

Protocol for Inviting NSF Personnel To Visit

The EPSCoR Office supports outreach travel that enables NSF staff from all directorates and offices to work with the EPSCoR research community regarding NSF opportunities, priorities, programs, and policies. Such travel also serves to more fully acquaint NSF staff with the science and engineering accomplishments, ongoing activities, and new directions and opportunities in research and education in the jurisdictions.

If you have an interest in NSF EPSCoR supporting an outreach visit by NSF staff, you should contact Dr. Denise Barnes (dbarnes@nsf.gov) in the EPSCoR Office and she will work with you in finding the appropriate NSF staff member to visit. You or your representatives should **NOT** contact non-EPSCoR NSF staff and/or extend invitations to NSF representatives prior to discussion with and approval from the NSF EPSCoR Office. The initial contact should be done by NSF EPSCoR staff. Please refer to the document titled [NSF Outreach Investment Strategy](#) for detailed information pertaining to coordinating a visit through the NSF EPSCoR Office.

If you host an NSF staff member, you will need to provide the NSF EPSCoR Office/Dr. Denise Barnes with the following information: A final agenda and a list of faculty in attendance for each meeting and their affiliation. The program officer will need to complete a trip report upon return and provide the NSF EPSCoR Office with a copy of any presentation used as part of the outreach.

Contact between EPSCoR researchers and NSF Program Officers is an important factor in increasing the number and quality of grant proposals from the EPSCoR jurisdictions. EPSCoR Outreach is designed to increase the number of such contacts and to maximize their effectiveness.

The NSF EPSCoR Office will pay the costs of outreach visits to EPSCoR jurisdictions by NSF staff, (NOTE: Program Officers who are Intergovernmental Personnel Act (IPA) employees are not eligible for EPSCoR Outreach travel support.) To qualify for this funding NSF staff must travel solely for the purpose of EPSCoR Outreach; program site visits are the responsibility of the managing program and cannot be supported with EPSCoR Outreach funds.

An outreach visit may be initiated either by 1) an EPSCoR jurisdiction host (e.g., faculty member, administrator, State EPSCoR Project Director) or 2) an NSF visitor (e.g., Program Officer, Division Director, DIS FastLane staff person.) In either case, effective planning, advisedly begun at least 3 weeks in advance, is critical.