



Carnegie
Mellon
University

Proposal Preparation

**National Science Foundation
Fall Grants Conference**

Pittsburgh, PA - November 14 & 15 - Carnegie Mellon University

Panelists



Sankar Basu

Program Director, Directorate for Computer & Information Sciences & Engineering; Division of Computing and Communication Foundations



Sonia Esperança

Program Director, Directorate for Geosciences; Division of Earth Sciences



Jean Feldman

Head, Policy Office, Office of Budget, Finance & Award Management; Division of Institution & Award Support



Randy Phelps

Staff Associate, Office of the Director; Office of Integrative Activities

Topics Covered

- Find Funding Opportunities
- Proposal & Award Policies and Procedures Guide
- Types of Proposal Submissions
- Sections of an NSF Proposal
- Postdoctoral Mentoring Plans
- Data Management Plans



“Ask Early, Ask Often!”

Find Funding Opportunities

The image shows a screenshot of the National Science Foundation (NSF) website. The top navigation bar includes 'HOME', 'Research Areas', 'Funding', 'Awards', 'Document Library', 'News', and 'About NSF'. The 'Funding' menu is expanded, showing a list of options: 'About Funding', 'Browse Funding Opportunities A-Z', 'Due Dates', 'Find Funding', 'Merit Review', 'Policies and Procedures', 'Preparing Proposals', 'Recent Opportunities', and 'Transformative Research'. A red circle highlights this menu. To the right of the menu, there is a 'RELATED LINKS' section with links to 'Proposal and Award Policies and Procedures Guide (PAPPG)', 'Grant Proposal Guide (GPG)', 'Research.gov', 'FastLane', and 'FUNDING OPPORTUNITIES FOR Graduate Students, K-12 Educators, Postdoctoral Fellows, Undergraduate Students'. The website header features the NSF logo and the tagline 'WHERE DISCOVERIES BEGIN'. A search bar is located in the top right corner. The footer contains the text 'Advancing the Sciences | Funding & Supporting | Inspiring & Educating' and a '- HIDE' button.

Find Funding Opportunities

NSF Funding & Research Community

SPECIAL NOTICES

[NSF and Congress: Latest Actions](#)

[NSF releases DRAFT Proposal & Award Policies & Procedures Guide \(PAPPG\) in the Federal Register for public comment](#)

[Science Policy](#)

[Dear Colleague Letter: NSF INCLUDES \(Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science\)](#)

[New Steps to Enhance Transparency and Accountability at the National Science Foundation, Important Notice No. 137, January 13, 2015](#)

[NSF releases new Proposal & Award Policies & Procedures Guide \(PAPPG\), effective January 25, 2016](#)

[NSF Strategic Plan for FY 2014-2018](#)

[NSF Information Related to the American Recovery and Reinvestment Act of 2009](#)

EVENT CALENDAR

Aug AUGUST 22, 2016 - AUGUST 22, 2016
[National Science Foundation at the American Chemical Society Meeting, August 22-24, 2016](#)
OUTREACH

Aug AUGUST 22, 2016 - AUGUST 22, 2016
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OUTREACH

FUNDING OPPORTUNITIES

Search Funding Opportunities

GO

or Search by Program Area

Select One

GO

[VIEW ALL FUNDING OPPORTUNITIES](#)

[Proposal and Award Policies and Procedures Guide](#)

[Prepare a Proposal](#)

[Upcoming Due Dates](#)

[Submit Proposal to FastLane](#)

NSF Award Search

The screenshot shows the NSF Award Search website. At the top left is the NSF logo with the text "National Science Foundation WHERE DISCOVERIES BEGIN". To the right is a "QUICK LINKS" dropdown menu and a search box labeled "SEARCH". Below this is a dark navigation bar with links for "HOME", "FUNDING", "AWARDS", "DISCOVERIES", "NEWS", "PUBLICATIONS", "STATISTICS", "ABOUT NSF", and "FASTLANE". Underneath is a secondary navigation bar with buttons for "Simple Search", "Advanced Search", "Popular Searches", "Download Awards", "Send Comments", and "Award Search Help". The main content area is titled "Awards Simple Search" and features a link for "Overview of Award Search Features". Below this is a search form with the label "Search award for:" and a "Search" button with a green arrow. A note below the form says "Use double quotes for exact search. For example 'water vapor'." There are two checkboxes: "Active Awards" (checked) and "Expired Awards" (unchecked). At the bottom left is a "Feedback" button with the NSF logo. At the bottom right are social media icons for Facebook, Twitter, LinkedIn, and YouTube, with the text "FOLLOW US". A dark navigation bar at the bottom contains the same menu items as the top. Below this is a footer with links for "Research.gov", "USA.gov", "BusinessUSA", "Recovery Act", "Budget and Performance", "Annual Financial Report", "Web Policies and Important Links", "Privacy", "FOIA", "Plain Language", "NO FEAR Act", "Inspector General", "Webmaster Contact", and "Site Map". The NSF logo is centered at the very bottom.

Other Ways to Find Funding

Use Grant.gov's Search Feature



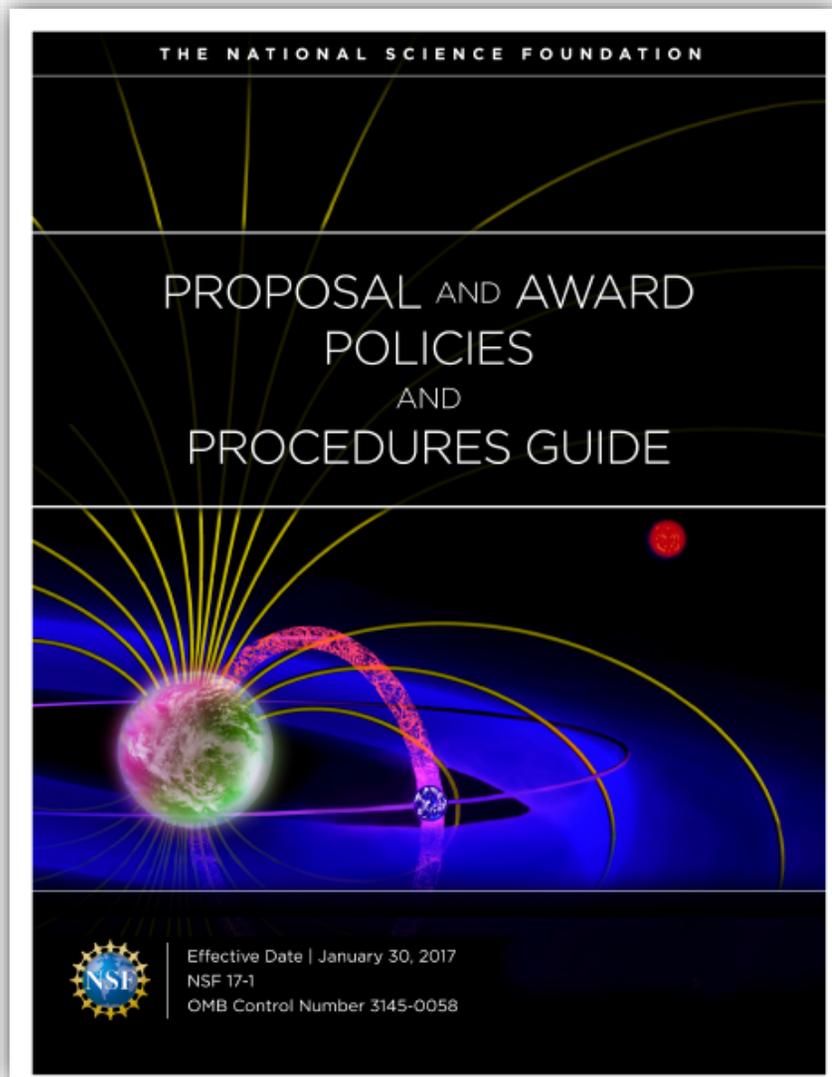
The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is located in the top right corner, with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. Below the navigation bar, there is a main menu with links for HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT.

The main content area features a 'Find Grants' section with a video player showing the Washington Monument. Below this, there is a 'Find Open Grant Opportunities' section with four tabs: NEWEST OPPORTUNITIES, BROWSE CATEGORIES, BROWSE AGENCIES, and BROWSE ELIGIBILITIES. A table of grant opportunities is displayed below the tabs.

Funding Opportunity Number	Opportunity Title	Agency
RFA-263-14-000001	Local Scholarship Program	Egypt USAID-Cairo
NNH14ZDA001N-RST	ROSES 2014: Remote Sensing Theory for Earth Science	NASA Headquarters
CDC-RFA-DP14-1419PPHF14	PPHF 2014: Racial and Ethnic Approaches to Community Health (REACH) - financed in part by Prevention and Public Health Funding	Chronic Disease Prevention and Health Promotion
HHS-2014-ACL-CDAP-SO-0089	State Health Insurance Assistance Program Performance Improvement and Innovation Grant	Administration for Community Living
DARPA-BAA-14-46	DSO Office-Wide	DARPA - Defense Sciences

On the right side of the page, there is a 'Grants.gov Updates' section with a yellow warning box about a scheduled maintenance outage on June 21-23, 2014. Below this, there is a 'Did You Know?' section with two lightbulb icons and text providing information about new features and SAM verification requirements.

What is the Proposal & Award Policies & Procedures Guide?

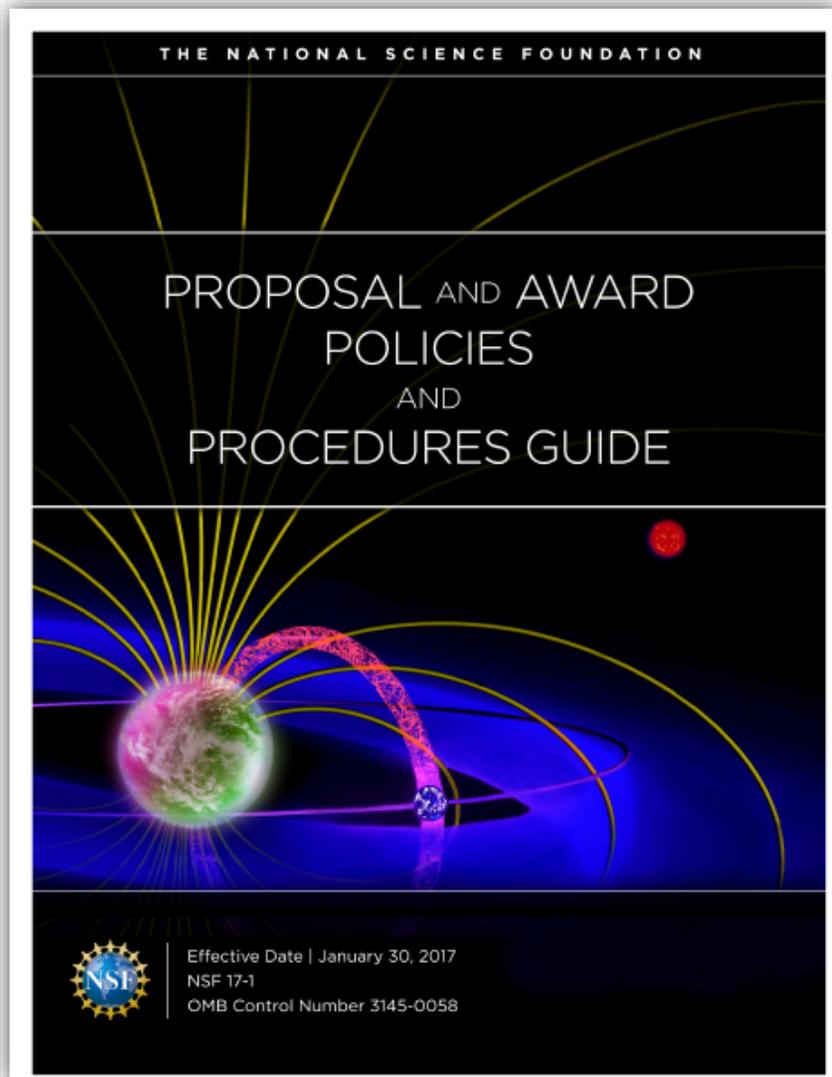


The Proposal & Award Policies & Procedures Guide (PAPPG) contains documents relating to NSF's proposal and award process. It has been designed for use by both our customer community and NSF staff and consists of two parts.

Part I is NSF's proposal preparation and submission guidelines

Part II is NSF's award and administration guidelines

What is the Proposal & Award Policies & Procedures Guide?



- Provides guidance for preparation and submission of proposals to NSF
- Describes process – and criteria – by which proposals will be reviewed
- Outlines reasons why a proposal may not be accepted or returned without review
- Describes process for withdrawals, returns, and declinations
- Includes policies to guide, manage, and monitor the award and administration of grants and cooperative agreements

Types of Funding Opportunities



Program Descriptions

- Proposals for a **Program Description** must follow the instructions in the GPG.

Program Announcements

- Proposals for a **Program Announcement** must follow the instructions in the GPG.

Program Solicitations

- Proposals must follow the instructions in the **Program Solicitation**; the instructions in the GPG apply unless otherwise stated in the solicitation.

Dear Colleague Letters

- **Dear Colleague Letters** are notifications of opportunities or special competitions for supplements to existing NSF awards.

What to Look for in a Program Announcement or Solicitation



Sample Cover Page of a Solicitation

Discovery Research PreK-12 (DRK-12)

PROGRAM SOLICITATION
NSF 15-592

REPLACES DOCUMENT(S):
NSF 13-601

 **National Science Foundation**
Directorate for Education & Human Resources
Research on Learning in Formal and Informal Settings

Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):

- December 07, 2015
- December 05, 2016
- First Monday in December, Annually Thereafter

Program Solicitation Number

NSF Directorates and Offices providing funding for this opportunity

Sample Cover Page of a Solicitation

Number of awards funded by the program per year

Funds available to the program per year

Award Information

Anticipated Type of Award: Standard Grant or Continuing Grant

Estimated Number of Awards: 35 to 45

per year. It is anticipated that about 10-15 Level I awards, 15-20 Level II awards 5-10 Level III awards, and 5 Conference/Synthesis awards will be made in FY 2016, pending availability of funds.

Anticipated Funding Amount: \$50,000,000

Pending availability of funds, NSF anticipates having approximately \$100,000,000 available over the two fiscal year period FY2016-2017 for support of the DRK-12 portfolio. Approximately \$50,000,000 will be available for the FY2016 competition and approximately \$50,000,000 will be available for the FY2017 competition.

Normal limits for funding requests of DRK-12 proposals are as follows: (1) Level I projects up to \$450,000 with duration up to three years; (2) Level II projects up to \$3,000,000 with duration up to four years; and (3) Level III projects up to \$5,000,000 with duration up to five years. The three levels of funding should align with the maturity of the proposed work, the size and scope of the empirical effort, as well as the capacity of the interdisciplinary team to conduct the proposed research.

Sample Cover Page of a Solicitation

Eligibility Information

Who May Submit Proposals:

The categories of proposers eligible to submit proposals to the National Science Foundation are identified in the Grant Proposal Guide, Chapter I, Section E.

Who May Serve as PI:

There are no restrictions or limits.

Limit on Number of Proposals per Organization:

There are no restrictions or limits.

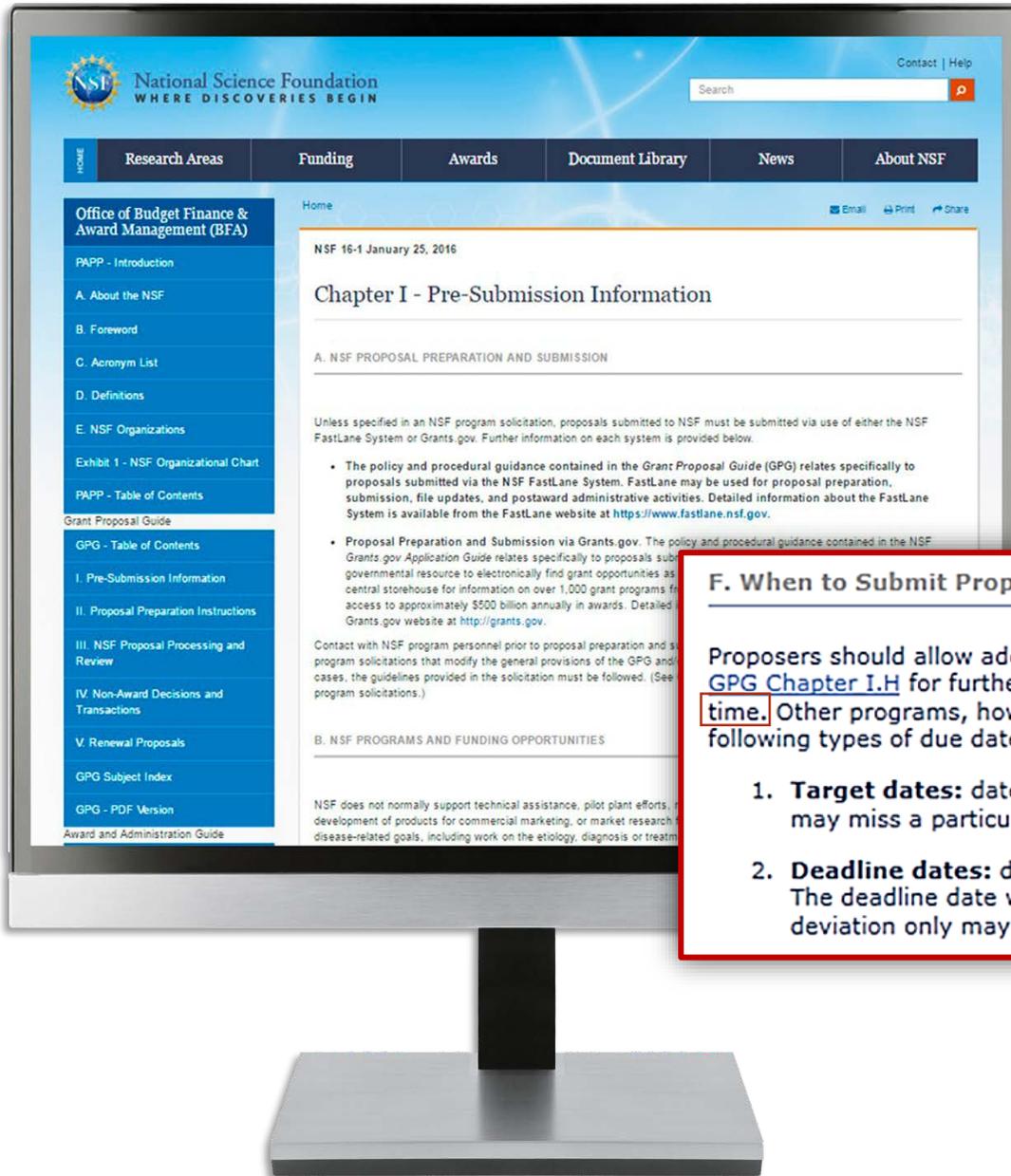
Limit on Number of Proposals per PI or Co-PI:

There are no restrictions or limits.

Eligibility information for institutions/PIs submitting proposals



Types of Proposal Submissions



NO DEADLINES

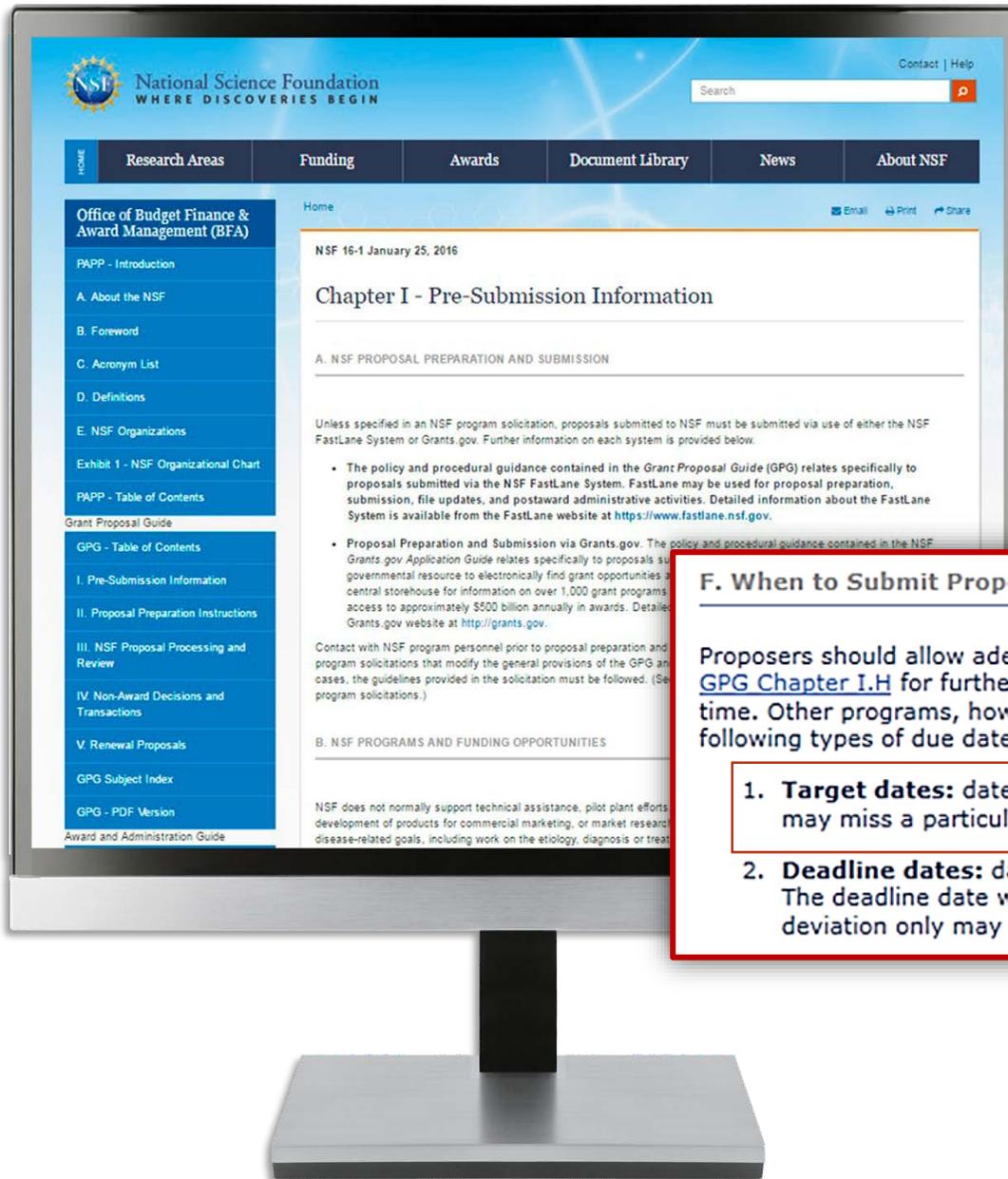
Proposals may be submitted at any time

F. When to Submit Proposals

Proposers should allow adequate time for NSF review and processing of proposals (see [GPG Chapter I.H](#) for further information). Many NSF programs accept proposals at any time. Other programs, however, establish due dates for submission of proposals. The following types of due dates are utilized by NSF:

1. **Target dates:** dates after which proposals will still be accepted, although they may miss a particular panel or committee meeting.
2. **Deadline dates:** dates after which proposals be returned without review by NSF. The deadline date will be waived only in extenuating circumstances. Such a deviation only may be authorized in accordance with [GPG Chapter II.A.](#)

Types of Proposal Submissions



TARGET DATES

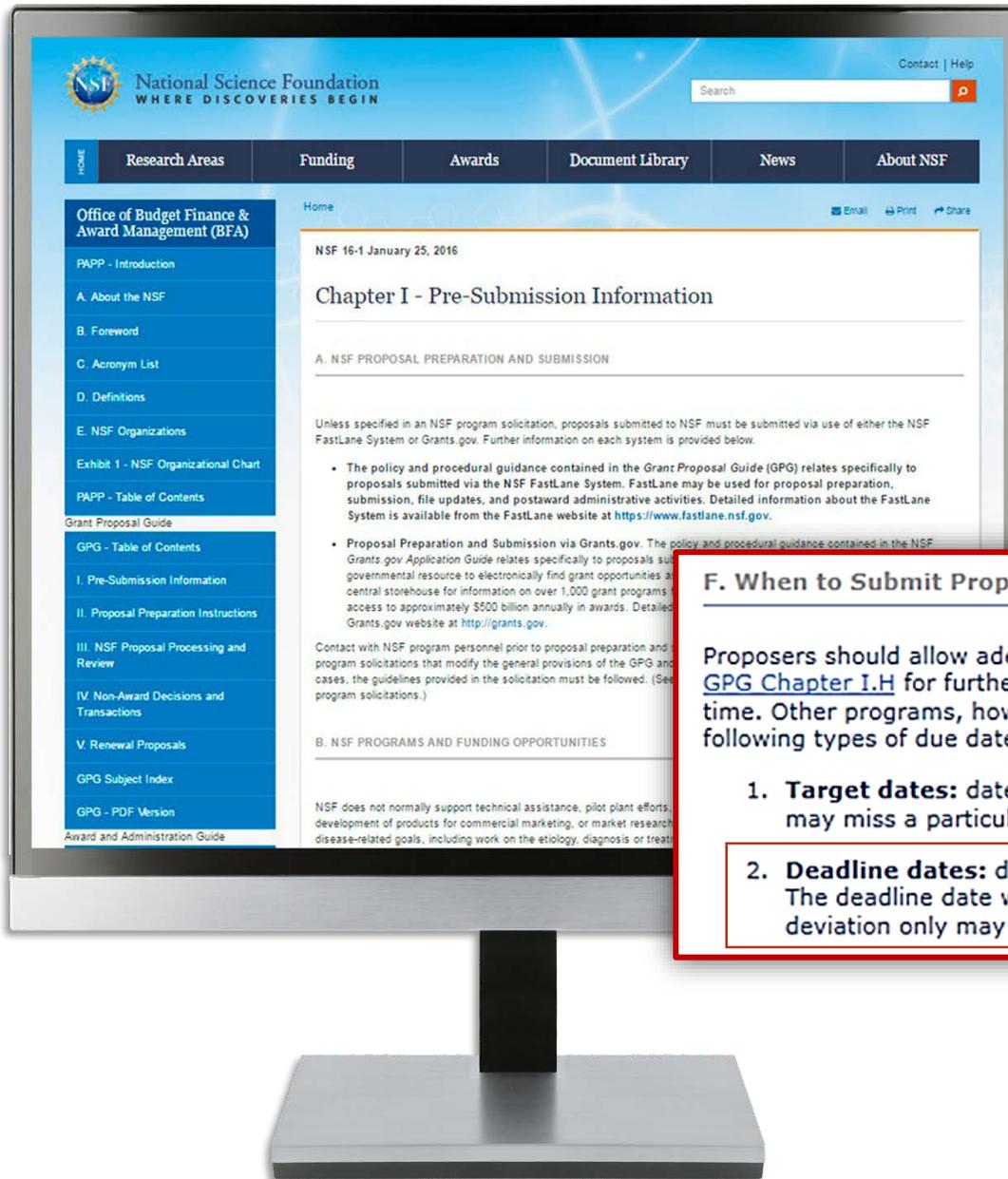
Talk to the Program Office if you think you might miss the date

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Types of Proposal Submissions



DEADLINE DATES

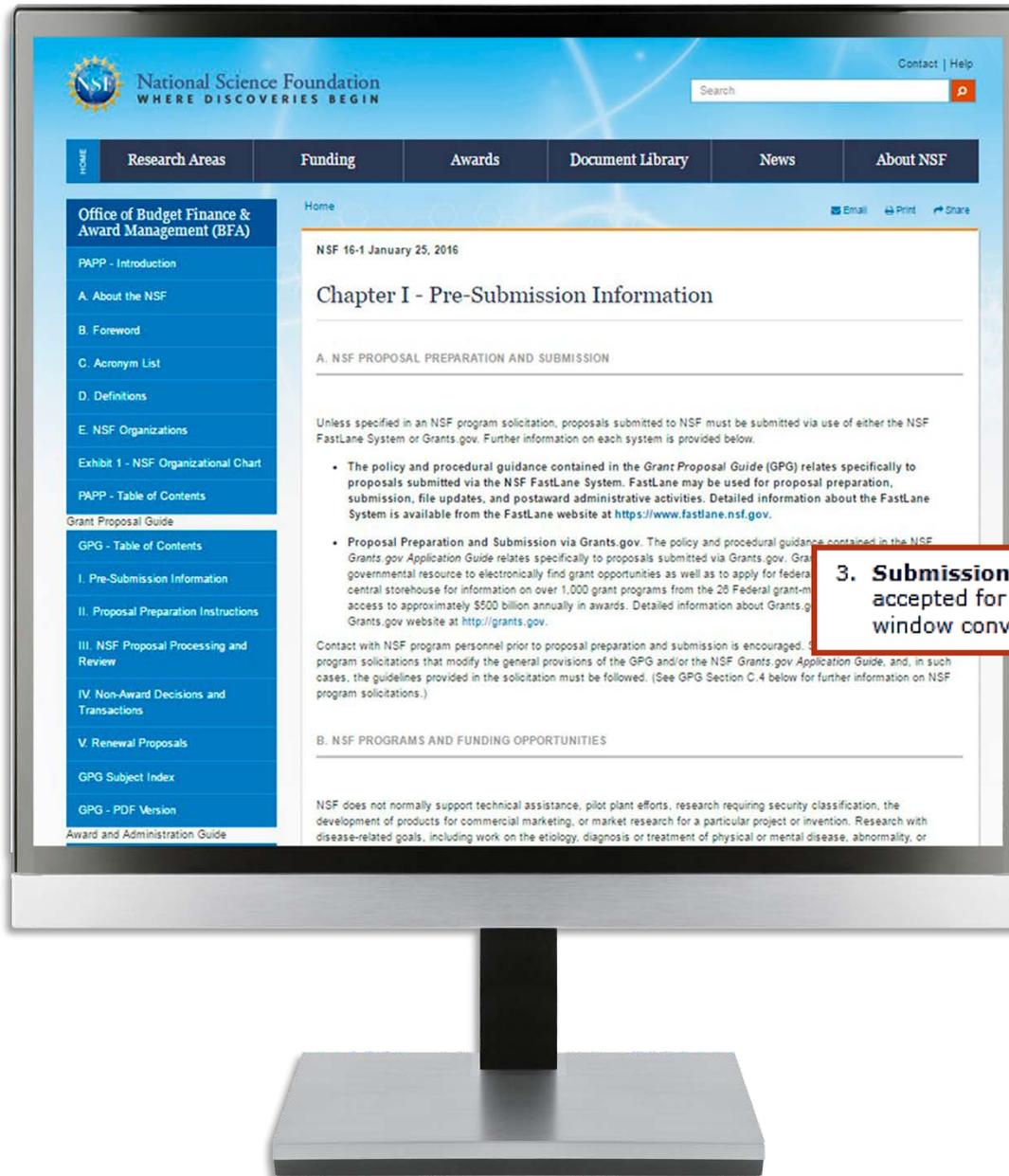
Proposals will not be accepted after this date and time (5 p.m. submitter's local time)

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Proposers should allow adequate time for NSF review and processing of proposals (see [GPG Chapter I.H](#) for further information). Many NSF programs accept proposals at any time. Other programs, however, establish due dates for submission of proposals. The following types of due dates are utilized by NSF:

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Types of Proposal Submissions

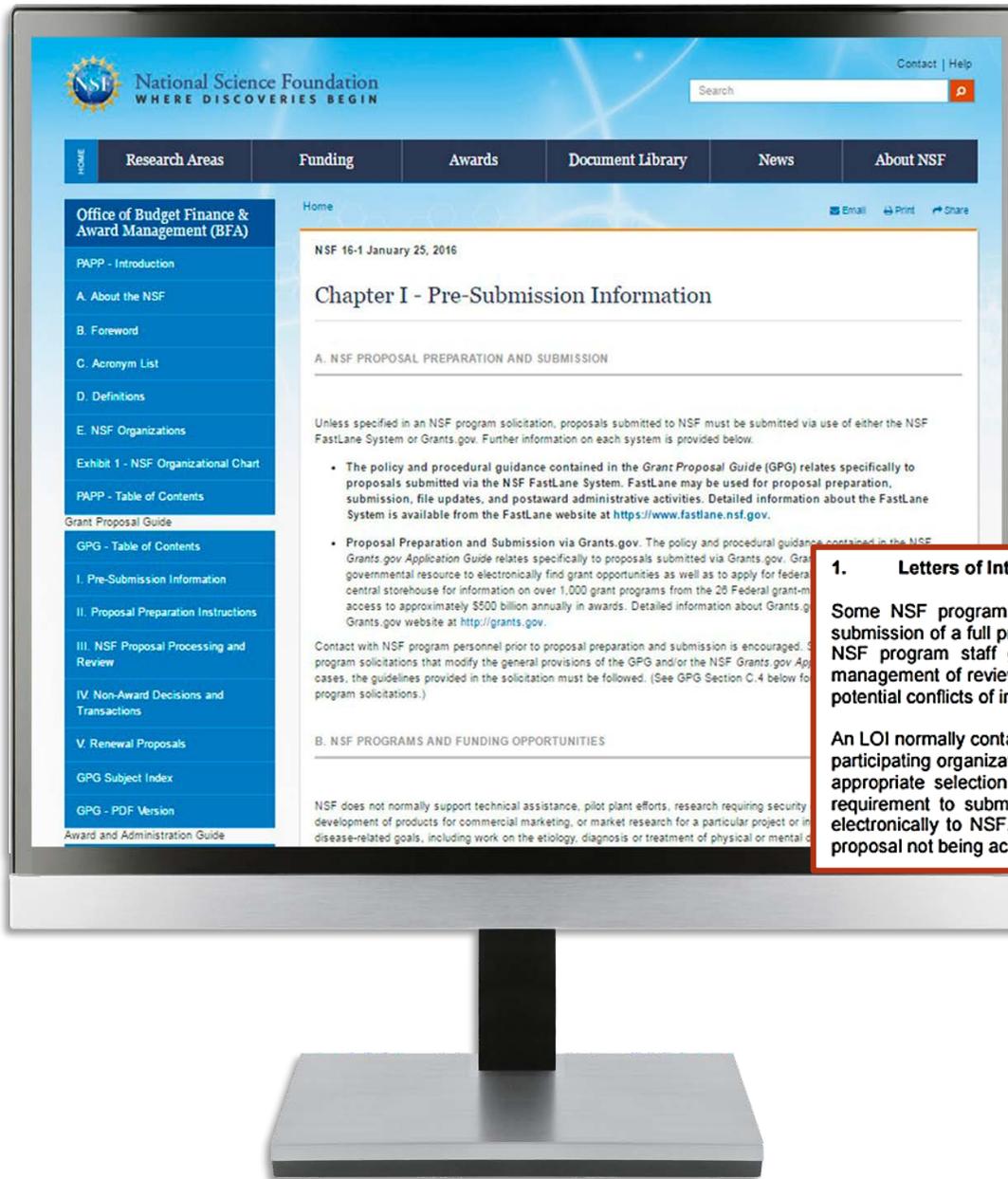


SUBMISSION WINDOWS

Proposals will not be accepted after this date and time (5 p.m. submitter's local time)

3. Submission windows: designated periods of time during which proposals will be accepted for review by NSF. It is NSF's policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date.

Types of Proposal Submissions



LETTERS OF INTENT

Enables better management of reviewers and panelists

1. Letters of Intent

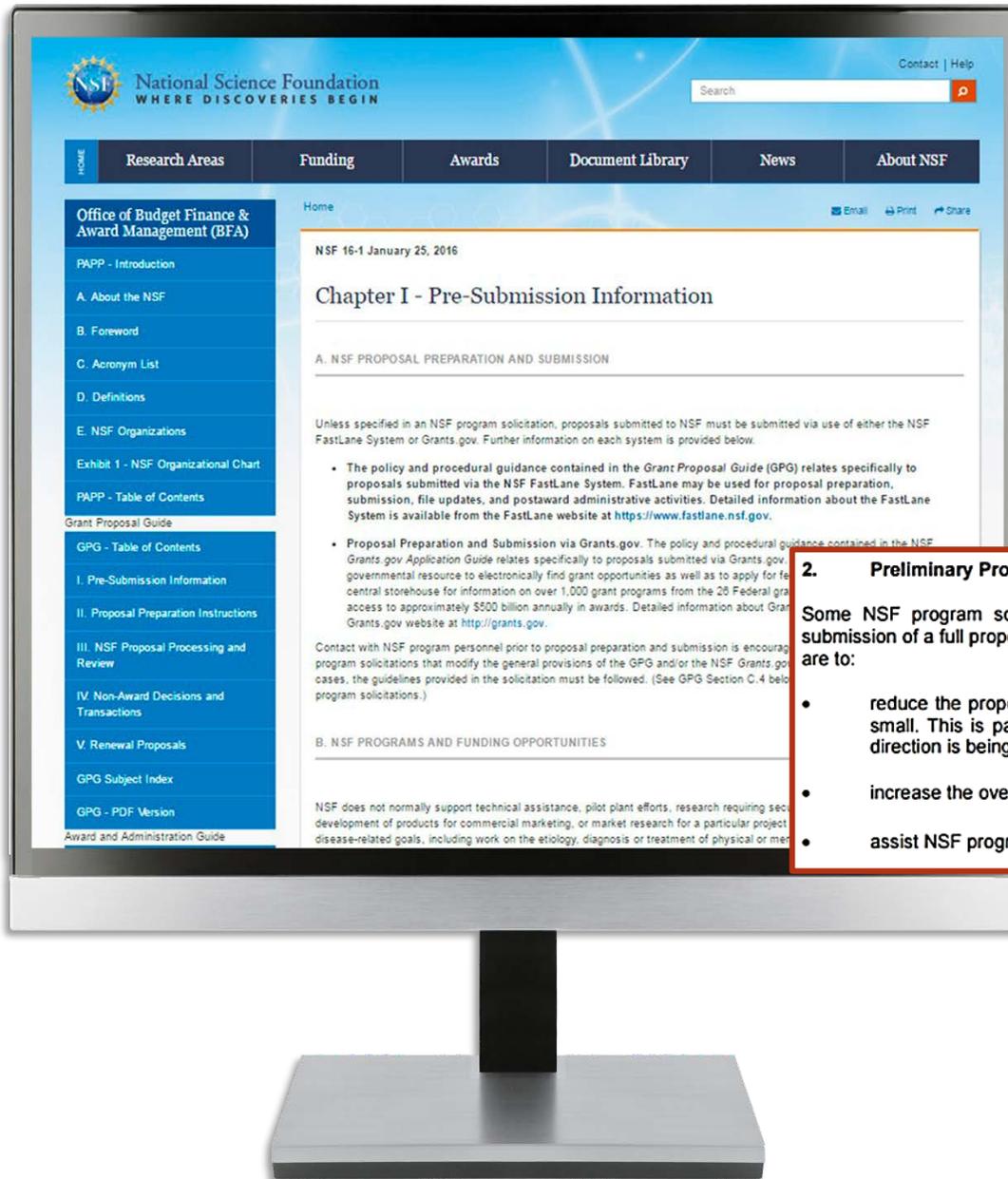
Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. An LOI is not a binding document. The predominant reason for its use is to help NSF program staff gauge the size and range of the competition, enabling earlier selection and better management of reviewers and panelists. In addition, the information contained in an LOI is used to help avoid potential conflicts of interest in the review process.

An LOI normally contains the Principal Investigator's (PI's) and co-PI's names, a proposed title, a list of possible participating organizations (if applicable), and a synopsis that describes the work in sufficient detail to permit an appropriate selection of reviewers. An LOI is not externally evaluated or used to decide on funding. The requirement to submit an LOI will be identified in the program solicitation, and such letters are submitted electronically to NSF. Failure to submit a required LOI identified in a program solicitation will result in a full proposal not being accepted or returned without review.

Types of Proposal Submissions

PRELIMINARY PROPOSALS

Sometimes required, sometimes optional



Proposals Not Accepted

- Proposals that do not contain the following required sections may not be accepted by FastLane:
 - Project Summary
 - Project Description
 - References Cited
 - Biographical Sketch(es)
 - Budget
 - Budget Justification
 - Current and Pending Support
 - Facilities, Equipment and Other Resources
 - Data Management Plan
 - Postdoctoral Mentoring Plan (if applicable)



Single Copy Documents

- Some proposal documents are for “NSF Use Only” and are not provided to reviewers
 - Authorization to deviate from proposal preparation requirements
 - List of suggested reviewers to include or not to include
 - Proprietary or privileged information
 - Proposal certifications
 - Information about collaborators and other affiliations



Sections of an NSF Proposal

Cover Sheet (Required)

Many of the boxes on the cover sheet are electronically prefilled as part of the FastLane login process.



COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION					
PROGRAM ANNOUNCEMENT/SOLICITATION NO./DUE DATE NSF 16-509			<input checked="" type="checkbox"/> Special Exception to Deadline Date Policy		FOR NSF USE ONLY
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.) DEB - Long-Term Ecological Research					NSF PROPOSAL NUMBER
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
				0748118034567	
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN) 530206152		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S)	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE National Science Foundation			ADDRESS OF AWARDEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE National Science Foundation 4201 Wilson Boulevard Arlington, VA. 222301000		
AWARDEE ORGANIZATION CODE (IF KNOWN) 4102852000					
NAME OF PRIMARY PLACE OF PERF ProdValid			ADDRESS OF PRIMARY PLACE OF PERF, INCLUDING 9 DIGIT ZIP CODE ProdValid AA.		
IS AWARDEE ORGANIZATION (Check All That Apply) (See GPG II.C For Definitions)		<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> MINORITY BUSINESS	<input type="checkbox"/> IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE	
		<input type="checkbox"/> FOR-PROFIT ORGANIZATION	<input type="checkbox"/> WOMAN-OWNED BUSINESS		
TITLE OF PROPOSED PROJECT SE ProdValid Jenkins Test					
REQUESTED AMOUNT \$ 4,444	PROPOSED DURATION (1-60 MONTHS) 24 months	REQUESTED STARTING DATE 12/12/16	SHOW RELATED PRELIMINARY PROPOSAL NO. IF APPLICABLE		
THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW <input type="checkbox"/> BEGINNING INVESTIGATOR (GPG I.G.2) <input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES (GPG II.C.1.e) <input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION (GPG I.D, II.C.1.d) <input type="checkbox"/> HISTORIC PLACES (GPG II.C.2.j) <input type="checkbox"/> VERTEBRATE ANIMALS (GPG II.D.6) IACUC App. Date _____ PHS Animal Welfare Assurance Number _____			<input type="checkbox"/> HUMAN SUBJECTS (GPG II.D.7) Human Subjects Assurance Number _____ Exemption Subsection _____ or IRB App. Date _____ <input type="checkbox"/> INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPG II.C.2.j) _____		
<input checked="" type="checkbox"/> FUNDING MECHANISM Research - other than RAPID or EAGER			<input checked="" type="checkbox"/> COLLABORATIVE STATUS Not a collaborative proposal		

Example from FastLane

Sections of an NSF Proposal

Project Summary (Required)

Text boxes must contain an Overview and Statements on Intellectual Merit and Broader Impacts.

Proposals that do not separately address the Overview and both Merit Review criteria in text boxes will not be accepted by FastLane.

Project summaries with special characters must be uploaded as a PDF document.



- Disclosure of Lobbying Activities (See [GPG II.C.1.e](#))
- Proprietary or Privileged Information (See [GPG I.D.3](#) & [II.C.1.d](#))
- Historic Places (See [GPG II.C.2.i](#))
- Vertebrate Animals¹⁵ (See [GPG II.D.7](#))
- Human Subjects¹⁶ (See [GPG II.D.8](#))
- International Activities Country Name(s) (See [GPG II.C.2.i](#)) - For each proposal that describes an international activity, proposers should list the primary countries involved. A maximum of five countries may be listed. An international activity is defined as research, training, and/or education carried out in cooperation with foreign counterparts either overseas or in the US using virtual technologies. Proposers also should enter the country/countries with which project participants will engage and/or travel to attend international conferences. If the specific location of the international conference is not known at the time of the proposal submission, proposers should enter "Worldwide". (See [GPG II.C.2.i](#)).

b. Project Summary

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

The Project Summary may ONLY be uploaded as a Supplementary Document if use of [special characters](#) is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit and Broader Impacts. Failure to include these headings will result in the proposal being returned without review.

c. Table of Contents

A Table of Contents is automatically generated for the proposal. The proposer cannot edit this form.

d. Project Description (including Results from Prior NSF Support)

(i) Content

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

Text from the GPG

Sections of an NSF Proposal

Project Description (Required)

Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful.

A separate section within the narrative must include a discussion of the broader impacts of the proposed activities.



d. Project Description (including Results from Prior NSF Support)

(i) Content

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

The Project Description must contain, as a separate section within the narrative, a section labeled "Broader Impacts". This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the US; and enhanced infrastructure for research and education.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Special Information and Supplementary Documentation section of the proposal (see [GPG Chapter II.C.2.](#) for additional instructions for preparation of this section).

(ii) Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description

Brevity will assist reviewers and Foundation staff in dealing effectively with proposals. Therefore, the Project Description (including Results from Prior NSF Support, which is limited to five pages) **may not exceed 15 pages**. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. PIs are cautioned that the Project Description must be self-contained and that URLs **must not** be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review.

Text from the GPG

References Cited (Required)

Reference information is required, and proposers must follow accepted scholarly practices in providing citations for source materials.



(v) Group Proposals

NSF encourages submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary projects. Unless stipulated in a specific program solicitation, however, such proposals will be subject to the 15-page Project Description limitation established in Section (ii) above. PIs who wish to exceed the established page limitations for the Project Description must request and receive a deviation in advance of proposal submission. ([GPG Chapter II.A](#) contains information on deviations.)

(vi) Proposals for Renewed Support

See [GPG Chapter V](#) for guidance on preparation of renewal proposals.

e. References Cited

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. (See also [GPG Chapter II.C.2.d.\(iii\)\(d\)](#)) If the proposer has a website address readily available, that information should be included in the citation. It is not NSF's intent, however, to place an undue burden on proposers to search for the URL of every referenced publication. Therefore, inclusion of a website address is optional. A proposal that includes reference citation(s) that do not specify a URL is not considered to be in violation of NSF proposal preparation guidelines and the proposal will still be reviewed.

Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description.

f. Biographical Sketch(es)

(i) Senior Personnel

A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See [GPG Exhibit II-6](#) for the definitions of Senior Personnel.) Proposers may elect to use third-party solutions, such as NIH's SciENcv to develop and maintain their biographical sketch. However, proposers are advised that they are still responsible for ensuring that biographical sketches created using third-party solutions are compliant with NSF proposal preparation requirements.

Do not submit any personal information in the biographical sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also [GPG Chapter III.H](#)).

Text from the GPG

Sections of an NSF Proposal

f. Biographical Sketch(es)

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(a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training (including location) as indicated below:

Undergraduate Institution(s)	Location	Major	Degree & Year
Graduate Institution(s)	Location	Major	Degree & Year
Postdoctoral Institution(s)	Location	Area	Inclusive Dates (years)

(b) Appointments

A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

(c) Products

A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL or other Persistent Identifier.

If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch.

(d) Synergistic Activities

Biographical Sketches (Required)

Biographical sketches are required for all senior project personnel and must not exceed two pages in length, per individual.



Text from the GPG

Sections of an NSF Proposal

Budget (Required)

Each proposal must contain a budget for each year of support requested. The budget justification should be no more than three pages for all years of the project combined.

Proposals containing subawards must include a separate budget justification of no more than three pages for each subaward.



SUMMARY PROPOSAL BUDGET				YEAR 1		FOR NSF USE ONLY	
ORGANIZATION NSF				PROPOSAL NO.		DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Terry Demo				AWARD NO.		Proposed / Granted	
A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Associates (List each separately with title. A-T, show number in brackets)				Not Filled Person-months		Funds Requested by proposal	
1 Terry Demo - none				CAL	ACAD	SUMR	Funds Granted by NSF (if awards)
2				0.00	0.00	0.00	\$ 400,000
3							
4							
5							
6 (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00	0.00	0
7 (1) TOTAL SENIOR PERSONNEL (1-6)				0.00	0.00	0.00	400,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1 (0) POST DOCTORAL SCHOLARS				0.00	0.00	0.00	0
2 (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0.00	0.00	0.00	0
3 (0) GRADUATE STUDENTS							0
4 (0) UNDERGRADUATE STUDENTS							0
5 (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							0
6 (0) OTHER							0
TOTAL SALARIES AND WAGES (A + B)							400,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							0
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							400,000
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)							
TOTAL EQUIPMENT							0
E. TRAVEL							
1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)							0
2. FOREIGN							0
F. PARTICIPANT SUPPORT COSTS							
1 STIPENDS \$ _____							0
2 TRAVEL _____							0
3 SUBSISTENCE _____							0
4 OTHER _____							0
TOTAL NUMBER OF PARTICIPANTS (1-4)							0
TOTAL PARTICIPANT COSTS							0
G. OTHER DIRECT COSTS							
1 MATERIALS AND SUPPLIES							0
2 PUBLICATION COSTS DOCUMENTATION/DISSEMINATION							0
3 CONSULTANT SERVICES							0
4 COMPUTER SERVICES							0
5 SUBAWARDS							0
6 OTHER _____							0
TOTAL OTHER DIRECT COSTS							0
H. TOTAL DIRECT COSTS (A THROUGH G)							400,000
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE) (Rate: , Base:)							0
TOTAL INDIRECT COSTS (F&A)							0
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)							400,000
K. RESIDUAL FUNDS							0
L. AMOUNT OF THIS REQUEST (J) OR (J) MINUS (K)							\$ 400,000
M. COST SHARING PROPOSED LEVEL \$ _____							0
AGREED LEVEL IF DIFFERENT \$ _____							
PI/PD NAME Terry Demo				FOR NSF USE ONLY INDIRECT COST RATE VERIFICATION			
ORG. REF. NAME* Terry Demo				Cost Shared	State or Non-State	100% - 0%	

1 *ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

Text from the FastLane

Budgetary Guidelines

- Information regarding budgetary guidelines can be found in both the GPG and in the Award & Administration Guide (AAG), as well as NSF program solicitations.

Amounts Should Be:

- Realistic and reasonable
- Well-justified and should establish need
- Consistent with program guidelines

Eligible costs consist of:

- Personnel
- Equipment
- Travel
- Participant support
- Other direct costs (e.g., subawards, consultant services, computer services, and publications costs)



- Inclusion of voluntary committed cost sharing is prohibited in solicited & unsolicited proposals.

To be considered voluntary committed cost sharing, the cost sharing must meet all of the standards of 2 CFR § 215.23, to include identification of cost sharing on the NSF budget.

Line M will be “grayed out” in FastLane.

- Organizations may, at their own discretion, continue to contribute any amount of voluntary uncommitted cost sharing to NSF-sponsored projects.

Sections of an NSF Proposal

Facilities, Equipment, and Other Resources (Required)

This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed.

Facilities, Equipment, and Other Resources

Instructions: Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II.C.2.i for more information.

Upload File

Sections of an NSF Proposal

Current and Pending Support (Required)

This section of the proposal calls for information on all current and pending support for ongoing projects and proposals.



Current and Pending Support (See GPG Section II.C.2.h for guidance on information to include on this form.)	
<small>The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposal.</small>	
Investigator:	<small>Other agencies (including NSF) to which this proposal has been/will be submitted.</small>
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support	
Project/Proposal Title:	
Source of Support:	
Total Award Amount: \$	Total Award Period Covered:
Location of Project:	
Person-Months Per Year Committed to the Project.	Cal: Acad: Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support	
Project/Proposal Title:	
Source of Support:	
Total Award Amount: \$	Total Award Period Covered:
Location of Project:	
Person-Months Per Year Committed to the Project.	Cal: Acad: Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support	
Project/Proposal Title:	
Source of Support:	
Total Award Amount: \$	Total Award Period Covered:
Location of Project:	
Person-Months Per Year Committed to the Project.	Cal: Acad: Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support	
Project/Proposal Title:	
Source of Support:	
Total Award Amount: \$	Total Award Period Covered:
Location of Project:	
Person-Months Per Year Committed to the Project.	Cal: Acad: Sumr:
Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future <input type="checkbox"/> *Transfer of Support	
Project/Proposal Title:	
Source of Support:	
Total Award Amount: \$	Total Award Period Covered:
Location of Project:	
Person-Months Per Year Committed to the Project.	Cal: Acad: Sumr:

*If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

Page G-0 USE ADDITIONAL SHEETS AS NECESSARY

Example from FastLane

Special Information and Supplementary Documentation

This segment should alert NSF officials to unusual circumstances that require special handling; more information can be found in the GPG Chapter II.C.2.j.



j. Special Information and Supplementary Documentation

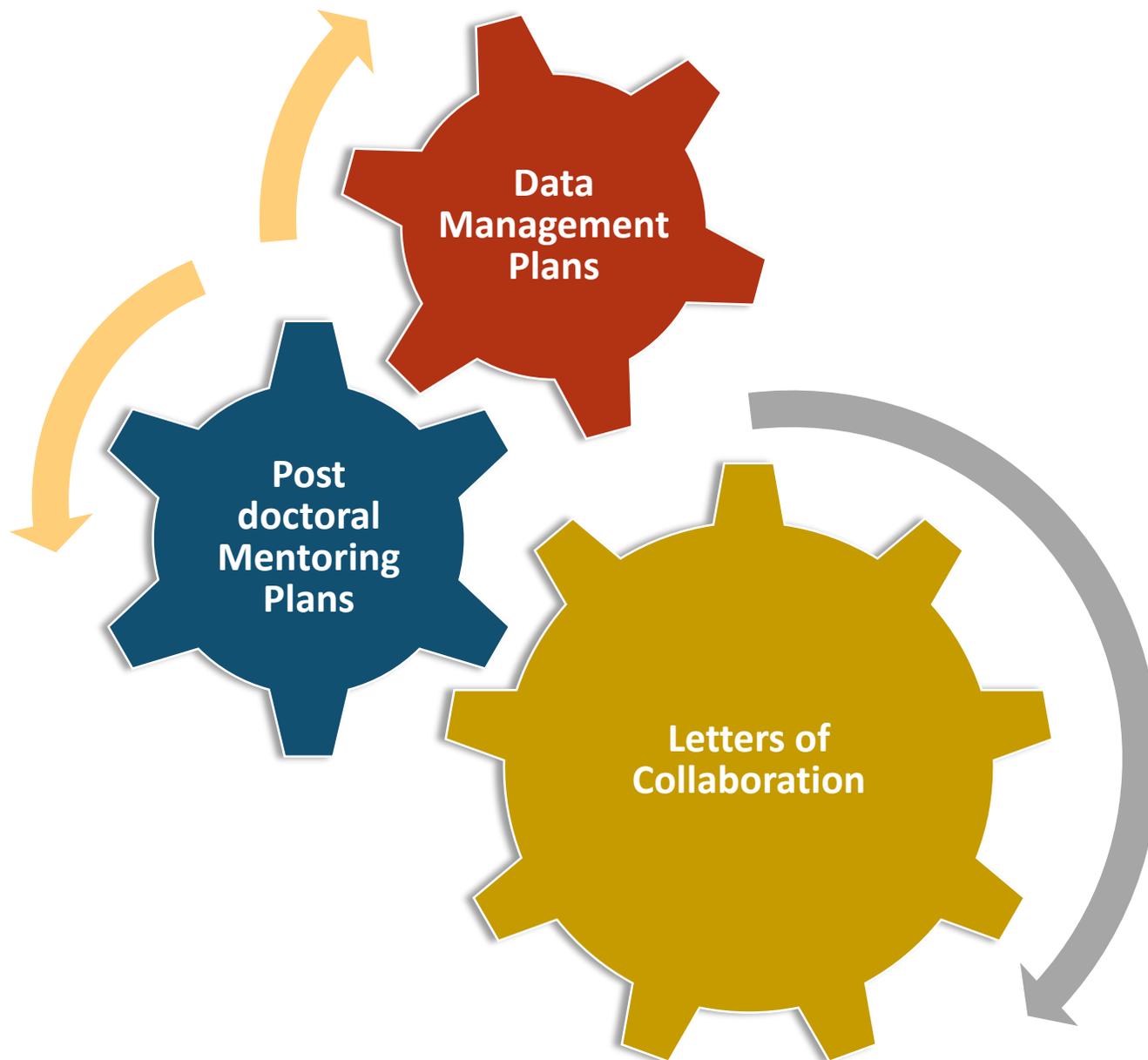
Except as specified below, special information and supplementary documentation must be included as part of the Project Description (or part of the budget justification), if it is relevant to determining the quality of the proposed work. Information submitted in the following areas is not considered part of the 15-page Project Description limitation. This Special Information and Supplementary Documentation section also is not considered an appendix. Specific guidance on the need for additional documentation may be obtained from the organization's sponsored projects office or in the references cited below.

- Postdoctoral Researcher Mentoring Plan. Each proposal^{2.6} that requests funding to support **postdoctoral researchers**^{2.7} must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. In no more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative project. Proposers are advised that the mentoring plan must not be used to circumvent the 15-page Project Description limitation. See [GPG Chapter II.D.5](#) for additional information on collaborative proposals. Mentoring activities provided to postdoctoral researchers supported on the project will be evaluated under the Broader Impacts review criterion.

Examples of mentoring activities include, but are not limited to: career counseling; training in preparation of grant proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

- Plans for data management and sharing of the products of research. Proposals must include a supplementary document of no more than two pages labeled "Data Management Plan". This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see [AAG Chapter VI.D.4](#)), and may include:
 1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
 2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
 3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
 4. policies and provisions for re-use, re-distribution, and the production of derivatives; and

Text from the GPG



Mentoring for Postdoctoral Researchers

- Proposals that include funding to support postdoctoral researchers must include a description of the mentoring activities that will be provided for such individuals.
- Proposed mentoring activities will be evaluated as part of the merit review process, under NSF's Broader Impacts merit review criterion.



Mentoring for Postdoctoral Researchers

- Proposals that identify a postdoc on the budget but do not include a maximum one-page mentoring plan as a supplementary document will be prevented from submission in FastLane.
- For collaborative proposals, the lead organization must submit a mentoring plan for all postdoctoral researchers supported under the entire collaborative project.



Mentoring for Postdoctoral Researchers

- Mentoring activities may include:
 - Providing career counseling, training in the preparation of grant proposals, or training in responsible professional practices
 - Developing publications and presentations
 - Offering guidance on techniques to improve teaching and mentoring skills
 - Providing counseling on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas



Data Management Plan Requirements

- All proposals are required to include, as a supplementary doc, a Data Management Plan of up to two pages.
- Plan should describe how the proposal will conform to NSF policy on dissemination and sharing of research results.
- A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as a clear justification is provided.
- Plan will be reviewed as part of the Intellectual Merit and/or Broader Impacts of the proposal.



Data Management Plan Requirements

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- Division of Acquisition and Cooperative Support
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Dissemination and Sharing of Research Results

NSF DATA SHARING POLICY

Investigators are expected to share with other researchers, at no more than incremental cost and within a reasonable time, the primary data, samples, physical collections and other supporting materials created or gathered in the course of work under NSF grants. Grantees are expected to encourage and facilitate such sharing. See Award & Administration Guide (AAG) Chapter VI.D.4.

NSF DATA MANAGEMENT PLAN REQUIREMENTS

Proposals submitted or due on or after January 18, 2011, must include a supplementary document of no more than two pages labeled "Data Management Plan". This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. See Grant Proposal Guide (GPG) Chapter II.C.2 for full policy implementation.

REQUIREMENTS BY DIRECTORATE, OFFICE, DIVISION, PROGRAM, OR OTHER NSF UNIT

Links to data management requirements and plans relevant to specific Directorates, Offices, Divisions, Programs, or other NSF units, are provided below. If guidance specific to the program is not provided, then the requirements established in Grant Proposal Guide, Chapter II.C.2, apply.

Please note that if a specific program solicitation provides guidance on preparation of data management plans, such guidance must be followed.

- Biological Sciences Directorate (BIO)
 - Directorate-wide Guidance
- Computer & Information Sciences & Engineering (CISE)
 - Directorate-wide Guidance
- Education & Human Resources Directorate (EHR)
 - Directorate-wide Guidance
- Engineering Directorate (ENG)
 - Directorate-wide Guidance
- Geosciences Directorate (GEO)



Ask Early, Ask Often!

nsf.gov/staff

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