Reference Sheet for Georgia Tech Proposals to the NSF

Contracting Officers

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(College of Sciences, College of Computing,   (College of Engineering (except MSE),
GTRI, and Dept. of MSE)   College of Design, College of Business,
                                                                        International Affairs/ Provost's Office,
All I-CORPs submissions   Ivan Allen College, & Other)

Per the NSF PAPPG *(effective June 1, 2020)*
https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp
*Your proposal should adhere to the following (unless otherwise noted by the solicitation):*

PAPPG – Significant Changes: *https://www.nsf.gov/pubs/policydocs/pappg20_1/sigchanges.jsp*
AOR will now provide proposal certifications upon submission of the proposal, thus removing the ability for post-submission certification.

OSP's proposal review process begins once we receive notification from Fastlane that the proposer has granted access to the proposal. This notification is generated when **FULL Submit Access** is provided.

A review window of three days prior to submission due date is requested

5 p.m. submitter's local time is standard for all submissions. Strictly enforced.
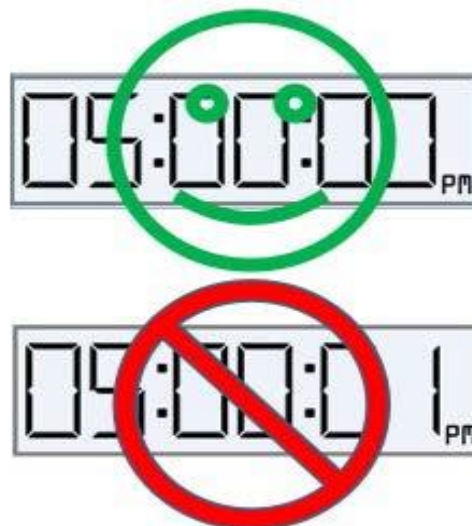
NOTE: Major changes highlighted in <mark>yellow</mark>:

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, select 20-1). Proposers are advised to select "No Closing Date" when the proposal is not submitted in response to any relevant NSF funding opportunity.

<div align="center">

Georgia Tech/GTRC

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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, NW
	Atlanta, Georgia, 30332-0002, USA
NSF Code	001569300

- Human & Animal Assurance Numbers
  - ➢ Human Subject Assurance: Federal Assurance (FWA): 00001731 / Expires April 24, 2023
  - ➢ Animal Welfare Assurance No: D16-00474 (A3822-01) is valid until September 30, 2020
- Title on Cover Page matches that which is on routing form and Current and Pending form
  - ➢ **Title of proposals being submitted by multiple organizations (proposals being submitted via a linked PIN) must start with** "**Collaborative Research:**"
- Requested amount matches budget, Current and Pending form, and routing form
- Requested start date is at least 6 months out, unless specified otherwise within solicitation
- Special Considerations: IRB/IACUC/Physical Agents/Biological Agents/Export must be noted on eRouting form if included in submission
  - ➢ NOTE: IRB/IACUC/rDNA deferral MUST be obtained prior to submission!!!
- **Foreign Organizations**: in cases where the involvement of a foreign organization is considered to be essential by the proposer, in addition to providing justification in the project description, the box for "Funding of a Foreign Organization, including through use of a subaward or consultant arrangement" must be check on the Cover Sheet.
- Funding Mechanism: Marked and appropriate for the current submission
- Collaborative Status: Marked and appropriate for the current submission
- Collaborative Proposal from one organization: This refers to a standard proposal with a subaward
- Collaborative Proposal from multiple organizations: A Collaboration of multiple proposals linked via PIN within the FastLane system (project title to include "Collaborative Research")
- Not a collaborative Proposal: GT/GTRI is the *ONLY* applicant
- "RAPID", "EAGER" and "RAISE" must be included in the proposal project title if submitting any of

these proposal types (not applicable to "RESEARCH" type submissions).

> ➢ Email documentation from at least one NSF Program Officer confirming approval to submit either a RAPID or EAGER proposal must be uploaded by the PI as a document entitled "RAPID – Program Officer Concurrence Email" or "EAGER- Program Officer Concurrence Email" depending on the proposal type. Upload email as Supplementary Documentation.

- "CONFERENCE" proposals:
  > ➢ Must detail information on the complaint resolution process in the policy or code-of-conduct information that is required to be disseminated to conference participants
  > ➢ Must include a plan for recruitment of and support for speakers and other attendees that includes representation of underrepresented groups
  > ➢ Must include plans for identifying child care and other family care resources

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. The Project Summary may **ONLY** be uploaded as a Supplementary Document if use of special characters is necessary.
- May not be an abstract of the proposal

Project Description

- Must contain a SEPARATE section LABELED **"Broader Impacts"**. A section labeled "Intellectual Merit" is NO LONGER required.
- Does not contain any URLs
- "**Results from Prior NSF Support**" information for any PI or Co-PI identified on the proposal who has received prior NSF Support including 1.) An award with an end date in the past five years; or 2.) any current funding, including any no cost extensions.
  > ➢ 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 of support, 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; and
  > ➢ 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.
- If a **subaward** is proposed, a description of the work to be performed by the subawardee must be included in the project description.
- 15 page limit (unless specified in the solicitation)
- Pagination of each section of the proposal is required, including the Project Description.

References Cited
- If no references, still include document and state none
- FULL names of authors (no "et al."s)

Biosketch (2 page limit per person)
- <mark>**Biographical Sketches must now be submitted in an NSF-approved format. NSF will only accept PDF's that are generated through use of an NSF-approved format. Approved formats include use of SciENcv or an NSF provided fillable pdf.**</mark>
  *SciENcv will not link to NSF systems to retrieve these biosketch documents.
  * <u>Not</u> permissible to save SciENcv created pdf as a Word, edit/format, and save as a new pdf
- List ONLY required sections (professional preparation, appointments, products, synergistic activities, and collaborators); <u>no extra sections</u>
  - **Professional Preparations**: undergrad, grad, and postdoc (list ONLY the institution name, location, major, degree, and year)
  - **Appointments**: in reverse chronological order, no position descriptions. <mark>Appointments include any titled academic, professional, or institutional position whether or not remuneration is received.</mark>
  - **Products**: 5 Most Closely Related, 5 Other Significant (full citation, full names of authors, no et als). *If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch*.
  - **Synergistic Activities**, a list should include up to five **singular** and **distinct** examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Presenting five headings with multiple examples listed under each heading will not be acceptable.

Collaborators and Other Affiliations (COA)
- **Each Senior Personnel must upload a completed COA Excel spreadsheet template that has been provided by NSF. This file will continue to be uploaded as a single copy document for each senior personnel.**
- **In addition to standard proposals which require upload of COA documentation, Conference proposals over $50K and Equipment proposals must now upload completed COA documentation.**
- **Please note that the Collaborator spreadsheet template:**
  - Has been developed to be fillable. Content & format must not be altered by submitters.
  - **The template and associated instructions may be accessed directly at:**
    https://www.nsf.gov/bfa/dias/policy/coa.jsp.

Budget/Justification

- 1% Minimum Effort (per budget year) or signed cost-share form provided
  - ➢ 2 months/per year for ALL NSF support for senior personnel. *If anticipated, any compensation for such personnel in excess of two months **MUST BE** disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget.*
- Unaffiliated Individuals: Unless specifically authorized in an NSF solicitation, unaffiliated individuals are ineligible to receive direct funding support from NSF.
- Mathematically/Correctly uses the following Rates:

Provisional Fringe		
	Full-time	31.9%
	Part-time	23.3%
	Partial	1.50%
	GRA	6.20%

F&A		
	On- campus	58.20%
	Off-campus	26.00%

Tuition	
	$1,557 per month
	3% annual escalation authorized

　*Note: The use of the Other Sponsored Activities rate requires "written approval" from the Office of VP/Research and the Executive Director of OSP.
- Modified Total Direct Cost (MTDC): excludes equipment, participant support costs, tuition, and sub-awards over $25k
- Justification matches budget, **5 page limit**.
  - ➢ If subawards are included, EACH SUBAWARD must include a separate budget and budget justification.
- 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.
- Subcontract LOI letters should be on letterhead, addressed to the corresponding Contract Officer, signed by the appropriate official. Consultant letters should be on letterhead and include rates for service. Equipment purchases requires recent quotes. All MUST be uploaded into Supplementary Documents.
  - ➢ **NOTE:** Unless required by NSF, inclusion of voluntary committed cost sharing is **prohibited** and Line M on the proposal budget will not be available for use by the proposer. *NSF Program Officers are not authorized to impose or encourage mandatory cost sharing unless such requirements are explicitly included in the program solicitation*.

- Participant Support:
  - ➢ Speakers and trainers are not considered participants and should not be included in this section of the budget. If the primary purpose of the individual's attendance at the conference is learning and receiving training as a participant, however, then the costs may be included under participant support. If the primary purpose is to speak or assist with management of the conference, then such costs should be budgeted in appropriate categories other than participant support.
  - ➢ **Costs related to an NSF-sponsored conference** (e.g., venue rental, catering costs, supplies, etc.) **that will be secured through a service agreement/contract should be budgeted in line** G.6 **"Other Direct Costs"** to ensure appropriate allocation of indirect costs. (IDC applies to these costs).
- Publication Costs:
  - ➢ Costs associated with data deposit and data curation costs may be entered in the Publications/Documentation/Dissemination line item.

Current and Pending Support Form
- Current and pending support information must be separately provided for each individual designated as senior personnel **through NSF approved formats, including use of SciENcv or an NSF provided fillable pdf.**
- Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source (e.g., Federal, State, local, foreign, public or private foundations, non-profits, industrial or other commercial organizations, consulting, or internal funds allocated toward specific projects), irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. All projects and activities, current or proposed, that require a time commitment from the individual must be reported, even if the support received is only in-kind (such as office/laboratory space, equipment, supplies, employees, students). 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 senior personnel involved.
- In-kind contributions not intended for use on the project being proposed (that require a time commitment by the PI/Senior Personnel) must be reported in C&P
- Gifts (with NO obligations) are not required to be reported in C&P
- Report start-up packages from another institution but not from the Senior Personnel's home institution

- Consulting arrangements – All resources made available to an individual in support of, or related to, all of the individual's research efforts must be included in Current and Pending reporting, whether or not the resources have monetary value and whether provided through the proposing institution or directly to the individual. This includes resources from consulting arrangements.
- Current proposal listed as "pending" (budget amount, title, period of performance, and person months/year match Cover Page and budget information)

- Include "(this proposal)" at the end of the project title of THIS pending proposal.

Facilities, Equipment, and Other Resources
- Included (or statement of "none)
- No quantifiable financial information
- Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal and documented in a letter of collaboration from each collaborator.
- No page limit specified by NSF
- May include in-kind contributions intended for use on the project being proposed

Mentoring Plan for Postdocs
- Only required to be uploaded under "Mentoring Plan" of the supplementary documentation section of FastLane if postdocs are proposed on the project
- Limited to 1 page

Data Management Plan
- Must be uploaded under "Data Management Plan" of the supplementary documentation section of FastLane. 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."*
- Appendices may not be included unless a deviation has been authorized.

Collaborative Proposals: Collaborative proposals may be submitted as a single proposal, in which a single award is being requested (with subawards administered by the lead organization); or by simultaneous submission of proposals from different organizations linked via PIN, with each organization requesting a separate award. Please see https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IID3 for additional information.