

Office of Sponsored Research

NSF Proposal and Award Guide Update

ABC Meeting
December 15, 2014

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NSF's PAPPG Changes & Clarifications



**New NSF GUIDE (NSF 15-1) takes effect for
proposals submitted or due on or after,
*December 26, 2014***

Significant Changes

- Failure to submit LOI (letter of intent) when required will result in rejection of proposal
- Cover sheet limits *International Activities Countries* section to maximum of 5 countries
- Project description needs to include a separate section labeled: “Broader Impacts of the Proposed Work”

Significant Changes

- *Special exceptions* to NSF's Deadline Date Policy due to **inclement weather**
 - Prior approval required
 - Typical approval timeframe will be 5 days

Significant Changes



- Budget justification limited to **3 pages** for **proposing organization** and **each subawardee**

- Requests for senior personnel salaries in **excess of 2 months** must be:
 - included in proposal budget and budget justification
 - approved in the award notice budget

Biographical Sketch(es)



- Professional Preparation. The location of the individual's undergraduate, graduate and postdoctoral institution(s) must be provided.
- Other personnel biographical information should be included in the bio-sketches section of the proposal if needed
- Total number for each of these sections is required:
 - collaborators and co-editors
 - graduate advisors and postdoctoral sponsors
 - thesis advisors and post-graduate scholar sponsors

Results from Prior NSF Support



- Listing of publications needs to include a **complete bibliographic citation for each publication** in:
 - the *Results from Prior NSF Support* sectionor
 - in the *References Cited* section of the proposal

- Letters of commitment now called **letters of collaboration**
 - They should be limited to stating the intent to collaborate and **should not contain endorsements or evaluation** of the proposed project
 - Proposals that are not consistent with the instructions in this section **will be returned without review**

Clarifications

- Proposals for conferences
 - NSF funds cannot be spent for meals and coffee breaks for intramural meetings of an organization or any of its components as a direct cost
 - Program income: **Registration fees** collected for NSF supported conferences are considered **program income**

Clarifications

- Proposals for equipment
 - References cited section no longer required
 - Facilities, Equipment and Other Resources section needs to include a brief description of other support services available
- Proposal for Supplemental Funding
 - Mentoring plan required if a post-doc is now included but was not supported in the original proposal
 - Include in other supplementary documents section

Proposals Not Accepted



A proposal WILL NOT be accepted or WILL be returned without review by NSF for the following reasons;

The proposal:

- **does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the *Grant Proposal Guide*, the *NSF Grants.gov Application Guide* or program solicitation**
- is submitted with insufficient lead-time before the activity is scheduled to begin
- is a full proposal that was submitted by a proposer that has received a "not invited" response to the submission of a preliminary proposal
- is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter

Travel



- **All travel** (domestic and international) requires a detailed justification
- Travel to Mexico and Canada changed from domestic to **foreign**
- Travel support for dependents of key personnel allowable when duration is 6 months or more
 - It has to be approved by NSF in the proposal budget or by written approval from NSF Grants Officer

Participant Support Costs



- Participant Support costs other than stipends, travel allowances and registration fees (such as incentives, gifts, souvenirs, t-shirts and memorabilia) must be justified in the budget justification
- Closely scrutinized by NSF
- Re-budgeting out of these costs requires prior NSF written approval

Changes from NSF and the Uniform Guidance

Materials and Supplies: Computing Devices



From the Uniform Guidance and NSF:

- Charging as a direct cost is allowable for devices that are **essential** and **allocable**, but **not solely dedicated**, to the performance of the NSF Award
- Budget justifications may be used at the discretion of the principal investigator
- Inventory tags may be affixed to computing devices at the discretion of the department; inventory tagging facilitates accountability, availability for reuse, and appropriate disposal

Administrative and Clerical Salaries



From the Uniform Guidance and NSF

- **Four conditions** need to be explicitly met and described in the **budget justification**:
 1. Administrative or clerical salaries are **integral** to a project or activity
 - the requirement that the cost is “integral” means the services are essential, vital, or fundamental to the project or activity
 2. Individuals involved can be **specifically identified** with the project or activity
 3. Such costs are **explicitly included** in the approved budget or have the prior written approval of the cognizant NSF Grants Officer
 4. The costs are **not also recovered as indirect costs**

Indirect Costs

From the Uniform Guidance and NSF:

- Subawardees (including foreign) without a federally negotiated rate can now charge 10% indirect costs on modified total direct costs

Visa Costs

From the Uniform Guidance and NSF:

- Short-term, travel visa costs (as opposed to longer-term, immigration visas) can be proposed as a direct cost. Since short-term visas are issued for a specific period and purpose, they can be clearly identified as directly connected to work performed.

- For these costs to be directly charged to a Federal award, they must be:
 - ✓ critical and necessary for the conduct of the project
 - ✓ allowable under the applicable cost principles.

- Basic visa application and required fees, such as anti-fraud fees, are allowable direct costs provided they meet the definition above.

- Premium processing fees, dependent form fees, or Stanford internal processing fees are NOT allowable as direct charges to a federal award.

Memberships

From the Uniform Guidance:

- Costs are unallowable
 - Do not propose or charge individual memberships (business, technical or professional)

Cost Sharing

NSF:

- Voluntary cost sharing is prohibited
- Mandatory cost sharing allowed for when explicitly authorized by the NSF Director, the National Science Board, or legislation

Uniform Guidance:

- Cost sharing may not be a factor in the review process unless it is both in accordance with federal awarding agency regulations and specified in the notice of funding opportunity.

Let's Look at a New Tool

- Uniform Guidance: Concepts that are changing:
 - <https://doresearch.stanford.edu/uniform-guidance-concepts-are-changing>

Questions?

