Contact Research and Sponsored Programs Grants Specialist to set up an NSF ID and password
http://vpred.uark.edu/units/rssp/rssp-staff.php

Website Link: https://www.fastlane.nsf.gov/


USERS QUICK REFERENCE

NOTE: This guide is to be used as a checklist and does not contain all instructions.

Please view the NSF GPG at the above link for complete instructions.

**Format Requirements:** Use one of the following typefaces Arial 9, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger or Computer Modern family of fonts at a font size of 11 points or larger

**Margins:** Must be at least an inch. These requirements apply to all uploaded sections of a proposal including supplementary documentation.

**Pagination:** Fastlane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file must be individually paginated prior to upload.

**Proposal Content:**

- **Cover Sheet:** Initiate the Cover Sheet and then “Allow SRO Access” to “view/edit” so that your Grants Specialist can answer questions or assist with programs that may arise. Primary Place of Performance – insert your office/laboratory address. Program Announcement number (such as PD 16-1788 or NSF 16-502) is required. This number is found in the solicitation. Project title (be sure to read the solicitation for specific title requirements). Requested amount is auto populated from the budget. Insert Proposal Duration and Requested Start date. Select Deadline/Target Date from the dropdown menu. Add Co-PIs. Review Other Information and check appropriate boxes. Select OK at the bottom of the page to save the information.

- **Table of Contents:** Auto populated

- **Project Summary:** Uploaded as three individual sections. Written in 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. Can be uploaded as a Supplementary Document only if use of special characters is necessary.
  1. Overview - Description of the activity that would result if the proposal were funded and include a statement of objects and methods to be employed
  2. Intellectual Merit – Describe the potential of the proposed activity to advance knowledge
  3. Broader Impacts – Describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.
• **Project Description (limited to 15 pages).** There may be exceptions to the page limits, please review your solicitation:
  1. Includes Results from Prior NSF Support (limited to five pages) and includes prior support of any PI or Co-PI identified in the proposal (must include award number, amount and period of support, title, summary of results and a listing of publications or state, “No publications were produced under this award.” Evidence of research products, if the proposal is for renewed support a description of the relation of the completed work to the proposed work.
  2. Includes separate section labeled “Broader Impacts”
  3. Page limits include charts, graphs, maps, photographs etc.

• **References Cited:** (Must include the names of all authors in the same sequence in which they appear in the publication). (See guidelines in GPG II-11)

• **Biographical Sketch(es):** Limited to 2 pages for those identified as Senior Personnel (See guidelines in GPG II-11)

• **Budget:** Add Year 1 and enter your budget (only ‘paid’ names of personnel are allowed – delete the names of ‘unpaid’ personnel). Add Year 2 (check the box to copy Year 1 to save time on entering details) then adjust the details and calculations. Add remaining years.

• **Budget Justification:** The Budget Justification is uploaded as a separate document and is limited to 3 pages (See guidelines in GPG 11-13). Indirect Cost description is MTDC (use the current rate on the RSSP website/budget template.

• **Subawards:** **PLAN AHEAD!** The intent must be disclosed in the proposal. If a subrecipient is involved, notify your Grants Specialist so that he/she can make contact with your subrecipient’s grants office. Subrecipients need a DUNS number. RSSP will need the following from your Subrecipient Grants Office: 1) Statement of Intent 2) Scope of Work 3) Budget 4) Budget Justification and 5) F&A Rate agreement. Budget information for subawards is entered on Line G5 of the Proposal Budget. A separate budget and justification of no more than 3 pages must be provided for each subrecipient. Enter the subrecipient budget into Fastlane under “Add Another Organization”.

• **Collaborative:** Two or more organizations collaborating on a unified research project. See instructions in the GPG on II-26 and II-27.

• **Postdoctoral Researcher Mentoring Plan (limited to 1 page):** Must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative project. Proposers are advised that the mentoring plan must not be used to circumvent the 15-page Project Description limitation.

• **Data Management Plan:** Proposals must include a document of no more than two pages labeled “Data Management Plan”. This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see AAG Chapter VI.D.4), and may include:
1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;

2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);

3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;

4. policies and provisions for re-use, re-distribution, and the production of derivatives; and

5. plans for archiving data, samples, and other research products, and for preservation of access to them.

**NOTE:** Proposals are submitted by the RSSP Grants Specialist when all approvals in RazorGrant are complete. The PI works with the Grants Specialist who will instruct the PI when to submit the proposal information through RazorGrant, the electronic routing and approval system. Once your proposal is completely finished in Fastlane, you will need to go back and “Allow SRO Access” to view/edit/submit” so that the Grants Specialist can submit your proposal to NSF.