

How to prepare a Full Proposal for Fastlane

1. Deadlines

- a. **Department:** about one week in advance of NSF date. This allows for signatures, corrections, and review by Grants and Contracts.
- b. **NSF Deadline:** Date after which NSF will not review a proposal
- c. **NSF Target:** Date after which NSF will accept your proposal, but it may miss a panel or committee meeting
- d. **NSF Submission window:** Range of dates proposal may be accepted; end date is a Deadline.

2. Starting a proposal

- a. **If you have an NSF ID and login**
 - i. Select 'Proposals, Awards, and Status'
 - ii. Complete the "PI/Co-PI Log In" box
 - iii. Select "Log in"
 - iv. Select "Proposal functions"
 - v. Select "Proposal preparation"
 - vi. Select "Prepare proposal"
 - vii. write down the proposal number
 - viii. Go back to the "Proposal Actions" page
 - ix. Select the "Proposal PIN" button
 - x. Establish a four digit (numerical or alphabetical) PIN
 - xi. Email Toshua (tmyork@illinois.edu) the proposal ID and PIN
- b. **If you have forgotten your NSF ID and/or login, or do not have one**
 - i. Email Toshua (tmyork@illinois.edu) with the following information:
 1. Year of PhD
 2. School where PhD received
 - ii. She will send this and other information to Illinois Grants and Contracts, who will send you a new ID and/or login.

3. General guidelines for proposals

(http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpg_2.jsp)

- a. **Page size:** 8.5 x 11 inches
- b. **Font**
 - i. Arial, Courier New, Palatino Linotype, Times New Roman or Computer Modern
 - ii. 11 points or larger (no more than six lines of text within vertical space of one inch)
- c. **Margins:** At least one inch on all sides
- d. **Page formatting**
 - i. Single column
 - ii. Single or double spaced

4. Sections of the proposal

(http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpg_2.jsp#IIC2)

- a. **Cover Sheet**
 - i. **Program Description/Announcement/Solicitation:** find the announcement you are responding to; if necessary, search at http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date
 - ii. **NSF Unit of Consideration:** find the NSF Division/Program(s) where you want your proposal directed
 - iii. **Title:** Brief, intelligible, and suitable for public press. May be required to start with a certain acronym, ie. CAREER, RTG, MCTP, etc.

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- iv. **Budget duration:** Individuals are usually 36 months; Career and Workforce are 60 months.
- v. **PI and Co-PI Information:** add others who aren't shown
- vi. **Project/Performance Site Primary Location:**
 1. Select the "same as awardee" box
 2. select "Illinois" in the pull-down box
 3. add our zipcode (61801-2908)
 4. select "United States of America"
- vii. Other information Toshua will generally complete

b. Summary

- i. One page with font and margins as above
- ii. Use third person
- iii. Should be understandable to a scientifically or technically literate lay reader
- iv. Will be loaded, cut and paste method, directly into Fastlane
- v. Use these titled sections:
 1. **Overview:** description of activity, objectives, methods
 2. **Intellectual merit:** potential to advance knowledge
 3. **Broader impact:** potential to benefit society and contribute to specific societal outcomes

c. Project Description

- i. **Pages:** generally 15 pages, omitting references. See specific call for proposals for guidelines.
- ii. **Content:**
 1. **General information to include:**
 - statement of work; objectives; significance; relationship to longer term goals of PI; relationship to state of knowledge in field, current PI work, and the work of others; methods/procedures; evaluation
 - Visuals are good (if within page limit)
 - URLs should not be used
 2. **Sections** (order is not specified):
 - **Proposal**
 - **Named sections**
 - i. **Broader Impacts** (of proposal)
 - ii. **Results from Prior NSF Support:** Use most recent, or most closely related within last 5 years:
 1. Award number, amount, period of support
 2. Project title
 3. Summary of results, including separate, labeled sections on **Intellectual Merit** and **Broader Impacts**
 4. Results and their availability
 5. Relationship to proposed work (If applicable)
 - 3. **For conferences only:** include information about the availability of childcare

d. References cited:

- i. include all authors-DO NOT USE "et al"; article title; journal title; book title; volume; pages, year; URL
- ii. limit to citations referenced in proposal

5. **Biographical Sketch:** two pages only; must include the following:

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- a. **Professional preparation:** undergraduate, graduate, and postdoctoral training, including major, degree, year of degree, inclusive dates of PhD
 - b. **Appointments:** reverse chronological order (begin with current)
 - c. **Products (NOT PUBLICATIONS):** five most closely related to project and five others; must be published; include full citation
 - d. **Synergistic activities:** up to five examples of the broader impact of your professional/scholarly activities
 - e. **Collaborators and Other Affiliates:**
 - i. **Collaborators and Co-Editors:** alphabetical order list of collaborators in last 48 months
 - ii. **Graduate Advisors and Postdoctoral Sponsors:** list of your graduate advisor(s), principal postdoctoral sponsor(s) and their current organizational affiliations
 - iii. **Thesis Advisor and Postgraduate-Scholar Sponsor:** list of all students whom you have advised for thesis or Postdoc in last five years, and their current affiliations; include total number of grads and postdocs sponsored.
 - iv. **Other Personnel:** information on postdocs, other professionals and research assistants may be included if desired
6. **Budget:** Toshua will work with you on this on budget development and will enter it into Fastlane. Consider before talking with her:
- a. Your summer salary: up to 2 months allowed on all federal grants
 - b. Your buyout (if appropriate to type of grant)
 - c. Postdoc? 9 or 11 months?
 - d. Number of research assistants? 2, 4.5, 9, or 11 months? 50% time or 25% time?
 - e. Will you have Research Experience for an Undergraduate?
 - f. Annual domestic travel for UIUC people?
 - g. Annual international travel for UIUC people? Where might you/they go?
 - h. Annual travel for collaborators? Who might you bring in?
 - i. Are you holding a conference? Where? When? For how many non-UIUC attendees? How many UIUC attendees? What travel will you cover? Will you need supplies? Will you provide coffee breaks?
 - j. Do you need equipment or supplies? This must be MANDATORY for the successful completion of the project, and even then might be rejected.
 - k. Will you hire someone to evaluate your success? What might that cost?
7. **Budget justification:** After Toshua puts the skeleton in (rates, etc.), you add the meat (what PD/RA/hourly will do; where to travel; who to bring in; need for supplies, etc.)
8. **Current and Pending:** Toshua will do this; if you have submitted proposals through another unit, be sure to mention this to her
9. **Facilities, equipment and other resources:** We have a standard description, but if you are using facilities elsewhere (another University, another department), you should add to it.
10. **Supplementary Documents:**
- a. **Postdoctoral Research Mentoring Plan:** Applicable if you request funds for a PD. In one page, how will you mentor this person?
 - b. **Data management plan: MANDATORY:** In up to two pages, what data might you produce? What standards will be used? What is the policy for accessing this information? What is the plan for distribution? How will data be archived? See <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>

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- c. **Collaboration agreements:** letters of commitment from others who will work with you- NOT how great you are, but how they will work with you
- d. **Research Experience for Undergraduates request:** In applicable, speak to your program officer and then prepare: how the student(s) will be involved; your experience working with undergrads; mentoring plan; process for selecting students

NSF Proposal Checklist

(based on http://www.nsf.gov/pubs/2000/nsf002/apx_b.htm)

- Information About Principal Investigators/Project Directors
- List of suggested reviewers, or reviewers not to include (optional)
- Cover Sheet
 - All required signatures (Principal Investigator, co-Principal Investigator(s), and Authorized Organizational Representative)
- Program Announcement/Solicitation No./Closing Date.
 - Specific NSF program(s) identified
 - For renewal proposal, previous award number entered
 - Related preproposal number entered, if applicable
 - Organization's DUNS number included
 - Appropriate boxes on Cover Sheet checked
- Project Summary
- Project Description, including Results from Prior NSF Support
- References Cited
- Biographical Sketches
- Summary Proposal Budget
 - Budget Justification (not to exceed three pages)
- Current and Pending Support
- Facilities, Equipment and Other Resources
- Special Information and Supplementary Documentation (letters of commitment, eligibility statements, etc.) as required