

*fill copy*

# NIH GRANTS

# POLICY GUIDE

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

No. 5, February 5, 1971

## DURATION OF RESEARCH CAREER DEVELOPMENT AWARDS (NIH 4505-1)

**POLICY CHANGE**

1. A continuing review of the NIH Research Career Development Award Program indicates that a limitation of 5 years' duration on these awards will cover the critical period of the career development of each supported investigator.
2. Therefore, the present practice of renewing these awards will be discontinued. For those individuals now participating in the program, renewals will not be made if the expiration date occurs on or after June 30, 1972.

### References

- (1) "Policies Governing the Research Career Development Award" 7/1/67.
- (2) "Policies Governing the Research Career Development Award" 10/1/67.

*The GUIDE is published at irregular intervals to provide policy and administrative information to individuals and organizations who need to be kept informed of requirements and changes in grants programs administered by the National Institutes of Health.*

EXPANDED SCOPE OF NIH  
GRANTS POLICY GUIDE

A N N O U N C E M E N T

1. Beginning with the next issue, the GUIDE will be expanded in scope and distribution to provide an official means for dissemination of program, policy, and administrative information on NIH activities supported by contract as well as grants.
2. As early as practicable, official descriptions of contract-supported programs of the several NIH components will be published for the information and guidance of all concerned.

PRINCIPAL INVESTIGATOR ON RESEARCH  
PROJECTS SUPPORTED BY NIH (NIH 4205)

**POLICY**

1. PURPOSE This issuance defines the role of the principal investigator on research projects supported by NIH and sets forth his responsibilities in regard to the research project.
2. BACKGROUND Code of Federal Regulations, Title 42, Part 52, defines a principal investigator as the individual who is responsible for the scientific and technical direction of the research project. The definition further requires the principal investigator to be so designated by the grantee and approval of the grantee's designation by the Secretary of HEW. The subject regulation also stipulates that applications for research grants shall include the identification and description of the qualifications of the principal investigator.
3. APPLICABILITY This policy applies to all applications to NIH for research project support.
4. POLICY An individual identified as a principal investigator in an application for research project support must be primarily responsible for the scientific and technical direction of the project. In instances where there is doubt as to the extent of participation by the principal investigator, the application will be subject to deferral or return until the grant applicant has clearly described the relationship of the principal investigator to the project under review.
5. PROCEDURE
  - a. When there is reason to question the relationship of the named principal investigator to the project for which support has been requested, the primary review group will request clarification of such relationship. If there is doubt that the principal investigator is in fact primarily responsible for the scientific and technical direction of the project, the initial review group may recommend deferral for NIH staff consultation with the applicant institution.
  - b. If it is clear to the initial review group that the named principal investigator is not in fact primarily responsible for the scientific and technical direction of the project, it will make a recommendation for disapproval.

USE OF GRANT FUNDS FOR THE PAYMENT  
OF CONSULTANT FEES (NIH 5302)**POLICY CHANGE**

1. The use of grant funds for the payment of consultant fees (from both within and outside the grantee organization) is allowable as a direct cost for essential services that cannot be provided by persons receiving salary support under the grant or otherwise compensated for their services.
2. Although applicants are expected to anticipate consultant requirements and to indicate the proposed use of consultants in the grant application, prior approval for payment of consultant fees is not required.
3. Charges to a grant for consultant services may include fees, travel, and supporting costs (per diem and, where applicable, subsistence). However, consultant fees from Federal funds may not be paid to a full-time employee of the Federal government.
4. When third party awards are made under grants, the grantee shall assure that such third parties adhere to the provisions of this policy.
5. It is expected that grantee organizations will normally have their own policies with respect to use of consultant services, that those policies will apply regardless of the source of support, and that they will include, as a minimum, the standards for documentation described below. In the absence of such policies, the following shall represent the minimum standards for documentation in support of the use of consultants:
  - a. Evidence that the services to be provided are essential and cannot be provided by persons receiving salary support under the grant or otherwise compensated for their services.
  - b. Evidence that a selection process has been employed to secure the most qualified individual available, considering the nature and extent of services to be required, and that such individual's selection has been approved by the senior officer of the institution or his designee.
  - c. Evidence that the charge is appropriate considering the qualifications of the consultant, his normal charges, and the nature of the services to be provided.
6. The following special conditions apply to educational institutions:
  - a. On grants made to educational institutions for research or educational services, consultant fees may be paid to employees of the grantee institution only in unusual cases and provided one of the following sets of conditions is determined to exist.
    - (1) Consultation is across departmental lines and the work performed by the consultant is in addition to his regular departmental load, or
    - (2) Consultation involves a separate or remote operation and the work performed by the consultant is in addition to his regular departmental load.

- b. The determination as to compliance with the above provisions may be made at the grantee level only by the head of the institution or his designated representative. In those cases where the designated representative is personally involved in the grant under consideration, this determination may only be made by the head of the institution.

7. This issuance supersedes page 3, Grants Policy Guide No. 4, dated December 1, 1970.

RECORD RETENTION REQUIREMENTS FOR  
GRANTEE INSTITUTIONS (NIH 5803)

**POLICY**

1. PURPOSE This issuance states the policy on the period of time for which the grantee is required to retain records relating to grants and awards received from the National Institutes of Health. It supersedes previous policy statements concerning record retention requirements.

2. POLICY All recipients of grants and awards made by the NIH are required to maintain grant records, identifiable by individual grant number. Original documents such as invoices, checks, time records and payrolls in support of direct costs may be retained in grant files or in the grantees' regular files provided the grantees' accounting records contain adequate reference for identifying and locating the original documents.

a. Grants Other than Construction Grants All records (e.g. accounting records and progress reports) shall be retained for audit purposes for a period of five years after the end of the budget period which they cover or until a Federal audit is completed and all resulting questions are resolved, whichever occurs first.

b. Grants Made Under NIH's Construction Authority

(1) Records must identify the source and expenditure of all funds used to pay the cost of the construction project. Also to be retained are architectural and engineering records and other records necessary to verify compliance with specific terms and conditions of the award.

(2) All records shall be retained for audit purposes for a period of five years after the close of the fiscal year in which the construction is completed or until a Federal audit is completed and all resulting questions are resolved, whichever occurs first.

References

- (1) DHEW Grants Administration Manual, Chapter 1-100, "Retention of Records by Grantee Agencies and Institutions."
- (2) Code of Federal Regulations, Title 42-Public Health, Parts 52.23(a), 53.131(c), 57.8(e), 57.106(g), 57.406(g), 57.511(a), 57.610(a), 57.715(a), 57.808, 57.910(a), 57.1011(a), 58.9, 59a.7, 59a.20(a) 59a.37(d), 64.4(c).