U.S. NATIONAL SCIENCE FOUNDATION (NSF)
Special Terms and Conditions for
Administration of NSF Conference or Travel Awards (FL 26)

Effective for new NSF conference or travel grants, and funding amendments to existing conference or travel grants, made on or after May 19, 2025[1]

Revision of the FL 26

Effective May 19, 2025, new NSF conference or travel grants, and funding amendments to existing NSF conference or travel grants, will begin referencing, and are subject to, the applicable award terms and conditions identified in the award notice and these *Special Terms and Conditions (FL 26) for Administration of NSF Conference or Travel Awards* dated May 19, 2025.

The FL 26 has been revised to include updated references to the NSF *Grant General Conditions*.

Any questions regarding these changes may be directed to the Policy Office, Division of Institution and Award Support by e-mail to policy@nsf.gov.

1. General

The award shall be administered in accordance with the NSF *Grant General Conditions* (GC-1) dated May 19, 2025, and the award terms and conditions specified in this document, unless otherwise stated in the award notice.

2. Selection of Participants

Selection of participants must be fair and must include opportunities for the participation of women, minorities, and persons with disabilities.

3. Travel

a. Allowances to individuals for transportation normally will not exceed the cost of jet economy round-trip airfare between the individual's home or organization and the conference.

b. Because of the risk of catastrophic loss, NSF does not encourage the use of charter flights as a means of mass transportation for groups of scientists, but U.S.-Flag charter flights may be used by individuals. When a traveler requests less than jet economy fare or has other

[1] Unless otherwise specified

support to defray part of the cost of transportation, a corresponding reduction will be made in the allowance from funds provided by this award.

c. Employees of the Federal Government (other than NSF) may be compensated for their travel expenses to attend the conference provided that prior written approval is obtained from their agency, including a statement that the travel is not expected to contribute directly to the mission of their agency. Federal employees may serve as lecturers or staff members on a project and may receive compensation and/or expenses if they obtain prior approval from their agencies to participate and if services to the project are performed outside their regular working hours or while they are on leave status from official duties. Under no circumstances may NSF employees be compensated from this award.

d. Funds from this award may not be used to provide travel or related expenses to individuals whose comparable expenses are being defrayed by their employer or by some third party, including through another Federal award.

e. Funds provided by this award may not be used for travel or per diem expenses of dependents.

f. Further NSF approval of separate trips by persons to attend the conference is not required.

g. Any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed in accordance with Term and Condition Number (No.) 10, "*Travel*" of the GC-1.

h. NSF assumes no responsibility for securing passports or visas required by persons because of their participation in an NSF-supported project.

i. Costs of entertainment, amusement, diversion and social activities and any costs directly associated with such activities (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Travel, meal, and hotel expenses of recipient employees who are not on travel status also are not permitted.

The recipient also must consult the NSF *Proposal & Award Policies & Procedures Guide* (PAPPG) Chapter II.F.8, which provides additional coverage on allowability of costs associated with conferences.

4. Harassment-Free Environment

a. For any award that provides support for an NSF-sponsored conference (in whole or in part), the recipient is required to have a policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the conference will be resolved. The policy or code-of-conduct must be disseminated to conference participants prior to attendance at the conference as well as made available at the conference itself. Recipients are not required to submit the policy or code-of-conduct for review by NSF.

Summary of Harassment Policy Requirements for Conference Awards:

i. Recipient must maintain a written policy/code of conduct addressing harassment and assault.
ii. Policy must include reporting and resolution procedures.

iii. Recipient must disseminate the policy to all participants before and during the conference.
iv. Recipient must retain documentation of dissemination and provide to NSF if requested.

b. For any award that provides support for travel to scientific meetings, prior to the recipient's participation in the meeting, the recipient must assure that the meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the meeting will be resolved. Recipients are not required to submit the policy or code-of-conduct for review by NSF.

Summary of Harassment Policy Requirements for Travel Awards:

i. Recipient must verify that the meeting organizer has a written harassment/assault policy with reporting and resolution procedures.
ii. Recipient is not responsible for creating or disseminating the policy.
iii. Verification should be documented and retained.

5. Program Income

In lieu of Term and Condition No. 27.b.2, "*Program Income*" of the GC-1, substitute the following:

Unless otherwise specified in the award, program income received or accruing to the recipient during the period of the award should be designated for deductive treatment and must be remitted to NSF by crediting costs otherwise chargeable against the award. Program income in excess of the award will be remitted to NSF electronically or by check payable to the U.S. National Science Foundation.

6. Reporting Requirements

The recipient will ensure that the Principal Investigator (PI)[2] and co-PIs under a travel award accept responsibility for reporting on the traveler's participation in the conference. The report should be submitted via Research.gov. The report should include: (1) a description of the participant selection process; (2) a list of persons for whom travel funds were provided; (3) their organizational addresses; (4) the sum awarded; and (5) information on the conference including number of persons attending, total number of U.S. participants, and other countries represented, highlights of the program and general reaction of the U.S. participants supported under the travel award.

Travel recipients are required to retain supporting documentation that funds were spent in accordance with the original intent of the proposal. Such documentation will be subject to audit as specified in PAPPG Chapter VII.E, except as noted in 2 Code of Federal Regulations (CFR) § 200.334.

7. Award Monitoring and Evaluation

The Foundation may, as part of its program evaluation activities, carry out assessments of the outcomes of selected travel awards. The recipient is requested to cooperate with Foundation staff or designated third parties conducting these assessments.

8. Resolution of Conflicting Conditions

In lieu of Term and Condition No. 58, "*Resolution of Conflicting Conditions*" of the GC-1, substitute the following:

a. If the GC-1 is silent on a specific area covered by 2 CFR (including 2 CFR part 200), the requirements specified in 2 CFR must be followed.

b. Should there be any inconsistency between 2 CFR (including 2 CFR part 200) and the NSF *Proposal and Award Policies and Procedures Guide*, 2 CFR applies.

c. Should there be any inconsistency between the GC-1 and the NSF *Proposal and Award Policies and Procedures Guide*, the GC-1 governs.

d. Should there be any inconsistency between these *Special Conditions* and the GC-1, the *Special Conditions* shall govern.

e. Should there be any inconsistency between any special condition(s) specified in the award notice, and the GC-1, or these *Special Conditions*, the special conditions in the award notice shall govern.

f. Should there be any inconsistency between the *Special Conditions*, the GC-1 and any NSF solicitation cited or incorporated by reference in the award notice, the matter should be referred to the cognizant NSF Grants and Agreements Officer for guidance.

[2] For purposes of this term and condition, the term Principal Investigator (PI) and co-PI also includes the term Project Director and co-Project Director.