National Science Foundation
Advisory Committee for Business and Operations
Spring 2014 Meeting

April 30-May 1, 2014
Room 1235

Wednesday, April 30, 2014

1:00 pm **Welcome/Introductions/Recap of Recommendations**
Co-Chairs: Charlene Hayes and Dick Seligman

1:15pm **BFA/OIRM/CIO Updates**
Presenters: Marty Rubenstein (Office of Budget, Finance and Award Management), Cliff Gabriel (Office of Information and Resource Management)

2:30 pm **Future NSF**
Presentation will cover:

- Background (including update on recent sale of NSF's new building), project schedule, design approach, budget, and current issues;
- Overall OD advisory structure for oversight of the Future NSF project; and
- Processes for addressing relocation issues of particular importance to employees (e.g., work environment, security, work-life balance, commuting, parking, sustainability, etc.).

Committee Action/Feedback:

- Staff attrition – ideas for mitigating retirement or other losses related to relocation;
- Downsizing of NSF space – Presidential and Congressional mandates to reduce Federal space mean that many NSF employees will be occupying smaller workspaces in the new building – ideas for maintaining employee productivity and morale;
- Expansion of Telework and Hoteling – ideas for breaking down barriers to greater use of telework and hoteling; and
- Suspension of merit review panels during some portion of the planned 3-month move process from Arlington to Alexandria – potential cost savings and move efficiency vs. continuation of key mission activity.

Presenters: Joe Burt/Mignon Anthony

Discussants: Charlene Hayes/Doug Webster

3:15 pm **Break**

3:30 pm **Measuring Effective Policy Implementation: OMB Publication of Uniform Guidance**
On December 26, 2013 OMB published the Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It is a culmination of long-standing (since late 1990's) efforts to streamline federal grants policy, incorporating the language from eight OMB circulars into one consolidated set of guidance in the Code of Federal Regulations. By streamlining eight existing OMB circulars into one comprehensive policy guide, the government can better administer the $600 billion awarded annually for grants and other types of financial assistance by decreasing administrative burden for recipients and reducing the risk of waste, fraud and abuse.

OMB has asked agencies to support the development of metrics to assess the effectiveness of the Uniform Guidance implementation.

Through discussion, NSF seeks advice on strategies for measuring the effectiveness of policy implementation. We will also use this time to share highlights of the Uniform Guidance, as it will have a significant impact on NSF.

National Science Foundation
Advisory Committee for Business and Operations
Spring 2014 Meeting

April 30-May 1, 2014
Room 1235

Wednesday, April 30, 2014

Committee Action/Feedback:

1. **Experience with Developing Metrics**
   - What strategies and approaches could we suggest to OMB for this metrics initiative?
   - What metrics have you used to determine if a policy change actually brings about the intended result?
   - What questions must we ask to measure policy implementation effectiveness?

2. **Case Studies**
   Please share policy implementation examples at your organization
   - When did you begin developing metrics in relation to policy development and implementation?
   - What were the challenges and strategies for collecting baseline performance information?
   - What strategies did you use to improve metrics refinement and data collection as the process progressed?

Presenter: Dale Bell/Jean Feldman/Alex Wynnyk

Discussants: Cindy Hope/Kathy Newcomer

4:30 pm **Report from Working Group to Consider the Issue of Linking NSF Organizational Goals and Objectives with Employee Performance Plans**
Virtual meeting took place in September 2013. Update will include relevant initiatives since the working group met as well as planned actions.

Presenters: Judy Sunley/Chrissy Peterson

5:00 pm **Virtual Panels**
NSF is entering its second year of exploring increased use of virtual participation. The benefits are many, including: cost savings, broaden participation, reduced stress as a result of no travel, reduced PO workload, “green”, etc.

Committee Action/Feedback:

- Clearly, panelists prefer face-to-face over virtual (understandable), what can we do to shorten that gap?
- What can we do to encourage panelists to fill out the virtual panelists questionnaire?
- One goal of virtual panels is broaden participation, how can we best show this? Affect this?
- Goal for FY15 will be 33% wholly virtual. "Good"/"bad"/"indifferent"?

Presenter: José Muñoz

Discussant: Greg Jackson

5:45 pm **Adjourn**

6:30 pm **Dinner**

National Science Foundation
Advisory Committee for Business and Operations
Spring 2014 Meeting

April 30- May 1, 2014
Room 1235

Thursday, May 1, 2014

8:30 am **Business Systems Review (BSR) Process**

The Large Facilities Office (LFO) of the Office of Budget Finance and Award Management (BFA) has convened the BSR Subcommittee of the Advisory Committee for Business and Operations (B&O) three times (March 28-29, 2007; April 28-29 2008; and February 6-7, 2012) to review the Business Systems Review (BSR) processes, policies, and progress.

NSF established the BSR process in 2005 as part of a corrective action plan for large research facility projects which are defined as 'high risk' in recognition of the magnitude, complexity and long-term duration of their funding. The purpose of the BSR program is to provide oversight and compliance assistance to awardees.

Over the years the guiding procedural manual, the BSR Guide, has been revised many times to reflect recommendations to the process provided by the Subcommittee or lessons learned in working with the awardees. More recently and following a request by the acting Deputy Director Large Facility Projects, a small NSF-led Team began a comprehensive internal study to identify opportunities for further improvements in the BSR process. The study scope included a review on the state of the recommendations of the three past BOAC BSR Subcommittees, analysis of BSR data and identification of opportunities for process improvement. The internal study is ongoing; however the overall conclusion, thus far, is that the BSR Program has successfully fulfilled its purpose, specifically to conduct oversight and monitoring of the NSF's Large Facility Project portfolio and to provide business assistance to NSF Awardee Community.

In addition to the ongoing BSR process improvements, NSF has completed the majority of the three BSR Subcommittee's recommendations. Action continues for several put forth by the 2012 Subcommittee. LFO staff plans a more detailed discussion of this at the meeting.

Committee Action/Feedback:
This presentation is primarily informational, as the internal study is ongoing. The Committee is invited to respond to the presentation and update and to share observations and recommendations.

Presenter: Scott Horner/Florence Rabanal

Discussants: Dick Seligman/Katy Schmoll

9:00 am **Committee Discussion: Prepare for Meeting with Dr. Córdova and Dr. Marrett**

9:45 am **Break**

10:00 am **Discussion with Dr. Córdova and Dr. Marrett**

11:00 am **Wrap-Up/Loose Ends**

11:30 pm **Adjourn**