

TOPIC	SUMMARY OF CHANGE TO NSF GRANT PROPOSAL GUIDE	NSF GRANT PROPOSAL GUIDE Section (detail below)
<b>When to Submit Proposals</b>	Failure to submit by <b>5 p.m. submitter's local time</b> will result in the proposal <b>not being accepted</b> .	Chapter I.F
<b>Collaborators &amp; Other Affiliations Information</b>	a new single-copy document that requires <b>each senior project personnel</b> to provide information regarding collaborators and other affiliations.	Chapter II.C.1.e
<b>Biographical Sketch(es)</b>	must now be <b>uploaded as a single PDF file or inserted as text for all senior personnel</b> . It is <b>no longer allowable</b> for the biographical sketches of all senior personnel to be grouped together in a single PDF file. Biographical sketches for <b>Other Personnel and for Equipment proposals</b> , however, <b>should be</b> uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.	Chapter II.C.2.f
<b>Current and Pending Support</b>	revised to reflect that <b>all current project</b> support should be listed in this section of the proposal, <b>including internal funds allocated toward specific projects</b> . Current and pending support must now be <b>uploaded as a single PDF file or inserted as text for all senior personnel</b> . It is <b>no longer allowable</b> for the current and pending support of all senior personnel to be grouped together in a single PDF file.	Chapter II.C.2.h
<b>Format of the Proposal</b>	solicitations will <b>no longer specify</b> different type size, margin, or spacing requirements. <b>All NSF funding opportunities will follow the formatting instructions</b> contained in this section of the GPG.	Chapter II.B.2
<b>Single-Copy Documents</b>	changed to reflect that, since proposers submit the Information about PIs/PDs and co-PIs/co-PDs as part of the PI profile, it has been deleted from the list of single-copy documents. when submitting a list of suggested reviewers, PIs should <b>include the email address and institutional affiliation</b> of persons they believe are well qualified to review the proposal	Chapter II.C.1
<b>Project Summary</b>	<b>only</b> Project Summaries that use special characters <b>may be uploaded in the Supplementary Documents section</b> . Such Project Summaries must contain <b>separate headings</b> for Overview, Intellectual Merit and Broader Impacts or the <b>proposal will be returned without review</b> .	Chapter II.C.2.b
<b>Project Description</b>	URLS must <b>not</b> be used in the Project Description	Chapter II.C.2.d(ii)
<b>Results from Prior NSF Support</b>	Information must be provided for <b>any PI or co-PI</b> that has received NSF funding with a start date in the past five years (including any current	Chapter II.C.2.d(iii)

	funding and no-cost extensions). Information also has been added on which types of NSF awards must be reported on in this section of the proposal.	
<b>Participant Support</b>	supplemented with information on the <b>types of costs</b> that may be proposed and under what scenarios they are allowable.	Chapter II.C.2.g(v)
<b>Special Information and Supplementary Documentation</b>	<b>specifies the format</b> that must be used for <b>letters of collaboration</b>	Chapter II.C.2.j
<b>Collaborative Proposals</b>	both the <b>lead and non-lead</b> organizations are <b>required to submit</b> separate annual and final project reports.	Chapter II.D.5.b
<b>Proposals Involving Vertebrate Animals</b>	Information that must be provided in the Project Description for projects that involve use of vertebrate animals and the procedure to follow if IACUC approval has not been obtained prior to submission.	Chapter II.D.7
<b>Conference Proposals</b>	information on support from other sources should be described in the Facilities, Equipment and Other Resources section of the proposal.	Chapter II.D.9

## DETAIL FROM NSF GRANT PROPOSAL GUIDE

NSF Chapter Citation	
<b>Chapter I.F. When to Submit Proposals</b>	<b>F. When to Submit Proposals</b> Proposers should allow adequate time for processing of proposals (see GPG Chapter I.H for further information). Many NSF programs accept proposals at any time. Other programs, however, establish due dates for submission of proposals. The following types of due dates are utilized by NSF: <ol style="list-style-type: none"> <li>1. <b>Target Dates:</b> dates after which proposals will still be accepted, although they may miss a particular panel or committee meeting.</li> <li>2. <b>Deadline Dates:</b> dates after which proposals will not be accepted or will be returned without review by NSF. The deadline date will be waived only in extenuating circumstances. Such a deviation may be authorized only in accordance with GPG Chapter II.A.</li> </ol>
<b>Chapter II.C.1.e Collaborators &amp; Other Affiliations Information</b>	<b>e. Collaborators &amp; Other Affiliations Information</b> The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>The information 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.</p>
<b>Chapter II.C.2.f Biographical Sketch(es)</b>	<b>(d) Synergistic Activities</b> 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. <p><b>In FastLane, biographical sketches for senior personnel may no longer be grouped together and uploaded in a single PDF file associated with the PI. Each individual's biographical sketch must be uploaded as a single PDF file or inserted as text associated with that individual.</b></p>

<p><b>Chapter II.C.2.h</b> <b>Current and Pending Support</b></p>	<p><b>h. Current and Pending Support</b> This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, <b>including this project</b>, 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. The Biological Sciences Directorate exception to this policy is delineated in GPG Chapter I.G.2. If the project now being submitted has been funded previously by a source other than NSF, the information requested in the paragraph above must be furnished for the last period of funding. In FastLane, current and pending support for all senior personnel may no longer be grouped together and uploaded in a single PDF file associated with the PI. Each individual's current and pending support must be uploaded as a single PDF file or inserted as text associated with that individual.</p>
<p><b>Chapter II.B.2</b> <b>Format of the Proposal</b></p>	<p><b>2. Proposal Margin and Spacing Requirements</b> The proposal must conform to the following requirements: a. Use one of the following typefaces identified below:  <ul style="list-style-type: none"> <li>• Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;</li> <li>• Times New Roman at a font size of 11 points or larger; or</li> <li>• Computer Modern family of fonts at a font size of 11 points or larger.</li> </ul> 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.  b. No more than six lines of text within a vertical space of one inch.  c. Margins, in all directions, must be at least an inch.  These requirements apply to all uploaded sections of a proposal, including supplementary documentation.</p>
<p><b>Chapter II.C.1</b> <b>Single-Copy Documents</b></p>	<p><b>1. Single-Copy Documents</b> Certain categories of information that are submitted in conjunction with a proposal are for "NSF Use Only." As such, the information is not provided to reviewers for use in the review of the proposal. With the exception of proposal certifications (which are submitted via the Authorized Organizational Representative function<sup>10</sup>), these documents should be submitted via the FastLane Proposal Preparation Module. A summary of each of these categories follows:  <b>a. Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable)</b>  Instructions for obtaining authorization to deviate from NSF proposal preparation instructions are provided in GPG Chapter II.A.  <b>b. List of Suggested Reviewers or Reviewers Not to Include (optional)</b>  Proposers may include a list of suggested reviewers (including email address and institutional affiliation) who they believe are especially well qualified to review the proposal. Proposers also may designate persons</p>

	<p>they would prefer not review the proposal, indicating why. These suggestions are optional. GPG Exhibit II-2 contains information on conflicts of interest that may be useful in preparation of this list.</p> <p>The cognizant Program Officer handling the proposal considers the suggestions and may contact the proposer for further information. The decision whether or not to use the suggestions, however, remains with the Program Officer.</p>
<p><b>Chapter II.C.2.b Project Summary</b></p>	<p><b>b. Project Summary</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Project Summary may <b>ONLY</b> 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.</p>
<p><b>Chapter II.C.2.d(ii) Project Description</b></p>	<p><b>(ii) Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description</b></p> <p>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) <b>may not exceed 15 pages</b>. 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 <b>must not</b> 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.</p> <p>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 contains information on deviations.)</p>
<p><b>Chapter II.C.2.d(iii) Results from Prior NSF Support</b></p>	<p><b>(iii) Results from Prior NSF Support</b></p> <p><b>If any PI or co-PI identified on the proposal has received NSF funding with a start date<sup>17</sup> 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 proposal or not.</b> 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.</p>

	<p>The following information must be provided:</p> <ul style="list-style-type: none"> <li>(a) the NSF award number, amount and period of support;</li> <li>(b) the title of the project;</li> <li>(c) a summary of the results of the completed work, including accomplishments, supported by the award.</li> </ul> <p>The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts;</p> <ul style="list-style-type: none"> <li>(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.”</li> <li>(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</li> <li>(f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.</li> </ul> <p>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.</p>
<p><b>Chapter II.C.2.g(v)</b> <b>Participant Support</b></p>	<p><b>(v) Participant Support (Line F on the Proposal Budget)</b></p> <p>This budget category refers to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects. Any additional categories of participant support costs other than those described in 2 CFR § 200.75 (such as incentives, gifts, souvenirs, t-shirts and memorabilia), must be justified in the budget justification, and such costs will be closely scrutinized by NSF. (See also GPG Chapter II.D.9) For some educational projects conducted at local school districts, however, the participants being trained are employees. In such cases, the costs must be classified as participant support if payment is made through a stipend or training allowance method. The school district must have an accounting mechanism in place (i.e., sub-account code) to differentiate between regular salary and stipend payments.</p> <p>To help defray the costs of participating in a conference or training activity, funds may be proposed for payment of stipends, per diem or subsistence allowances, based on the type and duration of the activity. Such allowances must be reasonable, in conformance with the policy of the proposing organization and limited to the days of attendance at the conference plus the actual travel time required to reach the conference location. Where meals or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the per diem or subsistence allowance should be correspondingly reduced. Although local participants may participate in conference meals and coffee breaks, funds may not be proposed to pay per diem or similar expenses for local participants in the conference.</p> <p>Funds may be requested for the travel costs of participants. If so, the restrictions regarding class of accommodations and use of US-Flag air carriers are applicable.<sup>21</sup> In training activities that involve field trips, costs of transportation of participants are allowable. The number of participants to be supported must be</p>

	<p>entered in the parentheses on the proposal budget. Participant support costs must be specified, itemized and justified in the budget justification section of the proposal. Indirect costs (F&amp;A) are not allowed on participant support costs. Participant support costs must be accounted for separately should an award be made.</p>
<p><b>Chapter II.C.2.j Special Information and Supplementary Documentation</b></p>	<p><b>j. Special Information and Supplementary Documentation</b> Except as specified below, special information and supplementary documentation must be included as part of the Project Description (or part of the budget justification), if it is relevant to determining the quality of the proposed work. Information submitted in the following areas is not considered part of the 15-page Project Description limitation. This Special Information and Supplementary Documentation section also is not considered an appendix. Specific guidance on the need for additional documentation may be obtained from the organization's Sponsored Projects Office or in the references cited below. ...</p> <p>Documentation of collaborative arrangements of significance to the proposal through letters of collaboration. (See GPG Chapter II.C.2.d.(iv).) Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows:</p> <p style="padding-left: 40px;">“If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.”</p> <p>While letters of collaboration are permitted, unless required by a specific program solicitation, letters of support should not be submitted as they are not a standard component of an NSF proposal. Letters of support are typically from a key stakeholder such as an organization, collaborator or Congressional Representative, and are used to convey a sense of enthusiasm for the project and/or to highlight the qualifications of the PI or co-PI. Letters of support submitted in response to a program solicitation requirement must be unique to the specific proposal submitted and cannot be altered without the author's explicit prior approval.</p>
<p><b>Chapter II.D.5.b Collaborative Proposals</b></p>	<p><b>b. Submission of a collaborative proposal from multiple organizations</b> 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. ...</p> <p>(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.</p>
<p><b>Chapter II.D.7</b></p>	<p><b>7. Proposals Involving Vertebrate Animals</b> a. Any project proposing use of vertebrate animals for research or education shall comply with the Animal</p>

**Proposals Involving  
Vertebrate Animals**

Welfare Act [7 U.S.C. 2131, *et seq.*] and the regulations promulgated thereunder by the Secretary of Agriculture [9 CFR 1.1-4.11] pertaining to the humane care, handling, and treatment of vertebrate animals held or used for research, teaching or other activities supported by Federal awards. In accordance with these requirements, proposed projects involving use of any vertebrate animal for research or education must be approved by the submitting organization's Institutional Animal Care and Use Committee (IACUC) before an award can be made.

For this approval to be accepted by NSF, the organization must have a current Public Health Service (PHS) Approved Assurance.

In the case of research involving the study of wildlife in the field or in the laboratory, for the provision in the PHS Assurance for Institutional Commitment (Section II) that requires the organization to establish and maintain a program for activities involving animals in accordance with the *Guide for the Care and Use of Laboratory Animals* (Guide), the organization has established and will maintain a program for activities involving animals according to the Guide. The organization will follow recommendations specified in the Guide for details involving laboratory animals, and taxon-specific guidelines approved by the American Society of Ichthyologists and Herpetologists, the American Society of Mammalogists, and the Ornithological Council, as is appropriate for the taxon to be studied.

b. Sufficient information must be provided within the 15-page Project Description to enable reviewers to evaluate the:

- (i) rationale for involving animals;
- (ii) choice of species and number of animals to be used;
- (iii) description of the proposed use of the animals;
- (iv) exposure of animals to discomfort, pain, or injury; and
- (v) description of any euthanasia methods to be used.

c. Research facilities subject to the Animal Welfare Act using or intending to use live animals in research and who receive Federal funding are required to register the facility with the Animal and Plant Health Inspection Service (APHIS), US Department of Agriculture. A current listing of licensed animal dealers also may be obtained from APHIS. The location of the nearest APHIS Regional Office, as well as information concerning this and other APHIS activities, may be obtained at <http://www.aphis.usda.gov/>.

d. Projects involving the care or use of vertebrate animals at a foreign organization or foreign field site also require approval of research protocols by the US grantee's IACUC. If the project is to be funded through an award to a foreign organization or through an individual fellowship award that will support activities at a foreign organization, NSF will require a statement explicitly listing the proposer's name and referencing the title of the award to confirm that the activities will be conducted in accordance with all applicable laws in the foreign country and that the *International Guiding Principles for Biomedical Research Involving Animals* (see <http://www.cioms.ch/>) will be followed.

e. The following information regarding the organization's intention to utilize vertebrate animals as part of the project should be provided on the Cover Sheet:

- (i) The box for "Vertebrate Animals" must be checked on the Cover Sheet if use of vertebrate animals is envisioned.



	<p>(ii) The date of IACUC approval of the animal-use protocol covering the proposed work (if obtained) must be identified in the space provided.</p> <p>(iii) The PHS Approved Animal Welfare Assurance Number must be entered in the space provided.</p> <p>If IACUC approval has not been obtained prior to submission, the proposer should indicate "Pending" in the space provided for the approval date. If a decision is made to fund the proposal, the organization must provide a signed copy of the official IACUC approval letter to the cognizant NSF Program Officer before an award can be issued. The approval letter must affirm that an animal-use protocol covering the proposed activities has been approved, and should explicitly list the proposer's name, the title and number of the NSF proposal, and the date of IACUC approval.</p> <p>f. For fellowship proposals submitted by individuals that involve use of vertebrate animals, a copy of the approval letter from the IACUC (including Assurance Number and organizational signature) should be included in the Supplementary Documentation section of the proposal or sent directly to the cognizant NSF Program Officer. The letter should indicate approval of the proposed activities.</p> <p>If IACUC approval has not been obtained prior to submission, the proposer should indicate "Pending" in the space provided for the approval date. If a decision is made to fund the proposal, the organization must provide a signed copy of the official IACUC approval letter to the cognizant program. The letter should indicate approval of the proposed activities, explicitly listing the proposer's name and referencing the title of the NSF proposal, and must be submitted prior to an award being issued.</p>
<p><b>Chapter II.D.9 Conference Proposals</b></p>	<p><b>9. Conference Proposals</b></p> <p>...</p> <ul style="list-style-type: none"> <li>• <b>Facilities, Equipment and Other Resources:</b> If there will be support from other sources for the conference, such information should be included in the Facilities, Equipment and Other Resources section of the proposal. The description should be narrative in nature and must not include any quantifiable financial information. GPG Chapter II.C.2.i should be consulted to prepare this portion of the proposal. If included, these resources will not be auditable and must not be included in the proposal budget or budget justification. A description of such support should be included in the Facilities, Equipment and Other Resources section of the proposal.</li> </ul>