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:

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

OSP NSF FAQs:

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

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

COI Quick Cards:
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):

NSF Grants Conferences:
https://nsfgrantsconferences.com/
• **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

![Screen shot of Kuali COEUS interface showing Non-Personnel Costs and an Add Assigned Non-Personnel window with fields for Category Type, Category, Object Code Name, Total Base Cost, Quantity, and Description.](image)
**NSF Proposal Tips cont’d**

NSF FastLane Budget/Participant Support Costs Example

<table>
<thead>
<tr>
<th>TOTAL EQUIPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E. TRAVEL</td>
<td></td>
</tr>
<tr>
<td>1. DOMESTIC (INCL. U.S. POSSESSIONS)</td>
<td>0</td>
</tr>
<tr>
<td>2. INTERNATIONAL</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. PARTICIPANT SUPPORT COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. STIPENDS $</td>
<td>0</td>
</tr>
<tr>
<td>2. TRAVEL</td>
<td>50,000</td>
</tr>
<tr>
<td>3. SUBSISTENCE</td>
<td>0</td>
</tr>
<tr>
<td>4. OTHER</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF PARTICIPANTS</th>
<th>(36)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL PARTICIPANT COSTS</td>
<td>50,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. OTHER DIRECT COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MATERIALS AND SUPPLIES</td>
<td>0</td>
</tr>
<tr>
<td>2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION</td>
<td>0</td>
</tr>
<tr>
<td>3. CONSULTANT SERVICES</td>
<td>0</td>
</tr>
<tr>
<td>4. COMPUTER SERVICES</td>
<td>0</td>
</tr>
<tr>
<td>5. SUBAWARDS</td>
<td>0</td>
</tr>
<tr>
<td>6. OTHER</td>
<td>0</td>
</tr>
</tbody>
</table>
• 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](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.”
**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.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Your Organizational Affiliation(s), last 12 mo</th>
<th>Last Active Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphaman, Alan K</td>
<td>Test University XYZ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test University ABC (adjunct)</td>
<td>1/1/2017</td>
</tr>
<tr>
<td></td>
<td>Test University DEF (interviewed)</td>
<td>12/12/2016</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Relationship</th>
<th>Optional (email, Department)</th>
<th>Last Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphaman, Alexander</td>
<td>Family</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
• 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
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](https://kc.mit.edu/forms-requests/request-nsf-fastlane-account)
Questions – Help

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