Dear NASA Grants Community,

The U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) has introduced a new mandatory field in alignment with Executive Order (EO) 14222, Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative, issued on February 26, 2025.

Effective March 17, 2025, a justification field has been added to the payment request screen at the subaccount level. Grant recipients are now required to provide a brief explanation—limited to 1,000 characters—outlining the purpose of each payment request. (Please refer to the image below for a visual reference.)

To help ensure timely approval of payment requests submitted to NASA, we ask that all recipients include the corresponding budget category (as approved in your original budget) as part of the justification. Examples of appropriate budget categories include:

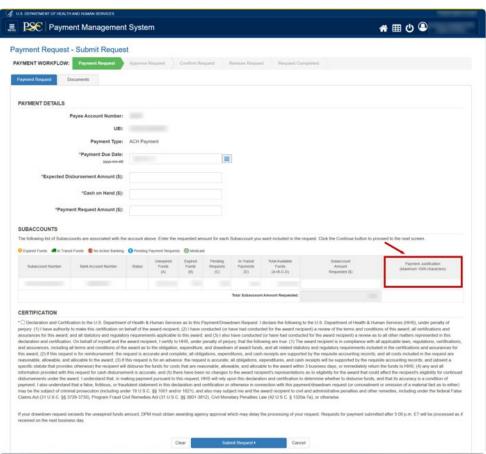
• Salaries and Wages • Fringe Benefits • Equipment • Travel • Materials and Supplies • Other Direct Costs • Indirect Costs

Justifications should clearly identify all budget categories associated with the request. For example:

"Reimbursement is requested for the pre-approved budget categories of Salaries and Fringe Benefits for key personnel working on the grant (or cooperative agreement)."

Including this information will help streamline the review and avoid potential delays in payment processing.

If you have any questions about this new requirement, please don't hesitate to contact your NASA Grants Officer.



Sincerely, Grant Activities Branch