NSF Faculty Submissions Tool Kit

For proposals due on or after January 25, 2016

Prepared by Kathy Thatcher, Liberal Arts Grants Services
February 17, 2016
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How to Use This Tool Kit

This tool kit has been prepared to assist you with your NSF grant proposal, so that your application conforms to UT Austin and NSF requirements. Liberal Arts Grants Services staff will arrange to have the Office of Sponsored Projects (OSP) review, approve, and submit your proposal to NSF. The first part of this tool kit explains the UT Austin requirements for proposal preparation and submission and provides a timeline to allow for sufficient review.

The second part of this tool kit contains instructions for preparing the various documents required by NSF to complete your full proposal. You may refer to the corresponding sections in this guide for instructions about NSF’s requirements for the content of each document required. If you need additional information please refer to the NSF Proposal and Award Policies and Procedures Guide, October 2015 edition, located at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf16001.
### Recommended Timeline and Requirements

Following these guidelines will assist us in helping you with the preparation of your grant application. They provide us with sufficient time to give your proposal a full review and afford you the opportunity to make changes based on that review. If you do not provide sufficient time, your proposal may not receive the review it deserves, resulting in a submission with errors that may lead to the proposal being returned without review or rejected for funding.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks or more prior to sponsor's deadline</td>
<td>Notify Liberal Arts Grants Services that you plan to submit. Include the completed Proposal Review Form (PRF) as an attachment to this message (<a href="http://www.utexas.edu/cola/research/_files/pdf/grants-contracts/COLA-PRF.pdf">http://www.utexas.edu/cola/research/_files/pdf/grants-contracts/COLA-PRF.pdf</a>). Download the PRF to your desktop before filling in the form fields. Complete the Financial Conflict of Interest (FCOI) training (<a href="https://research.utexas.edu/ors/conflict-of-interest/coi-training/">https://research.utexas.edu/ors/conflict-of-interest/coi-training/</a>) and submit a Financial Information Disclosure (FID) form (<a href="https://research.utexas.edu/ors/conflict-of-interest/financial-interest-disclosure-fid-form/">https://research.utexas.edu/ors/conflict-of-interest/financial-interest-disclosure-fid-form/</a>). You may complete the FID form immediately after taking the FCOI training. We will not be able to submit your proposal review form to OSP or set you up in UT-Austin's grant proposal systems until this requirement is completed. See pg. 7 of this document for full details and instructions regarding FCOI policy and procedures. Schedule a meeting to meet and discuss the proposal solicitation and UT Austin procedures and requirements to facilitate the proposal preparation and submission process.</td>
</tr>
<tr>
<td>10 business days prior to sponsor's deadline</td>
<td>Provide Liberal Arts Grants Services with all documents required by the sponsor except the proposal narrative/project description and references. We will use this 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 business days requested. It is especially important that we have sufficient time to help you develop and to review your budget and budget justification.</td>
</tr>
<tr>
<td>5 business days prior to the sponsor's deadline</td>
<td>Provide the proposal narrative/project description and references in final format.</td>
</tr>
<tr>
<td>0-5 business days prior to sponsor's deadline</td>
<td>Be available by email or telephone to make revisions based upon Liberal Arts Grants Services' and the Office of Sponsored Projects' review. After OSP has approved your proposal, be available to confirm that it is ready for submission to the sponsor. Your confirmation that the proposal is ready for submission is required before OSP will submit it.</td>
</tr>
</tbody>
</table>
# College of Liberal Arts Proposal Review Form

*This form must be completed and returned three weeks prior to all grant submissions.*

## Project Information

<table>
<thead>
<tr>
<th>Deadline Date:</th>
<th>Deadline Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Start Date:</th>
<th>Project End Date:</th>
<th>Amount:</th>
</tr>
</thead>
</table>

### Activity Purpose (Select One):
- Research Activity
- Conference/Workshop
- Training
- Fellowship
- Construction
- Equipment
- Pre-/Clinical Trial Study
- Other Sponsored Program

## Principal Investigator (PI) Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>EID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Dept:</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

## Sponsor Information

<table>
<thead>
<tr>
<th>Sponsor Name:</th>
<th>Solicitation # (federal):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation URL:</td>
<td></td>
</tr>
</tbody>
</table>

If this is a sub-award, name the original source of funds:

## Submission Method

- Electronic
- URL:
- E-mail
- E-mail Address:
- Mail
- Contact, Address, and Phone Number:

Upon approval by OSP, who will submit proposal to sponsor?  OSP  PI

## Other Grant Personnel/Key Persons

### Name:
- Dept: _____________
- Phone: _____________
- E-mail: _____________

### Role (select one):
- Co-PI
- Co-Investigator
- Collaborator
- Consultant
- GRA
- Other

### Name:
- Dept: _____________
- Phone: _____________
- E-mail: _____________

### Role (select one):
- Co-PI
- Co-Investigator
- Collaborator
- Consultant
- GRA
- Other

### Name:
- Dept: _____________
- Phone: _____________
- E-mail: _____________

### Role (select one):
- Co-PI
- Co-Investigator
- Collaborator
- Consultant
- GRA
- Other
**Other Consultants To Be Determined**

If there will be consultants on this proposal who are not yet named at this time, will they be UT employees?
- UT
- Non-UT

**Field of Research (Indicate % in relevant fields, for the purpose of federal research reporting.)**

- % Aeronautical & Astronautical Engineering
- % Agricultural Sciences
- % Astronomy
- % Atmospheric Sciences
- % Bioengineering/Biomedical Engineering
- % Biological Sciences
- % Business and Management
- % Chemical Engineering
- % Chemistry
- % Civil Engineering
- % Communications, Journalism, Library Sci.
- % Computer Sciences
- % Earth Sciences
- % Economics
- % Education
- % Earth Sciences
- % Electrical Engineering
- % Humanities
- % Law
- % Mathematical Sciences
- % Mechanical Engineering
- % Medical Sciences
- % Metallurgical & Materials Engineering
- % Oceanography
- % Other Engineering
- % Other Environmental Sciences
- % Other Life Sciences
- % Other Non-Science and Engineering
- % Other Physical Sciences
- % Other Sciences
- % Other Social Sciences
- % Physics
- % Political Sciences
- % Psychology
- % Social Work
- % Sociology
- % Visual and Performing Arts

**Please answer the following questions**

- **Yes**  **No**  Do you anticipate any program income to be earned under this project?
- **Yes**  **No**  Does this project require proprietary information from an outside source?
  
  If Yes, Explain:
- **Yes**  **No**  Is this project supported by the Homeland Security Administration or a program specifically designed to support homeland security?
- **Yes**  **No**  Does this project involve the use of any of these University resources (select all that apply)?
  - TACC (Tx Adv Comp Ctr)
  - Imaging Research Ctr
  - Thompson Conf Ctr
- **Yes**  **No**  Will there be a subcontract/subaward to another institution as part of this proposal?

**Compliance Information**

- **Yes**  **No**  Does your study include animal use?
  - IACUC #:  Date Approved:
- **Yes**  **No**  Does your study include human subjects?
  - If so, does it involve prisoners?
  - Yes  **No**
  - IRB #:  Date Approved:
- **Yes**  **No**  Does your study involve the use of recombinant DNA?
  - IBC #:  Date Approved:
- **Yes**  **No**  Does your study include the use of infectious agents, human blood, extreme toxins, or select agents?
  - IBC #:  Date Approved:
- **Yes**  **No**  Does your study involve the use of radiation/radioisotopes?
  - Radiation Safety Office Approval Date:
Conflict of Interest Disclosure

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Do any Covered Individuals as defined in the Objectivity in Research Policy have relationships, financial, advisory or ownership, related to this project and/or the sponsor that would require reporting under the policy?</th>
</tr>
</thead>
</table>

Nepotism

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Are there any relatives as defined by UT Standards of Conduct Policy a relationships, financial, advisory or ownership, related to this project and/or the sponsor that would require reporting under the policy?</th>
</tr>
</thead>
</table>

Graduate Tuition

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Has tuition remission for all the graduate students involved in this proposal been included in the budget?</th>
</tr>
</thead>
</table>

Other

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Are any laboratories for which a PI/Co-PI on this study has responsibility currently closed by Office of Environmental Health and Safety (OEHS)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>NA</td>
<td>Will this project involve contributed time of any UT personnel?</td>
</tr>
</tbody>
</table>
| Yes | No | NA | Will this project involve **Foreign Travel**, i.e., personnel traveling outside the United States? For UT tracking purposes, “foreign travel” includes Mexico and Canada.  
**Please list the countries of travel:** |
| Yes | No | NA | Will this project involve **Cost Sharing**?  
If yes, is this required by the sponsor or is this voluntary?  
Required by Sponsor  
Voluntary  
Voluntary & Required |
| Yes | No | NA | If additional space, facilities, or renovations are required for this project, has the PI received department approval? |

Source of Information

How did you hear about this funding opportunity?  
Grants Digest  
Department Chair  
Independent Web Search  
Referral by Colleague  
Other (Specify):

Additional Comments

Return completed form to one of our staff:  
Kathy Thatcher (thatcher@austin.utexas.edu)  
Jason Leubner (jsn.leubner@austin.utexas.edu)

NOTE: Full proposals are due to the COLA Grants Office no later than 10 business days before the sponsor deadline. PIs must be available for proposal revisions during this period.

Financial Conflict of Interest Training and Disclosure

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](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](http://www.utsystem.edu/bor/procedures/policy/policies/uts175.pdf)

If you have any questions about who should be designated as a covered individual on your project, or if you think your project should be exempt from this requirement, please contact the UT Austin Conflict of Interest (COI) office directly at coi@austin.utexas.edu, or call (512) 232-2044.

Neither Liberal Arts Grants Services nor the Office of the Associate Dean for Research and Graduate Studies in the College of Liberal Arts is authorized to grant exceptions or make determinations about who should be the covered individuals on your project.

Instructions

Before beginning a grant proposal application with Liberal Arts Grants Services, all Liberal Arts Principle Investigators (PIs) must:


2. Identify all covered individuals throughout the life cycle of the project. Please note:
   - If the covered individuals for a grant change over the course of the project, it is the PI's responsibility to alert OSP of new covered individuals and remove those who are no longer working on the project.
   - For projects funded by the Public Health Service (PHS), including all National Institutes of Health (NIH) units, all covered individuals must complete the FCOI training and FID form prior to submission of the grant. For all other sponsors, the covered individuals must complete the FCOI and FID requirements before an award can be accepted by UT Austin.
   - It is the PI's responsibility to verify that all covered individuals have completed the FCOI and FID requirements.

Non-UT researchers will find instructions for completing the FCOI training and submitting an FID form at: [https://research.utexas.edu/ors/conflict-of-interest/investigators-and-collaborators/](https://research.utexas.edu/ors/conflict-of-interest/investigators-and-collaborators/).

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 Financial Conflict of Interest. FID forms should be updated annually; FCOI training needs to be repeated every four years.

Contact the Office of Research Support with any questions.
[coi@austin.utexas.edu](mailto:coi@austin.utexas.edu) or (512)-232-2044
More Info: [www.utexas.edu/research/rsc/coi/index.html](http://www.utexas.edu/research/rsc/coi/index.html)
National Science Foundation - Fastlane Account Request Form

Please complete the following form and return to Kathy Thatcher (thatcher@austin.utexas.edu). You may copy this information in the body of the e-mail message. The form itself is not required.

(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 Name or Initial: ____ (required)
2. Title: _________________
3. Highest Degree ____ and Year Conferred ____
4. Institution: The University of Texas at Austin
5. Department: __________
6. E-mail Address: _______ (required)
7. Business Phone: _______ (required)
8. FAX Number: _______ (optional)

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.
Introduction to Proposal Preparation Instructions

The remainder of this document contains excerpts from the NSF Grant Proposal Guide, 16-1, Part 1, effective for all proposals due on or after January 25, 2016. For more detailed information about the topics and proposal sections discussed in this document, as well as complete information about the NSF grant proposal policies and procedures, please read the appropriate sections in the NSF Grant Proposal Guide, 16-1, October 2015 edition located at http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_index.jsp.
### NSF General Formatting Instructions

<table>
<thead>
<tr>
<th><strong>Page Size</strong></th>
<th>8.5&quot; x 11&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Numbers</strong></td>
<td>Individually paginated for each proposal section</td>
</tr>
<tr>
<td><strong>Fonts and Font Sizes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Main proposal documents</strong></td>
<td>Arial, Courier New, or Palatino Linotype at 10 points or larger</td>
</tr>
<tr>
<td></td>
<td>Times New Roman at 11 points or larger</td>
</tr>
<tr>
<td></td>
<td>Computer Modern family of fonts at 11 points or larger</td>
</tr>
<tr>
<td><strong>Fonts and Font Sizes Captions and tables</strong></td>
<td>A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.</td>
</tr>
<tr>
<td><strong>Pitch</strong></td>
<td>6 lines of text per vertical inch</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>At least 1&quot; in all directions</td>
</tr>
<tr>
<td><strong>Columns</strong></td>
<td>1 column</td>
</tr>
<tr>
<td><strong>FastLane Compliance Check</strong></td>
<td>Checks only for inclusion of these documents and the number of pages for those sections with page limitations stated in the NSF GPG or the solicitation:</td>
</tr>
<tr>
<td></td>
<td>Cover Sheet</td>
</tr>
<tr>
<td></td>
<td>References Cited</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>Budget Justification</td>
</tr>
<tr>
<td></td>
<td>Facilities, Equipment, and Other Resources</td>
</tr>
<tr>
<td></td>
<td>Project Summary</td>
</tr>
<tr>
<td></td>
<td>Project Description</td>
</tr>
<tr>
<td></td>
<td>Biographical Sketches</td>
</tr>
<tr>
<td></td>
<td>Current and Pending Support</td>
</tr>
<tr>
<td></td>
<td>List of collaborators and other affiliations</td>
</tr>
<tr>
<td></td>
<td>Data Management Plan</td>
</tr>
<tr>
<td></td>
<td>Postdoctoral Mentoring Plan, if applicable</td>
</tr>
</tbody>
</table>

**NOTE:** These requirements apply to all uploaded sections of the proposal, including supplementary information.

Reference: *NSF Grant Proposal Guide*, 16-1, October 2015,
Required Documents

These documents 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 PI and all key personnel)
- Budget
- Budget Justification
- Current and Pending Support (for PI and all key personnel)
- Facilities, Equipment, and Other Resources
- Single Copy Documents
  - Collaborators and Other Affiliations
- Data Management Plan
- Postdoctoral Researcher Mentoring Plan, if needed
- Other Supplementary Documents
  - Letters of collaboration from any named consultants, institutions, businesses, or persons who are contributing services, space, or advising
  - Other Personnel (biographical sketches for key consultants, postdoctoral associates, and graduate students who are not listed as non-Co-PI senior key persons)

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-PRF.pdf.

Please provide the following information to allow proper preparation of your cover sheet.

| Funding Mechanism (choose one) | Research – other than RAPID or EAGER  
|                               | RAPID  
|                               | EAGER  
|                               | Ideas Lab  
|                               | Conference, Symposium, Workshop  
|                               | Equipment  
|                               | International Travel  
|                               | Facility/Center  
|                               | Fellowship  
| Proposal Type (choose one)    | A collaborative proposal from one organization  
|                               | A collaborative proposal from multiple organizations  
|                               | *Not a collaborative proposal  
|                               | *Please note: a proposal that includes subawards for other institutions is not considered a collaborative proposal in FastLane.  
| Title                        | Refer to your program announcement or solicitation for the required prefixes for certain types of proposal titles. For example, the title for a collaborative proposal from multiple organizations must start with the prefix "Collaborative Research…”  
| Start and End Dates          | The start date should be the first or 15th of the month. It is generally best to have a minimum project period of 12 months.  
| Animal Research              | 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: https://research.utexas.edu/ors/animal-research/  
|                               | Instructions for proposal preparation when research animals are used is located at http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/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.”  
|                               | • UT Austin IRB: https://research.utexas.edu/ors/human-subjects/  
|                               | • Instructions for proposal preparation when human subjects are used is located at http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IID7.  

When the proposal is awarded, an approved IACUC protocol or IRB number must be provided to NSF before UT can accept the award money. If the proposal is submitted with IRB pending, please plan to submit documents to the IRB for review by the appropriate committee within 30 days of submission of your NSF application. This will allow sufficient time for IACUC or IRB processing before the notice of award from NSF is received.
### 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>Program Announcement/Solicitation No./Closing Date</td>
<td>not in response to a program announcement/solicitation enter NSF 00-2</td>
</tr>
<tr>
<td>Date Received</td>
<td></td>
</tr>
<tr>
<td>Number of Copies</td>
<td></td>
</tr>
<tr>
<td>Division Assigned</td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td></td>
</tr>
<tr>
<td>DUNS # (Data Universal Numbering System)</td>
<td></td>
</tr>
<tr>
<td>File Location</td>
<td></td>
</tr>
<tr>
<td>Employer Identification Number (EIN)</td>
<td></td>
</tr>
<tr>
<td>Taxpayer Identification Number (TIN)</td>
<td></td>
</tr>
<tr>
<td>Show Previous Award No. If This Is</td>
<td></td>
</tr>
<tr>
<td>□ A Renewal</td>
<td></td>
</tr>
<tr>
<td>□ An Accomplishment-Based Renewal</td>
<td></td>
</tr>
<tr>
<td>Name of Organization To Which Award Should Be Made</td>
<td></td>
</tr>
<tr>
<td>Address of Awardee Organization, Including 9 Digit ZIP Code</td>
<td></td>
</tr>
<tr>
<td>Awardee Organization Code (If Known)</td>
<td></td>
</tr>
<tr>
<td>Name of Performing Organization, If Different From Above</td>
<td></td>
</tr>
<tr>
<td>Address of Performing Organization, If Different, Including 9 Digit ZIP Code</td>
<td></td>
</tr>
<tr>
<td>IS Awardee Organization (Check All That Apply)</td>
<td></td>
</tr>
<tr>
<td>(See GPG II.D.1 For Definitions)</td>
<td></td>
</tr>
<tr>
<td>□ For-Profit Organization</td>
<td></td>
</tr>
<tr>
<td>□ Small Business</td>
<td></td>
</tr>
<tr>
<td>□ Minority Business</td>
<td></td>
</tr>
<tr>
<td>□ Woman-Owned Business</td>
<td></td>
</tr>
<tr>
<td>Title of Proposed Project</td>
<td></td>
</tr>
<tr>
<td>Requested Amount</td>
<td>$</td>
</tr>
<tr>
<td>Proposed Duration (1-60 Months)</td>
<td></td>
</tr>
<tr>
<td>Requested Starting Date</td>
<td></td>
</tr>
<tr>
<td>Show Related Preproposal No., If Applicable</td>
<td></td>
</tr>
<tr>
<td>Check Appropriate Box(es) If This Proposal Includes Any of the Items Listed Below</td>
<td></td>
</tr>
<tr>
<td>□ Beginning Investigator (GPG I.A.3)</td>
<td>□ Vertebrate Animals (GPG II.D.12) IACUC App. Date</td>
</tr>
<tr>
<td>□ Disclosure of Lobbying Activities (GPG II.D.1)</td>
<td>□ Human Subjects (GPG II.D.12)</td>
</tr>
<tr>
<td>□ Proprietary &amp; Privileged Information (GPG I.B, II.D.7)</td>
<td>□ Exemption Subsection or IRB App. Date</td>
</tr>
<tr>
<td>□ National Environmental Policy Act (GPG II.D.10)</td>
<td>□ International Cooperative Activities: Country/Countries</td>
</tr>
<tr>
<td>□ Historic Places (GPG II.D.16)</td>
<td></td>
</tr>
<tr>
<td>□ Small Grant for Explor. Research (SGER)</td>
<td>□ Facilitation for Scientists/Engineers With Disabilities (GPG V.G.)</td>
</tr>
<tr>
<td>□ National Science Foundation for Explor. Research (NSF)</td>
<td>□ Research Opportunity Award (GPG V.H)</td>
</tr>
<tr>
<td>P/I/PD Department</td>
<td></td>
</tr>
<tr>
<td>P/I/PD Postal Address</td>
<td></td>
</tr>
<tr>
<td>P/I/PD Fax Number</td>
<td></td>
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<tr>
<td>Names (Typed)</td>
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<tr>
<td>High Degree</td>
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<td>Yr of Degree</td>
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<tr>
<td>Telephone Number</td>
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<tr>
<td>Electronic Mail Address</td>
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<tr>
<td>P/I/PD Name</td>
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<td>Co-P/I/PD</td>
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<tr>
<td>Co-P/I/PD</td>
<td></td>
</tr>
</tbody>
</table>

Project Summary

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.

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.

The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit and Broader Impacts. Failure to include these headings will result in the proposal being returned without review.

Page and Character Limit: The project summary I limited to one page comprised of 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: 15 Pages

Content
The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

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". 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 the 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 US; and enhanced infrastructure for research and education.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Special Information and Supplementary Documentation section of the proposal (see GPG Chapter II.C.2 for additional instructions for preparation of this section).

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 15 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. PIs are cautioned that the Project Description must be self-contained and that URLs must 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 deleted between the time of submission and the time of review.

Conformance to the 15-page limit will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized. (GPG Chapter II.A for additional instructions on deviations.)

Results from Prior NSF Support
If any PI or co-PI identified on the proposal has received NSF funding with a start date in the past five years (including any current funding and no-cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the
In cases where the PI or co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award most closely related to the proposal. Funding includes not just salary support, but any funding awarded by NSF. NSF awards such as standard or continuing grants, Graduate Research Fellowship, Major Research Instrumentation, travel, conference, and center awards, etc., are subject to this requirement.

The following information must be provided:

(a) the NSF award number, amount and period of support;
(b) the title of the project;
(c) a summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings, Intellectual Merit and Broader Impacts;
(d) a listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state "No publications were produced under this award."
(e) 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
(f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

Reviewers will be asked to comment on the quality of the prior work described in this section of the proposal. Note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

Unfunded Collaborations

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see GPG Chapter II.C.2.i and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary documentation section of the FastLane Proposal Preparation Module and follow the format instructions specified in GPG Chapter II.C.2.j. Collaborative activities that are identified in the budget should follow the instructions in GPG Chapter II.D.

Group Proposals

NSF encourages submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary projects. Unless stipulated in a specific program solicitation, however, such proposals will be subject to the 15-page Project Description limitation established in Section (ii) above. PIs who wish to exceed the established page limitations for the Project Description must request and receive a deviation in advance of proposal submission. (GPG Chapter II.A contains information on deviations.)

References Cited

Page Limit: None

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. (See also GPG Chapter II.C.2.d.(iii)(d) 
http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2diii) If the proposer has a website address readily available, that information should be included in the citation. It is not NSF’s intent, however, to place an undue burden on proposers to search for the URL of every referenced publication. Therefore, inclusion of a website address is optional. A proposal that includes reference citation(s) that do not specify a URL is not considered to be in violation of NSF proposal preparation guidelines and the proposal will still be reviewed.

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 outside of the 15-page Project Description.

NOTE:

• **Use of "et al" is not allowed.** All authors must be listed in the order they appear in the publication.

• **URLs** included in the references cited section **must not be active hyperlinks.** 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: *NSF Grant Proposal Guide*, 16-1, October 2015,
Biographical Sketch

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 www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIex7 for the definitions of Senior Personnel.) Proposers may elect to use third-party solutions, such as NIH’s SciENcv to develop and maintain their biographical sketch. However, proposers are advised that they are still responsible for ensuring that biographical sketches created using third-party solutions are compliant with NSF proposal preparation requirements.

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 http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_3.jsp#IIIH).

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

Appointments
List, in reverse chronological order, 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. 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.

For information about including biographical sketches for other personnel who are not listed as key personnel or non-co-PI senior personnel, see the page X of this document under the section about "Other Supplementary Documents."
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)

Undergraduate Institution | Location | Major | B.A./B.S., Year
Graduate Institution | Location | Major | M.A./M.S., Year
Graduate Institution | Location | Major | Ph.D., Year
Postdoctoral Institutions | Location | Area | Inclusive Dates (years)

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 publication limits, which 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 the likely date of publication. 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.
Last name, Initials. (year). Title. Journal, Volume #, pg #-#.

Five other significant products
Last name, Initials. (year). Title. Publisher, Location.
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. See the examples listed 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

Reference: NSF Grant Proposal Guide, 16-1, October 2015,
http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIIC2f
Budget Preparation Guidance

Each proposal must contain a budget for each year of support requested. The budget justification must be no more than three pages per proposal. The amounts for each budget line item requested must be documented and justified in the budget justification as specified below. For proposals that contain a subaward(s), each subaward must include a separate budget justification of no more than three pages.

The proposal may request funds under any of the categories listed so long as the item and amount are considered necessary, reasonable, allocable, and allowable under 2 CFR § 200, Subpart E, NSF policy, and/or the program solicitation. For-profit entities are subject to the cost principles contained in the Federal Acquisition Regulation, Part 31. Amounts and expenses budgeted also must be consistent with the proposing organization's policies and procedures and cost accounting practices used in accumulating and reporting costs.


If the program solicitation does not require a budget and therefore there is no budgetary information to justify, insert text or upload a document in the budget justification section of the proposal that states, "Not Applicable."

**Budget Template**

**NSF BUDGET TEMPLATE**

### DETAILED BUDGET

| A. SENIOR PERSONNEL NAME: PIUC, 50-90% Faculty and Other Sector Associates (List each separately with title, if they show number in brackets) |
| --- | --- | --- | --- | --- | --- | --- |
| ROLE ON PROJECT | COL | RESO | BASE | SALARY REQUESTED | PRIME BENEFITS | TOTAL |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| OTHERS LIST INDIVIDUALLY ON BUDGET CERTIFICATION PAGE | | | | | | |

| J. TOTAL SENIOR PERSONNEL (1-5) | 0 |

| K. OTHER PERSONNEL (GSR, TECHNICIAN) NUMBER IN BRACKETS: |
| ROLE ON PROJECT | COL | RESO | BASE | SALARY REQUESTED | PRIME BENEFITS | TOTAL |
| WHERE DOCTORAL DEGREE IS OBTAINED | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

| L. TOTAL OTHER PERSONNEL, (1-6) | 0 |

### D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000.)

| 0 |

### E. TRAVEL

| 0 |

| F. PARTICIPANT SUPPORT FEES |
| --- | --- |
| 1. Equipment | 0 |
| 2. Travel | 0 |
| 3. Subsistence | 0 |
| 4. Other | 0 |

| G. TOTAL PARTICIPANT SUPPORT | 0 |

### G. OTHER DIRECT COSTS

| 0 |

| H. MATERIALS AND SUPPLIES |
| 0 |

| I. PUBLICATION |
| 0 |

| J. CONSULTANT SERVICES |
| 0 |

| K. COMPUTER SERVICES |
| 0 |

| L. SUBGRAANTS (outside DC) on total $25,000 or more: |
| OUTSIDE TOTAL (outside DC) on total |
| 0 |

| M. OTHER |
| 0 |

| N. TOTAL DIRECT COSTS | 0 |

| O. INDIRECT COSTS |
| IDC RATE: 54.5% | 0 |

| P. TOTAL COSTS | 0 |

*Please add $25,000 for each subaward that has a total of $25,000 or more to the formula in cell H56.*
Budget Justification Template

Budget Justification

Page Limit: 3 pages

Personnel

A) Senior Personnel ($xxx requested)
   1.
   2.
   3.
   4.
   5.
   6. Others (List individually on budget justification)

B) Other Personnel ($xxx requested)
   1. Post Doctoral Fellows
   2. Other professionals (Technician, Programmer, etc.)
   3. Graduate Students
   4. Undergraduate Students
   5. Secretarial – Clerical (if charged directly)
   5. Other

C) Fringe Benefits ($xxx requested)
   Fringe benefits have been calculated at 30% for all personnel except Undergraduate students,
   whose fringe benefits have been calculated at 10%. Sponsored awards are responsible for the
   actual fringe benefits incurred by each employee. Fringe benefits costs have been estimated
   based on historical data. However, actual costs for fringe benefits are charged (billed) to the
   sponsored project at the time the cost is incurred, based on salary, selected benefits package,
   and other variables applicable to the individual employee.

D) Equipment (Items costing $5000 or more for each item) ($xxx requested)
   1. Name and description of equipment; specs; price per item.

E) Travel ($xxx requested)
   1. Domestic Travel ($xxx requested)
      Provide a justification for the travel. Include the number of travelers, destination, number of
      days/months of travel, lodging, meals, ground transportation, airfare.
   2. Foreign Travel ($xxx requested)
      Provide a justification for the travel. Include the number of travelers, destination, number of
      days/months of travel, lodging, meals, ground transportation, airfare.

F) Participant Support Costs ($xxx requested)
   Number of Participants:
   1. Stipends ($xxx requested)
      Amount per person
   2. Travel ($xxx requested)
      Destination, number of days/months of travel, ground transportation
   3. Subsistence ($xxx requested)
      Lodging, meals
   4. Other ($xxx requested)

G) Other Direct Costs ($xxx requested)
   1. Materials and Supplies ($xxx requested)
Computers costing less than $5,000 each should be listed in this section of the budget and 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.

2. Publication Costs/Documentation/Dissemination ($xxx requested)
3. Consultant Services (includes stipends and travel expenses) ($xxx requested)
4. Computer Services ($xxx requested)
5. Subawards (calculate IDC on first $25,000 only of each subaward totaling $25,000 or more) (List each) ($xxx requested)
6. Other ($xxx requested):
   - Tuition for GRAs ($xxx requested)
   - Human Subjects Payments ($xxx requested)
   - Park/Station/Archive Fees ($xxx requested)
   - Etc. Add additional if needed.

**Total Direct Costs ($xxx requested)**

**Indirect Costs ($xxx requested)**
The University of Texas at Austin's federally negotiated indirect rate for or 55% is appropriate for this project.

**Total Project Costs ($xxx requested)**
Current and Pending Support

Page Limit: None

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, or internal funds allocated toward specific projects) 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). The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF.


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

(List any pending or current support or plans to submit a project to another sponsor in the near future. according to the following instructions)

- List pending support first; then planned request for future funding; then current support.
- Include institutional funds for projects that require a time and effort commitment.
- List most recent item first in reverse chronological order
- 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. The 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.

Include complete information requested below for each project listed:

- Name: (PI or co-PI, other senior key person)
- Project/Proposal Title:
- Source of Support (sponsor/funder):
- Project Location (UT Austin or if other, name of institution, city, country):
- 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 (Faculty should indicate academic months committed and summer months committed. They should not list person-months for doctoral dissertation proposals.): Calendar (0.00) Academic (0.00) Summer (0.00)

Instructions for calculating person months:
Facilities, Equipment, and Other Resources

Page Limit: None

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 § 200.306, 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. AAG Chapter II.B.1. 

http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/aag_2.jsp#IIB1 specifies procedures for use by the awardee when there are postaward changes to objectives, scope or methods/procedures.

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.”

Unfunded Collaborations

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see GPG Chapter II.C.2.i) and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary documentation section of the FastLane Proposal Preparation Module and follow the format instructions specified in GPG Chapter II.C.2.j

http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2j. Collaborative activities that are identified in the budget should follow the instructions in GPG Chapter II.D.

http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IID.
Facilities, Equipment, and Other Resources Template

Page Limit: None

Instructions: 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. Remove the subheading for any section that is not applicable to your project.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other

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

Other Resources:
Provide any information describing the other resources available to the project. Identify support services such as key personnel not mentioned in the budget and budget justification, consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations. Any persons mentioned here should provide a letter of collaboration to be uploaded in the "Others Supplementary Documents" section of the FastLane proposal.

Single-Copy Documents

Collaborators and Other Affiliations

Collaborators & Other Affiliations Information is uploaded as a single-copy document and has been removed from the biographical sketch.

The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel:

- 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. 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, if known.

- Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations, if known), with whom the individual has had an association as thesis advisor. In addition, a list of all persons with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor.

The information is used to help identify potential conflicts or bias in the selection of reviewers. See GPG Exhibit II-2 http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC1e for additional information on potential reviewer conflicts.

Data Management Plan

Page Limit: 2 pages

You may use the tool available at https://www.lib.utexas.edu/datamanagement/creating_plans to create your data management plan. Choose the NSF template. Please edit the document to conform to NSF formatting requirements if you generate your plan using this tool.

Proposals must include a supplementary document of no more than two pages labeled “Data Management Plan.” This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see AAG Chapter VI.D.4), 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 requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: http://www.nsf.gov/bfa/dias/policy/dmp.jsp. If guidance specific to the program is not available, then the requirements established in this section apply. The data management plan instructions specific to the Directorate for Social, Behavioral and Economic Sciences is available at http://www.nsf.gov/sbe/SBE_DataMgmtPlanPolicy.pdf.

Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined Data Management Plan, regardless of the number of non-lead collaborative proposals or subawards included. FastLane will not permit submission of a proposal that is missing a Data Management Plan.

A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the limit of two pages may use part of the 15-page Project Description for additional data management information. Proposers are advised that the Data Management Plan must not be used to circumvent the 15-page Project Description limitation. The Data Management Plan will be reviewed as an integral part of the proposal, considered under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.

Postdoctoral Researcher Mentoring Plan

Page Limit: 1 Page

Each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. If a Postdoctoral Researcher Mentoring Plan is required, FastLane will not permit submission of a proposal if the Plan is missing. In no more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative project. Proposers are advised that the mentoring plan must not be used to circumvent the 15-page Project Description limitation.

See http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IID5 for additional information on collaborative proposals. Mentoring activities provided to postdoctoral researchers supported on the project will be evaluated under the Broader Impacts review criterion.

Examples of mentoring activities include, but are not limited to: career counseling; training in preparation of grant proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

Other Supplementary Documents

The following documents are uploaded into the "Others Supplementary Documents" section of the FastLane proposal.

**Other Personnel.** For the personnel categories listed below, the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal. Such information should be clearly identified as "Other Personnel" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal. Use the Biographical Sketch Template to prepare this information for each person listed as "other personnel." See page 19-20 of this document for the Biographical Sketch descriptions and template.

- (a) Postdoctoral associates
- (b) Other professionals
- (c) Students (research assistants)

**Letters of Collaboration.** Letters of commitment from unpaid consultants or any person or organization that has agreed to provide services, equipment, space, time, or other resources to your project must provide a letter of commitment. These individuals and/or organizations are listed in the Facilities, Equipment, and Other Resources section of the FastLane proposal, and their letters will be uploaded as a single PDF file in the Other Supplementary Documents section of the FastLane proposal.

The recommended format for letters of collaboration is as follows: "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] 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."

**Other Documents.** Please see the NSF Grant Proposal Guide and the program announcement or solicitation to verify the need for any other supplementary documents required by the program to which you are submitting an application.

Additional Types of NSF Grant Funding for Faculty

NSF offers additional types of funding opportunities in addition to the regular faculty grants. A few of these are described below. Full instructions for submitting these and other less common types of grant applications are described in the NSF Grant Proposal Guide, 16-1, October 2015, http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#ID.
Collaborative Proposals

A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project. Collaborative proposals may be submitted to NSF in one of two methods: as a single proposal, in which a single award is being requested (with subawards administered by the lead organization); or by simultaneous submission of proposals from different organizations, with each organization requesting a separate award. In either case, the lead organization’s proposal must contain all of the requisite sections as a single package to be provided to reviewers (that will happen automatically when procedures below are followed). All collaborative proposals must clearly describe the roles to be played by the other organizations, specify the managerial arrangements, and explain the advantages of the multi-organizational effort within the Project Description. PIs are strongly encouraged to contact the cognizant NSF Program Officer prior to submission of a collaborative proposal.

Submission of a collaborative proposal from one organization

The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal. A single investigator bears primary responsibility for the administration of the grant and discussions with NSF, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs. Note, however, that if awarded, a single award would be made to the submitting organization, with any collaborators listed as subawards. (See GPG Chapter II.C.2.g(vi)(e) http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2gvie for additional instructions on preparation of this type of proposal.)

If a proposed subaward includes funding to support postdoctoral researchers, the mentoring activities to be provided for such individuals must be incorporated in the supplemental mentoring plan outlined in GPG Chapter II.C.2.j http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2j.

Submission of a collaborative proposal from multiple organizations

Simultaneous submission of proposals allows multiple organizations to submit a unified set of certain proposal sections, as well as information unique to each organization as specified below. All collaborative proposals arranged as separate submissions from multiple organizations must be submitted via FastLane. For these proposals, the project title must begin with the words "Collaborative Research:" If funded, each organization bears responsibility for a separate award.

Required sections of the proposal differ based on the organization’s role. The following sections are required for a collaborative proposal submitted by:

<table>
<thead>
<tr>
<th>Lead Organization</th>
<th>Non-Lead Organization</th>
</tr>
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<tbody>
<tr>
<td>Cover Sheet</td>
<td>Cover Sheet</td>
</tr>
<tr>
<td>Project Summary</td>
<td></td>
</tr>
<tr>
<td>Table of Contents (automatically generated)</td>
<td>Table of Contents (automatically generated)</td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>References Cited</td>
<td>Biographical Sketch(es)</td>
</tr>
<tr>
<td>Biographical Sketch(es)</td>
<td>Budget and Budget Justification</td>
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<tr>
<td>Budget and Budget Justification</td>
<td>Current and Pending Support</td>
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<tr>
<td>Current and Pending Support</td>
<td>Facilities, Equipment and Other Resources</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td>Data Management Plan</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>Postdoctoral Mentoring Plan (if applicable)</td>
</tr>
</tbody>
</table>

See GPG Chapter II.C.2.j http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2j for additional guidance on mentoring and data management plan requirements for collaborative proposals. NSF will combine the proposal submission for printing or electronic viewing.
To submit the collaborative proposal, the following process must be completed:

Each non-lead organization must assign their proposal a proposal PIN. This proposal PIN and the temporary proposal ID generated by FastLane when the non-lead proposal is created must be provided to the lead organization before the lead organization submits its proposal to NSF.

The lead organization must then enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane lead proposal by using the "Link Collaborative Proposals" option found on the FastLane "Form Preparation" screen. Given that such separately submitted proposals constitute a "single" proposal submission to NSF, it is imperative that the proposals be submitted within a reasonable timeframe to one another.

All components of the collaborative proposal must meet any established deadline date and time, and failure to do so may result in the entire collaborative proposal being returned without review. (iv) If funded, both lead and non-lead organizations are required to submit separate annual and final project reports. These reports should reference the work of the collaborative, while focusing on the distinct work conducted at each funded organization.

Reference: NSF Grant Proposal Guide, 16-1, October 2015, 
Grants for Rapid Response Research (RAPID)

The RAPID funding mechanism is used for proposals having a severe urgency with regard to availability of, or access to, data, facilities or specialized equipment, including quick-response research on natural or anthropogenic disasters and similar unanticipated events. PI(s) must contact the NSF program officer(s) whose expertise is most germane to the proposal topic before submitting a RAPID proposal. This will facilitate determining whether the proposed work is appropriate for RAPID funding.

- The Project Description is expected to be brief (two to five pages) and include clear statements as to why the proposed research is of an urgent nature and why a RAPID award would be the most appropriate mechanism for supporting the proposed work. Note this proposal preparation instruction deviates from the standard proposal preparation instructions contained in this Guide; RAPID proposals must otherwise be compliant with the GPG.

- The "RAPID" proposal type must be selected in the proposal preparation module in FastLane.

- Only internal merit review is required for RAPID proposals. Under rare circumstances, program officers may elect to obtain external reviews to inform their decision. If external review is to be obtained, then the PI will be informed in the interest of maintaining the transparency of the review and recommendation process. The two standard NSB-approved merit review criteria will apply.

- Requests may be for up to $200K and of one year duration. The award size, however, will be consistent with the project scope and of a size comparable to grants in similar areas.

- No-cost extensions and requests for supplemental funding will be processed in accordance with standard NSF policies and procedures.

- Renewed funding of RAPID awards may be requested only through submission of a proposal that will be subject to full external merit review. Such proposals would be designated as "RAPID renewals."

EARly-concept Grants for Exploratory Research (EAGER)

The EAGER funding mechanism may be used to support exploratory work in its early stages on untested, but potentially transformative, research ideas or approaches. This work may be considered especially "high risk-high payoff" in the sense that it, for example, involves radically different approaches, applies new expertise, or engages novel disciplinary or interdisciplinary perspectives. These exploratory proposals also may be submitted directly to an NSF program, but the EAGER mechanism should not be used for projects that are appropriate for submission as "regular" (i.e., non-EAGER) NSF proposals. PI(s) must contact the NSF program officer(s) whose expertise is most germane to the proposal topic prior to submission of an EAGER proposal. This will aid in determining the appropriateness of the work for consideration under the EAGER mechanism; this suitability must be assessed early in the process.

- The Project Description is expected to be brief (five to eight pages) and include clear statements as to why this project is appropriate for EAGER funding, including why it does not "fit" into existing programs and why it is a "good fit" for EAGER. Note this proposal preparation instruction deviates from the standard proposal preparation instructions contained in this Guide; EAGER proposals must otherwise be compliant with the GPG.

- The "EAGER" proposal type must be selected in the proposal preparation module in FastLane.

- Only internal merit review is required for EAGER proposals. Under rare circumstances, program officers may elect to obtain external reviews to inform their decision. If external review is to be obtained, then the PI will be informed in the interest of maintaining the transparency of the review and recommendation process. The two standard NSB-approved merit review criteria will apply.

- Requests may be for up to $300K and of up to two years duration. The award size, however, will be consistent with the project scope and of a size comparable to grants in similar areas.

- No-cost extensions and requests for supplemental funding will be processed in accordance with standard NSF policies and procedures.

- Renewed funding of EAGER awards may be requested only through submission of a proposal that will be subject to full external merit review. Such proposals would be designated as "EAGER renewals."

Ideas Lab

The "Ideas Lab" is a funding mechanism designed to support the development and implementation of creative and innovative project ideas that have the potential to transform research paradigms and/or solve intractable problems. An Ideas Lab may be run independently, or in parallel, with the issuance of an NSF funding opportunity on the same topic. These project ideas typically will be high-risk/high-impact, as they represent new and unproven ideas, approaches and/or technologies. This mechanism was developed collaboratively within NSF, modeled on the "sandpit" workshops that are a key component of the United Kingdom Research Council’s "IDEAs Factory" program.

The implementation of the Ideas Lab mechanism is a four-stage process as described below:

Stage 1: Selection of Panelists
There are two separate panels convened for an Ideas Lab: a selection panel and an Ideas Lab panel. The role of the selection panel is to provide advice on the selection of participants. The role of the Ideas Lab panel is to provide an assessment of the project ideas developed there. The individuals selected to participate in each of these panels are subject matter experts for the specific topic of the Ideas Lab. All panelists are barred from receiving any research funding through, or in any other way collaborating on, the particular Ideas Lab in which they are involved.

Stage 2: Selection of Participants
A "call for participants" solicitation that describes the specific focus of the Ideas Lab will be issued. The solicitation will specify the content and submission instructions for such applications.

The project description is limited to two pages and should include information regarding the applicant’s specific expertise and interest in the topic area, as well as about certain personal attributes that enhance the success of the Ideas Lab workshop mechanism (e.g., experience and interest in working in teams, communication skills, level of creativity, willingness to take risks). Applicants also must include a Biographical Sketch and Current and Pending Support information (both of which must be prepared in accordance with standard NSF formatting guidelines). All other elements of a "full proposal" are waived (i.e., Project Summary, References Cited, Budget and Budget Justification, Facilities, Equipment and Other Resources). The application must be submitted as a preliminary proposal in FastLane. No appendices or supplementary documents may be submitted.

Applicants are notified electronically of NSF’s decision regarding whether they are invited or not invited to participate in the Ideas Lab. Applicants will be informed about the context of the review and the criteria that were used to assess the applications in the form of a panel summary, but will not receive individual reviews or other review-related feedback.

Stage 3: Ideas Lab
The agenda and duration of the Ideas Lab are communicated to meeting participants by the cognizant NSF Program Officer. Anonymous real-time peer review involving the participants and the Ideas Lab panel is incorporated into the workshop format, providing iterative constructive feedback during the development of project ideas. The Ideas Lab concept incorporates a "guided creativity" process, thus the use of a facilitator(s) is included, both to guide the creation of interdisciplinary teams and the creative development of ideas, and to ensure that the workshop progresses in a productive manner. At the end of the Ideas Lab, the Ideas Lab panel will provide a consensus report summarizing their evaluation of each project idea. The recommendations of the Ideas Lab panel are advisory to NSF. Within seven to fourteen days following the Ideas Lab, the NSF Program Officers will determine which project ideas are meritorious and should be invited as full proposals. At the NSF Program Officers’ discretion (subject to Division Director concurrence), they may invite none, some, or all of the project ideas as full proposals, with the final funding decision to occur after the full proposals have been received and reviewed. Invited full proposals (which are prepared in accordance with standard research proposal formatting guidelines) must be submitted within two months of receiving NSF notification after the Ideas Lab.

Stage 4: Review and recommendation of full proposals
Invited proposals will be reviewed internally by the cognizant NSF Program Officers, the Ideas Lab panelists, and other external reviewers, as appropriate. Resulting awards will be administered in accordance with standard NSF policies and procedures, including no-cost extensions and supplemental funding requests. Renewed funding of an Ideas Lab award may be requested only through submission of a full proposal that will be subject to external merit review. Such proposals would be designated as an "Ideas Lab renewal."

Faculty Early Career Development (CAREER) Program

Page Limit: 15 pages


The Faculty Early Career Development (CAREER) Program is a Foundation-wide activity that offers the National Science Foundation’s most prestigious awards in support of junior faculty who exemplify the role of teacher-scholars through outstanding research, excellent education and the integration of education and research within the context of the mission of their organizations. Such activities should build a firm foundation for a lifetime of leadership in integrating education and research. NSF encourages submission of CAREER proposals from junior faculty members at all CAREER-eligible organizations and especially encourages women, members of underrepresented minority groups, and persons with disabilities to apply.

PECASE: Each year NSF selects nominees for the Presidential Early Career Awards for Scientists and Engineers (PECASE) from among the most meritorious recent CAREER awardees. Selection for this award is based on two important criteria: 1) innovative research at the frontiers of science and technology that is relevant to the mission of the sponsoring organization or agency, and 2) community service demonstrated through scientific leadership, education or community outreach. These awards foster innovative developments in science and technology, increase awareness of careers in science and engineering, give recognition to the scientific missions of the participating agencies, enhance connections between fundamental research and national goals, and highlight the importance of science and technology for the Nation’s future. Individuals cannot apply for PECASE. These awards are initiated by the participating federal agencies. At NSF, up to twenty nominees for this award are selected each year from among the PECASE-eligible CAREER awardees who are most likely to become the leaders of academic research and education in the twenty-first century. The White House Office of Science and Technology Policy makes the final selection and announcement of the awardees.
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, 16-1, October 2015,  
Online version http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_index.jsp  


Liberal Arts Grants Services Contacts

Kathy Thatcher, M.Ed., CRA
Sr. Grants and Contracts Specialist
Phone: 512-232-0760
thatcher@austin.utexas.edu

Jason Leubner, Ph.D.
Grants and Contracts Specialist
Phone: 512-232-0716
jsn.leubner@austin.utexas.edu

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