

**National Science Foundation**  
**Annual Office of Management and Budget M-12-12 Conference Report**  
**FY 2014**

**Overview**

This report is submitted as required by Office of Management and Budget (OMB) Memorandum M-12-12, “Promoting Efficient Spending to Support Agency Operations.” OMB M-12-12 requires all federal agencies to report, by January 31<sup>st</sup> of each year, information on all agency-sponsored conferences from the previous fiscal year where the net expenses for each single conference were in excess of \$100,000. In addition, for any single conference with net conference expenses that exceeded \$500,000, this report is to include the agency head’s waiver that identified the exceptional circumstances that necessitated exceeding the \$500,000 threshold.

This report is comprised of two sections:

- Description of the Report
- Fiscal Year 2014 Summary

**Description of the Report**

In compliance with OMB Memorandum M-12-12, this report includes information on conferences that were held during the period October 1, 2013 through September 30, 2014, regardless of approval date. Only conferences hosted or sponsored by NSF are included. Conferences hosted by NSF grant awardees for purposes related to award objectives are not subject to the approval and reporting requirements.

**Definition of Conference and Conference Expenses**

For the purpose of this report, NSF used the definitions for “conference” and “conference expenses” provided by OMB M-12-12:

- Conference: a meeting, retreat, seminar, symposium or event that involves attendee travel.
- Conference Expenses: all direct and indirect conference costs except for amounts paid under federal grants to grantees and federal employee time for conference preparation. Some examples of conference expenses are: travel and per diem, payments to merit review panelists and committee members, rental of rooms for official business, audiovisual use, light refreshments, registration fees, and ground transportation. Additionally, conference expenses are net of any fees or revenue received by the agency through the conference.

## **Types of Conferences at NSF**

NSF sponsors and hosts a wide variety of conferences that fall into five major categories, described briefly below:

- **Subject Matter**: Conferences held for purposes such as providing opportunities for collaboration among members of the scientific, engineering, and education communities and discussing future direction and strategies to advance science and engineering.
- **Merit Review Panels**: An assembly of NSF staff and guests for the purpose of reviewing and evaluating research proposals. Panelists provide advice and recommendations concerning proposals submitted to NSF for financial support. Panels can be held on-site or off-site.
- **Training**: A developmental activity, meeting, seminar, class, program, symposium, or related activity that is educational in nature and the content of which is germane to improving an individual's or organization's performance. Training is considered a conference when it involves travel costs.
- **Staff Retreats**: An on-site or off-site meeting primarily attended by NSF staff to review progress and challenges associated with implementation of government or departmental policies and to engage the NSF workforce in discussions covering various aspects of NSF or divisional activities.
- **Other**: Conferences that fall outside of the primary conference types defined above such as NSF Grants Conferences, Committee of Visitors (COVs), and Advisory Committee (AC) meetings.

For FY 2014 and future reporting of conferences, Martha A. Rubenstein, Chief Financial Officer of NSF, approved the following Conference Categories and Corresponding Reporting Requirements:

NSF Conference Categories	Exclude from Conference Reporting			Include in Conference Reporting	
	MISSION (OPERATIONAL)			CONFERENCE, OTHER THAN TRAINING	TRAINING
	Fundamental to NSF Operations	Managerial Activity			
Planning		Oversight			
Subject Matter – not specified below				✓	
Outreach				✓	
Workshops that inform S&E program planning/design, DCLs, or solicitations		✓			
Site or technical assistance visits to fulfill a specific program’s oversight/assistance requirements			✓		
Grantees Conference			✓		
Project/Program/Award Review if with a specific grantee or contractor regarding a specific program, grant, or contract			✓		
Staff Retreats				✓	
Merit Review Panels	✓				
Training					✓
Other – not specified below				✓	
NSF Grants Conference				✓	
COVs	✓				
AC meetings	✓				
Award ceremonies specified in legislation	✓				

## Fiscal Year 2014 Summary

### Actions Taken by NSF to Improve Management of Conference Costs

Over the course of the fiscal year, NSF took several steps to reduce conference spending and ensure that all conferences were reviewed and approved at appropriate levels and to reduce conference spending.

- December 2012 – Issued NSF Bulletin No. 12-19, “Conference Planning, Approval and Reporting Requirements,” to implement the conference approval requirements of OMB Memorandum M-12-12 and to update agency policies related to the approval and reporting of all conference obligations and expenses.
- December 2012 – Agency-wide travel targets for FY 2013 were established in accordance with OMB Memorandum M-12-12 to help manage all travel costs, including those related to conferences, more proactively and to comply with the Administration’s mandates for reducing costs. All NSF directorates and offices obligated 28 percent less than their established travel targets.
- During the year, NSF expanded the use of virtual merit review panels over prior years. In FY 2013, 1,874 panels were held, of which 537, or 29 percent, were wholly virtual. By comparison, only 9 percent of panels held during FY 2012 were wholly virtual. The increase in virtual panel participation can be attributed to several factors: a response to reductions in travel budgets; development of virtual panel training materials; and management’s encouragement to utilize virtual panels as a viable reviewer participation mechanism. The term “virtual panel” refers to a panel meeting where reviewers participate via teleconference, videoconference, or an online meeting technology.

### **Conference Expenses in Excess of \$100,000**

Between October 1, 2013 and September 30, 2014, NSF sponsored two conferences with net expenses in excess of \$100,000. The total cost of the two conferences—attended by 317 individuals—was \$507,272. The average cost per attendee was \$1,367. One of these conferences was conducted at an off-site local facility and the other was held in Denver, Colorado.

The attached Table ([http://www.nsf.gov/bfa/docs/conference\\_reports/confdata\\_fy14.pdf](http://www.nsf.gov/bfa/docs/conference_reports/confdata_fy14.pdf)) includes the following information on conferences for which the total net cost to NSF exceeded \$100,000<sup>1</sup>:

- Conference name and justification for how the conference advanced NSF's mission;
- Sponsoring NSF organization;
- Conference dates;
- Number of conference participants;
- Travel expenses paid by NSF;
- Conference location;
- Net conference expenses.

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<sup>1</sup> The amounts used to determine the final cost of a conference were a mix of actual costs and estimated costs; and, as a result, additional conferences may have been included, or some excluded, if only actual costs were used.