

## Email to Grantees Pre-Interview

To: **Primary contact**

Cc: **others normally included in survey contacts**

From: <Insert Project Manager Name>

Re: Tracking Impacts of the COVID-19 Pandemic on <insert Project Name>

Dear [[firstname]] [[lastname]]:

In June, you and your team participated in an interview regarding COVID's impact on your NASA grant. As we move toward the end of the calendar year and Fall 2020 academic semester, we would like to re-assess the status of your award and your institution given the continued impact of COVID.

We will be reaching out to you to set up an interview in mid-November and would ask you to do three things in preparation for our discussion:

- 1) Review your responses from the initial interview in June and consider how things have changed since our initial conversation. The information you provided is included as Attachment A to this email.
- 2) Based on current conditions, we have added and modified several questions for our interview and have provided them to you as Attachment B. We are sending these questions for your review so you have time to discuss them with your team and add others to the November meeting as needed.
- 3) Participate in a 30-minute virtual interview. During the interview, we will ask you, and any others you would like to invite, how your institution is tracking the impacts of the pandemic on NASA-related research activities. We will have time allocated to discuss both old and new awards for the Congressionally mandated awards. We would like to complete the interviews by **November 20<sup>th</sup>**.

<insert name> from NASA will be contacting you to schedule a time for the interview.

Thank you for your help and for your continued participation in the <insert NASA grant program>.

<insert project manager name>

**Attachment A - previous information provided by grantee**

**Attachment B - questions for the November 2020 interview**

**Attachment B**  
**Questions To Be Discussed**

1. How are you doing today?
2. Understanding many folks are balancing work and family life, do we have the best contact information to reach you? y/n

If not, can we get some additional information to connect with you, post this initial interview?

email	Phone number	Additional comments
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3. How is the state/locality currently responding to COVID-19?
4. Are you and your team currently (check all that apply)?
  - Working remotely
  - Working onsite and remotely
  - Working onsite
  - Working part-time
  - Not working
  - Other (please describe)
5. How will your lead institution operate in Spring 2021?
  - If your lead institution is primarily using remote learning, has a date for additional information regarding re-opening been provided?
  - If yes, please describe.
6. Have you been provided with any information on how affiliates will operate for Spring 2021?
  - If no, has a date for additional information been provided?
  - If yes, please describe?

The following questions relate to the financial impacts of COVID-19 on the execution of your award. For Space Grant awards -- Old awards are awards that were initiated in 2015 and the award numbers start with NNX. New awards are awards that were initiated in 2020 and the award numbers start with 80NSSC20.im

7. Which award will you be addressing for the next group of questions? Old awards (currently under an extension) or New awards (operating within original period of performance)?

8. Have you purchased and/or donated any PPE or related materials [for COVID-19 response]? Y/n /not sure

If yes, please provide information regarding the dollar amount and the type of materials or equipment.

Dollar Amount (in thousands)	Description
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If yes, are there plans to continue this in the future? Please describe.

Have you purchased and/or donated any PPE or related materials for COVID-19 using your old award funding? y/n/not sure

If yes, please provide information regarding the dollar amount and the type of materials or equipment.

Dollar Amount (in thousands)	Description
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If yes, are there plans to continue this in the future? Please describe.

Have you purchased and/or donated any PPE or related materials for COVID-19 using your new award funding?

If yes, please provide information regarding the dollar amount and the type of materials or equipment.

Dollar Amount (in thousands)	Description
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If yes, are there plans to continue this in the future? Please describe.

9. How would you characterize the work activity impact under COVID-19 for your current award?

- Significantly impacted
- Moderately impacted
- Little to no impact to current deliverables
- Not Sure

Optional Comments:

10. How would you characterize the work activity impact under COVID-19 for your old award?

- Significantly impacted
- Moderately impacted
- Little to no impact to current deliverables
- Not Sure

**Optional Comments**

**11. How would you characterize the work activity impact under COVID-19 for your new award?**

- Significantly impacted
- Moderately impacted
- Little to no impact to current deliverables
- Not Sure

**Optional Comments**

**12. Did COVID-19 have an impact on your Summer 2020 activities for your old award? If yes, please describe**

**13. Did COVID-19 have an impact on your Summer 2020 activities for your new award? If yes, please describe**

**14. Did COVID-19 have an impact on your Fall 2020 activities for your old award? If yes, please describe**

**15. Did COVID-19 have an impact on your Fall 2020 activities for your new award? If yes, please describe**

**16. Will COVID -19 have an impact on (select all that apply) for your old award?**

- Spring 2021 Activities
- Summer 2021 Activities
- Not sure

**Optional Comments:**

**17. Will COVID -19 have an impact on (select all that apply) for your new award?**

- Spring 2021 Activities
- Summer 2021 Activities
- Not sure

**Optional Comments:**

**18. Have you found it necessary to re-program (move funds from one budget category to another that requires NASA approval) funds for your old award, due to COVID-19?**

**If Yes - Briefly describe the circumstances**

**Note approximately how much money has been reprogrammed to date**

19. Have you found it necessary to re-program (move funds from one budget category to another that requires NASA approval) funds for your new award, due to COVID-19?

If Yes – Briefly describe the circumstances

Note approximately how much money has been reprogrammed to date

20. As of today, are there major activities (or milestones) that have been cancelled or moved to a later date for the old award? Y/N/Not Sure

If Yes, for each major activity/milestone provide as much of the following information as possible:

Activity/Milestone/Deliverable Name:

Implementing Partner Name:

Original Planned Date:

New Date Projected (or note if cancelled):

Any Financial Impact (specifically reprogramming of funds):

Comments:

21. As of today, are there major activities (or milestones) that have been cancelled or moved to a later date for new award? Y/N/Not Sure

If Yes, for each major activity/milestone provide as much of the following information as possible:

Activity/Milestone/Deliverable Name:

Implementing Partner Name:

Original Planned Date:

New Date Projected (or note if cancelled):

Any Financial Impact (specifically reprogramming of funds):

Comments:

22. NASA recognizes in many cases funds were provided for items which may not be able to be used as planned or in the timeframe initially discussed in award. Have you incurred any non-refundable expenses such as the following (insert all \$ in thousands)? Y/N/Not Sure

*Note: this is for both new and old awards*

- Vendor(s) fee(s)
- Conferences/Symposiums
- Activities Scheduled
- Deposits (add a text box for details)
- Additional supplies or materials purchased to sustain work such as office supplies, software, computers, printers, etc.)
- Time-Sensitive Resources/Materials <describe what was purchase as a text box>
- Other: Please specify type and amount

23. Is there a COVID-19 related impact to one or more of the domestic partners working with you to execute a work activity of your award? Y/n/not sure or not aware/NA

If yes, please list domestic partner(s) and describe impact, especially with respect to deliverables.

24. Is there a COVID-related impact to one or more of the international partners working with you to execute a work activity of your award? Y/n/not sure or not aware/NA

If yes, please list international partner(s) and describe impact, especially with respect to deliverables.

25. What are the estimated additional NOA (Notice of Announcements) in FY 2020 (if any) (insert number in thousands)?

26. What are the estimated COVID-19 related costs in FY 2020 (insert number in thousands), inclusive of the PPE purchases, if applicable?

27. What are the estimated COVID-related costs in FY 2021 (Insert \$ in thousands), inclusive of PPE purchases, if applicable?

28. What are the anticipated restart issues (including potential cost impacts beyond FY 2021)?

Dollars in thousands	Additional comments
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29. We understand this is a stressful time and you may be responding to many data requests from both your organization and Federal agencies tied to COVID. Is there a way we can make this reporting easier for you?

30. Is there additional information from your previous Summer 2020 submission which we have not discussed?

31. We appreciate your time. Is there anything else you would like to share before we close out this call?