

ASAP Award Letter

03/06/2018

David Hollingsworth
Texas A&M University
400 Harvey Mitchell Parkway So
College Station, TX 77845-4375



Reference: Award Number: 2018-67023-27676

ASAP Account Number:

Dear David Hollingsworth :

The National Institute of Food and Agriculture (NIFA), USDA issued the referenced award for the project entitled, Gene Drive Applications to Agriculture in Texas: Knowledge, Perceptions, and Values. As noted in the provisions section of the award, the Department of Treasury Automated Standard Application for Payments (ASAP) will be used for disbursement of the award funds.

ASAP is a web based electronic payment and information system developed by the Department of Treasury, Financial Management Service (FMS) and the Federal Reserve Bank of Richmond. ASAP allows recipient organizations receiving federal funds to draw from accounts preauthorized by federal agencies. ASAP is a role based application in which access is granted based on the assigned role of the user. For more information about ASAP visit <http://www.fms.treas.gov/asap/>.

The ASAP defines roles and their general responsibilities are as follows:

- **Point of Contact** : the individual responsible for assigning individuals to the other identified roles.
- **Head of Organization** : the person who has top management responsibilities within the recipient organization who approves the assignment of roles.
- **Authorizing Official** : the person who will be responsible for the organization's profile data and identifying the individuals that will need access to ASAP account information.
- **Financial Official** : the individual responsible for the organization's banking data.
- **Payment Requester** : the person who will be responsible for requesting award funds.
- **Payment Terms** : please allow 30 days from the date of the award or enrollment completion to process payment.

Before award funds can be made available, the enrollment process (see Attachment 1) must be completed for your organization. The Financial Operations Branch, NIFA will determine whether your organization is enrolled into ASAP. Once this determination is completed, your organization will complete step one of the ASAP enrollment process. The point of contact for your organization that has been identified on Form SF-424 R&R should have received an ASAP user ID and password. If the ASAP access information has not been received, please send an e-mail to ASAPcustomerservice@nifa.usda.gov. For organizations already enrolled in ASAP refer to Attachment 2 concerning how to attach your organization to the NIFA Agency Location Code (ALC).

ASAP has an "ASAP.gov New Features Guide for Payment Requestors", which includes information about logging on the system, general navigation, initial payment request, payment schedules, and other useful information.

Should you need ASAP assistance, contact the FMS Regional Financial Center that is most appropriate.

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

Sincerely,

Felicia Harmon-Darby
 Director- Financial Operations Officer
 Financial Operations Division

ASAP ENROLLMENT PROCESS

(Currently not enrolled in ASAP)

1. Financial Operations Branch (FOB), NIFA, inputs grantee information obtained from the application submitted to NIFA (e.g., grantee's DUNS number, EIN, and point of contact name and e-mail address).
2. ASAP provides the point of contact (as entered by FOB) via e-mail a user ID and password.
3. The point of contact (POC) accesses the system using the user ID and password, accepts the POC role, verifies grantee information already entered, and assigns individuals for the various roles (e.g., Head of Organization, authorizing Official, Financial Official, and Payment Requestor(s)).
4. ASAP provides the Head of Organization via e-mail a user ID and password.
5. Head of Organization accesses the system using the user ID and password and approves the POC assignment of individuals for the various roles.
6. ASAP provides the individuals, approved by the Head of Organization to serve in the applicable role, via e-mail, a user ID and password.
7. The Authorizing and Financial Officials separately access the system and input information associated with their roles (e.g., Authorizing Official identifies other individuals that must have access to the grantee information in the system and the Financial Official includes applicable banking data).
8. ASAP notifies FOB that the enrollment process is completed upon which FOB creates an ASAP account to which award funds will be deposited and from which the grantee may withdraw award funds.

Once a user id and password have been issued, the applicable individual must perform their assigned task within 45 days of the issuance otherwise the enrollment is cleared from the system and the enrollment process must be restarted.

ASAP ENROLLMENT PROCESS

(Already enrolled in ASAP)

1. Financial Operations Branch (FOB), NIFA, inputs grantee information obtained from the application submitted to NIFA (e.g., grantee's DUNS number, EIN, and point of contact name and e-mail address).

a. If the ASAP system indicates that the organization is already enrolled in ASAP and is already attached to the NIFA Agency Locator Code (ALC) (12-40-2200), the enrollment process stops and does not need to proceed.

b. If the ASAP system indicates that the organization is already enrolled in ASAP but is not already attached to the NIFA Agency Locator Code (ALC) (12-40-2200), proceed to the next step.

2. ASAP provides the point of contact (as entered by FOB) via e-mail a notification that the organization Financial Officer (FO) must be notified.

3. The Financial Official separately accesses the system using their previously assigned userid and password and accesses the banking data screen to click the checkbox that "attaches" the organization to the NIFA ALC.

**United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET**

1. Award No. 2018-67023-27676	2. Amendment No.	3. Proposal Number 2017-08610	4. Period of Performance 03/15/2018 through 03/14/2021	5. Type of Instrument Grant
6. Type of Action New	7. CFDA Number 10.310	8. FAIN 20186702327676	9. Method of Payment ASAP	10. CRIS Number 1015199

11. Authority:
7 U.S.C. 450i(b), Section 7406 of FCEA of 2008, P.L. 110-246, AFRI

12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA Washington, DC 20250-2271	13. Awardee Organization Texas A&M University College Station, TX 77845-4375
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14. Program Point of Contact: Wesley Dean Telephone: 202-689-4286 wesley.dean@nifa.usda.gov	Administrative Point of Contact: Jose Berna Telephone: 202-401-6509 jberna@nifa.usda.gov	15. Project Director/Performing Organization Kent E. Portney Ph.D Texas A&M University College Station, TX 77843-4220
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16. Funding:	<u>Federal</u>	<u>Non-Federal</u>	17. Funds Chargeable			
Previous Total	\$0.00	\$0.00	<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>
+ or -	\$497,397.00	\$0.00	17- 762-67023	\$497,397.00		
Total	\$497,397.00	\$0.00				
Grand Total	\$497,397.00					

18. Title of Proposal
Gene Drive Applications to Agriculture in Texas: Knowledge, Perceptions, and Values

PROVISIONS

This Award incorporates the following:

- Funds in the amount of \$497,397 are being withheld pending receipt and approval of an IRB approval document. Please submit the requested information to awards@nifa.usda.gov with a copy to the Administrative Point of Contact referenced in Block 14 above.
- The referenced proposal and any revision thereto - incorporated by reference
- Research Terms and Conditions and NIFA Agency Specific Terms and Conditions (6/17) at <http://nifa.usda.gov/terms-and-conditions>
- General Provisions found in Title 2: 2 CFR Part 400; 2 CFR Part 415; 2 CFR Part 416; 2 CFR Part 418; 2 CFR Part 422; and, Title 7: 7 CFR Part 3430 - all incorporated by reference and found at <http://www.gpo.gov/searchwebapp/browse/collectionCfr.action?collectionCode=CFR>
- The Approved Award Budget
- NIFA Project Initiation Documents - incorporated by reference
- The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown of funds signifies acceptance of award terms and conditions and should commence in a timely manner within the award period.
- Colleges/Universities/Institutions of Higher Education Only: The negotiated rate for F&A/IDC costs in effect at the time this award was approved is the F&A/IDC rate that must be used for the life of this award.
- Prohibition against using funds under Grants and Cooperative Agreements with Entities that require certain internal confidentiality agreements are referenced at <https://nifa.usda.gov/prohibition-confidentiality-agreements>
- Form AD-1048 or other NIFA approved format must be completed by the approved subawardees and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (http://www.nifa.usda.gov/funding/all_forms.html)
- The Project Director is required to attend the annual Project Director's workshop/conference as stipulated in the RFA.
- The organization's approved negotiated rate results in the lesser indirect cost dollars for this project and is therefore the rate that must be used when charging indirect costs under this award.

Co-Project Director(s):

Elizabeth Heitman (University of Texas Southwestern Medical Center), Zach N. Adelman (Texas A&M University), David Kerns Ph.D (Texas A&M AgriLife Extension Service)

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.

Typed Name Evan Hughes Authorized Departmental Officer	Signature EVAN.HUGHES	Date 03/06/2018
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RESEARCH & RELATED BUDGET - Cumulative Budget

Award Number: 2018-67023-27676

	Totals (\$)	Totals (\$)
Section A, Senior/Key Person:		59,344.00
Section B, Other Personnel:		58,932.00
Total Number Other Personnel:	12	
Total Salary, Wages and Fringe Benefits (A+B):		118,276.00
Section C, Equipment:		0.00
Section D, Travel:		43,425.00
1. Domestic:	43,425.00	
2. Foreign:	0.00	
Section E, Participant / Trainee Support Costs:		0.00
1. Tuition/Fees/Health Insurance:	0.00	
2. Stipends	0.00	
3. Travel:	0.00	
4. Subsistence:	0.00	
5. Other:	0.00	
6. Number of Participants/Trainees:	0	
Section F, Other Direct Costs:		195,179.00
1. Materials and Supplies:	1,514.00	
2. Publications Costs:	6,000.00	
3. Consultant Services:	0.00	
4. ADP/Computer Services:	0.00	
5. Subawards/Consortium/Contractual Costs:	92,140.00	
6. Equipment or Facility Rental/User Fees:	0.00	
7. Alterations and Renovations:	0.00	
8. Other1:	8,779.00	
9. Other2:	24,481.00	
10. Other3:	62,265.00	
Section G, Direct Costs (A thru F):		356,880.00
Section H, Indirect Costs:		140,517.00
Section I, Total Direct and Indirect Costs (G + H):		497,397.00
Section J, Fee:		0.00
Section K, Total Costs (I + J)		497,397.00

OTHER 1: Advisory Board, Stipends, and Travel costs.

OTHER 2: Refreshment costs for meetings, and workshops, PPRI Survey Interviews \$22,600.

OTHER 3: GFK Custom Research, LLC/Fee for Service