

**DIVISION III- USAMRAA ADDENDUM TO THE DoD GENERAL TERMS AND CONDITIONS AND  
USAMRAA PROGRAMMATIC REQUIREMENTS**

**Preamble**

This award incorporates by reference the Department of Defense (DoD) Research and Development Terms and Conditions available at <https://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-terms-conditions> . The USAMRAA Addendum to the DoD R&D General Terms and Conditions provides additional content relevant to USAMRAA awards for sections of specified articles from those general research terms and conditions. **The five asterisks indicate that there is content from the DoD R&D General Research Terms and Conditions within the identified parts and articles that remains unchanged and is not restated in this document. To understand the requirement for a given article, the DoD R&D General Research Terms and Conditions must be read in tandem with this USAMRAA Addendum.** The second portion of this addendum is comprised of the programmatic requirements portion of the general terms and conditions that apply to USAMRAA awards subject to the DoD R&D General Terms and Conditions.

**USAMRAA Addendum to the DoD R&D General Terms and Conditions**

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**Part I: Definitions**

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**Section D. Definitions**

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**43. Intangible Property**

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c. For purposes of USAMRAA awards, software is also considered intangible property.

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**Part 2: Financial and Program Management (FMS Articles)**

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**FMS Article II. Payments**

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**Section C. Electronic Funds Transfer and other payment procedural instructions of information**

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**2. Other payment procedural instructions or information**

**a. Request for Payments**

- i. Payments. Payments will be made to you upon receipt of a “grant voucher” (used for both grants and cooperative agreements) submitted through the Wide Area Work Flow (WAWF) e-Business Suite in accordance with the Contract Line Item Number (CLIN) structure set forth in this award. The Defense

Finance and Accounting Service (DFAS) will generally make payments within 30 calendar days after we receive the request for reimbursement unless we reasonably believe the request is improper.

- ii. You must select “advance” or “reimbursement” on the grant voucher in WAWF.
- iii. In order to conserve administrative resources for both parties, you are encouraged to voucher no more frequently than monthly. Failure to voucher at least quarterly may raise concerns about research progress and the need for continued funding.
- iv. All payments will be made by Electronic Funds Transfer (EFT) to the bank account registered in the System for Award Management (SAM) (available at <https://www.sam.gov> ). You must maintain the currency about yourself in SAM, including information necessary to facilitate payment via EFT. We cannot be held responsible for any misdirection or loss of payment which occurs as a result of your failure to maintain correct/current EFT information within your SAM registration. Failure to update SAM ensuring active account status will result in nonpayment.

#### **b. Electronic Payment Instructions**

- i. The Wide Area Work Flow (WAWF) e-Business Suite is the required method to electronically process your requests for payments. Once on the WAWF e-Business Suite web site, select the Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) button to electronically submit “grant vouchers” (used for both grants and cooperative agreements). You must (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the System for Award Management (SAM) site at <https://www.sam.gov> within ten (10) calendar days prior to requesting a payment for this award. The Award specific Research Terms and Conditions will include additional instructions on how to submit grant vouchers and who to contact for assistance if needed.
- ii. Questions concerning specific payments should be directed to the Defense Finance and Accounting Service (DFAS), Indianapolis, at 1-888-332-7366, unless a different office is specified in Division II in your award specific terms and conditions. **You can also access payment and receipt information using the “myInvoice” button in WAWF at <https://wawf.eb.mil>.** The award number or grant voucher number will be required to inquire about the status of the payment.
- iii. The following codes and information are required to initiate the grant voucher and assure successful flow of WAWF documents.

TYPE OF DOCUMENT: **Grant Voucher** (*Used for both grants and cooperative agreements*)

CAGE CODE: **Enter Your Cage Code**

ISSUE BY DODAAC: **W81XWH**

ADMIN BY DODAAC: **W81XWH**

INSPECT BY DODAAC: **W81XWH**

ACCEPT BY DODAAC: **W81XWH**

SHIP TO DODAAC: **W81XWH**

LOCAL PROCESSING OFFICE DODAAC: **Not Applicable**

PAYMENT OFFICE FISCAL STATION CODE: **Unless otherwise specified in Division II in your award specific terms and conditions enter Fiscal Station DODAAC as HQ0490 = DFAS Indianapolis**

EMAIL POINTS OF CONTACT LISTING:  
INSPECTOR: **Submit to Assistance Agreement Branch Email identified in the Division I, 10.v.**  
ACCEPTOR: **Submit to Assistance Agreement Branch Email identified in the Division I, 10.v.**  
RECEIVING OFFICE POC: **Submit to Assistance Agreement Branch Email identified in the Division I, 10.v.**  
GRANT ADMINISTRATOR: **Leave Blank**  
GRANTS OFFICER: **Leave Blank**  
ADDITIONAL CONTACT: **Submit to Assistance Agreement Branch Email identified in the Division I, 10.v.**

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**FMS Article IV. Revision of budget and program plans.**

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**Section B. Revisions requiring prior approval.**

**1. Non-Construction Activities**

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**e. USAMRAA Specific Prior Approval Requirements**

- i. The transfer (relocation) of the PI and or research project to another entity.
- ii. Reimbursing a DoD Military Treatment Facility (MTF) for costs incurred if the MTF is involved in the award. Reimbursing these costs is generally prohibited and only approved under unusual and extraordinary circumstances.

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**Section C. Pre-award costs, carry forward of unobligated balances, and one-time no-cost extensions.**

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**3. No-cost Extension of the Period of Performance**

- a. You may initiate one time, without prior approval, a no-cost extension to the expiration date of the award for a period of up to 12 months, as long as the no-cost extension does not involve a change in the approved objectives or scope of the project. You must notify the USAMRAA Grants Officer in writing at least 30 calendar days prior to the expiration date of the award. The notification must state the additional time needed, the reasons for the extension, and the work to be completed during the extension period. You must be current with all financial and technical reporting requirements and be in compliance with all other terms and conditions of the award. This one-time no-cost extension may not be exercised merely for the purpose of using unobligated balances. An official modification to the award document must be issued by the USAMRAA Grants Officer to extend the period of performance.
- b. Reference “Expiration of Funds” in Division I Award Cover Pages to understand the impact of the availability of funds on award extensions.
- c. Collaborating awards (two or more USAMRAA-issued awards completing the same Statement of Work) may have to have identical periods of performance. Each collaborating recipient’s business office must contact the Grants Officer assigned to the awards regarding extensions.
- d. Any subsequent no-cost extensions require prior approval from the USAMRAA Grants Officer.

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**Part 5. Financial Programmatic, and Property Reporting (REP Article)**

**REP Article I. Performance management, monitoring, and reporting.**

**Section A. Required reporting form, format, or data elements for interim and final performance reports.**

1. Annual Technical Report

- a. Annual reports are required and must be prepared in accordance with the Research Performance Progress Report (RPPR). The RPPR is the uniform format for reporting performance progress on Federally-funded research projects and research-related activities. Annual reports must provide a complete summary of the research results (positive or negative) to date in direct alignment to the approved Statement of Work (SOW). The importance of the report to decisions relating to continued support of the research cannot be over-emphasized.
- b. Special Requirements for Annual Reports-Refer to Division II.

2. Final Technical Report

- a. A final report must be prepared in accordance with the RPPR. The report must summarize the entire research effort, citing data in the annual reports and appended publications.
- b. Special Requirements for Final Reports-Refer to Division II.

3. Format

Prepare the annual and final reports in accordance with the RPPR format, available at <http://www.usamraa.army.mil/Pages/Resources.aspx>. Although there is no page limitation for the reports, each report must be of sufficient length to provide a thorough description of the accomplishments with respect to the approved SOW

**Section B. Frequency, reporting periods, and due dates for interim performance reports.**

An annual technical report must be submitted within 30 calendar days of the anniversary date of the award for the preceding 12 month period. If the award period of performance is extended by the USAMRAA Grants Officer, then an annual report must still be submitted within 30 days of the anniversary date of the award.

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**Section F. Performance Reporting Procedures**

Annual and Final Technical Reports, in electronic format (PDF or Word file only), must be submitted to <https://ers.amedd.army.mil>.

Additional information is available on the Researcher Resources website, available at [https://mrmc.amedd.army.mil/index.cfm?pageid=researcher\\_resources.technical\\_reporting](https://mrmc.amedd.army.mil/index.cfm?pageid=researcher_resources.technical_reporting)

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**REP Article II. Financial Reporting.**

**Section A. Required reporting form, format, or data elements for interim and final financial reports.**

You must submit financial reports on the Standard Form 425 (SF425) "Federal Financial Report."

**Section B. Interim financial reports; frequency, reporting periods, and due dates.**

The Federal Financial Reporting period end dates fall on the end of the calendar year for annual reports (12/31). You must submit annual reports no later than 90 days after the end of the calendar year.

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**Section E. Where and how to submit financial reports.**

1. You must submit all interim SF425 reports electronically through the web site <https://www.usamraa.army.mil/Pages/SF425.aspx>. The form and instructions can be obtained on this site.
2. Do not report multiple awards on one report. Each award must be reported separately on its own SF425.
3. Do not combine multiple SF425s into one submission. Each form must be saved as a separate PDF and submitted individually.
4. You must submit Final SF425 reports electronically to [usarmy.detrick.medcom-usamraa.mbx.closeout@mail.mil](mailto:usarmy.detrick.medcom-usamraa.mbx.closeout@mail.mil)

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**REP Article III. Reporting on Property.**

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**Section D. Intangible Property.**

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**1. Inventions developed under this award.**

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- a. Patents and Inventions Reporting Requirements
  - i. iEdison and annual reporting. You must electronically file Invention Disclosures and Patent Applications using the Interagency Edison (iEdison) system through the National Institutes of Health (<https://s-edison.info.nih.gov/iEdison>) within the times specified for reporting.
  - ii. Report of Inventions and Subcontracts. A final DD Form 882 is required and must be submitted electronically within 120 days of end of the term of award. List all inventions made during the term of the award or state “none,” as applicable. The award will NOT be closed until you have met all reporting requirements. Submit the final DD882 reports electronically to [usarmy.detrick.medcom-usamraa.mbx.closeout@mail.mil](mailto:usarmy.detrick.medcom-usamraa.mbx.closeout@mail.mil)

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**Part 6: Other Administrative Requirements (OAR Articles)**

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**OAR Article III Remedies and termination.**

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**Section B. Remedies for non-compliance.**

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- f. If you are delinquent on technical reporting requirements for other USAMRAA-sponsored awards, no new awards will be issued to you until all delinquent reports have been submitted.
- g. Failure to submit required Technical Reports or Federal Financial Reports (SF425s) may delay payments or result in nonpayment.

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**OAR Article IV. Claims, disputes, and appeals.**

**Section A. Definitions**

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2. Grant Appeal Authority- Lamont G. Kapec Deputy Chief of Staff, Procurement and Head of the Contracting Activity HQDA Office of the Surgeon General and U.S. Army Medical Command, 7700 Arlington Boulevard Falls Church, VA 22042-5140

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**OAR Article VI. Closeout**

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**Section B. Refunds of Unobligated balances.**

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- a) Make check payable to the U.S. Treasury and mail to:  
USAMRAA  
Attn: MCMR-AAP-C  
(Insert Federal Award No. W81XWH-\_\_\_\_\_)  
820 Chandler Street  
Fort Detrick, Maryland 21702-5014

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**Section D. Accounting for Property.**

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- a) **Property Acquired with Award Funds, if applicable** [Reference PROP Article IV of the DoD R&D General Terms and Conditions (September 2017).]
  - i. If equipment under this award is exempt property, you must provide a cumulative listing of exempt equipment acquired with award funds. Submit this on your organization's letterhead. Submit to: Assistance Agreement Branch Email identified in the Division I, 10.v.
  - ii. If supplies under this award are exempt, you must submit a statement that: (i) there is, or is not, a residual inventory of unused supplies exceeding \$5,000 in total aggregate value; and (ii) if there is, state whether or not the unused items will be needed on other Federally sponsored projects or programs. Submit this on your organization's letterhead. Submit to Assistance Agreement Branch Email identified in the Division I, 10.v.

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## **Part 8: National Policy Requirements**

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### **NP Article III. National policy requirements concerning live organisms.**

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#### **Section B. Other requirements concerning live organisms**

1. **Research Involving Recombinant DNA Molecules** By signing the award or accepting funds under the award, you assure that all work involving the use of recombinant DNA will be in compliance with guidance provided at <https://osp.od.nih.gov/biotechnology/biosafety-and-recombinant-dna-activities/>.

#### **2. Prohibition of Use of Laboratory Animals**

Notwithstanding any other terms and conditions contained in this award or incorporated by reference herein, the recipient is expressly forbidden to use or subcontract for the use of laboratory animals in any manner whatsoever without the express written approval of the USAMRMC, Animal Care and Use Review Office (ACURO). Written authorization to begin research under applicable protocol(s) proposed for this award will be issued in the form of an approval letter from the USAMRMC ACURO to the recipient with a copy to the USAMRAA Grants Officer. Furthermore, modifications to already approved protocols require approval by ACURO prior to implementation. For each fiscal year, the recipient must maintain, and upon request from ACURO, submit animal usage information.

Noncompliance with any of these terms and conditions may result in withholding of funds and/or the termination of the award.

The Animal Care and Use Office requirements can be accessed at [https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.acuro](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.acuro).

#### **3. Prohibition of Use of Human Subjects**

Research under this award involving the use of human subjects, to include research involving the secondary use of human biospecimens and/or human data, cannot begin until the USAMRMC's Office of Research Protections (ORP) provides authorization that the research may proceed. The USAMRMC ORP will issue written approval to begin research under separate notification to you. Written approval to proceed from the USAMRMC ORP is also required for any subrecipient that will use funds from this award to conduct research involving human subjects.

The USAMRMC ORP conducts site visits as part of its responsibility for compliance oversight. Accurate and complete study records must be maintained and made available to representatives of the USAMRMC as a part of their responsibility to protect human subjects in research. Research records must be stored in a confidential manner so as to protect the confidentiality of subject information.

The recipient is required to adhere to the following reporting requirements:

Submission of substantive modifications to the protocol, continuing review documentation, and the final report as outlined in the USAMRMC ORP approval memorandum.

Unanticipated problems involving risks to subjects or others, subject deaths related to participation in the research, clinical holds (voluntary or involuntary), and suspension or termination of this research by the IRB, the institution, the Sponsor, or regulatory agencies, must be promptly reported to the USAMRMC ORP.

Change in subject status when a previously enrolled human subject becomes a prisoner must be promptly reported to the USAMRMC ORP HRPO.

The knowledge of any pending compliance inspection/visits by the FDA, ORP, or other government agency concerning this clinical investigation or research, the issuance of Inspection Reports, FDA Form 483, warning letters or actions taken by any Regulatory Agencies, and any instances of serious or continuing noncompliance with regulatory requirements that relate to this clinical investigation or research, must be reported immediately to the USAMRMC ORP.

Non-compliance with these terms and conditions may result in withholding of funds and/or the termination of the award.

DoD requirements for human subjects research, including 32 CFR Part 219, DoD Instruction 3216.02, and USAMRMC ORP Human Research Protection Office submission instructions can be accessed at [https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo).

#### 4. Prohibition of Use of Human Cadavers

Research, development, testing and evaluation (RDT&E), education or training activities involving human cadaveric specimens under this award shall not begin until approval is granted in accordance with the Army Policy for Use of Human Cadavers for RDT&E, Education, or Training, 20 April 2012 ([https://mrmc.amedd.army.mil/index.cfm?pageid=research\\_protections.overview](https://mrmc.amedd.army.mil/index.cfm?pageid=research_protections.overview)).

The USAMRMC Office of Research Protections (ORP) is the Action Office ([usarmy.detrick.medcom-usamrmc.other.hrpo@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.other.hrpo@mail.mil)) for this policy. Approval must be obtained from the USAMRMC ORP. Award recipients must coordinate with the supporting/funding Army organization to ensure that proper approvals are obtained. ORP will issue written approvals to begin under separate notification to the recipient. Written approval to proceed from the USAMRMC ORP is also required for any subrecipient that will use funds from this award to conduct RDT&E, education or training involving human cadaveric specimens.

Recipients must promptly report problems related to the conduct of the activity involving cadavers or the procurement, inventory, use, storage, transfer, transportation, and disposition of cadavers to the USAMRMC ORP.

Recipients must maintain complete records of the activity.

The USAMRMC or designees must be permitted to observe the activity upon request and/or audit activity records to ensure compliance with the approved protocol or applicable regulatory requirements.

Non-compliance with these terms and conditions may result in withholding of funds and/or the termination of the award.

### Programmatic Requirements Portion of the General Terms and Conditions

#### Publication, Acknowledgement, and Public Release

- a. **Publication.** You are encouraged to publish results of the research, unless classified, in appropriate media. Submit one copy of each paper to the GOR **simultaneously** with its submission for publication. Forward copies of all publications resulting from the research to the USAMRAA Grants Officer or Grants Specialist as they become available, even though publication may in fact occur subsequent to the termination date of the award. (See Section C of the DoD R&D General Terms and Conditions for the charging of publication costs incurred after the period of performance.)
- b. **Acknowledgment.** You agree that in the release of information relating to this award such release will include the statements below, as applicable. "Information" includes, but is not limited to, news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and symposia.
  - i. "The U.S. Army Medical Research Acquisition Activity, 820 Chandler Street, Fort Detrick MD 21702-5014 is the awarding and administering acquisition office" and;

- ii. “This work was supported by the (enter name of sponsoring agency identified in item no.0001), through the (enter program name) under Award No. (enter award number). Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the (enter Department of Defense or U.S. Army as identified in item no.0001).”
  - iii. “In conducting research using animals, the investigator(s) adheres to the laws of the United States and regulations of the Department of Agriculture.”
  - iv. “In the conduct of research utilizing recombinant DNA, the investigator adhered to NIH Guidelines for research involving recombinant DNA molecules.”
  - v. “In the conduct of research involving hazardous organisms or toxins, the investigator adhered to the CDC-NIH Guide for Biosafety in Microbiological and Biomedical Laboratories.”
- c. Public release. Prior to release to the public, you must notify the USAMRAA Grants Officer and the GOR of the following: planned news releases, planned publicity, advertising material concerning project work, and planned presentations to scientific meetings. This provision is not intended to restrict dissemination of research information; the purpose is to inform the USAMRMC of planned public release of information on USAMRMC-funded research in order to adequately respond to inquiries and to be alerted to the possibility of inadvertent release of information.

Failure to include the above statements and adhere to the above regulations, when required, may result in loss of funding and/or termination of this award.

## **2. National Security**

The award is intended for unclassified, publicly releasable research. You will not be granted access to classified information. We do not expect that the results of the research project will involve classified information. If, however, in conducting the activities supported under the award, you or the PI is concerned that any of the research results involve potentially classifiable information that may warrant Government restrictions on the dissemination of the results, you must promptly notify the USAMRAA Grants Officer.

## **3. Use of Non-Federal Personnel**

Some USAMRMC program offices use contractor personnel to assist the GORs with review of technical reports. All review processes are conducted confidentially. Contractor personnel are required to sign agreements to protect the confidentiality of the information. Violations by reviewers that compromise the confidentiality of the reviews may result in suspension or debarment of the individual or contractor from Federal awards.