

**APPLIED SCIENCE  
COOPERATIVE AGREEMENT  
STANDARD OPERATING PROCEDURES  
FOR PTRs, GRANTS & TECHNOLOGY TRANSFER STAFF**

**Purpose:** This standard operating procedure assists the Applied Science personnel in performing their duties. It ensures uniform application of the program across the nation. The document is in response to a need identified in an Internal Control Review.

**Definitions and Acronyms:**

1. Applied Science Database. A database maintained on the Technology Transfer Website that details the specifics of each proposal and its status under the Applied Science Program.
2. Cooperative Agreement. A legal agreement between OSM and a recipient that has as its principal purpose the transfer of a thing of value to the recipient to carry out a public purpose. Substantial involvement is expected between OSM and the recipient when carrying out the activity contemplated in the agreement.
3. Executive Council (EC). This team is the OSM executive leadership body and has final selection authority for the Applied Science Projects.
4. Drawdown. Actual transfer of cash to the recipient to pay for costs incurred under the awarded cooperative agreement.
5. FACT Sheet. A two page report that summarizes in a specific format the results of each completed Applied Science Project.
6. Federal Assistance Manual (FAM). The Federal Assistance Manual (FAM) holds policies and procedures for the management of grants and cooperative agreements awarded by the Office of Surface Mining Reclamation and Enforcement (OSM). FAM is an official OSM directive, number GMT-10.
7. Grants Financial Specialist. The individual specified in the cooperative agreement who is the OSM financial lead for the project.

8. National Technology Transfer Team (NTTT). A team hosted by OSM including representatives from each OSM region, headquarters, TIPS, and NTTP. It also includes organizations outside OSM including IMCC, WIEB, and NAAMLPL.
9. NTTT Team Leader. The individual designated by the OSM executive sponsor to be responsible for the activities of NTTT.
10. Performance Period. These are the date parameters within the cooperative agreement that the Principal Investigator can incur expenses to complete the project.
11. Principal Investigator (PI). The individual specified in the proposal and cooperative agreement who is the lead scientist on the project.
12. Project Technical Representative (PTR). The individual specified in the cooperative agreement who is the OSM technical lead for the project.
13. Proposal. The document submitted by the Principal Investigator in response to the OSM Solicitation for Applied Science Proposals for a given year.
14. Regional Technology Transfer Representative. The individual in each OSM region responsible for coordinating technology transfer efforts in that region and providing leadership to the Regional Technology Transfer Team.
15. Regional Technology Transfer Team. Each OSM region includes a technology transfer team made up of representatives from each State within that region and various OSM representatives to assist the NTTT in technology transfer and development.
16. Substantial Federal Involvement (SFI). Reference FAM Chapter 1-10 for definition of (SFI). See appendix 6 for a complete definition.
17. Terms and Conditions Document. A document that supplements the Cooperative Agreement and gives specific requirements and responsibilities necessary to carry out the terms of the Cooperative Agreement.

18. TSR-4. This Technical Studies Directive establishes the procedures for the conduct and administration of technical studies that are funded in whole or in part by OSM. Reference the Directive, TSR-4.
19. Website. The Technology Transfer Website hosting the Applied Science Program at <http://www.techtransfer.osmre.gov>

### **Procedures and Responsibilities:**

Ranking and Scoring of Proposals - After all proposals are received, they will be distributed to NTTT Applied Science Program Team members for initial review.

#### **There are four steps to the review and selection process as follows:**

- (a) An appropriate technical expert will be selected to provide a pre-decisional scoring based on the guidance below. This unofficial pre-decisional scoring will be used by each team member in their analysis and evaluation of the proposal in order to prepare for the consensus scoring in step 2.
  - (b) The NTTT Applied Science Program Team will meet to conduct an official consensus scoring of all of the proposals.
  - (c) The NTTT Applied Science Program Team will provide the consensus scoring results to the OSM and the Director for decisions concerning funding.
  - (d) The NTTT Applied Science Program Team will provide proposals recommended for funding by the Director to the grants team for a three week financial adequacy review prior to communicating to the principal investigator of a decision on funding and the development of a cooperative agreement.
1. Selection of responsible PTR and Grants Specialist. The Regional management will assign appropriate Grants and PTR personnel to each of the highest scored proposals.
  2. Review of Highest Scored Proposals - Begin three week review by Grants Specialists and Project Technical Representatives of highest scored proposals for financial assistance and technical adequacy.

3. Decision on selection of successful proposals.
  - a. The EC makes a final decision on the proposal(s) they have selected for funding and notifies the NTTT Team Leader of their selection(s) and the approved amount of funds for each proposal.
  - b. The Budget Office sub-allots funding to Regions and ADPS as appropriate and updates the accounting system for that funding.
  
4. Notification of successful and unsuccessful proposers.
  - a. The NTTT Leader sends e-mails to all proposers notifying them of the final selection status of their proposals. Following this notification, the NTTT Team Leader notifies the Regional Technology Transfer Representatives of the selection results and provides that information for posting on the Website.
  - b. The Regional Technology Transfer Representative is responsible for responding to proposers in that region that make inquiries regarding project selection.
  - c. The Regional Technology Transfer Representative ensures that the NTTT website is updated to include the names of responsible PTR.
  
5. Pre-award responsibilities.
  - a. The Regional Technology Transfer Representative will ensure that:
    - i. the selected PTR and Grants Specialist have the most current guidance on processing and managing selected proposals including the proposal, SOP, TSR-4, and appropriate FAM Chapters.
    - ii. the NTTT website is updated to include the name of the responsible PTR.
  - b. Grants Specialist and the PTR work jointly as appropriate to:
    - i. Define Substantial Federal Involvement for this project;
    - ii. Clarify and inform OSM staff/PTR and PI (s) of roles and responsibilities;
    - iii. Identify project deliverables and appropriate time tables;

- iv. Identify all relevant points of contact (PI, recipient financial contacts, drawdown contacts if different, student and staff assistants, Mine Site/Property, OSM Grants staff, PTR, OSM Finance staff, Regional Technology Transfer Representative);
    - v. Conduct a pre-award conference with the PI(s) to discuss the items in (i. through iv.) above;
    - vi. Identify technical issues with the proposal and communicate with the PI(s) to resolve and revise, if appropriate prior to award.
  - c. Grants Specialist develops the terms and conditions document to include: “i. through iv. under b. above.” Grant Specialist will then provide draft conditions document to the PI and PTR for comments and approval.
- 6. Award of Cooperative Agreement. The Grants Specialist prepares the award document and provides copies to the PI and the PTR.
- 7. Post award Substantial Federal Involvement responsibilities. The PTR:
  - a. Is responsible for implementing and documenting Substantial Federal Involvement for the project;
  - b. Documents specific actions that constitute Substantial Federal Involvement for this project and submits to Grants Specialist for official cooperative agreement filing;
  - c. Notifies the Grants Specialist, Regional Technology Transfer Representative, and/or the PTR’s supervisor if problems develop with implementing the project.
- 8. Post award establishment and maintenance of official cooperative agreement file. The Grants Specialist is responsible for maintaining and updating the official file. The file will include: Proposal, Award and Special Conditions Document, Correspondence, Quarterly Technical, Financial, and PTR Substantial Federal Involvement documentation, Final Report and other documents as required in Exhibit 1 of chapter 5-00 of the FAM.

9. Post award quarterly reports.

- a. The PI will submit Quarterly Financial and Performance Reports to the Grants Specialist as per the schedule outlined in Appendix 1. The performance report should follow guidance provided in Appendix 1.
- b. The Grants Specialist will:
  - i. Work with the PI to ensure the reports are received in a timely manner and notifies PTR and Regional Technology Transfer Representative if any are delinquent;
  - ii. Determine the accuracy and correctness of the Financial Report.
  - iii. Provide copies of the Quarterly Financial and Performance Reports to the PTR;
  - iv. Obtain PTR review of Financial and Performance reports.
  - v. Track the due dates, receipt and OSM validation of Financial and Performance reports.
- c. The PTR will:
  - i. Review the Financial and Performance reports to ensure that the quality and timeliness of the project. Notify the PI and Grants Specialist of any needed corrections;
  - ii. Provide summary of performance report to Regional Technology Transfer Representative.
- d. The Regional Technology Transfer Representative will:
  - i. Post a summary of performance reports to the Applied Science Database.

10. Non-performance: For guidance on non-performance issues see FAM Chapter 1-465.

- a. The PTR and Grants Specialist are responsible to identify and communicate with the appropriate PTR/Grants Specialist and Regional Technology Transfer Representative the potential non-performance of the PI.
- b. The PTR will write a non-performance report summarizing the nature of the non-performance.

- c. The Regional Technology Transfer Representative is responsible to communicate the potential non-performance to the responsible OSM Regional Division Chief.
  - d. Amendments or changes to the Cooperative Agreement: The requirements for amendments or changes to the Cooperative Agreement are found in Appendix 4.
  - e. The PI will submit an amendment or change to the Grants Specialist.
  - f. The Grants Specialist will:
    - i. Communicate to the PI if a formal amendment is necessary;
    - ii. Request a programmatic review by the PTR;
    - iii. Process any amendment or change in accordance with Appendix 4.
  - g. The PTR will:
    - i. Communicate the need for an amendment or change to the Grants Specialist.
    - ii. Review the amendment or change and communicate findings to the Grants Specialist.
11. Final report review and approval:
- a. The PI will prepare the final report to the satisfaction of the PTR. The PI will send the first draft of the final report to the Grants Specialist. The format of the final report is specified in Appendix 2.
  - b. The Grants Specialist will provide a copy of the first draft of the final report to the PTR for review.
  - c. The PTR will review the draft report and return to PI for revision if necessary. The PTR will approve final draft and return to PI.
  - d. The PI will submit approved final report to the Grants Specialist as part of the complete agreement deliverable package.
  - e. The Grants Specialist will provide a copy of the approved final report to the Regional Technology Transfer Representative for distribution.
  - f. The Regional Technology Transfer Representative will distribute the final report to the NTTT, the Regional Technology Transfer Team, and provide a copy for posting on the NTTT website.

12. Fact sheet preparation:

- a. The PI will provide information and digital images as necessary to develop a two-page FACT sheet summarizing the project results as per the requirements of Appendix 3.
- b. The PTR will:
  - i. Provide the template for FACT sheets to the PI (See Appendix 3).
  - ii. Provide the 2-page fact sheet information provided by the PI to the Regional Technology Transfer Representative.
- c. The Regional Technology Transfer Representative will:
  - i. Work with OSM Graphics staff to produce the final fact sheet.
  - ii. Ensure that the fact sheet is posted on the NTTT Website and distribute to the NTTT and Regional Technology Transfer Team.

13. Completion and Distribution of Final Products

- a. The PI will submit to the Grants Specialist all project deliverables including the final report, fact sheet information, power point presentations, peer reviewed articles or publications, proof of conference presentations, and workshops as identified in the cooperative agreement.
- b. The Grant Specialist will provide all project deliverables to the PTR, who will determine that all project deliverables are acceptable.
- c. Regional Technology Transfer Representative will ensure that all project deliverables are posted on the NTTT website, distributed to NTTT, Regional Technology Transfer Team, and sent to OSM technical library as appropriate.

14. Closeout of Cooperative Agreement:

- a. Within 90 days after the end date of the performance period, the PI will submit all final product deliverables and a closeout package to Grants Specialist consistent with Appendix 5.
- b. Grants Specialist will follow the guidance in Appendix 5 to complete closeout requirements.

- c. The PTR will review the final product deliverables and provide a written evaluation of project completion to confirm successful completion of the project.

**Reference Documents:**

FEDERAL ASSISTANCE MANUAL

TSR-4

Annual Solicitation Document

**Appendices:**

Appendix 1 Format for Quarterly Reports

Appendix 2 Format for Final Reports

Appendix 3 Template for Fact Sheets

Appendix 4 - Interim guidance for amendments and post-award changes

Appendix 5 – Guidance for closeouts

## APPENDIX 1

### QUARTERLY PERFORMANCE REPORT FORMAT

*A separate performance report must be completed for each project and submitted quarterly. The quarters are based on the calendar year (i.e. 1<sup>st</sup> qtr=January-March, 2<sup>nd</sup> qtr=April-June, 3<sup>rd</sup> qtr=July-September, 4<sup>th</sup> qtr=October-December). The PI has one month after the end of the quarter to submit the quarterly reports. Each report MUST contain your OSM Cooperative Agreement Number.*

#### **Introduction**

Include a brief introduction on your project. This same introduction may be used on every progress report submitted.

#### **Task Description**

This section will list the tasks that have been initiated during this report period. The descriptions need to come from the Statement of Work.

#### **Summary of this Quarter's Accomplishments and Significant Events**

All accomplishments, meetings attended regarding project, etc. are to be listed in this section. If any milestones have been reached or significant advances have been made, list them here.

#### **To-Date Accomplishments**

This section will take a broader perspective from the previous section. Here simply list the percentage completion on all tasks scheduled up to this date.

#### **Technical Progress**

This section is left to your discretion. You may embed figures and tables in the text or place on separate pages. Note that any data must be accompanied by a thorough description and any tables or figures need to be able to stand on their own.

#### **Plans for Next Period**

List general plans for the upcoming period. This includes which tasks will be initiated, etc. Also, list all unresolved issues.

## APPENDIX 2

### FINAL REPORT FORMAT

### FORMAT FOR SUBMISSION OF ELECTRONIC/PAPER VERSIONS OF FINAL TECHNICAL REPORTS

#### **Organization of Technical Reports**

The following sections must be included, as appropriate, in all technical reports (must be in Microsoft Word) in the sequence shown:

- Title Page - see title page sequence below
- Disclaimer - see disclaimer paragraph below
- Abstract -should be a brief, concise summary of the report
- List(s) of Graphical Materials
- Introduction
- Executive Summary – It should be a well organized summary that highlights the important accomplishments of the project during the reporting period. It should be no less than one page and no more than two pages in length, and should be single spaced. This summary must be much more comprehensive than the traditional “abstract.”
- Experimental – It should describe, or reference all experimental methods being used for the project. It should also provide detail about materials and equipment being used. Standard methods can be referenced to the appropriate literature, where details can be obtained. Equipment should be described only if it is not standard, or if information is not available through the literature or other reference publications.
- Results and Discussion – It is extremely important to include enough relevant data, especially statistical data, to allow the project manager to justify the conclusions. It also means that only relevant data should be included in the report. With the relevant data, explain how you interpreted the data and how that relates to the original purpose of the project. Make it very clear on how this applied science effort solved or contributed to solving the original problem.

- Conclusion – It should not simply reiterate what was already included in the “Results and Discussion” section. It should summarize what has already been presented, and include any logical implications, to include how the successes are relevant to technology development in the future. This is extremely important, since “relevancy” continues to be a criterion.
- References

The Title Page must contain the following information in the following sequence:

- Report Title
- OSM Cooperative Agreement Number
- Type of Report (Final)
- Reporting Period Start Date
- Reporting Period End Date
- Principal Author(s)
- Date Report was Issued (Month [spelled out] and Year [4 digits])
- Name and address of submitting organization (This section should also contain the name and address of significant contractors or subcontractors who participated in the production of the report.)

### **Disclaimer**

The Disclaimer must follow the title page, and must contain the following paragraph:

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

## APPENDIX 3

### FACT SHEET TEMPLATE

**Title**  
Authors  
Affiliation

**Project Description and Objectives:** What is the purpose/goal for this project? How will the results impact reclamation or advance the science of reclamation technology development?

**Applicability to Mining and Reclamation:**

How did this project improve the science of reclamation or an RA's program? Can this project be applied across the country or region?

**Methodology:** Explain the process. How and what was done.

**Highlights:**

**Results/Findings:** Include appropriate charts, graphs, or photos that illustrate the project results.

**Website Information:** The final project report can be found at <http://www.techtransfer.osmre.gov>

<b>Principal Investigator:</b> Name (s) <b>Location/affiliation</b> <b>Phone number</b> <b>Email address</b>	<b>OSM Project Technical Representative:</b> Name (s) <b>Phone number</b> <b>Email address</b>
--	---

For Further Information about OSM's Applied Science Programs:  
Kimery Vories - [kvories@osmre.gov](mailto:kvories@osmre.gov) - (618) 463-6463, Ext. 5103

## **Appendix 4**

### **TECHNCAL STUDIES PROGRAM AMENDMENTS AND POST-AWARD CHANGES**

#### **What does this appendix do?**

If you need to make a program or budget change to your cooperative agreement, this appendix explains how you should submit your request for a change, which changes require our approval, and how we will process your request.

#### **What is our policy for amendments and post-award changes?**

Our policy is as follows:

- A. You must submit your proposed change or amendment before you actually make the change or incur an obligation. If you incur costs prior to our approval, we may disallow those costs.
- B. We may not approve any change in your agreement if we receive your request after the scheduled end date of the performance period. If you have unforeseen circumstances that are out of your control, then we will consider your explanations on a case-by-case basis.
- C. If you are requesting a time extension, you must submit your request at least 30 days prior to the scheduled performance period end date. If we approve your request, we will normally approve only one extension for a period no longer than one year. If you require additional consideration, you must justify your special or unusual circumstance.
- D. Department of the Interior Common Rule at 43 CFR Part 12 lists all changes requiring our prior approval.

#### **What changes require our approval?**

Among the changes listed in 43 CFR Part 12 includes:

- A. Any budgetary revision resulting in the need for additional funding.
- B. Any revision in the scope, goals, or objectives of your project.
- C. Any need to extend the performance period
- D. Any change in key persons working on your project
- E. Any change in the level of contribution by other financial contributors to your project.
- F. Any change in your financial and accounting systems

If you are unsure if your change requires our approval, please contact your servicing grant specialist.

**What are the procedures to request changes to the agreement?**

- A. You must submit a formal amendment request if you wish to change any of the following items:
1. Adding more funds to your agreement
  2. De-obligating unneeded funds prior to the end of your performance period
  3. Extending your performance period
  4. Changing the scope of your project - Scope changes are any changes in the objectives of the agreement or any performed work that is outside of the approved plans.

You may submit your formal amendment to the OSM grant specialist administering your cooperative agreement by normal mail or by electronic mail. You must have the capability to submit signed document. Scanned documents are acceptable.

- B. You may request changes in your agreement by written notification if you request involves the following:
1. Changes in key personnel that require our approval
  2. General changes in the project that do not involve scope or key personnel
  3. Cumulative transfers among budgeted direct cost categories that exceed ten (10) percent of the current approved budget
  4. Any cost item not included in the original budget that requires our approval - You can find more information regarding these cost items in 2 CFR, part 220 or 225.

Your written notification must include a narrative justification and revised budget information for the requested change, if appropriate. You must send this request to the OSM grant specialist administering your agreement. You have the option to submit by regular mail or by electronic mail.

**What are the requirements for a formal amendment?**

If we require you to submit a formal amendment, you must submit at a minimum:

- A. Application for Federal Assistance, form SF-424

- B. A program narrative justifying the requested change - You may submit in any format or use our optional form OSM-51
- C. Revised budget information, if appropriate

**How and when will we process your change requests?**

- A. We will make a decision on your request and notify you within 30 days. If we need more time to consider your requests, we will notify you as to when we will decide.
- B. If we approve your request, we will process your submissions and either award your amendment or send approval documents within 40 days of your request.
- C. We will maintain your submissions and approval/award documents in our official file.

## Appendix 5

### TECHNICAL STUDIES PROGRAM APPLIED SCIENCE PROJECTS– CLOSEOUT

#### **What does this appendix do?**

This appendix describes how to close an applied science cooperative agreement under the Technical Studies program.

#### **Where do these requirements come from?**

The Department of the Interior has established the requirements for the Code of Federal Regulations, Title 43, Part 12, Subpart C, Administrative and Audit Requirements and Cost Principles for Assistance Programs.

#### **What is our policy for closing cooperative agreements?**

- A. You shall close your cooperative agreement at the end of your performance period.
- B. Your closeout package is due to us 90 days after the end of the performance period. Under certain circumstances, we may approve your request to extend the due date for your closeout documents.
- C. We will normally close your agreement within 180 calendar days after the end of the performance period.
- D. We will not close your cooperative agreement:
  - a. If your agreement is in litigation or under appeal
  - b. If your agreement is terminated for any reason and we have not completed the termination action
  - c. Until you have paid all allowable, allocable, and reasonable costs and we have de-obligated any excess funding
- E. You are subject to records retention requirements, our right of access to those records, and your responsibility for program property.
- F. We may close your cooperative agreement without audit. However, reserve the right to take additional administrative action resulting from the findings of a subsequent audit.

#### **What must I submit to close my cooperative agreement?**

To request a closeout, you will submit to us:

- A. Transmittal letter – Include a statement in the letter that you consider the cooperative agreement complete, that you have made payments for all allowable costs from the funds we awarded you, and that, subject to final audit, we are released from all obligations arising from the agreement.
- B. Final financial status report (SF-425)
- C. Final progress report
- D. Your Report of Government Property (Form OSM-60), if applicable
- E. A listing of all in-kind services and materials and their value you received that directly

contributed to the completion of your project

**How can I request an extension of my final report due date?**

If you have made every reasonable effort to send a complete closeout package by the due date and you will not be able to do so, you may send us a request to extend your final report due date and written justification supporting your request. You shall also submit interim financial and program narrative reports within 30 days of the performance period end date.

**How will OSM review and process my closeout package?**

- A. We will ensure that you have submitted complete and acceptable documents and we will work with you to obtain missing or corrected documents.
- B. We will verify all changes to your cooperative agreement and that we have included all revisions in your agreement.
- C. We will resolve with you any suspensions, withholdings, disputes, and violations of agreement clauses and assurances.
- D. We will include a written evaluation of your performance report in our file for this cooperative agreement.
- E. We will approve the disposition of any property you may have purchased with cooperative agreement funds.
- F. If you have any federally owned property, we will reconcile it to our records.
- G. We will deobligate any excess funds from your cooperative agreement.
- H. We may use the Grant and Cooperative Agreement Closeout checklist to document our files.
- I. We will notify you that your cooperative agreement is closed, and remind you of your records retention requirements.

## Appendix 6

### FAM Definition of Substantial Federal Involvement

#### 2-100-60 What is substantial OSM involvement during program performance?

A. We may consider the following activities as substantial involvement in program performance, depending on the specific circumstances.

1. We have an option to halt an activity immediately (for example, if construction specifications are not met).
2. Requiring you to get our approval of one stage of program activity before you can begin work on a subsequent stage within the performance period of the assistance agreement. However, this example does not suggest the use of cooperative agreement when we reserve the right to approve or disapprove a subsequent grant, provided each grant is a separate instrument.
3. Approving, or helping you select, recipients of contracts or sub-grants you award under the assistance instrument, if this level of involvement is required by law or authorized by waiver.
4. Helping you select your key personnel. However, a research project which provides in the award for the participation of a named principal investigator would not by itself justify use of a cooperative agreement.
5. Collaborating or participating jointly with you to perform the program activities.
6. Monitoring performance to provide specific direction or redirection of the work.
7. Setting requirements before the award limiting your discretion over the scope of services offered, organizational structure, staffing, mode of operation, and other management processes. Closely monitoring or working with you to ensure compliance with these requirements beyond the exercise of normal Federal stewardship.

B. We do not consider the following activities to be substantial involvement in program performance.

1. Approving your plans before we award the agreement.
2. Performing normal Federal stewardship responsibilities during performance to ensure that the objectives, terms and conditions of the award are accomplished. This could include site visits, and reviewing and responding to your program, financial, and audit reports.
3. Reviewing your performance after the project is completed.
4. Enforcing legal requirements such as civil rights, environmental protection, and provisions for the disabled.
5. Enforcing general fiscal and administrative requirements such as those included in OMB regulations.
6. Becoming more involved than we expected because of problems in your program or financial performance.

C. We do not consider providing technical assistance, advice, or guidance to you as substantial involvement during performance, if any of the following conditions are met.

1. We provide the assistance at your request.
2. We do not require you to follow the advice.
3. We do require you to follow our guidance, but we provide it before the project starts and we informed you of this requirement before we awarded the agreement.

Part 7 of the Federal Assistance Manual (FAM) is additional guidance that is also available. That section was developed from previous versions of the Applied Science SOP guidance. FAM has not yet been checked against this version of the SOP, but I don't believe that changes are significant. The FAM web link is located here:

<http://www.osmre.gov/guidance/fam/toc.shtm>

FAM will also not specifically address any Applied Science agreements that are with other federal agencies.