



**National Science Foundation (NSF)
Support for Monitoring/Oversight Activities
Award Monitoring Feedback & Cost Assessment Questionnaire**

Your organization has been asked by the National Science Foundation to complete the Award Monitoring Customer Feedback & Cost Assessment Questionnaire. This questionnaire provides important information regarding the costs incurred by the awardees and NSF staff efficiency in carrying out site visit activities.

Part I of the questionnaire asks for input regarding the performance of the NSF team in delivering the pre-visit activities, on-site visit, and post-site visit. It is very important that the questions are answered honestly and objectively to give NSF the most accurate information for evaluating its staff. Please select the answer that best applies to the NSF's team performance. Please provide an explanation for your answer or any concern you might have in the Comments field.

Part II of the questionnaire aims to collect specific quantitative information on the overall costs incurred by the organization during the pre-visit, on-site visit, and post-site visit activities. Please report the costs related to each activity as indicated. Please ensure that this section is completed to ensure NSF obtains the data necessary to assess the cost efficiency of this program.

This questionnaire contains questions related to both, desk review and site visit, which may not be applicable to your organization. Please, be sure to select the activity that applies to your organization:

Desk Review Site Visit

1.0 Grantee Feedback Module

Purpose: The feedback provided in this module will be used to assess quality of the service provided by NSF staff during site visits.

Awardee Organization:
Total NSF Funded Amount:

1.A. PRE-SITE VISIT Performance	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Received verbal and written notification from NSF four weeks before the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. Confirmation letter clearly stated the objective of the site visit and listed documents required for review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
3. Final verbal confirmation was received one week prior to visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



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1.B. ON-SITE VISIT Performance	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. NSF Staff clearly explained the objectives of site visit during entrance meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. NSF Staff were professional and knowledgeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
3. NSF Staff recommended corrective actions necessary for satisfactory resolution of each issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
4. NSF recommended corrective actions were realistic and reasonable to implement within the specified timeframe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
5. NSF corrective actions were in compliance with Federal regulations as stated in the applicable OMB circulars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
6. NSF Staff were responsive to the organization's concerns about their findings and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

1.C. POST-SITE VISIT Performance	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. Post site visit letter was received within a reasonable period following the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. Post site visit letter explicitly detailed the recommended corrective actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
3. Recommended actions listed on the post site visit letter were consistent with actions verbally communicated during the exit conference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



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4. NSF Staff were accessible and were responsive to questions after the site visit.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Comments:
5. NSF recommendations had a positive impact and improved the general operating performance of the organization.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Comments:
6. NSF Staff overall performance before, during and after the site visit was satisfactory.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Comments:
7. Additional comments:	



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2.0 Site Visit Cost Assessment Module

Purpose: The information provided in this module will be used by NSF to analyze the financial burden imposed on awardees and the cost effectiveness of site visits and related activities.

2.A. PRE-SITE VISIT / DESK REVIEW Costs	
Please enter the following information associated with the activities specifically related to preparing for the site visit:	
A- Staff Salaries and Fringe Benefits	
Subtotal – Staff Salaries	Subtotal Salaries
B- Other Costs: Communications, Supplies, etc.	
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Subtotal – Other Costs	Subtotal Other Costs
TOTAL PRE-SITE VISIT COSTS	TOTAL

2.B. ON-SITE VISIT Costs	
Please enter the following information related to the site visit activities:	
Subtotal – Staff Salaries	Subtotal Salaries
B- Other Costs: Communications, Supplies, etc.	
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Subtotal – Other Costs	Subtotal Other Costs
TOTAL ON-SITE VISIT COSTS	TOTAL



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2.C. POST-SITE VISIT Costs	
Please enter the following information related to the post-site visit activities:	
Subtotal – Staff Salaries	Subtotal Salaries
B- Other Costs: Communications, Supplies, etc.	
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Cost Description	Total
Subtotal – Other Costs	Subtotal Other Costs
TOTAL POST-SITE VISIT COSTS	TOTAL

TOTAL GRANTEE COSTS	TOTAL
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2.D. Comments on Costs
Please use this section to provide any additional comments:

Name and Title of Authorized Individual	Date

Disclosure, Privacy Act, and Paperwork Reduction Act Notice

An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is OMB No. 3145-0157. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions. Please send comments regarding the burden estimate and any other aspect of this collection, including suggestions for reducing burden, to: Reports Clearance Officer, Division of Administrative Services, National Science Foundation, 4201 Wilson Blvd., Arlington, VA 22230.