# UNDERGRADUATE MENTORING IN ENVIRONMENTAL BIOLOGY (UMEB)

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## *Program Announcement*

## *NSF 00-8*

**DIRECTORATE FOR BIOLOGICAL SCIENCES**

DIVISION OF ENVIRONMENTAL BIOLOGY
DIVISION OF INTEGRATIVE BIOLOGY AND NEUROSCIENCE

***TARGET DATE: JANUARY 26, 2000***


NATIONAL SCIENCE FOUNDATION

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|---|---|
| **Location:** | 4201 Wilson Blvd.<br>Arlington, VA 22230 |
| **For General Information (NSF Information Center):** | (703) 306-1234 |
| **TDD (for the hearing-impaired):** | (703) 306-0090 |
| **To Order Publications or Forms:** | |
| Send e-mail to: | pubs@nsf.gov |
| or telephone: | (301) 947-2722 |
| **To Locate NSF Employees:** | (703) 306-1234 |

# SUMMARY OF PROGRAM REQUIREMENTS

## GENERAL INFORMATION

**Program Name:** Undergraduate Mentoring in Environmental Biology (UMEB)

**Short Description/Synopsis of Program:**

The intent of this activity is to provide support for talented undergraduate students to gain research experience and an enriched educational environment in environmental biology. Proposed projects should include major emphasis on direct student participation in research during the academic year and summer, with individual students continuing in the program for more than one year. Projects should emphasize factors that encourage and enable members of underrepresented groups to enter and remain in environmental biology, as broadly defined in the program announcement.

Cognizant Program Officer(s): Please direct general inquiries about the **Undergraduate Mentoring in Environmental Biology** activity to the UMEB e-mail address (umeb@nsf.gov) or to the following program officers:

**Elizabeth E. Lyons**
**Division of Environmental Biology**
**National Science Foundation**
**Room 635**
**Arlington, VA 22230**
**(703) 306-1481 ext. 6435**
**E-mail: elyons@nsf.gov**

**Fred Stollnitz**
**Cross-Directorate Activities**
**Division of Integrative Biology and Neuroscience**
**National Science Foundation**
**Room 685**
**Arlington, VA 22230**
**(703) 306-1413**
**E-mail: fstollni@nsf.gov**

For technical assistance with FastLane, please send an e-mail message to biofl@nsf.gov.

Applicable Catalog of Federal Domestic Assistance (CFDA) No.: **47.074 Biological Sciences**

## ELIGIBILITY

Limitation on the categories of organizations that are eligible to submit proposals: **The Undergraduate Mentoring in Environmental Biology (UMEB) activity will consider proposals from any institution (or set of collaborating institutions) that has (have) at least three currently funded or recently expired (having expired no earlier than two years before the submission date) multi-year research awards (excluding Small Grants for Exploratory Research, equipment, planning, travel, symposium, facilities, and training grants, supplements or fellowships) from the Division of Environmental Biology (DEB) and/or from the Ecological and Evolutionary Physiology, Integrative Plant Biology, Integrative Animal Biology, and/or Animal Behavior Programs in the Division of Integrative Biology and Neuroscience (IBN). Institutions submitting collaborative proposals must have, collectively, a total of at least three such awards. Proposals may be submitted for support of undergraduates in any area of research typically funded by the BIO programs named above.**

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

## AWARD INFORMATION

- Type of award anticipated: **Standard Grant**
- Number of awards anticipated: **At least 3 awards.**
- Amount of funds available: **At least $750,000 will be available for this initiative.**
- Anticipated date of award: **September 2000.**

## PROPOSAL PREPARATION & SUBMISSION INSTRUCTIONS

- **Proposal Preparation Instructions**
  - Letter of Intent requirements: **None**
  - Preproposal requirements: **None**
  - Proposal preparation instructions: **Standard NSF *Grant Proposal Guide* instructions**
  - Supplemental proposal preparation instructions: **None**
  - Deviations from standard (*GPG*) proposal preparation instructions: **None**
- **Budgetary Information**
  - Cost-sharing/matching requirements: **None.**
  - Indirect cost (F&A) limitations: **An administrative allowance (limited to 25% of the participant stipend support only) is allowed in lieu of indirect costs.**
  - Other budgetary limitations: **Awards are anticipated to be for a 4-year duration and budget requests should not exceed $275,000 total costs for each project.**
- **FastLane Requirements**
  - FastLane proposal-preparation requirements: **FastLane submission of proposals is required.**
  - FastLane point of contact: **For technical assistance with FastLane, please send an e-mail message to biofl@nsf.gov.**
- **Target Dates**
  - Full Proposal Target Date **5:00 p.m., submitter's local time, January 26, 2000**
    **5:00 p.m., ET, February 2, 2000, for receipt of single-copy documents (see "Proposal Target Dates" section of the announcement)**

## PROPOSAL REVIEW INFORMATION

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

## AWARD ADMINISTRATION INFORMATION

- Grant Award Conditions: **GC-1 or FDP III**
- Special grant conditions anticipated: **None anticipated**
- Special reporting requirements anticipated: **None**

## INTRODUCTION

The National Science Foundation's (NSF) mandate to ensure the vitality of the nation's scientific and engineering enterprise requires a focus on the quality, distribution and effectiveness of the human-resource base in science and engineering, including full utilization of all potentially interested and qualified persons. Because members of certain groups are underrepresented in the science and engineering workforce, the Foundation and its Directorate for Biological Sciences (BIO) support efforts directed toward increasing their numbers as full participants in the scientific mainstream. In keeping with such efforts, the Divisions of Environmental Biology (DEB) and Integrative Biology and Neuroscience (IBN) are soliciting proposals for Undergraduate Mentoring in Environmental Biology (UMEB), an activity designed to enhance the opportunities for undergraduate students, particularly those from underrepresented groups, to participate in research in environmental biology. For the purposes of this announcement, these groups include persons with disabilities and members of those racial and ethnic groups underrepresented in science and engineering: Native Americans (American Indians and Alaskan Natives), Blacks (African Americans), Native Pacific Islanders (Polynesians or Micronesians), and Hispanics (Latinos).

Also for the purposes of this announcement, "environmental biology" is broadly defined to include areas of research funded by IBN Programs in Ecological and Evolutionary Physiology, Integrative Plant Biology, Integrative Animal Biology, and Animal Behavior, as well as areas of research funded by DEB Programs in Systematic Biology, Population Biology, Biotic Surveys and Inventories, Ecology, Ecosystem Studies, Long-Term Research in Environmental Biology, and Long-Term Ecological Research Sites. This activity is an extension of, and builds upon, NSF's Research Experiences for Undergraduates (REU) program (NSF 96-102).

Information about previously awarded UMEB grants can be found on the home page of NSF’s Directorate for Biological Sciences at: http://www.nsf.gov/bio .

## PROGRAM DESCRIPTION

The intent of this activity is to provide support for talented students to gain research experience and an enriched educational environment in environmental biology. Proposed projects should include major emphasis on direct student participation in research during the academic year and summer, with individual students continuing in the program for more than one year. Projects should emphasize factors that encourage and enable members of underrepresented groups to enter and remain in environmental biology, as broadly defined above. The Directorate for Biological Sciences (BIO) particularly encourages UMEB proposals involving collaboration between research universities and predominantly undergraduate institutions with significant minority enrollment and/or a tradition of training minority students.

Undergraduate Mentoring in Environmental Biology (UMEB) is one of several NSF activities with similar objectives, including activities in the Directorate for Education and Human Resources. BIO also encourages the submission of Research Opportunity Award supplement requests (described in NSF 94-79) by Principal Investigators with current research awards who seek to bring a scientist from a predominantly undergraduate institution, including minority-serving institutions that are predominantly undergraduate, to work on a funded project. Information on NSF activities with objectives similar to those of UMEB can be found by conducting a search of publications on the NSF web site at: http://www.nsf.gov/cgi-bin/pubsys/browser/odbrowse.pl .

## ELIGIBILITY

The Undergraduate Mentoring in Environmental Biology (UMEB) activity will consider proposals from any institution (or set of collaborating institutions) that has (have) at least three currently funded or recently expired (having expired no earlier than two years before the submission date) multi-year research awards (excluding Small Grants for Exploratory Research, equipment, planning, travel, symposium, facilities, and training grants, supplements or fellowships) from the Division of Environmental Biology (DEB) and/or from the Ecological and Evolutionary Physiology, Integrative Plant Biology, Integrative Animal Biology, and/or Animal Behavior Programs

in the Division of Integrative Biology and Neuroscience (IBN). Institutions submitting collaborative proposals must have, collectively, a total of at least three such awards.

Proposals may be submitted for support of undergraduates in any area of research typically funded by the BIO programs named above.

## AWARD INFORMATION

The Undergraduate Mentoring in Environmental Biology (UMEB) activity anticipates making at least three awards, each with up to a 4-year duration. Budget requests should not exceed $275,000 total costs for each project. At least $750,000 will be available for this activity. Proposals received by January 26, 2000 will be considered for awards to start in September 2000.

## PROPOSAL PREPARATION & SUBMISSION INSTRUCTIONS

### A. Proposal Preparation Instructions

**UMEB proposals must be submitted electronically via NSF's FastLane system.** 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 00-8) 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.

**Include in UMEB proposals the components listed in the *GPG*, Chapter II, Section D, with the following additional considerations:**

- **COVER SHEET (NSF Form 1207)**

On the FastLane Proposal Cover Sheet, click on the "Add Org. Unit" button. Select "DIRECT FOR BIOLOGICAL SCIENCES" and click "OK." Scroll down and select:

"DIVISION OF ENVIRONMENTAL BIOLOGY" (DEB) if the proposed discipline is systematic biology, population biology, biotic surveys and inventories, ecology, or ecosystem studies;

Or

"DIV OF INTEGRATIVE BIOLOGY AND NEUROSCIE" (IBN) if the proposed discipline is ecological and evolutionary physiology, integrative plant biology, integrative animal biology, or animal behavior.

Click "OK" to designate DEB or IBN as the NSF organizational unit. (For administrative convenience, all UMEB proposals are initially assigned to the DEB or IBN division level, even though their content is appropriate for a specific discipline in DEB or IBN. If disciplines in both Divisions are included, please designate IBN first and then add DEB.)

In the box labeled "Program Announcement/Solicitation No." enter "NSF 00-8" with no additional characters.

Begin the title of the proposal with "UMEB: . . . ."

The first-listed Principal Investigator (PI) is designated as the primary PI and is responsible for coordinating the entire proposed project.

- **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 DESCRIPTION (maximum 15 pages) should describe:**

1. A theme that integrates the proposed research and educational activities. This theme may be integrative across a range of disciplines in environmental biology or may be tightly focused in one such discipline.

2. Specific activities focusing on the undergraduate research experience. Examples of such activities include common courses on conducting research, research projects, rotations through several research laboratories, field trips, mentoring by a faculty member or graduate student, weekly journal clubs, and poster presentations at local, regional, or national meetings.

3. Names of prospective mentors, with brief description of their current research projects (funded or unfunded) that are appropriate for undergraduate participation and relevant to the UMEB proposal. Note: Report required information about Results from Prior NSF Support at the end of the Project Description.

4. Evidence of institutional commitment to increasing participation of groups that are underrepresented in science.

5. Methods for communicating, coordinating, and managing activities within the project.

6. Proposed administrative infrastructure (e.g., graduate-student coordinator, logistical support from a work/study office, mechanisms for undergraduate advising or study-skills enhancement).

7. Potential linkages or partnerships among participating organizations (e.g., academic institutions, federal or state laboratories, private foundations), including logistical arrangements for coordination.

8. Efforts to recruit minority students to the program or campus, e.g., via links to high schools or community colleges with programs that encourage minority students to pursue careers in science or engineering.

9. Other support (federal or non-federal) for the UMEB project or for related activities. Include a list of at least three currently funded or recently expired multi-year research awards from DEB or IBN, as described in the “Eligibility” section of this program announcement.

10. Potential mechanisms for continuing the project activities beyond the NSF funding period.

11. Assessment techniques for evaluating the effectiveness of the program.

- **RESULTS FROM PRIOR NSF SUPPORT**

For UMEB proposals, information required by NSF about Results from Prior NSF Support is limited to one page per PI and is not part of the 15-page limitation of the Project Description items listed above. Include the Results from Prior NSF Support at the end of the Project Description .PDF file.

**B. Budgetary Information**

Provide detailed yearly budgets and justification for the duration of the proposed project, as described in the current issuance of the *Grant Proposal Guide (GPG)*, NSF 00-2. FastLane will generate the cumulative budget. A budget justification is required and can not exceed 3 pages. In the budget justification, explain and justify major cost items and any unusual situations/inclusions. A general description of allowable budget items is included in *GPG*, Chapter II, Section D.7.

As a guide to budget development, student stipends for summer projects are expected to be at least $250 per week, with academic-year stipends comparable on a *pro rata* basis. Cost of student housing and travel to the site are appropriate budget items. All student costs should be entered at lines F1 through F4 of Form 1030. It is expected that by far the greatest part of the budget will be allocated for student stipends (Line F1). Examples of other allowable costs include travel (Line F2), research supplies, part-time support for a graduate-student coordinator, and field-station fees (Line F4). An administrative allowance (limited to 25% of Line F1 only) is allowed in lieu of indirect costs (enter at Line I of Form 1030).

Special Note: A grantee may pay stipends as either scholarships or wages as it determines appropriate. In either case, money received by individuals may be taxable income under the Internal Revenue Code of 1986 and may also be subject to state or local taxes. Grantees should provide students with copies of United States Internal Revenue Service Publication 4, "Student's Guide to Federal Income Tax." If stipends are paid as scholarships, grantees are also encouraged to provide copies of IRS Publication 520, "Scholarships and Fellowships," to recipients. Questions regarding applicable Federal taxes should be directed to the IRS. Grantees should also provide participants with information on any applicable state or local taxes.

**C. Special Information and Supplementary Documentation**

Include letters of support, as well as applicable certifications involving research with vertebrate animals or endangered species, in the FastLane submission by scanning the documents and transferring them as a .PDF file through the "Supplementary Docs" section of the FastLane Proposal Preparation system.

**D. Proposal Target Dates**

**The target date for using FastLane to submit UMEB proposals is January 26, 2000.** The panel that meets in March following the January target date will review proposals received by the target date. Proposals that are not received by January 26, 2000, may be returned without review.

**Mail the following materials directly to the UMEB Program:**

- The signed cover sheet (including page 2 certification) that has the FastLane assigned proposal number; and
- The BIO classification form.

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

**The mailed materials should be received by February 2, 2000.** Send materials to:

Undergraduate Mentoring in Environmental Biology -- NSF 00-8
Division of Environmental Biology
National Science Foundation
4201 Wilson Boulevard
Room 635
Arlington, VA 22230

### E. 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: <http://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 or above or Aladdin Ghostscript 5.10 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.

**IMPORTANT NOTE:** For technical assistance with FastLane, please send an e-mail message to biofl@nsf.gov. If you have inquiries regarding other aspects of the proposal preparation or submission, please send an e-mail message to umeb@nsf.gov before the target 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, 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?

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.

The following additional criteria will receive emphasis in the evaluation of UMEB proposals:

1. Impact upon participating students, particularly upon students from groups typically underrepresented in science.

2. Cohesiveness of the educational and research components within the project theme.

3. Extent to which the project builds partnerships and networks that contribute to program goals.

4. Adequacy of plans for project management, monitoring, evaluation, and dissemination.

5. Extent to which the project enriches the research environment in environmental biology at the participating institution(s).

6. Potential to sustain and institutionalize project activities beyond the NSF grant period.

7. Cost-effectiveness of the project.

8. Institutional commitment to UMEB goals, which can include efforts to increase participation of underrepresented groups.

Award decisions may also consider the distribution of awards by subdiscipline (i.e., systematics, population biology, biotic surveys and inventories, ecology, ecosystems, ecological and evolutionary physiology, integrative plant biology, integrative animal biology, and animal behavior).

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

All proposals are carefully reviewed by at least three 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 a multidisciplinary panel and by mail reviewers.

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 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.

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

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: Administration and Management Information; Accounting System Requirements and Auditing Information; and Payments to Organizations with 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

Please direct general inquiries about the **Undergraduate Mentoring in Environmental Biology** activity to the UMEB e-mail address (umeb@nsf.gov) or to the following program officers:

**Elizabeth E. Lyons**
**Division of Environmental Biology**
**National Science Foundation**
**Room 635**
**Arlington, VA 22230**
**(703) 306-1481 ext. 6435**
**E-mail: elyons@nsf.gov**

**Fred Stollnitz**
**Cross-Directorate Activities**
**Division of Integrative Biology and Neuroscience**
**National Science Foundation**
**Room 685**
**Arlington, VA 22230**
**(703) 306-1413**
**E-mail: fstollni@nsf.gov**

For technical assistance with FastLane, please send an e-mail message to biofl@nsf.gov.

## OTHER PROGRAMS OF INTEREST

The NSF *Guide to Programs* is a compilation of funding opportunities 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 on 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

The National Science Foundation (NSF) funds research and education in most fields of science and engineering. Grantees are wholly responsible for conducting their project activities and preparing the results for publication. Thus, the Foundation does not assume responsibility for such findings or their interpretation.

NSF welcomes proposals from all qualified scientists, engineers and educators. The Foundation strongly encourages women, minorities, and persons with disabilities to compete fully in its programs. In accordance with federal statutes, regulations, and NSF policies, no person on grounds of race, color, age, sex, national origin, or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from NSF (unless otherwise specified in the eligibility requirements for a particular program).

Facilitation Awards for Scientists and Engineers with Disabilities (FASED) provide funding for special assistance or equipment to enable persons with disabilities (investigators and other staff, including student research assistants) to work on NSF-supported projects. See the program announcement or contact the program coordinator at (703) 306-1636.

The National Science Foundation has Telephonic Device for the Deaf (TDD) and Federal Information Relay Service (FIRS) capabilities that enable individuals with hearing impairments to communicate with the Foundation regarding NSF programs, employment, or general information. TDD may be accessed at (703) 306-0090 or through FIRS on 1-800-877-8339.

## 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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Catalogue of Federal Domestic Assistance (CFDA) No.: 47.074 Biological Sciences
OMB No.: 3145-0058

NSF 00-8 (replaces NSF 98-157) -- Electronic Dissemination Only