Preparing Forms for Your NSF ATE Proposal

Live Webinar
Thursday, May 10, 2018
1:00 – 2:30 p.m. ET
Elaine Craft, Principal Investigator  
**Mentor-Connect: Leadership Development and Outreach for ATE**  
STEM Consultant, 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  
**Mentor-Connect: Leadership Development and Outreach for ATE**  
Florence-Darlington Technical College, SC ATE Center of Excellence  
Email: emery.dewitt@fdtc.edu
Using the chat box, tell us how many viewers are in the room with you.
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Proposal</td>
<td>86</td>
</tr>
<tr>
<td>Description (Narrative)</td>
<td>15</td>
</tr>
<tr>
<td>Summary</td>
<td>1</td>
</tr>
<tr>
<td>Budget (3 Yr. Project)</td>
<td>4</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>3</td>
</tr>
<tr>
<td>Other Forms &amp; Supplementary Documents</td>
<td>63</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) : January 2018 (18-1)


Fastlane:

FastLane User Support
(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408
Who is Your SRO?

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:

This icon emphasizes an important tip or trick relevant to the form being discussed on that slide.

These TIPS and TRICKS come from the Mentor-Connect team and your mentors (not NSF); but they are lessons we learned the hard way and we think they are worth keeping in mind.
Proposal & Award Policies & Procedures Guide

NSF 18-1 January 29, 2018

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
F. NSF Electronic Capabilities Modernization Status

Table of Contents

Part I: Proposal Preparation and Submission Guidelines
**Important Proposal Preparation Information**

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

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

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### Forms for Temp. Proposal #7677034

#### Form Preparation

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

<table>
<thead>
<tr>
<th>Form</th>
<th>Saved</th>
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<td>Project Description</td>
<td>Project Description</td>
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<td>Biographical Sketches</td>
<td>Biographical Sketches</td>
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<td>Current and Pending Support</td>
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<tr>
<td>Facilities, Equipment, and Other Resources</td>
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**Supplementary Documents**

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs

**Single Copy Documents**

- Collaborators and Other Affiliations
- Deviation Authorization (if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

---

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

- Provides NSF with a concise summary of all of the administrative data about the proposal
- Certifies that all statements in the proposal are true and
- Certifies that college is following the appropriate federal grant regulations
- Electronic signatures of the PI and the institution
CERTIFICATION PAGE

Certification for Authorized Organizational Representative (or Equivalent) or Individual Applicant

By electronically signing and submitting this proposal, the Authorized Organizational Representative (AOR) or Individual Applicant (IA) certifies that they have read, understood, and agree to the terms of this application and that the information provided is true and complete to the best of their knowledge and belief.

Conflict of Interest

The AOR is required to complete certifications stating the organization has not been convicted of any federal crimes within the past 10 years, and has not received any federal awards during the past 5 years.

Drug Free Workplace Certification

The organization must certify that it is in compliance with the Drug Free Workplace Act of 1988.

Debarment and Suspension Certification

The organization must certify that it is not debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from all federal procurement or non-procurement transactions.

Certification Regarding Lobbying

The organization must certify that it is not lobbying on the behalf of any federal grant.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The organization must certify that it has not defaulted on any federal loan, and that it will repay any debt if necessary.

Certification Regarding Non-Discrimination

The organization must certify that it is committed to non-discrimination in all aspects of its operations.

Certification Regarding Flood Insurance

The organization must certify that it is in compliance with the National Flood Insurance Program (NFIP).

Certification Regarding Responsible Conduct of Research (RCR)

The organization must certify that it is in compliance with the Responsible Conduct of Research (RCR) guidelines.

Certification Regarding Organizational Support

The organization must certify that it has the necessary resources and support to carry out the proposed project.

Drug Free Workplace Certification

The organization must certify that it is not in violation of the Drug Free Workplace Act of 1988.

Debarment and Suspension Certification

The organization must certify that it is not debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from all federal procurement or non-procurement transactions.

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The organization must certify that it is in compliance with the Responsible Conduct of Research (RCR) guidelines.

Authorized Organizational Representative: Sandra Merover

Signature: [Signature]

Date: Oct 3, 2015 1:50PM

Telephone Number: 409-944-1288

Email Address: smerover@gt.edu

Fax Number: 409-944-1500
Choose the right program track---ATE Projects Track

- Length of project entered as months
- Carefully select and 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 GPG section 3.B.2.

<table>
<thead>
<tr>
<th>Cover Sheet for Proposal to the National Science Foundation</th>
<th>Total No. of Pages</th>
<th>Page No.* (Optional)*</th>
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<tbody>
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<td>Project Summary (not to exceed 1 page)</td>
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<td>Table of Contents</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Project Description (Including Results from Prior NSF Support) (not to exceed 10 pages) (Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)</td>
<td>15</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Budget (Plus up to 3 pages of budget justification)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Current and Pending Support</td>
<td>2</td>
<td></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</td>
<td>1</td>
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<tr>
<td>(Data Management Plan, Mentoring Plan and Other Supplementary Documents)</td>
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<tr>
<td>Appendix (Use below) (Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix items:

*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
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.
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 how NSF and ATE program defines these terms.
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

No file chosen

Upload File

Go Back
Follow acceptable font styles, font size, and margins! Don’t think no one will notice.

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

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

Do not use automated endnotes as that will place your references within your 15 page limit. You want your references in a separate section provided for this purpose (References do 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

Go Charlotte Forrest

Go Back

PI Nothing
Read the very specific guidelines for this document in the PAPPG;

Must not exceed 2 pages!

Create a sample completed form and a template of the Bio Statement for your team to complete their information—may be easier to fill it in for them (assuming you don't have a grants specialist.

Complete as soon as possible.

No personal contact information should be included
Current Components include:

1. Professional Preparation
2. Appointments
3. Products
4. Synergistic Activities
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>
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<tbody>
<tr>
<td>No forms have been created yet.</td>
<td><a href="#">Manjari Wijenaike</a></td>
</tr>
</tbody>
</table>

[New Form]
Current and Pending Support: Step 2

Current and Pending Support

for Manjari Wijenaike on proposal# 7361151

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title: 
Source of Support: 
Project Location: 
Total Award Amount: (#####) 
Starting Date (MM/DD/YY): 
Ending Date (MM/DD/YY): 

Support Type
- [ ] Current
- [ ] Submission Planned in Near Future
- [ ] Pending
- [ ] Transfer of Support (See Note On Transfer)

Person-months Per Year Committed to the Project

Calendar (#.#): 
Academic (#.#): 
Summer (#.#): 

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

Back to Support Types
List of information that you will need to provide on this form:

- Project/Proposal title
- Source of Support
- Project Location
- Total Award Amount
- Starting Date: (MM/DD/YY)
- Ending Date: (MM/DD/YY)
- Support Type: Current or Pending
- Person-months per year committed to the Project
- Calendar ##; Academic ## OR Summer ##
Time Commitment: IMPORTANT!

Scenario #1: 12-month employee devotes 10% of time (10% FTE):

10% of 12 months is 1.2 calendar months for current and pending support forms.

**NOTE:** Part-time work over 12 months is not to be reported as working 12 months on the project.
Time Commitment: IMPORTANT!

**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 academic** months
Scenario #3: Faculty member works $\frac{1}{2}$ month in the summer:

Faculty is working \textbf{0.5 of a summer} month
**Current and Pending Support**

*(See GPG Section II.D.8 for guidance on information to include on this form.)*

<table>
<thead>
<tr>
<th>Support</th>
<th>Current</th>
<th>Pending</th>
<th>Submission Planned in Near Future</th>
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<td>Location of Project: Florence-Darlington Technical College, Florence, SC</td>
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<td>Person-Months Per Year Committed to the Project: Cal: 1.3</td>
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<tr>
<td>Support: Current</td>
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<tr>
<td>Project/Proposal Title: Mentor-Connect: A Leadership Development and Outreach Initiative for ATE II</td>
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</table>

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<tr>
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<tr>
<td>Total Award Period Covered: 07/01/2015-06/30/2020</td>
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<tr>
<td>Location of Project: Florence-Darlington Technical College</td>
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<tr>
<td>Person-Months Per Year Committed to the Project: Cal: 1.0</td>
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<tr>
<td>Support: Current</td>
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<td>Project/Proposal Title:</td>
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<th>Source of Support:</th>
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<tr>
<td>Total Award Amount:</td>
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<tr>
<td>Total Award Period Covered:</td>
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<tr>
<td>Location of Project:</td>
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<tr>
<td>Person-Months Per Year Committed to the Project: Cal: 0.0</td>
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<td>Project/Proposal Title:</td>
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<tr>
<td>Total Award Amount:</td>
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<tr>
<td>Total Award Period Covered:</td>
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<tr>
<td>Location of Project: Florence-Darlington Technical College, Florence, SC</td>
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<td>Person-Months Per Year Committed to the Project: Cal: 0.5</td>
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<td>Total Award Period Covered:</td>
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<tr>
<td>Location of Project:</td>
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<tr>
<td>Person-Months Per Year Committed to the Project: Cal: 0.0</td>
</tr>
<tr>
<td>Support: Current</td>
</tr>
<tr>
<td>Project/Proposal Title:</td>
</tr>
</tbody>
</table>

*If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.*

NSF Form 1299 (10/99) USE ADDITIONAL SHEETS AS NECESSARY
Select the right time allocation type. Report by calendar year months or by academic and/or summer months, not both.

Faculty time on grants not limited to 2 months on ATE grants. The time on the project should be reasonable for the scope of work and be 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 and Other Resources

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.

Save Text  Delete Text  Transfer File

Go Back
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.

Per the NSF Grant Proposal Guide (GPG) Chapter II.C.2.j, a data management plan of up to two pages is required. Unless otherwise specified in the solicitation, the data management plan may not exceed the two page limitation. Proposals containing data management plans that exceed two pages may be returned without review if this issue is not corrected prior to proposal submission.

While the supplementary document containing the data cannot exceed two pages, proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information.

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 No file chosen

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 V.I.D.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 great 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 participants). Some of these people may not be from your college. Include name and affiliation.

Recommended:

- Letters of Commitment---NOT letters of support
Collaborators and Other Affiliations

- Required for all Senior Personnel
- New Template (as of January 2018) for filling out COA
- Template filled out and uploaded into FastLane
Start Early and Review What You Wrote Several Times

Don't Be Afraid to Ask Questions!

Ask mentors and the Mentor-Connect Team concerning these forms, as nothing is too trivial to ask about
QUESTIONS
Visit Mentor-Connect.org and click “Resources” and “Visit our Library” for samples, templates, FAQs and more related to NSF ATE Proposal Submission

http://library.mentor-connect.org
Evaluation