Speakers

- Division of Financial Management (DFM)
  - Justin Poll; Grantee Cash Management Section Accountant
AGENDA AND TOPICS COVERED

- Introductions
- Basics of Program Income
- Reporting Timeline
- Common Questions/Case Examples
- Report Instructions
- Common Processing Issues
- Questions
Prior to the implementation of ACM$, program income was collected with the submission of the quarterly SF 425 Federal Financial Report (FFR).

Implementation of ACM$ eliminated the need for the quarterly FFR, however collection of program income required a different strategy.


The current reporting requirement is documented in the 2019 Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 19-1), Chapter VIII.D.4 of Part II Award, Administration and Monitoring of Grants.
Any institution of higher education or non-profit that had an active award during the current reporting period

- Current Reporting Period = Previous Federal Fiscal Year
- Example – 10/01/2018 to 09/30/2019

Does not include:

- 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?
The Program Income Reporting Worksheet is available to awardees through Research.gov.

NSF requires an annual submission of a Program Income worksheet for any active awards within the federal fiscal year.

- Most recent submission was for FY2018

Failure to complete the program income report may result in delay of future NSF award payments.
Reporting Period = 45 Days

Oct 1 2-5 20-30 Nov 14 Dec

1st Notice Reminder Notice Report Due Additional Follow-up
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.

This would include things such as fees for services performed, the use or rental of real property acquired under the grant, the sale of commodities or items fabricated under the grant, and fees charged to register participants for a workshop or conference.
WHAT IS NOT PROGRAM INCOME

- Reimbursement received for expenditures reported via ACM$ is not Program Income, please do not include these figures in the report.
- Interest earned on advances of Federal funds is not program income.
- Receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them.
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
On June 1, 2016, your institution was awarded a grant for $500,000 to conduct research. The award is subject to standard treatment of program income (RTCs). A piece of equipment funded by the grant has down time while not 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, 2019 for reimbursement of project expenses.

In your FY19 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
On June 1, 2016, 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, 2019.

In your FY19 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
On May 31, 2019, 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, 2019 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
QUESTIONS??

- Basics of Program Income
- Reporting Timeline
- Common Questions/Case Examples
Access the Program Income webpage via Research.gov:

http://research.gov/programincome
Download a current worksheet each fiscal year by selecting the download link from the Program Income webpage:
The Report Header requires the following information:

- Organization Name
- NSF 10-digit Organization ID
- State Code
- Reporting Period (Pre-populated)

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Please enter Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF Organization</td>
<td>Please enter 10-digit Organization ID, not an individual’s NSF User ID</td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Reporting Period</td>
<td>Inception to Date - September 30, 2018</td>
</tr>
</tbody>
</table>
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).

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).
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**

<table>
<thead>
<tr>
<th>NSF Award Number</th>
<th>Program Income Earned (Cumulative)</th>
<th>Cumulative Program Income expended in accordance with the additive alternative</th>
<th>Cumulative Program Income expended in accordance with the deductive alternative</th>
<th>Cumulative Unexpended Program Income</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1412200</td>
<td>1,080.00</td>
<td>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.</td>
<td>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.</td>
<td>560.00</td>
<td>Optional field</td>
</tr>
<tr>
<td>1523350</td>
<td>25,900.00</td>
<td>19,000.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26,500.00</td>
<td>20,900.00</td>
<td>0.00</td>
<td>6,600.00</td>
<td></td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
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<th>Cumulative Unexpended Program Income</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1417200</td>
<td>1,560.00</td>
<td>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</td>
<td>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</td>
<td>560.00</td>
<td>Optional field</td>
</tr>
<tr>
<td>1523300</td>
<td>25,000.00</td>
<td>19,000.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26,560.00</td>
<td>20,060.00</td>
<td>0.00</td>
<td>6,500.00</td>
<td></td>
</tr>
</tbody>
</table>
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.
Column F: Unexpended program income will be calculated automatically and displayed.

Column G: Remarks, optional.

<table>
<thead>
<tr>
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<th>Cumulative Program Income expended in accordance with the additive alternative</th>
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<th>Cumulative Unexpended Program Income</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>15412200</td>
<td>1,060.00</td>
<td></td>
<td></td>
<td>560.00</td>
<td></td>
</tr>
<tr>
<td>15233000</td>
<td>25,900.00</td>
<td></td>
<td></td>
<td>8,050.00</td>
<td>Optional field</td>
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<tr>
<td></td>
<td>26,960.00</td>
<td></td>
<td></td>
<td>6,500.00</td>
<td></td>
</tr>
</tbody>
</table>
When you have reported program income, select the 2\textsuperscript{nd} certification statement.

- I certify that to the best of my knowledge and belief, that this organization \textbf{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, \textbf{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)
The Report Certification section requires the following information:

- Certifying Official Name
- Certifying Official Title
- Phone Number
- Email Address

<table>
<thead>
<tr>
<th>Name of Certifying Official:</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Certifying Official:</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Certifying Official’s Phone Number</td>
<td>(555) 555-1234</td>
</tr>
<tr>
<td>Certifying Official’s Email Address</td>
<td><a href="mailto:john.doe@exampleuniversity.edu">john.doe@exampleuniversity.edu</a></td>
</tr>
</tbody>
</table>
Submit the completed Excel worksheet via email to:

programincomecertification@nsf.gov

Please do not submit a PDF version of the report template.
**Do not adjust** 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 drop leading or trailing zeros

- **Do not submit a PDF version** of the report template
  - Signed PDF copy of the report is not required – electronic signature is represented with the certification information collected

- Non-program income amounts are reported
- Amounts entered into wrong program income treatment column
- Duplicate submissions
Report is required even if your institution has not earned program income

- 1,726 Institutions received notices = 1,726 reports expected

Report is due 45 days after the reporting period begins

Only annual reports are required

**DO NOT ALTER REPORTING TEMPLATE**

Submission of only the Excel file to programincomecertification@nsf.gov
QUESTIONS?

- All Topics
- Website
  www.nsf.gov/bfa/dfm/cmeab.jsp