

Research Administration Practices (RAP) Sessions

NSF Proposal Tips and Resources and FastLane Demo

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Agenda

- Introductions
- NSF Resources
- NSF Tips
- Live FastLane Demonstration
- Questions/Help

NSF Resources

OSP National Science Foundation (NSF) General Guidance:

<http://osp.mit.edu/grant-and-contract-administration/sponsor-information/national-science-foundation-nsf>

OSP NSF Checklists and Templates - Note – DLCs may have their Dept specific checklists as well:

<http://osp.mit.edu/grant-and-contract-administration/sponsor-information/nsf/mit-specific-guidance-proposal-prep>

OSP NSF FAQs:

<http://osp.mit.edu/help-and-training/faqs/nsf>

Kuali Coeus (KC) Quick Cards:

<http://kc.mit.edu/quick-reference-cards>

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

<http://coi.mit.edu/sponsor-specific-guidelines/national-science-foundation-nsf>

COI Quick Cards:

<http://coi.mit.edu/reference-and-user-guides/coi-quick-reference-cards>

NSF Resources

NSF Research.Gov website:

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

NSF PAPPG (Proposal & Award Policies & Procedures Guide):

https://www.nsf.gov/publications/pub_summ.jsp?ods_key=papp

NSF Grants Conferences:

<https://nsfgrantsconferences.com/>

NSF Proposal Tips

- **Participant Support Costs**

- Primarily used by NSF, but Uniform Guidance has defined for all federal sponsors (2 CFR 200.75).
 - Only used for direct costs *paid to or on behalf* of participants in a sponsored conference or training activity
 - Participants do not include MIT employees, and should not be speakers or organizers of the sponsored activity
 - Participant Supports Costs do not include room rental fees, catering, supplies
 - Participant Support Costs are exempt from overhead (F&A).
 - Proposal
 - KC Detailed budget or
 - NSF FastLane
 - Award
 - Parent with child account (if predominantly Research grant – “6” series)
 - If Conference grant, one account sufficient (“2” series)
 - Once awarded, NSF requires prior approval to re-budget participant support costs

NSF Proposal Tips cont'd

KC Detailed Budget/Participant Support Costs Example

The screenshot displays the Kuali Coeus interface for managing budget items. A modal dialog titled "Add Assigned Non-Personnel" is centered on the screen. The background shows the "Non-Personnel Costs" section for "Budget #1: test 1" in "Period 1".

Dialog Box Fields:

- Category Type:** Participant Support
- Category:** Select
- Object Code Name: *** Training Grant - Trainee Travel Expenses
- Total Base Cost:** 0.00
- Quantity:** (empty field)
- Description:** (empty text area)

Buttons: "Add Non-Personnel Item to 1" (blue), "Cancel" (white)

NSF Proposal Tips cont'd

NSF FastLane Budget/Participant Support Costs Example

TOTAL EQUIPMENT			
E. TRAVEL	1. DOMESTIC (INCL. U.S. POSSESSIONS)		0
	2. INTERNATIONAL		0
F. PARTICIPANT SUPPORT COSTS			
1. STIPENDS	\$ _____		0
2. TRAVEL	_____		50,000
3. SUBSISTENCE	_____		0
4. OTHER	_____		0
TOTAL NUMBER OF PARTICIPANTS	(36)	TOTAL PARTICIPANT COSTS	50,000
G. OTHER DIRECT COSTS			
1. MATERIALS AND SUPPLIES			0
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION			0
3. CONSULTANT SERVICES			0
4. COMPUTER SERVICES			0
5. SUBAWARDS			0
6. OTHER			0

NSF Proposal Tips cont'd

- **Collaborators and Other Affiliations**

- As of April 2017, NSF requires Excel template used for this information – no longer appears on the Biographical Sketch. This template was also recently updated: <https://www.nsf.gov/bfa/dias/policy/coa.jsp>

- **Collaboration Letter format:**

“If the proposal submitted by Dr. *[insert the full name of the Principal Investigator]* entitled *[insert the proposal title]* is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.”

NSF Proposal Tips cont'd

Collaborators and Other Affiliations Example

Table 1: List the individual's last name, first name, middle initial, and organizational affiliation in the last 12 months.

1	Your Name:	Your Organizational Affiliation(s), last 12 mo	Last Active Date
	Alphaman, Alan K	Test University XYZ	
		Test University ABC (adjunct)	1/1/2017
		Test University DEF (interviewed)	12/12/2016

Table 2: List names as last name, first name, middle initial, for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer.

R: Additional names for whom some relationship would otherwise preclude their service as a reviewer.

2	Name:	Type of Relationship	Optional (email, Department)	Last Active
R:	Alphaman, Alexander	Family		

NSF Proposal Tips cont'd

- NSF Cost Sharing Policy:
 - NSF does not require cost sharing unless specifically stated in a solicitation (very rare)
 - If voluntary cost sharing included in proposal, NSF may return proposal
 - What is unintended cost sharing?
- Proposal File Update vs Return without Review:
 - Proposal File Update – Either NSF requests for proposal under review or PI may initiate update (biosketch change, references cited)
 - Return without Review – NSF has returned proposal and will not accept a revised proposal. PI may submit a new proposal for consideration with new round to NSF
 - ***Special Note – email from NSF may be sent directly to PI – forward copy to your OSP Contract Administrator***

NSF Proposal Tips cont'd

- **Submitting Revised Budget/Budget Impact Statements:**
 - A Revised Budget is required when reductions/additions are made to the originally proposed budget
 - In FastLane, prepare a Revised Budget
 - A Budget Impact Statement is required when there is a budget reduction 10%> from originally proposed budget, describing the impact on the scope of the project
 - In FastLane, prepare a Revised Budget, with Impact Statement
 - In KC, prepare a “Budget/SOW Update” proposal

Requesting an NSF FastLane Account

- NSF changed its account registration process to provide each new user with a single profile and unique identifier (i.e., NSF ID) to login to FastLane and Research.gov. As a result of this change, MIT can no longer create new FastLane/Research.gov accounts ID's. ID creation for NSF is now self-service.

Online instruction can be found here:

- <https://kc.mit.edu/forms-requests/request-nsf-fastlane-account>

Questions – Help

- [OSP Contract Administrator](#)
- RA-Help@mit.edu
- Nsf-help@mit.edu (for FastLane Account/ID setup)