



WFO ARRA Reporting Documentation

3.0 ARRA Federal Grant: NIH Grant Award

03/22/2010

3.2 ARRA Federal Grant: NIH Grant Award and Acceptance Guidance

In accordance with DOE/Chicago guidance, NIH awards received under the ARRA program are to be financially reported through the DOE Budget & Reporting Code B&R "60". Thus, the NIH process is a hybrid between the approval of a federally funded proposal by OMB and the acceptance of the award under the NIH MOU without OMB and DOE/Chicago approval of the award.

NOTE: If NIH awards funds under an NIH IAG, please reference 2.0 ARRA Contract IAG process. From time to time, Federal Sponsors ask if LBNL will accept funding as a Grant. LBNL will go to DOE/Berkeley Site Office and seek Contracting Officer's approval. If approved, follow the general guidance of 3.0 ARRA Federal Grant: NIH Grant Award.

OMB Approval of WFO/IAG Proposal:

1. OSPIP Contracts Officer sends request for Office of Management and Budget (OMB) approval to Berkeley Site Office
Berkeley Site Office contacts:

- Chuck Marshall: Charles.Marshall@bso.science.gov
- *Doug Low: Douglas.Low@bso.science.gov
- Jacolyn Byrd: Jacolyn.Byrd@bso.science.doe.gov

*Doug Low forwards to DOE Chicago the request of OMB Approval. This can coincide with the regular proposal approval process between OSPIP and DOE/BSO. OMB Approval notification will come via Doug Low to the OSPIP Contracts Officer.
Appendix 1: Email Template for Request for OMB Approval

LBNL Acceptance of NIH Award and AR Review

2. OSPIP Contracts Officer sends NIH Notice of Award (NoA) A/R for AR Review

A/R contacts:

- arhelp@lbl.gov (Kimmy Cheung, Victor Lorincz, Judy Lee)

OSPIP Award Authorization and RAPID Actions

3. AR Review is completed and OSPIP CO receives Email Notification.

OSPIP Contracts Officer generates award in RAPID:

- ❖ Proposal: Double check the ARRA Type
- ❖ Proposal: Double check the required CFDA
- ❖ Proposal: Confirm, as appropriate, with PI/Division that the Abstract is one expected in the Quarterly ARRA Reporting by the Sponsor. It should be the exact same one as found in NIH CRISP Database.
- ❖ Proposal: Enter ARRA Award Date (Certification Page/Certification Line ARRA) = The Issue Date on the NIH NoA. This date determines when the award will be reported to FederalReporting.gov



RESEARCH PROJECT COOPERATIVE AGREEMENT
Department of Health and Human Services
National Institutes of Health
NATIONAL CANCER INSTITUTE

Notice of Award

Issue Date: 09/28/2009

- ❖ Award Profile: Reference Award NumberNIH Award Document
- ❖ Award Profile: Check Award Status for Accepted status. This is the default status at the time of award generation.
- ❖ Award Profile: Period of performance of Performance Award Header is equivalent to the Project Period

Budget Period: 09/28/2009 – 07/31/2010

Project Period: 09/28/2009 – 07/31/2014

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❖ Award Modification Table:

| Detail | | | | | | | Customize |
|------------------------|---------|---------------|--------------|-------------|------------|--------|-------------------|
| Reference Award Number | *Period | SPO Author Dt | Awd Acctg Dt | *Start Date | *End Date | Amount | Short Description |
| | 1 | 09/29/2009 | 10/01/2009 | 09/30/2003 | 08/14/2004 | 0.00 | NEW |

- ❖ Reference Award Number: For the first year, enter the NIH **Grant Number:** 1U24CA143799-01
For those grants that are awarded a 2nd year of funding, the Reference award for the second year is an exact copy of the first year and then include the -02 year as well—1R01MH123456-01A1/02
- ❖ SPO authorization date: Today's date
- ❖ Contract value: Contract Value is equal to the authorized funding. If there is anticipated future funding, update the appropriate line(s) in the Award Modification Table to reflect the anticipated future funding.
- ❖ Start Date and End Date: Equal to the Start and End Date of the NIH Budget Period (See above).

DOE/BSO Notified of ARRA Funded NIH Grant

4. OSPIP Contracts Officer sends standard Cover Letter and NIH NoA ARRA Funding to Berkeley Site Office to notify DOE/BSO

Berkeley Site Office contacts:

- Chuck Marshall: Charles.Marshall@bso.science.gov
- Doug Low: Douglas.Low@bso.science.gov
- Jacolyn Byrd: Jacolyn.Byrd@bso.science.doe.gov

OSPIP Contracts Officer releases SPAA

5. The OSPIP Contracts Officer reviews the RAPID Award Entry for completeness

- ❖ The OSPIP Contracts Officer updates the RAPID/Award/Notepad with guidance regarding the special terms and conditions including the ARRA reporting.
- ❖ The OSPIP Contracts Officer prints the SPAA and Distributes with the agreement

Division updates ARRA Header for ARRA Reporting

6. The Division RAs review and update the ARRA Header in preparation for ARRA Reporting. (Separate Training is provided to the Divisions)

- ❖ ARRA Reporting (Budget Office) begins for both Monthly Steering Committee Reporting and Quarterly FederalReporting.gov.

Division requests Project to be opened by the Budget Office – Project begins

7. The Division RA places Project(s) into requested status
The Budget Office reviews the request and places Project into Open status



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Appendix 1: Email Template for Request for OMB Approval

From: [OSPIP Contracts Officer]
Sent: Monday, September 14, 2009 9:24 AM
To: Low, Douglas; Byrd, Jacolyn; Marshall, Charles
Subject: ARRA proposal 000006420 – Request OMB Approval

Doug,

This proposal is likely to be funded in the near future with ARRA funds. Please obtain OMB approval to accept this award when it arrives. If you require additional information, please contact me.

- RAPID proposal # – 000006420
- Appropriation Year– 2009
- Sponsoring Agency & Department or Institute – NIH: NIGMS
- Estimated Amount FY 2009 – \$235,229
- Estimated Amount FY2010 - \$139,407
- Sponsor's Recovery Act TAFS – 75-0852
- Title: PHENIX: new methods for automation in macromolecular crystallography
- Abstract: This administrative supplement request is principally for 2 years of postdoctoral researcher funding to accelerate the progress of crystallographic methods development in the PHENIX software. This does not change the scope of the original research. Support is requested for the postdoctoral researcher, increased computing capacity, software conversion and related activities. The postdoctoral researcher will work with the graphical user interface developer at LBNL, validation method developers at Duke University, and the automated model building methods developer at LANL. This will expedite the integration of structure validation methods in model building, structure refinement and the graphical interface. The increased computing capacity will make it possible for all of the PHENIX developers to run code testing experiments and trials to determine optimal parameters for the software in less time, arriving at better results faster. The software conversion funds will allow for the rapid and efficient conversion of existing Fortran code to C++ code. This will be performed by a small company (Objexx) that specializes in such work. Their tools allow conversion in a few months rather than the year or two of effort it would take PHENIX developers. The requested resources will collectively enable the PHENIX team to more rapidly deliver better software to structural biologists worldwide. They in turn will be able to generate better structures in a shorter time, thus leading to a more rapid biological interpretation of their results. The supplement will create 1 full time postdoctoral researcher position for two years. It will also keep workers at a small software conversion company (Objexx) employed for 3 to 4 months.
- Please find attached a copy of the signed proposal 000006420 submitted to [name the Federal Agency]
- *If you have additional information or updated scope and budget, please list and include as attached copies to the email.*

Once approval is obtained, please forward to me directly so SPO can accept the award when it arrives using our ARRA Award and Mod process.