to grantee requests, and identifies needs for grant changes
- Assures compliance with Federal regulations, policies and procedures
- Conducts pre-award reviews





# Grants Management

## Preaward Responsibilities

- Administrative Review of Grant Applications
- Assurances/Certifications
- Cost Analysis of Budgets
- Grantee Financial Capability
- Other Support



# Grants Management

## *Grantee Financial Capability*

Assurances

Cost Analysis

Other Support

Special terms of award

**Pre-Award**

*Grantee Eligibility*

Streamlined Noncompeting Award Process

Interim funding

File Documentation

# Grants Management

- The Grants Management Specialist analyzes grant application budgets and other grant related information
- Interprets Federal regulations and policies
- Awards grant funds
- Conducts post award reviews



# Grants Management

## Post Award Responsibilities

- Administrative review of noncompeting applications
- Ensure compliance with appropriation and authorizing legislation, and OMB, HHS, NIH, and NIDDK policies and procedures

# Grants Management

Successor in interest

Special terms of award

Supplements

Extensions

Restrictions on Award

Offsets

Post Award

Close-out

Unobligated/Unliquidated Balances

*Change of Grantee Institution*

*Assurance of Compliance*

Financial Status Reports

Change of Investigator

# **Recipient Institution**

The grantee organization is the legal entity responsible and accountable to the NIH for the performance and financial aspects of the research project

Grants are awarded to grantee organizations on behalf of Principle Investigators (PI)

# **Authorized Institutional Official**

This official is the designated representative of the grantee organization in matters related to the award and administration of NIH grants, including those that require NIH approval or changes in award terms and conditions



# Authorized Institutional Official

The signature of the authorized institutional official is required for all official correspondence to NIH





# **Authorized Institutional Official**

This individual's signature on the grant application further assures that the applicant organization will be accountable both for the appropriate use of funds awarded and for the performance of the grant-supported project or activities resulting from the application

# Authorized Institutional Official

The authorized institutional official is accountable both for the appropriate use of funds awarded and for the performance of the grant-supported project or activities resulting from the application



# Principal Investigator

The Principal Investigator is the member of the grantee team responsible for the scientific or technical aspects of the grant and the day-to-day management of the project

The PI ensures compliance with the financial and administrative aspects of the award

# Principal Investigator

NIH encourages the PI to maintain contact with the NIH Program Official with respect to the scientific aspects of the project

NIH also encourages the PI to maintain appropriate contact with the Grants Management Official concerning the business and administrative aspects of the award

# Principal Investigator

The PI works closely with designated officials within the grantee organization to:

- create and maintain necessary documentation, including both technical and administrative reports



# Principal Investigator

- prepare justifications
- ensure that Federal support of research findings is appropriately acknowledged in publications, announcements, news programs, etc.
- comply with organizational as well as Federal requirements

# What If I Have a Question?

- Can my question be answered at my institution?
- Can my question be answered by written policy or regulations?
- Should my question be answered by an office at NIH? Should I call the Grants Management Specialist or Program Official indicated on the Notice of Grant Award?

# Information Sources

- Office for Sponsored Research
- Notice of Grant Award (terms of award)
- NIH Grants Policy Statement
- NIH Guide for Grants and Contracts
- NIH Office of Extramural Research Homepage
- Welcome Wagon Letter
- Grants Information at [grantsinfo@nih.gov](mailto:grantsinfo@nih.gov)