

Overview of the NSSC

The NSSC opened March 1, 2006 on the grounds of Stennis Space Center in Mississippi.

The NASA Shared Services Center (NSSC) is a public/private partnership between NASA and CSC. The NSSC consolidated select activities in Financial Management (FM), Procurement, Information Technology (IT), and Human Resources (HR) into one new Center: the NSSC.

Contact Us

NSSC Building 1111
Stennis Space Center, MS 39529

Toll Free: 1-877-677-2123 (1-877-NSSC123)
Fax: 1-866-779-6772 (1-866-779-NSSC)
E-mail: nssc-contactcenter@nasa.gov

NSSC homepage: www.nssc.nasa.gov

NSSC Customer Service page:
www.nssc.nasa.gov/grants

Transmitting Documents to the NSSC

Technical packages, excluding documents with proprietary data, may be sent as follows:

E-mail: All non-proprietary documents should be sent to the following unsecured e-mail address. Documents transmitted to this e-mail address will be loaded directly into the NSSC document library for routing.
nssc@nasa.gov

SAP/IEMP: Centers may opt to forward Technical Requirements Packages as attachments in the SAP/IEMP system in accordance with local procedures.

NSPIRES: NSSC can download Technical Requirement Packages directly from the NSPIRES system.

FAX: Do NOT Fax proposal or proprietary information. Transmission of Fax is unsecured. Non-proprietary documents transmitted to this Fax will be loaded directly into the NSSC document library for routing.
1-866-779-6772

Technical packages, including documents containing proprietary data, may be sent as follows:

Mail: All documents, including those with proprietary data, can be mailed to the following address:

NASA Shared Services Center
Attn: Office of Procurement-SP
Building 1111
Stennis Space Center, MS 39529

Documents transmitted by mail will be loaded directly into the NSSC document library for routing.

Grants and Cooperative Agreements Status/Query:
www.nssc.nasa.gov/grantstatus

Grant/Cooperative Agreement Procurement Documents:
www.nssc.nasa.gov

1. Select Customer Service
2. Select Procurement
3. Select Grants and Cooperative Agreements

National Aeronautics and
Space Administration



NSSC
NASA Shared Services Center

Quick Reference Guide

August 2010

NSSC-SD-0009
Revision 2

Customer Focused
→



Grants & Cooperative Agreements

NSSC Responsibilities

- Award and administration of Grants and Cooperative Agreements to institutions of higher education, hospitals, and other non-profit organizations.
 - Award and administration of Grants with commercial firms.
 - Award and administration of Grants and Agreements with State, Local, and Indian Tribal Governments.
 - Grant renewals requiring a new proposal will be processed as new awards at the NSSC.
 - EARMARKS resulting in any type of Grant or Cooperative Agreement will be awarded by the NSSC (except for Exclusions listed below). This includes Earmarks awarded to Recipients for continuation of work awarded in previous years by other Centers. The Earmarks will be handled as new awards at the NSSC.
 - Award and administration of unsolicited proposals resulting in any type of Grant or Cooperative Agreement (except for Exclusions listed below).
 - The NSSC will request final reports from recipients and will forward those reports to the appropriate Center Technical Officer. Note: Grant awards require that final reports be sent to both the Technical Officer and the Grant Officer. The NSSC will suspense all Grant awards in our document tracking system "Remedy" and will send reminder notifications to recipients when reports are due. The NSSC will then forward those reports received from recipients to Technical Officers to assure receipt.
 - Provide a publicly accessible Web site for NSSC pre-award and post-award status on Grants and Cooperative Agreements. URL: www.nssc.nasa.gov/grantstatus
 - **Exclusions:** The NSSC will not award: (1) Cooperative Agreements to commercial firms in accordance with Subpart D of the Grant and Cooperative Agreement Handbook; and, (2) Cooperative Agreements/Grants issued to establish and/or maintain existing science and research institutes.
- Purchase Request (PR) Process in SAP for Grants and Agreements:**
- Header text information is used extensively and should be used to note the type of grant action (i.e., Congressional Earmark, Principal Investigator (PI) Transfer, Augmentation, etc.)
 - Short text field under the "Item Overview" section of the PR must be used to identify the name of the PI in order to properly populate the Grant Status Webpage.
 - Center PRs for Grants awarded by the NSSC will require the use of the following P-Groups: AXA – ARC; DXA – DFRC; CXA – GRC; GXA – GSFC; HXA – HQ; NXA – NMO; JXA – JSC; KXA – KSC; LXA – LaRC; MXA – MSFC; SXA - SSC.

Centers' Responsibilities

- Provide a Purchase Request package to the NSSC which includes the Technical Requirements Package (TRP) and a Purchase Request.
- Continue the administration of all existing Grants and Cooperative Agreements awarded at the Center through completion of closeout. Administration includes funding actions for multi-year grants, but excludes any grant "renewal" actions requiring a new proposal. Renewal actions are the responsibility of the NSSC and will be processed as new awards.
- Award and administration of Cooperative Agreements /Grants to establish and/or maintain existing science and research institutes.
- Award and administration of Cooperative Agreements to commercial firms.
- On a case-by-case basis, the Center may request a waiver from NASA HQ Office of Procurement, to allow that Center to award or retain a particular Grant.
- Centers retain the responsibility for issuing their own BAAs, NRAs, AOs, and CANs.
- Centers will continue to perform technical review of all solicited and unsolicited proposals.
- Centers retain the responsibility for all preaward activities associated with the receipt and evaluation of unsolicited proposals. Centers shall use their own local procedures for the unsolicited proposal process.
- Centers will continue to perform Technical review of all Earmarks. The Center Technical Officer is responsible for preparing a Technical Evaluation Memorandum and a Document for Readiness of Award (DORA). The DORA shall be routed through the Center CFO for signature before transmitting to the NSSC.
- Center Technical Officers shall be responsible for meeting Scientific and Technical Information (STI) requirements for final reports.
- Centers shall use their own Center's local procedures for any Legal review requirements (if any) for the pre award process for Grants and Cooperative Agreements. The NSSC Counsel will perform legal review of grant award documents prepared at the NSSC, if required.
- Centers retain all program/project management activities (budgeting, funding, costing, property management, patents, technology transfer, NEPA oversight for facilities grants, safety oversight – to include oversight of grant recipients working at NASA Centers).

Technical Requirements Checklist

Required Documentation for New Awards/Renewals (including successor Grants)
SOLICITED: Technical evaluation/peer review evaluation and selection documentation
UNSOLICITED: Technical evaluation, Justification for Acceptance of Unsolicited Proposal (JAUP) and Technical Officer's recommendations
COPY OF SELECTION LETTER (if one was sent to PI)
EARMARKS: Document of Readiness for Award (DORA) Signed by Center CFO
APPROVED DETAILED BUDGET (to include appropriate narrative)
CERTIFICATIONS
ENDORSED PROPOSAL
COPY OF THE BAA/NRA/AO/CAN (cover page only)
JUSTIFICATION AND OTHER APPROVALS (equipment, travel, subcontract consent, general purpose equipment, NEPA and safety requirements, etc.)
SPECIAL LANGUAGE AND/OR REQUIREMENTS FOR AWARD (unique reporting requirements, training Grant provisions, statement of nature of collaboration for Cooperative Agreement)
PURCHASE REQUEST (PR)
Required Documentation for Multi-Year Funding Continuations (i.e., Year 2 of 3 or Year 3 of 3)
PROGRESS REPORT
REVISED BUDGET (if changed from the plan when Grant or Cooperative Agreement was awarded)
JUSTIFICATIONS AND OTHER APPROVALS (if changes affecting these requirements were made)
ADDITIONAL LANGUAGE AND/OR REQUIREMENTS FOR AWARD (if necessary)
PURCHASE REQUEST (PR)
Required Documentation for Supplements (Augmentations) (within original period of performance)
ENDORSED PROPOSAL FOR ADDITIONAL WORK
APPROVED DETAILED BUDGET FOR ADDITIONAL WORK
REVISED BUDGET (if changed from the plan when Grant or Cooperative Agreement was awarded)
TECHNICAL EVALUATION AND SELECTION STATEMENT FOR ADDITIONAL WORK
PURCHASE REQUEST (PR)