

Contact OSRAA at 7-4933 or via email -- Proposal questions: [proposals@oregonstate.edu](mailto:proposals@oregonstate.edu) -- Award questions: [osraa@oregonstate.edu](mailto:osraa@oregonstate.edu)

NSF Proposal Preparation	
NSF Funding Opportunities	By title: <a href="https://nsf.gov/funding/azindex.jsp">https://nsf.gov/funding/azindex.jsp</a> By Due Date: <a href="https://nsf.gov/funding/pgm_list.jsp?org=NSF&amp;ord=date">https://nsf.gov/funding/pgm_list.jsp?org=NSF&amp;ord=date</a>
Limited Submissions	Certain NSF solicitations allow only a limited number of applications per institution. The limited submission review and determination process is coordinated by the Office for Research Development (ORD). More information and a list of limited submission opportunities may be found on the ORD website: <a href="http://research.oregonstate.edu/ord/limited-submission-opportunities">http://research.oregonstate.edu/ord/limited-submission-opportunities</a>
OSU to NSF Proposal Submission Method	OSU PIs may submit proposals directly to NSF via the OSU Cayuse 424 system-to-system submission or through Fastlane. <i>A Cayuse SP proposal record is required to capture institutional approvals for both submission options.</i> <ul style="list-style-type: none"> <li>➤ <b>Cayuse 424</b> <a href="http://oregonstate.cayuse424.com">http://oregonstate.cayuse424.com</a> (referenced as Research.gov or Grants.gov in NSF publications) Create linked Cayuse 424 federal proposal forms while completing the Cayuse SP record for OSU's institutional routing and approval. <ul style="list-style-type: none"> <li>• NSF Grants.gov Application Guide: <a href="https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide">https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide</a></li> <li>• Additional Cayuse 424 and SP instructions: <a href="http://research.oregonstate.edu/osraa/just-time-cayuse-support">http://research.oregonstate.edu/osraa/just-time-cayuse-support</a></li> </ul> </li> <li>➤ <b>NSF Fastlane</b> <a href="https://www.fastlane.nsf.gov/">https://www.fastlane.nsf.gov/</a> Complete Fastlane proposal in addition to the Cayuse SP record for OSU's institutional routing and approval. Allow SRO Access in Fastlane so OSRAA may review proposal record in conjunction with Cayuse SP review.</li> </ul>
OSU Proposal Preparation Quick Facts	<i>Review specific NSF Program Solicitation for proposal guidance - this list is not all inclusive.</i> <ul style="list-style-type: none"> <li>• F&amp;A Rate: Full OSU rates unless explicitly limited in NSF Program Solicitation</li> <li>• Cost Share: Not allowed except when explicitly required in NSF Program Solicitation</li> <li>• Fastlane: Make sure email address in Cayuse profile matches email used for Fastlane profile. Allow SRO Access as soon as possible. SRO Check/Edit/Submit access is needed for proposal submission - OSRAA will not submit the proposal without final confirmation from the PI.</li> <li>• OSU Tools: PI Guides to Proposal Submission and Award Administration, OSU budget templates, F&amp;A, fringe benefit and tuition rates, and links to college-specific proposal guidelines and assistance: <a href="http://research.oregonstate.edu/osraa/getting-started/tools">http://research.oregonstate.edu/osraa/getting-started/tools</a></li> </ul>
NSF Proposal Format and Procedures	Specific section instructions are in the NSF Proposal & Award Policies & Procedures Guide (PAPPG): <ul style="list-style-type: none"> <li>• For Proposals submitted, or due, prior to January 29, 2018: <a href="https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp">https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp</a></li> <li>• For Proposals submitted, or due, on or after January 29, 2018: <a href="https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp">https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp</a></li> </ul>
NSF Proposal Preparation	<a href="https://nsf.gov/funding/preparing/">https://nsf.gov/funding/preparing/</a> NSF Proposal Preparation Checklist is <b>Exhibit II-1</b> of the PAPPG Chapter II Proposal Preparation Instructions links above

**NSF PROPOSAL DOCUMENTS:**

This is a list of standard documents and information from the PAPPG - always confirm required sections and limits in specific NSF Program Solicitation

Proposal preparation instructions for RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, conference, equipment, travel, center, research infrastructure, and fellowships may deviate from the below content requirements.

<b>Required Document</b>	<b>Page Limit</b>	<b>Document Highlights</b>
Project Summary	1	Required statements and headings for <i>Overview</i> , <i>Intellectual Merit</i> and <i>Broader Impacts</i> Entered in Fastlane as text in three heading fields or as a pdf attachment only if <b>summary contains special characters</b>
Project Description	15	Include <i>Broader Impacts</i> and <i>Results from Prior NSF Support</i> sections
References Cited		Must include bibliographic citations only and may not be used to provide parenthetical information outside of project description
Biographical Sketch(es)	2 per Biosketch	Separate for each PI, Co-PI and any senior personnel - specific listing order and format of elements
Budget	1 per year (NSF form)	No cost share unless required by NSF Program Solicitation Separate Budget and Budget Justification for lead and subawards
Budget Justification	3 each for lead & subawards	No cost share language except when required by NSF Program Solicitation <b>Budget Justification page limit increases to 5 for lead and each subaward for proposals submitted, or due, on or after January 29, 2018</b>
Current and Pending Support		Required for each PI, Co-PI and any senior personnel Include this proposal as pending support
Facilities, Equipment and Other Resources		Narrative description of internal and external resources available and directly applicable to the proposed effort Must not include quantifiable financial information
Special Information and Supplementary Documentation		Limited to including the below documents and other information allowed per NSF's PAPPG Proposal Preparation Guidelines
<i>Data Management Plan</i>	2	Required to describe how the proposal will conform to NSF policy on the dissemination and sharing of research results
<i>Postdoctoral Researcher Mentoring Plan</i>	1	Required for proposals that request funding to support postdoctoral researchers
<i>Letters of Collaboration</i>		Limited to stating intent to collaborate, should not contain endorsements or evaluation of the proposed project; no letters of support
Single Copy Documents		Include COA as outlined below and the following documents, if applicable: Authorization to Deviate from NSF Proposal Preparation Requirements List of Suggested Reviewers, or Reviewers Not to Include SF LLL, Disclosure of Lobbying Activities
<i>Collaborators &amp; Other Affiliations (COA) Information</i>		Separate for each PI, Co-PI and any senior personnel - <b>use NSF COA template for proposals submitted, or due, on or after January 29, 2018</b>

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NSF Award Management			
Financial Reporting	OSRAA is responsible for requesting reimbursement from NSF and submits all financial reports on behalf of the university. If there is mandatory cost share for the award, annual and final cost share reports will be submitted by OSRAA.		
Technical Reporting	<p>NSF requires project reports for all awards. PIs must use Research.gov for submission, including final, annual, and interim project reports and the project outcomes report.</p> <p><b>Annual reports</b> - due 90 days before the end of the current budget period</p> <p><b>Final reports and Project Outcomes reports</b> - due 120 days after end date of grant</p> <p>Specific reporting requirements for fellowships are established in the applicable program solicitation and award conditions</p> <p><i>Per NSF, failure to provide these reports on a timely basis will delay NSF review and processing of pending proposals for all identified PIs and co-PIs on a given award and could delay release of award funding increments.</i></p> <p>NSF Technical Report Instructions-PAPPG Chapter VII, Section D: <a href="https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_7.jsp">https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_7.jsp</a></p>		
Project changes & Prior approval requirements:	<p>When adjustments need to be made to project plans, such as budget or personnel revisions, OSRAA can assist with evaluating the award terms and conditions to determine whether the award grants OSU permission to make the change or if prior approval from NSF must be requested. Prior approval requests are submitted through Research.gov or Fastlane. Requests may be initiated by the PI or OSRAA, however, OSRAA must sign and submit the request to NSF, on behalf of the PI and University.</p> <p>Most NSF awards are governed by the Federal-Wide Research Terms and Conditions (RTCs). The RTCs allow for streamlined administration of some award functions and prior approval requirements. <a href="https://www.nsf.gov/bfa/dias/policy/fedrtc/agencyspecifics/nsf_1017.pdf">https://www.nsf.gov/bfa/dias/policy/fedrtc/agencyspecifics/nsf_1017.pdf</a></p> <p>RTC Prior Approval Matrix: <a href="https://www.nsf.gov/bfa/dias/policy/fedrtc/appendix_a.pdf">https://www.nsf.gov/bfa/dias/policy/fedrtc/appendix_a.pdf</a></p> <p><b>Always confirm prior approval requirements with OSRAA - award may contain more restrictive terms</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p><u>Examples of revisions requiring NSF prior approval:</u></p> <ul style="list-style-type: none"> <li>Pre-award Costs in Excess of 90 Days</li> <li>Any No-Cost Extension Subsequent to Grantee-Approved Extension</li> <li>Change in Objective or Scope</li> <li>Subawarding, Transferring or Contracting Out Part of an NSF Award</li> <li>Withdrawal or long-term disengagement of PI or Co-PI</li> <li>PI or Co-PI Transfer from One Organization to Another</li> <li>Salaries of Administrative or Clerical Staff</li> <li>Transfer of funds provided for Participant Support costs to other budget categories</li> </ul> </td> <td style="vertical-align: top;"> <p><u>Examples of waived prior approval requirements where OSU may have authority to:</u></p> <ul style="list-style-type: none"> <li>Incur pre-award costs up to 90 calendar days prior to award effective date</li> <li>Initiate a one-time, no-cost extension of the project period by up to 12 months</li> <li>Carry forward unobligated balances to subsequent budget periods</li> <li>Rebudget among direct cost categories, as long as scope of work is not affected</li> </ul> </td> </tr> </table>	<p><u>Examples of revisions requiring NSF prior approval:</u></p> <ul style="list-style-type: none"> <li>Pre-award Costs in Excess of 90 Days</li> <li>Any No-Cost Extension Subsequent to Grantee-Approved Extension</li> <li>Change in Objective or Scope</li> <li>Subawarding, Transferring or Contracting Out Part of an NSF Award</li> <li>Withdrawal or long-term disengagement of PI or Co-PI</li> <li>PI or Co-PI Transfer from One Organization to Another</li> <li>Salaries of Administrative or Clerical Staff</li> <li>Transfer of funds provided for Participant Support costs to other budget categories</li> </ul>	<p><u>Examples of waived prior approval requirements where OSU may have authority to:</u></p> <ul style="list-style-type: none"> <li>Incur pre-award costs up to 90 calendar days prior to award effective date</li> <li>Initiate a one-time, no-cost extension of the project period by up to 12 months</li> <li>Carry forward unobligated balances to subsequent budget periods</li> <li>Rebudget among direct cost categories, as long as scope of work is not affected</li> </ul>
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