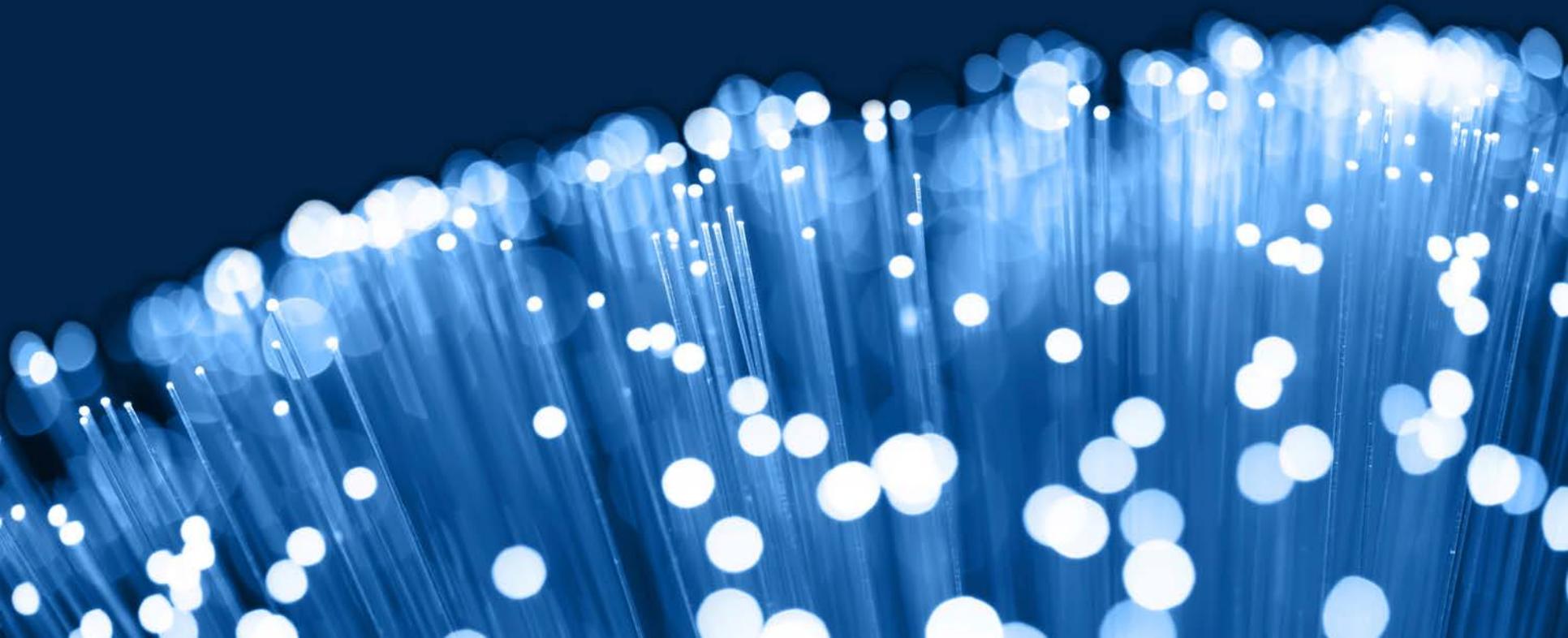




How to Prepare an NSF Proposal: The Good, the Bad and the Ugly

Spring 2017



Topics Covered

- Funding Opportunities
- Proposal & Award Policies & Procedures Guide
- Types of Proposal Submissions
- Types of Funding Mechanisms
- Sections of an NSF Proposal

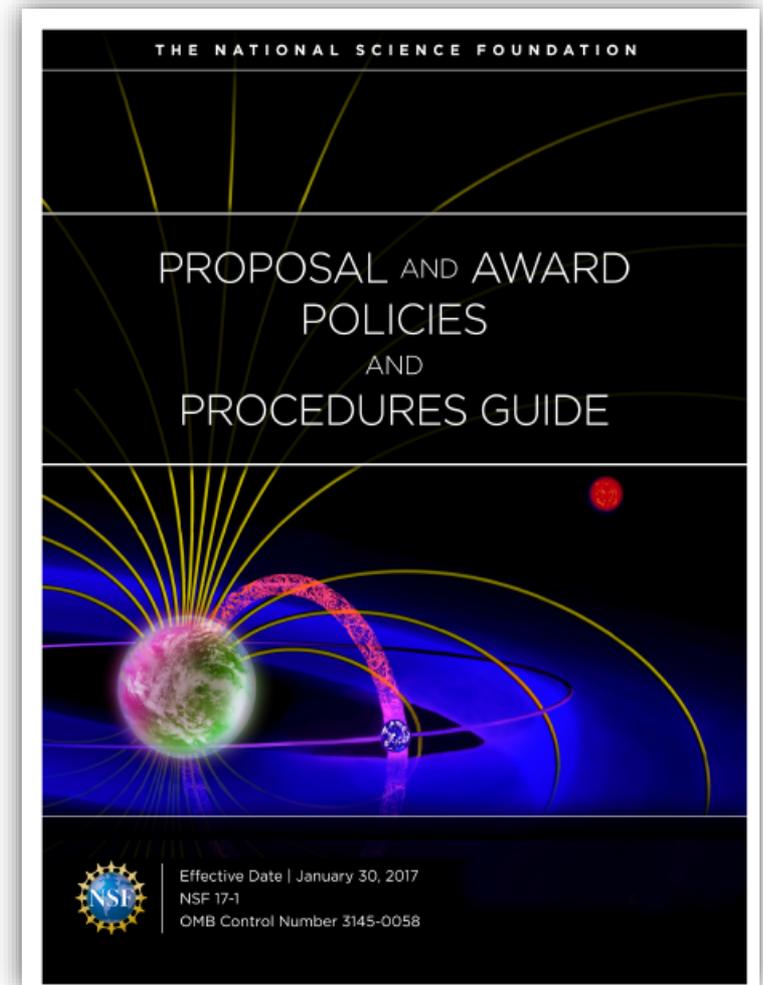


What is the Proposal & Award Policies & Procedures Guide?

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? (Cont'd)

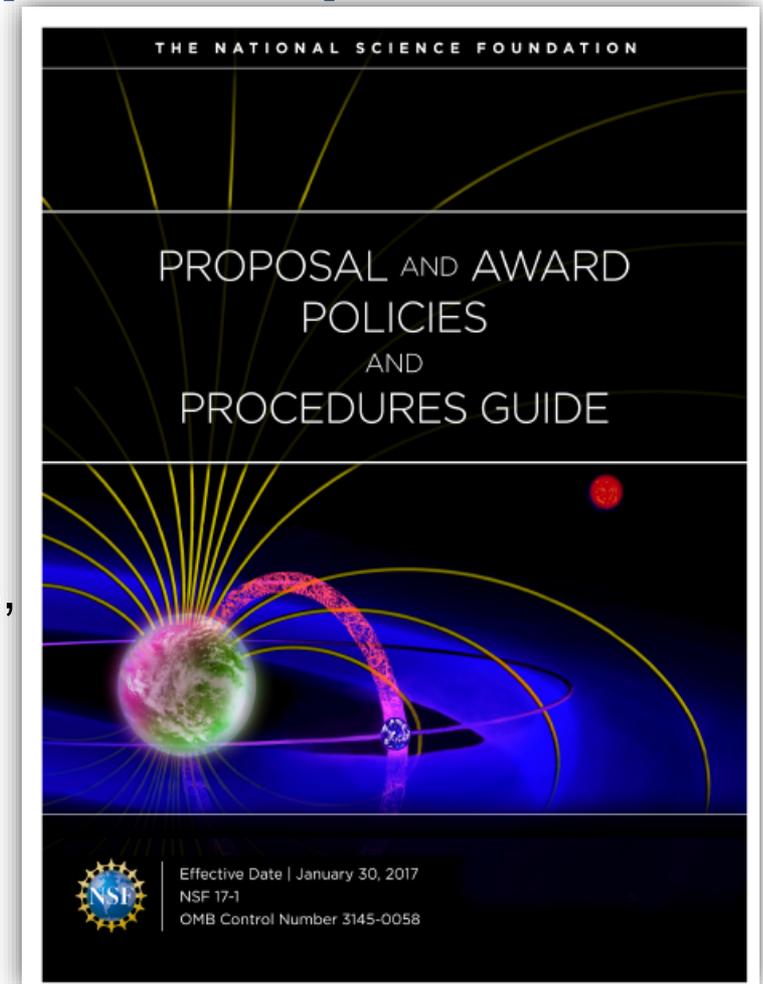
Provides guidance for preparation and submission of proposals to NSF

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 PAPPG.

Program Announcements

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

Program Solicitations

Proposals must follow the instructions in the **Program Solicitation**; the instructions in the PAPPG 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

- Goal of Program
- Eligibility
- Special proposal preparation and/or award requirements



Navigating a Program Description

Division of Astronomical Sciences

Advanced Technologies and Instrumentation (ATI)

CONTACTS

Name	Email	Phone	Room
Peter Kurczynski (Lead)	pkurczyn@nsf.gov	(703) 292-7248	1065 S
James E. Neff	jneff@nsf.gov	(703) 292-2475	1030 S

PROGRAM GUIDELINES

Apply to PD 08-1218 in FastLane. (standard *NSF Proposal & Award Policies & Procedures Guide* proposal preparation guidelines apply.)

Important Information for Proposers

A revised version of the *NSF Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 17-1), is effective for proposals submitted, or due, on or after January 30, 2017. Please be advised that, depending on the specified due date, the guidelines contained in NSF 17-1 may apply to proposals submitted in response to this funding opportunity.

DUE DATES

Full Proposal Deadline Date

November 1, 2017

November 1, Annually Thereafter



Navigating a Program Description

SYNOPSIS



The Advanced Technologies and Instrumentation (ATI) program provides grants to support the development and construction of state-of-the-art astronomical detectors and instruments for the visible, infrared, submillimeter, and radio regions of the spectrum.

Successful proposals will involve the application of new hardware and software technology and/or innovative techniques in astronomical research in any of a broad range of fields, including (but not limited to) imaging instruments and spectrometers, semiconducting and superconducting detector arrays for astronomy, precision radial velocity hardware, polarization measurement hardware and techniques, correlator hardware, interferometric imaging, and adaptive optics.

Instrumentation projects should be driven by clearly articulated scientific goals. All proposals to the ATI program should include a task implementation plan with milestones, schedules, and costs.

Proposals for astronomical instrumentation may alternatively be submitted to the NSF-wide Major Research Instrumentation (MRI) program. Additional information about that program can be obtained by visiting the MRI Solicitation at (http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5260).

RELATED URLS

[How to Submit an ATI Proposal](#)

[Major Research Instrumentation \(MRI\)](#)

[Sign up to be an AST Reviewer](#)



[What Has Been Funded \(Recent Awards Made Through This Program, with Abstracts\)](#)

[Map of Recent Awards Made Through This Program](#)

[News](#)



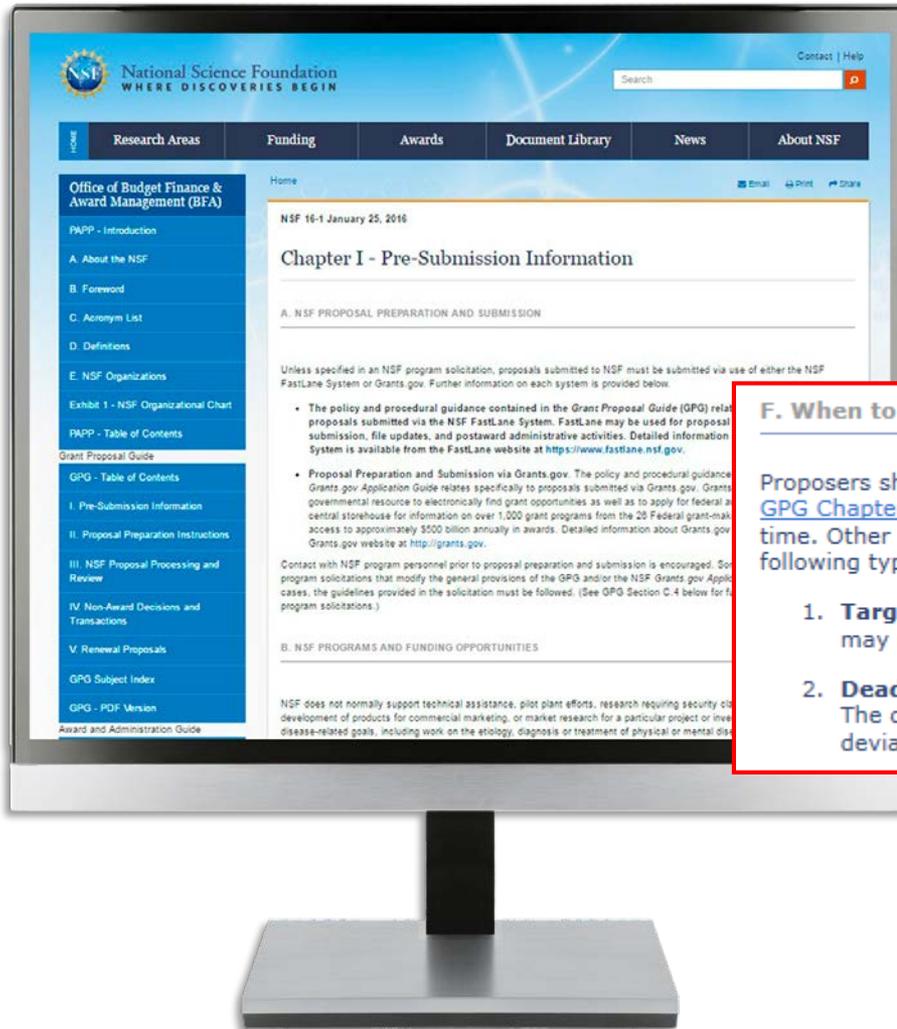
Navigating a Program Solicitation

Dimensions of Biodiversity FY2017	
PROGRAM SOLICITATION ←	
NSF 17-523	
REPLACES DOCUMENT(S):	
NSF 15-611	
	National Science Foundation Directorate for Biological Sciences Division of Environmental Biology
Full Proposal Deadline(s) (due by 5 p.m. submitter's local time): ←	
February 21, 2017	
IMPORTANT INFORMATION AND REVISION NOTES	
The Directorate for Geosciences will no longer be partnering with the Directorate of Biological Sciences in this solicitation. Therefore proposals that focus exclusively on marine biodiversity are no longer eligible, and if submitted will be returned without review.	
Functional diversity has been clarified.	
Any proposal submitted in response to this solicitation should be submitted in accordance with the revised <i>NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 17-1)</i> , which is effective for proposals submitted, or due, on or after January 30, 2017. Please be advised that proposers who opt to submit prior to January 30, 2017, must also follow the guidelines contained in NSF 17-1.	
SUMMARY OF PROGRAM REQUIREMENTS ←	
General Information	
Program Title:	
Dimensions of Biodiversity	
Synopsis of Program:	
Despite centuries of discovery, most of our planet's biodiversity remains unknown. The scale of the unknown diversity on Earth is especially troubling given the rapid and permanent loss of biodiversity across the globe. The goal of the Dimensions of Biodiversity campaign is to transform, by 2020, how we describe and understand the scope and role of life on Earth.	
This campaign promotes novel integrative approaches to fill the most substantial gaps in our understanding of the diversity of life on Earth. It takes a broad view of biodiversity, and focuses on the intersection of genetic, phylogenetic, and functional dimensions of biodiversity. Successful proposals must integrate these three	

Award Information ←
Anticipated Type of Award: Standard Grant or Continuing Grant
Estimated Number of Awards: 5 to 10
Awards are contingent on availability of funds and the quality of proposals.
Anticipated Funding Amount: \$10,000,000 to \$15,000,000
NSF anticipates that at least \$10,000,000 will be available in fiscal year 2017. Research awards will be up to five years duration and up to a total of \$2,000,000 for both individual and collaborative projects. This upper limit does not include costs of NSF facilities. Up to two US-China Collaborative Research Project awards will be funded at a level of up to \$2,000,000 over 5 years from NSF plus up to \$3,000,000 from NSF-China. Up to two 5-year US-São Paulo Collaborative Research Project awards will be funded by NSF to the US components and by FAPESP (São Paulo Research Foundation) to the São Paulo components. NSF will fund its US researchers at a level up to \$2,000,000. FAPESP will fund Thematic Project investigators at a level up to \$2,000,000 (this total value includes both the overhead for researcher direct use and the overhead for institutional infrastructure) and Young Investigator Award researchers at a level up to \$1,500,000 (this total value includes both the overhead for researcher direct use and the overhead for institutional infrastructure). Please note that for Dimensions of Biodiversity competition only, FAPESP will consider Young Investigator Award proposals with a duration of 5 years.
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: 1
An individual may appear as Principal Investigator (PI), co-PI, or other senior personnel on only one proposal per annual cycle submitted in response to this solicitation. This limitation includes proposals submitted by a lead organization, any sub-award submitted as part of a proposal, or any collaborative proposal submitted as separate submissions from multiple organizations, and this includes all types of projects.
If an individual is listed as PI, co-PI, or senior personnel on more than one proposal to this solicitation, all proposals in excess of the limit for any person will be returned without review in the reverse order received.
Proposal Preparation and Submission Instructions ←
A. Proposal Preparation Instructions
<ul style="list-style-type: none">• Letters of Intent: Not required• Preliminary Proposal Submission: Not required• Full Proposals:<ul style="list-style-type: none">• Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide, Part I: Grant Proposal Guide (GPG) Guidelines apply. The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.• Full Proposals submitted via Grants.gov: NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov Guidelines apply. (Note: The NSF Grants.gov Application Guide is



When to Submit Proposals



No Deadlines –
Proposals may be
submitted at any time

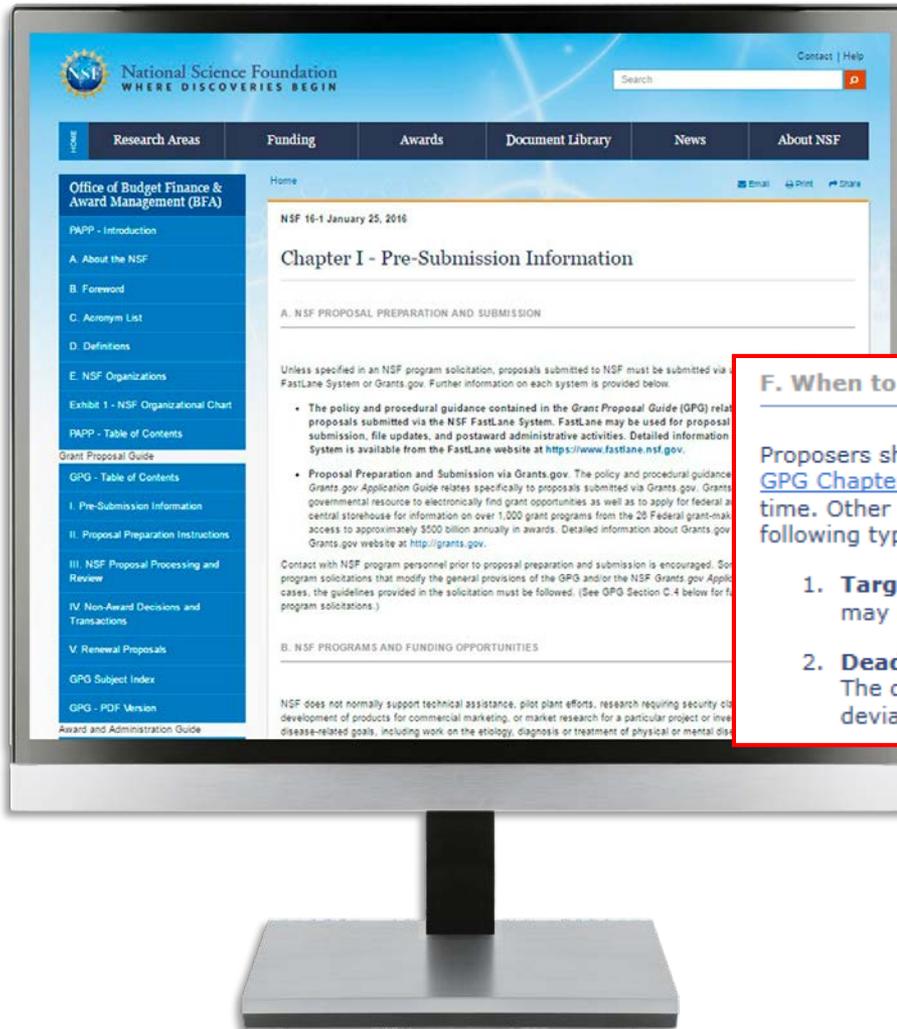
F. When to Submit Proposals

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](#).



When to Submit Proposals



Target Dates –
Talk to the Program Office if you think you might miss the date

F. When to Submit Proposals

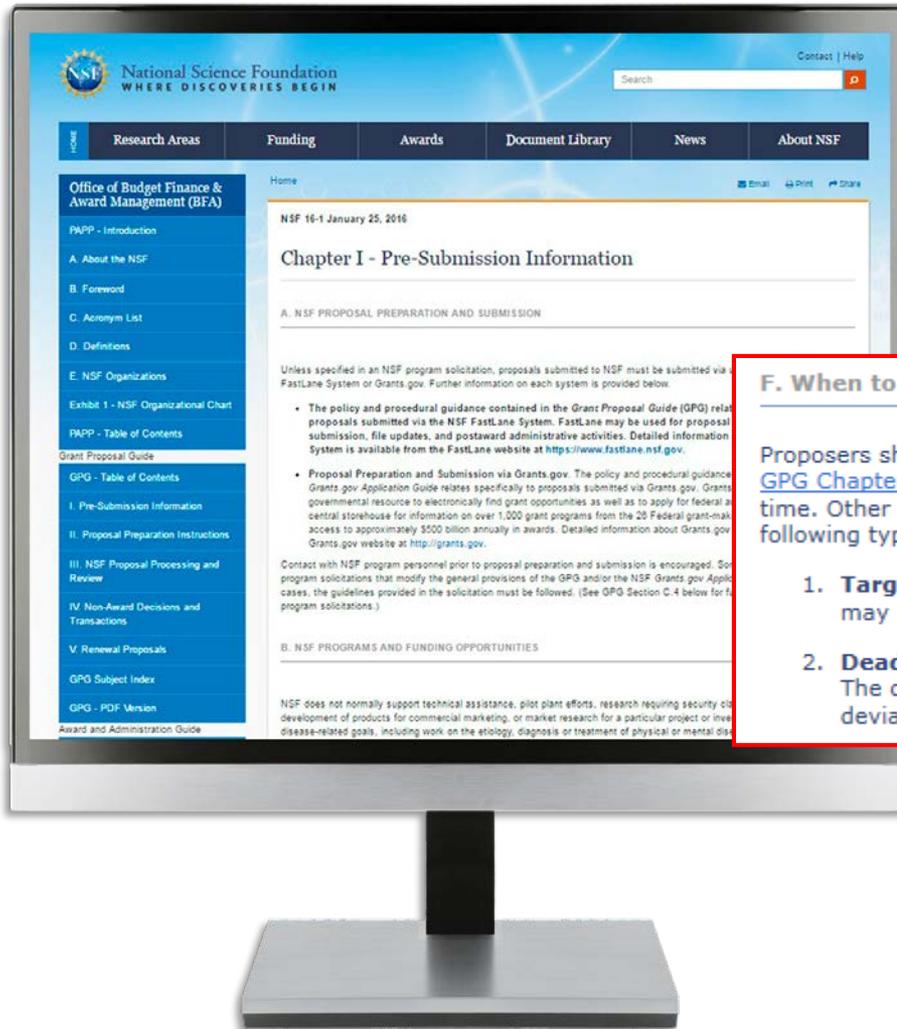
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When to Submit Proposals

Deadline Dates –
Proposals will not be accepted after this date and time (5 p.m. submitter's local 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:

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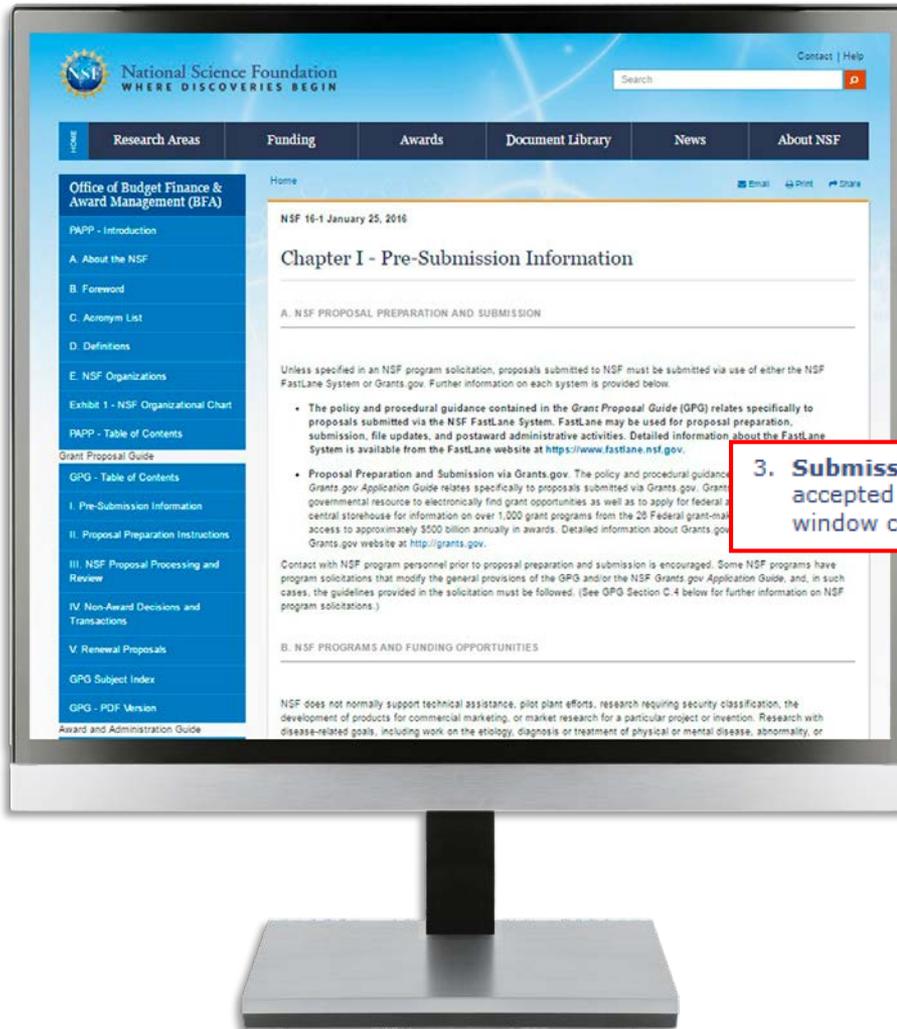


Procedures for Natural & Anthropogenic Events

- Proposers should contact the cognizant NSF Program Officer in the Division/Office to which they intend to submit their proposal and request authorization to submit a proposal after the deadline date.
- Proposers also must check the “Special Exception to the Deadline Date Policy” box on the NSF Cover Sheet, indicating NSF approval has been obtained.
- If available, written approval from the cognizant NSF Program Officer should be uploaded with the proposal as a Single Copy Document in FastLane. Proposers should then follow the written or verbal guidance provided by the cognizant NSF Program Officer.



When to Submit Proposals

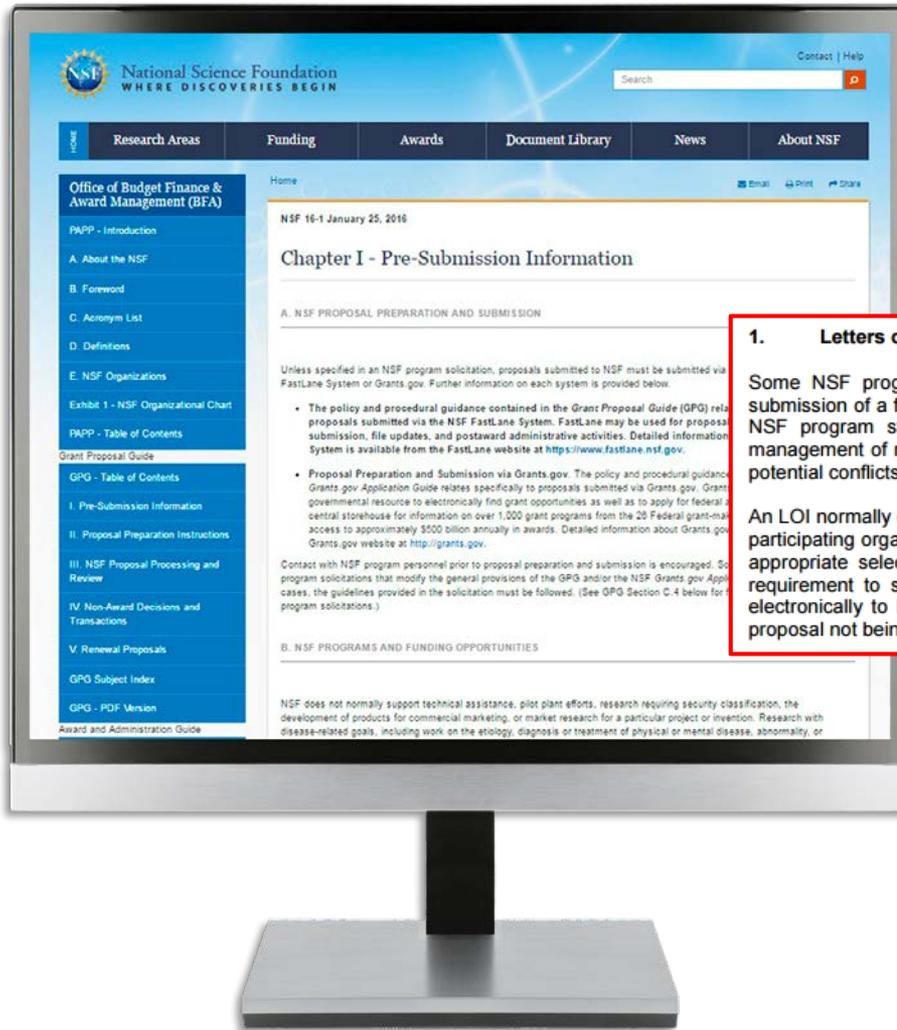


Submission Windows –
Closing date converts to a
deadline date

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

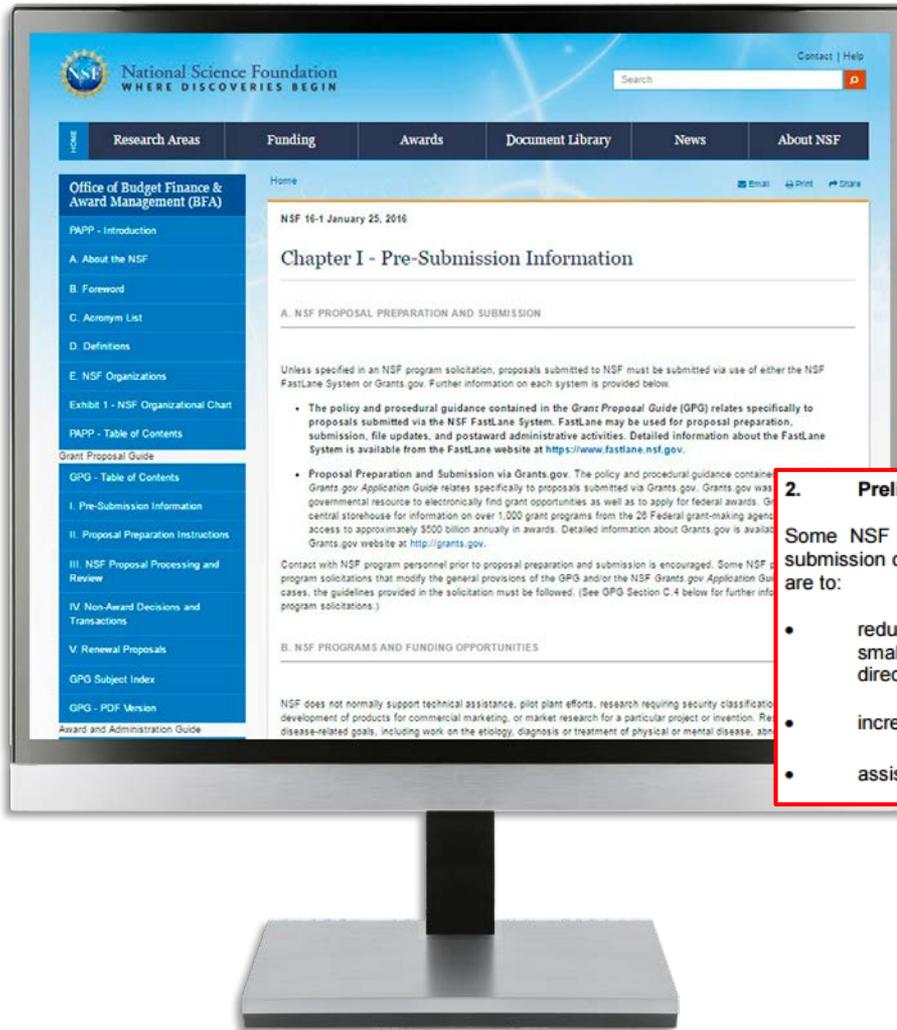
1. Letters of Intent

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

2. Preliminary Proposals

Some NSF program solicitations require or request submission of a preliminary proposal in advance of submission of a full proposal. The three predominant reasons for requiring submission of a preliminary proposal are to:

- reduce the proposers' unnecessary effort in proposal preparation when the chance of success is very small. This is particularly true of exploratory initiatives when the community senses that a major new direction is being identified, or competitions that will result in a small number of awards;
- increase the overall quality of the full submission; and
- assist NSF program staff in managing the review process and in the selection of reviewers.



Types of Proposals

- Research
- RAISE
- RAPID
- EAGER
- GOALI
- Ideas Lab
- FASED
- Conference
- Equipment
- Travel
- Facility/Center
- Fellowship



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.
 - Demographic information about PIs and co-PIs
 - Authorization to deviate from proposal preparation requirements
 - List of suggested reviewers to include or not to include
 - Proprietary or privileged information
 - Proposal certifications
 - Collaborators & Other Affiliations Information

Sections of an NSF Proposal

Cover Sheet

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

Example from FastLane

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 NSF PROPOSAL NUMBER	
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.) DEB - Long-Term Ecological Research					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System) 0748118034567	FILE LOCATION
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 Arlingtons, 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"/> FOR-PROFIT ORGANIZATION		<input type="checkbox"/> MINORITY BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS	
		<input type="checkbox"/> IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE			
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"/> HUMAN SUBJECTS (GPG II.D.7) Human Subjects Assurance Number _____ Exemption Subsection _____ or IRB App. Date _____			
<input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES (GPG II.C.1.e)		<input type="checkbox"/> INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPG II.C.2.j) _____			
<input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION (GPG I.D, II.C.1.d)		<input checked="" type="checkbox"/> COLLABORATIVE STATUS Not a collaborative proposal			
<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 checked="" type="checkbox"/> FUNDING MECHANISM Research - other than RAPID or EAGER					



NSF Merit Review Criteria

- Intellectual Merit: The Intellectual Merit criterion encompasses the potential to advance knowledge; and
- Broader Impacts: The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.



The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to:
 - a. Advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - b. Benefit society or advance desired societal outcomes (Broader Impacts)?
2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
4. How well qualified is the individual, team, or organization to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?



Sections of an NSF Proposal

Project Summary

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.

Text from the PAPPG

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.



Sections of an NSF Proposal

Project Description

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

¹⁵If the proposal includes use of vertebrate animals, supplemental information is required. See Chapter II.D.4 for additional information.

¹⁶ If the proposal includes use of human subjects, supplemental information is required. See Chapter II.D.5 for additional information.

Text from the PAPPG



Sections of an NSF Proposal

Results from Prior NSF Support

If any PI or co-PI identified on the project has received NSF funding with a start date in the past five years (including any current funding and no-cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the project or not. Funding includes not just salary support, but any funding awarded by NSF.

Text from the PAPPG

(iii) Results from Prior NSF Support

The purpose of this section is to assist reviewers in assessing the quality of prior work conducted with current or prior NSF funding. If **any PI or co-PI** identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. Support includes not just salary support, but any funding awarded by NSF. NSF awards such as standard or continuing grants, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc., are subject to this requirement.

The following information must be provided:

- (a) the NSF award number, amount and period of support;
- (b) the title of the project;



Sections of an NSF Proposal

References Cited

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

Text from the PAPPG

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 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



Sections of an NSF Proposal

Biographical Sketches

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

Text from the PAPPG

f. Biographical Sketch(es)

(i) Senior Personnel

A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See Exhibit II-7 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.

The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

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; driver's license number; 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 Chapter III.H).

(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.



Sections of an NSF Proposal

Budget

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.

Example from FastLane

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: P/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)			NSF Funded (Proposed)		Funds Requested by proposer		Funds granted by NSF (if different)
	CAL	ACAD	SUMR				
1. Terry Demo - none	0.00	0.00	0.00	\$	400,000	\$	
2.							
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)							
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 ()					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:)							
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				
ORG. REP. NAME* Terry Demo			INDIRECT COST RATE VERIFICATION				
			Date Checked	Date Of Rate Sheet	Initials - ORG		

1 *ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET



Budgetary Guidelines

Information regarding budgetary guidelines can be found in PAPPG, 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)



NSF Cost Sharing Policy

- 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 § 200.306](#), 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

Current & Pending Support

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

*Example from
FastLane*

Current and Pending Support (See GPG Section II.C.2.h for guidance on information to include on this form.)			
Investigator:		Other agencies (including NSF) to which this proposal has been/will be submitted.	
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: Summ:

*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



Sections of an NSF Proposal

Facilities, Equipment, and Other Resources

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 PAPPG II.C.2.i for more information.

Upload File



Sections of an NSF Proposal

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 PAPPG Chapter II.C.2.j.

Text from the PAPPG

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 SPO or in the references cited below.

- **Postdoctoral Researcher Mentoring Plan.** Each proposal²⁶ that requests funding to support postdoctoral researchers²⁷ must upload under "Mentoring Plan" in the supplementary documentation section of FastLane, 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 proposal. Proposers are advised that the mentoring plan must not be used to circumvent the 15-page Project Description limitation. See Chapter II.D.3 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



Special Information and Supplementary Documentation

- Postdoctoral Mentoring Plans
- Data Management Plans
- Letters of Collaboration (not Letters of Support)



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 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



The screenshot displays the National Science Foundation (NSF) website. The top navigation bar includes 'Research Areas', 'Funding', 'Awards', 'Document Library', 'News', and 'About NSF'. The left sidebar lists various offices and committees, including the Office of Budget Finance & Award Management (BFA). The main content area is titled 'Dissemination and Sharing of Research Results' and contains the following sections:

- 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 V.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)

<http://www.nsf.gov/bfa/dias/policy/dmp.jsp>



Ask Early, Ask Often!

policy@nsf.gov

