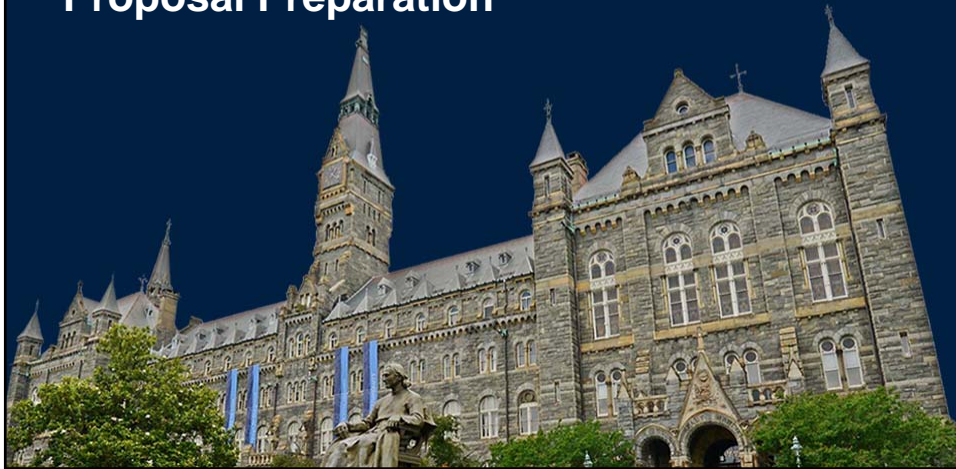National Science Foundation
GRANTS CONFERENCE
Arlington, VA • November 2-3, 2015
Hosted by Georgetown University

GEORGETOWN UNIVERSITY

Proposal Preparation

Panelists

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

Peter McCartney
Program Director, Directorate for Biological Sciences; Division of Biological
Infrastructure

Julie Palais
Program Director, Directorate for Geosciences; Division of Polar Programs

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

2

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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**

3

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Find Funding Opportunities

4

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Find Funding Opportunities

NSF Website Organization

NSF Award Search

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Other Ways to Find Funding

Use Grants.gov's search feature

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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.
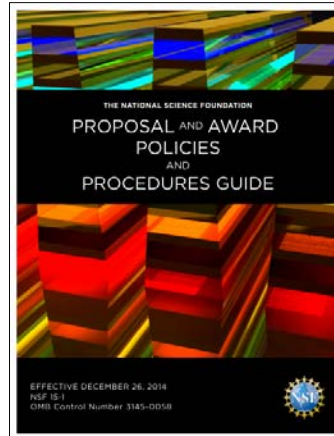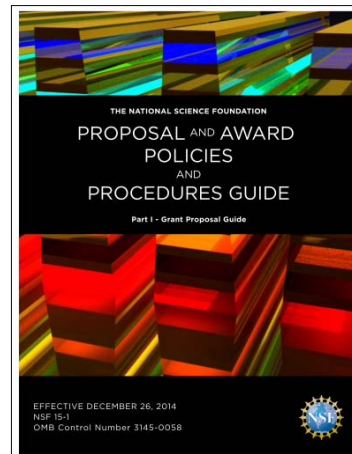
What is the Proposal & Award Policies & Procedures Guide?

Part I is NSF's proposal preparation and submission guidelines – the NSF Grant Proposal Guide (GPG) and the NSF Grants.gov Application Guide.
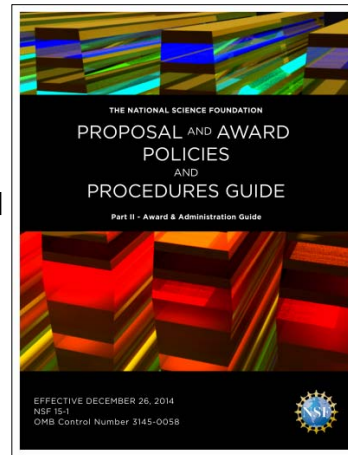
What is the Proposal & Award Policies & Procedures Guide?

Part II is NSF's award and administration guidelines – the documents used to guide, manage, and monitor the award and administration of grants and cooperative agreements made by NSF.
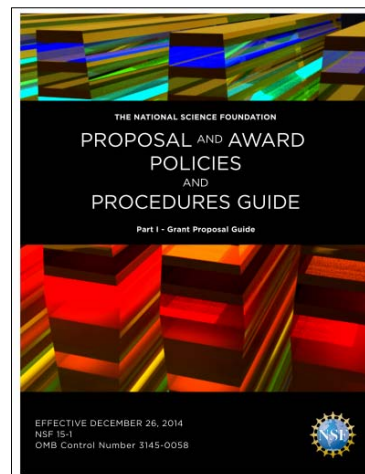

THE NATIONAL SCIENCE FOUNDATION
PROPOSAL AND AWARD
POLICIES
AND
PROCEDURES GUIDE
Part II - Award & Administration Guide

EFFECTIVE DECEMBER 26, 2014
NSF 15-1
OMB Control Number 3145-0058

11

Grant Proposal 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 be returned without review**

- **Describes process for withdrawals, returns, and declinations**

THE NATIONAL SCIENCE FOUNDATION
PROPOSAL AND AWARD
POLICIES
AND
PROCEDURES GUIDE
Part I - Grant Proposal Guide

EFFECTIVE DECEMBER 26, 2014
NSF 15-1
OMB Control Number 3145-0058

12

Types of Funding Opportunities

Program Descriptions	Proposals for a **Program Description** must follow the instructions in the GPG.
Program Announcements	Proposals for a **Program Announcement** must follow the instructions in the GPG.
Program Solicitations	Proposals must follow the instructions in the **Program Solicitation**; the instructions in the GPG 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

Louis Stokes Alliances for Minority Participation (LSAMP)

PROGRAM SOLICITATION
NSF 12-564

REPLACES DOCUMENT(S):
NSF 11-543

National Science Foundation
Directorate for Education & Human Resources
Division of Human Resource Development

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

August 28, 2012
Bridge to the Doctorate

October 05, 2012

First Friday in October, Annually Thereafter
Bridge to the Doctorate

Program Solicitation Number

NSF Directorates and Offices providing funding for this opportunity

15

Sample Cover Page of a Solicitation

Award Information

Anticipated Type of Award: Standard Grant or Continuing Grant or Cooperative Agreement

Estimated Number of Awards: 60

Up to 60 awards will be made across fiscal 2012 and 2013.

In FY 2012, up to 20 Bridge to the Doctorate (BD) grants will be made.

In FY2013, 20 Alliance grants (this includes 5 B2B), up to15 Bridge to the Doctorate (BD) grants and up to 5 Broadening Participation Research (BPR) in STEM Education grants.

Anticipated Funding Amount: $20,000,000

$20,000,000 across fiscal years 2012 and 2013; Subject to the availability of funds.

Number of awards funded by the program per year

Funds available to the program per year

16

Sample Cover Page of a Solicitation

Eligibility information for institutions/PIs submitting proposals

Types of Proposal Submissions

No Deadlines – Proposals may be submitted at any time

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)

Types of Proposal Submissions

Submission Windows – Closing date converts to a deadline date

21

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Types of Proposal Submissions

Letters of Intent – Enables better management of reviewers and panelists

22

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Types of Proposal Submissions

Preliminary Proposals – Sometimes required, sometimes optional

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Proposals Not Accepted

Proposals that do not contain the following required sections may not be accepted by FastLane:

- 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)

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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

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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

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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 GPG

27

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.

Text from the GPG

28

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.

Text from the GPG

29

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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.

Text from the GPG

30

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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 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.

Example from FastLane

31

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Budgetary Guidelines

Information regarding budgetary guidelines can be found in both the GPG and in the Award & Administration Guide (AAG), 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)

32

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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.**

33

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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 GPG II.C.2.i for more information.
>
> Upload File

34

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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.

Example from FastLane

Sections of an NSF Proposal

Special Information and Supplementary Documentation

This segment should alert NSF officials to unusual circumstances that require special handling; more information can be found in the GPG Chapter II.C.2.j.

Text from the GPG

Special Information and Supplementary Documentation

- **Letters of Collaboration**

- **Postdoctoral Mentoring Plans**

- **Data Management Plans**

37

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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.**

38

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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 <u>entire</u> collaborative project.**

39

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

40

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.**

41

Data Management Plan Requirements

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

42

For More Information

Ask Early, Ask Often!

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

43

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