

# Mentor-Connect

## Preparing Forms for Your NSF ATE Proposal

Live Webinar  
Thursday, May 7, 2020  
1:00 – 2:30 p.m. ET



# Welcome & Introductions



**Elaine Craft, Principal Investigator**

**Mentor-Connect: Leadership Development and Outreach for ATE**  
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Using the chat box, tell us how many viewers are in the room with you.






# Webinar Overview



|   |                                    |
|---|------------------------------------|
| Full Proposal=                              | 86 pages                           |
| Description<br>(Narrative)                  | 15 pages                           |
| Summary                                     | 1 page                             |
| Budget (3 Yr.<br>Project)                   | 4 pages                            |
| Budget Justification                        | 3 pages (maximum)                  |
| Other Forms &<br>Supplementary<br>Documents | 63 pages <b>(73% of Proposal!)</b> |



Poll Question: Are you now or have you been a  
Mentor-Connect participant?  
(mentor, faculty team, or other college personnel)

# Read First & Read Often



## ★ *ATE Program Solicitation*

<https://www.nsf.gov/pubs/2018/nsf18571/nsf18571.pdf>

## Proposal and Award Policies and Procedures Guide (PAPPG) : **Effective June 1, 2020** *(NSF 20-1)*

[https://www.nsf.gov/pubs/policydocs/pappg20\\_1/index.jsp](https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp)

FastLane:

**FastLane  
User  
Support**

(7 AM to 9 PM Eastern Time • M-F)  
**1-800-673-6188**

## Before you Think about Forms...

- Who is your SRO (Sponsored Research Officer)?
- Register your institution within the FastLane System  
(**FastLane ID**)
- Register all Principal Investigators, Co-Principal Investigators and Senior Personnel within FastLane
- Items can be “parked” in FastLane! Nothing is FINAL until you click “submit”

Get started **SOONER** rather than *later!*



## Real Deal Tips and Tricks

Throughout the webinar you will see this icon:



These TIPS and TRICKS come from the Mentor-Connect Team (not NSF) to promote your success

# NSF.gov/Publications



National Science Foundation  
WHERE DISCOVERIES BEGIN

SEARCH



HOME

RESEARCH AREAS

FUNDING

AWARDS

DOCUMENT LIBRARY

NEWS

ABOUT NSF

## Proposal & Award Policies & Procedures Guide

Significant Changes and Clarifications

PAPPG - Introduction

A. About the NSF

B. Foreword

C. Acronym List

D. Definitions

E. NSF Organizations

Table of Contents

Part I: Proposal Preparation and Submission Guidelines

I. Pre-Submission Information

NSF 20-1 June 1, 2020

## Table of Contents

[PAPPG - printable version \(PDF\)](#)

[Significant Changes and Clarifications to the PAPPG](#)

Introduction

A. [About the National Science Foundation](#)

B. [Foreword](#)

C. [Listing of Acronyms](#)

D. [Definitions & NSF-Grantee Relationships](#)

E. [NSF Organizations](#)

# NSF Proposal Submission



## Prepare & Submit Proposals

Prepare, submit and check status of proposals

- Prepare new or existing proposals
- Check Proposal Status


### FASTLANE PROPOSAL FUNCTIONS

-  Additional proposal functions

Still  
FastLane  
for 2020



# Forms in FastLane...Step by Step

 All of these sections will need to be completed for your ATE proposal

## Forms for Temp. Proposal #8048670

### Form Preparation


To prepare a form, click on the appropriate button below.

|                                   | Form                                       | Saved    |                                   | Form                        | Saved |
|-----------------------------------|--|----------|-----------------------------------|-----------------------------|-------|
| <input type="button" value="GO"/> | Cover Sheet                                | 05/01/20 | <input type="button" value="GO"/> | Project Summary             |       |
| <input type="button" value="GO"/> | Table of Contents                          | N/A      | <input type="button" value="GO"/> | Project Description         |       |
| <input type="button" value="GO"/> | References Cited                           |          | <input type="button" value="GO"/> | Biographical Sketches       |       |
| <input type="button" value="GO"/> | Budgets (Including Justification)          |          | <input type="button" value="GO"/> | Current and Pending Support |       |
| <input type="button" value="GO"/> | Facilities, Equipment, and Other Resources |          |                                   |                             |       |

# Forms in FastLane...Step by Step



## 3 Additional Sections to be completed for ATE Proposals

### Single Copy Documents

-   Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

N/A

### Supplementary Documents

-   Data Management Plan
- Mentoring Plan<sup>1</sup>
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Emails
-   Other Supplementary Docs
- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

## Cover Sheet

- Provides NSF with a concise summary of all of the administrative data about the proposal
- Certifies that all statements in the proposal are true
- Certifies that the college is following the appropriate federal grant regulations
- Requires** verification “signature” for the institution

# Cover Sheet

GO Awardee Organization/Primary Place Of Performance Selection

Awardee Organization

Primary Place of Performance

**Florence-Darlington Technical College**

Address

Florence, SC 295010548

Time Zone

US-America/New\_York(GMT-5:00)

Inst. Code

0039909000

DUNS #

078052313

GO Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures G

- **NSF 18-571 - Advanced Technological Education.**

GO NSF Unit Consideration

Current List of selected NSF UNITS:

- 1. DUE - Advanced Tech Education Prog**


GO \*Remainder of the Cover Sheet

Thereafter, select **ATE Projects**

# Cover Sheet

## Add/Change Primary Place of Performance

**\*Required Field**

 \*Organization Name  or  Same as Awardee Organization

Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State  (Required if Country is United States)

Zip Code (9 digit)  (Required if Country is United States)

\*Country

Save Primary Place of Performance

Go Back

Enter your  
campus  
location if not  
the same as  
the Awardee  
Organization



## Cover Sheet

- ✓ Select RESEARCH not RAPID or EAGER as Funding Mechanism
- ✓ Select Beginning Investigator if 1<sup>st</sup>-time Principal Investigator
- ✓ Be realistic about project length
- ✓ Be careful of total amount of request

## COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

|   |                               |   |   |   |                     |  |
|---|-------------------------------|---|---|---|---------------------|--|
| PROGRAM ANNOUNCEMENT SOLICITATION NO./COLLUSING DATE (For use in response to a program announcement solicitation with NSF 10-1) |                               |   |   |   | FOR NSF USE ONLY    |  |
| NSF 14-577  |                               |   |   |   | 10/05/15            |  |
| FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the unit(s) with codes, i.e. program, office, etc.)                     |                               |   |   |   | NSF PROPOSAL NUMBER |  |
| DUE - ATE-Projects  |                               |   |   |   | 1601442             |  |
| DATE RECEIVED   | NUMBER OF COPIES              | DIVISION ASSIGNED   | FUND CODE   | DUNSR (See Universal Numbers System)  | FILE LOCATION       |  |
| 10/05/2015  | 1                             | 11040000 DUE  | 7412  | 000716020   | 1601442 1/1/2016    |  |
| EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)  |                               | SHOW PREVIOUS AWARD NO. IF THIS IS<br><input type="checkbox"/> A RENEWAL<br><input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL    |   | IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S) |                     |  |
| NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE<br>Galveston College   |                               | ADDRESS OF AWARD ORGANIZATION, INCLUDING 5 DIGIT ZIP CODE<br>Galveston College<br>4015 Avenue Q<br>Galveston, TX, 775507447             |   |   |                     |  |
| AWARDEE ORGANIZATION CODE (if known)  |                               | ADDRESS OF PRIMARY PLACE OF PERFORM, INCLUDING 5 DIGIT ZIP CODE<br>Galveston College<br>4015 Avenue Q<br>Galveston, TX, 775507447, U.S. |   |   |                     |  |
| IS AWARDEE ORGANIZATION (Check All That Apply) (See GPS 8.C for definitions)  |                               | <input type="checkbox"/> SMALL BUSINESS<br><input type="checkbox"/> FOR-PROFIT ORGANIZATION   |   | <input type="checkbox"/> MINORITY BUSINESS<br><input type="checkbox"/> WOMAN-OWNED BUSINESS   |                     | <input type="checkbox"/> IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE |
| TITLE OF PROPOSED PROJECT <b>Engineering Technology Instrumentation Project</b>   |                               |   |   |   |                     |  |
| REQUESTED AMOUNT<br>\$  | PROPOSED DURATION (in months) | REQUESTED STARTING DATE   | SHOW RELATED PRELIMINARY PROPOSAL NO. IF APPLICABLE   |   |                     |  |
| 156,990   | 36 months                     | 09/01/16  |   |   |                     |  |
| THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW  |                               |   |   |   |                     |  |
| <input checked="" type="checkbox"/> BEGINNING INVESTIGATOR (GPS 8.C.2)  |                               |   | <input checked="" type="checkbox"/> HUMAN SUBJECTS (GPS 8.D.7) Human Subjects Assurance Number _____<br>Exemption Subsection 1 _____ or IRB App. Date _____ |   |                     |  |
| <input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES (GPS 8.C.1.4)  |                               |   | <input type="checkbox"/> INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPS 8.C.2)   |   |                     |  |
| <input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION (GPS 10, 8.C.1.8)   |                               |   |   |   |                     |  |
| <input type="checkbox"/> HISTORIC PLACES (GPS 8.C.2.2)  |                               |   |   |   |                     |  |
| <input type="checkbox"/> VERTEBRATE ANIMALS (GPS 8.D.8) (ACUC App. Date _____<br>IRB Animal Welfare Assurance Number _____)     |                               |   | <input checked="" type="checkbox"/> COLLABORATIVE STATUS<br>Not a collaborative proposal  |   |                     |  |
| <input checked="" type="checkbox"/> FUNDING MECHANISM Research - other than RAPID or EAGER                                      |                               |   |   |   |                     |  |
| PI/DI DEPARTMENT<br>Electrical & Electronics Technology   |                               | PI/DI POSTAL ADDRESS<br>4015 Avenue Q<br>Galveston, TX 775507447<br>United States   |   |   |                     |  |
| PI/DI FAX NUMBER<br>409-844-1500  |                               |   |   |   |                     |  |
| NAMES (TYPED)   | High Degree                   | Yr of Degree  | Telephone Number  | Email Address   |                     |  |
| PI/DI NAME<br>Robert Shields  |                               |   |   |   |                     |  |
| CO-PI/DI<br>Laimonis Bytutas  |                               |   |   |   |                     |  |
| CO-PI/DI  |                               |   |   |   |                     |  |
| CO-PI/DI  |                               |   |   |   |                     |  |
| CO-PI/DI  |                               |   |   |   |                     |  |

Sample Cover  
Sheet p. 1



## CERTIFICATION PAGE

**Certification for Authorized Organizational Representative (or Equivalent) or Individual Applicant**

By electronically signing and submitting this proposal, the Authorized Organizational Representative (AOR) or Individual Applicant is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding conflict of interest (when applicable), drug-free workplace, debarment and suspension, lobbying activities (see below), nondiscrimination, flood hazard insurance (when applicable), responsible conduct of research, organizational support, Federal tax obligations, unpaid Federal tax liability, and criminal convictions as set forth in the NSF Proposal & Award Policies & Procedures Guide Part I: the Grant Proposal Guide (GPG), 2019; provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1029).

**Certification Regarding Conflict of Interest**

The AOR is required to complete certifications stating that the organization has implemented and is enforcing a written policy on conflicts of interest (COI), consistent with the provisions of AAG Chapter 5.8.A, that, to the best of his/her knowledge, all financial disclosures required by the conflict of interest policy were made; and that conflicts of interest, if any, were, or prior to the organization's expenditure of any funds under the award, will be, satisfactorily managed, reduced or eliminated in accordance with the organization's conflict of interest policy. Conflicts that cannot be satisfactorily managed, reduced or eliminated and research that proceeds without the imposition of conditions or restrictions when a conflict of interest exists, must be disclosed to NSF via use of the Notifications and Requests Module in FastLane.

**Drug-Free Work Place Certification**

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug-Free Work Place Certification contained in Exhibit 3.3 of the Grant Proposal Guide.

**Debarment and Suspension Certification** (If answer "yes," please provide explanation.)

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency? Yes  No

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit 3.4 of the Grant Proposal Guide.

**Certification Regarding Lobbying**

This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$100,000.

**Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-702, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall ensure that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 102, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Certification Regarding Nondiscrimination**

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is providing the Certification Regarding Nondiscrimination contained in Exhibit 3.6 of the Grant Proposal Guide.

**Certification Regarding Flood Hazard Insurance**

Two sections of the National Flood Insurance Act of 1968 (42 USC 4012a) and (4012b) bar Federal agencies from giving financial assistance for acquisition or construction purposes in any area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless the:

- (1) community in which the area is located participates in the national flood insurance program; and
- (2) building (and any related equipment) is covered by adequate flood insurance.

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant located in FEMA-designated special flood hazard areas is certifying that adequate flood insurance has been or will be obtained in the following situations:

- (1) for NSF grants for the construction of a building or facility, regardless of the dollar amount of the grant; and
- (2) for other NSF grants when more than \$25,000 has been budgeted in the proposal for repair, alteration or improvement (construction) of a building or facility.

**Certification Regarding Responsible Conduct of Research (RCR)**

(This certification is not applicable to proposals for conferences, symposia, and workshops.)

By electronically signing the Certification Pages, the Authorized Organizational Representative is certifying that, in accordance with the NSF Proposal & Award Policies & Procedures Guide, Part I, Award & Administration Guide (AAG) Chapter 5.8.B, the institution has a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students and postdoctoral researchers who will be supported by NSF to conduct research. The AOR shall ensure that the language of this certification be included in any award documents for all subawards at all tiers.

## CERTIFICATION PAGE - CONTINUED

**Certification Regarding Organizational Support**

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that there is organizational support for the proposal as required by Section 121 of the America COMPETES Reauthorization Act of 2010. This support extends to the portion of the proposal developed to satisfy the Broader Impacts Review Criterion as well as the Intellectual Merit Review Criterion, and any additional review criteria specified in the solicitation. Organizational support will be made available, as described in the proposal, in order to address the broader impacts and intellectual merit activities to be undertaken.

**Certification Regarding Federal Tax Obligations**

When the proposal exceeds \$5,000,000, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal tax obligations. By electronically signing the Certification pages, the Authorized Organizational Representative is certifying that, to the best of their knowledge and belief, the proposing organization:

- (1) has filed all Federal tax returns required during the three years preceding this certification;
- (2) has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and
- (3) has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-forcible administrative or judicial proceeding.

**Certification Regarding Unpaid Federal Tax Liability**

When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal Tax Liability:

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**Certification Regarding Criminal Convictions**

When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Criminal Convictions:

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has not been convicted of a felony criminal violation under any Federal law within the 24 months preceding the date on which the certification is signed.

| AUTHORIZED ORGANIZATIONAL REPRESENTATIVE |                                | SIGNATURE                  | DATE              |
|--|--------------------------------|----------------------------|-------------------|
| NAME<br>Sandra Meyer                     |                                | Electronic Signature       | Oct 8 2015 1:40PM |
| TELEPHONE NUMBER<br>409-944-1288         | EMAIL ADDRESS<br>smeyer@gr.edu | FAX NUMBER<br>409-944-1590 |                   |

## Cover Sheet Takeaways...

- Choose the right program track---**ATE Projects Track** & Funding Mechanism --- **Research, Not EAGER or RAPID**
- Enter project length as months
- Carefully select & request your start date
- Review this page prior to submitting to NSF
- Be thoughtful about your project title



# Project Data Form

NATIONAL SCIENCE FOUNDATION  
Division of Undergraduate Education

## NSF FORM 1295: PROJECT DATA FORM

The instructions and codes to be used in completing this form are provided in Appendix II.

1. Program track to which the Proposal is submitted: ATE-Project
2. Name of Principal Investigator/Project Director (as shown on the Cover Sheet):  
Shields, Robert
3. Name of Submitting Institution (as shown on Cover Sheet):  
Colleton College
4. Other Institutions involved in the project's operation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Project Data:

- A. Major Discipline Code: 88
- B. Academic Form Level of Project: LO
- C. Highest Degree Code: A
- D. Category Code: K
- E. Business/Industry Participation Code: PIF
- F. Audience Code: USM
- G. Institution Code: P181
- H. Strategic Area Code: \_\_\_\_\_
- I. Project Features: 1, 4, 5

Estimated number in each of the following categories to be directly affected by the activities of the project during its operation:

- J. Undergraduate Students: 87
- K. Pre-college Students: 0
- L. College Faculty: 4
- M. Pre-college Teachers: 0
- N. Graduate Students: 0

NSF Form 1295 (10/95)

❑ Be mindful about how you record data about students and faculty

❑ If you have partners or collaborators, add them to #4



Created by  
FastLane

## TABLE OF CONTENTS

For font size and page formatting specifications, see GPO section 1.8.2.

|   | Total No. of<br>Pages | Page No.*<br>(Optional)* |
|---|-----------------------|--------------------------|
| Cover Sheet for Proposal to the National Science Foundation   |                       |                          |
| Project Summary (not to exceed 1 page)  | 1                     |                          |
| Table of Contents   | 1                     |                          |
| Project Description (including Results from Prior<br>NSF Support) (not to exceed 15 pages) (Exceed only if allowed by a<br>specific program announcement/solicitation or if approved in<br>advance by the appropriate NSF Assistant Director or designee) | 15                    |                          |
| References Cited  | 3                     |                          |
| Biographical Sketches (not to exceed 2 pages each)  | 6                     |                          |
| Budget<br>(Plus up to 3 pages of budget justification)  | 7                     |                          |
| Current and Pending Support   | 2                     |                          |
| Facilities, Equipment and Other Resources   | 2                     |                          |
| Special Information/Supplementary Documents<br>(Data Management Plan, Mentoring Plan<br>and Other Supplementary Documents)  | 1                     |                          |
| Appendix (see below.)<br>(Include only if allowed by a specific program announcement/<br>solicitation or if approved in advance by the appropriate NSF<br>Assistant Director or designee)   |                       |                          |
| Appendix items:   |                       |                          |

\*Proposers may select any numbering mechanism for the proposal. The entire proposal however, must be paginated.  
Complete both columns only if the proposal is numbered consecutively.

# QUESTIONS



# Project Summary



## Project Summary p. 1

### Project Summary

\*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

**Overview:** Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

**Intellectual Merit:** Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#)

**Broader Impacts:** Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#)

**Information must be entered into all three text boxes, or the proposal will not be accepted.**

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

[What should I do if I have to use "special characters"?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.



# Project Summary

## Project Summary p. 2

**Overview:**

**Intellectual Merit:**

**Broader Impacts:**

Save    Reset  
Go Back

## Project Summary Takeaways...

- ❑ A Project Summary is your “elevator speech.” If this is all someone ever read about your project, will they understand what it is you are proposing to do and the desired outcome of your work?
- ❑ Intellectual merit and broader impacts should be developed for your project in the context of NSF & ATE definitions of the terms.



# Project Description

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Please ensure that the total number of pages for the Project Description complies with the established page limitations identified in the Grant Proposal Guide or the relevant solicitation, as appropriate.

## Project Description

PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. PIs also are reminded to comply with the instructions contained in the GPG Chapter II.C.2.d(iii) on preparing the "Results from Prior NSF Support" section.

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

Choose File No file chosen

Upload File

Go Back

## Project Description Takeaways...



- Follow acceptable font styles, font size, and margins! Automatic compliance checks are in force.
- Use section headings, bullets, charts and tables, etc. to support your narrative.
- Check and double check your final proposal after uploading. Print to ensure that you have not exceeded the 15 page limit.
- Do not use automated endnotes. This will place your references within your 15 page limit. References belong in a separate section provided for this purpose, which does not count towards the 15 page limit.

# Biographical Sketches

**IMPORTANT NOTE:** A Biographical Sketch is required for all Senior Personnel and each individual's biographical sketch must be uploaded as a single PDF file or inserted as text associated with that individual. You can upload a biographical sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the GPG Chapter ILC.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the GPG Chapter ILC.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7677034

Charlotte Forrest

PI

**NOTE:** New rules for biosketch format will be effective June 1, 2020 with two options for submission. Expect updates to this page in FastLane!

# Biographical Sketches

- Read the very specific PAPPG guidelines**
- New PDF Fillable Format
- Biosketches should be no more than 2 pages; one per Senior Personnel required and uploaded as separate documents
- Have one person check and upload all biosketches for consistency & complete early
- <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>



# Biographical Sketches

- Include no personal contact information.
- Required components include

## Professional Preparation

Institution, Location, Major/Area of Study, Degree (if applicable), Year (YYYY)

## Appointments

From – To, Position Title, Organization and Location

## Products

Products most closely related to the proposed project; Other significant products whether or not related to the proposed project

## Synergistic Activities

List up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities

# Current & Pending Support



## Current and Pending Support

**IMPORTANT NOTE:** You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one. If you have uploaded one file containing all Current and Pending Support information, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

### Existing Support Forms

No forms have been created yet.

### Current PI, Co-PIs, and Senior Personnel

Manjari Wijenaik

[New Form](#)

[Go Back](#)



# Current & Pending Support

Revised 05/01/2020

NSF CURRENT AND PENDING SUPPORT

OMB-3145-0058

\*PI/co-PI/Senior Personnel Name:

\*Required fields



**Note:** NSF has provided 15 project/proposal and 10 in-kind contribution entries for users to populate. Please leave any unused entries blank.

## Project/Proposal Section:

Current and Pending Support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. [\[1\]](#) Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source [\[2\]](#), irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed. [\[3\]](#)

Please enter your support entries so they are grouped together based on the "Status of Support" and are in the order of Current, Pending, Submission Planned, and Transfer of Support from top to bottom

# Current & Pending Support

## Projects/Proposals

1. \*Project/Proposal Title :

\*Status of Support :  Current  Pending  Submission Planned  Transfer of Support

Proposal/Award Number (if available):

\*Source of Support:

\*Primary Place of Performance :

Project/Proposal Start Date (MM/YYYY) (if available) :

Project/Proposal End Date (MM/YYYY) (if available) :

\*Total Award Amount (including Indirect Costs): \$

↓  
\*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

| *Year (YYYY) | *Person Months (##.##) | Year (YYYY) | Person Months (##.##) |
|--------------|------------------------|-------------|-----------------------|
| 1.           |                        | 4.          |                       |
| 2.           |                        | 5.          |                       |
| 3.           |                        |             |                       |

**New!**  
**Time per year**  
**reporting**

# Current & Pending Support

## Information that you will need to provide

- Project/Proposal title
- Support Type: Current or Pending
- Award # if known
- Source of Support
- Project Location
- Starting Date: (MM/YYYY)
- Ending Date: (MM/YYYY)
- Total Award Amount (including indirect costs)
- Person-months per year & by year committed to the Project, ##.##

# Current & Pending Support

**Scenario #1:** 12-month employee devotes 10% of time (10% FTE) in each year of the project:

**10% of 12 months** is **1.2** months

\*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

| *Year (YYYY) | *Person Months (##.##) | Year (YYYY) | Person Months (##.##) |
|--------------|------------------------|-------------|-----------------------|
| 1. 2021      | 01.20                  | 4.          |                       |
| 2. 2022 ×    | 01.20                  | 5.          |                       |
| 3. 2023      | 01.20                  |             |                       |

**NOTE:** Part-time work over 12 months is not to be reported as working 12 months on the project

# Current & Pending Support

**Scenario #2:** Faculty member has 1 course released time for fall and spring. Normal full-time teaching load is 5 courses:

1/5 or 20% of 9 months is **1.8** months

\*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

| *Year (YYYY) | *Person Months (##.##) | Year (YYYY) | Person Months (##.##) |
|--------------|------------------------|-------------|-----------------------|
| 1. 2021      | 01.80                  | 4.          |                       |
| 2. 2022      | 01.80                  | 5.          |                       |
| 3. 2023      | 01.80                  |             |                       |

## Current & Pending Support

**Scenario #3:** Faculty member has 1 course release time fall and spring semesters and works  $\frac{1}{2}$  month in the summer in Project Years 1 & 2 only.

Faculty is working **0.5 of a summer** month added to 1.8 months release time in Years 1 & 2 = 2.3 mo.

\*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

| *Year (YYYY) | *Person Months (##.##) | Year (YYYY) | Person Months (##.##) |
|--------------|------------------------|-------------|-----------------------|
| 1. 2021      | 02.30                  | 4.          |                       |
| 2. 2022      | 02.30                  | 5.          |                       |
| 3. 2023      | 01.80                  |             |                       |

## Current & Pending Support

The new Current & Pending Support Form for download:

<https://www.nsf.gov/bfa/dias/policy/cps.jsp>

URL to access the NSF PowerPoint covering changes in PAPPG 20-1

[https://www.nsfpolicyoutreach.com/wp-content/uploads/2020/04/BS\\_CPS\\_SciENcv-Webinar.pdf](https://www.nsfpolicyoutreach.com/wp-content/uploads/2020/04/BS_CPS_SciENcv-Webinar.pdf)

## Current & Pending Support

- ❑ Faculty time on grants not limited to 2 months on ATE grants. The time on the project should be justified, reasonable for the scope of work, and carefully aligned with each person's responsibilities and grant duties.
- ❑ Reviewers and Program Officers alike expect to see realistic time and budget allocations for those who will be doing the work of the project.







## FACILITIES, EQUIPMENT & OTHER RESOURCES

**FACILITIES:** Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies. USE additional pages as necessary.

**Laboratory:** Some professional workshop development activities will take place in various laboratory spaces in the nine identified program areas. Each of the labs for the nine programs contains equipment corresponding to that technology area. Most Engineering and Applied Technology labs are located

**Clinical:** Not applicable.

**Animal:** Not applicable.

**Computer:** In addition to any of the seven computer labs, averaging 20 computers each, located in the nine program area spaces, each of the Project Leadership Team and the administrative assistants for all program areas will utilize college-provide computers in their offices.

**Office:** Office space for the Project Leadership Team and other associated A-B Tech employees is provided by the college (A-B Tech). Each office is equipped with office furniture, telephone, computers, and other office-related items. These offices are located in Balsam, Elm, and Dogwood buildings.

**Other:** Professional development workshops will utilize computer labs (mentioned above) or space at A-B Tech's Enka Campus. The Innovative Education Expo will be held in the Magnolia building on A-B Tech's main campus in Asheville.

**MAJOR EQUIPMENT:** List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of each.

Not applicable.

**OTHER RESOURCES:** Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

- 1) The South Carolina Advanced Technological Education (SC ATE) Center as well as CyberWatch ATE Center will provide professional development, project implementation assistance, as well as evaluation assistance.
- 2) Three area school systems will provide personnel and time for the Innovation Education Expo as well as other recruitment efforts. (see appendices for Statements of Intent to Participate).
- 3) Local industries identified in the Project Description as well as YWCA

# Facilities, Equipment & Other Resources

# References Cited

## References Cited

Enter text for the References Cited or click on "Transfer File" to upload a file

Save Text

Delete Text

Transfer File

Go Back

# Data Management Plan

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Per the NSF Grant Proposal Guide (GPG) Chapter ILC.2.j, a data management plan of up to two pages is required. Unless otherwise specified in the solicitation, the data management plan may not exceed the two page limitation. Proposals containing data management plans that exceed two pages may be returned without review if this issue is not corrected prior to proposal submission.

While the supplementary document containing the data cannot exceed two pages, proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information.

## Data Management Plan

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

Choose File No file chosen

Upload File

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### Data Management Plan

Asheville-Buncombe Technical Community College will conform with NSF's policy to disseminate and share results of the proposed project as defined in AAG Chapter VI.D.4. As stated in the Project Description, A-B Tech's plan to disseminate materials includes the following:

A-B Tech will work with SC ATE and CyberWatch to disseminate the PBLs adapted for the EGR110, EGR115, EGR125 as well as NET110, NET125, and NOS 110. Recruitment materials, retention strategies, and PBL materials will be disseminated nationally by the SC ATE Center via their website (TeachingTechnicians.org), CyberWatch, through conferences attended by A-B Tech personnel, and through the North Carolina Network for Excellence in Teaching (NC-NET).

NC-NET provides professional development for instructors. All training materials for instructors developed over the course of the grant period can be disseminated to the entire 58-college system in North Carolina. The PI will ensure that materials are disseminated via NC-NET. PI Pamela Silvers has developed an NC-NET presence for a previous Perkins grant.

The project leaders will attend selected national and regional conferences over the course of the grant period such as the bi-annual North Carolina Community College System Conference, National Career Prep Conference, HI-TEC Conference, and the North Carolina Computer Instruction Association Conference. A-B Tech will submit proposals to present and/or displays in exhibition halls.

This proposed project is made possible due to other ATE-funded institutions (SC ATE and CyberWatch) adhering to NSF's policies. A-B Tech will support the dissemination of this information that will benefit a wide audience of educators.

A-B Tech will maintain either paper or electronic copies of all evaluation results, both formative and summative. Participant will not be individually identifiable in any data. The PI will develop a database which will be the primary method for monitoring and tracking participant (both students and faculty via professional development) enrollment, retention, and progress. Any hardcopy materials will be maintained in locked filing cabinets. The PI and Co-PIs will update records on a regular basis.

## A good source for frequently asked questions about Data Management Plans

<https://www.nsf.gov/pubs/2018/nsf18041/nsf18041.jsp>

# Supplemental Documents

- Required
  - A document listing all of the people receiving compensation from the project and their affiliation (aside from Senior Personnel and participants)
  - Some of these people may not be from your college
  - Include name and affiliation
- Required through ATE Solicitation
  - Letters of Collaboration---NOT letters of support
  - Biosketch of evaluator if named in the proposal

# Single Copy Documents

- Collaborators and Other Affiliations
  - Required for all Senior Personnel
  - Used by NSF to manage reviewer selection process
  - Template for filling out COA provided by NSF  
<https://www.nsf.gov/bfa/dias/policy/coa.jsp>
  - Fill out template and upload into FastLane

## FastLane Advice

- Start Early and Review What You Wrote Several Times
- Don't Be Afraid to Ask Questions!
- Ask mentors and the Mentor-Connect Team questions concerning these forms



# QUESTIONS







# Project Resources

Samples, templates, FAQs and more related to NSF ATE  
Proposal Submission

<http://library.mentor-connect.org>

Resources & Visit Our Library

## Help Desk

843-676-8540

# Connect with Mentor-Connect



[Mentor-Connect@fdtc.edu](mailto:Mentor-Connect@fdtc.edu)



ATEMentorConnect



@Mentor\_Connect

[www.Mentor-Connect.org](http://www.Mentor-Connect.org)

# Evaluation

