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
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
Find Funding Opportunities

NSF Funding & Research Community

SPECIAL NOTICES

NSF Plan for Operations During a Funding Hiatus
NSF and Congress: Recent Actions
Science Policy


New Steps to Enhance Transparency and Accountability at the National Science Foundation

Important Notice No. 137, January 13, 2016


NSF Strategic Plan for FY 2014-2018


EVENT CALENDAR

September 2015 Advisory Committee Meeting for the Division for Biological Sciences

NSF Website Organization

National Science Foundation

Research Areas

- Biological Sciences
- Computer & Information Science & Engineering
- Education & Human Resources
- Engineering
- Environmental Research & Education
- Geosciences
- Integrative Activities
- International Science & Engineering
- Mathematics & Physical Sciences
- Social, Behavioral & Economic Sciences

Funding & Awards

- Search Funding Opportunities
- Browse Funding Opportunities
- Recruit Funding Opportunities
- Prepare a Proposal for Funding
- Submit a Proposal to FastLane

Training & Events

- NSF National Science Foundation
- Search Awards
- Search Proposals
- Search Publications

Contact Us

- Staff Directory
- Organization List
- FastTrack
- DataNet
- E-Letters

Learning Resources

- Educational Resources
- Educational Tools
- Online Courses
- Internship Opportunities

News & Discoveries

- Research News
- Research Focus Areas
- Multimedia Gallery
- Special Reports

National Science Foundation

Grants Conference
NSF Award Search

Other Ways to Find Funding

Use Grants.gov’s search feature
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.

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
### Types of Funding Opportunities

<table>
<thead>
<tr>
<th>Program Descriptions</th>
<th>Proposals must follow the instructions in the GPG.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Announcements</td>
<td>Proposals for a <strong>Program Announcement</strong> must follow the instructions in the GPG.</td>
</tr>
<tr>
<td>Program Solicitations</td>
<td>Proposals must follow the instructions in the <strong>Program Solicitation</strong>; the instructions in the GPG apply unless otherwise stated in the solicitation.</td>
</tr>
<tr>
<td>Dear Colleague Letters</td>
<td><strong>Dear Colleague Letters</strong> are notifications of opportunities or special competitions for supplements to existing NSF awards.</td>
</tr>
</tbody>
</table>

### 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 Number

NSF Directorates and Offices providing funding for this opportunity

Funds available to the program per year

Number of awards funded by the program per year

Award Information

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

Estimated Number of Awards: 10

Up to 10 awards will be made across fiscal 2012 and 2013.

In FY 2012, up to 10 Bridge to the Doctorate (B2D) grants will be made.

In FY 2013, 20 Alliance grants (this includes 5 B2D), up to 15 Bridge to the Doctorate (B2D) 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.
Sample Cover Page of a Solicitation

Eligibility Information

Organization Limit:
Proposals may only be submitted by the following:
* Universities and Colleges - Universities and two- and four-year colleges (including community colleges) accredited in the U.S. acting on behalf of their faculty members. Such organizations also are referred to as academic institutions.

PI Limit:
Alliances (including the SBIR and SBIC): To promote institutional commitments to increase the quality and quantity of underrepresented innovation in STEM disciplines, the President or President of the real institution should serve as the Principal Investigator. A full exploration should be provided for a PI designation in variance with the requirement. Co-principal investigators from partner institutions may be designated, as appropriate, for the project.

Broadening Participation Research in STEM Education: Eligible PIs for proposals applying for educational research or evaluation support should be the individual conducting or responsible for the research or evaluation project. Other potential co-PIs or investigators include collaborators on the research project. At least one of the PIs must have experience in educational research.

Limit on Number of Proposals per Organization:
Alliances (including SBIR and SBIC): 1

Broadening Participation Research in STEM Education: No limit.

Limit on Number of Proposals per PI:
Alliances (including SBIR and SBIC): 1

Bridge to the Doctorate: 1

Broadening Participation Research in STEM Education: No limit.

Types of Proposal Submissions

No Deadlines – Proposals may be submitted at any time

When to Submit Proposals:
Proposers should allow adequate time for NSF review and processing of proposals. See (OAR, Chapter I, Part 1) for further information. Note: NSF programs accept proposals at any time. Other programs, however, establish specific dates for submission of proposals. Proposals must be received by the deadline date. The deadline date is always the 15th of the month. For programs that have a fiscal year: Proposals must be received by the deadline date. The deadline date is always the 15th of the month. For programs that have a fiscal year: Proposals must be received by the deadline date. The deadline date is always the 15th of the month. For programs that have a fiscal year: Proposals must be received by the deadline date. The deadline date is always the 15th of the month.

1. Target date: date after which proposals will be accepted, although they may be returned or rejected by NSF.
2. Deadline date: date after which proposals will be rejected by NSF.

Deadline date: the date after which proposals will be rejected by NSF. The deadline date will be waived only in extraordinary circumstances. Such a deviation may be authorized in accordance with OAR, Chapter I, Part 1.
Types of Proposal Submissions

Target Dates –
Talk to the Program Office if you think you might miss the date

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 NSF review and processing of proposals (see OER Chapter 1.E 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 be returned without review by NSF. The deadline date will be waived only in extenuating circumstances. Such a deviation may only be authorized in accordance with OER Chapter 1.E.
Types of Proposal Submissions

Submission Windows – Closing date converts to a deadline date

Letters of Intent – Enables better management of reviewers and panelists

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

A LOI typically contains the 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. A LOI is not externally evaluated or used to decide on funding; the requirement to submit a LOI will be identified in the program solicitation, and such letters are submitted electronically via the NSF FastLane System.
Types of Proposal Submissions

Preliminary Proposals –
Sometimes required,
sometimes optional

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)
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

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 GPG

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
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

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
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

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)
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 GPG 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.

Example from FastLane

<table>
<thead>
<tr>
<th>Project</th>
<th>Current</th>
<th>Pending</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Project 2</td>
<td>$20,000</td>
<td>$10,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

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

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.

For more information, visit [nsf.gov/bfa/dias/policy/dmp.jsp](http://nsf.gov/bfa/dias/policy/dmp.jsp)
For More Information

Ask Early, Ask Often!

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