

Roles and Responsibilities: Grants and Cooperative Agreements

ISSUE:

With which HHS offices and officials can I expect to interact directly in the award and performance of my grant or cooperative agreement?

KEY POINTS:

- There are two separate functions in ONC that have responsibilities related to your grant or cooperative agreement: **grants management**—represented by the grants management officer (GMO)/grants management specialist (GMS)—and **program management**—represented by the project officer (PO). The PO and the GMO/GMS work as a team.
 - The GMO is the individual who signed your Notice of Grant Award (NGA) and is responsible for the business/financial and non-programmatic management aspects of your grant or cooperative agreement, including interpreting grants administration policies and provisions included in the NGA. The GMO serves as the counterpart to your business officer. The GMS is an ONC Office of Grants Management staff member, working under the guidance of a GMO.
 - The PO is the ONC official who is responsible for the programmatic, scientific, and/or technical aspects of assigned projects. PO responsibilities include, but are not limited to, provision of programmatic technical assistance; post-award monitoring of project/program performance, including review of progress reports and making site visits; and other activities complementary to those of the GMO/GMS. Under a cooperative agreement, the PO also may be responsible for ONC's substantive programmatic involvement. The PO serves as the counterpart to your project director/principal investigator (PD/PI).
- The Division of Cost Allocation (DCA), which is part of the Program Support Center (PSC), HHS, is responsible for reviewing and negotiating indirect/facility and administrative cost rates; fringe benefit rates; and other rates, such as statewide cost allocation plans, for those organizations for which HHS has been designated by the Office of Management and Budget as the cognizant Federal agency.
- The Division of Payment Management (DPM), which also is part of PSC, HHS, makes grant and cooperative agreement payments through its Payment Management System (PMS).

RECIPIENT RESPONSIBILITIES:

- Know who your GMO, assigned GMS, and PO are (as shown in the NGA).
- Ensure that you have a similar separation of responsibilities within your organization—business and programmatic.
- Submit required information (including reports) to the ONC or HHS official, office, or system designated to receive the information in order to avoid delays in processing or being considered delinquent.

REFERENCES: HHS Grants Policy Statement