**NSF PAPPG 23-1** (Effective Date January 30, 2023)

**Submission Deadline is 5:00 PM Local Time**
**Organizations that are unable to submit a proposal prior to a deadline due to a natural or anthropogenic disaster will be required to submit a new Single Copy Document, "Nature of Natural or Anthropogenic Event," when attempting to submit a late proposal using the "Special Exception to the Deadline Date Policy" box on the NSF Cover Sheet.**

For submissions due on or after January 30, 2023, Research.gov will replace FastLane for proposal preparation and submission of most NSF proposals (see the NSF funding solicitation or Research.gov for further details). Research.gov will automatically paginate the proposal.

All PIs and Co-PIs must have an NSF ID to submit a proposal. Email documentation from at least one NSF Program Officer confirming approval to submit a RAPID proposal or EAGER proposal must be uploaded in the Supplementary Documentation section.

The proposal preparation instructions for Planning, RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, conference, equipment, travel, center, research infrastructure, and fellowship proposal types may deviate. Use the specific NSF solicitation for proposal instructions and requirements.

1. **Cover Sheet**
   - Program Announcement/Solicitation No./Due Date
   - NSF Unit of Consideration
   - Deadline Date
   - Title of Project
   - Start date and number of months in duration
   - PIs/Co-PIs (no more than 5 in total, including the Lead PI)
   - All projects involving human subjects must either have approval from GW's Institutional Review Board (IRB) or affirm that the IRB has declared the research exempt from IRB review.
   - International Activities Country Name(s):  Proposers also should enter the country or countries. If foreign country is unknown, select the Worldwide - XX option.
   - Off-Campus or Off-Site Research: Identifies a new checkbox on the NSF Cover Sheet. The AOR must certify that the organization proposing to conduct research off-campus or off-site has a plan in place (prior to submission) for this proposal regarding Safe and Inclusive Working Environments for Off-Campus or Off-Site Research. For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. This plan should consider development, communication, and dissemination to participants. Please consult with your assigned OSP Pre-Award SPA for more information. **Note: This plan may/ may not be required for submission according to the proposal preparation and submission instructions within the NSF solicitation.**

2. **Project Summary** – 1 Page (4,600 Characters, including spaces 51 lines or less)
   Self-contained description of activity written in third-person which includes statement of objectives and   methods employed.

*Updated March, 2023*

- Use the three separate text boxes in Research.gov to upload the: 1) Overview, 2) Intellectual Merit, and 3) Broader Impact sections of the Project Summary (Note: Separate headings are no longer needed).

- The Project Summary may ONLY be uploaded as a Supplementary Document if use of **special characters** is necessary. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, intellectual merit and broader impacts of the proposed activity.

3. **Table of Contents** – Generated automatically by Research.gov.

4. **Project Description** (Including Results from Prior NSF Support). May Not Exceed 15 Pages, unless otherwise noted in the solicitation. <u>PIs are cautioned that the Project Description must be self-contained, and that URLs must not be used.</u>

- **Content.** A clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.
- **Broader Impacts.** Must be included as a separate section within the narrative, labeled "Broader Impacts". <u>A description of the work to be performed by the subaward must be included in the Project Description</u>. This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project.
- **Results of Prior and Current NSF Support.** For PIs and Co-PIs who have received NSF support within the last 5 years (including any current funding and no-cost extensions). Must include all NSF funding regardless of whether there is salary support or whether the project is directly related to the proposal. The following information must be provided:

  (a) the NSF award number, amount and period of support; (b) the title of the project; (c) a summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts; (d) a listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state "No publications were produced under this award." (e) evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and (f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work. If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

  - In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal.

*Updated March, 2023*

- o Support means salary support, as well as any other funding awarded by NSF, including research, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc.

- **Unfunded Collaborations.** Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary documentation section of Research.gov and follow the format instructions. Collaborative activities that are identified in the budget should follow the format instructions.

- **Group Proposals.** NSF encourages submission of proposals by groups of investigators; often these are submitted to carry out interdisciplinary projects. Unless stipulated in a specific program solicitation, however, such proposals will be subject to the 15-page Project Description limitation. PIs who wish to exceed the established page limitations for the Project Description must request and receive a deviation in advance of proposal submission. **NSF PAPPG 23-1** Chapter II.D.2.f(v) contains information on deviations.

- **Proposals for Renewed Support.** See **NSF PAPPG 23-1** Chapter V. for guidance on preparation of renewal proposals.

5. **References Cited** (No page limitation) - Include bibliographic citations only.

6. **Biographical Sketch** – Three (3) pages per Person required for each individual identified as Senior Personnel. Biographical Sketches must be uploaded separately for each individual listed on the proposal as senior personnel.

   **Senior personnel are required to certify that the information provided in their Biographical Sketch is accurate, current, and complete. This certification was included in both SciENcv and the NSF fillable format for proposals submitted or due on or after January 30, 2023.**

   NSF-approved formats include the NSF PDF-fillable form or Science Experts Networks Curriculum Vitae (SciENcv) for preparation of the Biographical Sketch. Entering the **ORCID iD** into the Biographical Sketch is encouraged. For more details about how to obtain the ORCID iD, visit the OSP website SciENcv for NSF. Required use of SciENcv for preparation of the Biographical Sketch will be effective in October 2023.

   **Other Personnel** biographical information should be uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.

### COLLABORATORS AND OTHER AFFILIATIONS (COA)

**Each of the senior project personnel needs to provide the COA template as a new single-copy document. Information provided in the tables is not required to be sorted, alphabetically or otherwise.** There are five (5) separate categories of information which correspond to the 5 tables in the COA template. When completing the template, do not change the column sizes or the font type. The instructions at the top of the template may be deleted, and rows may be inserted as needed.

7. **Budget/Justification** - No more than 5 pages per proposal. Inclusion of voluntary committed cost sharing in any NSF proposal is prohibited.

- Faculty salary – No more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.

  Note: If anticipated, any compensation for such personnel in excess of two months must be disclosed in the   proposal budget, justified in the budget justification, and must be specifically approved by NSF in the  award notice budget.

- If no person months or salary is requested for Senior Personnel, they must be removed from Section A  of the budget.  Their names will remain on the Cover Sheet and the individual(s) role on the project  should be described in the Facilities, Equipment and other Resources section of the proposal.

8. **Current and Pending Support (Must include "This Proposal" as Pending Support)**
   Note: When GW is a subrecipient, only include the requested funding amount for GW.

   **Senior personnel are required to certify that the information provided in the Current and Pending Support is accurate, current, and complete. This certification will be included in both SciENcv and the NSF fillable format for proposals submitted or due on or after January 30, 2023.**

   NSF-approved formats include the NSF PDF-fillable form or Science Experts Networks Curriculum Vitae (SciENcv) for preparation of the Current and Pending Support. Entering the **ORCID iD** into the Current and Pending (Other) Support is encouraged. For more details about how to obtain the ORCID iD, visit the OSP website [SciENcv for NSF](#). Required use of SciENcv for preparation of the Current and Pending Support will be effective in October 2023.

9. **Facilities, Equipment, and Other Resources -** Includes description of unfunded collaborations (as documented in the letters of collaboration) or  senior personnel role(s) in the project.

10. **Data Management Plan (Required)** – No more than 2 Pages.

11. **Postdoctoral Researcher Mentoring Plan** - Required if funding requested to support a postdoc(s) - No more than 1 Page.

12. **Letter(s) of Collaboration -** Required if there are collaborative arrangements of significance to the proposal and uploaded in the Other Supplementary Documents section of the  proposal.

13. **Other Supplementary Documentation:** Allowed or required per NSF solicitation.


**NOTE:  For the NSF Conference Proposal -** It is NSF policy (see Chapter XI.A.1.g.) to foster harassment-free environments wherever science is conducted, including at NSF-sponsored conferences. Proposers are required to have a policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the conference will be resolved. This policy or code-of-conduct must be disseminated to conference

participants prior to attendance at the conference as well as made available at the conference itself. Proposers should not submit the policy or code-of-conduct to NSF for review - see the NSF Solicitation with specific proposal preparation instructions.

**GW Subrecipient Commitment Form**
The **GW Subrecipient Commitment Form** should be used as internal supporting documentation for proposal preparation and review, and should not be submitted to the sponsor or any Federal funding agency. Whenever GW subrecipients are identified during proposal development, use the FDP Clearinghouse website: https://fdpclearinghouse.org/organizations to confirm Participating Organizations in the FDP Expanded Clearinghouse by clicking on a Participating Organization's name to view their profile.

- The GW Subrecipient Commitment Form should be completed by Foreign/International Entities and Non-participating Organizations that do not have a profile in the FDP Expanded Clearinghouse. The completed and signed GW Subrecipient Commitment Form with attachments listed in Section F of the form should be uploaded in myResearch Attachments for internal review and proposal routing. The GW Subrecipient Commitment Form (with attachments) should be uploaded as a separate PDF for each organization.

- The GW Subrecipient Commitment Form is not required for Participating Organizations with a profile in the FDP Expanded Clearinghouse, only proposal-specific documents (such as IRB approval, statement of work, budget, etc.) are required as internal supporting documentation for proposal preparation and review.