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Starting your NSF Proposal

The Office of Institutional Support will work with you on your submission to NSF. The first step would be to reach out to us at x7316 to set up a time to discuss your plans. You will want to give yourself ample lead time to work on an application, including meeting with us, then setting up a time to meet with the Dean of the College about your budget and grant-funded activities, and connecting with the appropriate program officer at NSF. A strong and competitive application will often take a year or more of planning.

Guidelines for proposal preparation

The National Science Foundation (NSF) Research.gov is a web-based system used for information exchange and business transactions between NSF and its client community. All NSF investigators and their administrators must use Research.gov to prepare and submit proposals.

Note that NSF is transitioning all proposal preparation and submission from FastLane to Research.gov by a target date of **December 31, 2022**. Some post award functions will remain in Fastlane while modernization is being completed.

At NSF's "Funding: Preparing Proposals" there is brief discussion on proposal preparation via Research.gov and FastLane (NSF's proposal-submission systems) or Grants.gov (another federal proposal-submission system). Check the specific funding opportunity for additional information.

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Instructions to begin a proposal in Research.gov

Establish an NSF Account

To start a National Science Foundation (NSF) proposal via Research.gov, users first need to have an account with a unique identifier, known as an NSF ID.

- New users can register directly with NSF
- Users with existing NSF accounts can access the NSF ID Lookup page to receive their NSF ID via email
- Forgotten passwords for established NSF accounts may be retrieved on the Forgot Password page

For more information, see About Account Management on Research.gov, where users can read the Register for an NSF Account to Begin Using FastLane and Research.gov – Account Management Guide.

Start a Proposal

The Office of Institutional Support staff (OIS) is happy to work with PI's (Principle Investigators) on theirproposals. Please reach out to OIS via phone at ext. 7316 or email at ois@bard.edu, with questions or for assistance.

For Research.gov proposal preparation:

Full proposals, LOIs, prelimary proposals, renewal proposals, and accomplishment-based renewal proposals can all be submitted via Research.gov.

- Login to Research.gov to access the Proposal Submission System instructions
- Via the About Proposal Preparation and Submission page left sidebar menu, access the How-to Guides, with written instructions for initiating a new proposal; or the Video Tutorials page (with guides such as a 17-minute Research.gov Proposal Demo video)
- Research.gov includes a Proposal Preparation Demo Site (see Demo Site FAQs in the left sidebar menu, for more information)
- Another resource is the Research.gov Help System

For Grants.gov proposal preparation:

Refer to the Grants.gov Application Guide – October 2021.
Please check with OIS about submitting through Grants.gov rather than Research.gov.

Formatting particulars

See Proposal Font, Spacing and Margin Requirements.
- **Font**
  - Use one of the approved typefaces:

- ■ Arial (not Arial Narrow), 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;
- ■ Computer Modern family of fonts at a font size of 11 points or larger.
- ○ *Exception:* a font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, diagram captions, or special characters. Other fonts, such as Cambria Math, may be used for mathematical formulas and equations. The key is to keep all text easily readable.
- **Margins**
  - ○ Must be at least 1 inch in all directions.
- **Line Spacing**
  - ○ The proposal writer can choose whether to single-space or double-space the proposal components, but established page limits must be followed, and no more than six lines of text may appear within one vertical inch.

See [Proposal Pagination Instructions](#).

- **Pagination**
  - ○ In Research.gov, proposals are automatically paginated, thus page numbers should be omitted unless otherwise directed by the solicitation.
  - ○ In FastLane, page numbers and other component information needs to be individually added prior to upload (i.e., "Project Description – 1").

For more details, follow this PAPPG [Format of the Proposal](#) link. If any specifics given in the individual program solicitation differ from the PAPPG, *always defer to the program solicitation instructions*.

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Components of an NSF proposal

Required pieces

A full research proposal must contain the following sections (also refer to the [Exhibit II-1: Proposal Preparation Checklist](#)):

- **Cover Sheet**
  - The place to indicate program announcement/solicitation number, project title, budget and duration, and PI/coPI information. See more at PAPPG Chapter II.C.2.a. [Cover Sheet](#).
- **Project Summary**
  - A 1-page summary, containing the 3 mandatory sections of *Overview*, *Intellectual Merit*, and *Broader Impacts*. See details in PAPPG Chapter II.C.2.b. [Project Summary](#).
- **Project Description**
  - The project narrative (usually limited to 15 pages), providing a clear statement of the work and addressing the program announcement specifications. Describe what you want to do, why you want to do it, how you plan to do it, how you will know if you succeed, and what benefits could accrue if the project is successful. Note that URLs and hyperlinks are not permitted. See PAPPG Chapter II.C.2.d. [Project Description](#). This document must include:
    - a "Broader Impacts" section and
    - a section labeled "Results from Prior NSF Support" (when applicable, this is the best place for a PI to show how s/he has successfully used previous NSF grants).
- **References Cited**
  - A list (with no page limitation) of bibliographic citations in the project description, with each reference providing the name of *all* authors, the publication title, publication information such as publication year and site and/or periodical volume number and page numbers, and website address (if the publication is available electronically). See PAPPG Chapter II.C.2.e. [References Cited](#).
- **Biographical Sketch(es)**
  - A "bio sketch" (limited to 2 pages each, using an [NSF-approved format](#) of either [SciENcv](#) or an [NSF Fillable PDF](#)) is required for each individual identified as senior personnel. **NOTE**: starting in Jan 2023, [SciENcv](#) will be the only acceptable format — the NSF Fillable PDF will expire. NSF format differs significantly from a regular CV: see the specifics online via

PAPPG Chapter II.C.2.f. [Biographical Sketch](#).
The four sections required are:
- ■ Professional Preparation
- ■ Appointments
- ■ Products
- ■ Synergistic Activities
  - ○ There is allowance for additional biographical information to be included, such as for auxiliary users of instrumentation in Equipment Proposals, or for "Other Personnel" that merit consideration in the evaluation of the proposal. For more, follow [this "Other Personnel" link](#).
- **Budget and Budget Justification**
  - ○ The budget includes specific sections (refer to PAPPG Chapter II.C.2.g. [Budget and Budget Justification](#)). Amounts for each budget line item requested must be documented in the budget justification (which can be no more than 5 pages long). Each subaward must contain a separate budget justification (also limited to 5 pages).
- **Current and Pending Support**
  - ○ For each individual identified as senior personnel there needs to be a listing of all current and pending support for ongoing projects and proposals, *including the project being proposed*, from any source, that require a portion of time, including the proposed project and internal funds allocated toward specific projects. Time commitment is expressed in person-months per year. See PAPPG Chapter II.C.2.h. [Current and Pending Support](#). An [FAQs related to Current and Pending Support](#) and an [updated disclosure table](#) are also available.
    - ■ Use one of two NSF-approved formats: [SciENcv](#) or [NSF Fillable PDF](#). ***NOTE***: starting in Jan 2023, [SciENcv](#) will be the only acceptable format — the NSF Fillable PDF will expire.
    - ■ See the CPS fillable pdf [FAQs](#), and the PAPPG [Current and Pending Support](#).
- **Facilities, Equipment, and Other Resources**
  - ○ An aggregated narrative (with no page limit) describing internal and external resources (both physical and personnel) that Bard and its collaborators will provide to the project. *This must not include any quantifiable financial information*. See PAPPG Chapter II.C.2.i. [Facilities, Equipment and Other Resources section.](#)
- **Collaborators and Other Affiliations (COA)**
  - ○ The COA fillable template consists of five tables and must be completed by each individual identified as senior personnel. See the [COA FAQs](#) and PAPPG Chapter II.C.1.e. [Collaborators & Other Affiliations Information](#).

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- **Special Information and Supplementary Documentation**
  - **Data Management Plan:** a supplementary document (limit of 2 pages), the "DMP" describes how investigators will gather, protect, and share the primary data, samples, physical collections, and other supporting materials created or gathered in the course of work under NSF grants.
    - The PAPPG Chapter II.C.2.j. Special Information and Supplementary Documentation section outlines general guidelines for DMP form and content.
    - In addition, some NSF directorates have specific requirements, posted in NSF's Dissemination and Sharing of Research Results.
    - Bard applicants can obtain advice on developing DMPs by meeting with an OIS staff member, and at the DMPTool website, a free service that helps researchers and institutions to create high-quality data management plans that meet funder requirements.
    - Please ask OIS staff for examples of DMPs submitted with successful proposals in the past.
  - **Postdoctoral Mentoring Plan:** applicable only when requesting funds to support postdoctoral researchers (limited to 1 page).
    - See Chapter II.C.2.j. Special Information and Supplementary Documentation section. One resource for developing a mentoring plan is the National Postdoctoral Association.
  - **Letters of Collaboration:** provided when the project involves collaborative arrangements of significance, and is to use specific language prescribed by NSF. Under Special Information and Supplementary Documentation, the *recommended format* for letters of collaboration is given as follows:
    - "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."
  - **Departmental Letter:** *ONLY for* **CAREER** *proposals and select other solicitations:* should demonstrate the department's support of the career development plan of the PI, and an understanding of and commitment to the effective integration of research and education as a primary objective of the CAREER award. See program solicitation NSF 22-586 for the list of elements to include (2-page limit). Additional resources: Faculty Early Career Development Program (CAREER) page, CAREER program webinar slides, CAREER program webinar recording, and FAQs for CAREER 2022-2026.

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- ○ **RUI Impact Statement** and *Certification of RUI/ROA Eligibility*: needed IF submitting as an [RUI](#) ([Research in Undergraduate Institutions](#)) proposal (5-page limit). See also solicitation [14-579](#).

Optional

- ● **List of Suggested Reviewers**
  - ○ Proposers may include a list of suggested reviewers (indicate email address and organizational affiliation) who they believe are especially well qualified to review the proposal. Proposers may also designate persons they would prefer not review the proposal, indicating why. Refer to [List of Suggested Reviewers or Reviewers Not to Include](#).

OIS can assist with templates for many of the above sections.

Checklist

This [Exhibit II-1: Proposal Preparation Checklist](#) highlights certain critical items so they will not be overlooked when the proposal is prepared. See also the [Automated Compliance Checking of NSF Proposals website](#).

Working with your AOR

OIS staff are the AORs (Authorized Organizational Representatives) for the College and give final approval to submit your proposal. They can view your proposal in Research.gov and are able to proof and edit in the portal. Information on allowing the AOR access can be found at this link:
https://www.research.gov/common/attachment/Desktop/How_PIs_Share_Access_with_SPO_AOR_Final_508.pdf

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Collaborative research projects

Collaborative Proposals are those in which investigators from two or more organizations wish to collaborate on a unified research project. Please speak with OIS staff to determine whether your collaborative research project is a single or simultaneous submission before starting an application.

A collaborative proposal may be submitted to NSF in one of two methods:

Single submission

- as a **single** proposal, in which a single award is being requested with **subawards** administered by the lead organization to the non-lead institutions or coPIs.

If we are submitting a single proposal with subaward/s, we MUST document the *determination of subaward versus contract.* .

Simultaneous submission

- as a **simultaneous submission** of proposals from two or more organizations, with each organization requesting a separate award. When involved with a separately submitted simultaneous *collaborative* project, the lead institution provides all the pieces listed above (under Required Pieces), and each non-lead collaborator provides:
    - Cover Sheet,
    - Biographical Sketch(es),
    - Budget,
    - Budget Justification,
    - Current and Pending Support,
    - Facilities (Facilities, Equipment and Other Resources), and
    - Collaborators & Other Affiliations (COA) Information.
    - Simultaneous submission is the preferred method of submission for collaborative proposals due to less administrative burden for the lead organization, quicker access to funding for the non-lead organization, and cleaner reporting responsibilities for both. The exception is when the work of the non-lead organization is more contractual in scope rather than as a subaward.
- **Process for simultaneous submission** *of a collaborative proposal:*

In Research.gov

(i) Each non-lead organization starts a proposal and provides the lead organization (offline, via email) the temporary proposal ID generated by Research.gov when the non-lead proposal is created.

(ii) The lead organization clicks the Link/View Collaborative Proposals button on their in-progress lead proposal form to enter the non-lead proposal's temporary ID Number to send the link request to the non-lead organization.

(iii) The link request must be accepted by the non-lead organization.

In Fastlane

(i) Each non-lead organization must assign their proposal a proposal PIN. This PIN and the temporary proposal ID generated by FastLane when the non-lead proposal is created must be provided to the lead organization before the lead organization submits its proposal to NSF.

(ii) The lead organization must then enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane or Research.gov lead proposal using the "Link Collaborative Proposals" option.

Conference Proposals

NSF supports conferences that bring experts together to discuss recent research or education findings or to expose other researchers or students to new research and education techniques.

Conference proposals in excess of $50,000 contain all the elements of most regular proposals; see Chapter II.E.9. Conference Proposals of the PAPPG for details.

Noteworthy:

- *Timing of submission*: Conference proposals should generally be submitted at least a year in advance of the scheduled date
- *Process for review*: Some conference proposals can be reviewed internally. An example:
    - *if budget does not exceed $50,000, NSF policy allows for an internal review; with the following target dates in effect:*
        - *For events that will take place between March and December, proposals should be submitted in October of the previous year.*
        - *For events that will occur in January or February, proposals should be submitted in May of the preceding year.*
    - *if budgets exceed $50,000, proposals should be submitted roughly seven months before the event is scheduled to take place.*
- *Requirements supporting harassment-free environments*: Proposers are required to have
    - a policy or code-of-conduct that addresses sexual harassment, other forms of harassment[46], 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;
    - a 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.

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Significant or Recent Changes

Changes listed below result from updates to the NSF Proposal & Award Policies & Procedures Guide (PAPPG) annually.

The NSF issued the final version of the updated PAPPG (version NSF 23-1) on October 26, 2022, which will go into effect for proposals submitted or due on or after January 30, 2023. The new PAPPG is available here:
https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf?VersionId=5ub4Rgg8vP.YL0FyDXtUGYmkmH85kdwh

Upcoming

Starting 1/1/2023

Use of **SciENcv** will now be **MANDATORY** for Biosketches and Current and Pending Support documents **effective January 1, 2023**. NSF fillable forms will no longer be available.

New supplementary document effective January 1, 2023: Plan for Safe and Inclusive Field/Vessel/Aircraft Research (PSI-FVAR). Each proposal that proposes to conduct research in the field, including on vessels and aircraft, must upload this document under "PSI-FVAR" in the supplementary documentation section of Research.gov. There is a two-page limit.

- Details: Field research is a necessary component of many STEM fields. Fieldwork presents unique challenges that can increase the likelihood of harassment, including but not limited to, challenging physical conditions, social isolation, and limited communication methods. All research should be done in an environment free from harassment.

NSF Current and Pending Support may need to be resubmitted prior to issuing new awards.

Starting 10/4/2021

The PAPPG (NSF 22-1), released 6/22/2021, includes these Significant Changes and Clarifications to the PAPPG. A few changes, among many (more detail under the individual component sections below), are:

- **Biographical sketch** – has been revised to increase the page limit for biographical sketch(es) to three pages. The updated format is available on the NSF biographical sketch website.

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- **Current and Pending Support** – has been updated to require that information on objectives and overlap with other projects be provided. Updated format available on the NSF current and pending support website.
- **Planning Proposal** – provides coverage on the policies and procedures associated with this new type of proposal.
- **Career-Life Balance (CLB) Supplemental Funding Requests** – is an added section under "Other Proposal Type."

Starting 6/1/2020

The PAPPG (NSF 20-1), released 1/27/2020, included these few changes, among many (with more detail under the individual component sections below):

- An NSF Approved format *must* be used for the **Biographical Sketch** (see above)
- **Project Description**: new guidelines remove the requirement for the description to contain, as a separate section within the narrative, a section labeled "Intellectual Merit"
- **Synergistic Activities**, has been updated to clarify that synergistic activities should be "distinct" and specific, and must not include multiple examples to further describe the activity
- **Collaborators & Other Affiliations Information**, clarifies that the instructions at the top of the template may be deleted and rows may be inserted as needed to provide additional names

Starting 1/27/2019

- NSF Policy on Sexual Harassment, Other Forms of Harassment, or Sexual Assault is supplemented
- Procurement Standards changes are articulated
- Participant Support costs are clarified
- Subawards section clarifies that the description of work to be performed by the subaward must be included in the project description

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Biographical Sketch

Starting 10/4/2021

The PAPPG (NSF 22-1) has been revised to increase the page limit for biographical sketch(es) to three pages.

Starting 6/1/2020, **and continuing into 2022**

The PAPPG (NSF 20-1) outlines that one of two Approved formats for the biographical sketch must be used:

- SciENcv (watch this 4-min video: SciENcv for NSF Users: Biographical Sketches; additional resources include NSF Biographical Sketch Video Tutorial, NSF Current and Pending Support Video Tutorial, NSF-specific Bookshelf Resource (includes screenshots and step-by-step instructions) OR
- an NSF Fillable PDF (updated Oct 2021) — can be downloaded, completed, and uploaded as part of their proposal via FastLane, Research.gov, or Grants.gov. FAQs on using NSF Fillable PDF

Other significant changes:

In the **Products** section (PAPPG (NSF 22-1) Chapter II.C.2.f(i)(c)) of the biosketch NSF Fillable PDF: the FAQs on using the NSF fillable PDF detail that the use of "et al." for publication citations, when listing multiple authors, is now *permitted*.

PAPPG (NSF 22-1) Chapter II.C.2.f(i)(d) of **Synergistic Activities** has been updated to clarify that synergistic activities — a list of up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation –should be *specific and must not include multiple examples* to further describe the single distinct activity.

Starting 1/25/2016

- **Biographical sketches** are required all Senior Personnel, and are to be uploaded for each individual listed as senior personnel.
  As needed, additional biographical information may be included with the proposal, such as for auxiliary users of instrumentation in Equipment Proposals, or for "Other Personnel" of (a) Postdoctoral associates, (b) Other professionals, or (c) Students (research assistants) with exceptional qualifications that merit consideration in the evaluation of the proposal. The biographical information is to be grouped together and clearly identified as either "*Equipment Proposal"* biographical information and uploaded as a single PDF file, or as *"Other Personnel*" biographical information and uploaded as a single PDF file, in the **Other Supplementary Documents** section of the proposal. To learn what to provide in each instance, follow the links above from the PAPPG Biographical Sketch(es).
- **Professional Preparation** – We are to provide the *location* of the individual's undergraduate, graduate, and postdoctoral institution(s): city, state or province, country if necessary. View the biographical sketch format.

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- **Products** – The section previously named "Publications" is now best labeled "Products." If *only* publications are included, it can be named "Publications." If various items are included in this section – such as data sets, software, patents, and copyrights, instead of or in addition to publications – then label it "***Products***."

Current and Pending Support

Starting 6/1/2020 and continuing

The PAPPG (NSF 22-1) Current and Pending Support section outlines that we must use one of two formats:

- SciENcv
- NSF Fillable PDF – that can be downloaded it from this formats page, completed, and uploaded as part of the proposal via FastLane, Research.gov or Grants.gov. See also these Current and Pending Support FAQs.

Note: Use of the new formats approved by NSF requires input of person months for *each* year, with *no distinction* of whether the months are calendar or academic year months.

Project Summary

Starting 1/20/2017 and continuing

The project summary no longer has a 4,600 character limitation, but must fit on 1 page, and have three separate sections of 1) Overview, 2) Intellectual Merit, 3) Broader Impacts. You can read a brief description for each section in the PAPPG section Project Summary.

Project Description

Starting 6/1/2020 and continuing

New guidelines in 2020 **removed** the requirement for the description to contain, as a separate section within the narrative, a section labeled "Intellectual Merit." See the current PAPPG (NSF 22-1).

Starting 1/29/2017 and continuing

For Results from Prior NSF Support, language is clarified to indicate that information on the award is required, regardless of whether the support was directly related to the proposal or not, if *any PI or coPI* identified on the proposal has received NSF support including

- an award with an ***end date in the past five years,*** or
- any **current funding** including no cost extensions).

Starting 1/25/16 and continuing **to present** with PAPPG 22-1, URLs ***must not*** be used in the Project Description. See Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description.

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Collaborators & Other Affiliations (COA) Information

Starting 1/29/2018 and continuing

- The PAPPG (NSF 22-1) specifies five separate categories of information asked for, which correspond to five tables (1-5 rather than A-E) in the COA spreadsheet template. The Collaborators and Other Affiliations Information Template became available 1/29/18.

Budget and Budget Justification

Starting 1/27/2019 and continuing

The Participant Support Costs (PSC) section now specifies:

- speakers and trainers are NOT considered participants and should not be included in the PSC budget section
- rental fees, catering costs are NOT allowed as PSC
- per diem or similar expenses for *local* participants in the conference may not be included

Procurement Standards (Chapter IX.E.) have been updated in accordance with Section 806 of the National Defense Authorization Act (NDAA) for 2018, as implemented by Office of Management and Budget (OMB) Memorandum M-18-18, dated June 20, 2018. Notably, the micro-purchase threshold is raised to $10,000, which in practical application means there is no need for multiple vendor quotes for equipment purchases under $10,000.

Starting 1/29/2018 and continuing

The number of pages allowed for the **budget justification** is *no more than 5 pages* per proposal (previously it was a 3-page limit). This change applies to budget justifications for both proposers and subawardees. **Indirect Costs** amounts should be specified in the budget justification. See Budget and Budget Justification.

Other considerations

- In the budget and budget justification we must be careful to NOT mention any kind of **cost sharing**. For the types of grants that the college seeks, NSF has a strict ban on voluntary committed cost sharing. Institutional support or contributions to the project *can* be talked about in the "Facilities, Equipment or Other Resources" document, but always without mentioning dollar amounts.
- "**Equipment**" (Line D on the Proposal Budget) is still defined as tangible property with a per-unit acquisition cost of $5,000 or above, but rules addressing procurement have changed. When intending to purchase any item with a *cost of over $10,000, please contact Julie Cerulli, purchasing manager at*

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NOTE: a computing device purchase with cost of up to $5,000 is considered a supply and should be listed in Line G1 "Other Direct Costs – Materials and Supplies."

- **Administrative programmatic costs** can be included in the budget as *direct costs* if 1) administrative or clerical services are *integral* to a project or activity, 2) individual/s can be specifically identified with the project or activity, 3) such costs are explicitly included in the budget or have the prior written approval of the NSF (see the OIS staff for example of a justification statement to use for "prior written approval"), and 4) the costs are not also recovered as indirect costs.
  This must be discussed with OIS before creating the budget.
- If your project includes a **subaward**, contact the Office of Institutional Support or Office of Post Award Management for assistance with specific requirements for pass-through entities (i.e., the College, acting as fiscal agent) around monitoring and forms needed (for example, we must document the *determination of subaward vs. contract* using §200.330   Subrecipient and contractor determinations.
- **Read more** below in the "About Budgets" section, and in the PAPPG Budget and Budget Justification section.

Supplementary Documentation

Starting 2016 and continuing

Letters of collaboration are to use a specified format.

Under Special Information and Supplementary Documentation, at the bullet point starting with "Documentation of collaborative arrangements…" the highly recommended format for letters of collaboration is given as follows:

> "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."

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Reporting

The Office of Institutional Support will collaborate with you on all aspects of your submission to NSF. Once we have been notified of your successful NSF grant award, we will set up a meeting with the Office of Post Award Management, who will support you with managing your grant award and financial reporting to NSF.

Starting 2016 and continuing
Annual project reports should be *submitted no later than 90 calendar days prior to the end of each annual budget period*. NSF system sends automated report reminders starting 3 months before the end of annual budget period stating that the report is due. The report is not overdue until the day after the annual budget period.
Final project reports and **project outcomes reports** for the general public must be submitted no later than 120 days following expiration of the grant.

Public Access Policy

Policy at NSF intends to expand public access to the results of its funded research. If receiving an award based on a proposal submitted, or due, on or after *1/25/16*, then the Public Access requirement applies. You will need to deposit publications in the NSF Public Access Repository (NSF-PAR) (sign in to Research.gov and choose 'Deposit Publication' from My Desktop). Refer also to –
- About the Public Access Repository
- Public Access Home page
- Public Access Getting Started Guide
- Frequently Asked Questions (FAQs) concerning public access to research results (NSF 17-060)

Sexual Harassment Policy

Starting January 28, 2019 and continuing
NSF has supplemented their NSF Policy on Sexual Harassment, Other Forms of Harassment, or Sexual Assault with new coverage regarding harassment that implements Important Notice No. 144.
- There is an award term and condition that requires NSF to be notified:
  - of any findings/determinations regarding the PI/PD or co-PI/co-PD that demonstrate a violation of awardee codes of conduct, policies, regulations or statutes relating to sexual harassment, or
  - if the awardee places the PI/PD, or co-PI/co-PD on administrative leave or imposes an administrative action relating to a finding or investigation of a violation of awardee policies, codes of conduct, statutes or regulations relating to sexual harassment, other forms of harassment, or sexual assault. See also the NSF fact sheet.

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- A new notification mechanism, "Organizational Notification of Harassment Form," available on NSF's Office of Diversity and Inclusion sexual harassment website.
- For a Conference Proposal, proposers must have a *policy or code-of-conduct* that addresses sexual harassment that includes accessible means or reporting violations, and that policy must be disseminated to conference participants prior to attendance at the conference as well as made available at the conference itself.

About Budgets

Budget & Budget Justification Preparation

To see descriptions of **budget categories**, as laid out by NSF, go to the PAPPG section Budget and Budget Justification.

For a **budget template spreadsheet** based on NSF budget categories, go to the OIS Budget template.

For **current figures to use in budget preparation** – such as Bard College faculty and student compensation guidelines, benefit percentages, indirect cost rate, and more – contact the Office of Institutional Support.

The **budget JUSTIFICATION** is where each line item requested is documented and justified. Items and amounts need to be considered necessary, reasonable, allocable, and allowable. The budget justification can be **no more than 5 pages**.

Participant Support Costs (PSC)

PSC refers to direct costs (such as stipends, or subsistence or travel allowances, registration fees) paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects.

Indirect costs are NOT allowed on participant support costs. Participant support costs will be accounted for separately should an award be made. Catering, room rental, and speaker costs are NOT to be included as participant support costs.

Indirect Costs

Indirects are a line item in nearly every proposal budget submitted to a federal agency. In contrast to straightforward project expenses of "direct costs" (such as salary, benefits, equipment, travel, supplies), indirect costs are – as NSF describes – "those costs which are not readily identifiable with a particular cost objective but nevertheless are necessary to the general operation of an organization."

An Indirect Cost Rate (IDC) agreement is negotiated with a Federal agency every four years. Bard's IDC rate agreement, which is negotiated with the Department of Health & Human Services based on our Audited Financial Statements, has been approved at a

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rate of **47.7** (of salaries and wages) for on-campus and 25.7% for off-campus salaries and wages, excluding all other fringe benefits, for federal grants with award dates of July 1, 2019 through June 30, 2023. The indirect cost rate in effect at the time of the initial awarding of a grant is applied throughout the life of the grant.

Subaward Budgets

Each subawardee is *required* to provide a budget justification of up to five pages. Subaward budgets can be entered into Fastlane by either the lead organization or the subawardee (the subaward organization, if not a coPI, gains access to the proposal as an OAU {other authorized user} and uses the temporary proposal number created in Fastlane and PIN assigned by the lead organization).
To input a subaward budget, contact the Office of Institutional Support (x7316) or utilize Fastlane Help and search "Create a Budget for the Subcontracting Organization."

Effort

Amount of effort is recorded in all NSF budgets for senior personnel, and is expressed in **person months**; see below for more information.

What is the definition of "person months"?
The term "person months" refers to the effort – amount of time – that PI/coPI(s), and other senior personnel will devote to a specific project. The effort is based on the organization's regular academic year, summer, or calendar year.

OIS and the PI confer with the Dean of the College on the months allocated to a grant-funded project.

How do I calculate the person-months per year committed to the project?
Multiply the percentage of your effort associated with the project times the number of months of your appointment (i.e., 25% of a 9-month academic year appointment equals 2.25 person months {9 x 0.25= 2.25}; 10% of a 12-month calendar appointment equals 1.2 person months {12 x 0.10 = 1.2})

OR, if you know the number of hours, days, or weeks to be devoted to the project, person-months can be obtained by calculating the portion.

For example, working 5 days on a project = 1 week/4 total weeks in a month = 0.25 person months. Since a month includes a working day or two more than four weeks, an alternate way to calculate would be 5 days/22 workdays in most months = 0.23 person-months. Simply said

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- Using weeks: multiply number of weeks by 0.23 to get person months (3 weeks x 0.23 = 0.69 person months)
  OR
- Using days: multiply number of days by 0.05 to get person months (4 days x 0.05 = 0.20 person months)

In the NSF Fillable PDF for current and pending support, person months are inputted for each year of the project.