How to Complete an NSF Collaborative Proposal

The collaborative proposal mechanism requires that one institution be named the "lead" for the purpose of submitting the proposal. The lead institutions are typically those whose scientists are doing the bulk of the work in terms of writing the proposal and/or those that will manage the largest portio of the funds should the proposal be awarded.

Who does what
- Both the lead and non-lead institutions must create a new proposal in FastLane.
- In completing the proposal's FastLane Cover Sheet, institutions should list only those PIs and co-PIs affiliated with their own institution.
- Additionally on the Cover Sheet, the proposal title must begin with "Collaborative Research:" and all titles, start dates, durations and NSF programs must be the same across the institutions.

Lead Institutions must upload/fill in the following:
- Project Summary
- Project Description
- References
- Budget for the portion of the work to be managed by their institution
- Budget Justification for the portion of the work to be managed by their institution
- Facilities, Equipment & Other Resources for their institution
- Proposal Classification Form (if submitting to BIO)
- Biographical Sketches for the proposal's senior personnel affiliated with their institution
- Current & Pending Support for the proposal's senior personnel affiliated with their institution
- Data Management Plan for the entire project
- Postdoctoral Mentoring Plan (if required) for the entire project
- All supplementary single copy documents (ie conflicts of interest tables)
- Any other supplementary documents (ie letters of commitment, quotes, etc..) allowed by the program*

Non-Lead Institution must upload/fill in the following:
- Budget for the portion of the work to be managed by their institution
- Budget Justification for the portion of the work to be managed by their institution
- Facilities, Equipment & Other Resources for their institution
- Proposal Classification Form (if submitting to BIO)
- Biographical Sketches for the proposal's senior personnel affiliated with their institution
- Current & Pending Support for the proposal's senior personnel affiliated with their institution

* While it is acceptable for the non-lead institutions to upload their own supplementary documents, it is recommended that this only be done by the lead institution so that the order of the documents can be controlled.

Linking the proposals together

Important: None of the proposal s should be submitted to NSF until they are all linked together so this should be done early.

<u>Non-leads</u> must:
- Assign their proposal a PIN, which they can do via the "Proposal PIN" button on the "Proposal Actions"
- Provide both the PIN and the Temporary Proposal ID to their contact at the lead institution.

Proposal Actions

*Please note: A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

Temporary Proposals in Progress
Temporary Proposal # - Title of the Proposal

Temp. Proposal ID# ➝ `7395013 -`

Proposal PIN
↓

| Edit | Delete | Check | Allow SRO Access | Proposal PIN | Print |

<u>Leads</u> must:
- Use the "Link Collaborative Proposals" button on the "Form Preparation" page in FastLane to link the various proposals that comprise the overall project.

Forms for Temp. Proposal #7395013

Form Preparation

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

Form	Saved		Form
GO Cover Sheet	08/13/13	GO	Project Summary
GO Table of Contents	N/A	GO	Project Description
GO References Cited		GO	Biographical Sketches
GO Budgets (Including Justification)		GO	Current and Pending Support
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO	Data Management Plan
GO	Mentoring Plan[1]
GO	Project Summary with Special Characters
GO	Other Supplementary Docs

Single Copy Documents

GO PI/Co-PI Information	N/A	GO	Add/Delete Non Co-PI Senior Personnel
GO Deviation Authorization(if applicable)		GO	Change PI
GO List of Suggested Reviewers (optional)	N/A	GO	Link Collaborative Proposals
GO Additional Single Copy Documents			

Link Button
↑

| Go Back |

Each institution (lead _and_ non-lead alike) then hits the "Allow SRO Access" button to submit their proposal to their respective OSPs.

Reviewing Linked Proposals

It is important to review the full proposal document that will be submitted. Both the lead and non-lead institutions can review the proposal when linked. To do this, simply click the "Print" button (next to the "Proposal PIN" button in the first image above) on the "Proposal Actions" page. Then click on the "Go" button next to "Print Entire Proposal". All components of proposal that have been uploaded into FastLane will appear as a PDF file.

Submission Timing

All components of the collaborative proposal must meet any established deadline, and, failure to do so may result in the entire collaborative proposal being returned without review. NSF recommends that the lead and non-lead institutions submit their proposals _within a reasonable time frame of one another_. Therefore, it is recommended that collaborative proposals are all submitted to NSF within 24-48 hours of each other.