A-110 Administrative Requirements in a nutshell

Subpart B – Pre-Award requirements

Instructs Federal awarding agencies to decide what is the most appropriate award instrument (Grant, Coop. Agreement, or Contract)

Subpart C – Post-Award requirements

Revision of Budget and Program - when is prior agency approval needed?

Pre-Award Costs - Agency may allow for 90-day preaward costs.

Extensions - Agency may allow for an up to one year no cost extension if requested 10 days before the expiration date. Requests may not be used for the purpose of using up unobligated balances.

Carryover - Agency may allow for carry forward of unobligated balances to subsequent funding periods.

Property and Procurement Standards - too lengthy to explain here, but know where to find it.

Cost Sharing - Defines criteria for recipient contributions to be accepted as cost sharing or matching.

(Unrecovered Indirect Costs are acceptable only with prior agency approval)

Program Income - Amount earned can be retained by the recipient in accordance with the terms and conditions and can be used to further project objectives (Additional Costs Alternative), or deducted from the total project costs (Deductive Alternative).

Progress Reporting - Requires no less than annual reporting (i.e. PHS 2590)


Record Retention - Retain for a period of 3 years from the date of submission of the FSR.

Subpart D – After-the-Award Requirements

Closeout Procedures

1. Recipients shall submit, within 90 calendar days after the completion of the award, all financial, performance, and other reports required by the terms and conditions of the award.

2. Recipient shall liquidate all obligations no later than 90 days after the funding period or date of completion.