

June 1, 2024

MEMORANDUM FOR Grants Officer, Assistance Agreement Group,  
U.S. Army Medical Research Acquisition Activity, Fort Detrick,  
Maryland 21702-5014

SUBJECT: Nomination of Grants Officer's Representative

Log or Award Number: \_\_\_\_\_

Recipient:

Principal Investigator:

Project Title:

1. Nominate Mr./Ms./Mrs./Dr. Brian Michael Frost \_\_\_\_\_ as Grants Officer's Representative (GOR) on the subject award.

2. *demonstrating qualifications – education, experience, time/responsibilities in program office, etc. that would enable the nominee to provide both technical and administrative monitoring of the funded activity).*

3. Mr./Ms./Mrs./Dr. \_\_\_\_\_ completed Defense Acquisition University Continuous Learning Course 106 on \_\_\_\_\_ and will complete this training or designated successor training every three years prior to the three-year anniversary of the last certificate date. (S)He has also completed the annual Ethics training on \_\_\_\_\_.and will repeat this training annually.

4. Mr./Ms./Mrs./Dr. \_\_\_\_\_ has submitted the annual Office of Government Ethics Form 450, "Confidential Financial Disclosure Report," which I have verified is on file in the Army Financial Disclosure Management System.

5. To my knowledge, Mr./Ms./Mrs./Dr. \_\_\_\_\_ has no actual or potential conflict of interest that could affect or could appear to affect impartial monitoring of the award. No financial conflict was apparent from the most recent Confidential Financial Disclosure Report" submitted. Further, the nominee is not a collaborator on the award, nor in the chain of command of any collaborator.

Supervisor's Brian Michael Frost  
Chaplin

June 1, 2024

MEMORANDUM FOR Grants Officer, Assistance Agreement

Group SUBJECT: Nomination of Grants Officer's Representative

1. Nominate Mr./Ms./Mrs./Dr. \_\_\_\_\_ as Grants Officer's Representative (GOR) on awards for the \_\_\_\_\_ Program(s). Attached is a list of the active awards. If additional awards are made under this program(s), the above named individual is hereby nominated as the GOR for those additional awards. This will be documented on the recommended for funding list that will be provided to the Grants Officer.
2. Mr./Ms./Mrs./Dr. \_\_\_\_\_ is.... *(provide nominee's background demonstrating qualifications – education, experience, time/responsibilities in program office, etc. that would enable the nominee to provide both technical and administrative monitoring of the funded activities).*
3. Mr./Ms./Mrs./Dr. \_\_\_\_\_ completed Defense Acquisition University Continuous Learning Course 106 on \_\_\_\_\_ and will complete this training or designated successor training every three years prior to the three-year anniversary of the last certificate date. (S)He has also completed the annual Ethics training on \_\_\_\_\_ and will repeat this training annually.
4. Mr./Ms./Mrs./Dr. \_\_\_\_\_ has submitted the annual Office of Government Ethics Form 450, "Confidential Financial Disclosure Report" which I have verified is on file in the Army Financial Disclosure Management System.
5. To my knowledge, Mr./Ms./Mrs./Dr. \_\_\_\_\_ has no actual or potential conflict of interest that could affect or could appear to affect impartial monitoring of the awards. No financial conflict was apparent from the most recent Confidential Financial Disclosure Report" submitted. Further, the nominee is not a collaborator on the award, nor in the chain of command of any collaborator.

Brian Michael Frost  
Chaplin



**DEPARTMENT OF THE ARMY**  
**US ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY**  
**820 CHANDLER STREET**  
**FORT DETRICK MD 21702-5014**

(Enter Program Office Symbol)

(Enter Date)

MEMORANDUM FOR (Enter GOR Appointee's Name), (Enter Program Office), ATTN:  
MCMR- \_\_\_\_\_ / (Enter Program Office Address)

SUBJECT: Appointment of Grants Officer's Representative

1. Effective this date, you are hereby appointed the Grants Officer's Representative (GOR) for monitoring performance of assistance agreements (grants and cooperative agreements) awarded for the following (enter program office) Programs: (list programs). Enclosed is the list of active awards under these programs for which you are appointed. Additional awards made under these programs for which you are appointed will be identified with the recommended for funding lists provided for each program announcement or broad agency announcement. Continuation of your appointment is contingent upon continued timely completion of required GOR training, currently Defense Acquisition University (DAU) Continuous Learning Course 106 every three years, Annual Ethics Training, and filing of the annual Office of Government Ethics (OGE) Form 450, "Confidential Financial Disclosure Report," to the Army Financial Disclosure Management System. In addition, USAMRAA may assign additional grants-related GOR training as it becomes available. The GOR is delegated certain award administration functions, but the legal responsibility for the awards remains with the Grants Officer.

2. As the GOR, you are a vital component of monitoring each recipient's performance under each award. You will serve as the primary technical point of contact with the recipients. As such, you must maintain communications and current knowledge of the recipients' progress towards achieving the goals and objectives of the supported activities. However, you must understand that the nature of the relationship is that of supporting their public purposes and not obtaining the recipients' services for the U.S. Government.

3. Concurrently, you are expected to advise and assist the Grants Officer in administering the awards, as necessary. You must advise the Grants Officer in a timely manner on all matters relating to recipients' performance, especially project scope or funding issues that arise which may require modifications to the awards. Your duties include, but are not limited to, reviewing reports and other products required by the terms of the award, coordinating USAMRDC program management decisions as they bear on the awards, and assisting with the review of final closing documents. If you become aware of actual or potential conflict of interest that could affect or could appear to affect your ability to impartially discharge your duties, you must inform the Grants Officer immediately.