

**NEW PROCECURES FOR PROCESSING REQUIREMENTS
FOR
THE UMBC/GPHI COOPERATIVE AGREEMENT**

NEW TASKS

An electronic version of the GPHI Internal Worksheet for Processing GPHI Tasks (hereinafter referred to as the Internal Worksheet) must be completed to request a new task. The Internal Worksheet is available as an e-mail attachment through the GSFC Resources Analyst, Kenny Mautino, the UMBC Business Manager, Margo Young, or Jan Merka, GPHI Director. A separate worksheet is required for each Sponsor for each UMBC personnel.

The GSFC civil servant SPONSOR of the task should email the completed Internal Worksheet for processing the new requirement to the individuals listed below for review and concurrence. The Sponsor should identify the building and room on the Internal Worksheet if the location site is GSFC.

GSFC Contracting Officer Representative (COR), Mark Adrian - mark.l.adrian@nasa.gov
GSFC Resources Analyst, Kenny Mautino - kenneth.j.mautino@nasa.gov
UMBC GPHI Director, Jan Merka - merka@umbc.edu
UMBC Business Manager, Margo Young - mayoung@umbc.edu

Once the completed Internal Worksheet is received, the resources analyst will assign a GPHI task number prior to forwarding the Internal Worksheet to the COR. The COR will review the request for technical content and merit. Funds will be committed after the task is approved by the COR. After review and acceptance, this document will be forwarded to the Director of GPHI, Jan Merka. The selection process will be conducted by UMBC/GPHI, based on the established procedures.

If it is later determined, **by the Sponsor**, that this task should not be processed or will subsequently be cancelled before the start date, an Internal Worksheet should be submitted requesting the cancellation. Any initial costs incurred by UMBC for processing this task will be the responsibility of the sponsor. Once UMBC faculty personnel are assigned to the task, the university must be officially notified 3 months in advance of all termination dates. Please keep this in mind and plan accordingly when initiating the task. **It is the SPONSOR'S responsibility to notify the university and the GSFC technical officers of the cancellation 3 months in advance.**

The UMBC/GPHI cooperative agreement should not be used for personal interests, violating Federal ethics rules as set forth in the Standards of Ethical Conduct for Employees. It is imperative that GPHI sponsors adhere to those standards. Sponsors should not make any special

requests for UMBC to conduct any activity outside of their contractual responsibilities or to bypass their standard procedures for hiring.

FUNDING OF NEW TASKS

The Internal Worksheet for a new task must cite initial funding of \$5,000 in order to process the task. If task costs are Not to Exceed (NTE) due to funding constraints or programmatic limitation at least 3 months of funding is required to start the new task.

Fixed End Dates can be established for GPHI tasks. However, new tasks for faculty personnel cannot be less than one year unless mutually agreed upon by both UMBC and GSFC technical officers.

CHANGES TO THE EXISTING TASKS

The Sponsor should submit an Internal Worksheet for modifications or changes to existing tasks, e.g., Fixed End Date, location, position title, level of effort, or travel authorization. If the change would result in an increased cost, the funding information should also be cited for the additional dollars required.

VISITING SCIENTISTS/SHORT-TERM VISITORS

The JCET agreement should not be used for visiting scientists or short-term visitors.

UMBC'S RESPONSIBILITY

Upon receipt of the Internal Worksheet from the GSFC COR, the university will make a determination as to the validity and scope of the request. If acceptable, the university will provide the projected task budget to the sponsor, with copies to the COR and resources analyst.