

Reference Sheet for Georgia Tech Proposals to the NSF

Contracting Officers

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(College of Sciences, College of Computing,
GTRI, Centers, and Dept. of MSE)

All I-CORPs submissions

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(College of Engineering (except MSE),
College of Design, College of Business,
International Affairs/ Provost's Office,
Ivan Allen College, & Other)

Per the NSF PAPPG (effective January 25, 2016)

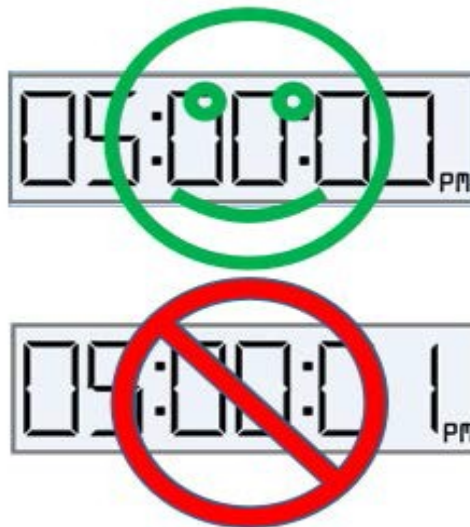
<http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/> your proposal should adhere to the following (unless otherwise noted by the solicitation):

PAPPG – Significant Changes <http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/sigchanges.jsp>

AOR will now provide proposal certifications upon submission of the proposal, thus removing the ability for post-submission certification.

Review process begins once we receive notification from Fastlane. This notification is generated when FULL Submit Access is provided.

5 p.m. submitter's local time is standard for all submissions. Strictly enforced.



PD/PI Information

- The box for “Do not wish to include” should be checked if any of the information is not included.

Cover Sheet

- Program announcement/number (if not applying to specific program, put 16-1)

Georgia Tech/GTRC

DUNS	097394084
EIN	580603146
Awardee Organization	Georgia Tech Research Corporation Office of Sponsored Programs Atlanta, Georgia, 30332-0420
Primary Place of Performance	Georgia Institute of Technology 225 North Avenue Atlanta, Georgia, 30332-0002, USA

- Human & Animal Assurance Numbers
 - Human Subject Assurance is: Federal Assurance (FWA): 00001731 / Expires January 7, 2019
 - Animal Welfare Assurance No: D16-00474 (A3822-01) is valid until September 30, 2020
- Title matches routing form and Current and Pending form
- Requested amount matches budget, current and pending form, and routing form
- Requested start date is at least 6 months out
- Special Considerations: IRB/IACUC/Export must be noted on routing form if included in submission
- Funding Mechanism: marked and appropriate for the current submission
- Collaborative Status: marked and appropriate for the current submission
 - Collaborative Proposal from one organization: standard proposal with a subaward
 - Collaborative Proposal from multiple organizations: linked collaboration of multiple proposals
 - Not a collaborative Proposal: GT/GTRI *ONLY*

Project Summary

- Individual sections: Overview, Intellectual Merit, and Broader Impacts (included and labeled)
- Does not exceed 4600 characters or 1 page limit
- If uploaded as a “Project Summary with Special Characters” the box on the Project Summary tab is checked
- Written in third person

Project Description

- SEPARATE section LABELED “Broader Impacts”
- Does not contain any URLs

- “Results from Prior NSF Support” (last 5 years) section included for EACH PI/Co-PI with the following information/sections (if more than one award, only required to include that which is most related to the proposal)
 - NSF award number, title, period, and amount
 - a summary of the results of the completed work, including accomplishments, **described under two distinct headings, “Intellectual Merit” and “Broader Impacts”**;
 - publications (with FULL citations) resulting from the NSF award
 - 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
 - if the proposal is for renewed support, a description of the relation of the completed work to the proposed work
- 15 page limit (unless specified in the solicitation)

References Cited

- If no references, still include document and state none
- FULL names of authors (no Et Als)

Biosketch (2 page limit per person)

- **Biographical Sketches may no longer be submitted as a single PDF. A separate upload is required for each individual listed as senior personnel**
- List ONLY required sections (professional preparation, appointments, products, synergistic activities, and collaborators); no extra sections
 - **Professional Preparations:** undergrad, grad, and postdoc (list ONLY the institution name, location, major, degree, and year)
 - **Appointments:** in reverse chronological order, no position descriptions
 - **Products:** 5 Most Closely Related, 5 Other Significant (full citation, full names of authors, no et als)
 - **Synergistic Activities:** Limit of 5, do not include multiple types of the same under one, bulleted or enumerated

Collaborators and Other Affiliations

- **Collaborator and Other Affiliation Information has been removed from Biographical Sketch. Each senior personnel must have a separate Collaborator document uploaded that includes the following.**
 - **Collaborators/Co-Editors:** include name and current affiliation for those from last 48 months, in alphabetical order; total number must be identified. If none write “none”.
 - **Graduate Advisors/Postdoc Sponsors:** include name and current affiliation; total number must be identified. If none write “none”.
 - **Graduate Students Advised/Postdoctoral Scholars Sponsored:** include name and current affiliation (from the last 5 years); total number must be identified. If none write “none”.

Budget/Justification

- 1% Minimum Effort (per budget year) or cost-share form provided
- 2 months/per year for ALL NSF support for senior personnel
- Mathematically/Correctly uses the following [Rates](#):

Provisional Fringe	Full	28.80%	Tuition	\$1,489/5% escalation
	Part-Time	20.00%		
	Partial	1.50%		
	GRA	4.70%		
F & A	On-Campus	Off Campus		
	57.8%	26.0%		

- Modified Total Direct Cost (MTDC): excludes equipment, participant support costs, tuition, and sub-awards over \$25k
- Justification matches budget, 3 page limit
- Interdivisional Transfer (GTRI only): If GT budget with GTRI personnel/funds *OR* GTRI budget with GT personnel/funds, the TOTAL amount is listed in “G6: Other” (no fees or costs allowed) and will be handled as an “interdivisional transfer”. The amount should be explained and detailed in the budget justification.
- Subcontracts letters should be on letterhead, addressed to the corresponding Contract Officer, signed by the appropriate official and uploaded into Supplementary Documents.

Current and Pending Support Form

- Included for all senior personnel
- Current proposal listed as “pending” (budget amount, title, and person months/year match budget)

Facilities, Equipment, and Other Resources

- Included (or statement of “none”)
- No quantifiable financial information

Mentoring Plan for Postdocs

- Included if postdocs are on the project
- Limited to 1 page

Data Management Plan

- Included and limited to 2 pages
- A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the limit of two pages may use part of the 15-page Project Description for additional data management information. Proposers are advised that the Data Management Plan must not be used to circumvent the 15-page Project Description limitation. The Data Management Plan will be reviewed as an integral part of the proposal, considered under

Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.

Supplementary Documents

- Letters of support, unless requested by solicitation, are not allowed
- Letters of Collaboration should ONLY include intent to collaborate and should NOT include any endorsement or evaluation of the proposal project. Letters of Collaboration “SHOULD” follow this format,
 - *“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 or Other Resources section of the proposal.”*
- Letters of intent from sub-awards (signed by an authorized official and on institutional letterhead. Must be either included with routing form or uploaded into the application.

