



**NATIONAL SCIENCE FOUNDATION (NSF)  
Special Terms and Conditions for  
Administration of NSF Conference or Travel Grants (FL 26)  
Effective January 28, 2019**

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**1. General**

The grant shall be administered in accordance with the applicable terms and conditions identified in the award notice.

In addition, the grant also is subject to the terms and conditions specified in this document, unless otherwise stated in the award notice.

**2. Selection of Participants**

Selection of participants must be fair and must include opportunities for the participation of women, minorities and persons with disabilities.

**3. Travel**

a. Allowances to individuals for transportation normally will not exceed the cost of jet economy round-trip airfare between the individual's home or institution and the conference.

b. Because of the risk of catastrophic loss, NSF does not encourage the use of charter flights as a means of mass transportation for groups of scientists, but US-Flag charter flights may be used by individuals. When a traveler requests less than jet economy fare or has other support to defray part of the cost of transportation, a corresponding reduction will be made in the allowance from funds provided by this grant.

c. Employees of the Federal Government (other than NSF) may be compensated for their travel expenses to attend the conference provided that prior written approval is obtained from their agency, including a statement that the travel is not expected to contribute directly to the mission of their agency. Federal employees may serve as lecturers or staff members on a project and may receive compensation and/or expenses if they obtain prior approval from their agencies to participate and if services to the project are performed outside their regular working hours or while they are on leave status from official duties. Under no circumstances may NSF employees be compensated from this grant.

d. Funds from this grant may not be used to provide travel or related expenses to an individual whose comparable expenses are being defrayed by his/her employer or by some third party, including through another Federal grant.

- e. Funds provided by this grant may not be used for travel or per diem expenses of dependents.
- f. Further NSF approval of separate trips by persons to attend the conference is not required.
- g. Any air transportation to, from, between, or within a country other than the US of persons or property, the expense of which will be assisted by NSF funding, must be performed in accordance with Article 14, "Travel" of the NSF *Agency Specific Requirements* (ASR) to the *Research Terms and Conditions* (RTC).
- h. NSF assumes no responsibility for securing passports or visas required by any person because of his/her participation in an NSF-supported project.
- i. Costs of entertainment, amusement, diversion and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, and related meals, lodging, rentals, transportation and gratuities) are unallowable. Expenses of grantee employees who are not on travel status, serving as hosts, or otherwise participating at meals that are primarily social occasions involving speakers or consultants are not allowable, even if the costs of the speaker or consultant are allowable.

The grantee also must consult the NSF *Proposal & Award Policies & Procedures Guide* (PAPPG) [Chapter II.E.7](#), which provides additional coverage on allowability of costs associated with conferences.

#### **4. Harassment-Free Environment**

For any grant that provides support for an NSF-sponsored conference (in whole or in part), the grantee is required to have a policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must be disseminated to conference participants prior to attendance at the conference as well as made available at the conference itself.

#### **5. Program Income**

In lieu of Article 30.b "*Program Income*", of the NSF ASR to the *Research Terms and Conditions*, substitute the following:

Unless otherwise specified in the grant, program income received or accruing to the grantee during the period of the grant should be designated for deductive treatment and must be remitted to NSF by crediting costs otherwise chargeable against the grant. Program Income in excess of the grant will be remitted to NSF electronically or by check payable to the National Science Foundation.

#### **6. Reporting Requirements**

The grantee will ensure that the Principal Investigator(s)(PIs)/Project Director(s) (PDs) and co-PIs/co-PDs under a travel grant accept responsibility for reporting on the traveler's participation in the conference. The report should be submitted electronically, via Research.gov. The report should include: (1) a description of the participant selection process; (2) a list of persons for

whom travel funds were provided; (3) their organizational addresses; (4) the sum awarded; and (5) information on the conference including number of persons attending, total number of US participants, and other countries represented, highlights of the program and general reaction of the US participants supported under the travel grant.

Travel grantees are required to retain supporting documentation that funds were spent in accordance with the original intent of the proposal. Such documentation will be subject to audit as specified in [PAPPG Chapter VII.E](#), except as noted in 2 CFR § 200.333.

## **7. Grant Monitoring and Evaluation**

The Foundation may, as part of its program evaluation activities, carry out assessments of the outcomes of selected travel grants. The grantee is requested to cooperate with Foundation staff or designated third parties conducting these assessments.

## **8. Resolution of Conflicting Conditions**

In lieu of Article 40, "*Resolution of Conflicting Conditions*" of the NSF ASR to the *Research Terms and Conditions*, substitute the following:

- a. Should there be any inconsistency between any special conditions contained in the award notice, the NSF ASR to the *Research Terms and Conditions*, or these *Special Conditions*, the special conditions in the award notice shall govern.
- b. Should there be any inconsistency between these *Special Conditions* and the NSF ASR to the *Research Terms and Conditions*, the *Special Conditions* shall govern.
- c. Should there be any inconsistency between the *Special Conditions*, the NSF ASR to the *Research Terms and Conditions*, and any NSF solicitation cited or included by reference in the award notice, the matter should be referred to the cognizant NSF Grants and Agreements Officer for guidance.