

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-CORP submissions

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

Per the NSF PAPPG (effective January 29,

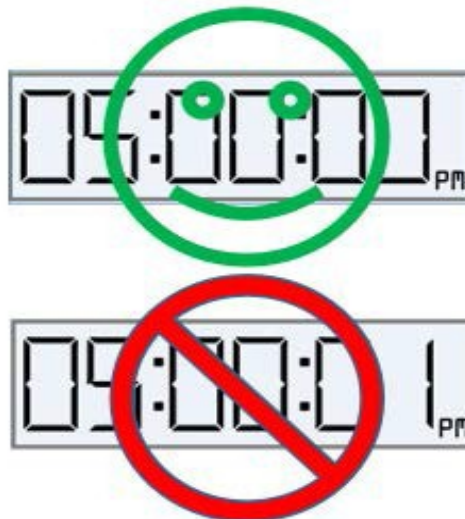
2018) https://www.nsf.gov/pubs/policydocs/pappg18_1/index.jsp your proposal should adhere to the following (unless otherwise noted by the solicitation):

PAPPG – Significant Changes https://www.nsf.gov/pubs/policydocs/pappg18_1/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). Proposers are advised to select "No Closing Date" when the proposal is not submitted in response to any relevant NSF funding opportunity.

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, NW 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/Physical Agents/Biological Agents/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. The Project Summary may **ONLY** be uploaded as a Supplementary Document if use of special characters is necessary.
- 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 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.
- 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, and synergistic activities); 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). *If only publications are included, the heading “Publications” maybe used for this section of the Biographical Sketch.*
 - **Synergistic Activities:** Biosketches should only list up to five specific, short examples of Synergistic Activities. Senior Personnel are no longer able to create five headings of synergistic activities with a long list of sub examples provided under those five headings. NSF will start to return proposals without review if PI’s don’t follow this policy.
- **Collaborator and Other Affiliation Information has been removed from Biographical Sketch. Effective April 24, 2017, NSF is requiring that each Senior Personnel upload a completed Collaborator and Other Affiliation spreadsheet template that has been provided by NSF. This file will continue to be uploaded as a single copy document.**

Please note that the Collaborator spreadsheet template:

- Has been developed to be fillable. However, the content and format requirements must not be altered by submitters.
- Must be saved in .xlsx or .xls formats and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.
- Will be converted by FastLane from an .xlsx or .xls file to a PDF file.
- Has been tested in Microsoft Excel, Google Sheets, and LibreOffice.
 - Will enable preservation of searchable text that otherwise would be lost. Must be uploaded in .xlsx or .xls formats only. Uploading a Collaborators and Other Affiliations Single

Copy

- Document in any other format may delay the timely processing and review of your proposal.
- Will be directly linked in FastLane.
- **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.*
- Mathematically/Correctly uses the following [Rates](#):

Provisional Fringe	Full-time	31.90%
	Part-time	20.8%
	Partial	1.40%
	GRA	6.50%

Tuition	\$1,526 per month 5% annual escalation authorized
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F&A	On-campus	57.80%
	Off-campus	26.00%

*Note: The use of the Other Sponsored Activities rate requires “written approval” from the Office of VP/Research and approval from the Executive Director of OSP.

- Modified Total Direct Cost (MTDC): excludes equipment, participant support costs, tuition, and sub-awards over \$25k
- Justification matches budget, 3 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 Contracting 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.*

Current and Pending Support Form

- Included for all senior personnel, even if they receive no salary support from the project(s).
- Current proposal listed as “pending” (budget amount, title, and person months/year match budget)
- Title MUST match the cover page.

Facilities, Equipment, and Other Resources

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

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: 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, with each organization requesting a separate award. Please see https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp, for additional information.

