Panelists

**Lara Campbell**
Program Manager; Office of International Science & Engineering; Office of the Director

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

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

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

• Find Funding Opportunities
• Proposal and 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

- About Funding
- Browse Funding Opportunities A-Z
- Due Dates
- Find Funding
- Merit Review
- Policies and Procedures
- Preparing Proposals
- Recent Opportunities
- Transformative Research

RELATED LINKS
- Proposal and Award Policies and Procedures Guide (PAPPG)
- Grant Proposal Guide (GPG)
- Research.gov
- FastLane

FUNDING OPPORTUNITIES FOR
- Graduate Students
- K-12 Educators
- Postdoctoral Fellows
- Undergraduate Students
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 17, 2015


NSF Strategic Plan for FY 2014-2018


EVENT CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>AUGUST 22, 2016 - AUGUST 22, 2016</td>
<td>National Science Foundation at the American Chemical Society Meeting, August 22-24, 2016 OUTREACH</td>
</tr>
<tr>
<td>Aug</td>
<td>AUGUST 22, 2016 - AUGUST 22, 2016</td>
<td>National Science Foundation at the American Chemical Society Meeting, August 22-24, 2016 OUTREACH</td>
</tr>
<tr>
<td>Aug</td>
<td>AUGUST 23, 2016 - AUGUST 23, 2016</td>
<td>National Science Foundation at the American Chemical Society Meeting, August 22-24, 2016 OUTREACH</td>
</tr>
</tbody>
</table>

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
NSF Award Search
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

National Science Foundation
Directorate for Geosciences
Division of Polar Programs

Full Proposal Deadline(s) (due by 5 p.m. submitter’s local time):
May 23, 2017

Program Solicitation Number

NSF Directorate(s) and Offices providing funding for this opportunity
Sample Cover Page of a Solicitation

**Number of awards funded by the program per year**

**Funds available to the program per year**

**Award Information**

<table>
<thead>
<tr>
<th>Anticipated Type of Award: Standard Grant or Continuing Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Number of Awards: 50</td>
</tr>
<tr>
<td>Anticipated Funding Amount: $55,000,000</td>
</tr>
</tbody>
</table>

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.
Sample Cover Page of a Solicitation

Eligibility information for institutions/PIs submitting proposals

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 1.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

Proposers should allow adequate time for processing of proposals (see Chapter III.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

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

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

2. **Deadline dates**: dates after which proposals 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

**DEADLINE DATES**

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

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

3. Submission windows: designated periods of time during which proposals will be accepted for review by NSF. It is NSF’s policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date.
Types of Proposal Submissions

LETTERS OF INTENT
Enables better management of reviewers and panelists

1. Letters of Intent

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

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

PRELIMINARY PROPOSALS

Sometimes required, sometimes optional

2. Preliminary Proposals

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

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

b. **Project Summary**

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technologically literate lay reader. It should not be an abstract of the proposal.

The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit and Broader Impacts. Failure to include these headings will result in the proposal being returned without review.

c. **Table of Contents**

A Table of Contents is automatically generated for the proposal. The proposer cannot edit this form.

d. **Project Description (Including Results from Prior NSF Support)**

(i) **Content**

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance, the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but...
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.
Sections of an NSF Proposal

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.

Text from the PAPPG
Budget (Required)

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

• Proposals containing subawards must include a separate budget justification of no more than five 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)
NSF Cost Sharing Policy

• Inclusion of voluntary committed cost sharing is prohibited in solicited & unsolicited proposals.
  ▪ To be considered voluntary committed cost sharing, the cost sharing must meet all of the standards of 2 CFR § 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.
Sections of an NSF Proposal

**Current and Pending Support** (Required)

- This section of the proposal calls for information on all current and pending support for ongoing projects and proposals.
Sections of an NSF Proposal

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 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.
Data Management Plan Requirements

www.nsf.gov/bfa/dias/policy/dmp.jsp
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.

"If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal."
For More Information

Ask Early, Ask Often!

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