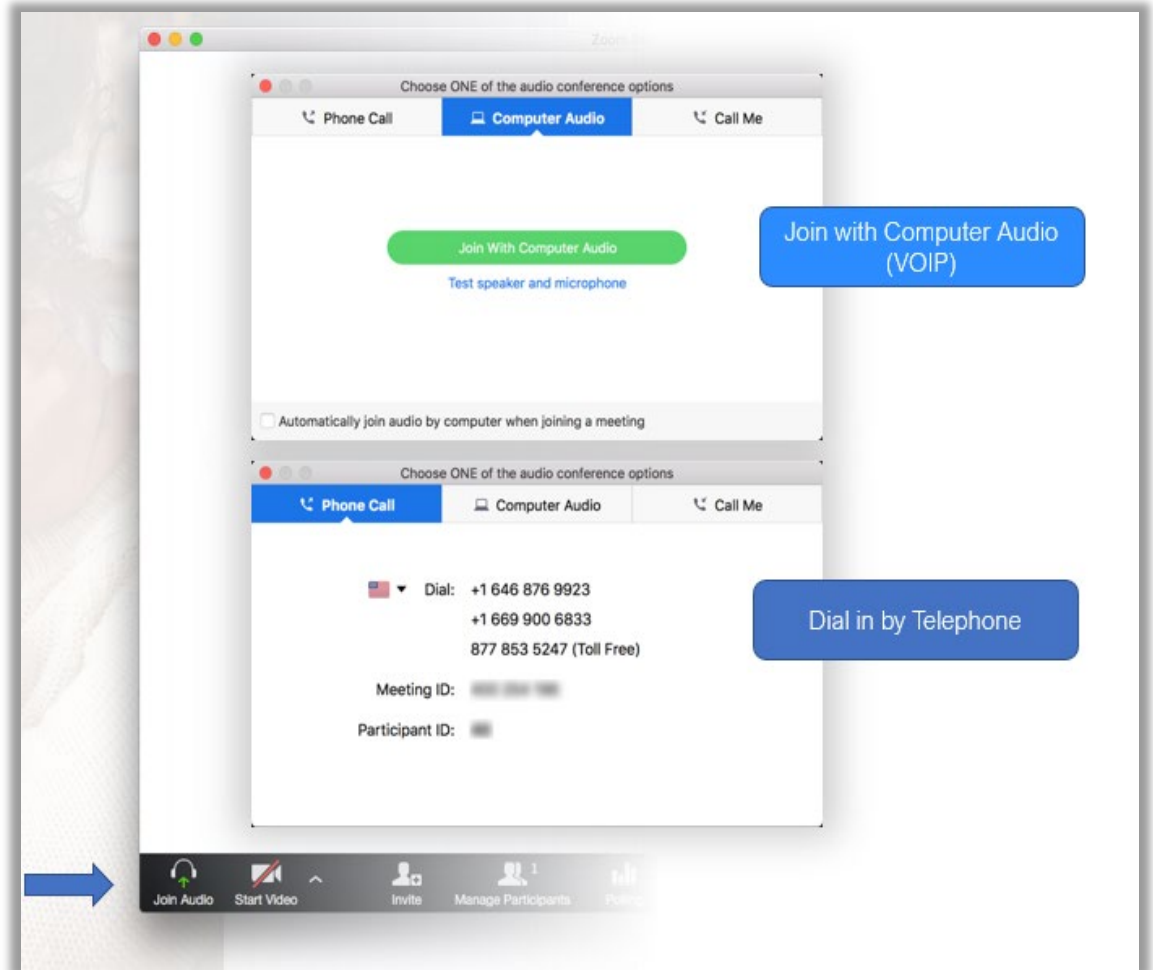




PROGRAM INCOME WEBINAR

We will begin at 2 PM.

1. All attendees will be joined in listen-only mode with the ability to submit questions via Zoom Q&A. Please feel free to submit your question while the presentation is being conducted. We will have a dedicated Q&A session at the conclusion of the webinar.
2. This event is being recorded. If you object to being recorded, please disconnect now. Presentation slides and the recording will be available 2-3 weeks after the webinar.
3. For help, external participants contact Zoom Technical support at +1-833-966-6468 (+1-833-Zoom-Gov) or email support@zoom.us. All NSF staff contact IT Help Central at 703-292-4357 (HELP) or email ITHelpCentral@nsf.gov.





PRESENTERS

- ▶ Division of Financial Management (DFM)
 - ▶ Justin Poll; Branch Chief, Payments & Analytics Branch (PAB)
 - ▶ Cheryl L Coppet, Financial Management Specialist
 - ▶ Nicole Cyrus, Financial Management Specialist
- ▶ Office of the Chief Information Officer (OCIO)
 - ▶ Dan Hofherr, NSF Chief information Security Officer





AGENDA AND TOPICS COVERED

- ▶ Introductions
- ▶ Research.gov Multifactor Authentication Implementation
- ▶ Basics of Program Income
- ▶ Reporting Timeline
- ▶ Common Questions/Case Examples
- ▶ Report Instructions
- ▶ Common Processing Issues
- ▶ Questions





U.S. National Science Foundation
Office of the Chief Information Officer

Research.gov Multifactor

October 2024

Authentication

Implementation

Multifactor Authentication for Research.gov Sign-in

- Effective on Oct. 27, 2024, NSF is implementing mandatory multifactor authentication (MFA) for Research.gov sign-in
- MFA is a layered security measure that requires two or more authentication methods to verify a user's identity
- MFA helps protect both research community users and NSF
- Users with administrative or financial roles signing into Research.gov with NSF credentials must use phishing-resistant MFA
- All users must use MFA each time they sign into Research.gov on or after Oct. 27
- See [Dear Colleague Letter \(NSF 25-011\)](#) for details



Multifactor Authentication for Research.gov Sign-in

| Research.gov Sign-in Option | MFA Enrollment | Prerequisite |
|--|---|--|
| NSF Credentials <ul style="list-style-type: none"> • NSF ID + Password • Primary Email + Password | Through Research.gov: <ul style="list-style-type: none"> • Users must enroll in MFA method in Research.gov • MFA enrollment will be available starting on Oct. 27 • Step-by-step enrollment instructions will be posted on Oct. 27 | <ul style="list-style-type: none"> • Users with administrative or financial roles must use a phishing-resistant MFA method • Other users such as PIs and reviewers can use any of the MFA options* <p><i>*However, NSF encourages all users to use a phishing-resistant MFA method</i></p> |
| Organization-Issued Credentials** <i>**InCommon Federation participating organizations only</i> | Through InCommon Federation participating organization | InCommon organization must enforce MFA for system access on the organization's side |
| Login.gov Credentials | Through Login.gov | Users must use a phishing-resistant MFA in Login.gov |



Multifactor Authentication Options Set Up in Research.gov

| | User Role | MFA Options Set Up in Research.gov |
|------------------------|---|--|
| Phishing-resistant MFA | <p>Users with Administrative or Financial Roles:</p> <ul style="list-style-type: none"> Awardee Preparer Awardee Certifier Awardee Financial Representative Proposed Postdoctoral Fellow Authorized Organizational Representative (AOR) Sponsored Projects Officer (SPO) Foreign Financial Disclosure Report (FFDR) Preparer View Only (View Reports) | <ul style="list-style-type: none"> Passkey PIN Fingerprint (biometric) Facial Recognition (biometric) Security Key |
| MFA | <p>Other Users:</p> <ul style="list-style-type: none"> Principal Investigator (PI) or co-Principal Investigator (co-PI) Other Authorized User (OAU) Reviewers (includes ad hoc reviewers, panelists, and other meeting participants) Graduate Research Fellowship Program (GRFP) Applicant GRFP Fellow GRFP Coordinating Official (CO) GRFP Alternate Coordinating Official (Alt. CO) GRFP Financial Official (FO) Users without roles including newly registered users, reference letter writers, and Education & Training Application (ETAP) participants | <ul style="list-style-type: none"> Google Authenticator Okta Verify <p><i>Google Authenticator or Okta Verify app must be downloaded and installed to mobile device.</i></p> |

Note: Users with administrative or financial roles must use a phishing-resistant MFA. Other users can opt to use a phishing-resistant MFA.

Research.gov New User Sign In Page

Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help

NSF User Sign In

Choose a secure method to sign in to your NSF account in Research.gov

NSF Credentials

- Uses NSF ID or Primary Email address
- Step-by-step verification using your phone, app, security key or biometrics
- Learn more [About Research.gov Sign In](#)

Sign In Using NSF Credentials

New to NSF? [Register](#)

[Sign In for NSF Staff](#)

or

Organization Credentials

- Directs you to sign in to your organization
- Redirects you back to Research.gov

Select an Option

Sign In Using Organization Credentials

Don't see your organization? [Learn more / Register for InCommon](#)

or

Login.gov Credentials

- Directs you to sign in using login.gov
- Redirects you back to Research.gov

LOGIN.GOV

Sign In Using login.gov Credentials

- One-time MFA setup required for users signing in with NSF credentials
- Users can continue to use their organization-issued credentials to sign in if their organization implements MFA
- Users can continue to sign in with Login.gov provided they use a phishing-resistant MFA



Research.gov New MFA Screens

Beginning October 27, 2024, **ALL** users will be required to complete a one-time set-up of a security method by entering their password **AND** verifying their primary email address by entering a One-Time Password (OTP) sent to their primary email address on file.

Step 1 Sign-in using NSFID/Primary Email Address

U.S. National Science Foundation

Sign In

Primary Email Address or NSF ID

Next

[Unlock account?](#)

[Need Help ?](#)

Step 2 Select password to enter.

U.S. National Science Foundation

john.doe@gmail.com

Verify it's you with a security method

Select from the following options

Email F****@nsf.gov →

Password →

[Need Help ?](#)

[Back to sign in](#)

Step 3 Enter your password.

U.S. National Science Foundation

john.doe@gmail.com

Verify with your password

Password

Verify

[Forgot Password ?](#)

[Need Help ?](#)

[Verify with something else](#)

[Back to sign in](#)

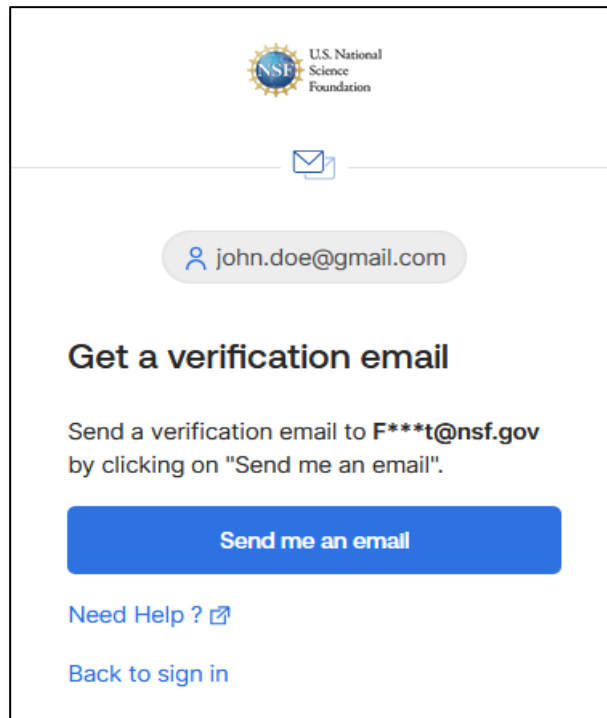
Steps highlighted in green must be completed each time a user signs into Research.gov



Research.gov New MFA Screens

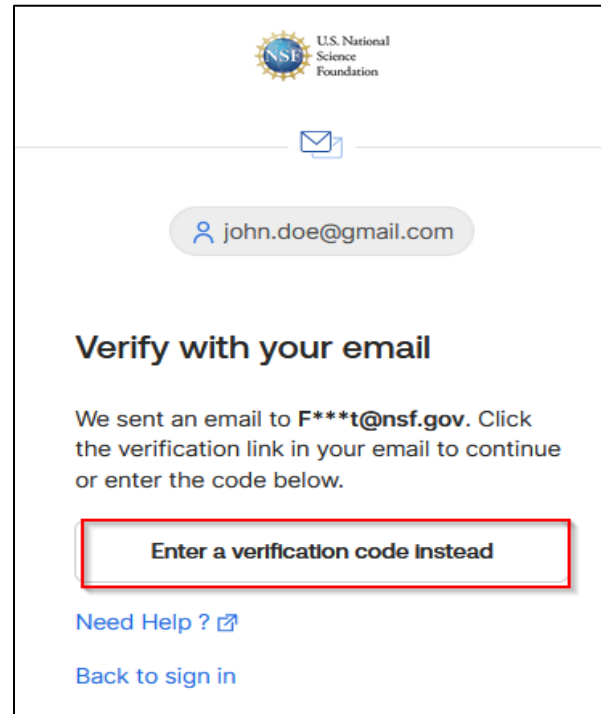
Primary email address verification steps and a one-time passcode (OTP) will be triggered to a user's primary email address

Step 4 Get a verification email to your primary email address on file

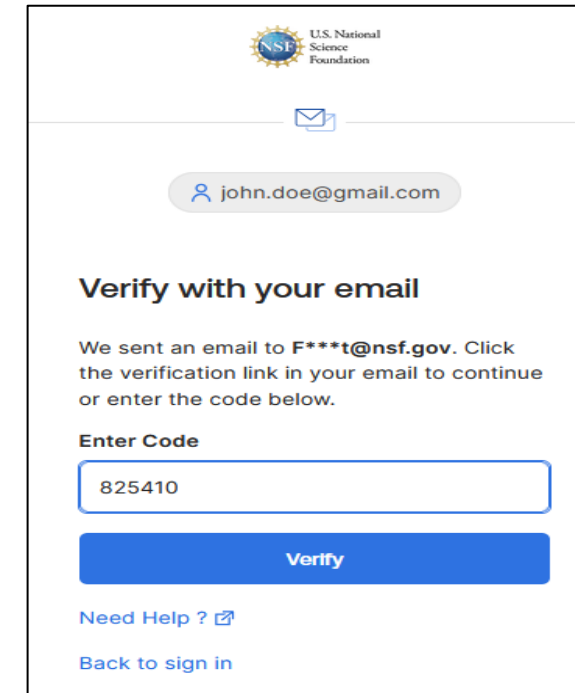


The screenshot shows the NSF logo at the top. Below it is an email icon and a rounded button containing the email address "john.doe@gmail.com". The main heading is "Get a verification email". Below this, the text reads: "Send a verification email to F****@nsf.gov by clicking on "Send me an email"." A large blue button labeled "Send me an email" is centered. At the bottom, there are two links: "Need Help ?" with an external link icon and "Back to sign in".

Step 5 Enter the one-time code received in your primary email address



The screenshot shows the NSF logo at the top. Below it is an email icon and a rounded button containing the email address "john.doe@gmail.com". The main heading is "Verify with your email". Below this, the text reads: "We sent an email to F****@nsf.gov. Click the verification link in your email to continue or enter the code below." A red-bordered box highlights a button labeled "Enter a verification code instead". At the bottom, there are two links: "Need Help ?" with an external link icon and "Back to sign in".



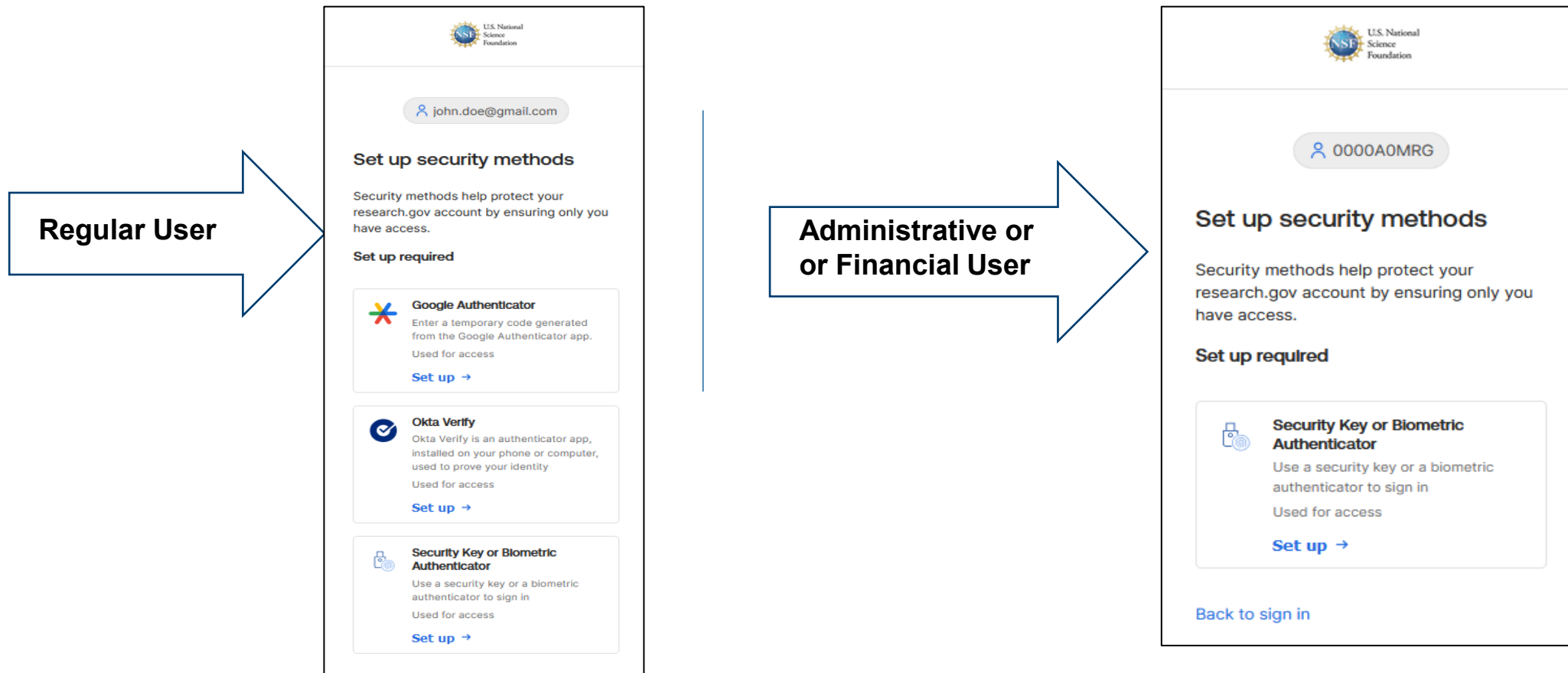
The screenshot shows the NSF logo at the top. Below it is an email icon and a rounded button containing the email address "john.doe@gmail.com". The main heading is "Verify with your email". Below this, the text reads: "We sent an email to F****@nsf.gov. Click the verification link in your email to continue or enter the code below." Below the text is a section titled "Enter Code" with a text input field containing the code "825410". A large blue button labeled "Verify" is centered. At the bottom, there are two links: "Need Help ?" with an external link icon and "Back to sign in".



Research.gov New MFA Screens

Security methods that user will have the option to register for is based on their role(s)

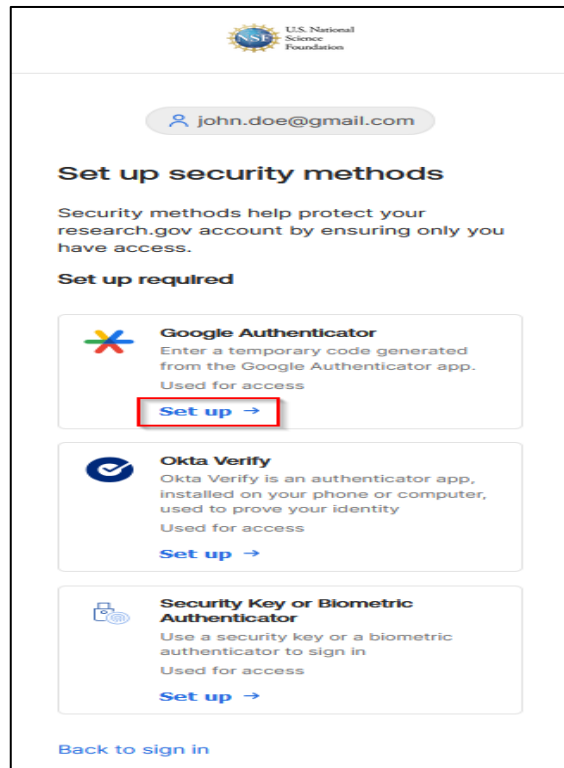
Step 6 Select an Authenticator for the 2nd factor and complete the login.



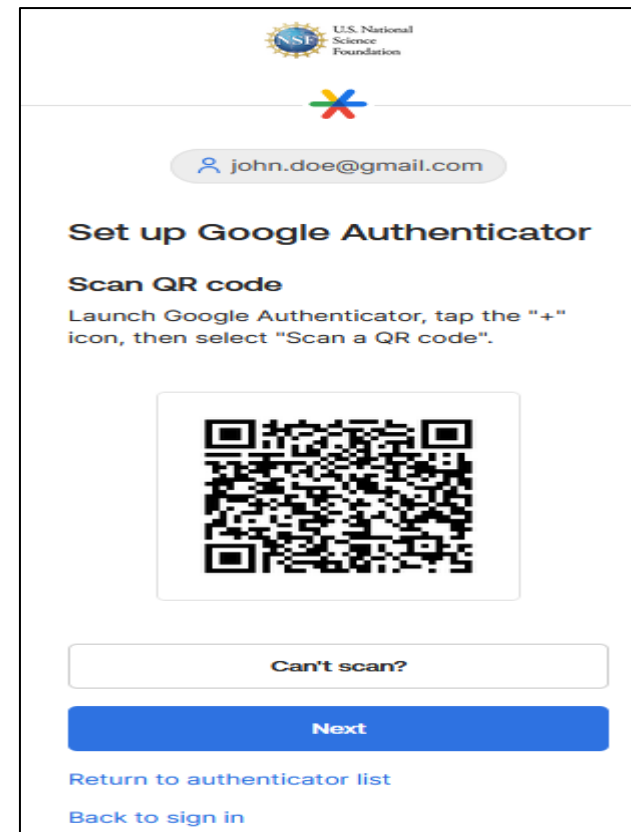
Research.gov New MFA Screens

Google Authenticator Setup for Non-privileged Users

Step R7 Click setup under Google Authenticator from the setup security methods screen.




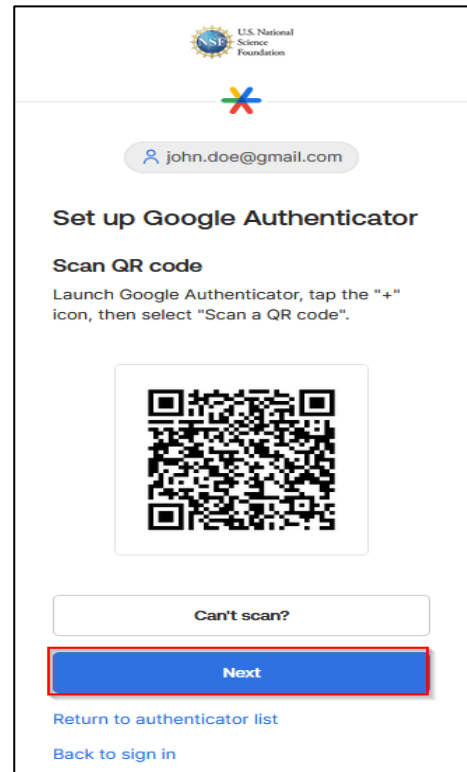
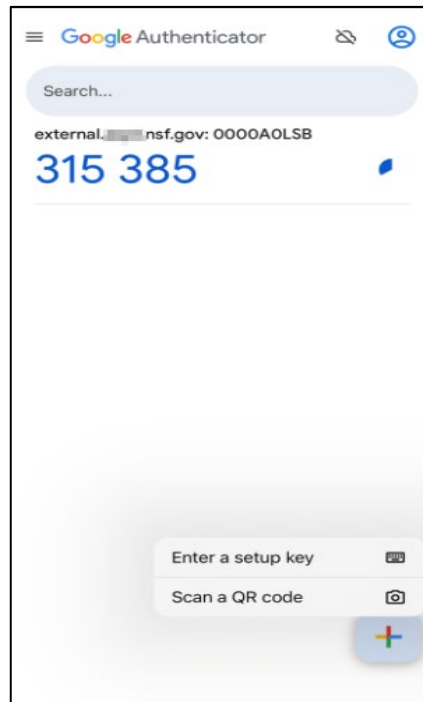
Step R8 Scan the QR code into the Google Authenticator from your mobile device.



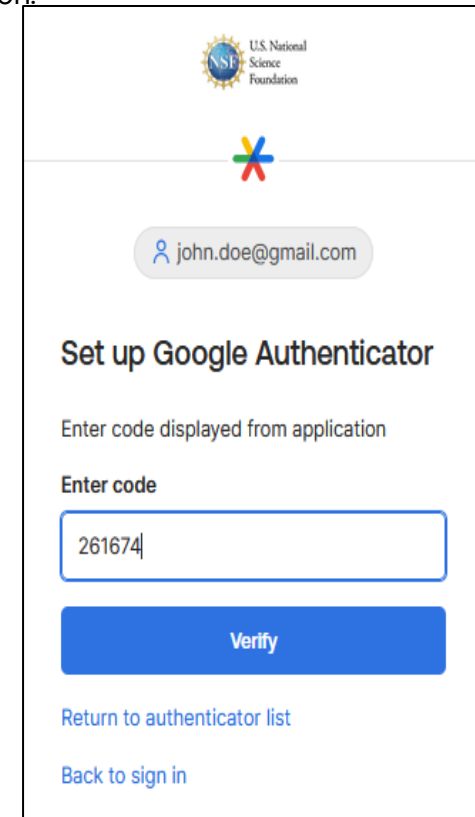
Research.gov New MFA Screens

Google Authenticator Setup for Non-privileged Users

Step R9 Open Google Authenticator App on your mobile device. Click on the  icon and select Scan a QR code



Step R10 Once you scan the QR code, you will see a 6-digit rotating code on the Google Authenticator app. Enter the 6-digit code on the browser screen and click verify and log into Research.gov application.



Steps highlighted in green must be completed each time a user signs into Research.gov

Research.gov New MFA Screens

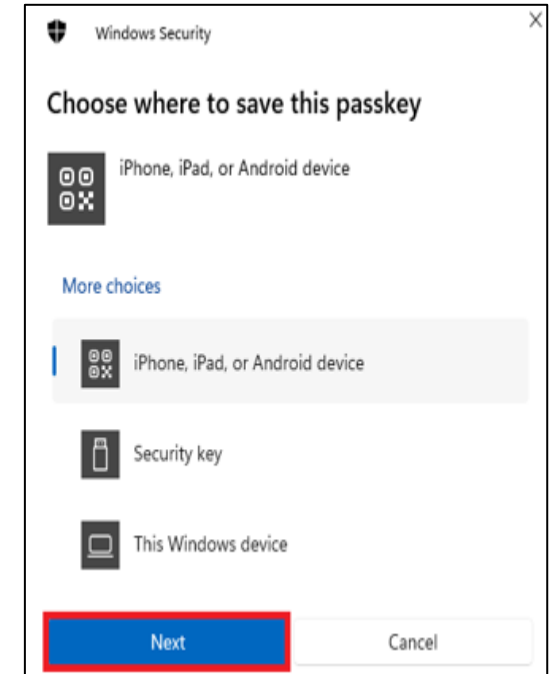
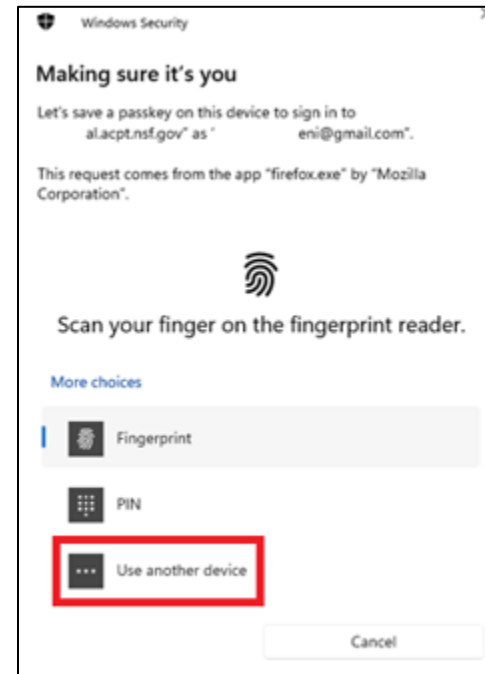
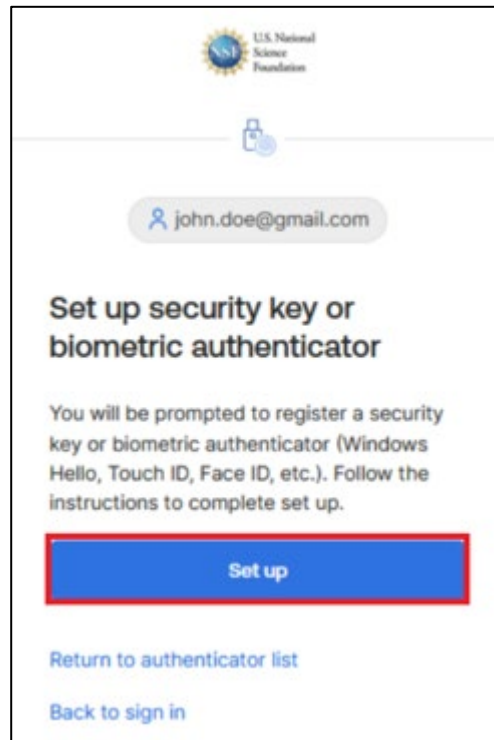
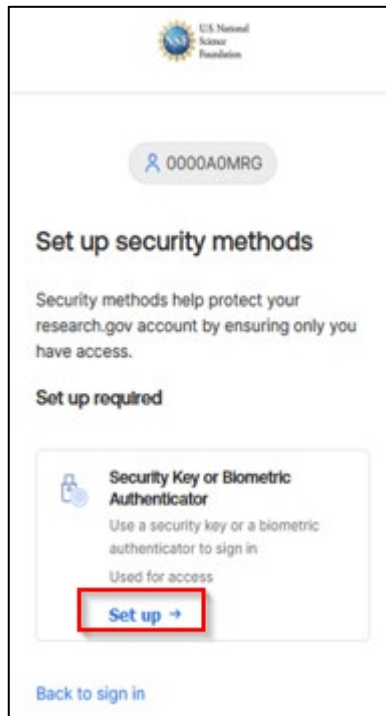
Passkey Setup for Privileged Users

Step P7 Select setup from Security Key or Biometric Authenticator.

Step P8 Select set up in the next screen

Step P9 Select Use another device if you don't see iPhone, iPad or Android Device. Select iPhone, iPad or Android device and select next.

Steps highlighted in green must be completed each time a user signs into Research.gov



Research.gov New MFA Screens

Passkey Setup

Step P10

Please turn on your Bluetooth if it is not turned on.

Step P11

Use your mobile device to scan the QR code on your laptop

Step P12

Once the QR code is scanned, you will see a "Use Passkey" message. Tap the Use Passkey message. Once set-up is complete, you should see the screen below on your system. Follow the prompts on your mobile device. Your mobile device will require you to sign in using the same unlock feature on your phone.



Steps highlighted in green must be completed each time a user signs into Research.gov



IT Security Threat Environment Continues to Worsen and University Financial Administrators Are Being Targeted!

- A University account compromise is a significant security event for Federal agencies
- Beware of hacker tricks! Here are some:
 - They visit your website to identify your System for Award Management (SAM) and Research.gov administrators
 - They find their target's picture and create a fake University ID or fake driver's license
 - Then off to the dark web to find answers to those people's security questions (full SSN, mother's maiden name, name of first pet, etc.)
 - Then they call the University IT Service Desk and with this information, fake ID, and a compelling sob story, convince your IT Service Desk that the hacker is your SAM administrator and/or your Research.gov administrator and they need their university account reset
 - If they fail the first time, they WILL circle back again....
 - Once successful, they will use SAM.gov's password reset capabilities to log into SAM and change your University's banking information to their banking information
 - Then they will wait for legitimate cash requests to come to their bank account!!!
 - Or...they will go into Research.gov and submit NEW cash requests that will go into their bank account instead of yours!!!



What Can You Do???

- Support the MFA rollout! MFA is going to make the hacker's job a lot harder, but it is not a silver bullet!
- Review your Research.gov accounts to make sure that people only have the roles that they need!
- Tighten your remote account reset process and train your IT Service Desk staff on the new process!
 - Further reduce the risk of human error by prohibiting remote account resets for privileged users (i.e., those who can change banking information in SAM, add/modify users and roles in Research.gov, submit proposals, and submit GRFP expense reports)!
- Remind your staff to report suspicious activity as soon as possible!
- If you see any suspicious activity that impacts anyone that uses NSF's systems, please let us know immediately! Do the same for other agencies!
- Thank You!!!



Contact for Questions or to Report Suspicious Activity

NSF IT Service Desk 7:00 AM – 9:00 PM Eastern Time, Monday through Friday
(except for federal holidays):

- **Email** the NSF IT Service Desk at rgov@nsf.gov
- **Call** the NSF IT Service Desk at **1-800-381-1532**



QUESTIONS?





National Science Foundation
WHERE DISCOVERIES BEGIN

NSF PROGRAM INCOME WEBINAR

OCTOBER 23, 2024



PAB

PAYMENTS AND ANALYTICS BRANCH

BUDGET, FINANCE AND AWARDS MANAGEMENT | DIVISION OF FINANCIAL MANAGEMENT



BACKGROUND

- ▶ Implementation of ACM\$ eliminated the need for the quarterly Federal Financial Report (FFR)
- ▶ The current reporting requirement is documented in the 2024 Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 24-1), Chapter VIII.D.4. of Part II Award, Administration and Monitoring of Grants





WHO IS REQUIRED TO SUBMIT A REPORT

- ▶ Awardee Organizations
 - ▶ Universities & Colleges
 - ▶ Non-Profits
- ▶ Current Reporting Period = Previous Federal Fiscal Year
 - ▶ Example – 10/01/2023 to 09/30/2024
- ▶ Exemption:
 - ▶ Awards made to SBIR organizations
 - ▶ Awards made to Individual Fellows
- ▶ Is your institution required to submit a report if no program income has been earned?





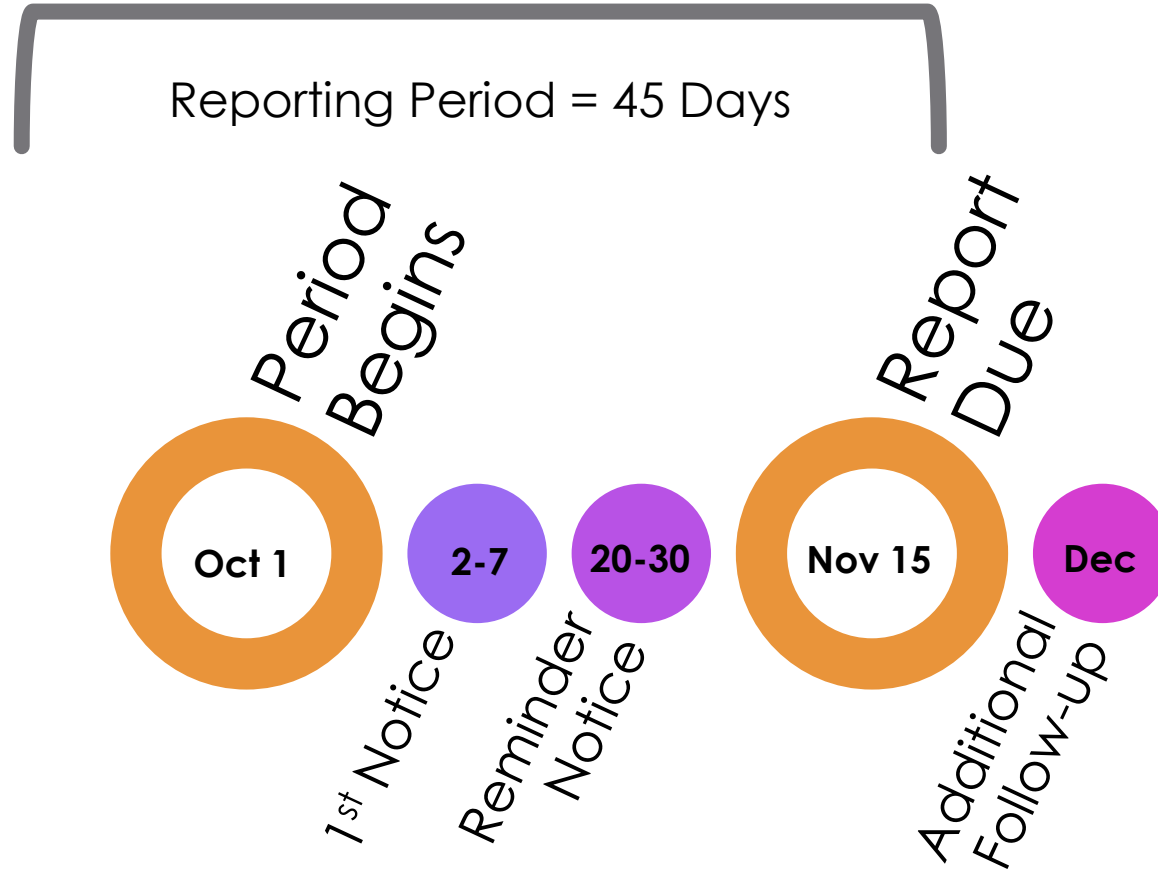
BASICS OF PROGRAM INCOME

- ▶ NSF requires an annual submission of Program Income for any active awards
 - Most recent submission was for FY2023
- ▶ Where can the Program Income Reporting Worksheet be found?
 - Research. GOV
- ▶ ***Failure to complete the program income report may result in delay of future NSF award payments***





REPORTING TIMELINE





WHAT IS PROGRAM INCOME

- ▶ Program income is gross income earned by the awardee organization that is directly generated by a supported activity or earned as a result of NSF-funding during the period of performance.
 - ▶ Examples but not limited to:
 - ▶ fees for services performed
 - ▶ the use or rental of real property
 - ▶ the sale of commodities or items fabricated
 - ▶ fees charged to register participants for a workshop or conference
 - ▶ license/royalties on patents & copyrights, principal interest on loans





WHAT PROGRAM INCOME IS NOT

- ▶ Reimbursement received for expenditures reported via ACM\$
- ▶ Interest earned on advances of Federal funds
- ▶ Receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them.





NSF TREATMENT OF PROGRAM INCOME

- ▶ Standard treatment of program income is “Additive” unless otherwise specified in the grant
(Grant General Conditions: GC-1 27.b.1 and Research Terms and Conditions 200.307)
 - ▶ Additive = income earned is to be retained by the grantee and added to the funds committed to the project by NSF, and thus used to further project objectives
 - ▶ Efforts should be made to avoid having excess program income at the end of the project. In general, program income should be expended prior to requesting reimbursement against the grant
- ▶ Special treatment may be added to Notice of Award
 - ▶ Deductive = must be remitted to NSF by crediting costs otherwise chargeable against the grant
 - ▶ Example: FL-26 (1/16 and beyond) Administration of NSF Conference or Group Travel Award Grant Conditions





PROGRAM INCOME SCENARIO - ADDITIVE

On June 1, 2020, your institution was awarded a grant for \$500,000 to conduct research. The award is subject to standard treatment of program income (RTC). A piece of equipment funded by the grant has downtime and is not being used for the grant's purpose. Since this equipment is highly specialized, non-federal entities express interest in using the equipment when available. You charge and collect usage fees in the amount of \$25,000. Your institution draws down a total of \$230,000 in ACM\$ as of September 30, 2024, for reimbursement of project expenses.

In your FY24 Program Income Report, for this award, you will report:

- A. \$255,000
- B. \$230,000
- C. \$0
- D. \$25,000**

If no additional program income is earned, what is your maximum reimbursement available from NSF:

- A. \$500,000**
- B. \$525,000
- C. \$475,000





PROGRAM INCOME SCENARIO - DEDUCTIVE

On June 1, 2022, your institution was awarded a grant for \$100,000, subject to Conditions found within FL-26 (1/16), to hold a workshop. You charge admission and collect \$25,000 in registration fees. Your institution draws down a total of \$30,000 in ACM\$ as of September 30, 2024.

In your FY24 Program Income Report, for this award, you will report:

- A. \$55,000
- B. \$30,000
- C. \$0
- D. \$25,000**

If no additional program income is earned, what is your maximum reimbursement available from NSF:

- A. \$100,000
- B. \$125,000
- C. \$75,000**





PROGRAM INCOME SCENARIO – AFTER PROJECT END DATE

On May 31, 2024, your institution's NSF research grant has ended. The award was subject to standard treatment of program income (RTCs) and received \$500,000 in NSF funding. During the life of the grant, a piece of equipment funded by the grant was rented out to non-federal entities. Fees were charged and collected throughout the award's period of performance, totaling \$200,000. As of September 30, 2024, your institution shows a total of \$500,000 in ACM\$ for project expenditures. Additionally, your institution's project ledger shows you have expended \$150,000 of the Program Income generated.

With the \$50,000 of Program Income remaining, your institution should:

- A. Transfer the funds to help stock the cafeteria's vending machines
- B. Use the funds to help cover a shortfall in funding received from a NIH grant
- C. Provide Research Administration staff with cash awards for their hard work
- D. Remit the remaining funds back to NSF





INSTRUCTIONS

► Ways to report FY 2024 Program Income

No Program Income To Report

- Email certification statement
- Program Income Worksheet

Program Income To Report

- Program Income Worksheet





SIMPLIFIED PROCEDURE – **NO** PROGRAM INCOME

- ▶ If there is no program income to report, your institution will be able to validate that status by responding to the email notice you received with the following certification statement:

“I certify to the best of my knowledge and belief, that this organization has no program income to report. I understand that willful provision of false information or concealing a material fact in this request is a criminal offense (18 USC 1001).”





INSTRUCTIONS – ACCESS THE WEBPAGE VIA RESEARCH.GOV

Prepare & Submit Proposals

Prepare, submit and check status of proposals

- Prepare new or existing proposals
 - Check Proposal Status
- FASTLANE PROPOSAL FUNCTIONS
- 📄 Additional proposal functions

Proposal/ Panel Review

Review proposals, participate in panels

- FASTLANE PROPOSAL REVIEW
- 📄 Proposal Review
- FASTLANE PANEL REVIEW
- 📄 Panelist Functions

Awards & Reporting

Submit project reports, notifications & requests

- Project Reports
 - Deposit Public Access Publication
 - Example Project Reports (Demo site)
 - Notifications & Requests
- FASTLANE AWARD FUNCTIONS
- 📄 Additional award functions

Manage Financials

View balances and submit cash requests

- Submit or manage payment transactions
- More about ACMS
- **Program Income Reporting**

Administration

Manage your account and user roles

- User Management
- FASTLANE ORGANIZATION MANAGEMENT
- 📄 Research Administration

My Desktop Manage Financials NSF Staff Services

! WARNING: GRFP APPLICANTS ACMS\$ (Award Cash Management Service) POSITION CHANGES. Click [here](#) for detail

! Fillable PDF Tip for Biograph Program Income Reporting ing Support Documents: Use Adobe.

! ATTENTION: Enforcement of the PAPPG (NSF 20-1) requirement to use NSF-approved Biographical Sketch an begins 10/5/20. Click [here](#) to learn more.

+ [Show all notifications](#) (Viewing 3 of 7 notifications)

My Desktop

Welcome to the Research.gov/Desktop! An intuitive, flexible and integrated online workspace with access to detailed information on the NSF proposal and award management lifecycle process and their work. If you have any questions, please contact us at feedback@research.gov.

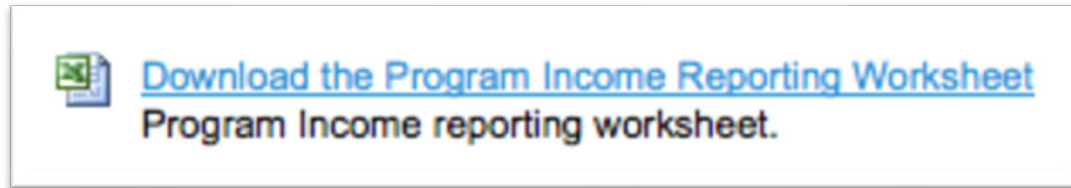
<http://research.gov/programincome>





INSTRUCTIONS – WORKSHEET DOWNLOAD

- ▶ Download a current worksheet by selecting the download link from the Program Income webpage

A screenshot of a web page element showing a download link. On the left is a small icon of a document with a green 'X' in the top-left corner. To the right of the icon is the text: [Download the Program Income Reporting Worksheet](#) followed by the text "Program Income reporting worksheet." below it.



INSTRUCTIONS – REPORT HEADER

- ▶ The Report Header requires the following information:
 - ▶ Organization Name
 - ▶ NSF 10-digit Organization ID (**aka the Institution ID in your email notification**)
 - ▶ State Code
 - ▶ Reporting Period (Pre-populated)

| | | | |
|----------------------|--|--|--|
| Organization Name: | | Please enter Organization Name | |
| NSF Organization ID: | '0001234567 | Please enter 10-digit Organization ID, not an individual's NSF User ID | |
| State: | | | |
| Reporting Period | Inception to Date - September 30, 2024 | Do not change | |

TIP! Add an apostrophe in front of your organization ID to make it a text field and keep leading zeros.





INSTRUCTIONS – REPORT BODY: NO PROGRAM INCOME TO REPORT

- ▶ When there is no program income earned on any active award, you may skip the report body and go directly to the certification statement section

I certify that to the best of my knowledge and belief, that this organization **has no program income to report**. I understand that willful provision of false information or concealing a material fact in this request is a criminal offense (18 USC 1001)

OR

I certify that to the best of my knowledge and belief, **all information provided in this report is true in all respects; that the program income funds are being expended for the purpose and conditions of the award(s) listed**, and I understand that willful provision of false information or concealing a material fact in this report is a criminal offense (18 USC 1001)





INSTRUCTIONS – REPORT BODY: PROGRAM INCOME TO REPORT

- ▶ **Column B:** List each active award that earned program income during the most recently completed Federal fiscal year (October 1-September 30)
- ▶ **Only list awards that have earned program income**

| B | C | D | E | F | G |
|--------------------------------|--|---|---|--|----------------|
| NSF Award Number | Program Income Earned (Cumulative) | Cumulative Program Income expended in accordance with the additive alternative | Cumulative Program Income expended in accordance with the deductive alternative | Cumulative Unexpended Program Income | Remarks |
| Must be 7 numerical characters | Must be a positive dollar amount or zero | Must be a positive dollar amount or zero. If deductive alternative column field is completed, then there can be no value other than zero or null in the additive alternative column | Must be a positive dollar amount or zero. If additive alternative column field is completed, then there can be no value other than zero or null in the deductive alternative column | Must be a positive dollar amount or zero | Optional field |
| 1412200 | 1,500.00 | 1,000.00 | 0.00 | 500.00 | |
| 1623300 | 25,000.00 | 19,000.00 | 0.00 | 6,000.00 | |
| | 26,500.00 | 20,000.00 | 0.00 | 6,500.00 | |





INSTRUCTIONS – REPORT BODY: PROGRAM INCOME TO REPORT

- ▶ **Column C:** Enter the amount of program income earned for the corresponding award.
- ▶ Only enter earned program income
- ▶ **Do NOT list expenditures reimbursed by the federal grant**

| B | C | D | E | F | G |
|--------------------------------|--|---|---|--|----------------|
| NSF Award Number | Program Income Earned (Cumulative) | Cumulative Program Income expended in accordance with the additive alternative | Cumulative Program Income expended in accordance with the deductive alternative | Cumulative Unexpended Program Income | Remarks |
| Must be 7 numerical characters | Must be a positive dollar amount or zero | Must be a positive dollar amount or zero. If deductive alternative column field is completed, then there can be no value other than zero or null in the additive alternative column | Must be a positive dollar amount or zero. If additive alternative column field is completed, then there can be no value other than zero or null in the deductive alternative column | Must be a positive dollar amount or zero | Optional field |
| 1412200 | 1,500.00 | 1,000.00 | 0.00 | 500.00 | |
| 1623300 | 25,000.00 | 19,000.00 | 0.00 | 6,000.00 | |
| | 26,500.00 | 20,000.00 | 0.00 | 6,500.00 | |



INSTRUCTIONS – REPORT BODY: PROGRAM INCOME TO REPORT

- ▶ **Columns D and E:** Determine the type of program income reported based on award terms and conditions
- ▶ **STANDARD TREATMENT is Additive**
- ▶ Deductive treatment *only* applies when added to **Award Notice**

| B | C | D | E | F | G |
|--------------------------------|--|---|---|--|----------------|
| NSF Award Number | Program Income Earned (Cumulative) | Cumulative Program Income expended in accordance with the additive alternative | Cumulative Program Income expended in accordance with the deductive alternative | Cumulative Unexpended Program Income | Remarks |
| Must be 7 numerical characters | Must be a positive dollar amount or zero | Must be a positive dollar amount or zero. If deductive alternative column field is completed, then there can be no value other than zero or null in the additive alternative column | Must be a positive dollar amount or zero. If additive alternative column field is completed, then there can be no value other than zero or null in the deductive alternative column | Must be a positive dollar amount or zero | Optional field |
| 1412200 | 1,500.00 | 1,000.00 | 0.00 | 500.00 | |
| 1623300 | 25,000.00 | 19,000.00 | 0.00 | 6,000.00 | |
| | 26,500.00 | 20,000.00 | 0.00 | 6,500.00 | |





INSTRUCTIONS – REPORT BODY: PROGRAM INCOME TO REPORT

- ▶ **Column F:** Unexpended program income will be calculated automatically and displayed
- ▶ **Column G:** Remarks (optional)

| B | C | D | E | F | G |
|--------------------------------|--|---|---|--|----------------|
| NSF Award Number | Program Income Earned (Cumulative) | Cumulative Program Income expended in accordance with the additive alternative | Cumulative Program Income expended in accordance with the deductive alternative | Cumulative Unexpended Program Income | Remarks |
| Must be 7 numerical characters | Must be a positive dollar amount or zero | Must be a positive dollar amount or zero. If deductive alternative column field is completed, then there can be no value other than zero or null in the additive alternative column | Must be a positive dollar amount or zero. If additive alternative column field is completed, then there can be no value other than zero or null in the deductive alternative column | Must be a positive dollar amount or zero | Optional field |
| 1412200 | 1,500.00 | 1,000.00 | 0.00 | 500.00 | |
| 1623300 | 25,000.00 | 19,000.00 | 0.00 | 6,000.00 | |
| | 26,500.00 | 20,000.00 | 0.00 | 6,500.00 | |





INSTRUCTIONS – REPORT BODY: PROGRAM INCOME TO REPORT

- ▶ When you have reported program income, select the 2nd certification statement

| | |
|----------------------------------|---|
| <input type="radio"/> | I certify that to the best of my knowledge and belief, that this organization has no program income to report . I understand that willful provision of false information or concealing a material fact in this request is a criminal offense (18 USC 1001) |
| OR | |
| <input checked="" type="radio"/> | I certify that to the best of my knowledge and belief, all information provided in this report is true in all respects; that the program income funds are being expended for the purpose and conditions of the award(s) listed , and I understand that willful provision of false information or concealing a material fact in this report is a criminal offense (18 USC 1001) |





INSTRUCTIONS – REPORT CERTIFICATION

- ▶ The Report Certification section requires the following information:
 - ▶ Certifying Official Name
 - ▶ Certifying Official Title
 - ▶ Phone Number
 - ▶ Email Address

TIP! The Certifying Official does **NOT** need to print and sign the worksheet.

| | |
|--------------------------------------|--------------------------------|
| Name of Certifying Official: | John Doe |
| Title of Certifying Official: | Assistant Director |
| Certifying Official's Phone Number : | (555) 555-1234 |
| Certifying Official's Email Address: | john.doe@exampleuniversity.edu |

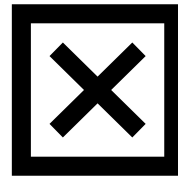
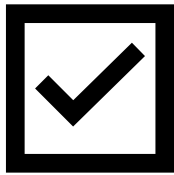




INSTRUCTIONS – REPORT SUBMISSION

- ▶ Submit the completed Excel worksheet via email to:
programincomercertification@nsf.gov

TIP! Do NOT submit a PDF version of the report template. It will be rejected.





TIPS TO AVOID REJECTION AND PROCESSING ISSUES

- ▶ **Do not submit a PDF version** of the report
 - ▶ Signed PDF copy of the report is not required
- ▶ **Do not adjust/alter the format** of the Excel template
- ▶ Use the correct **NSF Organization ID** and **Organization Name**
 - ▶ Do **not** enter your NSF user ID in place of your NSF Organization ID
 - ▶ Enter all 10 digits of your NSF Organization ID
- ▶ Do **not** report non-program income amounts (i.e., ACMS transaction amounts)
- ▶ Do **not** submit a report more than once (unless it is for a correction)
- ▶ Double check program income treatment for each award!
- ▶ If you submit a **written certification statement**, remember to submit it as a reply to one of the notifications your institution received from NSF.





USEFUL REMINDERS

- ▶ Reporting is required even if your institution has not earned program income
 - 1,876 Institutions received notices = 1,876 reports expected
- ▶ Report is due 45 days after the new reporting period begins
 - November 15th
- ▶ Only annual reports are required





QUESTIONS?

- ▶ **Dan Hofherr**

- ▶ NSF Chief Information Security Officer
- ▶ dhofherr@nsf.gov

- ▶ All Topics

- ▶ **PAB Website and Branch Contacts**

- www.nsf.gov/bfa/dfm/cmeab.jsp

- ▶ Career Opportunities | National Science Foundation

- <https://beta.nsf.gov/careers>

