



## Privacy Impact Assessment

Full Entry Name: **Form 1687 NASA Grant and Cooperative Agreement**

NASA Center: **NASA Headquarters**

Office/Mission Program/Project Supported: **Office of Procurement**

NASA Point of Contact: **Barbara J Orlando**

Phone Number: **202.358.3911**

E-mail: **barbara.j.orlando@nasa.gov**

System Overview: This form is filled out by the NASA HQ Procurement Office on behalf of Universities, Federal Agencies, and other organizations receiving grants and/or cooperative agreements. An authorized representative of the organization receiving the grant then reviews and signs the form, acknowledging receipt. The form is used by the NASA HQ Procurement Office for official documentation of grant award.

**Privacy**

Collection contains the following:	Name, Work e-mail address, Work mailing address, and Work phone number
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes
Information is collected on the following	Business Partners/Contacts, Grantees (including, but not limited to federal, state, local agencies)
The collection of PII is justified.	Yes
law, regulation, or Government-wide policy justifies the collection of the information.	OMB Circular A-110
NASA will use the information in the following ways:	The information will be used in order to award NASA Grants or Cooperative Agreements
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
<b>Consent</b>	
The IIF is collected.	Mandatory, Comment: The IIF collected is required in order to process the grant request.
<b>There is a process in place for the following</b>	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	No (The IIF must be collected in order to submit a grant request.)
<b>Security Controls</b>	
Monitor and Response to privacy and/or security incidents policies.	Yes
Access controls	Yes
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/website/information system/cloud system.	Yes
<b>Information Sharing Practices</b>	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites)	No
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No
<b>Accessibility, Redress, Complaints</b>	
There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes (NPR 9680.1A, NASA's Management of Grants and Cooperative Agreements)

Concur:

/s/ Concurred

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CYNTHIA D BOOTS

System Owner

Date: 06/12/2015

Concur:

/s/ Concurred

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Marion C Meissner

Center Privacy Manager

Date: 08/04/2015

Concur:

/s/ Concurred

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BRYAN D MCCALL

NASA Privacy Program Manager

Date: 08/21/2015

Approve:

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Larry N Sweet

Senior Agency Official for Privacy

Date: 08/26/2015