

# **ONR Addendum to the DoD R&D General Terms and Conditions and ONR Programmatic Requirements for Domestic Awardees July 2024**

This award is subject to the Department of Defense (DoD) Research and Development (R&D) General Terms and Conditions. This document is an element of those general terms and conditions. The first portion of this document is the Office of Naval Research (ONR) Addendum to DoD R&D General Terms and Conditions, which either makes certain provisions inapplicable in certain circumstances or provides additional content relevant to ONR awards for sections of specified articles from those general terms and conditions. The five asterisks indicate that there is content from the DoD R&D General Terms and Conditions within the identified parts and articles that remains unchanged and is not restated in this document. To understand the entire requirement for a given article, the DoD R&D General Terms and Conditions must be read in tandem with this ONR Addendum. The second portion of this document is comprised of the programmatic requirements portion of the general terms and conditions that apply to ONR awards subject to the DoD R&D General Terms and Conditions. This document uses plain language as described in the preamble to the DoD R&D General Terms and Conditions.

## **ONR Addendum to the DoD R&D General Terms and Conditions**

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### **Part 2: Financial and Program Management (FMS Articles)**

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#### **FMS Article II. Payments.**

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#### **Section C. Electronic funds transfer and other payment procedural instructions of information.**

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#### **2. Other payment procedural instructions or information.**

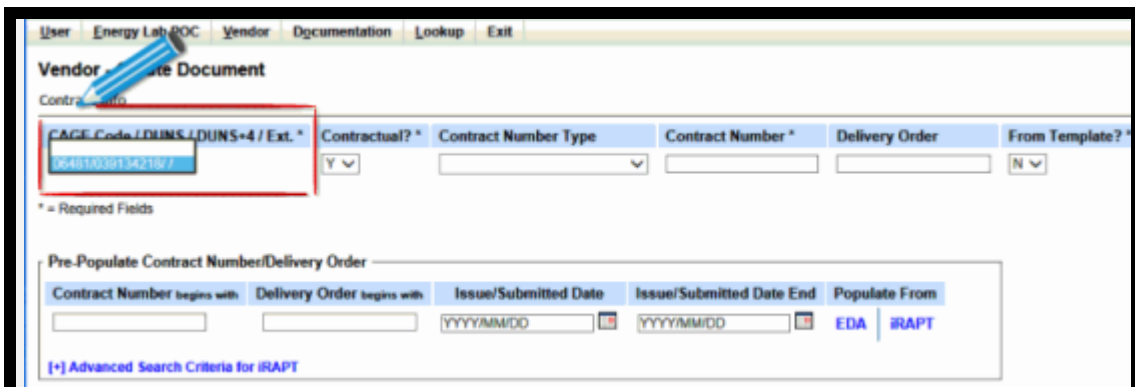
- a. *Electronic Funds Transfer Information.* All payments will be made by funds transfers to the bank account registered in System for Award Management (SAM) at <https://www.sam.gov/portal/SAM/>. You must maintain the currency of information about yourself in SAM, including information necessary to facilitate payment via Electronic Funds Transfer (EFT). We cannot be held responsible for any misdirection or loss of

payment which occurs as the result of your failure to maintain correct/current EFT information within your SAM registration.

- b. *Electronic Payment Request Instructions.* You must submit payment requests through the Wide Area Workflow (WAWF) button in the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil>.

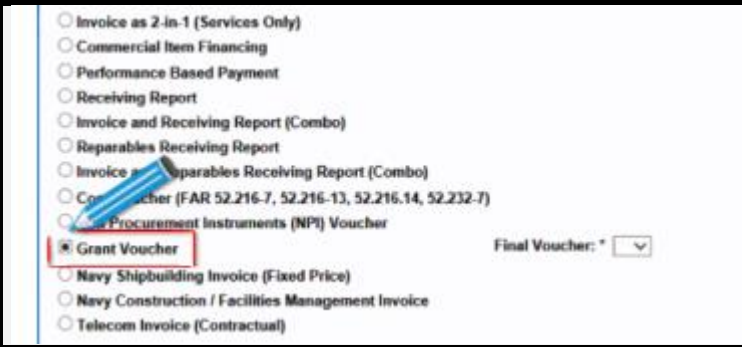
A reference guide for a WAWF grant voucher is available at <https://piectraining.eb.mil/wbt/wawf/VendorCreateGrantDocument.pdf>.


To ensure a successful flow of your payment request, follow ONR's data input instructions and comments for the specific fields provided in the table below. The images in the table are extracted from the WAWF Grant Voucher Reference Guide.



WAWF: Vendor - Create Document	Data Input	Comment
CAGE Code/ DUNS/DUNS+4/Ext	Enter CAGE Code found in Block 13b of the grant document or on the first page of the cooperative agreement	
Contractual?	Y	
Contract Number Type	Review the value of the Contract Number field below; if the 9th position is a 1, select "Grant", if it is a 2, select "Cooperative Agreement", or if it is a 3, select "Other Agreement".	
Contract Number	Found in Block 4 of the grant document or on the first page of the cooperative agreement	
Delivery Order	Leave Blank	

Reference Procurement Identifier	Leave Blank	
Pay Official	Found in Block 25b of the grant document or identified in the cooperative agreement	

		
<b>WAWF: Create New Document</b>	<b>Data Input</b>	<b>Comment</b>
Select Document to Create:	Grant Voucher	
Final Voucher	Y or N appear in the drop down menu. Select Y for yes; Select N for no.	

		
<b>WAWF: Vendor – Grant Voucher</b>	<b>Data Input</b>	<b>Comment</b>
Issue Date	Found in Block 33c of the grant document or on the first page of the cooperative agreement	Optional
Issue By DoDAAC	N00014	

Admin DoDAAC	Found in Block 23b of the grant document or identified in the cooperative agreement	
Grant Approver	Found in Block 23b of the grant document or identified in the cooperative agreement	
Extension	Leave Blank	

**Vendor - Grant Voucher**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Grant WS Comments Attachments Preview Document

WARNING: The Voucher Date has been pre-populated from the iRAPT system server.

single \* = Required Fields on Signature; double \*\* = Required Fields on Signature, saving draft document, and tabbing.

Contract Number	Delivery Order	Issue Date	CAGE Code/Ext.
123456789			00000
Contract Number Type	Voucher Number **	Voucher Date * (iRAPT System Server Date)	Final Voucher?
International Agreement		2017/01/19	N
Employer Identification Number	Recipient's Account Number	Period From Date *	Period To Date *
999999999		YYYY/MM/DD	YYYY/MM/DD
Currency Code	Document Total (\$)		
USD			

**Contractor Certification \***

In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request are correct and that payment is due and has not been previously requested.

Signature Date

2017/01/19

<b>WAWF: Vendor – Grant Voucher: Header Tab</b>		
Voucher Number	Enter 4 characters in the format X###, where X = Alphanumeric and # = Numeric)	
Voucher Date	Enter Today's Date	
Voucher Number	Enter own tracking number	Optional
Period From Date	Start of billing period	The "Period From Date" and "Period To Date" indicate the time frame during which costs were or will be,

		if an advance, incurred.
Period To Date	End of billing period	
Signature Date	Enter Today's Date	
Basis of Request	Select Advance, Reimbursement, or both radio buttons	

**Vendor - Grant Voucher**  
 Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses **Grant WS** Comments Attachments Preview Document

\* = Required Fields

Type of Payment Requested \* : ☒ Advance ☐ Reimbursement

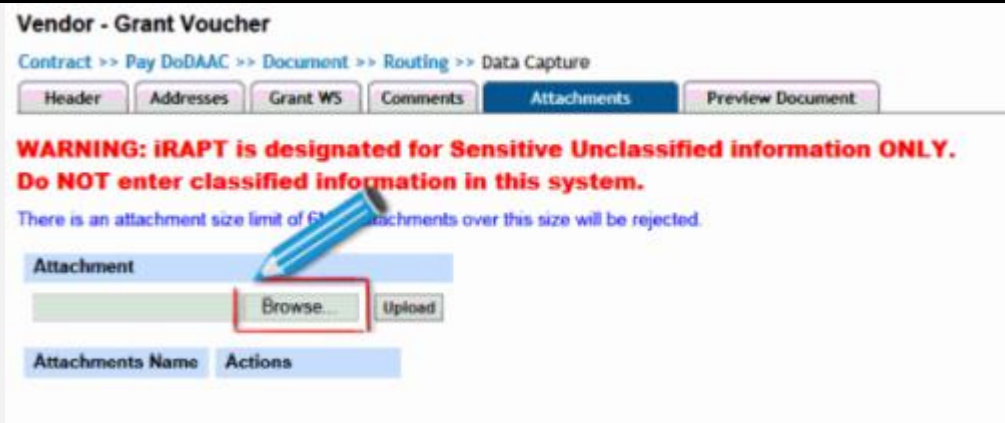
**11. Computation Of Amount**

Programs/Functions/Activities	(a)	(b)	(c) (Delete Column)
a. Total program outlays to date (As of date)			
b. Less: Cumulative program income			
c. Net program outlays (line a - line b)			
d. Estimated net cash outlays for advance period			
e. Total (line c + line d)			
f. Non-Federal share of amount on line e			
g. Federal share of amount on line e			

**WAWF: Vendor – Grant Voucher: Grant WS Tab**

11. Computation of Award	Enter values in column (a)	Enter values in column (b) and (c), if necessary.
	a. Enter program outlays (net of refunds, rebates, and discounts) as of date listed. The term outlays are described on the instruction page of the SF-270.	
	b. Provide this information only if you received income from program income.	
	c. Confirm system calculation (i.e., Line 11a. minus 11b.)	
	d. Provide this information if you are requesting an advance to	

	cover expenses to be incurred within the period indicated under the Grant Voucher: Header Tab. This is the period during which costs will be incurred and funds expended.	
	e. Confirm system calculation (i.e., the total of lines 11c. and 11d.)	
	f. Provide this information only if cost sharing is required. Enter the total amount of cost share represented in the amount on line 11e.	If you are not meeting the expected cost sharing, you must attached a brief explanation
	g. Confirm system calculation (i.e., subtract line 11f from 11e.)	
	h. Indicate all funds previously requested for this grant.	
	i. Confirm system calculation (i.e., shows the amount you are now requesting. Subtract line 11h. from 11g.)	
12. Alternate Computation	Do not complete	Block 12 "Alternate Computation" on its own does not provide the necessary expenditure information.

		
<b>WAWF: Vendor – Grant Voucher: Attachments Tab</b>		
	<p>If the payment request is submitted more than ten (10) calendar days before the recipient anticipates disbursing the requested amount, the recipient is required to upload supporting documents in WAWF explaining why the advance was made prematurely or other reasons for the excess cash.</p>	

c. *Questions for the Payment Office.*

If you submitted a voucher and **have not received payment**, log into WAWF and check the status of the voucher.

If the voucher status is Rejected, it was returned to you for action. The Misc Tab should have information on why it was rejected and may suggest the next steps. If information is not available, contact your assigned POC at the administration office in Block 23a of your award. The Delivery Schedule Manager (DSM) module of PIEE is the preferred method of contacting the administration office via the “Submit Award Specific Request/Inquiry to Administration Office” link within the Award Specific View section, if available. Directions can be found later in this document under FMS Article IV, Section D.2.a. about how to gain access to DSM.

If the voucher status is Submitted or Recalled, contact your assigned POC at the administration office in Block 23a of your award. The DSM module of PIEE is the preferred method for contacting the administration office via the “Submit Award Specific Request/Inquiry to Administration Office” link within the Award Specific View section, if available.

If the voucher status is Accepted, Processed, Paid, or Suspended in WAWF, note the award number, voucher number, and payment office code (if payment has not been received) and access the module “myInvoice” also in the Procurement Integrated Enterprise Environment (PIEE). If the “myInvoice” module indicates paid, but payment has not been received, contact Defense Finance and Accounting Service (DFAS) at 216-204-1073 or 1-855-608-3975 or Ask DFAS at <https://corpweb1.dfas.mil/askDFAS/askAP.jsp> and submit a ticket (select A/P Customer Service as your category) and one of the following subcategories: ID of Payment Received, Payment History Request – One Pay only, Payment Status or WAWF Invoice Status.

- d. *Instructions for the Payment Office.* The payment office must make payment by using the oldest fiscal year appropriations first, exhausting all funds in the previous fiscal year before disbursing from the next fiscal year. Unless otherwise specified in the award-specific terms and conditions found in the “Special Requirements” starting on page 5 of the ONR Award Form (NAVONR 4206), in the event there is more than one ACRN associated with the same fiscal year, payment will be made in sequential ACRN order within the award, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: alpha/alpha; alpha/numeric; numeric/alpha; and numeric/numeric.

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#### **FMS Article IV. Revision of budget and program plans.**

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#### **Section C. Pre-award costs, carry forward of unobligated balances, and one-time no-cost extensions.** You are authorized, without requesting prior approval from us, to:

\* \* \* \* \*

3. Initiate a one-time extension of the period of performance by up to 3 months, as long as:
  - a. You notify the Administration Office in writing (*preferably through DSM, as indicated below in FMS Article IV, Section D.2.a.*) with the supporting reasons and revised end date of the period of performance at least 10 calendar days before the current end date.
  - b. The extension does not require any additional Federal funding.



- c. The extension does not involve any change in the scope or objectives of the project or program.

## **Section D. Procedures.**

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### **2. Additional procedural instructions.**

- a. All requested changes to ONR awards should be submitted to Administration Office through the Delivery Schedule Manager (DSM) module in the Procurement Integrated Enterprise Environment (PIEE), located at <https://piee.eb.mil/>. Recipient personnel that have the WAWF Vendor role in PIEE will already have access to the DSM module. Those recipient personnel who need access to DSM for report submission or report monitoring purposes but don't need access to WAWF, should request the "DSM Vendor" role in PIEE. Once your access to DSM has been approved through one of the two aforementioned roles, you will then be able to see the DSM module icon after navigating to the PIEE weblink above. To request a change to an award, click on the DSM module icon and then click on "Award Specific View" on the left side of the page to search for your award number. After locating and clicking on your award number, then click on the hyperlink for "Submit Award Specific Request/Inquiry to Administration Office". Select "Request Award Change(s)" under the Submission Type field when requesting an award change, otherwise select "communication" in the submission type field. On this screen, at a minimum, enter the email address of your ONR Administration Office POC so this person is notified that the request is available for review in DSM. When uploading an attachment for a request or communication, under the Attachment Tab of this screen you will also need to specify the attachment type (there are three choices) and submission type (although only one exists) prior to submission. ONR intends to provide more information about DSM on <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award>.
- b. Revised budgets, when applicable, must be submitted on the "Research & Related Budget" form, which is part of the SF-424 Research and Related (R&R) family of forms.
- c. Except for the one-time extension of the period of performance by up to 3 months initiated in accordance with Section C.3 above of FMS Article IV, any other extension to the period of performance requires:
  - i. written prior approval by the Administrative Grants Officer or Grants Officer for the award.

- ii. a written justification from the recipient with supporting reasons that should be submitted to the Administration Office through DSM at least 21 calendar days before the end of the period of performance.
- d. A change in a key person identified in the award cover pages. The following information must be submitted with the key personnel request:
  - i. A list of all current projects the individual is working on, in addition to any future support the individual has applied to receive, regardless of the source.
  - ii. Title and objectives of the other research projects.
  - iii. The percentage per year to be devoted to the other projects.
  - iv. The total amount of support the individual is receiving in connection to each of the other research projects or will receive if other proposals are awarded.
  - v. Name and address of the agencies and/or other parties supporting the other research projects.
  - vi. Period of performance for the other research projects.

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## **FMS Article VI. Cost sharing or matching.**

### **Section A. Required cost sharing or matching.**

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#### **2. You must obtain our prior approval if you wish to:**

\* \* \* \* \*

- b. Substitute alternative cost sharing or matching contributions in lieu of specific contributions included in the approved budget.

## **Part 3: Property Administration (PROP Articles)**

### **PROP Article I. Title to property.**

#### **Section A. Title to property acquired under this award.**

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#### **2. Exempt property.**

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- c. The right to transfer in PROP Article I, Section A.2.c does not apply to any Unmanned Aerial System (UAS) equipment and supplies necessary for the research program that were acquired under the award and charged as direct costs to the project or program.

## **Part 5: Financial, Programmatic, and Property Reporting (REP Articles)**

### **REP Article I. Performance management, monitoring, and reporting.**

#### **Section A. Required reporting form, format, or data elements for interim and final performance reports.**

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2. Format. You must submit performance reports by using the Research Performance Progress Report (RPPR) component of the Army Research Office (ARO) extranet website identified in paragraph F.1 of this article.
3. Data Elements. Instructions for submitting RPPRs, including required sections and data elements, can be found at <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award>. Data provided in the reports will be used in ONR's grant database for analysis, thus it is important your submissions are complete and accurate. Do not upload a pre-prepared document and enter "see attached" into the various data fields. You are encouraged to upload a pdf file with tables, figures, etc. to compliment your report text. Distribution/availability Statements on RPPRs for grants should normally be "A – Public Release", but exceptions can be made with Program Officer consent. Journal articles, conference papers, theses, and patents should be reported through the Products section of the report. All journal articles accepted for publication and all conference papers should be uploaded as pdfs. Also, see additional requirements related to any final peer-reviewed manuscript under paragraph 6 of the Programmatic Requirements Portion of the General Terms and Conditions in this document.

#### **Section B. Frequency, reporting periods, and due dates for interim performance reports.**

1. Frequency and Period. You must submit interim performance reports annually. Each interim report will cover the research progress during most recent 12-month period from October 1st to September 30<sup>th</sup>, i.e., the Government fiscal year. The first interim report will cover a reporting period shorter than 12-months if the start date of the award is after October 1<sup>st</sup>. In the Government fiscal year in which the award ends, a final report will be due in lieu of an interim report. The final report will cover the entire period of performance.
2. Due dates. The due date for each interim performance report is every November 1<sup>st</sup> during the period of performance. ONR's decision on whether to provide any remaining future

funding for the award may be delayed if an interim performance report is received later than the due date.

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## Section F. Performance reporting procedures

1. Interim and Final Reports: You must submit each interim performance report and the final performance report to the two websites as directed in the table below. You are not required to email interim RPPRs or the final RPPR (i.e., final report) to the ONR Program Officer since ONR has internal mechanisms established to provide these reports to them after they are received through the websites below.

Steps	Website Description	Website Addresses and Instructions
First	Army Research Office (ARO) Extranet website	The first step for delivering each performance report is to submit through the ARO extranet portal at <a href="https://extranet.aro.army.mil/">https://extranet.aro.army.mil/</a> . After submitting the report through this ARO website, download a pdf file of the submitted report from the ARO website for use in the second step below.
Second	PIEE Delivery Schedule Manager (DSM) module	Submit the pdf file of the submitted report from the first step to the DSM module in PIEE at <a href="https://piee.eb.mil/">https://piee.eb.mil/</a> . After clicking on the DSM icon at the PIEE weblink, search for your award number under “Award Specific View”. After clicking on the award number hyperlink, scroll down to the relevant report under either “Interim Reports Due” or “Final Reports Due” and then click on “Submit/View Reports” under the applicable row. See information about how to access DSM earlier in this document under FMS Article IV, Section D.2.a.

2. Requests to Extend Due Date for Reports. You must submit any requests to extend the due date for a performance report to the Administration Office through the DSM module of PIEE. Use the directions found earlier in this document under FMS Article IV, Section D.2.a. to submit these types of requests. These requests should be submitted at least 21 calendar days before the due date of the report.
3. Significant Developments. You must report any significant developments specified in Section E of this article to the Administration Office through the DSM module of PIEE. Use the directions found earlier in this document under FMS Article IV, Section D.2.a. to submit these types of requests with one clarification. The submission type data field in DSM should

be “Communication” if the reporting of significant developments does not also include a request to change the award.

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## **REP Article II. Financial reporting.**

### **Section A. Required reporting form, format, or data elements for interim and final financial reports.**

You must submit financial reports on the Standard Form 425 (SF 425), “Federal Financial Report,” including block 11 “Indirect Expense.”

### **Section B. Interim financial reports: frequency, reporting periods, and due dates.**

You are not required to submit interim financial reports unless otherwise specified in any award-specific terms and conditions found in the “Special Requirements” starting on page 5 of the ONR Award Form (NAVONR 4206).

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### **Section E. Where and how to submit financial reports.**

You must submit the final financial report to the Administration Office (see Block 23a of ONR Award Form (NAVONR 4206)) and the Technical Representative (see Block 21 of ONR Award Form (NAVONR 4206)) through the Delivery Schedule Manager (DSM) Module in the Procurement Integrated Enterprise Environment (PIEE), located at <https://piee.eb.mil/>. After clicking on the DSM icon at the PIEE weblink, search for your award number under “Award Specific View”. After clicking on the award number hyperlink, scroll down to the Final Reports Due section and select the final cost report, and then click on “Submit/View Reports”. See information about how to access DSM earlier in this document under FMS Article IV, Section D.2.a.

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## **REP Article III. Reporting on property.**

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### **Section D. Intangible property.**

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#### **1. Inventions developed under the award.**

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- a. To comply with the requirement in paragraph D.1 for a final report listing all subject inventions, you must use the DD Form 882. Both disclosures of subject inventions developed under the award and the final report using the DD Form 882 must be provided to the patent office cited in Block 26a. of the ONR Award Form (NAVONR 4206) and the Administration Office cited in Block 23a. through the Delivery Schedule Manager (DSM) Module in the PIEE, located at <https://piee.eb.mil/>. After clicking on the DSM icon at the PIEE weblink, search for your award number under “Award Specific View”. After clicking on the award number hyperlink, scroll down to the “Final Reports Due” section and select the “Submit/View Reports” icon on the applicable row for the Patent Report. If uploading both the DD Form 882 and a disclosure of subject inventions, you will need to merge those documents into one file prior to uploading into DSM. The DD Form 882 can be found at <http://www.dtic.mil/whs/directives/forms/dd/ddforms0500-0999.htm>. See information about how to access DSM earlier in this document under FMS Article IV, Section D.2.a.
- b. If there were no subject inventions, you must still submit a final report through DSM, as specified above in paragraph a., but will indicate in section 5 of the DD Form 882 that no subject inventions were developed under the award.

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## **Part 6: Other Administrative Requirements (OAR Articles)**

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### **OAR Article IV. Claims, disputes, and appeals**

#### **Section A. Definitions.**

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2. Grant Appeal Authority – Submit to E. Jamie Thompson, Director of ONR Contracts, Grants, and Acquisitions, at [elwyn.j.thompson3.civ@us.navy.mil](mailto:elwyn.j.thompson3.civ@us.navy.mil).

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## **Part 7: Subawards (SUB Articles)**

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## **SUB Article V. Property requirements for subawards.**

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### **Section B. Title to property.**

#### **1. Subawards to institutions of higher education, nonprofit organizations, States, local governments, or Indian tribes.**

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- b. **Exceptions.** For a subaward to conduct basic or applied scientific research with a nonprofit institution of higher education or nonprofit organization whose primary purpose is conducting scientific research, you must include terms and conditions in that subaward that allow the title to all equipment and supplies acquired under that subaward and charged as direct costs to the project or program to vest with the subrecipient upon acquisition subject only to the following three conditions related to equipment:
  - i. The subrecipient uses the equipment for the authorized purposes of the project or program until the property is no longer needed for those purposes.
  - ii. The subrecipient manages the equipment as provided in PROP Article II of these general terms and conditions. This includes maintaining property records that include the percentage representing the Federal share of total project costs under the award to you (the recipient) under which the subrecipient acquired the exempt property, so that the subrecipient may deduct the Federal share if it wishes to use the property in future contributions for cost sharing or matching purposes on Federal awards. When both your award with the DoD Component has cost sharing requirements and your subaward allows for the purchase of exempt property, you must include in that subaward the percentage representing the Federal share of total project costs to enable the subrecipient's compliance with this provision.
  - iii. ONR reserves the right to transfer title to the equipment to another entity if the Principal Investigator of a subrecipient relocates his or her research program to that entity. If ONR elects to exercise its right to transfer the title of equipment, ONR will contact the recipient to discuss the transfer. This right to transfer does not apply to any Unmanned Aerial System (UAS) equipment and supplies necessary for the research that were acquired under the subaward and charged as direct costs to the project or program.

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## Part 8: National Policy Requirements

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### NP Article III. National policy requirements concerning live organisms.

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#### Section B. Other requirements concerning live organisms.

1. With respect to the provisions in general terms and conditions for Section A of this article:
  - a. Section A.1, Human Subjects, you must also comply with the terms of the current version of SECNAVINST 3900.39, HUMAN RESEARCH PROTECTION PROGRAM, that are applicable to you. The newest version of that Navy instruction can be found by searching for the title at <https://www.secnav.navy.mil/doni/allinstructions.aspx>.
  - b. Section A.2., Animals, subparagraph a.ii, is revised to read “Have your proposed animal use approved in accordance with DoD Instruction (DoDI) 3216.01, Use of Animals in DoD Programs by a DoD Component Headquarters Oversight Office, and its implementing instruction DHA-MSR 6025.02, The Care And Use Of Animals In DoD Research, Development, Test, And Evaluation (RDT&E) Or Training Programs.” Enclosure 3, paragraph 3 of the DHA instruction includes the requirements for documentation and reporting that must be provided to the DON oversight office for review.
2. **Biosafety and Biosecurity Requirements:** You must ensure compliance with standards meeting at least the minimum applicable requirements of the current edition of Centers for Disease Control and Prevention, “Biosafety in Microbiological and Biomedical Laboratories (BMBL),” and National Institutes of Health, “The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines).” Information concerning noncompliance with these requirements or any significant research-related incidents shall be provided to the ONR program officer in a timely manner, after notification to the applicable safety committee or CDC or NIH.
3. **Research Involving Recombinant Nucleic Acid (rDNA) or Synthetic Nucleic Acid Molecules.**

You must not begin performance of research within the scope of “The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines),” until you receive notice from the grants officer that ONR has reviewed and accepted your documentation. See most current information at <https://osp.od.nih.gov/biotechnology/biosafety-and-recombinant-dna-activities/>. In order for ONR to accomplish that review, you must provide



the grants officer, generally as part of your original proposal prior to award, sufficient documentation to enable the review that includes:

- a. A written statement that your entity is in compliance with NIH Guidelines. This statement should be made by an official of the institution other than the Principal Investigator and should be on university or company letterhead.
- b. Evidence demonstrating that your proposed research protocol has been approved by an Institutional Biosafety Committee (IBC); and a copy of the Department of Health and Human Services (DHHS) Letter of Approval of the IBC, or the most recent letter from DHHS stating the IBC is in compliance with the NIH Guidelines.

You will not receive a separate approval for your proposed research under this paragraph. If you received the award based on a proposal including the two aforementioned items, you can assume the grants officer has accepted that documentation. If you add such research later, you will have to provide the two items of documentation listed above and a revised proposal. If this research is approved, you will receive a modification incorporating the revised proposal.

For research involving countries outside the United States, if the host country has established rules for the conduct of recombinant or synthetic nucleic acid molecule research, then the research must be in compliance with those rules. If the host country does not have such rules, the proposed research must be reviewed and approved by an NIH-approved IBC or equivalent review body and accepted in writing by an appropriate national governmental authority of the host country. The safety practices that are employed abroad must be reasonably consistent with the NIH Guidelines.

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## **Programmatic Requirements Portion of the General Terms and Conditions**

### **1. Funding and Refunds**

- a. Our financial obligation is limited to the amount shown as “Total Obligated on Award,” Block 16 of the ONR Award Form (NAVONR 4206).
- b. We do not require additional documentation from you to initiate a modification for providing an increment of funding. However, you should note that low expenditure rates reported on payment requests might be cause for deferral of future funding increments.
- c. Any refunds of unobligated balances made in accordance with OAR Article VI, Section B must be remitted electronically as described under the “Refunds” at section <https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award>. Paper refund checks will not be accepted.

## **2. Modifications or Notifications to Administration Office**

Any request you make to modify an award must be in writing to the Administration Office cited in Block 23a. of the award. These requests or notifications to the Administration Office should be submitted through the DSM module of PIEE, located at <https://piee.eb.mil/>. Use the directions found earlier in this document under FMS Article IV, Section D.2.a. to submit these types of requests. Any requests should be submitted at least 21 calendar days before the desired effective date of the requested change. Such requests are considered approved only when incorporated into the award by a modification issued by a grants officer. However, see Section C.3 in FMS Article IV above for the timeframe and requirements specific to a recipient's initiation of a one-time extension of the period of performance by up to 3 months.

## **3. Options**

If an option is indicated in Block 30 of the ONR Award Form (NAVONR 4206), we may elect to fund the performance of such optional research effort as described in the proposal referenced in Block 10 and/or page 5 (Special Requirements) of the ONR Award Form (NAVONR 4206). If we elect to fund performance of an optional effort after issuing the initial award, we will authorize the performance of such work by issuing a modification to the award that exercises the option.

## **4. Classified and Controlled Unclassified Information**

### **a. Reporting Potentially Classifiable Information**

This award is intended for unclassified, publicly releasable research. We do not expect that the results of the research project will involve classified information. If, however, in conducting the activities supported under this award, the principal investigator (PI) or co-PI is concerned that any of the research results involve potentially classifiable information that may warrant Government restrictions on the dissemination of the results, the PI should promptly notify the Technical Representative listed in Block 21 of the ONR Award Form (NAVONR 4206).

### **b. Controlled Unclassified Information**

Information and materials provided pursuant to or resulting from this award may be or may become export controlled, sensitive, for official use only or otherwise protected by law, executive order or regulation. You are responsible for compliance with all applicable laws and regulations concerning the handling of information. Nothing in this award must be construed to permit any disclosure in violation of those restrictions. If you are unsure whether information and materials provided to you or generated under this award is Controlled Unclassified Information, contact the Technical Representative as noted above.

## 5. Activities Abroad

You must ensure that project activities to be performed outside the United States are coordinated as necessary with appropriate governmental authorities and that required licenses, permits, or approvals are obtained prior to undertaking such activities. ONR does not assume responsibility for your compliance with the laws and regulations of the country in which the activities are to be conducted.

## 6. Publications and Acknowledgment of Sponsorship

- a. Publication of results of the research project in appropriate professional journals is encouraged as an important method of recording and reporting scientific information. You must submit information (e.g., journal paper was submitted to, title and abstract of paper/article, and relevant sponsoring award number(s)) related to each paper planned for publication to the Technical Representative in Block 21 of the ONR Award Form (NAVONR 4206) simultaneously with your submission for publication. You shall also ensure that any final peer-reviewed manuscript is submitted to the Defense Technical Information Center (DTIC) repository, currently at [www.dtic.mil](http://www.dtic.mil), and with the interim/final performance reports (see REP Article I of this document). Ensure that the final peer-reviewed manuscript is submitted when it is accepted for publication, and when the final title and date of publication are known.
- b. When releasing information relating to this award, the release must include a statement to the effect that the project or effort undertaken was or is sponsored by the Department of the Navy, Office of Naval Research under ONR award number(s) [enter the award number(s)].
- c. Any publication resulting from work under this award shall contain the following on the title page or on the page immediately following the title page:

“This work relates to Department of Navy award (insert award number) issued by the Office of Naval Research.”
- d. Any transfer of copyright ownership in such publication will provide that the transfer of copyright ownership is subject to the United States Government’s royalty-free license throughout the world in all copyrightable material contained in the publications.
- e. You are responsible for ensuring that every publication of information (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer: “Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Office of Naval Research.”
- f. For the purpose of this provision, information includes, but is not limited to, news releases, articles, manuscripts, brochures, advertisements, still and motion pictures,

speeches, trade association proceedings, and symposia.

- g. Nothing in the foregoing must affect compliance with the requirements of the paragraph 4 above, entitled “Classified and Controlled Unclassified Information”, or security-related provisions, if any, that are included in award-specific terms and conditions found in the “Special Requirements” starting on page 5 of the ONR Award Form (NAVONR 4206).

## 7. Food and Beverage

Funds may not be used to pay for food or beverages (unless preapproved by the Awarding or Administrative Grant Officer).

## 8. Award Notification/Distribution

Office of Naval Research (ONR) award and modification documents are available via the Department of Defense (DoD) Electronic Document Access System (EDA) within the Wide Area WorkFlow e-Business Suite (<https://wawf.eb.mil/>).

EDA is a Web-based system that provides secure online access, storage and retrieval of awards and modifications to DoD employees and vendors (including contractors and grant recipients).

ONR creates an award notification profile for every award prior to the execution of the award using email addresses provided in the proposal or application. For grants, the notification profile will use the email addresses from the Application for Federal Assistance, SF424, to notify the recipient of an award. In its BAAs and other funding opportunity announcements, ***ONR recommends that organizations provide a global business address for their entity in Field 5 (Application Information) of the SF424.*** ONR is using the following three email addresses entered by the grantee on the SF424 application to create the EDA notification profile:

- i. Applicant Information (Field 5 - Email)
- ii. Project Director / Principal Investigator (Field 14 - Email)
- iii. Authorized Representative (Field 19 - Email)

If your organization needs to correct the EDA notification profile for an ONR award, please contact us at the following email address: [ONR.NCR.BD024.list.HQ@us.navy.mil](mailto:ONR.NCR.BD024.list.HQ@us.navy.mil).

The following information should be provided:

- a. Email Subject: EDA Award Notification Change Request;
- b. ONR Award Number
- c. The new email address to be added to the EDA award notification profile.
- d. First name

- e. Last name
- f. Organization

**IMPORTANT:** In some cases, EDA notifications are appearing in recipients' Junk Email folder. If you are experiencing issues receiving EDA notifications, please check your junk email. If found, please mark EDA notifications as "not junk."

EDA inactivates user accounts for non-use after 90 days. Failure to use your account will result in inactivation. A password reset and EDA POC approval is required to reactivate accounts.

## **9. Research using UAS**

Recipients and sub-recipients of basic and applied research grants, utilizing UAS to which they have title for performance of this agreement, are expected to operate and control this equipment in compliance with all applicable Federal Aviation Administration (FAA) regulations regarding registration and flight clearance, as well as, in compliance with any other applicable federal, state, or local laws and regulations.

## **10. Flow Down of Programmatic Requirements to Subrecipients**

You must flow down the provisions in paragraphs 4 – 7 and, when applicable, paragraph 9 of this programmatic requirements portion of the general terms and conditions to any subrecipient under this award.