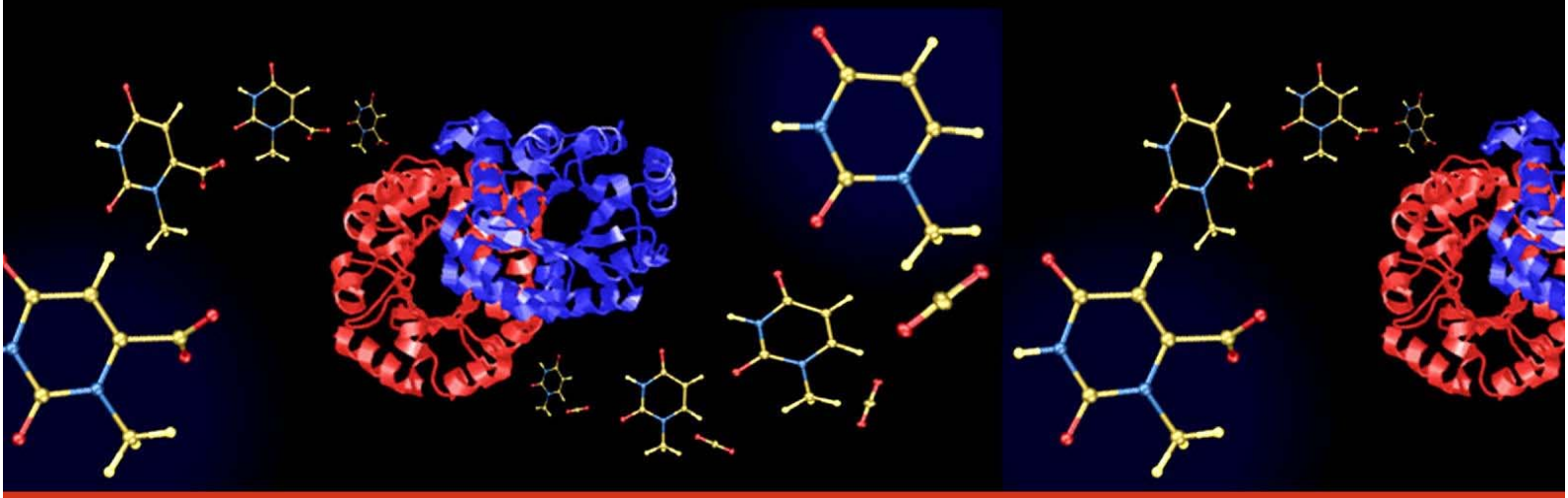
Grants.gov Application Guide



A Guide for Preparation and Submission of NSF Applications via Grants.gov

GRANTS.GOV℠

National Science Foundation

June 1, 2007

Image: An enzyme called orotidine 5'-monophosphate decarboxylase catalyzes a reaction to make uridine 5'-monophosphate, a component of DNA.
Credit: Dr. Dean J. Tantillo, Cornell University and Jeehiun Katherine Lee, Rutgers University

SUMMARY OF SIGNIFICANT CHANGES

Overall

The Grants.gov Application Guide has been updated for consistency with the re-issuance of the Grant Proposal Guide (GPG). The GPG is contained in Part I of the new Proposal & Award Policies & Procedures Guide [NSF 07-140). All references to the GPG have been updated accordingly.

NSF application packages posted to Grants.gov will continue to utilize PureEdge forms as the transition by Grants.gov from PureEdge to Adobe forms remains in progress. Upon completion of the transition process, the NSF Grants.gov Application Guide will be updated and reissued with instructions for Adobe forms.

Chapter III – Section 1, NSF's Implementation of Grants.gov

- This section has been updated to reflect NSF's implementation plan for Fiscal Year 2007.

Chapter III – Section 6, Applications Eligible for Submission

- This section has been updated to reflect NSF's implementation plan for Fiscal Year 2007.

Chapter V – Sections 2.1, 2.20 - SF 424 (R&R) (Cover Sheet)

- This section has been clarified to inform the applicant that the term preliminary proposals, used by NSF, is synonymous with the term pre-applications used by Grants.gov.

Chapter V – Section 2.14, Enter Congressional Districts (Field 14 on the Form)

- This section has been clarified to inform the applicant that the attachment for the additional list of Project Congressional Districts on page 2 is an optional field.

Chapter V- Section 3.1, Enter Project/Performance Site Primary Location

- This section has been updated to inform the applicant that on the R&R Performance Site Locations form, if the Organization Name field is left blank for the Performing Organization, then the Awardee Organization is also considered as the Performing Organization.

Chapter V – Section 5, R&R Senior/Key Person (Expanded)

- The graphic has been corrected to include the most recent version of the R&R Senior/Key Person (Expanded).

Chapter V – Section7.8, Enter Other Direct Costs, 5. Subawards/Consortium/Contractual Costs

- The following sentence has been deleted as it no longer applies: "NSF is not accepting applications that require submission of subaward budgets through Grants.gov at this time."

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I. INTRODUCTION

1. BACKGROUND

The National Science Foundation (NSF) funds research and education in science and engineering through grants and cooperative agreements. The Foundation accounts for approximately 20 percent of federal support to academic institutions for basic research. Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies, including NSF. Grants.gov encompasses over 900 grant programs offered by the 26 Federal grant-making agencies. It streamlines the process of awarding $350+ billion annually to colleges, universities, K-12 school systems, businesses, informal science organizations, and other research organizations throughout the US. Grants.gov is one of 24 Federal cross-agency E-Government initiatives focused on improving access to government services via the Internet.

2. PURPOSE AND SCOPE

This document was developed to assist applicants in the preparation and submission of applications to NSF. It is intended as the primary document for use in preparation of applications via Grants.gov. Where appropriate, relevant sections of the NSF Grant Proposal Guide (GPG) and Grants.gov User Guide have been incorporated by reference.

For the purpose of this document, the term “application” (used by Grants.gov) will replace the term “proposal” (used by NSF). However, the terms are synonymous.

3. INTENDED AUDIENCE

NSF applicants include scientists, engineers and educators. Graduate students are not encouraged to submit research applications, but should arrange to serve as research assistants to faculty members. Some NSF divisions accept applications for Doctoral Dissertation Research Grants when submitted by a faculty member on behalf of the graduate student. A full listing of eligible applicants is contained in the NSF Grant Proposal Guide (GPG Chapter I.E.)

NSF Grant Proposal Guide Chapter I.E. http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg

4. DOCUMENT SYMBOLS

The following symbols are used throughout this document to highlight information that is of particular interest or importance:

This symbol indicates NSF specific instructions.

This symbol represents a link to an important reference material.

* This symbol represents a required field

5. REFERENCED DOCUMENTS

5.1 NSF Grant Proposal Guide (GPG)

The GPG provides guidance for the preparation of applications for submission to NSF via use of the FastLane System. The GPG includes detailed application preparation instructions and information about NSF's application processing and review process. It also includes information about withdrawals, returns and declinations. Where appropriate, sections of the GPG have been incorporated by reference into this application guide.

NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg

5.2 Grants.gov User Guide

The Grants.gov User Guide is a comprehensive reference to information about Grants.gov. Applicants can download the User Guide as a Microsoft Word document or as a PDF document.

Grants.gov User Guide: http://www.grants.gov/help/user_guides.jsp

II. GENERAL INSTRUCTIONS FOR SUBMISSION VIA GRANTS.GOV

1. REGISTRATION PROCESS

Before using Grants.gov for the first time, each organization must register to create an institutional profile. Once registered, the applicant's organization can then apply for any government grant on the Grants.gov website, including NSF grants.

Grants.gov Registration: http://www.grants.gov/applicants/get_registered.jsp

2. SOFTWARE REQUIREMENTS[1]

2.1 PureEdge

In order to access, complete and submit applications, applicants need to download and install the PureEdge Viewer. For minimum system requirements and download instructions, please see the Grants.gov User Guide.

2.2 Special Instructions for Macintosh Users

If the applicant does not have a Windows operating system, the applicant can still use PureEdge by using a Windows emulation program. PureEdge has created detailed instructions for Macintosh users:

http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf

Additional information is available on the Grants.gov Help Page:

http://www.grants.gov/resources/download_software.jsp

[1]NOTE: If the applicant has problems setting up software on their machine, the applicant may not have security permissions to install new programs on their system. If that is the case, they should contact the organization's system administrator.

III. NSF-SPECIFIC INSTRUCTIONS FOR SUBMISSION VIA GRANTS.GOV

1. NSF'S IMPLEMENTATION OF GRANTS.GOV

In furtherance of the President's Management Agenda, in Fiscal Year 2007, NSF has identified specific programs that will either authorize or require use of Grants.gov to prepare and submit proposals to NSF. NSF will revise each of the funding opportunities identified on the list to incorporate Grants.gov submission requirements throughout the fiscal year. Once the funding opportunity has been revised and posted to Grants.gov FIND, the application package will then become available in Grants.gov APPLY. The application package will contain the appropriate Pure Edge forms, NSF specific forms, and the NSF Grants.gov Application Guide. Applicants are advised that until the funding opportunity has been revised, the NSF FastLane system must be used to prepare and submit grant applications to NSF.

Complete Listing of NSF Programs that require use of Grants.gov to prepare and submit proposals to NSF in FY 2007: http://www.nsf.gov/bfa/dias/policy/docs/grantsgovlisting307.pdf

In addition, NSF does **not** accept applications through Grants.gov for the following types of transactions:

- Changed/Corrected Applications
- Continuation
- Revision

2. COMPONENTS OF AN NSF APPLICATION

The documents listed in Table 1 are components of an NSF application. The documents identified as required must be submitted to NSF as part of the application. Detailed instructions for submitting both required and optional documents can be found on the page indicated in the last column of the table.

Table 1: Components of an NSF Application

Document	Required	Optional	Instructions
R&R SF424 Cover Sheet	✔		Page 20
R&R Performance Site Locations	✔		Page 27
R&R Other Project Information	✔		Page 28
R&R Senior/Key Person (Expanded)	✔		Page 32
R&R Personal Data	✔		Page 37
R&R Budget	✔		Page 39
NSF Grant Application Cover Page	✔		Page 48
NSF Application Checklist	✔		Page 50
R&R Subaward Budget Attachment		✔	Page 46
NSF Deviation Authorization		✔	Page 52
NSF Suggested Reviewers		✔	Page 52
NSF FastLane System Registration		✔	Page 54

3. CONFORMANCE WITH APPLICATION PREPARATION REQUIREMENTS

It is imperative that all applications conform to these application preparation and submission instructions. All attachments to an application also must comply with NSF font, spacing and margin requirements (See GPG Chapter II.B.2.). Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation had been approved in advance of application submission. Please note that NSF solicitations may establish additional requirements. Applications that do not comply with this requirement will not

be inserted into NSF's FastLane system and therefore cannot be reviewed. See GPG Chapter IV.B., (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg) for additional information.

3.1 Portable Document Format (PDF)

NSF requires that applicants submit attachments to applications to Grants.gov in Portable Document Format (PDF). Using PDF format allows applicants to preserve the formatting of their documents. In order to save a document as a PDF, the applicant will need to use PDF generator software.

3.2.1 Creating PDF Files

NSF has published the following webpage that provides guidance on creating PDF files acceptable for submission to FastLane. **This same guidance must be followed for all attachments submitted with the NSF application through Grants.gov.**

Creating PDF Files: https://www.fastlane.nsf.gov/documents/pdf_create/pdfcreate_05a.jsp

Adobe Reader cannot produce PDF files. The applicant must use the Adobe Distiller component of Adobe Acrobat.

NOTE: DO NOT USE PDFWriter! To avoid problems with converting files to PDF, download the FastLane Job Options file as described below.

3.2.1.1 Instructions For Non-Adobe Acrobat Users

Users without Adobe Acrobat may use the PDF Conversion Utility found within FastLane to convert non-PDF documents to PDF format. The utility can be accessed by **registered** FastLane users through either the Proposal Preparation or the Research Administration modules.

Accessing the FastLane PDF Conversion Utility through Proposal Preparation

1. Navigate to the NSF FastLane homepage: https://www.fastlane.nsf.gov/fastlane.jsp
2. Select the Proposals, Awards and Status module.
3. Log in using your appropriate FastLane log-in information.
4. On the Quick Links menu at the left of the screen, select Convert Files to PDF.
5. Enter the location of the file in the space provided, or select the Browse button to select the file to be converted to PDF format.
6. Select the Convert to PDF button. The PDF conversion process may take a few minutes depending on your file. Upon completion of PDF conversion, the screen will indicate that your file has been successfully converted.
7. Select View PDF. The converted document appears in PDF format in Adobe Reader within your web browser.
8. Select the diskette icon to name and save your new PDF file locally to your hard drive.

Accessing the FastLane PDF Conversion Utility through Research Administration

1. Navigate to the NSF FastLane homepage: https://www.fastlane.nsf.gov/fastlane.jsp
2. Select the Research Administration module.

3. Log in using your appropriate FastLane log-in information.

4. On the Quick Links menu at the left of the screen, select Convert Files to PDF.

5. Enter the location of the file in the space provided, or select the Browse button to select the file to be converted to PDF format.

6. Select the Convert to PDF button. The PDF conversion process may take a few minutes depending on your file. Upon completion of PDF conversion, the screen will indicate that your file has been successfully converted.

7. Select View PDF. The converted document appears in PDF format in Adobe Reader within your web browser.

8. Select the diskette icon to name and save your new PDF file locally to your hard drive.

3.2.2.2 Warnings and Rules

Failure to comply with the following warnings or adhere to NSF rules for PDF files may result in your application not being inserted into NSF's FastLane and the application missing the opportunity's deadline date!

Warnings

- DO NOT Use Adobe Acrobat PDFWriter
- DO NOT Use Blocked PDF Producers
- DO NOT Use Adobe Acrobat Encryption or Security Settings

Rules

- Always Check Results
- Always Embed All Fonts
- Always Use Type 1 or True Type Fonts
- Note the Special Rules for TeX or LaTeX

DO NOT Use Adobe Acrobat PDFWriter
PDFWriter does not produce acceptable PDF files, except under very limited circumstances. This can lead to NSF program officers and reviewers seeing garbled and/or incomplete versions of a file. FastLane recommends uploading one of the supported formats as identified in the Acceptable File Formats section on FastLane https://www.fastlane.nsf.gov/documents/pdf_create/pdfcreate_04.jsp?page=0 To create and upload a PDF file, use Adobe Distiller (in the same package as PDFWriter) or Ghostscript.

4. SUBMISSION OF SAME APPLICATION TO MULTIPLE AGENCIES

With the exception of the Biological Sciences Directorate policy specified below, concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review.

4.1 NSF Biological Sciences Directorate Policy

Research applications to the Biological Sciences Directorate, however, (not applications for conferences or workshops) cannot be duplicates of applications to any other Federal agency for simultaneous consideration. The only exceptions to this rule are – (1) when the applicants and program officers at relevant Federal agencies have previously agreed to joint review and possible joint funding of the application; or (2) applications for Principal Investigators (PIs) who are beginning investigators (individuals who have not been a PI) or co-principal investigator (co-PI) on a Federally funded award with the exception of doctoral dissertation, postdoctoral fellowship or research planning grants. For applicants who qualify under this latter exception, the box for "Beginning Investigator" must be checked on the NSF Grant Application Cover Page.

5. SUBMISSION FOR REVIEW BY MULTIPLE PROGRAMS WITHIN NSF

The same work/proposal cannot be funded twice. The submission of duplicate or substantially similar proposals concurrently for review by more than one program without prior NSF approval may result in the return of the redundant proposals. (See GPG Chapter IV.B. for further information.)

6. APPLICATIONS ELIGIBLE FOR SUBMISSION

In furtherance of the President's Management Agenda, in Fiscal Year 2007, NSF has identified specific programs that will either authorize or require use of Grants.gov to prepare and submit proposals to NSF. NSF will revise each of the funding opportunities identified on the list to incorporate Grants.gov submission requirements throughout the fiscal year. Once the funding opportunity has been posted to Grants.gov FIND, the application package will become available in Grants.gov APPLY. The application package will contain the appropriate Pure Edge forms, NSF specific forms, and the NSF Grants.gov Application Guide. Applicants are advised that until the funding opportunity has been revised, the NSF FastLane system must be used to prepare and submit grant applications to NSF.

Complete Listing of NSF Programs that will require use of Grants.gov to prepare and submit proposals to NSF in FY 2007: http://www.nsf.gov/bfa/dias/policy/docs/grantsgovlisting307.pdf

7. NEXT STEPS – POST SUBMISSION TO GRANTS.GOV

Until an application has been received and validated by NSF, the Authorized Representative (AR) may check the status of an application on Grants.gov. Grants.gov requires a user login and password.

Check Application Status: https://apply.grants.gov/ApplicantLoginGetID

7.1 Grants.gov Contact Center

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of the application, please contact:
Telephone: 1-800-518-4726
Email: support@grants.gov

7.2 NSF IT Help Central

If the Authorized Representative (AR)[2] has not received a confirmation message from NSF within 60 hours of submission of the application, please contact:

Telephone: 1-800-673-6188
Email: fastlane@nsf.gov

7.3 NSF FastLane System

FastLane is the NSF online website through which NSF interacts with researchers and potential researchers, reviewers, and research administrators and their organizations.

FastLane: https://www.fastlane.nsf.gov

For applications submitted through Grants.gov, FastLane will be utilized by the applicant to:

- Check the status of an application after it has been received and validated by NSF. See Section 7.3.1,
- "Check the Status of an Application in FastLane" below for more information;

[2] Please note that the identified PI also will receive a confirmation message from NSF.

- Add or correct information in the application after submission via Grants.gov and a notification is received from NSF that the application has been inserted into FastLane. See Section 7.3.2, "Proposal File Update – Post Submission" and Section 7.4, "Warning Messages" below for more information.

7.3.1 Check the Status of an Application in FastLane

After applicants receive a receipt notification from NSF, FastLane should be used to check the status of an application.

FastLane Proposal Status: https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp

7.3.2 Proposal File Update – Post Submission

Applications submitted through Grants.gov are considered official submissions to the Federal government. Applicants that wish to change or correct a previously submitted application must use the Proposal File Update[3] module available in the NSF FastLane System as specified below.

FastLane Proposal File Update: https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp

A request for a file update automatically will be accepted if submitted **prior to:**

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited application.

A request for a file update **after** the timeframes specified above will require acceptance by the cognizant NSF Program Officer. Such requests may be submitted only to correct a technical problem with the application (i.e., formatting or print problems). Changes in the content of the application should not be requested **after** the timeframes specified above. When a request is accepted, the proposed files or revisions to application attributes will immediately replace the existing files and become part of the official application.

PIs can access the Proposal File Update Module via the "Proposal Functions" section of FastLane. Authorized individuals in the organization's Sponsored Projects Office (or equivalent) can initiate or review requests for proposal file updates using the "Submit Proposals/Supplements/File Updates/Withdrawals" Module via the FastLane "Research Administration Functions."

NSF will consider only one request for a proposal file update per proposal at a time. It is anticipated that it will be a rare occurrence for more than one file update request to be submitted for a proposal.

7.4 Warning Messages

If an applicant receives a Warning Message email stating information needs to be added or corrected in the application, the applicant will need to make the necessary correction(s) in the Proposal File Update module. See 7.3.2 Proposal File Update – Post Submission above for more information about file updates.

[3] The module in FastLane that is used to update files is the Proposal File Update module. The term proposal is the same as an application.

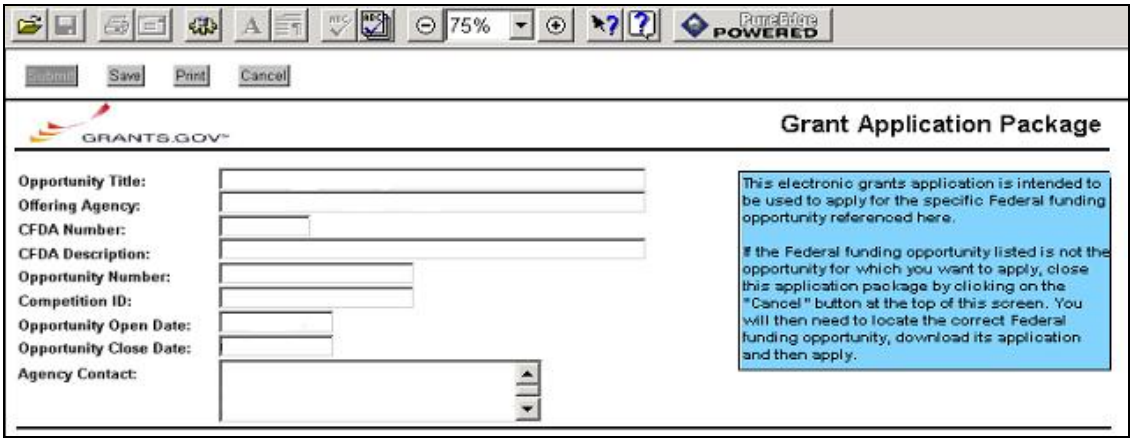
IV. GRANT APPLICATION PACKAGE INSTRUCTIONS

1. GRANT APPLICATION PACKAGE

1.1 Verify Grant Information

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

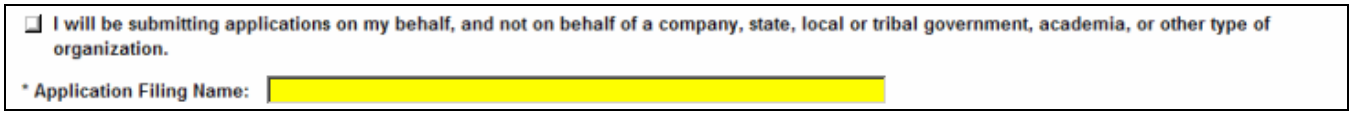
- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact



1.2 Enter a Name for the Application

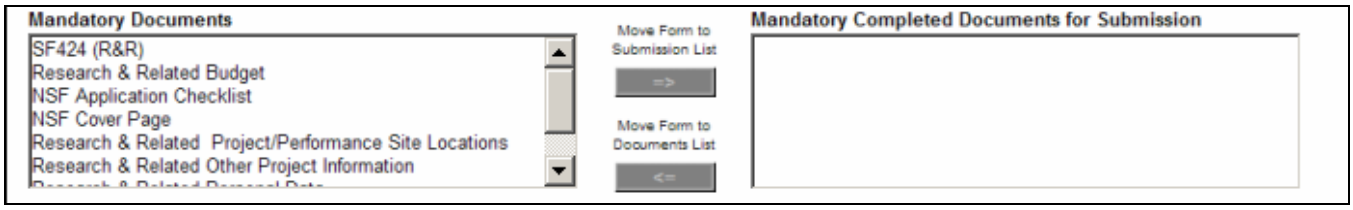
Check the box indicating that the applicant will be submitting applications on their own behalf (if applicable). The check box will only be shown on funding opportunities that are open to individuals.

Enter a name for the application in the ***Application Filing Name*** field (this is a required field). This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.



1.3 Open and Complete Mandatory Documents

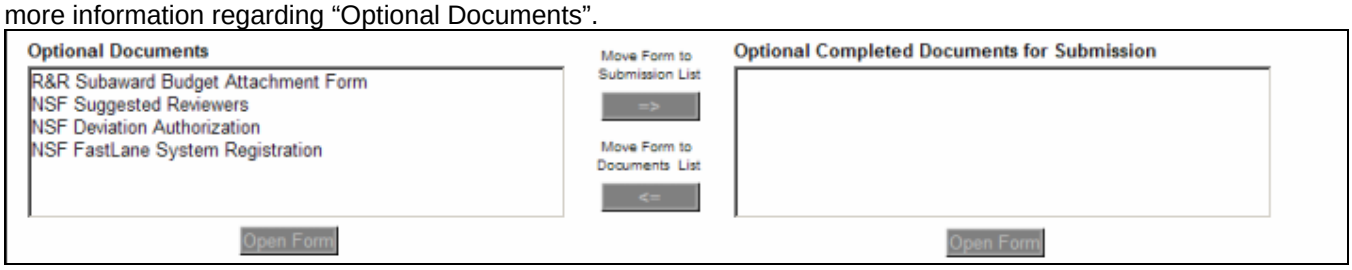
Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF 424 (R&R) first. Data entered on the SF 424 (R&R) will populate other mandatory and optional forms where possible.



To open an item, simply click on it to select the item and then click on the "Open Form" button. When a form or document has been completed, click the form/document name to select it, and then click the => button. This will move the form/document to the "Completed Documents" box. To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

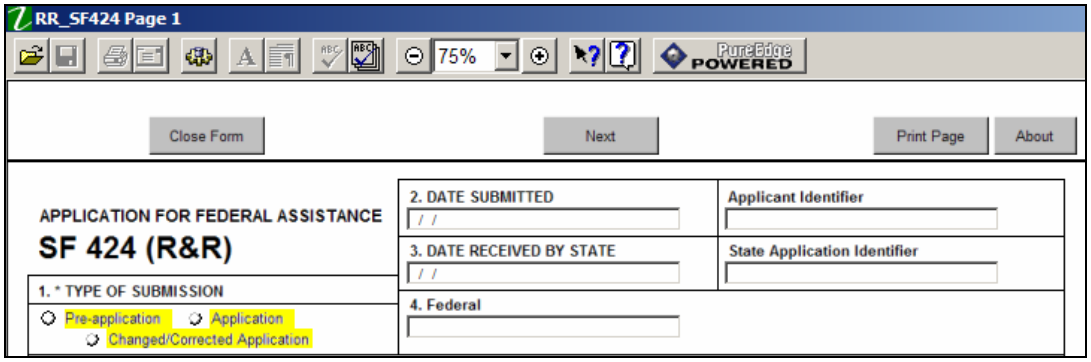
1.4 Open and Complete Optional Documents

These documents can be used to provide additional support or supplemental information for the application or may be required for specific types of funding opportunities. Reference the application package instructions for more information regarding "Optional Documents".

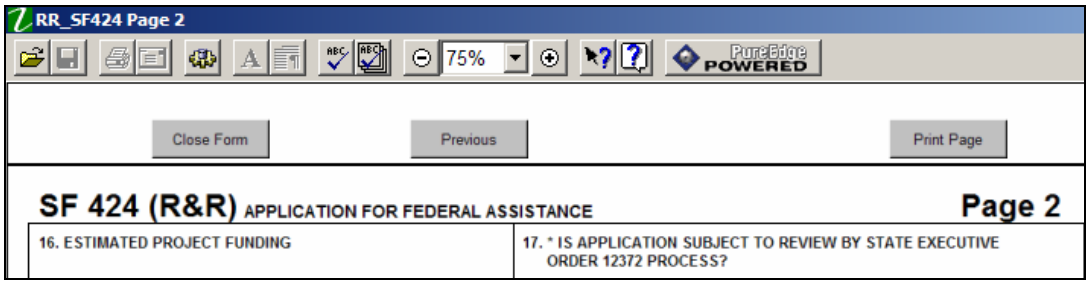


1.5 Navigating the Forms

The SF 424 (R&R) Cover Sheet, R&R Budget and NSF Application Checklist forms/documents are two or more pages in length. The applicant must complete the mandatory fields on each page of the form/document. To navigate to the next page of a form/document, locate the "Next" button at the top of the form and click on the button.

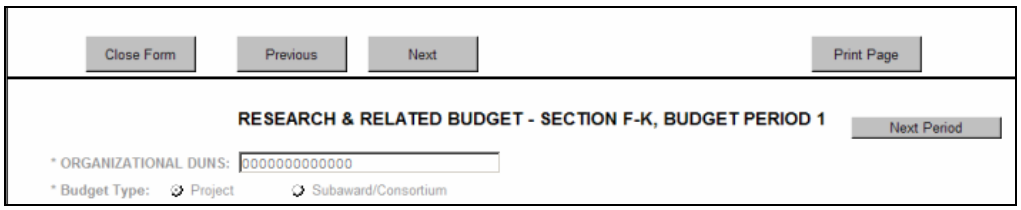


Once the "Next" button has been clicked, the applicant will be taken to the next page of the form/document where they may complete the rest of the form.



To go back to the first page of the form/document, simply click on the "Previous" button. Once all the relevant fields have been completed, the applicant may click on the "Close Form" button to return to the Grant Application Package screen and the list of Mandatory and Optional Documents. When a form/document is closed the completed data is captured in the application package but the form/document is not saved. The application package must be saved from the Grant Application Package screen. More information on saving the application package is available in section 1.7, Saving the Application.

On the R&R Budget form/document, the applicant may enter up to 5 budget periods. To add a new budget period, the applicant must first complete Budget Period 1. The "Next Period" button on page 3 of the R&R Budget form/document will become active once Budget Period 1 is completed.

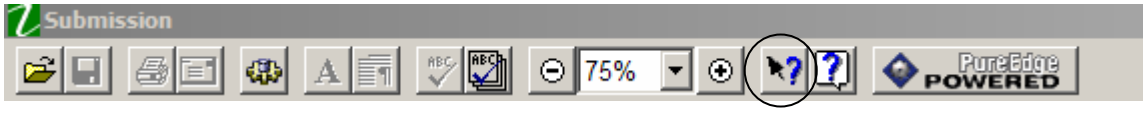


Many of the forms/documents in the application package require the applicant to attach files. As stated in section 3.1, Portable Document Format (PDF), NSF requires that all attachments be submitted in PDF format. All attachments must also have a unique name to identify the attachment. Attachments with duplicate names will not be processed by NSF and will require resubmission of the application package through Grants.gov.

The R&R Subaward Budget Attachment(s) Form and the R&R Additional Senior/Key Person (Expanded) Form allow the applicant to attach additional PureEdge forms. Chapter V, Sections 8 and 5.7 (respectively) provide detailed instructions for the navigation of both forms.

1.6 Accessing Help Tips

The applicant may access help tips while completing the application package by clicking on the help mode button located in the menu bar at the top of the screen. This button is shown below and is represented by an arrow and a question mark.

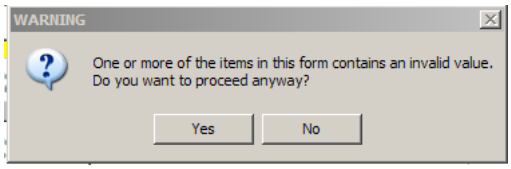


A question mark will appear next to the applicant's browser cursor once the help mode button has been clicked. The applicant may use their cursor to scroll over each field on the form/document to reveal help text for each field. Click on the help mode button again to return the cursor to normal.

1.7 Saving the Application

The Save button only appears on the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the "Close Form" button to close the form and then save the application package by clicking on the "Save" button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant's

computer. Therefore, the applicant should save the application package to their hard drive where it can easily be located. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms moved to the Optional Completed Documents for Submission column on the application package.



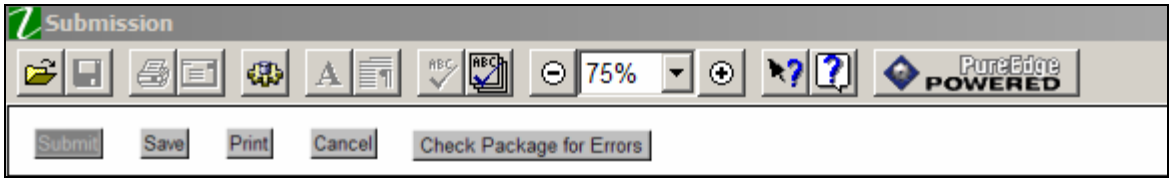
The applicant may ignore this warning. This warning will not appear once all of the mandatory fields have been completed on all of the forms/documents in the application package.

1.8 Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the "Check Package for Errors" button at the top of the screen.

This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

Applicants are advised that no checks against NSF-specific business rules will take place at this time.



1.9 Submitting the Application

The AR must open the Internet Explorer browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.

2. Open Internet Explorer.

3. From the tool bar, click **File** > **Open**. The **Open** window appears.

4. Click the **Browse** button located at the bottom right of the window. A Browse menu opens. At the bottom of this screen there is a **Files of type:** drop-down menu.

5. Click the drop-down arrow and click **All Files**.

6. At the top of the screen there is a **Look in:** drop-down menu. Click the drop down arrow and browse to the physical location where the application file is located on your hard disk. Select the application.
7. Double-click the application or click **Open** and then click **OK**.

8. Internet Explorer will open the application. This may take a few moments. Please be patient.

9. Once the application is completely open, click the **Submit** button. (The Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.)

10. Click **Sign and Submit**.

11. Next, enter your username and password.

12. Lastly, click **Login**.

Only the AR has the authority and user rights to **Sign and Submit** an application to Grants.gov. Additional submission FAQs may be found at the Grants.gov website.

Grants.gov Submission FAQs: http://www.grants.gov/help/submit_application_faqs.jsp

V. RESEARCH AND RELATED (R&R) FORMS AND INSTRUCTIONS

1. OVERVIEW

This section contains both the SF 424 (R&R) instructions, as well as any applicable NSF-specific instructions. The NSF-specific instructions are identified by the NSF logo. It is important that all applications conform to these SF 424 (R&R) General Instructions, and where specified, with the NSF-specific instructions. Conformance is required and will be strictly enforced unless a deviation has been approved in advance of submission. Applicants are advised that NSF may return without review applications that are not consistent with these instructions.

The NSF applicant is required to complete and submit the following SF 424 (R&R) forms as part of the application package:

- SF 424 (R&R) Cover Sheet;
- SF 424 (R&R) Performance Site Locations;
- SF 424 (R&R) Other Project Information;
- SF 424 (R&R) Senior/Key Person (Expanded);
- SF 424 (R&R)Personal Data;
- SF 424 (R&R) Budget

The following SF 424 (R&R) form is optional and only should be submitted when appropriate:

- SF424 (R&R) Subaward Budget Attachment

Detailed instructions for the completion of each of these forms are explained in the following sections.

2. SF 424 (R&R) (COVER SHEET)

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED | **Applicant Identifier**
3. DATE RECEIVED BY STATE | **State Application Identifier**
4. Federal Identifier

1. * TYPE OF SUBMISSION
☐ Pre-application ☐ Application
☐ Changed/Corrected Application

5. APPLICANT INFORMATION *** Organizational DUNS:**
* Legal Name:
Department: Division:
* Street1: Street2:
* City: County: * State:
Province: * Country: JNITED ST * ZIP / Postal Code:

Person to be contacted on matters involving this application
Prefix: * First Name: Middle Name: * Last Name: Suffix:
* Phone Number: Fax Number: Email:

6. * EMPLOYER IDENTIFICATION *(EIN) or (TIN)*:

7. * TYPE OF APPLICANT:
Please select one of the following
Other (Specify):

8. * TYPE OF APPLICATION: ☐ New
☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

If Revision, mark appropriate box(es).
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration
☐ D. Decrease Duration ☐ E. Other *(specify)*

* Is this application being submitted to other agencies? Yes ☐ No ☐
What other Agencies?

Small Business Organization Type
☐ Women Owned ☐ Socially and Economically Disadvantaged

9. * NAME OF FEDERAL AGENCY:
Department of Health and Human Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
10.001
TITLE: Program Title

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. * AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.)*

13. PROPOSED PROJECT:
* Start Date * Ending Date

14. CONGRESSIONAL DISTRICTS OF:
a. * Applicant b. * Project

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
Prefix: * First Name: Middle Name: * Last Name: Suffix:
Position/Title: * Organization Name:
Department: Division:
* Street1: Street2:
* City: County: * State:
Province: * Country: JNITED ST * ZIP / Postal Code:
* Phone Number: Fax Number: * Email:

OMB Number: 4040-0001
Expiration Date: 04/30/2008

2.1 Enter a Type of Submission (Field 1 on the Form)

Check one of the Type of Submission boxes. If this submission is to change or correct a previously submitted "New" application, click the Changed/Corrected Application box and enter the Grants.gov tracking number in the Federal Identifier field. If this submission is to change or correct a "resubmission", "renewal", "continuation", or "revision" application, leave the Federal identifier field as previously filled with the existing identifier (e.g. Award number). Do NOT insert the Grants.gov tracking number in these cases.

Unless specifically identified in an NSF program solicitation, pre-applications (for purposes of NSF, the term preliminary proposals is synonymous with pre-applications) are not required and should not be submitted to NSF. In addition, the box for "changed/corrected application" must not be used. Rather, applicants that wish to change

or correct a previously submitted application should use the Proposal File Update module available in the NSF FastLane System at https://www.fastlane.nsf.gov/. See Chapter III, Section 7.3.2, Proposal File Update – Post Submission. Resubmissions, renewals, continuations or revisions should also not be used in Field 8 on the form. See Section 2.8, Select Type of Application (Field 8 on the Form).

2.2 Enter Date Submitted and Applicant Identifier (Field 2 on the Form)

Enter the date the application is submitted to the Federal agency (or State if applicable). Enter the applicant's control number (if applicable).

2.3 Enter Date Received by State (Field 3 on the Form)

Enter the date received by state (if applicable). Enter the state application identifier (if applicable).

2.4 Federal Identifier (Field 4 on the Form)

New project applications should leave this field blank, unless you are submitting a Changed/Corrected application. When submitting a changed/corrected "New" application, enter the Grants.gov tracking number. If this is a continuation, revision or renewal application, enter the assigned Federal Identifier number (for example, award number) even if submitting a changed/corrected application.

If a new, full application is being submitted that is related to a previously submitted pre-application, enter the NSF assigned pre-application number in the Federal Identifier field. If this application is a resubmission of an application that has been previously submitted, but was not funded, and is being resubmitted for new consideration, leave blank. NSF treats these submissions as new applications.

2.5 Enter Applicant Information (Field 5 on the Form)

Enter the DUNS or DUNS+4 number of the applicant organization. This field is required.

The legal name of the applicant "**organization"** should be entered under "Legal Name", unless the applicant is an individual.

In addition, applicants that are individuals also cannot enter information into the Organizational DUNS field.

Field Name	Input
*Legal Name	Enter legal name of applicant, which will undertake the assistance activity, enter the complete address of the applicant (including county and country), and name, telephone number, e-mail, and fax of the person to contact on matters related to this application. This field is required.
Department	Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization which will undertake the assistance activity.
Division	Enter the name of primary organizational division, office, or major subdivision which will undertake the assistance activity.
*Street 1	Enter first line of the street address for the applicant in "Street1" field. This field is required.
Street 2	Enter second line of the street address for the applicant in "Street2" field. This field is optional.
*City	Enter the city for address of applicant. This field is required.
County	Enter the county for address of applicant.
*State	Enter the State where the applicant is located. This field is required if the applicant is located in the United States.
Province	Enter the Province.
*Zip Code	Enter the Postal Code (e.g., ZIP code) of applicant. This field is required if the applicant is located in the United States. This field is required if a State is selected; optional for Province.
*Country	Select the country for the applicant address. This field is required.

Person to be contacted on matters involving this application:

Field Name	Input
Prefix	Enter the prefix (e.g., Mr., Mrs., Rev.) for the person to contact on matters related to this application.
*First Name	Enter first (given) name of the person to contact on matters related to this application. This field is required.
Middle Name	Enter the middle name of the person to contact on matters related to this application.

*Last Name	Enter the last (family) name of the person to contact on matters related to this application. This field is required.
Suffix	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the person to contact on matters related to this application.
*Phone Number	Enter the daytime phone number for the person to contact on matters related to this application. This field is required.
Fax Number	Enter the fax number for the person to contact on matters related to this application.
Email	Enter the e-mail address for the person to contact on matters related to this application.

2.6 Enter Employer Identification (EIN) or (TIN) (Field 6 on the Form)

Employer Identification (EIN) or (TIN) - Enter either TIN or EIN as assigned by the U.S. Internal Revenue Service. If applicant's organization is not in the U.S., type 44-4444444. This is required information.

2.7 Enter Type of Applicant (Field 7 on the Form)

Type of Applicant - Select the appropriate applicant type code. This field is required. Complete only if "Other" is selected as the Type of Applicant.
If Small Business is selected as Type of Applicant, then note if the organization is Woman-owned and/or Socially and Economically Disadvantaged.

- ***Woman Owned*** - Check if the applicant is a women-owned small business - a small business that is at least 51% owned by a woman or women, who also control and operate it.
- ***Socially and Economically Disadvantaged*** - Check if the applicant is a socially and economically disadvantaged small business, as determined by the U.S. Small Business Administration pursuant to section 8(a) of the Small Business Act U.S.C. 637(a).

2.8 Select Type of Application (Field 8 on the Form)

Select the type from the following list. Check only one.

- ***New*** - An application that is being submitted to an agency for the first time.
- ***Resubmission*** - An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration.
- ***Renewal*** - An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time.
- ***Continuation*** - A non-competing application for an additional funding/budget period within a previously approved project period.
- ***Revision*** - An application that proposes a change in - 1) the Federal Government's financial obligations or contingent liability from an existing obligation; or, 2) any other change in the terms and conditions of the existing award.

For purposes of NSF, the boxes for "Continuation" and "Revision" will not be utilized and must not be checked. If a renewal application is being submitted, enter the assigned award number of the previously funded application in the Federal Identifier field (Field 4 on the Form.)

If Revision, mark the appropriate box(es)

- ***Increase Award***
- ***Decrease Award***
- ***Increase Duration***
- ***Decrease Duration***
- ***Other (specify)***
  If "Other" is selected, please specify in space provided.

NSF will not be using the SF 424 (R&R) to: Increase Award, Decrease Award, Increase Duration or Decrease Duration, or perform other post award transactions, and therefore, these boxes should not be checked.

Requests for supplemental funding should be submitted electronically via the Supplemental Funding Request module in the NSF FastLane system at https://www.fastlane.nsf.gov.
**** Is this application being submitted to other agencies?*** – Enter yes or no. If yes, enter the name(s) of other Agencies. This is required information.

2.9 Enter Name of Federal Agency (Field 9 on the Form)

**** Name of Federal Agency*** - This is the name of the Federal agency from which assistance is being requested with this application. This information is pre-populated by Grants.gov.

2.10 Enter Catalog of Federal Domestic Assistance Number (Field 10 on the Form)

This is the Catalog of Federal Domestic Assistance Number of the program under which assistance is being requested. This information is pre-populated by Grants.gov
Number – Enter the number.
Title – Enter the title.

2.11 Enter Descriptive Title of Applicant's Project (Field 11 on the Form)

**** Descriptive Title of Applicant's Project*** - Enter a brief descriptive title of the project. This is required information.

The title of the project must be brief, scientifically or technically valid, intelligible to a scientifically or technically literate reader, and suitable for use in the public press. NSF may edit the title of a project prior to making an award.

2.12 List Areas Affected by Project (Field 12 on the Form)

**** Areas Affected by Project*** - List only the largest political entities affected by the project (e.g., State, counties, cities). This is required information.

2.13 Enter Proposed Project (Field 13 on the Form)

**** Start Date*** – Enter the proposed start date of the project. This field is required.
****Ending Date*** – Enter the proposed end date of the project. This field is required.

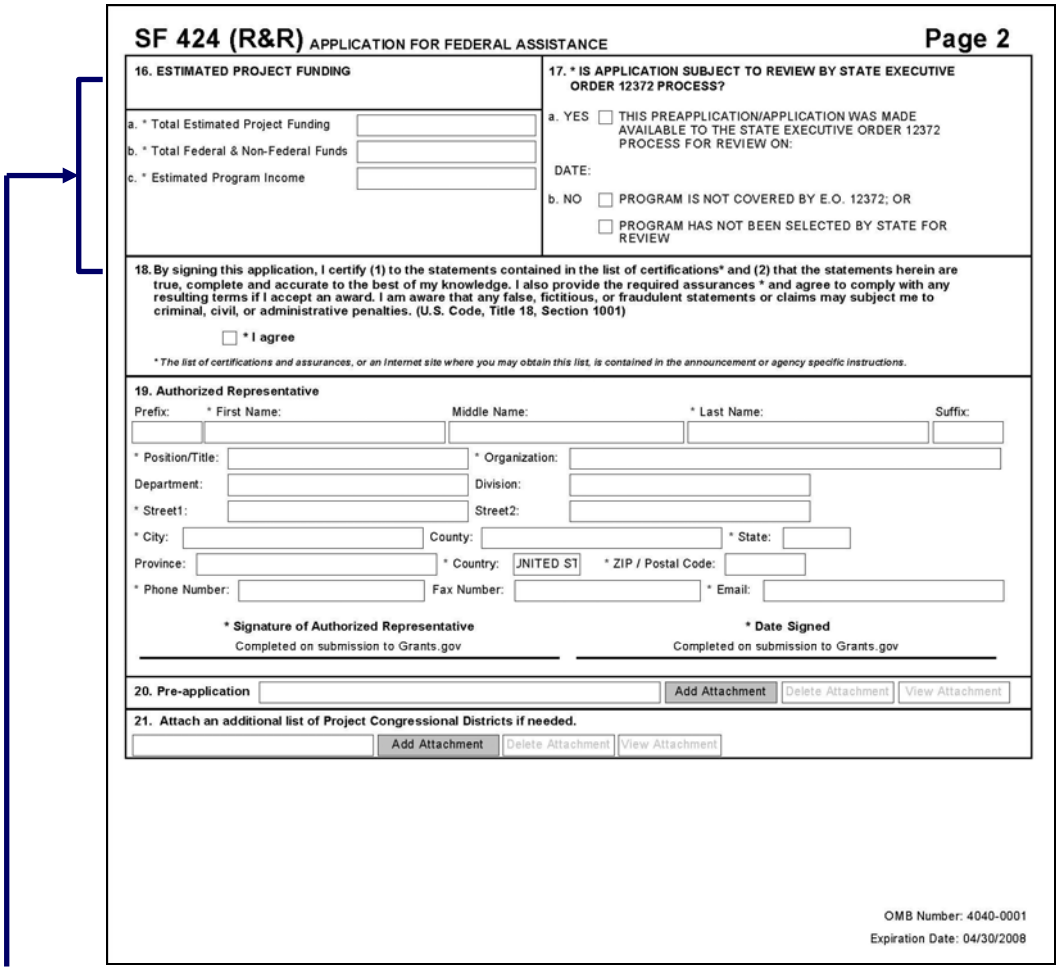
The proposed duration for which support is requested must be consistent with the nature and complexity of the proposed activity. Grants are normally awarded for up to three years but may be awarded for periods of up to five years. The Foundation encourages organizations to request awards for durations of three to five years when such durations are necessary for completion of the proposed work and when such durations are technically and managerially advantageous. Specification of a desired starting date for the project is important and helpful to NSF staff; however, requests for specific effective dates may not be met. Except in special situations, requested effective dates must allow at least six months for NSF review, processing and decision. Should unusual situations (e.g., a long lead time for procurement) create problems regarding the proposed effective date, the PI should consult his/her organization's sponsored projects office.

2.14 Enter Congressional Districts (Field 14 on the Form)

**** Applicant*** - Enter the Congressional District in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. This field is required.
**** Project*** – Enter the Congressional District in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site (this field is required). Attach an additional list of Project Congressional Districts on page 2, if needed (this field is optional).

2.15 Enter Project Director/Principal Investigator Contact Information (Field 15 on the Form)

Field Name	Input
Prefix	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of the Project Director.
*First Name	Enter first name of the PD/PI. This field is required.
Middle Name	Enter the middle name of the Project Director.
*Last Name	Enter the last (family) name of the Project Director. This field is required.
Suffix	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the PD/PI.
Position/Title	Enter the title of the Project Director.
*Organization Name	Enter the name of organization for the PD/PI. This field is required.
Department	Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization of the PD/PI.
Division	Enter the name of primary organizational division, office, or major subdivision of the PD/PI.
*Street 1	Enter first line of the street address for the PD/PI in the “Street1” field. This field is required.
Street 2	Enter second line of the street address for the PD/PI in “Street2” field. This field is optional.
*City	Enter the City for address of the PD/PI. This field is required.
County	Enter the county for address of the PD/PI.
*State	Enter the State where the PD/PI is located. This field is required if the PD/PI is located in the United States.
Province	Enter the Province for PD/PI.
*Zip Code	Enter the Postal Code (e.g., ZIP code) of the PD/PI. This field is required if the PD/PI is located in the United States.
*Country	Select the country for the PD/PI address. This field is required.
*Phone Number	Enter the daytime phone number for the PD/PI. This field is required.
Fax Number	Enter the fax number for the PD/PI.
*Email	Enter the e-mail address for the PD/PI. This field is required.



SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE — Page 2

16. ESTIMATED PROJECT FUNDING
a. * Total Estimated Project Funding
b. * Total Federal & Non-Federal Funds
c. * Estimated Program Income

17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. YES ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE:
b. NO ☐ PROGRAM IS NOT COVERED BY E.O. 12372; OR
☐ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
☐ * I agree
* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative
Prefix: * First Name: Middle Name: * Last Name: Suffix:
* Position/Title: * Organization:
Department: Division:
* Street1: Street2:
* City: County: * State:
Province: * Country: JNITED ST * ZIP / Postal Code:
* Phone Number: Fax Number: * Email:
* Signature of Authorized Representative — Completed on submission to Grants.gov
* Date Signed — Completed on submission to Grants.gov

20. Pre-application — Add Attachment | Delete Attachment | View Attachment

21. Attach an additional list of Project Congressional Districts if needed. — Add Attachment | Delete Attachment | View Attachment

OMB Number: 4040-0001
Expiration Date: 04/30/2008

2.16 Enter Estimated Project Funding (Field 16 on the Form)

Field Name	Input
* Total Estimated Project Funding	Enter total Federal funds requested for the entire project period. This is required information.
*Total Federal & Non-Federal Funds	Enter total estimated funds for the entire project period, including both Federal and non-Federal funds. This is required information.
*Estimated Program Income	Identify any Program Income estimated for this project period if applicable. This is required information.

2.17 Is Application Subject to Review by State Executive Order 12372 Process? (Field 17 on the Form)

If yes, select “This pre-application/application was made available to the state executive order 12372 process for review on:” and enter the date. If the announcement indicates that the program is covered under Executive Order 12372, applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372.

If No, check appropriate box.

The Foundation's regulation on Intergovernmental Review of National Science Foundation Programs and Activities is published in 45 CFR Part 660.

2.18 Complete Certification (Field 18 on the Form)

Check "I agree" to provide the required certifications and assurances. This field is required.

Only a designated Authorized Representative of the Organization may submit the applicable certifications specified in GPG Chapter II.C.1.e. As defined in the NSF Proposal & Award Policies & Procedures Guide, Introduction, Section D, the Authorized Representative is the administrative official who on behalf of the applicant is empowered to make certifications and assurances and can commit the organization to the conduct of a project that NSF is being asked to support as well as adhere to various NSF policies and grant requirements.

2.19 Enter Authorized Representative (Field 19 on the Form)

Field Name	Input
Prefix	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of the Authorized Representative.
*First Name	Enter the first (given) name of the Authorized Representative. This field is required.
Middle Name	Enter the middle name of the Authorized Representative.
*Last Name	Enter the last (family) name of the Authorized Representative. This field is required.
Suffix	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the Authorized Representative.
Position/Title	Enter the title of the Authorized Representative. This field is required.
Organization Name	Enter the name of organization for the Authorized Representative. This field is required.
Department	Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization of the Authorized Representative.
Division	Enter the name of primary organizational division, office, or major subdivision of the Authorized Representative.
*Street 1	Enter first line of the street address for the Authorized Representative in the “Street1” field. This field is required.
Street 2	Enter second line of the street address for the Authorized Representative in the “Street2” field. This field is optional.
*City	Enter the city for the address of the Authorized Representative. This field is required.
County	Enter the county for the address of the Authorized Representative.
*State	Enter the State where the Authorized Representative is located. This field is required if the Authorized Representative is located in the United States.
Province	Enter the Province for the Authorized Representative.
*Zip Code	Enter the Postal Code (e.g., ZIP code) of the Authorized Representative. This field is required if the Authorized Representative is located in the United States.
*Country	Select the country for the Authorized Representative address.
*Phone Number	Enter the daytime phone number for the Authorized Representative. This field is required.
Fax Number	Enter the fax number of the Authorized Representative.
*Email	Enter the email of the Authorized Representative. This is required information.
Signature of Authorized Representative	It is the organization’s responsibility to assure that only properly authorized individuals sign in this capacity and/or submit the application to Grants.gov. If this application is submitted through Grants.gov, leave blank. If a hard copy is submitted, the AR must sign this block.
Date Signed	If this application is submitted through Grants.gov, the system will generate this date. If submitting a hard copy, enter the date the AR signed the application.

2.20 Enter Pre-Application (Field 20 on the Form)

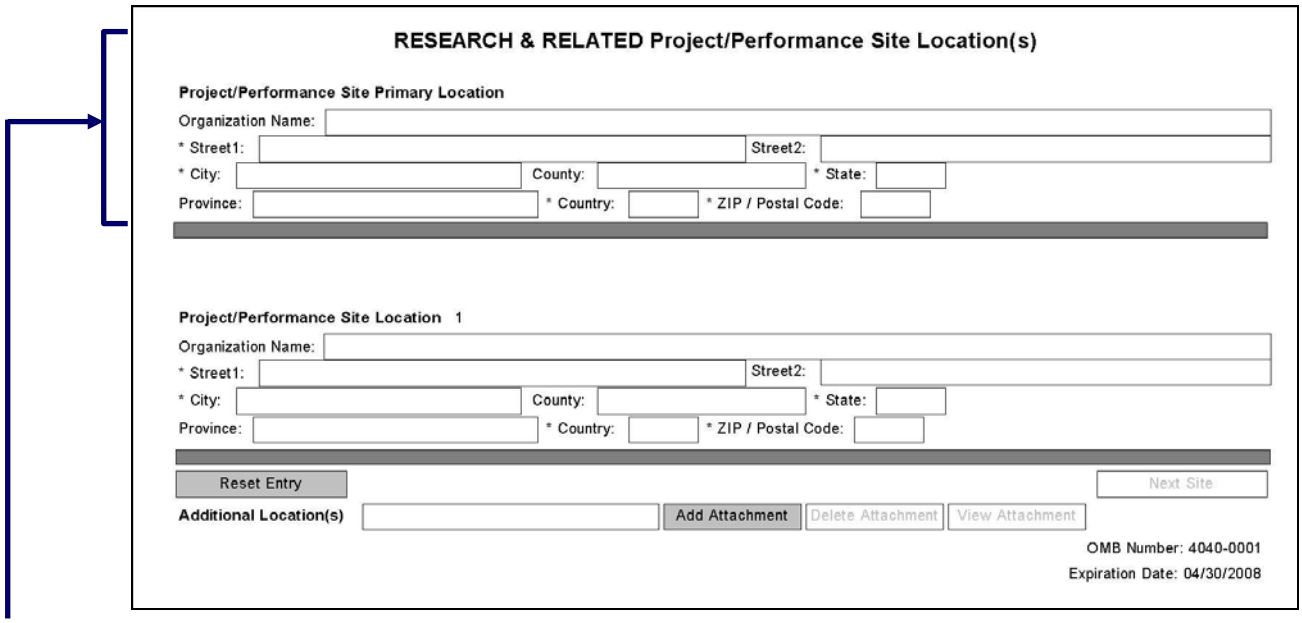
If submitting a pre-application, provide a summary description of the project in accordance with the announcement and/or agency specific instructions and attach here.

With regard to block 20 on the SF424 (R&R) Cover Sheet, for purposes of NSF, pre-applications are submitted via FastLane and therefore, Field 1, Type of Submission should not be checked and an attachment should not be provided in block 20.

2.21 Attach an additional list of Project Congressional Districts if needed (Field 21 on the Form)

Attach a file using the appropriate buttons.

3. R&R PERFORMANCE SITE LOCATIONS



3.1 Enter Project/Performance Site Primary Location

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. If more than 8 performance site locations are proposed, provide the requested information in a separate file and attach.

Project/Performance Site Primary Location:

Field Name	Input
Organization Name	Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided.
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location. This field is required.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
*City	Enter the City for address of the primary performance site location. This field is required.
County	Select the county for the performance site location.
*State	Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.
Province	Enter the Province where the primary performance site location is located.
*Zip Code	Enter the Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
Country	Select the name of the country for the primary project performance site

Project/Performance Site Location 1 (Optional):

Field Name	Input
Organization Name	Indicate the site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided.
*Street 1	Enter first line of the street address in "Street 1" field of the primary performance site location. This field is required.
Street 2	Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.
*City	Enter the City for address of the primary performance site location. This field is required.
County	Select the county for the performance site location.
*State	Enter the State or province where the primary performance site location is located. This field is

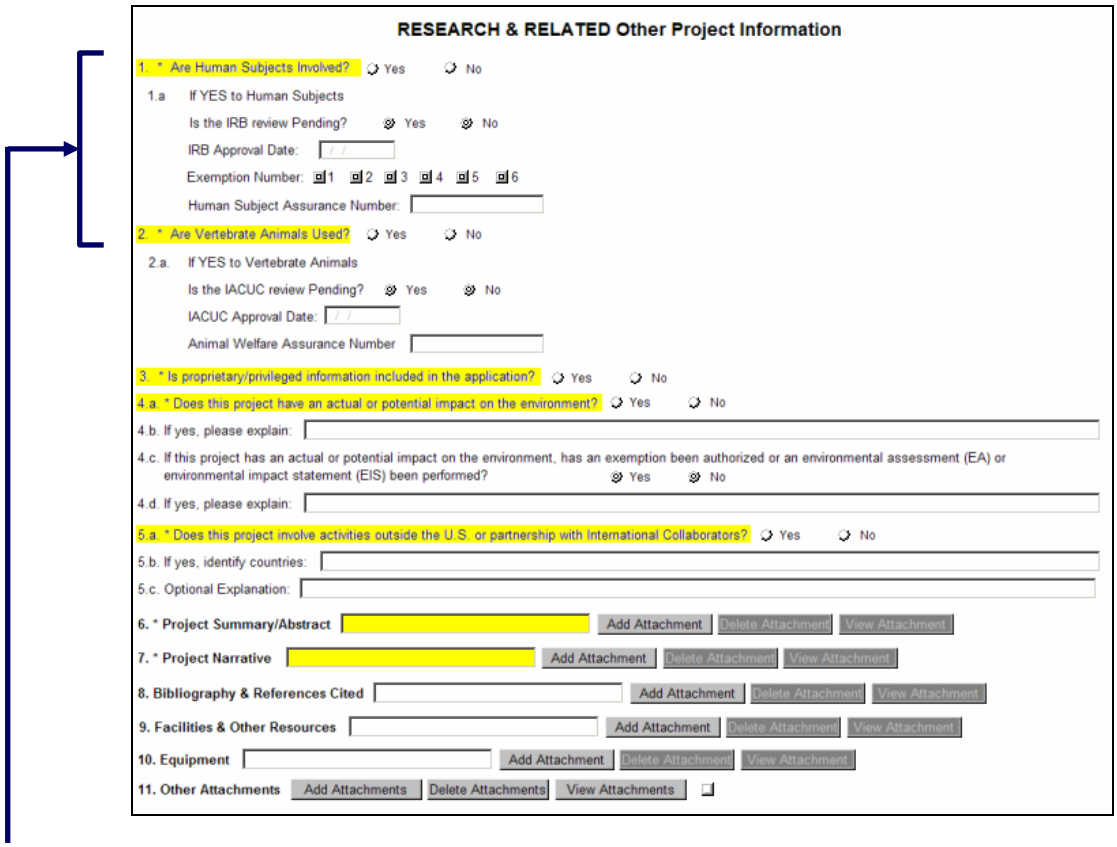
	required if the Project Performance Site is located in the United States.
Province	Enter the Province for the primary performance site location.
*Zip / Postal Code	Enter the Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.
Country	Select the name of the country for the project performance site

Add additional sites as necessary using the "Next Site" button.

For research performed at remote sites, "NA" should be typed in the following mandatory fields if they do not apply to the location: ***Street 1, City, State, and Zip Code.*** NSF only captures the Primary Location as the Performing Organization.

If the Organization Name field is left blank for the Performing Organization, then the Awardee Organization is also considered as the Performing Organization.

4. R&R OTHER PROJECT INFORMATION



4.1 Are Human Subjects Involved? (Field 1 on the Form)

- ***Yes***
- ***No***

If activities involving human subjects are planned at any time during the proposed project at any performance site, check yes. Check yes, even if the proposed project is exempt from Regulations for the Protection of Human Subjects. If no, skip the rest of block 1. This field is required.

Projects involving research with human subjects must ensure that subjects are protected from research risks in conformance with the relevant federal policy known as the Common Rule (*Federal Policy for the Protection of Human Subjects, 45 CFR 690*). All projects involving human subjects must either (1) have approval from the organization's Institutional Review Board (IRB) before issuance of an NSF award or, (2) must affirm that the IRB or an appropriate knowledgeable authority previously designated by the organization (not the Principal Investigator) has declared the research exempt from IRB review in accordance with the applicable subsection, as established in section 101(b) of the Common Rule. The box for "Human Subjects" must be checked "yes" with the IRB approval date (if available) or exemption subsection from the Common Rule identified in the space provided. Check yes even if the proposed project is exempt from Regulations for the Protection of Human Subjects. If no, skip the remaining questions about Human Subjects.

If YES to Human Subjects:

Is the IRB review Pending?

- ***Yes***
- ***No***

IRB Approval Date – Enter the latest Institutional Review Board (IRB) approval date (if available). Leave blank if Pending.
NOTE: This is required information if the applicant selected NO to “Is the IRB review Pending?”
Exemption Number – If human subject activities are exempt from Federal regulations, provide the exemption numbers corresponding to one or more of the exemption categories. The six categories of research that qualify for exemption from coverage by the regulations are defined in the Common Rule for the Protection of Human Subjects. These regulations can be found at: http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm
Please check the exemption number:

- ***1***
- ***2***
- ***3***
- ***4***
- ***5***
- ***6***

Human Subject Assurance Number – Enter the approved Federal Wide Assurance (FWA), Multiple Project Assurance (MPA), Single Project Assurance (SPA) Number or Cooperative Project Assurance Number that the applicant has on file with the Office for Human Research Protections, if available. If the applicant has a FWA number, enter the 8-digit number. Do not enter the FWA before the number.

The Human Subject Assurance Number field on the R&R Other Project Information form/document has a maximum length of 10 characters.

4.2 Are Vertebrate Animals Used? (Field 2 on the Form)

This is required information. Check yes or no.

- ***Yes***
- ***No***

For applications involving the use of vertebrate animals, sufficient information must be provided within the 15-page project description to enable reviewers to evaluate the choice of species, number of animals to be used, and any necessary exposure of animals to discomfort, pain, or injury. Consistent with the requirements of the Animal Welfare Act [7 U.S.C. 2131 et seq.] and the regulations promulgated by the Secretary of Agriculture [9 CFR, 1.1-4.11], NSF requires that proposed projects involving use of any vertebrate animal for research or education be approved by the submitting organization's Institutional Animal Care and Use Committee (IACUC) before an award can be made. For this approval to be accepted by NSF, the organization must have a current Institutional Animal Welfare Assurance established with the Public Health Service (PHS).

If the organization does not have such an Assurance in place, then approval of the project by the IACUC of an organization with a current PHS Assurance will be acceptable, if the IACUC agrees to provide the required oversight of facilities and activities during the award. In any case, IACUC approval must be received prior to an award. Questions regarding this requirement should be directed to the cognizant NSF Program Officer.

If activities involving vertebrate animals are planned at any time during the proposed project at any performance site, check yes. If no, skip the remaining questions about Vertebrate Subjects.
If YES to Vertebrate Subjects:

Is the IACUC review Pending? Check yes or no.

- ***Yes***
- ***No***

IACUC Approval Date – Enter the latest Institutional Animal Care and Use Committee (IACUC) approval date (if available). Leave blank if Pending.
Animal Welfare Assurance Number – Enter the Federally approved assurance number, if available.

4.3 Is Proprietary/Privileged Information Included in the Application? (Field 3 on the Form)

This is required information. Check yes or no.

- ***Yes***
- ***No***

Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in applications only when such information is necessary to convey an understanding of the proposed project. If the application includes such information, check yes and clearly mark each line or paragraph on the pages containing the proprietary/privileged information with a legend similar to - "The following contains proprietary/privileged information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

Such information also may be included as a separate statement. If this method is used, the statement must be submitted electronically as a single-copy document and attached in Block 6 of the National Science Foundation Grant Application Cover Page. While NSF will make every effort to prevent unauthorized access to such material, the Foundation is not responsible or in any way liable for the release of such material. (See also GPG Chapter III.G.)

4.4 Does this Project Have an Actual or Potential Impact on the Environment? (Field 4 on the Form)

This is required information. Check yes or no.

- ***Yes***
- ***No***

If yes, please explain – Enter an explanation for the actual or potential impact on the environment.
If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? - Check yes or no.

- ***Yes*** - Indicate whether an exemption has been authorized or an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) has been performed.
- ***No*** - Indicate whether an exemption has been authorized or an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) has been performed. Click here for no. You must answer question 4a before this one.

If yes, please explain – Provide an explanation here or attach a file at block 11 "Other Attachments". If there is an attachment, please enter “Please see attached".

4.5 Does this Project Involve Activities Outside the U.S. or Partnership with International Collaborators? (Field 5 on the Form)

This is required information. Check yes or no.

- ***Yes***
- ***No***

If yes:

Provide countries with which international cooperative activities are involved – Use this block to provide any supplemental information if necessary or attach a file at block 11 "Other Attachments".
Optional Explanation – Enter an explanation for involvement with outside entities (optional).

4.6 Attach Project Summary/Abstract (Field 6 on the Form)

The Project Summary must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible, understandable to a scientifically or technically literate lay reader. This Summary must not include any proprietary/confidential information. To attach a Project Summary/Abstract, click “Add Attachment”.

The Project Summary must not be more than one page in length and must be suitable for publication. It must clearly address in separate statements (within the one-page summary): (1) the intellectual merit of the proposed activity; and (2) the broader impacts resulting from the proposed activity. (See Chapter III.A. of the GPG for further descriptive information on the NSF merit review criteria.) It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader. *Applications that do not separately address both merit review criteria within the one page Project Summary will be returned without review.*

4.7 Attach Project Narrative (Field 7 on the Form)

Provide Project Narrative in accordance with the announcement and/or agency-specific instructions. To attach a Project Narrative, click “Add Attachment”.

The Project Narrative (referred to as the Project Description in the GPG) including the Results from Prior NSF Support must not exceed 15 pages, and must be prepared in accordance with the guidelines specified in GPG Chapter II.C.2.d.

4.8 Attach Bibliography & References Cited (Field 8 on the Form)

Provide a bibliography of any references cited in the Project Narrative. 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. Include only bibliographic citations. Proposers should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application. Please click the add attachment button to the right of this field to complete this entry.

If the applicant has a Website address readily available, that information also should be included in the citation. It is not NSF's intent, however, to place an undue burden on applicants to search for the URL of every referenced publication. Therefore, inclusion of a Website address is optional. An application that includes reference citation(s) that do not specify a URL address is not considered to be in violation of NSF application preparation guidelines and the application will still be reviewed.

4.9 Attach Documentation for Facilities & Other Resources (Field 9 on the Form)

This information is used to assess the capability of the organizational resources available to perform the effort proposed. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project. To attach a document for Facilities and Other Resources, click “Add Attachment”.

4.10 Attach Equipment Documentation (Field 10 on the Form)

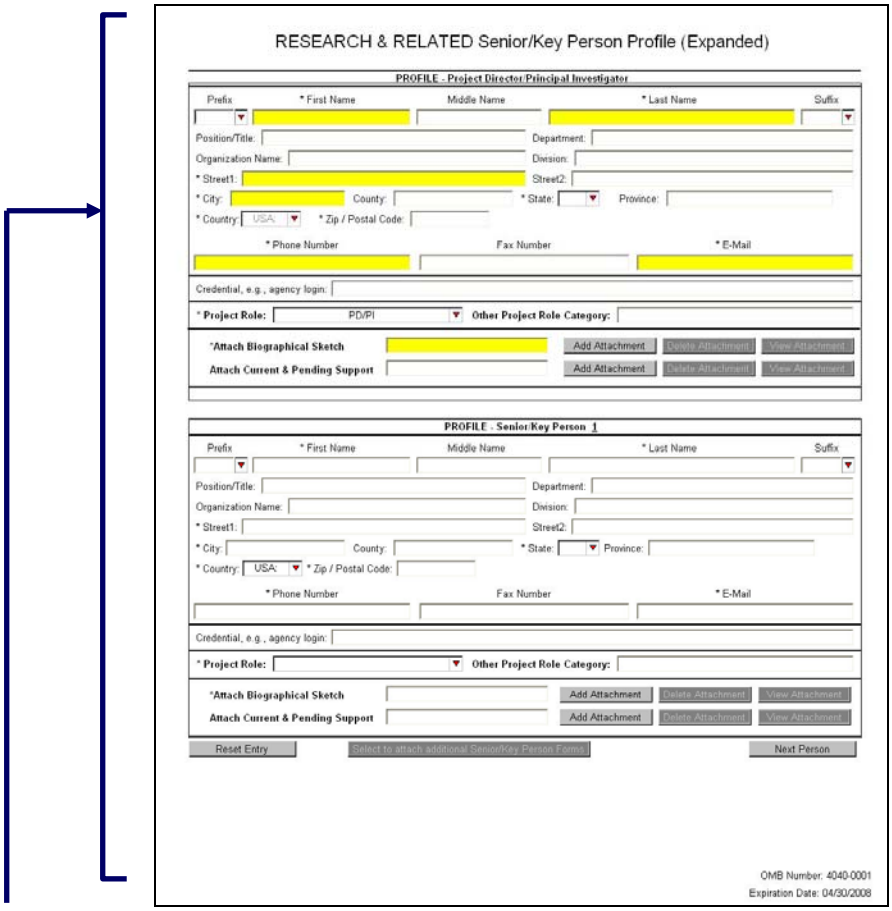
List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities. To attach a document for Equipment, click “Add Attachment”.

4.11 Add Other Attachments (Field 11 on the Form)

Attach file(s) using the appropriate buttons.

Except as specified in GPG Chapter II.C.2.j, special information and supplementary documentation must be included as part of the project description (or part of the budget justification), if it is relevant to determining the quality of the proposed work. The categories of information identified in GPG Chapter II.C.2.j, are not considered part of the 15-page project description limitation. This Special Information and Supplementary Documentation section also is not considered an appendix. Specific guidance on the need for additional documentation may be obtained from the organization's sponsored projects office or in the references cited in GPG Chapter II.C.2.j.

5. R&R SENIOR/KEY PERSON (EXPANDED)



Beginning with the PD/PI, provide a profile for each senior/key person proposed. Unless otherwise specified in an agency announcement, Senior/Key Personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition.

Definitions of categories of personnel are contained in GPG Chapter II, Exhibit II-7.

5.1 Enter Profile – Project Director/Principal Investigator (PD/PI)

Field Name	Input
Prefix	Pre-populated from the SF 424 (R&R). The prefix (e.g., Mr., Mrs., Rev.) for the name of the Project Director.
*First Name	Pre-populated from the SF 424 (R&R). The first (given) name of the Project Director. This field is required.
Middle Name	Pre-populated from the SF 424 (R&R). The middle name of the Project Director.
*Last Name	Pre-populated from the SF 424 (R&R). The last (family) name of the Project Director. This field is required.
Suffix	Pre-populated from the SF 424 (R&R). The suffix (e.g., Jr, Sr, PhD) for the name of the Project Director.
Position/Title	Enter the position/title of the PD/PI. Pre-populated from the SF 424(R&R).
Department	Pre-populated from the SF 424 (R&R). The title of the Department.
Organization Name	Pre-populated from the SF 424 (R&R). The name of organization of the PD/PI.
Division	Pre-populated from the SF 424 (R&R). The name of primary organizational division, office, or major subdivision of the PD/PI.
*Street 1	Pre-populated from the SF 424 (R&R). The first line of the street address for the Project Director in the "Street 1" field. This field is required.
Street 2	Pre-populated from the SF 424 (R&R). The second line of the street address for the Project Director in the "Street 2" field. This field is optional.
*City	Pre-populated from the SF 424 (R&R). The city for address of Project Director. This field is required.
County	Pre-populated from the SF 424 (R&R). The county for address of Project Director.
*State	Pre-populated from the SF 424 (R&R). The state where the Project Director is located. This field is required if the Project Director is located in the United States.
Province	Pre-populated from the SF 424 (R&R). The Province where the Project Director is located.
*Zip Code	Pre-populated from the SF 424 (R&R). The postal Code (e.g., ZIP code) of Project Director. This field is required if the Project Director is located in the United States.
*Country	Pre-populated from the SF 424 (R&R). The country for the Project Director address. This field is required.
*Phone Number	Pre-populated from the SF 424 (R&R). The daytime phone number for the Project Director. This field is required.
Fax Number	Pre-populated from the SF 424 (R&R). The fax number for the Project Director.
Email	Pre-populated from the SF 424 (R&R). The e-mail address for the Project Director. This field is required for Project Director.
Credential, e.g., agency login	If the application is being submitted to an agency (e.g. NIH) where the PD/PI. has an established personal profile, enter the agency ID. If not, leave blank.
*Project Role	Use “Other” if a category is not listed in the pick list. This field is required.
Other Project Role Category	Complete if “Other Professional” or “Other” has been selected as a project role; e.g., Engineer, Chemist.

5.2 Attach Biographical Sketch

Provide a biographical sketch for the PD/PI. Recommended information includes: Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach here. This field is required.

A biographical sketch (limited to two pages) is required for the individual identified as the PD/PI. The information must be provided **in the order and format** established in GPG Chapter II.C.2.f.

5.3 Attach Current and Pending Support

Provide a list of all current and pending support for the PD/PI (even if they receive no salary support from the project(s)) for ongoing projects and pending proposals. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of a proposal to other organizations will not prejudice its review.

With regard to the statement above that "Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review," please note the Biological Sciences Directorate Policy specified in Chapter III, Section 4.1. of this Guide.

5.4 Enter Profile – Senior/Key Person

Field Name	Input
Prefix	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of the Senior/Key Person.
*First Name	Enter first (given) name of the Senior/Key Person. This field is required.
Middle Name	Enter the middle name of the senior/key person.
*Last Name	Enter the last (family) name of the Senior/Key Person. This field is required.
Suffix	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the Senior/Key Person.
Position/Title	Enter the title of the Senior/Key Person.
Department	Enter the name of the primary organizational department, service, laboratory, or equivalent level within the organization of the Senior/Key Person.
Organization Name	Enter the name of the organization of the Senior/Key Person.
Division	Enter the name of primary organizational division, office, or major subdivision of the Senior/Key Person.
*Street 1	Enter first line of the street address for the Senior/Key Person in the "Street 1" field. This field is required.
Street 2	Enter second line of the street address for the Senior/Key Person in the "Street 2" field. This field is optional.
*City	Enter the City for address of Senior/Key Person. This field is required.
County	Enter the County for address of Senior/Key Person.
*State	Enter the State where the Senior/Key Person is located. This field is required if the Senior/Key Person is located in the United States.
Province	Enter the Province where Senior/Key Person is located.
*Zip Code	Enter the Postal Code (e.g., ZIP code) of Senior/Key Person. This field is required if the Senior/Key Person is located in the United States.
*Country	Select the country for the Senior/Key Person address.
*Phone Number	Enter the daytime phone number for the Senior/Key Person. This field is required.
Fax Number	Enter the fax number of the senior/key person.
Email	Enter the e-mail address for the Senior/Key Person. This field is required for the Senior/Key Person.
Credential, e.g., agency login	If the application is being submitted to an agency (e.g. NIH) where the senior/key person has an established personal profile, enter the agency ID. If not, leave blank.
Project Role	Select one. Use “Other” if a category is not listed in the pick list. This field is required.
Other Project Role Category	Complete if “Other Professional” or “Other” has been selected as a project role; e.g., Engineer, Chemist.

5.5 Attach Biographical Sketch

Provide a biographical sketch for each senior/key person. Recommended information includes - Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach. This is required information.

A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. The information must be provided **in the order and format** established in GPG Chapter II.C.2.f.

5.6 Attach Current and Pending Support

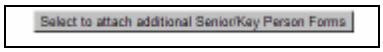
Provide a list of all current and pending support for each senior/key person (even if they receive no salary support from the project(s)) for ongoing projects and pending applications. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review.

With regard to the statement above that "Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review," please note the Biological Sciences Directorate Policy specified Chapter III, Section 4.1. of this Guide.

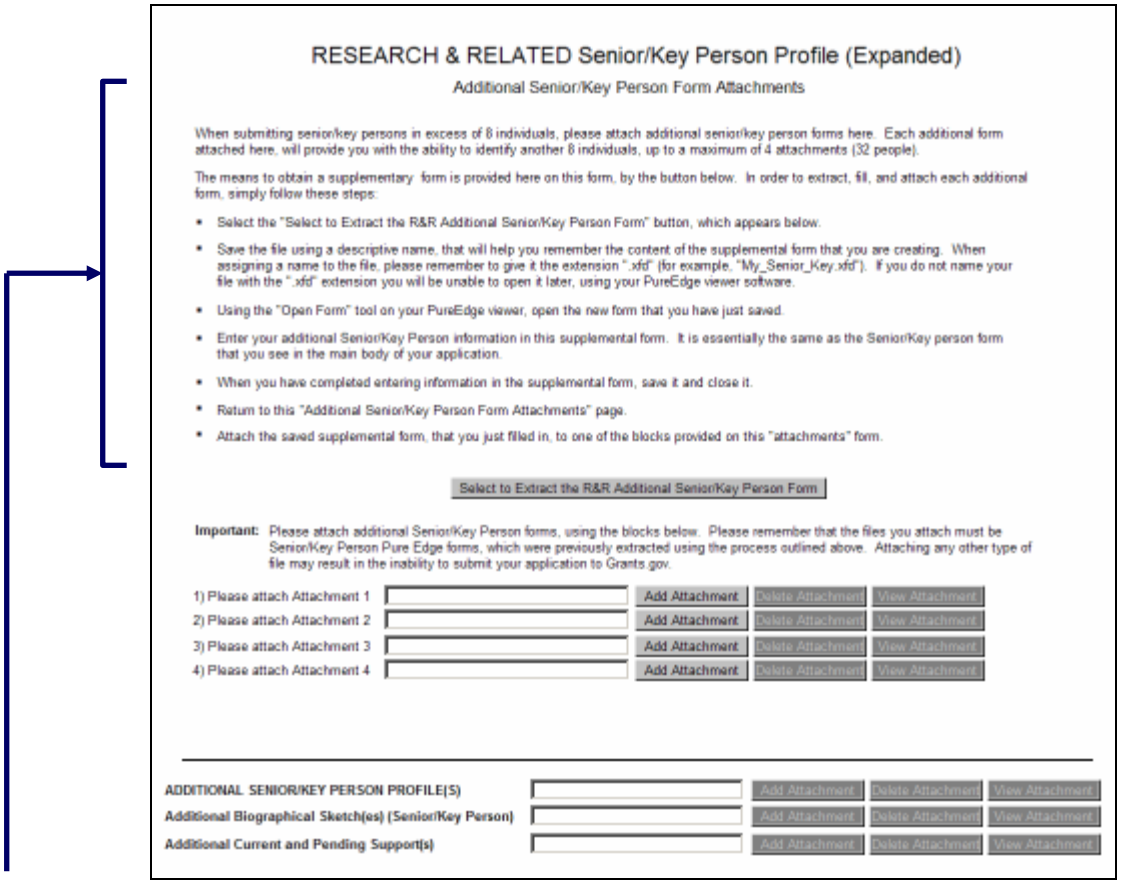
5.7 Attach Additional Senior/Key Person Profile(s) Form(s)

The applicant may enter up to seven senior/key person profiles on the R&R Senior/Key Person Profile (Expanded) form/document. If more than 8 senior/key person profiles are proposed, provide the information requested in a separate file and attach here.

To attach additional PureEdge forms select the " Select to attach additional Senior/Key Person Forms" button on the R&R Senior/Key Person (Expanded) form/document.



This will open the Additional Senior/Key Person Form Attachments form. Each additional form attached here provides the applicant with the ability to identify another eight individuals as senior/key person(s). The applicant may attach a maximum of four attachments (32 people).



In order to extract or download, fill, and attach each additional form, simply follow these steps:

1. Press the "Select to Extract the R&R Additional Senior/Key Person Form" button to download another copy of the form.

2. Save the file using a descriptive name that will help you remember the content of the supplemental form that you are creating. When assigning a name to the file, please remember to give it the extension ".xfd" (for example, "My_Senior_Key1.xfd"). If you do not name your file with the ".xfd" extension you will be unable to open it later using your PureEdge viewer software.

3. Using the "Open Form" tool on your PureEdge viewer, open the new form that you have just saved.

4. Enter your additional Senior/Key Person information in this supplemental form. It is essentially the same as the Senior/Key person form that you see in the main body of your application.

5. When you have completed entering information in the supplemental form, save it and close it.

6. Return to this "Additional Senior/Key Person Form Attachments" page.

7. Attach the saved supplemental form, that you just filled in, to one of the blocks provided on this "attachments" form.

8. Extract and attach additional R&R Additional Senior/Key Person form(s) as necessary using the process outlined above. Please remember that the files you attach must be previously extracted R&R Senior/Key Person PureEdge forms. Attaching any other type of file may result in the inability to submit your application to Grants.gov.

Applications submitted to NSF may identify a **maximum of four co-Principal Investigators**. In cases where applications are submitted that include more than 4 co-PIs, NSF **only will use the first 4 names entered** on this form. Any person identified as a co-PI in addition to the first 4 co-PIs listed will have their role changed to "Senior Key Person" in NSF's FastLane system. Since Grants.gov cannot control the order the Additional Senior/Key Person Form Attachments are sent to the agencies, the co-PIs should not be identified on an Additional Senior/Key Person Form Attachment but entered as one of the first 8 senior/key persons.

5.8 Attach Additional Senior Key Person Profiles

If more than 40 senior/key person profiles are proposed, provide the information requested in a separate file and attach here.

5.9 Attach Additional Biographical Sketch(es) (Senior Key Person)

Provide a biographical sketch for each senior/key person on this form. Recommended information includes: Education and Training, Research and Professional Experience, Collaborations and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Save the information in a single file and attach here.

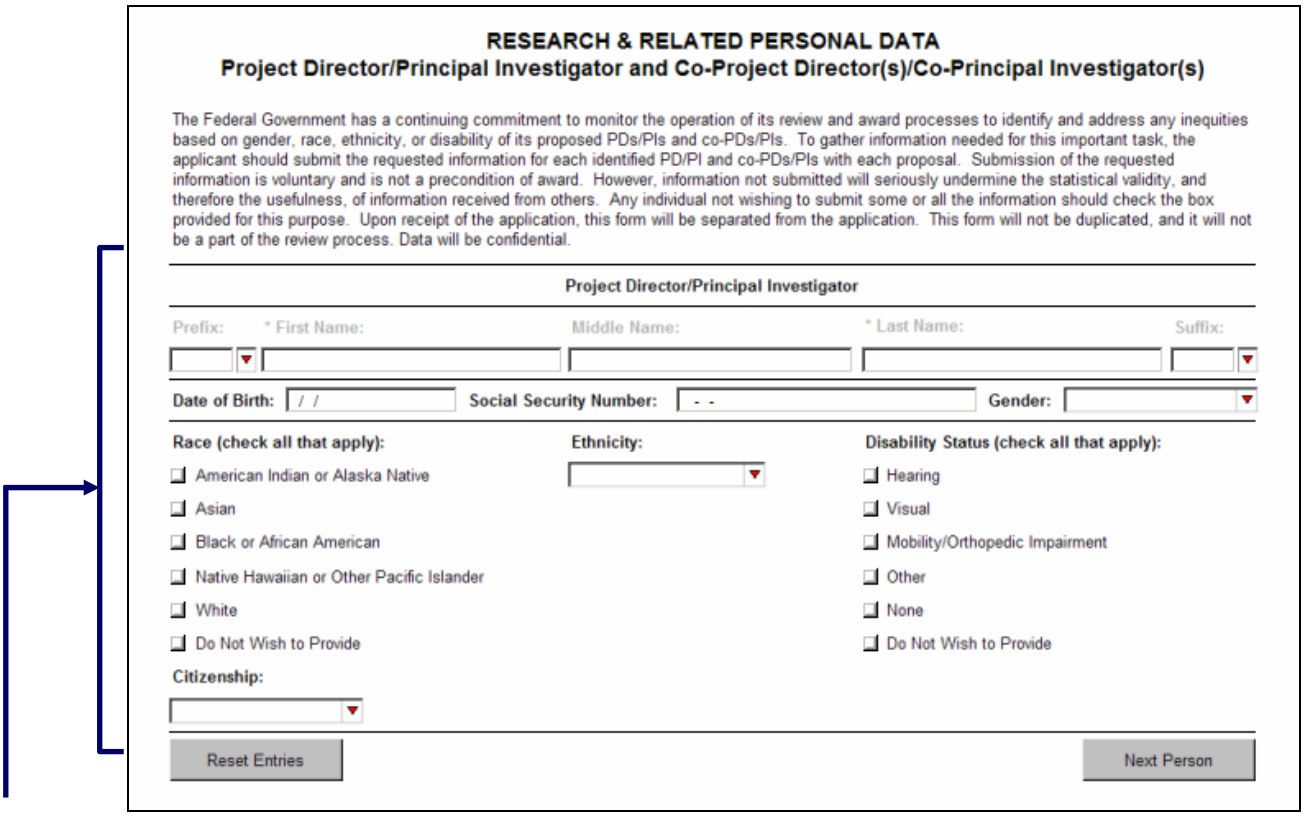
A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. The information must be provided **in the order and format** established in GPG Chapter II.C.2.f.

5.10 Attach Additional Current and Pending Support(s)

Provide a list of all current and pending support for each senior/key person on this form (even if they receive no salary support from the projects(s)) for ongoing projects and pending proposals. Show the total award amount for the entire award period (including indirect costs) as well as the number of person-months per year to be devoted to the project by the senior/key person, regardless of source of support. Concurrent submission of a proposal to other organizations will not prejudice its review.

With regard to the statement above that "Concurrent submission of an application to other organizations for simultaneous consideration will not prejudice its review," please note the Biological Sciences Directorate Policy specified Chapter III, Section 4.1. of this Guide.

6. R&R PERSONAL DATA



RESEARCH & RELATED PERSONAL DATA
Project Director/Principal Investigator and Co-Project Director(s)/Co-Principal Investigator(s)

The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. To gather information needed for this important task, the applicant should submit the requested information for each identified PD/PI and co-PDs/PIs with each proposal. Submission of the requested information is voluntary and is not a precondition of award. However, information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. Any individual not wishing to submit some or all the information should check the box provided for this purpose. Upon receipt of the application, this form will be separated from the application. This form will not be duplicated, and it will not be a part of the review process. Data will be confidential.

Project Director/Principal Investigator

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Date of Birth: / / Social Security Number: - - Gender:

Race (check all that apply):
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Do Not Wish to Provide

Ethnicity:

Disability Status (check all that apply):
- Hearing
- Visual
- Mobility/Orthopedic Impairment
- Other
- None
- Do Not Wish to Provide

Citizenship:

Reset Entries Next Person

The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. To gather information needed for this important task, the applicant should submit the requested information for each identified PD/PI and co-PD/PI with each application. Submission of the requested information is voluntary and is not a precondition of award. However, information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. Any individual not wishing to submit some or all the information should check the box provided for this purpose. Upon receipt of the application, this form will be separated from the application. This form will not be duplicated, and it will not be a part of the review process. Data will be confidential.

Collection of this information is authorized by and will be used in accordance with the NSF Act of 1950, as amended, 42 U.S.C. 1861, et seq. Demographic data allows NSF to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category; to ensure that those in under-represented groups have the same knowledge of and access to programs and other research and educational opportunities; and to assess involvement of international investigators in work supported by NSF. The information may be disclosed to government contractors, experts, volunteers, and researchers to complete assigned work; and to other government agencies in order to coordinate and assess programs. The information may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records, " 69 Federal Register 26410 (May 12, 2004).
Submission of the Social Security Number is voluntary and will not affect the organization's eligibility for an award. However, it is an integral part of the NSF information system and assists in processing of the application.

6.1 Enter Project Director/Principal Investigator

Field Name	Input
Prefix	Enter the prefix (e.g., Mr., Mrs., Rev.) for the name of the PD/PI. Pre-populated from SF 424 R&R.
*First Name	Enter the first (given) name of the PD/PI. This field is required. Pre-populated from SF 424 R&R.
Middle Name	Enter the middle name of the PD/PI. Pre-populated from SF 424 R&R.
*Last Name	Enter the last (family) name of the PD/PI. This field is required. Pre-populated from SF-424 R&R.
Suffix	Enter the suffix (e.g., Jr, Sr, PhD) for the name of the PD/PI. Pre-populated from SF 424 R&R.
Date of Birth	Enter the date of birth. Leave blank if you do not wish to provide.
Social Security Number	The Social Security Number serves as a helpful identifier. However, submission of this data element is voluntary. Leave blank if you do not wish to provide it.

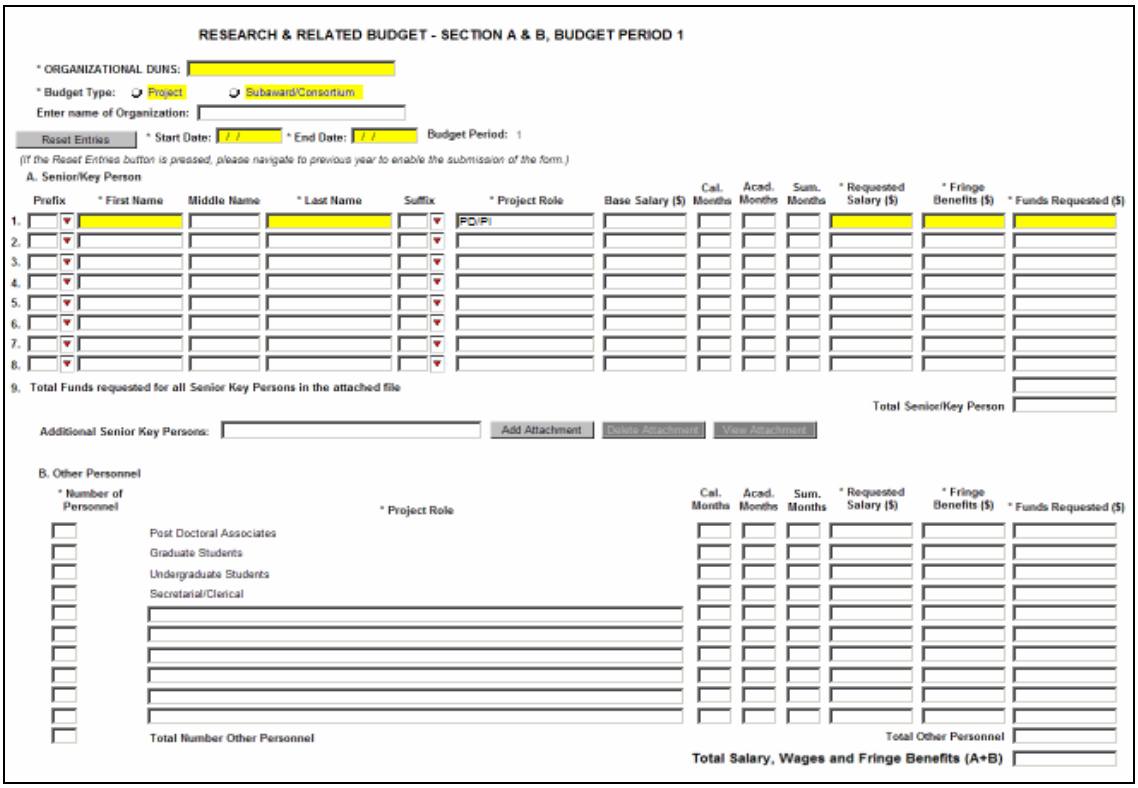
Failure to submit the Social Security Number (SSN) will not affect the organization's eligibility for an award.

Field Name	Input
Gender	Select the gender of the Project Director/Principal Investigator.
Race (check all that apply)	Choose one or more. *American Indian or Alaska Native*: A person having origins in any of the original peoples of North, Central, or South America, and who maintains tribal affiliation or community attachment. *Asian*: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Note, individuals from the Philippine Islands have been recorded as Pacific Islanders in previous data collection strategies.) *Black or African American*: A person having origins in any of the black racial groups of Africa. *Native Hawaiian or Other Pacific Islander*: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. *White*: A person having origins in any of the original peoples of Europe, the Middle East or North Africa. *Do Not Wish to Provide*
Ethnicity	Chose one: *Hispanic or Latino* - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race
Disability Status (check all that apply)	Check one or more: *Hearing* *Visual* *Mobility/Orthopedic Impairment* *Other* *None* *Do Not Wish to Provide*
Citizenship	Chose one: *US Citizen* *Permanent Resident* *Other non-US Citizen* *Do Not Wish to Provide*

6.2 Enter Co-Project Director/co-Principal Investigator Information

To enter the Co-Project Director/co-Principal Investigator information click on the “Next Person” button.

7. R&R BUDGET



7.1 Enter Budget Information

Applicants will be using the SF 424 R&R "Funds Requested" budget type to prepare their application for submission to NSF.

Field Name	Input
*Budget Type	Project, Subaward/Consortium: Check the appropriate block. Project: The budget requested for the primary applicant organization. Subaward/Consortium: The budget requested for subawardee/consortium organization(s). Note, separate budgets are required only for subawardee/consortium organizations that perform a substantive portion of the project. If creating a Subaward Budget, use the R&R Subaward Budget Attachment and attach as a separate file on the R&R Budget Attachment(s) form.
*Start Date	Pre-populated from the SF 424 (R&R). Enter the requested/proposed start date of each budget period. This field is required.
*End Date	Enter the requested/proposed end date of each budget period. This field is required.
Budget Period	Identifies the specific budget period; e.g., 1, 2, 3, 4, 5. If submitting through Grants.gov, the system will automatically generate a cumulative budget for the total project period. This field is required.

7.2 Enter Senior/Key Person (Field A on the Form)

This section identifies names of senior/key personnel. Each person identified in the senior/key person profile that is an employee of the applying organization must be listed in this section if funds are requested.

Enter the name (first name, middle initial, last name) for each senior/key personnel **exactly** as entered on other forms/documents in the application package. Do not enter a duplicate name for any senior/key personnel identified. If a duplicate name is entered in this section for any of the senior/key personnel, then the application

will not be inserted into FastLane and therefore will not be reviewed. This section should also include such roles as co-PD/PI/PD, Postdoctoral Associates, and Other Professionals.

As a general policy, NSF recognizes that salaries of faculty members and other personnel associated directly with the project constitute appropriate direct costs and may be requested in proportion to the effort devoted to the project. NSF regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member's regular organizational salary. Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment or to reimburse faculty members for consulting or other time in addition to a regular full-time organizational salary covering the same general period of employment. Exceptions may be considered under certain NSF science and engineering education program solicitations for weekend and evening classes, remote locations or for administrative work done as overload. If anticipated, any intent to provide salary compensation above the base salary should be disclosed in the budget justification and must be specifically approved by NSF in the award notice.

Summer salary for faculty members on academic-year appointments is limited to no more than two-ninths of their regular academic-year salary. This limit includes summer salary received from all NSF-funded grants. These same principles apply to other types of non-academic organizations, such as research institutes. Since their employment periods are usually annual, salary must be shown under "calendar months." For such persons, "summer salary" is normally inappropriate under an NSF grant.

Field Name	Input
Prefix	Select the prefix of the senior/key person.
*First Name	Enter the first name of the senior/key person. This is required information.
Middle Name	Enter the middle name of the senior/key person.
*Last Name	Enter the last name of the senior/key person. This is required information.
Suffix	Select the suffix of the senior/key person.
*Project Role	Enter the project role of the senior/key person. This is required information.
Base Salary ($)	Enter the annual compensation paid by the employer for each senior/key personnel. This includes all activities such as research, teaching, patient care, or other. The applicant may choose to leave this column blank.
Cal. Months	Identify the number of calendar months devoted to the project.
Acad. Months	Identify the number of academic months devoted to the project.
Sum. Months	Identify the number of summer months devoted to the project
*Requested Salary ($)	Regardless of the number of months being devoted to the project, indicate only the amount of salary being requested for this budget period for each senior/key person. This is required information.
*Fringe Benefits ($)	Enter the applicable fringe benefits, if any, for each senior/key person. This is required information.

If the grantee's usual accounting practices provide that its contributions to employee benefits (social security, retirement, etc.) be treated as direct costs, NSF funds may be requested to fund fringe benefits as a direct cost.

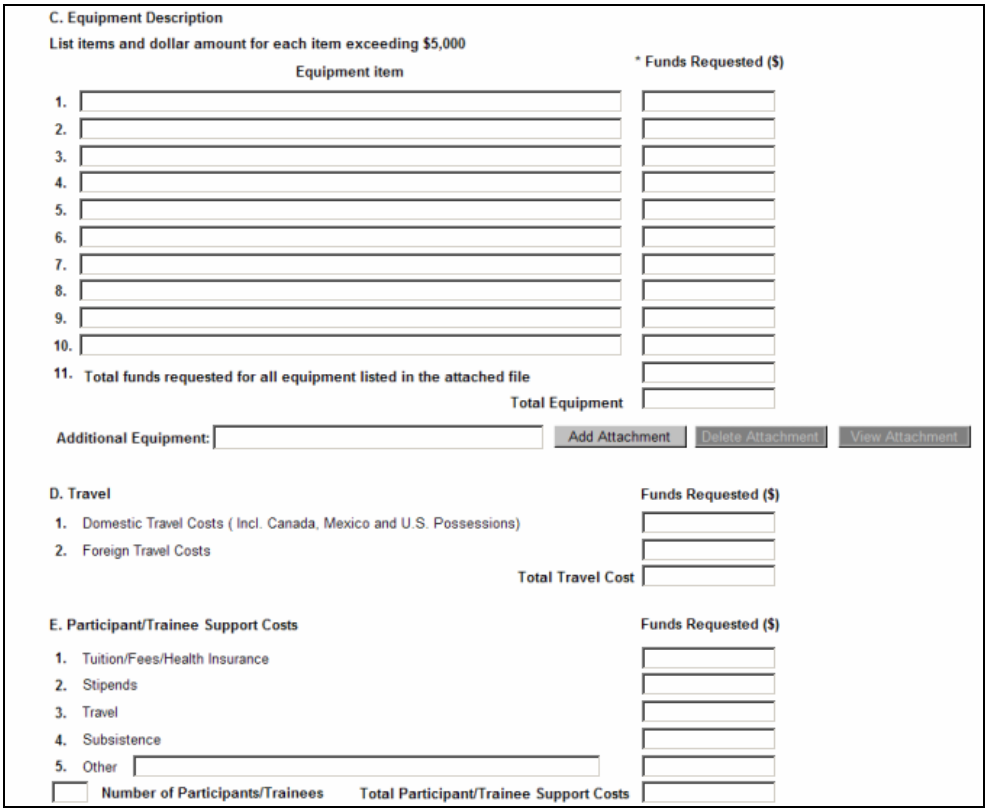
Field Name	Input
*Funds Requested ($)	Enter requested salary & fringe benefit for each senior/key person. This is required information.
Total Funds requested for all Senior Key Persons in the Attached File	Total Funds requested for all Senior Key Persons in the attached file.
Total Senior/Key Person	This total will auto-calculate.

Additional Senior Key Persons - If funds are requested for more than 8 Senior/Key Persons, include all pertinent budget information and attach as a file here. Enter the total funds requested for all additional senior/key persons in line 9 of Section A.

NSF policy permits an applicant organization to request that salary data on senior personnel not be released to persons outside the Government during the review process. If this option is exercised, such applications must be submitted via the NSF FastLane system in accordance with the instructions identified in GPG Chapter I.D.3.

7.3 Enter Other Personnel (Field B on the Form)

Field Name	Input
*Number of Personnel	For each project role category, identify the number of personnel proposed. This is required information.
*Project Role	For each project role category identify the number of personnel proposed.
Cal. Months	Identify the number of calendar months devoted to the project.
Acad. Months	Identify the number of academic months devoted to the project.
Sum. Months	Identify the number of summer months devoted to the project
*Requested Salary ($)	Regardless of the number of months being devoted to the project, indicate only the amount of salary/wages being requested for each project role. This is required information.
*Fringe Benefits ($)	Enter applicable fringe benefits, if any, for this project role category. This is required information.
*Funds Requested ($)	Enter requested salary/wages & fringe benefits for each project role. This is required information.
Total Number of Other Personnel	Enter Total Number of Other Personnel.



7.4 Enter Equipment Description (Field C on the Form)

Equipment is defined as an item of property that has an acquisition cost of $5,000 or more (unless the organization has established lower levels) and an expected service life of more than one year.

Equipment item - List each item of equipment separately and justify each in the budget justification section. Allowable items ordinarily will be limited to research equipment and apparatus not already available for the conduct of the work. General-purpose equipment, such as a personal computer, is not eligible for support unless primarily or exclusively used in the actual conduct of scientific research.
**** Funds Requested ($)*** - List the estimated cost of each item of equipment including shipping and any maintenance costs and agreements. Dollar amount for item should exceed $5000.
Total funds requested for all equipment listed in the attached file - Total funds requested for all equipment listed in the attached file. Dollar amount for item should exceed $5000.
Total Equipment – Total Funds requested for all equipment.

7.5 Enter Travel (Field D on the Form)

1. Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions) Funds Requested ($) – Identify the total funds requested for domestic travel. Domestic travel includes Canada, Mexico and US Possessions. In the budget justification section, include purpose, destination, dates of travel (if known) and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g., 3 days).
2. Foreign Travel Costs Funds Requested ($) - Identify the total funds requested for foreign travel. Foreign travel includes any travel outside of North America and/or US Possessions. In the budget justification section, include purpose, destination, dates of travel (if known) and number of individuals for each trip. If the dates of travel are not know, specify estimated length of trip (e.g., 3 days).

All foreign travel must be justified in the budget justification. Travel support for dependents of key project personnel may be requested only when all of the following conditions apply:

- The individual is a key person who is essential to the research on a full-time basis;
- The individual's residence away from home and in a foreign country is for a continuous period of six months or more and is essential to the effective performance of the project; and
- The dependent's travel allowance is consistent with the policies of the organization administering the grant.

Total Travel Costs – Total Funds requested for all travel.

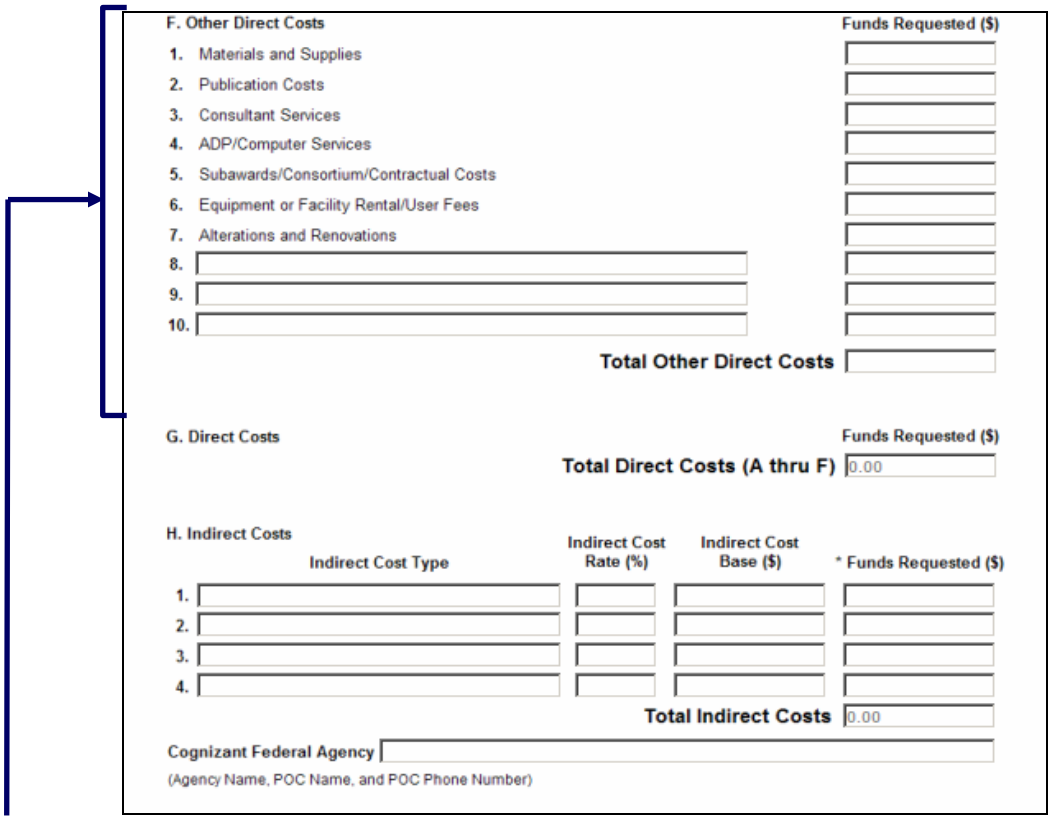
7.6 Enter Participant/Trainee Support Costs (Field E on the Form)

Participant costs are the costs associated with conference, workshop, or symposium attendees that are not employees of the applicant or a subawardee. Trainee costs are the costs associated with educational projects that support trainees (pre-college, college, graduate and post graduate). List total costs for each budget item and the number of participants/trainees. In the budget justification, identify the purpose of the conference/training, dates, and places and justify costs.

Generally, indirect costs (F&A) are not allowed on participant support costs. See GPG Chapter II.C.2.g.(viii) for additional information.

1. ***Tuition/Fees/Health Insurance*** - List total funds requested for Participant/Trainee Tuition/Fees/Health Insurance.
2. ***Stipends*** - List total funds requested for Participant/Trainee Stipends.
3. ***Travel*** - List total funds requested for Participant/Trainee Travel.
4. ***Subsistence*** - List total funds requested for Participant/Trainee Subsistence.
5. ***Other*** - Describe any other participant trainee funds requested.
Number of Participants/Trainees – List the total number of participants/trainees.

7.7 Total Participant/Trainee Support Costs – Total Funds requested for all trainee costs.



F. Other Direct Costs — Funds Requested ($)

1. Materials and Supplies
2. Publication Costs
3. Consultant Services
4. ADP/Computer Services
5. Subawards/Consortium/Contractual Costs
6. Equipment or Facility Rental/User Fees
7. Alterations and Renovations
8.
9.
10.

Total Other Direct Costs

G. Direct Costs — Funds Requested ($)

Total Direct Costs (A thru F) 0.00

H. Indirect Costs

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	* Funds Requested ($)
1.				
2.				
3.				
4.				

Total Indirect Costs 0.00

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)

7.8 Enter Other Direct Costs (Field F on the Form)

1. Materials and Supplies - List total funds requested for materials & supplies. In the budget justification, indicate general categories such as glassware, chemicals, animal costs, including an amount for each category. Categories less than $1,000 do not require itemization.

2. Publication Costs - List the total publication funds requested. The application budget may request funds for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the award. In the budget justification include supporting information.

3. Consultant Services - List the total costs for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Anticipated consultant services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants' travel costs, including subsistence, also may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable. Additional information on the charging of consultant costs to an NSF award is available in the NSF Award & Administration Guide (AAG), Chapter V.B.6.

4. ADP/Computer Services - List total funds requested for ADP/Computer Services. The cost of computer services, including computer-based retrieval of scientific, technical and education information may be requested. In the budget justification, include the established computer service rates at the proposing organization if applicable.

5. Subawards/Consortium/Contractual Costs - List total funds requested for 1) all subaward/consortium organization(s) proposed for the project and 2) any other contractual costs proposed for the project.

Except for the procurement of such items as commercially available supplies, materials, equipment or general support services allowable under the grant, no significant part of the research or substantive effort under an NSF grant may be contracted or otherwise transferred to another organization without prior NSF authorization.

6. Equipment or Facility Rental/User Fees - List total funds requested for Equipment or Facility Rental/Use Fees. In the budget justification, identify each rental user fee and justify.

7. Alterations and Renovations - List total funds requested for Alterations & Renovations. In the budget justification, itemize, by category and justify the costs of alterations and renovations including repairs, painting, removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs.

Total Other Direct Costs – This total will auto-calculate.

7.9 Verify Total Direct Costs (Field G on the Form)

Total Direct Costs (A-F) – Total Funds requested for all direct costs.

7.10 Enter Indirect Costs (Field H on the Form)

Indirect Cost Type - Indicate the type of base; e.g., Salary & Wages, Modified Total Direct Costs, Other (explain). Also indicate if Off-site. If more than one rate/base is involved, use separate lines for each. If the applicant does not have a current indirect rate(s) approved by a Federal agency, indicate, "None--will negotiate" and include information for a proposed rate. Use the budget justification if additional space is needed.

Indirect Cost Rate (%) - Indicate the most recent Indirect Cost rate(s) (also known as Facilities & Administrative Costs [F&A]) established with the cognizant Federal office, or in the case of for-profit organizations, the rate(s) established with the appropriate agency. If the applicant has a cognizant/ oversight agency and is selected for an award, the applicant must submit the indirect rate proposal to that office for approval. If the applicant does not have a cognizant/oversight agency, contact the awarding agency.

Indirect Cost Base - Enter the amount of the base for each indirect cost type.

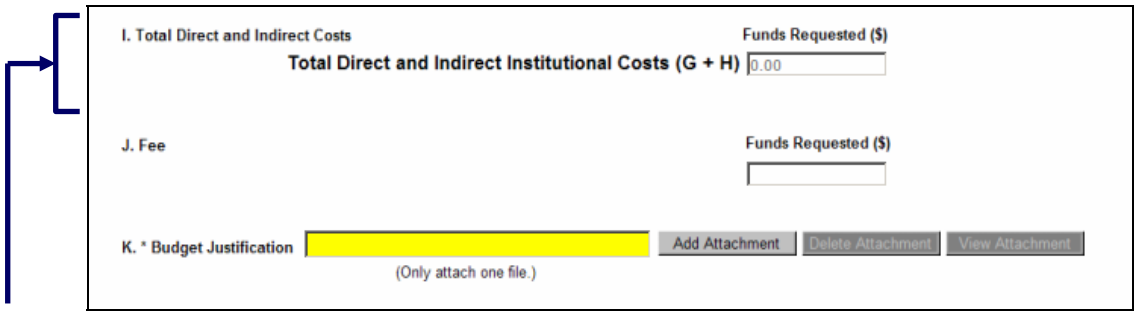
**** Funds Requested ($)*** - Enter funds requested for each indirect cost type.

7.11 Verify Total Indirect Costs

Cognizant Federal Agency - Enter the name of the cognizant Federal Agency, name & phone number of the individual responsible for negotiating your rate. If no cognizant agency is known, enter "None".

Unless otherwise indicated in a specific program solicitation, it is NSF policy that grantees are entitled to reimbursement from grant funds for indirect costs (F&A) allocable to the NSF share of allowable direct costs of a project, except:

- grants to individuals;
- grants solely for the support of travel, equipment, construction of facilities, or doctoral dissertation research;
- grants in which NSF support is exclusively in the form of fellowships, traineeships or other fixed amounts such as cost-of-education allowances;
- participant support costs. However, an allowance for indirect costs associated with participant support costs may be established or negotiated in advance when circumstances indicate that the grantee could be expected to incur significant expenses in administering participant payments (other than salary or other direct expenses being reimbursed under the award) or;
- foreign grantees (unless the foreign grantee has a previously negotiated rate agreement with a US Federal agency that has a practice of negotiating rates with foreign entities).



7.12 Verify Total Direct and Indirect Costs (Field I on the Form)

Total Direct and Indirect Institutional Cost (G +-H) – Total Funds requested for direct and indirect costs.

7.13 Enter Fee (Field J on the Form)

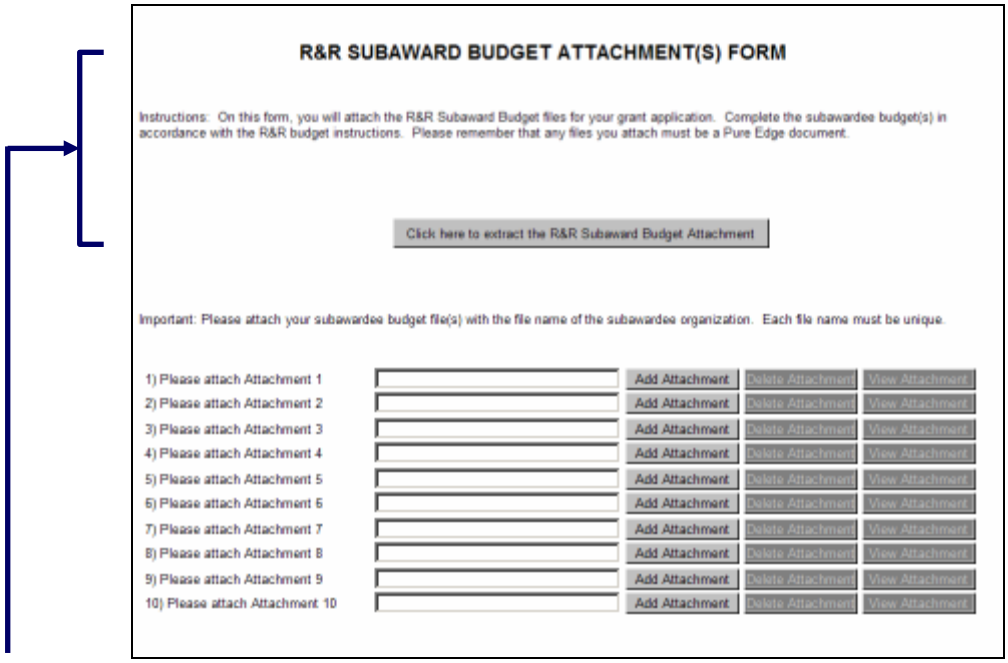
Generally, a fee is not allowed on a grant or cooperative agreement. Do not include a fee in the budget, unless the program announcement specifically allows the inclusion of a "fee" (e.g., SBIR/STTR). If a fee is allowable, enter the requested fee.

Inclusion of fees (profit) in a budget is allowable only if specifically authorized by an NSF program solicitation.

7.14 Enter Budget Justification (Field K on the Form)

Use the budget justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. The following budget categories must be justified, where applicable: equipment, travel, participant/trainee support and other direct cost categories. Only one file may be attached.

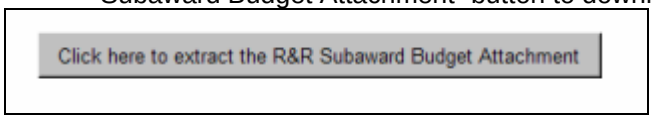
8. R&R SUBAWARD BUDGET ATTACHMENT(S) FORM



On this form/document, you may attach the up to 10 R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any file(s) you attach must be a PureEdge document.

To extract or download, fill and attach additional R&R Subaward Budget Attachment form/document, simply follow these steps:

1. On the R&R Subaward Budget Attachment form/document, press the "Click Here to extract the R&R Subaward Budget Attachment" button to download the form.



2. Save the subawardee budget file(s) with the name of the subawardee organization. Each file name attached to the R&R Subaward Budget Attachment Form must be unique. When assigning a name to the file, please remember to give it the extension ".xfd" (for example, "My_Senior_Key1.xfd"). If you do not name your file with the ".xfd" extension you will be unable to open it later using your PureEdge viewer software.

3. Using the "Open Form" tool on your PureEdge viewer, open the new form that you have just saved.

4. Enter your Subawardee Organization information in this supplemental form. Complete the subawardee budget(s) in accordance with the R&R budget instructions.

5. When you have completed entering information in the supplemental form, save it and close it.

6. Return to the "R&R Subaward Budget Attachment(s)" Form.

7. Attach the saved supplemental form, that you just filled in, to one of the blocks provided on this "attachments" form.

8. Extract and attach additional R&R Budget Forms for the Subaward Organizations as necessary using the process outlined above. Please remember that the files you attach must be previously extracted R&R Budget forms. Attaching any other type of file may result in the ability to submit your application to Grants.gov.

All Subaward Organization included on the R&R Subaward Budget Attachment(s) Form must currently be registered in NSF's FastLane System. If the Subaward Organization is not registered in FastLane, then the application will not be inserted into FastLane and therefore will not be reviewed.

Each Subaward Organization included on the R&R Subaward Budget Attachment(s) Form may only be associated with 15 budget periods. If the Subaward Organization is associated with 15 or more budget periods, then the application will not be inserted into FastLane and a confirmation email will not be sent.

VI. NSF SPECIFIC FORMS AND INSTRUCTIONS

The NSF applicant is required to complete and submit the following forms in conjunction with the SF 424 (R&R) forms included in this application package:

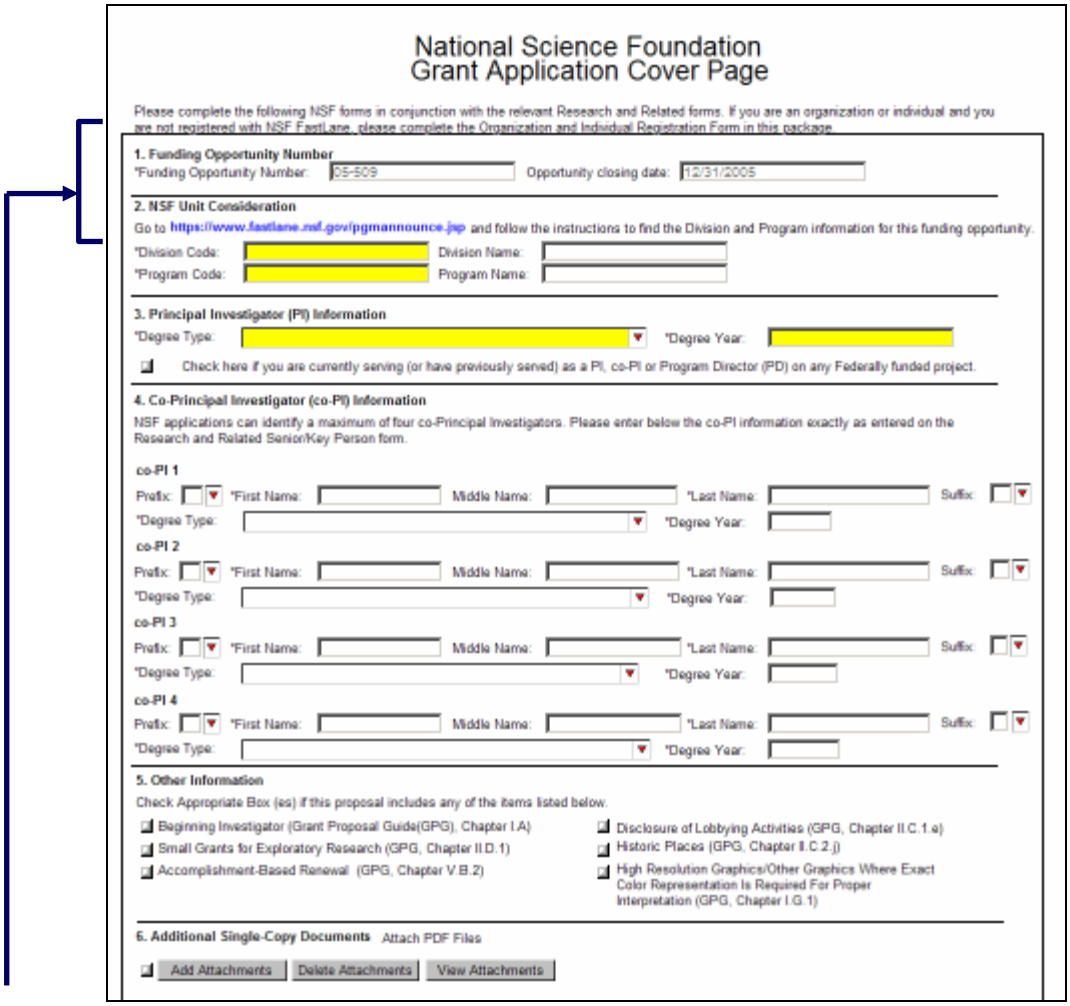
- National Science Foundation Grant Application Cover Page; and
- NSF Application Checklist.

The following NSF-specific forms are optional and only should be submitted, when appropriate:

- NSF Deviation Authorization;
- NSF Suggested Reviewers; and
- NSF FastLane System Registration.

Instructions for completing each of these forms follow.

1. NSF GRANT APPLICATION COVER PAGE



National Science Foundation
Grant Application Cover Page

Please complete the following NSF forms in conjunction with the relevant Research and Related forms. If you are an organization or individual and you are not registered with NSF FastLane, please complete the Organization and Individual Registration Form in this package.

1. Funding Opportunity Number
*Funding Opportunity Number: 05-509 Opportunity closing date: 12/31/2005

2. NSF Unit Consideration
Go to https://www.fastlane.nsf.gov/pgmannounce.jsp and follow the instructions to find the Division and Program information for this funding opportunity.
*Division Code: Division Name:
*Program Code: Program Name:

3. Principal Investigator (PI) Information
*Degree Type: *Degree Year:
☐ Check here if you are currently serving (or have previously served) as a PI, co-PI or Program Director (PD) on any Federally funded project.

4. Co-Principal Investigator (co-PI) Information
NSF applications can identify a maximum of four co-Principal Investigators. Please enter below the co-PI information exactly as entered on the Research and Related Senior/Key Person form.

co-PI 1
Prefix: *First Name: Middle Name: *Last Name: Suffix:
*Degree Type: *Degree Year:

co-PI 2
Prefix: *First Name: Middle Name: *Last Name: Suffix:
*Degree Type: *Degree Year:

co-PI 3
Prefix: *First Name: Middle Name: *Last Name: Suffix:
*Degree Type: *Degree Year:

co-PI 4
Prefix: *First Name: Middle Name: *Last Name: Suffix:
*Degree Type: *Degree Year:

5. Other Information
Check Appropriate Box (es) if this proposal includes any of the items listed below.
☐ Beginning Investigator (Grant Proposal Guide(GPG), Chapter I.A)
☐ Small Grants for Exploratory Research (GPG, Chapter II.D.1)
☐ Accomplishment-Based Renewal (GPG, Chapter V.B.2)
☐ Disclosure of Lobbying Activities (GPG, Chapter II.C.1.e)
☐ Historic Places (GPG, Chapter II.C.2.j)
☐ High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (GPG, Chapter I.G.1)

6. Additional Single-Copy Documents Attach PDF Files
☐ Add Attachments | Delete Attachments | View Attachments

1.1 Verify Funding Opportunity Number (Field 1 on the Form)

**** Funding Opportunity Number*** –This info is pre-populated by Grants.gov.
Opportunity Closing Date –Enter a closing date for this proposal.

1.2 Enter NSF Unit (Field 2 on the Form)

Indicate which NSF Unit should consider the application. To do that click on the URL in Block 2 and a browser window will open showing an NSF web page, https://www.fastlane.nsf.gov/pgmannounce.jsp. Follow the instructions on this web page to search by Funding Opportunity to identify the appropriate Division and Program for programs accepting applications through Grants.gov. Copy the Division code and Program code into the form.
**** Division Code*** – Enter the NSF division code for this funding opportunity. This is required information.
**** Program Code*** – Enter the NSF program code for this funding opportunity. This is required information.
Division Name – Enter the NSF division name for this funding opportunity.
Program Name – Enter the NSF program name for this funding opportunity.

1.3 Enter Principal Investigator (PI) (Field 3 on the Form)

**** Degree Type*** – From the drop-down list, choose the name of the highest degree the PI has earned. This is required information.
**** Degree Year*** – Enter the year in which this degree was earned. This is required information.
Check the box if currently serving (or have previously served) as PI, Co-PI or Program Director (PD) on any federally funded project.

1.4 Enter co-Principal Investigator (co-PI) Information (Field 4 on the form)

NSF applications may identify a maximum of four co-Principal Investigators. The information below corresponds to the first four Co-PIs specified on the R&R "Senior/Key Person" (Expanded) Form. NSF will only use the first four co-PIs entered on this form. Any persons identified as a co-PI in addition to the first 4 co-PIs listed will have their role changed to "Senior Key Person" in NSF's FastLane system. Please enter the co-PIs in the same order as on the R&R Senior/Key Person (Expanded) form. For co-PI 1, co-PI 2, co-PI 3, and co-PI 4 enter:

Field Name	Input
Prefix	Enter the prefix of the co-PI.
*First Name	Enter the first name of the Co-PI. This is required information.
Middle Name	Enter the middle name of the Co-PI.
*Last Name	Enter the last name of the Co-PI. This is required information.
Suffix	Enter the suffix of the co-PI.
*Degree Type	From the drop-down list, choose the name of the highest degree the co-PI has earned. This is required information.
*Degree Year	Enter the year in which this degree was earned. This is required information.

1.5 Enter Other Information (Field 5 on the Form)

Check the appropriate box(es) if this application includes any of the items listed below:
Beginning Investigator (GPG Chapter I.G.2) – Check box if Beginning Investigator. Note that this box applies only to PIs who are submitting applications to the Directorate for Biological Sciences. See Chapter III, Section 4.1 of this Guide for further information.
Small Grants for Exploratory Research (SGER)(GPG Chapter II.D.1) – Check box if this proposal includes a request for Small Grants for Exploratory Research. For more information on Small Grants for Exploratory Research, go to: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.
Accomplishment-Based Renewal (GPG Chapter V.B) – Check box if this is an Accomplishment-Based Renewal. For more information on Accomplishment-Based Renewals, see GPG Chapter V.B. If an accomplishment-based-renewal is being submitted, applicants are reminded to enter the assigned award number of the previously funded application in the Federal field (Field 4 on the SF 424 (R&R) Cover Sheet).
Disclosure of Lobbying Activities (GPG Chapter II.C.1.e) – Check box for Disclosure of Lobbying Activities. This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding $100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding $150,000. For more information on Disclosure of Lobbying Activities, go to: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.

Historic Places (GPG Chapter II.C.2.j) – Check box if research occurs in a location designated, or eligible to be designated, a registered historic place. For more information on Historic Places, go to NSF's AAG Chapter VI.K.
High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (GPG Chapter I.G.1) – Detailed instructions for submission of applications that contain high-resolution graphics or other graphics where exact color representations are required for proper interpretation by the reviewer are available on the FastLane Website at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.

1.6 Attach Additional Single Copy Documents (Field 6 on the Form)

Attach PDF files for Additional Single-Copy Documents. For more information on Additional Single-Copy Documents, go to: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg
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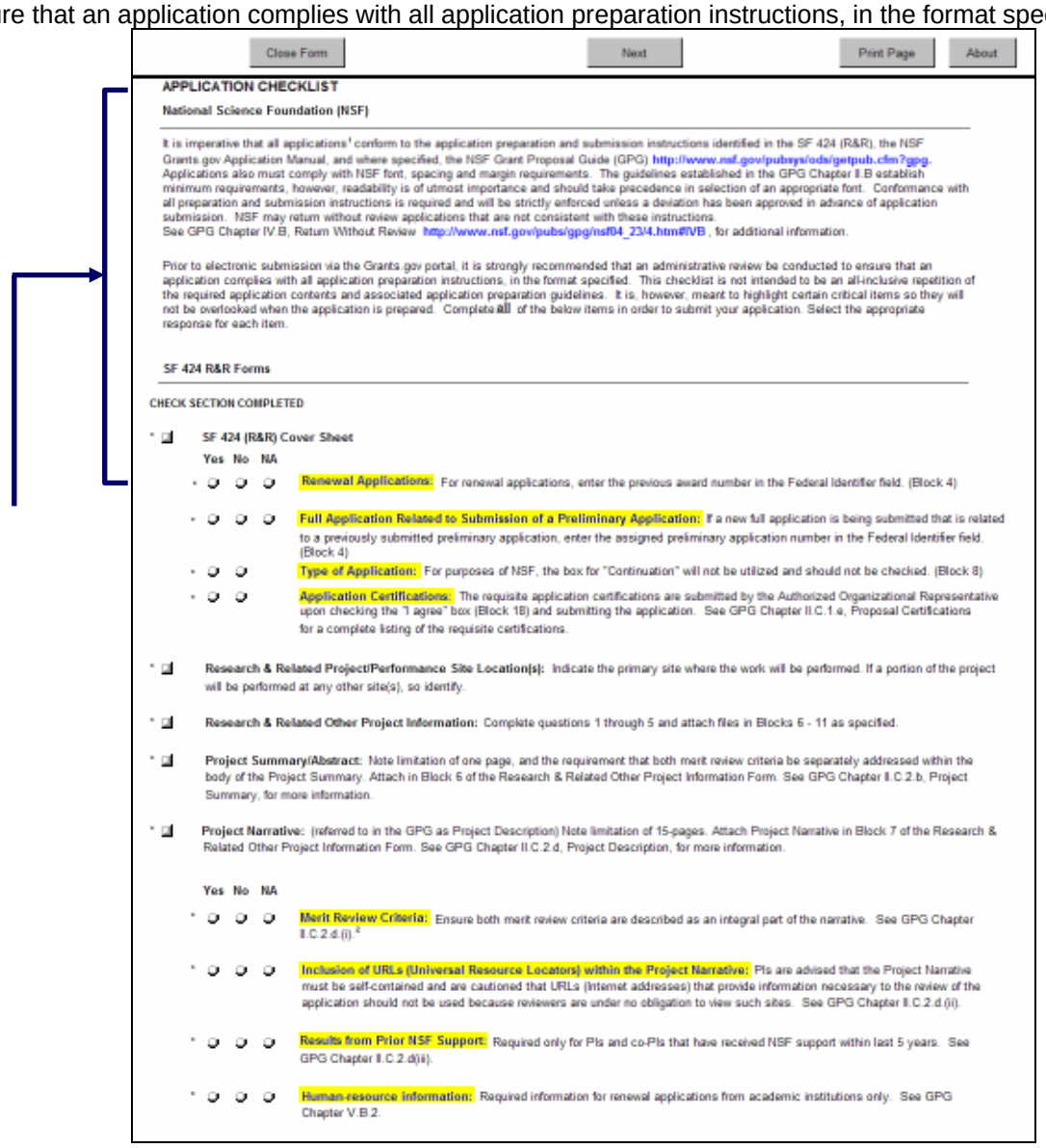
2. NSF APPLICATION CHECKLIST

Prior to electronic submission via the Grants.gov portal, applicants must conduct an administrative review of the application by use of the NSF Application Checklist. NSF requires that this review be conducted in order to help ensure that an application complies with all application preparation instructions, in the format specified.



Close Form | Next | Print Page | About

APPLICATION CHECKLIST

National Science Foundation (NSF)

It is imperative that all applications[1] conform to the application preparation and submission instructions identified in the SF 424 (R&R), the NSF Grants.gov Application Manual, and where specified, the NSF Grant Proposal Guide (GPG) http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg. Applications also must comply with NSF font, spacing and margin requirements. The guidelines established in the GPG Chapter II.B establish minimum requirements, however, readability is of utmost importance and should take precedence in selection of an appropriate font. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of application submission. NSF may return without review applications that are not consistent with these instructions.
See GPG Chapter IV.B, Return Without Review http://www.nsf.gov/pubs/gpg/nsf04_23/4.htm#IVB, for additional information.

Prior to electronic submission via the Grants.gov portal, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions, in the format specified. This checklist is not intended to be an all-inclusive repetition of the required application contents and associated application preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the application is prepared. Complete **all** of the below items in order to submit your application. Select the appropriate response for each item.

SF 424 R&R Forms

CHECK SECTION COMPLETED

* ☐ **SF 424 (R&R) Cover Sheet**

Yes No NA

- ○ ○ ○ **Renewal Applications:** For renewal applications, enter the previous award number in the Federal Identifier field. (Block 4)
- ○ ○ ○ **Full Application Related to Submission of a Preliminary Application:** If a new full application is being submitted that is related to a previously submitted preliminary application, enter the assigned preliminary application number in the Federal Identifier field. (Block 4)
- ○ ○ **Type of Application:** For purposes of NSF, the box for "Continuation" will not be utilized and should not be checked. (Block 8)
- ○ ○ **Application Certifications:** The requisite application certifications are submitted by the Authorized Organizational Representative upon checking the "I agree" box (Block 18) and submitting the application. See GPG Chapter II.C.1.e, Proposal Certifications for a complete listing of the requisite certifications.

* ☐ **Research & Related Project/Performance Site Location(s):** Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), so identify.

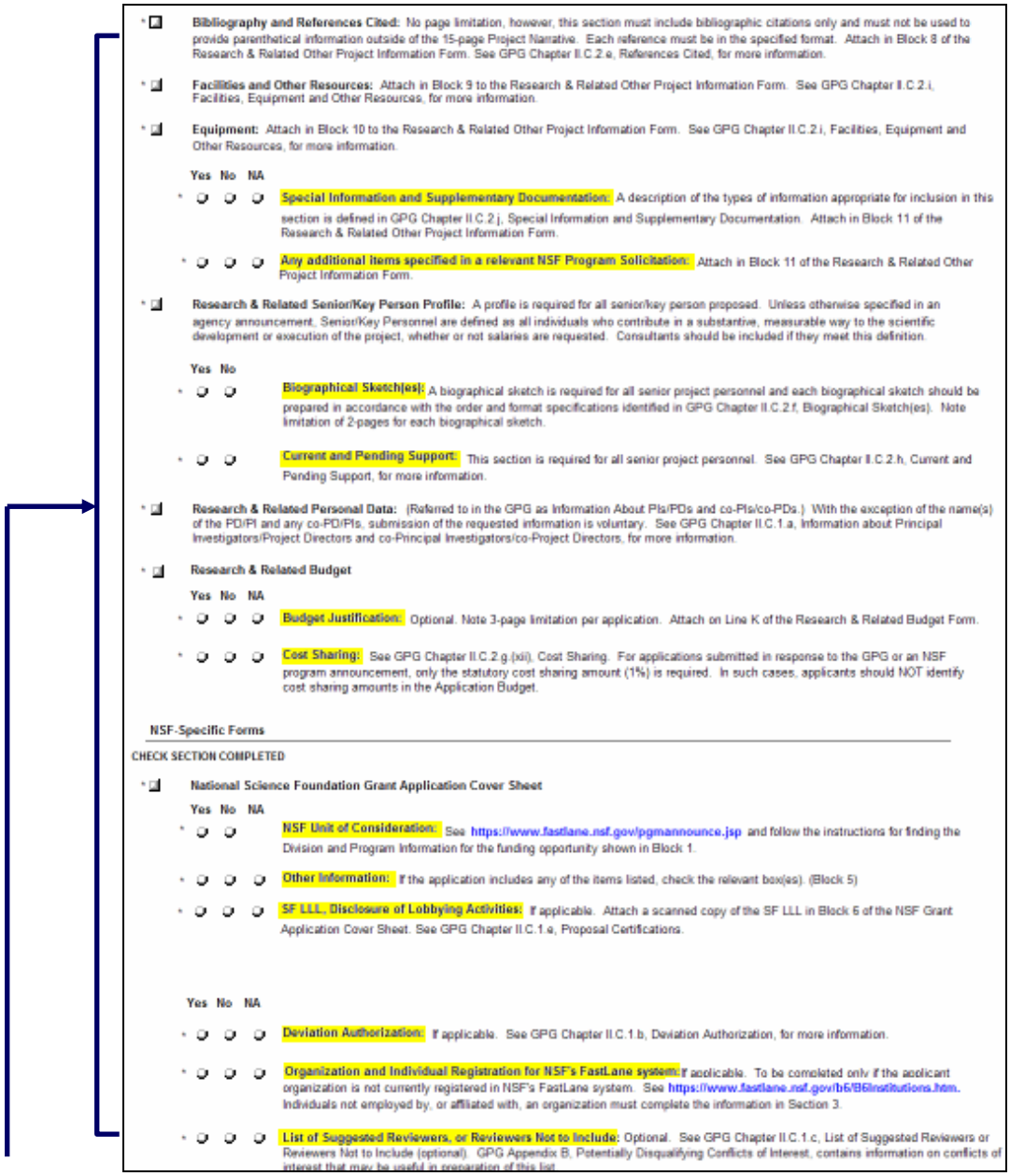
* ☐ **Research & Related Other Project Information:** Complete questions 1 through 5 and attach files in Blocks 6 - 11 as specified.

* ☐ **Project Summary/Abstract:** Note limitation of one page, and the requirement that both merit review criteria be separately addressed within the body of the Project Summary. Attach in Block 6 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.b, Project Summary, for more information.

* ☐ **Project Narrative:** (referred to in the GPG as Project Description) Note limitation of 15-pages. Attach Project Narrative in Block 7 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.d, Project Description, for more information.

Yes No NA

- ○ ○ ○ **Merit Review Criteria:** Ensure both merit review criteria are described as an integral part of the narrative. See GPG Chapter II.C.2.d.(i).[2]
- ○ ○ ○ **Inclusion of URLs (Universal Resource Locators) within the Project Narrative:** PIs are advised that the Project Narrative must be self-contained and are cautioned that URLs (Internet addresses) that provide information necessary to the review of the application should not be used because reviewers are under no obligation to view such sites. See GPG Chapter II.C.2.d.(ii).
- ○ ○ ○ **Results from Prior NSF Support:** Required only for PIs and co-PIs that have received NSF support within last 5 years. See GPG Chapter II.C.2.d(iii).
- ○ ○ ○ **Human-resource information:** Required information for renewal applications from academic institutions only. See GPG Chapter V.B.2.



* **Bibliography and References Cited:** No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Narrative. Each reference must be in the specified format. Attach in Block 8 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.e, References Cited, for more information.

* **Facilities and Other Resources:** Attach in Block 9 to the Research & Related Other Project Information Form. See GPG Chapter II.C.2.i, Facilities, Equipment and Other Resources, for more information.

* **Equipment:** Attach in Block 10 to the Research & Related Other Project Information Form. See GPG Chapter II.C.2.i, Facilities, Equipment and Other Resources, for more information.

Yes No NA

* **Special Information and Supplementary Documentation:** A description of the types of information appropriate for inclusion in this section is defined in GPG Chapter II.C.2.j, Special Information and Supplementary Documentation. Attach in Block 11 of the Research & Related Other Project Information Form.

* **Any additional items specified in a relevant NSF Program Solicitation:** Attach in Block 11 of the Research & Related Other Project Information Form.

* **Research & Related Senior/Key Person Profile:** A profile is required for all senior/key person proposed. Unless otherwise specified in an agency announcement, Senior/Key Personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition.

Yes No

* **Biographical Sketch(es):** A biographical sketch is required for all senior project personnel and each biographical sketch should be prepared in accordance with the order and format specifications identified in GPG Chapter II.C.2.f, Biographical Sketch(es). Note limitation of 2-pages for each biographical sketch.

* **Current and Pending Support:** This section is required for all senior project personnel. See GPG Chapter II.C.2.h, Current and Pending Support, for more information.

* **Research & Related Personal Data:** (Referred to in the GPG as Information About PIs/PDs and co-PIs/co-PDs.) With the exception of the name(s) of the PD/PI and any co-PD/PIs, submission of the requested information is voluntary. See GPG Chapter II.C.1.a, Information about Principal Investigators/Project Directors and co-Principal Investigators/co-Project Directors, for more information.

* **Research & Related Budget**

Yes No NA

* **Budget Justification:** Optional. Note 3-page limitation per application. Attach on Line K of the Research & Related Budget Form.

* **Cost Sharing:** See GPG Chapter II.C.2.g.(xii), Cost Sharing. For applications submitted in response to the GPG or an NSF program announcement, only the statutory cost sharing amount (1%) is required. In such cases, applicants should NOT identify cost sharing amounts in the Application Budget.

NSF-Specific Forms

CHECK SECTION COMPLETED

* **National Science Foundation Grant Application Cover Sheet**

Yes No NA

* **NSF Unit of Consideration:** See https://www.fastlane.nsf.gov/pgmannounce.jsp and follow the instructions for finding the Division and Program Information for the funding opportunity shown in Block 1.

* **Other Information:** If the application includes any of the items listed, check the relevant box(es). (Block 5)

* **SF LLL, Disclosure of Lobbying Activities:** If applicable. Attach a scanned copy of the SF LLL in Block 6 of the NSF Grant Application Cover Sheet. See GPG Chapter II.C.1.e, Proposal Certifications.

Yes No NA

* **Deviation Authorization:** If applicable. See GPG Chapter II.C.1.b, Deviation Authorization, for more information.

* **Organization and Individual Registration for NSF's FastLane system:** If applicable. To be completed only if the applicant organization is not currently registered in NSF's FastLane system. See https://www.fastlane.nsf.gov/b6/B6Institutions.htm. Individuals not employed by, or affiliated with, an organization must complete the information in Section 3.

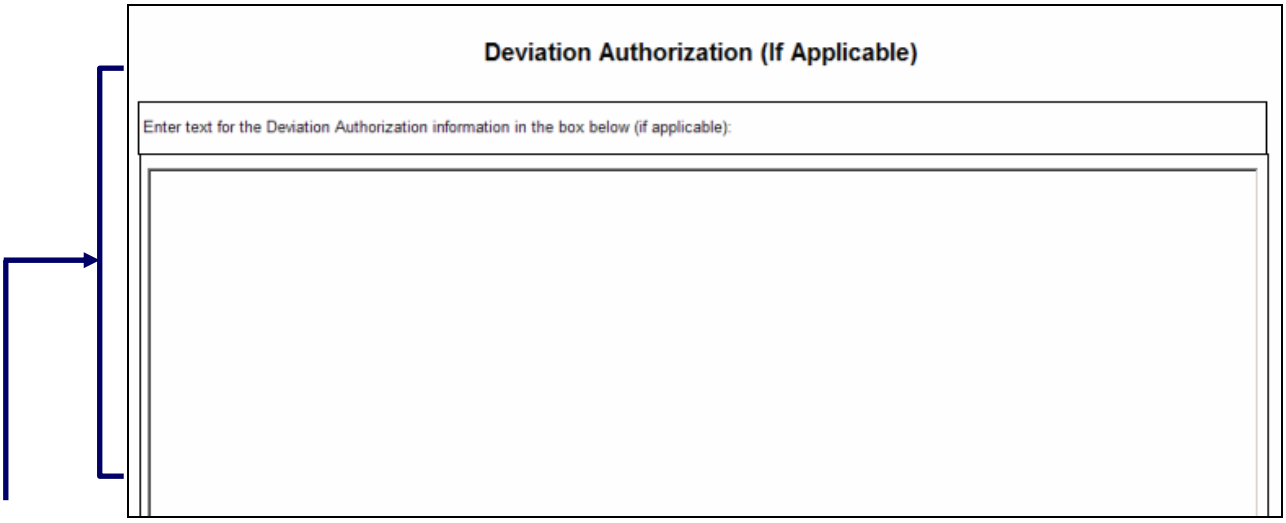
* **List of Suggested Reviewers, or Reviewers Not to Include:** Optional. See GPG Chapter II.C.1.c, List of Suggested Reviewers or Reviewers Not to Include (optional). GPG Appendix B, Potentially Disqualifying Conflicts of Interest, contains information on conflicts of interest that may be useful in preparation of this list.

2.1 Complete NSF Application Checklist

This checklist is not intended to be an all-inclusive repetition of the required application contents and associated application preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the application is prepared. Complete all the checklist items in order to submit the application. Select the appropriate response for each item. Submission of the checklist is required.

Please note that a revised version of this Checklist is currently being developed by Grants.gov. This new version will conform to the requirements specified in the recently released version of the Grant Proposal Guide (NSF 07-140). Until an updated version of this form is released, applications should check "NA" next to the radio button for "Cost Sharing".

3. NSF DEVIATION AUTHORIZATION



3.1 Enter Deviation Authorization (If Applicable)

It is important that all applications conform to the instructions provided in this Guide, and where applicable, the GPG. Conformance is required and will be strictly enforced unless a deviation has been approved. NSF may return without review applications that are not consistent with these instructions. See Chapter IV.B. of the GPG for additional information. NSF must authorize any deviations from these instructions in advance. Deviations may be authorized in one of two ways:

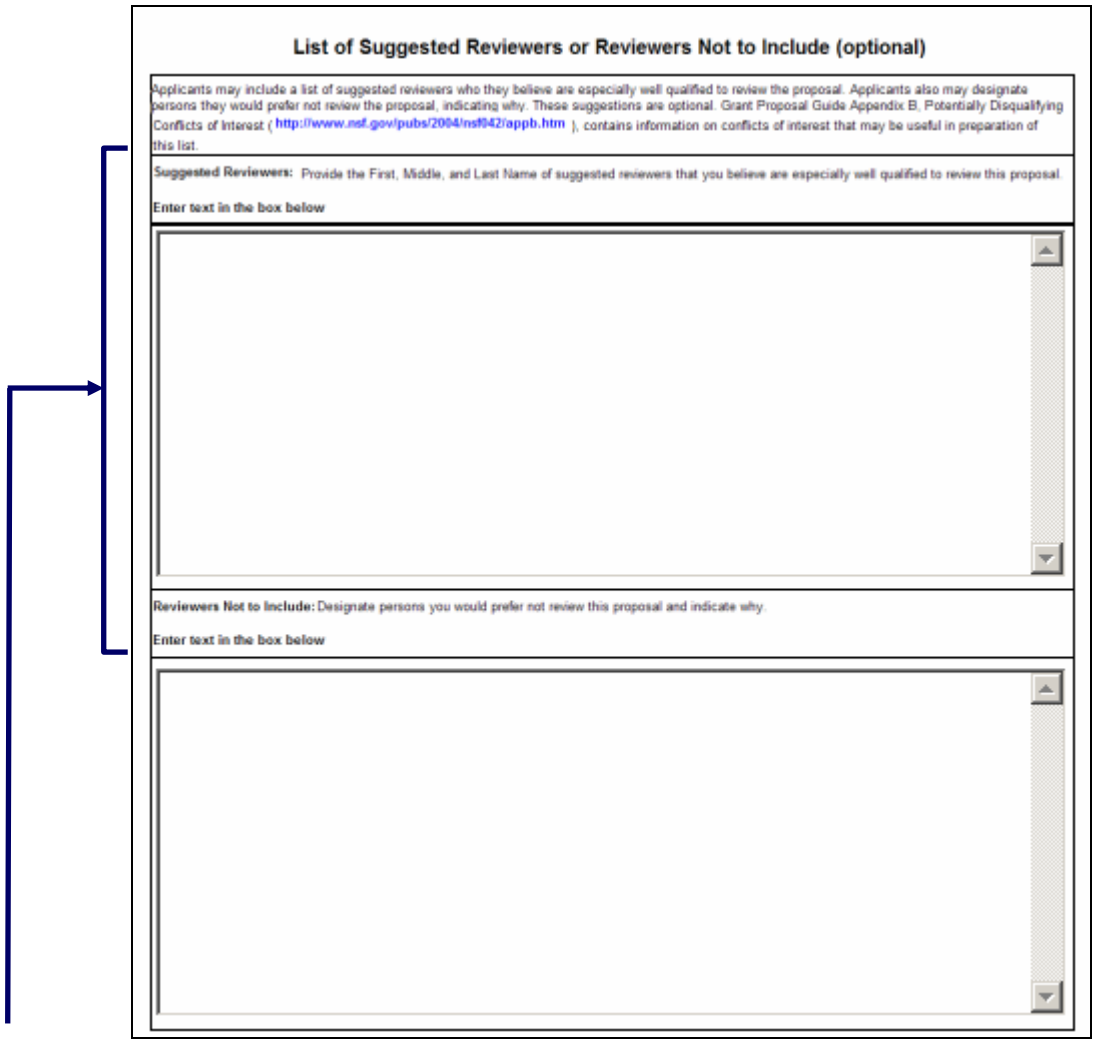
1. Through specification of different requirements in an NSF solicitation; or
2. By the written approval of the cognizant NSF Assistant Director/Office Head or designee. These deviations may be in the form of a "blanket deviation" for a particular program or programs or, in rare instances, an "individual" deviation for a particular application.

Applicants may deviate from these instructions only to the extent authorized. Applications must identify the deviation in one of the following ways as appropriate - (a) by identifying the solicitation number that authorized the deviation in the appropriate block on the application Cover Sheet; or (b) for individual deviations, by identifying the name, date and title of the NSF official authorizing the deviation. Further instructions are available on the FastLane Website (https://www.fastlane.nsf.gov/fastlane.jsp).

Requests for approval of a deviation from NSF's electronic submission requirement must be forwarded to the cognizant NSF program for review and approval prior to submission of the paper application.

4 NSF SUGGESTED REVIEWERS OR REVIEWERS NOT TO INCLUDE

Applicants may include a list of suggested reviewers who they believe are especially qualified to review the application. Applicants also may designate persons they would prefer not review the application, indicating why. These suggestions are optional. Grant Proposal Guide Chapter II, Exhibit II-2, *Potentially Disqualifying Conflicts of Interest*, contains information on conflicts of interest that may be useful in preparation of this list.



4.1 Enter Suggested Reviewers

Suggested Reviewers - Provide the First, Middle, and Last Name of suggested reviewers that the applicant believes are especially well qualified to review this application.

4.2 Enter Reviewers Not to Include

Designate persons the applicant would prefer not review this application and indicate why.

The cognizant Program Officer handling the application considers the suggestions and may contact the Applicant for further information. However, the decision whether or not to use the suggestions remains with the Program Officer.

5. NSF FASTLANE SYSTEM REGISTRATION

NSF Organization and Individual Registration For NSF's FastLane System

The following information should only be completed if your organization is not currently registered in NSF's FastLane System. To check if your organization is registered, please visit https://www.fastlane.nsf.gov/n1/N1AddInst.html.

If you want to register and submit as an Individual (Organization) please check the checkbox on the front of the Grant Application Package before the Application Filing Name and then complete section 3 of this form. The Grant Application Package is the page where all the mandatory and optional documents are listed.

1. Organization Information

*Organization Name: * Organization Short Name: * Organization Type:

*EIN/TIN: *DUNS Number:

*Street 1: Street 2:

*City: County: *State: Province:

*Country: *Zip / Postal Code:

*Telephone Number: Fax Number: *E-mail Address:

President's Name:

Prefix: First Name: Middle Name: Last Name: Suffix:

2. FastLane Contact

Prefix: *First Name: Middle Name: *Last Name: Suffix:

Social Security Number: (If you do not want to provide your real Social Security Number, leave this field empty and NSF's FastLane System will generate a PSEUDO-SSN for you.)

*Telephone Number: Fax Number: *E-mail Address:

3. Individual Information

Only complete this information if you are not employed by, or affiliated with, an organization. Do not use this section to register a new organization. To register as an organization, please uncheck the checkbox on the Grant Application Package that states you will be submitting applications on my own behalf, and not on behalf of a company, state, tribe, educational institution or other organization. The checkbox appears before the Application Filing Name. The Grant Application Package is the page where all the mandatory and optional documents are listed.

Prefix: *First Name: Middle Name: *Last Name: Suffix:

*Tax ID: Social Security Number: (If you do not want to provide your real Social Security Number, leave this field empty and NSF's FastLane System will generate a PSEUDO-SSN for you.)

*Street 1: Street 2:

*City: County: *State: Province:

*Country: SA: UNITED STATE *Zip / Postal Code:

*Telephone Number: Fax Number: *E-mail Address:

Department: *Degree Type: *Degree Year:

OMB Number 3145-0058

5.1 Enter Organization Information

The following information should only be completed if the applicant's organization is not currently registered in NSF's FastLane System. To check if an organization is already registered, please visit www.fastlane.nsf.gov. If the applicant is not employed by, or affiliated with, an organization, please complete the Individual Information in section 3 of this form.

Field Name	Input
*Organization Name	Pre-populated from the R&R form. Enter the full name of the applicant's organization for NSF records (up to 64 characters, including spaces). This is required information.
*Organization Short Name	Enter the short name of your organization in 26 characters or less for identification purposes. If your full name can fit within 26 characters, you should use the same name here. You should not truncate your full name at 26 characters. The Short Name should be a unique identifier. This field is required.
*Organization Type	Choose your type of organization from the drop-down list. This field is required.
*EIN/TIN	Pre-populated from the R&R form. (9 digits, no hyphens). An EIN (Employer Identification Number) or TIN (Taxpayer Identification Number) is a nine-digit number that the IRS assigns in the following format: -00-0000000. The IRS uses this number to identify taxpayers that are required to file various tax returns. Employers, sole proprietors, universities, corporations, partnerships, nonprofit associations, trusts, and estates of decedents, government agencies, certain individuals, and other business entities use EIN/TIN. If the applicant's organization is not in the U.S., type 44-4444444. This is required information.
*DUNS Number	Pre-populated from the R&R form (9 digits, no hyphens). This is a unique 9-digit identifier provided by Dun & Bradstreet. It is an organizational identifier used by the federal government. If the organization does not have a DUNS number, it must contact Dun and Bradstreet at (800) 333-0505 to obtain one. A DUNS number will be provided to them immediately by telephone at no charge. This is required information.
*Street 1	Pre-populated by RR. The physical address of the organization. Up to two lines may be used for the street address. The second line is not required.
Street 2	Pre-populated by RR. The physical address of the organization. You may use up to two lines for the street address. The second line is not required.
*City	Pre-populated by RR. The name of the city/place where the organization operates.
County	Pre-populated by RR. The name of the county where the organization operates.
*State	Pre-populated by RR. The name of the State where the organization is registered. Choose the state name from the drop-down list. (If a foreign address, skip). This field is required if the Organization is located in the United States.
Province	Pre-populated by RR. Enter the Province.
*Zip Code	Pre-populated by RR. The complete nine digits of the zip code (no dashes & if foreign address, skip). This field is required if the Organization is located in the United States.
*Country	Pre-populated by RR. The country of the organization. (Foreign address, choose Country)
*Telephone Number	Enter the telephone number of the organization for NSF to use to contact your business (enter area code and number, for U.S. phones, using only ten digits, no hyphens). Extensions, dashes or alphabetical characters cannot be accommodated in the phone number. This field is required.
Fax Number	(10 digits, no hyphens, no country code) Enter the fax number of the organization.
*Email Address	Enter an E-mail address for the organization where NSF can contact your business electronically (must be of the format username@something.com or similar). This field is required.

5.2 Enter President's Name

Field Name	Input
Prefix	Enter the prefix of the president of the organization.
First Name	Enter the first name of the president of the organization.
Middle Name	Enter the middle name of the president of the organization.
Last Name	Enter the last name of the president of the organization.
Suffix	Pre-populated by RR. The prefix of the FastLane Contact. This person will be the point of contact for FastLane in the organization and responsible for performing administrative management functions within FastLane (e.g., giving out passwords, submitting proposals). This may be the same person as an Authorized Organizational Representative. Do not enter non-alphabetic characters (e.g., periods or hyphens) or spaces.

5.3 Enter FastLane Contact

Field Name	Input
Prefix	Pre-populated by RR. The prefix of the FastLane Contact. This person will be the point of contact for FastLane in the organization and responsible for performing administrative management functions within FastLane (e.g., giving out passwords, submitting proposals). This may be the same person as an Authorized Organizational Representative. Do not enter non-alphabetic characters (e.g., periods or hyphens) or spaces.
*First Name	Pre-populated by RR. The first name of the FastLane Contact. This field is required.
Middle Name	Pre-populated by RR. The middle name of the FastLane Contact.
*Last Name	Pre-populated by RR. The last name of the FastLane Contact.
Suffix	Pre-populated by RR. The suffix of the FastLane Contact.
Social Security Number	(9 digits) Enter the Social Security Number (SSN) for the FastLane Contact. (If you do not want to provide the real Social Security Number, leave this field empty and NSF's FastLane System will generate a PSEUDO-SSN for you).
*Telephone Number	Pre-populated by RR. (10 digits, no hyphens, no country code) The FastLane Contact's phone number. This field is required.
Fax Number	Pre-populated by RR. (10 digits, no hyphens, no country code) The FastLane Contact's fax number.
*Email Address	Enter the e-mail address for the FastLane Contact. This field is required.

5.4 Enter Individual Information

Only complete this information if the applicant is not employed by, or affiliated with, an organization. Do not use this section to register a new organization.

Field Name	Input
Prefix	Enter the prefix of the individual who will be the point of contact for FastLane and responsible for performing organizational management functions within FastLane. This may be the same person as an Authorized Organizational Representative. Do not enter non-alphabetic characters (e.g., periods or hyphens) or spaces.
*First Name	Enter the first name of the individual who will be the point of contact for FastLane and responsible for performing organizational management functions within FastLane. This field is required.
Middle Name	Enter the middle initial of the individual.
*Last Name	Enter the last name of the individual. This field is required.
Suffix	Enter the name suffix of the individual.
*Tax ID	Enter the Tax ID Number (9 digits, no hyphens) . This is a nine-digit number that the IRS assigns. The IRS uses this number to identify taxpayers that are required to file various tax returns. This field is required.
Social Security Number	Enter the Social Security Number (9 digits) . If you do not want to provide the real Social Security Number, leave this field empty and NSF's FastLane System will generate a PSEUDO-SSN.
*Street 1	Enter the physical address. You may use up to two lines for the street address. The second line is not required.
Street 2	Enter the physical address of the organization. You may use up to two lines for the street address. The second line is not required.
*City	Enter the name of the city. This field is required.
County	Enter the name of the county.
*State	Choose the name of the state where you are registered from the drop-down list (If foreign address, skip). This field is required if the individual is located in the United States.
Province	Enter the province.
*Zip Code	Enter the complete nine digits of your zip code (no dashes). (If foreign address, skip). This field is required if the individual is located in the United States.
*Country	Choose the country from the drop-down list (Foreign address, choose Country)
*Telephone Number	Enter the telephone number of the individual (enter area code and number, for U.S. phones, using only ten digits). Extensions, dashes or alphabetical characters cannot be accommodated in the phone number. This field is required.
Fax Number	Enter the fax number of the individual.

*Email Address	Enter the E-mail of the individual (must be of the format username@something.com or similar). This field is required.
Department	Enter the Department of the individual.
*Degree Type	From the drop-down list, choose the name of the highest degree the individual has earned. This field is required.
*Degree Year	Enter the 4 digit year in which this degree was earned. This field is required.

6. DIRECTORATE SPECIFIC FORMS

6.1 Biological Sciences (BIO) Classification Form

For applications submitted to the Directorate for Biological Sciences, a Biological Sciences Classification form is required to be submitted. The applicant should use the Proposal File Update module in FastLane to enter this information. The applicant will not be able to check the status of an application until this information is provided.

6.2 Division of Undergraduate Education (DUE) Project Data Form

For applications submitted to the Division of Undergraduate Education (DUE) a Project Data form is required to be submitted. The applicant should use the Proposal File Update module in FastLane to enter this information. The applicant will not be able to check the status of an application until this information is provided.

VII. ADMINISTRATION OF AWARDS

Guidance regarding the administration of NSF awards is contained in the NSF Award & Administration Guide and the relevant award conditions: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag