

Adding funding to USRA/UAH Contract/Cooperative Agreement

Three different scenarios exist:

- 1) **Incremental Funding** (takes 4-6 weeks) - This is funding for work that is in place currently with no changes to scope, budget or POP.
- 2) **Augmentation** (takes 4-6 weeks) - This is required when there is a change to one or all of the following: scope, budget and/or POP.
- 3) **New Work** (takes 8 weeks) - This is brand new previously un-awarded work. Please see requirements below for this.

Requirements for each type of funding:

1.) Incremental Funding

- PR and funding form from budget analyst

2.) New Work

- Statement of Work for CA Partner (UAH/USRA) - Written by NASA PI
- Collaboration Statement —What is NASA's role in this work? What are we collaborating on?
- Draft Budget from CA Partner—This can be requested through the NASA Integration Analyst or NASA Resource Analyst
- Original HQ Proposal with Award Letter (If this was HQ awarded work) - NASA PI Responsibility
- RDSS—Sole Source Justification (If this was not HQ awarded work) - NASA PI Responsibility

Once all of these items are received by the Integration Analyst, a request for RFP will be sent to the NASA Contracting Officer. Once the Contract administrator sends the RFP out, the CA Partner typically has 1 week to respond to the RFP. Once the proposal is received by the NASA Contracting officer it is forwarded to the responsible parties to complete the following pre-award documentation:

- Cost Analysis (NASA Contracting Administrator, Resource Analyst, Integration Analyst)
- Technical Evaluation (NASA COR)

3.) Augmentation

Documentation Required From the PI (Is the change to awarded work? If so, we must have either a revised award letter or an RDSS to justify the additional scope and/or budget.)

- Draft Budget from CA Partner—This can be requested through the NASA Integration Analyst or Resource Analyst
- Original HQ Proposal with Award Letter (If this was HQ awarded work) - NASA PI Responsibility
- RDSS—Sole Source Justification (If this was not HQ awarded work) - NASA PI Responsibility
- Revised SOW with changes noted (If this was a SOW change) - NASA PI Responsibility

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- Cost Analysis (NASA Contract Administrator, Resource Analyst, Integration Analyst)
- Technical Evaluation (NASA COR)

Final Step in all of the above scenarios:

Once all of the above requirements are met you may proceed with PR creation

- Submit a PR (purchase request) thru the NASA Resource Analyst