

DHS Agency Specific Requirements to the Research Terms and Conditions
December 10, 2018

- (a) State which awards are covered by the Research Terms and Conditions. (If an agency wants to make a point of the fact that a particular class of awards is not covered, it should state these, too.)**
- a. FEMA
 - i. Assistance to Firefighters Grant (Assistance Listing: 97.044)
 - ii. Earthquake Consortium and State Support (Assistance Listing: 97.082)
 - b. S&T
 - i. Centers for Homeland Security (Assistance Listing: 97.061)
 - ii. Genetic Engineering Machine Competition (Assistance Listing: 97.104)
 - iii. Homeland Security, Research, Testing, Evaluation, and Demonstration of Technologies (Assistance Listing: 97.108)
 - c. DNDO
 - i. Homeland Security Research, Development, Testing Evaluation, and Demonstration of Technologies Related to Nuclear Threat Detection (Assistance Listing: 97.077)
 - ii. National Nuclear Forensics Expertise Development Program (Assistance Listing: 97.130)
 - d. OHA
 - i. National Collaborative for Bio-Preparedness (Assistance Listing: 97.122)
- (b) State any additional prior approval requirements not included in the Uniform Guidance and/or RTC overlay.**
There are no other prior approvals requirements outside of the research terms and conditions reflected under Article I, Section A, the Uniform Rules at 2 C.F.R. pt. 200, or the Notice of Funding Opportunity.
- (c) State which categories of costs aside from those identified in the Uniform Guidance that are unallowable as direct charges.**
This information, if any, can be found in the guidelines of the Notice of Funding Opportunities.
- (d) Provide contact information for technical matters (titles, not individuals).**
Questions on technical matters should be directed to the appropriate DHS program component (FEMA, DNDO, S&T, and OHA) office as identified on the Notice of Award and in the program administrative terms and conditions.
- (e) Provide contact information for administrative matters (titles, not individuals).**
Administrative questions should be directed to the Grants and Financial Assistance Division-Grants Management Specialist, as identified on the Notice of Award and in the program administrative terms and conditions.

(f) Provide contact information for intellectual property (titles, not individuals).

Questions on intellectual property should be directed to the Grants and Financial Assistance Division-Grants Management Specialist, as identified on the Notice of Award and in the program administrative terms and conditions.

Inventions must be reported using Interagency Edison at: <http://www.iedison.gov>

(g) State other agency-specific requirements, with reference to the Uniform Guidance or RTC Overlay, where possible.

There are no other prior approvals requirements outside of the research terms and conditions, Article I, Section A, for GFAD components.

For FEMA, there may be typical special conditions, which could include:

- a. Awardee agrees to participate in each two-day annual meeting that may take place during the period of performance and should include the primary staff involved with the grant (example: PI and one researcher).
- b. Awardee agrees to invite AFG Program Office staff to participate in key meetings involving grant activities.
- c. For any publication that results from FEMA grant-supported research, the awardee must include an acknowledgment of FEMA grant support. If the awardee issues any press releases concerning the outcome of the funded research, FEMA must be notified in advance to allow for coordination.
- d. Awardee agrees to provide full public access to any peer reviewed scholarly publications directly arising from research funded by the Federal Government in whole or in part under this award. This shall be accomplished by the recipient providing FEMA the final published documents no later than twelve months after their initial publication.
- e. Awardee agrees to submit, as part of the required closeout module, a report of a minimum of 10 pages that includes data, findings, and conclusions derived from the funded project within 90 days of the end of the period of performance. Additional instructions will be provided to the awardee prior to the end of the period of performance.
- f. Awardee agrees to meet all DHS requirements for studies using human/animal subjects (and ensure that any sub-grantees or subcontractors meet those requirements) prior to implementing any work with human/animal subjects. Information regarding the compliance process will be sent to each awardee within 30 days of award.

(h) State whether revised budgets must be submitted on agency forms or formats.

For GFAD components, revised budget requests are submitted electronically along with the following forms:

- Application for Federal Assistance (SF-424)
- Budget Information Non-Construction SF-424A)

For FEMA, revised budgets are not required to be submitted on agency forms or formats. Revisions are sent via email, and then if approved, entered into the e-grants system, by agency personnel.

(i) Specify format, content, and timing of technical reporting.

Depending upon the program within GFAD, reports may be due for submission on a quarterly, semi-annual, or annual basis. The interim reports are submitted 60-days after the end of the budget period. All final reports are due 90-days after the expiration date of the award.

Research technical reports are submitted electronically in a narrative format. The interim report should provide a summary of activities for the period covered, while the content of the final report addresses progress in all activities of the project – specific details for the performance reports are outlined in the research terms and conditions under Performance Reporting. Delays in report submission may affect the processing of other awards and/or programs.

For FEMA, semi-annual performance reports are submitted by the awardee through the e-grants application/grants management portal [here](#). These semi-annual performance reports are required for each 6 month period, beginning with the first day of the period of performance. The report is due within 30 days of the end of every six month period. For an FP&S R&D awardee, there are typically 6 semi-annual performance reports within a 3 year period of performance.

(j) Specify form and timing of final financial reporting.

Final financial reports for research projects are submitted electronically on the SF-425, Federal Financial Report (FFR) form. The final financial reports are due 90-days after the expiration date of the award. Delays in report submission may affect the processing of other awards and/or programs. The SF-425 based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due

- No later than July 30 (for period January 1 – June 30)
- No later than January 31 (for period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

(k) State any additional documentation besides progress reports that are needed to trigger incremental funding.

Required Forms for GFAD:

- Application for Federal Assistance (SF-424)
- Budget Information Non-Construction SF-424A)
- Assurances Non-Construction Programs (SF-424B)
- Disclosure of Lobbying (SF-LLL)

In addition to the forms above, DHS also requires a narrative justification which outlines the goals/objectives to be achieved with the funding, along with an updated work plan. Continuation funding is contingent upon funds availability, substantive progress, and compliance with the terms and conditions of the award.

FEMA requires no additional documentation.

- (1) Provide links to agency websites that house grant policy and procedural guidelines and other information of interest to award recipients.**

Find general information about the DHS grant process [here](#).