



**DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESEARCH LABORATORY  
AIR FORCE OFFICE OF SCIENTIFIC RESEARCH (AFOSR)**

27 July 2020

**MEMORANDUM FOR GRANTEES AND BILLING OFFICES**

**FROM: AFOSR/CL**

875 North Randolph St  
Room 325, Suite 3112  
Arlington VA 22203-1768

**SUBJECT: Timely Financial Performance**

1. The Air Force Office of Scientific Research (AFOSR) sincerely values the outstanding working relationship it has always enjoyed with the research community. In the spirit of partnership, AFOSR is taking this opportunity to alert you to a concern that could compromise the efforts of all in advancing AFOSR sponsored basic research in the wake of COVID-19.
2. The Office of the Secretary of Defense and the Department of the Air Force closely track obligations and expenditures of basic research funds. The monthly billing and steady expenditure rates from the research community are crucial. We understand that COVID-19 may have slowed the ability to issue invoices and caused delays in some research. However, we encourage the research community to invoice as consistently and expeditiously as possible. When expenditure rates lag behind, AFOSR is at risk of losing future funding. This could result in the termination of existing grants and prevent the funding of new research, which would compromise our ability to fund basic research in pursuit of revolutionary United States Air and Space Force capabilities.
3. Please convey to your business offices the importance of prompt invoicing to support our combined efforts in advancing basic research. My AFOSR team is in the process of reviewing all grants, and will be contacting your business offices to discuss timely billing. For clarifications, questions, or discussions related to this issue, please contact my Financial Division Chief, Mr. Rickey Lawrence at [rickey.lawrence@us.af.mil](mailto:rickey.lawrence@us.af.mil), or my Contracting Division Chief, Mr. Carl Atkison at [afrl.afosr.pkcontracting@us.af.mil](mailto:afrl.afosr.pkcontracting@us.af.mil).

A handwritten signature in black ink that reads "Shery Welsh".

SHERY WELSH, PhD, SES, DAF  
DIRECTOR