

National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
Stennis Space Center, MS  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Service Delivery Guide**

**NSSDG-5100-0005    Revision 2.0**

**Effective Date:**    March 30, 2022  
**Expiration Date:**    March 29, 2025

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# **GRANTS MANAGEMENT SERVICES**

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***Responsible Office: Procurement Division***

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**Approved by**

**ELISHAMA  
OUDER**

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## DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	5/01/2018	Basic Release
Revision	2.0	2/24/2022	Corrected Document Number in header; updated approver and POCs; revised verbiage to present tense in Section 1.0 and 2.0; included noncompetitive justification in TRP in Section 2.0; updated Existing Applications and Systems.

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## PREFACE

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### 1. Objective

The NASA SHARED SERVICES CENTER (NSSC) is providing Grants Management Services (GMS) to all Headquarters offices that initiate and fund research and education Grants & Cooperative Agreements for award. This Service Delivery Guide delineates responsibilities for the effective delivery of these services.

### 2. NSSC and Center/HQ Responsibilities

#### NSSC Responsibilities:

The NSSC is providing Grants Management Services (GMS) to all Headquarters offices that initiate and fund research and education grants & cooperative agreements for award by the NSSC.

#### NSSC GMS Service Provider (SP) Responsibilities:

Provide point of contact to manage day-to-day customer interactions to include:

- 1) Addressing Program Officer issues/concerns;
- 2) Providing updates to program offices, as requested; and
- 3) Representing GMS in face-to-face meetings, as required.

Perform a variety of administrative tasks to support the award and administration.  
Principle responsibilities include but are not limited to:

- 1) Assembling and reviewing technical requirements packages;
- 2) Preparation of funding Purchase Requisitions (PRs) in Systems Applications and Products (SAP);
- 3) Monitoring the availability of funding; and
- 4) Creating and maintaining purchase requisition automation processes.

The Service Provider (SP) shall review and ensure technical requirements packages include the documentation required by the NASA Grant and Cooperative Agreement Manual (GCAM) and the documentation adequately addresses the statutory and regulatory requirements stipulated therein. Documents generally comprising a complete Technical Requirements Package (TRP) include:

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- Proposal from a university, non-profit organization or for-profit organization
- Selection statement from the NASA Research Announcement (NRA) or Announcement of Opportunity (AO)
- Noncompetitive justification, if applicable
- Evaluation of the proposal and budget by a NASA Technical Officer (TO)
- Certifications executed by the university, non-profit organization or for-profit organization
- Study protocols or other NASA approvals necessary for the specific research being proposed
- Statement of Collaboration, if a cooperative agreement will be awarded in-lieu-of a grant

This documentation is generally obtained from the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES), directly from the NASA Technical Officer, or electronically from the grant recipients.

The SP shall monitor the status of funding and expenditures for individual grants in NASA's Research and Analysis Program Tracking of Resources (RAPTOR) system.

#### NSSC Budget and Accounting Civil Servant (CS) Responsibilities:

- Create PR in SAP and ensure it is coded correctly based on the funding source;
- Notify the NSSC GMS team that the PR has been created and released; and
- Participate in the De-obligation process to ensure de-obligated PR funds are captured, for example, Principal Investigator (PI) Transfers where the funds are re-obligated to a new award.

#### Headquarters (HQ) Responsibilities:

- Post solicitations;
- Notify offerors not selected;
- Notify appropriate NASA HQ Offices of the selection for formal public release process;
- Release funding in Raptor;
- Forward copy of notification to the NSSC for official grant file (should be included in TRP);
- Provide required documents (TRP should be submitted through NSPIRES for the NSSC to process the award); and
- Notify the NSSC of any changes/revisions or issues with the TRP prior to award.

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## PROCESS-GRANTS MANAGEMENT SERVICES

### Roles & Responsibilities

Process 1 –Grants Management Services		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 1</u>  Technical Community/ NASA HQ <i>Program Officer</i> (PO)	Identify opportunity. Prepare a full description of the opportunity for a grant or cooperative agreement.  Prepare a synopsis of the technical objectives for the opportunity. Announcement will be prepared in accordance with the requirements of Grant Information Circular (GIC) 14-02 (Grants and Cooperative Agreement Manual Section 5.2).  Release the announcement to the public (NASA Acquisition Internet Service (NAIS) / NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) / Grants.gov / FedBizOps).	Note: Announcement should be reviewed by the Center for compliance with GIC 14-02 (Grants and Cooperative Agreement Manual Section 5.2) and in accordance with local procedures. Centers should provide the cover page only of the announcement to the NSSC with their technical requirements package.
<u>Step 2</u>  NASA HQ	Receive and evaluate offeror's proposals. Make selection, prepare Technical Requirements Package (TRP), prepare selection documentation for TRP.  Notify offerors not selected.  Notify appropriate NASA HQ Offices of the selection for formal public release process.  Forward copy of notification to the NSSC for official grant file, if applicable.  The TRP should be submitted through NSPIRES for the NSSC to process the award.	Note: Appendix A presents the Grant & Cooperative Agreement Process Flow Diagram.



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Process 1 –Grants Management Services		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 3</u> NSSC-Service Provider (SP)	The NSSC-SP runs Funding Reports from RAPTOR.	See Appendix B for Workflow Steps
<u>Step 4</u> NSSC-Service Provider (SP)	The NSSC-SP retrieves the Technical Requirements Package (TRP) through NSPIRES.	See Appendix B for Workflow Steps
<u>Step 5</u> NSSC-Service Provider (SP)	The NSSC-SP reviews the TRP for a complete package.	See Appendix B for Workflow Steps
<u>Step 6</u> NSSC-SP	The NSSC-SP receives email notification from GSFC RFO of availability of funds	See Appendix B for Workflow Steps
<u>Step 7</u> NSSC-SP	The NSSC-SP initiates PR creation with NSSC BAD.	See Appendix B for Workflow Steps
<u>Step 8</u> NSSC-Civil Servant	The NSSC-CS (BAD) will create PRs based on spreadsheet submitted by NSSC-SP.	See Appendix B for Workflow Steps

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## PRIVACY/PROPRIETARY DATA

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All participants involved must ensure protection of all data covered by the Privacy Act and all sensitive and proprietary data received. In addition, all NSSC-SP participants have signed non-disclosure agreements and have received training on the handling of sensitive and proprietary data.

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## SYSTEM COMPONENTS

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### Existing Applications and Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
NSPIRES (NASA Solicitation and Proposal Integrated Review and Evaluation System)	NSPIRES is the NASA Solicitation and Proposal Integrated Review and Evaluation System. This system publishes NASA grant and cooperative agreement opportunities through: BAAs, NRAs, AOs, and CANs. Supports electronic proposal receipt and provides for peer review, selection, deliverable submission, and tracking.	The NSSC SP & CS have a user role to access electronic proposals in NSPIRES	<a href="https://i-nspires.nasaprs.com/intermal/index">https://i-nspires.nasaprs.com/intermal/index</a>
PPS (Procurement for Public Sector)	Document Generation System - generates grant and cooperative agreement documents, facilitates data reporting, record of official file.  Note: New awards and supplements as of June 16, 2017 (Grant Number begins with 80NSSC).	User role NSSC -SP  Approver role for NSSC-CS  Super User Role for NSSC-SP and NSSC-CS	bReady Portal > My Systems > Procurement
RAPTOR (Research and Analysis Program Tracking of Resources)	Used by SMD for approving, releasing and tracking funds for research and analysis efforts	User and Approver role for HQ/SMD  User role at NSSC	<a href="https://gaia.hq.nasa.gov/raptor/mainmenu.aspx">https://gaia.hq.nasa.gov/raptor/mainmenu.aspx</a>
SAP (Systems Applications and Products)	Integrated Enterprise Management Program (IEMP) for Purchase Request receipt,	User role at NSSC	bReady Portal > My Systems > Financial

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	legacy award processing and payment processing.		
ServiceNow / Scoped App Solutions	Supports NSSC internal activities such as administrative records, workflow processes, metrics, etc.	User role for the NSSC-SP and NSSC-CS	ServiceNow <a href="https://esd.nasa.gov/">https://esd.nasa.gov/</a>
TechDoc (Document Manager)	Grant and Cooperative Agreements Official Record file prior to June 16, 2017	User role for the NSSC-SP and NSSC-CS	<a href="https://dm.nssc.nasa.gov/">https://dm.nssc.nasa.gov/</a>

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## POINTS OF CONTACT AT THE NSSC

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### PROCUREMENT DIVISION GOVERNMENT (CS):

Elishama Ouder Procurement Officer

#### **Research Activities Branch:**

Cassandra Williams

Chief, Research Activities Branch

Phone: 228-813-6271

Email: [Cassandra.Wiliams-1@nasa.gov](mailto:Cassandra.Wiliams-1@nasa.gov)

Libby Romaguera NSSC Lead, Contract Specialist (Grant/Contracting Officer)

Phone: 877-677-2123 (NSSC Contact Center)

Email: [Libby.A.Romaguera@nasa.gov](mailto:Libby.A.Romaguera@nasa.gov)

Grant Officers by Center:

The list of NSSC Grant Officers by Center is available at:

<http://www.nssc.nasa.gov>

### Procurement Division – NSSC-Service Provider (SP):

Kevin Harriel

Interim Procurement Functional Manager

Phone: 228-813-6125

Email: [Kevin.H.Harriel@nasa.gov](mailto:Kevin.H.Harriel@nasa.gov)

Raynette Franklin

POC, Grants Management Services

Phone: 228-813-6471

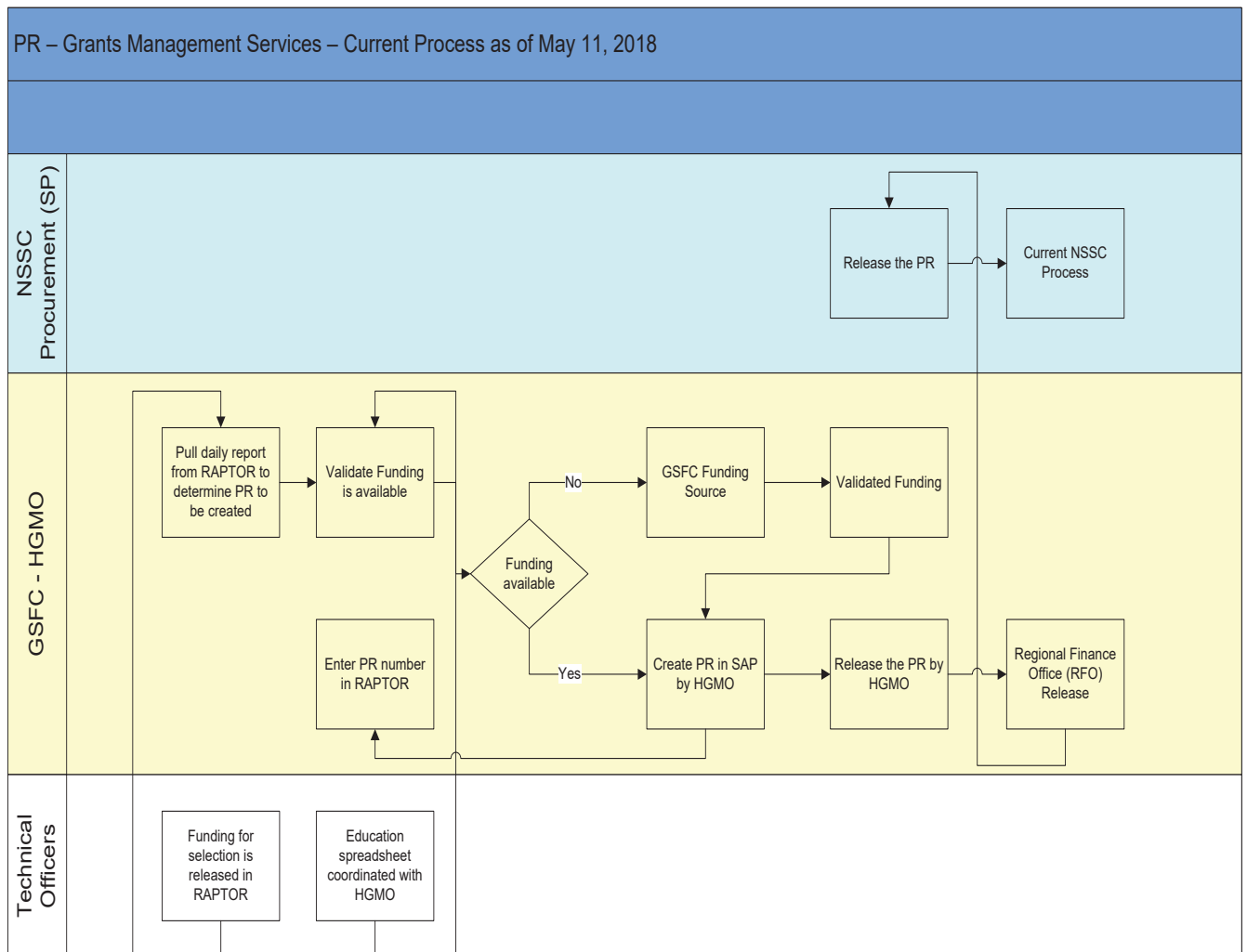
Email: [Raynette.P.Franklin@nasa.gov](mailto:Raynette.P.Franklin@nasa.gov)

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## APPENDICES

### Appendix A – Grants Management Services Flow Chart

The overall workflow outlined below provides the responsibilities of the various parties involved in the GMS Process from NASA Headquarters (HQ), Technical Officers, NSSC Service Providers (SP) Procurement and NSSC Civil Servants (CS) Budget and Accounting Division.

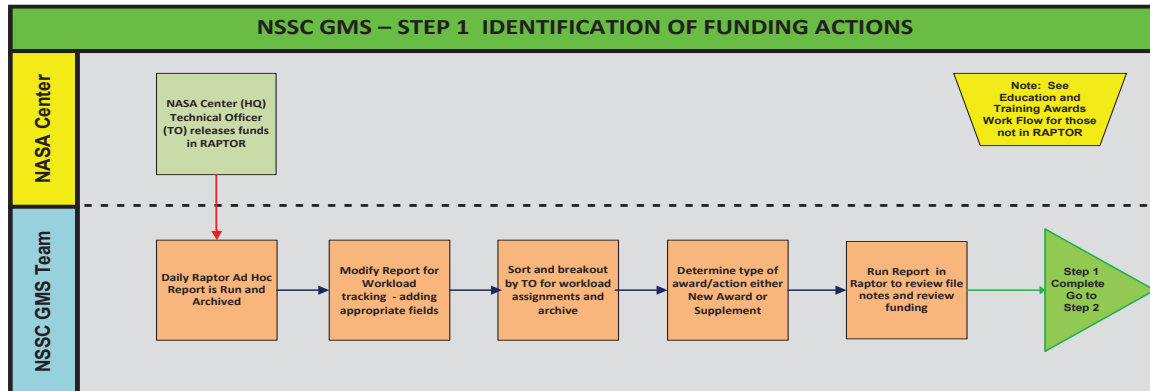


Appendix A - Grants Management Services Flow Chart

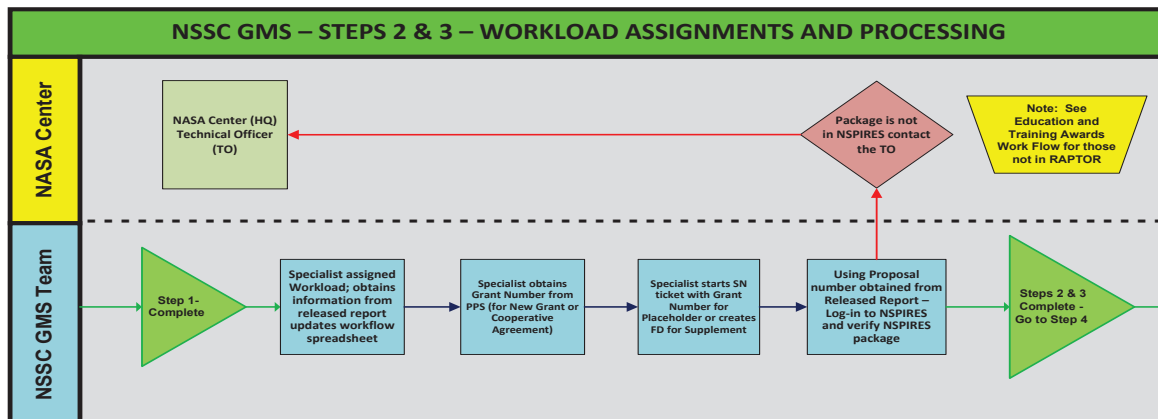
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## Appendix B – GMS Detailed Workflow Processes

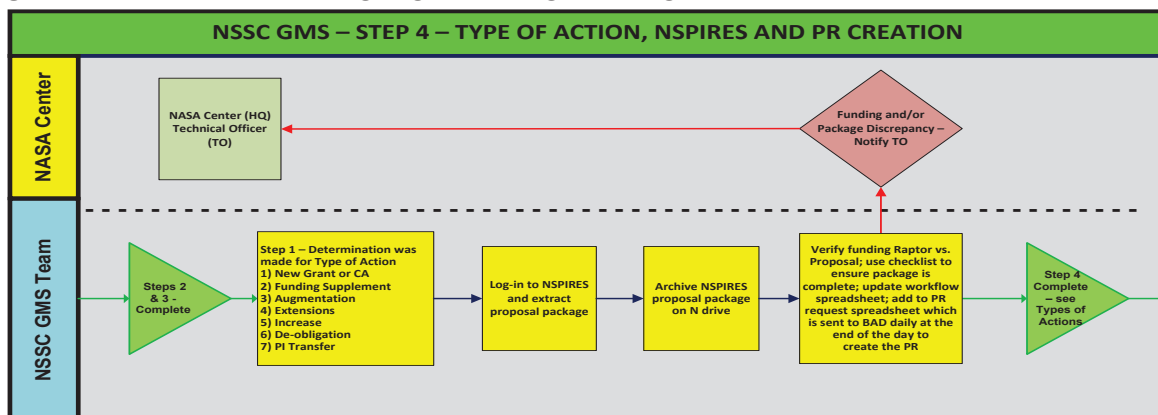
### STEP 1 – IDENTIFICATION OF FUNDING ACTIONS



### STEPS 2 AND 3 – WORKLOAD ASSIGNMENTS AND PROCESSING



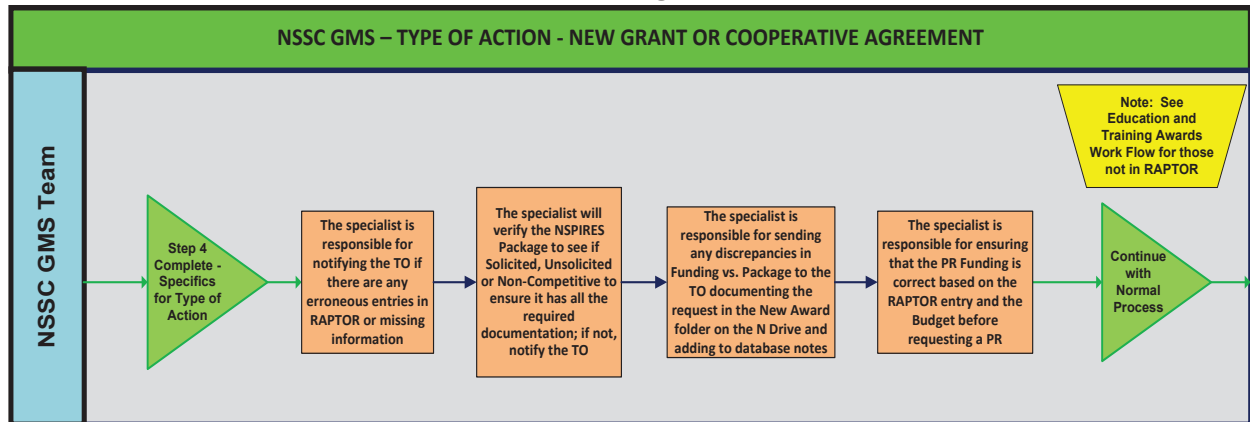
### STEP 4 – DETERMINATION OF TYPE OF ACTION



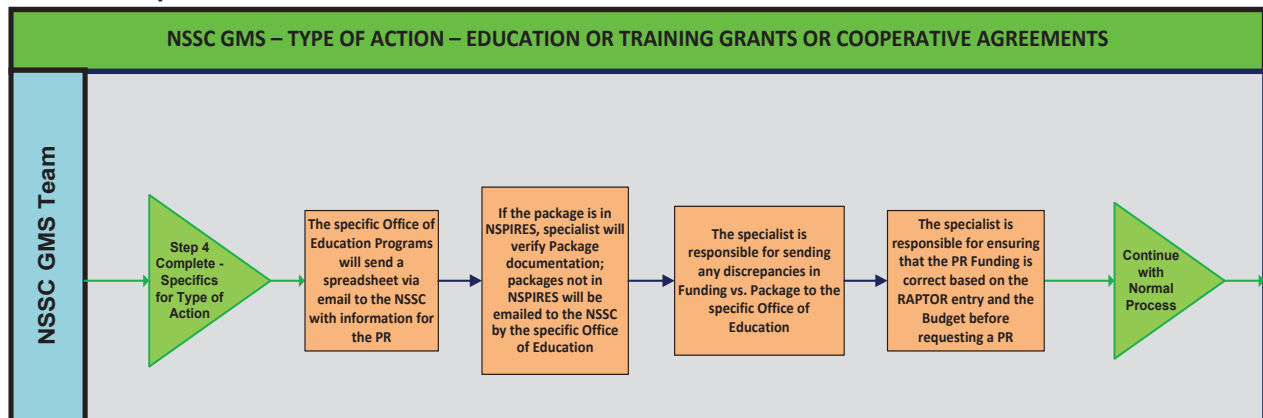
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## Appendix C – GMS Process Steps based on Type of Action

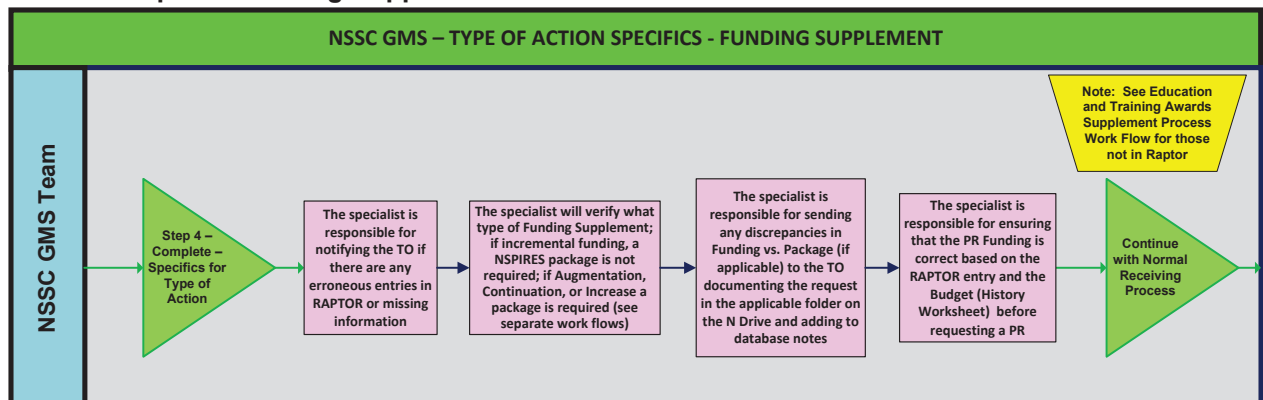
### Process Steps for New Grant or Cooperative Agreement



### Process Steps for Office of Education Awards

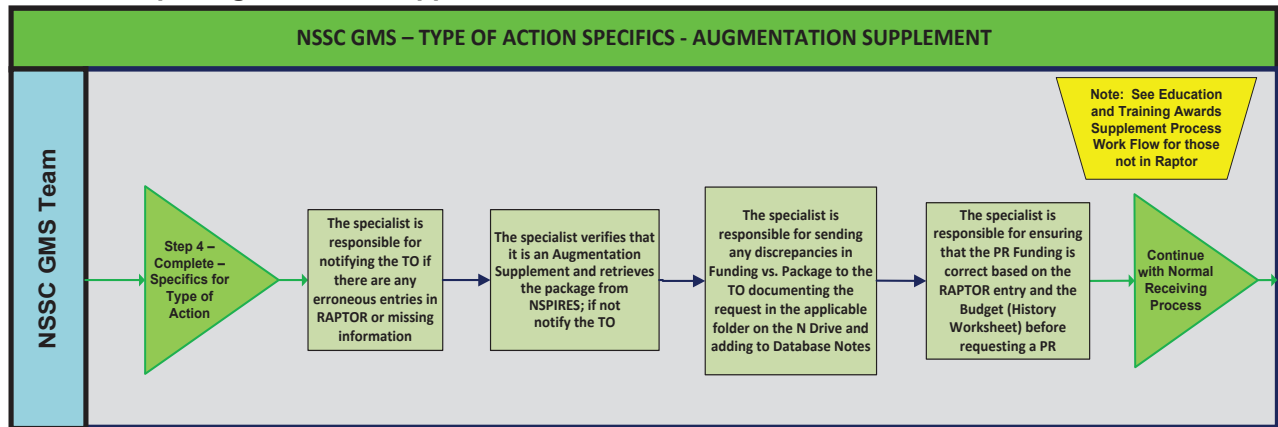


### Process Steps for Funding Supplements

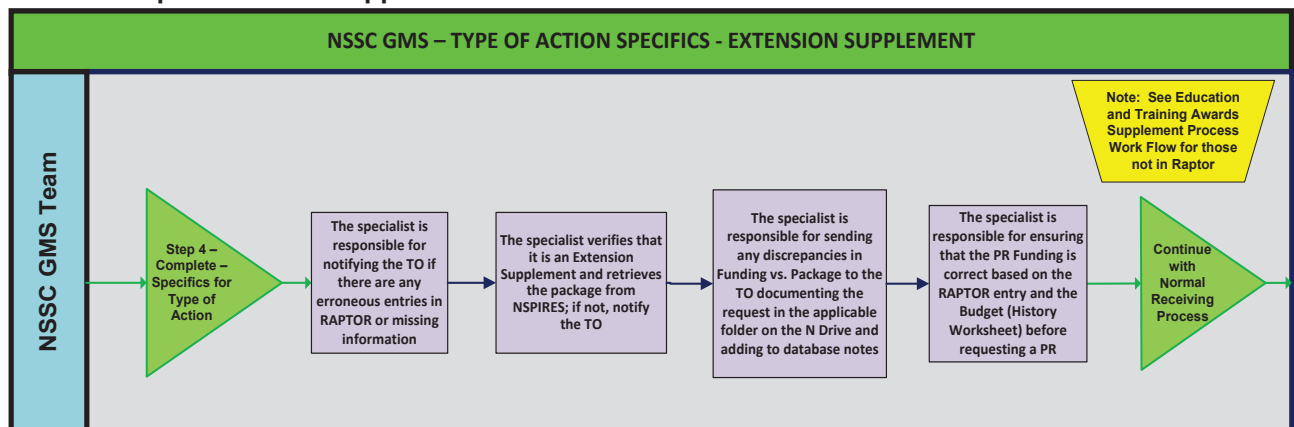


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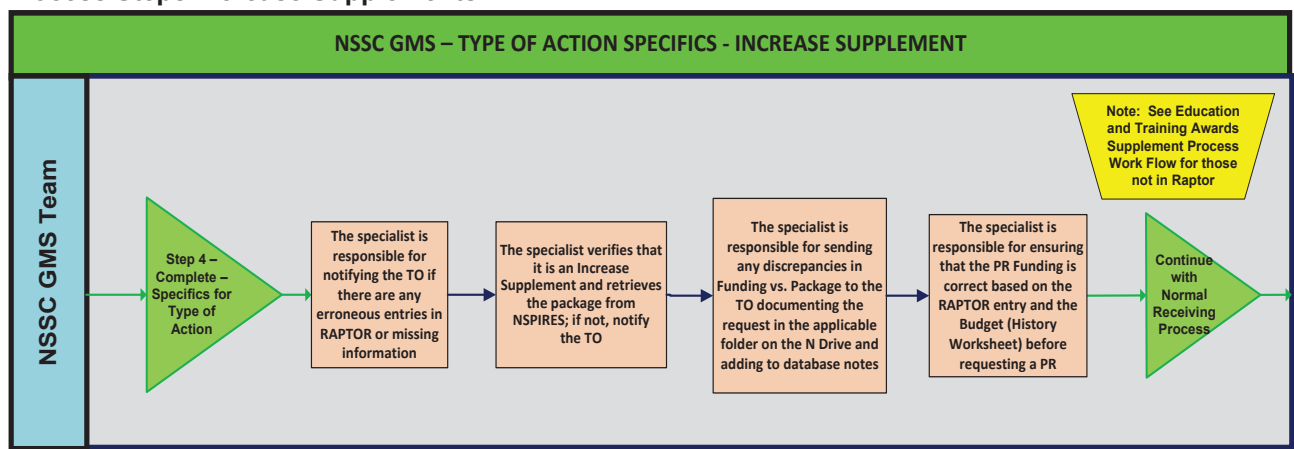
### Process Steps Augmentation Supplements



### Process Steps Extension Supplements



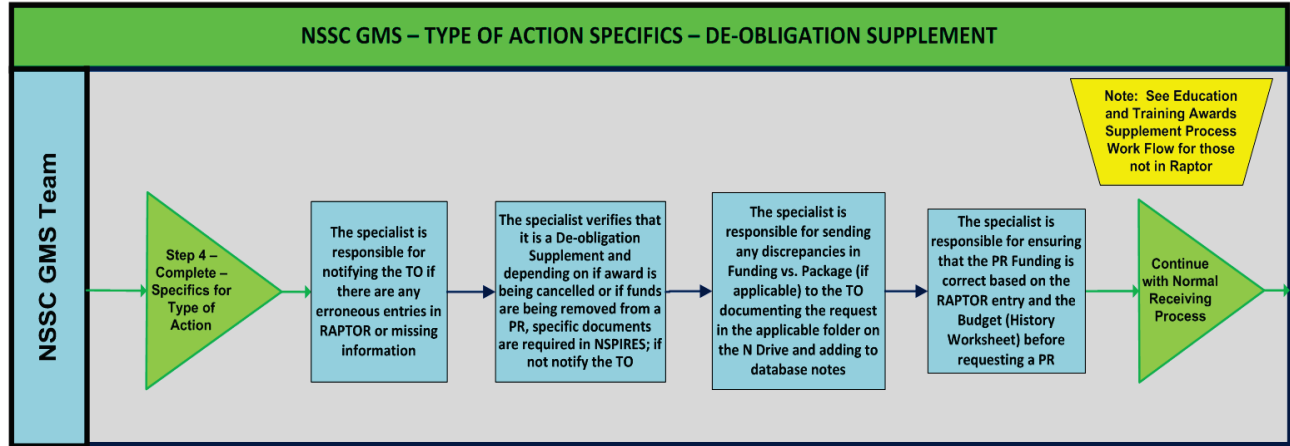
### Process Steps Increase Supplements



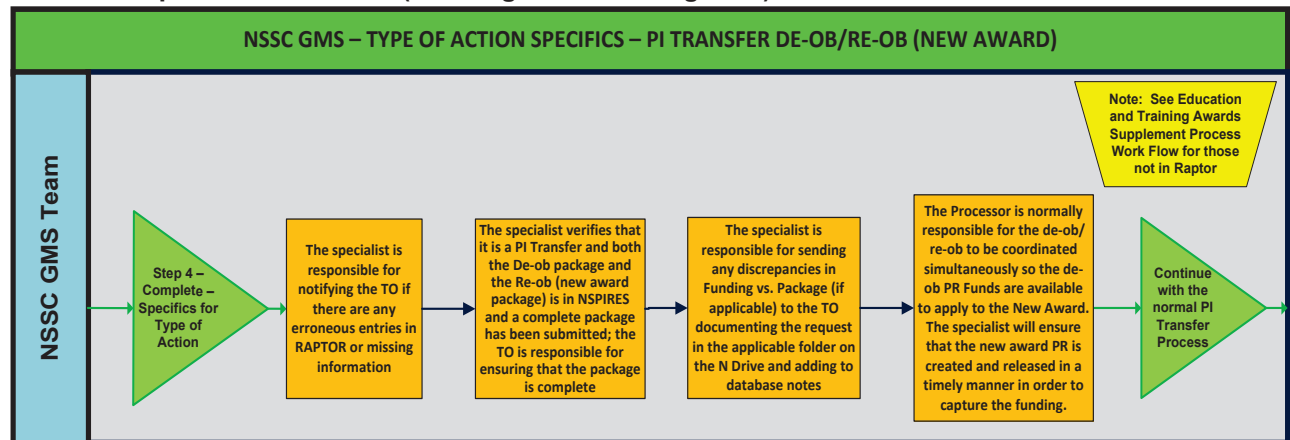
### Process Steps for De-obligation Supplements



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#### Process Steps for PI Transfers (De-obligation/Re-Obligation)



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## Appendix D – Grants Documentation Checklist

### **GRANTS DOCUMENTATION CHECKLIST**

DATE: \_\_\_\_\_

TO: GMS OFFICE

FROM T.O./CODE: \_\_\_\_\_ (ex. Dr. Jeffrey N. Grossman/Science Mission Directorate)

PI NAME: \_\_\_\_\_

Proposal Number: \_\_\_\_\_

### **NEW AWARDS/RENEWALS (INCLUDES SUCCESSOR GRANTS)**

- \_\_\_\_\_ SOLICITED: TECH EVAL AND SELECTION STATEMENT
- \_\_\_\_\_ UNSOLICITED: TECH EVAL/JAUP AND TO'S RECOMMENDATIONS
- \_\_\_\_\_ 3 Peer Reviews is over \$250,000.00
- \_\_\_\_\_ COPY OF SELECTION LETTER (if one was sent to PI)
- \_\_\_\_\_ PI Resume
- \_\_\_\_\_ APPROVED DETAILED BUDGET, TO INCLUDE APPROPRIATE NARRATIVE
- \_\_\_\_\_ CERTIFICATIONS (will be obtained by GMS if not present)
- \_\_\_\_\_ ENDORSED PROPOSAL
- \_\_\_\_\_ COPY of NRA/AO COVER PAGE (will be obtained by GMS if not present)
- \_\_\_\_\_ Letter of Collaboration (If a Cooperative Agreement)
- \_\_\_\_\_ Non-discrimination GIC 1206
- \_\_\_\_\_ JUSTIFICATIONS AND OTHER APPROVALS (equipment and travel justifications, subcontract consent, general purpose equipment justification)
- \_\_\_\_\_ SPECIAL LANGUAGE AND/OR REQUIREMENTS FOR AWARD (unique reporting requirements, training grant provisions, statement of nature of collaboration for Cooperative Agreements.)

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## Appendix E – Grants Supplements Documentation Checklists

### FUNDING:

- \_\_\_\_\_ Incremental Funding:  
 \_\_\_\_\_ Fully Funding for Year: \_\_\_\_\_  
 \_\_\_\_\_ Fully Funding the Award: \_\_\_\_\_  
 \_\_\_\_\_ Progress Report for previous award attached or available if starting a new YR  
 \_\_\_\_\_ Current Progress report attached or available  
 \_\_\_\_\_ **Verify all against the award history logs**

### AUGMENTATIONS:

- \_\_\_\_\_ Work which is outside the scope of the original proposal or when there is need for substantial unanticipated funding and are within the existing POP.  
 \_\_\_\_\_ Items Needed:
- SOW
  - Budget
  - Budget Justification
  - Signed Tech Eval
  - (Unsolicited - 3 – Peer Reviews if over \$250,000.00 (we do accept the Tech Eval as one)
  - Rates (if percentage has changed)
  - Verify against Award History Log

### EXTENSIONS:

- \_\_\_\_\_ Used to extend the grant beyond the expiration date that would require additional funding.  
 \_\_\_\_\_ Items Needed:
- SOW
  - Budget
  - Budget Justification
  - (Unsolicited - 3 – Peer Reviews if over \$250,000.00 (we do accept the Tech Eval as one)
  - Tech Eval
  - Verify against Award History Log

### INCREASES:

- \_\_\_\_\_ Used to Increase the award within same scope of work and POP.  
 \_\_\_\_\_ Items Needed:
- SOW
  - Budget
  - Budget Justification

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- (Unsolicited - 3 – Peer Reviews if over \$250,000.00 (we do accept the Tech Eval as one)
- Memo to the File or an email from the T.O.
- Verify against Award History Log

**TRAINING GRANTS/AUGMENTATIONS:**

Items Needed:

- NSPIRES Packages or Packages are delivered with DI folder/AGO receives/NOMAD
- Proposal (Progress Reports are used along with SOW)
- Budget Sheet
- Facility Letter of Acceptance/Recommendation
- Selection Letter
- Student Transcripts
- Technical Evaluation/Panel Review and or Memo to the File
- Spreadsheet
- Verify against Award History Log

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## Appendix F – Acronyms and Abbreviations

Acronym	Definition
<b>AO</b>	Announcement of Opportunity
<b>BAD</b>	Budget and Accounting Division
<b>BOBJ</b>	Business Objects
<b>CFR</b>	Code of Federal Regulations
<b>CRQ</b>	Change Request
<b>CS</b>	Civil Servant
<b>ECC</b>	ECC/PRISM Legacy (Procurements Awarded prior to 06/19/2017)
<b>FD</b>	Functional Details
<b>FSO</b>	Financial Systems Office
<b>GCAM</b>	Grant and Cooperative Agreement Manual
<b>GIC</b>	Grant Information Circular
<b>GMS</b>	Grants Management Services
<b>GO</b>	Grant Officer
<b>GSFC</b>	Goddard Space Flight Center
<b>HGMO</b>	HQ Grants Management Office
<b>HQ</b>	NASA Headquarters
<b>NASA</b>	National Aeronautics and Space Administration
<b>NRA</b>	NASA Research Announcement
<b>NSPIRES</b>	NASA Solicitation and Proposal Integrated Review and Evaluation System
<b>NSSC</b>	NASA Shared Services Center
<b>PI</b>	Principal Investigator
<b>PIID</b>	Procurement Instrument Identifier
<b>POC</b>	Point of Contact
<b>PPS</b>	Procurement for Public Sector
<b>PR</b>	Purchase Request/Requisition
<b>RAPTOR</b>	Research and Analysis Program Tracking of Resources
<b>RFO</b>	Regional Finance Office
<b>SAP</b>	Systems Applications and Products
<b>SF</b>	Standard Form
<b>SOW</b>	Statement of Work
<b>SN</b>	ServiceNow
<b>SP</b>	Service Provider
<b>T.O. or TO</b>	Technical Officer/User
<b>TRP</b>	Technical Requirements Package
<b>WBS</b>	Work Breakdown Structure