The National Academies of
SCIENCES · ENGINEERING · MEDICINE

## POLICY AND GLOBAL AFFAIRS

# Administrative and Financial Management of Your PEER Grant

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# National Academy of Sciences (NAS)

… an honorific society of distinguished scholars engaged in scientific and engineering research, dedicated to the furtherance of science and technology and to their use for the general welfare.

1863  NAS Act of Incorporation

…to "investigate, examine, experiment, and report upon any subject of science or art" whenever called upon to do so by any department of the government…

# Methods of Operation

- CONSENSUS STUDIES
  - Balance and Composition of Committees
  - Report Reviews
- CONVENING ACTIVITIES
- OPERATIONAL PROGRAMS
  - Fellowships and Associateships
  - Capacity Building
  - Data Banks
- Publications
  - PNAS

# Unique Strength

- Stature of academies' membership
- Ability to get the very best to serve
- *Pro bono* nature of committee service
- Quality assurance and control procedures
- Reputation for independence & objectivity

# Focus Areas in International Activities

- Responding to critical global challenges
- Building capacity in developing countries, including institutional capacity building in grants management and review process
- Pursuing direct relationships with scientists and organizations worldwide
- Advising the U.S. government

# Outline

- Financial Matters

- Reporting

- Website

- Travel

# Financial Matters

- Keep records of all spending on your PEER Science project including **receipts** to document purchases of equipment, supplies, travel, salaries and student stipends

- **Equipment or service of more than $5,000**: you must get bids from **three** vendors and document them

- You are **not** allowed to cover the expenses of your USG-sponsored partner using PEER funds

- You are not allowed to cover the expenses of participants or personnel from non-PEER eligible countries

- Financial trainings may be organized for most PEER financial officers

# Reporting

- Four **brief quarterly reports**, due each year on January 15, April 15, July 15, and October 15. **Pictures** are welcome

- Annual reports (detailed): technical and financial

- Final reports due 30 days after the end of the project

- Following year funds will not be disbursed before we receive and approve your annual reports.

# Website

- Each grantee has a [webpage](#) with his grant summary and updates

- [Audiovisual material](#) strongly encouraged

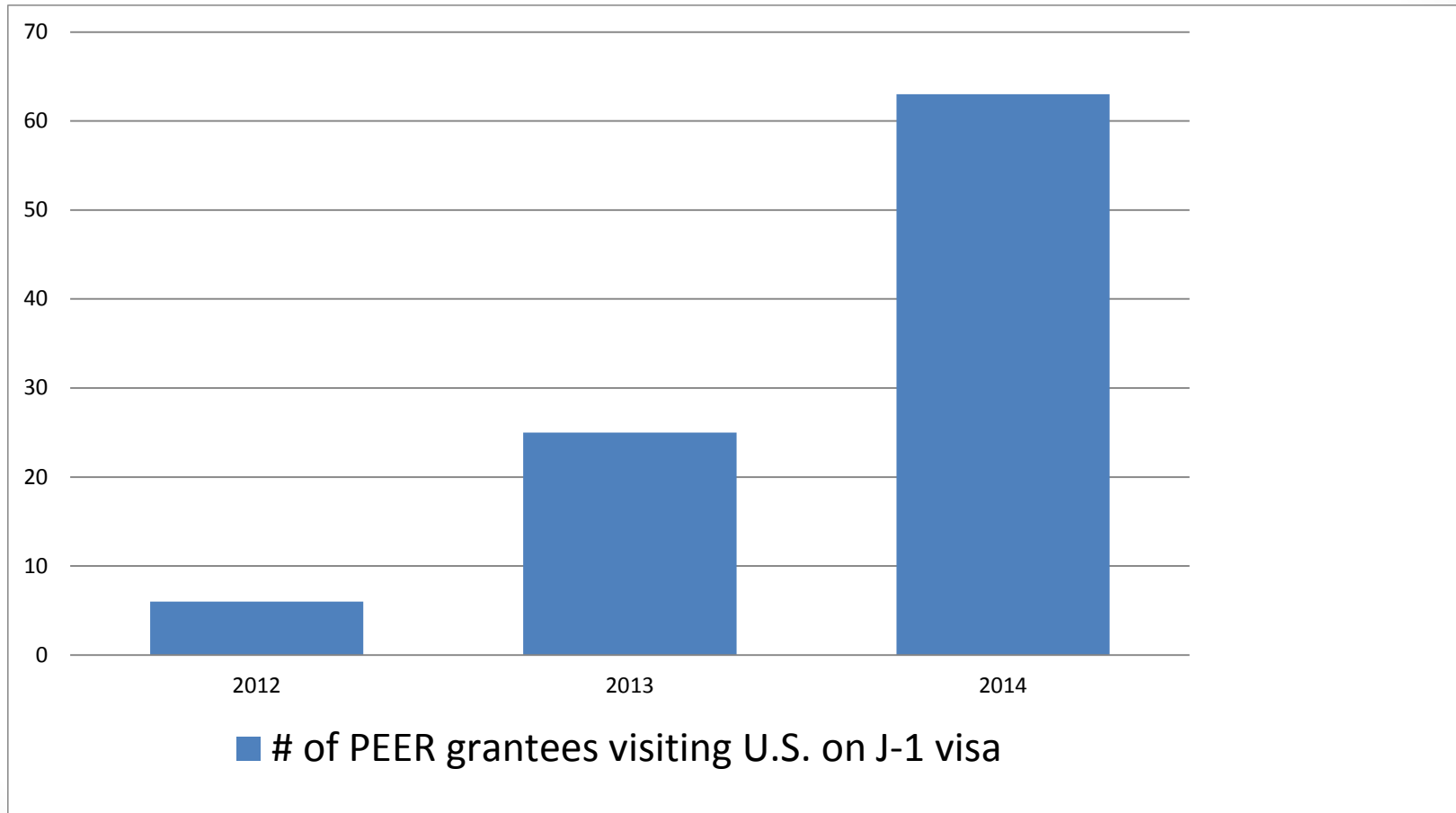- You are welcome to set-up your own project webpage

# Travel

- You are required to contact your grant manager for review and approval of international flight itineraries **before** you buy your tickets using PEER funds

- Fly America Act (FAA): you must use U.S. air carriers to the maximum extent available. European Union carriers are allowed as well.

- Failure to comply with FAA will disallow your expenses

# Travel to the U.S. and Visas

- Travel to the U.S.: the visitor must travel on a USAID-sponsored **J-1 visa** if any portion of the cost will be covered using PEER funds (unless traveler is receiving salary from PEER)

- Finalize the **name(s)** of the visitor(s), the **dates** and **purpose** of the visit(s)

- Notify your NAS grant manager at least **3 months** in advance of any visits to the U.S.

- It is a lengthy process, with several forms to fill out-> **START EARLY**

# PEER Grantees on J-1 Visas (2012-2014)



Bar chart showing the number of PEER grantees visiting U.S. on J-1 visa: 2012 ≈ 6, 2013 = 25, 2014 ≈ 63.

Legend: # of PEER grantees visiting U.S. on J-1 visa

# Travel to the U.S. and Visa Categories

**PEER funds will be used for U.S. travel AND Traveler is not receiving PEER salary J-1 visa**

- **USAID-sponsored J-1 visa process (**even if traveler has valid B1 visa)

**PEER funds will not be used for U.S. travel OR Traveler is receiving PEER salary**

- B-1 visa or US host-sponsored visa

# USAID-Sponsored J-1 Visa Application Process

NAS & USAID are closely involved in time-sensitive process

DS-2019* form issued by USAID

Single entry visa with strict arrival and departure monitoring

# U.S. Arrival and Departure Procedure for J-1 Visa Travelers

**Traveler must notify NAS of timely arrival on the day of arrival in U.S. – <u>no later than within 3 days of program start date</u>**

**Upon arrival traveler must send to NAS a copy of arrival record (I-94 form)**

**Traveler must notify NAS of any address changes**

**On the day of departure from U.S. traveler (or U.S. host) must confirm departure prior to boarding the plane – <u>no later than within 3 days of program end date</u>**

**Upon return home, traveler must**
**- Forward to NAS copies of passport pages with country reentry stamps;**
**- Send updated U.S. trip cost summary. U.S. program report and photos are welcome!**

# J-1 Visa Conditions of Sponsorship

**2-Year Home Residency Requirement:**

Traveler may continue traveling to the U.S. under non-immigrant visas (B-1, J-1, F-1), but cannot apply for a "green card" (a Permanent Resident Card), or come to the U.S. on a work visa (H-1 or L-1) until after they have met the two-year home residency requirement.

# Travel with B-1 Visa

**B-1 visa is obtained by traveler independently**

**Must comply with Fly America Act or Open Skies Agreement IF PEER funds will be used for travel**

**Report trip results in the next PEER project quarterly report**

# Communication with your US partner

- To achieve PEER program objective
- Coordinate travel to the U.S. (letters of invitation)
- Outreach to USAID in Washington DC and sponsoring USG agency
- Be creative when it comes to communication

# Don't forget…

- **Inclusiveness:** please make every effort to ensure that **women** are included in your projects to the maximum extent possible

- **Publicity**: you are strongly encouraged to help spread the word about your PEER activities. Reach out to USAID staff and involve them in dissemination workshop.

- **Branding:** include the **USAID logo** on major equipment items, Web sites and written materials for public distribution produced with PEER funds.

# Communicating with your grant manager

- Reporting
- Travel
- No-cost extension of your grant
- Changes to your approved proposal during your performance period
- Problems with your USG sponsored partner
- Problems with your institution (getting funds…)

# Communicating with your grant manager

- Training opportunities (financial training, regional conference,…)
- Funding opportunities
- Site-visits by NAS/USAID/USG staff
- Any additional information about your work

# Questions?