(Enter Program Office Symbol) (Enter Date)

**REPLY TO**

**ATTENTION OF**

MEMORANDUM FOR Commanding General, (Enter Program Office), ATTN: MCMR- \_\_\_\_\_\_\_\_\_/Dr. \_\_\_\_\_\_\_\_\_\_\_\_ (Enter Program Office Address)

SUBJECT: Appointment of Grants Officer’s Representative

Log or Award Number:

Recipient:

Principal Investigator:

Project Title:

1. Effective this date, you are hereby appointed the Grants Officer’s Representative (GOR)for monitoring technical progress of the subject award. This appointment is contingent upon continued timely completion of required GOR training, currently Defense Acquisition University (DAU) Continuous Learning Course 106 and Ethics, and filing of the annual Office of Government Ethics (OGE) Form 450, “Confidential Financial Disclosure Report,” to the Army Financial Disclosure Management System. You are delegated certain award administration functions, but the legal responsibility for the award remains with the Grants Officer.

2. As the GOR, you are a vital component of monitoring the recipient’s performance under the award. You will serve as the technical point of contact with the recipient. As such, you must maintain a current and informed cognizance of the progress of the award to assure that the work being performed is consistent with the statement of work.

3. Concurrently, you are expected to advise and assist the Grants Officer in administering the award, as necessary. You must advise the Grants Officer in a timely manner on all matters relating to the recipient’s performance, especially work scope or funding issues that arise which may require modifications to the award. Other aspects include, but are not limited to, reviewing reports and other products, coordinating USAMRMC program management decisions as they bear on the award, and assisting with the review of final closing documents.

4. GOR File.

* 1. As the GOR, you must maintain an award file, preferably electronically; however, the file may be in hard copy, if necessary. The file must be maintained in your program office. The file is subject to review on a periodic basis, annually or as determined to be necessary, by the Grants Officer.
  2. The attached GOR File Content Checklist provides an overview of the items/documents that may be included in the GOR file; it is not all-inclusive nor will all items shown on the Checklist be applicable to the award. Good judgment and experience should be exercised.

c. Upon expiration of the award, you must forward the complete file to the Grants Officer, Operations Support Center, Closeout section.

**5. This delegation does not empower you to issue or approve changes or enter into any agreements, award modifications, or any other matters affecting the cost or the terms and conditions of the award. All such authority remains with the Grants Officer. Inquiries concerning these matters which may be received from the recipient must be directed to the Grants Officer or Grants Specialist for appropriate action. All matters pertaining to the award are confidential. Release of any information relative to any aspect of the award to outside parties is subject to prior review and clearance by the Grants Officer. You may be personally liable for unauthorized acts.**

6. This delegation will remain in effect through the life of the award unless revoked in writing by the Grants Officer, you are reassigned to another position, or you are separated from Government service. You must notify the Grants Officer in advance of reassignment or separation to permit timely nomination and appointment of a successor GOR. The GOR file must be turned over to the new GOR.

7. **This delegation of authority may not be re-delegated.** It is understood that the staff of your program office may assist you in the functions described in this memorandum; however, you will remain the single, responsible point of contact appointed as GOR.

8. You are required to acknowledge your acceptance of this appointment by signing and returning the enclosed GOR Acceptance Statement.

Encl (Grants Officer’s name and signature)

Grants Officer

GOR ACCEPTANCE STATEMENT:

I have reviewed the contents of the Appointment of Grants Officer’s Representative (GOR) memorandum and understand: (1) the authorities of the GOR and Grants Officer; (2) GOR responsibilities; (3) training required; and (4) the requirement for the annual filing of the OGE Form 450. I understand that I cannot give direction to the recipient to make any changes to the requirements of the award.

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(Name) Date

Grants Officer’s Representative