Research Administration Practices (RAP) Sessions

NSF Proposal Resources and Updates

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In collaboration with

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Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.
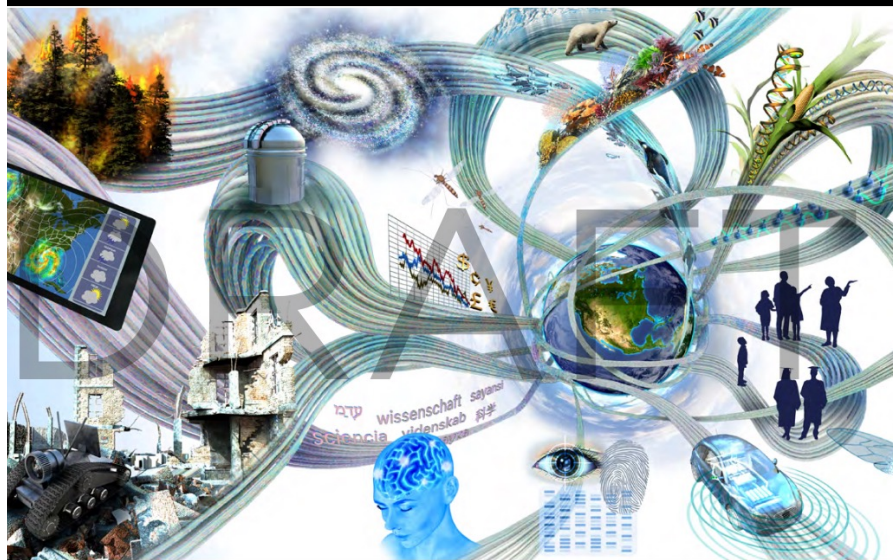
- **PAPPG (NSF 23-1) anticipated effective January 2023**
  - Transition from FastLane to Research.gov
  - Research.gov Supplement
  - Broad Agency Announcements (BAAs) and the BAA Management System (BAAM)
  - Biographical Sketch & Current and Pending Support – SciENcv Implementation
  - Plan for Safe and Inclusive Field/Vessel/Aircraft Research
  - Overdue Project Reports and FAPIIS
- Questions/Help/Resources

Introductions

Courtney Bensey, *Team Manager, Contract Administration, RAS; MIT Lead Liaison for NSF*

PROPOSAL AND AWARD POLICIES AND PROCEDURES GUIDE
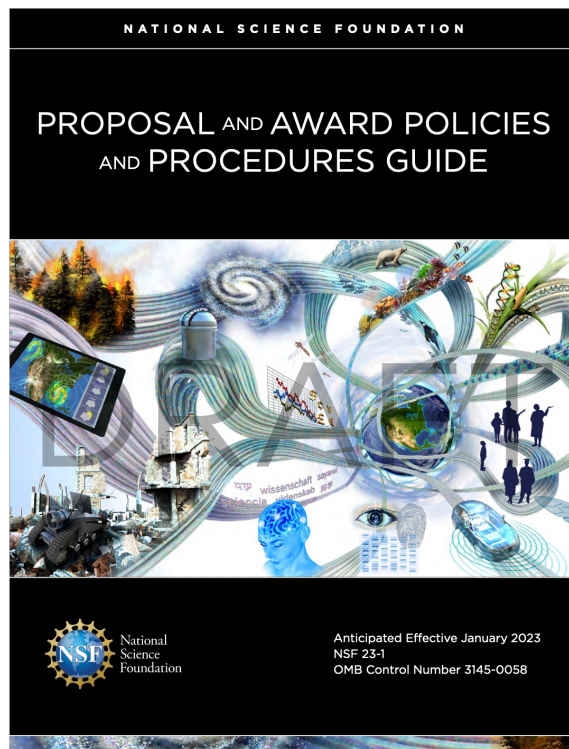
National Science Foundation

Anticipated Effective January 2023
NSF 23-1
OMB Control Number 3145-0058

Anticipated Effective January 2023

Draft **PAPPG NSF 23-1** is available online as PDF

NSF Sponsor Updates
Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1)

NSF published a notice in the **Federal Register** announcing the availability of a **"For comment" draft** of the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1).

NSF accepted comments from the external community until June 13, 2022. See the Comment Table with NSF response.

RAS Proposal Checklists and Resources

- [RAS checklist for standard NSF research proposals](#) subject to PAPPG 21-1 (in effect until January 2023)
- Additional trainings and checklists will be sent out this fall once NSF releases finalized PAPPG 23-1
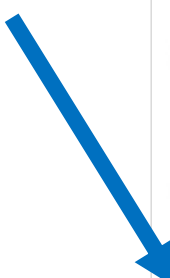
Planned Changes
PAPPG (NSF 23-1)

January 2023

Transition from FastLane to Research.gov

- Effective with the implementation of the PAPPG in January 2023, FastLane will be removed as a submission option from all solicitations

- NSF has been gradually removing FastLane as a submission method in solicitations.

- Grants.gov remains an option

- MIT is best able to support Research.gov currently

PROGRAM SOLICITATION
NSF 22-541

REPLACES DOCUMENT(S):
NSF 21-504

National Science Foundation
Directorate for Biological Sciences
Division of Environmental Biology

Full Proposal Deadline(s):

Proposals Accepted Anytime

IMPORTANT INFORMATION AND REVISION NOTES

The Bridging Ecology and Evolution (BEE) special category is no longer part of this solicitation. Proposals that combine ecological and evolutionary approaches to better understand the functional role of biodiversity can be submitted to the new "Biodiversity on a Changing Planet" solicitation (NSF 22-508).

This revision includes new details on the required contents of the Data Management Plan.

Innovating and migrating proposal preparation and submission capabilities from FastLane to Research.gov is part of the ongoing NSF information technology modernization efforts, as described in Important Notice No. 147. In support of these efforts, proposals submitted in response to this program solicitation must be prepared and submitted via Research.gov or via Grants.gov and may not be prepared or submitted via FastLane.

Any proposal submitted in response to this solicitation should be submitted in accordance with the NSF Proposal & Award Policies & Procedures Guide (PAPPG).

FastLane Proposal Preparation and Submission Decommissioning Deadlines

ACTION	DEADLINE
SUBMIT NEW	
Last day to submit <u>New</u> **proposals** in Fastlane.	**Friday, January 27, 2023** **5:00 pm**
EDIT EXISTING	
Last day to submit **Proposal File Updates and budget revisions** in Fastlane.	**Friday, September 29, 2023** **5:00 pm**
VIEW EXISTING	
Last day to **download copies of proposals submitted** in Fastlane **and print in progress Fastlane proposals** to PDF	**Friday, September 29, 2023** **5:00 pm**

NSF Roles and Research.gov

Principal Investigator (PI) Individual designated by MIT who will be responsible for the scientific or technical direction of the project.

Only the PI can create a proposal (not Co-PIs or OAU)

Only the PI can share the proposal with SPO Authorized Organizational Representative (AOR) for RAS review and submission

Other Authorized User (OAU) Individual who is not a PI or Co-PI but authorized to help prepare a budget, revise a submitted budget, perform a proposal file update, or a project report.

The PI must add the OAU to the proposal under Manage Personnel (see *How to Add or Remove an Other Authorized User (OAU))*

SPO Authorized Organizational Representative (AOR) RAS Contract Administrator/Liaison

To expedite a request for Principal Investigator role or Other Authorized User (OAU) role, email your RAS Contract Administrator.

NSF ID for Research.gov (including Demo site)

NSF uses a unique identifier (**NSF ID**) as a single profile and sign-in.

NSF ID creation is self-service at:

https://www.research.gov/accountmgmt/#/registration

New NSF Users:

Primary email (required), secondary email (optional)

Will receive **2 confirmation emails** from NSF:

- NSF ID
- Temporary Password

> Note: the OAU (Other Authorized User) role allows Research Administrators to practice in the Research.gov Demo Site

Follow instructions to update your password to complete the registration process.

Affiliate account with MIT and Add Roles (will need MIT's UEI #: E2NYLCDML6V1). RAS will be notified of your role request and will review it.

Log in: Research.gov Proposal Preparation Demo Site

Accessing the **Research.gov Proposal Preparation Demo Site** prompts you to sign in using your NSF ID. If you do not yet have an NSF ID with an **Other Authorized User (OAU)** role, we recommend that you register for an account and use the Demo Site (all Demo Site users have the PI role role to initiate proposals).

Need an NSF ID?

Click the *New to NSF? Register* link on the User Sign In screen.

Research.gov Proposal Preparation Demo Site

Prepare for the transition using the *Research.gov Demo Site*

See the expanding list of *How-To-Guides* and *Video Tutorials*.

We will announce an upcoming RAP session on Research.gov. Also see previously offered **NSF Research.gov Demo and Tips** [PDF] [Video]

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Research.gov enhancement: Supplemental Funding

- New supplemental funding requests can be **submitted in FastLane until January 27, 2023**

- As of **October 24th**, Research.gov will support supplemental funding requests, including preparation and submission of Career-Life Balance requests per PAPPG

- Requests can be **submitted in Research.gov if the award was the result of a proposal submitted in FastLane or Grants.gov**

- Research.gov **Supplemental Funding Request Demo Site** will also be available on **October 24th**

Use of Broad Agency Announcements (BAAs) & the BAA Management System (BAAM)

- NSF Broad Agency Announcements (BAAs) is a new NSF form of funding opportunity, which many other agencies currently use regularly. NSF can choose to fund proposals as grants, cooperative agreements, contracts, or other arrangements.

- NSF choose to create the **Broad Agency Announcement Management site (BAAM)** as a streamlined application and submission system to make it easier to proposer types that are not familiar with submitting proposals to NSF.

- The BAAM system is not designed to replace Research.gov, which does not allow for the use of Contracts, and other arrangements.

Use of Broad Agency Announcements (BAAs) & the BAA Management System (BAAM)

- Policy and procedural guidance for submitting to NSF's BAAM will be provided in the relevant solicitation or in the Broad Agency Announcement

- MIT is starting to see a small number of proposals using this system, the solicitation will indicate this system must be used otherwise use Research.gov

- So far, the PI's have been the ones to submit via this system, and RAS does not have access at this time. RAS will release more guidance once we have more information from NSF.

Use of Broad Agency Announcements (BAAs) & the BAA Management System (BAAM)

BAAM (https://baam.nsf.gov/s/) supports NSF's use of broad agency announcements, or BAAs, as a new form of funding opportunity.

- PIs will sign in using Login.gov

Biographical Sketch, and Current and Pending Support: SciENcv required as of 10/23/2023

- NSF has announced that use of *SciENcv* will be required for all senior key personnel Current and Pending forms and Biographical Sketches as of **October 23, 2023** (originally January 23, 2023). This extension is to give organizations additional time prepare.

- SciENcv Current and Pending forms and Biographical Sketches will include a new required **certification to indicate that the information provided is accurate, current, and complete**.

- Senior personnel also will be required to update their Current and Pending Support disclosures prior to award, and at any subsequent time the agency determines appropriate during the term of the award.

Using SciENcv @ MIT

Using SciENcv

Science Experts Network Curriculum Vitae (SciENcv) is an application developed by NCBI to help researchers create and maintain biographical sketches as required for grant applications and annual reports. While it was initially developed for NIH grant applications, NSF and other federal agencies are beginning to adopt it as a tool to assist researchers in preparing biographical sketches and other proposal and reporting materials in agency-approved formats.

+ How does SciENcv work?

+ What are the benefits of using SciENcv?

− How do MIT researchers get started with SciENcv?

    MIT Research Administration Services has prepared a number of resources to help researchers and their administrators get started:

        ○ Access SciENcv using MIT Touchstone [PDF]

        ○ Add/remove delegates to SciENcv [PDF]

Additional Resources

- General Information about SciENcv
- NSF Webinar about Approved Formats (includes demo of SciENcv)
- SciENcv FAQs
- SciENcv Tutorial
- SciENcv for NSF Users: Biographical Sketches
- SciENcv for NSF Users: Current and Pending Supportre

- Access SciENcv video tutorials
- Quick cards for MIT Researchers:
- Access SciENcv using MIT Touchstone [PDF]
- Add/remove delegates to SciENcv [PDF]
- Export SciENcv documentation for submission [PDF]
- Delete a SciENcv biosketch [PDF]
- Link to External Accounts [PDF]

ORCID

Open Researcher & Contributor ID (ORCID)

Although optional, **NSF plans to specify ORCID as the 'persistent identifier.'** Use of an ORCID ID can help reduce the administrative burden associated with preparation of their biographical sketch in SciENcv.

ORCID is a registry of unique researcher identifiers and a method of linking research-related items, such as articles and datasets, to these identifiers.

MIT Libraries provides support for ORCID registration MIT Researchers
https://libguides.mit.edu/authorids

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its that organization's login page to log in. You will then see that account listed abo

Search for account name: Orcid

Login Account Options

Account

ORCiD

Sign in

Email or 16-digit ORCID iD

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?

Don't have an ORCID iD yet? **Register now**

or

🏛 **Access through your institution**

ORCID @ MIT Information

MIT Libraries
Search   Hours & locations   Borrow & request   Research support   About   ASK US   ACCOUNT

ORCID & author identifiers: Link your name & your research: Home

Home | **ORCID FAQs** | **Other author identifiers**

What are author identifiers?

Author identifiers, such as ORCIDs, give you a way to reliably and unambiguously connect your names(s) with your work throughout your career, including your papers, data, biographical information, etc. This can be helpful in a number of ways:

- Provides a means to distinguish between you and other authors with identical or similar names.
- Links together all of your works even if you have used different names over the course of your career.
- Makes it easy for others (grant funders, other researchers etc.) to find your research output.
- Ensures that your work is clearly attributed to you.

ORCID IDs at MIT

ORCID at MIT takes a coordinated approach:

- IS&T: Supports ORCID registration and integration with MIT identifier systems
- Provost office: responsible for ORCID integration with MIT's electronic professional record for faculty and researchers
- Libraries: Support research, writing, publishing, and citation management

For more information about the past 2015 rollout see this article in the Faculty Newsletter.

Why ORCID?

ORCID at MIT

Sign up for an ORCID or link your current one to your MIT account here!

Have questions about your ORCID or author IDs?

Email orcid@mit.edu for help.

MIT Libraries Guide
Information on ORCID registration and integration at MIT, and contacts for assistance/support
https://libguides.mit.edu/c.php?g=176444&p=1160313

New: Plan for Safe and Inclusive Field/Vessel/Aircraft Research (PSI-FVAR)

- Each proposal that proposes to conduct research in the field, including on vessels and aircraft, must upload a document under "PSI-FVAR" in the supplementary documentation section of Research.gov. There is a two-page limit.

- Fieldwork presents unique challenges that can increase the likelihood of harassment, including but not limited to, challenging physical conditions, social isolation, and limited communication methods. All research should be done in an environment free from harassment.

- Section 1 (Background Information) of the PSI-FVAR provides a few examples of potential challenges that the PI(s) should address, including the diversity of the local human community at the field location. Establishing positive relationships with local community members, whether on international, indigenous, or local sites, is a safety and inclusivity matter.

Technical Reporting Requirements

- Proposed changes have been made to further clarify when project reports should be submitted and when they will become overdue.

- Overdue project reports can delay future funding and award amendment actions and increase administrative burden.

- NSF Important Notice No. 148 reinforced that timely project reporting is a term and condition of award and demonstrates results-oriented accountability for NSF awards.

Overdue Project Reports and FAPIIS

The NSF has provided instructions on the project reporting module on Research.gov and how to see the current status of reports.

Click [here](#) to learn more.

Project Report Frequently Asked Questions for Research Organizations

1. How do I get started?

1. Log into Research.gov using your NSF ID and password.
2. You will see any required reports on your Project Report Dashboard.
3. Click on the Project Outcomes, Final or Annual Project Report link to see a list of awards.
4. From there, you can create, edit, and submit reports for each award.

2. How do I navigate to Project Reports once logged into Research.gov?

Once logged into Research.gov, you can navigate to Project Reports by performing one of the following options:

- Click on Project Reports under the Awards & Reporting tab at the top of the page; or
- Click on the Annual, Final and Interim Reports or Project Outcomes Report link in the Project Report Dashboard.

NSF Resources

- **"For comment" draft** of the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1).

- **Research.gov Video Tutorials**
The Research.gov *Video Tutorials* page shows how to initiate a new proposal, manage Personnel, work on a Budget, as well as other key proposal preparation steps.

- *Register for an NSF Account to Begin Using FastLane and Research.gov - Account Management Guide* (PDF)

- **Research.gov** *Proposal Preparation Demo Site* *(requires NSF ID)*

- **NSF Help Desk**
IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.

MIT RAS Helpful Resources

RAS National Science Foundation (NSF) page

RAS NSF Collaborations

MIT VPR/RAS National Science Foundation Disclosure Guidance

RAS MIT Specific Guidance - Proposal Prep Checklists

RAS NSF FAQs

MIT Libraries – ORCID assistance

https://libguides.mit.edu/c.php?g=176444&p=1160313

Questions – Help

For technical or NSF IT system-related questions, please contact
the **NSF Help Desk** at **1-800-673-6188** (7:00 AM - 9:00 PM ET; Monday - Friday except
federal holidays) or via fastlane@nsf.gov

- SciENcv specific issues

- Issues with NSF fillable forms

- FastLane and Research.gov system questions

For policy-related questions, please contact policy@nsf.gov

- ## RAS Contract Administrator

- ## RA-Help@mit.edu