

NSF 19-1 (Effected January 28, 2019)

https://www.nsf.gov/pubs/policydocs/pappg19_1/nsf19_1.pdf

Deadline of 5:00 PM (NO EXCEPTIONS)

Organizations that are unable to submit a proposal prior to a deadline due to a natural or anthropogenic disaster will be required to submit a new Single Copy Document, “Nature of Natural or Anthropogenic Event,” when attempting to submit a late proposal using the “Special Exception to the Deadline Date Policy” box on the NSF Cover Sheet.

All PIs and Co-PIs must have an NSF ID to submit a proposal.

FastLane does not automatically paginate a proposal. Each section must be individually paginated.

1. Cover Sheet

- Program Solicitation#
- NSF Unit of Consideration
- Deadline Date
- Title of Project
- Start date and number of months in duration.
- PIs/Co-PIs (no more than 5 in total, including the PI).
- All projects involving human subjects must either have approval from GW’s Institutional Review Board (IRB) or affirm that the IRB has declared the research exempt from IRB review.
- International Activities Country Name(s): Proposers also should enter the country or countries. If foreign country is unknown, select the "worldwide" option.

2. Project Summary – 1 Page (4,600 Characters, including spaces. 51 lines or less)

Self-contained description of activity written in third-person which includes statement of objectives and methods employed.

- Use the three separate text boxes in Fastlane to upload the 1) Overview, 2) Intellectual Merit, and 3) Broader Impact sections of the Summary (note: separate headings are no longer needed).
- The Project Summary may ONLY be uploaded as a Supplementary Document if use of **special characters** is necessary. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, intellectual merit and broader impacts of the proposed activity.

3. Table of Contents – generated automatically by FastLane.

4. Project Description – May Not Exceed 15 Pages, unless otherwise noted in the solicitation

- The Project Description must contain, as separate sections within the narrative, a section labeled “Broader Impacts” and another as “Intellectual Merit”. (Do not deviate from these header titles)
- **The description of the work to be performed by the subaward must be included in the project description.**
- Results of prior and current NSF support for PIs and Co-PIs who have received NSF support within the last 5 years (including any current funding and no cost extensions). Must include all NSF funding regardless of whether there is salary support or whether the project is directly related to the proposal.
- NSF award number, amount and period of support, title of the project, summary of results of the completed work, listing of publications, evidence of research products, and if proposal is renewed for support, description of relation to completed work.
- 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.

URLs that provide information necessary to review should not be used.

5. References Cited - Include bibliographic citations only. (No page limits)

6. Biosketch – Two Pages per Person required for each individual identified as Senior Personnel (Biographical sketches must be uploaded separately for each individual listed on the proposal as senior personnel)

- No personal information is allowed
- Must be in the following order:
 - a.) Professional Preparation – Earliest to most recent.
 - b.) Appointments – Reverse chronological order beginning with current appointment.
 - c.) 10 Products (use to be called Publications) – Up to five products most closely related to the proposed project and up to five other significant products. The heading “Publications” may be used for this section if only publications are included.
 - d.) **Synergistic Activities – Up to five distinct examples (not categories) that demonstrate the broader impacts of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation.**
- **Other Personnel** biographical information should be uploaded as a single PDF file in the Other Supplementary Documents section of the proposal. (postdoctoral associates, other professionals and students that possess exceptional qualifications that merit consideration in the evaluation of the proposal)

COLLABORATORS AND OTHER AFFILIATIONS (Single Copy Document)

Each of the senior project personnel needs to provide the COA template as a new single-copy document.

- There are 5 separate categories of information which correspond to the 5 tables in the COA temple.

This template must be saved in .xlsx or .xls format, and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. FastLane will convert the uploaded .xlsx or .xls files to PDF. Using the .xlsx or .xls format will enable preservation of searchable text that otherwise would be lost. It is therefore imperative that this document be uploaded in .xlsx or .xls only. Uploading a document in any format other than .xlsx or .xls may delay the timely processing and review of the proposal.

***** The information provided in the tables is not required to be sorted, alphabetically or otherwise *****

7. Budget/Justification (No more than 5 pages per proposal)

- Faculty salary – No more than 2 months of their regular salary allowed in any one year under the GPG basic guidelines. This limit includes salary compensation received from all NSF-funded grants.

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.

- If no person months or salary is requested for Senior Personnel, they must be removed from Section A of the budget. Their names will remain on the Cover Sheet and the individual(s) role on the project should be described in the Facilities, Equipment and other Resources section of the proposal.

***** The inclusion of voluntary committed cost sharing in NSF proposals will be prohibited *****

8. Current and Pending Support (INCLUDES THIS PROPOSAL AS PENDING SUPPORT)

9. Facilities, Equipment, and Other Resources

- Includes description of unfunded collaborations (as documented in the letters of collaboration) or senior personnel role(s) on the project

10. Data Management Plan (Required) – No more than 2 Pages

11. Postdoctoral Researcher Mentoring Plan (Required if funding requested to support post doc) - no more than 1 Page

12. Letter(s) of Collaboration (Required if there are collaborative arrangements of significance to the proposal and uploaded in the Other Supplementary Documents section of the proposal.)

13. Other Supplementary Documentation: (Allowed or required per guidelines)

Internal Requirements for Subrecipient Package – Documents needed for submission

- FDP Member (Proposal-Specific Documents Only) or Non-FDP Member (GW Subrecipient Commitment Form with Attachments)
- FDP Website: <https://fdpclearinghouse.org/organizations>
- Subrecipient Commitment Form:
https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Commitment_Form.pdf