

# GRFP Top Tips:

## Financial Officials

Welcome! This reference guide serves as a resource on the responsibilities and function of Financial Officials (FOs). For more information on institution roles and responsibilities, please review Section 3 of the GRFP Administrative Guide.

[GRFP Administrative Guide Link](#)

### Award Structure

The NSF GRFP Award is a five-year continuing grant with three years of financial support managed and disbursed by the Institution of Higher Education (IHE) to the individual fellow.

#### Structure

NSF GRFP funds a single base award (five-year continuing grant), with additional 3/4 increments based on institution reporting and additional NSF funding. NSF INTERN supplements are issued as an amendment to the base award.

#### Stipend: \$37,000

Stipend is pro-rated in monthly increments for all "On Tenure" fellows. For payment purposes, 1 month stipend = 14 or more days in a calendar month.

#### Cost of Education (COE): \$12,000

Two, fixed COE allowance payments in lieu of tuition and mandatory fees paid to the institution. The actual use of the COE is at the discretion of the IHE.

- \$6,000 for "On Tenure" fellows enrolled at the IHE more than one month but less than or equal to 5 months;
- \$6,000 for "On Tenure" fellows enrolled for  $\geq 6$  months.

#### Transfers After Start of Fellowship Year

The IHE acknowledges it may receive either half or none of the COE for transfer fellows. See Administrative guide, section 2.5 page 9 for more information.

### Duties: Program Expense Report

Only the FO can submit the GRFP Program Expense Report (PER). Rejected PERs must be revised and submitted before the GRFP Online Module deadline.

**NSF will not administer awards to IHEs with unsubmitted PERs.**

FOs are required to submit PERs twice:

1. In June for accrual purposes and;
2. In October for the final PER.

Both submissions are required regardless of whether there were "no changes."

#### Stipend

Stipend will be auto-adjusted based on the submitted Tenure months (i.e., fellows reported active for 9 months receive 9/12ths of \$37,000). For reporting purposes, 1 month stipend = 14 or more days in a calendar month.

#### COE

COE is reported as \$0, \$6,000, or \$12,000 depending on enrollment period. See COE section above for breakdown.

#### PER Amendments

IHE's can submit or amend up to 5 previous PER years.

### Post-Award Management

#### Spenddown

First In, First Out Method – Use the old award first before drawing down on the new award.

- IHEs should be drawing down funds in a consistent manner.
- IHEs can continue to draw down funds up to 120 days after award expiration. After the 120 days, awards will be financially closed to drawdown activities and may only be adjusted.
- De-obligated funds from a GRF award are considered lost. Any amount of unutilized funding from an expired award becomes the responsibility of the IHE and will not be replaced by NSF.

#### No-Cost Extensions (NCEs)

No-Cost Extension (NCE) extends the award end date without additional funding.

- All NCE requests must be submitted through Research.gov.
- The GRFP Office strongly suggests IHEs submit a request for a NCE at least 45 days before the award expiration date to ensure funds do not expire.
- Each year, any surplus funding is considered in determining the amount of the next award or amendment to an existing award.
- Forfeited funds will be subtracted from fellowship funding provided in the next new award.