



**National Science Foundation  
Graduate Research Fellowship Program**

*Administrative Guide*

*Effective March 28, 2023*

*Directorate for STEM Education (EDU)*

*Division of Graduate Education (DGE)*

**NSF 23-075**

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# 1. Introduction

The National Science Foundation (NSF) is an independent federal agency created by the National Science Foundation Act of 1950, as amended (42 USC 1861-75). The NSF Graduate Research Fellowship Program (GRFP) recognizes and supports graduate students in NSF-supported disciplines who are pursuing research-based master’s and doctoral degrees at accredited United States (US) Institutions of Higher Education (IHEs).

This Administrative Guide (Guide) outlines the administrative policies and procedures for the GRFP for both Fellows and awardee IHEs. **The information contained in this Guide, the Fellowship Offer letter, the NSF GRFP Solicitation, and the NSF Award Notice comprise the Terms and Conditions of the Fellowship award with which Fellows and awardee institutions must comply in order to receive fellowship funds.** The current Guide is effective as of the date on the cover page.

As recipients of federal funds, Fellows are expected to fulfill the academic and fiscal obligations of their Fellowship award, as outlined in this Guide. Failure on the part of a Fellow to observe all the Terms and Conditions of the NSF GRFP fellowship award constitutes sufficient grounds for its termination by NSF.

Fellowship Terms and Conditions are subject to change, and it is the responsibility of Fellows and IHEs to ensure compliance with current program requirements.

## 1.1 Significant Changes

Effective Date	Change
See date on cover page	The Guide was redesigned and reformatted. Significant changes include: <ul style="list-style-type: none"><li>• Clarification of processes</li><li>• Updated graphics depicting annual program cycle</li><li>• Separate sections for Fellows and IHEs</li><li>• Eligibility clarifications</li><li>• Updated terminology</li><li>• Updated links to applicable documentation</li><li>• Additional detail on reporting requirements for Fellows and IHEs</li></ul>

## 1.2 NSF Resources

This Guide references the following NSF documents and publications:

- *Proposal and Award Policies and Procedures Guide* (PAPPG)  
[https://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=pappg](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg)
- *GRFP Program Solicitation*  
<https://beta.nsf.gov/funding/opportunities/nsf-graduate-research-fellowship-program-grfp>
- *NSF Agency Specific Requirements to the Research Terms and Conditions*  
<https://www.nsf.gov/awards/managing/rtc.jsp>

Please visit the following websites for additional information:

- NSF: <https://www.nsf.gov>
- GRFP: <https://www.nsfgrfp.org/>
- GRFP Online Module: <https://www.research.gov/grfp/Login.do>

## 2. Fellow Responsibilities & Information

The NSF GRFP Office administers the Graduate Research Fellowship Program and is assisted at each NSF GRFP IHE by an institutional representative designated as the Coordinating Official (CO). An IHE Directory of representatives of all NSF GRFP IHEs is available on the [GRFP Online Module](#). **The IHE's CO is the first point of contact for all Fellowship questions.** If a Fellow requires additional assistance after consulting the GRFP CO at their IHE and reviewing this Guide, only then should they e-mail [grfp@nsf.gov](mailto:grfp@nsf.gov) and include a brief description of the topic in the Subject line. They should include their full name, Fellow ID, and details of the issue or request, and copy their IHE's CO on the e-mail.

### 2.1 Fellowship Acceptance

Fellow candidates will be sent a Fellowship Offer Letter by e-mail in late March/early April. Fellow candidates must formally accept and agree to the Fellowship Terms and Conditions using the GRFP Online Module by the specified due date. ***By accepting their Fellowship, all Fellows certify that they have read, understood, and accepted the Terms and Conditions of the Fellowship contained in the Fellowship Offer Letter and in this Guide, and that they are aware of the consequences of not complying with the Terms and Conditions.***

Candidates who accept the offer become Fellows. Until a change request is submitted by the Fellow and approved by the CO, NSF assumes association with the IHE originally proposed in the application. It is the Fellow's responsibility to arrange for admission to a graduate program and to request approval from the CO and NSF, via the GRFP Online Module, for any Institutional changes. New Fellows should confirm that their profile in the GRFP Online Module properly reflects their correct IHE.

First year Fellows must be enrolled full-time in an eligible graduate degree program in the field of study indicated in their application by the beginning of the following academic year. Fellows must pursue graduate study that leads to a research-based master's or doctoral degree in STEM or in STEM education, as described in the GRFP Program Solicitation. Major changes in scope (i.e., changes in major field of study) during the graduate career may be proposed after the completion of the first year of graduate study and require NSF approval.

New Fellows must submit their plan to utilize the funding over the five-year Fellowship Period at the start of their Fellowships. This plan is only an estimate and is not binding. Declaring Fellowship Status means the Fellow uses the GRFP Online Module to indicate their intention to be On Tenure, Medical Leave, Military Leave, or Reserve for each year of the five-year Fellowship Period. New Fellows must certify that they meet the eligibility requirements, as described in the GRFP Program Solicitation, in section IV. Eligibility Information.

Failure to comply with the Fellowship Terms and Conditions will result in termination of the Fellowship offer and render individuals ineligible to re-apply. In cases where Fellows have misrepresented their eligibility or have failed to comply with the Fellowship Terms and Conditions, the Fellowship will be terminated, and the case may be referred to the NSF Office of Inspector General for investigation. This action may result in requiring the Fellow to repay Fellowship funds to the NSF.

## 2.2 Fellowship Year

Upon accepting the Fellowship, new Fellows must begin their Fellowship at the start of the fall academic session of their Fellowship acceptance year. Fellows who have completed the first year of their Fellowship may request a summer start date. By requesting a Summer Fellowship Year start date, Fellows acknowledge they will be losing (forfeiting) three months of the fellowship period. The Fellowship start date does not necessarily coincide with the formal summer or fall academic session of the IHE, and On Tenure Status is not defined by the date on which a stipend payment is issued.

Regardless, Fellows are expected to be actively engaged in their graduate programs throughout the Fellowship year. Institutional rules concerning enrollment apply; therefore, enrollment *as documented on the transcript* is required. The Fellowship may not be used retroactively.

**Summer/June 1 Fellowship Year.** After completion of the first fellowship year, Fellows can elect to switch to a summer start date for semesters beginning in May, June, or July.

**Fall/September 1 Fellowship Year.** All new Fellows will have a Fall start date for semesters beginning in August, September, or October.

## 2.3 Status Declaration

Once applicants accept the GRFP fellowship and start their NSF GRFP-supported graduate study, they are Fellows. Fellows must be enrolled in an IHE for the duration of their Fellowship. Following award acceptance and declaration, Fellows must be in one of the Fellowship Statuses shown in the table below.

Fellow Status	Fellowship Status	Stipend?	Description
<b>Active</b>	On Tenure	Yes	Fellow is enrolled full-time in an eligible degree granting program and receiving GRFP stipend.
	Forfeited	No	Fellow is enrolled full-time in an eligible degree granting program but is not receiving a stipend during all or part of a Tenure year. Stipend not utilized is lost (forfeited).
	On Reserve	No	Fellow is enrolled full-time in an eligible degree granting program but is not receiving a GRFP stipend.

Leave	On Medical Leave	Yes	Fellow is on a leave of absence from their graduate program due to medical or dependent-care situation. There is a limited paid medical leave option for up to three months.
		No	Fellow is on a leave of absence due to medical or dependent-care situation. Fellow is not receiving a stipend.
	On Military Leave	No	Military Leave is intended for Fellows who must interrupt their graduate studies for active duty.
Completion	Completed with Degree	No	Individual who graduated within the five-year Fellowship Period.
	Completed	No	Individual who completed the five-year Fellowship Period before graduating with a degree.
	Terminated	No	Individual Fellowship is terminated for cause (failure to comply with the Terms and Conditions of the Fellowship) or fellow voluntarily discontinues Fellowship during the five-year period.

All Fellows must declare their status ([Section 2.4](#)) for the next Fellowship year by the deadline specified in the GRFP Online Module. Fellows must certify that they continue to meet the eligibility requirements, as described in the GRFP Program Solicitation and annual certifications. The annual status declaration also confirms that the Fellows accepts the Terms and Conditions in the current Administrative Guide. Fellowship Status declaration for Tenure and Reserve are for the entire year. ***Requests to change from Tenure to Reserve or vice versa after the Fellowship year has begun are not permitted.***

All Fellows are expected to be engaged in their graduate program and research, irrespective of their Fellowship status (except if on Medical or Military Leave Status). Fellows are not permitted to receive more than the equivalent of 12 months of GRFP stipend support during a single Fellowship year, and no Fellow is eligible to receive more than 36 months cumulative GRFP support during the five-year term of the Fellowship.

## 2.4 Fellowship Status

The Fellowship provides three On Tenure Years of financial support (stipend and Institutional COE allowance) and two On Reserve Years. Both statuses, On Tenure and On Reserve, are granted only in 12-month increments. Only Fellows with Tenure Status, or on a limited paid Medical Leave Status, are eligible to receive stipend payments. However, Fellows On Reserve may be eligible for funding through INTERN or other similar supplement requests, including stipend support.

Fellows may pursue other activities off campus during the academic year if the activities are part of their graduate degree program. While pursuing these activities, Fellows must maintain fulltime enrollment (as established by the IHE). These activities are subject to the approval of the CO who confirms that these activities are part of the Fellows' graduate education program and normal degree progress ([See Section 2.6](#)). A list of IHE's Coordinating Officials can be found in the IHE Directory on the GRFP Online Module.

### On Tenure Status

During On Tenure years, Fellows actively utilize Fellowship support (i.e., receive a stipend). Fellows use On Tenure Status for a maximum of three years, in 12-month increments, during the five-year Fellowship

Period. This includes situations where all or part of the support is forfeited (lost). Fellowship Tenure may not be broken into smaller units spread across more than one year, except in cases of NSF-approved Medical or Military Leave (see below). To be eligible to receive stipend payments, Fellows are expected to be actively engaged in their graduate program through coursework or research under the direction of an Academic/Research Advisor throughout the Fellowship year.

### **On Reserve Status**

Reserve Status allows Fellows the flexibility of incorporating professional development opportunities (e.g., teaching assistantships, internships, etc.) into their graduate programs. Fellows may use Reserve Status for two years, in 12-month increments, during the five-year Fellowship Period. Fellows On Reserve remain **enrolled as full-time students** (as defined and confirmed by their IHE's registrar) and actively engage in research or coursework, as part of the graduate degree program. Annual Activities Reports are required during Reserve Status.

### **Forfeited Status**

Fellows in Forfeited Status during a Tenure year must be actively engaged in research and/or coursework, leading to an eligible research-based graduate degree. Funding not utilized during a Tenure year is forfeited (lost) and not recoverable for later use. Annual Activities Reports are required during Forfeited periods. Fellows must submit a change request in the GRFP Online Module to return to On Tenure Status.

### **Medical Leave Status**

Medical Leave may be requested if a Fellow experiences a serious illness or other physical/mental medical condition, or a Fellow has full-time caregiving responsibilities for an immediate family member (spouse, child, dependent, sibling, or parent) that prevent full-time Fellowship activity for an extended period. NSF considers dependent care to include childcare, adoption, parental leave, elder care, and extended family illness ([https://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf10032](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf10032)). The Career-Life Balance (CLB) supplemental funding opportunity may be requested in addition to NSF-approved medical leave for dependent care (family leave) situations, see section 2.6 for more information.

Medical Leave must be requested in monthly increments, up to a maximum accumulation of two years or 24 months. The unused, deferred months of Tenure or Reserve are available for use later, extending beyond the normal 5-year limit. Fellows in Medical Leave Status must submit an Annual Activities Report (stating they are on medical leave); and the Medical Leave must be renewed if the Medical Leave extends into a new Fellowship year.

**Paid Medical Leave.** For Fellows On Tenure with an NSF-approved Medical Leave, there is a limited paid leave option: (1) if the IHE's graduate student leave policies allow for paid leave, those leave policies apply; or (2) in the absence of paid graduate student leave policies at the IHE, Fellows may continue to receive stipend payments for a period not to exceed three months total during the three Tenure Years. The three months may be broken up into shorter, monthly time frames across multiple Tenure Years. Fellows must specify in their Medical Leave request that they are requesting to be placed on paid Medical Leave. Fellows must include the request for one, two, or three months paid Leave with the Medical Leave request submitted through the GRFP Online Module. The paid leave option utilizes existing stipend/tenure months and is not a supplemental funding source.

**To request Medical Leave,** Fellows should first contact their CO and secure an institutionally approved medical or family leave based on the IHE's graduate student leave policies. Using the GRFP Online Module, Fellows must formally submit a change request for a Medical Leave before or within the first month of the Medical Leave. Retroactive requests are not approved. The request should provide an estimate of the length of time (in whole months) approved by the CO for the Medical Leave. The nature of the medical or family leave situation need not be disclosed to NSF in the change request. The IHE retains relevant documentation indicating that the condition merits a Medical Leave. If NSF approves the Fellow's Medical Leave request, the IHE must 1) keep the Fellow enrolled (as documented by the Registrar on the transcript and 2) include the Fellow in the Grants Roster. Fellows must submit a change request at the end of their Medical Leave to be placed back On Tenure or On Reserve Status.

### **Military Leave Status**

Military Leave is intended for Fellows who must interrupt their graduate studies for active duty. While on Military Leave, a Fellow's fellowship clock stops (i.e., the remaining time available for Tenure or Reserve periods is not affected). The unused, deferred months of Tenure or Reserve are available for use later, and prevailing Fellowship Terms and Conditions will apply. Fellows must request Military Leaves via the GRFP Online Module and submit a copy of their duty orders to the CO at the IHE. Fellows in Military Leave Status must submit an Annual Activities Report (stating they are on Military Leave) and declare Fellowship status annually. The Military Leave Status must be renewed if the Military Leave Status extends into a new Fellowship year. In cases of an NSF-approved Military Leave, the IHE must agree to keep the Fellow enrolled and on their Grants Roster.

## **2.5 Enrollment**

***All Fellows must be enrolled, fulltime, in an eligible research-based graduate degree program at a degree granting IHE accredited in, and at a campus located in, the US, its territories, or possessions, or the Commonwealth of Puerto Rico, except in the case of Military or Medical Leave.*** Full-time status is established by each IHE and may include reduced course load requirements, such as following admission to candidacy or equivalent status. The IHE's registrar must consider the Fellow enrolled, and the Fellow must provide to NSF a transcript that reflects enrollment status upon request.

### **Change of IHE**

Fellows are permitted to change IHEs. When transitioning from one IHE to another, Fellows should not plan to have a significant break in enrollment (e.g., a break of more than one academic term). Full-time engagement in a graduate research program is expected; therefore, any changes of IHEs require prior NSF approval. When transferring institutions, Fellows are expected to 1) be enrolled in a graduate program and 2) must be in a field of study supported by NSF GRFP. Individuals who are not enrolled in a graduate program are not considered Fellows and therefore are not eligible to collect a stipend. Fellows are not eligible to receive stipend during lapses in enrollment, such as when transferring between institutions. See specific scenarios below for more information on changing IHEs.



**Before Starting the Fellowship.** If a Fellow wishes to study at an IHE other than the proposed IHE listed on their Fellowship application, the Fellow should indicate their selected IHE when they accept their Fellowship. Contact the NSF GRFP Office ([grfp@nsf.gov](mailto:grfp@nsf.gov)) if the IHE is not listed in the IHE Directory available in the GRFP Online Module.

**Between Fellowship Years.** Fellows who wish to transfer between IHEs between Fellowship years must submit a change request, via the GRFP Online Module, during the Fellowship Status Declaration Window. If a Fellow wishes to change IHEs after submitting the annual Fellowship Status Declaration and before starting the new Fellowship year, a change request must be submitted to NSF for approval. COs at both the current and proposed IHEs and NSF must approve the request.

**During a Fellowship Year.** If a Fellow wishes to transfer from one IHE to another during a Fellowship year, the Fellow must submit a change request. The COs at both the current and proposed IHEs and NSF must approve the request. Upon approval, the NSF GRFP Office adjusts the Fellow's Fellowship status records in the GRFP Online Module.

## 2.6 Eligibility of External Activities

The annual GRFP Program Solicitation, available on the [GRFP website](#), provides detailed eligibility information.

GRFP Fellowships cannot be concurrently accepted or combined with support from another individual federal graduate fellowship irrespective of the Fellow's status. Federal graduate fellowships are defined as awards for which an applicant applies as an *individual*, not as part of a program in which an IHE applies for an award.

Examples from the US Government include, but are not limited to, individual federal fellowship programs offered by the Department of Agriculture, Department of Defense, Department of Energy, Department of State (Fulbright fellowships), Environmental Protection Agency, National Aeronautics and Space Administration, National Institutes of Health, and National Oceanic and Atmospheric Administration to support the graduate education of individuals. Fellows *are* permitted to solicit and accept from other federal sources support for research expenses.

Internships and traineeships are different than fellowships and therefore may be permitted. While On Reserve, Fellows may receive a stipend associated with an internship or traineeship. Fellows On Reserve may also receive federal funding if the award is not an individual fellowship (e.g., the award is given to the IHE and the IHE determines the recipients). Fellows On Reserve may be eligible for a stipend as part of an [NSF INTERN](#) (a non-academic research internship for graduate students) or similar supplement request. Fellows are eligible for additional NSF supplemental funding opportunities such as those described below.

### **Facilitation Awards for Scientists and Engineers with Disabilities**

Fellows with disabilities are eligible for facilitation awards through the Facilitation Awards for Scientists and Engineers with Disabilities (FASED) Program (see PAPPG Chapter II.F.7 for further information). The specific nature, purpose, and need for equipment or assistance should be described in sufficient detail in the request to permit evaluation by knowledgeable reviewers. The NSF GRFP Officers will make decisions regarding what constitutes appropriate support on a case-by-case basis.

### **Career-Life Balance Initiative**

GRFP supports NSF's Career-Life Balance (CLB) Initiative. IHEs may submit one or more CLB supplemental funding requests (see PAPPG Chapter II.F.8) to the current Institutional award to sustain the research of a Fellow who has been granted an NSF-approved Medical Leave for dependent-care (family leave) situations. This gender-neutral supplemental funding opportunity is in addition to the limited paid leave option for Fellows On Tenure with an NSF-approved Medical Leave. Retroactive requests are not allowed.

### **Stipend Supplementation**

Fellows are permitted to solicit and accept, from NSF or other federal and private sources, support for research expenses, such as laboratory supplies, instrumentation usage fees, field-station usage fees, travel expenses, conference/registration fees, workshop expenses, or subscription fees. Fellows are required to check with their IHE about specific policies pertaining to acceptance of any non-federal fellowships.

While On Reserve, Fellows may receive a stipend associated with an internship or traineeship or funding in connection with a teaching or research assistantship. Fellows On Reserve may also receive federal funding if the award is not an individual fellowship (e.g., the award is made to the IHE and the IHE determines the recipients). Fellows On Tenure may receive federal funding, if the award is not an individual fellowship, while in Forfeit status. Fellows are required to check with their IHE about specific policies pertaining to the GRFP Fellowship and paid activities.

### **Teaching and Similar Activities**

Each Fellow is expected to devote full time to advanced scientific study or work during the Fellowship Period. As teaching or a similar activity, such as a research assistantship, constitutes a valuable part of the education and training of many graduate students and such opportunities may arise during a Fellowship year, a Fellow may choose to undertake a reasonable amount of such activities without NSF approval. It is expected that such activities should further the Fellow's educational objectives and the gain of substantive teaching or other experience; the activities should not constitute service to the IHE or a method to make up the difference between the COE and the IHE's regular tuition and fees. Additional compensation for such activities is determined by the IHE, based on and consistent with the IHE's existing general employment policies for graduate students of similar academic standing.

## **2.7 Academic Progress**

Fellows are required to make satisfactory academic progress towards completion of their graduate degrees, except if on Medical or Military Leave Status. Satisfactory progress is defined and certified annually by the Fellow's IHE. A Fellow's Academic/Research Advisor or designated graduate program administrator is required to annually review the Fellow's Annual Activities Report and verify the Fellow's eligibility and degree progress by signing the Academic/Research Advisor Confirmation Form.

The CO certifies unsatisfactory progress for Fellows who do not complete the required reporting actions. If at any time during the year the IHE determines that a Fellow is making unsatisfactory progress, the CO will notify the NSF GRFP Office, and the Fellowship will be terminated.

## **2.8 Reporting and Communication**

Regardless of Fellowship Status, all Fellows are required to complete two separate tasks by the specified due date via the GRFP Online Module: 1) submit the Annual Activities Report with the signed Academic/Research Advisor Confirmation Form; and 2) declare Fellowship year status as covered in [Section 2.4](#).

## Annual Activities Report

Regardless of Fellowship status, all Fellows are required to submit an Annual Activities Report with the signed Academic/Research Advisor Confirmation Form by the specified due date via the GRFP Online Module. The online report includes information on research accomplishments and activities related to broader impacts, presentations, publications, teaching and research assistantships, awards and recognitions, and other scholarly and service accomplishments. Fellows must complete the certifications on the e-signature page when the Annual Activities Report is submitted.

To complete this requirement, the Fellow must provide a copy of the Annual Activities Report to their Academic/Research Advisor for review and approval prior to submission, well in advance of the deadline. The Academic/Research Advisor (or designated graduate program administrator) must sign the Academic/Research Advisor Confirmation Form to indicate that they have reviewed the Activities Report, discussed it with the Fellow, and that the Fellow is making satisfactory progress towards the degree and remains eligible for active GRFP Fellowship status. The signed form is uploaded into the GRFP Online Module.

Fellows who graduate or whose Fellowship is terminated should update their most recently submitted Annual Activities Report or submit their Annual Activities Report in the GRFP Online module within 30 days of completion/termination.

## Change in Field of Study, Research Direction, or Degree Plan

Acceptance of the Fellowship award constitutes a commitment to pursue a research-based graduate degree in STEM or in STEM education. A Fellow's research and graduate study must meet the program eligibility requirements in the GRFP Program Solicitation. Fellows must enroll in a graduate degree program consistent with the relevant field of study proposed in their application and undertake a course of study leading to a research-based master's or doctoral degree.

Changes in Field of Study are classified as either a sub-field change or a major field change:

- A **sub-field** change in a Fellow's graduate program field of study or research direction is a change within the same major field of study (the GRFP [Program Solicitation](#) includes major fields of study). For example, changing from Chemical Synthesis to Environmental Chemical Systems is considered a sub-field change since both fall within the Chemistry field of study.
- A **major field** change in a Fellow's graduate program field of study or research direction constitutes a "change in scope" — one that alters the program to the extent that it is significantly different from that originally submitted with and reviewed with the Fellowship application (e.g., a change in major field of study; the GRFP Program Solicitation includes major fields of study). Changes in the major field of study during the first Fellowship year are not permitted. Acceptance of a Fellowship award is an explicit agreement that the Fellow will be enrolled in a graduate degree program consistent with the field of study indicated in their application by the beginning of the following academic year.

Using the GRFP Online Module, Fellows must submit change requests for subfield and major field of study changes and include a brief description of the revised proposed plan of study and research. **Sub-field** changes require CO approval only. **Major field** changes require approval from the CO and the NSF GRFP Office. The proposed field of study and/or graduate program resulting from a sub-field or major field change must meet the eligibility requirements detailed in the GRFP Program Solicitation. Questions regarding program eligibility should be directed to the CO.

### **Open Researcher and Contributor ID (ORCID)**

NSF encourages Fellows to include an Open Researcher and Contributor ID (ORCID®, <https://orcid.org/>) identifier in their Fellow record. ORCID is an open, non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. An ORCID identifier provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. The ORCID Registry is available free of charge to individuals, who may obtain an ORCID identifier, manage their record of activities, and search for others in the registry. While NSF encourages Fellows to include an ORCID identifier, submission is optional.

### **Communication**

GRFP communications are conducted by e-mail. It is the Fellow's responsibility to keep their contact information (especially e-mail addresses and phone numbers) current. Fellows completing their Fellowships are required to update their contact information to allow the NSF GRFP Program Office to contact them. The NSF GRFP Office uses e-mail addresses to contact Fellows for program assessment purposes, and to measure the impact of the Fellowship on graduate school experiences and career outcomes. *Fellows should ensure spam, promotional, or other filters do not block messages from NSF GRFP (e-mail address: [grfp@nsf.gov](mailto:grfp@nsf.gov)) and other e-mail addresses from @nsf.gov.*

A Fellow's primary point of contact for inquiries is their IHE's CO, listed in the IHE Directory at the GRFP Online Module. If after consulting the GRFP CO at their IHE and reviewing this Guide, the Fellow needs to contact the NSF GRFP Office at NSF, only then should they e-mail [grfp@nsf.gov](mailto:grfp@nsf.gov) and include a brief description of the topic in the Subject line. They should include their full name, Fellow ID, and details of the issue or request, and copy their IHE's CO on the e-mail.

## **2.9 Tenure Beyond Master's Degree Completion**

Fellows who have not completed their five-year Fellowship Period and are completing a master's degree have the option of continuing their Fellowship by enrolling in an eligible research-based doctoral degree program. To remain a Fellow:

1. The Fellow must be accepted in a doctoral program upon completion of the master's degree (pursuit of a second master's degree is not permitted);
2. The transition period between degree programs may not exceed three months; and
3. The Fellow must request NSF approval and complete any required actions. Requests for NSF approval should be sent to [grfp@nsf.gov](mailto:grfp@nsf.gov).

Fellows will not receive a stipend during the transition period but will remain Fellows (e.g., when the Fellow completes a master's degree at one IHE and will be enrolled at a different IHE for a Ph.D.). Fellows do not need to request NSF approval to change between master's and doctoral degree programs if there is no change in the field of study or IHE.

## **2.10 Fellowship Completion**

Fellows who have completed their five-year Fellowship Period or have graduated are considered Retired. At the time a Fellow's status is changed to Retired, they are required to submit the Annual Activities Report or to update the most current Annual Activities Report through the GRFP Online Module by the specified deadline.

Fellows are entitled to stipend payments only for the months that the Fellow is On Tenure at the IHE, provided all Fellowship Terms and Conditions were met during these months. No Fellowship will be extended past the final academic term of graduate study leading to a graduate degree, except where a master's degree immediately leads to enrollment in a doctoral degree program. There is no continued Fellowship support after the Fellow has completed all requirements for the graduate degree, as determined by the IHE. Under no circumstance is the GRFP Fellowship considered a Postdoctoral Fellowship or employment by NSF.

## 2.11 Fellowship Termination

Should a Fellow find it necessary to *voluntarily* discontinue their Fellowship before completion of the Fellowship, the Fellow is required to initiate and submit a Request to Terminate the Fellowship, via the GRFP Online Module. The CO reviews and approves the request prior to NSF approval and action.

Failure to comply with the following Fellowship Terms and Conditions also will result in termination of the Fellowship:

1. Maintain satisfactory progress towards an eligible research-based graduate degree as certified by the CO.
2. Submit the Annual Activities Report with signed Academic/Research Advisor Confirmation Form.
3. Declare Fellowship status by the specified deadlines.

Satisfactory progress must be certified by the CO. If at any time during the year the PI and/or CO determine that a Fellow is making unsatisfactory progress, the Fellowship may be terminated. Fellows who are not rated by the CO will be allowed to continue their fellowships only through the remainder of the current Fellowship year.

## 2.12 Compliance with Relevant Policies, Regulations and Guidance

It is the responsibility of the Fellow, in conjunction with the IHE, to ensure that all academic and research activities carried out in or outside the US comply with the laws or regulations of the US and/or of the foreign country in which the academic and/or research activities are conducted. Fellows must also comply with all NSF-mandated Institutional training requirements.

All academic and research activities should be coordinated with the appropriate US and foreign government authorities, and necessary licenses, permits, or approvals must be obtained prior to undertaking the proposed activities.

Information on topics that often arise during a GRFP Fellowship is highlighted below.

### **Acknowledgment of NSF Support and Disclaimer**

All publications, presentations, and creative works based on activities conducted during the Fellowship must acknowledge NSF GRFP support and provide a disclaimer by including the following statement in the Acknowledgements or other appropriate section:

“This material is based upon work supported by the National Science Foundation Graduate Research Fellowship Program under Grant No. (NSF grant number). Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.”

Fellows should obtain the NSF grant number from their CO.

### **Fellowship Service Requirement**

NSF requires no formal service (time commitment) of Fellows, beyond the requirement that Fellows meet Fellowship reporting requirements and maintain satisfactory progress in their graduate programs throughout the five-year Fellowship Period at the IHE (except for Fellows on Medical Leave or Military Leave).

### **Future Employment**

The offer and acceptance of this Fellowship does not obligate the Fellow, NSF, or the US Government, in any way, with regard to future employment or service of any kind, except as noted here and/or in the annual GRFP Program Solicitation.

### **Income Tax**

Stipends may be considered taxable income. Fellows may find it helpful to consult the US Internal Revenue Service (IRS) [Tax Topic 421: Scholarships, Fellowship Grants, and Other Grants](#) and [Publication 970: Tax Benefits for Education](#). Specific questions regarding the taxation of Fellowship funding and personal tax liability should be referred to the IRS. NSF will not respond to questions regarding taxes.

Fellows are not, in any sense, considered salaried employees of NSF. NSF will not deduct funds from the stipend or pay any additional amounts, such as social security taxes. NSF also will not issue W-2 or 1099 Forms. Institutional policies regarding the withholding of taxes from stipend payments vary, and Fellows bear the responsibility of filing and paying any taxes due.

### **Legal Rights to Intellectual Property**

The NSF claims no rights to any inventions or writings that might result from its fellowship grants. However, Fellows should be aware that the NSF, another federal agency, or some private party may acquire such rights through other support for particular research.

### **Living Expenses**

All living expenses are the responsibility of the Fellow.

### **Research Involving Human Subjects and Vertebrate Animals**

The Fellow is responsible for complying with all human subjects and vertebrate animal policies and requirements at their IHE.

### **Responsible and Ethical Conduct of Research**

All Fellows supported by NSF are required to receive appropriate training and oversight in the Responsible and Ethical Conduct of Research. Fellows should check with the CO about Responsible and Ethical Conduct of Research training requirements.

### **Stipend Increase**

Each Fellowship consists of three years of support usable over a five-year Fellowship Period. For each year of support, NSF provides a stipend to the Fellow and a COE allowance to the IHE. Any stipend increase approved for a Fellowship year will be provided to all Fellows On Tenure upon the availability of funds. Fellows who have graduated or whose Fellowship has been terminated are ineligible to receive any retroactive stipend increase.

### **Use of NSF Logo**

NSF's logo may be used by recipients of NSF support for the sole purpose of acknowledging that support. The logo may be used to link to an NSF website to acknowledge NSF's assistance or affiliation.



The NSF logo guidelines provide information on what individuals may and may not do with the NSF logo (<https://www.nsf.gov/policies/logos.jsp>).

### **Veteran's Benefits**

Under Section 178(a) of Title 38, US Code, educational benefits from the Department of Veterans Affairs may be received concurrently with Fellowship support. The receipt of educational benefits from the Veterans Administration is allowed by NSF as payment supplementary to Fellowship support.

### **Workman's Compensation**

Fellows are covered by applicable Institutional policies for graduate students.

## **2.13 Evaluation Participation**

The NSF GRFP Program may conduct evaluations to provide evidence on the impact of the GRFP on individuals' educational decisions, career preparations, aspirations, and progress, as well as professional pathways. The data provides information on whether the program policies are effective in achieving the program goals. It is useful to have a structured means of tracking Fellows beyond graduation to gauge the extent to which they follow a career path consistent with the intent of the program and to assess the impact the Fellowship has had on their graduate education experience. Accordingly, Fellows may be contacted during and after the completion of this Fellowship for updates on various aspects of their employment history, professional activities and accomplishments, participation in international research collaborations, and other information helpful in evaluating the impact of the Program.

Fellows and their IHEs agree to cooperate in GRFP Evaluations conducted by NSF or contracted evaluators.

### 3. Institutional Responsibilities

IHEs support and advise Fellows throughout their Fellowship Period, receive NSF awards (grants) to financially support Fellows, and report to the NSF on Fellow and award activities. IHEs use the [GRFP Online Module](#) to manage their awards. IHEs must comply with the policies, rules and regulations contained in this Guide, and the Terms and Conditions found in the annual NSF GRFP Program Solicitation and the Notice of Grant Award. The current Guide is effective as of the date on the cover page.

The IHE's Authorized Organizational Representative (AOR) in accepting the funds, also certifies that the Fellows are eligible to receive the Fellowship under the Terms and Conditions specified in this Guide. The IHE has full responsibility for the conduct of the project or activity supported under an NSF award and for the results achieved.

#### 3.1 Award Structure Overview

GRFP awards are made to the IHEs in which a Fellow is or will be enrolled. The IHE is responsible for the administrative and financial management of the award and disbursement of Fellowship funds to the individual Fellow. The IHE will administer awards, including any amendments, in accordance with the Terms and Conditions of those awards, the Fellowship Terms and Conditions, and the provisions contained in this Guide.

##### Stipend

The annual, 12-month GRFP stipend amount is specified in each year's Program Solicitation. The stipend is pro-rated in monthly increments (e.g., completion of the final academic term of graduate study after nine months results in nine-twelfths of the annual stipend). For stipend payment purposes, a month of Tenure is defined as that month which contained 14 or more days in a calendar month On Tenure at the IHE. A Fellow would not receive a stipend for periods of less than 14 days and would receive a full stipend for periods of 14 to 31 days. No dependent, research, or travel allowances are provided. Only Fellows On Tenure and compliant with all Fellowship Terms and Conditions are eligible to receive stipend payments. If a Fellow does not conform to the Standards of Conduct established by their IHE and the NSF Terms and Conditions, NSF reserves the right to terminate the Fellowship.

Fellowship stipends are managed and disbursed by the IHE. For disbursement procedures and schedules, Fellows should check with their CO. Regardless of the exact stipend payment schedule, NSF requires that the stipends be reported in no less than one-month increments.

The definition of Modified Total Direct Cost (MTDC) in [2 CFR §200.1](#) (Office of Management and Budget (OMB) Uniform Guidance) specifically excludes costs of scholarships, fellowships, and other programs of student aid from indirect cost rate recovery. Therefore, IHEs should ensure that stipend payments are not reduced by items that the IHE would normally consider indirect costs or fringe benefits.

##### Stipend Increase

Each Fellowship consists of three years of support usable over a five-year Fellowship Period. For each year of support, NSF provides a stipend to the Fellow and a COE allowance to the IHE. Any stipend increase approved for a Fellowship year will be provided to all Fellows On Tenure upon the availability of funds. Fellows who have graduated or whose Fellowship has been terminated are ineligible to receive any retroactive stipend increase.



### **COE Allowance**

The Fellowship provides a fixed COE allowance payment in lieu of tuition and mandatory fees to the IHE, **not to the Fellow**. The allowance is specified each year in the Program Solicitation. The Fellowship provides three On Tenure Years of financial support (stipend and Institutional COE allowance) and two On Reserve Years (no financial support). The On Tenure Year COE allowance is paid to the IHE in two parts: the first payment covers months one through five of the Tenure year, and the second payment covers months six through twelve. Fellow transfers impact which IHEs will receive COE. If the Fellow is at the original IHE for 6 months or more, that IHE would receive the full COE. By approving the transfer, the receiving IHE acknowledges it would not receive COE for that Fellowship year.

***IHEs accepting the award funds agree to exempt Fellows On Tenure from paying required tuition and mandatory fees normally charged to graduate students of similar academic standing.*** IHEs cannot require Fellows to participate in research assistantships or teaching assistantships as a method to make up the difference between the COE and the IHE's regular tuition and fees. Fellows may participate in assistantships but not as a means to pay for tuition or mandatory fees.

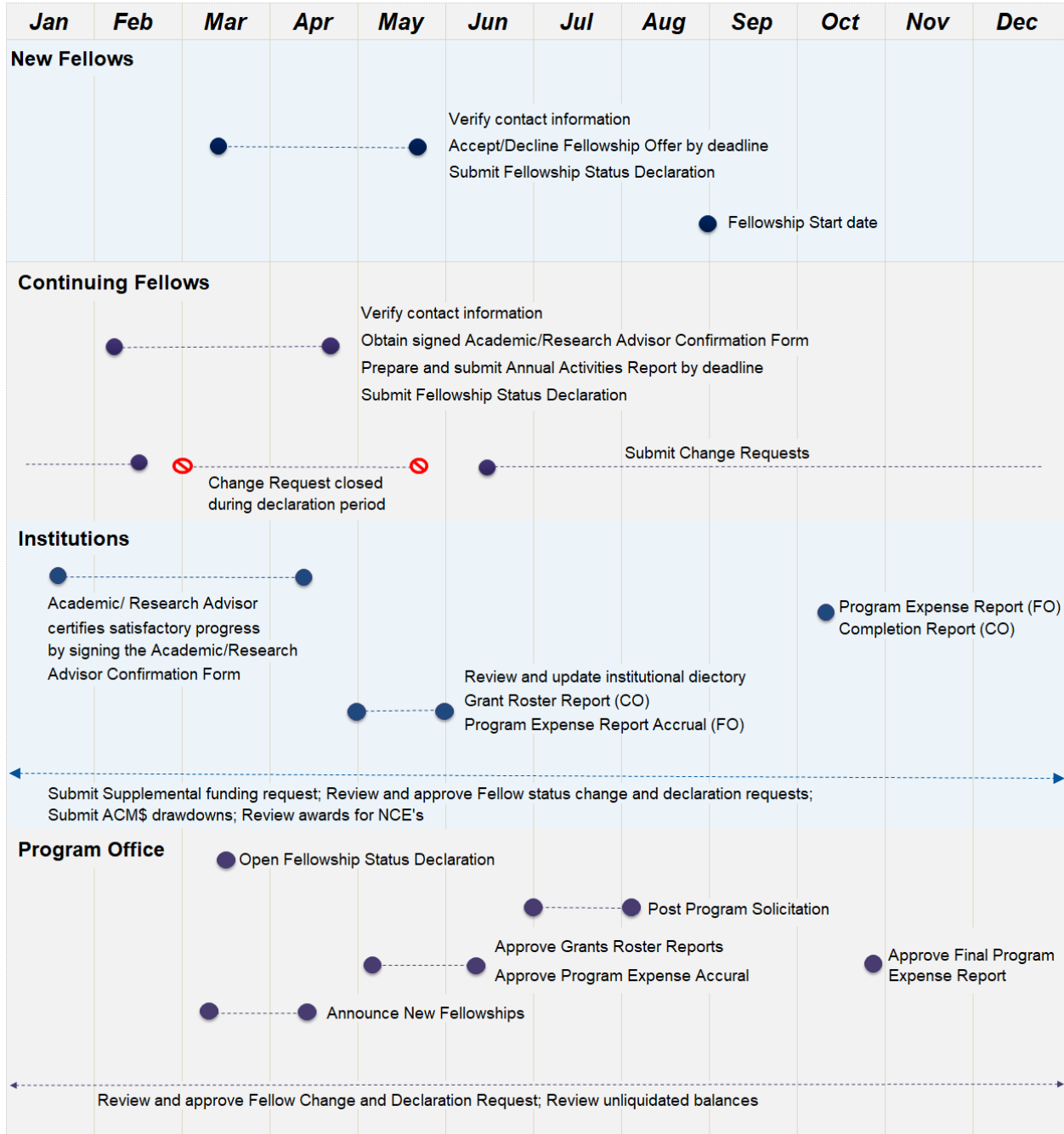
Otherwise, the actual use of the COE allowance is at the discretion of the IHE.

While On Tenure, Fellows may be required to pay certain fees or deposits that are refundable in whole or in part, that are optional (e.g., non-required coursework or tuition at other IHEs not considered part of the Fellow's principal program of study), or that were incurred prior to the actual start of Fellowship (e.g., an admission application fee).

## **3.2 Annual Program Cycle**

GRFP operates on an annual cycle. All administrative actions are performed in the GRFP Online Module (deadlines will be communicated by the NSF GRFP Office; the deadline time is 11:59 PM, Eastern Time). The following graphic summarizes the annual program cycle.

### Annual Program Cycle



### 3.3 Assignment of Roles

IHEs have important administrative and managerial responsibilities throughout the annual program cycle. Within an IHE, there are several GRFP roles as listed in the table below. In some cases, an individual may fulfill more than one role (e.g., a Sponsored Projects Office (SPO) representative may serve as the Authorized Organizational Representative (AOR); the PI may also serve as the CO). The Fellows' Academic/Research Advisors are also integral to ensuring Fellows are making satisfactory progress toward degree completion.

Role	Responsibilities
Academic/Research Advisor	<ul style="list-style-type: none"> <li>• Monitors Fellows' degree progress.</li> <li>• Reviews Fellows' Annual Activities Reports and signs the Academic/Research Advisor Confirmation Form verifying Fellows' satisfactory progress by the specified due date each year.</li> <li>• Recommends or approves, as appropriate, Fellows' participation in activities that require the Advisors' support.</li> <li>• Participates in the judicious planning of the Fellowship resources.</li> </ul>
Authorized Organizational Representative (AOR)	<ul style="list-style-type: none"> <li>• Authorized to sign on behalf of the IHE; accepts the overall GRFP award.</li> <li>• Submits requests for supplemental funding to NSF at the request of the PI.</li> </ul>
Coordinating Official (CO)	<ul style="list-style-type: none"> <li>• Granted GRFP Online Module access.</li> <li>• Serves as the primary and day-to-day point of contact for Fellows and the NSF GRFP Office.</li> <li>• Advises Fellows on GRFP policies, procedures, Terms and Conditions, etc.</li> <li>• Applies GRFP policies in the context of the Institutional procedures (e.g., stipend payment schedules, enrollment requirements, etc.).</li> <li>• Reviews Fellow change requests in the GRFP Online Module and provides IHE approval/disapproval of such requests, as appropriate.</li> <li>• Reviews information on new and continuing Fellows for the IHE during the New Fellowship Announcement and Fellowship Status Declaration Periods each spring.</li> <li>• Certifies the progress of continuing Fellows.</li> <li>• Prepares and submits the GRFP Grants Roster Report and the Completion Report which confirms the accuracy of the Fellows listed and their status for the next Fellowship year.</li> <li>• Participates in the preparation and submission of the GRFP Program Expense Report in coordination with the Financial Official.</li> <li>• Typically, the CO is in the graduate school or other academic office that oversees fellowships and/or graduate student financial support. The CO is sometimes part of the SPO or works with a representative from the SPO.</li> </ul>
Financial Official (FO)	<ul style="list-style-type: none"> <li>• Granted GRFP Online Module access.</li> <li>• Serves as the Institutional representative from the SPO (or equivalent organization) responsible for financial oversight of NSF awards.</li> <li>• Ensures that the GRFP Program Expense Report is submitted by the</li> </ul>

	<p>established deadlines.</p> <ul style="list-style-type: none"> <li>Assists the PI with requests for supplemental funding, and notifications/requests for no-cost extensions (NCEs), etc.</li> <li>Has the authority to manage award functions in the GRFP Online Module.</li> </ul>
Principal Investigator (PI)	<ul style="list-style-type: none"> <li>Maintains overall responsibility for the IHE's GRFP award.</li> <li>Submits requests for supplemental funding to the AOR.</li> <li>The designated PI serves as the PI for all Fellows at the IHE. It is strongly recommended that the dean of the graduate school (or equivalent) serve in this capacity. The PI also may serve as the CO or as an alternate CO.</li> </ul>
Sponsored Projects Office (SPO) Representatives	<ul style="list-style-type: none"> <li>Charged with entering/updating required information about Institutional GRFP Officials in Research.gov.</li> <li>Has direct access to award functions in Research.gov such as requests for NCEs.</li> </ul>

Role assignments and changes are handled through Research.gov – not via the GRFP Online Module. The SPO modifies the User Profile in Research.gov to include the appropriate privileges based on the assigned role. Once the User Profile is updated, the individual may access the GRFP Online Module. Organizations maintain responsibility that GRFP roles are updated and active. NSF does not have the ability to delete or modify assigned roles, access, and permissions.

For new IHEs, please contact [grfp@nsf.gov](mailto:grfp@nsf.gov) for instructions.

IHEs that are new to NSF or have not had an active award in the past five years should work with NSF to obtain access to the GRFP Online Module and complete other necessary information. IHEs should be prepared to submit basic organization and management information and certifications to the applicable award-making division within the Office of Budget, Finance & Award Management (BFA). The requisite information is described in the [NSF Prospective New Awardee Guide](#).

### 3.4 Fellow Management

#### Status Declaration

Fellows must be actively engaged, full-time, in a research-based graduate degree program in science, technology, engineering, or mathematics (STEM) or in STEM education at their IHE, except in the case of Military or Medical Leave. Institutional rules concerning enrollment apply; therefore, enrollment *as documented on the transcript* is required.

All Fellows must declare their status in the GRFP Online Module for the next Fellowship year by the specified due date. Fellows who fail to declare status by the specified date will not be allowed to continue their Fellowships beyond the current Fellowship year and their Fellowship will be terminated.

It is the responsibility of the Coordinating Official (CO) to review Fellow change requests in the GRFP Online Module and provides IHE approval/disapproval of such requests. After the Declaration Period, the CO prepares and submits the GRFP Grants Roster Report and the Completion Report (section 3.5) which confirms the accuracy of the Fellows listed and their status for the next Fellowship year.

### **Stipend & COE**

Fellowship stipends are managed and disbursed by the IHE. The COE allowance payment is paid to the IHE in lieu of tuition and mandatory fees. Only Fellows On Tenure are eligible to receive GRFP funding. Fellows on paid Medical Leave may be eligible for up to 3 months of stipend.

It is the responsibility of the Financial Official (FO) to ensure that the GRFP Program Expense Report (PER) is submitted by the established deadlines. Only the FO may submit the GRFP Program Expense Report, but they should coordinate with the CO to ensure the accuracy of the report. NSF cannot administer awards to IHEs who have not submitted the Program Expense Report.

### **Change Request**

Change Requests are submitted by Fellows through the GRFP Online Module. It is the responsibility of the Coordinating Official (CO) to review Fellow change requests in the GRFP Online Module and provide IHE approval/disapproval of such requests. For stipend payment purposes, a month of stipend would be considered any month the Fellow is enrolled, full time that contains 14 or more days. Prior to approving change requests, the CO should ensure that the requested change is in accordance with the Fellowship Terms and Conditions.

Once the institution has approved requests for Medical Leave, the Fellow must submit a change request for Medical Leave in the GRFP Online Module. The request should include 1) the amount of time, in whole months, the fellow is requesting and 2) how many of those months will be paid leave, if applicable. The nature of the medical or family leave situation need not be disclosed to NSF in the change request. The IHE retains relevant documentation indicating that the condition merits a Medical Leave.

### **Completion/Graduation**

Fellows who have completed their five-year Fellowship Period or have graduated are considered Retired. Fellows must submit a change request at the completion of their fellowship. Fellows who completed the five-year Fellowship Period before graduating with a degree will not have the option of declaring past the fifth year of their Fellowship.

It is the responsibility of the CO to submit the Completion Report certifying the completion status of Fellows at the IHE (e.g., in progress, graduated, transferred, withdrawn) and degree, if the Fellow graduated.

## **3.5 Certification and Reporting Requirements**

IHEs have the following certification and reporting requirements:

### **AOR Certification Form**

IHEs must complete and submit an AOR Certification form as part of the NSF GRFP award process. For continuing awards, NSF may reference a previously completed AOR Certification form. By signing and submitting the certification form, the IHE AOR: (1) certifies that statements made are true and complete to the best of the AOR's knowledge; and (2) agrees to accept the obligation to comply with NSF award Terms and Conditions upon receipt of the NSF GRFP award.

### **Grants Roster Report**

IHEs are required to submit a Grants Roster Report for the upcoming Fellowship year. The Grants Roster Report lists the Fellowship status of all new and continuing Fellows at the IHE. The CO submits the Grants Roster Report in the GRFP Online Module. Through submission of the Grants Roster Report, IHEs

formally acknowledges and certifies the status of all Fellows with respect to reporting requirements and rating of progress, in accordance with the Terms and Conditions of the award.

IHEs may be provided an opportunity for reconsideration to address the status of Fellows who have failed to declare Fellowship status and who have not been certified by the CO with respect to eligibility and progress by the deadlines. Such Fellows will be allowed to continue their Fellowships only through the remainder of the current Fellowship year. All remaining years during the Fellowship Period will be terminated. The Fellowships of individuals remaining in Undeclared Fellowship Status on the Grants Roster Report are terminated at the end of the current Fellowship year.

### **Program Expense Report**

IHEs are required to submit two Program Expense Reports 1) in June for accrual purposes and 2) in October for the final Program Expense Report. The Program Expense Report covers the fellowship year cost for each Fellow attending your organization. Any changes to the fellow statuses during the fellowship year must be reflected and reported in the Program Expense Report.

NSF will not issue an additional award to GRFP awardee institutions with unsubmitted and/or outstanding Program Expense Reports. Only the designated GRFP FO can submit the report in the GRFP Online Module. By submitting the GRFP Program Expense Report, IHEs verify and certify that the Program Expense Report is in accordance with the Terms and Conditions of the award.

### **Completion Report**

IHEs are required to submit the GRFP Completion Report annually each October. The Completion Report allows IHEs to certify the status of GRFP Fellows at the IHE. For Fellows who have graduated, the graduation date is a required reporting element.

## **3.6 Award Management**

Funds for all Fellows attending an IHE are made available through issuance of an award to the IHE. If required, funds thereafter may be provided by new awards, amendments, or supplements. The following documents also are incorporated into each award by reference:

- [GRFP Program Solicitation](#); and
- [NSF Agency Specific Requirements to the Research Terms and Conditions](#).

Following Fellow Status Declaration, the IHE uses the GRFP Online Module to certify the list of Fellows (the Grants Roster Report) at the IHE. The stipend and COE funding per Fellow will be based on the stipend and COE allowance levels specified in the current GRFP Program Solicitation and listed in the GRFP Online Module.

### **Pre-Award Costs**

Once an award is made, the start date cannot be changed; however, IHEs have the authority to incur pre-award costs as outlined in Chapter X of the [PAPPG](#).

### **ACM\$**

NSF uses the Award Cash Management Service (ACM\$) to award payments and post-award financial processes. Additional information on ACM\$ is available in the PAPPG.

### **Fellowship Year**

Upon accepting the Fellowship, the Fellow must select a fall start/September 1 to coincide with the approximate graduate program start date (e.g., fall for Fellows starting graduate school in August/September/October). The Fellowship start date does not necessarily coincide with the formal summer or fall academic session of the IHE, and Tenure Status is not defined by the date on which a stipend payment is issued. See also [section 2.2](#).

### **No-Cost Extension**

GRFP funding generally is provided incrementally on an annual basis upon fulfillment of Institutional reporting requirements. Each year, any surplus funding is considered in determining the amount of the next award or amendment to an existing award. A No-Cost Extension (NCE) extends the award end date without additional funding. Therefore, in the event of surplus funds remaining at the award end date, a NCE request must be submitted electronically to drawdown against the award and/or any amendments or supplements to the original award. If there are no active Fellows at the time of award end date, IHEs may submit a NCE request if additional Fellows are expected to enroll in the future. Funds on expiring awards and/or award amendments or supplements that are not fully expended are forfeited by the IHE in the absence of an NCE. When there are active Fellows, the amount of the forfeited funds becomes the responsibility of the IHE and will not be replaced by NSF. Forfeited funds will be subtracted from fellowship funding provided in the next new award.

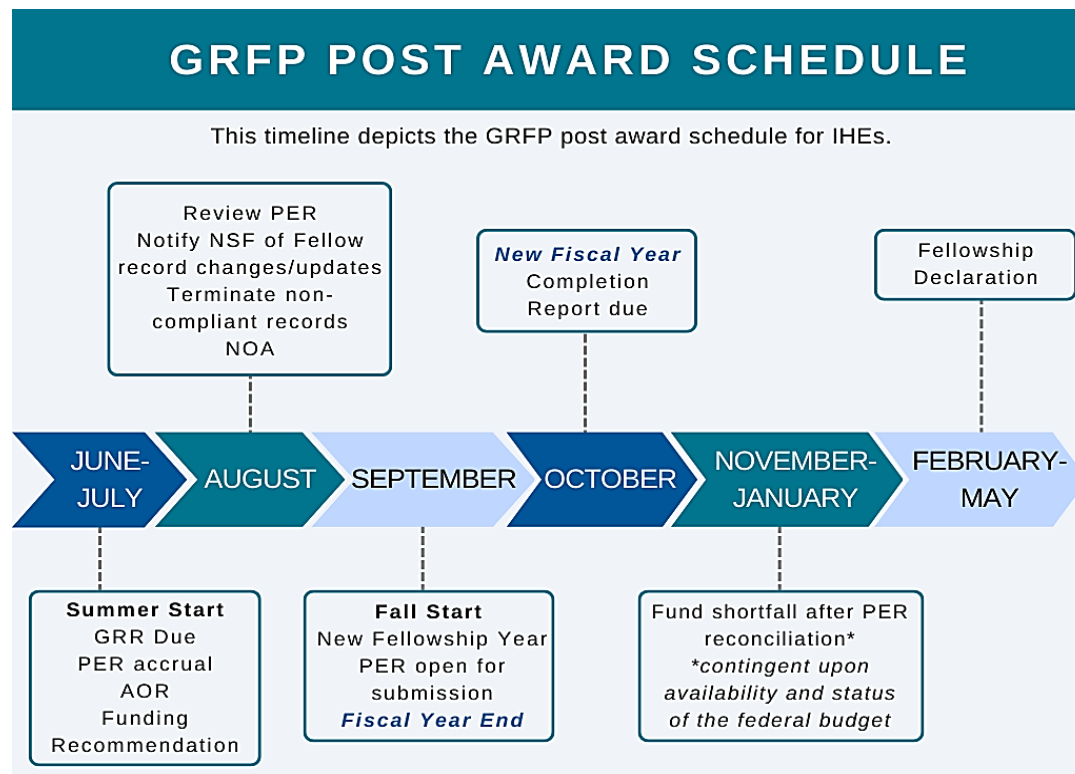
All NCE requests must be submitted through Research.gov. NCEs will be granted on active awards only; expired awards cannot be extended. The GRFP Office strongly suggests IHEs submit a request for a NCE at least 45 days before the award expiration date to ensure funds do not expire.

The first NCE does not require NSF approval, it is grantee-approved. Grantees are not authorized to extend an award that contains a zero balance. An additional NCE requires NSF approval.

Additional information on NCEs is available in Chapter VI of the PAPPG.

## Post Award Schedule

GRFP Post award schedule and the key activities and tasks for fellows and Institution officials.



### 3.7 Monitoring

Part II of the PAPPG sets forth NSF guidance regarding the monitoring of grants and cooperative agreements. The IHE has responsibility for the activities supported under the award and should monitor performance accordingly. NSF relies on the IHE's completion of the AOR Certification Form and submission of the Grants Roster Report, Completion Report, and the Program Expense Report.

### 3.8 Suspension and Termination

An IHE's award may be suspended or terminated by NSF for failure to comply with the Terms and Conditions of the Fellowship award. Refer to Chapter XII of the PAPPG for suspension and termination procedures.

### 3.9 Evaluation Participation

Refer to [Section 2.13](#) of this Guide for information on evaluation of the impact of the Program.



## 4. Appendix

### 4.1 Definitions

Term	Definition
Active Fellow	Fellow within the five-year Fellowship Period enrolled in an IHE who is On Tenure, Forfeited, or On Reserve; not Deferred, Retired, or Terminated
Completed	Fellow who completed the five-year Fellowship Period before graduating with a degree.
Completed with Degree	Fellow who graduated within the five-year Fellowship Period
Completion Report	Report submitted by the Institutional Coordinating Official (CO) certifying the completion status of Fellows at the IHE (e.g., in progress, graduated, transferred, withdrawn) and degree, if the Fellow graduated
Cost-of-Education	Cost-of-Education (COE) allowance
Declare Fellowship Status	Fellow uses the NSF GRFP Online Module to declare Fellowship status for the next Fellowship year
Leave	Only for military or medical reasons – leaves for any other reasons are not allowed
Fellow ID	Fellow Identification Number (starts with award year); e.g., 2022123456
Fellowship Termination	Fellowship is revoked by NSF for failure to comply with the Terms and Conditions of the Fellowship award; <i>or</i> Fellowship is voluntarily discontinued by the Fellow or IHE
Fellowship Terms and Conditions	Terms and Conditions of the Fellowship award that must be accepted by the applicant to be awarded the Fellowship. Fellows must abide by the Terms and Conditions and complete required actions to maintain Fellowship status. Acceptance of NSF GRFP funds by an IHE indicates acceptance of and agreement to abide by the Terms and Conditions of the NSF GRFP award
Forfeited	Months of stipend not utilized
Grants Roster Report	Report submitted by Institutional CO certifying the status and progress (Satisfactory or Unsatisfactory) of all Fellows at the IHE, affirming compliance with the Terms and Conditions of the NSF GRFP award; NSF uses the report to project the funding for the next Fellowship year
GRFP Online Module	Program website accessed via Research.gov for all requests, administrative transactions, and approvals
IHE Termination	GRFP award to IHE is terminated by NSF for failure to comply with the Terms and Conditions of the Fellowship award
NSF GRFP awardee IHE	Graduate degree-granting IHE that accepts the NSF GRFP award, affirms compliance with the Terms and Conditions

	of the award, and is responsible for financial management of the award including stipend disbursement
NSF GRFP Office	NSF organizational unit responsible for GRFP management and oversight
Program Expense Report	Report submitted by the Institutional Financial Official (FO) for the previous Fellowship year, certifying the Program Expense Report is in accordance with the Terms and Conditions of the award to the IHE
Reserve Status	Active Fellow not receiving NSF GRFP financial support during the Fellowship year; enrolled and certified by the IHE to be making satisfactory progress; also referred to as On Reserve
Retired Status	Individual who graduated within the five-year Fellowship Period or completed the five-year Fellowship Period before graduating with a degree. Retired Status is automatically granted once these criteria are met
Satisfactory Progress	Defined and certified by the IHE; includes Fellow compliance with NSF GRFP reporting requirements and Terms and Conditions of the Fellowship award
Status	Fellows must be in one of the status categories described in Section <a href="#">2.4</a>
Stipend	Fellowship payment to Fellows On Tenure or on NSF approved limited paid medical leave; pro-rated in whole-month increments
Tenure status	Active Fellow receiving GRFP financial support during the Fellowship year, certified by the IHE to be making satisfactory progress; also referred to as On Tenure

## 4.2 Acronyms

Acronym	Definition
ACM\$	Award Cash Management Service
AOR	Authorized Organizational Representative
BFA	Office of Budget, Finance, and Award Management
CFR	Code of Federal Regulations
CLB	Career-Life Balance
CO	Coordinating Official
COE	Cost-of-Education
IHE	Institutions of Higher Education
FASSED	Facilitation Awards for Scientists and Engineers with Disabilities
FO	Financial Official
GRFP	Graduate Research Fellowship Program
INTERN	Non-Academic Research Internships for Graduate Students
IRS	Internal Revenue Service
MTDC	Modified Total Direct Cost
NCE	No-Cost Extension
NSF	National Science Foundation
OMB	Office of Management and Budget
ORCID	Open Researcher and Contributor ID
PAPPG	Proposal and Award Policies and Procedures Guide
PI	Principal Investigator
SPO	Sponsored Projects Office
STEM	Science, Technology, Engineering, or Mathematics