



Advanced Monitoring Site Visits

Overview/Purpose:

- Site visits are conducted by the Cost Analysis and Audit Resolution Branch (CAAR) at NSF to assess awardees' capability, performance, and compliance against the applicable elements that make up each award.
- NSF extends business assistance by offering award administration best practices and answering questions related to NSF expectations and Federal award administration requirements.
- Reviewers assess whether awardee systems provide effective control and accountability of funds, property, and other assets and if the awardee's financial management system accurately and completely discloses and documents financial results of Federal awards.
- CAAR performs approximately 30 site visits each year; selected reviews may be conducted virtually.

Timeframe/Roles:

- Site visits typically take five months from the start of planning through receipt of the awardee's response to the site visit report. NSF notifies awardees four to six weeks prior to the scheduled site visit and requests documentation for review.
- The on-site portion of the site visit lasts three to four days and includes interviews with the awardee's functional area representatives. Site visits typically require the participation of staff from the sponsored programs office, business office, and finance office at awardee institutions.
- The process culminates in the dissemination of the site review letter typically about 90 days after the visit, which provides feedback to the awardee by identifying best business practices and areas of weakness and makes recommendations for improvement. Awardees may be required to prepare a corrective action plan to remedy any deficiencies.

Topics Covered:

- Reviewers typically look at three to four core review areas:
 - General Management Survey
 - Accounting and Financial System Review
 - FFR Reconciliation to the Awardee's Accounting Records (*Discontinued as of October 1, 2013*)
 - ACM\$ Drawdown Process Review
 - Desk Review Follow-Up (*if appropriate*)
- CAAR collaborates with other NSF divisions and directorates when selecting three to four of the following targeted areas to review: American Recovery and Reinvestment Act (ARRA) Review, Consultants, Cost Sharing, Final Project Reports, Fringe Benefits, Indirect Costs, Participant Support Costs, Procurement, Program or Award-Related Income, Property and Equipment, Special Terms and Conditions, Subawards and Subrecipient Monitoring, Time and Effort Records for Personnel, and/or Travel

More information about Advanced Monitoring Site Visits can be found at www.nsf.gov/bfa/dias/caar/sitevisits.jsp.

IMPORTANT LINKS:

National Science Foundation
www.nsf.gov

Division of Institution and
Award Support
www.nsf.gov/bfa/dias

Cost Analysis and Audit Resolution
Branch
www.nsf.gov/bfa/dias/caar/index.jsp

NSF Proposal & Award Policies
and Procedures Guide
www.nsf.gov/publications/pub_suum.jsp?ods_key=papp

Prospective New Awardee Guide
www.nsf.gov/publications/pub_suum.jsp?ods_key=pnaq

General Federal Requirements
www.nsf.gov/bfa/dias/caar/fed.jsp

Questions may be directed to
CAAR

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