

RESEARCH ADMINISTRATION SERIES: BUDGET PREPARATION COMPANION WORKSHOP - NSF PROPOSALS

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What is FastLane?

- FastLane is the National Science Foundation's (NSF) online website through which they conduct their relationship with researchers and potential researchers, reviewers, and research administrators and their respective organizations.
- More than 250,000 people use FastLane each year.
- Most work in FastLane is carried out in modules.

Source – FastLane Help System Introduction to Fastlane Help Documentation



Roles in FastLane

- **Principal Investigator (PI)** The individual designated by an institution and approved by NSF who will be responsible for the scientific or technical direction of the project.
- **Co-Principal Investigator (Co-PI)** Other individual(s) designated by the institution and approved by NSF who will be responsible for the scientific or technical direction of the project.
- **Other Authorized User (OAU)** An individual who is not a PI or Co-PI but is authorized to help prepare a budget, revise a submitted budget, perform a proposal file update, or a project report. The OAU must have the proposal PIN and ID number to access Proposals, Awards, and Status.
- **Sponsored Project Office (SPO)** The individual or group at your organization responsible for management of FastLane functions.

What Functions You Can Perform

FastLane Function	Role
Proposal Functions	
Letters of Intent	PI, CoPI
Proposal Preparation	PI, Co-PI or OAU
Proposal Status	PI, Co-PI
Revise Submitted Proposal Budget & Proposal File Update	PI, Co-PI, OAU
Award Functions	
Notifications and Request, Continuation Funding Status, View/Print Award Documents	PI, Co-PI
Project Reports Systems	PI, Co-PI, OAU
Supplemental Funding Request	PI, Co-PI

Access & Password Requirements

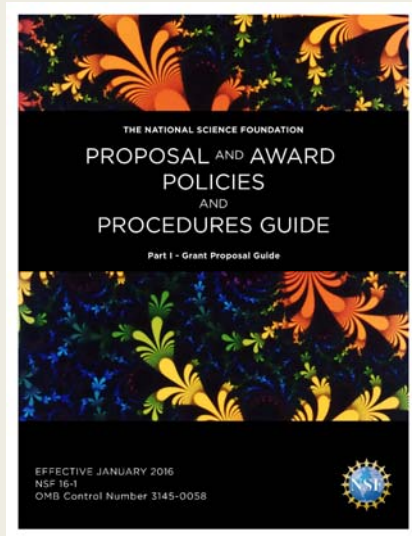
- A FastLane account is needed to work on a proposal in FastLane.
- Password should be at least 6 characters, but no more than 20 – at least 1 alphabetic and 1 numeric character.
- FastLane password expires after 120 calendar days.
- You cannot use your last three passwords.
- If you forget your password, you can reset it using FastLane's Reset Password Tool (<https://www.fastlane.nsf.gov/Admin/PIPasswordLogin.html>).
- Everyone needs their own. NO SHARING OF USER NAME AND PASSWORD.

How to get a NSF ID here at UW

- Contact your Dean's Office or RSP with the following information.
 - ✓ Full Name
 - ✓ Email, phone & fax number
 - ✓ Highest degree achieved & year it was achieved (PIs & CoPIs only)
 - ✓ Email notification of NSF ID will be sent to the person who the account was created for and the creator.



NSF Grant Proposal Guide



- The National Science Foundation Proposal and Award Policies and Procedures Guide 01-16
- Current version is effective for proposals submitted or due on or after January 25th, 2016
- http://www.nsf.gov/publications/pubsumm.jsp?ods_key=gpg

**New Guide will go into effect January 30th, 2017. So stay tuned for new changes.

NSF Grant Proposal Guide 01-16

Has 5 Chapters

- Pre-Submission Information
- Proposal Preparation Instructions
- NSF Proposal Processing and Review
- Non-Award Decisions and Transactions
- Renewal Proposals

Three Types of Pre-Award Submissions

- Letter of Intent
- Preliminary Proposal
- Full Proposal

What do you need to complete a NSF application?

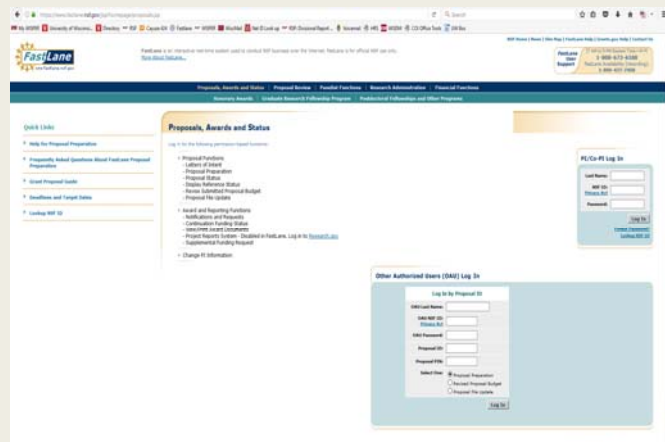
- Funding Opportunity
- Budget
- FastLane Application

NSF FastLane Application

- FastLane does not automatically number pages – do this by each section.
- Arial 10, Courier News, or Palatino Linotype at a font size of 10 or larger.
- Times New Roman & Computer Modern Family at a font size 11 or larger.
- Margins in all directions must be at least one inch.
- Avoid using a two-column format.

NSF FastLane Application

- PI needs to initiate the proposal in FastLane.
- Log in as Other Authorized User (OAU)
 - ✓ *OAU's NSF ID & Password*
 - ✓ *Proposal ID*
 - ✓ *Proposal PIN*



NSF FastLane Application

Proposal module has 11 sections

- Collaborators & Other Affiliations Information
- Cover Sheet
- Project Summary
- Table of Contents
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget
- Current and Pending Support
- Facilities, Equipment, and Other Resources
- Special Information and Supplementary Documentation

NSF – Collaborators & Other Affiliations Information

- Collaborators and co-Editors - A list in alphabetical order (including their current organizational affiliations) of all collaborators (last 48 months) & co-Editors (last 24 months). If there are no collaborators or co-editors to report, this should be so indicated.
- Graduate Advisors and Postdoctoral Sponsors- A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations, if known.
- Thesis Advisor and Postgraduate-Scholar Sponsor - A list of all persons (including their organizational affiliations, if known), with whom the individual has had an association as thesis advisor. In addition, a list of all persons with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor.

NSF – Cover Sheet

Cover Sheet is created in FastLane and there are four major parts.

- Awardee and Performing/Research Organization
- Program Announcement/Solicitation/Description
- NSF Unit of Consideration
- Remainder of the Cover Sheet

NSF– Project Summary

- Overview – description of activity that would result from funding and objectives and methods.
- Intellectual merit – description of potential of activity to advance knowledge.
- Broader Impact – potential of activity to benefit society and contribute to specific societal outcomes.
- Cut and paste each section into FastLane.

NSF–Project Description

- Content – work plans & methods.
- Page Limitation – 15 pages max (unless announcement says otherwise).
- Must have a separate section labeled "Broader Impacts".
- Results from Prior NSF Support – any support in the past 5 years. If multiple awards only need to report the one that is most related.
 - ✓ Award number, amount and period of support
 - ✓ Title of project
 - ✓ Summary of results to include two distinct headings: Intellectual Merit and Broader Impact
 - ✓ Publication resulting from the award
 - ✓ Evidence of research products and their availability
 - ✓ If for renewed support, a description of relation to completed work
- References Cited – upload as a separate PDF, if none, state "Not Applicable".

NSF - Biographical Sketches

- Page limit 2 pages per individual.
- Professional Prep – education in chronological order.
- Appointments – in reverse chronological order.
- Products/Publication – up to 5 related and 5 other related or not.
- Synergistic Activities– up to 5 examples.

NSF – Budget & Budget Justification

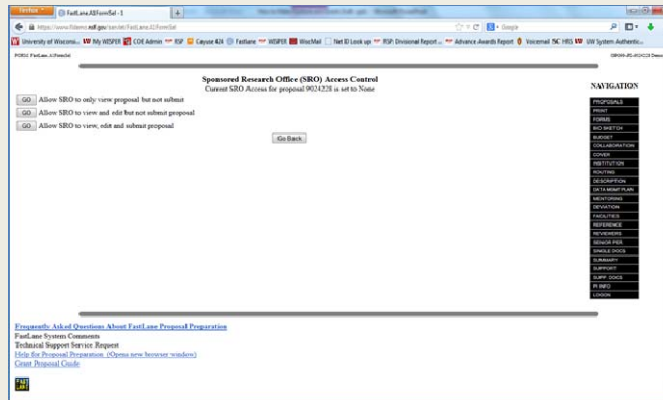
- Must contain a detailed budget for each year of support requested.
- Budget Justification is limited to 3 pages and justify only those costs included in the budget.

NSF - “The Rest”

- Current and Pending Support
 - ✓ Include all support (internal & external), including this proposal
 - ✓ Can use fillable form or upload a separate doc
- Facilities, Equipment, and Other Resources
 - ✓ Narrative, no quantifiable financial information
- Special Information and Supplementary Documentation
 - Post Doc Researcher Mentoring Plan
 - ✓ 1 page max
 - ✓ If collaborative, only the lead submits
 - Data Management Plan
 - ✓ 2 page max
 - ✓ If multi-university – only the lead submits

NSF - Submission

- PI has to allow SRO access to view, edit and submit to allow Dean's Office or RSP access to the proposal for review and submission.



NSF Tips & Best Practices

- Single Institution vs. Collaborative Proposals
 - Single Institution – one proposal is submitted can have sub awards.
 - Collaborative Proposals (multiple institutions) - A proposal is submitted by each institution – one is designated as lead.
- NSF Auto Compliance Checklist
 - Missing items will cause an error in the proposal submission.
- Submit Early
- No Voluntary Cost Share
- Always use go back button to go the main page instead of back arrow.
- Letters of Support are not allowed by NSF but letters of collaboration are permitted.
- Please, please, please, don't use Cayuse for NSF Proposals!

Practice Time

FORMS 01/15/16

Important Proposal Preparation Information

Faculty will check for required sections of the full proposal, in accordance with *Grant Proposal Guide (GPG)* instructions described in Chapter II.C.2. The GPG requires submission of: Project Summary, Project Description, References Cited, Biographical Sketch(es), Budget, Budget Justification, Current and Pending Support, Facilities, Equipment & Other Resources, Data Management Plan, and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **Faculty will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the GPG instructions.

Forms for Temp. Proposal #7755289

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/09/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited	12/09/16	<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	12/09/16		
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	12/09/16
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Collaborators and Other Affiliations	12/09/16	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorizations(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A
<input type="button" value="GO"/> Additional Single Copy Documents			

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship

NAVIGATION

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Questions?



- Tammy Kuhn Martin – tamara.kuhnmartin@wisc.edu
- Amber Jensen - amber.jensen@wisc.edu
- STAY WARM!!!!