

# Reference Sheet for Georgia Tech Proposals to the NSF

## Contracting Officers

Please visit OSP's current [list of Contracting Officers by Academic Unit and Agency](#).

Per the NSF 23-1 PAPPG (**effective January 30, 2023**)

<https://osp.gatech.edu/academic-contracting-team>

Your proposal should adhere to the following (unless otherwise noted by the solicitation):

**PAPPG – Significant Changes:** [Please see PAPPG \(23-1\) Significant Changes](#) to view a summary of this year's changes.

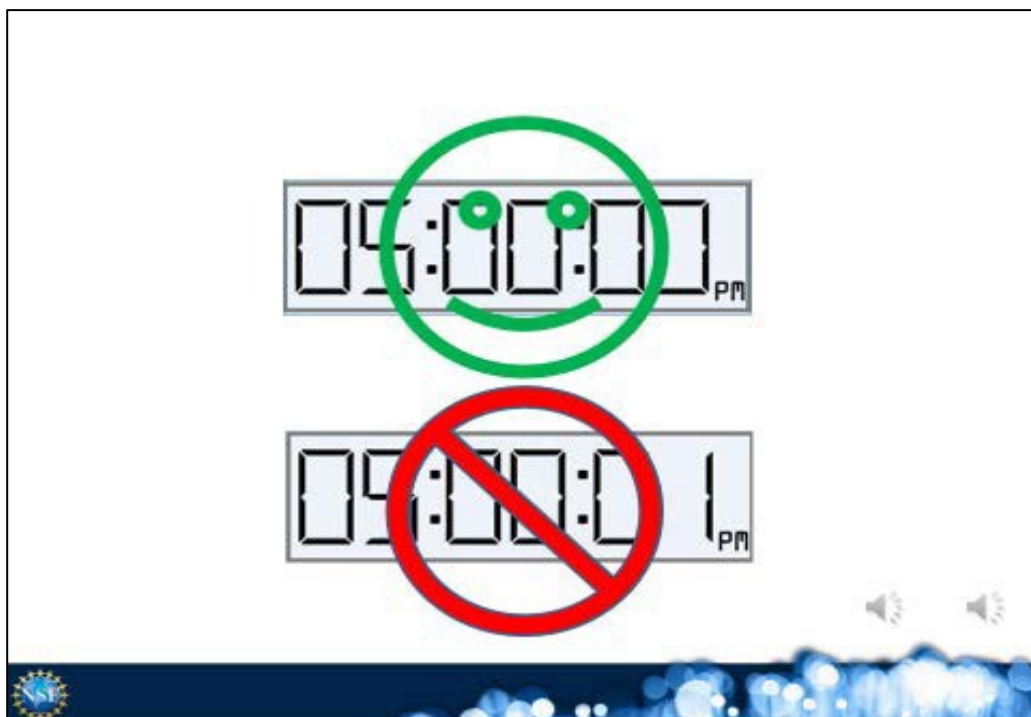
AOR will provide proposal certifications upon submission of the proposal, thus removing the ability for post-submission certification.

This guide is for NSF proposals that are submitted through the online **Research.gov** system. Please visit NSF's "About Proposal Preparation and Submission" page for links to guidance on system registration, helpdesk/FAQ information and video tutorials. <https://www.research.gov/research-web/content/aboutpsm>

OSP's proposal review process begins once we receive notification from Research.gov that the proposer has granted AOR access to the proposal. This notification is automatically generated when **FULL Submit Access** is provided to the proposal through the "Initiate Proposal Submission" link within the Research.gov proposal package.

\*\*\*OSP requests a proposal review window of **three days** prior to the submission due date\*\*\*

**5 p.m. submitter's local time is standard for all submissions. Strictly enforced.**



## **NOTE: Major changes highlighted in yellow:**

### **Creating New Proposal in Research.gov:**

- Select **Georgia Tech Research Corporation** as “Organization for New Proposal”
- **Select Opportunity Number:** if not applying to specific program, select 23-1. Proposers are advised to select "No Closing Date" when the proposal is not submitted in response to any relevant NSF funding opportunity.
- **Select Where to Apply:** Refer to solicitation to ensure correct Directorate/Office, Division, and Program are selected while generating your new proposal package in Research.gov.
- **Proposal Type:** Marked and appropriate for the current submission (refer to PAPPG and/or solicitation for proposal type guidance). Below are comments for specific example proposal types.
  - "RAPID", "EAGER" and "RAISE" must be included in the proposal project title if submitting any of these proposal types (not applicable to “RESEARCH” type submissions).
    - Email documentation from at least one NSF Program Officer confirming approval to submit either a RAPID, EAGER or RAISE proposal must be uploaded by the PI as a document entitled “RAPID Proposal - Program Officer Concurrence Email” or “EAGER Proposal - Program Officer Concurrence Email” or “RAISE Proposal - Program Officer Concurrence Email” depending on the proposal type. Upload email as Supplementary Documentation.
  - “CONFERENCE” proposals:
    - Must detail information on the complaint resolution process in the policy or code-of-conduct information that is required to be disseminated to conference participants
    - Must include a plan for recruitment of and support for speakers and other attendees that includes representation of underrepresented groups
    - Must include plans for identifying child care and other family care resources
    - Proposers are required to have a policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the conference will be resolved. This policy or code-of-conduct must be disseminated to conference participants prior to attendance at the conference as well as made available at the conference itself.
  - “TRAVEL” proposals:
    - Prior to the proposer’s participation in the meeting, the proposer will assure that the meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the meeting will be resolved.



- **Collaborative Status:** Marked and appropriate for the current submission
  - Single Proposal (a single proposal being submitted with or without subawards incorporated within the single proposal).
  - Separately Submitted Collaborative Proposals (a collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project, resulting in a collaboration of multiple linked proposals being submitted through the Research.gov system
    - (project title of collaboratively submitted proposals must start with “Collaborative Research:”)
- Title on Cover Page matches that which is on eRouting form and Current and Pending form
  - **Title of proposals being submitted by multiple organizations (linked collaborative proposals) must match and start with “Collaborative Research:”**

#### Cover Sheet Fields:

- Requested start date is at least 6 months out, unless specified otherwise within solicitation
- Proposed Duration (in months) matches requested budget period(s)
- **Preliminary Proposal Number:** If needed, enter the preliminary proposal number (refer to solicitation for preliminary proposal requirements)
- **Applicant/Prime Organization Information (auto populated with the following):**
  - Georgia Tech Research Corporation
  - 926 Dalney St NW
  - Atlanta, GA 30332-0420
  - DUNS:** 09-739-4084;
  - Unique Entity Identifier (UEI):** EMW9FC8J3HN4
  - Employer Identification No. (EIN):** 580603146
  - Awardee Organization Code (NSF):** 001569300
- **Primary Place of Performance Information (update fields to the following):**
  - Georgia Institute of Technology
  - 225 North Avenue, NW
  - Atlanta, GA 30332-0002, USA
- Human & Animal Assurance Numbers
  - Human Subject Assurance: Federal Assurance (FWA): 00001731 / Expires April 24, 2023
  - Animal Welfare Assurance No: D16-00474 (A3822-01) is valid until September 30, 2024
- Special Considerations: IRB/IACUC/Physical Agents/Biological Agents/Export must be noted on eRouting form if included in submission
  - NOTE: IRB/IACUC/rDNA deferral MUST be obtained prior to submission!!!
- **Foreign Organizations/Individuals:** in cases where the involvement of a foreign organization/individual is considered essential by the proposer, in addition to providing justification in the project description, the box for “Funding of a Foreign Organization or Foreign Individual” must be checked on the Cover Sheet.
- **International Activities:** each proposal that describes an international activity, proposers should list the primary countries involved.
- **Potential Life Sciences Dual Use Research of Concern (DURC):** A new checkbox has been added to



identify proposals that have a “Potential Life Sciences Dual Use Research of Concern.” See DUARC section of PAPPG for further guidance; Chapter II.E.6, Potential Life Sciences Dual Use Research of Concern (DURC).

- **Off-Campus or Off-Site Research:** A new checkbox has been added to the NSF Cover Sheet: Off-Campus or Off-Site Research. For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

### Project Summary

- Three Individual sections; 1.) Overview, 2.) Intellectual Merit, and 3.) Broader Impacts. Each section should include its header title on a separate line of the document.
- Does not exceed 4600 characters or 1-page limit
- May not be an abstract of the proposal

### Project Description

- Must contain a SEPARATE section header LABELED “**Broader Impacts**”. A section labeled “Intellectual Merit” is NOT required unless specified in the solicitation.
- Project Description must not contain any URLs.
- “**Results from Prior NSF Support**” information for any PI or Co-PI identified on the proposal who has received prior NSF Support including 1.) An award with an end date in the past five years; or 2.) Any current funding, including any no cost extensions.
  - section included for EACH PI/Co-PI with the following information/sections (**if more than one award, only required to include that which is most related to the proposal**)
  - NSF award number, title, period of support, and amount
  - a summary of the results of the completed work, including accomplishments, **described under two distinct headings, “Intellectual Merit” and “Broader Impacts”**;
  - publications (with FULL citations) resulting from the NSF award.
    - If none, state “No publications were produced under this award”.
  - 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
  - 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.
- If a **subaward** is proposed, a description of the work to be performed by the subawardee must be included in the project description.
- 15-page limit (unless specified in the solicitation)

### References Cited

- 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 no references, still include document and state none
- FULL names of authors (no use of “Et als”)



**Biosketch (3-page limit per person)** **Note: The mandate to use SciENcv only for preparation of the biographical sketch will go into effect for new proposals submitted or due on or after October 23, 2023. In the interim, proposers may continue to prepare and submit this document via use of SciENcv or the most current NSF fillable PDF. NSF, however, encourages the community to use SciENcv prior to the October 2023 implementation.**

- NSF Biosketch Guidance and Templates: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>
- **Biographical Sketches must be submitted in an NSF-approved format. NSF will only accept PDF's that are generated through use of an NSF-approved format. Approved formats include use of SciENcv or an NSF provided fillable pdf.**
  - \*SciENcv will not link to NSF systems to retrieve these biosketch documents.
  - \* **Not permissible to save SciENcv created pdf as a Word, edit/format, and save as a new pdf**
- List ONLY required sections (professional preparation, appointments, products, and synergistic activities) **no extra sections**
  - **Professional Preparations:** list in reverse chronological order- list postdoc, grad, and undergrad education (list ONLY the institution name, location, major, degree, and month & year degree received)
  - **Appointments:** list in reverse chronological order, no position descriptions. Appointments include any titled academic, professional, or institutional position whether or not remuneration is received.
  - **Products:** 5 Most Closely Related, 5 Other Significant (full citation, full names of authors, no et als). *If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch.*
  - **Synergistic Activities,** a list should include up to five **singular and distinct** 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. Presenting five headings with multiple examples listed under each heading will not be acceptable.
  - The Biographical sketch document now includes a Certification Requirement for Senior Personnel as specified in the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021. This is a new certification requiring senior personnel to certify that the information provided in their Biographical Sketch and Current & Pending documentation is accurate, current, and complete. This certification will be included in both SciENcv and the NSF fillable format for proposals submitted or due on or after January 30, 2023.

### **Collaborators and Other Affiliations (COA)**

- **Each Senior Personnel must upload a completed COA Excel spreadsheet template that has been provided by NSF. This file will continue to be uploaded as a single copy document for each senior personnel.**
- **All names must be listed as last name, first name, middle initial and organization affiliation.**
- **In addition to standard proposals that require upload of COA documentation, Conference**



**proposals over \$50K and Equipment proposals must now upload completed COA documentation.**

- **Please note that the Collaborator spreadsheet template:**
  - Has been developed to be fillable. Submitters must not alter content & format.
  - **The template and associated instructions may be accessed directly at:**  
<https://www.nsf.gov/bfa/dias/policy/coa.jsp>

**Budget/Justification**

- **1% Minimum Effort** (per budget year) budgeted or signed cost-share form provided, per [GIT policy](#).
  - 2 months/per year for ALL NSF support for senior personnel. *If anticipated, any compensation for such personnel in excess of two months **MUST BE** disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget*
- Unaffiliated Individuals: Unless specifically authorized in an NSF solicitation, unaffiliated individuals are ineligible to receive direct funding support from NSF
- Mathematically/Correctly uses the following [Rates](#):

<b>Provisional Fringe</b>	Full-time	31.7%
	Part-time	23.1%
	Partial	1.4%
	GRA	5.7%

<b>F&amp;A</b>	On- campus	58.20%
	Off-campus	26.00%

<b>Tuition</b>	\$1,557 per month 0% annual escalation authorized
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- \*Note: Use of the Other Sponsored Activities (OSA) F&A cost reimbursement rate requires OSP management review for compliance with the rate’s definition. A request for review is automatically generated when the OSA rate is selected in eRouting.
- Modified Total Direct Cost (MTDC): excludes equipment, participant support costs, tuition, and the portion of sub-awards over \$25k
  - Justification matches budget, **5-page limit**.
    - If subawards are included, EACH SUBAWARD must include a separate budget and budget justification
  - Interdivisional Transfer (GTRI only): If GT budget with GTRI personnel/funds \*OR\* GTRI budget with GT personnel/funds, the TOTAL amount is listed in “G6: Other” (no fees or costs allowed) and will be handled as an “interdivisional transfer”. The amount should be explained and detailed in the budget justification.
  - Subcontract LOI letters should be on letterhead, addressed to the corresponding Contract Officer, signed by the appropriate official. Consultant letters, preferably on company or



personal letterhead, should include hourly rates for service and number of hours committed to this effort. Equipment purchases requires recent quotes. All MUST be uploaded into the eRouting system.

- **NOTE:** Unless required by NSF, inclusion of voluntary committed cost sharing is **prohibited** and Line M on the proposal budget will not be available for use by the proposer. *NSF Program Officers are not authorized to impose or encourage mandatory cost sharing unless such requirements are explicitly included in the program solicitation.*
- Participant Support:
  - Speakers and trainers are not considered participants and should not be included in this section of the budget. If the primary purpose of the individual's attendance at the conference is learning and receiving training as a participant, however, then the costs may be included under participant support. If the primary purpose is to speak or assist with management of the conference, then such costs should be budgeted in appropriate categories other than participant support and must include a consultant letter listing rates for service.
  - **Costs related to an NSF-sponsored conference** (e.g., venue rental, catering costs, supplies, etc.) **that will be secured through a service agreement/contract should be budgeted in line G.6 "Other Direct Costs"** to ensure appropriate allocation of indirect costs. (IDC applies to these costs)
- Publication Costs:
  - Costs associated with data deposit and data curation costs may be entered in the Publications/Documentation/Dissemination line item.

### **Current and Pending Support Form**

- **Current and Pending (Other) Support, has been revised to increase standardization with the Common Form for Current and Pending (Other) Support that has been developed in compliance with NSP-33 Implementation Guidance. NSF has made every effort to mirror the Common Form. Due to timing disparities between the issuance of the Common Form and the PAPPG, however, it is possible that variances may occur. This section has also been revised to require the use of [SciENcv](#) for the preparation of this document effective October 2023. In the interim, proposers may continue to prepare and submit this document via use of SciENcv or the most current NSF fillable PDF.**
  - ***In accordance with NSPM-33 Implementation Guidance, NSF program officers will request updated Current and Pending (other) Support prior to making a funding recommendation.***
- NSF Current & Pending Guidance and Templates: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>
- Current and pending support information must be separately provided for each individual designated as senior personnel **through NSF approved formats, including use of [SciENcv](#) or an NSF provided fillable pdf.**
- A brief statement of the overall objectives of the project/proposal being proposed or in-kind contribution must be provided. The submission also should summarize potential overlap with any active or pending proposal or in-kind contribution and this proposal in terms of scope, budget, or person-months planned or committed to the project by the individual.
- Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source (e.g.,

Federal, State, local, foreign, public or private foundations, non-profits, industrial or other commercial organizations, consulting, or internal funds allocated toward specific projects), irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. All projects and activities, current or proposed that require a time commitment from the individual must be reported, even if the support received is only in-kind (such as office/laboratory space, equipment, supplies, employees, students). The total award amount for the entire award period covered (including indirect costs) must be provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior personnel involved.

- In-kind contributions not intended for use on the project being proposed (that require a time commitment by the PI/Senior Personnel) must be reported in C&P
- Gifts (with NO obligations) are not required to be reported in C&P
- Report start-up packages from another institution but not from the Senior Personnel's home institution
- Consulting arrangements – All resources made available to an individual in support of, or related to, all of the individual's research efforts must be included in Current and Pending reporting, whether or not the resources have monetary value and whether provided through the proposing institution or directly to the individual. This includes resources from consulting arrangements.
- Current proposal listed as "pending" (budget amount, title, period of performance, and person months/year match Cover Page and budget information)
- Include "(this proposal)" at the end of the project title of THIS pending proposal.
- The Current & Pending document now includes a Certification Requirement for Senior Personnel as specified in the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021. This is a new certification requiring senior personnel to certify that the information provided in their Biographical Sketch and Current & Pending documentation is accurate, current, and complete. This certification will be included in both SciENCv and the NSF fillable format for proposals submitted or due on or after January 30, 2023.

#### **Facilities, Equipment, and Other Resources**

- Included (or statement of "none)
- No quantifiable financial information
- Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal and documented in a letter of collaboration from each collaborator
- No page limit specified by NSF
- May include in-kind contributions intended for use on the project being proposed

#### **Mentoring Plan for Postdocs**

- Only required to be uploaded under the "Mentoring Plan" tab of Research.gov if postdocs are proposed on the project
- Limited to 1-page

#### **Data Management Plan**

- Must be uploaded under the "Data Management Plan" tab of Research.gov. Limited to 2 pages





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

### **Supplementary Documents**

- Letters of support, unless requested by solicitation, are not allowed
- Letters of Collaboration should ONLY include intent to collaborate and should NOT include any endorsement or evaluation of the proposal project. Letters of Collaboration “SHOULD” follow this format,
  - *“If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.”*
- Appendices may not be included unless a deviation has been authorized
- Other supplementary documentation as required by the solicitation

