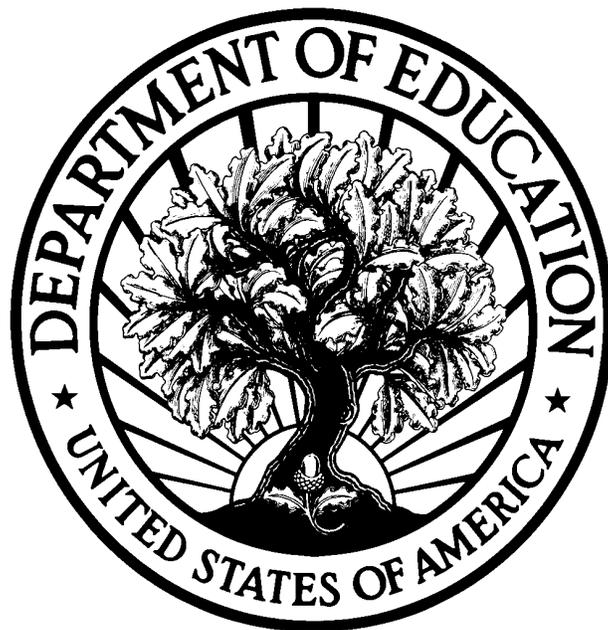


Grantmaking at ED

Answers to Your Questions About the
Discretionary Grants Process



2005

U.S. Department of Education
Office of the Chief Financial Officer
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Department of Education

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This publication provides a non-technical summary of the Department of Education's discretionary grants process and the laws and regulations that govern it. The reader should not rely on it as the sole source of information in matters of discretionary grant application, review, award, administration, grant closeout, or audit at the Department of Education, and should consult the appropriate regulations in Title 34 of the *Code of Federal Regulations* for the specific rules that apply to the Department's programs. Nothing in this document is intended to impart specific rights to applicants or grantees.

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1. Before we begin

This publication is intended for readers who are interested in applying to the U.S. Department of Education (Department or *ED*) for *discretionary grants* and *cooperative agreements*, have received an award, or are simply interested in knowing more about the Department's discretionary grants process. It describes how grant programs are created by Congress and administered by the Department, and how the public goes about applying for and receiving discretionary grants.

This publication does not contain information about programs of the Department that give *student financial assistance* or funding through *formula grant* programs.

How do I apply for student financial assistance?

The student aid programs in the Office of Federal Student Aid (FSA) offer individuals financial help to pursue their educational goals. Under these programs, the Department makes a variety of grants and loans for postsecondary education. For more information about these programs and the application process, call:

1-800-4-FEDAID
(1-800-433-3243)

or access FSA on the Department's Web site at:

<http://www.ed.gov/>

What is a formula grant and how do I get more information about formula grant programs?

A formula grant is an award that is based on a predetermined formula and is given non-competitively. These grants are funded under what are sometimes referred to as "state-administered programs" or "statutory entitlement programs," and are administered by various *program offices* within the

Department. Generally, formula grants are awarded to state agencies that administer various kinds of assistance, mostly to local education agencies (LEA). Information about formula grant programs at the U.S. Department of Education is contained in the *Guide to U.S. Department of Education Programs* (the *Guide*). Information about accessing the *Guide* online is given in the following sections, as well as in the Other Information section that begins after the Glossary of this publication. Contact the program office that administers the particular formula grant program in which you are interested.

¹ Terms in ***bold italics*** the first time they are used are defined in the 'Glossary,' which begins immediately following Chapter 8 of this booklet.

2. Let's get started

The process of making a federal discretionary grant begins long before an applicant or *grantee* ever completes a grant application and submits it to the Department of Education. Federal grants have their origin in the legislative process of Congress and the regulatory process of federal agencies. A federal agency such as the U.S. Department of Education must set up a structure for the orderly review, award, and administration of grants. This section describes the way the Department's *grant programs* are organized and how you can find the grant opportunities that are available to you.

What is a discretionary grant?

A discretionary grant is an award made by the Department for which the Department has discretion, or choice in, which applicants get funded. Virtually all of the Department's discretionary grants are made based on a *competitive review process*. The Department reviews applications in light of the legislative and regulatory requirements established for a discretionary grant program. This review process gives the Department discretion to determine which applications best address the program requirements and are, therefore, most worthy of receiving funding.

What is a cooperative agreement?

A cooperative agreement is a type of discretionary grant the Department awards when it determines it must have substantial involvement with the grantee in order to meet the objectives of a grant. Substantial involvement may include ongoing Departmental participation in the project; very close collaboration with the grantee, and/or possible intervention or direct operational involvement in the review and approval of the successive stages of project activities.

NOTE: For the purposes of this publication, whenever the term "grant" is used it will also mean cooperative agreement. The laws, regulations, policies, and requirements in this document for awarding grants are also applicable to cooperative agreements, unless program statutes or regulations stipulate otherwise.

How does the Department establish discretionary grant programs?

Congress establishes discretionary grant programs through *authorizing legislation* and *appropriations legislation*. The Department generally writes *program regulations* based on the authorizing legislation, which describe how the programs are to be administered. Some discretionary grant programs do not publish regulations and rely totally on the rules in the *Education Department General Administrative Regulations (EDGAR)*. After these program regulations are published in final form and Congress appropriates funds for the program, the Department can solicit applications and award grants.

How are the Department's programs organized?

There are nine *principal offices* in the Department that are responsible for the administration of discretionary grant programs. Each office is responsible for overseeing a portion of the programs established by Congress and administered by the Department. The principal offices are:

The Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students (OELA). OELA administers programs designed to enable students with limited English proficiency to become proficient in English and meet challenging state academic content and student achievement standards.

Institute of Education Sciences (IES). IES, ED's main research arm, compiles statistics; funds research, evaluations, and dissemination of information; and provides research-based guidance to further evidence-based policy and practice. Its three operational divisions are the National Center for Education Research, the National Center for Education Evaluation and Regional Assistance, and the National Center for Education Statistics.

Office of Elementary and Secondary Education (OESE). OESE provides financial assistance to state and local education agencies for both public and private preschool, elementary, and secondary education. Working together with these and other education partners, the Office of Elementary and

Secondary Education promotes and supports equal educational opportunities and educational excellence for all students.

Office of Postsecondary Education (OPE). OPE directs, coordinates, and recommends policies for programs that are designed to provide financial assistance to eligible students; improve postsecondary educational facilities and programs; recruit and prepare disadvantaged students for postsecondary programs; and promote the domestic study of foreign languages and international affairs, research, and exchange activities.

Office of Special Education and Rehabilitative Services (OSERS). OSERS assists in the education of children with disabilities and the rehabilitation of adults with disabilities and conducts research to improve the lives of individuals with disabilities regardless of age.

Office of Vocational and Adult Education (OVAE). OVAE works to ensure that all Americans have the knowledge and technical skills necessary to succeed in postsecondary education, the workforce, and life. Through the Preparing America's Future initiative's comprehensive policies, programs and activities, OVAE is helping reform America's high schools, supporting America's community colleges and expanding America's adult education programs. These efforts will transform the federal role, sparking state and local reform efforts.

Office of Safe and Drug-Free Schools (OSDFS). OSDFS supports efforts to create safe schools, respond to crises, prevent drug and alcohol abuse, ensure the health and well-being of students, and teach students good citizenship and character. OSDFS coordinates the Department's efforts in these areas with other federal agencies and also leads the Department's Homeland Security efforts.

Office of Innovation and Improvement (OII). OII makes strategic investments in promising educational practices through grants to states, schools, and community and nonprofit organizations. It also leads the movement for greater parental options and information on education.

Within the principal offices, there are program offices and *program staff* that administer the Department's discretionary grant programs on a daily basis. The program staff publish the program announcements, coordinate the review of applications that are received, make funding recommendations,

and award grants to successful applicants. Program staff are supported in these activities by the ***Grants Policy and Oversight Staff (GPOS)***, which is responsible for developing overall discretionary grants policy for the Department and overseeing the discretionary grant process.

How do I obtain information about the Department’s discretionary grant programs?

There are several ways that you can get more information about the discretionary grant programs at the Department of Education:

- **The World Wide Web.** You can access information on discretionary grant funding by Principal Office and by types of programs available by logging on to the Department’s Web site at:
<http://www.ed.gov/>Click on the link: “Grants and Contracts.”
- ***Guide to U.S. Department of Education Programs* (the *Guide*).** The *Guide* describes the various grant programs administered by the Department and provides a telephone number for further information about each program. You can access the *Guide* on ED’s Web site at:
<http://web99.ed.gov/gtep/program2.nsf>.
- ***Application Notices.*** The Department’s program offices publish notices in the ***Federal Register*** to announce that they are soliciting applications for a new discretionary grant competition. A program office uses application notices to announce a single competition or to invite applications for several program competitions. Application notices provide basic program and funding information on each competition, and inform potential applicants when and where they may obtain applications. These application notices are also posted on ED’s Web site.
- ***Forecast of Funding Opportunities* (the *Forecast*).** The *Forecast* is posted on the Department’s Web site in October. The *Forecast* lists most of the discretionary grant competitions planned for each principal office for the coming fiscal year, and includes anticipated application deadlines and other pertinent information.

- ***e-Grants***. The Department of Education's portal for electronic grants is located at the following URL: <http://e-grants.ed.gov/>. From e-Grants you can access all of the Department's Web-based grant systems. Applicants can find information about several of the Department's electronic grant initiatives including ***e-Application***, which allows applicants to apply online to some of the Department's programs. Individual programs will announce in their application notices whether e-Application will be used to receive electronic applications. Prospective applicants can click on the e-Application tab to access program information and apply for a grant. The Department is in the process of making electronic applications available for all program competitions.

- **Grants.gov** is a central location on the Internet that allows prospective grant applicants to find and apply for funding opportunities across the federal government. Applicants can search for information on different topics and review posted synopses of grant opportunities from 26 federal departments and agencies, and apply for a grant. The Department continues to increase the number of programs that will use Grants.gov (instead of e-Application) to receive electronic applications. Applicants can access Grants.gov at: <http://www.grants.gov/>.

How do I learn if I am eligible to receive a discretionary grant?

The first thing to determine before applying for a grant is whether your organization is eligible for the program. If you are not sure about the grant programs under which you would be eligible, start with the *Guide*. The *Guide* has an index to help you identify the grant program(s) for which you might be eligible. The *Guide* also gives the ***Catalog of Federal Domestic Assistance (CFDA)*** number for each grant program. To receive the appropriate information, it is essential that you use this number when contacting the Department about the specific grant program(s) of interest to you.

Once you know the number and title of the grant program(s) for which you want to apply, you may wish to review the program regulations provided in the ***Code of Federal Regulations (CFR)***. Information about accessing the CFR from the Internet or obtaining a paper copy of the CFR is given in the

section Other Information, which begins after the Glossary section of this publication. The CFR is updated once a year only and, therefore, might not include recent changes to program regulations. You should contact the program office listed in the *Guide* to verify the most recent version of the program regulations.

The ***application package*** specifies the eligibility requirements, generally drawn from the legislation establishing the program. Eligibility might be limited to a particular type of organization (e.g., only state education agencies), organizations that serve only a particular group (e.g., disadvantaged students), or organizations that meet some other criteria. In some cases, an organization wishing to apply under a particular program must first apply to the Department to be certified as eligible for that program. Eligibility requirements vary from program to program. Read the application notice that the Department publishes in the *Federal Register* for each new competition before deciding whether to apply.

3. Applying for a grant

Applying for a grant from the U.S. Department of Education is not a complicated process, but it does require that you give us specific information to enable us to consider your grant application fairly and completely. When you apply for discretionary grant funds, you must provide us with information on two or more different forms. This section identifies some of these forms, why each is needed, how to get copies of them, and where to send them.

How do I apply for funding from a Department discretionary grant program?

To apply for a grant under one of ED's discretionary grant programs, you should first obtain an application package and follow the instructions in the package. You will generally be required to complete and submit to the Department by a specified date certain standard forms, a narrative description of the project, and a budget or cost estimate for the proposed project's activities.

What is an application package?

A discretionary grant application package contains all of the information and forms that you will need to apply for a grant from the Department. Application packages typically include the application notice, program regulations and/or legislation, and application instructions and forms. These forms include the *Application for Federal Education Assistance or ED 424*, as well as the *certifications* and *assurances* needed to apply for a grant. Some application packages contain a "Dear Colleague" or "Dear Applicant" letter from a Principal Office official, which gives an overview of the particular program and discusses any *funding priorities* in effect for a particular competition.

How do I get an application package?

Individuals interested in applying for a grant can obtain a paper application package from the *Education Publications Center (ED Pubs)*, the main distributor of grant application packages and other ED literature. Applicants can order application packages from ED Pubs' Online Ordering System at: <http://www.edpubs.org>. Applicants also can contact ED Pubs to request an application at the following address and phone numbers:

ED Pubs

P.O. Box 1398

Jessup, MD 20794-1398

Phone: 1-877-4-ED-PUBS (1-877-433-7827) or 1-800-872-5327

(1-800-USA-LEARN)

TTY/TDD: 1-877-576-7734

Fax: 1-301-470-1244

Printed application packages are also available from the specific program office that is responsible for a particular program. *Federal Register* notices provide the names of individuals in the program offices to contact to obtain application packages. Some application packages are published in the *Federal Register* for applicants to photocopy and use. In addition, application packages are available online and can be downloaded and printed from the Department's Web site at: <http://www.ed.gov/>.

Furthermore, applicants can obtain program information and apply for some grants online using e-Application, the Department's electronic application system, or Grants.gov, the government-wide shared electronic application system, which is discussed below. Instructions for using both systems are located on each site's home page at: <http://e-grants.ed.gov/> and at <http://www.grants.gov/>.

Can I apply for an ED grant online?

Yes. For many ED grant program competitions, applicants may apply and in certain cases are required to apply electronically using either e-Application or Grants.gov. E-Application is the Department's electronic application system that automates and operates in conjunction with the paper-based application process, and Grants.gov is a central Web site for federal

assistance used to find and apply for grants across the federal government. An application notice will indicate which system to use to apply electronically for a particular grant program competition. Applicants who submit their application electronically can complete forms and upload project narratives via the Internet to complete their applications. The completed application is saved electronically in a secure database. Applicants can learn how to submit an application electronically via e-Application by going through the demo on the e-Application home page. To find out how to submit electronically using Grants.gov, go to Grants.gov and try the tutorial and/or the training demonstration found under “Customer Support.”

Each federal agency will continue to increase over time the number of programs using Grants.gov to receive electronic applications in order to create a federal wide electronic grants application system. The Department is currently using Grants.gov to post information on all funding opportunities and is receiving applications for selected programs through the portal. These activities are part of an effort to consolidate and streamline grantmaking activities across the federal government to make it easier for the public to find and apply for federal discretionary grants.

How does the Department decide what goes into an application package?

The Department uses forms designed to obtain from applicants the information necessary to process their applications. The Department’s regulations or applicable statutes require certain information. *The Office of Management and Budget (OMB)* requires other information. The Department is aware of the paperwork burden and the time it takes to prepare an application and continues to work to reduce the time necessary to prepare an application.

What are certifications and assurances?

Various federal requirements are imposed on applicants and grantees as conditions of receiving grant funds. Application packages contain forms that an applicant is required to sign, promising to abide by various federal laws, *regulations*, and executive orders that apply to grantees. Certifications relate

to issues such as maintaining a drug-free workplace. Assurances relate to issues such as complying with nondiscrimination laws. Some programs give funding to a grantee, who then distributes some of the money to other persons—e.g., contractors, fellowship holders, and others. In these cases, grantees may be required to get certain forms signed by those persons as well.

What are regulations?

The Department generally uses two types of regulations to award and administer grants: program and *administrative regulations*. Program regulations are rules that apply to all applicants and/or grantees under a particular program. They implement legislation passed by Congress to authorize a specific program, and include applicant and participant eligibility criteria and nature of activities funded, and may include criteria under which applications will be selected for funding and other relevant information. Administrative regulations, on the other hand, apply to all grantees regardless of the program. They implement guidance from OMB contained in *OMB Circulars*, presidential executive orders, and legislation that affects all applicants for, or recipients of, federal grants. One group of these administrative regulations is collectively known as EDGAR. GPOS maintains the discretionary grant provisions in EDGAR and ensures that program offices interpret and apply the regulations to their programs appropriately. EDGAR also contains evaluation criteria that a program office can use to run a competition if there are no program regulations. The Department posts program regulations and EDGAR on its Web site. In addition, new and amended program and administrative regulations issued by the Department and published throughout the year in the *Federal Register* are also posted on the Web site.

What are funding priorities?

For some programs, the Department publishes funding priorities in the *Federal Register* to identify the activities that will be funded in a given year. Funding priorities are used as a way of focusing a competition on the areas for which the secretary is particularly interested in receiving applications. The Department uses three kinds of funding priorities in its programs: absolute, competitive, and invitational.

If the Department publishes an “absolute priority” for a program, it will consider for funding only those applications that address that priority. For example, a published absolute priority to fund only projects that increase the amount of time students are engaged in the study of mathematics and science would mean that only those projects that are designed to achieve this result can be considered for funding.

If the Department publishes “competitive priorities” for a program, applicants addressing those priorities may receive additional points during the competitive review process for doing so.

If the Department publishes “invitational priorities,” it encourages applicants to address certain issues in their project design. However, an application that meets the priority receives no competitive or absolute preference over applications that do not meet the priority.

Furthermore, to broaden and diversify the pool of applicants that apply for ED grants and to provide greater opportunities for inexperienced applicants to receive funding, the Department also has the option of giving special consideration to novice applicants in program competitions. Under the regulation, found in EDGAR Part 75.255 (d), programs may either establish a separate competition for novice applicants or include novice applicants in the general program competitions, but give competitive preference by assigning bonus points to the applicant. Programs that use the procedures in their competition will notify the public in the application notice, published in the *Federal Register*.

If you are considering submitting an application, be sure to read carefully all the material in the application package to identify any published priorities or whether the program is providing special consideration to novice applicants.

Is there anything I can do to help shape regulations and funding priorities?

Yes. The public has the opportunity to comment on proposed regulations and funding priorities. Before the Department publishes final regulations and funding priorities, it issues a *Notice of Proposed Rulemaking (NPRM)* or notice of proposed funding priorities. These notices are published in the

Federal Register and outline the proposed rules and priorities and invite the public to comment on them by a certain deadline. The proposed priorities and regulations are also posted on the Department's Web site. The comments received are then considered in drafting the final regulations. You can review the *Federal Register* for Department of Education notices of proposed priorities and rulemaking and provide comments during the specified comment period to the persons named or at the places identified in the notices.

Whom do I contact if I have questions concerning the application?

Most of the Department's application packages contain detailed instructions on how to complete an application. However, if something is still not clear to you after reading the instructions, you can contact the program office that handles that particular program for assistance. The application notice published in the *Federal Register* and application packages give the name of a contact person for applicant inquiries. In addition, some program offices sponsor pre-application workshops to assist potential applicants in the application process. If a program plans to conduct a workshop, the application notice will state when and where the workshop will be held.

What do I need to know about indirect costs and the indirect cost rate when preparing my application?

Indirect costs are costs an organization incurs for common or joint objectives, which cannot be readily and specifically identified with a particular grant project or other institutional activity. Many applicants request funds for indirect costs that they incur while doing the work of a project under a federally funded grant program. Such costs are usually charged to the grant as a percentage of some or all of the *direct cost* items in the applicant's budget. This percentage is called the *indirect cost rate*. Barring limitations imposed by federal law or regulation, indirect costs are *allowable costs*. However, before an applicant can request funds or claim reimbursement for indirect costs, the applicant must establish an indirect cost rate with the federal government, either yearly or on some other regular cycle.

OMB has assigned to federal departments and agencies the responsibility for determining indirect cost rates for organizations. The department or agency that determines an institution's indirect cost rate is generally the federal department or agency that provides the institution with the most funding. The agency that develops an ***indirect cost rate agreement*** for a particular organization is known as the cognizant agency for indirect cost negotiation. Non-profit organizations, institutions of higher education, commercial organizations and state agencies should determine which federal agency provides the preponderance of funding to find out which agency should negotiate their indirect cost rates. The Department of Health and Human Services determines rates for most universities and colleges receiving grant funds from the U.S. Department of Education.

The indirect cost rate that a cognizant federal agency establishes for a grantee or sub-grantee is normally accepted by other federal agencies. Indirect cost rate agreements are separate documents that cover specific time periods. An indirect cost rate agreement must cover the grant's funding period for budgeting and reimbursement of claims. Applicants that do not have a current indirect cost rate agreement with a cognizant agency are not allowed to charge indirect costs. First-time applicants that do not have an established indirect cost rate and want to apply for an ED grant (or a grant from any other federal department or agency under a program that allows for indirect cost reimbursement) are encouraged to submit an ***indirect cost rate proposal*** with their applications. ED will initiate the indirect cost rate determination process (required to receive allowable/supported indirect cost reimbursement under a federal grant) only AFTER an applicant is awarded a grant for the first time.

Applicants should note that even if ED establishes the initial indirect cost rate for a new grantee, ED may not be the cognizant federal agency responsible for determining the rate after it expires. Applicants that do not know which department or agency is responsible for determining their indirect cost rate should speak with the program contact person named in the application notice or package.

Some ED grant programs have a restricted indirect cost rate that stipulates the amount of indirect costs that can be charged to the grant regardless of the rate that was negotiated with an organization's cognizant agency. Applicants should also check with the program contact person to see if they are applying for a grant with the "supplement not supplant" requirement. Use of

a “restricted” indirect cost rate is generally required for programs with non-supplanting provisions.

What are performance measures?

The Department is moving toward creating a performance-oriented application process that focuses on selecting applications that are structured to meet program *performance measures* and to yield data that will demonstrate achievement of program outcomes. All grant projects selected for funding must show accountability for the federal dollars they receive. To determine project outcomes, the Department requires applicants to use one or more performance measures, which demonstrate evidence of progress in achieving project objectives. Performance measures can yield quantitative and/or qualitative data about project results, both during the life of the project and on a summative basis at its end. Applicants are encouraged to use measures that typically measure the central desired outcomes of a project, e.g., assessment scores, dropout rates, graduation rates, etc. It is the responsibility of the applicant to develop targets for each measure. Targets are anticipated, desirable results of the project, expressed numerically, that are developed for each year of the grant. Once grantees have actual data that describe the extent to which progress is evident for the project’s measures, those actual data will be reported in each annual performance report.

In addressing selection criteria, applicants must provide the measures required for the project as well as their targets. Additionally, they must describe the data collection and analysis methods they will use to provide data for each of the program measures referenced in the application package, and provide convincing evidence that the proposed approaches (which may include evaluation studies) are appropriate to yielding the intended data.

An applicant’s proposed designs for collecting and analyzing data on performance measures and targets must align with the reporting requirements of the annual and final performance reports.

What do I need to know about protection of human participants in research when preparing my application?

If you plan to conduct research activities involving humans at any time during the proposed project period, you will need to tell us your intentions at the time of application. You will need to indicate on your application if the research activities are exempt from the regulations protecting human subjects. If they are covered (not exempt), you will need to provide specific information about the research activities. If your application is selected for funding, the Department will ask you to obtain an Assurance, if you did not have one at the time of application, and to send us certification that the Institutional Review Board (IRB) named in the Assurance has reviewed and approved the covered research activities. Keep in mind, however, that you are not required to have an Assurance or an IRB in place when you apply to the Department for an award. For additional information about the protection of human subjects in research, check the Department's Protection of Human Subjects in Research Web site at:
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>.

Where do I send the completed application?

If you are submitting a paper grant application, you should follow the transmittal instructions in a program's application notice or package. Generally, paper applications are sent to the *Application Control Center (ACC)* the administrative unit in the Department of Education authorized to accept paper applications for discretionary grants. The address for ACC is specified in the transmittal instructions of a program's application package. If you are applying for a grant using e-Application or Grants.gov, your application will automatically be forwarded to the appropriate program office when you have completed and submitted your application. You must follow the transmittal instructions provided in the *Federal Register* notice and/or application package.

What happens if I miss the application deadline?

To be assured of consideration under a grant competition, a paper application from an eligible applicant, with all forms and required paperwork, must be post marked on or before, and mailed to the Application

Control Center (or other place specified in the application package), by the ***deadline date*** (or the “closing date”). The Department has an absolute policy of accepting no paper applications that are not post marked by the deadline for a particular program’s competition. If a paper application is received late and without a legible postmark, or other proof of mailing specified by the Department, reflecting the closing date of the competition, the Department will notify the applicant that the application will not be considered. Please note that some programs may require that the Department **receive** applications by the deadline or closing date.

In addition, for applicants applying electronically using either e-Application or Grants.gov, the Department will not accept applications submitted after the deadline date and time specified in the application notice.

What if there are technical problems with e-Application on the deadline date?

If you use e-Application to apply for a grant and you are prevented from submitting your application on the closing date because the e-Application system is unavailable, the Department will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. For the Department to grant this extension:

- You must be a registered user of e-Application, and have completed and attempted to send your application for the competition. and
- The e-Application system must be unavailable for 60 minutes or more between the hours of 8:30 and 3:30 p.m., Eastern Standard Time, on the deadline date; or the e-Application system must be unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30 and 4:30 p.m., Eastern Standard Time) on the deadline date.

The Department must acknowledge and confirm the periods of unavailability before granting an extension. To request an extension you must notify either the contact person listed in the *Federal Register* notice, or the e-Grants help desk at 1-888-336-8930.

What if there are technical problems with Grants.gov on the application deadline date?

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, the Department will extend the deadline until 4:30 p.m. EST the following business day to enable you to transmit your application electronically, or by hand delivery. You also may mail your application by following the mailing instructions as described in the application notice.

To receive an extension, you will be asked to provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk case number (if available). The Department will accept the application if it can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30 p.m. EST on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Extensions referred to in this section apply only to the unavailability of or technical problems with the Grants.gov system. The Department will not grant prospective applicants an extension if they failed to fully register to submit an application to Grants.gov before the deadline date and time or if the technical problem experienced is unrelated to the Grants.gov system.

What if I find an error or realize I have omitted something in my application after the deadline?

In order to assure fairness to all applicants, the Department does not allow an applicant to submit additional materials after the deadline.

What happens to an application once the Department receives it?

When ED receives a paper application, the Application Control Center records each application, assigns it a *PR/Award number*, sends a confirmation notice to the applicant, and forwards the application to the appropriate program office, which screens the application for eligibility and completeness. Electronic applications submitted via e-Application are

automatically assigned a PR/Award number upon submission, which is both displayed in the on-screen confirmation message and sent via e-mail to the applicant.

Electronic applications submitted via Grants.gov will receive a Grants.gov tracking number upon submission, which is both displayed in the on-screen confirmation message and sent via e-mail to the applicant. Once Grants.gov validates the application successfully, the Department will automatically pull the application and assign a PR/Award number that will be sent to the applicant via e-mail and also displayed on the Grants.gov web site as the “Agency Tracking Number”. Electronic applications are available to the program office staff immediately following the assignment of the PR/Award number. The program staff assigned to the program then arrange a competitive review of all eligible applications by experts.

What do the letters and numbers mean in my PR/Award number?

The PR/Award number is composed of seven parts that provide specific information about your application (e.g., H029A031234-04C):

- H - Principal office identifier
- 029 - CFDA numeric suffix of the program
- A - Alphabetic sub-program identifier
- 03 - Last two digits of the fiscal year of the competition
- 1234 - Unique application identifier
- 04 - Fiscal year of the funding
- C - Alphabetic identifier signifying the most recent funding action in a fiscal year

The first five parts of the PR/Award number remain the same throughout the life of the application, while the last two parts change by budget period. It is essential to include your PR/Award number on all correspondence with the Department.

What happens if my application is not eligible?

If an application does not meet the eligibility criteria for the particular program it addresses, the Department notifies the person who signed the application that the application is not eligible and will not be considered. The notification from the Department explains the reason(s) that the application is not being reviewed in the competition.

4. Waiting to hear

Frequently, some months pass between an application deadline and the day when applicants learn about the funding decision or disposition of a particular group of applications. Some waiting is always involved because of the volume of applications the Department receives as well as the time required for the Department to act on its commitment to give each application a fair and thorough review. This section describes what happens to your application after the Department receives it.

How does the Department consider my application for funding?

For the majority of the Department's grant competitions, program offices recruit *application reviewers* (reviewers) from outside the federal government who have expertise in the subject area(s) of the applications being considered. Program offices also use federal employees within and outside the Department to serve as reviewers. Each reviewer reads and scores a group of assigned applications. After the reviewers score the applications, program staff carry out an internal review to ensure that the reviewers' scoring sheets are correctly completed and that the application meets all the requirements of the program.

How are application reviewers chosen?

To ensure a fair and competent review of all applications, program staff recruit persons who have expertise in areas pertinent to a program and from as many sources as possible. Individuals interested in becoming a reviewer complete an application or submit a resume or curriculum vitae so that program staff can determine whether they have the necessary qualifications to review applications for upcoming competitions. Program staff maintain a reviewer register and contact individuals when they are needed to review a particular group of applications.

Some of the methods that ED uses for recruiting individuals for the reviewer register include:

- Notices and advertisements in appropriate publications, including the *Federal Register*, journals, newspapers, and the principal office Web site;
- Letters of request to key individuals (e.g., college or university deans, heads or prominent members of educational research institutions and professional associations, or private and public school officials);
- Contacts with members of the educational community, professional associations, and current or former reviewers; and
- Requests to ED employees or other federal agencies.

The training for application reviewers, grant review procedures, time commitment, and compensation vary from grant program to grant program. Some programs require travel to Washington, D.C. (at the Department of Education's expense), while other programs use *e-Reader* so that grant application reviews can be done from the reviewer's home.

Individuals interested in becoming application reviewers can contact the program office that handles grant programs in a particular area of interest or visit the program office's Web site (see the Internet directory in the Other Information section). Phone numbers for program offices can be found in the *Guide to U.S. Department of Education Programs*.

What criteria do reviewers use to score my application?

Reviewers score each application against the selection criteria stated in the application notice. If there are no program regulations, the reviewers score each application against the selection criteria in EDGAR which will be outlined in the application notice. In reviewing applications, reviewers are not permitted to use additional criteria or consider any other information that is not in the application.

How does the Department take into account variations in scoring practices among reviewers?

Generally, ED averages the scores given by the application reviewers that read the application and the average score of each application is used to determine the rank order of the application. Under certain circumstances, program staff use a computer program to standardize reviewers' scores. Standardization helps compensate for the tendencies of some reviewers to score applications higher or lower than other reviewers for the same quality applications.

Does a high score guarantee funding?

No. Even if an application ranks high it may not be funded. In some instances, because of the large number of high-quality applications that were received under a competition and because of the limited funds that Congress appropriates for a program, ED may be unable to fund all of them. In addition, high-scoring applications may not be funded because a program may establish a geographic distribution requirement that limits the number of grants awarded to specific regions of the country. Some applications also may not be funded because of an applicant's poor performance in the past on other federal projects. Keep in mind that a project is not guaranteed funding until an official *Grant Award Notification (GAN)* has been signed by the authorized program official and mailed to the applicant.

How long does it take the Department to decide on my application?

Although the time varies from program to program, it takes approximately four to six months from the time the Department receives a new application to the time an award is made. The Department must carefully follow its procedures, as well as requirements established by Congress, in reviewing applications and awarding grants. We must assure that the review and award process is fair to all applicants. As the Department adopts new technology, we expect the time required to process applications to be reduced.

5. Getting funded

The big day has finally arrived. The Department notifies you that your application has been funded. You breathe a sigh of relief and then the question “What next?” undoubtedly crosses your mind. One could say that the real work begins at this point. There will be post-award communications and discussions with Department officials. And then, of course, you will start the substantive activities of your project. This section looks at the way a funding recommendation turns into a grant award, what takes place during the funding process, and how to draw down the funds that are essential for you to carry out your project successfully.

What happens to my application after the application review process?

After the application review process is completed, all applications, supporting materials, and the reviewer rating forms are returned to the program office. Program staff create a grant file for each application and carefully review the materials to ensure that all required forms (including certifications and assurances) are included and filled out correctly.

How does the Department decide which applicants get funded?

After the applications and other paperwork are collected and the grant files are created and reviewed for completeness, program staff carry out a series of steps to determine which applicants will be funded. Program staff:

- develop a rank order list from the panel scores of each application. (The panel score is derived from averaging or standardizing the scores from each reviewer on the panel that reviewed a particular application);
- determine how many applications can be funded with the available appropriations;
- perform a cost analysis on those applications that can be considered for funding. The cost analysis is done to determine whether the proposed costs of an applicant’s budget are allowable. In addition, program staff review the narratives and budgets to ensure that costs relate to the activities and objectives of the project. All unallowable

- costs are deleted from the budget. Also during this stage, program staff may contact applicants to get more detailed information if there are any questions that need to be answered before the application can be funded. A clarification contact generally takes the form of a phone call. If the program staff requires a written response from an applicant, the response should only address the specific item(s) needing clarification;
- create a formal list or slate of the applicants that are recommended for funding and specify the recommended funding levels;
 - forward the list of applicants and funding amounts to the *principal officer* of the program office or his or her designee for approval. With the list, program staff note any questions about specific cost items the application does not address, including those related to insufficient justifications for claimed indirect costs. The principal officer may consider information outside the application (i.e., past performance on an ED grant) in deciding what order to fund the applications;
 - make awards, once the list is approved.

How do I learn that my application has been funded?

You may receive funding notification in several ways. The Department sends notification letters to members of Congress from the districts where new grantees are located. As a result, applicants sometimes receive news of the status of their applications from their congressional delegations. For some competitions, program staff might simply send the GAN to a grantee without any prior contact. For other competitions, a program staff person may contact the prospective grantee to inform the individual or organization of the grant award. Program staff might also contact some applicants, advising them that they are in a “hold” funding status. While this group might not get funded, having ranked slightly lower than the funded group, it still has a chance of being funded if additional funds become available or if one or more of the recommended applications is not funded.

The Department also informs applicants when an application is not evaluated or selected for funding. Applicants can request a written explanation of the Department’s decision. An application is not considered funded until ED sends an applicant a signed GAN. Drawing down funds under a grant obligates the applicant and the Department to the requirements that apply to the grant.

Is an application always funded for the entire amount requested?

No. In some cases the application reviewers or program staff determine that certain proposed activities in the application are unnecessary and delete them and their associated costs from the award. In others, the program staff that perform the cost analysis might determine that the amounts requested for particular items are excessive and will reduce them. Funding levels might also be restricted based on the amount of funds appropriated for a particular fiscal year for a program and the number of applications to be funded.

What does it mean if my project has cost sharing or matching requirements?

Some program legislation or regulations require that the grantee contribute some percentage of the total project costs during the *budget period* being funded. Be sure to read application materials carefully to learn if you are required to include cost-sharing contributions in your application budget. Generally, a grantee is required to contribute a certain percentage of the total cost of the project or provide a certain percentage of the federal funds awarded. If there are any issues or discrepancies in an application regarding cost-sharing, the program staff reviewing your application will contact you to work them out, usually after an application has been selected for funding.

What information does my Grant Award Notification contain?

The GAN is the official document that states the terms, conditions, and amount of an award and is signed by the official who is authorized to obligate funds on behalf of the Department. The document is formatted into numbered blocks that provide specific information about the award, including administrative information, legislative and fiscal data, and names and phone numbers of project and program office staff. For multi-year awards, the GAN also includes information on anticipated subsequent funding periods and their tentative levels of funding. The GAN will also contain attachments, which spell out additional terms and conditions of the award and enclosures that give further guidance on administrative

procedures (e.g., how to draw down funds and where to mail required reports). The attachments and enclosures contain important information about awards. Grantees are urged to pay particular attention to them.

Two copies of the GAN are mailed to each successful applicant. One copy is sent to the certifying official, the authorized representative who signed the Application for Federal Education Assistance Form (ED 424) and other required forms. The second copy is sent to the project director.

What happens after I get the grant award?

Receiving your GAN symbolizes the beginning of a partnership between your organization and the Department of Education. The partnership process focuses on establishing and cultivating relationships with all grantees to promote and ensure successful project outcomes. This partnership is characterized by frequent and ongoing communication between a grantee and program staff throughout the life of the project. Grantees are encouraged to use their program offices for technical assistance and as resources in attaining their projects' goals, and to obtain and use the e-mail addresses of program staff to maximize communication.

The *Post-Award Performance Conference* is generally the first step in developing this relationship. This initial discussion takes place shortly after a new grant is awarded. The main focus of the conference is to establish a mutual understanding of the specific outcomes that are expected and to clarify measures and targets for assessing the project's progress and results. Information on project outcomes is needed to ensure that the project achieves the objectives stated in the application. The post-award performance conference generally clarifies and lays the groundwork for *monitoring* practices and ongoing communication between a grantee and the Department to ensure that a project's desired goals are achieved.

A conference can take many forms. It can be a face-to-face meeting, telephone discussion, workshop, electronic mail exchange, or notes sent via fax or mail. Furthermore, for some programs, the performance conference might involve entering into a performance agreement that is signed by both parties and specifies activities and milestones expected for the grant.

How do I get my grant funds?

Grantees get their grant funds by setting up accounts and making payment requests through *e-Payments*, which is accessed via the Internet on the Department's e-Grants home page. The payment information is then forwarded through the Department's *Grant Administration and Payment System (GAPS)* for processing. Organizations that do not have Internet access can request funds by telephone to the Department's GAPS Payee Hotline at 1-888-336-8930. Requests for payments are entered into e-Payments for grantees. Grantees withdraw funds for each separate grant award by PR/Award number. Once a request for payment has been made and is validated, funds are deposited into the grantee's designated bank account. The frequency of payment requests and the amount of withdrawals must be limited to the amounts actually needed to meet the *obligations* made under the grant and be timed in accordance with the project's immediate cash needs to carry out the activities of the grant.

Attachment A of the GAN explains ED's payment system. There is also an External Access Security Form that is sent along with the GAN that must be completed and returned to the Department before an organization can request funds through e-Payments. For security purposes, user IDs and passwords for e-Payments are sent via regular mail to the persons identified on the ID request form. To further assist new users of e-Payments, the *Financial Payments Group* published the *Payee's Guide* that provides additional information and instructions on processing payments with e-Payments. The Payee's Guide is accessible only to registered e-Payments users with valid IDs and passwords.

If you have received a grant from the Department and your organization has already established the necessary grant accounts, you will not need to complete and send the ID form to the Department. Instead, you will receive the latest payment request information along with the GAN. In making requests for funds, please remember that a grantee may draw funds only to meet the immediate cash needs of the project for obligations made under the grant.

How long does it take to get my grant funds?

Funds are deposited in a grantee's bank account within two business days after a payment request is made.

How do I get funds after the first year if my organization receives a multi-year award?

To receive funds after the initial year of a multi-year award, grantees must submit an interim *performance report*, which describes the progress the grant has made toward meeting the predefined benchmarks and milestones established at the beginning of the project. The performance report provides program staff with up-to-date information on the project's progress (a special performance report form is provided by program staff). Some grantees will have the opportunity to submit their annual performance reports electronically using *e-Reports*. E-Reports automates, and operates in conjunction with, the current paper-based grant performance reporting process. E-Reports requests the same information from grantees as paper reports, but in electronic format on the Web. Your program office will notify you if you have the option to use e-Reports.

Program staff use the information in the performance report in combination with the project's fiscal and management performance data to determine subsequent funding decisions. The annual performance report should also specify any changes that need to be made to the project for the upcoming funding period. A grantee cannot get a *continuation award* if it hasn't filed all the reports required for the grant. Before a continuation award can be issued, program staff review the information in the performance report and the grant's financial and project management activities to determine if a grantee has made *substantial progress* in reaching the project's objectives and that expenditures correspond to the project's plans and timelines. If these requirements are met, program staff issue a continuation award. Grantees generally receive their GANS within four to six weeks after submitting their performance reports to the Department.

Grantees are urged to contact their program staff as often as necessary to ensure that substantial progress is made during the funding period. Program staff are available to answer questions, provide technical assistance, and help

grantees better understand federal requirements and procedures to ensure that the goals of their projects are achieved.

6. My responsibilities as a grantee

Grantees often ask how they know if they're meeting all of ED's requirements. In fact, there is more than one answer to that question since a grant project is really a combination of different efforts: performing the substantive activities related to the project's professional discipline or field of endeavor, managing the personnel and the other administrative aspects of the project, learning and following the various requirements of law and regulation that govern federally funded projects, and undertaking the whole project within the framework of the organization that has received the grant and is sponsoring the project activities. This section presents some of the most frequently asked questions grantees have about their responsibilities in ensuring project success.

What responsibilities do I have under a discretionary grant or cooperative agreement?

You have the following major responsibilities when undertaking a project funded by the Department of Education:

- perform the work promised in the application;
- exercise proper stewardship of federal funds;
- comply with all statutory and regulatory requirements;
- draw down funds as appropriate for obligations made under the grant;
- demonstrate or measure progress toward achievement of project goals;
- report all required information to the Department; and
- maintain records that document the activities and expenditures of the grant.

In addition, each award for a discretionary grant or cooperative agreement imposes specific responsibilities on a grantee, depending on the program from which funding is received.

What must I do if I need to change some part of my project from the original application?

If you need to alter some portion of your project's activities, the first step is to determine whether or not the planned change requires prior approval. Many changes do NOT require the prior approval of the program office. Part 75 of EDGAR gives grantees guidance regarding various administrative changes to their grants. The provisions generally permit grantees to undertake the following *administrative actions* without seeking prior approval from their program offices, although, in some cases, a notification with supporting justification might still be required:

- extend the *project period* one time at the end of the grant for a period of up to 12 months;
- carry funds over from one budget period to the next;
- obligate funds up to 90 days before the start date of the grant's performance period; and
- transfer funds among budget line items.

The Department will not permit a grantee to change the objectives or scope that were originally outlined in the application and scored by reviewers during the application review process. This policy is designed to provide basic fairness to applicants for discretionary grants. Grantees are urged to review the applicable sections in EDGAR relating to the type of change(s) desired. If you are still not certain whether prior approval is necessary after reading the regulations, contact the program staff person shown on your GAN for technical assistance.

It is the goal of the Department to reduce the paperwork burden on grantees, including those related to administrative actions, to the fullest extent possible. However, if prior approval is required, the request should be sent to the program staff person identified on the GAN by e-mail, fax, or regular mail. Grantees can also make changes to their grants through *e-Administration*, which is accessed from the Department's e-Grants home page. The e-Administration module allows registered users to request certain changes to their grant awards via ED's electronic grant system. Users can submit a request and track when the ED program contact reviews it and when a decision or change is made. Once the request is processed, the grantee receives a system-automated e-mail notification specifying whether the request is approved, accepted, or disapproved. For some

e-Administration actions that require prior approval, program staff may contact the grantee to obtain further justification or clarification regarding the request. Administrative actions that require prior approval may take up to 30 days to process. Grantees are notified in writing once a determination is made regarding a requested change. Grantees are urged to use electronic communication as much as possible to expedite processing of requests.

What can I do to help my request for a change get processed quickly?

You can take a number of steps that greatly add to the speed with which program staff can process your request for a change to a project. Although most of them seem minor, multiplied over thousands of grants, such small items add up to great gains in efficiency and help program staff and your project's staff work together more effectively. For example:

- **Always use your PR/Award number.** The PR/Award number gives program staff a great deal of information. We recommend you even put it on the outside of your envelopes so that, in the event your grant is reassigned to another staff person, your correspondence can be properly redirected before we even open the envelope. The PR/Award number is the only quick and accurate way we have to access your official file or your records in our data system. **Always have it handy and leave it with any phone message as well.**
- **Always check your computations in budgets more than once.** We recommend that you ask others on your staff to proof the math portions of your application and any other materials associated with your grant that you send to your program office. Computation errors are one of the major causes of delays in processing requests.
- **Read carefully the attachments and enclosures that come with your GAN.** The attachments and enclosures sent with your GAN contain important information that can simplify the administration of your grant with regard to receiving payment, sending required reports, and following special terms and conditions.
- **When in doubt, ask.** If you are not sure about something, do not hesitate to contact the program staff person assigned to your grant. That person is available to give technical assistance and to help you

understand grant regulations and the award documents. Obtaining guidance can ensure that your documents are complete the first time you submit them so you can avoid unnecessary paperwork.

Do OMB circulars apply to my grant award?

Yes. The Office of Management and Budget, in the Executive Office of the President, issues OMB circulars. OMB circulars are guidance for federal departments and agencies on a variety of topics. Some circulars establish federal policy on matters of grant administration, for example how to handle certain grant costs and audit requirements for grantees. OMB Circulars apply to Department of Education grant awards because the Department has adopted them in EDGAR. Information about obtaining OMB circulars is given in the section, Other Information, which begins after the Glossary section of this publication.

How do I make sure that I am complying with the regulations that apply to my award?

Carrying out the activities of your project in a way that is consistent with the requirements of federal regulations is a process that begins before you receive a GAN. It begins with the application process. You should make yourself familiar with EDGAR, and in many cases, the program regulations when you are filling out the required forms and preparing your application for submission to the Department. You can find program regulations in the application materials that the Department originally sent to you. EDGAR is available electronically on the Department's Web site. Generally, we will also send you a copy of EDGAR if you receive a new award. EDGAR contains most of the administrative requirements applicable to your grant. Refer to the table of contents at the beginning of each part of EDGAR and the program regulations to help you locate specific information of interest to you. If you still have questions after reading the regulations, contact the program staff person handling your grant.

How does the Department know how my project is doing?

The Department monitors your project to determine how it is doing. Monitoring is an integral part of grant administration and oversight after a grant has been awarded. Its goal is to guide grantees to successful completion of their projects. Furthermore, the Department monitors grants in the spirit of partnership with a primary focus on performance and demonstrable results. Monitoring activities can take many forms including fiscal monitoring (i.e., tracking cash draw downs), reviewing reports, technical assistance contacts, and site visits.

In selecting projects for a site visit, the Department chooses a representative sampling of grantees and projects across programs. There are numerous reasons for a site visit to a grantee's location, most of them favorable. Grantees should view site visits as unique occasions that present an opportunity for staff members from the Department and project staff members to get to know one another better. Site visits permit the grantee to present information to the program staff about the project in greater depth and detail.

What do I need to do to prepare for a site visit?

Since the requirements and procedures of each program office vary, you should contact the program staff member assigned to your project for guidance on preparing for an announced site visit.

7. Wrapping it up

Finishing project activities by the end of the performance period is only half the story of a grant project. The other half is telling the sponsoring agency—in this case, the Department of Education—about it. You should put as much care into timely, accurate, and comprehensive reporting of activities you undertake as you put into planning those same activities when writing the application. Your reporting, in turn, becomes the basis for the program staff's evaluation of the effectiveness of its programs, as well as its own reporting to Congress, the General Accountability Office, and the public. This section answers some frequently asked questions about required reports and points you toward staff members in the Department who can help you complete them.

What happens after the project has ended?

When you have reached the end of your performance period, program staff will begin to officially close out your grant. During *grant closeout*, the Department makes sure that all applicable administrative actions, as well as the required work of a grant project, have been completed and that you have properly accounted for all federal funds that have been made available under the grant.

What responsibilities do I have after the project has ended?

Grantees are responsible for preparing a final performance report after the project has ended (Cooperative agreements might require additional items). The Department requires that all grantees send this final report within 90 days after the end of the project period. The Attachment B that is sent along with the GAN provides information on when and where the report must be sent for a particular program. Be sure that you always provide complete and accurate information in the report and include the PR/Award number of your project. Your program office will notify you if you have the option to use e-Reports to submit your final report electronically via the Web.

What does the Department do with the information in my final performance report?

The Department uses the information in final performance reports to evaluate the success of individual projects and the grant program as a whole. Generally, information from each project is analyzed to determine whether the goals of the project were accomplished. Then, the data is generally combined with information from the other projects and evaluated to understand the extent to which the program had an impact on the issues, usually national in scope, that the program was funded to address.

The Department also uses the information contained in final performance reports to identify projects that contributed significantly to furthering the goals of a particular program and that have national significance. This information is shared with grantees, potential grantees, and the general public using a variety of methods. The Education Resource Information Center (ERIC) and national centers and clearinghouses make information available to the public. The Department may also disseminate information to the educational community through its Web site, training, technical assistance, and conferences. In addition, the Department uses this information to report to Congress annually on the results being obtained by its various programs. To a large degree, the success of a discretionary grant program is dependent upon complete and accurate information received from grant recipients. The Department uses the information to decide if modifications should be made to programs to enhance their effectiveness and to justify to Congress, and ultimately the taxpayer, that a program is worthy of continued funding.

Lastly, information that grantees provide in their final reports is used to continually improve program activities and in providing technical assistance to future grantees on ways to enhance their performance and project outcomes.

What happens if I cannot send my final report by the due date because I have not finished the work of the project?

Generally, if you have not completed the work of your project, you may extend the project period one time for up to 12 months by notifying your program staff person of the need for an extension. Grantees must notify their

program staff person at least 10 days before the end date of the project period specified on the GAN. While extending your grant does not require prior approval, you must still clearly justify your reason(s) for extending the project period. Time extensions are allowed if: 1) a statute, regulation, or other condition of the award does not prohibit the extension; 2) the extension does not require the Department to obligate supplemental funds in order to finish grant activities; 3) the extension is to carry out the activities in the approved application; and 4) the extension is NOT for the purpose of spending unexpended funds. If these conditions are not met, the Department will not release the remaining funds that are available to the grantee up to the end of the project period. The final reports must be submitted within 90 days after the end of the newly specified grant expiration date.

What happens if I have completed the work of the project but cannot send my final report by the due date for some other valid reason?

The Department may grant an extension for you to send your final report or other required documents if you send a request in writing with a justification for the extension and the time needed to submit the final report.

How do I get help completing my final report?

The program staff responsible for the administration of your grant can give you guidance on the content and format for the performance report(s) you are required to submit to the Department.

Where do I send my report and how many copies do I need to send?

Grantees should send one original and one copy of the final performance report to the Department unless told otherwise by program staff. Refer to the attachments and enclosures with your GAN for the address where you must send your report (or other required documents). **Always write your PR/Award number on all documents.** If your program office provides the option to use e-Reports, and you submit your report electronically via e-Reports, you do not need to provide additional copies to the Department.

What happens if I do not send the Department required reports?

Not sending reports or other required documents generally would place your organization in noncompliance with the terms and conditions of the grant award. If you fail to submit your reports, you cannot receive a continuation award and the Department considers this fact in deciding whether to make new awards to your organization. Therefore, it is critical that you send all your reports to the proper persons by the due dates.

Do I have to keep any records related to my grant project after the Department closes out my grant?

Yes. Almost all of the Department's programs fall under the record retention provisions of the General Education Provisions Act (GEPA). The provisions require grantees to maintain grant records **for three years after the submission of all required reports**. This time period is extended if audit or legal matters take longer than three years to resolve. Your program staff can answer any questions you have about record retention.

What kinds of records do I need to keep?

You need to keep records regarding use of grant funds, compliance with program requirements, and records demonstrating the effectiveness of the grant in meeting its objectives. The financial records need to show the amount and source of all funds used to run the grant, including any matching funds that were promised in the initial application. The records also must document how those funds were used. These records are used to demonstrate to program staff and independent auditors that all funds have been used for allowable costs.

8. Just one more thing

The project activities are finished, the Department has received all the required reports, and the records of your project are safely stored away for the next three years. That just about takes care of everything, right? Not quite. During the life of a grant project, you will most likely be required to get an independent audit of your project and its expenditures and to send a copy of the audit report to the Audit Clearinghouse. In some instances, the Department conducts its own audit of your grant project after the end of the project period. This is one reason that it is important that you observe and follow the record retention requirements.

What are the audit requirements for my grant?

The audit requirements of EDGAR, set forth in *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, implement the Single Audit Act Amendments of 1996. The circular provides uniform requirements for all grantees—state and local governments (including Indian tribal governments), colleges and universities, hospitals and other non-profit organizations. Under these requirements, grantees that expend \$500,000 or more in a year in federal awards must have a single audit or program specific audit performed for that year in accordance with the provisions of Circular A-133.

It is important to remember that there are two types of audits for discretionary grant projects. The first type is the one your organization arranges to have done by independent auditors in response to requirements of OMB Circular A-133. Generally, OMB Circular A-133 audits look at expenditures of federal funds across an entire organization and test the financial system by examining expenditures under major projects of the grantee. The second type is an audit for fiscal and program compliance done by the Department's *Office of Inspector General (OIG)*. Audits conducted by the OIG occur less frequently than A-133 audits and not every grantee is audited. The *Office of the Chief Financial Officer (OCFO)* is the office in the Department that reviews A-133 audit reports. OIG audits are most often triggered by serious *audit findings* identified during an OCFO review of the A-133 audit reports.

You must send copies of your audit reports to the Single Audit Clearinghouse as specified in the attachments that accompany your GAN.

What happens if the Office of Inspector General selects my project for an audit?

The OIG audit follows several specific steps, which include an entrance conference, survey, fieldwork, exit conference, draft audit report, and final audit report. The entrance conference is held to explain the purpose of the audit, establish working arrangements, obtain copies of necessary documents from your organization, and answer any questions you may have.

During the survey phase, OIG auditors gather from you general information on your organization. In the third phase, fieldwork, auditors study specific activities or operations and examine pertinent documents, records, and procedures.

The exit conference takes place before the OIG issues its draft report. The exit conference gives your organization an opportunity to comment on OIG findings and provide additional information before the draft report is issued.

The draft report presents the preliminary OIG findings and recommendations. You will have 30 days to respond to the findings in a draft report. Your comments will be included as an attachment to the final report. The final report gives the name of an official in the Department who is responsible for resolving the issues discussed in the report. Sometimes, the final report will ask you to offer comments on that version in 30 days as well.

To obtain more information on preparing for an audit, you should get a copy of OMB's *A-133 Compliance Supplement* that is issued annually. The supplement is the guide for auditors that conduct the yearly audits under the Single Audit Act. It is also a helpful guide for grantees in preparing for an audit. The *Compliance Supplement* is available for sale from the Government Printing Office by calling (202) 512-1800. The stock number for this document is 041-001-00593-5. It can be accessed electronically on OMB's Web site at the following URL:
<http://www.whitehouse.gov/omb/circulars>.

What happens if the audit report determines certain costs or activities are unallowable?

Sometimes an audit report concludes that there are deficiencies or weaknesses in a grantee's financial system or programmatic activities. Weaknesses or deficiencies revealed in an audit report are called "audit findings." Sometimes this information is related to expenditures for items or services that an auditor determines are not allowed by Department (or other federal) regulations. If this happens, the Department takes steps to recover the money from the grantee, starting with the *audit resolution process* that entails many activities. In this situation, the audit report is given to an *audit resolution specialist*. This individual's job is to resolve any audit report findings and write a *Program Determination Letter (PDL)* that sets forth the Department's decision on the audit findings in the report and outlines the corrective action a grantee is required to take and/or the amount that is to be repaid. The audit resolution specialist uses the governing regulations (for the audit period), including EDGAR, any special terms and conditions, and attachments that apply to the grant to resolve the issues specified in the audit report. Grantees may be asked to provide additional information and documentation during the audit resolution process.

Can I appeal the Department's decision that I must repay money?

The PDL will include any information on appeal procedures that might be available to you. You need to adhere to these procedures carefully, particularly with respect to the deadline for submitting an appeal.

Glossary

Administrative action--A post-award administrative request to modify the conditions of the original grant. An administrative action may be monetary or non-monetary and may require prior approval from the Department.

Administrative regulations--Regulations that implement 1) guidance from OMB contained in circulars that apply to the administration of all federal grants and cooperative agreements, 2) Presidential executive orders (where regulation is necessary), and 3) legislation that affects all applicants for or recipients of federal grants and cooperative agreements; see also *EDGAR* (defined below).

Allowable costs--Expenditures under a grant project that are specifically permitted (or not specifically prohibited), by law, regulation, or guidance from the Office of Management and Budget, federal accounting standards, or other authoritative sources.

Application Control Center (ACC)--The administrative unit of the Department that is officially authorized to receive paper applications for discretionary grants and cooperative agreements.

Application for Federal Education Assistance or ED 424--The grant application form, sometimes referred to as the application “cover page,” used by the Department.

Application Notice--A notice published in the *Federal Register* and posted on the Department’s Web site that invites applications for one or more discretionary grant or cooperative agreement competitions, gives basic program and fiscal information on each competition, informs potential applicants when and where they can obtain application packages, and cites the deadline date for a particular competition.

Application package--A package that contains the application notice for one or more programs, and all the information and forms needed to apply for a discretionary grant or cooperative agreement.

Application reviewer (reviewer)--An individual who serves the Department by reviewing new discretionary grant and cooperative agreement applications; also referred to as “field reader” or “peer reviewer.”

Appropriations legislation--A law passed by Congress to provide a certain level of funding for a grant program in a given year.

Assurances--A listing of a variety of requirements, found in different federal laws, regulations, and executive orders, that applicants agree in writing to observe as a condition of receiving federal assistance.

Audit finding--A conclusion about a monetary or non-monetary matter related to an auditor’s examination of a grantee organization, program, activity, or function, which frequently identifies problems and provides recommendations for corrective action in order to prevent their future recurrence.

Audit resolution process--The process by which the Department determines whether costs in an audit report are actually allowable or unallowable. If costs are identified as being unallowable, the Department initiates action to have grantees return unallowable expenditures.

Audit resolution specialist--The Department staff member who reviews audit reports of grantees and develops the proposed recommendations for settling cases of expenditures not allowed under discretionary grants or cooperative agreements. The recommendations become the basis for decisions issued in the Program Determination Letter.

Authorizing legislation--A law passed by the Congress that establishes or continues a grant program.

Budget period--An interval of time into which a project period is divided for budgetary purposes, usually 12 months.

Catalog of Federal Domestic Assistance (CFDA)--Publication and database produced by the General Services Administration that lists the domestic assistance programs of all federal agencies and gives information about a program’s authorization, fiscal details, accomplishments, regulations, guidelines, eligibility requirements, information contacts, and application and award process; also called the “CFDA.”

Certification--A statement, signed by an applicant or grantee as a prerequisite for receiving federal funds, that it 1) meets or will adhere to certain conditions and 2) will undertake or not undertake certain actions.

CFDA number--Identifying number for a federal assistance program, composed of a unique two-digit prefix to identify the federal agency ("84" for the Department of Education), followed by a period and a unique three-digit code for each authorized program. Alfa-designations may be added to some programs to distinguish among competitions when multiple competitions are based on the same program authority.

Code of Federal Regulations (CFR)--Compilation of all final regulations issued by federal agencies and published annually by the National Archives and Records Administration. The CFR is divided into numbered titles. Title 34 contains the regulations of the Department of Education.

Combined Application Notice (CAN)--A notice published by the Department in the *Federal Register* and posted on the Department's Web site that identifies programs and competitions under which the secretary has invited, or plans to invite, applications for new awards for a particular fiscal year. The notice provides the actual or estimated information on the following: 1) the date the competition will be announced in the *Federal Register*; 2) the date application packages will be available; 3) the application deadline date; 4) the deadline for intergovernmental review; 5) the range of awards; 6) the average size of awards; and 7) the number of awards. The CAN also provides a contact name and phone number for further information.

Competitive review process--The process used by the Department to select discretionary grant and cooperative agreement applications for funding. Subject-area experts score applications and the most highly scored applications are considered for funding.

Continuation award--Additional funding awarded to the same grant for a budget period following the initial budget period of a multi-year discretionary grant or cooperative agreement.

Cooperative agreement--A type of federal assistance; essentially, a variation of a **discretionary grant**, which is awarded by the Department

when it anticipates having substantial involvement with the grantee during the performance of a funded project.

Deadline date--The date by which an applicant must submit a discretionary grant or cooperative agreement application for it to be considered for funding by the Department. Under many competitions, applicants must mail their paper applications by midnight on the deadline date. Under other competitions, the Department must receive the application by the deadline date. Application packages and notices published in the *Federal Register* for a particular competition indicate the deadline date and time for the submission of paper and electronic applications.

Direct costs--Direct costs are those items in a grant project that can be identified specifically with a particular final cost objective. Examples of direct costs are compensation of employees for the time devoted and identified specifically to the performance of grant activities, cost of materials acquired, consumed, or expended specifically for the purpose of the grant, equipment and other approved capital expenditures, and travel expenses incurred specifically to carry out the activities of a grant project.

Discretionary grant--An award of financial assistance in the form of money, or property in lieu of money, by the federal government to an eligible grantee, usually made on the basis of a competitive review process.

e-Administration--The Department's electronic system that allows grantee project directors to request administrative changes to their grant awards over the Internet. For example, grantees can submit a change of address related to a grant award.

e-Application--The Department's electronic application system that provides the capability for applicants to apply to selected discretionary and formula grant programs over the Internet.

ED--The acronym for the U.S. Department of Education (i.e., Education Department).

Education Department General Administrative Regulations (EDGAR)--Administrative regulations governing the Department's grant and cooperative agreement programs found in Parts 74, 75, 76, 77, 79, 80, 81,

82, 85, 86, 97, 98, and 99 of Title 34 of the CFR; a document issued by the Department that contains a reprint of these regulations.

ED Pubs--The Department's main distributor of grant applications and other ED literature.

e-Grants--A term for the Department's electronic grants initiative and Web site that permits applicants and grantees to do business with the Department over the Internet. It includes the Web-based modules: e-Application, e-Reader, e-Reports, e-Administration, and e-Payments.

e-Payments--A module of the Department's e-Grants system that allows grantees to carryout financial transactions over the Internet such as requesting grant funds, returning funds, adjusting expenditures among awards, and monitoring the financial history of a grant.

e-Reader--The Department's electronic peer review system that manages the program office's peer review process when conducted over the Internet.

e-Reports--The Department's electronic reporting system which makes it possible for grantees to submit their annual grant performance reports (ED Form 524B) to ED via the Internet.

Federal Register--A daily compilation of federal proposed and final regulations, legal notices, presidential proclamations and executive orders, federal agency documents having general applicability and legal effect, documents required to be published by act of Congress, and other federal agency documents of public interest; prepared by the National Archives and Records Administration for public distribution by the Government Printing Office; publication of record for the Department's regulations.

Financial Payments Group--The administrative unit of the Department that makes payments of federal funds to grantees of discretionary grants and cooperative agreements.

Formula Grant--A grant that the Department is directed by Congress to make to grantees, for which the amount is established by a formula based on certain criteria that are written into the legislation and program regulations; directly awarded and administered in the Department's program offices.

Funding priorities--A way of focusing a competition on the areas in which the secretary is particularly interested in receiving applications. Priorities take the form of specific kinds of activities that applicants are asked to include in an application or certain conditions that must exist for applicants to be eligible. There are *Absolute Priorities*, which the applicant must address in order to be considered for funding; *Competitive Priorities*, which the applicant has the option of choosing whether or not to address and for which they may receive additional points; and *Invitational Priorities*, which the applicant is encouraged but not required to address. Applications addressing invitational priorities receive no competitive or absolute preference over applications that do not meet the priority.

Grant Administration and Payment System (GAPS)--A financial subsystem that is part of the Department's larger Education Central Automated Processing System (EDCAPS). GAPS works in tandem with e-Grants and Grants.gov to allow applicants to apply electronically and allow grantees to submit reports and administrative changes, and to request payments and access grant accounts to obtain current payment information.

Grant Award Notification (GAN)--Official document signed by a program official who is authorized to obligate the Department in financial matters. The GAN states the amount and the terms and conditions of an award for a discretionary grant or cooperative agreement.

Grant closeout--The final stage in the lifecycle of a discretionary grant or cooperative agreement. During this phase, the Department ensures that all applicable administrative actions and required work of a discretionary grant or cooperative agreement have been completed by the grantee. The Department also reconciles and makes any final fiscal adjustments to a grantee's account in GAPS.

Grantee--An individual or organization that has been awarded financial assistance under one of the Department's discretionary grant programs.

Grant programs--For the purposes of this publication, the Department's programs that award discretionary grants and cooperative agreements.

Grants Policy and Oversight Staff (GPOS)--A component within the Office of the Chief Financial Officer that is responsible for policy development and oversight of the grants process at the Department. GPOS

provides technical assistance to the program offices regarding discretionary grant planning, awarding, administration, and closeout. GPOS is also responsible for maintaining *EDGAR*.

Indirect costs--Costs of an organization incurred for common or joint objectives, which cannot be readily and specifically identified with a particular grant project or other institutional activity (i.e., electricity, janitorial services).

Indirect cost rate agreement--A formalized, written, and signed agreement between a recipient and the cognizant federal agency that specifies the treatment of indirect costs. The agreement includes, at a minimum, the approved rate(s); base(s) to which the rate(s) apply; applicable fiscal year; specific treatment of certain items of cost; general terms and conditions; and any special remarks. The rates and cost treatment laid out in the agreement are accepted and used by all federal agencies unless prohibited or limited by statute.

Indirect cost rate proposal--The documentation prepared by an organization to substantiate its claim for the reimbursement of indirect costs. This proposal provides the basis for the review and negotiation leading to the establishment of an organization's indirect cost rate.

Indirect cost rate--A percentage established by a federal department or agency for a grantee organization, which the grantee uses in computing the dollar amount it charges to the grant to reimburse itself for indirect costs of a grant project.

Monitoring--Activities undertaken by Department staff members to review aspects of a grantee's activities under a discretionary grant or cooperative agreement. They include: 1) administrative and fiscal management, 2) determining a grantee's adherence to applicable laws, regulations, and the terms and conditions of the award, 3) providing technical assistance to grantees, and 4) determining whether a grantee has made substantial progress by accomplishing the goals and objectives of the project, using the grantee's evaluation plan to measure progress against predefined benchmarks and timelines.

Notice of proposed rulemaking (NPRM)--An announcement published in the *Federal Register* of proposed new regulations or modifications to

existing regulations; the first stage in the process of creating or modifying regulations.

Obligation--There are two kinds of obligations. At the federal level, an authorized program staff member obligates funds in the Department's automated accounting system that dedicates funds to a particular grantee. Once funds are obligated, the Financial Payments Group can make payments of federal grant funds to a grantee. At the grantee level, an obligation is the commitment of federal funds to pay for the costs of a grant. In some cases, an obligation is made by signing a check for services of an employee, in other cases, an obligation can be made by entering into a contract with a vendor for goods or services.

Office of the Chief Financial Officer--An organizational unit in the Department whose primary responsibility is serving as the principal adviser to the secretary of education on all matters related to financial management, financial control, and accounting including matters relating to discretionary grants, cooperative agreements, and procurement.

Office of Inspector General--The Office of Inspector General conducts audits and investigations of Department programs and operations in order to promote their efficiency and effectiveness and to detect and prevent fraud, waste, and abuse. Through courts and administrative procedures, this office seeks to recover misused federal funds. In cooperation with the Department of Justice, it seeks prosecution of wrongdoers.

Office of Management and Budget (OMB)--A branch of the Executive Office of the President. OMB helps the president formulate spending plans; evaluates the effectiveness of agency programs, policies, and procedures; assesses competing funding demands among agencies; and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the president's budget and with administration policies.

In addition, OMB oversees and coordinates the administration's procurement, financial management, information management, and regulatory policies. In each of these areas, OMB's role is to help improve administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.

OMB Circulars--Administrative policy documents issued by OMB that give instruction to federal agencies on a variety of topics, including the administration of federal grants and cooperative agreements.

Performance measure--A characteristic or metric that can be used to assess the performance aspects of a program or project (i.e., dollars expended, students enrolled, grade- point average, number of job offers received).

Performance report--A report of the specific activities the recipient of a discretionary grant or cooperative agreement has performed during the budget or project period.

Post-award performance conference--The first major discussion between the Department and some grantees after a new award has been made. The conference generally focuses on the proposed project outcomes as stated in the grantee's approved application, and on the ways in which project progress will be assessed.

Principal office--For the purposes of this publication, one of eight organizational units of the Department responsible for administering programs that award discretionary grants and cooperative agreements: The Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students (OELA); Institute of Education Sciences (IES); Office of Elementary and Secondary Education (OESE); Office of Postsecondary Education (OPE); Office of Special Education and Rehabilitative Services (OSERS); Office of Vocational and Adult Education (OVAE); Office of Safe and Drug-Free Schools (OSDFS); and the Office of Innovation and Improvement (OII).

Principal officer--The Department official who is head of one of the nine principal offices and holds the rank of assistant secretary or its equivalent.

Program Determination Letter (PDL)--An official written notice from an authorized Department management official to a grantee that sets forth the Department's decision on findings against a grantee, including all necessary actions and repayment of funds for which the grantee is responsible. A PDL is generally issued after an audit, but sometimes a PDL can be issued based on other information made available to the Department.

Program office--A sub-unit of a principal office that conducts the daily work of administering discretionary grant and cooperative agreement programs, including the review and ranking of applications.

Program staff--A group of Department staff members in a program office responsible for all phases of the grants process including the review, award, administration, and closeout of discretionary grants.

Program regulations--Regulations that implement legislation passed by Congress to authorize a specific grant program; they generally include applicant and participant eligibility criteria, nature of activities funded, allowability of certain costs, selection criteria under which applications will be selected for funding, and other relevant information.

Project period (Also referred to as the performance period)--The total amount of time for which the Department promises to fund a grant and authorizes a grantee to conduct the approved work of the project described in the application. Project periods of more than 18 months are divided into 12-month budget periods. When the Department awards a multi-year award, it obligates funds for the first 12 months and promises to fund subsequent budget periods if certain conditions are met.

PR/Award number--The identifying number for a discretionary grant or cooperative agreement award.

Regulations--For purposes of this publication, federal rules of general applicability that are authorized by federal laws or other federal authority and contained in the CFR.

Student financial assistance--The Department's funding of undergraduate or graduate students attending colleges, universities, and other postsecondary institutions that meet the Department's eligibility requirements; provided by student financial assistance programs in the Department's Office of Federal Student Aid and administered separately from the Department's discretionary grant and cooperative agreement programs; sometimes referred to as "student aid."

Substantial progress--A level of accomplishment that a grantee must make in its project during a budget period, which produces measurable and verifiable evidence that the activities undertaken complied with those

objectives submitted and agreed on between the grantee and the Department during the grant awarding process.

Other Information

1. U.S. Department of Education

General Information

To get more information about any aspect of the Department, its structure, or its programs, or to get answers to questions not answered by this publication, contact:

(800) USA-LEARN (1-800-872-5327)

or

www.ed.gov

For a complete listing of ED Web sites and education and funding-related sites, see Internet Directory, below.

2. Catalog of Federal Domestic Assistance (CFDA)

See Glossary for description. The catalog is sent to a number of distribution points, including U.S. Government Depository Libraries, (see item 8, below) in each state, Federal Executive Boards in major metropolitan areas, and offices of state and local governments. It is often available in the reference sections of major libraries as well. You can also purchase a subscription directly from the Government Printing Office. For further information, contact:

Superintendent of Documents

Attn: New Orders

Box 371954

Pittsburgh, PA 15250-7954

The Catalog of Federal Domestic Assistance can also be accessed online at:

www.cfda.gov

3. Federal Register

See Glossary for description. The Government Printing Office distributes paper, 24x microfiche, and online versions of the *Federal Register* to U.S. Government Depository Libraries (see item 8, below). It is often available in the reference sections of other major libraries as well. You can also purchase your own paper or microfiche subscription. For further information, contact:

Superintendent of Documents
Attn: New Orders
Box 371954
Pittsburgh, PA 15250-7954

Orders can be made with a credit card at:

(202) 512-1800 (voice)
(202) 512-2250 (fax)
orders@gpo.gov
<http://bookstore.gpo.gov/>

The *Federal Register* is also available through an online database. Public access is available at: <http://www.gpoaccess.gov/fr/index.html>.

Questions about the *Federal Register* online can be directed to the GPO Access User Support Team by e-mail at gpoaccess@gpo.gov; by telephone at (202) 512-1530 or toll free at (888) 293-6498; by fax at (202) 512-1262.

4. Code of Federal Regulations (CFR)

See Glossary for description. The Government Printing Office distributes the CFR to each U.S. Government Depository Library (see item 8, below). The code is often available in the reference section of major libraries as well. You can also purchase volumes, online or by mail, directly from the Government Printing Office. For further information contact:

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<http://bookstore.gpo.gov/>

The Code of Federal Regulations can be accessed online at the following Internet address:

<http://www.gpoaccess.gov/cfr/index.html>

Questions about the Code of Federal Regulations online can be directed to the GPO Access User Support Team by e-mail at gpoaccess@gpo.gov; by telephone at (202) 512-1530 or toll free at (888) 293-6498; by fax at (202) 512-1262.

5. Federal Legislation

You can obtain copies of pending and enacted federal legislation by contacting the Senate or House of Representatives at the following numbers:

Senate Document Room: (202) 224-7701
House Document Room: (202) 226-5200

(NOTE: You MUST know the bill or law number in order to ask for copies of legislation.)

For further information about ordering other congressional documents, contact the Government Printing Office at (202) 512-1800.

Legislative information regarding recent sessions of Congress is also available online at:

<http://thomas.loc.gov/>

6. Education Department General Administrative Regulations (EDGAR)

See Glossary for description. As a matter of practice, the Department provides a copy of EDGAR to those entities that have received an award. If you are a grantee that did not receive a copy with the award package, you may ask for one by contacting the Education program contact named on your Grant Award Notification. An electronic version of EDGAR can be downloaded from ED's Web site at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-table.html>

7. Office of Management and Budget (OMB) Circulars

See Glossary for description. You can obtain electronic copies of OMB circulars at: <http://www.whitehouse.gov/omb/circulars>

8. U.S. Government Depository Libraries

U.S. Government Depository Libraries are in each state and act as official repositories for federal documents, such as some of those mentioned in this publication. To obtain the location of the libraries in your state, you can get a free copy of *The Federal Depository Library Directory* at:

(202) 512-1119 (voice)

(202) 512-1432 (fax)

AskIps@gpo.gov

<http://www.gpoaccess.gov/libraries.html>

9. U.S. Government Online Bookstore

<http://bookstore.gpo.gov/>

10. Federal Citizen Information Center

The Federal Citizen Information Center provides a wealth of information about the operations and offerings of the federal government, including telephone contact numbers to get grant-related information from other federal departments and agencies. You can contact the Federal Citizen Information Center at:

1-800-FED-INFO (1-800-333-4636) [8 A.M.- 8 P.M. EST]
<http://www.pueblo.gsa.gov/>

11. Miscellaneous Sources of Information

National Grants Management Association (NGMA)

NGMA is a private membership organization of representatives of federal and state grantor entities, non-governmental organizations, college and university officials, and other persons involved in managing or receiving financial assistance. The organization provides monthly and annual training conferences in the Washington, D.C., area and publishes a semi-annual journal and a quarterly newsletter. Membership is available by paying annual dues. For further information, contact:

National Grants Management Association (NGMA)
11654 Plaza America Drive, #609
Reston, VA 20190-4700 USA
(703)-648-9023 (voice)
(703)-648-9024 (fax)
info@ngma-grants.org
<http://www.ngma-grants.org/>

The Foundation Center

The Foundation Center provides information about non-federal sources of funding. In addition to its publications and extensive collection of materials at its several locations in the United States the center also offers an Associates Program and a Cooperating Collections Program at numerous

sites throughout the nation. You can obtain more information by contacting the Center's headquarters at:

The Foundation Center
79 Fifth Avenue, Dept. JG
New York, NY 10003-3076
(212) 620-4230
<http://www.fdncenter.org/>

12. Internet Directory

The U.S. Department of Education's Web site hosts a large collection of education-related information. The site includes statistical information, research findings and syntheses, full-text publications, directories of effective programs, and similar information.

Visit ED's Web site at: <http://www.ed.gov/>

Also visit the *No Child Left Behind* Web site where you can get information on education reform: <http://www.nclb.org>

Below is a compilation of Internet sites mentioned in this publication.

U.S. Department of Education Principal Offices

Institute of Education Sciences (IES)

<http://www.ed.gov/about/offices/list/ies/index.html>

The Office of Elementary and Secondary Education (OESE)

<http://www.ed.gov/about/offices/list/oese/index.html>

The Office of English Language Acquisition (OELA)

<http://www.ed.gov/about/offices/list/oela/index.html>

The Office of Innovation and Improvement (OII)

<http://www.ed.gov/about/offices/list/oii/index.html>

The Office of Postsecondary Education (OPE)

<http://www.ed.gov/about/offices/list/ope/index.html>

Office of Safe and Drug-Free Schools (OSDFS)
<http://www.ed.gov/about/offices/list/osdfs/index.html>

The Office of Special Education and Rehabilitative Services (OSERS)
<http://www.ed.gov/about/offices/list/osers/index.html>

The Office of Vocational and Adult Education (OVAE)
<http://www.ed.gov/about/offices/list/ovae/index.html>

Catalog of Federal Domestic Assistance
<http://www.cfda.gov/>

Code of Federal Regulations
<http://www.gpoaccess.gov/cfr/index.html>

Department of Education's Grant Award Database
<http://www.ed.gov/fund/data/award/grntawd.html>

Education Department General Administrative Regulations (EDGAR)
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

e-Grants
<http://e-grants.ed.gov/>

Federal Citizen Information Center
<http://www.pueblo.gsa.gov/>

Federal Legislation
<http://thomas.loc.gov/>

Federal Register
<http://www.gpoaccess.gov/fr/index.html>

Grants.gov
<http://www.grants.gov/>

Guide to U.S. Department of Education Programs
<http://web99.ed.gov/GTEP/Program2.nsf>

No Child Left Behind

<http://www.ed.gov/nclb/landing.jhtml>

OMB Circulars

<http://www.whitehouse.gov/omb/circulars/>

Protection of Human Subjects in Research

<http://www.ed.gov/about/offices/list/ocfo/humansub.html>

The Foundation Center

<http://www.fdncenter.org/>

U.S. Department of Education

<http://www.ed.gov/>

U.S. Government Online Bookstore

<http://bookstore.gpo.gov/>

U.S. Government Depository Libraries

<http://www.gpoaccess.gov/libraries.html>

AFTERWORD

We hope that you have found the information in this publication to be helpful. We welcome your comments and suggestions for future editions. Please send them to:

Director
Grants Policy and Oversight Staff (GPOS)
U.S. Department of Education
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