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**Sent:** Wednesday, May 27, 2020 3:25 PM

**To:** [ACMS\\_POC@LISTSERV.NSF.GOV](mailto:ACMS_POC@LISTSERV.NSF.GOV) <[ACMS\\_POC@LISTSERV.NSF.GOV](mailto:ACMS_POC@LISTSERV.NSF.GOV)>

**Subject:** NSF Financial Management Reminders Regarding COVID-19

Dear Grantees,

The research community is facing unique challenges from the Coronavirus Disease 2019 (COVID-19) crisis. We are facing unprecedented disruptions to education and research programs. The National Science Foundation (NSF) understands the effects these challenges can have on NSF-funded research and facilities, and we are committed to providing the greatest available flexibilities to support your health and safety as well as your work. NSF is continually updating guidance and online resources to keep you informed. The latest information is available at: <https://www.nsf.gov/coronavirus>.

We want to remind everyone that during these challenging times, it is critical that you maintain appropriate cost documentation and records as required by 2 CFR 200.302, "*Financial Management* and 2 CFR 200.333, "*Retention Requirements for Records*."

- A special circumstance that we are facing is the appropriation of supplemental NSF funds under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) providing our grantee community with resources to conduct COVID-19 related research. For grantees who have received COVID-19 supplements on existing awards, or who are exercising administrative flexibilities to complete their COVID research, we encourage that these recipients track these expenditures separately from those incurred under the normal scope of their award. The government-wide audit and oversight community, as well as NSF, are committed to sound stewardship of these funds. As such, maintaining strong internal controls over COVID-19 funding will provide a foundation for potential future reporting requirements for NSF and its research community.
- Awardees should continue to exercise strong internal controls and continue to practice effective financial stewardship under the pandemic environment. NSF will continue to process payments without interruption. Your assigned grant accountant can provide assistance as needed on any questions.
- Finally, NSF is distributing regular notices regarding cancelling appropriations on existing awards. Per federal appropriation law, the funds listed in these notices will no longer be available for drawdown after September 30, 2020. We strongly encourage financial managers and principal investigators to monitor these balances on their awards to ensure the funding is not lost at fiscal year-end. Awardees are cautioned against advancing remaining funds simply to expend remaining balances, and as always, excess funds drawn should be returned to NSF as soon as practicable.

As always, we want to offer our support during this time. For program and award administrative questions, please contact the Managing Program Official or the Managing Grants Official listed on your award letter. For payment and post-award financial management questions, please contact your Grantee Cash Management grant accountant found at <https://www.nsf.gov/bfa/dfm/cmeab.jsp>.

Sincerely,

**Michael Wetklow**

Deputy Chief Financial Officer and Division Director | Division of Financial Management

**Dale Bell**

Division Director | Division of Institution and Award Support