

## **JFSP Funded Projects - Administrative Requirements and Information**

**1. Start and end dates** - Please review the start and end dates in your proposal to ensure that the end date is feasible with consideration of the time you may need to establish subagreements and get resources in place. Contact the JFSP Program Office (Becky Jenison, 208.387.5958, [Becky\\_Jenison@nifc.blm.gov](mailto:Becky_Jenison@nifc.blm.gov)) within two weeks to verify the project end date. The end date in our records is the due date for the final report and the latest date that project funds can be expended.

**2. Subagreements** - All funds will be transferred to the federal agency listed as the Federal Cooperator on your project. All subsequent subagreements between the federal agency and other involved parties must also terminate by the project end date. Invoices billed under a subagreement for charges incurred after the project end date will not be paid.

**3. Extensions** – Extension requests should be made at least 60 days prior to the project end date. Requests submitted less than 30 days prior to the end date require Governing Board review, which takes additional time. (See the Past Due and Project Extension Policy for more information (attached).)

**4. Past due policy** - The Governing Board has adopted a policy that no proposal will be reviewed that has a PI or Co-PI that is a PI or Co-PI on a past-due JFSP project. The Board expects projects to be completed on schedule unless there are major extenuating circumstances. (See the Past Due and Project Extension Policy for more information (attached).)

**5. Progress reports** - Annual progress reports are required and are due on September 30 of each year. The Program Office will send a progress report format to PIs no later than the end of August. PIs must use this format for annual reports.

**6. Final report** - The final report must be submitted by the project end date and follow the reporting guidelines on the JFSP website.

**7. Contacts** - JFSP will generally only be communicating with the project PI and Federal Cooperator. There will only be one PI per project. Other investigators will be identified as Co-PI(s). It is the responsibility of the PI and/or Federal Cooperator to keep other team members informed. If there is more than one PI on your proposal please contact the JFSP Program Office (Becky Jenison, 208.387.5958, [Becky\\_Jenison@nifc.blm.gov](mailto:Becky_Jenison@nifc.blm.gov)) within two weeks to verify the identity of the PI.

**8. Federal Cooperator** - Please note that the Federal Cooperator is expected to play a substantive role in the project and should be well informed regarding the status of the study. The Federal Cooperator is the primary contact for all matters related to the transfer of funds and all project agreements and subagreements.

**9. Project changes** - Please keep the JFSP Program Office informed. Any substantive changes to the project, including changes in the status of study investigators and the Federal Cooperator, require approval by JFSP.

**10. JFSP attribution** – All products (e.g., manuscripts, posters, websites, and press releases) funded partially or in-full by JFSP must appropriately acknowledge the program. Proper attribution is: “We acknowledge funding from the Joint Fire Science Program under Project JFSP xx-x-x-xx” either verbally in a presentation, or in the acknowledgement section of printed documents. If logos are permissible you must display the JFSP logo (available on our website at <http://www.firescience.gov>). Contact the Program Office for assistance if necessary (Tim Swedberg, 208.387.5865, [Timothy\\_Swedberg@nifc.blm.gov](mailto:Timothy_Swedberg@nifc.blm.gov)).

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