



Grant & Fiscal Management DRL Programs

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Topics

- Award Administration Roles
- Award Notification
- Participant Support
- No Cost Extensions
- Indirect Costs
- Sub-Awards
- Reporting Requirements
- NSF Monitoring Activities

Award Administration Roles

(PI) Accepts full responsibility for the conduct of project/activity and for adhering to the award conditions.

(SRO) Ensures that all expenditures are allowable, allocable, reasonable and necessary.

(AII) Complies with all federal guidelines and statutes.

Award Notification

Review the **Research Terms & Conditions (RTC)** of the **NSF Solicitation**, **Award Notification**, **NSF Policy** as well as your **Institution's Policies and Procedures**



Be sure to read the award notice!

Participant Support

What is Participant Support?

Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (***not employees***) in connection with NSF-sponsored conferences or training projects.



2 CFR 200.75



No Cost
Extensions

Grantee-Approved No Cost Extension

NSF-Approved No Cost Extension(s)

Indirect Costs

Costs that are not readily identifiable with a particular cost objective but are still necessary for the general operation of a project

Must use current federally negotiated rate on proposals

Supplemental funding must use IDC rate from the Agreement in place at the time of original award

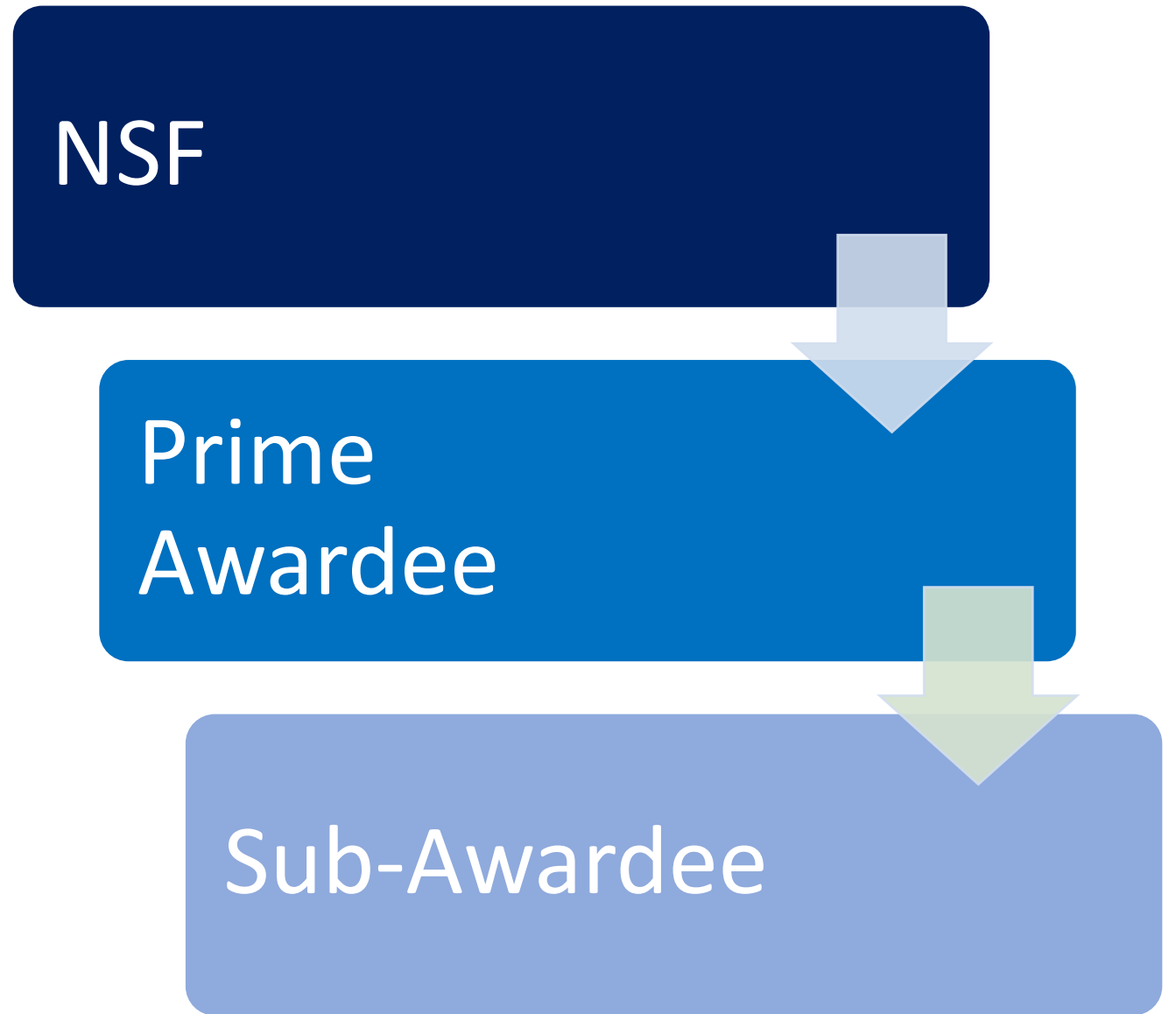


2 CFR 200.331 (a)(4)

Common Notifications/Requests

- Addition of Co-PI
 - NSF's policy limits the number of Co-PIs/Co-PDs to four per award.
- PI Transfer
 - When a PI/PD plans to leave an organization during the course of a grant, the organization has the prerogative to nominate a substitute PI/PD or request that the grant be terminated and closed out.
 - In those cases where the PI/PD's original and new organizations agree, NSF will facilitate a transfer of the grant and the assignment of remaining unobligated funds to the PI/PD's new organization.

Flow Through Responsibilities



Subawards

- A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient.
- A separate budget and a budget justification of no more than five pages, must be provided for each subrecipient, if already identified, along with a description of the work to be performed.

NSF Monitoring Activities

Programmatic site visits

Division of Institution & Award Support
(DIAS) contracted desk reviews

DIAS Advanced Monitoring
Program site visits in conjunction
with the Division of Grants &
Agreements (DGA)

Division of Financial
Management (DFM) baseline
monitoring including active
payment monitoring and post
award financial activity reviews

Office of Inspector General (OIG) audits



Annual
Reports

Final Project
Reports

Project
Outcomes
Report



Reporting Requirements

Reminder on Reports

- Annual reports that are not submitted (**and approved**) on time will impact subsequent actions in NSF systems for all senior personnel on the grant (e.g., awards, supplements, grant increments, etc...).
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Tips for Annual and Final Reports

- **Accomplishments**
 - **Connect your reporting back to your project goals/objectives (from the proposal).**
 - **Be consistent across years of reporting.**
 - **You are asked to report on subsequent year plans. The following year, report on your progress on those items.**



Tips for Annual and Final Reports

➤ Accomplishments

- Stick to the current reporting period. Reports are not meant to be cumulative.
- Be thorough and report on all the project activities.
- If there are reports from advisory boards or evaluators, include them.

Tips for Annual and Final Reports

➤ Products

- Include copies of completed products (e.g., manuscripts, presentations, etc.).
- If they don't all fit, email them to the Program Officer.
- Ensure that the dissemination activities map to what you said you would do in the proposal.



Tips for Annual and Final Reports

- **Participants/Organizations**
 - **Be consistent with the proposal. If there are “new” investigators listed that were not in the proposal, not good.**
 - **If investigators listed in the proposal suddenly disappear from the annual report, not good.**
 - **FTE of senior personnel should be consistent with what was proposed, unless changes have been approved.**

Tips for Annual and Final Reports

➤ Impacts

- **Don't overclaim.** Early in the project, there may not yet be impacts to report. Say so.
- **Don't report outcomes by item.**

Tips for Annual and Final Reports

➤ Changes/Problems

- This section is the most common reason reports are returned by Program Officers.
- Problems or delays. Nearly all projects face challenges. We want to know what they are and how the team will address them.
- Delays in expenditures. Most projects experience some delay in expenditures. It must be addressed in this section and include plans for getting the project back on track in expending funds.



Tips for Annual and Final Reports

- **Changes/Problems**
 - **Delays in expenditures. Most projects experience some delays in expenditures.**
 - **This must be addressed in this section and include plans for getting the project back on track in expending funds.**



Tips for Annual and Final Reports

➤ Human Subjects

- Send updated/current IRB approvals to your Program Officer via email.

Pathways to Success

- **Utilize effective communication.**
- **Know requirements (award notice, award terms and conditions, Uniform Guidance).**
- **Focus on the solicitation budgetary guidelines.**
- **Review budget with SRO prior to submission.**
- **Document approvals and conversations between the awardee and NSF program and grant officials.**
- **Encourage good accounting practices – accumulation & segregation of costs.**

ASK EARLY! ASK OFTEN!

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Resources

NSF Proposal and Award Policies and Procedures Guide (PAPPG)

https://www.nsf.gov/pubs/policydocs/pappg19_1/nsf19_1.pdf (Effective through May 31, 2020)

https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp (Effective June 1, 2020)

NSF Policy Office Newsletters

<https://www.nsf.gov/bfa/dias/policy/newsletter.jsp>

NSF Division of Grants and Agreements (DGA)

<https://www.nsf.gov/bfa/dga/>



Q&A's



Community for **Advancing**
Discovery Research in **Education**

Thank you!

A recording of this webinar will be sent via email to registered participants.

Find additional project management resources at
cadrek12.org/resources/nsf-project-management-tools