

Dear Sponsored Office Representative,

We are inviting you to complete an on-line survey related to your experiences with the Large Facilities Financial Data Collection Tool. This tool was created by the National Science Foundation (NSF) to assist recipients in preparing and recording financial expenditure information for its cooperative agreements for large facilities, and is required for submission of the financial expenditures data.

The Large Facilities Financial Data Collection Tool is a macro-enabled Excel workbook that provides recipients a single, standardized method for submitting direct and indirect expenditure data with minimal effort and help to ensure data quality and accuracy. It will enable NSF and independent auditors to more easily and consistently collect the financial data required to maintain proper oversight and stewardship over funds and facilitate recipient compliance in meeting its reporting requirements.

NSF is seeking your review of this tool and is interested to hear your feedback in how the tool can be improved in order to meet your report submission needs. Your responses will help our development team finalize the tool for your immediate use.

Participation in the survey is voluntary. Choosing to participate or not will have no effect on your current or future receipt of NSF funding. We will protect your privacy to the extent permissible by law and your answers will be aggregated with the responses of other participants before being reported to NSF.

It should take you approximately 60 minutes to complete the survey. The information that you provide is very important to NSF and we hope that you will find the time to participate. We request that you complete the survey by (DATE).

If you have any questions, please do not hesitate to contact us by email (email contact).

Regards,

Large Facilities Office
National Science Foundation