Preparing Forms for Your NSF ATE Proposal

Live Webinar
Thursday, May 7, 2020
1:00 – 2:30 p.m. ET
Welcome & Introductions

Elaine Craft, Principal Investigator
Mentor-Connect: Leadership Development and Outreach for ATE
Florence-Darlington Technical College, SCATE Center of Excellence
Email: Elaine.craft@fdtc.edu

Ellen Hause, Co-Principal Investigator
Mentor-Connect: Leadership Development and Outreach for ATE
Program Director, Academic and Student Success
Email: ehause@aacc.nche.edu

Emery DeWitt, Project Manager/Co-Principal Investigator
Mentor-Connect: Leadership Development and Outreach for ATE
Florence-Darlington Technical College, SCATE Center of Excellence
Email: emery.dewitt@fdtc.edu
Using the chat box, tell us how many viewers are in the room with you.
### Webinar Overview

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
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<tbody>
<tr>
<td>Full Proposal</td>
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<tr>
<td>Description (Narrative)</td>
<td>15</td>
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<tr>
<td>Summary</td>
<td>1</td>
</tr>
<tr>
<td>Budget (3 Yr. Project)</td>
<td>4</td>
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<tr>
<td>Budget Justification</td>
<td>3</td>
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<tr>
<td>Other Forms &amp; Supplementary Documents</td>
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<tr>
<td></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

63 pages (**73% of Proposal!**)
Poll Question: Are you now or have you been a Mentor-Connect participant? (mentor, faculty team, or other college personnel)
ATE Program Solicitation


Proposal and Award Policies and Procedures Guide (PAPPG) : Effective June 1, 2020 (NSF 20-1)


FastLane:

FastLane User Support
(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
Before you Think about Forms...

- Who is your SRO (Sponsored Research Officer)?
- Register your institution within the FastLane System (FastLane ID)
- Register all Principal Investigators, Co-Principal Investigators and Senior Personnel within FastLane
- Items can be “parked” in FastLane! Nothing is FINAL until you click “submit”

Get started **SOONER** rather than **later**!
Real Deal Tips and Tricks

Throughout the webinar you will see this icon:

These TIPS and TRICKS come from the Mentor-Connect Team (not NSF) to promote your success
NSF 20-1 June 1, 2020

Table of Contents

PAPPG - printable version (PDF)

Significant Changes and Clarifications to the PAPPG

Introduction

A. About the National Science Foundation
B. Foreword
C. Listing of Acronyms
D. Definitions & NSF-Grantee Relationships
E. NSF Organizations

Table of Contents

Part I: Proposal Preparation and Submission Guidelines
I. Pre-Submission Information
NSF Proposal Submission

Prepare & Submit Proposals

- Prepare new or existing proposals
- Check Proposal Status
- FASTLANE PROPOSAL FUNCTIONS
- Additional proposal functions

Still FastLane for 2020
All of these sections will need to be completed for your ATE proposal.
3 Additional Sections to be completed for ATE Proposals

**Single Copy Documents**
- Collaborators and Other Affiliations
- Deviation Authorization (if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

**Supplementary Documents**
- Data Management Plan
- Mentoring Plan
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Emails
- Other Supplementary Docs
- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
Provides NSF with a concise summary of all of the administrative data about the proposal

Certifies that all statements in the proposal are true

Certifies that the college is following the appropriate federal grant regulations

Requires verification “signature” for the institution
Thereafter, select ATE Projects
Enter your campus location if not the same as the Awardee Organization.
Select RESEARCH not RAPID or EAGER as Funding Mechanism

Select Beginning Investigator if 1st-time Principal Investigator

Be realistic about project length

Be careful of total amount of request
Choose the right program track—ATE Projects Track & Funding Mechanism --- Research, Not EAGER or RAPID

Enter project length as months

Carefully select & request your start date

Review this page prior to submitting to NSF

Be thoughtful about your project title
Be mindful about how you record data about students and faculty.

If you have partners or collaborators, add them to #4.
# TABLE OF CONTENTS

For font size and page formatting specifications, see GPO section 11.9.2.

<table>
<thead>
<tr>
<th>Section</th>
<th>Total No. of Pages</th>
<th>Page No.* (Optional)*</th>
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</thead>
<tbody>
<tr>
<td>Cover Sheet for Proposal to the National Science Foundation</td>
<td></td>
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<tr>
<td>Project Summary (not to exceed 1 page)</td>
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<tr>
<td>Table of Contents</td>
<td>1</td>
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<tr>
<td>Project Description (including results from prior)</td>
<td>15</td>
<td></td>
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<tr>
<td>NSF Support (not to exceed 15 pages)</td>
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<td>(Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)</td>
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<tr>
<td>References Cited</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biographical Sketches (not to exceed 2 pages each)</td>
<td>6</td>
<td></td>
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<tr>
<td>Budget</td>
<td>7</td>
<td></td>
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<tr>
<td>(Plus up to 3 pages of budget justification)</td>
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<tr>
<td>Current and Pending Support</td>
<td>2</td>
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<tr>
<td>Facilities, Equipment and Other Resources</td>
<td>2</td>
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<tr>
<td>Special Information/Supplementary Documents (Data Management Plan, Mentoring Plan and Other Supplementary Documents)</td>
<td>1</td>
<td></td>
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<tr>
<td>Appendix (List below)</td>
<td></td>
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<td>(Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)</td>
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<tr>
<td>Appendix Items:</td>
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</table>

*Proposers may select any numbering mechanism for the proposal. The entire proposal however, must be paginated. Complete both columns only if the proposal is numbered consecutively.
QUESTIONS
Project Summary

*Instructions for Preparation of the Project Summary in FastLane*

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

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

**Overview**: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

**Intellectual Merit**: Describe the potential of the proposed activity to meet the Intellectual Merit criterion.

**Broader Impacts**: Describe the potential of the proposed activity to meet the Broader Impacts criterion.

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

What should I do if I have to use “special characters”??

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.

☐ Check here if your Project Summary is uploaded as a Supplementary Document.
<table>
<thead>
<tr>
<th>Overview:</th>
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<tbody>
<tr>
<td>Intellectual Merit:</td>
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<tr>
<td>Broader Impacts:</td>
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</tbody>
</table>
A Project Summary is your “elevator speech.” If this is all someone ever read about your project, will they understand what it is you are proposing to do and the desired outcome of your work?

Intellectual merit and broader impacts should be developed for your project in the context of NSF & ATE definitions of the terms.
Project Description

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to Using Adobe Acrobat Reader for Printing for information on locating and installing the viewer.

Please ensure that the total number of pages for the Project Description complies with the established page limitations identified in the Grant Proposal Guide or the relevant solicitation, as appropriate.

Project Description

PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. PIs also are reminded to comply with the instructions contained in the GPG Chapter II.C.2.d(iii) on preparing the "Results from Prior NSF Support" section.

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload or click on the Browse button to select the file to upload

Choose File

File selected

Upload File

Go Back
Follow acceptable font styles, font size, and margins! Automatic compliance checks are in force.

- Use section headings, bullets, charts and tables, etc. to support your narrative.

- Check and double check your final proposal after uploading. Print to ensure that you have not exceeded the 15 page limit.

- Do not use automated endnotes. This will place your references within your 15 page limit. References belong in a separate section provided for this purpose, which does not count towards the 15 page limit.
IMPORTANT NOTE: A Biographical Sketch is required for all Senior Personnel and each individual's biographical sketch must be uploaded as a single PDF file or inserted as text associated with that individual. You can upload a biographical sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the GPG Chapter II.C.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the GPG Chapter II.C.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7677034

PI: Nothing

NOTE: New rules for biosketch format will be effective June 1, 2020 with two options for submission. Expect updates to this page in FastLane!
Read the very specific PAPPG guidelines

New PDF Fillable Format

Biosketches should be no more than 2 pages; one per Senior Personnel required and uploaded as separate documents

Have one person check and upload all biosketches for consistency & complete early

https://www.nsf.gov/bfa/dias/policy/biosketch.jsp
Include no personal contact information.

Required components include

Professional Preparation
Institution, Location, Major/Area of Study, Degree (if applicable), Year (YYYY)

Appointments
From – To, Position Title, Organization and Location

Products
Products most closely related to the proposed project; Other significant products whether or not related to the proposed project

Synergistic Activities
List up to five distinct examples that demonstrate the broader impact of the individual’s professional and scholarly activities
Current and Pending Support

**IMPORTANT NOTE:** You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI’s name and either editing an existing form or creating a new one. If you have uploaded one file containing all Current and Pending Support information, you must either enter the text “Not Applicable” on the FastLane form, or upload a PDF file that indicates “Not Applicable” for any co-PI or Senior Person.

<table>
<thead>
<tr>
<th>Existing Support Forms</th>
<th>Current PI, Co-PIs, and Senior Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>No forms have been created yet.</td>
<td><em>Manjari Wijenaike</em></td>
</tr>
</tbody>
</table>

**New Form**
Required fields

Note: NSF has provided 15 project/proposal and 10 in-kind contribution entries for users to populate. Please leave any unused entries blank.

Project/Proposal Section:

Current and Pending Support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.

Please enter your support entries so they are grouped together based on the "Status of Support" and are in the order of Current, Pending, Submission Planned, and Transfer of Support from top to bottom.
# Current & Pending Support

**Projects/Proposals**

1. *Project/Proposal Title:*

   

   *Status of Support:*
   - [ ] Current
   - [ ] Pending
   - [ ] Submission Planned
   - [ ] Transfer of Support

   Proposal/Award Number (if available): 

   *Source of Support:*

   *Primary Place of Performance:*

   Project/Proposal Start Date (MM/YYYY) (if available): 

   Project/Proposal End Date (MM/YYYY) (if available): 

   *Total Award Amount (including Indirect Costs): $*

   *Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project*

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (##.##)</th>
<th>Year (YYYY)</th>
<th>Person Months (##.##)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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<td>2.</td>
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<td>5.</td>
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<td>3.</td>
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</table>

*New! Time per year reporting*
Current & Pending Support

Information that you will need to provide

- Project/Proposal title
- Support Type: Current or Pending
- Award # if known
- Source of Support
- Project Location
- Starting Date: (MM/YYYY)
- Ending Date: (MM/YYYY)
- Total Award Amount (including indirect costs)
- Person-months per year & by year committed to the Project, ##.##
**Scenario #1**: 12-month employee devotes 10% of time (10% FTE) in each year of the project:

10% of 12 months is **1.2 months**

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (##.##)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2021</td>
<td>01.20</td>
</tr>
<tr>
<td>2. 2022</td>
<td>× 01.20</td>
</tr>
<tr>
<td>3. 2023</td>
<td>01.20</td>
</tr>
</tbody>
</table>

**NOTE**: Part-time work over 12 months is not to be reported as working 12 months on the project.
Scenario #2: Faculty member has 1 course released time for fall and spring. Normal full-time teaching load is 5 courses:

1/5 or 20% of 9 months is 1.8 months

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>*Person Months (#.#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2021</td>
<td>01.80</td>
</tr>
<tr>
<td>2. 2022</td>
<td>01.80</td>
</tr>
<tr>
<td>3. 2023</td>
<td>01.80 ×</td>
</tr>
</tbody>
</table>
Scenario #3: Faculty member has 1 course release time fall and spring semesters and works $\frac{1}{2}$ month in the summer in Project Years 1 & 2 only.

Faculty is working **0.5 of a summer** month added to 1.8 months release time in Years 1 & 2 = 2.3 mo.
The new Current & Pending Support Support Form for download:
https://www.nsf.gov/bfa/dias/policy/cps.jsp

URL to access the NSF PowerPoint covering changes in PAPPG 20-1

Faculty time on grants not limited to 2 months on ATE grants. The time on the project should be justified, reasonable for the scope of work, and carefully aligned with each person’s responsibilities and grant duties.

Reviewers and Program Officers alike expect to see realistic time and budget allocations for those who will be doing the work of the project.
Facilities, Equipment & Other Resources

FACILITIES: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use “Other” to describe the facilities at any other performance sites listed and at sites for field studies. USE additional pages as necessary.

Laboratory: Some professional workshop development activities will take place in various laboratory spaces in the nine identified program areas. Each of the labs for the nine programs contains equipment corresponding to that technology area. Most Engineering and Applied Technology labs are located.

Clinical: Not applicable.

Animal: Not applicable.

Computer: In addition to any of the seven computer labs, averaging 20 computers each, located in the nine program area spaces, each of the Project Leadership Team and the administrative assistants for all program areas will utilize college-provide computers in their offices.

Office: Office space for the Project Leadership Team and other associated A-B Tech employees is provided by the college (A-B Tech). Each office is equipped with office furniture, telephone, computers, and other office-related items. These offices are located in Balsam, Elm, and Dogwood buildings.

Other: Professional development workshops will utilize computer labs (mentioned above) or space at A-B Tech’s Enka Campus. The Innovative Education Expo will be held in the Magnolia building on A-B Tech’s main campus in Asheville.

MAJOR EQUIPMENT: List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of each.

Not applicable.

OTHER RESOURCES: Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

1) The South Carolina Advanced Technological Education (SC ATE) Center as well as CyberWatch ATE Center will provide professional development, project implementation assistance, as well as evaluation assistance.
2) Three area school systems will provide personnel and time for the Innovation Education Expo as well as other recruitment efforts. (see appendices for Statements of Intent to Participate).
3) Local industries identified in the Project Description as well as YWCA
References Cited

Enter text for the References Cited or click on "Transfer File" to upload a file.
Data Management Plan

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload or click on the Browse button to select the file to upload

Choose File

Upload File

Go Back
Data Management Plan

Asheville-Buncombe Technical Community College will conform with NSF’s policy to disseminate and share results of the proposed project as defined in AAG Chapter VLD.4. As stated in the Project Description, A-B Tech’s plan to disseminate materials includes the following:

A-B Tech will work with SC ATE and CyberWatch to disseminate the PBLs adapted for the EGR110, EGR115, EGR125 as well as NET110, NET125, and NOS 110. Recruitment materials, retention strategies, and PBL materials will be disseminated nationally by the SC ATE Center via their website (TeachingTechnicians.org), CyberWatch, through conferences attended by A-B Tech personnel, and through the North Carolina Network for Excellence in Teaching (NC-NET).

NC-NET provides professional development for instructors. All training materials for instructors developed over the course of the grant period can be disseminated to the entire 58-college system in North Carolina. The PI will ensure that materials are disseminated via NC-NET. PI Pamela Silvers has developed an NC-NET presence for a previous Perkins grant.

The project leaders will attend selected national and regional conferences over the course of the grant period such as the bi-annual North Carolina Community College System Conference, National Career Prep Conference, HI-TEC Conference, and the North Carolina Computer Instruction Association Conference. A-B Tech will submit proposals to present and/or displays in exhibition halls.

This proposed project is made possible due to other ATE-funded institutions (SC ATE and CyberWatch) adhering to NSF’s policies. A-B Tech will support the dissemination of this information that will benefit a wide audience of educators.

A-B Tech will maintain either paper or electronic copies of all evaluation results, both formative and summative. Participant will not be individually identifiable in any data. The PI will develop a database which will be the primary method for monitoring and tracking participant (both students and faculty via professional development) enrollment, retention, and progress. Any hardcopy materials will be maintained in locked filing cabinets. The PI and Co-PIs will update records on a regular basis.

A good source for frequently asked questions about Data Management Plans

Required

- A document listing all of the people receiving compensation from the project and their affiliation (aside from Senior Personnel and participants)
- Some of these people may not be from your college
- Include name and affiliation

Required through ATE Solicitation

- Letters of Collaboration---NOT letters of support
- Biosketch of evaluator if named in the proposal
Collaborators and Other Affiliations
- Required for all Senior Personnel
- Used by NSF to manage reviewer selection process
- Template for filling out COA provided by NSF
  https://www.nsf.gov/bfa/dias/policy/coa.jsp
- Fill out template and upload into FastLane
FastLane Advice

- Start Early and Review What You Wrote Several Times
- Don't Be Afraid to Ask Questions!
- Ask mentors and the Mentor-Connect Team questions concerning these forms
QUESTIONS
Project Resources

Samples, templates, FAQs and more related to NSF ATE Proposal Submission

http://library.mentor-connect.org

Resources & Visit Our Library

Help Desk

843-676-8540
Evaluation