

Grantmaking at ED

Answers to Your Questions About the
Discretionary Grants Process



2015

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Note to Readers

This publication provides a nontechnical summary of the Department's discretionary grants process and the statutes and regulations that govern it. The reader should not rely on it as the sole source of information about matters of discretionary grant application, review, award, administration, closeout, or audit at the Department. Specific rules that apply to the Department's programs are contained in the appropriate statutes, notices, application information, and guidance issued by the Department for each program, and in the regulations in *Title 2* and *Title 34* of the *Code of Federal Regulations*. Nothing in this document is intended to create specific rights for applicants or grantees.

This document is intended for individuals and organizations that are interested in applying to the Department for discretionary grants and cooperative agreements, have received an award, or would like to know 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 document does not contain information about programs of the Department that provide *student financial assistance* or funding through *formula grant*

programs. Please see “Other Information” at the end of this publication to locate information on these types of assistance.

Note: Terms that appear in ***bold italics***, with the exception of headings, the first time they appear throughout the chapters are defined in the Glossary. Links to websites are underlined.

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GRANTS AT THE U.S. DEPARTMENT OF EDUCATION

This section describes the way the Department's discretionary *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 deciding which applicants get funding. Virtually all of the Department's discretionary grants are made based on a *competitive review process*. The Department reviews applications based on the legislative and regulatory requirements, and on the application requirements and criteria 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. An applicant chosen to receive an award becomes a *grantee*.

What is a cooperative agreement?

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

For the purposes of this publication, whenever the term "grant" is used, it includes the cooperative agreement form of a grant. The statutes, regulations, policies, and requirements referenced in this document apply to discretionary grants and cooperative agreements, unless program statutes or regulations stipulate otherwise.

How does the Department establish discretionary grant programs?

The process of making a federal discretionary grant begins long before the Department holds a competition and applicants submit applications. Congress usually creates discretionary grant programs through *authorizing statute* and provides funding for the programs through annual *appropriations statute*. Occasionally, Congress creates a grant program in the annual appropriations statute. The Department may establish *program regulations* based on the authorizing statute and administrative procedures. The regulations describe how

the programs are to be administered and might include the criteria for the review of applications. The Department does not publish general administrative regulations for each discretionary grant program. Instead, these programs are administered through existing regulations, selection criteria, and priorities and definitions identified in the statute; or they are administered according to *administrative regulations* found in the *Education Department General Administrative Regulations (EDGAR)* and the requirements published in *Title 2 of the Code of Federal Regulations (CFR)*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200).

How are the Department's programs organized?

There are seven *principal offices* in the Department that are responsible for the administration of discretionary grant programs. Each office is responsible for overseeing programs established by Congress and administered by the Department. The principal offices are listed on the Department's organizational chart.

The following principal offices are responsible for making discretionary grants:

Office of Innovation and Improvement (OII) programs make strategic investments in innovative educational practices. OII grants support and test innovations throughout the elementary and secondary education system in areas that include alternate routes to teacher certification, traditional teaching of American history, dropout prevention, and arts in education. OII programs also encourage the establishment of charter schools, which provide laboratories for innovative approaches to elementary and secondary education, through planning and start-up funding, and through innovative approaches to providing credit for charter school facilities. Additionally, OII programs encourage the expansion of parental options and information in education by supporting alternatives including magnet schools, public school choice, and nonpublic education, and by working with community organizations to inform parents of their options.

Office of Postsecondary Education (OPE) programs are designed to increase access to quality postsecondary education. Examples of OPE grants include support to improve postsecondary educational facilities and programs, and support for programs that recruit and prepare disadvantaged students for the successful completion of postsecondary education. Other OPE programs promote the domestic study of foreign languages and international affairs, and support international education research and exchange activities.

Office of Elementary and Secondary Education (OESE) programs are designed to assist State and local education agencies to improve the achievement of early

childhood, elementary and secondary students and to assure equal access to services leading to such improvement for all children, particularly children who are economically disadvantaged, limited English proficient, Native American, Alaskan Native, children who live in rural areas, and children of migrant workers. Also, OESE programs assist States and local school districts in improving the health, social, emotional, and cognitive outcomes for all children, especially children with high needs from birth through third grade, so that more children enter kindergarten ready to succeed in school and continue on track to be college and career ready. OESE programs provide financial assistance for drug and violence prevention activities, activities that promote the health and well-being of students in elementary schools, secondary schools and institutions of higher education, and for school preparedness activities.

Institute of Education Sciences (IES) provides national leadership in expanding fundamental knowledge and understanding of education from early childhood through postsecondary study, in order to provide parents, educators, students, researchers, policymakers, and the general public with reliable information about educational practices that support learning and improve academic achievement and access to educational opportunities for all students, the condition and progress of education in the United States, and the effectiveness of Federal and other education programs. IES conducts and supports scientifically valid research activities, including basic research and applied research, statistics activities, scientifically valid education evaluation, development, and dissemination. IES's four operational divisions are the National Center for Education Research, the National Center for Education Evaluation and Regional Assistance, the National Center for Education Statistics, and the National Center for Special Education Research.

Office of Special Education and Rehabilitative Services (OSERS) responsibilities are administered through two main components: the Office of Special Education, and the Rehabilitation Service Administration. The programs administered by the Office of Special Education (OSEP) assist public agencies to provide all infants, toddlers, children, and youth with disabilities early intervention services, and a free appropriate public education that emphasizes challenging standards and access to the general curriculum to the extent appropriate. The Rehabilitation Service Administration (RSA) programs are designed to develop and implement comprehensive and coordinated programs of vocational rehabilitation, supported employment, and independent living for individuals with disabilities through services, training, and advocacy, in order to maximize their employment, independence and integration into the community and the competitive labor market.

Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students (OELA)

administers programs designed to build and maintain capacity of State education agencies (SEAs) to access Department resources in order to effectively serve limited English proficient (LEP) students, build and enhance local education agency (LEA) capacity to provide an education of high quality to LEP and language minority students, build and enhance LEA and SEA capacity to provide quality foreign language programs for elementary and secondary students, and support and assist institutions of higher education (IHEs) to develop creative professional development programs for teachers, principals and other school-based educators who work with LEP students.

Office of Career, Technical, and Adult Education (OCTAE) administers programs that are related to adult education and literacy, career and technical education, and community colleges. Examples of OCTAE programs include grants designed to prepare students for postsecondary education and careers through strong high school programs and career and technical education, provide opportunities to adults to increase their literacy skills, promote identification and dissemination of effective practice in raising student achievement in high schools, community colleges and adult education programs, and grants to support targeted research investments in adult literacy and career and technical education.

Each principal office has ***program offices*** and ***program staff*** that administer the discretionary grant programs. Program staff publishes the program announcements, coordinates the review of applications, makes funding recommendations, and awards grants to successful applicants. After awards are made, the program staff monitors grants and provides technical assistance to promote sound grants administration and the achievement of the program objectives by grantees.

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:

- **The Department’s Website.** You can access information on discretionary grant funding on the Department’s website. Click on the “Grants” tab or link. You can find which discretionary grant programs are currently accepting applications under the “Application Information” section.

- **Find Programs By Title.** This page provides an A to Z listing of all Department programs. You can access basic information about the programs the Department administers.
- **Application Notice.** The Department's program offices publish *application notices* in the *Federal Register* to announce that they are inviting applications for new discretionary grant competitions. A program office uses application notices to announce a single competition or, occasionally, to invite applications for several program competitions. Application notices provide important program and funding information for the competitions, and can tell you when and where you can obtain applications.
- **Grants Forecast** (the *Forecast*). The *Forecast* is posted in October. The *Forecast* is the preliminary plan for the discretionary grant competitions for the coming fiscal year. It includes anticipated dates for each forecasted competition. As the *Forecast* is subject to change during the year, you should check the website of the program in which you are interested for the most current information about its competitions.
- **Grants.gov.** Grants.gov is a central location on the internet that allows you to find and apply for funding opportunities across the federal government. You can search for information on different topics and review synopses of grant opportunities from federal departments and agencies.

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

The first thing to determine before applying for a grant is whether you or your organization is eligible for the program. Eligibility requirements are generally established by the statute that authorizes the program and are included in regulations and in *Federal Register* notices. Eligibility requirements vary from program to program. Eligibility might be limited to a specific type of organization (such as an SEA), organizations that serve a particular target population (such as disadvantaged students or Native American students), organizations that meet some other criteria, or individuals with certain qualifications. Some programs require you to apply first to the Department to be certified as eligible for that program. Most programs, however, do not have this requirement.

To find eligibility requirements, you can start with the Find Programs by Title page, which includes lists of all Department programs for which specific types of organizations or individuals are eligible. For each program, you can find the number from the *Catalog of Federal Domestic Assistance (CFDA)*, referred to as the *CFDA number*. It is useful to have this number if you contact the Department

about a specific grant program of interest to you. You can review the CFDA for more information.

Once you know the grant program for which you or your organization might want to apply, you should review the program's statute and regulations, which are available on the Department's website. Start at Programs to find the description of the specific program. Once at a program's Web page, select "Laws, Regs & Guidance" to access the underlying statutes and regulations. You can also find regulations for those programs that have them in *Title 34* of the *CFR*. The *CFR* is available at the Electronic Code of Federal Regulations (eCFR) website, or the U.S. Government Publishing Office (GPO) website, located within GPO's Federal Digital System (FDsys).

The application notice and the ***application package*** also specify the eligibility requirements. Read the entire application notice that the Department publishes in the *Federal Register* for each new competition before deciding whether to apply.

Applying for a Grant

Applying for a grant is not a complicated process, but it does require that you provide specific information in specific formats, which allows the Department to consider your grant application fairly and completely. This section describes the application package, some of the standard information and forms required for an application, and how to submit your application package.

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

Different competitions have different application procedures. Each competition's application package tells you what to do. You will generally be required to complete and submit to the Department by a specified date an application that includes certain standard forms, a narrative description of the project, and a budget or cost estimate for the proposed project's activities.

In order to do business with the Department, you must

- a. have a ***Data Universal Numbering System (DUNS) number*** and a Taxpayer Identification Number (TIN);
- b. register both your DUNS number and TIN with the ***System for Award Management (SAM)***, the government's primary registrant database;
- c. provide your DUNS number and TIN on your application;
- d. maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the ***project period***; and
- e. register with Grants.gov.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one to two business days. Review the [process for obtaining a Number](#) link for detailed instructions.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from either the Internal Revenue Service or the Social Security Administration.

The SAM registration process can take five or more business days to complete. If you are currently registered with the SAM, you might not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you need to update your registration annually.

The process for registering with Grants.gov may take up to five business days or longer and requires the DUNS and TIN. Organizations should complete the registration process as soon as possible to ensure the timely submission of grant applications.

What is an application package?

A discretionary grant application package contains all of the information you will need to apply for a grant from the Department, including information about the process that we will use to evaluate your application. Packages typically include the application notice published in the *Federal Register*, applicable statutes and program regulations, and application instructions and forms. These forms include the standard form *Application for Federal Assistance (SF 424)* along with the *Supplemental Information Required for Department of Education* (Department of Education Supplement to the SF 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 program and discusses any important objectives in effect for the competition.

How do I get an application package?

Almost all discretionary grant application packages are available online. The application notice specifies where the application package is available electronically. The Department makes application packages available through [Grants.gov](https://www.grants.gov), a central website used to find and apply for grants across the federal government. Instructions and training demonstrations for Grants.gov are located on its website.

For most programs, you can also obtain a printed application package from the *Education Publications Center (ED Pubs)*, the main distributor of the Department’s publications. You can download or order application packages from ED Pubs’ [Online Ordering System](#). See the section “Other Information” at the end of this publication for alternative ordering information.

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

The Department uses regulations, statutes, and administrative requirements to identify what to include in an application package. You must submit information about how you will meet the grant requirements and how you will use the grant funds to meet the objectives of the program. Some of the information is required to ensure that applications meet government-wide requirements for federal financial assistance. Many of these government-wide standards and forms are established by the *Office of Management and Budget (OMB)*. The Department maintains a generic application package that many programs use for their competitions in order to simplify the application process. Whether the program uses a generic application package or one designed specifically for the program, you will find all the required forms in the application package for each competition.

What are certifications and assurances?

Certain federal requirements are imposed on applicants and on grantees as conditions of receiving grant funds. Application packages contain forms that you must sign, which bind you to abide by the federal statutes, regulations, and executive orders that apply to grantees. Certifications relate to requirements of eligibility to apply for and receive federal financial assistance. Assurances relate to complying with various grant requirements, including those protecting public welfare and prohibiting discrimination. If you become a grantee and plan to distribute grant funds to other entities or individuals (for example, project partners, fellowship holders, or contractors), some programs may require you to get certain forms signed by those other entities or individuals.

What are regulations?

The Department generally uses two types of regulations to award and administer grants: program regulations and administrative regulations. Program regulations apply to all applicants and/or grantees under a particular program. They implement statutes passed by Congress to authorize a specific grant program, and usually include applicant and participant eligibility criteria and specify the types of activities funded. Program regulations or *Federal Register* notices, which identify funding priorities or invite applications, can include selection criteria or competitive priorities under which applications will be selected for funding. Administrative regulations apply to all grantees. These regulations implement requirements contained in the Uniform Guidance (2 CFR part 200), presidential executive orders, and statutes that affect all applicants for or recipients of federal grants.

As noted above in the section “Grants at the U.S. Department of Education,” the Department has administrative regulations found in *Title 34* of the *CFR* (called EDGAR) and in *Title 2* of the *CFR*. These regulations implement various OMB, common government-wide, and Department-specific administrative requirements. Links to EDGAR and 2 CFR are available on the [Department’s Uniform Guidance website](#). New and amended program and administrative regulations issued by the Department are published throughout the year in the *Federal Register*.

What are funding priorities?

For some programs, the Department publishes *funding priorities* in a *Federal Register* notice to focus a competition on the activities and objectives for which the secretary of education 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 applications that are designed to achieve this result can be considered for funding.

If the Department publishes one or more “competitive priorities” for a program, applicants successfully addressing those priorities might receive additional points or preference during the competitive review process.

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

Another type of priority supports novice applicants. In order to broaden and diversify the pool of applicants and provide greater opportunities for inexperienced applicants to receive funding, the Department can give special consideration to novice applicants. Under the regulation found in EDGAR 75.225, programs may either establish a separate competition for novice applicants or include novice applicants in the general program competitions and give them competitive preference by assigning bonus points. Programs that use the novice procedures in their competition will notify you in the application notice published in the *Federal Register*.

If you are considering submitting an application, be sure to read carefully all of the material in the application package to identify any published priorities and 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. Usually, before the Department publishes final regulations and final funding priorities, it issues a *Notice of Proposed Rulemaking (NPRM)* or a notice of proposed priorities, requirements, definitions, or selection criteria (NPP). One exception is that the Department is not required to publish for comment information on a competition the first time the Department solicits applications for a new program.

NPRMs and NPPs are published in the *Federal Register*. They describe the proposed rules and priorities, and you can submit your comments on them to the person and by the deadline identified in the notice. NPRMs and NPPs are also posted on the Department’s [website](#). In addition, [Regulations.gov](#) provides a central source for U.S. government regulations and related documents. On this site you can find, read, and comment on regulations from all agencies of government, including the Department’s NPRMs and NPPs. The Department takes into consideration the comments it receives from you and other members of the public on an NPRM as it develops the final regulations. Final regulations are published in the *Federal Register* in a *final rule*. Similarly, the Department considers comments it receives from the publication of NPPs as it develops a notice of final priorities, requirements, definitions, or selection criteria in a Notice of Final Priorities (NFP), which is also published in the *Federal Register*.

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

The Department's application packages contain detailed instructions on how to complete an application, which should answer your questions about the application. However, if something is still unclear to you after reading the instructions, you can contact the Department for assistance. You can find the name of a contact person for inquiries in the application notice published in the *Federal Register* and the in application package. In addition, program offices sponsor workshops for some competitions at which you can ask questions. If a program office plans to conduct a workshop, the application notice and the program website usually state when and where it will be held.

What do I need to know about using grant funds for procurement, particularly for services from potential partners, contractors, and evaluators?

As a grantee, when you procure goods and services for the purposes of a grant project, you are generally required to follow the procurement standards found in 2 CFR part 200. States follow their own policies and procedures used for procurements awarded from their nonfederal funds. Other grantees must use their own documented procurement procedures, provided that such procedures conform to applicable federal statutes and the standards specified in the regulations.

EDGAR part 75 allows you to exercise a competition exception when procuring services from an entity in instances where the entity is identified in the funded application. The regulations are intended to reduce the burden on grantees in selecting implementation sites, implementation partners, or providers of evaluation or other essential services for their proposed projects.

What do I need to know about passing funds to a subgrantee for carrying out part of the federal grant program?

If allowed by the program regulations, you may create a *subaward* to a nonfederal entity to carry out part of the work of the program. When this happens, you must evaluate each subgrantee's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subgrant in order to determine the appropriate monitoring. In addition, you will need to follow all reporting and monitoring requirements, as required by federal statutes and regulations. The subgrantee is accountable to you, the grantee, for the use of the funds provided.

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

Indirect costs are costs that an organization incurs for common or joint objectives that cannot be specifically identified with a certain grant project or activity. For instance, preparing payroll for all employees of an organization, including those assigned to a federal grant, is an incurred cost that cannot be tied to a single grant. Many applicants request funds for indirect costs that they incur while implementing a federally funded grant program. Typically, you charge such costs to the grant as a percentage of some or all of the *direct cost* items in your budget. This percentage is called the *indirect cost rate*. With the exception of some limitations imposed by federal statute or regulation, indirect costs are *allowable costs*.

OMB has assigned to certain federal departments and agencies the responsibility for determining indirect cost rates for specific organizations. That department or agency, known as the *cognizant agency for indirect costs*, is generally the federal entity that provides the organization with the most federal funding. The cognizant agency negotiates with organizations to develop an *indirect cost rate agreement*, which is usually accepted by other federal agencies. Organizations should consult 2 CFR part 200 for assignments of cognizant agencies. The Department of Education is the cognizant agency for indirect cost rates for the SEAs of the 50 States and Washington, D.C. The Department of Health and Human Services determines rates for most universities and colleges receiving grant funds from the Department.

If you do not have an established indirect cost rate and want to apply for a grant from the Department (or any other federal department or agency), you should follow the guidance provided in the application package about the program's policy for reimbursing grantees for indirect costs.

For more information, please visit the website of the Department's Indirect Cost Group within the Office of the Chief Financial Officer (OCFO).

What are performance measures?

Performance measures are methods used to assess a grantee's performance under a program or project to determine whether the funded project is making *substantial progress* toward meeting the approved objectives. As a grantee, you will submit a *performance report* that will provide information to the Department to track and evaluate your progress. This evaluation takes into consideration the following:

- Your project goals and objectives
- Program-specific measures required by the *Government Performance and Results Act (GPRA)*
- Program-specific measures established by the program offices for the particular grant competition
- **Performance targets** in your approved application
- Data or evaluations required by the program (if applicable)

Most application packages will require you to propose performance measures and to specify the targeted outcomes levels you expect to achieve. The application package specifies the types of measures that you should propose. For the project goals and objectives, you are encouraged to use performance measures that will produce data about the primary desired outcomes of a project, such as increased teacher retention, decreased dropout rates, or increased student assessment scores. The program-specific *GPRA* measures are established by the Department and specified in the application package. Every project that receives funds from that program must include the established *GPRA* measures in its project evaluation.

When you apply for a grant, you should consider these measures in conceptualizing the design, implementation, and evaluation of your project because of their importance in the application review process. In addressing selection criteria, you must describe the measures and the proposed targets. You must also describe the data collection and analysis methods you 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 could include evaluation studies) are appropriate to yielding the intended data.

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

If you plan to conduct research activities involving human subjects at any time during the proposed project, your application must provide specific information about these activities and indicate whether you think that they are exempt from the regulations protecting human subjects. If your application is selected for funding, the Department determines whether the proposed activities include nonexempt research. If so, the program staff will ask you to complete an assurance of compliance with human subject requirements, if you do not already have one, and to send the Department certification that a registered institutional review board (IRB) has reviewed and approved the covered research activities. Keep in mind

that you are not required to have an assurance or an IRB in place when you apply to the Department for a grant. For additional information about the protection of human subjects in research, check the Department's [Protection of Human Subjects in Research](#) website.

Where do I submit the completed application?

To submit a completed grant application, you must follow the transmittal instructions provided in the *Federal Register* application notice and in the application package. If you are applying for a grant using Grants.gov or the Department's *Grant Management System (G5)*, submit the application through that system in accordance with the submission requirements contained in the application notice. Once you submit it, your application is forwarded automatically to the appropriate program office for processing and review. (If the transmittal instructions explicitly state that paper applications are accepted, mail your application to the address specified in the transmittal instructions.)

Note that most programs require applicants to submit their applications electronically. Usually, you may apply for a waiver of this requirement as directed in the application package. The waiver must be approved by the Department before an application otherwise required to be submitted electronically will be accepted in another format.

What happens if I miss the application deadline?

To be considered under a grant competition, you must submit your application by the *application deadline*. The Department will not accept applications submitted after the deadline date and time specified in the application notice. Applicants applying electronically must submit the application electronically by the specified date and time. Carefully follow the application submission instructions.

Do not wait until the application deadline date to begin the electronic application submission process. The amount of time it can take to upload an application varies depending on a variety of factors, including the size of the application and the speed of your Internet connection. If the application is late, you will receive notification that the application cannot be accepted. You must verify the time that your application is due by checking the application package and the information posted by Grants.gov.

If granted a waiver to submit a paper application, follow guidance provided by the grant program.

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

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

For the Department to grant this extension

- you must provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk case number;
- you must have been fully registered to submit an application to Grants.gov before the deadline date and time; and
- the technical problem or unavailability must be a result of a problem with the Grants.gov system (not the result of a problem with the applicant's system).

To grant this extension, the Department must be able to 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., ET, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

If Grants.gov is experiencing significant difficulties, the Department may request applications to be submitted through its grant management system, G5. If there are technical problems with G5, then the same Grants.gov deadline extension process will apply to G5. The Department will extend the deadline if the G5 system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., ET, on the deadline date, or 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.) on the application deadline date. To request an extension you must notify either the contact person listed in the *Federal Register* notice or the G5 help desk at 1-888-336-8930.

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

In order to ensure fairness to all applicants, the Department does not allow any applicants to submit additional or revised materials after the deadline unless the

missing information resulted from a technical problem with Grants.gov (or G5, if applicants were required to submit applications using G5). If Department staff has verified that: 1) the technical problem occurred in Grants.gov (or G5, if applicants were required to submit applications using G5); 2) the technical problem was the cause for the application to be incomplete; and 3) the submission deadline has passed, the Department staff may permit the applicant to submit missing information. Under no other circumstances will the Department permit, after the application deadline date, the submission of omitted information that is required for the application in accordance with the program's selection criteria.

What happens to an application once the Department receives it?

Upon submission, an electronic application submitted via Grants.gov receives a Grants.gov tracking number, which is displayed in the on-screen confirmation message and sent via email to you, the applicant. Once Grants.gov validates the application successfully, the Department receives the application and assigns a **PR/Award number**, which is sent to you via email and also displayed on the Grants.gov website as the "agency tracking number."

When the Department receives an application on time, it sends you a confirmation. After the application is received and the confirmation is sent, the application is forwarded to the program office responsible for the competition. The program staff screen the application for eligibility and completeness.

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. For example, H029A141234-14C:

- H - Principal Office identifier
- 029 - CFDA numeric suffix of the program
- A - Alphabetic sub-program identifier
- 14 - Last two digits of the fiscal year of the competition
- 1234 - Unique application identifier
- 14 - 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 and grant, 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 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 that the application is not being reviewed in the competition.

The Application Review Process at the Department

The amount of time that passes between an application deadline and the day an applicant learns about the funding decision will vary. During this time, the Department's staff is processing the applications consistent with statutes and regulations that govern the process. The length of time required for the review and award process depends in part on the volume of applications the Department receives for a competition, 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 an eligible application after the Department receives it.

How does the Department review 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 of the grant program for which the applications were submitted. For some competitions, program offices might use employees or contractors of the Department, or employees of other federal agencies to serve as reviewers. The Department program staff screen applications to ensure that they meet all the requirements of the program and assign applications to reviewers. Reviewers read and independently score each application assigned to them. After the reviewers score the applications, the program staff carry out an internal review to ensure that the reviewers' scoring sheets are correctly completed.

How are application reviewers chosen?

The Department recruits reviewers who have expertise in areas pertinent to a grant program. The program staff maintains a reviewer registry and contacts individuals when they are needed for an upcoming competition.

The Department assesses potential reviewers' information to determine whether they have the necessary expertise, any conflicts of interest (direct or indirect) in the outcome of the upcoming competitions, or any other reasons for which the public would question their objectivity to serve as a reviewer. A reviewer is considered to have a *conflict of interest* when he or she has been, is, or will be associated with the project; has a financial interest in the competition; or has a relationship with an entity or individual with a financial interest in the competition. The Department also evaluates reviewers for other personal interests connected to the competition that may affect objectivity. Department staff work with potential reviewers and

assign them to competitions that raise no conflicts of interest and have no other reasons for which the public would question their objectivity.

Some of the methods that the Department uses for recruiting individuals for the reviewer registry are

- notices and advertisements in appropriate publications, including the *Federal Register*, journals, newspapers, and the principal office's website;
- letters of request to key individuals (such as college or university deans, heads or prominent members of education research institutions and professional associations, or private and public school officials); and
- contacts with members of the education community, professional associations, and current or former reviewers.

The reviewer training, grant review procedures, time commitment, and compensation vary from grant program to grant program. A few programs require travel to Washington, D.C. (at the Department's expense). The majority of programs use *G5 e-Reader* or teleconferences so that grant application reviews can be conducted from the reviewer's home or office.

If you are interested in becoming a reviewer, contact the program office that administers the grant programs in your area of interest or visit the program office's website on the Department's [website](#). You will need to complete an application or submit a resume or a curriculum vita providing information that the program staff can use to determine whether you have the necessary qualifications.

What criteria do reviewers use to score my application?

Reviewers will score your application against the selection criteria stated in the *Federal Register* notice, which is included in the application package. These criteria can be based on merit, statute, regulation, and preferences, but do not include eligibility criteria. Cost sharing or matching, if part of the grant program, can either be an eligibility or an evaluation criterion—the application package will specify which. In reviewing your application, reviewers are not permitted to use other criteria or consider any information that is not in the application.

How does the Department determine the final scores?

Generally, the Department averages the scores given by all of the reviewers who read an application. Specific information can be found in the application package. The application notice sometimes includes opportunities for you to earn additional

points for other considerations, such as absolute or competitive priorities, that are not part of the evaluation criteria.

How does the Department decide which applicants get funded?

After the applications, reviews, and related documents are checked for completeness, program staff conduct a series of steps to determine which applicants will be funded. The steps comprise the following:

- Develop a rank order list from the panel scores for each 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. A cost analysis will be conducted on your application to determine whether the proposed costs in your budget are allowable, *allocable*, and reasonable. Through this analysis, program staff ensures that costs relate to the activities and objectives of the project. All unallowable costs are deleted from the budget. During this stage, program staff might contact you for clarifying information, usually by telephone. If the program staff requests a written response, your response should address only the specific items needing clarification. This clarification contact should not be misconstrued as an offer of funding.
- Create a formal list, called a “funding slate,” of the applications recommended for funding and the recommended funding level for each.
- Evaluate the risk posed by the applicant. To complete this analysis, the Department must consult various repositories of information to review eligibility or financial integrity information. In addition the Department may review your history through past performance monitoring, audits, and other available records.
- Forward the funding slate to the *principal officer* of the program office (or his or her designee) for final review and approval.
- Issue grant award notices (GANs) to the successful applicants.

Does a high score guarantee funding?

There is no particular score that guarantees that an application will be funded. Even if an application ranks high it might not be funded. The Department might be unable to fund all high-scoring applications because of the large number of high-

quality applications submitted and the level of funds that Congress appropriates for a program. Some applications might not be funded because an applicant's risk review indicates it is ineligible to receive federal funds, despite a high score. If the risk analysis indicates poor past performance, the Department can either assign a high-risk designation or decide not to fund the application, depending on the specifics of the poor performance.

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

The process of reviewing, scoring, and ranking applications varies from competition to competition, and usually takes several months.

When Your Project Receives Funding

When the Department notifies you that your application has been funded, a new level of work begins. There are post-award communications and discussions with Department officials, and then you start the substantive activities of your project. This section provides information about what happens after your grant has been awarded.

How do I learn whether my application has been funded?

If successful, you may receive funding notification in one of two ways. For most competitions, the Department first informs members of Congress from the grantees' congressional districts of the projects being funded. As a result, you might receive your notice from your congressional delegation. For other competitions, a program staff person might contact you directly.

Either way, if your application was successful you will receive a *grant award notification (GAN)*, or an email containing a link to access an electronic version of the GAN. A grant award is not official until a GAN has been signed by the authorized program official and sent to you. When the Department issues the GAN, both the Department and you are bound to the terms and conditions of the grant, including the statutory and regulatory requirements, as well as the terms and conditions specifically described in the attachments to the GAN.

Program staff might contact some applicants and advise them that they are in an "on-hold" funding status. This means that, while the application is not recommended for funding at the time, because it ranked slightly lower than the funded group or for some other reason, it might receive a grant award later if additional funds become available, or if some of the recommended applications are not funded.

The Department notifies applicants whose applications were not evaluated because they were deemed ineligible, and the reasons for being ineligible.

The Department also informs applicants if an application was evaluated but not selected for funding. With this notification, the Department will specify why the application was not funded and may also include the rank order and reviewer comments. There is no appeal process for unsuccessful applicants.

What organizational identification is required to receive grant funds?

As with submitting an application, in order to receive a grant award, your organization must have a Taxpayer Identification Number (TIN) and a DUNS number that is active in the Dun and Bradstreet registry, and must register the organization and the DUNS number in the System for Award Management (SAM). The TIN is the federally issued tax identification number (such as an Employer Identification Number or Social Security Number). The DUNS number is a unique nine-character number that identifies your organization. The federal government has adopted the use of the DUNS number to track how federal funds are allocated. The SAM is a government-wide online system that collects, validates, and stores business information about federal government trading partners in support of the contract award, grants, and the electronic payment process. As a grantee, you are responsible for updating your SAM system registration annually. If you have questions about these requirements, speak with the contact person named in the application package or GAN.

Is an application always funded for the entire amount requested?

No. In some cases, the program staff determines that certain proposed activities in the application are unnecessary or unallowable, and deletes them and their associated costs from the award. In others, the program staff that performs the cost analysis determines that the amounts requested for some items are excessive and reduces the budget for them. Funding levels might be restricted based on the amount of funds appropriated for the current fiscal year and the number of applications to be funded.

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

Some program statutes or regulations require that the grantee contribute some percentage of the total project costs during the budget period. Be sure to read application materials carefully to learn if *cost sharing* or *matching* must be included in your application budget. Generally, the statute or regulation specifies a minimum percentage of the total cost of the project or a minimum percentage of the amount of the federal funds awarded that the grantee must contribute.

Even when cost sharing or matching is not required by statute or regulation, applicants sometimes volunteer in their proposal to provide cost-sharing or matching funds to support their proposed grant projects. If you voluntarily make a commitment in the application to such support for a project, you must actually provide to the project the cost-sharing or matching amounts shown in the budget if a grant is awarded. If required, you must account for the cost-sharing and matching

contributions (whether voluntary or required) in the same way that you account for the federal funds expended on grant activities. Project expenses for which a grantee uses cost sharing or matching funds must meet the same standards of allowability as federal funds.

What information does my grant award notification (GAN) 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 telephone numbers of project and program office staff. The GAN references the approved application, which includes a work plan, budget, performance goals, measures, and milestones.

For multiyear awards, the GAN also includes information on anticipated subsequent funding periods and their tentative levels of funding.

The GAN and its attachments spell out additional terms and conditions of the award, including specific conditions. Specific conditions may be assigned if the pre-award review indicated there is risk associated with the grantee or if the grantee was designated as high risk. Enclosures give further guidance on administrative procedures (for example, how to draw down funds and where to submit required reports). You should thoroughly read all attachments, specific conditions, and enclosures.

Programs that issue the GAN in paper format send two copies to each successful applicant. One copy is sent to the authorized representative who signed the Application for Federal Assistance form (SF 424) and other required forms. The second copy is sent to the project director. When programs issue the GAN in electronic format, the same two persons receive an email that contains the URL in G5 where the document can be accessed.

What happens after I get the grant award?

Receiving your GAN symbolizes the beginning of a relationship between your organization and the Department to promote and ensure successful project outcomes. This relationship should be characterized by frequent and ongoing communication between you and the program staff throughout the life of the project. You are encouraged to work with your program offices for technical assistance and as resources in achieving your project goals. You are encouraged to use email to maximize communication with program staff.

The *post-award conference* (or 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 conference generally clarifies and lays the groundwork for reporting, *monitoring*, and ongoing communication between you and the Department. These activities are meant to ensure that the grant is administered in compliance with applicable statutes and regulations and that the project's goals are achieved.

A conference can take many forms. It can be a face-to-face meeting, telephone discussion, workshop, online conference, email exchange, or notes sent via fax or postal mail. For some programs, the post-award 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?

You get grant funds by setting up accounts and making payment requests through G5. Organizations that do not have Internet access can request funds by telephone to the Department's G5 Hotline at 1-888-336-8930 to have requests for payments entered into G5 for them. You 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 your designated bank account.

Grantees are typically on an advance payment plan, but may be placed on a reimbursement payment plan if deemed necessary by the principal officer to mitigate risk or if requested by the grantee. The frequency of advance payment requests and the amount of withdrawals must be limited to the amounts actually needed to meet the *obligations* made under the grant. They must also be timed in accordance with the project's immediate cash needs to carry out the activities of the grant.

Attachment 1 of the GAN explains the Department's payment system. After registering online, you must complete the included G5 External User Access Request form and return it to the Department before you can request funds through G5. For security purposes, access to G5 is granted only after a notarized copy of the user's form is received by the Department. New users of G5 can get assistance

on a variety of topics, including the processes for registering and for requesting funds, by selecting the “Help” option on the main menu. Questions about using G5 can also be emailed to edcaps.user@ed.gov. If you do not have Internet capability, you can call the G5 Hotline directly at the phone number shown above.

If your organization has already established the necessary G5 accounts when you receive a grant from the Department, you do not need to send another notarized form to the Department. Instead, you will receive a request for the latest payment information along with the GAN. Please remember that you may draw funds only to meet the immediate cash needs of the project for obligations made under the grant.

You should be aware that the grant payment you receive is subject to the Treasury Offset Program (TOP), which collects delinquent federal debts, in accordance with the *Debt Collection Improvement Act of 1996*. In addition, the Department will periodically check the suspension and debarment list of excluded vendors and other federal government websites to ensure the grantee’s continued eligibility to receive funds.

How long does it take to get my grant funds?

Electronic funds are usually deposited to your bank account within two business days after an advance payment request is made. Reimbursements may take longer.

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

To receive funds after the initial year of a multiyear award, you must submit an annual performance report that describes the progress the project has made toward meeting the performance targets established at the beginning of the project. The form or format for the report is provided by program staff. Some grantees will submit their performance reports electronically using the Department’s G5 *e-Reports* online system or another electronic report system. Your program office notifies you if you are required or have the option to submit your reports online. Programs that support research and research-related activities require grantees to report performance information on the standard Research Performance Progress Report (RPPR). Some programs require grantees to report financial and expenditure information annually on such matters as cost sharing or matching and indirect costs. This information is sometimes collected on the government-wide standard form, the *Federal Financial Report (SF 425)*.

The program staff uses the information in the performance report in combination with the project's fiscal and management performance data to determine subsequent funding decisions. The performance report should specify any changes that need to be made to the project for the upcoming funding period. You cannot receive a **continuation award** if you have not filed all the reports required for the grant. Before a continuation award can be issued, program staff reviews the information in the performance report and the financial and project management activities. The goal is to determine if you have made substantial progress in reaching the project's objectives, if expenditures correspond to the project's plans and timelines, and if continuation of the project is in the best interest of the federal government. If these requirements are met, the program staff issues a continuation award. To ensure that you achieve substantial progress during the funding period, you should contact your program staff as often as necessary. Program staff members are available to answer your questions, provide technical assistance, and help you better understand federal requirements and procedures to ensure that the goals of your projects are achieved.

Grantee Responsibilities and Accountability

Congress and federal agencies are placing an ever-increasing emphasis on accountability for the use of public funds. As a Department grant recipient, you share in the responsibility for being accountable to Congress and the public for proper stewardship of taxpayer dollars and for achieving the greatest public benefit possible with those dollars.

Accountability for a grant project is measured in part on performance in achieving the educational goals of the project. Examples of success include improving student achievement, teacher effectiveness, the employment of individuals with disabilities, or the understanding of what works in educational practice. You are also responsible for managing the personnel, the financial, and other administrative aspects of the project, consistent with the requirements of the statutes and regulations that govern federally funded projects. This section discusses some of the responsibilities of grantees and some basic information about grant administration. As a grantee, you will learn much more about the Department's expectations for responsible stewardship of the federal grant funds entrusted to you from your grant award documents, project directors meetings, and discussions with your Department program staff.

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

When undertaking a project funded by the Department, your major responsibilities are to

- perform the work described in the approved application (and any approved revisions to the application);
- maintain strong internal controls to ensure your organization
 - exercises proper stewardship of federal funds, including cash management and documentation of expenditures;
 - complies with all statutory and regulatory requirements, conditions of the grant award, and certifications;
 - takes prompt action when non-compliance is noted, including audit findings; and
 - safeguards protected personally identifiable information;

- communicate regularly with the Department's program staff;
- draw down funds only when needed to make payments for expenditures made under the grant for allowable activities;
- perform a risk assessment and monitor any subgrants made with federal funds;
- demonstrate measurable progress toward achieving project performance goals;
- report all required information to the Department and/or OMB using OMB-approved standard information collections; and
- maintain records documenting activities and expenditures for at least three years.

In addition, check your GAN for specific responsibilities imposed by the specific program under which you are funded.

Which regulations 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 grant. It begins with the application process. You should make yourself familiar with any program regulations, EDGAR, and 2 CFR part 200 when you are preparing your grant application. You can find program regulations in the application materials that the Department originally sent to you or on the program's webpage on ED.gov. EDGAR and 2 CFR part 200 contain public policy regulations, the administrative requirements, cost principles, and audit requirements applicable to your grant.

If you still have questions after reading the regulations, contact the program staff person who administers or monitors your grant.

Do OMB circulars apply to my grant award?

Some do. OMB issues a variety of grant-related circulars that give guidance to federal departments and agencies for establishing grant regulations and policies. Most of the grant-related **OMB circulars** were incorporated in 2 CFR part 200; however, guidance on data collection, transparency, and other matters as well as any new guidance, are found in OMB circulars. OMB circulars apply to awards when the Department has adopted them through regulatory action or as policy.

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

If you need to change your approved project plan, the first step is to determine if the change you want to make requires prior approval from the program office. In some cases, the program office will require you to submit a request for approval of a project change, with supporting documentation.

Many changes, however, do **not** require prior approval. Grant changes requiring prior approval are identified at 2 CFR part 200, “Revision of budget and program plans.” The provisions **generally** permit you to undertake the following **administrative actions** without seeking prior approval from your program office:

- Obligating funds for up to 90 days before the start date of the performance period
- Extending the project period one time at the end of the grant for a period of up to 12 months
- Carrying funds over from one budget period to the next
- Transferring funds among budget line items

In many cases, even when allowable, program offices might require you to provide a notification of the planned change, sometimes with supporting justification.

If the change you wish to make is beyond these allowable administrative actions, for example a change in key personnel, you must contact the Department for prior approval. You should review 2 CFR part 200 relating to the type of change you wish to make. When in doubt, contact the program officer listed on your GAN.

The Department will not permit you to change the objectives or scope that were established 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.

If you carry over a large amount of funding from one budget period to the next, the Department might reduce the amount of new funds available for the next budget period. If you wish to make some other type of change, or you are not certain whether the change is allowable, or if prior approval is required, contact the program staff person shown on your GAN for assistance.

You should always work with your program office staff to ensure your changes are allowable and approved. If prior approval is required, send the request to the program staff person identified on the GAN by email, fax, or postal mail. Grantees can request approval for changes to their grants through *G5 e-Administration*, which is accessed from the Department's G5 home page, or through alternative grant administration systems as instructed by their program officer. Once registered, G5 e-Administration users can submit a request, and track when the Department reviews it and when a decision or change is made. Once the request is processed, you will receive a system-automated email notification specifying whether the request is approved. For some G5 e-Administration actions that require prior approval, program staff might contact you to obtain further justification or clarification regarding the request. Administrative actions that require prior approval can take up to 30 days to process. You will be notified electronically or in writing once a determination is made regarding a requested change. You 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 to reduce the time it takes the Department to process your request for a change to a project:

- **Always use your PR/Award number.** The PR/Award number gives program staff a great deal of information. Include it in all written correspondence and have it available when you call your program staff. We recommend that you put it on the outside of your envelopes so your correspondence can be properly directed before we even open the envelope.
- **Always check your computations in budgets more than once.** Check the calculations in your request and any other materials associated with your grant that you send to your program office.
- **Carefully read 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.

How does the Department know how my project is doing?

The Department uses information from your performance and financial reports, Department monitoring, independent audits, and, if available, *Office of Inspector General (OIG)* audits and investigations to determine how your grant is being managed and how you are performing. You should expect to participate in some monitoring and oversight activities, which occasionally might include site visits conducted by the Department staff.

What type of monitoring should I expect?

Monitoring individual projects, such as yours, is an integral part of the Department's grant administration and oversight. The end goal of Department monitoring is to promote the efficient and effective achievement of the program objectives. These objectives support the Department's mission to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access to educational opportunity. The Department monitors all projects for compliance with statutes and regulations to ensure that the public funds entrusted to grantees are spent for the purposes they were awarded to support. The Department also monitors how you are progressing on meeting the program objectives in order to encourage the successful completion of your grant project.

The Department uses many different types of monitoring. On a regular basis, the program staff monitors your fiscal activities (such as draw down of funds and total expenditures to date) and administrative changes and requests. They maintain regular or periodic contact with you by telephone or email to check on the progress of your projects. The program staff reviews interim and final performance and financial reports to monitor the efficacy of the project—that it is proceeding as planned, consistent with the approved activities and budget.

Program staff also conducts monitoring site visits with some grantees. The Department selects projects for site visits based on a number of factors aimed at managing the risk to the grant funds. Some projects are selected to include a

representative sampling of grantees and projects across the program. Other projects are selected based on risk factors, such as the size of the grant or information about the performance. The Department might select projects on a multi-year cycle that allows the program staff to visit many of the grantees at least once during the performance period. If you are selected for a site visit, you should view it as an opportunity for staff members from the Department and your project staff members to get to know one another better, and learn more about and improve the project. A site visit will allow you to present information to the Department staff about your project in greater depth and detail. Prior to a site visit, Department staff will provide you with guidance on preparing for the occasion.

The goal of monitoring is to make every project successful. Successfully completed projects can provide suggested practices and information to the Department and other grantees. See the section titled, *The End of the Project*, for more information. If, in the course of monitoring, the Department's staff identify areas of weakness or noncompliance, discover that the grantee is not making substantial progress, or have suggestions for how the grantee might better achieve the program objectives, they will provide technical assistance to help bring the project back on track. Unresolved monitoring findings can result in such actions as additional grant terms and conditions, recovery of funds, a decision to not award a continuation grant, or the termination of a grant.

What are the independent audit requirements for my grant?

Depending on your specific circumstances, you will likely be required to have an audit conducted by independent auditors, as established by the *Single Audit Act of 1984*, as amended.

A single audit will typically cover the entire operation of your organization and include a review of all federal funds expenditures, from all sources, across the organization. It will especially target areas of risk and internal controls, and test compliance with program requirements. Auditors examine expenditures and activities by the organization under major programs. Under some circumstances, you may be able to have a program-specific audit conducted.

If your organization is required to have a single audit conducted, it must send an electronic copy of the audit report to the Federal Audit Clearinghouse (FAC) as specified in the attachments that accompany your GAN.

The revised single audit requirements found in 2 CFR part 200 subpart F take effect beginning with the audit of the grantee's fiscal year that begins on or after Dec. 26, 2014. Until then, the requirements and thresholds as identified in OMB

Circular A-133 are in effect. The appropriate regulations will identify the threshold for requiring an audit and requirements for the auditor, auditee, report submission, and audit follow up.

To obtain more information on preparing for an audit, consult 2 CFR part 200, subpart F and OMB's annual *Single Audit Compliance Supplement*.

The supplement is the guide for auditors who conduct the yearly audits under the *Single Audit Act* and provides program-specific audit requirements. It is also a helpful guide for you in preparing for an audit. The *Compliance Supplement* is available on [OMB's website](#) listing all circulars. You might find it useful also to review the page of frequently asked questions (FAQs) about the single audit process, which is found on the [Federal Audit Clearinghouse website](#).

Sometimes an audit report concludes that there are deficiencies or weaknesses in a grantee's financial system or programmatic activities. These weaknesses are called ***audit findings***. If your organization's single audit report contains findings related to a discretionary grant program, the Department staff will contact your organization to resolve the findings. Together, your organization and the Department will engage in a cooperative audit resolution. The audit report and proof of resolving audit findings are key elements of the Department's monitoring process.

What happens if the Office of Inspector General (OIG) selects my grant for an audit?

Another type of audit is conducted by the Department's OIG. These occur less frequently than single audits, and not every grantee receives such an audit. An OIG audit can cover both financial and programmatic performance.

The OIG audit process includes an entrance conference, fieldwork, an exit conference, a draft audit report, and a final audit report. During the entrance conference, the OIG auditors explain the purpose of the audit, establish working arrangements, requests copies of necessary documents from your organization, and will answer any questions you have. During the fieldwork, OIG auditors gather general information on your organization, 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 OIG auditors will brief your organization on their preliminary findings and offer you an opportunity to respond 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(s) of the official(s) in the Department who are responsible for following up on resolving the issues discussed in the report and taking final Departmental action on the audit.

What happens if an audit report recommends cost recovery?

Sometimes a finding from an audit questions whether certain expenditures were allowable under the requirements that apply to the federal program. If an auditor questions any of your costs, the Department staff reviews the audit and related documentation to determine if any of the costs questioned by the audit were, in fact, unallowable. If the Department determines that you must repay expenditures that were unallowable, you are officially notified by the Department. The official correspondence from the Department will include information on appeal procedures that are available to all grantees. You will need to adhere carefully to these procedures, particularly the deadlines for submitting an appeal.

The End of the Project

The final part of any project is reporting back to the Department on the successes and outcomes of, and the effort and funds invested in, the project. Your reporting becomes the basis of the Department's evaluation of your project and the overall success of the program. The Department gathers information from the projects' reports in order to report to Congress, the U.S. Government Accountability Office, and the public on the Department's progress toward achieving its goals for the program.

What happens after the project has ended?

When you have reached the end of your performance period, you are officially in the *grant closeout process*. During the grant closeout process, the Department has a series of checks to ensure that all required administrative and programmatic activities have been successfully completed and that you have properly accounted for both federal and any matching funds under the grant.

What responsibilities do I have after the project has ended?

You are responsible for preparing a final performance report after the project activities have been completed. Cooperative agreements might require additional items. Your report is due within 90 days of the end of the project period. Attachment 2 of your GAN provides information on when and where the report must be sent. Be sure that you always provide complete and accurate information in the report and include the PR/Award number of your grant. Your program office will notify you if you should use G5 e-Reports or another electronic system to submit your final report. Some grants require a final financial report with information on cost sharing or matching contributions, indirect costs, or other financial information, in addition to the final performance report.

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 your project will be analyzed to determine whether the goals of the project were accomplished. Then, the data from all the projects will be evaluated to understand the extent to which the program had an impact on the larger, national issues it was designed to address. The long-term success of a discretionary grant program is dependent upon complete and accurate information from all grantees. The Department also reviews the information to decide how to improve the design of grant programs and to explain the program's impact to Congress and the public.

The information contained in final performance reports also helps the Department to identify projects that contributed significantly to furthering the goals of the program and that have national significance. This information is shared with other grantees, potential grantees, and the general public using a variety of methods, including the Education Resource Information Center (ERIC) and national centers and clearinghouses. The Department also disseminates information to future grantees and other interested members of the education community through its website, training, technical assistance, and conferences.

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)* and 2 CFR part 200. These 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 office contact can answer any questions you have about record retention.

What kinds of records do I need to keep?

You must:

- Keep records regarding the use of grant funds, compliance with program requirements, and the data used to demonstrate the project's effectiveness in meeting the project objectives.
- Keep your copy of the approved application.
- Keep financial records showing the amounts and sources of all funds spent on the grant, including any cost sharing or matching funds that were required or volunteered as part of the approved project. These records must also document how all federal and matching funds were used.
- Keep records that document other types of information you provided the Department in your annual or final reports, such as records of program participants and the source data used to report on performance measures.
- Maintain inventory records, if you purchase equipment with grant funds, until you dispose of the equipment or transfer it to another federal project for use.
- Keep copies of all correspondence with the Department regarding the project.

GEPA, *EDGAR*, and 2 CFR part 200 provide the specific requirements for record retention. You might need these records to demonstrate to program monitors or auditors that all expenditures and activities you conducted with the grant were allowable and accurately reported.

AFTERWORD

The leadership and staff of the U.S. Department of Education appreciate your interest in our grant programs and look forward to working with you to promote excellence and equity in U.S. education. We hope that you have found this publication helpful. The Department's ***Risk Management Service*** is responsible for updating this publication and welcomes your comments and suggestions for future editions. Please send them to:

U.S. Department of Education
Risk Management Service
400 Maryland Ave. SW
Washington, DC 20202-0200
Attention: *Grantmaking at ED*
Or via email:
RMSCommunications@ed.gov

GLOSSARY

Administrative action: A post-award administrative request by a grantee to modify the terms and conditions of the original grant. An administrative action can be monetary or non-monetary and could require prior approval from the Department.

Administrative regulations: Regulations that implement 1) guidance from OMB in *Title 2 CFR* part 200, which apply to the administration of all federal grants and cooperative agreements, 2) presidential executive orders (if regulation is necessary), 3) statutes that affects all applicants for or recipients of federal grants and cooperative agreements, and 4) the Department's specific requirements for the award and management of grants. See also *EDGAR* and *Code of Federal Regulations (CFR)*.

Allocable costs: Costs that can be traced to specific activities of a grant project.

Allowable costs: Expenditures under a grant project that are specifically permitted (or not specifically prohibited) by statute, regulation, or guidance. Allowable cost requirements for Department of Education grants are found in 2 CFR, federal accounting standards, and other authoritative sources.

Application deadline (deadline date): The date and time by which an applicant must submit a discretionary grant or cooperative agreement application for it to be considered for funding by the Department. Electronic applications must be received by the deadline date and time specified in the application notice. Paper applications must be mailed and postmarked by (or in some cases, received by) the deadline date.

Application for Federal Assistance (SF 424): The federal government's standard grant application form, sometimes referred to as the application "cover page." Grant applicants must include the completed SF 424 along with a completed "Supplemental Information Required for Department of Education" form (ED supplement to the SF 424) as part of their application packages.

Application notice: A notice published in the *Federal Register* and posted on the Department's website that invites applications for one or more discretionary grant or cooperative agreement competitions, describes basic program and fiscal details for each, gives application instructions (almost always through Grants.gov), and cites the deadline date for submitting an application for each competition. This is also referred to as a "notice inviting applications" or "notice of funding opportunity."

Application package: A package that contains the application notice for one or more discretionary grant or cooperative agreement programs, and all the information and forms needed to apply for each program. It includes all the applicable program regulations and statutes.

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

Appropriations statute: A law passed by Congress to provide a certain level of funding (e.g., for a grant program) in a given fiscal year.

Assurances: A listing of requirements found in different federal statute, regulations, and executive orders that apply to grants, and that applicants must 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. Audit findings identify problems with an organization’s grant expenditures and/or compliance with other grant requirements, and provide recommendations for corrective action in order to prevent their future recurrence.

Authorizing statute: A law passed by Congress that establishes (or continues, in the case of a reauthorization) an activity (e.g., 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 processes. ([See CFDA website.](#))

CFDA number: Identifying number for a federal assistance program composed of a unique two-digit prefix to identify the federal agency that makes the funds available (ED’s prefix is 84). A period and a unique three-digit code for each authorized program follow the prefix.

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

Code of Federal Regulations (CFR): A compilation of all final regulations issued by federal agencies and published annually by the National Archives and Records Administration (NARA), divided into numbered “titles.” Title 2 contains the Uniform Administrative Requirements, Cost Principles, and Audit Requirements, and Title 34 contains the applicable regulations of the Department of Education.

Cognizant Agency (for *indirect costs*): The federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under 2 CFR part 200 on behalf of all federal agencies.

Competitive review process: The process used by the Department to select discretionary grant applications for funding, in which applications are scored by application reviewers and the Department funds the most qualified applications.

Conflict of Interest: An issue that can arise in many areas of federal activity (such as a grant application review, financial transactions, conduct of research) where a competing personal interest could affect, or appear to affect, an individual’s judgment or could cause an individual’s impartiality to be questioned.

Continuation award: A grant for a budget period subsequent to the first budget period. A grantee does not have to compete with other applicants to receive this award.

Cooperative agreement: A type of federal assistance; essentially, a variation of a grant (see *Grant programs*) awarded by the Department if it anticipates having substantial involvement with the grantee during the performance of a funded project.

Cost sharing or matching: The contribution to the costs of a federally funded project by the grantee (and the grantee’s partners, if any, in the project), which also might include dollars from states, local governments, or private entities. Such contributions can be in the form of documented in-kind contributions as well as cash. Grantees are required to provide the level of cost- share that is indicated in the approved budget for their grant projects. If a program has a cost sharing or matching requirement, the minimum percentage of the grantee’s contribution and the appropriate sources for them are specified in application notices and packages.

Data Universal Numbering System (DUNS) number: A unique nine-digit identification code that is assigned to an institution by Dunn and Bradstreet, a nationally recognized credit rating bureau. All grantees and payees must have a DUNS number to receive payments through ED’s Grants Management System (G5).

Direct costs: Those items in a grant project that can be identified specifically with a particular activity or cost objective. Examples of direct costs are compensation of employees for the time devoted to and identified specifically for the performance of grant activities; cost of materials acquired, consumed, or expended specifically for the purpose of the grant; equipment and 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, made to an eligible applicant, at the discretion of the secretary of education, based on evaluation of an application against predetermined and publicly available program criteria, through a competitive review process. Unlike with formula grants, discretionary grantees are not identified by Congress and budgets are program-based, not formula-based.

ED: The acronym for the U.S. Department of Education (meaning “Education Department,” also referred to as the “Department”).

Education Department General Administrative Regulations (EDGAR): Administrative regulations governing ED’s grant programs found in parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98 and 99 of Title 34 of the *Code of Federal Regulations (CFR)* (defined above).

Education Publications Center (ED PUBS): The Department’s main distributor of Department publications.

Federal Financial Report (FFR): A standard form, 425, used to obtain financial information from grantees. The Department grantees are required to submit this form if reporting program income, or cost-sharing or matching, or when required by program statute or regulation, or by a specific condition to their grant.

Federal Register: A daily compilation of proposed and final federal regulations, legal notices, presidential proclamations and executive orders, federal agency documents having general applicability and legal effect, documents required to be published by an act of Congress, and other federal agency documents of public interest. The *Federal Register* is prepared by the National Archives and Records Administration for public distribution by the Government Publishing Office; it is the publication of record for the federal government.

Final Rule: A *Federal Register* notice that issues final regulations.

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 statute and program regulations, and directly awarded and administered by the Department's program offices.

Funding priorities: A means of focusing a competition on the areas in which the secretary of education is particularly interested in receiving applications. Generally, priorities take the form of specific kinds of activities that applicants are asked to include in an application. There are absolute priorities, which the applicant must address in order to be considered for funding; competitive preferences, 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 preference over applications that do not meet the priority.

Grant Award Notification (GAN): The official document signed by a license holder stating the amount and conditions of an award for a discretionary grant or cooperative agreement.

Grant Closeout Process (grant closeout): The final step in the life cycle of a 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/or makes any final fiscal adjustments to a grantee's account in G5.

Grant Management System (G5): A management and financial subsystem that is part of ED's Education Department Central Automated Processing System (EDCAPS). G5 provides online capabilities for grantees to request payments, obtain their most current payment information (e-payments), access their GAN documents, request administrative changes to their grants (e-administration), and file electronic annual and final performance reports (e-reports). It allows for the online peer review of applications (e-reader). It is also the system through which Department staff manages aspects of the pre-award, award, post-award, closeout, and payments stages of the grants process.

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

Grantee: An individual or organization that has been awarded financial assistance under one of the Department's grant programs in the form of a grant or a cooperative agreement. Also known as "grant recipient" or, simply, "recipient."

Grants.gov: A storefront Web portal for use in electronic collection of data (forms and reports) for federal grant-making agencies through the Grants.gov site.

Indirect costs: Costs an organization incurs for common or joint purpose, which cannot be readily and specifically identified with a particular grant project or other institutional activity without effort in excess of the results achieved.

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

Indirect cost rate agreement: A formalized, written, and signed agreement between a recipient and the cognizant agency for indirect costs that specifies the treatment of these costs. The agreement includes the approved rate(s), applicable fiscal year, and the specific treatment of certain items of cost. The rates and cost treatment laid out in the agreement are accepted and used by all federal agencies unless prohibited or limited by statute.

Monitoring: The regular and systematic assessment of 1) how well a grant is being implemented and achieving outcomes, 2) the degree to which it is meeting established measures, and 3) whether it is complying with statutory requirements, program regulations, policies, and fiscal requirements.

Notice of Proposed Rulemaking (NPRM): An announcement published in the *Federal Register* of proposed new regulations or modifications to existing regulations; the first formal stage in the process of creating or modifying regulations for most programs.

Obligation: For a grantee, an obligation is the commitment of federal funds to pay for the costs of a grant project.

Office of Inspector General (OIG): The office that 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, OIG seeks prosecution of wrongdoers.

Office of Management and Budget (OMB): An office within the Executive Office of the president that helps the president formulate spending plans; prepare the budget for submittal to Congress; evaluate the effectiveness of agency programs, policies, and procedures; assess competing funding demands among

agencies; set government-wide funding priorities; manage federal information collection; and manage the federal government's regulatory procedures.

OMB circulars: An administrative policy document issued by OMB that gives instruction to federal agencies on a variety of topics, including the administration of federal grants and cooperative agreements.

Performance measure: A characteristic or metric used to assess a grantee's performance under a program or project (e.g., dollars expended, student 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.

Performance target: A level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Post-award conference (post-award performance conference): The first major discussion between the Department and a grantee 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 the project's progress will be assessed.

Principal office: For the purposes of this publication, one of the organizational units of the Department responsible for administering programs that award discretionary grants and cooperative agreements. The seven principal program offices of the Department are the Institute of Education Sciences (IES); Office of English Language Acquisition (OELA); Office of Elementary and Secondary Education (OESE); Office of Innovation and Improvement (OII); Office of Postsecondary Education (OPE); Office of Special Education and Rehabilitative Services (OSERS); and Office of Career Technical and Adult Education (OCTAE).

Principal officer: The Department official who is head of one of the seven principal offices (listed above) and who holds the rank of assistant secretary or its equivalent.

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

Program staff: A group of Department personnel in a program office responsible for administering all phases of the grants process.

Project period: (also referred to as the “performance period”): The total amount of time, shown with a “start” date and an “end” date, for which the Department will fund a grant and authorize a grantee to conduct the approved work of the project described in the application. Project periods of more than 18 months are generally divided into 12-month budget periods. When the Department makes a multiyear award, it usually obligates funds for the first budget period and commits to fund subsequent budget periods under certain conditions, including sufficient annual appropriations by Congress and sufficient progress by the grantee. Some programs, however, might award their grants with a single obligation of funds for the entire project period.

PR/Award number: The identifying number for a discretionary grant or cooperative agreement application and award. It is also referred to as the “Federal Award Identification Number (FAIN).”

Risk Management Service (RMS): A component of the Office of the Deputy Secretary of Education, which is responsible for identifying risks and taking effective action to manage and mitigate any that could adversely affect the advancement of the Department’s mission. RMS establishes Department-wide grant policy and procedures, and coordinates training and technical assistance for the Department’s grants management staff and grant recipients.

System for Award Management (SAM): The primary registrant database for the federal government, which collects, stores, and disseminates data related to federal agency contract and grant applicants and recipients, including a listing of individuals who are suspended or debarred from receiving or participating in federally funded projects.

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. Sometimes referred to as “student aid,” this assistance is provided by programs in the Department’s Office of Federal Student Aid.

Subaward: An award provided by an ED grantee to a subrecipient in order to carry out part of a federal award received by that entity.

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 to which the Department and the grantee have agreed.

OTHER INFORMATION

U.S. Department of Education

For more information about any aspect of the Department, its structure, or its programs, or for answers to questions not answered by this publication, contact 1-800-USA-LEARN (1-800-872-5327), or visit [ED](#).

Online grants management training and resources for project directors is available at [Grants Training and Management Resources](#).

Grant and contract information is available at [Funding](#).

Formula grant information is available on [ED's website](#) by searching the name or topic of the grant, or the program office that administers the grant program.

Student financial aid information is available at [Federal Student Aid](#).

Publications are available from ED Pubs via the following avenues:

| | |
|----------|--|
| Web: | ED Pubs |
| Phone: | 1-877-4ED-PUBS |
| TTY/TDD: | 1-877-576-7734 |
| Fax: | 1-703-605-6794 |
| Mail: | ED Pubs P.O. Box 22207 Alexandria, VA 22304 Para español, llame al 1-877-433-7827 |

Catalog of Federal Domestic Assistance (CFDA)

The Catalog of Federal Domestic Assistance can be accessed online at [CFDA](#). The CFDA website contains an online searchable catalog as well as a PDF of the catalog formatted in the same layout as the printed document.

The Government Publishing Office (GPO) prints and sells the CFDA to interested buyers. For information about purchasing a copy of the CFDA from GPO, go to

Gov Bookstore or call the superintendent of documents at 202-512-1800 or toll free at 1-866-512-1800.

Federal Register

The *Federal Register* is available online at *Federal Register*.

The Government Publishing Office distributes various versions of the *Federal Register* to federal depository libraries. Information about the location of the libraries is available at Federal Depository Libraries.

It is often available in the reference sections of other major libraries. For information about purchasing the *Federal Register*, go to the GPO online bookstore at Gov Bookstore or call the superintendent of documents at 202-512-1800 or toll free at 1-866-512-1800.

Questions about the *Federal Register* online can be directed to GPO by email at ContactCenter@gpo.gov, by telephone at 202-512-1530 or toll free at 1-866-512-1800, or by fax at 202-512-2104.

Code of Federal Regulations (CFR)

The most current version of the *Code of Federal Regulations* can be accessed at CFR, which is a regularly updated, unofficial, non-legal edition of the *CFR*, created in a partnership between the Office of the Federal Register and the Government Publishing Office.

In addition, GPO has previous editions of the CFR, and distributes them to each federal depository library. The *CFR* is often available in the reference section of major libraries. For information about purchasing the *CFR*, go to Gov Bookstore or call the superintendent of documents at 202-512-1800 or toll free at 1-866-512-1800.

Questions about the *Code of Federal Regulations* online can be directed to the GPO Access User Support Team by email at ContactCenter@gpo.gov, by telephone at 202-512-1530 or toll free at 1-866-512-1800, or by fax at 202-512-1262.

Federal Statutes:

Legislative information regarding recent sessions of Congress is available online at Congress.gov.

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

Senate Document Room: 202-224-7701

House Document Room: 202-226-5200

For further information about ordering other congressional documents, contact the Government Publishing Office at 202-512-1800 or toll free at 1-866-512-1800.

Education Department General Administrative Regulations (EDGAR)

Information about EDGAR and its various sections can be found at the Department's website at [EDGAR](#).

This page also links to the Department's codification of its requirements for nonprocurement debarment and suspension, now found at *Title 2* of the *Code of Federal Regulations*. Further information about *Title 2* is found immediately below.

Title 2 in the Code of Federal Regulations (2 CFR) and Office of Management and Budget (OMB) Circulars

The uniform administrative requirements, cost principles, and audit requirements for federal awards are found in *Title 2* of the *Code of Federal Regulations*, part 200. You can access the electronic version of 2 CFR and all other applicable parts of *Title 2* at [CFR](#) or through [EDGAR](#).

Other various OMB circulars containing additional grant guidance and instructions can be found under the federal financial assistance section at [OMB Circulars](#).

U.S. Government Depository Libraries

U.S. government depository libraries are located 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

202-512-1800 (voice)
1-866-512-1800 (toll-free)
202-512-2104 (fax)
ContactCenter@gpo.gov
[Federal Depository Libraries.](#)

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 for 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)
[Federal Citizen Info Center.](#)

Internet Directory

The U.S. Department of Education's website 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 the [Department's website](#).

Other websites mentioned in this publication:

Catalog of Federal Domestic Assistance
[CFDA](#)

Code of Federal Regulations
[CFR](#)

ED Pubs
ED Pubs

Education Department General Administrative Regulations (EDGAR)
EDGAR

Federal Audit Clearinghouse
Federal Audit Clearinghouse

Federal Citizen Information Center
Federal Citizen Info Center

Federal Legislation
Federal Legislation

Federal Register
Federal Register

Grants.gov
Grants Gov

Guide to U.S. Department of Education Programs
ED

OMB Circulars
OMB Circulars

Protection of Human Subjects in Research
Human Subjects Research

U.S. Department of Education Principal Offices
ED Offices

U.S. Government Depository Libraries
Federal Depository Libraries

U.S. Government Online Bookstore
Gov Bookstore