The Proposal and Award Policies and Procedures Guide (PAPPG) requires that all awardee organizations submit a Program Income Reporting Sheet. As of October 1, 2014, all awardee organizations are required to report the amount of program income earned and expended as of September 30 each year. Awardee organizations are required to submit the Program Income Reporting Sheet by **November 14**, in order to report the amount of program income earned and expended as of the end of the previous Federal fiscal year.

Program income is gross income earned by the awardee organization that is directly generated by a supported activity or earned as a result of NSF funding. This would include things such as fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items fabricated under the grant, and license fees. Interest earned on advances of Federal funds is not program income.

### Program Income Reporting Worksheet

To start, you must first click **Download the Program Income Reporting Worksheet** at the top of the Program Income page.

1. Once opened, begin by completing the following sections at the top left of the worksheet:
   1. **Organization Name**: Enter your organization’s name
   2. **NSF Organization ID**: Enter your organization’s NSF ID (10 characters)
   3. **State**: Enter your organization’s state abbreviation code (e.g., VA)
   4. **Reporting Period**: Pre-populated by NSF

2. Next, you will need to list your NSF awards that earned program income. If no awards have program income, skip to **Step 8**.

   **Note**: Only include awards that were active, based upon the start and expiration date, during the most recently completed Federal fiscal year.
4. For each award listed, enter the cumulative amount of program income earned since the start of the award.

5. You must also determine the type of program income reported based on the award terms and conditions and enter it into the appropriate column. The type of program income reported is either addition or deduction alternative. See NSF PAPPG Chapter VIII.D.4 for definitions. Then enter the cumulative program income earned in the applicable column.

   Note: If the additive column is completed, then there can be no value other than zero or null in the deductive column, and vice versa.

6. Unexpended program income will be automatically calculated and displayed.

7. Finally, you can add remarks if necessary.

8. Below the table, you will need to check the box next to the applicable statement for your organization:
   1. There was no program income to report; or
   2. Program income is being expended for the purpose and conditions of the award(s) listed.

9. After selecting the applicable statement, you must complete one final section found at the bottom of the report:
   1. Name of Certifying Official
   2. Title of Certifying Official
   3. Certifying Official’s Phone Number
   4. Certifying Official’s Email Address

   You have now completed the Program Income Reporting Worksheet. Please send the completed file as an email attachment to: programincomecertification@nsf.gov.