NSF Doctoral Dissertation Research Improvement Grant (DDRIG) Tool Kit
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General Information

Congratulations on your decision to submit a National Science Foundation (NSF) Doctoral Dissertation Research Improvement Grant (DDRIG) proposal. The DDRIG is a full federal research grant application that is very different from other grant or fellowship applications you may have prepared. Your proposal consists of many documents in addition to your project description (proposal narrative). This tool kit is intended to help you understand how to apply for the NSF DDRIG and provides guidance for preparing the forms needed to complete your proposal.

As you go through this application process, please remember that federal agencies require very specific formats for the documents that comprise your complete proposal. Deviation from these formatting requirements is not allowed, and could result in the agency returning your proposal without review.

What You Should Know Before You Begin Your Application

Eligibility. Standard eligibility requirements for all NSF Doctoral Dissertation Research Improvement Grants state, “The student must be enrolled at a U.S. institution, but need not be a U.S. citizen.”

These eligibility requirements apply to all directorates, unless the directorate or division issues a specific limitation. Special eligibility requirements appear to be rare.

NSF Structure. NSF is organized into seven directorates (http://www.nsf.gov/staff/orglist.jsp). Each directorate houses divisions that oversee various disciplines. The directorate that most commonly supports research in the liberal arts (social sciences) is the Directorate of Social, Behavioral and Economic Sciences (SBE), which houses the Divisions of Social and Economic Sciences, Behavioral and Cognitive Sciences, the National Center for Science and Engineering Statistics, and the SBE Office of Multidisciplinary Activities. Opportunities for Liberal Arts students in other NSF directorates are rare.

With the help of your advisor, identify the NSF directorate and division to which you would like to apply. You will find division-specific guidance for the DDRIG on the appropriate division’s web page or in the solicitation document. It is extremely important that you read all the materials that are provided by the division to which you will apply.

NSF Information. You may need several documents to complete your DDRIG application. These documents are listed, in order of precedence.
Download or print the appropriate instructions so you can refer to them as you work on your application.


## Program Descriptions and Solicitations

<table>
<thead>
<tr>
<th>Program/Solicitation Number</th>
<th>Program Announcement Link</th>
<th>Solicitation Link</th>
</tr>
</thead>
</table>
### Division of Social and Economic Sciences (SES) Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The advisor of the doctoral student is strongly encouraged to contact one of the DRMS Program Directors by e-mail prior to the preparation of the DDRIG proposal.</td>
</tr>
</tbody>
</table>

### National Center for Science and Engineering Statistics (NCSES) Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>URL</th>
</tr>
</thead>
</table>

### SBE Office of Multidisciplinary Activities Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>URL</th>
</tr>
</thead>
</table>
**Recommended Grant Proposal Preparation Timeline**

**NSF Doctoral Dissertation Research Improvement Grants**

Following these guidelines will assist us in helping with the preparation of your grant application. It provides us with sufficient time to give your proposal a full review and affords you the opportunity to make changes based on that review. If you do not provide sufficient time, your proposal may not receive the time it deserves for thorough review, resulting in a submission with errors that may cause the sponsor to return the proposal without review or consideration or to reject the proposal for funding.

| 3 weeks or more prior to sponsor's deadline | Notify Liberal Arts Grants Services (lagrants@austin.utexas.edu) that you plan to submit. Include the completed proposal review form as an attachment to this message ([http://www.utexas.edu/cola/research/files/pdf/grants-contracts/COLA-PRF12-2014v2.pdf](http://www.utexas.edu/cola/research/files/pdf/grants-contracts/COLA-PRF12-2014v2.pdf)) Download this document to your desktop before filling in the form fields. If you and your advisor do not already have UT Austin affiliated Fastlane Accounts., include the FastLane Account Request information for you and your advisor. If you have accounts, provide the FastLane ID numbers and the password for the doctoral student's account. (See page 6 for FastLane Account Request Form) Have your faculty advisor send an email message to lagrants@austin.utexas.edu authorizing you to submit the NSF DDRIG application for the upcoming deadline. Complete the Financial Conflict of Interest training and disclosure. We will not be able to submit your proposal review form to OSP or get you set up in UT Austin grant proposal systems until this requirement is completed.  
Step 1: Training [http://www.utexas.edu/research/rsc/coi/training.html](http://www.utexas.edu/research/rsc/coi/training.html)  
Step 2: Financial Interest Disclosure (FID) Form. Approximately 1 to 2 business day after you complete the COI training, you will receive a notice from the Conflict of Interest group in the Office of Research Support (coi@austin.utexas.edu) providing instructions and the link to complete this form in the online system. |
| --- | --- |
| 10 business days prior to sponsor's deadline | Provide Liberal Arts Grants Services with all documents required by the sponsor except the proposal narrative/project description and references. We will use the time to review your documents for compliance with sponsor and UT Austin requirements.  
We are happy to work with you on these documents prior to the 10 days requested. It is especially important that we have ample time to help you develop and to review your budget and budget justification. |
| 5 business days prior to the sponsor's deadline | Provide the proposal narrative/project description and references in final format. |
| 0-5 business days prior to sponsor's deadline | Be available by email or telephone to make revisions upon Liberal Arts Grants Services' and the Office of Sponsored Projects' review.  
Be available to advise when your proposal is ready for submission to sponsor after OSP has approved the application. Your confirmation that the proposal is ready for submission is required before OSP will actually submit the proposal to the sponsor. |
| **IMPORTANT NOTE:** | Failure to meet internal deadlines set by Grants Services or OSP may result in your proposal being submitted with limited review of your documents. This is a courtesy reminder that when we receive proposals without adequate lead-time, it is incumbent on the graduate student or the PI to assume more responsibility for ensuring the proposal is submitted in proper form. Please work with Liberal Arts Grants Services according to this posted timeline to maximize the assistance we can provide. |
**FastLane.** FastLane is NSF’s electronic application portal. You and your advisor will need FastLane accounts. Your advisor will be the principal investigator (PI) and you will be the Co-PI. Complete the FastLane Account Request Form information below and send via email to Liberal Arts Grants Services. This information is required by UT’s Office of Sponsored Projects (OSP) to establish your FastLane account. Liberal Arts Grants Services will request your FastLane account from OSP upon receipt of the completed form. You will be notified when the account has been established.

Please log into FastLane at [https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp](https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp) to access your account. Change your password and send the new password to Liberal Arts Grants Services. While you are logged into FastLane, access the PI information section and complete your profile. This information will populate the cover sheet of your proposal in FastLane. The address you put in here should be your UT department address or the Office of Sponsored Projects (OSP) address. Do not include personal contact information other than your telephone number on the PI information page.

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**National Science Foundation – FastLane Account Request Form**

Please complete the following form and return to Liberal Arts Grants Services via e-mail. You may include the required information within the body of the e-mail message.

(If you currently have an NSF Account from a previous institution, please provide your NSF ID# and the name of your previous institution. If you do not know your NSF ID#, you may look it up via the Fastlane home page using the NSF ID lookup tool. Fastlane will forward you an e-mail with your NSF ID#).

**NSF ID:** _____________________

**Previous Institution Name:** __________________________________________

1. **Last Name:** ____________, **First Name:** ____________, **Middle Initial:** ____________,
2. **Title:** _______________
3. **Highest Degree:** ______ and **Year Conferred:** ______
4. **Institution:** The University of Texas at Austin
5. **Department:** __________
6. **E-mail Address:** ______
7. **Business Phone:** ______
8. **FAX Number:** ______

Thank you

Note: Your Fastlane Account will be setup with an NSF ID. That number will be reflected in the confirmation letter you will receive electronically for NSF Fastlane. Please use that number when signing in to Fastlane.
Financial Conflict of Interest Instructions

Financial Conflict of Interest (FCOI) training and disclosure is required for "covered individuals" on grants. All covered individuals will be required to complete the FCOI training and submit a Financial Interest Disclosure (FID) form. The Handbook of Operating Procedures 7-1210 defines a covered individual as:

...an individual who, regardless of title or position, is responsible for the design, conduct, reporting, review, or oversight of research, including a principal investigator, co-investigator, or project director, and who must file and update financial disclosure statements under this policy. This definition also applies to any student enrolled at the University who is responsible for the design, conduct, or reporting of research...

Source: (http://www.policies.utexas.edu/policies/promoting-objectivity-research-managing-reducing-or-eliminating-financial-conflicts).

See also UT System Policy, UTS175 (http://www.utsystem.edu/bor/procedures/policy/policies/uts175.pdf).

Complete the FCOI training and FID forms and ensure that all other covered individuals have done so. The financial interest disclosure process involves two steps:

a) Complete the Financial Conflict of Interest (COI) course in the CITI online portal.  
http://www.utexas.edu/research/rsc/coi/training.html

b) Complete the Financial Interest Disclosure (FID) Form. Approximately 1 to 2 business days after you complete the COI training, you will receive a notice from the Conflict of Interest group in the Office of Research Support (coi@austin.utexas.edu) providing instructions and the link to complete this form in the online system.

After you submit the FID form, and the Office of Research Support staff approves it, you will be in compliance with the federal regulations and University policy regarding Conflict of Interest. FID forms should be updated annually; FCOI training needs to be repeated every four years.

Contact:  
Office of Research Support  
coi@austin.utexas.edu  
(512) 232-2044

More Information:  
www.utexas.edu/research/rsc/coi/index.html
How to Use the Remainder of This Tool Kit

The remainder of this document contains the information you will need to prepare your NSF DDRIG application. Instructions are included for each section required. Templates are provided for sections that have specific formatting requirements. As you prepare each section, refer to the corresponding instructions in this document. Complete NSF information is available in the NSF Grant Proposal Guide, 15-1, December 2014 available at http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp.

You must use the formats and follow the instructions given by NSF without deviation or your proposal could be rejected or returned without review.

Reasons a Proposal May Be Returned Without Review

- NSF proposal preparation requirements are not met (required sections, page limitations, formatting instructions, etc.).
- The Project Summary section of the application does not include the “overview,” “intellectual merit,” and “broader impacts” statements.
- The Project Description does not contain a separate section labeled "Broader Impacts of the Proposed Work."
- Project is inappropriate for NSF funding. It doesn’t match the mission of NSF or the objectives of the NSF directorate or division to which you are applying.
- It is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.
- It duplicates another proposal that was already awarded, i.e., it is too similar to another awarded proposal.
- It was previously reviewed and declined, and has not been substantially revised.
- It is not responsive to the NSF Proposal and Awards Policies and Procedures Guide, announcement, or program solicitation.
- It does not meet the proposal deadline and time. It was submitted late.
- It is submitted with insufficient lead-time before the activity is scheduled to begin. Please bear in mind that the review process can take 6 to 8 months, and, after a grant is awarded, it could take an additional month for NSF and UT Austin to process the award. Please take this into consideration when you decide the date that your project period will begin.

## NSF General Formatting Instruction

<table>
<thead>
<tr>
<th>Funding Mechanism</th>
<th>Research – other than RAPID or EAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Type</td>
<td>Not a collaborative proposal</td>
</tr>
<tr>
<td>Page Size</td>
<td>8.5&quot; x 11&quot;</td>
</tr>
<tr>
<td>Page Numbers</td>
<td>Individually paginated for each proposal section</td>
</tr>
<tr>
<td>Fonts and Font Sizes</td>
<td>Arial, Courier New, or Palatino Linotype at 10 points or larger Times New Roman at 11 points or larger Computer Modern family of fonts at 11 points or larger</td>
</tr>
<tr>
<td>Captions and tables</td>
<td>10 point sized fonts may be used mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters.</td>
</tr>
<tr>
<td>Pitch</td>
<td>6 lines of text per vertical inch</td>
</tr>
<tr>
<td>Margins</td>
<td>1&quot; in all directions</td>
</tr>
<tr>
<td>Columns</td>
<td>1 column</td>
</tr>
<tr>
<td>Line Spacing</td>
<td>Single- or double-spaced at discretion of proposer</td>
</tr>
<tr>
<td>FastLane Compliance Check</td>
<td>Checks only for document inclusion of:</td>
</tr>
<tr>
<td></td>
<td>Cover Sheet</td>
</tr>
<tr>
<td></td>
<td>Project Summary</td>
</tr>
<tr>
<td></td>
<td>Project Description</td>
</tr>
<tr>
<td></td>
<td>References Cited</td>
</tr>
<tr>
<td></td>
<td>Biographical Sketches</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
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<tr>
<td></td>
<td>Budget Justification</td>
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<tr>
<td></td>
<td>Current and Pending Support</td>
</tr>
<tr>
<td></td>
<td>Facilities, Equipment, and Other Resources</td>
</tr>
<tr>
<td></td>
<td>Data Management Plan</td>
</tr>
</tbody>
</table>

| Special Notes                          | • NO HYPERLINKS are allowed in any section of the proposal, including the References Cited section. NSF views hyperlinks as an effort to circumvent page limitations. URLs may be included, but cannot be formatted as active links. |
|                                        | • NO “ET AL” in the References Cited section. All authors must be listed in the order they appear in the publication. |
|                                        | • “The [formatting] guidelines … establish the minimum type size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the … guidelines may be grounds for NSF to return the proposal without review” (II-3). |

Required Documents

Documents that must be included in your NSF application in the Required NSF Format (Read your solicitation for other documents that may or may not be required for your particular division.)

- Cover Sheet
- Project Summary
- Table of Contents (automatically generated by FastLane)
- Project Description
- References Cited
- Biographical Sketches (for you and your advisor)
- Budget
- Budget Justification
- Current and Pending Support (for you and your advisor)
- Facilities, Equipment, and Other Resources
- Other Supplementary Documents
  - Data Management Plan
  - PI Statement (required by most programs. Check solicitation instructions.)
  - Letters of collaboration from any named consultants, institutions, businesses, or persons who are contributing services, space, or advising.

FastLane Compliance Check Note: FastLane runs a compliance check on all proposals prior to submission. If any sections of a proposal are missing, the proposal will not be accepted. You must upload a document that contains the phrase “not applicable” as a placeholder for any required section for which you do not have content.

Cover Sheet

Liberal Arts Grants Services will complete your cover sheet in FastLane based on the information provided on your Proposal Review Form available at http://www.utexas.edu/cola/research/_files/pdf/grants-contracts/COLA-PRF12-2014v2.pdf.

Additional information is needed for the following items and must be provided in the required format:

• The Project Title should begin with “Doctoral Dissertation Research…” “Doctoral Dissertation Improvement Grant…” or “Doctoral Dissertation Research Improvement Grant….” See your program announcement or solicitation for the appropriate title format.

• List the primary dissertation advisor as the “PI/PD” and the student as the “CO-PI/PD.”

Animals: If you are using animals and have your animal protocol approved by the Institutional Animal Care and Use Committee (IACUC), please provide the number and the date the protocol was approved. If you do not have an approved protocol at the time of application, it will be marked as “pending.”

• UT Austin IACUC: http://www.utexas.edu/research/rsc/iacuc/
• Instructions for proposal preparation when research animals are used is located at http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IID7.

Human Subjects: You must have an approved protocol from UT’s Institutional Review Board (IRB) for research involving human subjects. If you already have your approval number from the IRB, please provide it along with the date it was approved. If you do not have an approved protocol at the time of submission, it will be marked as “pending.”

When your proposal is awarded, an approved IACUC protocol or IRB number must be provided to NSF before UT can accept the award money. Please plan to submit your documents for review by the appropriate committee within 30 days of submission of your NSF application if we marked them pending at the time of application. This will allow sufficient time for IACUC or IRB processing before the notice of award from NSF is received. Please visit these web sites for detailed information about the application process:

• UT Austin IRB: http://www.utexas.edu/research/rsc/humansubjects/
• Instructions for proposal preparation when human subjects are used is located at http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IID8.
## Cover Sheet Sample

### COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE</strong></td>
<td>NSF 11-547, 02/18/14, not in response to a program announcement/solicitation enter NSF 13-1</td>
</tr>
<tr>
<td><strong>FOR CONSIDERATION BY NSF ORGANIZATION Unit(ies)</strong></td>
<td>(Indicate the most specific unit known, i.e. program, division, etc.)</td>
</tr>
<tr>
<td><strong>SES - SOCIOLOGY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DATE RECEIVED</strong></td>
<td>2/17/15</td>
</tr>
<tr>
<td><strong>NUMBER OF COPIES</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>DIVISION ASSIGNED</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FUND CODE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DUNSF # (Data Universal Numbering System)</strong></td>
<td>170230239</td>
</tr>
<tr>
<td><strong>ADDRESS OF Awardee organization, including 9 digit ZIP code</strong></td>
<td>101 E. 27th Street, Suite 5.300, Austin, TX 78712-1532</td>
</tr>
<tr>
<td><strong>AWARDEE ORGANIZATION CODE (If known)</strong></td>
<td>0036582000</td>
</tr>
<tr>
<td><strong>NAME OF PRIMARY PLACE OF PERF</strong></td>
<td>University of Texas at Austin</td>
</tr>
<tr>
<td><strong>ADDRESS OF PRIMARY PLACE OF PERF, INCLUDING 9 DIGIT ZIP CODE</strong></td>
<td>101 E. 27th Street, Stop A9000, Austin, TX 787121532, U.S.</td>
</tr>
<tr>
<td><strong>IS Awardee ORGANIZATION (Check All That Apply)</strong></td>
<td>[ ] SMALL BUSINESS  [ ] MINORITY BUSINESS  [ ] FOR-PROFIT ORGANIZATION  [ ] WOMAN-OWNED BUSINESS  [ ] IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE</td>
</tr>
<tr>
<td><strong>TITLE OF PROPOSED PROJECT</strong></td>
<td>Doctoral Dissertation Research</td>
</tr>
<tr>
<td><strong>REQUESTED AMOUNT</strong></td>
<td>$10,279</td>
</tr>
<tr>
<td><strong>PROPOSED DURATION (1-60 MONTHS)</strong></td>
<td>12 months</td>
</tr>
<tr>
<td><strong>REQUESTED STARTING DATE</strong></td>
<td>06/01/14</td>
</tr>
<tr>
<td><strong>CHECK APPROPRIATE BOXES IF THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW</strong></td>
<td>[ ] BEGINNING INVESTIGATOR (GPG I.G.2)  [ ] HUMAN SUBJECTS (GPG II.D.7)  Human Subjects Assurance Number: 00002030  Exemption Subsection or IRB App. Date: Pending  [ ] INTERNATIONAL COOPERATIVE ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPG II.C.2.j)  [ ] PROPRIETARY &amp; PRIVILEGED INFORMATION (GPG I.D, II.C.1.d)  [ ] EAGER® (GPG II.D.2)  [ ] PAPER®, PAPER® (GPG II.D.1)  [ ] VERTEBRATE ANIMALS (GPG II.D.6) IACUC App. Date:  [ ] VERTEBRATE ANIMALS (GPG II.D.6) IACUC App. Date</td>
</tr>
<tr>
<td><strong>PI/PD NAME</strong></td>
<td>Austin, TX 78712</td>
</tr>
<tr>
<td><strong>PI/PD POSTAL ADDRESS</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>PI/PD DEPARTMENT</strong></td>
<td>sociology</td>
</tr>
<tr>
<td><strong>PI/PD FAX NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PI/PD PHONE NUMBER</strong></td>
<td>512-000-0000</td>
</tr>
<tr>
<td><strong>PI/PD EMAIL ADDRESS</strong></td>
<td><a href="mailto:name@austin.utexas.edu">name@austin.utexas.edu</a></td>
</tr>
<tr>
<td><strong>CO-PI/PD NAME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CO-PI/PD YEAR</strong></td>
<td>YEAR</td>
</tr>
<tr>
<td><strong>CO-PI/PD TELEPHONE NUMBER</strong></td>
<td>512-222-2222</td>
</tr>
<tr>
<td><strong>CO-PI/PD EMAIL ADDRESS</strong></td>
<td><a href="mailto:name@austin.utexas.edu">name@austin.utexas.edu</a></td>
</tr>
</tbody>
</table>

Project Summary

Character Limit: 4,600 characters, including spaces and headings, for all three sections combined. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

Create this document in a text program like NotePad or TextEdit, unless you have special characters in your project description (see below).

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. It should not be an abstract of the proposal.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

If the Project Summary contains special characters it may be uploaded as a Supplementary Document. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.


NSF does not consider diacritical markings to be special characters. “Special characters” refers to mathematical and scientific symbols. However, FastLane does not recognize diacritical markings. FastLane will change these diacritical marks to question marks or remove them entirely when the Project Summary is saved. Please do not include diacritical markings in your Project Summary. Additionally, the text boxes in FastLane where the Project Summary is entered usually changes characters like apostrophes and quotation marks into question marks when the information is saved. You will be asked to review your Project Summary in FastLane after it has been entered and saved to manually change any question marks or other FastLane changes to your text.
Project Summary Template

Character Limit: 4,600 characters, including spaces and headings, for all three sections combined. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

Create this document in a text edit program (TextEdit, Notepad, etc.) Be sure the font you use has straight quotation marks and apostrophes.

Include the following sections:

Overview:

Provide a brief description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. (This is not an abstract.)

Intellectual Merit:

• How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
• How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.)
• To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
• How well conceived and organized is the proposed activity?
• Is there sufficient access to resources?

Broader Impacts:

• How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
• How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
• To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
• Will the results be disseminated broadly to enhance scientific and technological understanding?
• What may be the benefits of the proposed activity to society?

Project Description

Page Limit: 10 pages depending on specific instructions for your program. Your program may allow additional pages or images, maps, and tables. Refer to your solicitation for specific instructions about content required in the Project Description.

• The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere.

• The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures.

• Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

• The Project Description must contain, as a separate section within the narrative, a section labeled “Broader Impacts of the Proposed Work”. This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

• Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description

Brevity will assist reviewers and Foundation staff in dealing effectively with proposals. Therefore, the Project Description (including Results from Prior NSF Support, which is limited to five pages) may not exceed 10 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 10-page limitation. PIs are cautioned that the Project Description must be self-contained and that URLs that provide information related to the proposal should not be used because 1) the information could circumvent page limitations, 2) the reviewers are under no obligation to view the sites, and 3) the sites could be altered or abolished between the time of submission and the time of review.

• Conformance to the 10-page limitation will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized. (GPG Chapter II.A contains information on deviations.)

It is recommended that you also include a separate section with a bolded subheading, "Intellectual Merit."

References Cited

Page Limit: None

Review the information for formatting references in your solicitation or in the NSF Proposals and Awards Policies and Procedures Guide. Please note that NSF requires volume numbers where appropriate and page numbers for all references cited.

NO "ET AL" ALLOWED

e. References Cited

Reference information is required. 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 the document is available electronically, the website address also should be identified. Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information that is not included in the 10- or 15-page Project Description.


NO HYPERLINKS ALLOWED
URLs may be included in the References Cited section according to accepted scholarly practices. However, you must remove any active hyperlinks from this section. NSF views hyperlinks as an attempt to circumvent page limitations.

To remove hyperlinks in Microsoft Word, highlight the active hyperlink; on the menu bar go to INSERT—HYPERLINK. Click the “remove hyperlink” button at the bottom of the box.
Reference Cited Sample

Page Limit: None

(References must include: Authors’ Names in same sequence they appear in publication. Article, journal, book title. Volume number, page numbers, and year of publication. URL, if available electronically.)


McGarigal, K., S. A. Cushman, M. C. Neel, and E. Ene. 2002. FRAGSTATS: Spatial Pattern Analysis Program for Categorical Maps. Computer software program produced by the authors at the University of Massachusetts, Amherst. Available at the following web site: http://www.umass.edu/landeco/research/fragstats/fragstats.html. (Please note the hyperlink has been removed.)

Biographical Sketches

Page Limit: 2 pages

Senior Personnel

A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See GPG Exhibit II-7 for the definitions of Senior Personnel.) The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

Do not submit any personal information in the biographical sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also GPG Chapter III.H).

Professional Preparation

A list of the individual’s undergraduate and graduate education and postdoctoral training (including location) as indicated below:

<table>
<thead>
<tr>
<th>Undergraduate Institution(s)</th>
<th>Location</th>
<th>Major</th>
<th>Degree &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Institution(s)</td>
<td>Location</td>
<td>Major</td>
<td>Degree &amp; Year</td>
</tr>
<tr>
<td>Postdoctoral Institution(s)</td>
<td>Location</td>
<td>Area</td>
<td>Inclusive Dates (years)</td>
</tr>
</tbody>
</table>

Appointments

A list, in reverse chronological order, of all the individual’s academic/professional appointments beginning with the current appointment.

Products

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. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL or other Persistent Identifier. (No hyperlinks)

If only publications are included, the heading “Publications” may be used for this section of the Biographical Sketch.

Synergistic Activities

A list of up to five 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. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); 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; and service to the scientific and engineering community outside of the individual’s immediate organization.

Collaborators & Other Affiliations

Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the
individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. The total number of collaborators and co-editors also must be identified. If there are no collaborators or co-editors to report, this should be so indicated.

**Graduate Advisors and Postdoctoral Sponsors.** A list of the names of the individual’s own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations. The total number of graduate advisors and postdoctoral sponsors also must be identified.

**Thesis Advisor and Postgraduate-Scholar Sponsor.** List all persons (including their organizational affiliations), with whom the individual has had an association as thesis advisor, or with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.

The information in the Collaborators & Other Affiliations section of the biographical sketch is used to help identify potential conflicts or bias in the selection of reviewers. See GPG Exhibit II-2 for additional information on potential reviewer conflicts.

Biographical Sketch Template

Page Limit: 2 pages

Name
Contact info

Professional Preparation (List undergraduate and graduate education and postdoctoral training in same order and format as below)

<table>
<thead>
<tr>
<th>Undergraduate Institution</th>
<th>Location</th>
<th>Major</th>
<th>B.S., Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Institution</td>
<td>Location</td>
<td>Major</td>
<td>M.S., Year</td>
</tr>
<tr>
<td>Postdoctoral Institutions</td>
<td>Location</td>
<td>Area</td>
<td>Inclusive Dates (years)</td>
</tr>
</tbody>
</table>

Appointments (List academic and professional appointments in reverse chronological order)
2000-2010 Associate Professor, Statistics, University of Texas
1990-1999 Assistant Professor, Statistics, University of Texas

Products (Must include the names of all authors in order, article & journal title, book title, volume number, page numbers and year of publication; use consistent professional format. Adhere to publications limits and they may vary if so specified in the RFP. Include web address if available electronically. For unpublished manuscripts, list only those submitted or accepted for publication and likely date. Patents, copyrights and S/W systems may be substituted for publications.)

Five products most closely related to the proposed project
Last name, Initials, Last name, Initials. (year). Title. Publisher, Location.

Five other significant products
Last name, Initials. (year). Title. Journal, Volume #, pg #.#.

Synergistic Activities (List up to five (5) examples demonstrating broader impact of your professional and scholarly activities focusing on integration, transfer and creation of knowledge. Examples below)

- Produced book and software introducing concept visualization laboratories into large (3,000 students per year) elementary statistics courses at UT Austin.
- American Co-Editor of Journal name 1998-
- Associate Editor of Journal Name 1991-1995
- Host and organizer of 1992 symposium on the Title

Collaborators & Other Affiliations

Collaborators and Co-Editors (6) (List all persons alphabetically who are current or past collaborators on a project, book, article, report, abstract or paper for past 48 months. Include those who currently, or in the prior 24 months, co-edited a journal, compendium or conference proceedings. Include current organizational affiliation(s) for each. Indicate if there are no collaborators to list. The total number of collaborators and co-editors also must be identified. If there are no collaborators or co-editors to report, this should be so indicated.)

J.R. Ewing, E. Rabbit, B. Texas, L. Li: Department of Statistics, The University of Texas at Austin; J. Junior: Department of Mathematics and Statistics, Mississippi State University; B. Smith, Ohio State University; J. Chan, Hong Kong University, China.
Graduate and Postdoctoral Advisors (#) (List your own graduate advisor(s), principal postdoctoral sponsor(s) and their current organizational affiliation. The total number of graduate advisors and postdoctoral sponsors also must be identified.)

Thesis Advisor and Postgraduate-Scholar Sponsor (#) (List all persons and their organizational affiliations whom you have advised or those you have sponsored in the last 5 years. State the total number of graduate students advised and postdoctoral scholars sponsored. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.)

Budget

Please read your program announcement and/or your solicitation for specific budget limitations, costs that are allowed or not allowed, and other budget requirements. Some programs allow only a 12-month project period, and some allow 24 months or more. If your program allows more than 12 months, provide a separate budget spreadsheet for each year of grant funding requested.

**Direct Costs:** Direct costs are those project costs that are necessary and allocable to your specific project. Please see the explanation in the NSF Grant Proposal Guide, [http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2g](http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2g) or descriptions of these budget categories. The most commonly used direct cost categories for NSF DDRIG proposals are:

- Domestic Travel (includes travel within and between the U.S., its territories and possessions)
- Foreign Travel
- Consultant Services
- Materials and Supplies
- Equipment
- Computer Services
- Other Costs

**Unallowable Costs**
Costs for salary, fringe benefits, stipends, tuition, textbooks, notebooks, journals, or charges for the typing, reproduction, or publication costs of the student’s dissertation and general office supplies are not allowed in NSF DDRIG budgets. Please see your solicitation for the program-specific list of unallowable costs.

**Allowable Costs (examples)**
Examples of allowable direct costs for NSF DDRIGs include funding for domestic and international travel, including airfare, ground transportation, baggage fees, lodging, per diem (meals); visa fees; costs for permits and archival fees; materials and supplies needed for your research that are not considered office supplies. Office supply-type materials that are needed in large quantities specifically for your research project should be called “project supplies” in the budget justification. They must be legitimately required for the research proposed in your project, and are reviewed for appropriateness on a case-by-case basis. Computers, software, and equipment that can be justified in the budget justification as items that will be used primarily for this research project are allowed. The justification for purchasing computers must include an explanation of how the computers will be used, and why currently available computer equipment is not sufficient to complete the proposed work. Equipment refers to items that cost $5,000 or more per item and have an expected life of one year or more. If you are requesting a piece of equipment that costs $5,000 or more per item, a price quote is required. Costs for consultants (field guides, transcriptionists, translators, survey collectors, etc.) are allowed.

**Indirect Costs:** Indirect costs (IDC) are costs that cover things like utilities, building maintenance, library costs, student services, general administration, administrative support, instructional technology, and other costs that a university incurs while doing business. These costs support grant activity at a university, but are not easily budgeted to a specific grant award. The University periodically negotiates an indirect cost rate with the federal government that is applied to grants on a percentage basis.

Indirect costs may be applied to your budget in one of two ways. They may be added to the direct cost limit, or included in the total budget limit. Your program announcement or solicitation document will advise which method you should use for indirect costs when calculating your total budget. If no mention is made in your solicitation, the UT default method for NSF grants is to add the indirect costs to the total direct cost amount you are allowed.

The current federally negotiated IDC rate for UT Austin is 55% for on-campus research for projects with start dates between 9/1/2014-8/31/2016 and 56.5% for projects with start dates between 9/1/2016 and
8/31/2018. The IDC rate for off-campus research is 26%. If most of the costs identified in your budget and most of the research you will be performing during the grant period (over 50%) will be taking place off-campus, we can request that the off-campus IDC rate be applied to your proposal. These requests are considered on a case-by-case basis, and must be approved first by the Associate Dean for Research in the College of Liberal Arts, and in some cases by the designated authority in OSP.

If you would like to request that the off-campus IDC rate be applied to your proposal budget, please prepare a budget and budget justification using the 26% off-campus IDC rate along with a copy of your Project Summary. Submit these documents to Liberal Arts Grants Services with a statement explaining why you are requesting the off-campus IDC rate. We will facilitate the processing of your request. If you reside in the Austin area or if your research does not require travel, you will be charged the on-campus IDC rate regardless of the amount of time you spend on campus.

## Budget Sample

### Sample Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Years 1+2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Equipment (over $5,000)</strong></td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
</tr>
<tr>
<td>TOTAL EQUIPMENT</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>E. Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Travel (includes Canada, Mexico, U.S. Possessions; (number of people, number of days, location))</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
</tr>
<tr>
<td>Airfare</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal Domestic Travel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International Travel: (number of people, number of days, location)</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
</tr>
<tr>
<td>Airfare</td>
<td>1</td>
<td>1,300</td>
<td>1,300</td>
</tr>
<tr>
<td>Hotel-3 weeks Y1 and 2 weeks Y2 at $100/ week</td>
<td>3</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>3</td>
<td>150</td>
<td>50</td>
</tr>
<tr>
<td>Per Diem</td>
<td>3</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Subtotal International Travel</td>
<td>2,050</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td><strong>TOTAL TRAVEL</strong></td>
<td>2,050</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td><strong>G. Other Costs</strong></td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
</tr>
<tr>
<td><strong>1. Materials and Supplies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IKONOS images</td>
<td>4</td>
<td>1,680</td>
<td>6,720</td>
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<tr>
<td>Orion 5-Star Multiparameter Meter supplies</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Park permits</td>
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<td>100</td>
<td>100</td>
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<tr>
<td><strong>Subtotal Materials and Supplies</strong></td>
<td>7,020</td>
<td>400</td>
<td>7,420</td>
</tr>
<tr>
<td><strong>2. Consultant Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field assistant/botanist (hours x hourly rate)</td>
<td>20</td>
<td>25</td>
<td>500</td>
</tr>
<tr>
<td>Laboratory Analysis, Universidad Nacional Agraria La Molina (hours x hourly rate)</td>
<td>75</td>
<td>18</td>
<td>1,350</td>
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<tr>
<td><strong>Subtotal Consultants</strong></td>
<td>1,850</td>
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<td>3,700</td>
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<tr>
<td><strong>3. Other Costs</strong></td>
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<tr>
<td>Visa Fees</td>
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<tr>
<td><strong>Subtotal Other Costs</strong></td>
<td>2,000</td>
<td>2,000</td>
<td>4,000</td>
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<tr>
<td><strong>TOTAL OTHER COSTS</strong></td>
<td>18,870</td>
<td>16,120</td>
<td>15,120</td>
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</tbody>
</table>

**NOTE:** Program allows a project period of up to 24 months and a direct costs total of $20,000 with added indirect costs.
### Budget Template

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th></th>
<th>Year 2</th>
<th></th>
<th>Years 1+2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. Months or Hours</td>
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<td>No. Months or Hours</td>
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</tr>
<tr>
<td>Quantity</td>
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<tr>
<td>Cost/Item</td>
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<tr>
<td>Year 1 Total</td>
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<tr>
<td>Year 2 Total</td>
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<tr>
<td>Year 1+2 Total</td>
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<tr>
<td><strong>E. Travel</strong></td>
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</tr>
<tr>
<td>Domestic Travel (includes Canada, Mexico, U.S. Possessions: (number of people, number of days, location))</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
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<tr>
<td>Airfare</td>
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<td>0</td>
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<td>Hotel</td>
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<td>0</td>
</tr>
<tr>
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<tr>
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<td>0</td>
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<tr>
<td>(number of people, number of days, location)</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
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<tr>
<td>Airfare</td>
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<tr>
<td>Hotel</td>
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<tr>
<td><strong>Subtotal International Travel</strong></td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL TRAVEL</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>G. Other Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Materials and Supplies</td>
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<td></td>
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<tr>
<td>Quantity</td>
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<tr>
<td>Cost/Item</td>
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<tr>
<td>Year 1 Total</td>
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<tr>
<td>Year 2 Total</td>
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</tr>
<tr>
<td>Year 1+2 Total</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Materials and Supplies</strong></td>
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<td>0</td>
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<td>Year 1 Total</td>
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<td>Year 2 Total</td>
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<td>Year 1+2 Total</td>
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<td>6. Other Costs</td>
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<td><strong>G. Modified Total Direct Costs (MTDC)</strong></td>
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<td><strong>H. Indirect Costs at (26%)</strong></td>
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<td><strong>I. Total Project Costs</strong></td>
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NOTE: Check your program announcement for the number of months allowed in the project period, the amount allowed, and the method of calculating indirect costs.
Budget Justification

Page Limit: 3 pages

The budget justification explains in narrative form how you determined the total cost for each of your budget line items. It should be formatted in the order in which the line item costs appear on the FastLane budget form. The budget justification should include explanations of all the costs you are requesting NSF to fund. Funding for the project that you are receiving from other sponsors is not included in the NSF budget or budget justification. For multi-year projects, indicate within each budget category the funding year in which costs will occur.

Please see the NSF Grant Proposal Guide, 15-1, December 2014, http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2g for additional budget guidance. Please note that any exceptions to the information in the NSF Grant Proposal Guide that are specific to your application will be explained in the announcement or solicitation for your program.

The budget and budget justification should be as realistic as possible. Obtain price quotes for all items so that you create a realistic budget. If you guess at costs, reviewers may assume you are not adequately prepared to carry out your project.

Salaries, fringe benefits, and tuition are not allowable costs for this type of grant. An exception occurs when you want to pay UT Austin undergraduate students to do work on your project. Please contact Liberal Arts Grants Services for help calculating salary and fringe benefits for undergraduate students.

Equipment is defined as items that cost $5,000 or more per item and have an expected lifespan of one year or more. Whenever possible, attempt to find another means for acquiring equipment rather than requesting to purchase it with grant funds. Items purchased in a grant proposal budget should be needed specifically for the research needs of the proposed project. All equipment purchased with NSF grant funds is the property of The University of Texas.

Travel should be divided into two separate categories: domestic and international. The budget justification should include the purpose of the trip and details for how the costs were calculated per trip. The number of people traveling, the total number of days the trip will last, and the location(s) should be included. When describing how costs were calculated, include the number of nights you will need for hotel or lodging multiplied by the cost per night, and the amount you will need for meals per day multiplied by the number of days. Describe the types and costs of ground transportation.

Price quotes for airfare and baggage fees can be calculated using Internet companies or UT contracted travel agencies. If you are booking through a UT contracted travel agency, use the Concur web site. The UT contracted travel agency booking fee is allowed in your grant budget. Please visit http://www.utexas.edu/travel/ for more information and for tools to help you estimate your travel expenses.

Other Direct Costs:

Materials and Supplies includes costs for consumable items you may need to purchase to complete your project. Costs for computers, digital recorders, and other items of electronic equipment that do not cost $5,000 or more per item belong in this budget category. Computer(s), software, printers, digital cameras, etc., are generally considered indirect costs because they can be used for multiple purposes and multiple projects. The purchase of computers must be justified in the budget justification. The justification for purchasing computer equipment must include an explanation of how the computer equipment will be used, and why currently available computer equipment is not sufficient to complete the proposed work.

Other consumable project supplies may be included in this category. Please refer to your specific solicitation details about expenses that your program allows or does not allow.
Publication Costs for dissemination of research results are usually allowed as long as they are not publication costs of the student’s dissertation and general office supplies (paper, printer toner, etc.) related to publication of the student’s dissertation.

Consultant Services include costs for individuals, and sometimes businesses, whose services are integral to your research. The costs for transcriptionists, research assistants, guides, etc., are allowed in this budget category, and may include payment for services rendered and travel expenses. Itemize travel for consultants in the same manner as described in the section above under “Travel.” Any consultants who are named in the proposal must provide a signed letter of collaboration to be included with your application.

Computer Services include costs for UT Austin facilities, such as the Texas Advanced Computing Center (TACC), required to do work on your project.

Other includes costs that do not fit into any other budget category, but that are necessary to complete your project. Carefully describe what these costs refer to in the budget justification. Some examples of other costs include courier or shipping fees and human subjects payments. Gifts are not allowed in federal grant budgets, and some NSF programs do not allow payments to human subject participants.

Indirect Costs
Indirect costs are also referred to as overhead or facilities and administrative (F&A) costs. Include the following statement regarding indirect costs in your budget justification, depending on the rate that applies to your proposal. “The University of Texas at Austin’s federally negotiated indirect cost rate of 55% is appropriate for this project.” Include this statement if you have been granted permission to use the off-campus indirect cost rate. “The University of Texas at Austin’s federally negotiated indirect cost rate of 26% for off-campus research is appropriate for this project.”

Budget Justification Sample

Budget Justification

The budget reflects costs associated with the final two 30-day field seasons in Peru in 2013 and 2014. A 30-day field season is planned in Year 1, and a 20-day field season is planned in Year 2. The field work will be take place inside Huascarán National Park collecting data, and the remaining 10 days are designated for overland travel, staging for field work, and acclimatizing to high altitudes.

Travel Costs

International Travel

International Airfare. In order to collect data in Peru, I will conduct two 30-day field seasons. Round-trip Airfare from Austin, Texas to Lima, Peru is estimated at $1300 based on recent Internet searches. Estimated cost for international airfare:

\[ \text{[$1300 x 2]} \quad \$2,600 \]

Local Ground Transportation around Huaraz. In order to access the remote high altitude valleys in the study area, it will be necessary to hire a driver with a 4x4 vehicle. The driver will deliver myself, field assistant and guide to each valley and return for pick up. Local transportation costs are estimated at $50 per round trip to each valley. I will visit 3 valleys 3 times in Year 1 and 2 times in Year 2.

\[ \text{[$50 x 5]} \quad \$250 \]

Lodging costs for 3 weeks in Year 1 and 2 weeks in Year 2 are estimated at $100 per week.

\[ \text{[$100 x 5]} \quad \$500 \]

Per Diem (Meals)

Food costs are estimated at $50 per week for 3 weeks in Year 1 and 2 weeks in Year 2.

\[ \text{[$50 x 5]} \quad \$250 \]

Total Travel Costs: $3,850

Other Direct Costs

1. Material and Supplies

   a. IKONOS imagery is priced at $10 per km2. A 30% educational discount will apply. Four images measuring approximately 168 km2 each will be acquired.

   \[ \text{[$10 x 168km2 x 4]} \quad \$6,720 \]

   Less 30% educational discount

   \[ \text{($2,016)} \]

   Total Imagery

   \[ \text{\$4,704} \]

   b. The items below are essential for data collection. Costs are based on recent searches on online environmental supply companies.

   Orion 5-Star Multiparameter meter supplies

   \[ \text{\$200} \]

Total Materials and Supplies: \$4,904

3. Consultant Services

   a. Field Assistant/Botanist. During both field years, I will work with a botany student from the Museum of Natural History in Lima to assist me in identifying species. Such services will be for 20 days in Years 1 & 2 at an estimated hourly rate of $25/day.

   \[ \text{[$25 x 20 x 2]} \quad \$1,000 \]

   b. Laboratory Analysis. The soil laboratory at the Universidad Nacional Agraria La Molina in
Lima will perform soil sample analysis. 100 samples will be collected in each year of the project. The cost of each sample is estimated to be $18.

\[
 \text{\$18 x 200} \quad \text{\$3,600}
\]

Total Consultant Services

\[
\text{\$4,600}
\]

6. Other Costs

Visa Fees
The cost for obtaining a visa for each year of the grant is estimated at $200 per year.

\[
\text{\$200 x 2} \quad \text{\$400}
\]

Permits. Annual park permits are required by the SINANPE, Peru’s national park system. Cost is anticipated to be $100 per permit.

\[
\text{\$100 x 2} \quad \text{\$200}
\]

Total Other Direct Costs

\[
\text{\$14,804}
\]

Total Direct Costs

\[
\text{\$18,654}
\]

Indirect Costs
The federally negotiated indirect cost rate for The University of Texas at Austin for off-campus research of 26% is appropriate for this application.

\[
\text{\$18,654 x 26\%} \quad \text{\$4,850}
\]

Total Project Costs

\[
\text{\$23,504}
\]
Current and Pending Support

This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including this project, and any subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s).


This information is listed in reverse chronological order with the current DDRIG information as the first entry, so both you and your faculty advisor will have at least one item of pending support. Entries must be formatted according to NSF requirements:

Indicate current, pending, or future submission of the same proposal to another sponsor.

(For both yourself and your advisor, list any pending or current support or your plans to submit this current proposal to another agency in the future according to the following instructions)

- List pending support first; then current.
- List most recent item first in reverse chronological order
- List all current/active awards and all pending awards. Do not list awards that have closed or those that have been rejected.
- Pending Support – List all awards you have applied for that have not been awarded or rejected at the time of the current application. Provide all the requested information for each award.
- Proposal currently being submitted is listed first for all NSF applications
- Current Support – List all active awards. Do not list grants that have closed or been rejected. Provide all the requested information for each award.
- Follow the format below for each project listed.

Include the following information for each item of support reported. The PI (advisor) should not include person-months for any doctoral dissertation proposals or fellowship proposals on which s/he serves as advisor.

Name (PI, co-PI):
Support (Choose one): Current, Pending, Submission Planned in Near Future
Project/Proposal Title:
Source of Support (sponsor name):
Project Location (list all that apply):
Total Award Amount:
Total Award Period Covered: mm/dd/yyyy to mm/dd/yyyy
Person-Months Per Year Committed to the Project (faculty indicate academic and summer):
  Calendar:  Academic:  Summer:

Current and Pending Support Template

Page Limit: None

Indicate if support is:
• Current,
• Pending, or
• Submission planned in near future

Include complete information requested below for each project listed:
• Name: (PI or co-PI)
• Project/Proposal Title:
• Source of Support (sponsor/funder):
• Project Location (UT Austin or if other, name of institution):
• Total Award: $
• Starting date in Month, Day, Year format (1/1/2015)
• Ending date in Month, Day, Year format (12/31/2016)
• Person-months Per Year Committed to Project (Use calendar year unless you are faculty. Faculty should indicate academic months committed and summer months committed, but should not list person months for doctoral dissertation proposals. Do not indicate months in the calendar year if you have months in the academic and/or summer months.)
  o Calendar (0.00)
  o Academic (0.00)
  o Summer (0.00)

NOTE: Provide this information for both the faculty advisor and the student. Faculty advisors do not show person months for their students' fellowship or doctoral dissertation proposals.

Facilities, Equipment, and Other Resources

This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description). The description should be narrative in nature and must not include any quantifiable financial information. Reviewers will evaluate the information during the merit review process and the cognizant NSF Program Officer will review it for programmatic and technical sufficiency. Although these resources are not considered cost sharing as defined in 2 CFR § 215.23 (OMB Circular A-110), the Foundation does expect that the resources identified in the Facilities, Equipment, and Other Resources section will be provided, or made available, should the proposal be funded.

The categories to address in this section are:

Laboratory
Clinical
Animal
Computer
Office
Other
Major Equipment
Other Resources

You may use the "Other Resources" category to explain personnel contributions for individuals who will support your project but do not have salary and fringe benefits included in the budget. If you provide the name of a consultant in this section, a letter of commitment will be required to be included in the "Other Supplementary Documents" section.

Create a document in narrative form that details the facilities, equipment, and other resources needed for your project. If there are no Facilities, Equipment and Other Resources to describe, insert text or upload a document in this section of the proposal that states, "Not Applicable."

Facilities, Equipment, and Other Resources Template

Page Limit: None

Instructions: Use this template to create a document in narrative form detailing the facilities, equipment, and other resources required to complete your project. Delete the headings for items that are not applicable to your project. If no facilities, equipment, and other resources are required, create a document that includes a statement to that effect to be uploaded to FastLane.

Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies. If a category does not apply to your project, please remove the subheading.

Laboratory:

Clinical:

Animal:

Computer:

Office: Include square footage and availability of phone, fax, copiers, and other office equipment available for your use in support of this project.

Other:

Major Equipment:
List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of the items.

Other Resources:
Provide any information describing the other resources available to the project. Identify key persons not listed in the budget, support services such as consultants, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Explain their contributions to the project. Include an explanation of any consortium/contractual arrangements with other organizations.

Data Management Plan

Page Limit: 2 pages

A data management plan is required for all submissions. UT Austin has provided guidance for data management plans and a tool to create your plan for the specific agency to which you are submitting a proposal. Please see this site for guidance about resources available at UT Austin and prepare your data management plan using the DMPTool available at this site, http://www.lib.utexas.edu/datamanagement/plans, Data Management Plans generated by the DMPTool must be reformatted to comply with NSF formatting requirements.

Data management plans should address these five issues:

1. The type of data, samples, physical collections, software, curriculum materials and other materials to be produced during the course of the project.
2. The standards to be used for data and metadata format and content.
3. Policies for access and sharing, including provisions for appropriate protection of privacy, confidentiality and security, intellectual property, or other rights or requirements.
4. Policies and provisions for re-use, re-distribution, and production of derivatives.
5. Plans for archiving data, samples and other research products, and for preservation of access to them.


Other Supplementary Documents

Depending on the program to which you are applying or the specifics of your project description and budget, various other supplementary documents may be needed. These may include letters of commitment from consultants or institutions, a letter from your advisor, and price quotations for equipment costing $5,000 or more.

PI Statement: Most NSF DDRI grants require a statement in letter from the PI/advisor, affirming that s/he has read and approved the entire application. Please refer to your specific solicitation for the information to be included in this statement. Some programs have a specific required template that must be used and that is included in the solicitation document. Some programs include templates for this letter in the solicitation. The templates must be used and cannot be altered.

Letters of Collaboration

Page Limit: 1 page
Letter Limit: none

Consultants: A letter of collaboration is required for each consultant named in your proposal or specialist you will be working with while traveling. It should confirm their commitment to perform the work in support of your project that is outlined in the proposal, and that they will be available to perform the work during the project period. The letter should be on letterhead and signed by the consultant. This letter is not required when consultants have not been identified at the time of submission.

Institutions: A letter of collaboration will be required from any institution promising to provide you with services, office or classroom space, etc. This does not apply to general public access to archives, libraries, or other publicly available services or spaces. The letter should be on letterhead and signed by someone at the other institution who is authorized by that institution to commit the services, space, or other promised support.

Letters of Support and References: Letters of support and references are generally not allowed in NSF DDRIG proposals. Please see your program instructions for exceptions to this rule.

Price Quotes: If you are purchasing an item of equipment that costs more than $5,000, a price quotation should be included with your proposal. Include a price quotation from any private company that you are going to use to provide services needed to complete your project, such as conducting surveys or providing survey analysis that will cost $5,000 or more.

As a general rule, NSF does not allow appendices in proposals other than the required supplementary documents listed above. Exceptions will be explained in your program announcement.

Important NSF Resources

NSF FastLane Help System:  
https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#welcome_to_the_fastlane_help_system.htm

NSF FastLane Home Page: https://www.fastlane.nsf.gov/

NSF FastLane Login Page: https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp

Active Funding Opportunities (Upcoming Due Dates):  
http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

NSF Find Funding: http://www.nsf.gov/funding/


NSF Grant Proposal Guide, 15-1, December 2014,  

NSF Proposal and Award Policy and Procedures Guide, 15-1, December 2014,  

Liberal Arts Grants Services Contacts

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vsmyrl@austin.utexas.edu

Grants Services Web Site: http://www.utexas.edu/cola/research/grants-contracts/