



**National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230**

BFA 11-001

**Dear Colleague Letter: The Policy Office, Division of Institution and Award Support, Office of Budget, Finance, and Award Management (BFA)
Employment Opportunity**

August 12, 2011

Dear Colleagues:

The Policy Office, within the Division of Institution and Award Support (DIAS) in the Office of Budget, Finance & Award Management (BFA), announces an opportunity for an individual with demonstrated experience in grant administration and management to assist the Policy Office in strengthening NSF's capabilities in policy formulation and implementation for the Foundation's assistance programs.

This position is a term appointment under the Intergovernmental Personnel Act (IPA) for one year, with a possibility of renewal for a second year. The appointee will need to relocate to the Washington D.C. Metro area for the term of the appointment. The position will be filled at the equivalent of a GS-13 Federal Government employee salary (range of \$89,000 to \$115,000).

Under the IPA provisions, the appointee remains on the payroll of his/her home institution and the home institution will continue to administer pay and benefits. NSF will reimburse the home institution for NSF's negotiated share of the cost of the assignment. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations.

The appointee will assist with the full range of activities in the Policy Office. Broad responsibilities for the Policy Office include the development, coordination, and issuance of NSF pre- and post-award policies that govern the assistance programs of the National Science Foundation. The Policy Office is also responsible for:

- Providing guidance on policies and procedures related to NSF's electronic proposal and award systems;
- Reviewing and approving all NSF proposal-generating documents;
- Coordination of outreach programs for external stakeholders and NSF staff;
- Coordination for the release of timely and relevant information regarding NSF policies and procedures that cover proposal preparation, merit review, and award management.

The incumbent will work closely with BFA staff, NSF Program Officers, the Office of the General Counsel and other NSF staff responsible for the management and oversight of NSF programs. Specific duties will include:

- Identifying ways to improve funding opportunities and other proposal generating documents for Principal Investigators and Sponsored Projects Office (SPO) officials;
- Assisting with the implementation of NSF policies and procedures;
- Providing expert assistance to questions posed by researchers, SPO administrators, and NSF staff; and

- Development and implementation of strategies to improve communication of changing policies and procedures to the research community.

Additional special projects may include:

- Analysis of policy implications for changes recommended by the Merit Review Task Force and the Merit Review Process Working Group, and developing implementation briefing materials and presentations for the National Science Board, senior management and NSF staff; and
- Assisting interagency efforts surrounding the consolidation of Government-wide assistance award guidance into Chapter 2 of the CFR (Code of Federal Regulations).

Applicants should possess in-depth knowledge of pre- and post-award policies and regulations at the federal level. They should have ten or more years of experience in a position with responsibility for grants management and administration. Additionally, applicants should possess excellent oral and written communication skills.

Applicants should send a letter of interest, a resume or curriculum vitae, and a brief (no more than 3 pages) writing sample to the following address no later than close of business, September 2, 2011 to:

Jean Feldman
Head, Policy Office
Division of Institution and Award Support
National Science Foundation
4201 Wilson Blvd., Suite 485
Arlington, VA 22230
Phone: 703-292-8243
Fax: 703-292-9171
E-mail: policy@nsf.gov

The desired starting date for the position is negotiable, although it is expected that the IPA would begin the appointment in the first part of FY 2012. **Formal consideration of applications will begin on September 6, 2011 and will continue until a selection is made.** We look forward to receiving and reviewing applications for this exciting and mutually beneficial employment opportunity in the NSF Policy Office.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.