

**U.S. DEPARTMENT OF DEFENSE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**

**Supplement to Grant Terms and Conditions
(TriService Nursing Research Program)**

The following terms and conditions are specific to grant agreements issued to recipients of TriService Nursing Research Program grant awards. These Terms and Conditions supplement the General Terms and Conditions for Assistance Awards from USU. Replace the text of the General Terms and Conditions with the text below, where indicated.

Articles 1-3.

No change

Article 4.

Transfer of Funds: Prior approval is required for the transfer of funds budgeted for indirect costs to absorb increases in direct costs, or vice versa; transfer of funds between two types of work; transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expenses; and transfer of funds between budget categories when the cumulative amount of such transfers exceeds 10% of the total approved budget. Transfers into the equipment and travel categories are not permitted without prior approval.

Equipment Purchase: All equipment expenditures must have prior approval. There is no threshold amount.

Articles 5–12.

No change.

Article 13.

Publication of the research project's results in appropriate professional journals is encouraged as an important method of recording and reporting scientific information. One copy of each paper and presentation must be submitted in advance of publication and presentation to the TSNRP Executive Director. Following publication, one copy of the published papers shall be submitted to the Executive Director of TSNRP.

Article 14.

Information released outside USU relating to this Agreement shall contain the Award Number (e.g., xxxxxx-xx-x-xxxx) and the following statements:

A. "The Uniformed Services University of the Health Sciences (USU), 4301 Jones Bridge Rd., Bethesda, MD 20814-4799, is the awarding and administering office;"

and:

B. This project (or research) is (or was) sponsored by the TriService Nursing Research Program, Uniformed Services University of the Health Sciences; however, the information or content and

conclusions do not necessarily represent the official position or policy of, nor should any official endorsement be inferred by, the TriService Nursing Research Program, the Uniformed Services University of the Health Sciences, the Department of Defense, or the U.S. Government.

The statement at B above is applicable to all information released through any media, such as news releases, articles, manuscripts, brochures, advertisements, posters, motion or still photography (including electronic), speeches, and trade and professional association proceedings and symposia. Public release (outside the USU) shall be coordinated with TSNRP. If the public affairs office of another DoD agency has reviewed and approved the public release, written approval from this organization must be sent to the Executive Director of TSNRP.

Article 15.

All reports and correspondence submitted under the grant agreement shall include the Award Number (e.g., xxxxxx-xx-x-xxxx).

A. Progress Reports

The Grantee will submit the Progress Reports to TSNRP. (Use TSNRP Interim & Annual Report Format.¹) All reports must be signed by the Principal Investigator and the signatory representative of the Grantee Organization.

1) To TSNRP: One (1) electronic copy of the Interim Progress Report six months after the project start date to the Executive Director and the assigned Grants Manager.

2) To TSNRP: One (1) electronic copy of the Annual Progress Report to the Executive Director and the assigned Grants Manager no more than thirty (30) calendar days after each anniversary of the start date of the grant.

B. Final Progress Reports and Termination/Closeout

No more than ninety (90) calendar days after the expiration of the grant, the Grantee is required to submit the following:

1) To TSNRP: Original and two (2) copies of the Final Progress Report:
TriService Nursing Research Program ATTN: Executive Director 4301 Jones Bridge Road
Bethesda, MD 20814-4799

2) To TSNRP Executive Director: One (1) electronic copy of the Final Progress Report.

¹ TSNRP Interim, Annual, & Final Report Formats are available electronically through the Internet at the TSNRP Web site, <http://www.usuhs.mil/tsnrp/GrantManagement/reporting.php>.

3) To TSNRP Program Manager: Original and one (1) copy of the Financial Status Report (SF 269); and original of Grantee's Release and Grantee's Assignment of Refunds, Credits, and Other Amounts.²

4) To TSNRP Grants Manager: One (1) copy of the study closure report submitted to each Institutional Review Board, as appropriate, within ninety (90) days of the award end date.

Article 16.

All payments pertaining to grant awards shall contain the following information in order to be processed for payment:

(Grantee's) Name and Address

USU Award No.: (e.g., xxxxxx-xx-x-xxxx)

Invoice No.

Appropriation/Fund Cite (if applicable)

Invoices/payment requests must be sent electronically to the TSNRP Executive Director and Administrative Assistant.

Also send a hard copy to:

TriService Nursing Research Program

ATTN: Invoice Certification

4301 Jones Bridge Road

Bethesda, MD 20814-4799

The TriService Nursing Research Program will certify all payment requests (invoices) and forward to the appropriate Defense Financial Accounting System (DFAS) Pay Office.

Articles 17-32.

No change.

² Financial Status Report (FS269), Grantee's Release, and Grantee's Assignment of Refunds, Credits, and Other Amounts are available electronically through the Internet at the TSNRP web site, <http://www.usuhs.mil/tsnrp/GrantManagement/forms.php>.