



National Science Foundation

Graduate Research Fellowship Program

Administrative Guide

Effective March 28, 2022

Directorate for Education & Human Resources

Division of Graduate Education

NSF 22-067

(Replaces NSF 16-104 and all other previous GRFP guidance*)

** includes Important Notice No. 113 dated July 30, 1991, which is hereby rescinded*

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1. Introduction

The National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP) recognizes and supports graduate students in NSF-supported disciplines who are pursuing research-based master's and doctoral degrees at accredited United States (US) Institutions of Higher Education (IHEs). This Administrative Guide (Guide) outlines the administrative policies and procedures for the GRFP for both Fellows and awardee IHEs. Fellows must comply with the policies, rules and regulations contained in this Guide, and the Terms and Conditions found in the NSF Graduate Research Fellowship Offer Letter, the annual NSF GRFP Program Solicitation, and the NSF Award Notice. The current Guide is effective as of the date on the cover page.

As recipients of federal funds, Fellows are expected to fulfill the academic and fiscal obligations of their Fellowship award, as outlined in this Guide. Failure on the part of a Fellow to observe all the Terms and Conditions of the NSF GRFP fellowship award constitutes sufficient grounds for its termination by NSF.

Fellowship Terms and Conditions are subject to change, and it is the responsibility of Fellows and IHEs to ensure compliance with current program requirements.

This Guide is composed of four sections.

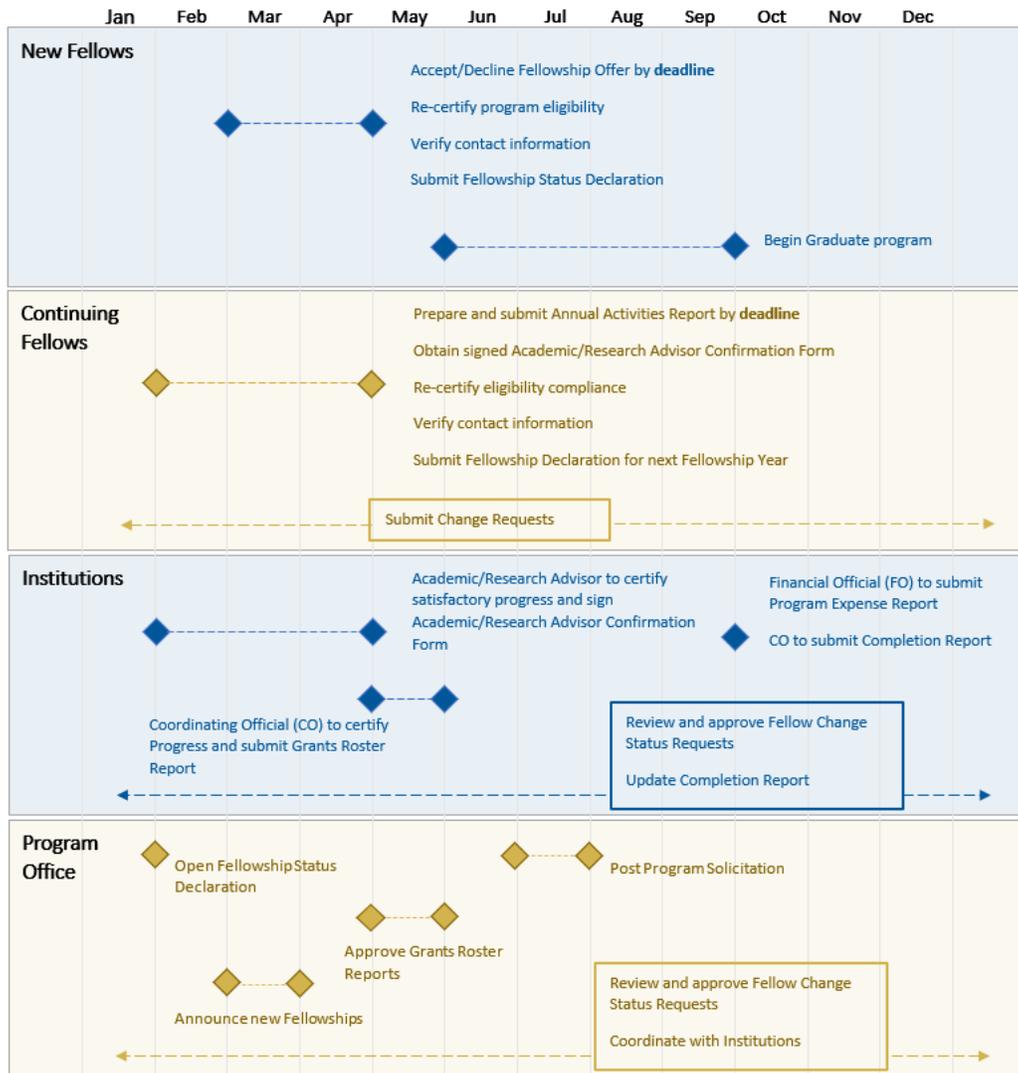
1.1 Significant Changes

Effective Date	Change
March 28, 2022	<p>The Guide was redesigned and reformatted. Significant changes include:</p> <ul style="list-style-type: none">• Clarification of terms• Graphics depicting annual program cycle• Separate sections for Fellows and IHEs• Eligibility clarifications• Updated references and links to applicable documentation• Inclusion of references, examples, and hints• Additional detail on reporting requirements for Fellows and IHEs

1.2 Annual Program Cycle

GRFP operates on an annual cycle. All administrative actions are performed in the GRFP Online Module (deadlines will be communicated by the NSF GRFP Office; the deadline time is 11:59 PM, Eastern Time). The following graphic summarizes the annual program cycle.

Annual Program Cycle



1.3 Definitions

Term	Definition
Active Fellow	Fellow within the five-year Fellowship Period enrolled in an IHE who is On Tenure, Forfeited, or On Reserve; not Deferred, Retired, or Terminated
Completed	Fellow who completed the five-year Fellowship Period
Completed with Degree	Fellow who graduated within the five-year Fellowship Period
Completion Report	Report submitted by the Institutional Coordinating Official (CO) certifying the completion status of Fellows at the IHE (e.g., in progress, graduated, transferred, withdrawn) and degree, if the Fellow graduated
Cost-of-Education	Cost-of-Education (COE) allowance
Declare Fellowship Status	Fellow uses the NSF GRFP Online Module to declare Fellowship status for the next Fellowship year
Deferral	Only for military or medical reasons – deferrals for any other reasons are not allowed
Fellow ID	Fellow Identification Number (starts with award year); e.g., 2022123456
Fellowship Termination	Fellowship is revoked by NSF for failure to comply with the Terms and Conditions of the Fellowship award <i>or</i> Fellowship is voluntarily discontinued by the Fellow or IHE
Fellowship Terms and Conditions	Terms and Conditions of the Fellowship award that must be accepted by the applicant to be awarded the Fellowship. Fellows must abide by the Terms and Conditions and complete required actions to maintain Fellowship status. Acceptance of NSF GRFP funds by an IHE indicates acceptance of and agreement to abide by the Terms and Conditions of the NSF GRFP award
Forfeited	Months of stipend not utilized
Grants Roster Report	Report submitted by Institutional CO certifying the status and progress (Satisfactory or Unsatisfactory) of all Fellows at the IHE, affirming compliance with the Terms and Conditions of the NSF GRFP award; NSF uses the report to project the funding for the next Fellowship year
GRFP Online Module	Program website accessed via Research.gov for all requests, administrative transactions, and approvals
IHE Termination	GRFP award to IHE is terminated by NSF for failure to comply with the Terms and Conditions of the Fellowship award
NSF GRFP awardee IHE	Graduate degree-granting IHE that accepts the NSF GRFP award, affirms compliance with the Terms and Conditions of the award, and is responsible for financial management of the award including stipend disbursement
NSF GRFP Office	NSF organizational unit responsible for GRFP management and oversight
Program Expense Report	Report submitted by the Institutional Financial Official (FO) for the previous Fellowship year, certifying the Program Expense Report is in accordance with the Terms and Conditions of the award to the IHE

Term	Definition
Reserve Status	Active Fellow not receiving NSF GRFP financial support during the Fellowship year; enrolled and certified by the IHE to be making satisfactory progress; also referred to as On Reserve
Retired Status	Individual who graduated within the five-year Fellowship Period or completed the five-year Fellowship Period before graduating with a degree. Retired Status is automatically granted once these criteria are met
Satisfactory Progress	Defined and certified by the IHE; includes Fellow compliance with NSF GRFP reporting requirements and Terms and Conditions of the Fellowship award
Status	Fellows must be in one of the status categories described in Section 3.1
Stipend	Fellowship payment to Active Fellows; pro-rated in whole-month increments
Tenure status	Active Fellow receiving GRFP financial support during the Fellowship year, certified by the IHE to be making satisfactory progress; also referred to as On Tenure

1.4 Acronyms

Acronym	Definition
ACM\$	Award Cash Management Service
AOR	Authorized Organizational Representative
BFA	Office of Budget, Finance, and Award Management
CFR	Code of Federal Regulations
CLB	Career-Life Balance
CO	Coordinating Official
COE	Cost-of-Education
IHE	Institutions of Higher Education
FASED	Facilitation Awards for Scientists and Engineers with Disabilities
FO	Financial Official
GRFP	Graduate Research Fellowship Program
INTERN	Non-Academic Research Internships for Graduate Students
IRS	Internal Revenue Service
MTDC	Modified Total Direct Cost
NCE	No-Cost Extension
NSF	National Science Foundation
OMB	Office of Management and Budget
ORCID	Open Researcher and Contributor ID
PAPPG	Proposal and Award Policies and Procedures Guide
PI	Principal Investigator
SPO	Sponsored Projects Office
STEM	Science, Technology, Engineering, or Mathematics

1.5 NSF Resources

This Guide references the following NSF documents and publications:

- *Proposal and Award Policies and Procedures Guide* (PAPPG)

https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg

GRFP Program Solicitation

https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf21602

- NSF *Agency Specific Requirements to the Research Terms and Conditions*

<https://www.nsf.gov/awards/managing/rtc.jsp>

Please visit the following websites for additional information:

- NSF: <https://www.nsf.gov>
- GRFP: <https://www.nsfgrfp.org/>
- GRFP Online Module: <https://www.research.gov/grfp/Login.do>

The NSF GRFP Office administers the Graduate Research Fellowship Program and is assisted at each NSF GRFP IHE by an Institutional representative designated as the CO. An IHE Directory of representatives of all NSF GRFP IHEs is available on the GRFP Online Module website. **The IHE's CO is the first point of contact for all Fellowship questions.** A Fellow should first consult the CO, and if the CO cannot provide the requested information, only then contact the NSF GRFP Office.

2. Award Structure Overview

GRFP awards are made to the IHE that a Fellow is or will be enrolled in. The IHE is responsible for financial management of the award and disbursement of Fellowship funds to the individual Fellow. The IHE will administer awards, including any amendments, in accordance with the Terms and Conditions of those awards, the Fellowship Terms and Conditions, and provisions contained in this Guide.

2.1 Stipend

The annual, 12-month GRFP stipend amount is specified in each year's Program Solicitation. The stipend is pro-rated in monthly increments (e.g., completion of the final academic term of graduate study after nine months results in nine-twelfths of the annual stipend). No dependent, research, or travel allowances are provided. Only Fellows on Tenure and compliant with all Fellowship Terms and Conditions are eligible to receive stipend payments. If a Fellow does not conform to the Standards of Conduct established by their IHE and the NSF Terms and Conditions, NSF reserves the right to terminate the Fellowship.

Fellowship stipends are managed and disbursed by the IHE. For disbursement procedures and schedules, Fellows should check with their CO. Regardless of the exact stipend payment schedule, NSF requires that the stipends be reported in no less than one-month increments.

The definition of Modified Total Direct Cost (MTDC) in [2 CFR §200.1](#) (Office of Management and Budget (OMB) Uniform Guidance) specifically excludes costs of scholarships, fellowships, and other programs of student aid from indirect cost rate recovery. Therefore, IHEs should ensure that stipend payments are not reduced by items that the IHE would normally consider indirect costs or fringe benefits.

2.2 COE Allowance

The Fellowship provides a fixed COE allowance payment in lieu of tuition and mandatory fees to the IHE, ***not to the Fellow***. The allowance is specified each year in the Program Solicitation. The Fellowship provides three On Tenure Years of financial support (stipend and Institutional COE allowance) and two On Reserve Years (no financial support). The On Tenure Year COE allowance is paid to the IHE in two parts: the first payment covers months one through five of the Tenure year, and the second payment covers months six through twelve. Fellow transfers impact which IHEs will receive COE. If the Fellow is at the original IHE for 6 months or more, that IHE would receive the full COE. By approving the transfer, the receiving IHE acknowledges it would not receive COE for that Fellowship year.

IHEs accepting the award funds agree to exempt Fellows on Tenure from paying required tuition and mandatory fees normally charged to graduate students of similar academic standing. IHEs cannot require Fellows to participate in research assistantships or teaching assistantships as a method to make up the difference between the COE and the IHE's regular tuition and fees (see also Section 3.10, below). Fellows may participate in assistantships but not as a means to pay for tuition or mandatory fees.

Otherwise the actual use of the COE allowance is at the discretion of the IHE.

While on Tenure, Fellows may be required to pay certain fees or deposits that are refundable in whole or in part, that are optional (e.g., non-required coursework or tuition at other IHEs not considered part of the Fellow's principal program of study), or that were incurred prior to the actual start of Fellowship (e.g., an admission application fee).

3. Fellow Responsibilities & Information

3.1 Fellowship Status

Once applicants accept the GRFP fellowship and start their NSF GRFP-supported graduate study, they are Fellows. **Fellows must be enrolled in an IHE for the duration of their Fellowship.** Following award acceptance and declaration, Fellows *must* be in one of the Fellowship Statuses shown in the table below.

Fellow Status	Fellowship Status	Enrolled in IHE?	Stipend?	Description
Active	On Tenure	Yes	Yes	Fellow is receiving stipend during the Fellowship year and is certified by the IHE to be making satisfactory progress. Fellows complete Annual Activities Reports.
Active	Forfeited	Yes	No	Fellow is not receiving a stipend during all or part of a Tenure year. Fellow must be actively engaged in research and/or coursework, leading to an eligible research-based graduate degree. Any months of funding not utilized during a year of Tenure are forfeited (lost). Fellows complete Annual Activities Reports. For example, the Forfeited Status may be used if a Fellow is receiving funding from a paid Federal internship.
Active	On Reserve	Yes	No	Fellow is enrolled in an IHE but is not receiving a GRFP stipend. Reserve Status allows Fellows the flexibility of incorporating professional development opportunities into their graduate programs. Fellows on Reserve Status must remain actively engaged in full-time research and/or coursework, leading to an eligible graduate degree in an NSF-supported field. Fellows complete Annual Activities Reports while on Reserve.
Deferred	On Medical Deferral	Yes	Yes	Fellow is on a short-term absence due to medical or dependent-care situation. There is a limited paid medical leave option for up to three months as specified later in Section 3.1 .
Deferred	On Medical Deferral	Yes	No	Fellow is on an extended absence due to medical or dependent-care situation. Fellow is not receiving a stipend.
Deferred	On Military Deferral	Yes	No	Military Deferral is intended for Fellows who must interrupt their graduate studies for active duty. A Fellow does not receive a stipend while on Military Deferral.
Retired	Completed with Degree	N/A	No	Individual who graduated within the five-year Fellowship Period.
Retired	Completed	N/A	No	Individual who completed the five-year Fellowship Period before graduating with a degree.
Terminated	Terminated	N/A	No	Individual Fellowship is terminated for cause (failure to comply with the Terms and Conditions of the Fellowship).

Fellow Status	Fellowship Status	Enrolled in IHE?	Stipend?	Description
Terminated	Terminated	N/A	No	Individual Fellowship is voluntarily discontinued by the Fellow or IHE during the five-year Fellowship period.

The Fellowship provides three On Tenure Years of financial support (stipend and Institutional COE allowance) and two On Reserve Years. Both On Tenure and On Reserve statuses are only granted in 12- month increments. Portions of an unused year of On Tenure or On Reserve Status cannot be held for later use (except in cases of NSF-approved Medical or Military Deferral).

The Fellowship provides three years (36 months) of funding (in annual increments) for use within a five-year period unless the Fellow is on an NSF-approved Deferral. On Tenure Status ensures that Fellows have the resources (time and financial support) to devote full-time effort to their graduate program of study, and Reserve Status ensures that Fellows have the option and flexibility to participate in other education and training opportunities. With the assistance of an Academic/Research Advisor, Fellows should plan for the judicious use of GRFP resources at the beginning of their Fellowship. Fellows submit their plan to utilize the funding over the five-year Fellowship Period at the start of their Fellowship. This plan is only an estimate and is not binding.

Within a given Fellowship year, duly authorized military service or training is permitted with the approval of the CO and NSF, if the service does not compromise the Fellow’s enrollment status and degree progress.

On Tenure Status

Fellows use On Tenure Status for three years, in 12-month increments, during the five-year Fellowship Period. During On Tenure years, Fellows actively utilize Fellowship support (i.e., receive a stipend). The Fellowship includes a maximum of three On Tenure years. This includes situations where all or part of the support is forfeited (lost).

On Tenure includes periods of full-time research and/or coursework under the direction of an Academic/Research Advisor at the IHE, whether or not the IHE is in session, as well as any normal, short vacation periods. Summer is not considered a “short vacation period.” To be eligible to receive stipend payments during the summer, Fellows are expected to be actively engaged in their graduate program through coursework or research under the direction of an Academic/Research Advisor.

Fellowship Tenure is granted in 12-month increments corresponding to a Fellowship year (summer or fall start) and may not be broken into smaller units spread across more than one year, except in cases of NSF-approved Medical or Military Deferral (see below).

Fellows On Tenure must be actively engaged in a research-based graduate degree program in science, technology, engineering, or mathematics (STEM) or in STEM education at their IHE. Full-time status is established by each IHE and may include reduced course load requirements, such as following admission to candidacy or equivalent status. In other words, the IHE’s registrar must consider the Fellow enrolled, and the Fellow must provide to NSF a transcript that reflects enrollment status upon request.

Fellows On Tenure may have a period during the academic year when they are pursuing activities as part of their graduate degree program that are off campus. These activities are subject to the approval of the CO who confirms that these activities are part of the Fellows’ graduate education program and normal degree progress. These periods may include professional development opportunities, internships, field courses, field research, extended workshops, international research, and other activities deemed appropriate by the CO and the Fellow’s IHE, that conform to the terms in this Guide.

Forfeited

Funding not utilized during a Tenure year is forfeited (lost). Fellows in Forfeited Status during a Tenure year must be actively engaged in research and/or coursework, leading to an eligible research-based graduate degree. Fellows must submit a change request in the GRFP Online Module to request to be placed on Forfeit during On Tenure Status.

Annual Activities Reports are required during Forfeited periods. Fellows must declare Fellowship status annually by the specified due date; the Forfeited period must be renewed if the Forfeited period extends into a new Fellowship year. Failure to renew Fellowship Status including during Forfeited Status, where applicable, may result in termination of the Fellowship. Fellows must submit a change request in the GRFP Online Module at the end of their Forfeited period to be placed back on Tenure or Reserve Status.

Medical Deferral Status

Medical Deferrals may be requested when an absence of more than one month is necessary due to medical (mental or physical health) or dependent-care (family leave) situations. If a Fellow experiences a serious illness or other medical condition, or a Fellow has full-time caregiving responsibilities for an immediate family member (spouse, child, dependent, sibling, or parent) that prevent full-time Fellowship activity for an extended period, the Fellow may be granted a Medical Deferral for all or part of a Tenure or Reserve Year. NSF considers dependent care to include childcare, adoption, parental leave, elder care, and extended family illness. Medical Deferrals must be in monthly increments, up to a maximum accumulation of two years or 24 months. The unused, deferred months of Tenure or Reserve are available for use later, and prevailing Fellowship Terms and Conditions will apply. If NSF approves the Fellow's Medical Deferral request, the IHE must agree to keep the Fellow enrolled and on their Grants Roster.

To request Medical Deferrals, Fellows should first contact their CO and secure an Institutionally-approved medical or family leave based on the IHE's graduate student leave policies. Using the GRFP Online Module, Fellows must formally submit a change request for a Medical Deferral before or within the first month of the Medical Deferral. The request should provide an estimate of the length of time (in whole months) approved by the CO for the Medical Deferral, and the time approved will be recorded for the Medical Deferral. The nature of the medical or family leave situation need not be disclosed to NSF in the change request. The Medical Deferral Request is approved by the CO and the NSF GRFP Office. The IHE retains relevant documentation indicating that the condition merits a Medical Deferral.

Fellows in Medical Deferral Status must submit an Annual Activities Report (stating they are on medical deferral) and declare Fellowship status annually; the Medical Deferral must be renewed if the Medical Deferral extends into a new Fellowship year. Failure to renew a Medical Deferral Status may result in termination of the Fellowship if the Fellow remains in Undeclared Status. While on Medical Deferral, a Fellow's fellowship clock stops (i.e., the remaining time available for Tenure or Reserve periods is not affected). While on Deferral, the time available to be an active Fellow (On Tenure or On Reserve) is extended beyond the normal 5-year limit. The deferral status "stops the clock" on the normal 5-year Fellowship Period. The amount of time the Fellow is able to be either on On Tenure or On Reserve remains the same.

Fellows must submit a change request at the end of their Medical Deferral to be placed back On Tenure or On Reserve Status.

For Fellows On Tenure with an NSF-approved Medical Deferral, there is a limited paid leave option: (1) if the IHE's graduate student leave policies allow for paid leave, those leave policies apply; or (2) in the absence of paid graduate student leave policies at the IHE, Fellows may continue to receive stipend payments for a period not to exceed three months total during the three Tenure Years. The three months may be broken up into shorter, monthly time frames across multiple Tenure Years (e.g., use of two months of Stipend under Medical Deferral in Tenure Year 1 and one month in Tenure Year 3). Fellows must include the request for one, two, or three months paid Leave with the Medical Deferral request submitted through the GRFP Online Module.

Retroactive requests are not approved. Fellows must specify in their Medical Deferral request that they are requesting to be placed on paid Medical Deferral. The paid leave option utilizes existing stipend/tenure months and is not a supplemental funding source (no Fellow is eligible to receive more than 36 months cumulative GRFP support, with the exception of GRFP support through NSF's supplement programs available for GRFP fellows such as non-academic research internships for graduate students ([INTERN](#)) while the Fellow is on Reserve).

GRFP supports NSF's Career-Life Balance (CLB) Initiative. IHEs may submit one or more CLB supplemental funding requests (see PAPPG Chapter II.E.8) to the current Institutional award to sustain the research of a Fellow who has been granted an NSF-approved Medical Deferral for dependent-care (family leave) situations. This gender-neutral supplemental funding opportunity is in addition to the limited paid leave option for Fellows On Tenure with an NSF-approved Medical Deferral. Retroactive requests are not approved.

Military Deferral Status

Military Deferral is intended for Fellows who must interrupt their graduate studies for active duty. While on Military Deferral, a Fellow's fellowship clock stops (i.e., the remaining time available for Tenure or Reserve periods is not affected). The unused, deferred months of Tenure or Reserve are available for use later, and prevailing Fellowship Terms and Conditions will apply. Fellows must request Military Deferrals via the GRFP Online Module and submit a copy of their duty orders to the CO at the IHE. Fellows in Military Deferral Status must submit an Annual Activities Report (stating they are on Military Deferral) and declare Fellowship status annually. The Military Deferral Status must be renewed if the Military Deferral Status extends into a new Fellowship year.

Failure to renew a Military Deferral Status may result in termination of the Fellowship if the Fellow remains in Undeclared Status. Fellows must submit a change request at the end of their Military Deferral Status to be placed back on Tenure or Reserve Status. In cases of an NSF-approved Military Deferral, the IHE must agree to keep the Fellow enrolled and on their Grants Roster.

Reserve Status

Fellows may use Reserve Status for two years, in 12-month increments, during the five-year Fellowship Period. Reserve Status allows Fellows the flexibility of incorporating professional development opportunities (e.g., teaching assistantships, internships, etc.) into their graduate programs. Fellows On Reserve remain **enrolled as full-time students** (as defined by their IHE) and actively engage in research or coursework, as part of the graduate degree program. Annual Activities Reports are required during Reserve Status.

Fellows On Reserve must be actively engaged in a research-based graduate degree program in STEM or in STEM education at their IHE. Full-time status is established by each IHE and may include reduced course load requirements, such as following admission to candidacy or equivalent status. In other words, the IHE's registrar must consider the Fellow enrolled and the Fellow must provide to NSF a transcript upon request.

Fellows On Reserve may have a period during the academic year when they are pursuing activities as part of their graduate degree program that are off campus. These activities are subject to the approval of the CO who confirms that these activities are part of the Fellows' graduate education program and normal degree progress. These periods may include professional development opportunities, internships, field courses, field research, extended workshops, international research, and other activities deemed appropriate by the CO and the Fellow's IHE, that conform to the terms in this Guide.

3.2 Eligibility

The annual GRFP Program Solicitation, available on the [GRFP website](#), provides detailed eligibility information.

GRFP Fellowships cannot be concurrently accepted or combined with support from another *individual federal* graduate fellowship irrespective of the Fellow's status. Federal graduate fellowships are defined as awards for which an applicant applies as an *individual*, not as part of a program in which an IHE applies for an award.

Examples from the US Government include individual federal fellowship programs offered by the Department of Agriculture, Department of Defense, Department of Energy, Department of State, Environmental Protection Agency, National Aeronautics and Space Administration, National Institutes of Health, and National Oceanic and Atmospheric Administration to support the graduate education of individuals. Fellows *are* permitted to solicit and accept from other federal sources support for research expenses.

Internships and traineeships are different than fellowships and therefore may be permitted. While on Reserve, Fellows may receive a stipend associated with an internship or traineeship. Fellows on Reserve may also receive federal funding if the award is not an individual fellowship (e.g., the award is given to the IHE and the IHE determines the recipients). Fellows On Reserve may be eligible for a stipend as part of an NSF INTERN or similar supplement request.

Facilitation Awards for Scientists and Engineers with Disabilities

Fellows with disabilities are eligible for facilitation awards through the Facilitation Awards for Scientists and Engineers with Disabilities (FASSED) Program (see PAPPG Chapter II.E.7 for further information). The specific nature, purpose, and need for equipment or assistance should be described in sufficient detail in the request to permit evaluation by knowledgeable reviewers. The NSF GRFP Officers will make decisions regarding what constitutes appropriate support on a case-by-case basis.

3.3 Fellowship Acceptance

Fellow candidates will be sent a Fellowship Offer Letter by e-mail in late March/early April. Fellow candidates must formally accept and agree to the Fellowship Terms and Conditions by the specified due date. ***By accepting their Fellowship, all Fellows certify that they have read, understood, and accepted the Terms and Conditions in this Guide and that they are aware of the consequences of not complying with the Terms and Conditions.***

Candidates who accept the offer become Fellows. Fellows must be enrolled full-time in an eligible graduate degree program in the field of study indicated in their application by the beginning of the following academic year. Fellows must pursue graduate study that leads to a research-based master's or doctoral degree in STEM or in STEM education, as described in the GRFP Program Solicitation. Major changes in scope (i.e., changes in major field of study) during the graduate career may be proposed after the first year of graduate study and require NSF approval. All Fellows from the date of Fellowship Start through completion of the Fellowship must be enrolled in an eligible research-based graduate degree program at a degree-granting IHE accredited in, and having a campus located in, the US, its territories, or possessions, or the Commonwealth of Puerto Rico that offers graduate degrees in STEM or in STEM education fields.

New Fellows must submit their plan to utilize the funding over the five-year Fellowship Period at the start of their Fellowships. Declaring Fellowship Status means the Fellow uses the GRFP Online Module to indicate their intention to be on Tenure, Medical Deferral, Military Deferral, or Reserve for each year of the five-year Fellowship Period. New Fellows must certify that they meet the eligibility requirements, as described in the GRFP Program Solicitation. Failure to comply with the Fellowship Terms and Conditions will result in termination of the Fellowship offer and render individuals ineligible to re-apply. In cases where Fellows have

misrepresented their eligibility or have failed to comply with the Fellowship Terms and Conditions, the Fellowship will be terminated, and the case may be referred to the NSF Office of Inspector General for investigation. This action may result in requiring the Fellow to repay Fellowship funds to the NSF.

3.4 Fellowship Year

Upon accepting the Fellowship, New Fellows select Summer or Fall to coincide with the approximate graduate program start date. The Fellowship start date does not necessarily coincide with the formal summer or fall academic session of the IHE, and On Tenure Status is not defined by the date on which a stipend payment is issued.

Fellows are expected to be actively engaged in their graduate programs throughout the Fellowship year. Fellow candidates may begin their Fellowship immediately following the Fellowship Offer, provided they are actively engaged in research or coursework at the time of the Fellowship start and are enrolled in a graduate degree program as documented by the Fellow's transcript at the IHE. Individuals who are not enrolled in a graduate program during the summer are only eligible for a fall start. Institutional rules concerning enrollment apply; therefore, enrollment *as documented on the transcript* is required for summer starts (even if the student is not taking classes). The Fellowship may not be used retroactively.

Summer/June 1 Fellowship Year. Fellows should select the summer Fellowship start date if they start their graduate degree in May, June, or July, as a part of a summer semester. Individuals must be enrolled in a graduate program to be eligible.

Fall/September 1 Fellowship Year. Fellows should select the fall Fellowship start date if they start their graduate program in August, September, or October.

3.5 Status Declaration

All Fellows must declare their status ([Section 3.1](#)) for the next Fellowship year by the specified due date in the GRFP Online Module. Fellows must certify that they continue to meet the eligibility requirements, as described in the GRFP Program Solicitation and annual certifications. The annual status declaration also confirms that the Fellows accepts the Terms and Conditions in the current Administrative Guide. Fellowship Status declaration for Tenure and Reserve are for the entire year. Requests to change from Tenure to Reserve or vice versa after the Fellowship year has begun are not permitted.

All Fellows from the date of Fellowship Start through completion of the Fellowship must be enrolled in an eligible research-based graduate degree program at a degree-granting IHE accredited in, and having a campus located in, the US, its territories, or possessions, or the Commonwealth of Puerto Rico that offers research-based degrees in STEM or in STEM education fields.

Fellows are not permitted to receive more than the equivalent of 12 months of GRFP stipend support during a single Fellowship year, and no Fellow is eligible to receive more than 36 months cumulative GRFP support during the five-year term of the Fellowship. Only Fellows with Tenure Status or on a limited paid leave option NSF-approved Medical Deferral are eligible to receive stipend payments. However, Fellows on Reserve may be eligible for funding through INTERN or other similar supplement requests, including stipend support. Fellows are expected to be engaged in their graduate program and research, irrespective of their Fellowship status (except if on Medical or Military Deferral Status).

The Fellowship period is five years and will not be extended beyond the five-year term. The Fellowship period time clock is stopped by a deferral, the amount of time of the Fellowship period when the Fellow is On Tenure or On Reserve is limited to 5 years.

Fellows who fail to declare status by the specified date will not be allowed to continue their Fellowships beyond the current Fellowship year and their Fellowship will be terminated.

3.6 Enrollment

All Fellows from the date of Fellowship start through completion of the Fellowship must be enrolled full-time in an eligible graduate degree program at a degree-granting IHE accredited in, and having a campus located in, the US, its territories, or possessions, or the Commonwealth of Puerto Rico. When submitting the GRFP application, applicants must indicate a proposed IHE. Until a change request is submitted by the Fellow and approved by the CO, NSF assumes association with the originally proposed IHE. It is the Fellow's responsibility to arrange for admission to a graduate program and to request approval from the CO and NSF, via the GRFP Online Module, for any Institutional changes. New Fellows should confirm that their profile in the GRFP Online Module properly reflects their correct IHE.

Change of IHE

Fellows are permitted to change IHEs. When transitioning from one IHE to another, Fellows should not plan to have a significant break in enrollment (e.g., a break of more than one academic term or a break over the summer). Full-time engagement in a graduate research program is expected; therefore, any changes of IHEs require prior NSF approval. Individuals who are not enrolled in a graduate program are not considered Fellows and therefore are not eligible to collect a stipend. See specific scenarios below for more information on changing IHEs.

Before Starting the Fellowship. If a Fellow wishes to study at an IHE other than the proposed IHE listed on their Fellowship application, the Fellow should indicate their selected IHE when they accept their Fellowship. Contact the NSF GRFP Office (grfp@nsf.gov) if the IHE is not listed in the IHE Directory available in the GRFP Online Module.

Between Fellowship Years. Fellows who wish to transfer between IHEs between Fellowship years must submit a change request, via the GRFP Online Module, during the Fellowship Status Declaration Window. If a Fellow wishes to change IHEs after submitting the annual Fellowship Status Declaration and before starting the new Fellowship year, a change request must be submitted to NSF for approval. COs at both the current and proposed IHEs and NSF must approve the request.

During a Fellowship Year. If a Fellow wishes to transfer from one IHE to another during a Fellowship year, the Fellow must submit a change request. The COs at both the current and proposed IHEs and NSF must approve the request. Upon approval, the NSF GRFP Office adjusts the Fellow's Fellowship status records in the GRFP Online Module.

3.7 Academic Progress

Fellows are required to make satisfactory academic progress towards completion of their graduate degrees, except if on Medical or Military Deferral Status. Satisfactory progress is defined and certified annually by the Fellow's IHE. A Fellow's Academic/Research Advisor or designated graduate program administrator is required to annually review the Fellow's Annual Activities Report and verify the Fellow's eligibility and degree progress by signing the Academic/Research Advisor Confirmation Form.

The CO certifies unsatisfactory progress for Fellows who do not complete the required reporting actions. These Fellows are subject to having their Fellowships terminated by NSF. Fellows who are not rated by the CO will be allowed to continue their Fellowships only through the remainder of the current Fellowship year. If at any time during the year the IHE determines that a Fellow is making unsatisfactory progress, the CO will notify the NSF GRFP Office, and the Fellowship will be terminated.

3.8 Tenure Beyond Master's Degree Completion

Fellows who have not completed their five-year Fellowship Period and are completing a master's degree have the option of continuing their Fellowship by enrolling in an eligible research-based doctoral degree program. To remain a Fellow:

1. The Fellow must be accepted in a doctoral program upon completion of the master's degree (pursuit of a second master's degree is not permitted);
2. The transition period between degree programs may not exceed three months; and
3. The Fellow must request NSF approval and complete any required actions. Requests for NSF approval should be sent to grfp@nsf.gov.

Fellows will not receive a stipend during the transition period but will remain Fellows (e.g., when the Fellow completes a master's degree at one IHE and will be enrolled at a different IHE for a Ph.D.).

3.9 Reporting and Communication

Regardless of Fellowship Status, all Fellows are required to complete two separate tasks by the specified due date via the GRFP Online Module: 1) submit the Annual Activities Report with the signed Academic/Research Advisor Confirmation Form; and 2) declare Fellowship year status as covered in [Section 3.5](#).

Annual Activities Report

Regardless of Fellowship status, all Fellows are required to submit an Annual Activities Report with the signed Academic/Research Advisor Confirmation Form by the specified due date via the GRFP Online Module. The online report includes information on research accomplishments and activities related to broader impacts, presentations, publications, teaching and research assistantships, awards and recognitions, and other scholarly and service accomplishments. Fellows must complete the certifications on the e-signature page when the Annual Activities Report is submitted.

To complete this requirement, the Fellow must provide a copy of the Annual Activities Report to their Academic/Research Advisor for review and approval prior to submission, well in advance of the deadline. The Academic/Research Advisor (or designated graduate program administrator) must sign the Academic/Research Advisor Confirmation Form to indicate that they have reviewed the Activities Report, discussed it with the Fellow, and that the Fellow is making satisfactory progress towards the degree and remains eligible for active GRFP Fellowship status.

Fellows who graduate or whose Fellowship is terminated should update their most recently submitted Annual Activities Report or submit their Annual Activities Report in the GRFP Online module within 30 days of completion/termination.

Change in Field of Study, Research Direction, or Degree Plan

Acceptance of the Fellowship award constitutes a commitment to pursue a research-based graduate degree in STEM or in STEM education. A Fellow's research and graduate study must meet the program eligibility requirements in the GRFP Program Solicitation. Fellows must enroll in a graduate degree program consistent with the relevant field of study proposed in their application and undertake a course of study leading to a research-based master's or doctoral degree.

Changes in Field of Study are classified as either a sub-field change or a major field change:

- A **sub-field** change in a Fellow's graduate program field of study or research direction is a change within the same major field of study (the GRFP [Program Solicitation](#) includes major fields of study).

For example, changing from Chemical Synthesis to Environmental Chemical Systems is considered a sub-field change since both fall within the Chemistry field of study.

- A **major field** change in a Fellow's graduate program field of study or research direction constitutes a "change in scope" — one that alters the program to the extent that it is significantly different from that originally submitted with and reviewed with the Fellowship application (e.g., a change in major field of study; the GRFP [Program Solicitation](#) includes major fields of study). Changes in the major field of study during the first Fellowship year are not permitted. Acceptance of a Fellowship award is an explicit agreement that the Fellow will be enrolled in a graduate degree program consistent with the field of study indicated in their application by the beginning of the following academic year.

The proposed field of study and/or graduate program resulting from a sub-field or major field change must meet the eligibility requirements detailed in the GRFP [Program Solicitation](#). Questions regarding program eligibility should be directed to the CO. Using the GRFP Online Module, Fellows must submit change requests for subfield and major field of study changes, which will require approval from the CO and NSF GRFP Office. Fellows must include a brief description of the revised proposed plan of study and research.

Fellows do not need to request NSF approval to change between master's and doctoral degree programs if there is no change in the field of study or IHE. Fellows should update their profile in the GRFP Online module to reflect the appropriate degree.

Open Researcher and Contributor ID (ORCID)

NSF encourages Fellows to include an Open Researcher and Contributor ID (ORCID®) (<https://orcid.org>) identifier in their Fellow record. ORCID is an open, non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. An ORCID identifier provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. The ORCID Registry is available free of charge to individuals, who may obtain an ORCID identifier, manage their record of activities, and search for others in the registry. While NSF encourages Fellows to include an ORCID identifier, submission is optional.

Communication

GRFP communications are conducted by e-mail. It is the Fellow's responsibility to keep their contact information (especially e-mail addresses and phone numbers) current. Fellows completing their Fellowships are required to update their contact information to allow the NSF GRFP Program Office to contact them. The NSF GRFP Office uses e-mail addresses to contact Fellows for program assessment purposes, and to measure the impact of the Fellowship on graduate school experiences and career outcomes.

A Fellow's primary point of contact for inquiries is their IHE's CO, listed in the IHE Directory at the GRFP Online Module. If after consulting the GRFP CO at their IHE and reviewing this Guide, the Fellow needs to contact the NSF GRFP Office at NSF, only then should they e-mail grfp@nsf.gov and include a brief description of the topic in the Subject line. They should include their full name, Fellow ID, and details of the issue or request, and copy their IHE's CO on the e-mail. The Program will follow up with Fellows, via e-mail or phone, depending on the nature of the request.

Fellows should ensure spam, promotional, or other filters do not block messages from NSF GRFP (e-mail address: grfp@nsf.gov) and other e-mail addresses from @nsf.gov.

3.10 Compliance with Relevant Policies, Regulations and Guidance

It is the responsibility of the Fellow, in conjunction with the IHE, to ensure that all academic and research activities carried out in or outside the US comply with the laws or regulations of the US and/or of the foreign country in which the academic and/or research activities are conducted. Fellows must also comply with all NSF-mandated Institutional training requirements.

All academic and research activities should be coordinated with the appropriate US and foreign government authorities, and necessary licenses, permits, or approvals must be obtained prior to undertaking the proposed activities.

Information on topics that often arise during a GRFP Fellowship are highlighted below.

Acknowledgment of NSF Support and Disclaimer

All publications, presentations, and creative works based on activities conducted during the Fellowship must acknowledge NSF GRFP support and provide a disclaimer by including the following statement in the Acknowledgements or other appropriate section:

“This material is based upon work supported by the National Science Foundation Graduate Research Fellowship Program under Grant No. (NSF grant number). Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.”

Fellows should obtain the NSF grant number from their CO.

Fellowship Service Requirement

NSF requires no formal service (time commitment) of Fellows, beyond the requirement that Fellows meet Fellowship reporting requirements and maintain satisfactory progress in their graduate programs throughout the five-year Fellowship Period at the IHE (except for Fellows on Medical Deferral or Military Deferral).

Future Employment

The offer and acceptance of this Fellowship does not obligate the Fellow, NSF, or the US Government, in any way, with regard to future employment or service of any kind, except as noted here and/or in the annual GRFP Program Solicitation.

Income Tax

Stipends may be considered taxable income. Fellows may find it helpful to consult the US Internal Revenue Service (IRS) [Tax Topic 421: Scholarships, Fellowship Grants, and Other Grants](#) and [Publication 970: Tax Benefits for Education](#). Specific questions regarding the taxation of Fellowship funding and personal tax liability should be referred to the IRS. As such, NSF will not respond to questions regarding tax issues.

Fellows are not, in any sense, considered salaried employees of NSF. NSF will not deduct funds from the stipend or pay any additional amounts, such as social security taxes. NSF also will not issue W-2 or 1099 Forms. Institutional policies regarding the withholding of taxes from stipend payments vary, and Fellows bear the responsibility of filing and paying any taxes due.

Legal Rights to Intellectual Property

The NSF claims no rights to any inventions or writings that might result from its fellowship grants. However, Fellows should be aware that the NSF, another federal agency, or some private party may acquire such rights through other support for particular research.

Living Expenses

All living expenses are the responsibility of the Fellow.

Research Involving Human Subjects and Vertebrate Animals

The Fellow is responsible for complying with all human subjects and vertebrate animal policies and requirements at their IHE.

Stipend Increase

Each Fellowship consists of three years of support usable over a five-year Fellowship Period. For each year of support, NSF provides a stipend to the Fellow and a COE allowance to the IHE. Any stipend increase approved for a Fellowship year will be provided to all Fellows on Tenure upon the availability of funds. Fellows who have graduated or whose Fellowship has been terminated are ineligible to receive any retroactive stipend increase.

Stipend Supplementation

Fellows are permitted to solicit and accept, from NSF or other federal and private sources, support for research expenses, such as laboratory supplies, instrumentation usage fees, field-station usage fees, travel expenses, conference/registration fees, workshop expenses, or subscription fees. Fellows are required to check with their IHE about specific policies pertaining to acceptance of any non-federal fellowships.

While on Reserve, Fellows may receive a stipend associated with an internship or traineeship or funding in connection with a teaching or research assistantship. Fellows on Reserve may also receive federal funding if the award is not an individual fellowship (e.g., the award is given to the IHE and the IHE determines the recipients).

Fellows are required to check with their IHE about specific policies pertaining to the GRFP Fellowship and paid activities.

Teaching and Similar Activities

Each Fellow is expected to devote full time to advanced scientific study or work during the Fellowship Period. As teaching or a similar activity, such as a research assistantship, constitutes a valuable part of the education and training of many graduate students and such opportunities may arise during a Tenure year, a Fellow on Tenure may choose to undertake a reasonable amount of such activities without NSF approval. It is expected that such activities should further the Fellow's educational objectives and the gain of substantive teaching or other experience; the activities should not constitute service to the IHE or a method to make up the difference between the COE and the IHE's regular tuition and fees (see also Section 2.2, above). Additional compensation for such activities is determined by the IHE, based on and consistent with the IHE's existing general employment policies for graduate students of similar academic standing.

Use of NSF Logo

NSF's logo may be used by recipients of NSF support for the sole purpose of acknowledging that support. The logo may be used to link to an NSF website to acknowledge NSF's assistance or affiliation.



The NSF logo guidelines provide information on what individuals may and may not do with the NSF logo (<https://www.nsf.gov/policies/logos.jsp>).

Veteran's Benefits

Under Section 178(a) of Title 38, US Code, educational benefits from the Department of Veterans Affairs may be received concurrently with Fellowship support. The receipt of educational benefits from the Veterans Administration is allowed by NSF as payment supplementary to Fellowship support.

Workman's Compensation

Fellows are covered by applicable Institutional policies for graduate students.

3.11 Fellowship Termination

Should a Fellow find it necessary to *voluntarily* discontinue their Fellowship before completion of the Fellowship, the Fellow is required to initiate and submit a Request to Terminate the Fellowship, via the GRFP Online Module. The CO reviews and approves the request prior to NSF approval and action.

Failure to comply with the following Fellowship Terms and Conditions also will result in termination of the Fellowship:

1. Maintain satisfactory progress towards an eligible research-based graduate degree as certified by the CO.
2. Submit the Annual Activities Report with signed Academic/Research Advisor Confirmation Form.
3. Declare Fellowship status by the specified deadlines.

Satisfactory progress must be certified by the CO. If at any time during the year the PI (see [Section 4.1](#)) and/or CO determine that a Fellow is making unsatisfactory progress, the Fellowship may be terminated. Fellows who are not rated by the CO will be allowed to continue their fellowships only through the remainder of the current Fellowship year.

IHEs are provided the opportunity to take corrective action to address the status of Fellows who have failed to declare Fellowship status and who have not been certified by the CO with respect to eligibility and progress.

NSF will terminate the Fellowship after the IHE certifies that the Fellow did not comply with the Fellowship Terms and Conditions.

3.12 Fellowship Completion

Fellows who have completed their five-year Fellowship Period or have graduated are considered Retired. Retired Fellows are required to submit the Annual Activities Report or to update the most current Annual Activities Report through the GRFP Online Module by the specified deadline.

Fellows are entitled to stipend payments only for the months that the Fellow is On Tenure at the IHE, provided all Fellowship Terms and Conditions were met during these months. For stipend payment purposes, the last month of Tenure is defined as that month which contained 14 or more days in a calendar month on Tenure at the IHE. A Fellow would not receive a stipend for periods of less than 14 days and would receive a full stipend for periods of 14 to 31 days. No Fellowship will be extended past the final academic term of graduate study leading to a graduate degree, except where a master's degree leads to enrollment in a doctoral degree program. There is no continued Fellowship support after the Fellow has completed all requirements for the graduate degree, as determined by the IHE. Under no circumstance is the GRFP Fellowship considered a Postdoctoral Fellowship or employment by NSF.

3.13 Evaluation Participation

The NSF GRFP Program may conduct evaluations to provide evidence on the impact of the GRFP on individuals' educational decisions, career preparations, aspirations, and progress, as well as professional productivity. The data provides information on whether the program policies are effective in achieving the program goals. It is useful to have a structured means of tracking Fellows beyond graduation to gauge the extent to which they follow a career path consistent with the intent of the program and to assess the impact the Fellowship has had on their graduate education experience. Accordingly, Fellows may be contacted during

and after the completion of this Fellowship for updates on various aspects of their employment history, professional activities and accomplishments, participation in international research collaborations, and other information helpful in evaluating the impact of the Program.

Fellows and their IHEs agree to cooperate in GRFP Evaluations conducted by the NSF or contracted evaluators.

4. Institutional Responsibilities

IHEs support and advise Fellows throughout their Fellowship Period, receive NSF awards (grants) to financially support Fellows, and report to the NSF on Fellow and award activities. IHEs use the [GRFP Online Module](#) to manage their awards. IHEs must comply with the policies, rules and regulations contained in this Guide, and the Terms and Conditions found in the annual NSF GRFP Program Solicitation and the Notice of Grant Award. The current Guide is effective as of the date on the cover page.

The IHE's Authorized Organizational Representative (AOR)—in accepting the funds, also certifies that the Fellows are eligible to receive the Fellowship under the Terms and Conditions specified in this Guide. The IHE has full responsibility for the conduct of the project or activity supported under an NSF award and for the results achieved.

4.1 Assignment of Roles

IHEs have important administrative and managerial responsibilities throughout the annual program cycle. Within an IHE, there are several GRFP roles as listed in the table below. In some cases, an individual may fulfill more than one role (e.g., a Sponsored Projects Office (SPO) representative may serve as the Authorized Organizational Representative (AOR); the PI may also serve as the CO). The Fellows' Academic/Research Advisors are also integral to ensuring Fellows are making satisfactory progress toward degree completion.

Role	Responsibilities
Academic/Research Advisor	<ul style="list-style-type: none">• Monitors Fellows' degree progress• Reviews Fellows' Annual Activities Reports and signs the Academic/Research Advisor Confirmation Form verifying Fellows' satisfactory progress by the specified due date each year• Recommends or approves, as appropriate, Fellows' participation in activities that require the Advisors' support• Participates in the judicious planning of the Fellowship resources
Authorized Organizational Representative (AOR)	<ul style="list-style-type: none">• Authorized to sign on behalf of the IHE; approves the overall GRFP award• Submits requests for supplemental funding to NSF at the request of the PI

Role	Responsibilities
Coordinating Official (CO)	<ul style="list-style-type: none"> • Granted GRFP Online Module access • Serves as the primary and day-to-day point of contact for Fellows and the NSF GRFP Office • Advises Fellows on GRFP policies, procedures, Terms and Conditions, etc. • Applies GRFP policies in the context of the Institutional procedures (e.g., stipend payment schedules, enrollment requirements, etc.) • Reviews Fellow change requests in the GRFP Online Module and provides IHE approval/disapproval of such requests, as appropriate • Reviews information on new and continuing Fellows for the IHE during the New Fellowship Announcement and Fellowship Status Declaration Periods each spring • Certifies the progress of continuing Fellows • Prepares and submits the GRFP Grants Roster Report and the Completion Report which confirms the accuracy of the Fellows listed and their status for the next Fellowship year • Participates in the preparation and submission of the GRFP Program Expense Report in coordination with the Financial Official <p>Typically, the CO is in the graduate school or other academic office that oversees fellowships and/or graduate student financial support. The CO is sometimes part of the SPO or works with a representative from the SPO.</p>
Financial Official (FO)	<ul style="list-style-type: none"> • Granted GRFP Online Module access • Serves as the Institutional representative from the SPO (or equivalent organization) responsible for financial oversight of NSF awards • Ensures that the GRFP Program Expense Report is submitted by the established deadlines • Assists the PI with requests for supplemental funding, and notifications/requests for no-cost extensions (NCEs), etc. • Has the authority to manage award functions in the GRFP Online Module
Principal Investigator (PI)	<ul style="list-style-type: none"> • Maintains overall responsibility for the IHE's GRFP award • Submits requests for supplemental funding to the AOR <p>The designated PI serves as the PI for all Fellows at the IHE. It is strongly recommended that the dean of the graduate school (or equivalent) serve in this capacity. The PI also may serve as the CO or as an alternate CO.</p>
Sponsored Projects Office (SPO) Representatives	<ul style="list-style-type: none"> • Charged with entering/updating required information about Institutional GRFP Officials in Research.gov • Has direct access to award functions in Research.gov such as requests for NCEs

Role assignments and changes are handled through Research.gov – not via the GRFP Online Module. The SPO modifies the User Profile in Research.gov to include the appropriate privileges based on the assigned role. Once the User Profile is updated, the individual may access the GRFP Online Module.

For new IHEs, please contact grfp@nsf.gov for instructions..

The table below outlines the IHE’s key activities.

Annual IHE Activities

Tasks, Deliverables, and Milestones by Role	January	February	March	April	May	June	July	August	September	October	November	December
Academic/Research Advisor												
Verify satisfactory progress												
Review and Sign Academic/Research Advisor Confirmation Form												
Coordinating Official (CO)												
Certify progress of all Fellows (Satisfactory/Unsatisfactory)												
Submit Grants Roster Report, certifying status of all Fellows												
Prepare and submit Institution Completion Report												
Review and approve/disapprove Fellow Change Status Requests												
Support the FO’s preparation of the Institution Program Expense Report												
Financial Official (FO)												
Submit Institution Program Expense Report												
Principal Investigator (PI)/ Authorized Organizational Representative (AOR)												
Prepare / submit supplemental funding requests												

IHEs that are new to NSF or have not had an active award in the past five years should work with NSF to obtain access to the GRFP Online Module and complete other necessary information. IHEs should be prepared to submit basic organization and management information and certifications to the applicable award-making division within the Office of Budget, Finance & Award Management (BFA). The requisite information is described in the [NSF Prospective New Awardee Guide](#).

4.2 Certification and Reporting Requirements

IHEs have the following certification and reporting requirements:

AOR Certification Form

IHEs complete an AOR Certification Form upon receipt of a new award. For continuing awards, NSF may reference a previously completed AOR Certification form. By signing the Certification Pages, the AOR is: (1) certifying that statements made are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award Terms and Conditions if an Institutional award is made.

Grants Roster Report

IHEs are required to submit a Grants Roster Report for the upcoming Fellowship year. The Grants Roster Report lists the Fellowship status of all new and continuing Fellows at the IHE. The CO submits the Grants Roster Report in the GRFP Online Module. Through submission of the Grants Roster Report, IHEs formally acknowledge the status of all Fellows with respect to reporting requirements and rating of progress, in accordance with the Terms and Conditions of the award.

IHEs may be provided an opportunity for reconsideration to address the status of Fellows who have failed to declare Fellowship status and who have not been certified by the CO with respect to eligibility and progress by the deadlines. Such Fellows will be allowed to continue their Fellowships only through the remainder of the current Fellowship year. All remaining years during the Fellowship Period will be terminated. The Fellowships of individuals remaining in Undeclared Fellowship Status on the Grants Roster Report are terminated at the end of the current Fellowship year.

Program Expense Report

IHEs are required to submit a Program Expense Report for the previous Fellowship year. Only the designated GRFP FO can submit the report in the GRFP Online Module. By submitting the GRFP Program Expense Report, IHEs verify and certify that the Program Expense Report is in accordance with the Terms and Conditions of the award. Program Expense Reports are typically due in October.

Completion Report

IHEs are required to submit the GRFP Completion Report annually each October. The Completion Report allows IHEs to certify the status of GRFP Fellows at the IHE. For Fellows who have graduated, the graduation date is a required reporting element.

4.3 Award Management

Funds for all Fellows attending an IHE are made available through issuance of an award to the IHE. If required, funds thereafter may be provided by new awards, amendments, or supplements. The following documents also are incorporated into each award by reference:

- [GRFP Program Solicitation](#); and
- [NSF Agency Specific Requirements to the Research Terms and Conditions](#).

Following Fellow Status Declaration ([Section 3.5](#)), the IHE uses the GRFP Online Module to certify the list of Fellows (the Grants Roster Report) at the IHE. The new, annual obligation per Fellow will be based on the stipend and COE allowance levels specified in the current GRFP Program Solicitation and listed in the GRFP Online Module.

GRFP funding generally is provided incrementally on an annual basis upon fulfillment of Institutional reporting requirements. Each year, any surplus funding is considered in determining the amount of the next award or amendment to an existing award. Therefore, in the event of surplus funds remaining at the award end date, a No-Cost Extension (NCE) request must be submitted electronically to

drawdown against the award and/or any amendments or supplements to the original award. If there are no Active Fellows at the time of award end date, IHEs may submit a NCE request if additional Fellows are expected to enroll in the future. Funds on expiring awards and/or award amendments or supplements that are not fully expended are forfeited by the IHE in the absence of an NCE. When there are Active Fellows, the amount of the forfeited funds becomes the responsibility of the IHE and will not be replaced by NSF. Forfeited funds will be subtracted from fellowship funding provided in the next new award.

Pre-Award Costs

Once an award is made, the start date cannot be changed; however, IHEs have the authority to incur pre-award costs as outlined in Chapter X of the [PAPPG](#).

ACM\$

NSF uses the Award Cash Management Service (ACM\$) to award payments and post-award financial processes. Additional information on ACM\$ is available in the [PAPPG](#).

Fellowship Year

Upon accepting the Fellowship, the Fellow selects summer/June 1 or fall/September 1 to coincide with the approximate graduate program start date (e.g., fall for Fellows starting graduate school in August/September/October). The Fellowship start date does not necessarily coincide with the formal summer or fall academic session of the IHE, and Tenure Status is not defined by the date on which a stipend payment is issued. See also section 3.4.

No-Cost Extension

An NCE extends the award end date without additional funding. Additional information on NCEs is available in Chapter VI of the [PAPPG](#).

4.4 Monitoring

Part II of the [PAPPG](#) sets forth NSF guidance regarding the monitoring of grants and cooperative agreements. The IHE has responsibility for the activities supported under the award and should monitor performance accordingly. NSF relies on the IHE's completion of the AOR Certification Form and submission of the Grants Roster Report.

NSF GRFP Office will work with IHEs to confirm Fellows On Deferral. Once IHEs complete and submit their Program Expense Reports each fall, NSF GRFP Office staff will review the Grants Roster Reports to identify Fellows listed On Deferral, particularly those who have been On Deferral for more than one year. The Program may contact the IHE's CO to confirm its list of Fellows On Deferral.

4.5 Suspension and Termination

An IHE's award may be suspended or terminated by NSF for failure to comply with the Terms and Conditions of the Fellowship award. Refer to Chapter XII of the [PAPPG](#) for suspension and termination procedures.

4.6 Evaluation Participation

Refer to [Section 3.13](#) of this Guide for information on evaluation of the impact of the Program.