Archived Information

Reporting for Congressionally-directed Grants

Annual/Final Reports/No-Cost Extensions

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No-Cost Extensions

A request for a no-cost extension can be submitted approximately 45 days prior to the performance end date. The FIPSE database may be used by grantees to submit requests for no-cost extensions at the following Web site:

http://www.directedgrants.aed.org/

Alternatively, some program officers have expressed a desire to, instead, have grantees email requests for no-cost extensions directly to them. If this is the program officer's preference, than have the grantee e-mail the following information to you. (This information is also contained in the *Guide for Managing a Congressionally-directed Grant Award).*

Requests for no-cost extensions should include:

1) Purpose of the project
2) Objectives
3) Original timelines
4) What's been accomplished thus far
5) What remains to be accomplished
6) Reason for the no-cost extension and for how long
7) Budget---original budget; what's been expended thus far; what funds remain
8) Budget Narrative—break down of each category into what it consists of and what expenditures have been. If there is a cost share then an additional Budget & Budget Narrative should also be included.

If the grant is nearing the end of its performance period and wants to request a no-cost extension, then **the no-cost extension report can be used in lieu of submitting another "annual report."**

Time Extensions are NOT authorized:

1) If additional Federal funds are needed (i.e., grant supplements);
2) When the scope or objectives of the project change;
3) Merely for the purpose of exhausting unexpended federal funds; or
4) When the change is contrary to federal statute, regulation, or grant conditions.

Example of Request for a No-Cost Extension

Request for No-cost Extension for (Award # P116Z08)
Performance Period: 06/01/2008-05/31/2009

Project Summary and Progress

University received a congressionally-directed grant for curriculum development. The curriculum will be based on the results of chemical and biological testing on wine samples. Chemical and biological "wine faults," are a major challenge in winemaking, causing damage to the product and resulting in costly financial losses to the industry. The curriculum will used to educate winemakers about the most common chemical and biological faults in wines and provide them with strategies for correcting and/or eliminating them.

The first phase of the Quality initiative (e.g., the chemical and biological analysis of wines) commenced in August of 2008 with an initial period of intense method development. As of January 2009, analytical methods, including equipment and supplies, were in place, awaiting final calibration and verification. Onset of analysis began mid winter and is flowing smoothly. Barring any major instrumental pitfalls, the analysis of all samples is estimated to be completed by June 2009. Data processing, interpretation and curriculum development is expected to be complete by December 2009**.**

Budget

The following table depicts expenditures and budget available to date (4/7/09) and projected expenditures through the end of the performance period. We estimate that approximately $---- will remain at the end of the 5/31/09 performance period.

Quality Initiative Grant
University

PR#P116Z080

Expenses thru 4/7/09 - Cost Estimate through 5/31/09

	Budget	Total Expenses through 4/7/09	Budget Available as of 4/7/2009	Cost Estimate through 5/31/2009	Budget Available as of 6/1/09
Personnel	$70,731.00	$42,623.81	$28,107.19	$7,712.48	$20,394.71
Fringe Benefits	$18,951.00	$9,469.41	$9,481.59	$1,707.76	$7,773.83
Contractual	$50,000.00	$9,585.00	$40,415.00	$40,415.00	$0.00
Supplies	$16,192.00	$9,451.91	$6,740.09	$5,000.00	$1,740.09
Total Direct Costs	$155,874.00	$71,130.13	$84,743.87	$54,835.24	$29,908.63
Indirect 50.5% S&W	$35,719.00	$21,525.02	$14,193.98	$3,894.80	$10,299.18

Total Costs	$191,593.00	$92,655.15	$98,937.85	$58,730.04	**$40,207.81**

Proposed Budget for Extension Period

Personnel	$20,394.00
Fringe Benefits	$7,774.00
Contractual	$0.00
Supplies	$1,740.00
Total Direct Costs	$29,908.00
Indirect	$10,299.00
Total Project Budget	$40,208.00

Extension Period Budget Narrative

As indicated in the Project Summary and Progress section, testing will be concluded by June 2009. Data analysis and writing curriculum will remain. Just under $30,000 will be used for salaries and benefits related to these tasks. Approximately $1700 will be used for printing/publishing manuals and teaching materials tied to the curriculum. An indirect rate of 50.5 percent will be applied to salaries bringing the total to $40,208.

Reason for Request

Chemical wine analysis includes: (i) the quantification of organic and inorganic acids by method of ion chromatography (IC) with conductivity detection; (ii) major fusel alcohols in addition to ethanol and methanol by gas chromatography with flame ionization detection (GC-FID); (iii) anthocyanins and other pigmentation factors in addition to color and hue by Ultraviolet-Visible absorbance spectroscopy (UV-Vis Spectrophotometer); (iv) titratable acidity (pH meter); (v) volatile acidity (Cash Still); and (vi) free SO2 (aeration/oxidation). In addition, samples are being sent to an external laboratory for analysis of mercaptanes.

Major instrumentation (IC, GC-FID, UV-Vis Spectrophotometer) are in place for methods (i) through (vi) above, however, the sample handling and preparation, as well as the parameters under which the instruments are operated for optimal separation and quantification, has taken considerably more time than anticipated. In addition, various components on the ion chromatography machine (columns and suppressor) started failing and ultimately had to be replaced and thus led to additional delays.

Although progress on the analysis of wines is somewhat behind schedule, all sample handling/equipment problems have been resolved and the project is progressing nicely. To ensure a successful completion of the work proposed in this project, we would like to request an extension of the project by six months (November 31, 2009).

Annual Reports

If a grant's performance period *extends beyond one-year period*, then an Annual Performance Report is required by October 31 of the calendar year following the project start date [34 CFR §74.51(b)].

Instructions for Annual Reports:

Requests for No-Cost Extension should contain the same information as the Annual Report; and therefore may be used "in lieu of" having the grantee submit two reports during one year. Annual Reports should be submitted through the following mailbox with a cc: to the program officer:

FIPSE@ed.gov

Annual Reports should contain the following information:

1) Purpose of the project;
2) Objectives;
3) Original timelines;
4) What's been accomplished thus far/problems and concerns;
5) What remains to be accomplished;
6) Budget---original budget; what's been expended thus far; what funds remain;
7) Budget Narrative—break down of each category into what it consists of and what expenditures have been.
8) If there is a cost share then an additional Budget & Budget Narrative should also be included.
9) Annual Reports should be submitted through the following mailbox with a cc: to the program officer: FIPSE@ed.gov

Final Reports

At a minimum the Final Report should:

1) Be aligned with the original application;
2) Contain specified goals and measurable objectives used to ascertain results;
3) Specify the methods used to assess outcomes;
4) Show how the outcomes relate to the accomplishment of the Congressionally-directed purpose;
5) Have a separate budget---that specifies the original budget; what was expended; what funds remain;
6) Budget Narrative--- that breaks down each category into what it consisted of and what expenditures were made.
7) If there is a cost share then an additional Budget & Budget Narrative should also be included.
8) Grantees should email the report to : FIPSE@ed.gov with a cc: to the assigned program officer.