### ADMINISTRATIVE SUPPORT

FY 2023 funding for Administrative Support is \$115.10 million, the third largest component of the Organizational Excellence portfolio. The activities that comprise this major component are Space Rental, Operating Expenses, Building and Administrative Services, Other Program Related Administration, and Other Organizational Excellence Activities.

Administrative Support								
(Dollars in Millions)								
	Change over							
	FY 2021	FY 2022	FY 2023	2023 FY 2021 Actual Funding				
	Actual	(TBD)	Request	Amount	Percent	Source		
Space Rental	\$46.54	-	\$33.24	-\$13.29	-28.6%	AOAM		
Operating Expenses	20.95	-	30.27	9.32	44.5%	AOAM		
Building & Administrative Services	21.84	-	23.12	1.28	5.9%	AOAM		
Other Program Related Administration	3.39	-	7.55	4.16	122.9%	R&RA/EHR		
Other Organizational Excellence Activities	12.04	-	20.92	8.88	73.7%	R&RA		
Total Administrative Support	\$104.76	-	\$115.10	\$10.35	9.9%			
Total AOAM	89.33	-	86.63	-2.70	-3.0%			
Total R&RA	15.43	-	27.37	11.94	77.4%			
Total EDU	-	-	1.10	1.10	N/A			

Each activity within Administrative Support is addressed separately below.

## Space Rental

Space Rental								
(Dollars in Millions)								
					Change over			
FY 2021 FY 2022 FY 2023				FY 2021	FY 2021 Actual			
	Actual	(TBD)	Request	Amount	Percent			
Building Rental & Taxes	\$39.29	-	\$25.61	-\$13.68	-34.8%			
Utilities	1.20	-	1.10	-0.10	-8.3%			
Security	4.85	-	5.66	0.81	16.7%			
Parking Rental (including parking credits)	1.20	-	0.88	-0.33	-27.1%			
Total	\$46.54	-	\$33.24	-\$13.29	-28.6%			

<sup>1</sup> The Parking Rental estimate includes parking credits for the FY 2021 Actual.

Space Rental includes services provided by the General Services Administration (GSA) related to rent and taxes, utilities, and security provided by the Department of Homeland Security (DHS). In addition, rent paid for the parking structure to the owner of the NSF headquarters building in Alexandria, Virginia is included. Parking credit estimates will be applied to the FY 2023 level during the current plan process when remote/hybrid work impacts are better understood.

In FY 2023, NSF will occupy over 700,000 square feet of space, primarily in one leased office building located in Alexandria, Virginia. The FY 2023 level for Space Rental is \$33.24 million. This amount is in line with the base Space Rental costs in FY 2022 and FY 2021 with expected inflationary increases. In

FY 2021, NSF received supplemental funding through the American Rescue Plan (ARP) some of which NSF used to support salaries. The utilization of ARP funds to support FY 2021 salaries, along with some FY 2021 operating costs coming in less than estimated, allowed NSF to forward fund rent into FY 2022. This approach to NSF's FY 2021 budget was a key facet enabling NSF to maintain normal operations under a Continuing Resolution at the start of FY 2022 and the reason the FY 2021 Actual for Space Rental appears higher than the FY 2023 Request.

Funds are included in the FY 2023 Request to cover the expected increased cleaning costs, in accordance with GSA LA-20-06 guidelines and utilizing the latest Centers for Disease Control and Prevention recommendations for keeping a facility clean and for sanitizing an area after COVID-19 exposure, are applied to the lease as is a wage adjustment and inflation for guard services and basic building security based on the Federal Protective Service's (FPS) fee structure. Utilities and parking estimates are derived from historical billing and actual contract costs, respectively.

IT expenditures related to NSF's on-site Information Technology Data Center are included in the total FY 2023 Space Rental budget. These costs align to the TBM cost pool for "Facilities and Power." This activity is also referenced in the Information Technology narrative for transparency.

Operating Expenses								
(Dollars in Millions)								
Change over								
	FY 2021	FY 2022	FY 2023	FY 2021 Actual				
	Actual	(TBD)	Request	Amount	Percent			
Distributed	\$8.74	-	\$7.98	-\$0.76	-8.7%			
Science & Security	-	-	3.00	3.00	N/A			
Award Monitoring	4.95	-	6.32	1.37	27.6%			
Financial Management	3.34	-	5.07	1.73	51.8%			
Reporting & Other	3.92	-	5.18	1.27	32.3%			
Business and Operations	-	-	2.72	2.72	N/A			
Total	\$20.95	-	\$30.27	\$9.32	44.5%			

# Operating Expenses

The FY 2023 Request for Operating Expenses is \$30.27 million. NSF's Operating Expenses can be categorized into six main activity areas that support the agency's operational and administrative needs and includes funding for federal FTE training, supplies, and equipment; leadership activities centered around science and security; support for a wide variety of financial management, award monitoring, and agency reporting investments; and other activities focused on innovation and continuous organizational improvement. The total estimate for Operating Expenses reinforces NSF's commitment to organizational excellence and reflects NSF's prioritization of providing mission support services levels in FY 2023 necessary for the increased NSF total appropriation and other mandated activities.

The key activities funded by NSF's FY 2023 submission for Operating Expenses include:

# Distributed (\$7.98 million)

Total Distributed AOAM funds federal FTE training, equipment, communications devices, and supplies for NSF's directorates and offices. The FY 2023 Request is based on historical NSF employee needs

and the utilization of 1,445 regular FTE. Distributed AOAM funds for travel are discussed in the Travel section of the Organizational Excellence chapter.

#### Science and Security (\$3.0 million)

FY 2023 investments for activities related to Science and Security within the AOAM account will continue and build upon those initiated in FY 2022. Mainly this includes continuing to build and expand NSF's analytic capabilities to proactively identify conflicts of commitment, vulnerabilities of pre-publication research, and risks to the merit review system. The effort will include a communication hub which will coordinate with grantee institutions on specific information identified by either NSF or the institutions, as well as targeted outreach to academic associations and individual universities. The hub will also provide critically important training and information for research communities on this topic. The Chief of Research Security Strategy and Policy (CRSSP) team will provide key topical support as NSF establishes new funding opportunities in partnership with academic institutions and private organizations to evaluate the structural, political, and international dynamics that contribute to research integrity and science and security issues. The team will coordinate with other agencies in developing tools to respond to the Administration's implementation guidance for National Security Presidential Memorandum 33 (NSPM-33) on National Security Strategy for United States Government-Supported Research and Development.<sup>1</sup> As part of the response to NSPM-33 and to ensure clear understanding of research security issues and NSF disclosure requirements, as well as the tenets of beneficial international collaboration, the CRSSP team will continue development of training resources for its own program officers and grant management officials as well as training resources for the external research community to ensure clear understanding of research security issues including recommended actions to mitigate risks. Through separate but coordinated investments within the R&RA account, NSF will also pursue additional research security-related efforts led by the CRSSP and funded in the Integrative Activities organization similar to FY 2022. More details on the efforts funded through IA can be found in the IA narrative in the R&RA chapter.

## Award Monitoring (\$6.32 million)

This investment category supports activities related to award administration and stewardship of NSF's portfolio of STEM awards. The FY 2023 Request will ensure current services level funding for award monitoring (pre and post) and small business pre-award reviews. It also provides the necessary resources to support major research facility and mid-scale research infrastructure program monitoring and business system reviews to ensure NSF awardees are able to fulfill financial and related requirements. The increase in FY 2023 provides contractor support for pre and post award monitoring and review for new programs and activities associated with the TIP directorate initiated in FY 2022, as well as for increased programmatic investments across the agency as outlined in this FY 2023 Budget Request. Activities supported under Award Monitoring include:

- Oversight of major facilities including business systems reviews, and portfolio risk assessment.
- NSF's annual risk assessment, post-award monitoring desk reviews, post-award adjustment reviews, and documentation of the guidance and procedures for post-award monitoring and oversight processes. These advanced monitoring activities help ensure NSF awards are administered in compliance with federal regulations and NSF terms and conditions. Additionally, the results of the oversight activities are leveraged for the Financial Statement Audit and support agency efforts to manage risk and continually improve grant operations.
- Major facilities audit resolution support services which are procured by NSF in response to the

<sup>&</sup>lt;sup>1</sup>www.whitehouse.gov/wp-content/uploads/2022/01/010422-NSPM-33-Implementation-Guidance.pdf

American Innovation and Competitiveness Act (AICA) audit requirements and enhanced major facilities oversight activities. Additionally, financial assistance award audit services support incurred cost audits, accounting system audits, estimating system audits, and special projects that provide NSF with information that assists in the negotiation, award, administration, repricing, and settlement of major facilities financial assistance awards.

• The congressionally-mandated Committee on Equal Opportunities in Science and Engineering (CEOSE) activity. This covers contractor services and meeting support for CEOSE, an NSF advisory committee that provides advice on policies and programs to broaden participation of women, minorities, and persons with disabilities.

#### Financial Management (\$5.07 million)

Investments in this category support NSF's financial policy and reporting activities. The FY 2023 level increases contractor support resources to maintain our financial reporting model, transactions, and financial monitoring. It will also provide increased support for planning and documentation of any needed oversight and monitoring enhancements given growth or changes in NSF's award portfolio, such as a new auditable Improper Payments Risk Assessment due to significant increases in appropriations and potential new programs and implementation of a BFA concept of operations and change management strategy to support the growth of NSF. Financial Management activities include:

- Contract staff support in BFA's Division of Financial Management (DFM) to aid in accounting
  operations; financial statements and external report submission; grant financial monitoring; NSF
  property reporting; financial systems support and internal reporting; and audit deficiencies
  resolution assistance. This contract support enables NSF to meet its federal financial reporting
  requirements and audit requirements.
- NSF's non-IT activities related to G-Invoicing, such as reconciling intragovernmental balances with federal trading partners, resolving differences between agencies, redesigning the Interagency Agreement processes and controls NSF-wide, and transitioning to Treasury's G-Invoicing system. This activity directly supports Treasury's mandate to convert all intragovernmental transactions to G-Invoicing to resolve the significant, long-standing government audit issue.
- The Data Analytics Assurance Program (DAAP), which provides internal control support to improve mission delivery and the accountability and effectiveness of NSF's federal programs and operations by establishing, assessing, correcting, and reporting on internal control through innovative uses of data analytics technology. DAAP also provides enterprise risk management support for emerging mission risks such as long-term pandemic impacts or growth scenarios related to grants oversight and monitoring. The investment in NSF's DAAP also supports Administration priorities for the Payment Integrity Information Act of 2019 (PIIA)(P.L. 116-117) and OMB Memorandum M-21-19.

## Reporting and Other (\$5.18 million)

This investment category supports a wide range of reporting and other activities and the FY 2023 Request reflects a current services level of funding. Investments in this category include activities such as:

Contract writing software. The Automated Acquisition Management Solution (AAMS) is NSF's system for contract writing/E-procurement. The AAMS contract is set to expire in FY 2022, and NSF will issue a competitive solicitation to modernize its contracting writing software. NSF expects this will increase the speed of the acquisition process, facilitate the implementation of innovative contracting methodologies, ensure the selection of proper terms and conditions, efficiently adopt OMB Office of Federal Procurement Policy guidance, and ensure accurate reporting. This will allow

NSF to more effectively leverage its acquisition function to meet emerging mission needs as well as modernizing our electronic contract filing system to facilitate internal controls and oversight.

- Increased resources for contract personnel in BFA's Division of Acquisition and Cooperative Support to aid with contract execution, simplified acquisition, and database management.
- Systems and related data analysis to continue to respond to evolving information needs to provide accurate, consistent information on financial data, funding rate, award size, and other statistics to NSF staff and the public. This information is disseminated via NSF's Enterprise Information System, the Budget Internet Information System, and other reporting mechanisms. These activities support federal efforts to manage data as a strategic asset. Also included is support for budget formulation capabilities and activities to better ensure Section 508 compliance and accessibility.
- Simplified acquisitions which include purchase card program oversight, contract execution, and database management. Support for oversight of the purchase card program will be supplemented with purchase card rebates, reducing the total costs to be paid from NSF's AOAM account.
- NSF in-house and contract support for grant outreach, as well as contract close-out, outreach activities, and guidance document development for NSF's major facilities. Also supported is the annual Large Facilities Workshop and associated Knowledge Sharing Gateway, which are used to coordinate the sharing of good practice and lessons learned, an agency priority related to statutory requirements under the AICA. The FY 2023 Request levels is increased to support greater outreach and information sharing with NSF's grantees and research communities.
- In FY 2023, resources are increased to continue NSF-wide implementation of changes associated with the Program Management Improvement Accountability Act (PMIAA) and recommendations resulting from the Gap analysis conducted across FY 2020 and FY 2021.
- Reasonable accommodations that NSF is responsible for providing to persons with disabilities, including NSF employees, applicants, and those conducting business at NSF. Activities supported assist with maintaining NSF's model Equal Employment Opportunity status; not providing accommodations could be viewed as discrimination according to Sections 501 and 505 of the Rehabilitation Act of 1973.
- An interagency agreement with the Department of Interior's Business Center (IBC) for the negotiation and issuance of indirect cost rates for over half the organization of which NSF is the cognizant agency. This interagency agreement for a shared service is critical to NSF and its recipients to help ensure timely and accurate indirect cost rate agreements are established and ready to be used by all Federal funding agencies in accordance with OMB 2 CFR §200.
- Support for other Operating Expenses, including the AOAM-funded portion of the Integrated Acquisition Environment, an e-government initiative managed by the General Services Administration; a contracting information online knowledge management resource; the printing and mailing of 1099 forms; a monthly download to update routing numbers in NSF's financial system; new tools to support data visualization and data cleanup; annual Robotic Processing Automation (RPA) licensing for NSF's financial management systems, design and printing services for NSF's annual reports including the Annual Financial Report, performance highlights brochure, and the Congressional Request.

## Business and Operations (\$2.72 million)

FY 223 Request funding for Business and Operations will enhance internal NSF systems and processes in order to provide an agile business operations environment that enables NSF to integrate and scale efforts to form and sustain new partnerships in research and innovation.

#### **Building and Administrative Services**

building and Administrative Services							
(Dollars in Millions)							
					Change over		
	FY 2021	FY 2022	FY 2023	FY 2021	Actual		
	Actual	(TBD)	Request	Amount	Percent		
Information Dissemination	\$2.43	-	\$2.81	\$0.38	15.7%		
Workplace Management <sup>1</sup>	14.02	-	13.52	-0.50	-3.6%		
Panel Support, Meeting Mgmt, & Proposal Services	5.39	-	6.79	1.40	26.0%		
Total	\$21.84	-	\$23.12	\$1.28	5.9%		

#### **Building and Administrative Services**

<sup>1</sup> Includes funding for the the operations, maintenance, and technical security requirements of NSF's Sensitive Compartmented Information Facility (SCIF).

The FY 2023 Request for building and administrative services is \$23.12 million, providing the full fiscal year requirement estimated to effectively perform these three sets of activities: Information Dissemination; Workplace Management; and Panel Support, Meeting Management, and Proposal Services.

#### Information Dissemination (\$2.81 million)

Investments in this category fund activities that support records management; extensive web-based and electronic information distribution tools that provide information to both NSF staff and the public; graphic design and commercial printing; and regulatory reporting processing and production. Activities include:

- Records management and the establishment and execution of records management policies and procedures. NSF continues to enhance data management practices which includes reducing records storage requirements at the Federal Records Center and the National Archives and Records Administration while transitioning to electronic records by December 2022. The requested funding level includes increased resources to enable operations and maintenance of controlled unclassified information (CUI) marking in IT systems pursuant to Executive Order 13556, Controlled Unclassified Information. The implementation of a software plugin to enable CUI markings in IT systems is expected to be completed in FY 2022.
- Communications contract support providing information to both the public and NSF staff regarding the NSF mission and related content.
- NSF website and application development and support for NSF's external website, NSF.gov.
- Graphic design including the design and creation of layouts, graphics, animation, style sheets, and color schemes for use in NSF communications in print and on the web.
- Congressional Record and Code of Federal Regulations requests for the Foundation.

#### Workplace Management (\$13.52 million)

Workplace Management provides funding for a wide range of core business activities and infrastructure support related to space management and facility operations, property management, as well as security and emergency management. Investments for this category include:

• Space management and facility operations, including development of space plans and assignments, space reconfigurations, facility service and maintenance, and transportation. The FY 2023 Request supports renovation and reconfiguration to accommodate remote/hybrid staff and support increased program staff at NSF. Furthermore, it includes inclusion of a refresh of onsite building furniture and equipment reaching the end of its lifecycle to continue delivery of

cutting-edge space solutions for onsite staff.

- Operations and maintenance for the Integrated Workplace Management System which supports space, workplace and move management, conference room scheduling, and asset inventory management.
- Activities related to property to include the oversight and planning of mailroom, shipping and receiving operations and property receipt, inventory, tracking, and reporting.
- Core business activities and infrastructure support related to security and emergency management, such as security badge issuance, management of NSF Continuity of Operations Plan activities, physical security, and access control; information and reception center; and personnel security adjudication support. Also included are cost estimates related to the operations, maintenance, and technical security requirements of NSF's Sensitive Compartmented Information Facility (SCIF).
- Enhancement of the agency sustainability program through adherence to all federal guidance, including Executive Order 14008, Tackling the Climate Crisis at Home and Abroad.
- Maintenance of the Small and Disadvantaged Business procurement system in compliance with government wide and agency socioeconomic goals.
- Commitment to the implementation of personnel vetting transformation activities under the Trusted Workforce 2.0 initiative including continuous vetting of the workforce.

#### Panel Support, Meeting Management, and Proposal Services (\$6.79 million)

This category supports NSF's merit review process by providing various services for NSF staff, panelists, members of advisory committees, committees of visitors (COVs), and guests. The FY 2023 level provides resources for these investments supporting the full estimated cost necessary to manage current services level workload requirements and maintain services for the agency. Activities include:

- Management and support of agency printing devices including copier and printer maintenance and supplies. Resources are increased in FY 2023 in anticipation of greater demand due to the creation of TIP in FY 2022 and the return of a significant portion of NSF's workforce to the building.
- Print Center services for FY 2023. For transparency, these costs are reported by NSF as part of its Information Technology portfolio Infrastructure: Output.
- Library and research assistance for the Foundation. NSF Program Directors rely on the library electronic content to understand conflicts of interest, identify panelists, search for citations, identify who is published, research innovations, and other critical merit review ancillary support.
- Management of central conference space, including activities to oversee, operate, and maintain
  mission-critical audiovisual and communications equipment and resources, both physical and
  virtual. FY 2023 funding provides the resources necessary to schedule, coordinate, and conduct
  NSF's onsite and virtual meetings and panels in a post-COVID work environment. This activity also
  includes increased funding to mature the role of accessibility and 508 compliance at NSF in
  support of a hybrid operational state in FY 2023.
- Travel management services, reflecting NSF's requirement to fully support NSF staff, panelists, members of advisory committees, COVs, and guests. Transportation of household goods and relocation assistance is also covered under this activity. FY 2021 funding for this activity was unusually low due to travel restrictions related to COVID. FY 2023 funding levels are increased as NSF anticipates travel to return to normal.

### Other Program Related Administration

other rogram kelated Administration								
(Dollars in Millions)								
	Change over							
	FY 2021	FY 2022	FY 2023	FY 2021	Actual			
	Actual	(TBD)	Request	Amount	Percent			
E-Government Initiatives	\$1.37	-	\$1.55	\$0.18	12.8%			
General Planning & Evaluation Activities	2.01	-	6.00	3.99	198.0%			
Total	\$3.39	-	\$7.55	\$4.16	122.9%			

#### Other Program Related Administration

In FY 2023, \$7.55 million for NSF's Other Program Related Administration includes funding for two Foundation-wide activities:

- NSF support for federal E-Government initiatives that are mission-related.
- General planning and evaluation activities that are Foundation-wide.

#### E-Government Initiatives (\$1.55 million)

The FY 2023 funding level for NSF program-supported and mission-related E-Government (E-Gov) initiatives is consistent with the FY 2023 funding amounts provided by the initiatives' respective managing partners. It also includes the addition of a new Line of Business (LoB) called the Federal Executive Board (FEB). For funding level details by LoB activity, see the *NSF Funding for E-Government Initiatives* section of the Information Technology narrative within the Organizational Excellence chapter.

#### General Planning and Evaluation (P&E) Activities (\$6.0 million)

FY 2023 funding for general P&E activities supports investments on broad programmatic and policy matters of NSF-wide scope and benefit. This includes activities such as Renewing NSF, the verification and validation of performance information; IPA FTE in BFA and the Office of the Director; and certain costs associated with the American Association for the Advancement of Science fellowships program. The total FY 2023 funding level is based on the level of general P&E activities and projects that occurred across FY 2021 and FY 2022 to date and anticipated activities for FY 2023. The expected additional IPAs in operations offices and upward pressure on activities seeking P&E funding are driving the FY 2023 increase. The FY 2023 P&E request is an estimated level for these activities to provide a funding envelope for planning purposes; specific requests for P&E funding for specific activities will not occur until FY 2023 and may be lower than the estimate presented.

Other Organizational Excellence Activities								
(Dollars in Millions)								
					e over	Program		
	FY 2021	FY 2022	FY 2023	FY 2021 Actual		Directorate/		
	Actual	(TBD)	Request	Amount	Percent	Office		
Major Facilities Admin Review and Audit	\$0.98	-	\$0.17	-\$0.81	-82.7%	various		
Public Access Initiative	1.98	-	1.75	-0.23	-11.7%	CISE		
Equity and Compliance in Research	-	-	4.00	4.00	N/A	IA		
Evaluation and Assessment Capability (EAC)	5.67	-	7.00	1.33	23.5%	IA		
Modeling and Forecasting	-	-	3.00	3.00	N/A	IA		
Planning and Policy Support	3.41	-	2.50	-0.91	-26.6%	IA		
Research Security Strategy and Policy	-	-	2.50	2.50	N/A	IA		
Total	\$12.04	-	\$20.92	\$8.88	73.7%			

## Other Organizational Excellence Activities

### Other Organizational Excellence Activities

#### Major Facilities Administrative Reviews and Audits (\$170,000)

NSF includes FY 2023 cost estimates of administrative reviews and audits for major facilities to be funded via the R&RA account. This estimate is based on the Annual Major Facilities Portfolio Risk Assessment conducted by staff in BFA in close coordination with cognizant program staff. Besides risk, this assessment also considers event-driven oversight activities per NSF policy, which are based, in part, on the AICA. Funding levels for the annual assessment are estimated two fiscal years out. During the current assessment period, the status of risks from the previous cycle are revisited as are the needs for oversight and monitoring. These updates are incorporated into the plans for the entire portfolio and projected funding estimates from an earlier assessment cycle often change. For FY 2023, the current level of funding estimated to be needed from the R&RA account for administrative reviews and audits of NSF's major facilities is less that than the FY 2021 Actual.

#### Public Access Initiative (\$1.75 million)

The goal of the NSF Public Access Initiative is to make the results of NSF-funded research available to the greatest extent possible, pursuant to the memorandum on *Increasing Access to the Results of Federally Funded Scientific Research*, released by the Office of Science and Technology Policy (OSTP) on February 22, 2013, and consistent with NSF's mission and long-standing policies supporting data sharing. It enables greater transparency and more access by more people to the results of NSF-funded research, and provides secure, predictable, and integrated management of publications, data, and other research products resulting from NSF funding.

The following activities are funded out IA. Brief summaries are provided below but additional information for each can be found within the IA narrative in the R&RA chapter.

## Equity and Compliance in Research (4.0 million)

In FY 2023, NSF will begin investing in this activity, which supports NSF's diversity, equity, inclusion, and accessibility (DEIA) activities, which will include strategic planning and implementation, training and curriculum development, stakeholder engagement, complaint processing and investigation, as well as recruitment and outreach activities.

## Evaluation and Assessment Capability (EAC) (\$7.0 million)

EAC is an integral part of NSF's operations and conducts, oversees, and engages in strategic planning of NSF's evidence-building activities, which may inform decision making. FY 2023 funding supports studies prioritized in the Agency-wide learning agenda and focused on enabling program improvements that enhance the efficacy of NSF investments.

#### Modeling and Forecasting (\$3.0 million)

NSF will enhance its analytical capability in support of advancing research, improving equity in science, and securing global leadership. NSF will leverage modeling of internal and external data to generate timely and actionable insights to inform agency strategy, investments, and programmatic decisions.

#### Planning and Policy Support (\$2.50 million)

Planning and Policy Support is a foundation-wide activity in the IA budget that supports select NSFwide policy and planning activities.

#### Research Security Strategy and Policy (\$2.50 million)

NSF will expand capabilities and competencies to protect the U.S. science and engineering enterprise through its Research Science Security and Policy activity. It is complementary to the Science and Security activity funded via AOAM described within the Operating Expenses section of this narrative.