Reference Sheet for Georgia Tech Proposals to the NSF

Contracting Officers

OSP's current table of Academic Grants and Contract Administration (GTRC Awards)

Government & Not-For-Profit Contracting for Academic Units Directorate | Office of Sponsored Programs (gatech.edu)

Your proposal should adhere to the following (unless otherwise noted by the solicitation):

Proposal & Award Policies and Procedures Guide (PAPPG) (NSF 24-1)

Summary of Significant Changes to the PAPPG (NSF 24-1) – ***Effective Date May 20, 2024***

NSF Proposal & Award Policies and Procedures Guide (PAPPG) (NSF24-1) Updates - Video

PAPPG Printable Guide

Your Contracting Officer (CO) as the Authorized Organizational Representative (AOR) will provide proposal certifications upon submission of the proposal, thus removing the ability for post-submission certification.

This reference sheet is for NSF proposals that are submitted via the online **Research.gov** system. Please visit NSF's About Proposal Preparation and Submission page for links to guidance on system registration, helpdesk/FAQ information and video tutorials.

OSP's proposal review process begins once we receive notification from Research.gov that the proposer has granted AOR access to the proposal. This notification is automatically generated when **FULL Submit Access** is provided to the proposal through the "Initiate Proposal Submission" link within the Research.gov proposal package.

*** OSP requests a proposal review window of **three days** prior to the submission due date ***

5 p.m. submitter's local time (clarified in PAPPG 24-1 to mean submitting organization's time) is standard for all submissions. Strictly enforced.
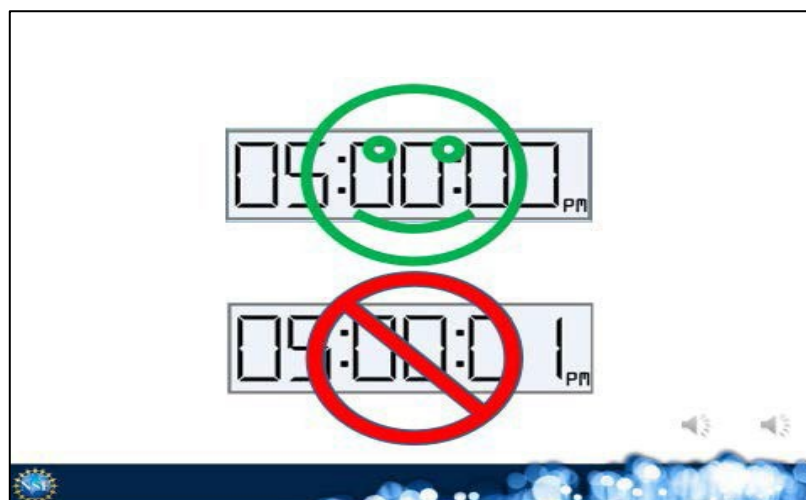
Highlight of Significant Changes to PAPPG 24-1 include:

- When to **submit proposals** has been modified to clarify that the 5pm submitter's local time is tied to the organization, and not the location of the PI.

- **NSF Disclosure Requirements** have been modified to incorporate the annual post-award annual reporting requirements mandated by Section 10339B, "Foreign Financial Support", of the CHIPS and Science Act of 2022, (42 U.S.C. §19040).

- **Certification Regarding Malign Foreign Talent Recruitment Programs**, is a new section that addresses Section 10632 of the CHIPS and Science Act of 2022 (42 U.S.C. §19232) **organizational certification requirement** regarding malign foreign talent recruitment programs.
  - Any individual who is a current party to an MFTRP is ineligible to serve as a senior/key person on an NSF proposal or award. (This requirement applies to any proposal submitted or due on or after May 20. 2024
  - Definition of MRTRP is contained in the PAPPG Introduction, Section D.
  - Each senior/key person must certify prior to proposal submission that they are not a party to an MTFRP (Biographical Sketch and Current and Pending (other) Support).
  - Each PI and co-PI on any NSF award must certify annually thereafter.
  - A new term and condition will be added implementing this requirement post-award.
  - Organizations must certify upon proposal submission that all senior/key personnel have been made aware of and complied with the requirement that they are not a party to an MFTRP.

- **Mentoring Plan** requirement expanded to include graduate students. Also, **Individual Development Plans** for Postdocs and/or graduate students are now required for those postdocs or graduate students who receive substantial NSF support which will be required to be updated annually.

- Proposal Font, Spacing, and Margin Requirements have been modified to allow for submission of proposal documents in **landscape format**.

- The 3-page limitation for **Biosketches** has been removed. There is no page limitation for this section of the proposal. This updated guidance serves as NSF's implementation of the biographical sketch **common form** developed by the National Science and Technology Council's Research Security Subcommittee.

- **Synergistic Activities are no longer part of the Biographical Sketch**. Guidance within 24-1 will require each Senior/Key personnel to upload a separate one-page Synergistic Activities pdf document. GT has developed a new single-page [Synergistic Activities template](#) for use by faculty.

- **Current and Pending (Other) Support** must be created in [SciENcv](#). This updated guidance serves as NSF's implementation of the current and pending (other) support **common form** developed by the National Science and Technology Council's Research Security Subcommittee.

- **Proposals that may impact the resources or interests of a federally recognized American Indian or Alaska Native Tribal Nation (Tribal Nation) will not be awarded by NSF without the prior written approval from the designated official(s) from the relevant tribe(s).**

- **Postaward Additions of Postdoctoral or Graduate Student Researchers has been modified to expand the requirement to cover graduate student researchers.**

- **Postaward Addition of Off-Site or Off-Campus Research is a new section to address Postaward requirements associated with the plan for safe and inclusive working environments.**

For a comprehensive list of Significant changes - [Summary of Significant Changes to the PAPPG (NSF 24-1)](#)

Creating New Proposal in Research.gov: (<mark>Major changes highlighted in yellow</mark>)

- Select **Georgia Tech Research Corporation** as "Organization for New Proposal"
- **Select Opportunity Number**: if not applying to specific program, select 24-1. Proposers are advised to select "No Closing Date" when the proposal is not submitted in response to any relevant NSF funding opportunity.
- **Select Where to Apply:** Refer to solicitation to ensure correct Directorate/Office, Division, and Program are selected while generating your new proposal package in Research.gov.
- **Proposal Type:** Marked and appropriate for the current submission (refer to PAPPG and/or solicitation for proposal type guidance). Below are comments for specific example proposal types.
  - "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, EAGER or RAISE proposal must be uploaded by the PI as a document entitled "RAPID Proposal - Program Officer Concurrence Email" or "EAGER Proposal - Program Officer Concurrence Email" or "RAISE Proposal - 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 childcare and other family care resources
    - Proposers are required to have a policy or code of conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code of conduct. The policy or code of conduct must address the method for making a complaint as well as how any complaints received during the conference will be resolved. This policy or code of conduct must be disseminated to conference participants prior to attendance at the conference as well as made available at the conference itself.
  - "TRAVEL" proposals:
    - Prior to the proposer's participation in the meeting, the proposer will assure that the meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code of conduct must address the method for making a complaint as well as how any complaints received during the meeting will be resolved.

- **Collaborative Status:** Marked and appropriate for the current submission
  - ➢ Single Proposal (a single proposal being submitted with or without subawards incorporated within the single proposal).
  - ➢ Separately Submitted Collaborative Proposals (a collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified

research project, resulting in a collaboration of multiple linked proposals being submitted through the Research.gov system

- (project title of collaboratively submitted proposals must start with "Collaborative Research:")

- Title on Cover Page matches that which is on the eRouting form and Current and Pending form
    - **Title of proposals being submitted by multiple organizations (linked collaborative proposals) must match and start with "<u>Collaborative Research:</u>"**

<u>Cover Sheet Fields:</u>

- Requested start date is at least 6 months out unless specified otherwise within the solicitation
- Proposed Duration (in months) matches requested budget period(s)
- **Preliminary Proposal Number:** If needed, enter the preliminary proposal number (refer to the solicitation for preliminary proposal requirements)
- **<u>Applicant/Prime Organization Information (auto-populated with the following):</u>**

  Georgia Tech Research Corporation
  926 Dalney St NW
  Atlanta, GA 30318-6395
  Unique Entity Identifier (UEI): EMW9FC8J3HN4
  Employer Identification No. (EIN): 580603146
  Awardee Organization Code (NSF): 001569300

- **<u>Primary Place of Performance Information (update fields to the following):</u>**

  Georgia Institute of Technology
  225 North Avenue, NW
  Atlanta, GA 30332-0002, USA

- Human & Animal Assurance Numbers
    - Human Subject Assurance: Federal Assurance (FWA): 00001731 – Expires: 11/18/2027
    - Animal Welfare Assurance No: D16-00474 (A3822-01) – Expires: 9/30/24
- Special Considerations: (IRB/IACUC/Physical Agents/Biological Agents/Export) must be noted on eRouting form if included in the submission.
    - **Note:** IRB/IACUC/rDNA deferral MUST be obtained prior to submission!
- **Foreign Organizations/Individuals**: in cases where the involvement of a foreign organization/individual is considered essential by the proposer, in addition to providing justification in the project description, the box for "Funding of a Foreign Organization or Foreign Individual" must be checked on the Cover Sheet.

  Note: Foreign Organization eligibility – justification must include:
    - Why support from foreign in-country resources is not feasible,
    - Why the foreign organization/individual can carry out the activity more effectively,
    - What unique expertise, organizational capability, facilities, data resources, and/or access to a geographic location brings to the project, and
    - What significant science and engineering education, training, or research opportunities the foreign organization/individual offers to the U.S.
- **International Activities:** each proposal that describes an international activity, proposers should list the primary countries involved.
- **Potential Life Sciences Dual Use Research of Concern (DURC)**: There is a checkbox to identify proposals that have a "Potential Life Sciences Dual Use Research of Concern." See DUARC section of PAPPG for further guidance; Chapter II.E.6, Potential Life Sciences Dual Use Research of

Concern (DURC).
- **Off-Campus or Off-Site Research:** There is a checkbox on the NSF Cover Sheet: Off- Campus or Off-Site Research. For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. If this box is checked, the [NSF Requirements for Safe and Inclusive Work Environment](#) will apply.

Project Summary
- Three Individual sections; 1) Overview 2) Intellectual Merit and 3) Broader Impacts. Each section should include its header title on a separate line of the document.
- Does not exceed 4600 characters or 1-page limit
- May not be an abstract of the proposal

Project Description
- Must contain a SEPARATE section header LABELED **"Broader Impacts"**. A section labeled "Intellectual Merit" is NOT required unless specified in the solicitation.
- Project Description must 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.
    - If none, state "No publications were produced under this 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)

References Cited
- Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication.
- If no references, still include document and state "none."
- FULL names of authors (no use of "Et al")

Biographical Sketch

The Biographical Sketch is used to assess how well-qualified the individual, team, or organization is to conduct the proposed activities.

- Page limitation has been removed from the biographical sketch.
- Individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.
- A biographical sketch must be provided separately for each individual designated as a senior/key person through the use of SciENcv (Science Experts Network Curriculum Vitae). SciENcv will produce an NSF-compliant PDF version of the biographical sketch. Senior/key personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.
- Consistent with NSPM-33, individuals are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government-sponsored or affiliated activities.
- NSF's implementation is fully compliant with the data elements specified in both Common Forms.

The format of the **Biographical Sketch Common Form** is provided below. Except where noted, there is no page or character limit to this section of the proposal. *= required

(1) Identifying Information

(i) *Name: Enter the name of the senior/key person (Last name, First name, Middle name, including any applicable suffix).

(ii) ORCID ID[29] (Optional): Enter the ORCID ID of the senior/key person.

(iii) *Position Title: Enter the current position title of the senior/key person.

(2) *Organization and Location

(i) Name: Enter the name of the primary organization of the senior/key person.

(ii) Location: Enter the City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A.

(3) *Professional Preparation

Provide a list of the senior/key person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education.

For each entry provide:
- the name of the organization;
- the location of the organization: Enter the City, State/Province, and Country where the organization is located. If the State/Province is not applicable, enter N/A.
- the degree received (if applicable);
- the start date of the degree or fellowship program;
- the month and year the degree was received (or expected receipt date); and
- the field of study.

(4) *Appointments and Positions

Provide a list, in reverse chronological order by start date, of all the senior/key person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any

titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period of up to three years from the date the proposer submits the proposal to NSF for funding consideration.

For each entry provide:

- Start date: YYYY
- End date: YYYY
- Appointment or Position Title
- Name of organization
- Department (if applicable)
- Location of organization: City, State/Province, Country

(5) *Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project. It is up to the individual to determine how to best organize this listing to demonstrate their ability to carry out the project. Acceptable products must be citable and accessible, including but not limited to:

- publications, conference papers, and presentations;
- website(s) or other Internet site(s);
- technologies or techniques;
- inventions, patents, patent applications, and/or licenses; and
- other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including:

- names of authors;
- product title;
- date of publication or release;
- website URL;
- other persistent identifier (if available); and
- other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).

If any of the items specified above is not applicable, enter N/A.

Senior/key personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "*et al*" in lieu of including the complete listing of authors' names.

(6) *Certification

Each senior/key person is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a [malign foreign talent recruitment program](#).

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§ 3729-3733 and 3802.

Synergistic Activities

Each individual identified as a senior/key person must provide a document of up to one page that includes a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Senior/key personnel must prepare, save, and submit these documents as part of their proposal via Research.gov or Grants.gov.

- Synergistic activity has been removed as an element from the biographical sketch.
- It must now be included as a separate upload for each senior/key person in Research.Gov.
- May be up to one page that includes a list of up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.
- Examples may include, among others: innovations in teaching and training; contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; participation in international research collaborations; participation in national and/or international standards development efforts; and service to the scientific and engineering community outside of the individual's immediate organization.

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.
- All names must be listed as last name, first name, middle initial and organization affiliation.
- In addition to standard proposals that 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. Submitters must not alter content & format.
  - ➢ **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) budgeted or signed cost-share form provided, per GT policy.
  - ➢ NSF person-month cap of 2 months/per year across ALL NSF support for each 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 Benefits	31.7%
	Limited Benefits	23.9%
	Partial Benefits	1.5%
	GRA	7.9%

Indirect Costs		
	On- campus Capped	57.40%
	Off-campus Capped	26.00%

Tuition	
	$1,596 per month
	0% annual escalation authorized

*Note: Use of the Other Sponsored Activities (OSA) F&A cost reimbursement rate requires OSP management review for compliance with the rate's definition. A request for review is automatically generated when the OSA rate is selected in eRouting.

- Modified Total Direct Cost (MTDC): excludes equipment, participant support costs, tuition, and the portion of 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, preferably on company or personal letterhead, should include hourly rates for service and number of hours committed to this effort. Equipment purchases requires recent quotes. All MUST be uploaded into the eRouting system.
  - ➢ **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 and must include a consultant letter listing rates for service.
  - ➢ **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 (Other) Support

- Current and Pending (Other) Support is required for each individual identified as a senior/key person.
- It is used to assess the capacity or any conflicts of commitment that may impact the ability of the individual to carry out the research effort as proposed.
- Information helps assess any potential scientific and budgetary overlap/duplication with the project being proposed.
- Senior/key personnel must certify that they are not a party to a MFTRP.
- Current and Pending (Other) Support must be created in SciENcv.
- NSF Current & Pending Guidance: https://www.nsf.gov/bfa/dias/policy/cps.jsp

A brief outline of the information you will need to include is provided below. Detailed information about the required content is available in PAPPG Chapter II.D.2.h(ii).

1. **Identifying information**.
2. **Organization and location**.
3. **Projects/proposals**, including the following:
   - o Project/proposal title.
   - o Status of support.
   - o Source of support.
   - o Primary place of performance.
   - o Start date.
   - o End date.
   - o Total award amount.
   - o Person-months (or partial person-months)/year committed to the project/proposed project.
   - o Overall objectives.
   - o Statement of potential overlap.
4. **In-kind contributions**.
5. **Certification** that the information you've provided is current, accurate and complete.

Senior personnel are required to certify that the information is current, accurate and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic).

Disclosures required in your Current and Pending (Other) Support

Frequently Asked Questions: Current and Pending (Other) Support

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 Graduate Students/Postdocs
- Only required to be uploaded under the "Mentoring Plan" tab of Research.gov if postdocs and/or graduate students are proposed on the project.
- **Note: NSF 24-1 has expanded the Mentoring Plan requirement to include Graduate Students**
- Funding for graduate students and/or postdoctoral scholars must include a mentoring plan not to exceed one page.
- There are not separate plans for graduate students or postdoctoral scholars.
- A single plan must be included for all graduate students or postdocs supported by the project regardless of whether they reside at the submitting organization, and subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal.

Individual Development Plan requirement for Graduate Students/Postdocs
- Graduate students and postdoctoral researchers with substantial support mush have an individual development plan (updated annually), which maps to educational goals, career exploration, and professional development.
- NSF defines substantial support as an individual who has received one person month or more of support during the annual reporting period.
- Certification that each graduate student or postdoc scholar has a plan is completed by the PI or co-PI in Research.Gov as part of the annual reporting process.
- A new term and condition will be added implementing this requirement post-award.

Data Management Plan
- Proposals must include a document of no more than two pages uploaded under "Data Management and Sharing Plan" in the supplementary documentation section of Research.gov. This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results and may include:
  1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
  2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
  3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
  4. policies and provisions for re-use, re-distribution, and the production of derivatives; and
  5. plans for archiving data, samples, and other research products, and for preservation of access to them.

- Data management and sharing requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available on the NSF website. If guidance specific to the program is not available, then the requirements established in this section apply.
- Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined Data Management and Sharing Plan, regardless of the number of non-lead collaborative proposals or subawards included. In such collaborative proposals, the Data Management and Sharing Plan should discuss the relevant data issues in the context of the collaboration.
- 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 and Sharing Plan must not be used to circumvent the 15-page Project Description limitation. The Data Management and Sharing 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.
- A valid Data Management and Sharing Plan may include only the statement that no detailed plan is needed, for example, if no data, samples, physical collections, software, curriculum materials, or other materials are to be produced in the course of the project. However, such a statement must be accompanied by a clear justification.

Supplementary Documents
- Letters of support, unless requested by solicitation, should not be submitted as they are not a standard component of an NSF proposal. Proposals that contain letters of support not authorized by the program solicitation may be returned without review.
- 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.
- Other supplementary documentation as required by the solicitation.