

# GRFP Top Tips: Coordinating Officials

Welcome! This guide serves as a resource on the responsibilities and function of Coordinating Officials (COs). The CO serves as the primary and day-to-day point of contact for fellows and the NSF GRFP Office. For more information on institution roles and responsibilities, please review Section 3 of the GRFP Administrative Guide.

[GRFP Administrative Guide Link](#)

## Award Information

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.

### Communication

Institution Officials should contact the GRFP Mailbox, [GRFP@nsf.gov](mailto:GRFP@nsf.gov), as the first point of contact for questions related to the management and coordination of the GRFP Award. COs should contact NSF GRFP on behalf of fellows to ensure awareness of any issues regarding the fellowship.

### 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): \$16,000

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.

- \$8,000 for "On Tenure" fellows enrolled at the IHE more than one month but less than or equal to 5 months;
- \$8,000 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: Annual Reporting

The CO is responsible for submitting the following annual reporting/tasks in the GRFP Online Module.

### Institution Completion Report (Due in October)

- The CO prepares and submits the Completion Report certifying the status of the fellows listed at the IHE and their status for the next fellowship year.

### Verify Satisfactory Progress Task (Typically due in May/June)

- The CO certifies satisfactory progress of continuing fellows in the GRFP Online Module as either Satisfactory or Unsatisfactory.
  - All fellows active during the current fellowship year must be rated regardless of whether they will continue at the institution in the following fellowship year.
  - Unsatisfactory fellows will be terminated at the end of the current fellowship year.
- This task must be completed before the submission of the GRR.

### Grants Roster Report (GRR) (Typically due in May/June)

- The CO prepares and submits the GRR which lists the fellowship status of all new and continuing fellows at the IHE.
  - The GRR opens after the conclusion of the fellow declaration Period (typically between February-May).
  - COs must ensure all declarations and change requests have been addressed prior to submission of the GRR.

### Program Expense Report (PER) (Due in June & October)

- The CO may assist in the preparation of the PER, but **only the designated GRFP FO can submit the report.**

## Duties: Fellow Change Requests

COs are responsible for reviewing/approving fellow change requests in the GRFP Online Module.

- **Tenure** – Receiving GRFP Stipend and COE.
- **Reserve** – Not funded by GRFP but still enrolled at institution.
- **Forfeit** – Fellow is "On Tenure" and forfeits part of Tenure year to pursue other professional development activities. Forfeited stipend is nonrecoverable.
- **Completed with Degree** – Fellow has graduated and is no longer eligible for support.
- **Terminated** – Fellow voluntarily ends fellowship.

**Medical/Military Leave** – Institutions must keep fellows enrolled at the institution to maintain GRFP eligibility.

- **On Medical Leave** – Fellow on medical or family care leave from the institution.
- **On Military Leave** – Fellow's studies are interrupted or paused for military service duties.