NSF Doctoral Dissertation Research Improvement Grant (DDRIG) Tool Kit

For proposals due on or after January 30, 2017
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General Information

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

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

What You Should Know Before You Begin Your Application

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

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

Principal Investigator (PI) and Co-Principal Investigator (Co-PI). The dissertation faculty advisor will be the PI for this grant and the graduate student will be the Co-PI. It is important that you discuss your intention to apply for the NSF DDRIG grant when you are thinking about applying and when you are working on your proposal. It is expected that the graduate student prepare the grant application and perform the research. Your PI will be required to submit certain application documents and will submit a letter for your application stating that they have read the application in its entirety and affirm that you are able to perform the research, and that the research is worthy of NSF support.

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

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

The table on the next page contains links to the program descriptions and solicitations available for doctoral dissertation research support. Download and print the appropriate instructions so you can refer to them as you work on your application.

The NSF Proposal and Award Policies and Procedures Guide (PAPPG), 17-1, effective January 30, 2017, is located at https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf17001, contains NSF-wide instructions for applications that you should use if your announcement or the solicitation refers to it.

Program Descriptions and Solicitations. The table on the next page includes links to NSF DDRIG program announcements, descriptions, and solicitations. The instructions in the program descriptions and solicitations supersede the instructions in the PAPPG. Read your program descriptions and/or solicitation carefully for the appropriate instructions for preparing your application. Use the instructions in the PAPPG when they are referenced in the solicitation.

It is recommended that you print these instructions for easy reference while preparing your application.
### Division of Behavioral and Cognitive Sciences Programs (BCS)

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Announcement</th>
<th>Solicitation</th>
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</table>

### Division of Social and Economic Sciences (SES) Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Announcement</th>
<th>Solicitation</th>
</tr>
</thead>
</table>
### Recommended Grant Proposal Preparation Timeline

**NSF Doctoral Dissertation Research Improvement Grants**

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.

| 3 weeks or more prior to sponsor's deadline | Notify Liberal Arts Grants Services that you plan to submit. Include the completed **Proposal Review Form (PRF)** as an attachment to this message [http://liberalarts.utexas.edu/research/_files/pdf/grants-contracts/COLA-PRF8_2016.pdf](http://liberalarts.utexas.edu/research/_files/pdf/grants-contracts/COLA-PRF8_2016.pdf). Download the PRF to your desktop before filling in the form fields.
|                                            | If you and your advisor do not already have UT-Austin affiliated Fastlane Accounts, include the FastLane Account Request information for you and your advisor. If you have accounts, provide the FastLane ID numbers and the password for your account.
|                                            | Have your faculty advisor send an email message to Liberal Arts Grants Services authorizing you to submit your NSF DDRIG application for the upcoming deadline.
|                                            | See pg. 7 of this document for full details and instructions regarding FCOI policy and procedures.
| 10 business days prior to sponsor's deadline | Provide Liberal Arts Grants Services with all documents required by the sponsor except the proposal narrative/project description and references cited. We will use the time to review your documents for compliance with the sponsor’s and UT-Austin’s 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 review and help you develop your budget and budget justification.
| 5 business days prior to the sponsor's deadline | Provide the proposal narrative/project description and references cited in their final format.
| 0-5 business days prior to sponsor’s deadline | Be available via email or phone to make revisions 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. |
FastLane

FastLane is NSF’s electronic application portal. You and your advisor will need FastLane accounts. Your advisor will be the Principal Investigator (PI) and you will be the Co-PI. Complete the FastLane Account Request Form information below and send via email to Liberal Arts Grants Services. This information is required by UT’s Office of Sponsored Projects (OSP) to establish your FastLane account. Liberal Arts Grants Services will request your FastLane account from OSP upon receipt of the completed form. You will be notified when the account has been established.

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

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

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

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

NSF ID: _____________________

Previous Institution Name: __________________________________________

1. Last Name: _____________, First Name: _____________, Middle Initial: ______________ (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.
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
See also UT System Policy, UTS175: http://www.utsystem.edu/search/apachesolr_search/objectivity%20in%20research

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. Your faculty advisor should assist you in identifying 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 and collaborators 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/

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 at coi@austin.utexas.edu or (512)-232-2044.
How to Use the Remainder of This Tool Kit

The remainder of this document contains the information you will need to prepare your NSF DDRIG application. Instructions are included for each section required. Templates are provided for sections that have specific formatting requirements. As you prepare each section, refer to the corresponding instructions in this document and in your NSF program solicitation or program description. This document provides instructions available in the NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, which is effective for all proposals due on or after January 30, 2017, located at https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf17001.

PLEASE NOTE: Most NSF DDRIG proposals have solicitations that include the instructions for preparing the application for each individual NSF program. These solicitation instructions include deviations from the instructions in the PAPPG, 17-1. You must follow the instructions in the solicitation because they supersede the instructions in the PAPPG, 17-1. If no changes are mentioned in the solicitation the instructions in the PAPPG, 17-1 apply.

The instructions contained in this document are from the PAPPG, 17-1, because it is impossible to accommodate all the individual program instructions in one document. Please be sure to read your program solicitation carefully when preparing your individual proposal documents.

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

Reasons a Proposal May Be Returned Without Review

A proposal will not be accepted or will be returned without review by NSF for the following reasons:

1. It is inappropriate for funding by the National Science Foundation;
2. It is submitted with insufficient lead-time before the activity is scheduled to begin;
3. It is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter;
4. It does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the Grant Proposal Guide or program solicitation;
5. It is not responsive to the NSF funding opportunity;
6. It does not meet an announced proposal deadline date;
7. It was previously reviewed and declined and has not been substantially revised;
8. It duplicates another proposal that was already awarded; and/or
9. It does not contain each of the required sections of the proposal.

### NSF General Formatting Instructions

*(All sections of the proposal are subject to these formatting requirements. Consistency is recommended throughout the entire application.)*

<table>
<thead>
<tr>
<th><strong>Proposal Title</strong></th>
<th>Must start with a phrase similar to, “Doctoral Dissertation Research:” followed by your brief descriptive title. Refer to your program solicitation or description for the correct prefix for your proposal title.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Mechanism</strong></td>
<td>Research – other than RAPID or EAGER</td>
</tr>
<tr>
<td><strong>Proposal Type</strong></td>
<td>Not a collaborative proposal</td>
</tr>
<tr>
<td><strong>Page Size</strong></td>
<td>8.5” x 11”</td>
</tr>
<tr>
<td><strong>Page Numbers</strong></td>
<td>Individually paginated for each proposal section</td>
</tr>
<tr>
<td><strong>Fonts and Font Sizes Main proposal documents</strong></td>
<td>Arial, Courier New, or Palatino Linotype at 10 points or larger Times New Roman at 11 points or larger Computer Modern family of fonts at 11 points or larger</td>
</tr>
<tr>
<td><strong>Fonts and Font Sizes Captions and tables</strong></td>
<td>10 point sized fonts may be used mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters.</td>
</tr>
<tr>
<td><strong>Pitch</strong></td>
<td>6 lines of text per vertical inch</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>At least 1” in all directions</td>
</tr>
<tr>
<td><strong>Columns</strong></td>
<td>1 column</td>
</tr>
<tr>
<td><strong>Line Spacing</strong></td>
<td>Single- or double-spaced at discretion of proposer</td>
</tr>
<tr>
<td><strong>FastLane Compliance Check</strong></td>
<td>Checks only for document inclusion of: Cover Sheet Project Summary Project Description References Cited Biographical Sketches Budget Budget Justification Current and Pending Support Facilities, Equipment, and Other Resources Data Management Plan Collaborators and Other Affiliations</td>
</tr>
<tr>
<td><strong>International Activities</strong></td>
<td>Include the name of the country or countries, if research will be conducted at an international location</td>
</tr>
</tbody>
</table>
Special Notes on Formatting

- NO HYPERLINKS are allowed in any section of the proposal, including the References Cited section. NSF views hyperlinks as an effort to circumvent page limitations. URLs may be included, but cannot be formatted as active links.
- NO “ET AL” in the References Cited section. All authors must be listed in the order they appear in the publication.

“The [formatting] guidelines … establish the minimum type size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the … guidelines may be grounds for NSF to return the proposal without review” (p.11).

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIB
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.) Page numbers indicate where this information can be found in the NSF PAPPG, 17-1 PDF document. Please refer to your program description or solicitation for instructions specific to your application.

- Cover Sheet, p. 15
- Project Summary, p.18
- Table of Contents (automatically generated by FastLane), p. 18
- Project Description, pp.18-20
- References Cited, p.20
- Biographical Sketches (for, student PI and all other non-PI/co-PI key personnel), pp.21-22
- Budget, pp. 22-30
- Budget Justification, pp. 22-30
- Current and Pending Support (for student, PI and all other non-PI/co-PI key personnel), p.30
- Facilities, Equipment, and Other Resources, p. 30
- Single-Copy Documents
  - Collaborators and Other Affiliations p. 14
- Special Information and Supplementary Documentation, p.31-34
- Data Management Plan, p.31
- Other Supplementary Documents
  - PI Statement, if required by the NSF program as indicated in the solicitation.
  - 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.

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2
Cover Sheet

Liberal Arts Grants Services will complete your cover sheet in FastLane based on the information provided on your Proposal Review Form, which is available at https://liberalarts.utexas.edu/research/_files/pdf/grants-contracts/COLA-PRF8_2016.pdf.

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

- The Project Title should begin with “Doctoral Dissertation Research: …” “Doctoral Dissertation Improvement Grant: …” or “Doctoral Dissertation Research Improvement Grant: ….” See your program announcement or solicitation for the appropriate title format.
- List the primary dissertation advisor as the “PI/PD” and the student as the “CO-PI/PD.” The dissertation faculty advisor will be the PI for this grant and the graduate student will be the Co-PI. It is important that you discuss your intention to apply for the NSF DDRIG grant with your faculty advisor when you are thinking about applying, and when you are working on your proposal. It is expected that the graduate student prepare the grant application and perform the research. Your PI will be required to submit certain application documents and will submit a letter for your application stating that they have read the application in its entirety and affirm that you are able to perform the research, and that the research is appropriate for support from the NSF program to which it is being submitted.

Animals: If you are using animals and have had your animal protocol approved by the Institutional Animal Care and Use Committee (IACUC), please provide the number and the date when 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 vertebrate animals are used in research is located at https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID4.

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

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

- UT Austin IRB: https://research.utexas.edu/ors/human-subjects/
- Instructions for proposal preparation when human subjects are used is located at https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID5.
### Cover Sheet Sample

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

<table>
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<tr>
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<tbody>
<tr>
<td>NSF 11-547</td>
<td>NSF PROPOSAL NUMBER</td>
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**FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S)**

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<th>SES - SOCIOLOGY</th>
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**PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE**

- NSF 11-547
- 02/18/14

**FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S)**

- (Indicate the most specific unit known, i.e., program, division, etc.)

### NSF USE ONLY

<table>
<thead>
<tr>
<th>NSF PROPOSAL NUMBER</th>
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### DATE RECEIVED

- 170230239

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<th>NUMBER OF COPIES</th>
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<th>DUNS# (Data Universal Numbering System)</th>
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<tr>
<th>EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)</th>
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<tr>
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<th>AN ACCOMPLISHMENT-BASED RENEWAL</th>
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<tr>
<th>IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY?</th>
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<tbody>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>IF YES, LIST ACRONYM(S)</td>
</tr>
</tbody>
</table>

### NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE

- University of Texas at Austin

### AWARDSEE ORGANIZATION CODE (IF KNOWN)

- 0036582000

### NAME OF PRIMARY PLACE OF PERFORMANCE

- University of Texas at Austin

### ADDRESS OF PRIMARY PLACE OF PERFORMANCE, INCLUDING 9 DIGIT ZIP CODE

- 101 E. 27th Street, Stop A9000
- Austin, TX 78712-1532
- Austin, TX 78712-1532

### IS AWARDSEE ORGANIZATION (Check All That Apply)

- SMALL BUSINESS
- MINORITY BUSINESS
- WOMAN-OWNED BUSINESS
- THEN CHECK HERE

### TITLE OF PROPOSED PROJECT

- Doctoral Dissertation Research:...

### REQUESTED AMOUNT

- $10,279

### PROPOSED DURATION (1-60 MONTHS)

- 12 months

### REQUESTED STARTING DATE

- 06/01/14

### SHOW RELATED PRELIMINARY PROPOSAL NO.

- IF APPLICABLE

### CHECK APPROPRIATE BOXES IF THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

- BEGINNING INVESTIGATOR (GPG I.G.2)
- DISCLOSURE OF LOBBYING ACTIVITIES (GPG II.1.e)
- PROPRIETARY & PRIVILEGED INFORMATION (GPG I.D, II.C.1.d)
- HISTORIC PLACES (GPG II.C.2.j)
- ENDANGERED SPECIES (GPG II.D.2)
- RAPID** (GPG II.D.1)
- VERTEBRATE ANIMALS (GPG II.D.6) IACUC App. Date
- HUMAN SUBJECTS (GPG II.D.7) Human Subjects Assurance Number 00002030
- Exemption Subsection or IRB App. Date Pending
- INTERNATIONAL COOPERATIVE ACTIVITIES: COUNTRY/COUNTRIES INVOLVED

### PI/PD DEPARTMENT

- sociology

### PI/PD POSTAL ADDRESS

- Austin, TX 78712
- United States

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<tr>
<td>Co-PI/PD NAME</td>
<td></td>
<td></td>
<td>512-222-2222</td>
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[https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2a](https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2a)
Project Summary

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

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

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

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.


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

Reference: NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, p.18
https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2b
Project Summary Template

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

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

Include the following sections:

Overview:

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

Intellectual Merit:

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

Broader Impacts:

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

Additional information on merit review criteria, intellectual merit and broader impacts can be found in the NSF PAPPG, 17-1 at https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_3.jsp#IIIA2, p.63-64.

Project Description

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

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) https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2 for additional instructions for preparation of this section).

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

SPECIAL NOTE: See your individual program description or solicitation for the correct page limits for NSF DDRIG proposals. Generally, ten pages are allowed.

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 [10 pages for DDRIG proposals]. 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 [10-pages for DDRIG proposals] limit will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized. (Chapter II.A, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIA) contains information on deviations.)

In the experience of Grant Services staff it is best to also include a separate section with a bolded subheading titled "Intellectual Merit, in addition to the “Broader Impacts” section.

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the 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 proposal according to the PAPPG, 17-1, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2).

References Cited

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

NO "ET AL" OR HYPERLINKS ALLOWED

e. References Cited

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address also should be identified. 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 [10 or] 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 (See the instructions above).

- NO HYPERLINKS ALLOWED

URLs may be included in the References Cited section according to accepted scholarly practices. However, you must remove any active hyperlinks from this section. NSF views hyperlinks as an attempt to circumvent page limitations.

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

Page Limit: None

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


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

Biographical Sketch

Page Limit: 2 pages
NO HYPERLINKS ALLOWED. You may cite URLs, but they may not be active links.

Senior Personnel
A biographical sketch (limited to two pages) is required for each individual identified as senior personnel. (See GPG Exhibit II-7 https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_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.

The following information must be provided in the order and format specified below. Inclusion of additional information beyond that specified below may result in the proposal being returned without review.

Do not submit any personal information in the biographical sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; drivers’ license numbers; marital status; personal hobbies; and the like. Such personal information is not appropriate for the biographical sketch and is not relevant to the merits of the proposal. NSF is not responsible or in any way liable for the release of such material. (See also GPG Chapter III.H https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_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>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
(i) A list of up to five products most closely related to the proposed project; and
(ii) A list of 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.

In FastLane, Biographical sketches for all senior project personnel must be uploaded as a single PDF file associated with that individual.

(ii) 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.

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

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2f
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 publications limits and they may vary if so specified in the RFP. Include web address if available electronically. For unpublished manuscripts, list only those submitted or accepted for publication and likely date. Patents, copyrights and S/W systems may be substituted for publications.)

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

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2f
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.

Please read your program announcement and/or your solicitation for specific budget limitations, costs that are allowed or not allowed, and other budget requirements. Some programs allow only a 12-month project period, and some allow 20 months or more. If your program allows more than 12 months, provide a separate budget spreadsheet for each year of grant funding requested.

Direct Costs: Direct costs are those project costs that are necessary and allocable to your specific project. The most commonly used direct cost categories for NSF DDRIG proposals are:

- Domestic Travel (includes travel within and between the U.S., its territories and possessions)
- Foreign Travel
- Consultant Services
- Materials and Supplies
- Equipment
- Computer Services
- Other Costs
  - Incentive payments to human subjects
  - Incentives to promote completion of a survey

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

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

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

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

The current federally negotiated IDC rate for UT Austin is 56.5% for on-campus research. The IDC rate for off-campus research is 26%. If most of the research you will be performing during the grant period will be taking place off-campus (over 50% of the full project time, or one long semester or 3 summer months per each grant year), we can request that the off-campus IDC rate be applied to your proposal. These requests are considered on a case-by-case basis and must be approved first by the Associate Dean for Research in the College of Liberal Arts and in some cases by the designated authority in OSP.

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

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2g
Budget Sample

PI Name: [Redacted]
Co-PI Name: [Redacted]
Project Title: [Redacted]
Sponsor: [Redacted]
Period of Performance: Start Date - End Date

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Years 1+2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER DIRECT COSTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quant</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quant</td>
</tr>
<tr>
<td><strong>D. EQUIPMENT (over $5,000)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>E. TRAVEL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Travel (Includes Canada, Mexico, U.S. Possessions: (number of people, number of days, location)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hotel or Lodging</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Subtotal Domestic Travel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International Travel: 1 person (co-PI). 31 days year 1 and 31 days year 2. Huarez, Peru for fieldwork</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quant</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quant</td>
</tr>
<tr>
<td>Airfare</td>
<td>1</td>
<td>1,300</td>
<td>1,300</td>
</tr>
<tr>
<td>Hotel or Lodging. 30 days each year in fieldwork lodging = $5 per day (100/month)</td>
<td>30</td>
<td>5</td>
<td>150</td>
</tr>
<tr>
<td>Per Diem = $50/week = 31 days/yr x $41/day = 7.15/day x 31 days per yr.</td>
<td>31</td>
<td>7.15</td>
<td>222</td>
</tr>
<tr>
<td>Ground Transportation = 50/trip x 3 trips each grant year</td>
<td>3</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>Subtotal International Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal International Travel** 1,822 1,822 3,643
<table>
<thead>
<tr>
<th>TOTAL TRAVEL</th>
<th>1,822</th>
<th>1,822</th>
<th>3,643</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. OTHER COSTS</td>
<td>Quant</td>
<td>Cost/Item</td>
<td>Year 1</td>
</tr>
<tr>
<td>1. Material and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IKONOS Imagery. 4 images, $10/km2</td>
<td>4</td>
<td>1,680</td>
<td>6,720</td>
</tr>
<tr>
<td>Educational Discount = 30%</td>
<td>4</td>
<td>504</td>
<td>2,016</td>
</tr>
<tr>
<td>Orion 5-Star Multiparameter meter supplies</td>
<td>200</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Materials and Supplies</strong></td>
<td></td>
<td>200</td>
<td>4,704</td>
</tr>
<tr>
<td>2. Publications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Publications</strong></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Asst/Botanist 30 days year 1 &amp; 2; $25/day</td>
<td>30</td>
<td>25</td>
<td>750</td>
</tr>
<tr>
<td>Lab Analysis/Soil samples done by on site consultant. $18 per hour</td>
<td>100</td>
<td>18</td>
<td>1,800</td>
</tr>
<tr>
<td><strong>Subtotal Consultant Services</strong></td>
<td></td>
<td>2,550</td>
<td>2,550</td>
</tr>
<tr>
<td>6. Other Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa Fee = $200/year</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Part Permits = $100/year</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Subtotal Other Costs</strong></td>
<td></td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL OTHER COSTS</td>
<td></td>
<td>3,050</td>
<td>7,554</td>
</tr>
<tr>
<td>F. TOTAL PROJECT DIRECT COSTS</td>
<td></td>
<td>4,872</td>
<td>9,376</td>
</tr>
<tr>
<td>G. MODIFIED TOTAL DIRECT COSTS</td>
<td></td>
<td>4,872</td>
<td>9,376</td>
</tr>
<tr>
<td>H. INDIRECT COSTS (56.5%)</td>
<td></td>
<td>2,752</td>
<td>5,297</td>
</tr>
<tr>
<td>I. TOTAL PROJECT COSTS</td>
<td></td>
<td>7,624</td>
<td>14,673</td>
</tr>
</tbody>
</table>
## Budget Template

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 1</th>
<th></th>
<th></th>
<th>Year 2</th>
<th></th>
<th></th>
<th></th>
<th>Years 1+2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER DIRECT COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Equipment (over $5,000)</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
<td>Years 1+2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Equipment</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Travel (includes Canada, Mexico, U.S. Possessions: (number of people, number of days, location)</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
<td>Years 1+2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
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<td>Ground Transportation</td>
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<td>Per Diem</td>
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<td>Subtotal Domestic Travel</td>
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<td>International Travel: (number of people, number of days, location)</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
<td>Years 1+2</td>
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<td>Airfare</td>
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<td>Ground Transportation</td>
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<td><strong>TOTAL TRAVEL</strong></td>
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<td><strong>G. Other Costs</strong></td>
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<td>1. Materials and Supplies</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 1 Total</td>
<td>Quantity</td>
<td>Cost/Item</td>
<td>Year 2 Total</td>
<td>Years 1+2</td>
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<td>Subtotal Materials and Supplies</td>
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<td>3. Consultant Services</td>
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<td>6. Other Costs</td>
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<td><strong>F. Total Project Direct Costs</strong></td>
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<td><strong>G. Modified Total Direct Costs (MTDC)</strong></td>
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<td><strong>H. Indirect Costs at (26%)</strong></td>
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<td><strong>I. Total Project Costs</strong></td>
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**NOTE:** Check your program announcement for the number of months allowed in the project period, the amount allowed, and the method of calculating indirect costs.
Budget Justification

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

Please see the NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, p. 22-30 https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2g for additional budget guidance. Please note that any exceptions to the information in the NSF Grant Proposal Guide that are specific to your application will be explained in the announcement or solicitation for your program.

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

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

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

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

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

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

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

Consultant Services include costs for individuals, and sometimes businesses, whose services are integral to your research. The costs for transcriptionists, research assistants, guides, etc., are allowed in this budget category and may include payment for services rendered and travel expenses. If funding is requested for a research assistant who is enrolled in the same UT department as you, you may pay their travel costs, but not a stipend. Stipends can be paid to research assistants who are graduate students enrolled in other departments. Itemize travel for consultants in the same manner as described in the section above under “Travel.” Any consultants who are named in the proposal must provide a signed letter of collaboration to be included with your application.

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

Other includes costs that do not fit into any other budget category, but that are necessary to complete your project. Carefully describe what these costs refer to in the budget justification. Some examples of other costs include courier or shipping fees, incentives for participation of human subject participants and incentives for completion of a survey. Gifts are not allowed in federal grant budgets. Refer to your program descriptions or solicitation for specific budget guidance for your project.

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

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2g
BUDGET JUSTIFICATION (Co-PI: __________) SAMPLE

The budget reflects costs associated with field travel estimated to begin in July 2013 and ending in July 2014. The estimated length of travel is 1 month in year 1 and 1 month in year 2. The field work will take place in Huarez, Peru. The purpose of the fieldwork is to engage in observe plant growth in various valleys in Peru and taking geologic and atmospheric measurements, which entails [living] in Huarez, Peru for a period of 1 month per grant year (2 months total), and to collect and core and photographic samples for the project.

**Travel Costs**

Travel arrangements will be made through contract vendors (Anthony Travel and Corporate Travel Planners) to ensure economic and competitive airfares. The lodging and per diem rates are predetermined by The University of Texas' Travel Aid, U.S. General Services Administration, and the U.S. Department of State Per Diem rates. Student travel policies for international travel (world.utexas.edu/abroad/itr) at The University will also be followed. Travel described below is requested for one person, the Co-PI, ________________. The anticipated dates of travel will be from July 1-31, 2017 and July 1-31, 2018 and the number of days per trip will last are 31 days (total of 62 days).

**International Travel**

**Airfare:** Fieldwork will take place in Huarez, Peru Travel to Lima, Peru from Austin is expected to take place in July 2017 and July 2018, and the round-trip ticket is estimated at $1300 per trip as per the Anthony Travel website, Travel will be on an American carrier per the Fly America Act.

\[ \text{[$1300 \times 2]} \quad \text{[$3,600]} \]

**Lodging, Meals, and Ground Transportation:**

Travel costs for lodging, meals, and ground transportation are based on modest student-level living expenses; based on costs provided by the field site and previous experience researching there.

**Lodging:** Lodging in Huarez is estimated at $5/day, which is approximately $150 per month for 2 months and an estimated total of $300 for the 2-month period. This estimate is based on prior first-hand experience living in Huarez, Peru and costs estimated by the field site.

\[ \text{[$150 \times 2]} \quad \text{[$300]} \]

**Per diem (meals):** Per diem funding is requested at an estimated rate of $7.15/day, totaling $222 per month for 2 months.

\[ \text{[$222 \times 2]} \quad \text{[$444]} \]

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

\[ \text{[$50 \times 6]} \quad \text{[$300]} \]

**Total Travel**

\[ \text{[$3,643]} \]

**Other Direct Costs**

**Materials and Supplies** include the purchase of a

IKONOS Imagery. 4 images, $10/km² = 4 \times 1680 = 6720, less educational discount of 30% = 6720 – 2016 = $4704

Orion 5-Star Multiparameter meter supplies = $200

\[ \text{[$4704 + 200]} \quad \text{[$4,904]} \]

30
**Consultants**
Field Assistant/Botanist: During both field years, I will work with a botany student from the Museum of Natural History in Lima to assist me in identifying species. Such services will be for 30 days in Years 1 & 2 (60 total) at an estimated hourly rate of $25/day.

[$25 x 60] $1,500

Lab Analysis/Soil samples done by on site consultant. $18 per hour for 100 hours each year = $1800 per year

[$1800 + $1800] $3,600

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

[$200 x 2] $400

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

[$100 x 2] $200

**Total Other Direct Costs** $10,604

**Total Direct Costs** $14,247

**Indirect Costs**
The University of Texas at Austin’s federally negotiated indirect cost rate of 56.5% for research is appropriate for this project.

[$14,247 x 26%] $8,050

**Total Project Costs** $22,297
BUDGET JUSTIFICATION (Co-PI: __________) TEMPLATE

Page Limit: 3 pages

The budget reflects costs associated with field travel estimated to begin in __________ and ending in ___________. The estimated length of travel is ________ months. The field work will take place in __________, __________. The purpose of the fieldwork is to engage in participant observation, which entails [living] in ___________ for a period of ___ months, and to [collect data] for the project.

Travel Costs
Travel arrangements will be made through contract vendors (Anthony Travel and Corporate Travel Planners) to ensure economic and competitive airfares. The lodging and per diem rates are predetermined by The University of Texas’ Travel Aid, U.S. General Services Administration, and the U.S. Department of State Per Diem rates. Student travel policies for international travel (world.utexas.edu/abroad/itr) at The University will also be followed. Travel described below is requested for one person, the Co-PI, ______________. The anticipated dates of travel will be from ______________, and the number of days the trip will last are ___________ days.

Domestic Travel

International Travel
Airfare: Fieldwork will take place in ______________. Travel to ______________ from Austin is expected to take place in ______________, and the round-trip ticket is estimated at $________ as per the ______________ website, which is an American carrier per the Fly America Act.

Lodging, Meals, and Ground Transportation:
Travel costs for lodging, meals, and ground transportation are based on modest student-level living expenses; however, references are made to [__<website>_____] and the U.S. Department of State Foreign Per Diem Rates in U.S. Dollars for the [country]________ as of the published date of [08/01/2016] - The maximum allowed published rate in ______________ is $____ (lodging) and $____ (meals and other travel related costs), totaling $____ per day maximum allowance – (https://______________). The estimated number of days of travel to and within the [country] is: [#   ] days.

Lodging: Lodging in _____________ is estimated at $_____/day, which is approximately $______ per month for _______ months and an estimated total of $______ for the _______ -month period. This estimate is based on prior first-hand experience living in __________ and an internet search on _____ website.

Per diem (meals): Per diem funding is requested at an estimated rate of $_________ /day, totaling $____ per month for _______ months.

Ground Transportation: Car rental cost funding is requested at an estimated rate of $_________ /day, totaling ~$____ per month for a one-year lease based on rental car companies Europcar and National’s leasing rates in ______________.

Total Travel $
Other Direct Costs
_Materials and Supplies_ include the purchase of a

[$ ]  $  

*Other Costs*
Phone and Internet is estimated at $ /month for 12 months and are based on the basic packages listed on the phone company’s website, ____________. The costs for phone and internet are necessary and allocable to performing the research on the project.

[$ x 12]  $  

Total Other Direct Costs  $

Total Direct Costs  $

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

[$ x 26%]  $  

Total Project Costs  $
Current and Pending Support

Page Limit: None

SPECIAL NOTE: The proposal you are currently working on must be included as a pending proposal in this section for both the PI and the Co-PI.

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.

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.


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

(According to the following instructions, list any pending or current support or your plans to submit the current proposal to another agency in the near future for both yourself and your advisor.)

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

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

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

Page Limit: None

Indicate if support is:
• Current,
• Pending (including this proposal) or
• Submission planned in near future

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

Instructions for calculating person months are available at
http://grants.nih.gov/grants/policy/person_months_faqs.htm and
http://grants.nih.gov/grants/policy/person_months_faqs.htm#1040

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

Reference: NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, p. 30,
https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2h
Facilities, Equipment, and Other Resources

This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description). The description should be narrative in nature and must not include any quantifiable financial information. Reviewers will evaluate the information during the merit review process and the cognizant NSF Program Officer will review it for programmatic and technical sufficiency.

Although these resources are not considered voluntary committed 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. Chapter VII.B.1 specifies procedures for use by the grantee 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 collaboration will be required to be included in the "Other Supplementary Documents" section. See the required template for the content of letters of collaboration in the “Special Information and Supplementary Documentations section of the PAPPG at https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2I.

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

Facilities, Equipment, and Other Resources Template

Page Limit: None

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

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

Laboratory:

Clinical:

Animal:

Computer:

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

Other:

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

Other Resources:
Provide any information describing the other resources available to the project. Identify key persons not listed in the budget, support services such as consultants, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Explain their contributions to the project. Include an explanation of any consortium/contractual arrangements with other organizations. Individuals named here should provide a letter of collaboration that will be uploaded in the "Other Supplementary Documents" section of FastLane.
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 in alphabetical order by last name of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations, if known.

- Ph.D. Advisor. A list of all persons with whom the individual has had an association as a Ph.D. advisor.

The information is used to help identify potential conflicts or bias in the selection of reviewers. See Exhibit II-2, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#2ex2, for additional information on potential reviewer conflicts.

Data Management Plan

Page Limit: 2 pages

UT Austin provides guidance and assistance with data management and data management plans. The Office of the Vice President for research shares Research Computing and Data Management Resources at https://research.utexas.edu/resources/research-computing-and-data-management-resources/. Refer to the sections on this page called "Data Sharing and Publication" and "Data Management and Data Management Planning" for links to information about available data storage and sharing sites and for help preparing your data management plan.

The NSF PAPPG 17-1 contains this information about the required Data Management Plan:

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 Chapter XI.D.4, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID5), 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 Plan Information Specific to the Directorate for Social, Behavioral, and Economic Sciences

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.

A valid Data Management Plan may include only the statement that no detailed plan is needed so 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.

Review the specific instructions in the SBE Data Management Plan Policy at (http://www.nsf.gov/sbe/SBE_DataMgmtPlanPolicy.pdf). Please read the full document for complete information. Briefly,

- PIs should use the opportunity of the DMP to give thought to matters such as:
• The types of data that their project might generate and eventually share with others, and under what conditions
• How data are to be managed and maintained until they are shared with others
• Factors that might impinge on their ability to manage data, e.g. legal and ethical restrictions on access to non-aggregated data
• The lowest level of aggregated data that PIs might share with others in the scientific community, given that community’s norms on data
• The mechanism for sharing data and/or making them accessible to others
• Other types of information that should be maintained and shared regarding data, e.g. the way it was generated, analytical and procedural information, and the metadata

Period of data retention. SBE is committed to timely and rapid data distribution. However, it recognizes that types of data can vary widely and that acceptable norms also vary by scientific discipline. It is strongly committed, however, to the underlying principle of timely access, and applicants should address how this will be met in their DMP statement.

Data formats and dissemination. The DMP should describe data formats, media, and dissemination approaches that will be used to make data and metadata available to others. Policies for public access and sharing should be described, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. Research centers and major partnerships with industry or other user communities must also address how data are to be shared and managed with partners, center members, and other major stakeholders.

Data storage and preservation of access. The DMP should describe physical and cyber resources and facilities that will be used for the effective preservation and storage of research data. These can include third party facilities and repositories.

Additional possible data management requirements. More stringent data management requirements may be specified in particular NSF solicitations or result from local policies and best practices at the PI’s home institution. Additional requirements will be specified in the program solicitation and award conditions. Principal Investigators to be supported by such programs must discuss how they will meet these additional requirements in their Data Management Plans.
Other Supplementary Documents

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

**PI Statement:** All NSF DDRI grants require a statement in letter from the PI/advisor, affirming that s/he has read and approved the entire application, certifies the Co-PI is able to perform the research, and believes the project is appropriate for support from the NSF program to which it is being submitted. Please refer to your specific solicitation for the information to be included in this statement. Some programs have a specific required template that must be used that is included in the solicitation document. The templates must be used and cannot be altered.

**Letters of Collaboration (Page Limit: 1 page; Letter Limit: none):**

**Consultants:** A letter of collaboration is required for each consultant named in your proposal, specialist you will be working with while traveling, and any persons or organizations named in the Facilities, Equipment and Other Resources document. If your solicitation does not include a template for this letter, please use the template provided in the PAPPG, 17-1 under the “Special Information and Supplementary Documentations section of the PAPPG at https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j.

**Institutions:** A letter of collaboration will be required from any institution promising to provide you with services, offices, or classroom space, etc. This does not apply to general public access to archives, libraries, or other publicly available services or spaces.

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

**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)

**Other Documents.** Please see the program description or solicitation for your particular program to verify the need for any other supplementary documents required by the program to which you are submitting an application.

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 Proposals and Award Policies and Procedures Guide (PAPPG), 17-1
Online version https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp


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