Research Administration Practices (RAP) Sessions

NSF Proposal Resources and Updates

June 2, 2020

Courtney Bensey, Team Manager, Contract Administration, RAS
Nick Gibson, Financial Administrator II, Department of Chemical Engineering
Carole Trainor, Senior Research Administration Support and Education Specialist, VPR
Upcoming RAP Educational Offerings

Register via Atlas Course Catalog

• Workspace and Grants.gov — June 16, 2020
• Financial Closeout of Sponsored Projects — June 24, 2020

Please also join us for the Virtual Drop-In RA Support sessions every Monday 1:00 – 2:00 pm. See https://kc.mit.edu/training/virtual-drop-ra-support-sessions (page has corrected Zoom links)

We will continue to offer frequent KC Basics and KC Budget Rates and Personnel training over the summer. RAP sessions will resume in late August/early September.
### 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.

- Introductions
- NSF COVID-19
- NSF PAPPG 20-1
- NSF Approved Formats for Personnel Documents
- NSF Resources
- Questions/Help

Research Administration Practices (RAP) Sessions 06-02-2020
Introductions

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

Nick Gibson, *Financial Administrator II, Department of Chemical Engineering*
RAS Sponsor impact NSF COVID-19

Research Administration Services

Please visit the COVID-19 Impact on Sponsored Programs page for information on how Institute and agency policies may impact research administration.

- **Research Administration FAQs**
- **COVID-19 Sponsor Specific Guidance**
- **Research Continuity Guidance For Laboratories And Research Facilities**
• NSF Implementation of OMB Memorandum M-20-17 - administrative relief flexibilities

• Impact on Existing Deadline Dates - deadline dates for funding opportunities that do not appear on the list remain unchanged

• FAQs About the Coronavirus Disease 2019 (COVID-19) for NSF Proposers and Awardees

Check www.nsf.org for updates on coronavirus news

Research Administration Practices (RAP) Sessions 06-02-2020
NSF Sponsor Updates
Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 20-1)

• PAPPG NSF 20-1 online as HTML or PDF

• Posted on January 24, 2020 to give community more than 120 days notice and for comments

• Updated RAS NSF Proposal Route/Review/Submission Checklist

Research Administration Practices (RAP) Sessions 06-02-2020
RAS NSF Proposal Checklist

Solicitation-specific instructions may supplement or deviate from these instructions. Always read the solicitation carefully. See RAS website for additional guidance relating to REU Supplement, GOALI, and CAREER.

This checklist is intended to be used primarily for “Research – Not EAGER or RAPID” proposal types. The NSF PAPPG Chapter II.E “Types of Proposals” provides additional guidance related to: RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, Conference, Equipment, Travel, Center, or Research Infrastructure type proposals.

Proposals may be submitted via Fastlane or Research.gov.

Official NSF Guidance effective for proposals with deadlines June 1, 2020 and later: Proposal & Award Policies & Procedures Guide (PAPPG), 20-1

NEW WITH PAPPG 20-1: Biggest changes to proposal preparation guidance are as follows:
1. Biographical Sketches and Current and Pending Support now must be submitted in one of two formats. The two approved formats are SciENcv or the NSF Fillable PDF. See below for more information.
2. The Project Description has been revised to remove the requirement to contain a separate section within the narrative labeled “Intellectual Merit”.

REQUIRED COMPONENTS for Lead vs. Non-Lead organizations in simultaneously submitted Collaborative Research proposals (must be linked online prior to RAS review).

<table>
<thead>
<tr>
<th>Lead Organization</th>
<th>Non-Lead Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF REQUIRES</td>
<td>MIT REQUIRES:</td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>All MIT proposals must include a SOW. If MIT is non-lead,</td>
</tr>
</tbody>
</table>
NSF PAPPG 2020 Webinar

NSF Resource Center

WATCH: https://www.nsfpolicyoutreach.com/resources/2-20-pappg-webinar/
**NSF PAPPG 20-1 Important Changes**

**CLARIFICATIONS AND OTHER CHANGES**

*Project Description* - revised to remove the requirement for the Project Description to contain, as a separate section within the narrative, a section labeled "Intellectual Merit".

See other PAPPG clarifications

**NEW APPROVED FORMATS FOR PERSONNEL DOCUMENTS**

NSF requires senior personnel to use an NSF-approved format to generate the *Biographical Sketch* and *Current and Pending Support*:

- SciENcv
- NSF Fillable PDF

Delayed effective date: October 5, 2020
NSF PAPPG 20-1 Important Dates

NSF Biosketch and Current and Pending Support Format Change
Pushed to October 5, 2020

The new NSF Biographical Sketch and Current and Pending Support format requirement is now delayed until October 5, 2020 due to the COVID-19 pandemic, to allow for adequate implementation and training. Webinars covering the use of the NSF-approved formats as well as all of the significant changes to the PAPPG are available on the NSF Policy Outreach website. All other changes with the 20-1 PAPPG will be implemented on June 1, 2020.
The requirement to use an NSF-approved format for preparation of the biographical sketch and current and pending support information will go into effect for new proposals submitted or due on or after **October 5, 2020**. Submissions will be validated for use of an NSF-approved format and will **ERROR** if validation is not passed.

**NSF encourages the community to use the NSF-approved formats to prepare for the October implementation.**

[FAQs on using SciENcv](#)

[SciENcv Guidance on Creating an NSF Biographical Sketch](#), including step-by-step instructions and screenshots for each of the four required sections
NSF Biographical Sketch

Biographical Sketches [II.C.2.f]

Approved formats for creating a biographical sketch are one of the following:

• **SciENcv**: system will generate an NSF-compliant PDF version of the biographical sketch. Proposers must save these documents and submit them as part of their proposals via FastLane or Research.gov.
  • FAQs on using SciENcv
  • SciENcv Guidance on Creating an NSF Biographical Sketch, including step-by-step instructions and screenshots for each of the four required sections
  • YouTube Video - SciENcv for NSF Users: Biographical Sketches
  • YouTube Video - SciENcv Tutorial
  • YouTube Video - Integrating with ORCID

• **NSF Fillable PDF**: NSF is providing a fillable PDF for use in preparation of the biographical sketch. Proposers will be able to download it from this page, complete the form, and upload it as part of their proposal via FastLane or Research.gov.
### BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FIVE PAGES.

**NAME:** John, Smith  
**eRA COMMONS USER NAME (credential, e.g., agency login):** 555JSMITH  
**POSITION TITLE:** Professor of the Practice of Chemical Engineering

**EDUCATION/TRAINING** *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>END DATE MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffolk University, Boston, MA</td>
<td>BS</td>
<td>05/1994</td>
<td></td>
</tr>
<tr>
<td>MIT, Cambridge, MA</td>
<td>PHD</td>
<td>05/1998</td>
<td></td>
</tr>
</tbody>
</table>

**A. Personal Statement**

My research career has focused on…


**B. Positions and Honors**

**Positions and Employment**

<table>
<thead>
<tr>
<th>Years</th>
<th>Position and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998 - 1999</td>
<td>Assistant Professor of Chemical Engineering, University of China, China, ME</td>
</tr>
<tr>
<td>2000 - 2002</td>
<td>Associate Professor of Chemical Engineering, ASU, Phoenix, AZ</td>
</tr>
<tr>
<td>2002 - Now</td>
<td>Professor of Chemical Engineering, MIT, Cambridge, MA</td>
</tr>
</tbody>
</table>
Other Experience and Professional Memberships

Honors

C. Contribution to Science

1. The rennet contains an enzyme that makes the milk proteins break down and form a gel-like form. This 'gel' is then cut with sharp knives into small pieces to form curds and whey. The curds contain most of the protein and fat from the milk and become the cheese.

2. The rennet contains an enzyme that makes the milk proteins break down and form a gel-like form. This 'gel' is then cut with sharp knives into small pieces to form curds and whey. The curds contain most of the protein and fat from the milk and become the cheese.

3. The rennet contains an enzyme that makes the milk proteins break down and form a gel-like form. This 'gel' is then cut with sharp knives into small pieces to form curds and whey. The curds contain most of the protein and fat from the milk and become the cheese.
1. The rennet contains an enzyme that makes the milk proteins break down and form a gel-like form. This 'gel' is then cut with sharp knives into small pieces to form curds and whey. The curds contain most of the protein and fat from the milk and become the cheese.


D. Additional Information: Research Support and/or Scholastic Performance

Ongoing Research Support
U01FD006755-01, FDA Smith (PI) 09/01/19-08/31/21
Integrated Continuous Processing of cheese.
The goal of this project is to…
Role: Co-Investigator

SBIR dtd 03/22/2019, DeNovX (subcontract from NIH SBIR) Smith (PI) 03/01/19-02/28/21
Goat cheese Shortages
The goal of this project is to….
Role: Co-Investigator
NSF CURRENT AND PENDING SUPPORT

PI/co-PI/Senior Personnel: Smith, John

PROJECT/PROPOSAL CURRENT SUPPORT

1. Project/Proposal Title: TITLE
   Proposal/Award Number (if available):
   Source of Support: Takeda
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2020/04
   Project/Proposal Support End Date (if available): 2022/03
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>0.5</td>
</tr>
<tr>
<td>2021</td>
<td>0.5</td>
</tr>
</tbody>
</table>

2. Project/Proposal Title: Title
   Proposal/Award Number (if available):
   Source of Support: NIH
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2019/09
   Project/Proposal Support End Date (if available): 2022/08
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>0.5</td>
</tr>
<tr>
<td>2021</td>
<td>0.5</td>
</tr>
</tbody>
</table>
3. Project/Proposal Title: Title
   Proposal/Award Number (if available):
   Source of Support: DOD
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2019/03
   Project/Proposal Support End Date (if available): 2021/02
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2.25</td>
</tr>
<tr>
<td>2020</td>
<td>2.25</td>
</tr>
</tbody>
</table>

4. Project/Proposal Title: Title
   Proposal/Award Number (if available):
   Source of Support: DARPA
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2016/01
   Project/Proposal Support End Date (if available): 2020/08
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>3</td>
</tr>
<tr>
<td>2017</td>
<td>3</td>
</tr>
<tr>
<td>2018</td>
<td>3</td>
</tr>
<tr>
<td>2019</td>
<td>3</td>
</tr>
</tbody>
</table>
1. Project/Proposal Title: Title
   Proposal/Award Number (if available):
   Source of Support: NSF
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2020/09
   Project/Proposal Support End Date (if available): 2025/08
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>1</td>
</tr>
<tr>
<td>2022</td>
<td>1</td>
</tr>
<tr>
<td>2023</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Project/Proposal Title: Title
   Proposal/Award Number (if available):
   Source of Support: ARO
   Primary Place of Performance: MIT
   Project/Proposal Support Start Date (if available): 2020/09
   Project/Proposal Support End Date (if available): 2023/08
   Total Award Amount (including Indirect Costs): $500,000
   Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project:

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>2</td>
</tr>
<tr>
<td>2022</td>
<td>2</td>
</tr>
<tr>
<td>2023</td>
<td>2</td>
</tr>
</tbody>
</table>

3. Project/Proposal Title: Continuous Manufacturing Platform Development for Small Molecule
API Production

Proposal/Award Number (if available):
Source of Support: Dell
Primary Place of Performance: MIT
Project/Proposal Support Start Date (if available): 2020/06
Project/Proposal Support End Date (if available): 2022/05
Total Award Amount (including Indirect Costs): $500,000

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Person-months per year committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>2</td>
</tr>
<tr>
<td>2021</td>
<td>2</td>
</tr>
</tbody>
</table>

4. Project/Proposal Title: Title

Proposal/Award Number (if available):
Source of Support: DOE
Primary Place of Performance: MIT
Project/Proposal Support Start Date (if available): 2019/09
Project/Proposal Support End Date (if available): 2022/08
Total Award Amount (including Indirect Costs): $500,000

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

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<td>2021</td>
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</tr>
</tbody>
</table>
NSF Current and Pending Support

Current and Pending Support [II.C.2.h]

• Approved formats for creating current & pending support are one of the following:

  • SciENcv – The system will produce NSF-compliant PDF versions of the current & pending support format. Proposers must save these documents and submit them as part of their proposals via FastLane or Research.gov.
    • FAQs on using SciENcv
    • SciENcv Guidance on Creating an NSF Current and Pending Support document, including step-by-step instructions and screenshots for the two required sections

  • NSF Fillable PDF - NSF is providing a fillable PDF of the current & pending support format. Proposers will be able to download it from this page, complete the form, and upload as part of their proposal via FastLane, or Research.gov.
    • FAQs on what to include in Current and Pending Support - addressing policy questions and clarifications to the current and pending support coverage
SciENcv - NSF Personnel Documents

The NSF has designated the **NIH SciENcv** as an NSF-approved format for submission of biographical sketch(es) and current and pending support.

To troubleshoot issues with SciENcv, you can contact the [NCBI Help Desk](mailto:nlm-support@nlm.nih.gov) or nlm-support@nlm.nih.gov

Science Experts Network (SciENcv) allows users to create an online professional profile (NIH and NSF biosketches) to share with others. In addition, the SciENcv profile allows users to note their ORCID IDs.
NSF Proposal Tips Fastlane & KC
PI must create proposal.
PI can add a PIN so that OAUs can edit.
As soon as created, the PI should give AOR Access to View, Edit and Submit.

FastLane export upload to KC as Attachment.

PI and Co-I certification
Subaward organization(s)
Upload FastLane export as Attachment
Summary budget or Detailed Budget
Compliance / Special reviews
Route for internal approval

KC Institute Proposal (Pending)

Merit Review & Processing

RAS CA / Liaison

Submission

APPROVED & SUBMITTED

RAS CA / Liaison
NSF ID for Research.gov and FastLane

NSF moved to a unique identifier (NSF ID) providing a single profile and sign-in to FastLane and Research.gov.

MIT no longer creates new FastLane/Research.gov accounts. 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
Follow instructions to update your password to complete the registration process.
Affiliate account with MIT and Add Roles (will need MIT’s DUNs #: 001425594)
# NSF Tips - Roles in FastLane

<table>
<thead>
<tr>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator (PI)</strong></td>
</tr>
<tr>
<td>Individual designated by MIT who will be responsible for</td>
</tr>
<tr>
<td>the scientific or technical direction of the project.</td>
</tr>
<tr>
<td>Only the PI can create a proposal (not Co-PIs or OAU) so</td>
</tr>
<tr>
<td>many MIT Research Admins sign in as the PI.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Co-Principal Investigator (Co-PI)</strong></td>
</tr>
<tr>
<td>Other individual(s) who will be responsible for the</td>
</tr>
<tr>
<td>scientific or technical direction of the project.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Other Authorized User (OAU)</strong></td>
</tr>
<tr>
<td>Individual who is not a PI or Co-PI but authorized to help</td>
</tr>
<tr>
<td>prepare a budget, revise a submitted budget, perform a</td>
</tr>
<tr>
<td>proposal file update, or a project report. The OAU must</td>
</tr>
<tr>
<td>have the proposal PIN and ID number to access Proposals,</td>
</tr>
<tr>
<td>Awards, and Status.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>SPO Authorized Organizational Representative (AOR)</strong></td>
</tr>
<tr>
<td>RAS Contract Administrator/Liaison</td>
</tr>
</tbody>
</table>
NSF Fastlane Proposal Tips

Sign in as PI (Single Sign On to Fastlane & Research.gov) Create/Edit proposals
NSF Proposal Tips – Allow SPO/AOR View, edit and submit

• On each Temp Proposal, Lead and Non-Lead organizations allow SPO/AOR to View, Edit and Submit.

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**Sponsored Project Office (SPO) Access Control**

- Allow SPO to view proposal
- Allow SPO to view and edit the proposal
- Allow AOR to view, edit and submit proposal

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The AOR now has complete access to proposal 9027555

Your proposal is not submitted until your AOR submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.
**NSF Proposal Tips – Validation**

• From **Proposal Actions**, click the **Check** button to run Validations.

• Correct **Errors** and **Warnings** until the validation result indicates “Proposal is Ready For Submission”
NSF Proposal Tips – Print Entire Proposal

• Click the Print button, then “Print Entire Proposal” GO button. Review for accuracy.
• Final FastLane Print job should be uploaded as an Attachment

• KC Proposal must route for internal approval before FastLane proposal may be submitted by RAS Contract Administrator/Liaison.
• KC proposal must be received 5 business days prior to NSF Deadline

• When approved in KC, email is sent to the PI and Aggregator with the KC Institute Proposal number.
• FastLane proposal may then be submitted
SPRING 2020 GRANTS CONFERENCE

The health and safety of the research community and NSF staff are of paramount importance. Due to the ongoing and growing threat posed by the Coronavirus (COVID-19), the National Science Foundation (NSF) has canceled the NSF Grants Conference that was scheduled to be held in Minneapolis, MN on May 18-19, 2020.

We are currently exploring virtual conference opportunities and will continue to update this page as more information becomes available.

Note that there are existing resources including videos and presentation materials in the Resource Center of this site.
ATLAS eLearning

NCURA Webinar - NSF Fundamentals on Atlas Course Catalog

http://web.mit.edu/training/course.html?course=ADM16016r&sys=PS1

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Upcoming RAP Educational Offerings

Register via Atlas Course Catalog

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• Financial Closeout of Sponsored Projects — June 24, 2020

Due to demand, we will continue to offer frequent KC Basics and KC Budget Rates and Personnel training over the summer but will pause RAP sessions until late August/early September.

Please also join us for the Virtual Drop-In RA Support sessions every Monday 1:00 – 2:00 pm. See https://kc.mit.edu/training/virtual-drop-ra-support-sessions

Research Administration Practices (RAP) Sessions 06-02-2020
NSF Resources

RAS National Science Foundation (NSF) General Guidance:
https://ras.mit.edu/grant-and-contract-administration/sponsor-information/national-science-foundation-nsf

RAS NSF Checklists and Templates - Note – DLCs may have their Dept specific checklists as well:
https://ras.mit.edu/mit-specific-guidance-proposal-prep-checklists

RAS NSF FAQs:
https://ras.mit.edu/education-and-career-resources/faqs/nsf

Kuali Coeus (KC) Quick Cards:
http://kc.mit.edu/quick-reference-cards

Conflict of Interest (COI) Policy for NSF proposals and awards:
NSF Resources

NSF Research.Gov website:
https://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_pageLabel=research_home_page

NSF FastLane Demo Site:
https://www.fldemo.nsf.gov/index.jsp

NSF PAPPG (Proposal & Award Policies & Procedures Guide):
Questions – Help

• RAS Contract Administrator
• RA-Help@mit.edu
• Nsf-help@mit.edu (for FastLane Account/ID setup)