

NAVAL SUPPLY SYSTEMS COMMAND  
FLEET LOGISTICS CENTER (FLC) SAN DIEGO  
Addendum to the DoD R&D General Terms and Conditions and  
Programmatic Requirements  
(March 2021)

DoD R&D General Terms and Conditions:

<https://www.onr.navy.mil/-/media/Files/ContractsGrants/docs/DoDResearchGeneralTerms-and-Conditions-March-2021.ashx?la=en>

Forms:

<https://www.onr.navy.mil/en/Contracts-Grants/managecontract/contract-forms-download>

Administering Grant Offices:

<https://www.onr.navy.mil/work-with-us/manageyour-award/onr-regional-offices>

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 FLC San Diego Addendum to DoD R&D General Terms and Conditions. ~~Understand~~ the entire requirement for a given article, the DoD R&D

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.

FLC San Diego 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 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://wawf.eb.mil>. Within WAWF, the following codes and information are required to initiate the “Grant Voucher” and ensure successful flow of the payment request.

WAWF Field	Data Input	Comment
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Extension	Leave Blank	
<b>WAWF Field – Header Tab</b>		
Voucher Number	Enter 4 characters in the format X###, where X = Alphanumeric and # = Numeric	
Voucher Date (WAWF System Server Date)	Enter Today's Date	
Vendor Invoice Number	Enter own tracking number	Optional
Service Start Date	Start of billing period	
Service End Date	End of billing period	
Signature Date	Enter Today's Date	
<b>WAWF Field – Grant WS Tab</b>		
Type of Payment Requested	Select Advance, Reimbursement, or bc radio buttons	
11. Computation of Award	Enter values in column (a)	
<b>WAWF Field – Attachments Tab</b>		
	If a payment request is submitted that would result in the recipient having more than ten (10) calendar days of cash on hand when the payment is expected to be received, the recipient is required to upload an explanation to the supporting documents in WAWF explaining why the drawdown was made prematurely or other reasons for the excess cash.	

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FMS Article IV. Revision of budget and program plans.

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Section D. Procedures.

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2. Additional procedural instructions.

a. Revised budgets, when applicable, must be submitted on the "Research & Related Budget" form, which is part of the SF24 Research and Related (R&R) family of forms.

b. The Administrative Office cited in the grant award has the authority to issue an award modification that, without additional funds, extends the period of performance beyond the expiration date of this award meeting all of the following parameters:

(i) An initial request for period not to exceed 90 days; or

(ii) An initial or subsequent request for a period not to exceed 15 months in the aggregate beyond the original period of performance end date upon concurrence from the Government Technical Point of Contact.

Recipient requests to extend the period of performance should be emailed to the Grant Officer and the Administrative Grant Office at least 10 calendar days before the end of the period of performance. Any extension to the period of performance requires written prior approval by the Grants Officer for the award.

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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:

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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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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.

1. Interim Research Performance Progress Reports (RPPR)

a. Format You must submit interim performance reports by using RPPR. The required format for interim performance reports is provided under the NPS RPPR Template located at <https://nps.edu/documents/103449465/105970269/NPSRPPR-Template-AUG-2020.docx>. You must indicate on the cover page of the report that this is RPPR and the current reporting period.

b. Data Elements The data elements to be included in interim RPPRs can be found at NPS RPPR webpage located at <https://nps.edu/documents/103449465/105970269/NPSRPPR-Template-AUG-2020.docx>

2. Final RPPR.

a. Format and Data Elements You may use your own format for the final report unless specified by your Government Technical Point of Contact. You must include the same elements used for interim RPPRs and indicate on the cover page of the report that it is the final performance report.

b. Other Requirements You must include a completed "Report Documentation Page" Standard Form (SF) 298 as the last page of the final performance report. The form and instructions are available at <https://www.gsa.gov/formslibrary/report-documentation-page>. However, Block 12a. of the SF 298 should be completed with the following distribution/availability statement: "Approved for Public Release; Distribution is Unlimited." If you do not agree with that distribution/availability, you should contact the cognizant Administrative Grants Officer (AGO) at the Administrative Office

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

1. Interim Reports: You must submit interim performance reports unless otherwise specified in grant award specific terms and conditions found in the "Special Requirements" of the grant award.
2. You must submit interim performance reports at the end of each quarter. Quarters are defined as 30 March, 30 June, 30 September, and 31 December.
3. The due date for each interim performance report is 30 calendar days after the close of each quarter.
4. Interim performance reports must cover the research progress for the current reporting period, which is defined as the first day following the end of the previous quarter until the last day of current quarter period.

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Section F. Performance reporting procedures

1. Interim Reports: You must submit interim performance reports unless otherwise specified in grant award specific terms and conditions found in the "Special Requirements" of the grant award.
2. Final Reports: You must submit final performance reports to the following:

Addressee:
Government Technical Point of Contact *
Government Sponsor Office*
Administrative Grant Office*
NAVSUP FLCSD Grant Office*
Defense Technical Information Center 8725 John J. Kingman Rd., Ste. 0944 Fort Belvoir, VA 22060-06218
To submit reports electronically, go to the Submit home page of the DTIC Enterprise Contract Management System (ECMS): <a href="http://www.dtic.mil/dtic/submit/submit.html">http://www.dtic.mil/dtic/submit/submit.html</a>

\*You must submit the final performance report to the Addressees in the above table by email. Email addresses are specified in the Grant Award.

3. You must submit any requests to extend the due date for a performance report to the Government Technical Point of Contact and the Government Sponsor by email, unless otherwise specified.

4. You must report any significant developments specified in Section E of this article to the Government Technical Point of Contact, Government Sponsor, and Grant Office with a copy to the Grant Office via email.

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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 must submit interim financial reports unless otherwise specified in grant award specific terms and conditions found in Attachment Number 1, Reporting Requirements, of the grant award.

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

1. You must submit your interim financial reports by email to the Government Technical Point of Contact (GTPOC) and the Government Sponsor by email. Their email addresses are provided in the Grant Award.

2. You must submit the final financial report to the 3 (t0 (e)4 (m)-12 (a)4 (i)-2 (l))[(m)-12 (a)4 (l)][(m)-12 (a)

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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 the introductory language of paragraph D.1 for a final report listing all subject inventions, you must use the DD Form 882 and provide it to the Government Sponsor office and the patent office cited in the grant award. The DD Form 882





Section B. Other requirements concerning live organisms.

1.

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 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,” of the Grant Award.

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 to the NPS Comptroller, 1 University Circle, Herman Hall Office 159, Monterey, CA 93943 by check made payable to the US Treasury and reference the grant number. The check must be sent via traceable means (i.e. FedEx, UPS, or certified/registered/priority mail via USPS).

#### 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

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 Navy award (insert award number) awarded by the NAVSUP FLC San Diego”

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 Naval Postgraduate School”

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 grant award

## 7. Food and Beverage

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

## 8. Flow Down of Programmatic Requirements to Subrecipients

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