NADPRP: Resources for Recipients and Cooperators

Last Modified:

This page provides information to help NADPRP award recipients (cooperators) with common tasks and frequent questions associated with NADPRP cooperative agreements.

For more help on topics listed below or others related to award management, email us at vs.nadprp@usda.gov or contact the APHIS Veterinary Services program manager assigned to your cooperative agreement.

Expand All

General Award Management Information

Please contact the NADPRP program (vs.nadprp@usda.gov) if you have questions about how to manage your cooperative agreement or to request a copy of the NADPRP Recipient Guide.

- General Terms and Conditions for APHIS Cooperative Agreements and Grants
- NADPRP Guidelines on Use of Funds

Acknowledging NADPRP Funding in Outreach Materials

NADPRP funds may be used for outreach materials, training curricula, videos, websites, pamphlets, fliers, factsheets, publications, and other print and digital media. Recipients must submit these materials to their APHIS Veterinary Services program manager for review prior to final printing or release of the product.

We encourage recipients to acknowledge NADPRP in project presentations or materials by stating: *This project [or exercise, brochure, etc.] was funded by USDA's Animal and Plant Health Inspection Service through the National Animal Disease Preparedness and Response Program.*

Quarterly Performance Reports

Recipients must submit a performance report in ezFedGrants every quarter, **even if there is no new activity to report**. Recipients should use the NADPRP Quarterly Performance Report Template. These reports are due 30 days after the end of each calendar year quarter (for example, April 30, July 30, October 30, and January 31). Recipients may reference their Award Face Sheet for more information.

Download NADPRP Quarterly Performance Report Template

Quarterly Financial Reports

Recipients must submit a financial report (SF-425) in ezFedGrants every quarter, **even if there is no new activity to report**. A template automatically becomes available to complete and submit the financial report directly in ezFedGrants on the last day of each quarter. These reports are due 30 days after the end of each calendar year quarter (for example, April 30, July 31, October 31, and January 31). Recipients should reference their Award Face Sheet for more information.

Instructions for completing the SF-425 are available at Federal Financial Report | GSA. A job aid for submitting the SF-425 in ezFedGrants is available at Submit

Reports | USDA.

Claims

Recipients of NADPRP-funded projects must submit claims using ezFedGrants (eFG). Common reasons for payment delays after claim submission include the following:

- Overdue performance or financial reports. Claims cannot be processed in eFG when there are outstanding past due reports.
- The Program Manager's approval is pending.
- Previous claims are being processed. Only one claim at a time can be processed. If more than one claim is submitted, the second claim will show ineligible until the first claim is processed and paid.

Claims should be broken down by cost category in the "Requested Amounts by Cost Element" section. This breakdown should align with the cost categories in the approved Financial Plan.

For details on how to create, edit, certify, and submit a reimbursement claim in ezFedGrants, view the ezFedGrants Reimbursement Claim Submission Job Aid.

Project Amendments

Project Extensions: Recipients may request one 12-month no-cost extension for their NADPRP cooperative agreement, but extensions are not guaranteed. APHIS will not consider extensions for the sole purpose of spending down remaining funds.

Budget Shift: A budget shift is a type of amendment used to make changes in the project's approved budget, such as moving funds from one direct cost category to another (*e.g.,* moving funds from Travel to Supplies).

For help with budget shifts, project extensions, or other changes, contact your Program Manager, email vs.nadprp@usda.gov, or reference the NADPRP Recipient Guide.

Final Performance Reports and Project Closeout

Recipients work with their Program Manager to close out NADPRP-funded projects. Recipients are responsible for the following closeout steps:

1. Submit outstanding past-due quarterly financial and performance reports in ezFedGrants (eFG).
2. Submit a Final Performance Report no later than 120 days after the performance period end date. The final report should be written in past tense and describe overall project accomplishments. Final project reports may be posted to the NADPRP web pages.
    - NADPRP Final Performance Report Template and Instructions (35.79 KB)
3. Submit deliverables or products produced by the project in eFG as “other attachments.” This may include reports, plans, handouts, standard operating procedures, presentations, articles about the project, and other materials.
4. Submit the final claim for reimbursement in eFG within 120 days after the performance period end date. Claims can only be reimbursed for expenses incurred during the performance period.
5. Submit the Final Financial Report (final SF-425) in eFG.
6. If applicable, submit patent or invention disclosures and a final inventory of equipment.

ezFedGrants Information

USDA uses the ezFedGrants grants and agreements management system to manage all NADPRP cooperative agreements. Recipients are required to use ezFedGrants to establish, manage, and close out their cooperative agreement. Recipients should use the resources available in the ezFedGrants Job Aid Library to get started and find answers to common questions. Recipients who are new to ezFedGrants should start with the Access & User Roles job aids.

For ezFedGrants help, contact the help desk at ezfedgrants@cfo.usda.gov.

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