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NASA Shared Services Center Service Delivery Guide

NSSDG-5800-0001 Revision 8.0

Effective Date: **April 25, 2021**
Expiration Date: **April 24, 2024**

GRANTS AND COOPERATIVE AGREEMENTS

Responsible Office: Procurement Division

Approved by

**Michael
Vicory**

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Vicory
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Michael Vicory
Chief, Procurement Services

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DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	4/13/06	Basic Release
Revision	A	9/22/06	Update Guide for Transition of Wave II Centers
Revision	B	8/21/07	Added 5th bullet to paragraph numbered 5. PR Request Process as follows: "The Purchase Org. Field must be "NASA" (Agency-wide Procurements) for all PRs sent to the NSSC."
Revision	4.0	12/10/2013	General updates and revisions made throughout the document to reflect process changes. Document originated under NSSC-PR-SDG-0007 and renumbered to NSSDG-5800-0001 to align with SDNS numbering system.
Revision	5.0	3/24/2017	Removed 2 CFR Part 1260 reference and replaced with 2 CFR Part 1800, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; removed NASA Grants and Cooperative Agreement Handbook and replaced with NASA Grants and Cooperative Agreement Manual; removed reference to Remedy and replaced with ServiceNow; removed the unsolicited and non-competitive process, including Appendices, which no longer applies.

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Revision	6.0	2/23/2018	Updated to include PPS process; updated award number format; incorporated 2 CFR Part 200; updated P-Group; removed “milestone” from the status recording throughout the process Section
Revision	7.0	9/24/2020	Updated to include residual grants and cooperative agreements, and the pre-award risk assessment (PARA) tool.
Revision	8.0	3/15/2021	Replaced reference to ServiceNow with Scoped App Solutions as the new Grants and Cooperative Agreements Workflow Application.

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PREFACE

Objective

The objective of the NASA Shared Services Center (NSSC), Procurement Division, Research Activities Branch, is to provide support for NASA research, science and education communities in the award and administration of research, education, and training grants and cooperative agreements.

Introduction

The NSSC supports the Agency's internal effort to create an environment conducive to streamlining and simplifying grants and cooperative agreements. NASA, through the establishment of the NSSC, an organization reporting directly to NASA Headquarters, has transitioned to a consolidation model for the award and administration of all Agency grants and cooperative agreements. The consolidation is designed to achieve efficient and effective service, improve data quality, standardize processes, leverage skills and investments, and provide economies of scale.

Transition of Responsibilities to the NSSC

The NSSC transitioned the responsibility for Wave 1 Centers on May 1, 2006, from the following: Armstrong Flight Research Center (AFRC), Goddard Space Flight Center (GSFC), NASA Headquarters (HQ), NASA Management Office (NMO), and Stennis Space Center (SSC). Wave 2 Centers were transitioned on October 1, 2006, and included: Ames Research Center (ARC), Glenn Research Center (GRC), Johnson Space Center (JSC), Langley Research Center (LaRC), Kennedy Space Center (KSC), and Marshall Space Flight Center (MSFC).

The NSSC was notified to transition all remaining new grants and cooperative agreements being processed by the Centers. Wave 1 was transitioned August 1, 2019 and included all grants and cooperative agreements new awards except cooperative agreements to commercial firms with cost share. Wave 2 awards will transition October 1, 2020 for cooperative agreements to commercial firms with required cost share.

NSSC and Center/HQ Responsibilities

NSSC Responsibilities:

Award and administration of grants and cooperative agreements to commercial firms, institutions of higher education, hospitals, and other non-profit organizations in accordance with 2 CFR 200, 2 CFR 1800, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and the Grant and Cooperative Agreement Manual (GCAM).

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Award and administration of cooperative agreements to commercial firms with required cost share in accordance with 14 CFR 1274.

Award and administration of grants and cooperative agreements with State, Local, and Indian Tribal Governments in accordance with 2 CFR Part 200 and Part 1800, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and the Grant and Cooperative Agreement Manual (GCAM).

Process vendor codes for NSSC awards (80NSSC) made on behalf of the Centers/HQ.

Successor grant awards (also known as renewals in provision 5.3.3 of the Grant and Cooperative Agreement Manual) requiring a new proposal will be processed as new awards at the NSSC.

Award and administration of Solicited, Unsolicited Proposals and/or Single-Source Proposals resulting in any type of grant or cooperative agreement.

Conduct a pre-award risk assessment of the recipient using the Pre-Award Risk Assessment (PARA) Tool in accordance with 2 CFR 200.205. The PARA Tool has two components, an entity-specific risk assessment and an award-specific risk assessment.

Manage receipt of all annual and final reports from recipients. Note: grant awards require that annual and final reports be sent to both the technical officer and the grant officer. The NSSC will suspense all grant awards in Scoped App Solutions (NSSC document tracking system) and will send automated reminder notifications to recipients when reports are due.

Manage Single Audit Findings. The NSSC will coordinate with designated oversight or cognizant agencies to prepare management decisions or the NSSC will prepare required management decisions for findings impacting actions awarded by the NSSC.

Provide a publicly accessible Web site for the NSSC pre-award and post-award status on grants and cooperative agreements. URL: www.nssc.nasa.gov/grantstatus.

Center/HQ Responsibilities: Each Center retains the following responsibilities:

Continue the administration of all existing grants and cooperative agreements awarded at the Center/HQ through completion of closeout. Administration excludes any

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“successor” grant actions requiring a new proposal. Successor grant actions (renewals) are the responsibility of the NSSC and will be processed as new awards.

Provide a complete Purchase Request Package to the NSSC which includes the Technical Requirements Package (TRP) and a Purchase Requisition (PR). The TRP should be uploaded through NSPIRES. Descriptions of a “complete” package for various requirements are located at www.nssc.nasa.gov/grants.

The Centers retain the responsibility for issuing their own Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notices (CANs).

The Centers continue to perform technical reviews of all proposals.

Centers retain the responsibility for all pre-award activities associated with the receipt and evaluation of unsolicited and other single-source proposals except the pre-award risk assessment. Centers retain the responsibility to ensure that non-competitive proposals comply with Section 5.3 of the Grant and Cooperative Agreement Manual.

Center technical officers are responsible for meeting Scientific and Technical Information (STI) requirements for final reports. Reference GIC 07-02 for guidance on the STI process.

Centers shall use their own local procedures for legal review requirements (if required) for the pre-award process for grants and cooperative agreements. The NSSC Counsel will perform legal review of grant award documents prepared at the NSSC, if required. The Centers retain all program/project management activities: (budgeting, funding, costing, property management, patents, technology transfer, NEPA oversight for facilities grants, and safety oversight – to include oversight of grant recipients working at NASA Centers).

Agency Applications Office (AAO) Responsibilities:

The Applications Program provides agency-wide application services, and anticipates and aligns customer requirements with IT solutions that best enable the Agency’s mission. The Program Office has two components: Agency Applications Office (AAO) and the Web Services Office (WSO). Each Office supports the Applications Program Executive in areas of IT authority, portfolio management, enterprise architecture, investment reviews, and other activities required to maintain a current knowledge of project status and risks. AAO Maintains and supports the Agency procurement applications: SAP, ECC and PPS.

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Purchase Request (PR) Process

PR Process in SAP for Grants and Cooperative Agreements:

Header text information is used extensively and should be used to note the type of grant action (i.e., New Grant or Cooperative Agreement, Residual Grant or Cooperative Agreement, PI Transfer, Augmentation, etc.) Short text field under the “Item Overview” section of the PR must be used to identify the name of the PI in order to properly populate the Grant Status Web page.

Center PRs for Grants awarded by the NSSC will require the use of the following P-Group NX2.

The Purchase Organization Field must be “NASA” (Agency-wide Procurements) for all PRs sent to the NSSC.

Submission of Emergency PRs During Year-End Shutdown:

Manual emergency purchase requests will be accepted by the NSSC during year-end closing when SAP is unavailable. The Centers shall follow their own procedures for initiating emergency PRs. Once the SAP system is reopened, each Center shall be responsible for initiating a PR in SAP to match to the emergency procurement action.

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PROCESS-GRANTS AND COOPERATIVE AGREEMENTS

Roles & Responsibilities

Process 1 –Grant and Cooperative Agreement Award		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 1</u> Technical Community/ NASA Centers/ HQ	<p>Identify opportunity. Prepare a full description of the opportunity for a grant or cooperative agreement.</p> <p>Prepare a synopsis of the technical objectives for the opportunity. Announcement will be prepared in accordance with the requirements of GIC 14-02 (Grants and Cooperative Agreement Manual Section 5.2).</p> <p>Release the announcement to the public (NASA Acquisition Internet Service (NAIS) / NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) / Grants.gov / FedBizOps).</p> <p>Cooperative Agreements (CA)'s with Commercial Firms IAW 14 CFR 1274 shall follow guidance at 14 CFR 1274.203 – Solicitations/Cooperative Agreement notices.</p>	<p>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</p>
<u>Step 2</u> NASA Centers/ HQ	<p>Receive and evaluate offeror's proposals. Note: CA's with Commercial Firms shall be evaluated and selected IAW 14 CFR 1274.209 – Evaluation and selection. Make selection, prepare Technical Requirements Package (TRP), prepare selection documentation for TRP and prepare PR in SAP for release to the NSSC (Grants and Cooperative Agreement Manual Section 5.2.4). Transmit TRP to the NSSC using a Transmittal Form (NSSC Form 25). Transmittal methods include attached to PR in SAP (most preferred method), email, encrypted email, fax or mail carrier.</p> <p>Notify offerors not selected.</p> <p>Notify appropriate NASA HQ Offices of the selection for formal public release process.</p> <p>Forward copy of notification to the NSSC for official grant file, if applicable.</p> <p>The TRP should be submitted through NSPIRES for the NSSC to process the award.</p>	<p>Note: Appendix A presents the Grant & Cooperative Agreement Process Flow Diagram. Step 1 and Step 2 are actions shown under Appendix A for NASA Centers/Technical Community</p>

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Process 1 –Grant and Cooperative Agreement Award		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 3</u> NSSC-Service Provider (SP)	<p>The PR interfaces from SAP into the Procurement for Public Sector (PPS) once the PR is added.</p> <p>The NSSC-SP retrieves for the grant file the PR from SAP and any documents that may be attached to the PR in SAP.</p> <p>The NSSC-SP receives the TRP through: SAP, NSPIRES, FedEx, Mail, and/or email to nssc@nasa.gov</p> <p>The NSSC-SP matches the PR with the TRP, assigns a grant number, and inputs tracking information into Scoped App Solutions.</p> <p>Notify Risk Assessment Team to process the PARA tool.</p>	Note: Appendix A presents the Grant & Cooperative Agreement Process Flow Diagram. Step 3 through Step 6 are actions shown under Appendix A for Procurement
<u>Step 4</u> NSSC-Civil Servant (CS)/SP	<p>NSSC-SP performs a preliminary review and verifies if the recipient has an IFM Vendor Code, a CAGE Code, active SAM registration, and current certifications. The NSSC-SP checks SAM to ensure no federal debt and the Federal Awardee Performance and Integrity Information System (FAPIIS). The NSSC-SP updates Scoped App Solutions and indicates any missing required documents.</p> <p>The NSSC-SP researches the TRP and determines whether all required documents have been submitted. If a package is determined to be incomplete, the NSSC-SP will request missing documentation and back-up data from the AOR, TO, PI, or RA depending on what is determined incomplete. NSSC-SP prepares Budget Analysis Memo.</p> <p>If the TRP is still incomplete after seven (7) business days, the NSSC-SP will request assistance from the NSSC-CS in obtaining the missing documentation.</p>	NSSC-SP inputs status into Scoped App Solutions for tracking
<u>Step 5</u> NSSC-SP	<p>NSSC-SP prepare the Grant award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and the Grants and Cooperative Agreement Manual. The NSSC-SP inputs data and creates award documents in PPS.</p>	NSSC-SP inputs status into Scoped App Solutions for tracking

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Process 1 –Grant and Cooperative Agreement Award		
Roles and Responsibilities	Action	Tips/Notes
	<p>Submits the entire Grant file to the NSSC-CS for review, approval and award.</p> <p>For CA's with Commercial Firms with cost share, the NSSC-SP prepares the award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and (IAW) 14 CFR 1274 requirements.</p>	
<p><u>Step 6</u></p> <p><u>(a)</u></p> <p>NSSC-CS</p>	<p>NSSC-CS reviews the file documentation and award document. If required, conducts negotiations with the recipient and documents the Budget Analysis Memo prepared by the NSSC-SP.</p> <p>If negotiations are not required, and if the awardfile is complete, the grant officer will determine if legal review is required. If legal review is not required, the grant officer will sign the award document and forward the file to the NSSC-SP for distribution, FPDS-NG data input, and administration.</p> <p>If legal review is required, the Grant Officer will forward the complete file to NSSC counsel for review. If the file is determined to be legally sufficient, the grant officer will sign the award document and forward the file to the NSSC-SP for distribution, FPDS-NG data input, and administration.</p> <p>If the file is determined not to be legally sufficient or if the file contains processing errors or additional processing, the Grant Officer will return the file to the NSSC-SP for changes or corrections.</p> <p>If negotiations are required after legal review, the Grant Officer will conduct and document negotiations on the Budget Analysis Memo and, if necessary, return the file to the NSSC-SP for appropriate changes.</p> <p>CA's with Commercial Firms with cost share require Bilateral signature (IAW) 14 CFR 1274:</p> <p>NSSC-CS authorizes through Scoped App Solutions the transmittal of award documents to the recipient for review and signature.</p>	<p>NSSC-CS inputs status into Scoped App Solutions for tracking.</p> <p>Re-assigns task back to SP in Scoped App Solutions.</p>

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	<p>NSSC-SP electronically sends CA for review and signature.</p> <p>Upon receipt of signed award documents, the NSSC-SP reassigns to the NSSC-CS for award.</p> <p>NSSC-CS executes CA electronically in PPS and uploads signed award documents.</p>	All documents and signatures are transmitted electronically. SP is notified of award via Scoped App Solutions
<u>Step 6 (b)</u> NSSC-SP	The NSSC-SP makes changes or corrections resulting from processing errors, additional processing or Legal review. The NSSC-SP returns the file to the Grant Officer for review and signature.	NSSC-SP inputs status into Scoped App Solutions for tracking.
<u>Step 6 (c)</u> NSSC-CS/SP	<p>The Grant Officer (GO) will review the file and sign the award document. The GO will Approve/Order the award in PPS. PPS interfaces the award obligation into SAP.</p> <p>The file will be returned to the NSSC-SP for distribution, FPDS-NG data input, and administration.</p>	NSSC-CS/SP inputs status into ScopedApp Solutions for Tracking
<u>Step 7</u> NSSC-CS/SP Center Technical Officer/Finance Office	The NSSC-SP will work with the NSSC Grant Officer and Center personnel (Technical Officer, Property Officer, Finance Offices, New Technology Representative, Patent Representative, Resources, Safety Officer, (National Environmental Protection Act) NEPA Manager, etc.) for coordination on post-award administration. Post- award requirements include but are not limited to: delegation of administration; incremental funding actions (including continuations); time extensions; augmentations; changes in scope; changes in PI; transfers, novations and change of name agreements; termination and enforcement; invoicing; and monitoring of reporting requirements. Other routine activities involving property, patents, new technology, NEPA compliance, safety compliance, etc., will be coordinated with the Center's POCs for these matters. When a grant or cooperative agreement expires, the NSSC-SP will transfer the file to the NASA closeout Contractor.	Note: Appendix A presents the Grant & Cooperative Agreement Process Flow Diagram. Step 7 encompasses the actions shown under Appendix A for NASA Centers, Procurement, and Finance

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METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC Procurement	Grant or cooperative agreement award.	Data entered in PPS	Grant lead times for new awards: 90% of award packages prepared within 29 calendar days of receipt of the complete technical requirements package. (Note: This includes receipt of funded/released PR).

PRIVACY/PROPRIETARY DATA

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.

SYSTEM COMPONENTS

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
NAIS EPS (Non-NSSC System)	Publishes synopses of NASA grant and cooperative agreement opportunities through: Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notices (CANs).	User role at NSSC	Grants.gov
Grants.gov	Government-wide system to publish synopses of NASA	No role for NSSC	NAIS EPS and NSPIRES

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(Non-NASA system)	grant and cooperative agreement opportunities through: BAAs, NRAs, AOs, and CANs. This system supports electronic proposal receipt.		
NSPIRES (non-NSSC 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	Grants.gov
SAP/IEMP/ECC	Integrated Enterprise Management Program (IEMP) for Purchase Request receipt, legacy award processing and payment processing.	User role at NSSC	SAP FPDS-NG
Health & Human Services (HHS) Payment Management System (Non-NASA System)	Grant payment, financial management reporting, and cost allocation.	User role at NSSC Finance	SAP/IEMP
FPDS-NG	Data reporting system for grants and cooperative agreements.	User role at NSSC	SAP/IEMP
PPS (Procurement for Public Sector)	Document Generation System - generates grant and cooperative agreement documents, facilitates data reporting, record of official file.	User role NSSC -SP Approver role for NSSC-CS Super User Role for NSSC-SP and NSSC-CS	SAP/IEMP
Grant Status Query System	NSSC tracking of Receipt of TRP package through closeout.	User role at NSSC	Scoped App Solutions

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	Monitor pre- and post-award grant and cooperative agreement status Ref. www.nssc.nasa.gov/grantstatus .		
Grants Webpage	General grant information for the public is posted on the NSSC Grant Web page: www.nssc.nasa.gov/grants	User role at NSSC	Scoped App Solutions
TechDoc	Document management system – for Legacy awards only	User role for NSSC-SP & NSSC-CS	None
Raptor	Used by SMD for approving, releasing and tracking funds for research and analysis efforts	User role for HQ/SMD	None
Scoped App Solutions	Supports NSSC internal activities, metrics, etc.	User role for the NSSC-SP and NSSC-CS	None

CUSTOMER CONTACT CENTER STRATEGY

The NSSC Customer Contact Center (CCC) can be reached via phone, fax or email. Each call, fax or email will initially be assigned as a Level I case. The Contact Center will make every effort to answer the inquiry at Level I. A Scoped App Solutions incident ticket will be opened for all inquiries. In the event a question cannot be answered by the Contact Center, the case will be routed to Level II which is the Procurement Office NSSC-SP. Inquires requiring a response from a Grant Officer will be routed to Level III the Procurement Office NSSC-CS. Inquiries regarding a specific grant or cooperative agreement will be first routed to Level II (NSSC-SP) for resolution. If the inquiry cannot be resolved at Level II it will then be routed to Level III (Center Grant Officer POC).

Email queries: nssc-contactcenter@nasa.gov

Fax queries: 1-866-779-6772

Phone queries: 1-877-NSSC123 or (1-877-677-2123)

The NSSC CCC has been provided a listing of the following: Procurement Office Service Provider staff, their grant & cooperative agreement area of responsibility, the reference URL for the Grant status Web site, other NSSC Procurement Points of Contacts, and other pertinent information.

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POINTS OF CONTACT AT THE NSSC

GOVERNMENT (CS):

PROCUREMENT DIVISION:

Michael Vicory
Chief, Procurement Services

Research Activities Branch:

Cassandra Williams
Chief, Research Activities Branch
Phone: 228-813-6271
Email: 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

Grant Officers by Center:

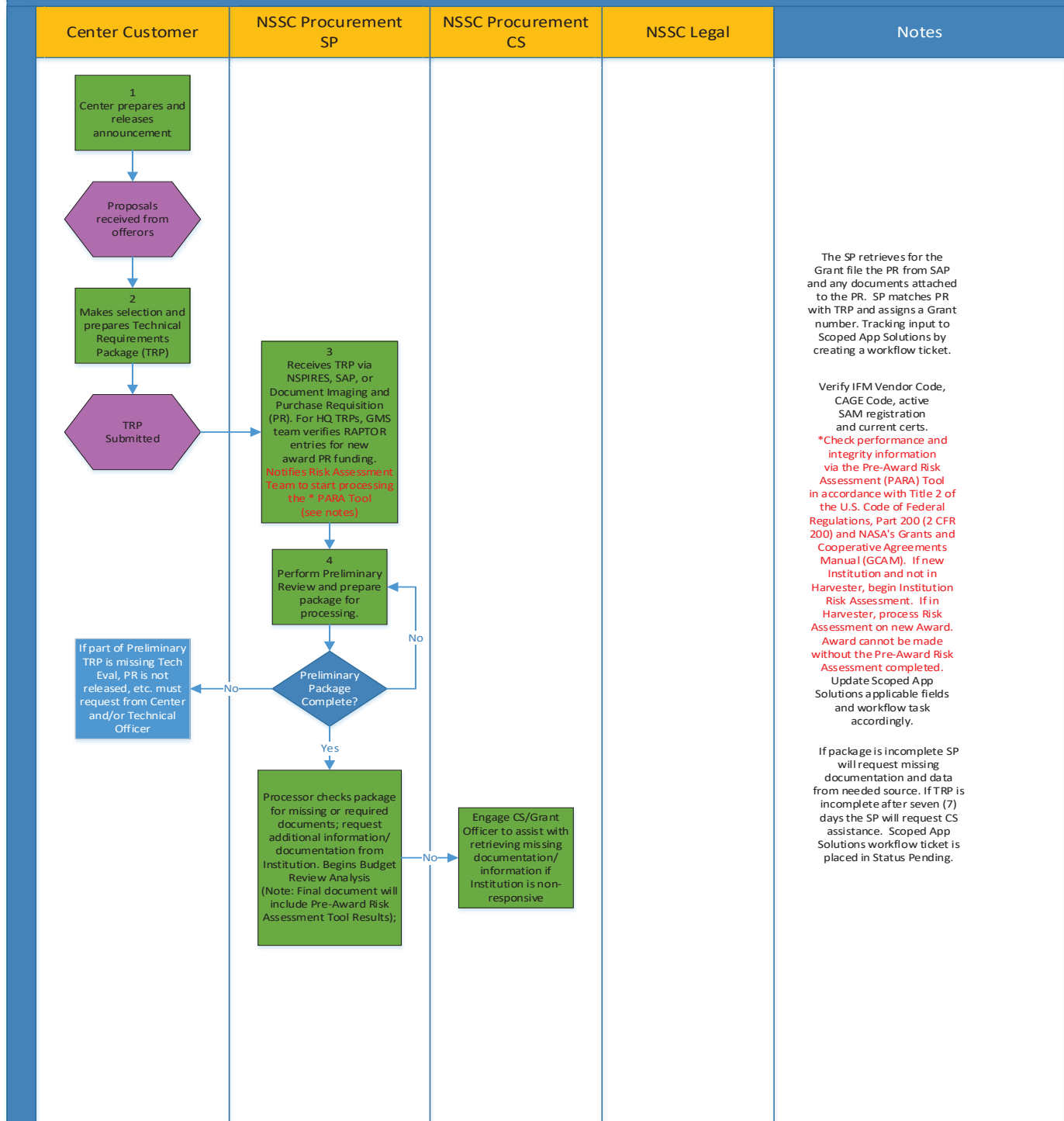
The list of NSSC Grant Officers by Center is available at:

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

Procurement Division – NSSC-Service Provider (SP):

Kevin “Heath” Harriel
Procurement Functional Manager
Phone: 228-813-6451
Email: Kevin.h.harriel@nasa.gov

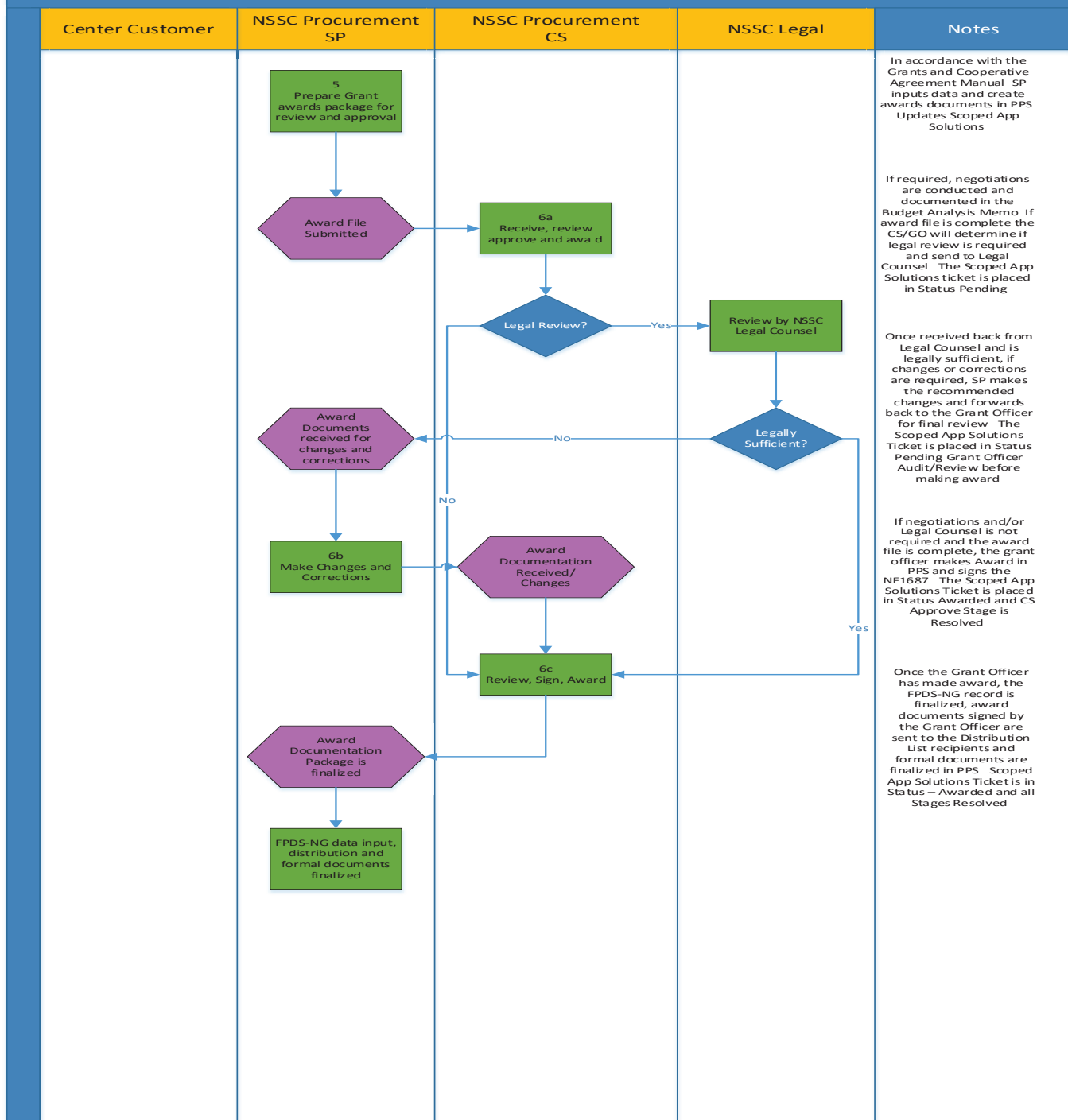
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Process – Grants and Cooperative Agreements



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Process – Grants and Cooperative Agreements – Grant Administration

Center Customer	NSSC Procurement SP	NSSC Procurement CS	NSSC Legal	Notes
<div> <p>Perform Grant Administration for all Post Award activities which include but are not limited to the following:</p> <ol style="list-style-type: none"> 1) Process Administrative and Funding Supplements; 2) Daily, Monthly, Quarterly and Annual Reporting; 3) Answer Help Desk Cases/Call Tickets; 4) Monitor and maintain Progress Report Deliverables; 5) Monitor and maintain grantee information such as NF 1206, Certs/Assurances, Audit Compliance, SAM, Post Award Risk Assessments throughout life of grant, etc.; 6) Audit support such as NATS, OIG, etc.; 7) Transfer expired grants to Closeout, etc.; 8) Other tasks as deemed necessary (ie. supplement template revisions). </div>				

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Appendix B – Checklist for Technical Requirements Package

The NSSC-SP will use the checklists posted on NSSC Web page, <http://www.nssc.nasa.gov>, to ensure Technical Requirements Packages (TRPs) are complete upon receipt at the NSSC. A TRP contains all relative technical and budgetary documentation from the Recipient and the Technical Officer, and includes a funded Purchase Request (PR). This checklist represents NSSC Form 25.

Required Documentation for New Awards/Successor Awards
SOLICITED: Technical evaluation/peer review evaluation and selection documentation
UNSOLICITED: Technical evaluation, Justification for Acceptance of Unsolicited Proposal (JAUP) and Technical Officer's recommendations
COPY OF SELECTION LETTER (if one was sent to Principal Investigator (PI))
ARMD: Congressional Notification
APPROVED DETAILED BUDGET (to include appropriate narrative)
CERTIFICATIONS
ENDORSED PROPOSAL
COPY OF THE BAA/NRA/AO/CAN (cover page only)
JUSTIFICATION AND OTHER APPROVALS (equipment, travel, subcontract consent, general purpose equipment, NEPA requirements, Safety requirements, etc.)
SPECIAL LANGUAGE AND/OR REQUIREMENT FOR AWARD (unique reporting requirements, training grant provisions, statement of nature of collaboration for cooperative agreement)
PURCHASE REQUEST (PR)
Required Documentation for Multi-Year Funding Supplements (Continuations) (i.e., Fund Year 2 of 3)
PROGRESS REPORT (or statement that satisfactory progress has been made from the NASA TO if report not yet due or submitted)
PURCHASE REQUEST (PR)
UPDATED CERTIFICATIONS
Required Documentation for Supplements (Augmentations)
ENDORSED PROPOSAL FOR ADDITIONAL WORK
APPROVED DETAILED BUDGET FOR ADDITIONAL WORK
REVISED BUDGET (if changed from the plan when grant or cooperative agreement was awarded)
TECHNICAL EVALUATION AND SELECTION STATEMENT FOR ADDITIONAL WORK
PURCHASE REQUEST (PR)
UPDATED CERTIFICATIONS
STATEMENT OF COLLABORATION for cooperative agreements (if applicable)

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Appendix C: Part II - Detailed PI Transfer Actions Process Flow

Roles and Responsibilities – Processing PI Transfer Actions

Process 1 – PI Transfer Actions		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 1</u> Recipient	Recipient notifies NSSC or NASA Center Technical Officer that PI is leaving recipient institution.	Note: NSSC will verify that T.O. is notified.
<u>Step 2</u> HQ/NASA Center	If recipient proposes a new PI and the T.O. concurs, then Center/Recipient sends to NSSC the PI Change Package to include: notification of PI change, new PI Vitae and T.O. concurrence.	Note: For HQ awards, HGAO RA's will collect documents and send to NSSC in one package. Award remaining at original Recipient Institution NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 3</u> NSSC-CS/SP	NSSC-SP reviews TRP for completeness. If complete, the NSSC-SP processes supplement changing the PI. If package is incomplete, NSSC-SP requests missing documentation from Center. If after 7 days information has not been received, NSSC-SP engages CO to obtain missing information. NSSC-SP prepares the Supplement award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and the Grants and Cooperative Agreement Manual. The NSSC-SP inputs data and creates award documents in PPS or provides the complete package for the NSSC-CS to process in ECC.	NSSC-CS/SP input status into Scoped App Solutions for tracking.

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<u>Step 3</u> NSSC-CS/SP	NSSC-SP reviews TRP for completeness. If complete, the NSSC-SP processes supplement changing the PI. If package is incomplete, NSSC-SP requests missing documentation from Center. If after 7 days information has not been received, NSSC-SP engages CO to obtain missing information. NSSC-SP prepares the Supplement award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and the Grants and Cooperative Agreement Manual. The NSSC-SP inputs data and creates award documents in PPS or provides the complete package for the NSSC-CS to process in ECC.	NSSC-CS/SP input status into Scoped App Solutions for tracking.

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Process 1 – PI Transfer Actions		
Roles and Responsibilities	Action	Tips/Notes
	<p>NSSC-SP submits the entire Grant file to the NSSC-CS for review, approval and award.</p> <p>The Grant Officer (GO) will review the file and sign the award document. The GO will Approve/Order the award in PPS or complete the release in ECC. PPS and ECC interfaces the award obligation into SAP.</p> <p>The file will be returned to the NSSC-SP for FPDS-NG data input, distribution and administration.</p>	
<u>Step 4</u> HQ/Center	<p>If recipient does not propose a new PI, or the T.O. does not concur with the proposed new PI, and/or the T.O. does not concur with the PI transfer, then NSSC initiates steps to close the award.</p>	<p>Original Recipient does not retain award.</p> <p>NSSC-CS/SP input status into Scoped App Solutions for tracking.</p>
<u>Step 5</u> NSSC-SP	<p>Center submits complete TRP to the NSSC via nssc@nasa.gov or attached to the PR. A new PR is also created and submitted to the NSSC.</p>	<p>Original Award is de-obligated</p>

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Process 1 – PI Transfer Actions		
Roles and Responsibilities	Action	Tips/Notes
	<p>NSSC-SP reviews TRP for completeness. If complete, the NSSC-SP processes supplement de-obligating the funding for the original institution.</p> <p>If package is incomplete, NSSC-SP requests missing documentation from Center. If after 7 days information has not been received, NSSC-SP engages CO to obtain missing information.</p> <p>NSSC-SP prepares the Supplement award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and the Grants and Cooperative Agreement Manual. The NSSC-SP inputs data and creates award documents in PPS or provides the complete package for the NSSC-CS to process in ECC.</p> <p>NSSC-SP submits the entire Grant file to the NSSC-CS for review, approval and award.</p> <p>NSSC-SP coordinates de-obligation of funds with HQ.</p> <p>The Grant Officer (GO) will review the file and sign the award document. The GO will Approve/Order the award in PPS or complete the release in ECC. PPS and ECC interfaces the award obligation into SAP. The file will be returned to the NSSC-SP for FPDS- NG data input, distribution and administration.</p>	
<u>Step 6</u> HQ/Center	If no de-obligated money is to be used to fund work of new recipient institution, then RA sends new PR to NSSC and complete TRP for new institution.	New Award to New Institution of Transferring PI – no de-obligated funds will be used.
<u>Step 7</u> NSSC-SP	<p>The PR interfaces from SAP into PPS.</p> <p>The NSSC-SP retrieves for the grant file the PR from SAP and any documents that may be attached to the PR in SAP.</p> <p>The NSSC-SP matches the PR with the required documentation (see Step 3 above), assigns grant</p>	NSSC-CS/SP input status into Scoped App Solutions for tracking.

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Process 1 – PI Transfer Actions		
Roles and Responsibilities	Action	Tips/Notes
	number, and inputs tracking information into Scoped App Solutions.	
<u>Step 8</u> NSSC-CS/SP	<p>NSSC-SP reviews TRP for completeness. If complete, the NSSC-SP processes new grant award for the transferring PI's new Institution.</p> <p>Notify Risk Assessment Team to process the PARA tool.</p> <p>If package is incomplete, NSSC-SP requests missing documentation from Center. If after 7 days information has not been received, NSSC-SP engages CO to obtain missing information.</p> <p>NSSC-SP prepares the award package for the review and approval of the NSSC-CS in accordance with NSSC internal policies and procedures and the Grants and Cooperative Agreement Manual. The NSSC-SP inputs data and creates award documents in PPS.</p> <p>NSSC-SP submits the entire Grant file to the NSSC-CS for review, approval and award.</p> <p>The Grant Officer (GO) will review the file and sign the award document. The GO will Approve/Order the award in PPS. PPS interfaces the award obligation into SAP. The file will be returned to the NSSC-SP for FPDS-NG data input, distribution and administration.</p>	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 9</u> NSSC-CS/SP	NSSC-SP initiates close-out procedures for original award.	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 10</u> HQ/Center	If money currently obligated on existing award is to be used to fund work of new recipient institution, then RA sends to NSSC approval of de-obligation, (i.e., de-ob form)	New Award to New Institution of Transferring PI – de-obligated funds will be used.

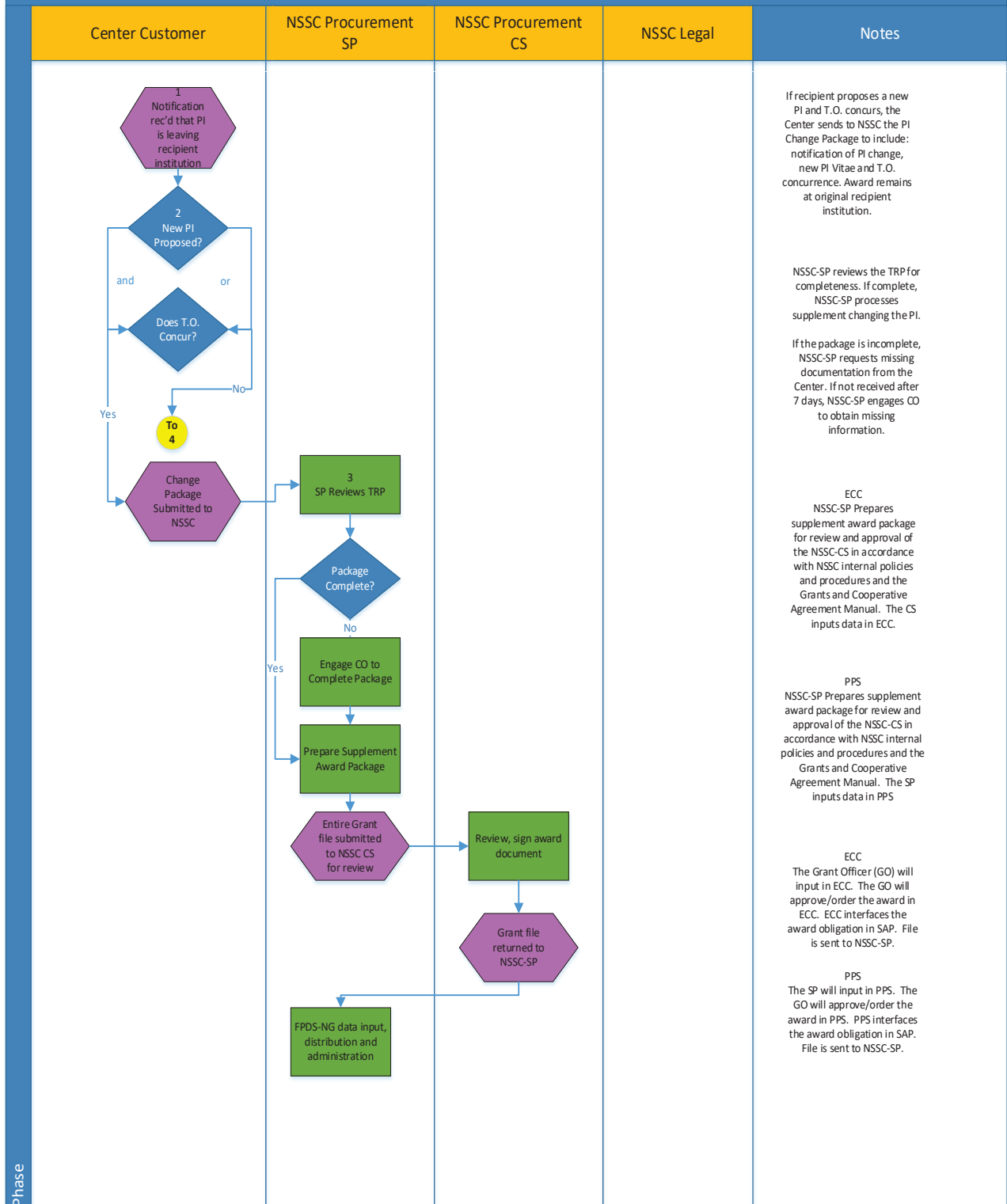
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Process 1 – PI Transfer Actions		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 11</u> NSSC-CS/SP	NSSC-SP simultaneously prepares de-obligation of original grant via supplement and prepares new grant award package.	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 12</u> NSSC-CS/SP	NSSC-CS de-obligates original grant via supplement documents prepared by NSSC-SP for the NSSC-CS to process in ECC. NSSC-CS notifies RA that de-obligation is complete.	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 13</u> HQ/Center	RA places de-obligated funding onto new PR for new grant. Sends PR to NSSC.	
<u>Step 14</u> NSSC-SP	The PR interfaces from SAP into PPS. The NSSC-SP retrieves for the grant file the PR from SAP. The NSSC-SP matches the PR with the new grant, and inputs tracking information into Scoped App Solutions.	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 15</u> NSSC-CS	NSSC-SP submits the entire Grant file to the NSSC-CS for review, approval and award. The Grant Officer (GO) will review the file and sign the award document. The GO will Approve/Order the award in PPS. PPS interfaces the award obligation into SAP. The file will be returned to the NSSC-SP for FPDS-NG data input, distribution and administration. NSSC-SP notifies the RA that new grant has been awarded. .	NSSC-CS/SP input status into Scoped App Solutions for tracking.
<u>Step 16</u> NSSC-SP	NSSC-SP initiates close out procedures for original award	NSSC-SP input status into Scoped App Solutions for tracking.

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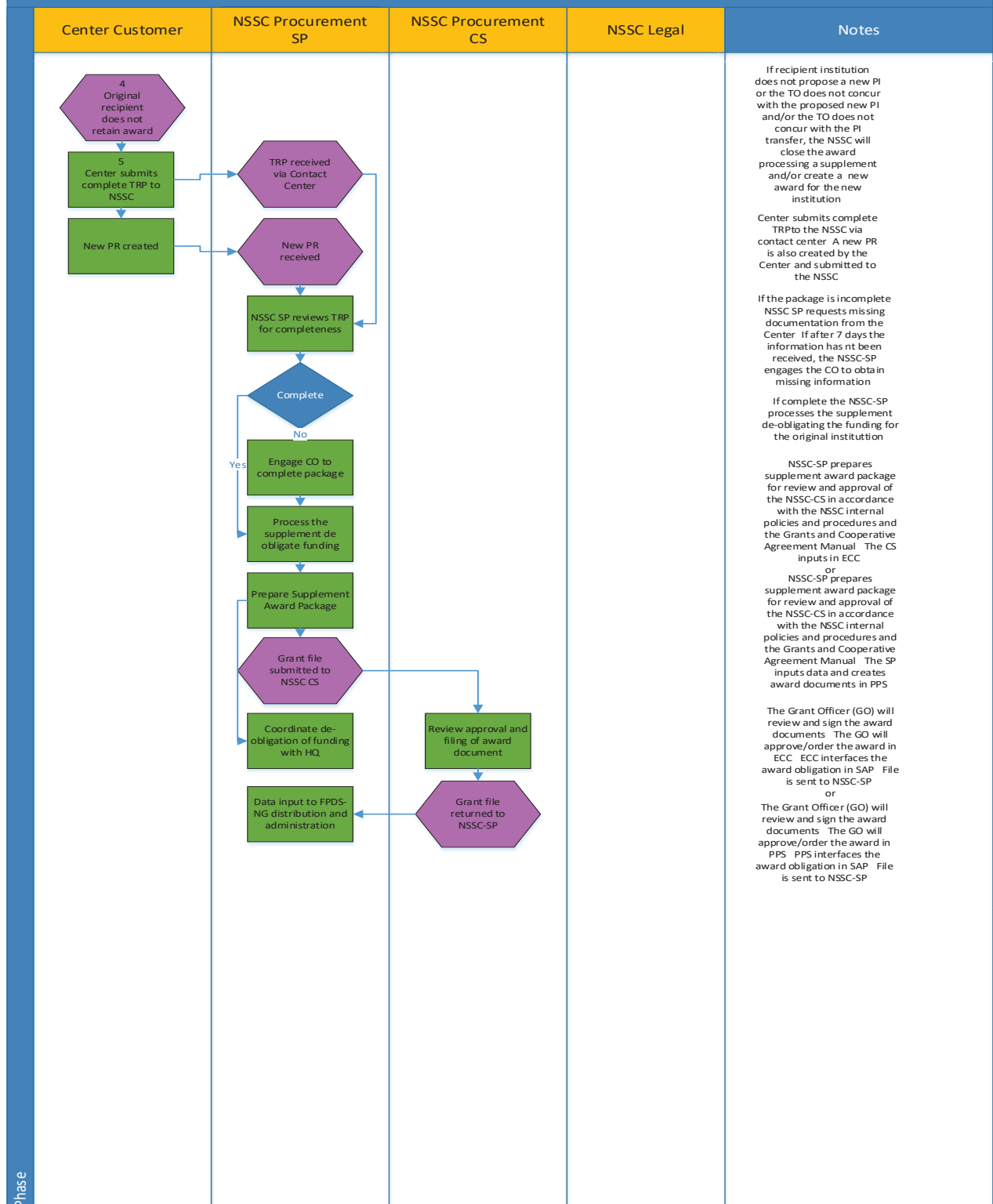
Process – Principal Investigator (PI) Transfer Actions



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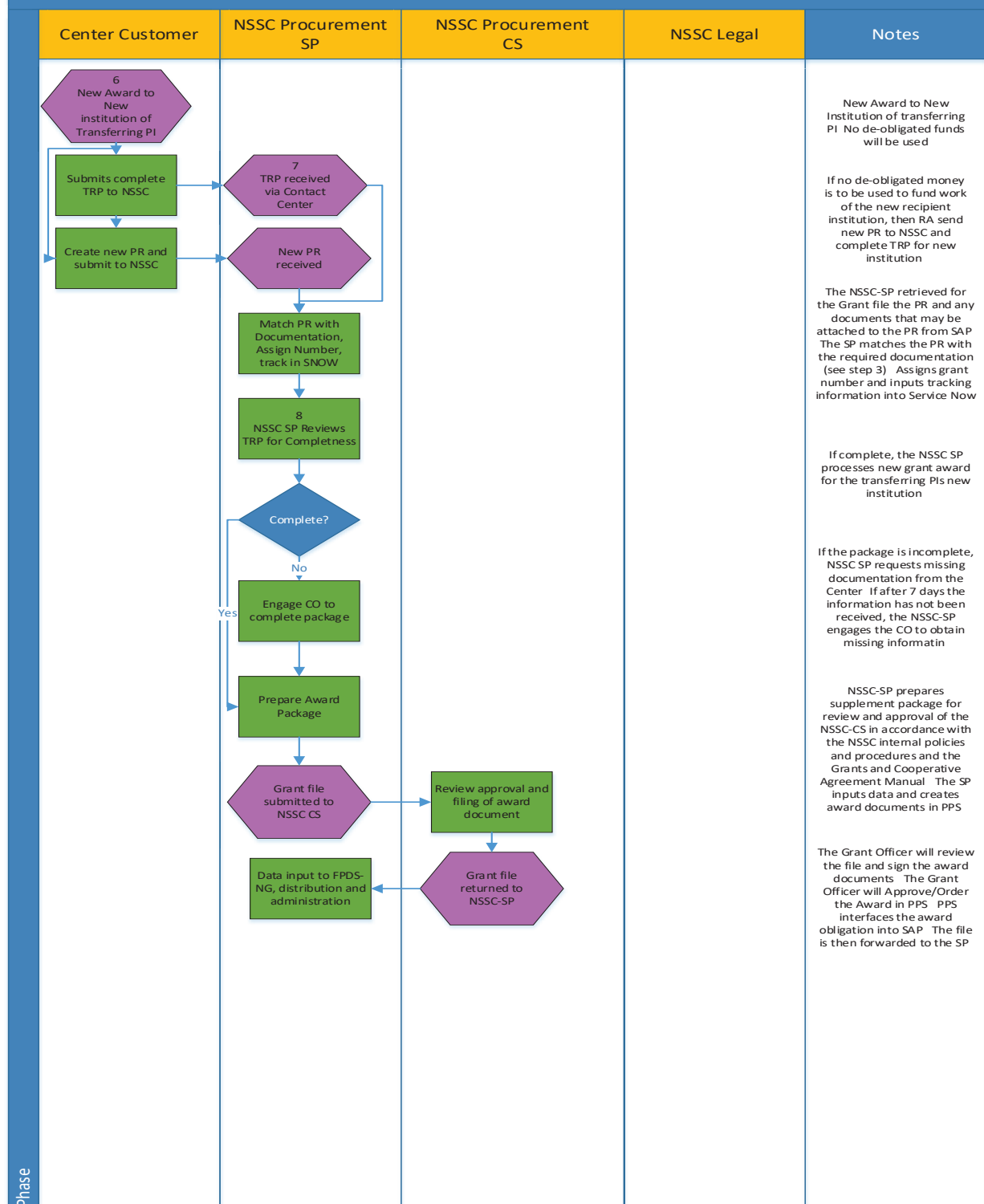
Process – Principal Investigator (PI) Transfer Actions – 2



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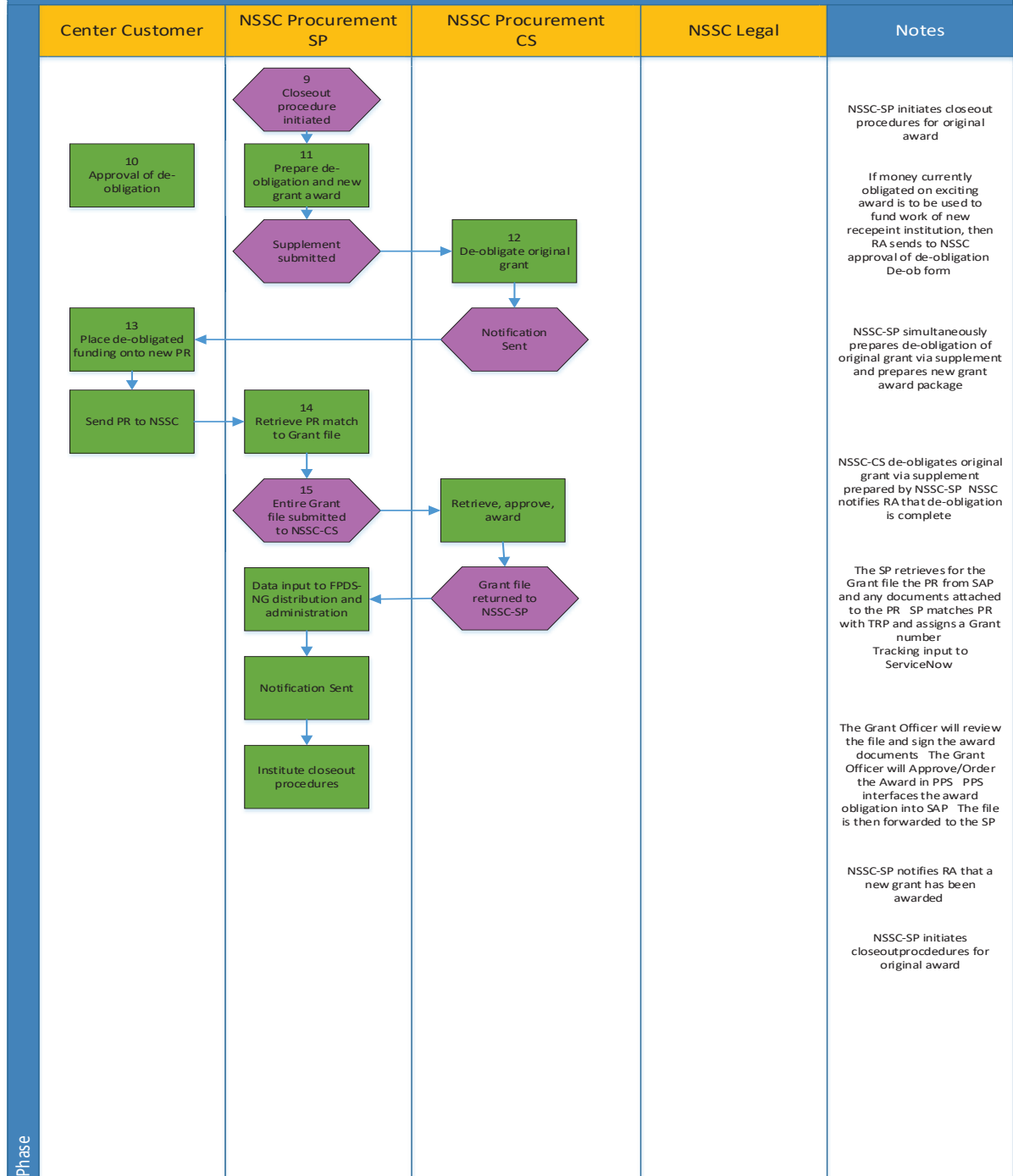
Process – Principal Investigator (PI) Transfer Actions – 3



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Process – Principal Investigator (PI) Transfer Actions – 4



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Appendix D – Distribution of Award Documents for Payment Processing

The NSSC-SP will use the award document (with Grant Officer's electronic signature) and perform electronic distribution via email to the NASA Technical Point of Contact, Finance, the recipient, etc., in accordance with standard distribution procedures in the NASA Grant and Cooperative Agreement Manual (5.12).

Distribution will be made to the Finance Office/Center where the Purchase Request originated. Each Center Finance Office will provide an email address to the NSSC-SP to which all award documents will be forwarded. Hard copies will not be forwarded.

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Appendix E – Technical Requirements Package Transmittal Form

NSSC Transmittal Form: All documents should be sent to the NSSC with a Technical Requirements Package Transmittal Form (NSSC Form 25). The transmittal form should be used to transmit all technical packages and related correspondence to the NSSC to permit more efficient processing of grants and cooperative agreements. One (1) completed form should be used for each technical package to ensure proper sorting and routing of the package. Correspondence for a specific grant or cooperative agreement, not included in the original Technical Requirements Package, should be submitted with a transmittal form. This will permit matching up the correspondence with the specific grant or cooperative agreement in a timely manner. All incoming documents will be received into the NSSC TechDoc Center, where they will be processed and electronically filed.

Technical packages, excluding documents with proprietary data, can be sent as follows:

Email: All non-proprietary documents should be sent to the following unsecured email address. Documents transmitted to this email will be loaded directly into the NSSC document library for routing: nssc-contactcenter@nasa.gov.

SAP/IEMP: Centers may opt to forward Technical Requirements Packages as attachments in the SAP/IEMP system in accordance with local procedures. These attachments will come into the NSSC via the Procurement for Public Sector (PPS). Note: The preferred method is to attach all non-proprietary documents of the Technical Requirements Package to the PR in SAP.

Fax: Do not fax proposal or proprietary information. Faxed information is secure once it arrives at NSSC; however, transmission of fax is unsecured. Documents transmitted to this fax will be loaded directly into the NSSC document library for routing.

1-866-779-6772

Technical packages, including documents containing proprietary data, can be sent as follows:

Mail: All documents, including those with proprietary data, can be mailed to the following address. Documents transmitted via mail will be loaded directly into the NSSC document library for routing.

NASA Shared Services Center
 Attn: Office of Procurement-SP
 Building 1111, Jerry Hlass Road
 Stennis Space Center, MS 39529-6000

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Encrypted Email: Centers may contact the NSSC Contact Center to obtain a valid PKI email address to send proprietary data vial encrypted email. The NSSC is also linked to NSPIRES and can access proposals electronically via NSPIRES.

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Appendix F – Acronyms and Abbreviations

AO	Announcement of Opportunity
ARC	Ames Research Center
AFRC	Armstrong Flight Research Center
BAA	Broad Agency Announcement
CAN	Cooperative Agreement Notice
CASI	Center for AeroSpace Information
DCMA	Defense Contract Management Agency
ECC	Enterprise Central Component
HHS	Department of Health and Human Services
FedBizOps	Federal Business Opportunities
FPDS-NG	Federal Procurement Data System – Next Generation
G&CA	Grants and Cooperative Agreements
GRC	Glenn Research Center
GSFC	Goddard Space Flight Center
HQ	NASA Headquarters
JSC	Johnson Space Center
JPL/NMO	Jet Propulsion Laboratory/NASA Management Office
KSC	Kennedy Space Center
LaRC	Langley Research Center
MSFC	Marshall Space Flight Center
NAIS EPS	NASA Acquisition Internet Service, Electronic Posting System
NEPA	National Environmental Protection Act
NSPIRES	NASA Solicitation and Proposal Integrated Review and Evaluation System
NSSC	NASA Shared Services Center
NSSC–CS	NASA Shared Services Center-Civil Servant
NSSC–SP	NASA Shared Services Center-Service Provider (Contractor)
NRA	NASA Research Announcement
ONR	Office of Naval Research
PARA Tool	Pre-award Risk Assessment Tool
PI	Principal Investigator
PPS	Procurement for Public Sector
PR	Purchase Request
SSC	Stennis Space Center
TRP	Technical Requirements Package