

# Administrative and Financial Management of Your PEER Science Grant

THE NATIONAL ACADEMIES



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**THE NATIONAL ACADEMIES**

*Advisers to the Nation on Science, Engineering, and Medicine*

National Academy of Sciences

National Academy of Engineering

Institute of Medicine

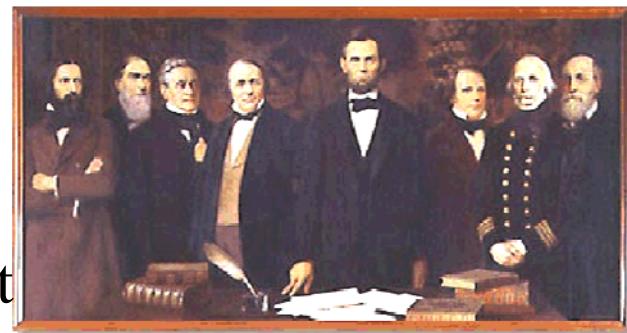
National Research Council

## 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...



## Role of the National Academies

- Member of the PEER Science steering committee
- Implementing the PEER Science program on behalf of USAID in cooperation with NSF

## Reporting

- Four **brief quarterly reports**, due each year on January 15, April 15, July 15, and October 15
- One annual technical report (detailed)
- One annual financial report
- Following year funds will not be disbursed before we receive, review and accept your annual reports.
- Updates and **pictures** are welcome

## 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
- 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**

## 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 U.S. partner using PEER funds
- Financial trainings may be for most PEER financial officers

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

## When do you reach out to us?

- Reporting
- Travel
- Visas
- Any change to your approved proposal during your performance period (major budget realignments...)
- Problems with your U.S. partner
- Problems with your institution (getting funds...)



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Questions?