

# NIH GUIDE

# for GRANTS and CONTRACTS

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

Vol. 2, No. 1, March 2, 1973

## ANNOUNCEMENT

### PHASEOUT OF NIH RESEARCH TRAINING PROGRAMS

1. Pursuant to the decision to terminate research training programs of the NIH Institutes and Research Divisions, as reflected in the FY 1974 budget, the NIH will honor existing commitments, within certain limitations, to individuals in training status supported through these programs. The official amended FY 1973 and FY 1974 budgets stipulate that all research training programs are affected by this policy. This, therefore, includes regular training grants, fellowships, traineeships, Research Career Development Awards, and all special academic awards.
2. Generally, research training support may be provided to trainees or fellows to whom a firm commitment was made prior to January 29, 1973. Under the phaseout plan no new training program will be started unless a firm commitment was made prior to January 29, 1973. NIH awarding units will provide detailed information and guidance for handling individual and special cases. Applications for training grants and fellowships for which initial review has not been completed will be administratively withdrawn and the applicant and sponsor appropriately notified of the action taken and the reasons for it.
3. New Research Career Development Award applications for which firm letters of intent were sent by NIH to the sponsoring institution before January 29, 1973, may be supported for the full project period. Noncompeting continuation awards may be paid. Applications for Research Career Development Awards for which initial review has not been completed will be administratively withdrawn and the applicant and sponsor appropriately notified of the action taken and the reasons for it. Commitments for support of Research Career Awards will be continued as at present.
4. During the period of phaseout, budgets of individual training grants will be adjusted downward by NIH Institute staff as the number of trainees decreases. This will be accomplished in consultation with grantees on a case-by-case basis.

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

SIGNATURE REQUIREMENTS FOR  
GRANT APPLICATIONS (NIH 4301-1)

**PROCEDURE NOTICE**

1. Effective immediately, the requirement for signature of the principal investigator or program director on the first page of an application for grant support is abolished. The box requesting such signature should be left blank when an application is prepared.
2. The requirement for the signature of an individual authorized to sign for the applicant institution remains in effect.
3. To distinguish between the responsibilities of the applicant institution and the principal investigator or program director, the latter will sign following the description of the proposed project or the summary progress report as assurance to the institution and the awarding agency that he or she will accept responsibility for the scientific and technical conduct of the project if a grant is awarded to the applicant institution.
4. The following statement should be inserted immediately after the description of the proposed plan on new and renewal grant applications and at the end of the summary progress report for non-competing continuation applications:

<p>The undersigned agrees to accept responsibility for the scientific and technical conduct of the project and for provision of required progress reports if a grant is awarded as the result of this application.</p>	
_____ Date	_____ Principal Investigator or Program Director

5. Applications not bearing both required signatures are incomplete and will be returned for signature before processing.

CONTRACTOR USE OF  
GSA SUPPLY SOURCES

**PROCEDURE NOTICE**

1. The recent change in policy which withdrew authorization for grantees to purchase from General Services Administration (GSA) sources does not affect the right of cost type contractors to do so.
2. Pursuant to the authority contained in Subpart 1-5.9 of the Federal Procurement Regulations, the Office of Contracts and Grants will on behalf of NIH Contracting Officers, when it appears in the best interest of the government to do so, issue blanket authorizations to its cost type contractors to utilize GSA supply sources.
3. If authorization is also desired to order from GSA stores stock, a billing code identifying the contractor, must be included with the request. Such codes may be obtained from the Federal Supply Service of the appropriate GSA regional office.
4. Issuance of an authorization to use GSA sources does not obligate the contractor to make purchases through such sources.
5. Requests for authorization to use Federal Supply Schedule contracts should list the current contracts for which authorization is sought and should be addressed to:

Director  
Office of Contracts and Grants  
Attention: Research Contracts Branch  
National Institutes of Health  
Bethesda, Maryland 20014

ADVANCE UNDERSTANDINGS ON EQUIPMENT  
IN CONTRACTS WITH UNIVERSITIES AND  
NONPROFIT INSTITUTIONS

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

The Director, Office of Contracts and Grants, (OCG), is seeking ways and means of making contracts more flexible instruments thereby easing problems of administration on the part of contractors and the Government. Recently OCG issued the following general guidance to NIH contracting officers to: (a) remove the delays in acquiring special equipment necessary for contract performance, and (b) eliminate unnecessary paperwork and administrative approvals relative to further justifying the equipment source and the estimated price thereof.

To accomplish the above, NIH Contracting Officers were given guideline instructions to:

1. Utilize advance understandings with contractors and incorporate such understandings in the contract where a contractor's proposal has satisfactorily shown that a need exists for special equipment.
2. Where the contractor has an approved purchasing system, the contractor does not have to provide any information beyond a general description of its need for special equipment.

When a contractor is operating under an approved purchasing system and the need for equipment purchases is established at time of negotiations, the advance understanding should not be worded in a way that will limit the contractor's reasonable discretion and flexibility. For example, if the advance understanding recites the need for an "ABC Model 21 Microscope, Inverted at a cost not to exceed \$1,750," the contractor, contractually, would be obliged to seek new concurrence and approval by the Government if he later decided to purchase a microscope of some other manufacture, or if the ultimate price of the ABC microscope turned out to be \$1,850. A better recitation of this understanding would be "An ABC type inverted microscope at an approximate cost of \$1,750."

3. OCG has made an administrative determination that all educational and nonprofit institutions on which favorable DHEW audit reports have been issued will be treated as having "approved purchasing systems."
4. Under the "Subcontracting" provision for use in cost reimbursement type contracts, the contracting officer is obliged to review and approve the need for general use equipment with an acquisition cost of \$200 or more, and permanent research equipment costing \$1,000 or more. In addition, the contracting officer is required to review the reasonableness of such purchases prior to the contractor entering into such arrangements.
5. An advance understanding of equipment needs reflected in the schedule of the contract, coupled with an approved purchasing system, obviates any further need for approvals by the contracting officer under the terms of the "Subcontracting" article.

Although a proposal may identify special equipment and is accepted by the government in negotiations without changes, it does not eliminate the need for incorporating the special equipment approvals in the contract.

6. Contractors are therefore urged to take advantage of this procedure by furnishing in their proposals justification of the need for equipment (see paragraph 4 above) and by requesting approval for purchase, if such purchases are to be included in the schedules of their contracts.

NEWSLETTER and NIH GUIDE FOR GRANTS AND CONTRACTS Mailing List Revised  
(Complete form and return)

Regulations of the Joint Committee on Printing, Congress of the United States, require annual revisions in Federal mailing lists. To help us fulfill this requirement, please return by April 1, 1973, the form printed below if you wish to continue receiving the *NIH/DRG Newsletter* and the *NIH Guide for Grants and Contracts*.

Title of the recipient is preferred to a name; however, where institutional mailing patterns are geared to use of individual names, the name may also be used. Use BLOCK CAPITALS to complete the form.

Single copies of the *Newsletter* and the *Guide* will be sent to each addressee. If additional copies are required at your institution, please duplicate the form and return only one copy for each individual and addressee.

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