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NASA
Procedural
Requirements

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2005
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COMPLIANCE IS MANDATORY

Procedures for Use of Monetary Gifts and Donations by NASA

Responsible Office: Office of the Chief Financial Officer

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Preface

P.1 Purpose

This NASA Procedural Requirements (NPR) establishes responsibilities, procedures, and requirements governing the use and expenditure of funds in the form of monetary gifts, donations, and bequests that are unsolicited and offered to NASA without condition. These monetary gifts, donations, and bequests are not attributable to, nor associated with, any contractual or other legal instrument for performing mission related work or services.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities. This NPR is applicable only to monetary gifts accepted by NASA under NPD 1210.1 (see paragraph P.4b.).

P.3 Authority

42 U.S.C. 2473(c)(4), National Aeronautics and Space Act of 1958, as amended

P.4 References

- a. a. NPD 9050.3, Administrative Control of Appropriations and Funds
- b. b. NPD 1210.1, Acceptance and Use of Monetary Gifts and Donations by NASA

P.5 Cancellation

NPR 1210.1, Procedures for Use of Monetary Gifts and Donations by NASA

/S/

Gwendolyn Sykes
Chief Financial Officer

Chapter 1. Operating Requirements

1.1 Introduction

This NPR provides requirements for the use of monetary gifts, donations, and bequests given to and accepted by the Agency and specifies requirements for requesting funds from the Gifts and Donations Trust Fund (80X8980).

1.2 Objective

The objective of this NPR is to expedite the request process for use of the Gifts and Donations Trust Fund resources and to ensure a timely disbursement of resources for an Agency-approved project proposal. Monetary gifts, donations, and bequests may be used only for activities that further a statutorily authorized activity of the Agency.

1.3 Management

Procedures for requesting and obligating these funds are as follows:

1.3.1. The requesting Center organization shall prepare a project proposal. The proposal shall include a description of the project, including benefits expected to result from the project, a project schedule, the amount of funds needed (travel and program related) and the personnel involved.

1.3.2. The proposed project should have a duration of 1 year or less and a request for funds of \$25,000 or less.

1.3.3. The project proposal shall be submitted to the requesting organization's Division Director or equivalent, the Center Technical Director or equivalent, the Center Chief Financial Officer, and the Center Director for review and concurrence.

1.3.4. If the project proposal receives the concurrence of the Center officials listed in paragraph 1.3.3, the proposal shall be submitted to the Office of the Chief Financial Officer (OCFO), NASA Headquarters.

1.4 Responsibilities

1.4.1. The OCFO, NASA Headquarters, will review the proposal to ensure all information and documentation are complete and to coordinate the review and approval by the appropriate Mission Directorates and NASA Headquarters functional offices prior to submission to the NASA CFO for acceptance or rejection. The requesting office will be notified of the final decision on acceptance or rejection of the proposal.

1.4.2 The NASA OCFO will assign appropriate account codes, and funds will be controlled through the NASA funds control system.