

**POST-AWARD INFORMATION:
PROJECT MONITORING; BUDGET CHANGES; NO-COST EXTENSIONS;
DRAWING DOWN YOUR GRANT FUNDS; OPTIONAL WORKSHOP**

I. Project Monitoring: Your Grant Award Notification (GAN) will identify an OPE program officer as the “Education Program Contact” for the award. Any questions or requests for changes to the approved project materials must be directed to the monitoring program officer identified there. Be sure to include your project number (assigned when you complete the online application, it will begin with P116Z05----) so the program officer can easily locate your project files.

Due to the large volume of earmarked grants and a shortage of staff and travel monies for their oversight, it is unlikely that a Department staff person will visit your project during its short lifetime. Site visits will be made, however, to institutions that fail to conform to the requirements of the grant, such as by not submitting required progress or final reports. Resources permitting, site visits may also be made to projects that offer particularly innovative models of exemplary practice.

II. Post-Award Budget Changes: Changes in approved project budgets are common. As a general rule, moving funds from one budget category to another (e.g., from “equipment” to “salaries”) can be made without prior consultation with the Department, so long as: a) the amount of money involved does not exceed 10 percent of the total project budget; b) the budget changes are intended to address the goals and objectives set by Congress for the award; and c) the budget changes lie within the scope of project activities previously approved by the Department. In such a case, the project director should simply make a formal note about the change and the reasons for it, e-mail a copy to the monitoring OPE program officer, and include a copy in the institution’s file on the project. Where the amount exceeds 10 percent of the project budget, prior approval for budget changes must be obtained from your monitoring program officer.

Certain other changes always require prior approval: changes in key personnel, including the project director; post-award decisions to transfer or contract-out any work; and post-award requests for international travel. See Grants Policy Bulletin #19 on the “Expanded Authorities” at <http://www.ed.gov/policy/fund/guid/gposbul/gpos19.html>.

No changes can be permitted in project’s goals and objectives – these were set by Congress and cannot be altered without a Congressional amendment.

III. Extensions of the Project Period: As noted previously in these materials, the expectation is that all Congressionally-directed grant projects will be completed within one year of their starting dates. If the project period is running out and approved project activities remain to be completed, recipients can request a *no-cost extension* of the project period. Requests for time extensions should be sent to the monitoring program officer no later than thirty days before the end of the approved project period.

IV. Drawing Down Project Funds: Recipient institutions will not receive a check for the full amount of their awards. Department regulations forbid the earning of interest on grant awards, so funds are disbursed as they are spent or in the form of reimbursements. Your business office must set up an account with the government so that funds can be transferred electronically. Contact the GAPS Payee Hotline for information on how to set up and draw down from an account, at 888-336-8930. Your monitoring program officer cannot help with this aspect of grant management.

V. Optional Workshop: As in past years, the Department will conduct a two-hour orientation to management of Congressionally-directed grants at its offices in Washington, D.C., during the month of October, 2005. Attendance is not required, and materials from the workshop will be e-mailed to all project directors in any case. Travel costs for one representative of each recipient institution to attend the workshop can be included in your project budget (but see restrictions on lobbying and fund raising, earlier in these materials).