

**PLANT GENOME RESEARCH  
PROGRAM - COLLABORATIVE  
RESEARCH ON FUNCTIONAL  
GENOMICS**

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***PROGRAM ANNOUNCEMENT***

***NSF 99-171***

**DIRECTORATE FOR BIOLOGICAL SCIENCES**

***LETTER OF INTENT: NOVEMBER 8, 1999***  
***PROPOSAL DEADLINE: JANUARY 7, 2000***



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## SUMMARY OF PROGRAM REQUIREMENTS

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### GENERAL INFORMATION

**Program Name:** Plant Genome Research Program - Collaborative Research on Functional Genomics

**Short Description/Synopsis of Program:**

This program is a continuation of the plant genome research that began in FY1998 (NSF 98-30 and NSF 99-13). The goals of this program are to support research on plant genomics, and to accelerate the acquisition and utilization of new knowledge and innovative approaches to elucidate fundamental biological processes in plants. During the past two years, a significant investment has been made for building the plant genome infrastructure in the U.S. To take advantage of new technologies, databases, research tools, and biological resources that are resulting from the earlier awards, this year's competition focuses on functional genomics, the identification of functions of a pathway or a cluster of genes at a genomic scale. Emphasis is placed on plants of economic importance and plant processes of potential economic value. The program will consider research on the genomics of plant-associated microbes including fungi, if addressed within the context of host-microbial interactions.

**Cognizant Program Officer:** Dr. Jane Silverthorne, Room 615, Division of Biological Infrastructure, telephone (703) 306-1470, e-mail: [dbipgr@nsf.gov](mailto:dbipgr@nsf.gov).

**Applicable Catalog of Federal Domestic Assistance (CFDA) No.:** 47.074 -- Biology

### ELIGIBILITY

- Limitation on the categories of organizations that are eligible to submit proposals:

**Proposals are invited from U.S. academic institutions, U.S. non-profit research institutions, and consortia of institutions with appropriate research and educational facilities (see *Grant Proposal Guide (GPG) NSF 00-2, Chapter I*).**

- PI eligibility limitations: Reference *GPG*, Chapter I
- Limitation on the number of proposals that may be submitted by an organization: **None**

### AWARD INFORMATION

- Type of award anticipated: **Standard or continuing awards or cooperative agreements**
- Number of awards Anticipated in Fiscal Year (FY) '00: **15 awards**

- Amount of funds available: **Approximately \$10 million will be available for this program in FY '00 contingent upon the availability of funds**
- Anticipated date of award: **August 2000**

## **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

- Proposal Preparation Instructions
  - Letter of Intent: **Encouraged**
  - Preproposal requirements: **None**
- Proposal preparation instructions: **Standard NSF “Grant Proposal Guide” (GPG) and additional requirements. Reference the "Proposal Preparation and Submission Instructions" in this announcement.**
  - Supplemental proposal preparation instructions: **Yes, reference "Appendix Materials" in the Proposal Preparation Instructions section of the announcement.**
  - Deviations from standard proposal preparation instructions: **Yes, see Proposal Preparation and Submission Instructions.**
- Budgetary Information
  - Cost sharing/matching requirements: **None**
  - Indirect cost (F&A) limitations: **None**
  - Other budgetary limitations: **Award amounts are expected to range from \$300,000 to \$1 million per year for one to five years**
- FastLane Requirements
  - FastLane proposal preparation requirements: **FastLane required**
  - FastLane point of contact: **For technical assistance with FastLane, please send an e-mail message to [biofl@nsf.gov](mailto:biofl@nsf.gov).**
- **Deadline/Target Dates**
  - Letter of Intent (encouraged): **5:00 P.M., submitter’s local time, November 8, 1999**  
Full Proposal Deadline: **5:00 P.M., submitter's local time, January 7, 2000**

## **PROPOSAL REVIEW INFORMATION**

- Merit review criteria: **Standard National Science Board approved criteria and additional criteria. Reference the "Proposal Review Information" in this announcement.**

## **AWARD ADMINISTRATION**

- Grant Award Conditions: **GC-1 or FDP III or Cooperative Agreement General Terms and Conditions**
- Special grant conditions: None
- Special reporting requirements: **All successful PIs are required to attend the annual Plant Genome Research Program's awardees meeting at a date and place to be specified by NSF, during the tenure of the award.**

## **INTRODUCTION**

The National Science Foundation (NSF) announces its intent to continue support of plant genome research that began in FY1998 (see NSF 98-30 and NSF 99-13). The goals of this program are to support research on plant genomics and to accelerate the acquisition and utilization of new knowledge and innovative approaches to the analysis of fundamental biological processes in plants. Continued research in plant genomics is needed to facilitate the development of improved plants of economic importance, the elucidation of plant processes with potential economic benefits, and the design of novel plant products.

## **PROGRAM DESCRIPTION**

The Plant Genome Research Program supports projects that contribute to our understanding of plant genome structure and function. During the past two years, significant investments have been made in plant genome infrastructure. To take advantage of new technologies, databases, research tools, and biological materials resulting from earlier awards, this year's competition focuses on functional genomics, the determination of functions to biological pathways and a cluster of genic regions at a genomic scale. Emphasis is placed on plants of economic importance and plant processes of potential economic value. The program will consider research on the genomics of plant-associated microbes including fungi, if addressed within the context of host-microbial interactions.

This program is distinct from others in the Directorate for Biological Sciences that support plant genome research as part of their program activities. The Plant Genome Research Program focuses on systems approaches to plant genome research that build upon recent advances in genomics, bioinformatics, and plant biology. Proposals to develop new techniques and methods that will allow researchers to access, analyze, synthesize, and make use of the massive amounts of data and biological resources for advancing the field of plant genomics are also encouraged. Send proposals that deal with individual genes or gene families to other BIO programs. Reference the BIO web site at <http://www.nsf.gov/bio/> for more information about program areas of consideration. A proposal that is not within the scope of this solicitation may be transferred to another program if NSF program officers consider it inappropriate for the Plant Genome Program.

NSF encourages new and innovative ideas and approaches to advance the science of plant genomics. All qualified projects will be considered as long as they meet the intent and goals of this announcement. Potential investigators should consult the abstracts of awards made from the FY '98 and FY '99 competitions (NSF 98-30 and NSF 99-13) to ascertain the breadth of projects that are presently supported. Results of both competitions are available at <http://www.nsf.gov/bio/pubs/awards/genome98.htm> and <http://www.nsf.gov/bio/pubs/awards/genome99.htm> respectively.

Given the complexity of research efforts in plant genomics, it is anticipated that many projects will be multi-faceted and require a group of collaborating investigators with different perspectives and expertise. These collaborative efforts should advance the field beyond what might be possible through separate, independently conducted projects. NSF expects applicants to organize each project in a cost-effective manner that optimizes rapid progress and efficient use of resources.

### **Other Considerations:**

In addition to the primary scientific goals of the Program consider the following objectives when developing the proposal:

Activities supported by this Program will provide an ideal environment for training young scientists in modern research technologies, introduce them to new paradigms in plant biology, and promote increased participation by members of under-represented groups. All proposals must present a plan to integrate research and education.

The distributed nature of the plant genome research activities should allow easy collaboration across institutional and geographical boundaries. The Program strongly encourages proposals that will expand the diversity of individuals and institutions involved in plant genomics research.

Plant genome research is actively pursued all over the world, and NSF encourages international research collaboration. When applicable, proposed research activities should be coordinated with similar efforts in other countries to maximize efficiency and avoid unnecessary duplication of effort. However, foreign participants should secure support for their component of the collaboration from their own national programs.

Proposals may include a community service component such as a multi-user facility for the analysis and distribution of biological materials. In such cases, the facility must be justified in terms of potential demand, efficiency, and cost-effectiveness. In addition, plans for continued operation of such a facility beyond the initial award period should be described without assuming long-term NSF support.

Private industry has made a significant investment in plant genomic research. Innovative collaborations with industry are encouraged when they advance the goals of the Plant Genome Research Program. However, NSF funds may not be used to support the industrial collaborators. All proposals, including those with industry involvement, must include a clear explanation of how the ownership and public release of information and research materials will be handled.

Principal Investigators must agree to complete and open sharing of data in a timely manner. By submitting a proposal to NSF, it is understood that the submitting institution and all participants agree to guidelines set forth in the NSF *Grant Proposal Guide (GPG)* NSF 00-2, Chapter VII, Section H). The *GPG* document is available at: <http://www.nsf.gov/cgi-bin/getpub?nsf002/>.

## **ELIGIBILITY**

Proposals are invited from U.S. academic institutions, U.S. non-profit research institutions, and consortia of such institutions with appropriate research and educational facilities (see *GPG*, Chapter I, Section D). When consortia of eligible individuals or institutions submit a proposal, a single principal investigator must be designated as the project director and a single institution must accept overall management responsibility.

## **AWARD INFORMATION**

It is anticipated that approximately \$10 million will be available in FY 2000, pending availability of funds. Projects will be supported at award levels expected to range from \$300,000 to \$1 million per year for one to five years. Funds for facility construction or renovation may not be requested. Simultaneous submission of proposals to this program and another federal agency is permissible only with prior written approval of the agencies involved.

Funding decisions are expected to be made by the end of July 2000 with awards expected to start in August 2000. Awards will be made either as grants or cooperative agreements.

## PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

**Inquiries:** Potential applicants are strongly encouraged to contact the Plant Genome Research Program for additional details prior to proposal preparation. Inquiries should be directed to Dr. Jane Silverthorne, Program Director, at (703) 306-1470 (phone), (703) 306-0339 (FAX), or dbipgr@nsf.gov (e-mail).

**Letter of Intent:** Applicants are encouraged to submit a letter of intent before submitting a full proposal. This letter should consist of three parts: (1) a descriptive title of the proposed project; (2) names and roles of the principal investigator and other senior personnel (Co-PIs and Collaborators) along with their institutions; and (3) a brief statement of scientific approaches and objectives (500 words or less). NSF staff will use this information in planning the review process. Because letters of intent will not be distributed for peer review, there will be no feedback from NSF staff regarding the content of these letters. See "Proposal Due Dates" section of this Program Announcement for specific mailing instructions.

### A. Proposal Preparation Instructions

Proposals submitted in response to this program announcement should be prepared and submitted in accordance with the general guidelines contained in the *Grant Proposal Guide* (GPG), NSF 00-2. The complete text of the GPG (including electronic forms) is available electronically on the NSF Web site at: <<http://www.nsf.gov/>>. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone 301.947.2722 or by e-mail from pubs@nsf.gov.

Proposers are reminded to identify the program announcement number (NSF 99-171) in the program announcement/solicitation block on the NSF Form 1207, "*Cover Sheet for Proposal to the National Science Foundation*." Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

Proposals must be submitted by FastLane (see "FastLane Requirements" section below) and must follow guidelines described in the *GPG* (NSF 00-2). The following exceptions and additions apply to proposals submitted to this Program:

**Proposal Cover Sheet (NSF Form 1207):** In the NSF FastLane system follow instructions on proposal preparation. When completing the Cover Sheet click on the "Add Org Unit" button. Highlight "DIRECT FOR BIOLOGICAL SCIENCES" and click "OK." Highlight "PLANT GENOME RESEARCH PROJECT" and click "OK." Clicking "OK" designates this program as the NSF organizational unit of consideration. Refer to this announcement (NSF 99-171) on the cover sheet.

Multi-institutional proposals must identify a lead institution and be submitted as a single proposal. Only the lead institution submits the proposal cover sheet (NSF Form 1207) via FastLane. Senior investigators from other institutions involved in a multi-institutional proposal must send the original copy of a signed NSF Form 1207, including certification, to the lead institution. The lead institution must mail the cover sheet that has the FastLane assigned proposal number and the cover sheets of the other institutions to the Plant Genome Research Program. See the "Proposal Due Dates" section of this program announcement for specific mailing instructions.

**BIO Proposal Classification Form (PCF):** Complete the BIO PCF, available on the NSF FastLane system. The PCF is an on-line coding system that allows the Principal Investigator to characterize his/her project when submitting proposals to the Directorate for Biological Sciences. Once a PI begins preparation of his/her proposal in the NSF FastLane system and selects a division, cluster, or program

within the Directorate for Biological Sciences as the first or only organizational unit to review the proposal, the PCF will be generated and available through the Form Selector screen. Additional information about the BIO PCF is available in FastLane at <http://www.fastlane.nsf.gov/a1/BioInstr.htm>.

**Project Summary:** The project summary should consist of two parts: (1) a list of senior personnel (PI, Co-PIs, collaborators) including their home institutions; and (2) a summary of the proposed project in 500 words or less.

**Project Description (maximum 20 pages):** The following additional items should be addressed in the project description:

**Relevance:** Concisely explain the relevance of the proposed research to crop species and other plants or plant processes of economic value.

**Informatics:** Include a detailed description of all informatics components of the project. This section should describe the informatics tools used for internal data management as well as the distribution of information to the scientific community. Technical descriptions must be sufficiently detailed to allow adequate review by informatics experts. All data must be released to the public in an accessible and useable form. If project includes development of a new database or expansion of an existing database, a plan for its long-term maintenance must be described.

**Roles of Participants:** For multi-investigator projects, an indication of each investigator's role should be described at appropriate points in the project description. A table summarizing the role of each investigator in the proposed activities would greatly facilitate the reviewers' understanding of how the proposed project makes a coherent whole that is greater than the sum of its parts.

**Training and Diversity:** Describe: (1) a well designed plan, specific to the proposed project, to increase participation of members of under-represented groups, and (2) a plan to integrate research and education, by incorporating students into the project, and/or an outreach activity for K-12 school teachers and students.

**Service Component:** If the proposal includes a service component such as a multi-user facility, describe how activities within the facility will be managed, how quality will be controlled, how community input will be solicited, and what methods will be used to make the community aware of the service to be rendered. The plan should also document institutional commitment to the facility, user fees, and plans for long-term support.

### **Appendix Materials:**

Include the following Appendix materials in addition to the 20 page Project Description. Clearly label appendix materials and include it at the end of the .PDF Project Description file.

**(A-1) Current Activities:** Each PI and Co-PI must provide a single-page description of the relationship between the proposed project and current research activities in his/her laboratory. This page replaces the "Results of Prior Support" section normally found in NSF proposals.

**(A-2) Intellectual Property (maximum 3 pages):** Describe the management of intellectual property rights related to the proposed project, including plans for sharing data, information, and materials resulting from the award. This plan should be specific about the nature of the results to be shared, the timing and means of release, and any constraints on release.

**(A-3) Management Plan (maximum 3 pages):** Each project involving multiple investigators must provide an additional description of the management plan for coordinating activities of the group. This description should include plans for internal data management, evaluating and assessing progress, allocating funds and personnel, and interacting with scientific collaborators. Indicate the time commitment to the project by each of the key personnel regardless of whether salary is being requested.

**(A-4) Coordination with Outside Groups (maximum 1 page):** If the proposed activity is part of a national or international collaborative project, describe the relationship of the proposed activity to the overall collaborative project and how the components will be coordinated.

**Budget (NSF Form 1030):**

Provide yearly budgets for the duration of the proposed project. When subawards are involved yearly budgets are required for each subaward. FastLane will generate cumulative budgets for the primary and subaward institutions. Budget justification is required. The budget justification for multi-institutional requests must include a table in the following format:

| Budget Category     | Lead Institution | Subaward 1 | Subaward 2 | Total |
|---------------------|------------------|------------|------------|-------|
| Senior Personnel    |                  |            |            |       |
| Postdoctorals       |                  |            |            |       |
| Other Professionals |                  |            |            |       |
| Graduate Students   |                  |            |            |       |
| Undergraduates      |                  |            |            |       |
| Other personnel     |                  |            |            |       |
| Equipment           |                  |            |            |       |
| Travel: Domestic    |                  |            |            |       |
| Travel: Foreign     |                  |            |            |       |
| Participant Support |                  |            |            |       |
| Materials/Supplies  |                  |            |            |       |
| Publication etc.    |                  |            |            |       |
| Consultant Services |                  |            |            |       |
| Other (specify)     |                  |            |            |       |
| Indirect Costs      |                  |            |            |       |
| Total               |                  |            |            |       |
| Cost Share          |                  |            |            |       |

**Biographical Sketches:**

Provide the information requested in the *GPG*, Chapter II, Section D.6. Page limitations are not in effect for this section of the proposal.

Additionally, at the end of the biographical sketch .PDF file include a table, in the format shown below, that lists the names of people with conflicts of interest for all senior personnel (PI and Co-PIs) and any named personnel whose salary is requested in the project budget. Conflicts to be identified are: (1) Ph.D. thesis advisor or advisee, (2) postdoctoral advisor or advisee, (3) collaborators or co-authors for the past 48 months, and (4) any other individual or institution with which the investigator has financial ties. Organize the information as shown in the table below. List full names in each column in alphabetical order.

|               | Advisor/Advisee | Co-Authors | Collaborator | Other-specify |
|---------------|-----------------|------------|--------------|---------------|
| PI            |                 |            |              |               |
| Co-PI #1      |                 |            |              |               |
| Named Postdoc |                 |            |              |               |

**Special Information and Supplementary Documentation:**

Provide only the allowable items as noted in the *GPG*, Chapter II, Section D.10. Include the materials in the FastLane submission by scanning the documents and transferring them as a .PDF file through the "Supplementary Docs" module of the FastLane system.

**B. Letter of Intent and Proposal Due Dates**

**Letters of Intent should be sent by November 8, 1999.** Letters of Intent can be faxed to (703) 306-0339, e-mailed to dbipgr@nsf.gov, or mailed to the Plant Genome Research Program, Division of Biological Infrastructure, National Science Foundation, 4201 Wilson Boulevard, Room 615, Arlington, VA 22230.

**Full proposals must be submitted by 5:00 p.m., submitter's local time, January 7, 2000 via the NSF FastLane system.**

**Mail the following materials directly to the Plant Genome Research Program:**

- The signed cover sheet that has the FastLane assigned proposal number, including the certification page (page 2 of 2) signed by the PI(s) and the lead institutional representative;
- The signed cover sheets, including the certification page (page 2 of 2) of other institutions (if the proposal has multi-institutional participation); and
- The BIO classification form.

Unless requested by NSF, additional information may not be sent following the proposal submission.

**The mailed materials must be received by January 14, 2000.** Send materials to:

Plant Genome Research Program -- NSF 99-171  
 Division of Biological Infrastructure  
 National Science Foundation  
 4201 Wilson Boulevard  
 Room 615  
 Arlington, VA 22230

## C. FastLane Requirements

Proposers must prepare and submit proposals using the NSF FastLane system. Detailed instructions for proposal preparation and submission via FastLane are available at <https://www.fastlane.nsf.gov/a1/newstan.htm>.

Submission of Signed Cover Sheets. For proposals submitted electronically, the signed paper copy of the proposal Cover Sheet (NSF Form 1207) should be forwarded to NSF within five working days following proposal submission in accordance with FastLane proposal preparation and submission instructions referenced above.

To use FastLane to prepare the proposal your institutions needs to be a registered FastLane institution. A list of registered institutions and the FastLane registration form are located on the FastLane Home page. To register an organization, authorized organizational representatives must complete the registration form. Once an organization is registered, PIN for individual staff is available from the organization's sponsored projects office.

Using NSF's FastLane requires the following software: Netscape Navigator 3.0 or above, or Microsoft Internet Explorer 5.0 or above; Adobe Acrobat Reader 3.0 or above for viewing PDF files; and Adobe Acrobat 3.X (PC or MAC only) or Aladdin Ghostscript 5.10 (UNIX only) or above for converting files to PDF.

To access FastLane, go to the NSF Web site at <http://www.nsf.gov>, then select "FastLane," or go directly to the FastLane home page at <http://www.fastlane.nsf.gov/>. Please see "Instructions for Preparing and submitting a Proposal to the NSF Directorate for Biological Sciences" located at <http://www.fastlane.nsf.gov/a1/BioInstr.htm>. Additionally, read the "PI Tipsheet for Proposal Preparation" and the "Frequently Asked Questions about FastLane Proposal Preparation," accessible at <https://www.fastlane.nsf.gov/A1/A1Prep.htm>.

**Early submission is strongly recommended.** Heavy usage of FastLane within the 2 days before a deadline is typical. NSF cannot control heavy system use and delays in transmission as the deadline approaches and is not responsible if any part of the application cannot be transmitted during the last hours before the deadline.

**IMPORTANT NOTE:** For technical assistance with FastLane, please send an e-mail message to [biofl@nsf.gov](mailto:biofl@nsf.gov). If you have inquiries regarding other aspects of the proposal preparation or submission, please send an e-mail message to [dbipgr@nsf.gov](mailto:dbipgr@nsf.gov) before the deadline date for submission.

## **PROPOSAL REVIEW INFORMATION**

### A. Merit Review Criteria

Reviews of proposals submitted to NSF are solicited from peers with expertise in the substantive area of the proposed research or education project. These reviewers are selected by Program officers charged with the oversight of the review process. NSF invites the proposer to suggest, at the time of submission, the names of appropriate or inappropriate reviewers. Care is taken to ensure that reviewers have no conflicts with the proposer. Special efforts are made to recruit reviewers from non-academic institutions, minority serving institutions or adjacent disciplines to that principally addressed in the proposal.

Proposals will be reviewed against the following general merit review criteria established by the National Science Board. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will be asked to address only those that are relevant to the proposal and for which he/she is qualified to make judgments.

### **What is the intellectual merit of the proposed activity?**

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

### **What are the broader impacts of the proposed activity?**

How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

**In addition, reviewers will interpret the above two criteria within the context of this program announcement. Reviewers will evaluate how well the applicant has addressed the issues outlined in the “Program Description” and “Proposal Preparation Instruction” sections of this program announcement.**

PIs should address the following elements in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give these factors careful consideration in making funding decisions.

### **Integration of Research and Education**

One of the principal strategies in support of NSF’s goals is to foster integration of research and education through the programs, projects and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learner perspectives.

### **Integrating Diversity into NSF Programs, Projects, and Activities**

Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- are essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

## **B. Review Protocol and Associated Customer Service Standard**

All proposals are carefully reviewed by at least three other persons outside NSF who are experts in the particular field represented by the proposal. Proposals submitted in response to this announcement will be reviewed by both ad hoc and panel review. Site visits may be conducted if necessary.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. A program officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation. In most cases, proposers will be contacted by the program officer after his or her recommendation to award or decline funding has been approved by his or her supervisor, the division director. This informal notification is not a guarantee of an eventual award. NSF will be able to tell applicants whether their proposals have been declined or recommended for funding within six months for 95 percent of proposals. The time interval begins on the proposal deadline or target date or from the date of receipt, if deadlines or target dates are not used by the program. The interval ends when the division director accepts the program officer's recommendation.

In all cases, after programmatic approval has been obtained, the proposals recommended for funding will be forwarded to the Division of Grants and Agreements for review of business, financial, and policy implications and the processing and issuance of a grant or other agreement. Proposers are cautioned that only a Grants Officer may make commitments, obligations or awards on behalf of NSF or authorize the expenditure of funds. No commitment on the part of NSF should be inferred from technical or budgetary discussions with an NSF Program officer. A principal investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the NSF Grants Officer does so at its own risk.

## **AWARD ADMINISTRATION INFORMATION**

### **A. Notification of the Award**

Notification of the award is made *to the submitting organization* by a Grants Officer in the Division of Grants and Agreements (DGA). Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program Division administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator.

### **B. Grant Award Conditions**

An NSF grant consists of: (1) the award letter, which includes any special provisions applicable to the grant and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable grant conditions, such as Grant General Conditions (NSF GC-1)\* or Federal Demonstration Partnership Phase III (FDP) Terms and Conditions\* and (5) any NSF brochure, program guide, announcement or other NSF issuance that may be incorporated by reference in the award letter. Electronic mail notification is the preferred way to transmit NSF grants to organizations that have electronic mail capabilities and have requested such notification from the Division of Grants and Agreements.

\* These documents may be accessed electronically on NSF's Web site at: <<http://www.nsf.gov/>>. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (301) 947-2722 or by e-mail from [pubs@nsf.gov](mailto:pubs@nsf.gov).

Cooperative agreement awards also are administered in accordance with NSF Cooperative Agreement Terms and Conditions (CA-1).

More comprehensive information on NSF Award Conditions is contained in the NSF *Grant Policy Manual* (GPM) Chapter II, (NSF 95-26) available electronically on the NSF Web site. The GPM also is available in paper copy by subscription from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. The GPM may be ordered through the GPO Web site at: <<http://www.gpo.gov>>. The telephone number at GPO for subscription information is (202) 512-1800.

### **C. Reporting Requirements**

All successful PIs are required to attend the annual Plant Genome Research Program's awardees meeting at a date and place to be specified by NSF, during the tenure of the award.

For all multi-year grants (including both standard and continuing grants), the PI must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period.

Within 90 days after expiration of a grant, the PI also is required to submit a final project report. Approximately 30 days before expiration, NSF will send a notice to remind the PI of the requirement to file the final project report. Failure to provide final technical reports delays NSF review and processing of pending proposals for that PI. PIs should examine the formats of the required reports in advance to assure availability of required data.

NSF has implemented a new electronic project reporting system, available through FastLane, which permits electronic submission and updating of project reports, including information on: project participants (individual and organizational); activities and findings; publications; and, other specific products and contributions. Reports will continue to be required annually and after the expiration of the grant, but PIs will not need to re-enter information previously provided, either with the proposal or in earlier updates using the electronic system.

Effective October 1, 1999, PIs are required to use the new reporting system for submission of annual and final project reports.

### **D. New Awardee Information**

If the submitting organization has never received an NSF award, it is recommended that the organization's appropriate administrative officials become familiar with the policies and procedures in the NSF *Grant Policy Manual* which are applicable to most NSF awards. The "Prospective New Awardee Guide" (NSF 99-78) includes information on: Administrative and Management Information; Accounting System Requirements and Auditing Information; and Payments to Organizations with NSF Awards. This information will assist an organization in preparing documents that NSF requires to conduct administrative and financial reviews of an organization. The guide also serves as a means of highlighting the accountability requirements associated with Federal awards. This document is available electronically on NSF's Web site at: <<http://www.nsf.gov/cgi-bin/getpub?nsf9978>>.

## CONTACTS FOR ADDITIONAL INFORMATION

General inquiries should be made to the **Plant Genome Research Program**, Dr. Jane Silverthorne, Program Officer, Room 615, Division of Biological Infrastructure, National Science Foundation, Arlington, VA 22230, telephone (703) 306-1470, e-mail: [dbipgr@nsf.gov](mailto:dbipgr@nsf.gov). For technical assistance with FastLane, please send an e-mail message to [biofl@nsf.gov](mailto:biofl@nsf.gov).

## OTHER PROGRAMS OF INTEREST

The NSF Guide to Programs is a compilation of funding for research and education in science, mathematics, and engineering. General descriptions of NSF programs, research areas, and eligibility information for proposal submission are provided in each chapter. Many NSF programs offer announcements concerning specific proposal requirements. To obtain additional information about these requirements, contact the appropriate NSF program offices listed in Appendix A of the *GPG*. Any changes in NSF's fiscal year programs occurring after press time for the Guide to Programs will be announced in the NSF Bulletin, available monthly (except July and August), and in individual program announcements. The Bulletin is available electronically via the NSF Web Site at <http://www.nsf.gov>. The direct URL for recent issues of the Bulletin is <http://www.nsf.gov/od/lpa/news/publicat/bulletin/bulletin.htm>. Subscribers can also sign up for NSF's Custom News Service to find out what funding opportunities are available.

## ABOUT THE NATIONAL SCIENCE FOUNDATION

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## **PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the review process; to applicant institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies needing information as part of the review process or in order to coordinate programs; and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 63 Federal Register 267 (January 5, 1998), and NSF-51, "Reviewer/Proposal File and Associated Records," 63 Federal Register 268 (January 5, 1998). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne H. Plimpton, Reports Clearance Officer; Division of Administrative Services; National Science Foundation; Arlington, VA 22230.

### **YEAR 2000 REMINDER**

In accordance with Important Notice No. 120 dated June 27, 1997, Subject: Year 2000 Computer Problem, NSF awardees are reminded of their responsibility to take appropriate actions to ensure that the NSF activity being supported is not adversely affected by the Year 2000 problem. Potentially affected items include: computer systems, databases, and equipment. The National Science Foundation should be notified if an awardee concludes that the Year 2000 will have a significant impact on its ability to carry out an NSF funded activity. Information concerning Year 2000 activities can be found on the NSF web site at <http://www.nsf.gov/oirm/y2k/start.htm> .

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CFDA No. 47.074, Biological Sciences  
OMB No. 3145-0058

NSF 99-171  
(replaces NSF 99-13) -- Electronic Dissemination Only.