Orientation for ECR:Core and ECR:BCSER PIs on Managing NSF Grants

May 14, 2024

National Science Foundation
Directorate for STEM Education (EDU)

Preparing a diverse STEM workforce and a well-informed citizenry

Today's Presenters

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Today's Agenda

- Working with Your Program Director
- Project Progress and Reporting
- Documenting Project Changes – Notifications & Requests
- Acknowledging NSF Support
- Attention to Research Security
- Reviewing for NSF
- Managing Project Budget
- Question and Answer Session

Two polls to get to know you

1. Which of these topics to do you most want to hear about?

Two polls to get to know you

1. Which of these topics to do you most want to hear about?

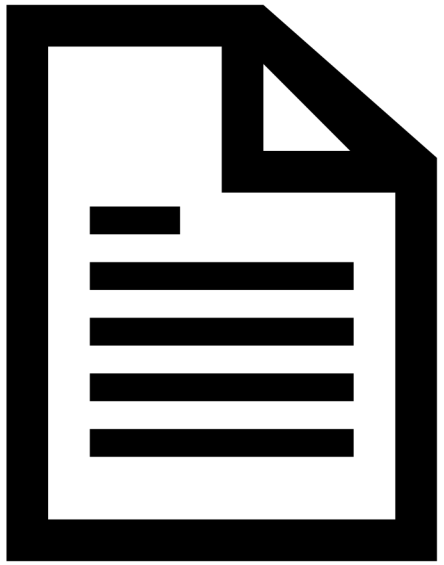
2. Is this your first NSF grant?

Working with Your Program Director

Working with NSF

- Reach out to your NSF Program Director early and often
- Update with positive developments and successes
- Seek advice and guidance when problems or questions arise
- Some budget changes will require NSF approval, many will not.

Project Progress and Reporting



Pausing for a Poll

Have you previously written and submitted an NSF annual report?

NSF Project Reports

Four Types

- Annual report – required
- Final report – required
- Interim report – optional
- Project Outcomes Report (POR) – required

Submission

- Submit all of them through Research.gov.
- PI ***or*** Co-PI can prepare and submit reports. SRO/AOR is not involved. (SRO can ***view*** reports.)

Annual Report - Basics

- Due no later than 90 days before the end of the current reporting budget period of a project
  - **e**.g., Awarded October 1, 2022; Due July 1, 2023
- Continuing grant increments cannot be released without approval of annual report
- Overdue annual reports will lead to delays in funding of new awards
- Allow plenty of time

Timing: *Annual* Project Report — *Example*

Reporting Period: June 1, 2024 – May 31, 2025

Annual Report – Structure & Content

- Report template includes 5 sections
  - Accomplishments
  - Products
  - Participants/Organizations
  - Impacts
  - Changes/Problems
- You may include pdf attachments, links to websites, etc.

Annual Report – Tips

- Report on each specific year
- Fill in as completely as possible
- Share changes/problems
  - Projects face challenges - Program Directors are here to help!

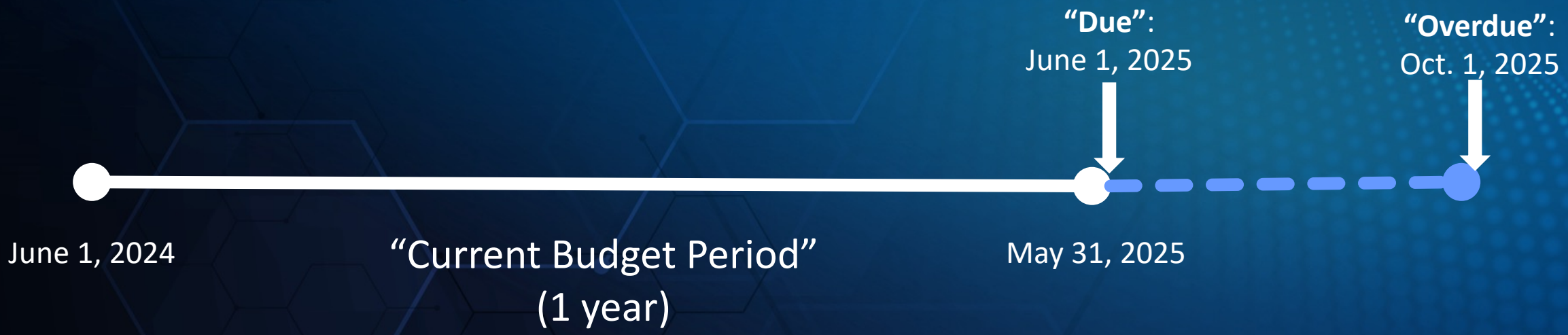
Final Report & Project Outcomes Report

- Final Report
  - Report on final funded year of project
  - Due no later than 120 days after the end date of award
- Project Outcomes Report
  - Public facing report
  - Due no later than 120 days after the end date of award

Timing: *Final* Project Report *and* Project Outcomes Report — *Example*

Grant Expiration Date: May 31, 2025

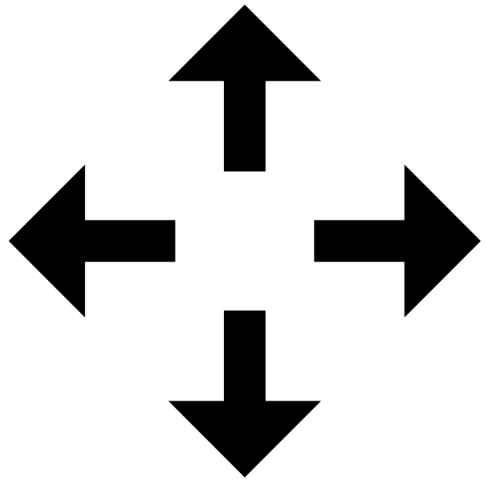
Reporting Period for Final Report: June 1, 2024 – May 31, 2025



Rejection

- It is common for program officers to reject project reports and ask the PI to revise and resubmit them. When that happens, don't take it as a failure. Address the request in a timely fashion.
- Keep in mind that if your report is "overdue," it remains "overdue" until the program officer approves it.

Documenting Project Changes – Notifications & Requests



No-Cost Extension Request

- The purpose of a no-cost extension to is to provide additional time beyond the project end date if required to assure adequate completion of the original scope of work.
- Grantee-Approved Extension
  - extend up to 12 months;
  - at least ten calendar days prior to the end date;
  - cannot extend an award that contains a zero balance;
- NSF-Approved Extension
  - at least 45 days prior to the end date of the Grant
  - Explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use

Other Notifications/Requests

- Changes in PI, co-PI, or Person-Months Devoted to the Project at the Initiation of the Recipient Organization or NSF
- Changes in Objectives, Scope, or Methods/Procedure
  - Changes in Objectives or Scope
  - Significant Changes in Methods or Procedures
  - Significant Changes, Delays or Events of Unusual Interest
- Subawarding or Transferring Part of an NSF Award (Subaward)
- Postaward Additions of Postdoctoral Scholar

Acknowledging NSF Support

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- **Acknowledgment of Support**
  - "This material is based upon work supported by the U.S. National Science Foundation under Grant No. (NSF grant number)." (Oral acknowledgment if appropriate.)
- **Disclaimer**
  - "Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. National Science Foundation."
- **Copies**
  - The grantee is responsible for assuring that the cognizant NSF Program Officer is provided access to, either electronically or in paper form, a copy of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, promptly after publication.
- **Logos**
  - http://www.nsf.gov/policies/logos.jsp

Attention to Research Security

Research integrity and research security

Research integrity:
The use of honest and verifiable methods in proposing, performing and evaluating research; reporting research results with particular attention to adherence to rules, regulations and guidelines; and following commonly accepted professional codes or norms.

Research security:
Safeguarding the research enterprise against the misappropriation of research and development to the detriment of national or economic security, related violations of research integrity and foreign government interference.

International Collaboration

Principled international collaboration is critical to success, but improper foreign influence is a threat to international collaboration in the science and technology enterprise. It is important to distinguish the difference.

Reviewing for NSF

Panels & Ad hoc Reviews

Benefits

- Merit review process for NSF: Providing a meaningful service to NSF
- Benefits to you as a reviewer:
  - Gaining first-hand knowledge of: the merit review process, common pitfalls, and strategies to write strong proposals
  - Meeting peers and colleagues with related interests
- How to become a reviewer:
  - Email the program email alias or POs of the programs that fit your expertise, with a 2-page CV
  - Respond to the POs' invitation emails
  - Be a panelist and/or an ad hoc reviewer

Managing Project Budget

TIP #1

NSF WRITTEN PRIOR APPROVALS

TOP EMAIL RECEIVED BY AWARDEES

According to NSF policy, awardees have the statutory authority to re-budget after an award is made unless it involves budget categories such as participant support costs and does not cause a change in the objective or scope of the project. The awardee can view the latest version of the prior approval matrix on Research.gov

TIP #2

START DATES

Once an award is made, the start date cannot be changed; however, grantees have the authority to incur pre-award costs as outlined in the PAPPG Chapter X.A.2.b. (can request approval through Research.gov for any costs exceeding 90 days)

TIP #3

NO COST EXTENSIONS

Submit Grantee-Approved NCEs at least 10 days before the award end date.
No amendment will be issued. The revised end date may be viewed via Research.gov

Submit NSF-Approved NCE at least 45 days before the award end date.
An amendment will be issued once the second NCE is approved.

BONUS TIP

NSF PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE (PAPPG) FAQ'S

SCAN ME

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QUICK TIPS

Question and Answer

Survey

A short survey will launch following the webinar.

We would appreciate your feedback so we can better serve your needs and tailor future events to your interests.

Your responses will be anonymous.

Direct link to the survey: https://tinyurl.com/ECRHubMay14