NSF Faculty Submissions Tool Kit

For proposals due on or after January 30, 2017
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How to Use This Tool Kit

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

The second part of this tool kit contains instructions for preparing the various documents required by NSF to complete your full proposal. You may refer to the corresponding sections in this guide for instructions about NSF’s requirements for the content of each document required. If you need additional information please refer to the NSF Proposal and Award Policies and Procedures Guide (PAPPG), 17-1, effective January 30, 2017, is located at https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf17001..

PLEASE NOTE: Many NSF funding opportunities have separate solicitations that include the instructions for preparing an application for the specific program. These solicitations include deviations from the instructions in the PAPPG, 17-1. You must follow the instructions in the solicitation where they deviate from the instructions in the PAPPG, 17-1.

This document has been prepared using the instructions from the PAPPG, 17-1 because it is impossible to accommodate all the individual program solicitation instructions in one document. Please be sure to read your program solicitation carefully when preparing your individual proposal documents.
Recommended Timeline and Requirements

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

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. Download the PRF to your desktop before filling in the form fields.

Complete the Financial Conflict of Interest (FCOI) training and a Financial Information Disclosure (FID) form at https://research.utexas.edu/ors/conflict-of-interest/financial-interest-disclosure-fid-form.

See pg. 7 of this document for full details and instructions regarding FCOI policy and procedures.

Schedule a meeting to meet and discuss the proposal solicitation and UT Austin procedures and requirements to facilitate the proposal preparation and submission process.

You must have a FastLane account to apply for funding from NSF. If you do not have an NSF account (ID number and password) to access the FastLane application module, please complete the FastLane ID Request form and send it to Grants Services. See page 8 for this form.

10 business days prior to sponsor’s deadline

Provide Liberal Arts Grants Services with all documents required by the sponsor except the proposal narrative/project description and references. We will use this time to review your documents for compliance with sponsor and UT Austin requirements.

We are happy to work with you on these documents prior to the 10 business days requested. It is especially important that we have sufficient time to help you develop and to review your budget and budget justification.

5 business days prior to the sponsor’s deadline

Provide the proposal narrative/project description and references in final format.

0-5 business days prior to sponsor’s deadline

Be available by email or telephone to make revisions based upon Liberal Arts Grants Services’ and the Office of Sponsored Projects’ review.

After OSP has approved your proposal, be available to confirm that it is ready for submission to the sponsor. Your confirmation that the proposal is ready for submission is required before OSP will submit it.
College of Liberal Arts Grants Services | Proposal Review Form

Please submit this form at least three weeks prior to the grant submission deadline.

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Deadline Date:</td>
<td>Deadline Time:</td>
<td></td>
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<tr>
<td>Project Title:</td>
<td></td>
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<tr>
<td>Project Start Date:</td>
<td>Project End Date:</td>
<td>Requested Amount:</td>
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<table>
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<tr>
<th>Activity Purpose (Select One):</th>
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<tbody>
<tr>
<td>Research Activity</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td>Conference/Workshop</td>
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<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Training</td>
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<tr>
<td>Pre-Clinical Trial Study</td>
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<tr>
<td>Fellowship</td>
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<tr>
<td>Other Sponsored Program</td>
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<table>
<thead>
<tr>
<th>SPONSOR INFORMATION</th>
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<tbody>
<tr>
<td>Sponsor Name:</td>
<td></td>
<td></td>
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<tr>
<td>Federal Solicitation # (if applicable):</td>
<td>Program Name (if applicable):</td>
<td></td>
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<table>
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<tr>
<th>Solicitation Website:</th>
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If UT is sub-award, name the original funding source:

<table>
<thead>
<tr>
<th>SUBMISSION METHOD</th>
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<tbody>
<tr>
<td>Electronic</td>
<td>Website:</td>
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<tr>
<td>Email</td>
<td>Email Address:</td>
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<tr>
<td>Mail</td>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address:</td>
<td></td>
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<tr>
<td></td>
<td>Phone Number:</td>
<td></td>
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<table>
<thead>
<tr>
<th>PRINCIPAL INVESTIGATOR (PI) INFORMATION</th>
<th></th>
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<tbody>
<tr>
<td>Name:</td>
<td>UT EID:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Dept:</td>
<td></td>
</tr>
<tr>
<td>Office Phone:</td>
<td>Cell Phone:</td>
<td></td>
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<tr>
<td>Email:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE STUDENT (CO-PI) INFORMATION</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>UT EID:</td>
<td></td>
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<tr>
<td>Office Phone:</td>
<td>Cell Phone:</td>
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<tr>
<td>Email:</td>
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<table>
<thead>
<tr>
<th>OTHER UT-AUSTIN PERSONNEL</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Dept:</td>
<td></td>
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<tr>
<td>Institution:</td>
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<tr>
<td>Role:</td>
<td>Co-PI</td>
<td></td>
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<tr>
<td></td>
<td>Co-Investigator</td>
<td></td>
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<tr>
<td></td>
<td>Collaborator</td>
<td></td>
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<tr>
<td></td>
<td>GRA</td>
<td></td>
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<tr>
<td></td>
<td>Other</td>
<td></td>
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</tbody>
</table>

| Name:                     | Dept: |
| Institution:              | UT EID: |
| Phone:                    | Email: |
| Role:                     | Co-PI |
|                          | Co-Investigator |
|                          | Collaborator |
|                          | GRA |
|                          | Other |
### CONSULTANTS AND CONTRACTORS/VENDORS

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Are consultants involved in this project?</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>If yes, are the consultants affiliated with UT Austin?</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Will contractors/vendors be hired for this project?</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>No</td>
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<tr>
<td>Yes</td>
<td></td>
<td>Will there be a subcontract/subaward to another institution as part of this proposal?</td>
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<tr>
<td>Yes</td>
<td></td>
<td>No</td>
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### FIELD OF RESEARCH (Indicate % in relevant fields, for the purpose of federal research reporting.)

<table>
<thead>
<tr>
<th>Field of Research</th>
<th>%</th>
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<tbody>
<tr>
<td>Aeronautical &amp; Astronautical Engineering</td>
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<tr>
<td>Agriculture Sciences</td>
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<tr>
<td>Astronomy</td>
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<tr>
<td>Atmospheric Sciences</td>
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<tr>
<td>Bioengineering/Biomedical Engineering</td>
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<tr>
<td>Biological Sciences</td>
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<tr>
<td>Business and Management</td>
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<tr>
<td>Chemical Engineering</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Civil Engineering</td>
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<tr>
<td>Communications, Journalism, Library Sci.</td>
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<tr>
<td>Computer Sciences</td>
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<td>Earth Sciences</td>
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<td>Economics</td>
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<td>Education</td>
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<td>Earth Sciences</td>
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<td>Electrical Engineering</td>
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<td>Humanities</td>
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<td>Law</td>
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<tr>
<td>Mathematical Sciences</td>
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<td>Mechanical Engineering</td>
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<td>Medical Sciences</td>
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<td>Metallurgical &amp; Materials Engineering</td>
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<tr>
<td>Oceanography</td>
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<td>Other Engineering</td>
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<td>Other Environmental Sciences</td>
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<td>Other Life Sciences</td>
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<td>Other Non-Science and Engineering</td>
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<td>Other Physical Sciences</td>
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<td>Other Social Sciences</td>
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<td>Political Sciences</td>
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<td>Psychology</td>
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<td>Social Work</td>
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<td>Sociology</td>
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<tr>
<td>Visual and Performing Arts</td>
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</table>

### Please answer the following questions:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Do you anticipate any program income to be earned under this project?</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Does this project require proprietary information from an outside source?</td>
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<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Does this project involve the use of any of these University resources (select all that apply)?</td>
</tr>
<tr>
<td></td>
<td>TACC (Tx Adv Comp Ctr)</td>
<td>Imaging Research Center</td>
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</table>

### COMPLIANCE INFORMATION

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Does your study include animal use?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IACUC #: Date Approved:</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Does your study involve the use of human subjects?</td>
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<tr>
<td></td>
<td></td>
<td>IRB #: Date Approved:</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>If so, does it involve prisoners?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Date Approved:</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Does your study involve the use of recombinant DNA?</td>
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<td></td>
<td></td>
<td>IBC #: Date Approved:</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Does your study include the use of infectious agents, human blood, extreme toxins, or select agents?</td>
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<tr>
<td></td>
<td></td>
<td>Date Approved:</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Radiation Safety Office Approval Date:</td>
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## CONFLICT OF INTEREST DISCLOSURE

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>Do any Covered Individuals as defined in the Objectivity in Research Policy have relationships, financial, advisory or ownership, related to this project and/or the sponsor that would require reporting under the policy?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please provide their name, EID, and project role:</td>
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</table>

## NEPOTISM

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any relatives as defined by UT Standards of Conduct Policy a relationship, financial, advisory or ownership, related to this project and/or the sponsor that would require reporting under the policy?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please provide their name, EID, and project role:</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

## GRADUATE TUITION

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>If graduate students are involved in the project, is tuition included in the budget?</td>
<td></td>
<td></td>
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<tr>
<td>If no, please briefly explain:</td>
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</tbody>
</table>

## OTHER

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are any laboratories for which a PI/Co-PI on this study have responsibility currently closed by Office of Environmental Health and Safety (OEHS)?</td>
<td></td>
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</tr>
<tr>
<td>Will this project involve Foreign Travel, i.e., personnel traveling outside the United State? For UT tracking purposes, “foreign travel” includes Mexico and Canada. Please list the countries of travel:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will UT Austin personnel contribute any uncompensated effort?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| Will this project involve **Cost Sharing** (Cost Sharing is that portion of a total sponsored project’s costs that are paid from sources other than the funds provided by the sponsor)?
If yes, is this required by the sponsor or is this voluntary? Required by Sponsor Voluntary Voluntary & Required |   |   |   |
| If additional space, facilities, or renovations are required for this project, has the PI received department approval? |   |   |   |

## SOURCE OF INFORMATION

How did you hear about this funding opportunity?

- Grants Digest
- Department Chair
- Colleague
- COLA Grants Service Search
- Web Search
- Resubmission
- Sponsor
- Sponsor Revision Request
- Limited Submission
- Other Email Listserv

## ADDITIONAL COMMENTS

Return completed form to one of our staff in the COLA Grants Services Office:

- Vanessa Lopez, CRA
- Senior Grants and Contracts Specialist
- volopez@austin.utexas.edu

- Brook Davis
- Grants and Contracts Specialist
- davis@austin.utexas.edu

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.
National Science Foundation - Fastlane Account Request Form

Please complete the following form and return to Vanessa Lopez (volopez@austin.utexas.edu) or Brook Davis (davis@austin.utexas.edu). You may copy this information in the body of the e-mail message. The form itself is not required.

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

NSF ID: _____________________

Previous Institution Name: __________________________________________

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

Thank you

Section 1.01 Note: Your FastLane Account will be setup with an NSF ID. That number will be reflected in the confirmation letter you will receive electronically for NSF Fastlane. Please use that number when signing in to Fastlane.
Introduction to Proposal Preparation Instructions

The remainder of this document contains excerpts from the NSF Grant Proposal Guide, 16-1, Part 1, effective for all proposals due on or after January 25, 2016. For more detailed information about the topics and proposal sections discussed in this document, as well as complete information about the NSF grant proposal policies and procedures, please read the appropriate sections in the NSF 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 see the website for the NSF program to which you are applying to access special program and/or solicitation instructions.

Some NSF programs require letters of intent or preliminary proposals that are submitted prior to the full proposal date. Please see your program descriptions and solicitation for information specific to your program.

Letters of Intent

Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. An LOI is not a binding document. The predominant reason for its use is to help NSF program staff gauge the size and range of the competition, enabling earlier selection and better management of reviewers and panelists. In addition, the information contained in an LOI is used to help avoid potential conflicts of interest in the review process.

An LOI normally contains the Principal Investigator’s (PI’s) and co-PI’s names, a proposed title, a list of possible participating organizations (if applicable), and a synopsis that describes the work in sufficient detail to permit an appropriate selection of reviewers. Proposers that plan to submit a collaborative proposal from multiple organizations should submit a single LOI for the entire project, given that NSF considers a collaborative proposal to be a unified research project. An LOI is not externally evaluated or used to decide on funding. The requirement to submit an LOI will be identified in the program solicitation, and such letters are submitted electronically to NSF. Failure to submit a required LOI identified in a program solicitation will result in a full proposal not being accepted or returned without review.

Preliminary Proposals

Some NSF program solicitations require or request submission of a preliminary proposal in advance of submission of a full proposal. The three predominant reasons for requiring submission of a preliminary proposal are to:

• reduce the proposers’ unnecessary effort in proposal preparation when the chance of success is very small. This is particularly true of exploratory initiatives when the community senses that a major new direction is being identified, or competitions that will result in a small number of awards;
• increase the overall quality of the full submission; and.
• assist NSF program staff in managing the review process and in the selection of reviewers.

The NSF program solicitation will specify content and submission requirements when preliminary proposals are to be used. Preliminary proposals are prepared by the PI using the Proposal Preparation Module in FastLane. On the Cover Sheet, the PI clicks on the "Preliminary Proposal" check box. The PI completes only the sections appropriate to the preliminary proposal. The PI then forwards the proposal to the appropriate office at his/her organization, and the Authorized Organizational Representative (AOR) signs and submits the preliminary proposal via use of NSF’s electronic systems.

One of the following two types of decisions may be received from NSF upon submission of a preliminary proposal. The program solicitation will specify the type of decision to be rendered for a particular program.

Invite/Not Invite Decisions

This type of mechanism is used when the NSF decision made on the preliminary proposal is final, affecting the organization’s eligibility to submit a full proposal. Only submitters of favorably reviewed
preliminary proposals are invited and eligible to submit full proposals. The PI and the organization’s Sponsored Projects Office (SPO) will be electronically notified of NSF’s decision to either invite submission of a full proposal or decline NSF support.

**Encourage/Discourage Decisions**
This type of mechanism is used when the NSF decision made on the preliminary proposal is advisory only. This means that submitters of both favorably and unfavorably reviewed preliminary proposals are eligible to submit full proposals. The PI and the organization’s SPO will be notified of NSF’s decision to either encourage or discourage submission of a full proposal.

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_1.jsp#ID1
NSF General Formatting Instructions

Page Size
8.5" x 11"

Page Numbers
Individually paginated for each proposal section

Fonts and Font Sizes
Main proposal documents
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

Fonts and Font Sizes
Captions and tables
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.

Pitch
6 lines of text per vertical inch

Margins
At least 1" in all directions

Columns
1 column

FastLane Compliance Check
Checks only for inclusion of these documents and the number of pages for those sections with page limitations stated in the NSF GPG or the solicitation:
- Cover Sheet
- References Cited
- Budget
- Budget Justification
- Facilities, Equipment, and Other Resources
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- List of collaborators and other affiliations
- Data Management Plan
- Postdoctoral Mentoring Plan, if applicable

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

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 that are not active hyperlinks may be included in all sections except the Project Description, but they 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. Et al is allowed in the Project Description.

"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


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

<table>
<thead>
<tr>
<th>Funding Mechanism (choose one)</th>
<th>Research – other than RAPID or EAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rapid Response Research (RAPID)</td>
</tr>
<tr>
<td></td>
<td>Early-concept Grants for Exploratory Research (EAGER)</td>
</tr>
<tr>
<td></td>
<td>Research Advanced by Interdisciplinary Science and Engineering (RAISE) (formerly INSPIRE)</td>
</tr>
<tr>
<td></td>
<td>Grant Opportunities for Academic Liaison with Industry (GOALI) (NEW)</td>
</tr>
<tr>
<td></td>
<td>Ideas Lab</td>
</tr>
<tr>
<td></td>
<td>Facilitation Awards for Scientist and Engineers with Disabilities (FASED)</td>
</tr>
<tr>
<td></td>
<td>Conference</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Travel (including both domestic and foreign travel)</td>
</tr>
<tr>
<td></td>
<td>Center</td>
</tr>
<tr>
<td></td>
<td>Research Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Fellowship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal Type (choose one)</th>
<th>A collaborative proposal from one organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A collaborative proposal from multiple organizations</td>
</tr>
<tr>
<td></td>
<td>*Not a collaborative proposal</td>
</tr>
<tr>
<td></td>
<td>*Please note: a proposal that includes subawards for other institutions is not considered a collaborative proposal in FastLane.</td>
</tr>
</tbody>
</table>

| Title | Refer to your program announcement or solicitation for the required prefixes for certain types of proposal titles. For example, the title for a collaborative proposal from multiple organizations must start with the prefix "Collaborative Research..." |

| Start & End Dates | The start date should be the first or 15th of the month. |
|                  | It is generally best to have a minimum project period of 12 months. |

| Animal Research | If you are using animals and have your animal protocol approved by the Institutional Animal Care and Use Committee (IACUC), please provide the number and the date the protocol was approved. If you do not have an approved protocol at the time of application, it will be marked as “pending.” |
|                 | UT Austin IACUC: [https://research.utexas.edu/ors/animal-research/](https://research.utexas.edu/ors/animal-research/) |
|                 | Instructions for proposal preparation when research animals are used is located at [https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID4](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.” |
|                | • UT Austin IRB: [https://research.utexas.edu/ors/human-subjects/](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](https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID5) |
When the proposal is awarded, an approved IACUC protocol or IRB number must be provided to NSF before UT can accept the award money. If the proposal is submitted with IRB pending, please plan to submit documents to the IRB for review by the appropriate committee within 30 days of submission of your NSF application. This will allow sufficient time for IACUC or IRB processing before the notice of award from NSF is received.

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2a
# Cover Sheet Sample

## COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

<table>
<thead>
<tr>
<th>Program Announcement/Solicitation No./Closing Date</th>
<th>For NSF Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>[If not in response to a program announcement/solicitation enter NSF 00-2]</td>
<td>NSF Proposal Number</td>
</tr>
</tbody>
</table>

| For Consideration by NSF Organizational Unit(s) (Indicate the most specific unit known, i.e., program, division, etc.) | |

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Number of Copies</th>
<th>Division Assigned</th>
<th>Fund Code</th>
<th>DUNS # (Date Universal Numbering System)</th>
<th>File Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)</th>
<th>Show Previous Award No. If This Is</th>
<th>Is This Proposal Being Submitted to Another Federal Agency?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Renewal</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>□ An Accomplishment-Based Renewal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Organization to Which Award Should Be Made</th>
<th>Address of Awardee Organization, Including 9 Digit Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Awardee Organization Code (If Known)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Performing Organization, If Different From Above</th>
<th>Address of Performing Organization, If Different, Including 9 Digit Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is Awardee Organization (Check All That Apply) (See GPG II.D.1 For Definitions)</th>
<th>For-Profit Organization □ Small Business □ Minority Business □ Woman-Owned Business</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Proposed Project</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requested Amount</th>
<th>Proposed Duration (1-60 Months)</th>
<th>Requested Starting Date</th>
<th>Show Related Preproposal No.</th>
</tr>
</thead>
</table>

| $ | months |

<table>
<thead>
<tr>
<th>Check Appropriate Box(es) If This Proposal Includes Any of the Items Listed Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Beginning Investigator (GPG I.A.3)</td>
</tr>
<tr>
<td>□ Disclosures of Lobbying Activities (GPG II.D.1)</td>
</tr>
<tr>
<td>□ Proprietary &amp; Privileged Information (GPG I.B., II.D.7)</td>
</tr>
<tr>
<td>□ National Environmental Policy Act (GPG II.D.10)</td>
</tr>
<tr>
<td>□ Historic Places (GPG II.D.10)</td>
</tr>
<tr>
<td>□ Small Grant for Explor. Research (SGER) (GPG II.D.12)</td>
</tr>
<tr>
<td>□ International Cooperative Activities: Country/Countries</td>
</tr>
<tr>
<td>□ Exemption Subsection or IRB App. Date</td>
</tr>
<tr>
<td>□ Facilitation for Scientists/Engineers With Disabilities (GPG V.G.)</td>
</tr>
<tr>
<td>□ Research Opportunity Award (GPG V.H)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PI/PD Department</th>
<th>PI/PD Postal Address</th>
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</thead>
</table>

| PI/PD Fax Number | |
|------------------||

<table>
<thead>
<tr>
<th>Names (Typed)</th>
<th>High Degree</th>
<th>Yr of Degree</th>
<th>Telephone Number</th>
<th>Electronic Mail Address</th>
</tr>
</thead>
</table>

| PI/PD Name | |
|------------||

| CO-PI/PD | |
|----------||

| CO-PI/PD | |
|----------||

| CO-PI/PD | |
|----------||

| NSF Form 1207 (10/99) | Page 1 of 2 |

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Project Summary

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

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

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

The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters, https://www.fldemo.nsf.gov/d10/SpecialCharactersGuidance.htm, is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit and Broader Impacts. Failure to include these headings will result in the proposal being returned without review.

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

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

Include the following sections:

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

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

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

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.
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#IIIC2b
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 Chapter II.C.2.j https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j for additional instructions for preparation of this section).

Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description.
Brevity will assist reviewers and Foundation staff in dealing effectively with proposals. Therefore, the Project Description (including Results from Prior NSF Support, which is limited to five pages) may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. Conformance to the 15-page limit will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized. (Chapter II.A, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIA contains information on deviations.)

Results from Prior NSF Support
The purpose of this section is to assist reviewers in assessing the quality of prior work conducted with current or prior NSF funding. If any PI or co-PI identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. Support 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, conference, equipment, travel, and center awards, etc., are subject to this requirement.

The following information must be provided:

(a) the NSF award number, amount and period of support;

(b) the title of the project; (c) a summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts;

(c) 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.”

(d) 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

(e) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work. If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

Unfunded Collaborations
Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see Chapter II.C.2.i, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2i) 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 Chapter II.C.2.j, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j. Collaborative activities that are identified in the budget should follow the instructions in Chapter II.D.3, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID3).

Group Proposals
NSF encourages submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary projects. Unless stipulated in a specific program solicitation, however, such proposals will be subject to the 15-page Project Description limitation established in Section above. PIs who wish to exceed the established page limitations for the Project Description must request and receive a deviation in advance of proposal submission. (Chapter II.A contains information on deviations, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIA).

Proposals for Renewed Support

References Cited

Page Limit: None

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

NO "ET AL" 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.

Reference: NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, p. 20
http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2d

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
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)

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

Appointments (List academic and professional appointments in reverse chronological order)

2000-2010 Associate Professor, Statistics, University of Texas
1990-1999 Assistant Professor, Statistics, University of Texas

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

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

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

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

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

https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2f
Budget Preparation Guidance

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

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


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

# Budget Template

**NSF BUDGET TEMPLATE**

<table>
<thead>
<tr>
<th>DETAILED BUDGET</th>
<th>FROM:</th>
<th>TO:</th>
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<tbody>
<tr>
<td><strong>A. SENIOR PERSONNEL NAME: PI/O, PI-O,Pi, Faculty and Other Sector Associates</strong> (List each separately with title, if different number of breakdowns)</td>
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<td><strong>B. OTHER PERSONNEL (show NUMBER IN BUDGET)</strong></td>
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<td><strong>TOTAL SALARY AND FRINGE (A+B)</strong></td>
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<td><strong>2. EQUIPMENT (List Item and DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000)</strong></td>
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<td><strong>TOTAL EQUIPMENT</strong></td>
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<td><strong>3. TRAVEL</strong></td>
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<td><strong>TOTAL PARTICIPANT SUPPORT</strong></td>
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<td><strong>4. OTHER DIRECT COSTS</strong></td>
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<td><strong>TOTAL DIRECT COSTS</strong></td>
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<tr>
<td><strong>TOTAL COSTS</strong></td>
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</tbody>
</table>

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

Budget Justification

Page Limit: 3 pages

Personnel

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

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

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

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

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

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

G) Other Direct Costs ($xxx requested)
   1. Materials and Supplies ($xxx requested)
Computers costing less than $5,000 each should be listed in this section of the budget and budget justification. The justification for purchasing computer equipment must include an explanation of how the computer equipment will be used, and why currently available computer equipment is not sufficient to complete the proposed work.

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

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

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

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

Page Limit: None

SPECIAL NOTE: The proposal you are currently working on must be included as a pending proposal in this section for the PI and all Co-PIs and non-PI or Co-PI key senior personnel. This applies to collaborative proposals from multiple organizations. The total amount requested should correspond to the budget being submitted by the institution supporting the key personnel.

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:

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

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#IIIC2h
Facilities, Equipment, and Other Resources

Page Limit: None

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

Although these resources are not considered 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, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_7.jsp#VIIB1, 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.”


Unfunded Collaborations

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see Chapter II.C.2.i, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2i) and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary

Facilities, Equipment, and Other Resources Template

Instructions: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies. Remove the subheading for any section that is not applicable to your project.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other

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

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

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/bfa/dias/policy/dmp.jsp.

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/bfa/dias/policy/dmp.jsp). 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.
Postdoctoral Researcher Mentoring Plan

Page Limit: 1 Page

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

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

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

Reference: NSF Proposals and Award Policies and Procedures Guide (PAPPG), 17-1, p. 31
https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2
Other Supplementary Documents

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

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#IIC2].

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.

Special Information and Requirements

Proposals that include the use of vertebrate animals, human subjects, international activities, and large amounts of data are subject to additional requirements. Please see the information from the PAPPG, 17-1 links below if you plan to include these activities in your proposal. Consult your program solicitation for specific program requirements and the staff of Liberal Arts Grants Services for information about UT Austin policy, requirements, and documentation.

Additional Types of NSF Grant Funding for Faculty

NSF offers additional types of funding opportunities in addition to the regular faculty grants. These include:

- Research, other than RAPID or EAGER
- Collaborative Research Proposals
- Rapid Response Research (RAPID)
- Early-concept Grants for Exploratory Research (EAGER)
- Research Advanced by Interdisciplinary Science and Engineering (RAISE) (formerly INSPIRE)
- Grant Opportunities for Academic Liaison with Industry (GOALI) (NEW)
- Ideas Lab
- Facilitation Awards for Scientists and Engineers with Disabilities (FASED)
- Conference
- Equipment
- Travel (including both domestic and foreign travel)
- Center
- Research Infrastructure
- Faculty Early Career Development

This guide includes the instructions for Collaborative, RAPID, EAGER, Ideas Lab, Conference, Travel, and Faculty Early Career Development proposals, because these are the most common types submitted by COLA faculty. Please refer to the PAPPG 17-1, p. 39, [https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIE](https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIE), for instructions for completing the other types listed above.
Collaborative Proposals

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

Submission of a collaborative proposal from one organization

The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal. A single investigator bears primary responsibility for the administration of the grant and discussions with NSF, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs. Note, however, that if awarded, a single award would be made to the submitting organization, with any collaborators listed as subawards. (See Chapter II.C.2.g(vi)(e) https://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#II2gvie) for additional instructions on preparation of this type of proposal.)

If a proposed subaward includes funding to support postdoctoral researchers, the mentoring activities to be provided for such individuals must be incorporated in the supplemental mentoring plan outlined in Chapter II.C.2.j, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#II2c2j.

Discuss the UT Austin requirements for preparation and approval of subawards well in advance of your proposal deadline. Proposals that include subawards may require additional preparation time that deviates from the recommended timeline used by COLA Grants Services.

Submission of a collaborative proposal from multiple organizations

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

If funded, each organization bears responsibility for a separate award.

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

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<th>Lead Organization</th>
<th>Non-Lead Organization</th>
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<tr>
<td>Cover Sheet</td>
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<td>Table of Contents (automatically generated)</td>
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<tr>
<td>Project Summary</td>
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<td>Project Description</td>
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<td>Biographical Sketches</td>
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<td>Budget and Budget Justification</td>
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<td>Current and Pending Support</td>
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<td>Data Management Plan</td>
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<tr>
<td>Postdoctoral Mentoring Plan (if applicable)</td>
<td>Collaborators and Other Affiliations Information</td>
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<td>Collaborators and Other Affiliations Information</td>
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See Chapter II.C.2.j, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2jve, for additional guidance on the mentoring and data management plan requirements for collaborative proposals. NSF will combine the proposal submission for printing or electronic viewing.

To submit the collaborative proposal, the following process must be completed:

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

- The lead organization must then enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane lead proposal by using the "Link Collaborative Proposals" option found on the FastLane "Form Preparation" screen.

- All components of the collaborative proposal must meet any established deadline date, and failure to do so may result in the entire collaborative proposal being returned without review.

- 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.

Grants for Rapid Response Research (RAPID)

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

- The Project Description is expected to be brief and must be no more than five pages. It must include clear statements as to why the proposed research is of an urgent nature and why RAPID is the most appropriate type of proposal for supporting the proposed work. Note this proposal preparation instruction deviates from the standard proposal preparation instructions contained in this Guide; RAPID proposals must otherwise be compliant with the proposal preparation requirements specified in Part I of the PAPPG.

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

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

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

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

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

EARly-concept Grants for Exploratory Research (EAGER) Proposal

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

The Project Description is expected to be brief and must be no more than eight pages. It must include clear statements as to why this project is appropriate for EAGER funding, including why it does not fit into existing programs and why it is a good fit for EAGER. Note this proposal preparation instruction deviates from the standard proposal preparation instructions contained in this Guide; EAGER proposals must otherwise be compliant with the proposal preparation requirements specified in Part I of the PAPPG.

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

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

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

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

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

Ideas Lab Proposal

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

The Ideas Lab type of proposal is implemented using the four-stage process described below:

Stage 1: Selection of Panelists

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

Stage 2: Selection of Participants

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

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

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

Stage 3: Ideas Lab

The agenda and duration (Ideas Labs are generally one to five days in duration of the Ideas Lab are communicated to meeting participants by the cognizant NSF Program Officer. Typically, Anonymous real-time peer review involving the participants and the Ideas Lab panel is incorporated into the workshop format, providing iterative constructive feedback during the development of project ideas. The Ideas Lab concept incorporates a "guided creativity" process, thus the use of a facilitator(s) is included, both to guide the creation of interdisciplinary teams and the creative development of ideas, and to ensure that the workshop progresses in a productive manner. At the end of the Ideas Lab, the Ideas Lab panel will provide a consensus report summarizing their evaluation of each project idea. The recommendations of the Ideas Lab panel are advisory to NSF. Within seven to fourteen days following the Ideas Lab, the NSF Program Officers will determine which project ideas are meritorious and should be invited as full proposals. At the NSF Program Officers' discretion (subject to Division Director concurrence), they may invite none, some, or all of the project ideas as full proposals, with the final

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funding decision to occur after the full proposals have been received and reviewed. Invited full proposals (which are prepared in accordance with standard research proposal formatting guidelines) must be submitted within two months of receiving NSF notification after the Ideas Lab.

Stage 4: Review and recommendation of full proposals

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

Conference (Symposium and Workshops) Proposal

NSF supports conferences in special areas of science and engineering that bring experts together to discuss recent research or education findings or to expose other researchers or students to new research and education techniques. NSF encourages the convening in the US of major international conferences.

A conference proposal will be evaluated through use of the two National Science Board (NSB)-approved merit review criteria of Intellectual Merit and Broader Impacts, and, will be supported only if equivalent results cannot be obtained by attendance at regular meetings of professional societies. Although requests for support of a conference proposal ordinarily originates with educational institutions or scientific and engineering societies, they also may come from other groups. Shared support by several Federal agencies, States or private organizations is encouraged. A conference proposal should generally be submitted at least a year in advance of the scheduled date. Conferences, including the facilities in which they are held, funded in whole or in part with NSF funds, must be accessible to participants with disabilities.

A conference proposal must contain the elements identified below:

- Cover Sheet
- Project Summary (Chapter II.C.2.b, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2b) should be consulted to prepare this portion of the proposal
- Project Description (not to exceed 15 pages) that includes:
  - A statement of the need for such a gathering and a list of topics;
  - Separate statements on the intellectual merit and broader impacts of the proposed activity;
  - A listing of recent meetings on the same subject, including dates and locations;
  - The names of the chairperson and members of organizing committees and their organizational affiliations;
  - Information on the location and probable date(s) of the meeting and the method of announcement or invitation;
  - A statement of how the meeting will be organized and conducted, how the results of the meeting will be disseminated and how the meeting will contribute to the enhancement and improvement of scientific, engineering and/or educational activities; and
  - Results from Prior NSF Support (up to five pages): If the PI or any co-PI identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. See Chapter II.C.2.d (iii), https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2g, for additional instructions on preparation of this section.
- Proposal Budget and Budget Justification: A budget, and budget justification for the conference prepared in accordance with Chapter II.C.2.g, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2g. The following provides a listing of the types of costs that may be included on a conference budget. Such costs may be included only if they are specifically and clearly identified in the proposed scope of work and budget. Note that registration fees under NSF-supported conferences are considered program income. For additional information on program income generated from conferences, see Chapter VIII.D.4, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_8.jsp#VIIID.
  - Conference Facilities. Rental of facilities and necessary equipment.
  - Supplies. Expendable materials and supplies necessary for the meeting.
  - Conference Services. Costs of translation services, audio visual, webcast, and computer services for recording, transmitting and transcribing the proceedings.
  - Publication Costs. Costs of publishing the proceedings.
Salaries. Salaries of professional personnel, editorial and clerical assistants and other staff members in proportion to the time or effort devoted to the preparation and conduct of the conference and summarizing its results.

Consultant Services and Speaker Fees. Reasonable fees and travel allowances and per diem (or meals provided in lieu of per diem). Consultants’ travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable. Additional information on the allowability of consultant or professional service costs is available in 2 CFR § 200.459. In addition to other provisions required by the proposing organization, all contracts made under the NSF award must contain the applicable provisions identified in 2 CFR § 200, Appendix II.

Meals and Coffee Breaks. Meals that are an integral and necessary part of a conference (e.g., working meals where business is transacted). Funds may be included for furnishing a reasonable amount of hot beverages or soft drinks to conference participants and attendees during periodic coffee breaks.

Participant Support Costs. See Chapter II.C.2.g(v), https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2h

Dependent Care Costs. As needed, the costs of identifying, but not providing, locally available dependent care resources may be included.

The following provides a listing of the types of costs that are not allowable for inclusion on a conference budget.

- Meals and Coffee Breaks for Intramural Meetings. NSF funds may not be included or spent for meals or coffee breaks for intramural meetings of an organization or any of its components, including, but not limited to, laboratories, departments and centers, as a direct cost.
- Entertainment. Costs of entertainment, amusement, diversion and social activities (such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities) are unallowable and may not be requested. Travel, meal, and hotel expenses of awardee employees who are not on travel status also are not permitted. See also 2 CFR § 200.438.
- Alcoholic Beverages. No NSF funds may be requested or spent for alcoholic beverages.

- Current and Pending Support: The support requested or available from other Federal agencies and other sources. Chapter II.C.2.h, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2h should be consulted to prepare this portion of the proposal.
- Facilities, Equipment and Other Resources: 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 Chapter II.C.2.i, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_7.jsp#VIIIB1, 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.
- Data Management Plan: Plans for management and sharing of data products resulting from the activity. Chapter II.C.2.j https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2j, should be consulted to prepare this portion of the proposal.
Travel Proposal

A proposal for travel support, either domestic and/or international, for participation in scientific and engineering meetings are handled by the NSF organizational unit with program responsibility for the area of interest.

A group travel proposal is encouraged as the primary means of support for travel. A university, professional society or other non-profit organization may apply for funds to enable it to coordinate and support participation in one or more scientific meeting(s). A proposal submitted for this purpose must contain the elements identified below, with particular attention to plans for composition and recruitment of the travel group. Information on planned speakers should be provided, where available, from the conference organizer.

• Cover Sheet
• Project Summary (Chapter II.C.2.b, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2b, should be consulted to prepare this portion of the proposal).
• Project Description (not to exceed 15 pages) that includes:
  a. A statement of the need for attending such a gathering and a list of topics;
  b. A listing of recent meetings on the same subject, including dates and locations;
  c. Information on the location and probable date(s) of the meeting;
  d. A statement of how the meeting will be organized and conducted, how the results of the meeting will be disseminated and how the meeting will contribute to the enhancement and improvement of scientific, engineering and/or educational activities; and
  e. Results from Prior NSF Support (up to five pages): If the PI or any co-PI identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. See Chapter II.C.2.d.(iii), https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2diii, for additional instructions on preparation of this section.
• Proposal Budget and Budget Justification: A budget, and budget justification for the travel prepared in accordance with Chapter II.C.2.g, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2g. For proposals to support travel to international destinations, in accordance with the Fly America Act (49 USC 40118), any air transportation to, from, between, or within a country other than the US of persons or property, the expense of which will be assisted by NSF funding, must be performed by or under a code-sharing arrangement with a US flag air carrier if service provided by such a carrier is available (see Comptroller General Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the US flag air carrier’s designator code and flight number. See Chapter XI.F for additional information.
• Current and Pending Support: The support requested or available from other Federal agencies and other sources. Chapter II.C.2.h, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2h, should be consulted to prepare this portion of the proposal.
• Facilities, Equipment and Other Resources: If there will be support from other sources for the travel, 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. Chapter II.C.2.i, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2i, 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.
• Data Management Plan: Plans for management and sharing of any data products resulting from the activity. Chapter II.C.2.j, https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIIC2j, should be consulted to prepare this portion of the proposal.

A group travel proposal may request support only for the travel costs of the proposed activity. Group travel grantees are required to retain supporting documentation that funds were spent in accordance with the original intent of the proposal. Such documentation may be required in final reports and is subject to audit.

Faculty Early Career Development (CAREER) Program

Page Limit: 15 pages


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

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

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

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

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

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

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

: NSF 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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