

Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences (DDIG)

PROGRAM SOLICITATION

NSF 11-569

REPLACES DOCUMENT(S):

NSF 08-564



National Science Foundation
Directorate for Biological Sciences
Division of Environmental Biology
Division of Integrative Organismal Systems

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

November 10, 2011

November 09, 2012

Second Friday in November, Annually Thereafter

IMPORTANT INFORMATION AND REVISION NOTES

Indirect Costs: Please note an important change to the treatment of indirect costs that was incorporated into the BIO Doctoral Dissertation Improvement Grants (DDIG) program solicitation (NSF 11-569). NSF's long-standing policy regarding the reimbursement of administrative costs is full reimbursement of indirect costs, based on the awardee's current Federally negotiated indirect cost rate agreement. To ensure consistency with Foundation and Federal-wide policies, proposals submitted in response to this program solicitation are subject to the awardee's current Federally negotiated indirect cost rate.

Remove student from budget: Because entering person-months on the budget could be construed as voluntarily committing cost sharing which is not permitted, zero person-months must be shown on the budget for the PI. The student co-PI should NOT be listed in the budget. You will need to manually remove the student's name from the list of senior personnel in the budget.

PAPPG Changes

A revised version of the *NSF Proposal & Award Policies & Procedures Guide* (PAPPG), [NSF 11-1](#), was issued on October 1, 2010 and is effective for proposals submitted, or due, on or after January 18, 2011. Please be advised that the guidelines contained in [NSF 11-1](#) apply to proposals submitted in response to this funding opportunity.

Cost Sharing: The PAPPG has been revised to implement the National Science Board's recommendations regarding cost sharing. Inclusion of voluntary committed cost sharing is prohibited. In order to assess the scope of the project, all organizational resources necessary for the project must be described in the Facilities, Equipment and Other Resources section of the proposal. The description should be narrative in nature and must not include any quantifiable financial information. Mandatory cost sharing will only be required when explicitly authorized by the NSF Director. See the PAPP Guide Part I: *Grant Proposal Guide (GPG) Chapter II.C.2.g(xi)* for further information about the implementation of these recommendations.

Data Management Plan: The PAPPG contains a clarification of NSF's long standing data policy. All proposals must describe plans for data management and sharing of the products of research, or assert the absence of the need for such plans. FastLane will not permit submission of a proposal that is missing a Data Management Plan. The Data Management Plan will be reviewed as part of the intellectual merit or broader impacts of the proposal, or both, as appropriate. Links to data management requirements and plans relevant to specific Directorates, Offices, Divisions, Programs, or other NSF units are available on the NSF website at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>. See [Chapter II.C.2.j](#) of the GPG for further information about the implementation of this requirement.

Postdoctoral Researcher Mentoring Plan: As a reminder, each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. Please be advised that if required, FastLane will not permit submission of a proposal that is missing a Postdoctoral Researcher Mentoring Plan. See [Chapter II.C.2.j](#) of the GPG for further information about the implementation of this requirement.

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 solicitation will be reviewed by Panel Review, in some cases supplemented by Mail Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.

SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:

Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences (DDIG)

Synopsis of Program:

The National Science Foundation awards Doctoral Dissertation Improvement Grants in selected areas of the biological sciences. These grants provide partial support of doctoral dissertation research to improve the overall quality of research. Allowed are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research.

Cognizant Program Officer(s):

Please note that the following information is current at the time of publishing. See program website for any updates to the points of contact.

- DEB Program Officer, telephone: (703) 292-8480, email: ddig-deb@nsf.gov
- IOS Program Officer, telephone: (703) 292-8423, email: ddig-ios@nsf.gov

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.074 --- Biological Sciences

Award Information

Anticipated Type of Award: Standard Grant

Estimated Number of Awards: 100 to 120

Anticipated Funding Amount: \$1,600,000 - Approximately \$1.6 million annually, pending availability of funds.

Eligibility Information

Organization Limit:

None Specified

PI Limit:

A student must have advanced to candidacy for a Ph.D. degree before the submission deadline to be eligible to submit a proposal. A statement that the student has advanced to candidacy for a Ph.D., signed and dated by the department chairperson, graduate dean, or similar administrative official is required (see "Proposal Preparation and Submission Instructions"). The proposal must be submitted through regular organizational channels by the dissertation advisor(s) on behalf of a graduate student who is at the point of initiating or is already conducting dissertation research. The student must be enrolled at a U.S. institution, but need not be a U.S. citizen. Organizations should limit applications to outstanding dissertation proposals with unusual financial requirements that cannot be met otherwise. Preference may be given to projects that are underway and for which feasibility is demonstrated.

Limit on Number of Proposals per Organization:

None Specified

Limit on Number of Proposals per PI:

An organization may submit only one proposal per student in a given year. A student may receive only one DDIG award.

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- Letters of Intent: Not Applicable
- Preliminary Proposal Submission: Not Applicable
- Full Proposals:
 - 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 available on the Grants.gov website and on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide)

B. Budgetary Information

- Cost Sharing Requirements: Inclusion of voluntary committed cost sharing is prohibited.
- Indirect Cost (F&A) Limitations: Not Applicable
- Other Budgetary Limitations: Other budgetary limitations apply. Please see the full text of this solicitation for further information.

C. Due Dates

- Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):
 - November 10, 2011
 - November 09, 2012
 - Second Friday in November, Annually Thereafter

Proposal Review Information Criteria

Merit Review Criteria: National Science Board approved criteria apply.

Award Administration Information

Award Conditions: Standard NSF award conditions apply.

Reporting Requirements: Additional reporting requirements apply. Please see the full text of this solicitation for further information.

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I. INTRODUCTION

The National Science Foundation awards Doctoral Dissertation Improvement Grants in selected areas of the biological sciences. These grants provide partial support of doctoral dissertation research to improve the overall quality of research. Allowed are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research.

II. PROGRAM DESCRIPTION

Proposals whose focus falls within the scope of any cluster in the Division of Environmental Biology (DEB) are eligible. Please note that DEB programs generally do not support research in marine ecology. In the Division of Integrative Organismal Systems (IOS) only proposals within the scientific area of animal behavior supported by the Behavioral Systems Cluster are eligible. The duration and grant amount are flexible but must be justified by the scope of work and documented in the proposal. Grants are typically awarded for periods up to 24 months and for amounts up to \$15,000.

These awards are intended to provide supplemental funds for items not normally available from the student's university or other sources. They are not intended to provide the total costs of a student's dissertation research. Allowable items include travel to specialized facilities or field research locations and professional meetings, use of specialized research equipment, purchase of supplies and services not otherwise available, the hiring of field or laboratory assistants, fees for computerized or other forms of data, and rental of environmental chambers or other research facilities.

Funds may not be used for stipends, tuition, textbooks, journals, allowances for dependents, publication costs, or dissertation preparation or reproduction. The Context for Improvement statement must explain why and how the requested funds are supplemental to funding from the university or other sources.

III. AWARD INFORMATION

Under this solicitation, proposals may be submitted for amounts up to \$15,000 for up to 24 months. NSF expects to fund 100 - 120 standard awards depending on the quality of submissions and the availability of funds. The duration and grant amount are flexible but must be justified by the scope of the work and documented in the proposal. Approximately \$1,600,000 is available annually, pending availability of funds. The anticipated date of awards: June.

IV. ELIGIBILITY INFORMATION

Organization Limit:

None Specified

PI Limit:

A student must have advanced to candidacy for a Ph.D. degree before the submission deadline to be eligible to submit a proposal. A statement that the student has advanced to candidacy for a Ph.D., signed and dated by the department chairperson, graduate dean, or similar administrative official is required (see "Proposal Preparation and Submission Instructions"). The proposal must be submitted through regular organizational channels by the dissertation advisor(s) on behalf of a graduate student who is at the point of initiating or is already conducting dissertation research. The student must be enrolled at a U.S. institution, but need not be a U.S. citizen. Organizations should limit applications to outstanding dissertation proposals with unusual financial requirements that cannot be met otherwise. Preference may be given to projects that are underway and for which feasibility is demonstrated.

Limit on Number of Proposals per Organization:

None Specified

Limit on Number of Proposals per PI:

An organization may submit only one proposal per student in a given year. A student may receive only one DDIG award.

Additional Eligibility Info:

None

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Full Proposal Preparation Instructions: Proposers may opt to submit proposals in response to this Program Solicitation via Grants.gov or via the NSF FastLane system.

- Full proposals submitted via FastLane: Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF Grant Proposal Guide (GPG). 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. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from nsfpubs@nsf.gov. Proposers are reminded to identify this program solicitation number in the program solicitation block on the NSF 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.

- Full proposals submitted via Grants.gov: Proposals submitted in response to this program solicitation via Grants.gov should be prepared and submitted in accordance with the NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov. The complete text of the NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide). To obtain copies of the Application Guide and Application Forms Package, click on the Apply tab on the Grants.gov site, then click on the Apply Step 1: Download a Grant Application Package and Application Instructions link and enter the funding opportunity number, (the program solicitation number without the NSF prefix) and press the Download Package button. Paper copies of the Grants.gov Application Guide also may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from nsfpubs@nsf.gov.

Additional Guidelines

1. Cover Page

- Begin the Project Title on the Cover Page with "DISSERTATION RESEARCH:" followed by a brief title of the dissertation research project.
- List the primary dissertation advisor as the PI and list the student and other advisors as co-PI(s).

2. Project Summary

- This section must clearly address, in separate statements, the intellectual merit and broader impacts of the proposed activity.

3. Project Description

- This section is limited to eight single-spaced pages including figures and tables.
- The proposal should include a brief description of the overall dissertation project including its design and scientific significance. It should then provide a detailed description of the question(s) to be addressed by the DDIG, what new data would be collected, and details on experimental design, analysis and interpretation.
- The "Results from Prior NSF Support" section is not required.

4. Budget

Because entering person-months on the budget could be construed as voluntarily committing cost sharing which is not permitted, zero person-months must be shown on the budget for the PI. The student co-PI should NOT be listed in the budget. You will need to manually remove the student's name from the list of senior personnel in the budget.

5. Budget Justification

In the Budget Justification explain the need for each budget item requested in the context of the proposed research project. For instance, a request for per diem allowance for time away from a home base to conduct research should be carefully justified in terms of only those living costs in excess of those in the vicinity of the home campus or institution.

6. Special Information and Supplementary Documentation

- Scan all Special Information and Supplementary Documentation and transfer as PDF in the "Supplementary Docs" form of FastLane. For Grants.gov users, supplementary documents should be attached in Field 11 of the R&R Other Project Information Form. YOU MUST INCLUDE A STATEMENT LIMITED TO THE FOLLOWING WORDING: "[STUDENT NAME] HAS ADVANCED TO CANDIDACY FOR A Ph.D. DEGREE". This statement must be signed and dated by the department chairperson, graduate dean, or similar administration official; be sure to include that person's title in the letter. Candidacy must be achieved before the submission deadline. If the institution does not grant candidacy or where candidacy is conferred near the completion of the degree period, an explanation, signed by one of the officials noted above, must be provided.
- A statement labeled Context for Improvement is required as a Supplementary Document, not to exceed one page. This statement from the student should detail how the NSF funding will substantially improve the overall dissertation project. This description should also include an explanation of the relation of the student's work to that of the advisor, including an explanation of how the funding requested for the proposed work will depart from funding for the advisor's own research.
- A Data Management Plan (DMP) is now required for all research proposals and proposals that do not include one will not be able to be submitted. See the "Important Information and Revision Notes" section of this solicitation for additional information concerning DMPs.
- Letters of Collaboration. Supplementary Documents may include letters of collaboration from individuals or organizations that are integral parts of the proposed project. Such involvement may include subsidiary involvement in some aspect of the project, cooperation on outreach efforts, or documentation of permission to access materials or data. Letters of collaboration should focus solely on affirming that the individual or organization is willing to collaborate on the project as specified in the project description. No additional text, especially elaboration of the nature of activities to be undertaken by the collaborator and endorsements of the potential value or significance of the project for the collaborator, may be included. The template that must be used for the preparation of letters of collaboration is provided below.

Each letter of collaboration must be signed by the designated collaborator. Requests to collaborators for letters of collaboration should be made by the PI well in advance of the proposal submission deadline, because they must be included at the time of the proposal submission. Letters deviating from this template will not be accepted and may be grounds for returning the proposal without review.

Template to be used for letters of collaboration

To: NSF _____ (Program Title) _____ Program

From: _____

(Printed name of the individual collaborator or name of the organization and name and position of the official submitting this memo)

By signing below (or transmitting electronically), I acknowledge that I am listed as a collaborator on this proposal, entitled "_____(proposal title)_____" with _____ (PI name) _____ as the Principal Investigator. I agree to undertake the tasks assigned to me or my organization, as described in the project description of the proposal, and I commit to provide or make available the resources specified therein.

Signed: _____
Organization: _____
Date: _____

Proposals received after the deadline, or proposals that do not comply with guidelines specified in this solicitation and the relevant portions of the NSF Grant Proposal Guide or NSF Grants.gov Application Guide will be returned without review.

Pre-Submission Checklist

DDIG proposals must be in compliance with the special requirements outlined in this solicitation as well as the typical requirements described in the Grant Proposal Guide. Proposals that are non-compliant for the following reasons will be returned without review:

- Submitted after the relevant deadline has passed
- Project Summary does not address both merit review criteria (Intellectual Merit and Broader Impacts) in separate statements
- The research proposed does not match the subject area of a Cluster with a DDIG program (contact a Program Director if you have questions)

In addition, DDIG proposals will be checked for compliance with formatting instructions in the Grant Proposal Guide and Project Solicitation. Please refer to the following partial list of items for which proposals may be returned without review:

- Proposal title doesn't begin with DISSERTATION RESEARCH:
- Project Summary is missing or exceeds one page
- Project Description exceeds eight pages
- Project Description does not describe, as an integral part of the narrative, the Broader Impacts resulting from the proposed activities
- Biographical sketches of the PI and co-PI are missing, are not prepared in the required NSF format, and/or exceed two pages (see the Grant Proposal Guide)
- Budget exceeds the maximum allowed
- Budget Justification is missing
- Current and Pending Support forms for PI and co-PI are missing, or don't include the current proposal
- Required Facilities section is missing
- Required Context for Improvement is missing
- DDIG eligibility certification is missing

B. Budgetary Information

Cost Sharing: Inclusion of voluntary committed cost sharing is prohibited

Other Budgetary Limitations: Up to \$15,000 for 24 months.

C. Due Dates

- Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):
 - November 10, 2011
 - November 09, 2012
 - Second Friday in November, Annually Thereafter

D. FastLane/Grants.gov Requirements

- For Proposals Submitted Via FastLane:

Detailed technical instructions regarding the technical aspects of preparation and submission via FastLane are available at: <https://www.fastlane.nsf.gov/a1/newstan.htm>. For FastLane user support, call the FastLane Help Desk at 1-800-673-6188 or e-mail fastlane@nsf.gov. The FastLane Help Desk answers general technical questions related to the use of the FastLane system. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this funding opportunity.

Submission of Electronically Signed Cover Sheets. The Authorized Organizational Representative (AOR) must electronically sign the proposal Cover Sheet to submit the required proposal certifications (see Chapter II, Section C of the Grant Proposal Guide for a listing of the certifications). The AOR must provide the required electronic certifications within five working days following the electronic submission of the proposal. Further instructions regarding this process are available on the FastLane Website at: <https://www.fastlane.nsf.gov/fastlane.jsp>.

- For Proposals Submitted Via Grants.gov:

Before using Grants.gov for the first time, each organization must register to create an institutional profile. Once registered, the applicant's organization can then apply for any federal grant on the Grants.gov website. Comprehensive information about using Grants.gov is available on the Grants.gov Applicant Resources webpage: http://www07.grants.gov/applicants/app_help_reso.jsp. In addition, the NSF Grants.gov Application Guide provides additional technical guidance regarding preparation of proposals via Grants.gov. For Grants.gov user support, contact the Grants.gov Contact Center at 1-800-518-4726 or by email: support@grants.gov. The Grants.gov Contact Center answers general technical questions related to the use of Grants.gov. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this solicitation.

Submitting the Proposal: Once all documents have been completed, the Authorized Organizational Representative (AOR) must submit the application to Grants.gov and verify the desired funding opportunity and agency to which the application is

submitted. The AOR must then sign and submit the application to Grants.gov. The completed application will be transferred to the NSF FastLane system for further processing.

VI. NSF PROPOSAL PROCESSING AND REVIEW PROCEDURES

Proposals received by NSF are assigned to the appropriate NSF program where they will be reviewed if they meet NSF proposal preparation requirements. All proposals are carefully reviewed by a scientist, engineer, or educator serving as an NSF Program Officer, and usually by three to ten other persons outside NSF who are experts in the particular fields represented by the proposal. These reviewers are selected by Program Officers charged with the oversight of the review process. Proposers are invited to suggest names of persons they believe are especially well qualified to review the proposal and/or persons they would prefer not review the proposal. These suggestions may serve as one source in the reviewer selection process at the Program Officer's discretion. Submission of such names, however, is optional. Care is taken to ensure that reviewers have no conflicts of interest with the proposal.

A. NSF Merit Review Criteria

All NSF proposals are evaluated through use of the two National Science Board (NSB)-approved merit review criteria: intellectual merit and the broader impacts of the proposed effort. In some instances, however, NSF will employ additional criteria as required to highlight the specific objectives of certain programs and activities.

The two NSB-approved merit review criteria are listed below. The criteria include considerations that help define them. These considerations are suggestions and not all will apply to any given proposal. While proposers must address both merit review criteria, reviewers will be asked to address only those considerations that are relevant to the proposal being considered and for which the reviewer is qualified to make judgements.

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 the prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative 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?

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf>.

Mentoring activities provided to postdoctoral researchers supported on the project, as described in a one-page supplementary document, will be evaluated under the Broader Impacts criterion.

NSF staff also will give careful consideration to the following 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 learning 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 -- is 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 and Selection Process

Proposals submitted in response to this program solicitation will be reviewed by Ad hoc Review and/or Panel Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.

After scientific, technical and programmatic review and consideration of appropriate factors, the NSF Program Officer recommends to the cognizant Division Director whether the proposal should be declined or recommended for award. NSF is striving to be able to tell applicants whether their proposals have been declined or recommended for funding within six months. The time interval begins on the deadline or target date, or receipt date, whichever is later. The interval ends when the Division Director accepts the Program Officer's recommendation.

A summary rating and accompanying narrative will be completed and submitted by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers, are sent to the Principal Investigator/Project Director by the Program Officer. In addition, the proposer will receive an explanation of the decision to award or decline funding.

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 and Agreements 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 a 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 and Agreements Officer does so at their own risk.

VII. 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. Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator. (See Section VI.B. for additional information on the review process.)

B. Award Conditions

An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award 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 award conditions, such as Grant General Conditions (GC-1); * or Research Terms and Conditions * and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreements also are administered in accordance with NSF Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC) and the applicable Programmatic Terms and Conditions. NSF awards are electronically signed by an NSF Grants and Agreements Officer and transmitted electronically to the organization via e-mail.

*These documents may be accessed electronically on NSF's Website at http://www.nsf.gov/awards/managing/award_conditions.jsp?org=NSF. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from nsfpubs@nsf.gov.

More comprehensive information on NSF Award Conditions and other important information on the administration of NSF awards is contained in the *NSF Award & Administration Guide* (AAG) Chapter II, available electronically on the NSF Website at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag.

C. Reporting Requirements

For all multi-year grants (including both standard and continuing grants), the Principal Investigator must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period. (Some programs or awards require more frequent project reports). Within 90 days after expiration of a grant, the PI also is required to submit a final project report, and a project outcomes report for the general public.

Failure to provide the required annual or final project reports, or the project outcomes report will delay NSF review and processing of any future funding increments as well as any pending proposals for that PI. PIs should examine the formats of the required reports in advance to assure availability of required data.

PIs are required to use NSF's electronic project-reporting system, available through FastLane, for preparation and submission of annual and final project reports. Such reports provide information on activities and findings, project participants (individual and organizational), publications, and other specific products and contributions. PIs will not be required to re-enter information previously provided, either with a proposal or in earlier updates using the electronic system. Submission of the report via FastLane constitutes certification by the PI that the contents of the report are accurate and complete. The project outcomes report must be prepared and submitted using Research.gov. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website exactly as it is submitted by the PI.

The Principal Investigator shall provide a summary, in the "Special Requirements" section of the final report, of all permits, licenses or other necessary approvals associated with specimen collection. The information should include the names of all permits/licenses/necessary approvals, the granting authority, date acquired, duration, and the purpose of the permit/license/approval.

VIII. AGENCY CONTACTS

Please note that the program contact information is current at the time of publishing. See program website for any updates to the points of contact.

General inquiries regarding this program should be made to:

- DEB Program Officer, telephone: (703) 292-8480, email: ddig-deb@nsf.gov
- IOS Program Officer, telephone: (703) 292-8423, email: ddig-ios@nsf.gov

For questions related to the use of FastLane, contact:

- FastLane Help Desk, telephone: 1-800-673-6188; e-mail: fastlane@nsf.gov.

For questions relating to Grants.gov contact:

- Grants.gov Contact Center: If the Authorized Organizational Representatives (AOR) has not received a confirmation message from Grants.gov within 48 hours of submission of application, please contact via telephone: 1-800-518-4726; e-mail: support@grants.gov.

Students doing international research, having a formal affiliation with a foreign research institution, may contact the appropriate program in NSF's [Office of International Science and Engineering](#).

IX. OTHER INFORMATION

The NSF Website provides the most comprehensive source of information on NSF Directorates (including contact information), programs and funding opportunities. Use of this Website by potential proposers is strongly encouraged. In addition, National Science Foundation Update is a free e-mail subscription service designed to keep potential proposers and other interested parties apprised of new NSF funding opportunities and publications, important changes in proposal and award policies and procedures, and upcoming NSF Regional Grants Conferences. Subscribers are informed through e-mail when new publications are issued that match their identified interests. Users can subscribe to this service by clicking the "Get NSF Updates by Email" link on the [NSF web site](#).

Grants.gov provides an additional electronic capability to search for Federal government-wide grant opportunities. NSF funding opportunities may be accessed via this new mechanism. Further information on Grants.gov may be obtained at <http://www.grants.gov>.

ABOUT THE NATIONAL SCIENCE FOUNDATION

The National Science Foundation (NSF) is an independent Federal agency created by the National Science Foundation Act of 1950, as amended (42 USC 1861-75). The Act states the purpose of the NSF is "to promote the progress of science; [and] to advance the national health, prosperity, and welfare by supporting research and education in all fields of science and engineering."

NSF funds research and education in most fields of science and engineering. It does this through grants and cooperative agreements to more than 2,000 colleges, universities, K-12 school systems, businesses, informal science organizations and other research organizations throughout the US. The Foundation accounts for about one-fourth of Federal support to academic institutions for basic research.

NSF receives approximately 40,000 proposals each year for research, education and training projects, of which approximately 11,000 are funded. In addition, the Foundation receives several thousand applications for graduate and postdoctoral fellowships. The agency operates no laboratories itself but does support National Research Centers, user facilities, certain oceanographic vessels and Arctic and Antarctic research stations. The Foundation also supports cooperative research between universities and industry, US participation in international scientific and engineering efforts, and educational activities at every academic level.

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