

# Planning for Effective NSF Award Management

*How to anticipate post-award issues and what to expect once you have been awarded a grant*

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**D-RED Seminar**  
**Morgan State University**  
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# PRISSEM Academic Services, LLC

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- Founded in 2007
- Focused on helping HBCU faculty thrive
- Evaluation, research development, grant development projects at 14 HBCUs
  - Primarily National Science Foundation



Dr. Falcon Rankins



Dr. Claudia Rankins



Dr. Koren Bedeau

# PRISSEM congratulates all MSU PIs who...

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...received one of the nine awards from NSF in 2024, spanning 6 directorates/offices

...received awards from other agencies

...received a declination and are working on or thinking about resubmitting the proposal

...have recently submitted or are in the process of submitting a proposal



# We are here today to talk about

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- Resources available to you
- Learn what post-award issues to consider when writing a proposal
- What to expect post-award
- Contacting the program director
- Get answers to questions - put your questions in the chat at any time during the presentation

# The PAPPG - NSF 24-1

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- Where can you get clarification or further information on just about everything I am talking about today?

It's all in chapters I and II of the [PAPPG NSF 24-1](#)

- Avoid trouble and read those chapters!

# MSU Office of Research Administration

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- You have excellent resources and a team to support you on campus
- Let's take a look at [ORA](#) resources

**Before you start writing the proposal, familiarize yourself with the resources!!!**

**What I can do upfront when writing the proposal to avoid problems down the road?**

# Be mindful of how much time things take

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It takes time to:

- set up budget once award comes in (this is out of your control)
- purchase equipment, supplies
- recruit and hire student participants
- hire, engage consultants or other personnel
- get courses/curricular revisions approved by the institution

**How much can I accomplish during the semester vs the summer?**



# Budget

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**Ask for what you need, but don't necessarily try to max out the amount allowed by the solicitation (if any is stated).**

**Agencies do not want money back at the end.**

# Budget

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- Consider **what** you need and **when** you need it carefully
- You cannot transfer funds out of participant cost without NSF's written permission, but that is also the category where no IDC is charged. How to best pay students? Ask someone
- Universities can be weary of reallocating funds within categories, even though you are allowed to do so
- Think long-term about release time need
- Budget shouldn't necessarily look the same for every year of the grant
- Standard vs continuing grant (out of your control)

# Your team

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- Give thought to who your co-PIs will be. Be clear what each person's responsibilities will be.
- Senior personnel
- Collaborators
- Evaluators
- External advisory boards

# Tips for working with an evaluator

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- Keep expectations realistic
- What to look for in an evaluator? They should:
  - Also have realistic expectations
  - Value the work
  - **Understand the institutional context**
  - Have time for you (because there are a few evaluators taking a lot of jobs in the space)
  - *Personal Opinion: evaluator should put students first*
- Where to find an evaluator
  - Word of mouth - talk to other PIs at similar institutions
  - Linked-in/CREA center/AERA website
  - Us



**You received the award!!!**  
**What you need to know**



# Change in Scope

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- a) Changes in objectives or scope \*
- b) Significant changes in methods or procedures \*\*
- c) Significant changes, delays of events of unusual interest \*\*

\* Must be submitted through AOR and approved by NSF.

\*\* PI must report to appropriate recipient official(s) and notify NSF through NSF's electronic systems.

# Do you need approval before making a change?

Check the **FDP Prior Approval Matrix** [and consult with ORA]

[https://www.nsf.gov/bfa/dias/policy/fedrtc/appendix\\_a.pdf](https://www.nsf.gov/bfa/dias/policy/fedrtc/appendix_a.pdf)

**Research Terms and Conditions Appendix A  
Prior Approval Matrix  
November 12, 2020**

	Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
<b>Prior Written Approval (prior approval)*</b>	<b>200.407</b>									
<b>Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts</b>	<b>200.407(a)</b>									
Changes in principal investigator (PI), project leader, project partner, or scope of effort.	200.201(b)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
<b>Cost sharing or matching</b>	<b>200.407(b)</b>									
Use of unrecovered indirect costs, including indirect costs on cost sharing or matching.	200.306(c)	Waived	Waived	Waived	Waived	Waived <sup>15</sup>	Waived	Waived	Required	Waived
Use of current fair market value to determine the value of non-Federal entity contributions of services and donations of property for the purposes of cost sharing or matching.	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Costs of the fair market value of equipment or other capital assets and fair rental charges for land when the Federal award supports activities that require use of equipment, buildings or land.	200.306(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
<b>Program Income</b>	<b>200.407(c)</b>									
Use of program income during the period of performance (additive method).	200.307(e)(2)	Waived	Waived	Waived	Waived <sup>5</sup>	Waived	Waived	Waived <sup>20</sup>	Waived	Waived
<b>Revision of budget and program plans</b>	<b>200.407(d)</b>									
Change in the scope or the objective of the project or program.	200.308(c)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Change in a key person specified in the application or Federal award.	200.308(c)(2)	Required	Required <sup>14</sup>	Required	Required	Required	Required	Required	Required	Required
Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved Project Director (PD) or PI.	200.308(c)(3)	Required	Required <sup>14</sup>	Required	Required <sup>6</sup>	Required	Required	Required <sup>21</sup>	Required	Required
Inclusion, unless waived, of costs that require prior approval in accordance with Subpart E -- Cost Principles.	200.308(c)(4)	Required	Waived <sup>1</sup>	Required	Waived <sup>7</sup>	Required	Required	Required	Required	Required

# Reporting

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- Know the agency's reporting requirements
- Submit reports on time
- Be honest when you report, don't oversell or sugarcoat



# No cost extensions

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- What are they?
- How do NSF program directors think about them?
- How should I plan?
- What can I do during a NCE?

# Your team

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- Prevent issues by choosing your PI team wisely from the start
- Know what changes NSF needs to know about and approve
- It is difficult to delete a PI without replacing them
- Implications if you decide to leave the institution
- Collaborators, evaluators, external advisory boards

**The program director is your ally**

# When to contact the program director (PD)

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- For Excellence in Research, you are strongly advised to contact the PD..
- For RAPID, EAGER, RAISE, planning proposals, you must submit a concept outline to the PD or via ProSPCT (see PAPPG Chapt II F).
- For conference/workshop proposals, equipment proposals, or supplements I suggest that you contact the PD with a concept outline.
- If your idea does not clearly fit into a program or if you are unsure that it is a good fit for NSF, contact one or more PDs.
- If you plan to submit a research proposal, it is a great idea to contact a PD.
- If you are responding to a solicitation like HBCU-UP or S-STEM and the expectations are clearly described, there may not be a need to contact a PD, as long as you adhere to the solicitation and PAPPG guidelines.

# Preparing a Concept Outline

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A concept outline is a concise summary of a project idea that contains information about:

- the prospective PI(s),
- potentially germane NSF organizational unit(s),
- project title,
- keywords,
- brief narrative descriptions of the idea and fit to any special criteria required for the proposal type or funding opportunity.

Please follow PAPPG guidelines.

The primary purpose of requiring a concept outline is to ensure that the concept being proposed by the prospective PI is appropriate for the proposal type/funding opportunity.

# Tips on contacting program directors

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- Generally sending an e-mail is better than calling; it is ok to follow-up after a few days if no response is received
- Do not mass email - multiple program directors may work on a program, talking to many creates redundancy
- Be specific in what you are asking for:
  - advice on where to submit an idea
  - feedback on concept outline to a program
  - procedural advice (be sure to first look for the answer in the PAPPG or solicitation)
- Send your CV if you are interested in serving on a panel or being considered for ad hoc reviews

# My advice as a former program director

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- Don't expect things to go completely as proposed, especially where timeline and budget are concerned
- Don't inform the program director of every small problem or issue
- Do inform the program director when there are major issues, they are your friend and will give you good advice

# Thank you

**Contact us:**

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**[info@prissem.com](mailto:info@prissem.com)**

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