

## **NIFA Frequently Asked Questions - Grant Management**

### **Payments**

- What is ASAP?
- How does ASAP Work?
- I am a new grantee for NIFA grant funds. How will I receive my funds?
- How do I set up an account at ASAP?
- I see the grant account but I am unable to draw down funds?
- I do not see the account listed for my NIFA award?
- When can I anticipate my funds being released?
- I just completed enrollment, when will my funds be available?
- I requested an extension of the period of performance, it was granted but I am unable to access my funds?
- I received a letter from AMD releasing my funds but I do not see the increase?

### **Enrollment**

- How do I become enrolled within ASAP?
- I have not received my user id or password. Who should I contact?
- I need my password reset. Who should I contact?
- I have an account with ASAP recipient id XXXXXX but I received an email providing a different recipient id. Why?
- I deleted myself as the point of contact and am unable to log in the ASAP system. What should I do?

### **SF 424**

- The DUNS or EIN was incorrect on the SF424. What do I need to submit to correct the mistake?
- The Authorized Representative is no longer with the organization. What do I need to submit to change the AR?

*Please send questions concerning Department of Health and Human Services – Payment Management System (DHHS-PMS) or Automated Standard Application for Payments (ASAP) payment status to [ASAPcustomerservice@nifa.usda.gov](mailto:ASAPcustomerservice@nifa.usda.gov) or 202-401-4527.*

### **Financial Reporting**

- What are the financial reporting requirements for NIFA grants?
- What happens if I need an extension of time to complete the SF-425, Federal Financial Report, but I don't need a no-cost extension of time to complete the project?
- What happens if I need an extension of time to complete the annual SF-425, Federal Financial Report, for the formula grant programs?

### **Project Changes**

- Who do I contact to update my institution's POC information?
- How do I change the project director (PD) on an existing grant award?
- How do I request a no-cost extension of time?
- Will I be notified that my no-cost extension has been approved?
- Under what circumstances can a grant be transferred from one institution to another?
- How can a grant be transferred from one institution to another?
- How do I request a budget change?
- Where can I find a list of FDC codes by fiscal year?

## Information on Reporting

### Contact

- [How do I contact the Awards Management Division \(AMD\)?](#)
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## Payments

### What Is ASAP?

Automated Standard Application for Payments (ASAP) is an electronic payment and information system developed by the Financial Management Service (FMS) and the Federal Reserve Bank of Richmond. ASAP allows grantee organizations receiving federal funds to draw from accounts pre-authorized by federal agencies.

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### How Does ASAP Work?

In short, ASAP operates as follows: federal agencies and organizations receiving federal funds enroll to use ASAP. Federal agencies establish and maintain accounts in ASAP to control the flow of funds to organizations. Federal agencies enter spending authorizations into their ASAP accounts in accordance with their program needs and schedules. Payment Requestors at organizations initiate payment requests through ASAP to meet cash needs. This is done primarily through on-line connections that organizations have with ASAP.

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### I am a new grantee for NIFA grant funds. How will I receive my funds?

Funds will be processed through the ASAP system. The organization must be enrolled and linked to NIFA's ALC 12402200 number in order to receive funds.

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### How do I set up an account at ASAP?

The Financial Operations Division (FOD) at the National Institute of Food and Agriculture (NIFA) will initiate your account in ASAP.

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### I see the grant account but I am unable to draw down funds?

The account may be suspended or the percent of the funds that can be drawn down for that quarter has been met. Please wait until the next quarter. Has the performance period expired? You may verify this by reviewing Block 3 of your award sheet. If the period is expired you will need to contact (202) 401-4527 or email: [asapcustomerservice@nifa.usda.gov](mailto:asapcustomerservice@nifa.usda.gov).

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### I do not see the account listed for my NIFA award?

If you have completed the enrollment process and you do not see your account listed please contact the ASAP Customer Service at (202) 401-4527 or email: [asapcustomerservice@nifa.usda.gov](mailto:asapcustomerservice@nifa.usda.gov) and provide the information related to your grant.

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### When can I anticipate my funds being released?

If enrollment has been completed, funds will be released between 15 to 30 days of the award provided that no funds are withheld.

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### I just completed enrollment, when will my funds be available?

Upon your account becoming active, please allow the Department of Treasury 7-10 BUSINESS days to verify banking information. Once verified, funds will be released between 15 to 30 days.

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**I requested an extension of the period of performance, it was granted but I am unable to access my funds?**

Please contact the ASAP customer service at: [asapcustomerservice@nifa.usda.gov](mailto:asapcustomerservice@nifa.usda.gov) and notify us of this error.

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**I received a letter from AMD releasing my funds but I do not see the increase?**

Funds are released between 15 to 30 days of the release letter received in FOD from AMD.

**ENROLLMENT**

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**How do I become enrolled within ASAP?**

Cut and paste the following link into your browser line.  
[www.fms.treas.gov/asap/fpa\\_questions\\_enrollment.html](http://www.fms.treas.gov/asap/fpa_questions_enrollment.html)  
Click on "Enrollment." Follow the instructions.

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**I have not received my user id or password. Who should I contact?**

[ASAP Organization Enrollment and User ID Request Form](#)

The Treasury **User** Provisioning System will e-mail the individual logon **ID** and mail the temporary **password**. [www.fms.treas.gov/asap/forms/userid-pr-revised-09-08-08.pdf](http://www.fms.treas.gov/asap/forms/userid-pr-revised-09-08-08.pdf)

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**I need my password reset. Who should I contact?**

**Treasury ASAP Staff Listing:**

<b>Regional Financial Center</b>	<b>Time Zone</b>	<b>Phone Number</b>	<b>Business Hours</b>	<b>Mailing Address</b>
<b>Philadelphia</b>	Eastern	(215) 516-8021	7:30 a.m - 4:00 p.m.	P.O. Box 51317 Philadelphia, PA 19115-6317
<b>Kansas City</b>	Central	(816) 414-2100	7:30 a.m - 4:00 p.m.	P.O. Box 12599-0599 Kansas City, MO 64116-0599
<b>San Francisco</b>	Mountain or Pacific	(510) 594-7182	7:30 a.m - 4:00 p.m.	P.O. Box 24700 Oakland, CA 94623-1700

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**I have an account with ASAP recipient id XXXXXX but I received an email providing a different recipient id. Why?**

Enrollment is based on DUNS and EIN number associated with the SF-424, which was provided during the application process. Funds can only be released to that recipient ID.

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**I deleted myself as the point of contact and am unable to log in the ASAP system. What should I do?**

**What procedures should be followed if changes occur within the organization i.e., contact names, addresses (including e-mail) and telephone numbers, individuals being added or deleted from the system.**

Contact your servicing [Regional Financial Center](#) (RFC). They will advise you on the appropriate form(s) that need to be completed. Recipient Organization Officials can log onto [ASAP.gov](http://ASAP.gov), select the enrollment tab,

then make the appropriate selection from the drop down menu. Please see Treasury ASAP Staff Listing Table above.

## **SF 424 QUESTIONS**

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### **The DUNs or EIN was incorrect on the SF424. What do I need to submit to correct the mistake?**

A revised SF424 must be submitted to the Awards Management Division (AMD) along with an explanation on the organization letterhead explaining the error or mistake. The document must be signed by the Authorized Representative (AR). AMD's customer service number is: (202) 401-4986 if you need assistance.

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### **The Authorized Representative is no longer with the organization. What do I need to submit to change the AR?**

A revised SF-424 must be submitted to the Awards Management Division (AMD) and a letter designating the new official on organizational letterhead.

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For more information about ASAP visit: <http://www.fms.treas.gov/asap>.

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## **Project Changes**

### **Who do I contact to update my institution's POC information?**

Please contact Awards Management Division (AMD), phone: 202-401-4986.

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### **How do I change the project director (PD) on an existing grant award?**

Depending on the situation, follow the appropriate set of instructions below:

- If the project director's (PD's) absence is temporary, the authorized organizational representative of your institution must notify the Awards Management Division in writing of arrangements for the continuing conduct of the project (such as identifying who will be in charge during the PD's absence and including his/her curriculum vita and his/her written concurrence).
  - If the PD is no longer affiliated with the institution, the authorized organizational representative must request, in writing, NIFA's approval of the replacement PD and must include a copy of his/her curriculum vita and a [Current and Pending Support Form](#) for the replacement PD. This request also must contain the signature of the proposed replacement PD signifying his/her willingness to assume leadership of the project.
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### **How do I request a no-cost extension of time?**

If this is a first-time request for an extension lasting up to 12-months, the grant has not expired, and you are under [General Terms and Conditions A](#) or Federal Demonstration Partnership, your authorized organizational representative (AOR) may approve a one-time no-cost extension of time. The AOR must provide a written notification of this action to NIFA-AMD. If you require more than one no-cost extension of time or an extension of more than 12 months, the extension(s) must be approved by NIFA. An AOR of your institution must prepare and submit a written request to NIFA. This request may be faxed to the Awards Management Division (AMD) of the Office of Extramural Programs at 202-401-3237 or 202-401-6271. The request must be received by AMD at least 30 days prior to the expiration date of the award and must contain:

- The length of additional time required to complete project objectives and a justification for the extension.
- A summary of progress to date or a current [Form AD 421 - Research Work Unit/Project Description-Progress Report](#).
- An estimate of funds expected to remain unobligated on the scheduled expiration date.
- A projected timetable to complete the remaining portion(s) of the project.

- Signature of the authorized organizational representative and the project director.
- A status of cost sharing to date, if cost sharing, is applicable.

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**Will I be notified that my no-cost extension has been approved?**

You will be notified in writing if NIFA approves your request. However, award recipients under [General Terms and Conditions A](#) or Federal Demonstration Partnership Terms and Conditions will not be notified regarding a first-time request for a no-cost extension of time of up to 12 months because the institution has the authority to approve such an extension of time.

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**Under what circumstances can a grant be transferred from one institution to another?**

A grant may transfer from one institution to another when a project director (PD) under the existing grant moves to a different institution. The awardee institution for the existing grant must be willing to relinquish all remaining funds under the award, and the institution identified as the potential recipient of the remaining funds must meet the eligibility requirements under the applicable program.

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**How can a grant be transferred from one institution to another?**

PDs must contact the NIFA program staff associated with the existing award (Program Point of Contact identified in Block 4 of Form NIFA-2009, Award Face Sheet) to facilitate the transfer of a grant from one institution to another institution.

To transfer the existing grant, an original and two copies of the following documents must be submitted to the NIFA program staff (Program Point of Contact identified in Block 4 of Form NIFA-2009, Award Face Sheet) by the existing awardee organization.

- A letter from the authorized organizational representative (AOR) (the letter must be signed by the AOR) addressed to the NIFA program staff identifying that the awardee institution is relinquishing the remaining funds on the grant.
- A final SF-425, Federal Financial Report, the amount noted on Field 10.p (Field 10.i if using the short form) of the final SF-425 reflects the total amount of funds remaining on the grant. This would be the amount available to transfer to a different institution.

The NIFA program staff will provide a request for application (RFA) to the institution identified as the potential recipient of the remaining funds. The RFA will include instructions such as how to access the application package (including necessary forms and the "NIFA Grants.gov Application Guide"); complete the appropriate forms; and where and how to submit the forms.

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**How do I request a budget change?**

For those grants awarded under [General Terms and Conditions-A](#) or Federal Demonstration Partnership, approval from NIFA is not required unless funds for an item have been withheld on the award budget or you intend to subcontract (a) more than 50 percent of the total award to another party(ies), or (b) you intend to subcontract with a federal agency. However, if your grant was awarded under [General Terms and Conditions-B](#) and your budget change is greater than 10 percent, NIFA approval will be needed. All grants awarded under the Small Business Innovation Research (SBIR) must have prior written approval from the national program leader. To request approval, prepare a letter outlining a brief description and justification of the requested changes to the budget. Include the signatures of the authorized organizational representative and the project director and a revised budget and narrative.

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**Where can I find a list of FDC codes by fiscal year?**

*Please send questions to 202-401-4527.*

[Top](#)

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**Financial Reporting****What are the financial reporting requirements for NIFA grants?**

All grantees are required to file an [SF-425](#), Federal Financial Report, on an annual basis. The due date for the report is no later than 90 days after the award anniversary date. In addition, grantees are required to submit a Final SF-425, Federal Financial Report, within 90 days of the grant termination date. The report must be submitted to the Awards Management Division (AMD). The preferred method of submission is as a portable document format (PDF) attachment to an email sent to [awards@nifa.usda.gov](mailto:awards@nifa.usda.gov).

All questions relating to financial reports should be submitted to:

Awards Management Division  
Office of Grants and Financial Management, NIFA  
U.S. Department of Agriculture  
STOP 2271  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2271  
Telephone: (202) 401-4986  
Facsimile: (202) 401-1804  
Email: [awards@nifa.usda.gov](mailto:awards@nifa.usda.gov)

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**What happens if I need an extension of time to complete the SF-425, Federal Financial Report, but I don't need a no-cost extension of time to complete the project?**

At least 30 days prior to the reporting due date, you need to submit a request to Awards Management Division (AMD), phone: 202-401-4986. The request should include the grant number(s), new requested due date, and an adequate justification.

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**What happens if I need an extension of time to complete the annual SF-425s, Financial Status Reports, for the formula grant programs?**

At least 30 days prior to the reporting due date, you need to submit a request to Awards Management Division (AMD), phone: 202-401-4986. The request should include the grant number(s), new requested due date, and an adequate justification.

[Top](#)

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**Contact**

**How do I contact the Awards Management Division (AMD)?**

Phone: 202-401-4986

Fax: 202-401-1804

**Regular mail address:**

Awards Management Division  
NIFA, USDA  
STOP 2271 1400 Independence Avenue, SW.  
Washington, DC 20250-2271

**Overnight mail address:**

Awards Management Division  
NIFA, USDA  
Room 2183 Waterfront Centre  
800 9th Street, SW.  
Washington, DC 20024