

# FALL 2020 VIRTUAL GRANTS CONFERENCE

## Proposal Preparation



# Panelists

## Jean Feldman

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

## Stefan Robila

Program Director, Office of Advanced Cyberinfrastructure; Directorate for Computer & Information Science & Engineering

## Jennifer Wade

Section Head (Acting), Division of Earth Sciences; Directorate for Geosciences

# 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

The image is a screenshot of the National Science Foundation (NSF) website. At the top left is the NSF logo with the tagline "WHERE DISCOVERIES BEGIN". To the right is a search bar and "Contact | Help" links. Below the header is a navigation bar with tabs for "HOME", "Research Areas", "Funding", "Awards", "Document Library", "News", and "About NSF". The "Funding" tab is selected, and a dropdown menu is open, listing various funding-related links. A purple circle highlights the "Funding" tab and its dropdown menu. On the left side, there is an "ALERT" banner and a "New in 'News'" section. On the right, there is a "discoveries" banner that has moved under another section. At the bottom, there is a footer with three main categories: "Advancing the Sciences", "Funding & Supporting", and "Inspiring & Educating", along with a "- HIDE" button.

**NSF** National Science Foundation  
WHERE DISCOVERIES BEGIN

Contact | Help

Search

HOME Research Areas **Funding** Awards Document Library News About NSF

**ALERT** New in "News"

discoveries" has moved under

s for science and social good

FULL STORY

Advancing the Sciences | Funding & Supporting | Inspiring & Educating

- HIDE

**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

About Funding

Browse Funding Opportunities A-Z

Due Dates

Find Funding

Merit Review

Policies and Procedures

Preparing Proposals

Recent Opportunities

Transformative Research

# Find Funding Opportunities

## NSF Funding & Research Community

### SPECIAL NOTICES

[Dear Colleague Letter: Research Protection](#)

[Personnel Policy on Foreign Government Talent Recruitment Programs](#)

[NSF Issues Revised Proposal & Award Policies & Procedures Guide \(PAPPG\) \(NSF 20-1\)](#)

[NSF Responses to Natural Disasters](#)

[Training in Responsible Conduct of Research – A Reminder of the NSF Requirement](#)

[NSF and Congress: Latest Actions](#)

[NSF Strategic Plan for FY 2018-2022](#)

[Important information about DMARC and email delivery from NSF](#)

### EVENT CALENDAR

**Oct** OCTOBER 8, 2020 - OCTOBER 8, 2020  
[Enabling the quantum revolution- pioneering advances to achieve quantum computing & impact at scale](#)  
WEBCAST

**Oct** OCTOBER 8, 2020 - OCTOBER 8, 2020  
[National Science Board SEP Teleconference: REVISED](#)  
NSB TELECONFERENCE

**Oct** OCTOBER 9, 2020 - OCTOBER 9, 2020  
[Postdoctoral Research Fellowships in Biology Webinars](#)  
WEBCAST

[View All Events](#)



[STOP HARASSMENT](#)

### FUNDING OPPORTUNITIES

#### Search Funding Opportunities

Enter search term

GO

#### View by Program Area

Select One

[VIEW ALL FUNDING OPPORTUNITIES](#)

[Proposal and Award Policies and Procedures Guide](#)

[Prepare a Proposal](#)

[Upcoming Due Dates](#)

[Submit Proposal to FastLane](#)

# NSF Award Search

The screenshot shows the NSF Award Search homepage. At the top left is the NSF logo with the tagline "National Science Foundation WHERE DISCOVERIES BEGIN". To the right is a "QUICK LINKS" button and a search bar. Below this is a dark navigation bar with links for "HOME", "FUNDING", "AWARDS", "DISCOVERIES", "NEWS", "PUBLICATIONS", "STATISTICS", "ABOUT NSF", and "FASTLANE". A secondary navigation bar contains "Simple Search", "Advanced Search", "Popular Searches", "Download Awards", "Send Comments", and "Award Search Help". The main content area is titled "Awards Simple Search" and features a link for "Overview of Award Search Features". Below this is a search form with the label "Search award for:" and a "Search" button. A note below the form says "Use double quotes for exact search. For example 'water vapor'." There are two checkboxes: "Active Awards" (checked) and "Expired Awards" (unchecked). At the bottom left is a "Feedback" button, and at the bottom right are social media icons for Facebook, Twitter, LinkedIn, and YouTube. A footer bar contains the same navigation links as the top bar. Below the footer bar is a list of links: "Research.gov", "USA.gov", "BusinessUSA", "Recovery Act", "Budget and Performance", "Annual Financial Report", "Web Policies and Important Links", "Privacy", "FOIA", "Plain Language", "NO FEAR Act", "Inspector General", "Webmaster Contact", and "Site Map". The NSF logo is centered at the bottom of the page.

# Other Ways to Find Funding

## Use the Search Feature in Grants.gov



The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. Below this is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. The main navigation bar includes links for HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT.

The main content area features a 'Find Grants' section with a video player showing the Washington Monument. Below the video is a 'Find Open Grant Opportunities' section with a table of grant listings. The table has columns for Funding Opportunity Number, Opportunity Title, and Agency. There are also buttons for 'NEWEST OPPORTUNITIES', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES'. A 'View More' link is present at the end of the table.

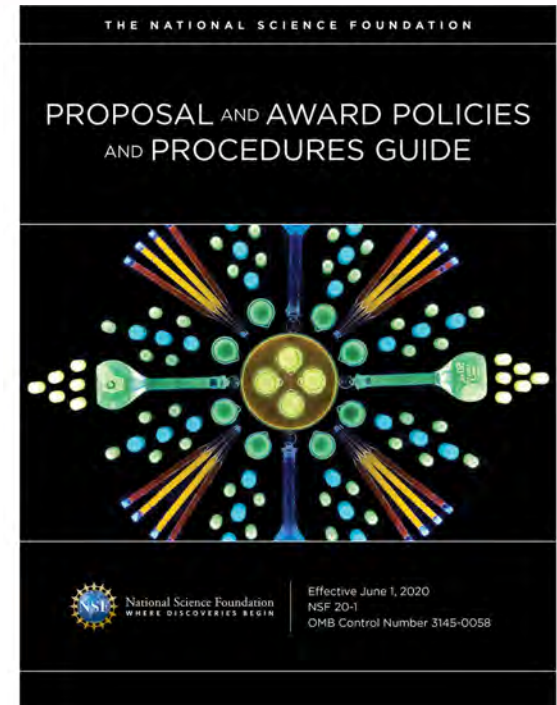
On the right side, there is a 'Grants.gov Updates' section with a yellow alert box for a scheduled maintenance outage on June 21-23, 2014. Below this are links for 'Grants.gov Calendar' and 'Grants.gov Blog'. There is also a 'Did You Know?' section with two informational boxes.

Funding Opportunity Number	Opportunity Title	Agency
RFA-263-14-000001	Local Scholarship Program	Egypt USAID-Cairo
NNH14ZDA001N-RST	ROSES 2014: Remote Sensing Theory for Earth Science	NASA Headquarters
CDC-RFA-DP14-1419PPHF14	PPHF 2014: Racial and Ethnic Approaches to Community Health (REACH) - financed in part by Prevention and Public Health Funding	Chronic Disease Prevention and Health Promotion
HHS-2014-ACL-CDAP-SO-0089	State Health Insurance Assistance Program Performance Improvement and Innovation Grant	Administration for Community Living
DARPA-BAA-14-46	DSO Office-Wide	DARPA - Defense Sciences

# What is the Proposal and Award Policies and 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? (cont'd)

- 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



# Sample Cover Page of a Solicitation

## **Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (NSF INCLUDES)**

**NSF INCLUDES Alliances**

### **PROGRAM SOLICITATION**

**NSF 18-529**



**National Science Foundation**

Directorate for Biological Sciences

Directorate for Computer & Information Science & Engineering

Directorate for Education & Human Resources

Directorate for Engineering

Directorate for Geosciences

Directorate for Mathematical & Physical Sciences

Directorate for Social, Behavioral & Economic Sciences

Office of Integrative Activities

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

April 04, 2018

April 02, 2019

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

**Anticipated Type of Award:** Cooperative Agreement

**Estimated Number of Awards:** 1 to 3

In FY 2018, up to three (3) NSF INCLUDES Alliance awards will be made pending the availability of funds.

**Anticipated Funding Amount:** \$8,500,000

In FY 2018, approximately \$8.5 million is available to fund new NSF INCLUDES Alliance awards.

# 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 I.E.

### Who May Serve as PI:

There are no restrictions or limits.

### Limit on Number of Proposals per Organization:

An organization may serve as the lead institution on only one Alliance proposal. Organizations that serve as the lead institution on an Alliance proposal may still participate in other Alliance proposals as a collaborating institution. In the event that an organization exceeds the limit of one proposal as lead, proposals received within the limit will be accepted based on earliest date and time of proposal submission. **No exceptions will be made.**

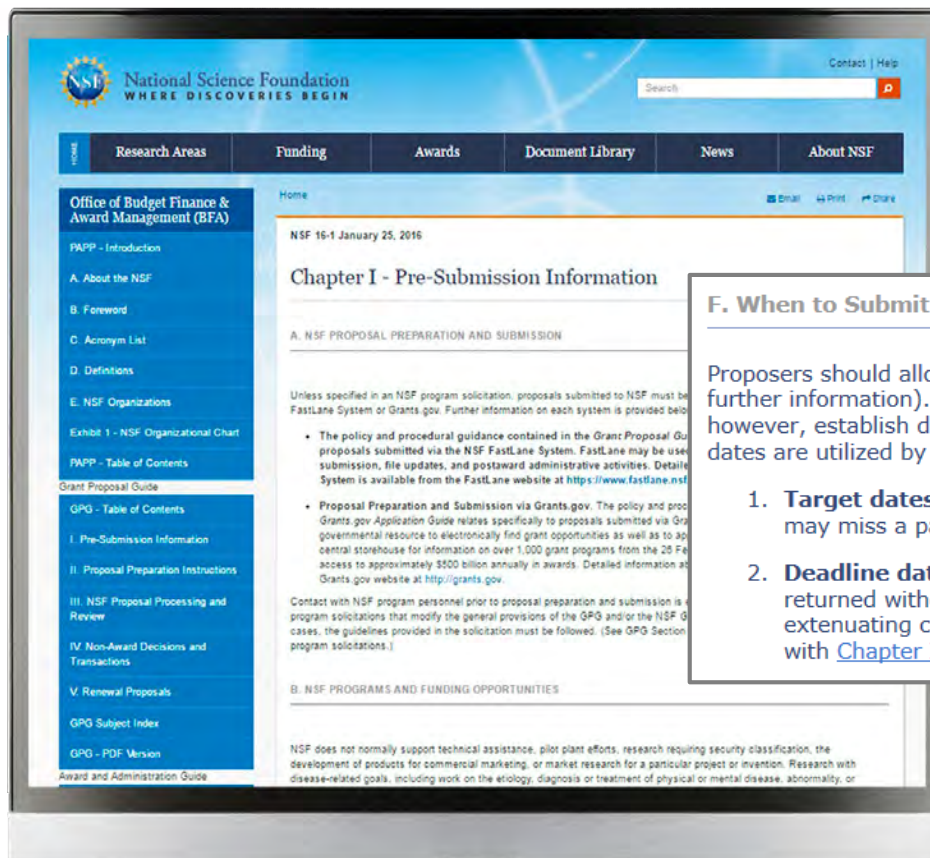
### Limit on Number of Proposals per PI or Co-PI:

An individual may serve as a PI or Co-PI on only two (2) NSF INCLUDES Alliance proposals. Proposals that exceed the PI or Co-PI limit will be returned without review. In the event that an individual exceeds this limit, proposals received within the limit will be accepted based on earliest date and time of proposal submission. **No exceptions will be made.**

# 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 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

## TARGET DATES

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



### F. When to Submit Proposals

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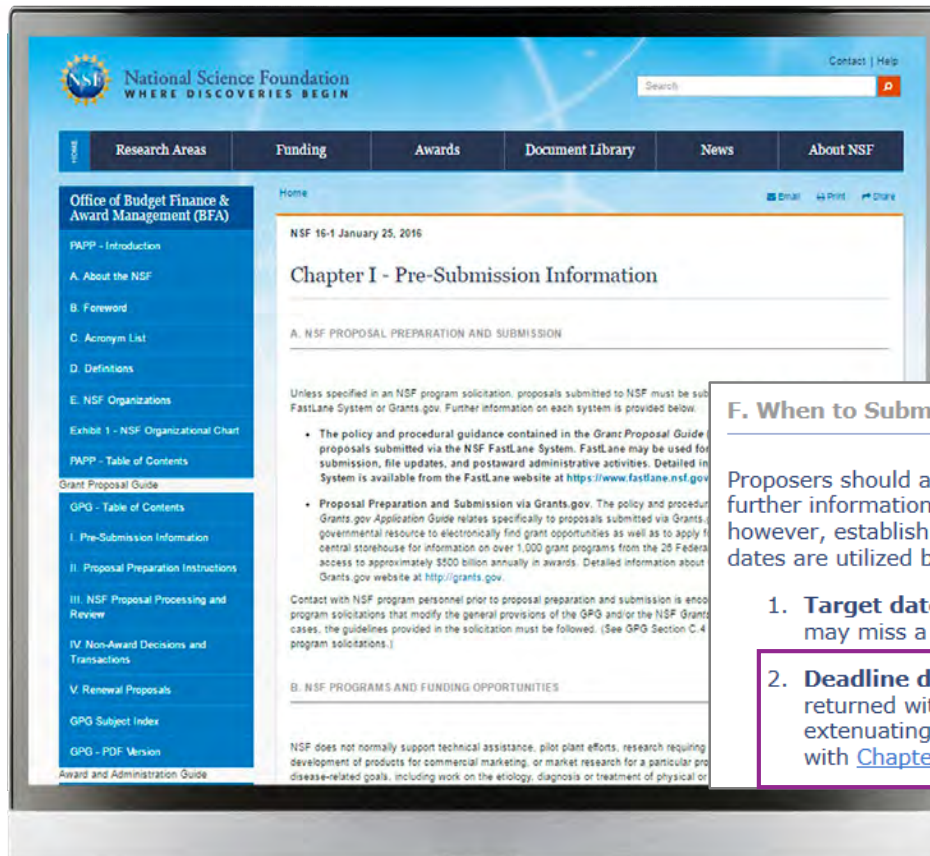
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# Types of Proposal Submissions

## DEADLINE DATES

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



### F. When to Submit Proposals

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:

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# Types of Proposal Submissions



## SUBMISSION WINDOWS

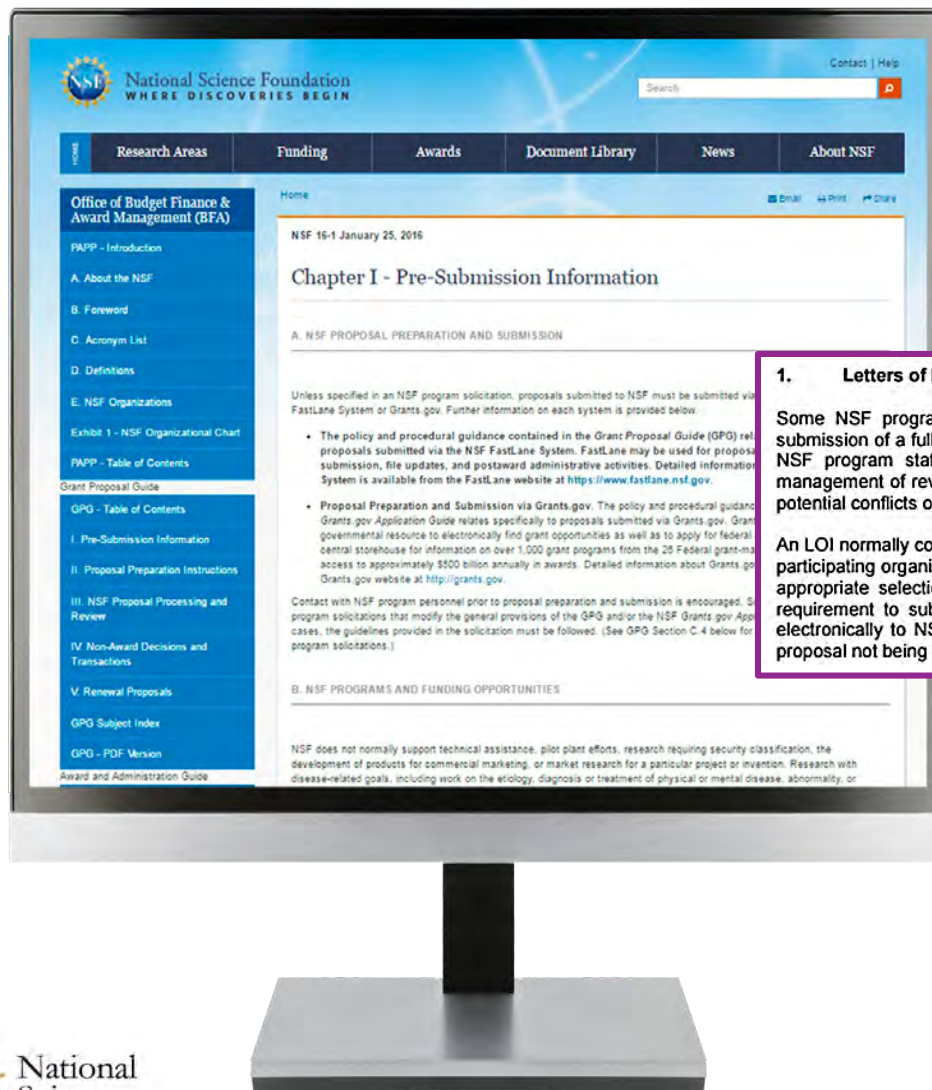
Proposals will not be accepted after this date and time (5 p.m. submitter's local time)

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

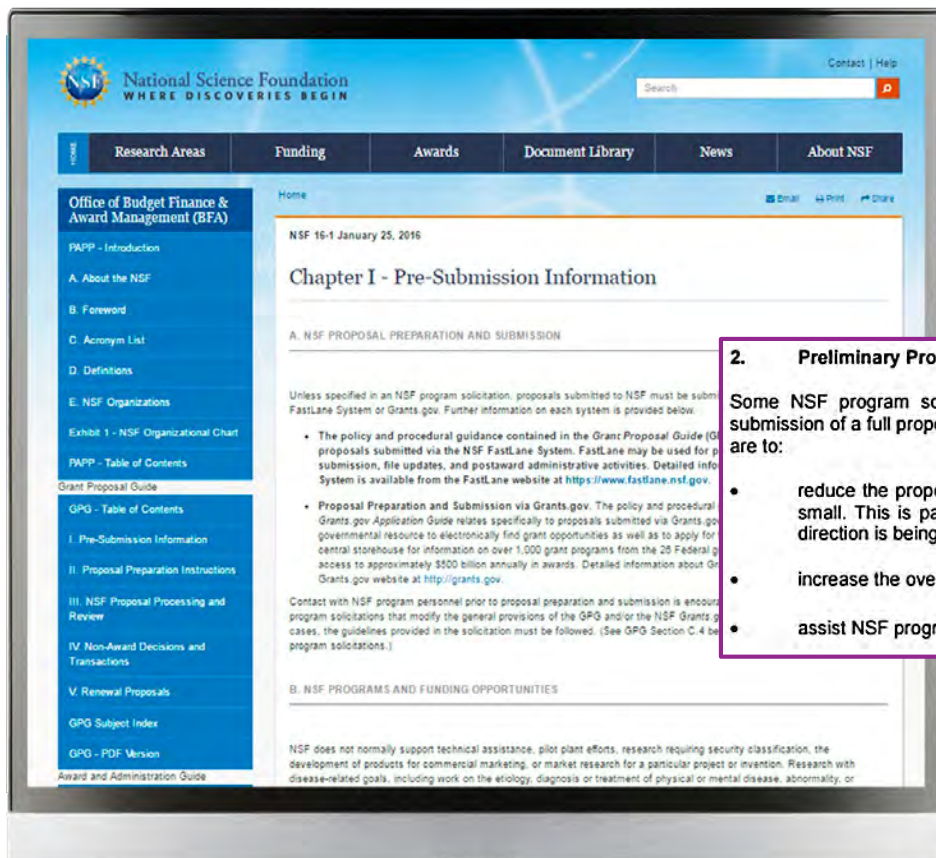
Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. An LOI is not a binding document. The predominant reason for its use is to help NSF program staff gauge the size and range of the competition, enabling earlier selection 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.

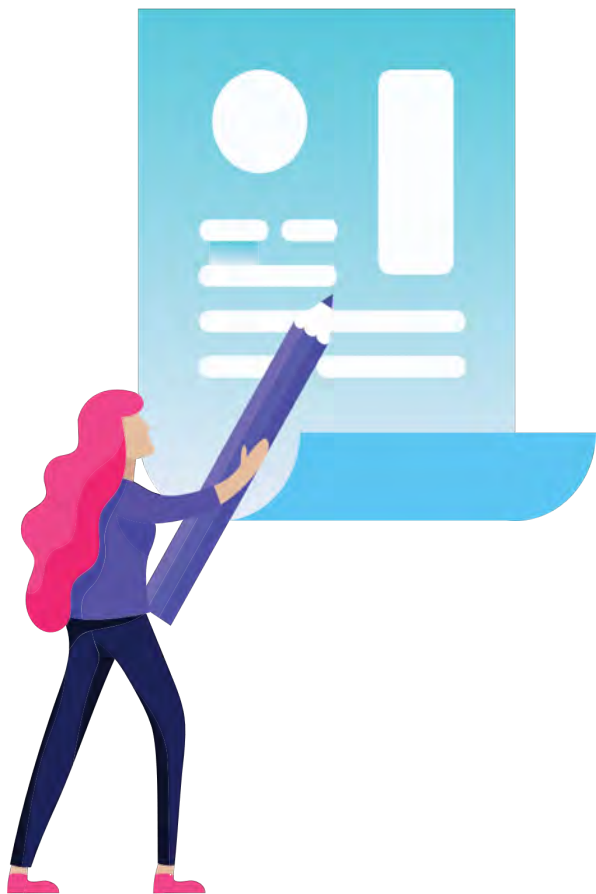
# Single Copy Documents

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 or Research.gov**

# Sections of an NSF Proposal

## Cover Sheet (Required)

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

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION					
PROGRAM ANNOUNCEMENT/SOLICITATION NO./DUE DATE		<input type="checkbox"/> Special Exception to Deadline Date Policy		FOR NSF USE ONLY <b>NSF PROPOSAL NUMBER</b>	
NSF 18-561		10/01/18			
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)					
CHE - Chem Struct,Dynmcs&Mechansms B					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
09/19/2018	1			0101010101	04/03/2019 8:26am S
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)		SHOW PREVIOUS AWARD NO. IF THIS IS <input checked="" type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S)	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE			ADDRESS OF AWARDEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE		
DEMO					
AWARDEE ORGANIZATION CODE (IF KNOWN)					
0101010101					
NAME OF PRIMARY PLACE OF PERF			ADDRESS OF PRIMARY PLACE OF PERF, INCLUDING 9 DIGIT ZIP CODE		
TBD			DEMO		
IS AWARDEE ORGANIZATION (Check All That Apply)		<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> MINORITY BUSINESS	<input type="checkbox"/> IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE	
		<input type="checkbox"/> FOR-PROFIT ORGANIZATION	<input type="checkbox"/> WOMAN-OWNED BUSINESS		
TITLE OF PROPOSED PROJECT <b>Molecular Information and...</b>					
REQUESTED AMOUNT	PROPOSED DURATION (1-60 MONTHS)	REQUESTED STARTING DATE	SHOW RELATED PRELIMINARY PROPOSAL NO. IF APPLICABLE		
\$	36 months	04/01/19			
THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW					
<input type="checkbox"/> BEGINNING INVESTIGATOR		<input type="checkbox"/> HUMAN SUBJECTS Human Subjects Assurance Number _____ Exemption Subsection _____ or IRB App. Date _____			
<input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES		<input type="checkbox"/> INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED _____			
<input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION		<input checked="" type="checkbox"/> COLLABORATIVE STATUS			
<input type="checkbox"/> HISTORIC PLACES		<b>Not a collaborative proposal</b>			
<input type="checkbox"/> VERTEBRATE ANIMALS IACUC App. Date _____ PHS Animal Welfare Assurance Number _____					
<input checked="" type="checkbox"/> TYPE OF PROPOSAL <b>Research</b>					

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 or Research.gov.
- Project summaries with special characters must be uploaded as a PDF document.

### 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 technically 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

<sup>15</sup>If the proposal includes use of vertebrate animals, supplemental information is required. See Chapter II.D.4 for additional information.

<sup>16</sup>If the proposal includes use of human subjects, supplemental information is required. See Chapter II.D.5 for additional information.

*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.

The Project Description must contain, as a separate section within the narrative, a section labeled "Broader Impacts". This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the US; and enhanced infrastructure for research and education.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Special Information and Supplementary Documentation section of the proposal (see Chapter II.C.2.j for additional instructions for preparation of this section).

### (ii) Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description

Brevity will assist reviewers and Foundation staff in dealing effectively with proposals. Therefore, the Project Description (including Results from Prior NSF Support, which is limited to five pages) may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review.

Conformance to the 15-page limit will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized. (Chapter II.A contains information on deviations.)

### (iii) Results from Prior NSF Support

The purpose of this section is to assist reviewers in assessing the quality of prior work conducted with current or prior NSF funding. If any PI or co-PI identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. Support includes not just salary support, but any funding awarded by NSF. NSF awards such as standard or continuing grants, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc., are subject to this requirement.

The following information must be provided:

- (a) the NSF award number, amount and period of support;
- (b) the title of the project;

*Text from the PAPPG*

# 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.

- (e) evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and
- (f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

### (iv) Unfunded Collaborations

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see Chapter II.C.2.i) and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary documentation section of the FastLane Proposal Preparation Module and follow the format instructions specified in Chapter II.C.2.j. Collaborative activities that are identified in the budget should follow the instructions in Chapter II.D.3.

### (v) Group Proposals

NSF encourages submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary projects. Unless stipulated in a specific program solicitation, however, such proposals will be subject to the 15-page Project Description limitation established in Section (ii) above. PIs who wish to exceed the established page limitations for the Project Description must request and receive a deviation in advance of proposal submission. (Chapter II.A contains information on deviations.)

### (vi) Proposals for Renewed Support

See Chapter V for guidance on preparation of renewal proposals.

## e. References Cited

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. (See also Chapter II.C.2.d(ii)(d)) If the proposer has a website address readily available, that information should be included in the citation. It is not NSF's intent, however, to place an undue burden on proposers to search for the URL of every referenced publication. Therefore, inclusion of a website address is optional. A proposal that includes reference citation(s) that do not specify a URL is not considered to be in violation of NSF proposal preparation guidelines and the proposal will still be reviewed.

Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page

*Text from the PAPPG*

# Sections of an NSF Proposal

## Biographical Sketches (Required)

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

### f. Biographical Sketch(es)

**Note:** The requirement to use an NSF-approved format for preparation of the biographical sketch will go into effect for new proposals submitted or due on or after October 5, 2020. In the interim, proposers must continue to prepare this document in accordance with the guidance specified in the PAPPG (NSF 20-1). NSF, however, encourages the community to use the NSF-approved formats and provide valuable feedback as we enhance them for the October implementation.

#### (i) Senior Personnel

A separate biographical sketch (limited to two pages) must be provided through use of an NSF-approved format, for each individual designated as senior personnel. (See Exhibit II-3 for the definitions of Senior Personnel.)

The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

**Do not submit any personal information in the biographical sketch.** This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also Chapter III.H).

### (a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training (including location) as indicated below:

Undergraduate Institution(s)	Location	Major	Degree & Year
Graduate Institution(s)	Location	Major	Degree & Year
Postdoctoral Institution(s)	Location	Area	Inclusive Dates (Years)

### (b) Appointments

A list, in reverse chronological order by start date of all the individual's academic, professional, or institutional appointments, beginning with the current appointment. Appointments include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

### (c) Products

A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.

If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch.

### (d) Synergistic Activities

A list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Synergistic activities should be specific and must not include multiple examples to further describe the activity. ~~Examples may include, among others, innovations in teaching and training; contributions to the~~

- An NSF-approved format must be used for all senior project personnel.

# Sections of an NSF Proposal

## 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.

SUMMARY PROPOSAL BUDGET				YEAR 1		FOR NSF USE ONLY		
ORGANIZATION <b>NSF</b>				PROPOSAL NO:	ORIENTATION (months)			
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR <b>Terry Demo</b>				AWARD NO:	Proposed / Obligated			
A. SENIOR PERSONNEL: PI, PI Co-PIs, Faculty and Other Senior Associates (If each row only with the A 1, show control in brackets)				PI/Co-PIs FTE	PI/Co-PIs CAL	PI/Co-PIs ACAD	PI/Co-PIs SALAR	PI/Co-PIs TOTAL (to be entered in row 1)
1. Terry Demo - none				0.00	0.00	0.00	\$ 400,000	
2.								
3.								
4.								
5.								
B. C. OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00	0.00	\$	
7. 1. TOTAL SENIOR PERSONNEL (1 - 6)				0.00	0.00	0.00	400,000	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)								
1. 1. POST DOCTORAL SCHOLARS				0.00	0.00	0.00	\$	
2. 1. OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0.00	0.00	0.00	\$	
3. 1. GRADUATE STUDENTS							\$	
4. 1. UNDERGRADUATE STUDENTS							\$	
5. 1. SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							\$	
6. 1. OTHER							\$	
TOTAL SALARIES AND WAGES (A + B)							400,000	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							\$	
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							400,000	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)								
TOTAL EQUIPMENT							\$	
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)							\$	
2. FOREIGN							\$	
F. PARTICIPANT SUPPORT COSTS								
1. STIPENDS \$							\$	
2. TRAVEL							\$	
3. SUBSISTENCE							\$	
4. OTHER							\$	
TOTAL NUMBER OF PARTICIPANTS (1 - 4)								
TOTAL PARTICIPANT COSTS							\$	
G. OTHER DIRECT COSTS								
1. MATERIALS AND SUPPLIES							\$	
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION							\$	
3. CONSULTANT SERVICES							\$	
4. COMPUTER SERVICES							\$	
5. SUBAWARDS							\$	
6. OTHER							\$	
TOTAL OTHER DIRECT COSTS							\$	
H. TOTAL DIRECT COSTS (A THROUGH G)							400,000	
I. INDIRECT COSTS (IF APPLICABLE, RATE AND BASE) (Rate, Base)							\$	
TOTAL INDIRECT COSTS (I/II)							\$	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)							400,000	
K. RESIDUAL FUNDS							\$	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)							400,000	
M. COST SHARING PROGRAM LEVEL \$				0			AGREED LEVEL IF DIFFERENT E	
PI/PO NAME <b>Terry Demo</b>				FOR NSF USE ONLY INDIRECT COST RATE VERIFICATION (Rate) (Base) (Rate) (Base) (Rate) (Base)				
ORG. REF. NAME <b>Terry Demo</b>								

1. \*ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

Text from the FastLane

# 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.



# Sections of an NSF Proposal

## 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.

Upload File

# 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.
- Current and Pending Support must be provided through use of an NSF-approved format.

### h. Current and Pending Support

**Note:** The requirement to use an NSF-approved format for preparation of current and pending support will go into effect for new proposals submitted or due on or after October 5, 2020. In the interim, proposers must continue to prepare this document in accordance with the guidance specified in the PAPPG (NSF 20-1). NSF, however, encourages the community to use the NSF-approved formats and provide valuable feedback as we enhance them for the October implementation.

Current and pending support information must be separately provided through use of an NSF-approved format, for each individual designated as senior personnel on the proposal. Current and pending support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. Current and pending support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, employees, students<sup>26</sup>). In-kind contributions not intended for use on the project/proposal being proposed also must be reported.<sup>27</sup>

Current and pending support information must be provided for this project, for ongoing projects, and for any proposals currently under consideration from whatever source<sup>28</sup>, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

The total award amount for the entire award period covered (including indirect costs) must be provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the individual.

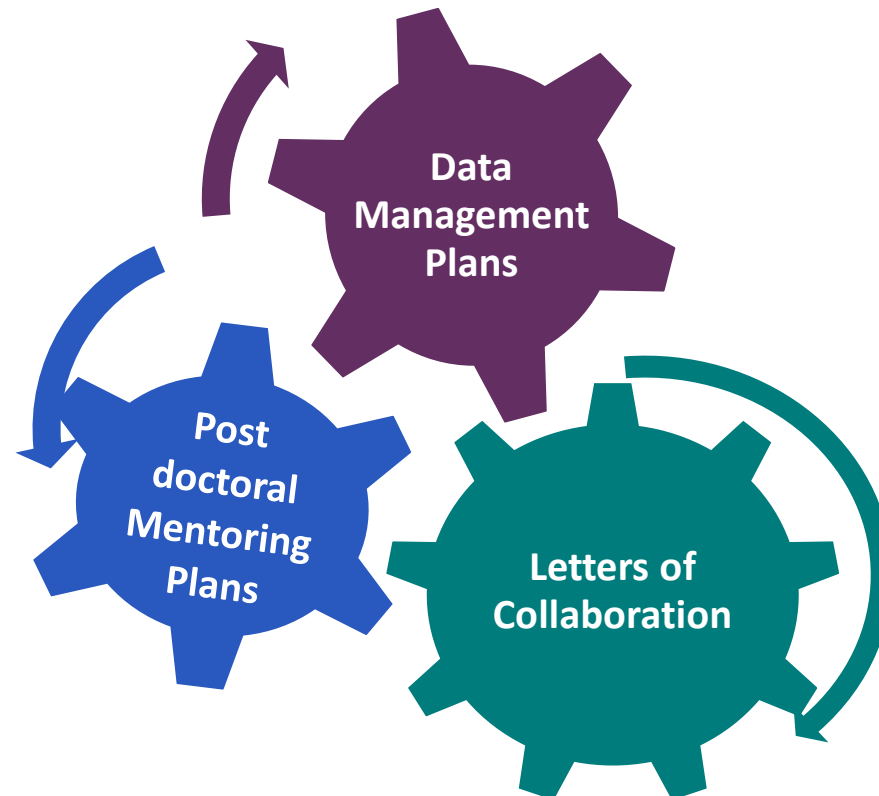
Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.<sup>29</sup> If the project (or any part of the project) now being submitted has been funded previously by a source other than NSF, information must be provided regarding the last period of funding.



# 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.



# Letter of Collaboration

## Letter should consist of a single-sentence statement of collaboration:

- “If the proposal submitted by Dr. [name of the PI] entitled [proposal title] is selected for funding by the 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.”
- Must NOT recommend or endorse PI or project

## All relevant collaborative activities should be described in the Project Description, or in the Facilities, Equipment and Other Resources pages, such as:

- Intellectual contributions to the project
- Permission to access a site, use instrumentation or facility
- Offer to furnish samples / materials for research
- Logistical support / evaluation services
- Mentoring of U.S. students at a foreign site, if applicable

# 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.
- 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 (cont'd)

## 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](http://www.nsf.gov/bfa/dias/policy/dmp.jsp)

The screenshot shows the NSF website page for Data Management Plan Requirements. The page features a blue header with the NSF logo and the tagline "WHERE DISCOVERIES BEGIN". A search bar is located in the top right corner. Below the header is a navigation menu with tabs for "Research Areas", "Funding", "Awards", "Document Library", "News", and "About NSF". The main content area is titled "Dissemination and Sharing of Research Results" and contains sections for "NSF DATA SHARING POLICY", "NSF DATA MANAGEMENT PLAN REQUIREMENTS", and "REQUIREMENTS BY DIRECTORATE, OFFICE, DIVISION, PROGRAM, OR OTHER NSF UNIT". A left sidebar contains links to various NSF offices and committees, including the Office of Budget Finance & Award Management (BFA), Budget Division, Division of Acquisition and Cooperative Support, Division of Financial Management, Division of Grants & Agreements, Division of Institution & Award Support, Large Facilities Office, Advisory Committees, Business and Operations Advisory Committee, and External Links. The page also includes social media icons for Email, RSS, and Facebook.

**Dissemination and Sharing of Research Results**

**NSF DATA SHARING POLICY**

Investigators are expected to share with other researchers, at no more than incremental cost and within a reasonable time, the primary data, samples, physical collections and other supporting materials created or gathered in the course of work under NSF grants. Grantees are expected to encourage and facilitate such sharing. See Award & Administration Guide (AAG) Chapter V.D.4.

**NSF DATA MANAGEMENT PLAN REQUIREMENTS**

Proposals submitted on/after January 18, 2011, must include a supplementary document of no more than two pages labeled "Data Management Plan". This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. See Grant Proposal Guide (GPG) Chapter II.G.2 for full policy implementation.

**REQUIREMENTS BY DIRECTORATE, OFFICE, DIVISION, PROGRAM, OR OTHER NSF UNIT**

Links to data management requirements and plans relevant to specific Directorates, Offices, Divisions, Programs, or other NSF units, are provided below. If guidance specific to the program is not provided, then the requirements established in Grant Proposal Guide, Chapter II.G.2, apply.

Please note that if a specific program solicitation provides guidance on preparation of data management plans, such guidance must be followed.

- Biological Sciences Directorate (BIO)
  - Directorate-Wide Guidance
- Computer & Information Sciences & Engineering (CISE)
  - Directorate-Wide Guidance
- Education & Human Resources Directorate (EHR)
  - Directorate-Wide Guidance
- Engineering Directorate (ENG)
  - Directorate-Wide Guidance
- Geosciences Directorate (GEO)

# For More Information



## “Ask Early, Ask Often!”

- [nsf.gov/staff](https://www.nsf.gov/staff)
- [nsf.gov/staff/orglist.jsp](https://www.nsf.gov/staff/orglist.jsp)
- [nsf.gov/about/career\\_opps/rotators/index.jsp](https://www.nsf.gov/about/career_opps/rotators/index.jsp)