

GUIDANCE MEMORANDUM 25-05

To: All Nevada System of Higher Education (NSHE) Institutions
From: The Nevada Governor's Office of Federal Assistance (OFA) *AS*
Date: May 20, 2025
Subject: Updated State Grant Reporting Requirements for NSHE Under NRS 223.480

The Nevada Governor's Office of Federal Assistance (OFA) issues this updated memorandum to supersede and replace previous guidance issued under GM 25-01 and GM 25-03 as it pertains to the reporting responsibilities of the Nevada System of Higher Education (NSHE) under NRS 223.480.

Updated Reporting Requirements

Effective immediately, NSHE institutions' reporting requirement under NRS 223.480 will be fulfilled through the submission of the Annual Sponsored Programs Report to the OFA on an annual basis. This submission by NSHE System Administration will satisfy the requirement on behalf of all institutions, and individual campuses will not be required to submit separate reports to OFA. This report, which is already submitted to the Board of Regents, will serve as the comprehensive record of federal grant proposals and awards.

This streamlined reporting method reflects a collaborative understanding between OFA and NSHE, recognizing the existing infrastructure and processes in place within the higher education system while maintaining statewide transparency and statutory compliance.

Clarification on Reporting Requirements:

1. Executive Order 12372 (Intergovernmental Review)

For federal programs explicitly requiring EO 12372 (Intergovernmental Review) compliance, as stated in the federal solicitation, NSHE institutions must notify OFA of proposal submission.

- If a federal grant is subject to intergovernmental review, NSHE Institutions must notify OFA by completing the [Federal Assistance Notification Form](#) to obtain a State Application Identifier (SAI) prior to submitting the SF-424 form.
- A streamlined process may be established if OFA and NSHE System Administration determine that the current notification process presents challenges for institutions.
- Training and technical guidance on EO 12372 requirements and procedures will be jointly provided by OFA and NSHE System Administration.



2. NEVADAePro Exemption (GM 25-02)

NSHE institutions remain exempt from the provisions of Guidance Memorandum 25-02 and are not required to utilize NEVADAePro for issuing Notices of Funding Opportunities (NOFOs), subawards, or contracts.

3. Technical Assistance Available

OFA and NSHE System Administration will provide technical assistance and support to all NSHE institutions upon request to ensure compliance with applicable federal and state requirements.

We appreciate the ongoing efforts of NSHE institutions in securing and managing federal funding. If you have questions or require additional assistance, please contact us at **grants@ofa.nv.gov** or (775) 684-0156 or NSHE System Administration Sponsored Programs at 702-522-7070 or **nshespo@nshe.nevada.edu**.

Sincerely,

Nevada Governor's Office of Federal Assistance