

**National Archives and Records Administration**

**§ 1206.64**

of the United States. Unsuccessful applicants will be notified within two weeks by letter.

(b) The grant period begins and ends on the dates specified in the award document. Grant periods must begin on the first day of a month and end on the last day of a month.

**Subpart F—Grant Administration**

**§ 1206.60 Who is responsible for administration of NHPRC grants?**

The grantee institution and the project director designated by the institution share primary responsibility for the administration of grants. In the case of grants made to individuals, the individual named as project director has primary responsibility for the administration of the grant.

**§ 1206.62 Where can I find the regulatory requirements that apply to NHPRC grants?**

(a) In addition to this part 1206, NARA has issued other regulations that apply to NHPRC grants in 36 CFR ch. XII, subchapter A. NARA also applies the principles and standards in the following Office of Management and Budget (OMB) Circulars for NHPRC grants:

- (1) OMB Circular A-21, "Cost Principles for Educational Institutions";
- (2) OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments";
- (3) OMB Circular A-122, "Cost Principles for Non-Profit Organizations"; and
- (4) OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

(b) These regulations and circulars are available on our Web site at [www.nara.gov/nhprc](http://www.nara.gov/nhprc). Our regulations may also be found at <http://www.nara.gov/nara/cfr/subch-a.html>, and

OMB Circulars at <http://www.whitehouse.gov/omb/grants/>.

(c) Additional policy guidance related to Title VI of the Civil Rights Act of 1964, regarding persons with limited English proficiency, is provided in our guidelines.

**§ 1206.64 When do I need prior written approval for changes to the grant project?**

You must obtain prior written approval from the Commission for any changes in the grant project and terms of the grant, including:

- (a) Revising the scope or objectives of the project;
- (b) Changing the project director or other key project personnel who are specifically named in the grant application or award or related correspondence;
- (c) Contracting out, sub-granting, or otherwise obtaining the services of a third party to perform activities central to the purposes of the grant, unless specified in the grant proposal;
- (d) Changing the beginning date of the grant or extending the grant period;
- (e) Re-budgeting of grants of \$100,000 or more, when cumulative transfers among direct cost categories total more than 10 percent of the total project budget (*i.e.*, grant funds plus other funds). With written approval from the Executive Director of the Commission, grantees may adjust the amounts allocated to existing budget lines for both grant funds and cost sharing and may transfer grant funds among existing NHPRC-funded direct cost categories that appear in the final project budget approved by the Commission at the time of the grant award. Cost-sharing funds may also be shifted among existing cost-sharing categories; and
- (f) Creating the following new cost categories:

|   |  |
|---|--|
| You must obtain approval from . . .   | When your new cost category was not in the final approved budget where . . .   |
| (1) The Executive Director of the Commission, or the Executive Director's designee. | (i) such action seems appropriate for the fulfillment of the original purposes of the grant; and (ii) the amount of funds involved does not exceed 10 percent of the amount of the award, or \$5,000, whichever is less. |
| (2) The full Commission .....   | The amount of funds involved exceeds the amount in paragraph (f)(1)(ii) of this section.   |