

# COVID 19 Census of NASA Grantees – Instructions to Interviewers, Script and Questions

## Instructions to Interviewer

Project Manager/Activity Manager or Scribe to complete before the start of the interview.

OSTEM Project (select one)

- Space Grant
- MUREP
- EPSCoR
- NextGen STEM

State/Jurisdiction:

Enter the two-letter abbreviation for the location of the grantee: (Text Box)

Participant Information

- Interviewee Name:
- Interviewee Email:
- Interviewee Phone Number:
- Interviewer Name:
- Scribe Name(s):

Date of Interview – MM/DD/YR (this will be captured by the system)

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Interviewer Script Begins Here (all script is shown in *italics* for clarity and the actual questions are **bolded**)

*We appreciate your time and wanted to hear directly from each Awardee to better understand what is occurring at the ground-level. Given the continued challenges with COVID 19, we anticipate checking back in with you in the Spring of 2021 to verify and update this information.*

Interview Instructions -- Project Manager or Activity Manager to read the following to the interviewee.

*Paperwork Reduction Act Statement:*

*This information collection meets the requirements of 44 U.S.C 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we tell you the Office of Management and Budget control (OMB) number. The OMB control number for this information collection is 2700- 0177 and it expires in December 2020. We estimate this interview will take 30 minutes to one hour. You may send comments regarding this time estimate to [hq-stem-engagement@mail.nasa.gov](mailto:hq-stem-engagement@mail.nasa.gov).*

**Privacy Act Statement**

The Privacy Act of 1974 requires NASA to provide notice on how your information will be used. The National Aeronautics and Space Act of 1958 § 403(a)(b), 42 U.S.C. § 2473 (c)(1), as amended allows us to collect the information we ask for on this form. We may disclose information as necessary to NASA personnel, contractors, and partners to administer the NASA STEM engagement program. We may disclose information to partnering informal or formal education institutions with whom you are affiliated. Finally, we may disclose information to NASA administrators and managers, Office of Management and Budget officials, and members of Congress for the purposes of accountability and tracking of program and project efficiency and effectiveness.

This information is collected in accordance to NASA's Privacy Act responsibilities and the privacy statement just read to you. This first set of questions will deal with you and your team personally.

**1. How are you doing today? <text box>**

We would like to understand your current environment with respect to COVID-19, and how your institution and/or affiliate institutions/organizations are operating, since our last discussion.

**2. How is the state/locality currently responding to COVID-19? <text box probe on limited closures by county or locality; major closures by large areas within a state; completely shut down >**

**3. 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)

**4. 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 for in-person instruction been provided?
- If yes, please describe.

**5. 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?

Instructions for Interviewer: For MUREP and Next Gen STEM – Ask questions #6-19, then questions 48-50.

We would like to understand the impact of COVID-19 to your award and associated deliverables.

6. How would you characterize the work activity impact for your current award due to COVID-19?

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

Optional Comments:

7. Did COVID-19 have an impact on your Summer 2020 activities for your current award? Y/N

If yes, please describe

8. Did COVID-19 have an impact on your Fall 2020 activities for your current award? Y/N

If yes, please describe

9. Will COVID -19 have an impact on (select all that apply) for your current award?

- Spring 2021 Activities
- Summer 2021 Activities
- Not sure

Optional Comments:

10. The OMB flexibility that allowed awardees to reprogram funds without Agency approval has expired. Have you found it necessary to re-program as in move funds from one budget category to another for your current award, due to COVID-19? As a reminder, reprogramming funds requires NASA approval. Y/N/Not Sure

If Yes - Have you requested and received NASA approval to move the re-program funds? Also provide how much funding has been reprogrammed to date?

11. As of today, are there major activities (or milestones) that have been cancelled or moved to a later date for the current 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:

*The following questions relate to the financial impacts of COVID-19 on the execution of your award.*

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

- 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

13. 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 (N/A)

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

14. 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 (N/A)

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

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

16. Have you purchased and/or donated any Personal Protective Equipment (PPE) or related materials [for COVID-19 response] for November 2020? 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.

17. What were the estimated COVID-19 related costs in FY 2020 (insert number in thousands), inclusive of the PPE purchases, changes to travel and/or labor costs, if applicable?

18. What are the estimated COVID-related costs in FY 2021 (Insert \$ in thousands), inclusive of PPE purchases, changes to travel and/or labor costs, if applicable?

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

Dollars in thousands	Additional comments
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**For Space grant awards**

***Instructions to interviewer: Questions 20-33 are for the old award, and questions 34-47 are for the new award.***

*We would like to understand the impact of COVID-19 to your award and associated deliverables on your old award.*

**20. How would you characterize the work activity impact for your old award due to COVID-19?**

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

**Optional Comments**

**21. Did COVID-19 have an impact on your Summer 2020 activities for your old award? Y/N**

**If yes, please describe**

**22. Did COVID-19 have an impact on your Fall 2020 activities for your old award? Y/N**

**If yes, please describe**

**23. 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:**

*The following questions relate to the financial impacts of COVID-19 on the execution of your old award.*

**24. The OMB flexibility that allowed awardees to reprogram funds without Agency approval has expired. Have you found it necessary to re-program as in move funds from one budget category to another for your old award, due to COVID-19? Y/N/Not Sure**

**If Yes - Have you requested and received NASA approval to move the re-program funds? Also provide how much funding has been reprogrammed to date.**

**25. 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:

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

- 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

27. 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 old award? Y/N/Not sure or Not aware (N/A)

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

28. Is there a COVID-related impact to one or more of the international partners working with you to execute a work activity of your old award? Y/N/Not sure or Not aware (N/A)

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

29. What were the estimated additional NOA (Notice of Announcements) in FY 2020 (if any) (insert number in thousands) of your old award?

30. Have you purchased and/or donated any personal protective equipment (PPE) or related materials for COVID-19 using your old award funding for November 2020? 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.

- 31. What were the estimated COVID-19 related costs in FY 2020 of your old award (insert number is thousands), inclusive of the PPE purchases, changes to travel and/or labor costs, if applicable?
- 32. What are the estimated COVID-related costs in FY 2021 of your old award (Insert \$ in thousands), inclusive of PPE purchases, changes to travel and/or labor costs, if applicable?
- 33. What are the anticipated restart issues (including potential cost impacts beyond FY 2021) of your old award?

Dollars in thousands	Additional comments
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*We would like to understand the impact of COVID-19 to your award and associated deliverables on your new award.*

34. How would you characterize the work activity impact for your new award due to COVID-19?

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

Optional Comments

35. Did COVID-19 have an impact on your Summer 2020 activities for your new award? Y/N

If yes, please describe

36. Did COVID-19 have an impact on your Fall 2020 activities for your new award? Y/N

If yes, please describe

37. 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:

*The following questions relate to the financial impacts of COVID-19 on the execution of your new award.*

38. The OMB flexibility that allowed awardees to reprogram funds without Agency approval has expired. Have you found it necessary to re-program as in move funds from one budget category to another for your new current award, due to COVID-19? Y/N/Not Sure

If Yes - Have you requested and received NASA approval to move the re-program funds? Also provide how much funding has been reprogrammed to date.

39. 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:

40. 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

- 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

41. 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 new award? Y/N/Not sure or Not aware (N/A)

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

42. Is there a COVID-related impact to one or more of the international partners working with you to execute a work activity of your new award? Y/N/Not sure or Not aware (N/A)



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

43. What were the estimated additional NOA (Notice of Announcements) in FY 2020 (if any) (insert number in thousands) of your new award?

44. Have you purchased and/or donated personal protective equipment (PPE) or related materials for COVID-19 using your new award funding for November 2020?

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.

45. What were the estimated COVID-19 related costs in FY 2020 of your new award (insert number is thousands), inclusive of the PPE purchases, changes to travel and/or labor costs, if applicable?

46. What are the estimated COVID-related costs in FY 2021 of your new award (insert \$ in thousands), inclusive of PPE purchases, changes to travel and/or labor costs, if applicable?

47. What are the anticipated restart issues (including potential cost impacts beyond FY 2021) of your new award?

Dollars in thousands	Additional comments
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*As we conclude this discussion, we have a few more questions to wrap things up.*

48. 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 going forward?

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

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

<End of Interview>

Additional Instructions for Interviewers

Total COVID cost impact will be calculated from survey results and stored in the database.

**Overall Rating of Severity of Impact – Rating Scales to be completed by interviewer post the interview for a qualitative snapshot of each awardee:**

For each of the following categories, rate the severity of the impact of COVID-19 based on the interview data. This is a subjective rating to quantify the qualitative data gleaned throughout the interview. There is a comment field you can use to make notes about your ratings.

	No Impact	Minimal Impact	Moderate Impact	Significant Impact	Unsure	N/A or Unknown
Milestone Impact						
Deliverable Impact						
Activity Impact						
Non-refundable Expenses						
Funds Reprogramming						
Overall Associated COVID-19 Related Costs						
Partner-Related Impact						
Impact to Students						
Impact to Faculty						
Impact to Research						
Impact to Lead Institution						
Impact to Consortium (SG Only)						