NSF Program Income Webinar
October 27, 2021
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 2020 Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 20-1), 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 – 10/01/2019 to 09/30/2020

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 FY2019

Failure to complete the program income report may result in delay of future NSF award payments
REPORTING TIMELINE

Reporting Period = 45 Days

Period Begins

Oct 1

1st Notice

2-5

Reminder Notice

20-30

Report Due

Nov 14

Additional Follow-up

Dec

CASH MANAGEMENT BRANCH
BUDGET, FINANCE AND AWARDS MANAGEMENT | DIVISION OF FINANCIAL MANAGEMENT
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, 2020 for reimbursement of project expenses.

In your FY20 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, 2020.

In your FY20 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, 2020, 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, 2020 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
## Ways to report FY 2020 Program Income

<table>
<thead>
<tr>
<th>No Program Income To Report</th>
<th>Program Income To Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Email certification statement <strong>NEW!</strong></td>
<td></td>
</tr>
<tr>
<td>• Program Income Worksheet</td>
<td>• Program Income Worksheet</td>
</tr>
</tbody>
</table>
NEW for 2020

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
  - 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

**My Desktop**

- **Manage Financials**
  - View balances and submit cash requests
  - Submit or manage payment transactions
  - More about NSF
  - Program Income Reporting

- **Administration**
  - Manage your account and user roles
  - User Management
  - FASTLANE ORGANIZATION MANAGEMENT
  - Research Administration

**Manage Financials**

- **Program Income Reporting**

**My Desktop**

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

http://research.gov/programincome
Download a current worksheet 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)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF Organization</td>
<td>0001234567</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>Inception to Date - September 30, 2020</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 active awards that earned program income.
**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**
**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**

<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>1,500.00</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>500.00</td>
<td>Optional field</td>
</tr>
<tr>
<td>1623300</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>26,600.00</td>
<td>20,000.00</td>
<td>0.00</td>
<td>6,600.00</td>
<td></td>
</tr>
</tbody>
</table>
**Column F:** Unexpended program income will be calculated automatically and displayed

**Column G:** Remarks (optional)

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</tr>
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<tbody>
<tr>
<td></td>
<td>Must be 7 numerical characters</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>Must be a positive dollar amount or zero</td>
<td>Optional field</td>
</tr>
<tr>
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<td>1,080.00</td>
<td>1,080.00</td>
<td>0.0</td>
<td>500.00</td>
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</tr>
<tr>
<td>1523350</td>
<td>25,900.00</td>
<td>19,000.00</td>
<td>0.0</td>
<td>6,900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26,900.00</td>
<td>20,000.00</td>
<td>0.0</td>
<td>6,900.00</td>
<td></td>
</tr>
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</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 \textit{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, \textit{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

**TIP!** The Certifying Official does NOT need to print and sign the worksheet.
Submit the completed Excel worksheet via email to: programincomecertification@nsf.gov

**TIP!** Do NOT submit a PDF version of the report template. It will be rejected.
Do not submit a PDF version of the report
- Signed PDF copy of the report is not required

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 report non-program income amounts (ie. 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!
Reporting is required even if your institution has not earned program income

1,747 Institutions received notices = 1,747 reports expected

Report is due 45 days after the reporting period begins

November 14th

Only annual reports are required
QUESTIONS?

- All Topics
- Website
  www.nsf.gov/bfa/dfm/cmeab.jsp
- Presentation & recording available in 1-2 weeks