



**NATIONAL SCIENCE FOUNDATION (NSF)  
ADMINISTRATION OF NSF CONFERENCE OR GROUP TRAVEL GRANT  
GRANT SPECIAL CONDITIONS (FL 26)  
March 01, 2008**

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**1. General**

The grant shall be administered in accordance with the applicable terms and conditions identified in the grant notice as follows:

- NSF Grant General Conditions (GC-1), or
- Federal Demonstration Partnership Terms and Conditions, as supplemented by the NSF Agency Specific Requirements.

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

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 U.S-Flag charter flights may be used by individuals. When an individual 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. The grant notice or approved budget may specifically provide that grant funds may be used for per diem and other applicable expenses of participants. If the grant is solely to assist in defraying the travel expenses of selected scientists to attend an international conference which will not be conducted with NSF support, grant funds may not be so used except to assist in defraying the lodging and subsistence expenses of an officially designated delegate of a Federal Agency or of the U.S. element of a recognized international organization who would not otherwise be reimbursed for such expenses.

d. Employees of the Federal Government (other than NSF) may be compensated for their travel expenses to attend the conference/workshop 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.

e. 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.

f. Funds provided by this grant may not be used for travel or per diem expenses of dependents.

g. Further NSF approval of separate trips by persons to attend the conference is not required.

h. Any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed in accordance with Article 10. "Travel" of the GC-1, or the provision entitled "U.S. Flag Air Carriers" stipulated in Appendix B of the FDP-IV Terms and Conditions.

i. NSF assumes no responsibility for securing passports or visas required by any person because of his/her participation in an NSF-supported project.

j. 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 awardee 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.

Grantees also must consult the NSF Award & Administration Guide Chapter V.C.5, "*Meetings and Conferences*" which provides additional coverage on allowability of costs associated with meetings and conferences.

#### **4. Reporting Requirements**

The Grantee will ensure that the Principal Investigator (PI) under a group award accepts responsibility for reporting on the group's participation in the meeting. The report should be submitted utilizing the "Activities and Findings" section of the FastLane Project Reporting System. 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 institutional addresses; (4) the sum awarded; and (5) information on the meeting including number of persons attending, total number of U.S. participants, and other countries represented, highlights of the program and general reaction of the U.S. participants supported under the group travel award.

Group travel awardees 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 Article 23. "*Audit and Records*" of NSF's GC-1, or Section 26. "*Non-Federal Audits*" of the FDP-IV Terms and Conditions.

## **5. Grant Monitoring and Evaluation**

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

## **6. Program Income**

In lieu of Article 19, "*Program Income*", substitute the following:

### **a. Definition**

Program income means gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, and any registration or other fees paid by conference participants or sponsors.

### **b. Standard Treatment**

Program income received or accrued to the grantee during the period of this grant shall be retained and added to the funds committed to the project by NSF and used to further project objectives.

### **c. Reporting**

Unless otherwise specified in the grant terms and conditions, program income will be reported on the quarterly Federal Financial Report (FFR) through the FFR-Program Income Worksheet. Any unexpended program income remaining at the expiration of the grant, shall be remitted to NSF electronically using the NSF remittance form at [www.pay.gov](http://www.pay.gov) or by check payable to the National Science Foundation, and sent to NSF Cashier, 4201 Wilson Blvd, Arlington, VA 22230.

### **d. Records Retention**

The grantee is required to retain appropriate financial and other records relating to project income earned during the award period and for three years beyond the end of the award period.

## **7. Resolution of Conflicting Conditions**

In lieu of Article 36, "*Resolution of Conflicting Conditions*" of NSF's GC-1, substitute the following:

a. Should there be any inconsistency between the grant notice and the Grant Special or General Conditions, the grant notice conditions shall control.

b. Should there be any inconsistency between the Grant Special or GC-1, the Grant Special Conditions shall control.

c. Should there be any inconsistency between the Grant Special and GC-1 and any NSF guides, brochures, etc., cited or included by reference in the grant, the matter should be referred to the cognizant NSF Grants and Agreements Officer for guidance.