

Self-Disclosure for Grantees



Recipients and subrecipients of Federal awards must properly manage the Federal funds they are awarded and meet grant program requirements. However, if award recipients or subrecipients learn of a potential violation of law relating to their award—regardless of whether the potential violation is of Federal criminal, civil, or administrative law and regardless of how the recipient learned about the potential violation—they should disclose the violation. OIG's Grant Self-Disclosure Program (SDP) provides HHS award recipients and subrecipients with a framework for disclosing, coordinating, evaluating, and resolving potential violations of law relating to their awards or subawards.

Who Should Use the Grant SDP?

- Non-federal award recipients or subrecipients should use the Grant SDP to disclose potential violations of Federal criminal, civil, or administrative law relating to their awards or subawards.

When to Use the Grant SDP?

- **Mandatory Disclosures:** Recipients and subrecipients of (and applicants for) Federal awards are required to timely disclose in writing all violations of Federal criminal law that involve fraud, bribery, or gratuity violations potentially affecting their award.
- **Voluntary Disclosures:** Recipients of HHS awards may voluntarily disclose conduct causing liability under the Civil Monetary Penalty Law or any other conduct that does not clearly fall within the scope of offenses described at [45 CFR § 75.113](#).

How to Use the Grant SDP?

- Complete the [HHS OIG Grant Self-Disclosure Submission Form](#) by adding basic identifying information and a description of the conduct disclosed.
- Submit the disclosure by email to grantdisclosures@oig.hhs.gov.

How can you protect yourself?

- Establish an effective compliance program to prevent and mitigate violations.
- Promptly disclose the potential violation and conduct an internal investigation.
- Cooperate with OIG throughout the Grant SDP review and resolution process.

For more information, visit the Grant Self-Disclosure Program website:

<https://oig.hhs.gov/compliance/self-disclosure-info/grant.asp>



Office of Inspector General
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