

**ACC-APG-RTP Division Assistance
RESEARCH GENERAL TERMS AND CONDITIONS
(also known as "Agency Specific Requirements")**

MAY 2016

Army Research Office Home Page: <http://www.aro.army.mil>

2 CFR part 200 with amendments, as modified and supplemented by DoD's interim implementation found in 2 CFR part 1103, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl .

The DoD R&D General Terms and Conditions (October 2015), available at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions.aspx>.

Forms: <http://www.aro.army.mil>

OMB Circulars: https://www.whitehouse.gov/omb/grants_circulars

REFERENCE: This document supplements the federal regulations and DoD R&D General Terms and Conditions as noted above. Any additional terms and conditions beyond the federal regulations, the DoD R&D General Terms and Conditions and these agency specific requirements will be incorporated in the award.

Applicability. As defined in DoD R&D General Terms and Conditions

Part 2: FMS, Article IV Section B. Prior Approval Requirements not included in the DoD R&D General Terms and Conditions.

Prior written approval of the Grants Officer is required to extend the period of performance of this award, without additional funds, beyond the expiration date of this award. You must notify the Grants Officer in writing with the supporting reasons and requested expiration date at least twenty calendar (20) days prior to expiration of this award.

Part 3: PROP, Article VI

POC for communications relating to intellectual property is the Grants Officer. You must use DD Form 882, Report of Inventions and Subcontracts, for disclosure of patents and inventions. This report is only required when an invention is considered reportable during the award's performance period. Annual negative reports are not required. A final Report of Inventions and Subcontracts is due ninety (90) calendar days after the expiration of the award. The award WILL not be closed out until this reporting requirement is met.

Part 6: Other Administrative Requirements, Article III, Section B. Termination

Written partial or full termination notice to the Grants Officer must be provided no later than 30 calendar days prior to the effective date of termination.

Part 6: Other Administrative Requirements, Article IV. Claims, disputes and appeals

If Alternate Dispute Resolution (ADR) procedures are used and these procedures are not successful, you may submit an appeal to the designated Department of Army Grant Appeal Authority.

Part 6: Other Administrative Requirements, Article V. Collections of amounts due

If ADR procedures are used and these procedures are not successful, you may submit an appeal to the designated Department of Army Grant Appeal Authority.

Part 8: National Policy Requirements, Article IV, Section B. Additional requirements

Human Subjects and Animal Use:

For Animals: Prior written approval is required to use or subcontract for the use of laboratory animals in any manner whatsoever from the US Army Medical Research and Materiel Command, Animal Care and Use Office.

Contact information for specific questions pertaining to research for Animal subjects may be directed to:

USAMRMC, Division of Regulated Activities and Compliance
USAMMDA
MCMR-UMR
1430 Veterans Drive
Ft Detrick MD 21702-9232
Phone: 301-619-0317
Fax: 301-619-0197
usamrmcregulatoryaffairs@amedd.army.mil

For Humans: The Recipient will not commence performance of research involving human subjects that is covered under 32 CFR Part 219 or that meets exemption criteria under 32 CFR 219.101(b), or expend funding on such effort, until and unless the conditions of either the following paragraph (c)(1) or (c)(2) have been met:

(1) The Recipient furnishes to the Human Research Protection Official (HRPO), with a copy to the Grants Officer, an assurance

of compliance and IRB approval and receives notification from the Grants Officer that the HRPO has approved the assurance as appropriate for the research under the agreement and also that the HRPO has reviewed the protocol and accepted the IRB approval for compliance with the DoD component policies. The Recipient may furnish evidence of an existing assurance of compliance for acceptance by the HRPO, if an appropriate assurance has been approved in connection with previous research. The Recipient will notify the Grants Officer immediately of any suspensions or terminations of the assurance.

(2) The Recipient furnishes to the HRPO, with a copy to the Grants Officer, a determination that the human research proposed meets exemption criteria in 32 CFR 219.101(b) and receives written notification from the Grants Officer that the exemption is determined acceptable. The determination shall include citation of the exemption category under 32 CFR 219.101(b) and a rationale statement. In the event of a disagreement regarding the Recipient's furnished exemption determination, the HRPO retains final judgment on what research activities or classes of research are covered or are exempt under the agreement.

The Army Research Laboratory HRPO is:

Theresa M. Straut
Human Protection Administrator
Army Research Laboratory
Aberdeen Proving Ground, MD
410-278-5928
theresa.m.straut.civ@mail.mil

Other Agency Specific Requirements.

Options and Incremental Funding.

Due to current DoD funds disbursement deficiencies, you are strongly urged make the use of advance payments or invoice for expenditures not less frequently than on a monthly basis. Disbursement deficiencies may lead to a reduction or delay in the PI's yearly budget allocation. You must email the GOR a copy of each monthly invoice or request for advance payment at time of submission for payment.

To ensure consistency with the approved budget timeline, thirty (30) calendar days before a funding increment is scheduled or an option is available to exercise, you are expected to have invoiced at least 60% of the most recent option/increment to be favorably considered for the subsequent option/increment.

An option may be included in this award to continue the research. If an option is included, the option must be exercised by a modification to this award.

No additional documentation is required on your part for an award modification for incremental funding; however, unacceptable expenditure rates reported on your Forecast Expenditure Report may delay or reduce incremental funding actions.

No legal liability on the part of the agency exists unless or until funds are available and you receive notice of such availability by modification to this award.

Modification of the Grant.

Requests to modify this award must be in writing to the Grants Officer. An award modification implementing the request will be unilaterally issued at the discretion of the Grants Officer.

Delegation of Duties To Award Administration Office.

Assistance instrument administration duties have been delegated to either the Office of Naval Research (ONR) or the Defense Contract Management Agency (DCMA) identified in this award. These duties are as follows:

- a. Provisionally approve all Requests for Advance or Reimbursement (SF 270). Facilitate the payment process for all recipients.
- b. Perform all property administration services except the approval of recipient's requests to purchase equipment with assistance instrument funds.
- c. Perform all plant clearance functions.
- d. Approve requests for Registration of Scientific and Technical Information Services (DD Form 1540).
- e. Obtain the interim (if required) and final financial report(s).
- f. Execute administrative closeout procedures, which includes the following:
 1. Obtain the final Report of Inventions and Subcontracts (DD Form 882).
 2. Obtain final payment request, if any.
 3. Obtain final property report and dispose of purchased property and government furnished

equipment (GFE) in accordance with the DODGARS Part 22, Subpart G.

4. Perform a review of final incurred costs and assist the Grants Officer in resolving exceptions, if any, resulting from questioned costs.

5. Assure that all refunds due the Government are received by the grantor.

NOTE: Some of these delegated duties (e.g., those duties related to Inventions) may not be applicable to instrumentation and equipment, travel, or conference assistance instrument awards.