Panelists

**Karen Cone**
Program Director, Directorate for Biological Sciences; Division of Molecular and Cellular Biosciences

**Sonia Esperança**
Program Director, Directorate for Geosciences, Division of Earth Sciences

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

**Randy Phelps**
Staff Associate, Office of the Director; Office of Integrative Activities
Topics Covered

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

“Ask Early, Ask Often!”
Find Funding Opportunities

NSF Funding & Research Community

SPECIAL NOTICES

NSF and Congress: Latest Actions

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

Science Policy

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

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


NSF Strategic Plan for FY 2014-2018


EVENT CALENDAR

AUGUST 22, 2016 - AUGUST 24, 2016
National Science Foundation at the American Chemical Society Meeting, August 22-24, 2016
OUTREACH

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FUNDING OPPORTUNITIES

Search Funding Opportunities
Enter search term
GO

or Search by Program Area
Select One
GO

VIEW ALL FUNDING OPPORTUNITIES

Proposal and Award Policies and Procedures Guide
Prepare a Proposal
Upcoming Due Dates
Submit Proposal to FastLane
Other Ways to Find Funding

Use the Search Feature in Grants.gov
What is the Proposal & Award Policies & Procedures Guide?

- The Proposal & Award Policies & Procedures Guide (PAPPG) contains documents relating to NSF's proposal and award process. It has been designed for use by both our customer community and NSF staff and consists of two parts.
  - Part I is NSF’s proposal preparation and submission guidelines
  - Part II is NSF’s award and administration guidelines
What is the Proposal & Award Policies & Procedures Guide?

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

**Funding Opportunities**

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

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

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

- **Dear Colleague Letters**
  - Dear Colleague Letters are notifications of opportunities or special competitions for supplements to existing NSF awards.
What to Look for in a Program Announcement or Solicitation

- Goal of Program
- Eligibility
- Special proposal preparation and/or award requirements
Sample Cover Page of a Solicitation

Antarctic Research

PROGRAM SOLICITATION
NSF 17-543

REPLACES DOCUMENT(S):
NSF 16-541

NSF Directorate(s) and Offices providing funding for this opportunity

Program Solicitation Number

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):
May 23, 2017
Sample Cover Page of a Solicitation

**Award Information**

- **Anticipated Type of Award:** Standard Grant or Continuing Grant
- **Estimated Number of Awards:** 50
- **Anticipated Funding Amount:** $55,000,000

The Antarctic Sciences Section anticipates committing approximately $55M as either standard or continuing awards made in response to this solicitation contingent on the availability of funds.
Eligibility Information

Who May Submit Proposals:
The categories of proposers eligible to submit proposals to the National Science Foundation are identified in the NSF Proposal & Award Policies & Procedures Guide (PAPPG), Chapter I.E.

Who May Serve as PI:
There are no restrictions or limits.

Limit on Number of Proposals per Organization:
There are no restrictions or limits.

Limit on Number of Proposals per PI or Co-PI:
There are no restrictions or limits.
Types of Proposal Submissions

NO DEADLINES
Proposals may be submitted at any time

F. When to Submit Proposals

Proposers should allow adequate time for processing of proposals (see Chapter 1.H for further information). Many NSF programs accept proposals at any time. Other programs, however, establish due dates for submission of proposals. The following types of due dates are utilized by NSF:

1. **Target dates**: dates after which proposals will still be accepted, although they may miss a particular panel or committee meeting.

2. **Deadline dates**: dates after which proposals will not be accepted or will be returned without review by NSF. The deadline date will be waived only in extenuating circumstances. Such a deviation only may be authorized in accordance with Chapter II.A.
Types of Proposal Submissions

TARGET DATES

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

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Types of Proposal Submissions

DEADLINE DATES

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

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Types of Proposal Submissions

SUBMISSION WINDOWS
Proposals will not be accepted after this date and time (5 p.m. submitter’s local time)
Types of Proposal Submissions

LETTERS OF INTENT

Enables better management of reviewers and panelists

1. Letters of Intent

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

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

PRELIMINARY PROPOSALS

Sometimes required, sometimes optional

2. Preliminary Proposals

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

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

Some proposal documents are for “NSF Use Only” and are not provided to reviewers

- Authorization to deviate from proposal preparation requirements
- List of suggested reviewers to include or not to include
- Proprietary or privileged information
- Proposal certifications
- Information about collaborators and other affiliations
Required Sections of a Research Proposal

- Cover Sheet
- Project Summary
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget
- Budget Justification
- Current and Pending Support
- Facilities, Equipment and Other Resources
- Data Management Plan
- Postdoctoral Mentoring Plan (if applicable)

Proposals that do not contain these required sections may not be accepted by FastLane
Sections of an NSF Proposal

**Cover Sheet** (Required)

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

*Example from FastLane*
Sections of an NSF Proposal

Project Summary (Required)

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

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

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

Text from the PAPPG
Sections of an NSF Proposal

Project Description (Required)

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

• A separate section within the narrative must include a discussion of the broader impacts of the proposed activities.
References Cited (Required)

- Reference information is required, and proposers must follow accepted scholarly practices in providing citations for source materials.
Biographical Sketches (Required)

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

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

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

Information regarding budgetary guidelines can be found in PAPPG as well as NSF program solicitations.

**Amounts should be:**

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

**Eligible costs consist of:**

- Personnel
- Equipment
- Travel
- Participant support
- Other direct costs (e.g., subawards, consultant services, computer services, and publications costs)
Inclusion of voluntary committed cost sharing is prohibited in solicited & unsolicited proposals.

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

- Line M will be “grayed out” in FastLane.

Organizations may, at their own discretion, continue to contribute any amount of voluntary uncommitted cost sharing to NSF-sponsored projects.
Facilities, Equipment, and Other Resources (Required)
This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed.

Facilities, Equipment, and Other Resources

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

- This section of the proposal calls for information on all current and pending support for ongoing projects and proposals.
Special Information and Supplementary Documentation

- This section is used for the required data management plan, postdoctoral mentoring plan and other pertinent supplementary information, such as letters of collaboration; more information can be found in the PAPPG, Chapter II.C.2.j.
Mentoring for Postdoctoral Researchers

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

• Proposals that identify a postdoc on the budget but do not include a maximum one-page mentoring plan as a supplementary document will be prevented from submission in FastLane.

• For collaborative proposals, the lead organization must submit a mentoring plan for all postdoctoral researchers supported under the entire collaborative project.
Mentoring for Postdoctoral Researchers

Mentoring activities may include:

• Providing career counseling, training in the preparation of grant proposals, or training in responsible professional practices
• Developing publications and presentations
• Offering guidance on techniques to improve teaching and mentoring skills
• Providing counseling on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas
Data Management Plan Requirements

• All proposals are required to include, as a supplementary doc, a Data Management Plan of up to two pages.

• Plan should describe how the proposal will conform to NSF policy on dissemination and sharing of research results.

• A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as a clear justification is provided.

• Plan will be reviewed as part of the Intellectual Merit and/or Broader Impacts of the proposal.
Letters of Collaboration

• Collaborative arrangements of significance should be documented through letters of collaboration.

• Include in the Supplementary Documents section of the proposal.

• Do not include letters of support.

• Recommended format for letters of collaboration is in the PAPPG, Chapter II.C.2.j.
For More Information

Ask Early, Ask Often!

- nsf.gov/staff
- nsf.gov/staff/orglist.jsp
- nsf.gov/about/career_opps/rotators/index.jsp