



United States
Department of
Agriculture

DEC 23 2010

Research,
Education, and
Economics

National Institute
of Food and
Agriculture

1400 Independence
Avenue SW
Washington, DC
20250

TO: NIFA Awardees
FROM: Andrea Brandon 
Assistant Director
Office of Grants and Financial Management
SUBJECT: Modification of Award Terms and Conditions

This correspondence is to notify you of a modification to the terms and conditions for non-formula awards issued by the National Institute of Food and Agriculture (NIFA). The terms and conditions included are identified below.

Agency-specific Terms and Conditions to the Research Terms and Conditions
USDA/NIFA dated November 2009

Small Business Innovation Research Grants Program
May 2010

Special Terms and Conditions – C
August 2010

The modification to the terms and conditions involves changes to the frequency of submission of the Federal Financial Report, Form SF-425, and the completion of the form thereof. The Federal Financial Report requirements now read as follows:

Federal Financial Report

A "Federal Financial Report," Form SF-425, is due on an **annual basis no later than 90 days following the end of the award anniversary date** (i.e., one year following the month and day of which the project period begins and each year thereafter up until a final report is required).¹ **A final "Federal Financial Report," Form SF-425, is due 90 days after the expiration date of this award.** The report must be submitted to the Awards Management Division (AMD).

Awards Management Division
Office of Grants and Financial Management
National Institute of Food and Agriculture
U.S. Department of Agriculture
STOP 2271

¹ For continuations, the annual "Federal Financial Report," Form SF-425, must be submitted with the application for subsequent funding. The form must be submitted as instructed in the request for applications.

1400 Independence Avenue, S.W.
Washington, D.C. 20250-2271
Telephone: (202) 401-4986
Facsimile: (202) 401-1804
Email: awards@nifa.usda.gov

The preferred method of submission is as a portable document format (PDF) attachment to an email sent to the email address noted above.

- (1) All drawdowns must be made within 90 days after the expiration date of the award and before the final SF-425 is submitted.
- (2) The report shall be completed on a single award basis.
- (3) The cash management information (lines 10(a) through 10(c)) is **NOT** to be completed.
- (4) The financial status information (lines 10(d) through 10(o) as well as line 11) on the form are to be completed.
- (5) The awardee shall report program outlays and program income on the same accounting basis (i.e., cash or accrual) that it uses in its normal accounting system.
- (6) When submitting a financial report, the total matching contribution, if required, should be shown in Item 12., Remarks.
- (7) Final Financial Report - The final SF-425 report must not show any unliquidated obligations. If the awardee still has valid obligations that remain unpaid when the SF-425 is due, it shall request an extension of time to submit the report. See Article 2. of the Agency-specific Terms and Conditions to the Research Terms and Conditions; Article 4. of the Small Business Innovation Research Grants Program; and Article 20. of the Special Terms and Conditions – C. Further, when a final report is overdue (beyond the 90-day period following the award expiration date and not covered by an approved extension of the due date for submission of the report), the award will be placed on “manual review,” which restricts the awardee's ability to draw funds. If any remaining funding is needed by the awardee, the awardee must contact AMD and request a draw providing AMD with justification and documentation to support the draw. Such draw requests will only be approved in extenuating circumstances, as determined by NIFA.

Should you have any questions about the modification language you may contact the Awards Management Division at (202) 401-4986.