



Guidelines for Administering your U.S.-Brazil Higher Education Consortium Grant

Fund for the Improvement of Postsecondary Education
Office of Postsecondary Education
U. S. Department of Education

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Congratulations! As a U.S.-Brazil Project grantee, you are part of a very special group. Your project has been selected for support through a very competitive grant-making process involving peer and staff reviews in the United States and in Brazil. We fully expect that your work will lead to significant improvements in international postsecondary education, and that you and your American and Brazilian partners will be nationally and internationally recognized as innovators by the time your consortium project concludes. We look forward to working with you throughout the life of your project and beyond.

This guide is designed to introduce you to your responsibilities as a federal grantee, and to suggest ways in which you and the FIPSE international program staff can collaborate to serve a common goal – the success of your grant project. The information below is laid out in a question-and-answer format, and covers information you need to manage your projects effectively.¹ If you have questions, please contact the FIPSE program officer monitoring your grant.

I. FIRST THINGS FIRST

Whom do I contact at FIPSE when I have a question about my grant?

Whether your question has to do with the programmatic aspects of your project or budgetary issues, your primary contact is the FIPSE program officer assigned to monitor your project. The program officer assigned to your project may or may not be the same person that you had contact with during the review and budget process. During the time of your multi-year grant period, you may be reassigned to another program officer because of personnel changes or other assignments at FIPSE. The name and contact information for your program officer may be found in item 3 on your grant award document. If you have questions that specifically relate to project evaluation, please e-mail them to susan.lehmann@ed.gov and cc: your program officer. Dr. Lehmann is FIPSE's program evaluator.

Your FIPSE staff contact is both the program officer and grants officer for your project. The only thing that your program officer cannot help you with is the actual grant disbursement process (i.e., drawing down funds from the ED online GAPS system to support your work.) We suggest you direct questions about that process to your institution's grants or business office, in communication with the Department of Education's payment management system.

What is the format for citing FIPSE support?

You must cite the Fund for the Improvement of Postsecondary Education (FIPSE) in all related publications, Web sites, and press releases. Also, please provide a link to the FIPSE Web site www.ed.gov/FIPSE/ on your Web site. FIPSE will also now provide you with a FIPSE logo which you can display on your project Web site. The following is a **required citation** (to EDGAR, 34 CFR 75.620) for any digital or print publication that

¹ This document is only intended to provide guidance.

contains FIPSE project materials.

EXAMPLE OF STATEMENT FOR PUBLICATIONS AND WEB SITES

“The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.”

PRESS RELEASE FORMAT

Work with your institution’s public relations office to send out information on your program to local print and news media. You may use the sample format below or your institution’s template for creating a press release. When issuing statements, press releases, and other documents or announcements describing this project, you must include (under Public Law 105-78 Sec. 508):

- 1) the dollar amount of federal funds for the project;
- 2) the percentage of the total cost of the project that will be financed with federal funds; and
- 3) the percentage and dollar amount of the total cost of the project that will be financed by non-governmental sources.

EXAMPLE OF PRESS RELEASE

Contact: Project Director’s Name, Address, Phone Number, E-mail Address

For Immediate Release

DATE:

FIPSE Awards New Grant to *Name of Institution* for *Name of Project*

WHAT: The Fund for the Improvement of Postsecondary Education (FIPSE) in the U.S. Department of Education has awarded an amount of *award grant* to *name of the institution and department* for *name of the program*. Name the percentage of federal funds used for the project, e.g., *sixty percent of total cost of the program*, e.g., *\$300,000* project is funded by FIPSE, with the remaining *name the percentage* funded by *nongovernmental sources*.

WHEN: The *name of the program* activities begin *July 15, 2008* and end *July 14, 2011*.

DETAILS: Description of the program. Be sure to list all U.S. and Brazilian partners and the fact that the Brazilian partners are funded by CAPES.

What are the roles of FIPSE and CAPES?

One of the unique features of the U.S.-Brazil Higher Education Consortia Program is the close collaboration between FIPSE and CAPES in issuing joint guidelines, supporting joint funding, and coordinating the monitoring of project activities and data collection. CAPES and FIPSE staff members are in close and frequent contact and consult with each other during the application process, the selection of funded grants, and the monitoring of all active grants. Since each U.S.-Brazil grant involves active partners in the United States and Brazil, many administrative decisions and actions involve the acknowledgement and agreement of both funding agencies. FIPSE and CAPES operate by similar, but not identical, procedures and deadlines.

How do I read my grant award notification document?

Your grant officially begins when you receive a copy of your “Grant Award Notification.” This is the document that officially commits the U.S. Department of Education to supporting your project. Two copies are mailed to each institution. One copy goes to the certifying representative (the person who signed at the bottom of your grant application’s title page.) The second copy goes to the person listed as the project director.

Notifications for multi-year awards contain information about anticipated funding for future budget periods. Please review the amount of the award (item 7) and the period of the award (item 6), particularly the end date of the current budget period. The end date is tied to annual performance reporting requirements. An annual report must be submitted before FIPSE can release funds for the second year and succeeding years of any funded project.

Should any information in the Grant Award Notification differ from what you think was discussed or agreed upon, please contact your program officer as soon as possible. If you do not have a copy of the Notification, contact your institution’s grants or business office.

At the beginning of each new budget period you will receive a new Grant Award Notification. In addition, you will also receive a new notification each time any administrative action is taken on your grant. Keep in mind that your most recent Grant Award Notification supersedes all previous ones. Administrative actions are sequentially numbered and located in item 5. *Project period* is the total amount of time for which your grant has been approved for work. Project periods are divided into budget periods. *Budget period* is an interval of time into which a project period is divided for budgetary purposes, usually twelve months. This means that a budget period represents a *program year*. The budget period for most U.S.-Brazil grants runs from July 15 to July 14. (The federal *fiscal year* runs from October 1 to September 30.)

What are the roles of my program officer and program coordinator?

Each of the two program officers on the FIPSE international team has served as a faculty member and/or administrator at institutions of higher education throughout the United States, and each has also been an administrator of federal programs for a number of years. Your FIPSE program officer approaches the monitoring of your project on a collegial basis. He or she truly wants to be your partner.

You will find the names of the FIPSE program officers on the final page of this document. Your FIPSE program officer wears many hats. Your program officer hopes you think of him or her as someone who eagerly listens to your ideas and progress, brainstorms with you, and provides you with feedback and suggestions to tackle problems and issues you may encounter as you work at carrying out your project's goals and objectives. The primary goal of your program officer is to help make your project successful at your institution and throughout the nation as a model of postsecondary and international educational improvement and innovation.

Program coordinators are responsible for the overall administration of their specific FIPSE international program within the Department of Education. Because of your program officer's close contact with you and your project, he or she is best prepared to deal with issues regarding your grant. **Your program officer therefore should be your primary point of contact with FIPSE.**

What are my responsibilities under this U.S.-Brazil grant?

It is important to remember that U.S.-Brazil grants are made to the applicant institution or organization, **not to a particular person**. The applicant institution or organization is legally responsible for the grant funds and for making it possible for the project director to complete all work as promised. The U.S. lead partner is the person designated by the applicant institution and listed on the award document as the FIPSE project director.

When undertaking a project funded by the U.S. Department of Education, project directors must work with their own and their partners' officials to fulfill specific legal, regulatory, and programmatic responsibilities, including:

- performing all the work promised in your approved grant application;
- exercising proper stewardship of federal funds;
- complying with all legal and regulatory requirements;
- reporting all required information to the Department, particularly through carefully detailed annual and final performance reports;
- attending the annual U.S.-Brazil Project Directors' Meeting held in the United States or in Brazil and being prepared each year to play an active role in the meeting;

- serving as project director and maintaining close contact with each US and Brazil partner;
- citing FIPSE/CAPES funding in all public relations notices, publications, products (see format above and on the program Web site); and
- maintaining regular, on-going contact with the FIPSE program officer.

What does FIPSE expect of me in terms of communication?

We expect and encourage you to take very seriously your commitment to communicate the progress and results of your project. FIPSE is concerned with promoting the highest quality education for all postsecondary learners. Our investment in your project is intended to go way beyond your addressing improvements locally. FIPSE expects you to be proactive in making your project a national and international model for postsecondary education reform.

FIPSE, therefore, views your communication responsibilities in two distinct and important ways. First, you should maintain regular communication with your program officer. Second, you must make efforts to disseminate the knowledge and strategies gained from your project. Your dissemination effort should include an evaluation component, with data that prove what has worked and shows the lessons you have learned.

Communicating with your program officer: You should communicate progress, questions, and concerns with your program officer in a **frequent** and **timely** manner:

- **Frequent** means maintaining ongoing communication with your program officer at least once every two (2) months, by phone or e-mail. If your project is just getting off the ground, more frequent communication may be necessary to assure a good start and identify any problems early on. Each program officer has a direct phone line and a personal e-mail address. A staff directory is available in the appendix and on the FIPSE Web site at www.ed.gov/FIPSE/Brazil. Your program officer will usually get right back to you. You should be equally responsive to a message from your program officer. And, should your travels take you to Washington, D.C., FIPSE staff will welcome you to our offices to talk about the latest developments in your project.
- **Timely** means that you should communicate with your program officer whenever significant issues arise in connection with your project. FIPSE's international staff has experience with dozens of funded projects and can often help you to solve problems or suggest alternative approaches to issues.

Disseminating your project: We count on your commitment to promote your project goals and accomplishments beyond your local site. FIPSE too is now actively presenting information about current projects to the officials and to the public via “FIPSE Grants in Action” at <http://www.ed.gov/about/offices/list/ope/fipse/grantsinaction.html> . On this page we will list project presentations which FIPSE grantees are making at various professional conferences, occasions of national press coverage for particular projects, additional awards won by FIPSE projects, and Google Maps with links to abstracts of all currently funded projects. For this reason, it is crucial that you keep your project abstract page – your public face – interesting, accurate and relevant to other professionals in the field of postsecondary education. Please keep your contact information and Web links up to date so that others may contact you for more information about your project.

We expect that you will gladly respond to e-mails and telephone calls from educators requesting information about your project, including requests for copies of your grant proposal. You should set up files of your original proposal and progress reports so that they can be easily e-mailed to anyone asking for information. You should delete personal budgetary information in fulfilling such requests, but others are entitled to copies of funded proposals. We also strongly recommend developing a Web site for your project so that information can be easily updated and made more accessible. Don’t forget to add the FIPSE logo to your project Web site!

We know that responding to the requests of others for information about your project entails extra work on your part. You should use technology (Internet, e-mail, Web site) to maximize your efforts to let others know about your ideas, approaches, and resources. You should also make the most of telling others about your project’s successes at conferences, workshops, and elsewhere. Just don’t forget to share these activities with us too. We will be sending you reminders a few times a year and hope that you’ll keep us informed about your achievements.

How do I evaluate my FIPSE project?

During the course of your project, FIPSE also may ask you for information that is needed for evaluations of federal programs. As federal officials, it is vital that we can describe our programs and projects accurately as part of our justification for future congressional appropriations. Your cooperation in this effort is much appreciated. **We expect that almost all the information we may need from you will be collected in the annual reports and the final report.**

During 2008-2009 FIPSE has been reviewing all of our evaluation requirements and information. If you have had a FIPSE grant before, you will see many changes. The best place to go to understand any aspect of the FIPSE evaluation process is <http://www.ed.gov/about/offices/list/ope/fipse/evaluate.html>. Here you will find several handouts including: a year-by-year breakdown of your evaluation requirements, “What a FIPSE Evaluation is NOT,” “Finding a FIPSE Project Evaluator,” “Role of the Outside Evaluator,” “FIPSE Evaluation Plan with Examples,” and “Language Testing Options.” Dr. Susan Lehmann, FIPSE’s evaluator, will be reviewing the annual evaluation reports which you submit from your independent outside evaluator. She will give you systematic feedback using a checklist so that you will clearly understand what additional information

you will need to provide the following year. You can also view a copy of this checklist on the evaluation page. It is entitled “FIPSE Evaluation Report Assessment Tool.”

What else should I expect of my FIPSE program officer?

Your program officer monitors your progress throughout the term of your project. Tracking your progress begins after you receive your award. You and your program officer should discuss and mutually agree on the goals, objectives, benchmarks, and outcomes for your project, based on your approved grant application. Mutual understanding is important so you both use the same guidelines for assessing your project’s progress. For U.S.-Brazil program grants you will also need to outline partner goals, objectives, and outcomes.

Your program officer assesses your project’s progress in various ways. He or she will:

- review independent evaluators’ reports of your project;
- review performance (annual or final) reports that you submit;
- schedule face-to-face meetings with you, your evaluator, and others at the annual U.S.-Brazil Project Directors’ meeting, or make other arrangements; and
- visit your institution or organization to hear more from you, your students, your faculty, your administration, and others about your project’s progress and to champion your goals and objectives.

Who in ED is responsible for grant payments?

As part of a system of checks and balances, the Department’s functions of dealing with program, regulatory, and budget issues are separated from grant disbursements. FIPSE program officers deal with the former and grant payment specialists deal with the latter. ED’s Financial Payments Group is responsible for grant disbursements and is located in an office separate from FIPSE. Each new grantee receives instructions on setting up the payment system with the first Grant Award Notification.

II. PROCESSING “CHANGES”

What are the “Expanded Authorities”?

In 1997, the Office of Management and Budget (OMB) revised some of its rules for administering federal grants, which ED adopted. These amendments to the grant administration process are referred to as the “Expanded Authorities.” In general,

“Expanded Authorities” make it easier for you to make certain types of administrative changes or actions without seeking prior approval.

However, there are limits and restrictions to each type of action covered by these authorities because each may impact the scope and scale of your project. You should read carefully the guidance provided below on what you can do without prior approval and pay close attention to the list below of changes that still require FIPSE’s prior approval. Our best advice is to call your program officer when you have doubts as to what you are permitted to do without prior approval from FIPSE.

There are four types of administrative actions covered under the “Expanded Authorities:”

- extending the project period for up to one year (no-cost extension);
- carrying funds over from one budget period to the next;
- incurring pre-award costs up to 90 days before the budget period begins (for new awards and continuations); and
- transferring funds among budget categories.

Can I extend the time left on my grant?

Yes, you can extend the project period end date *one time for a period of up to 12 months* to complete unfinished project objectives. This is called a *no-cost extension or time extension*. You do not need prior approval, but you must notify your program officer at least 10 days (30 days preferable) before the end of your project to allow your program officer sufficient time to extend the project end date in ED’s grant management system (GAPS). The request must be submitted at www.fipse.aed.org, using an online template that you access with your username (grant number) and a password assigned to the project director. Your request must clearly state the new end date requested and the reasons for the time extension, offering evidence that all partners in the project agree to continue, and providing a budget for expending remaining and proposed funds. Although most no-cost time extensions are acceptable, in unusual circumstances some are denied for reasons noted below.

Time extensions are *not* authorized when:

- additional federal funds are also needed;
- the scope or objectives of the project changes;
- it is merely for the purpose of exhausting unexpended federal funds; or
- it is contrary to federal statute, regulation, or grant conditions.

Are unexpended funds carried over automatically from one budget period to the next?

Yes, funds that you did not spend are carried over from one budget period to the next without prior approval. These unexpended funds are referred to as “carryover or carry forward.” However, since large amounts of carryover may indicate a sign of trouble, you should keep your program officer informed about extenuating circumstances delaying your spending of funds in the budget period for which they were obligated.

You will need to discuss carryover when you submit your annual performance report. You must provide a written statement explaining why you were unable to spend the funds in the budget period. This usually occurs when an activity scheduled for one year is not carried out and is rescheduled for the next year, or when you spend less than budgeted in a line item but have a need for greater expenditures in that line item in the next year. Unexpended funds may be used only for allowable costs that fall within the scope and objectives of your project. These funds are drawn down in the following year before new funds are expended.

You should be aware that under unusual instances carryover could impact the amount of funds you will receive in the new budget period. In these situations, your new budget may be reduced. Sometimes there are genuine savings from a project in one budget period with an adequate budget for all the proposed activities in the following year. In these cases, FIPSE will reduce the next budget period amount by the size of the savings to use those savings to fund other program activities. Your next Grant Award Notification document will reflect your new adjusted budget. Note that carryover funds are not shown on the new grant award document but are still available for drawing down. You can always check your outstanding balance in GAPS.

Can I be reimbursed for grant-related costs prior to the start of the project?

Yes, no prior approval is required for pre-award costs incurred up to 90 days before the budget period begins. This includes both new and continuation awards. The applicant should have a reasonable expectation that it will receive a FIPSE grant. However, it is very important to remember that funds cannot be drawn down until the budget period for those funds begin and expenditures are incurred at the applicant’s own risk in the event that a grant is not awarded.

Can I make budget transfers among line item categories?

ED has taken steps to make many budget transfers among line item categories much easier for you by no longer requiring you to get prior approval. However, there are still changes that require program officer approval. Among the budget changes that are restricted and require program officer approval are transfers involving training funds (language and mobility stipends) and transfers involving contracting out work to consultants and partner organizations. Small changes in your budget such as shifting a few hundred dollars between line items do not change the scope or objectives and therefore do not need to be discussed with your program officer.

Drawing down funds can be done only by the U.S. lead institution acting as the fiscal agent for the consortium. Funds are generally drawn down on a cost reimbursement basis. Although there are no limits on the amount of a draw-down, all funds must be expended within several working days. Common sense interpretations of the regulations should guide you as to when you should discuss budget changes with your program officer.

What changes require prior approval from a program officer?

You must get your FIPSE program officer's approval to make the following programmatic and budget revisions to your U.S.-Brazil grant:

- changing the scope of work or objective of the project, even if there is no associated budget revision requiring prior approval;
- changing a key person specified in the application or award document. Approving such a change requires a written justification. You should explain the reasons for the change in personnel and present the qualifications of the proposed replacement in the form of a short-form resume;
- replacing the project director (i.e., U.S. lead partner), or substantially reducing the amount of time the director would spend on the project;
- administering the project for more than three months without an approved project director;
- making a revision that would result in the need for additional federal funding;
- providing grant funds to a third party (contracting out work), unless described in the approved grant application;
- transferring substantial programmatic responsibility for your grant to a third party;
- adding international travel that was not approved in the scope or objectives of the original grant application;
- adding the purchase of equipment not approved in the original grant application; and,
- transferring funds from either indirect costs into direct costs or direct costs into indirect costs.

How can I speed up my request for administrative changes?

Always cite your grant PR/Award Number. This is the number assigned to your application when you submitted your proposal, and it is used throughout the life of the grant. The award number is listed in item 5 on your Grant Award Notification. The number for every U.S.-Brazil grant is P116M plus 6 digits. For the six additional digits, the first two digits refer to the initial funding year and the last four digits refer to the assigned application number. Use of this number is required for all correspondence since it is the only quick and accurate way we have to access your official file in our data system.

Requests for approval of grant revisions can be e-mailed to your program officer. You may also mail or fax your request to your program officer at:

U.S. Department of Education
Fund for the Improvement of Postsecondary Education
1990 K Street, 6th Floor
Washington, DC 20006-8544
Telephone: 202-502-7500 Fax: 202-502-7877

III. FROM ONE YEAR TO THE NEXT

What must I do to continue my multi-year award?

The U.S.-Brazil Program differs slightly from many other FIPSE programs inasmuch as it is a four-year program, with the first year being designated as a preparatory phase. As stated in the guidelines, the first year is an important year for marking the success of the U.S.-Brazil Grant.

First Year Preparatory Phase:

Successful U.S.-Brazil projects are built upon strong inter-institutional agreements that are confirmed by signed memoranda of understanding among institutional partners. For this reason, both governments have decided to support an initial year of funding to allow grantees to complete administrative planning and cooperative trilateral arrangements at the inter-institutional level. Student mobility will begin only after the successful completion of the preparatory phase (but no later than the end of the second year of the project). During the first year, consortia must formalize agreements in the following areas:

- institutional financial commitment to the project;
- financial sustainability beyond the government funding period;
- student recruitment and selection;
- student language preparation;
- student tuition and fees;
- student credit transfer and/or recognition; and
- faculty and curricular development.

In order to ensure the success of the entire project, funding for the subsequent three years will be contingent upon satisfactory achievements during the preparatory first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve goals and objectives in all of the areas identified above.

As a minimum requirement, by the end of the first year the bilateral consortium will be required to submit to both of the funding authorities copies of formal agreements signed by all partner institutions with respect to: (a) academic credit transfer and recognition; and (b) student tuition and fees.

Projects that do not satisfactorily meet these preparatory requirements by the end of the first year will not be extended government support beyond that point.

Annual reporting:

You will be expected to provide performance information that shows that you and your

partners are making substantial progress towards achieving your project's goals and objectives. This is especially important during the first-year preparatory phase. FIPSE and CAPES are working together to ensure that we coordinate annual reporting requests.

At FIPSE, your program officer will use the information in the annual (and other) report(s) to decide whether you have made substantial progress to continue funding your project. In addition to the requirements outlined in the annual reporting guidelines, he or she will also consider:

- whether you have obtained approval for changes in the project that, at no additional cost, permit the project to meet its objectives in the future; and
- whether continuation of your grant is in the government's best interests.

Should your program officer determine that you have failed to meet the above requirements (see EDGAR, section 75.253), you may be denied continued funding. In all cases your program officer will discuss with you the reasons for a discontinuation. As with all federal grants, the amount of funds allocated for continuation grants depends on annual congressional appropriations.

We will be sending you an annual performance report form around May that you must complete by around mid-July. Attached to the email will be the annual report guidelines outlining the specific information that FIPSE requires for information. The date will be specified in the email message and is late enough in the budget period to enable you to provide the most meaningful information about your project's accomplishments. FIPSE expects to complete the development of a Web-based format for annual reporting, allowing your consortium to log on and supply your information via the Web.

IV. CLOSING DOWN

Your responsibility to FIPSE is only partially fulfilled when you complete your project's activities. The other important part is telling us about your project. You should put care into timely, accurate, and comprehensive reporting of your project's activities and outcomes. Your reporting becomes the basis for FIPSE's and the Department of Education's evaluation of the effectiveness of our U.S.-Brazil Program, as well as our reporting to Congress, the General Accounting Office, and the public.

When is the final performance report due?

Your role in the close-out process involves preparing a final performance report. Final reports are **due no later than 90 days** after your project's end date. If your project gets a no-cost time extension, the final reporting date moves back accordingly but the request for a no-cost extension does include a status report on the current year's activities. A reminder to submit the final report will be sent to the U.S. lead partner shortly before the project is scheduled to conclude. It is very important to write a thorough final report. A program officer, who will respond in writing to you, reads each report. You will need to send a final financial report (SF 272) directly to ED's Financial Payments Group, not to FIPSE.

Can I draw down funds after the grant expiration date?

Yes, after the expiration date there is a liquidation period of 90 days. During this time you may draw down funds to pay for expenditures incurred during the previous active grant period. You may not incur new expenditures during this liquidation period. At the end of the liquidation period the grant will be closed for draw downs.

How long must I keep grant records?

Under the General Education Provisions Act, you must retain grant records for three years after the completion of activities for which grant funds were used. Grant close-out does not affect your legal requirement to retain all records of a grant project, nor does it affect the rights of a federal agency to have access to those records.

V. OTHER QUESTIONS?

Will my grant be audited?

Under OMB Circular A-133, if your institution expends more than \$300,000 in federal funds in a budget period, you must arrange for an independent audit for that program year. Copies of audit reports should be sent to the address given in the instructions that accompany your Grant Award Notification. Obviously your grant is audited every year as part of your institution's or organization's annual procedures.

In unusual circumstances, the Department's Office of Inspector General (OIG) may perform an audit for fiscal and program compliance. Such an audit may be initiated at the request of the FIPSE staff.

What is EDGAR?

EDGAR is the Education Department General Administrative Regulations that govern your grant. You received a copy of EDGAR with your first Grant Award Notification or a reference to access the document online. EDGAR provides you with the regulatory framework for administering your project. EDGAR's purpose is to ensure that federal funds are spent according to ED's mission and that you meet your commitments. It can be accessed online at <http://ocfo.ed.gov/grntinfo/edgar.html>.

The two parts of EDGAR relevant to U.S.-Brazil grants are:

- **Part 74**: This part provides rules for the administration of grants to institutions of higher education, hospitals, and non-profit organizations. It includes sections on cost sharing, program income, changes requiring prior approval, annual and final reports, copyright policy, and auditing requirements.

- Part 75: This part provides more general administrative responsibilities. It includes rules on continuations, no-cost extensions, group applications, conflict of interest, and copyright.

What are bulletins and circulars?

Some federal grant requirements affect many government agencies. Many requirements are written in the form of circulars by the Office of Management and Budget (OMB). The OMB Circulars can be accessed at:

<<http://www.whitehouse.gov/OMB/circulars/index.html>> The Department of Education's Grants Policy and Oversight Staff (GPOS) also publishes helpful documents called bulletins. In general, the most relevant circulars and bulletins include:

- OMB Circular A-21: This set of cost principles applies to educational institutions.
- OMB Circular A-122: This set of cost principles applies to non-profit organizations.
- OMB Circular A-87: This set of cost principles applies to state, local, and tribal governments.
- OMB Circular A-133: This circular outlines OMB's auditing requirements, discussed above.
- FAR (Federal Acquisition Regulation) or 48 CFR Part 31.2: This set of cost principles applies to for-profit institutions.
- GPOS Policy Bulletins: These bulletins are issued by ED's Grants Policy and Oversight Staff (GPOS). Bulletin 19 is known as the "Expanded Authorities" amendments. It amended EDGAR Part 75, to make it easier for you to make certain administrative changes to your grant. These bulletins can be accessed online at <http://ocfo.ed.gov/grntinfo/edgar/html> .

Contact Information

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