Reference Sheet for Georgia Tech Proposals to the NSF

Contracting Officers

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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):


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

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

- 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 noted on routing form if included
- 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 of the Proposed Work”
- Does not contain any URLs
• Results from Prior NSF Support (last 5 years) included for EACH PI/Co-PI with the following
  information/sections (if more than one award, only required to include that most related to proposal)
  ➢ NSF award number, title, period, and amount
  ➢ a summary of the results of the completed work, including accomplishments, described in two
    separate sections, related to the Intellectual Merit and Broader Impact activities supported by
    the award
  ➢ 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

References Cited
• If no references, still include document and state none
• FULL names of authors (no Et Al)

Biosketch (2 page limit per person)
• Included for all senior personnel
• ONLY required sections (professional preparation, appointments, products, synergistic activities, and
  collaborators); no extra sections
• Professional Preparations: undergrad, grad, and postdoc (ONLY year, institute, location, and field)
• 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
  o Collaborator and Other Affiliation Information has been removed from Biographical Sketch and
    will now be submitted as a single copy document.
  o 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”.
  o Graduate Advisors/Postdoc Sponsors: include name and current affiliation; total number must
    be identified. If none write “none”.
  o 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”.
• Biographical Sketches may no longer be submitted as a single PDF (to permit automated compliance
  checking).

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:

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<th>30.00%</th>
<th>Overhead</th>
<th>55.90%</th>
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<td>$1489/month</td>
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</table>
• 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.

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

Supplementary Documents
• Only documents requested by solicitation
• 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 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)