

ATTACHMENT

**Special Conditions – NASA Kentucky EPSCoR (80NSSC19M0052)**

**NASA Kentucky Points of Contact**

ADMINISTRATIVE: [nasa@uky.edu](mailto:nasa@uky.edu) or 859-323-4542

INVOICES: Please copy [nasa.invoices@uky.edu](mailto:nasa.invoices@uky.edu)

**Award Restrictions**

**The following conditions are required:** 1) Equipment may not be purchased or used as cost share; 2) Travel funds are restricted to domestic travel only; 3) Cost-share must be from non-Federal sources; 4) Cost-share must be fully met regardless of amount of funding used. Please refer to the relevant NASA KY EPSCoR RFP document for general award guidelines: [nasa.engr.uky.edu/requests-for-proposals](https://nasa.engr.uky.edu/requests-for-proposals)

**Budget Revisions**

**Please contact NASA KY for budget revisions and questions about allowable costs.** A PI has flexibility to adjust minor amounts in the award budget without approval from NASA KY as needs of the project develop, provided the total budget still meets budget guidelines described in the corresponding RFP.

**Attribution for Publications, Reports, Public Releases**

**NASA requires NASA EPSCoR researchers** submitting articles in peer-reviewed journals or papers from conferences *to make their work accessible to the public* via [NASA PubSpace](#). NASA encourages the widest practical dissemination of research and project results at any time during the course of the investigation or project activity. PubSpace provides free access to NASA funded and archived scientific publications. Research papers will be available within one year of publication to download and read. This requirement excludes patents, publications that contain material governed by personal privacy, export control, proprietary restrictions, or national security law or regulations. Please notify NASA KY when articles have been submitted.

**Attribution:** *“The material is based upon work supported by NASA Kentucky under NASA award number 80NSSC19M0052.”* All information disseminated (publications, reports, public releases, etc.) as a result of the grant shall contain a statement that acknowledges NASA support via NASA KY Space Grant and acknowledges the grant.

The recipient PI or representative may be required to attend and present a research poster supported by this award at the Kentucky Statewide EPSCoR Conference annually or as scheduled.

**Citizenship Requirement**

**Certification of U.S. Citizenship Applies:** YES \_\_\_ NO X \_\_\_

## Reporting Requirements

**Final Report due within 30 days of the award end date.** NASA KY will provide PIs with a reporting template for each award. PIs are required to report research productivity and students supported via: 1) Progress reports during the award period, 2) Final Report within 30 days of the end of the award, and 3) Post-award annual update 1 year after project completion. Reporting must be current in order for NASA KY to meet NASA and state annual report cycles. Project reports should be submitted to [nasa@uky.edu](mailto:nasa@uky.edu).

Reporting information should include:

- (1) Award Information, including title, dates, budget, abstract and summarized achievements.
- (2) Participants, including PI, Co-Is, students, staff and all collaborators.
- (3) Follow-on Funding including submissions, sources, status and awards.
- (4) Publications
- (5) Presentations
- (6) Intellectual Property
- (7) Workforce, including jobs supported with the funding
- (8) Project travel, outreach activities, and outcomes
- (9) Final report narrative (5 page limit) that relates the proposed objectives to accomplishments, describes findings/results, lists participants including teachers and students not itemized in #2 above, lists any encountered problems (if none, state no encountered problems), and presents plans for future research or activities.

**Longitudinal Tracking of Students** (all awards):

All students receiving direct support (stipend, travel, etc.) must be reported to NASA KY. The recruitment and training of US Citizens, especially women, underrepresented minorities and persons with disabilities, for careers in aerospace science and technology is a national priority. Under these programs, data on all supported students is of particular importance to NASA. Any student receiving \$3,000 or more in NASA funding, or working 160 hours or more, or an equivalent combination of support and work hours, on NASA-supported projects may be longitudinally tracked for 3 years using information provided on the NASA KY Student Information Form (SIF).

## Requests for No-Cost Extension

NCE requests should be received no later than 30 days before the award/project current end date. Requests must include detail of the programmatic justification for an extension. Requests must include a Summary of Achievements status report on all tasks listed in the proposal if a progress report has not recently been submitted. Additional information is available in the NASA KY FAQ ([nasa.engr.uky.edu/requests-for-proposals/faq](http://nasa.engr.uky.edu/requests-for-proposals/faq)). NCE requests should be submitted to [nasa@uky.edu](mailto:nasa@uky.edu).

## Subaward Recipient Invoicing and Cost Share

**Final invoices should be submitted within 45 days of the award end date.** Any final invoice should be identified as **FINAL**. Approval for payment of final invoices will be held pending submission of a final project report from the PI. Final reports are due within 30 days of the award end date. Cost-share on awards must be fully met.

Invoices should reflect cost categories as outlined in the award budget. Backup documentation may be requested at any time. Subawardee invoices must include the information detailed below. Invoices not having this minimal information will not be authorized for payment and possibly returned.

**Invoices must be submitted by email to:** [APPOinvoices@uky.edu](mailto:APPOinvoices@uky.edu). The email subject line must include the appropriate PO number. The email, with attached invoice, should copy the NASA KY invoice email address, [nasa.invoices@uky.edu](mailto:nasa.invoices@uky.edu), as a courtesy copy.

It is the subawardee's obligation to meet, document and report their cost sharing commitment. All subaward invoices must show appropriate documentation of cost share in relation to expenses. Failure to do so may result in payment being withheld until cost share obligation is met. Cost Share is listed by a subaward's attachment, Scope of Work and Budget. The recipient Principal Investigator (PI) is responsible to ensure cost share is appropriately recorded and reported by their institution/organization.

### **Subaward Invoice Detail**

#### **Subaward invoices must include the following information:**

1. UK Purchase Order (PO) Number
  2. Subaward Number
  3. UKRF Technical Representative
  4. Invoice Number
  5. Invoice Period and Date
  6. Project Budget Period
  7. Categorical Breakdown of Awarded Budget
  8. Categorical Breakdown of Current and Cumulative Expenses (with dates)
  9. Cost Share Expenditures (if applicable; with dates)
  10. Certification Statement
    - a. Specific statement is required for awards under federal Uniform Guidance. Per UG section 200.415, "To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:  
"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."
11. Signature of Signing Official
12. Remit to Information