Reference Sheet for Georgia Tech Proposals to the NSF

Contracting Officers

Tom Capitano
404-385-4245
tom.capitano@osp.gatech.edu
(College of Sciences, College of Computing, GTRI, Centers, and Dept. of MSE)

Stacey Oliver-Johnson
404-894-6930
sogooden@gatech.edu
(College of Engineering (except MSE), College of Design, College of Business, International Affairs/ Provost’s Office, Ivan Allen College, & Other)

All I-CORPs submissions

Per the NSF PAPPG (effective February 25, 2019)
https://www.nsf.gov/pubs/policydocs/pappg19_1/nsf19_1.pdf your proposal should adhere to the following (unless otherwise noted by the solicitation):

PAPPG – Significant Changes: https://www.nsf.gov/pubs/policydocs/pappg19_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 yellow:

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 19-1). 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
  - 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
- 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 routing 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).
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

- TWO SEPARATE sections; 1.) LABELED “Broader Impacts”, and 2.) LABELED “Intellectual Merit”.
- 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 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 al). 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 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.
  - 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.
  - 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:

<table>
<thead>
<tr>
<th>Provisional Fringe</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>31.9%</td>
</tr>
<tr>
<td>Part-time</td>
<td>23.3%</td>
</tr>
<tr>
<td>Partial</td>
<td>1.50%</td>
</tr>
<tr>
<td>GRA</td>
<td>6.20%</td>
</tr>
</tbody>
</table>
*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.

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)
- 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

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/pappg19_1/nsf19_1.pdf#page=62 for additional information.