You Received An Award, Now What?

Doing Business With ARPA-H Industry Day
Breakout Session

November 13, 2024

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Why You're Here

- Gain an understanding of what comes next after receiving an ARPA-H award

- Familiarize yourself with some common terminology and administrative requirements

- Ask questions in a low threat environment

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Post Award Expectations

- **Key Personnel** – fill key personnel as proposed for project

- **Communication** – open communication (risks, challenges, issues) needed for a successful project

- **Kickoff Meeting** – an opportunity for ARPA-H and the Performer team(s) to come together

- **Program Manager Involvement** – expected throughout performance (these are not grants). Typically, as meetings (i.e., monthly, quarterly) to monitor performance and collaborate

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Post Award Expectations (cont.)

SAM Registration

- Performers are required to maintain an active registration in SAM for the life of the award.

Restrictions - Animal Subjects Research (ASR) & Human Subjects Research (HSR)

- No ASR or HSR related costs can be incurred without the required approvals.
- Animal Welfare Assurance, Institutional Animal Care and Use Committee (IACUC) approval, and a completed Vertebrate Animals Section.
- Federal-Wide Assurance and an approved IRB (Institutional Review Board).

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Post Award Expectations (cont.)

- **Payments** – registration in Payment Management Services (PMS) is required to process invoices and receive payments (needed after award if new PMS registrant)

- **Milestones** – reflect observable technical events or other actions. The value of payable milestones is negotiated at time of award

  Other Transactions (OTs)
  - Fixed-payable milestones – payment triggered by successful performance of technical events
  - Expenditure-based - may have to be prospectively adjusted during performance for value and performance objectives

  Cooperative Agreements
  - Payment is based on actual costs incurred or on a fixed milestone basis

  Exit Criteria
  - Information for how measure or evaluate milestones for "success." Success is focused on the effort needed to reach the milestone and perform the event and not necessarily if the technology is successful

- **Payable Milestones** – Milestone descriptions include completion criteria that articulate the basis for receiving payments and may include deliverables such as reports, demonstrations, tests, etc.

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Post Award Expectations (cont.)

Publications/Press Releases

Please refer to the agreement terms & conditions regarding any prior approval requirements (days)

Reporting Templates

Connect with your ARPA-H technical contacts for templates/expectations

Periodic Meetings

Meetings (i.e., monthly, quarterly, annually) to monitor performance and collaborate

Responsibilities and Approvals

Please refer to the agreement terms & conditions for performer responsibilities and required prior approvals (e.g., requesting period of performance changes, invoicing instructions, expanded authorities, reporting requirements)

Expanded Authorities include carryover of unobligated balances from one budget period to the next; cost-related prior approvals for direct-cost items; no-cost extensions; pre-award costs; and transfer of performance of a substantive programmatic work to a third-party by sub-award or a contract under the Cooperative Agreement

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Post Award Expectations (cont.)

Deliverables

As identified in each agreement (milestone reports, commercialization plans, equity plans, final reports, etc.)

Modifications

Expected in an R&D environment & may include term extensions, funding actions, administrative changes

Options

If included in your agreement, options are negotiated up front and can be exercised bilaterally or unilaterally. Revisions to an upcoming option period may be negotiated during the project period of performance

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Questions During Award Performance?

- **Grants Officer (GO) or Agreements Officer (AO)** – designated by the agency to conduct pre-award, post-award, and closeout activities. GO/AO is the only person that legally bind the Government, direct performer to start/stop work, modify agreement terms, or terminate an agreement

- **Program Manager (PM)** - The PM is the primary interface between performers and the GO/AO on programmatic issues. You have very likely already met or interacted with the PM and their team during negotiations and kick off

- **Grants/Agreements Officer Representative (GOR/AOR)** – provides technical assistance to GO/AO and assists in agreement administration. Not all awards will use an GOR/AOR

- Points of contact for the award are listed in your agreement

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Session Takeaways

- Expect regular and open communication with ARPA-H during performance

- Important to understand the administrative requirements of your agreement including:

  Deliverables
  - Description, frequency, and submission instructions included in the agreement
  - May include reports, demonstrations, test, etc.

  Payments
  - Register in PMS
  - Refer to your agreement to find the payment structure (monthly invoicing, fixed-payable milestone, or expenditure-based arrangement)
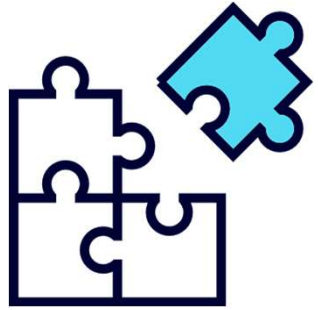
  Modifications
  - Common and may include funding actions, period of performance (term) changes, statement of work changes, or administrative changes (e.g., minor corrections, PM change, etc.)

  Special T&C's
  - HSR or ASR restrictions, required prior approvals, are expanded authorities allowed (cooperative agreements only)

- Review the agreement to find out who to contact if you have questions during performance. At a minimum, you will include the PM, GO/AO, and GOR/AOR (if applicable)

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