Preparing Forms for Your NSF ATE Proposal

Including SciENcv Information

MENTOR CONNECT

Live Webinar
Wednesday, May 8, 2024
2:00 pm

SOUTH CAROLINA ADVANCED TECHNOLOGICAL EDUCATION CENTER OF EXCELLENCE

FLORENCE-DARLINGTON TECHNICAL COLLEGE TECH

AACC AMERICAN ASSOCIATION OF COMMUNITY COLLEGES

NSF

Getting Started

- If more than 1 person is viewing with the same login, provide the number viewing in chat
- Ask questions in the chat
- Questions will be answered during the webinar
- Change the view in the upper right-hand corner

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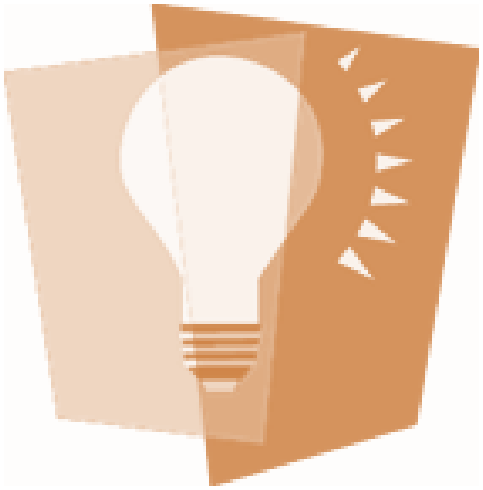
Housekeeping

- Registered participants will receive link to the webinar recording within one week
- Registered participants will receive e-mail with any attachments shared in Chat
- A quick reference guide based on webinar will be published in the *Resource Library* on Mentor-Connect.org - includes PowerPoint slides with annotated text
- Attendees may request a Certificate of Completion by emailing Mentor-Connect@fdtc.edu

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



Introductions

Elaine Craft, Principal Investigator

Mentor-Connect: Leadership Development and Outreach for ATE
Florence-Darlington Technical College, SCATE Center of Excellence
& Elaine L. Craft Educational Consulting, L.L.C.
Email: Elaine.craft@fdtc.edu

Matthew Swenson
Mentor-Fellows Leader

Mentor-Connect: Leadership Development and Outreach for ATE
Grants Director: Green River College
Email: mswenson@greenriver.edu

Emery DeWitt, Project Manager, Co-Principal Investigator

Mentor-Connect: Leadership Development and Outreach for ATE
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Pamela Silvers, Co-Principal Investigator

Mentor-Connect: Leadership Development and Outreach for ATE
Professor Emeritus: Asheville-Buncombe Technical Community College
Email: pamela.silvers@fdtc.edu

Mentor-Connect Webinar Objectives

- Help prospective grantees prepare competitive proposals
- Provide guidance to prevent proposal errors
- Provide Research.gov and sciENcv instructions

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- Overview
- Research.gov and sciENcv
- Specific information on required forms
- Post-webinar evaluation

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Overview

Full Proposal	86 pages
Description (Narrative)	15 pages
Summary	1 page
Budget (3 Year Project)	4 pages
Budget Justification	5 pages maximum
Other Forms & Supplementary Documents	61 pages (71% of proposal)

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Poll Question

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

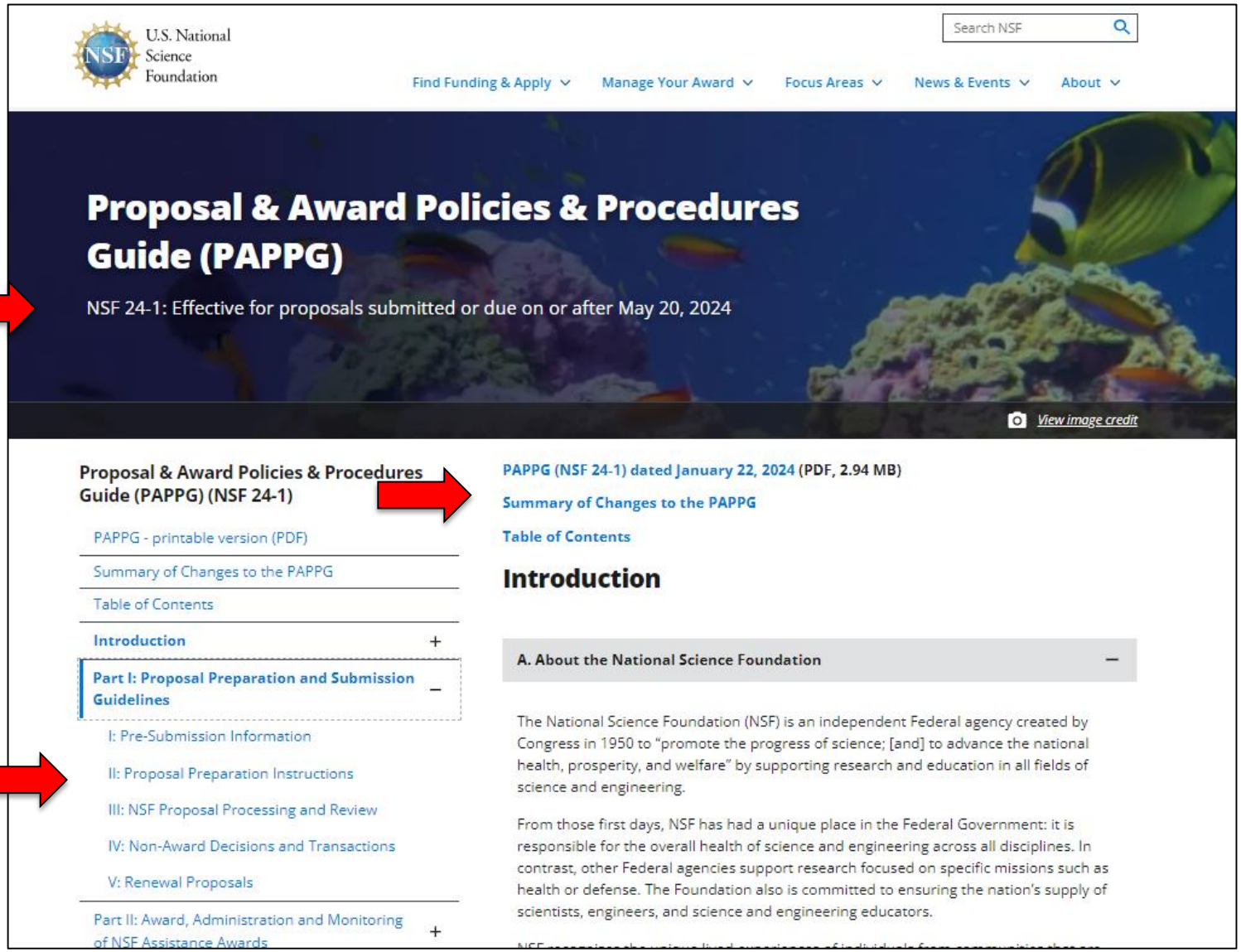
1. Yes
2. No
3. Not Sure

Poll

Read First and Read Often

- ATE Program Solicitation – NSF 21-598
  https://www.nsf.gov/pubs/2021/nsf21598/nsf21598.htm
- Proposal and Award Policies and Procedures Guide (PAPPG) : NSF 24-1 (Section II)
  https://new.nsf.gov/policies/pappg/24-1
  - Link to access information covering changes in PAPPG 24-1
    https://new.nsf.gov/policies/pappg/24-1/summary-changes

NSF Publications



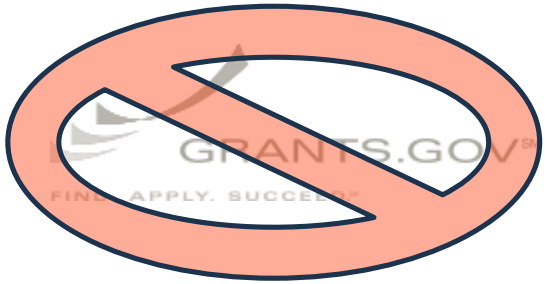
Section II. Proposal Preparation Instructions

Before You Think About Forms

- Who is your AOR (Authorized Organizational Representative)?
- Register your institution in the Research.gov System
- Register all Principal Investigators, Co-Principal Investigators and Senior Personnel in Research.gov and SciENcv
- Items can be “parked” in Research.gov! Nothing is FINAL until the AOR clicks “submit”

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

Features of Research.gov



- Fast and easy-to-use wizard
- Compliance checking
- Immediate compliance feedback upon proposal section upload
- PDF uploads are not altered
- On-screen references to relevant sections of the PAPPG

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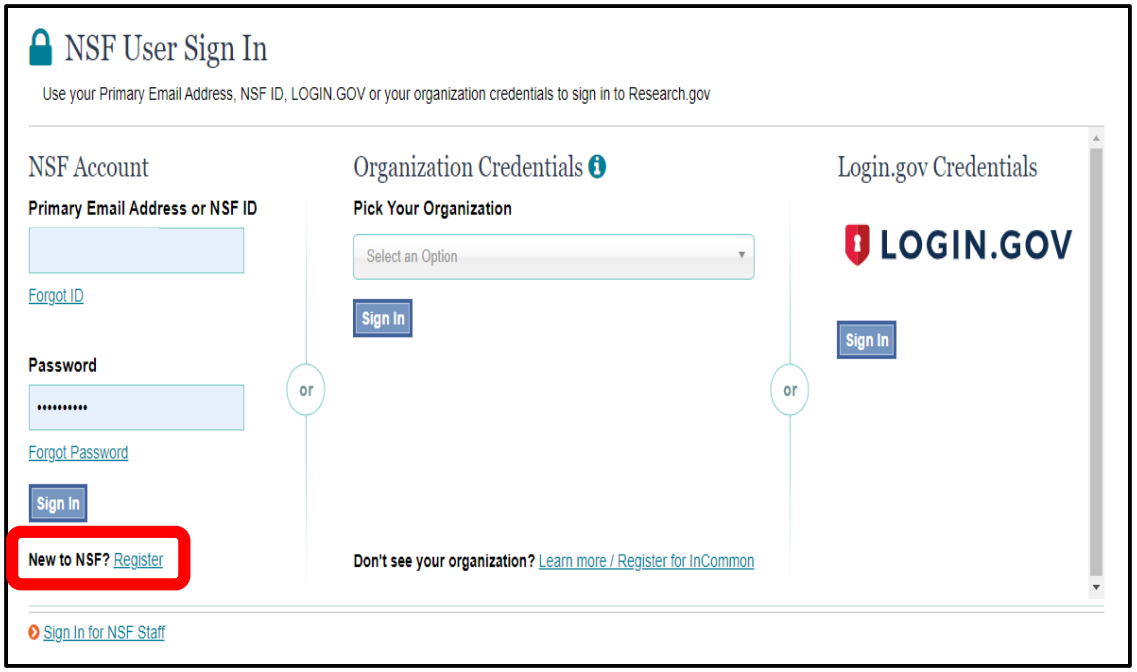
Research.GOV
ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help | About

Logging In



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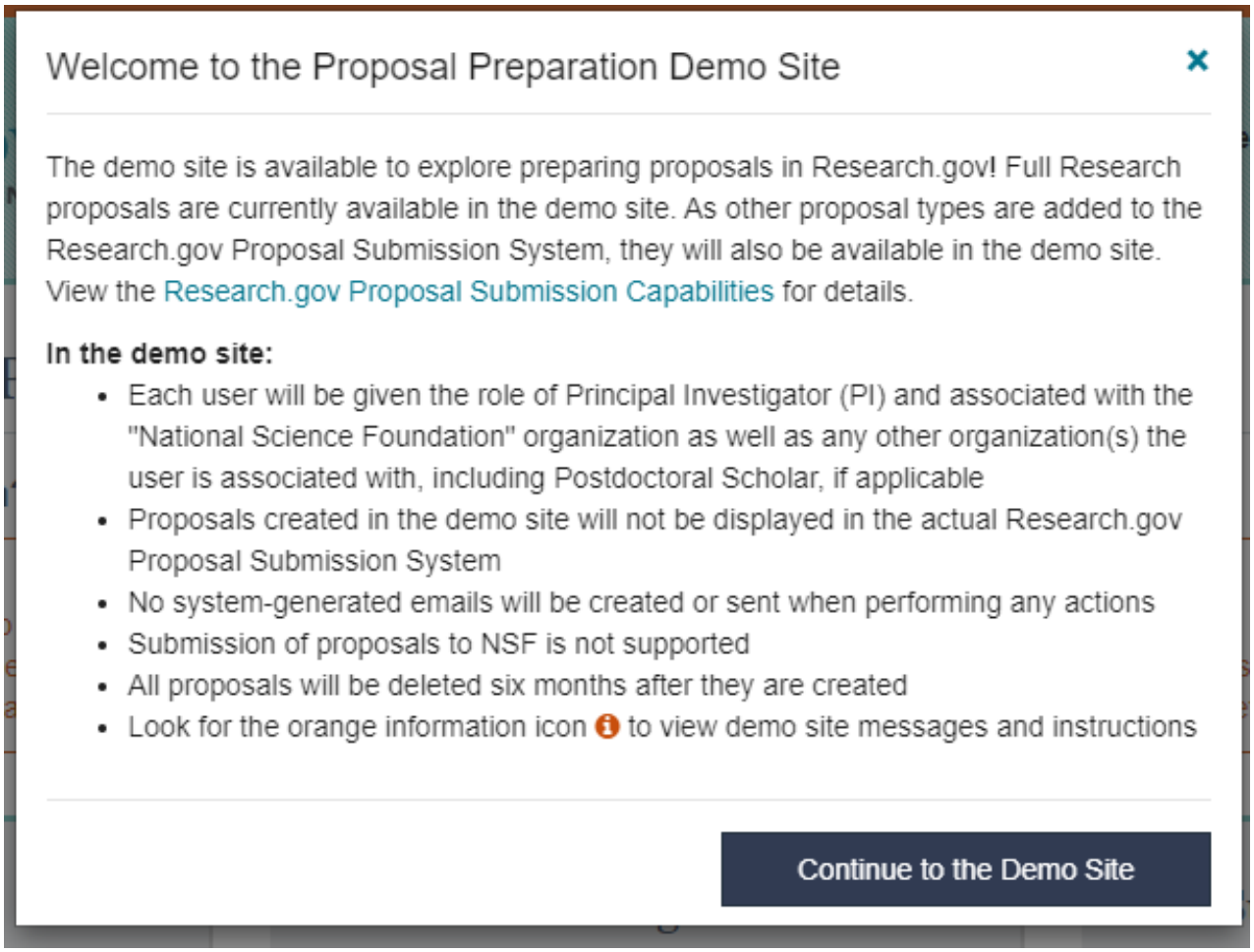
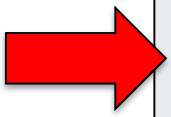
Demo Site



NSF Proposal Submission

Use Research.gov



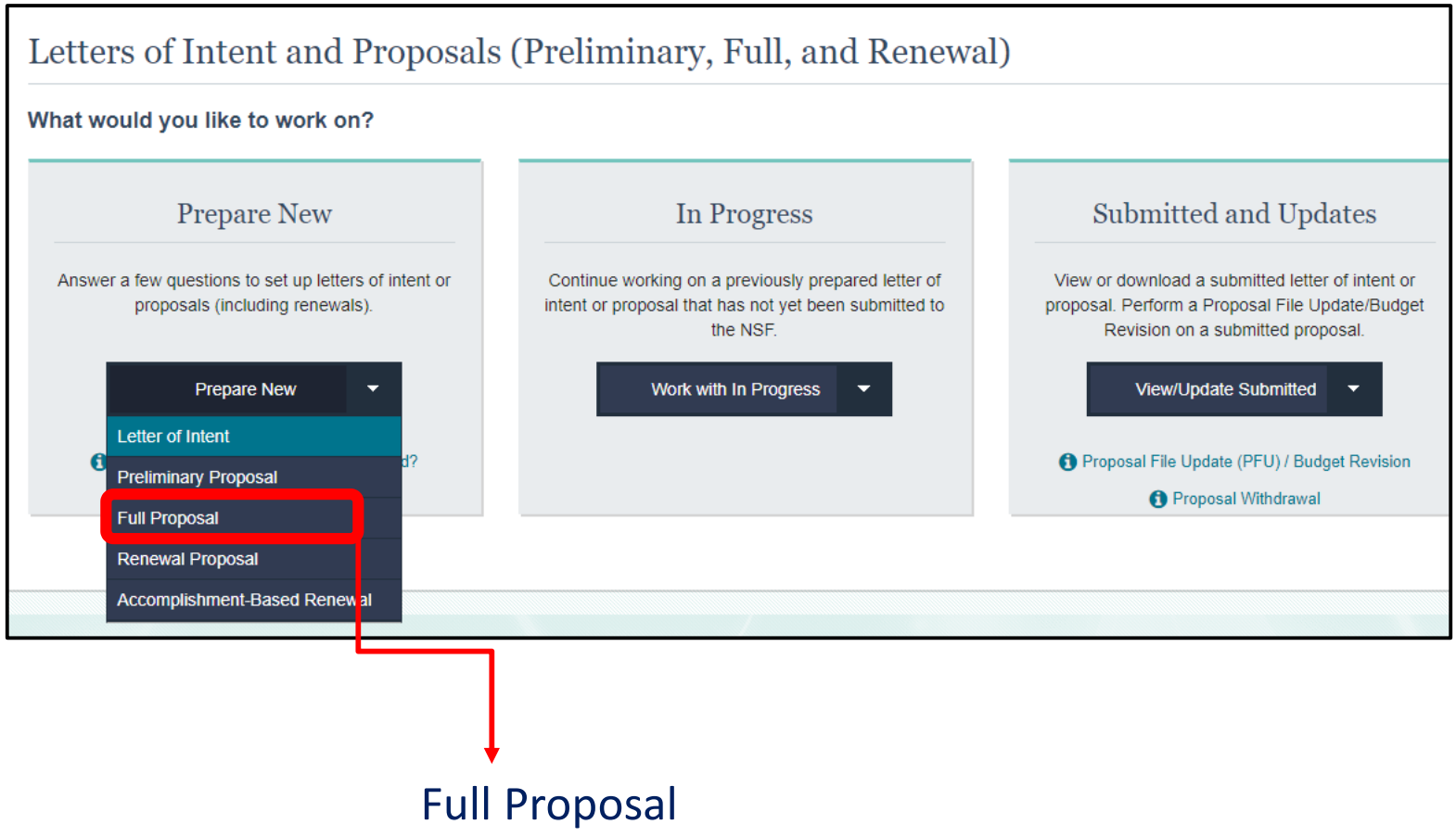
Proposals

Prepare and Submit Proposals
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

Demo Site: Prepare Proposals (Training)

Proposal Status

Initiate Proposal



Full Proposal

Select ATE Solicitation

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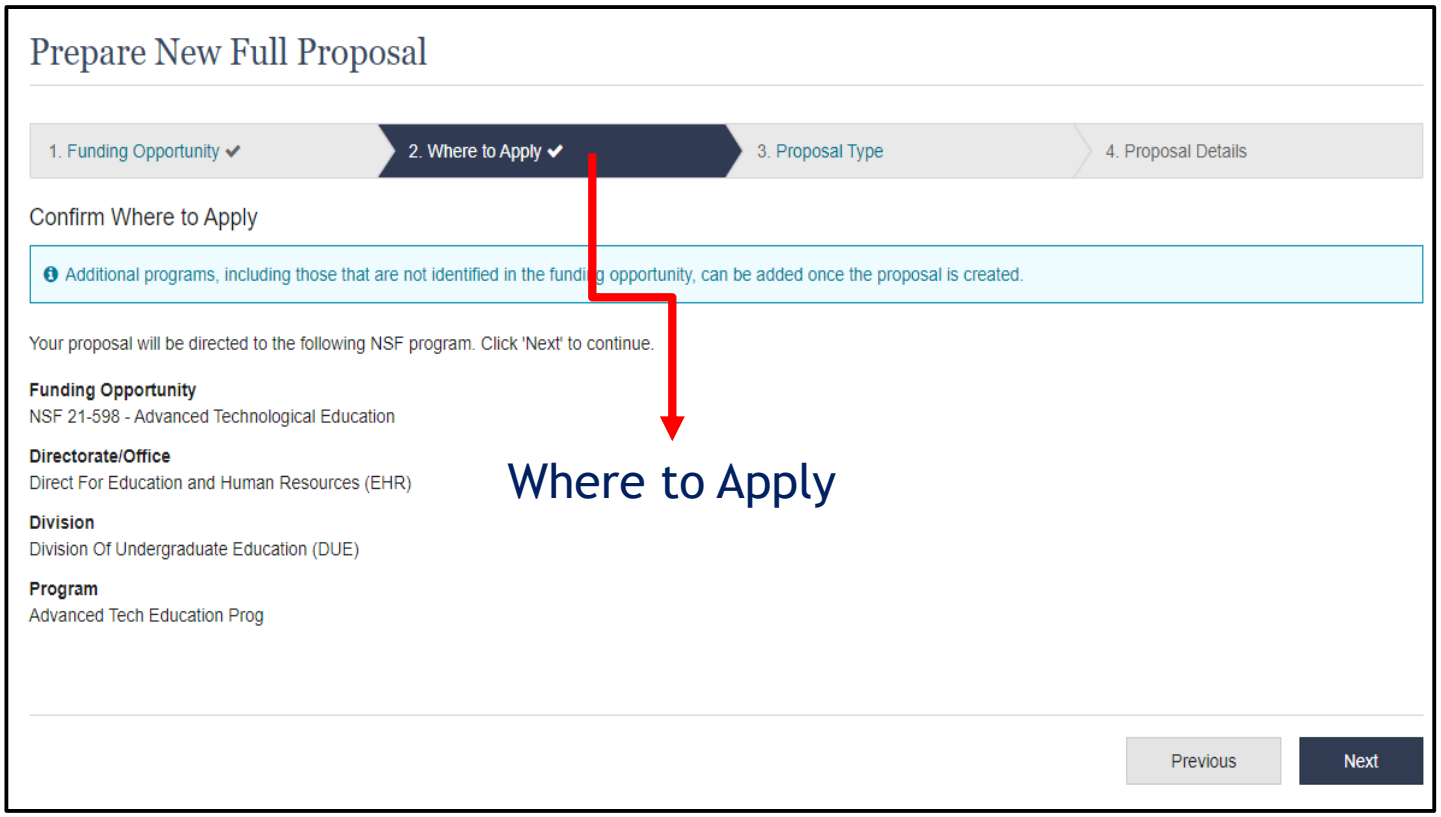
Select	Funding Opportunity Number	Funding Opportunity Title
○	NSF 22-1	Proposal & Award Policies & Procedures Guide - PAPPG
○	NSF 22-595	Engineering Research Initiation
○	NSF 22-594	Leading Engineering for America's Prosperity, Health, and Infrastructure
○	NSF 22-593	Disaster Resilience Research Grants
○	NSF 22-592	Physics Frontiers Centers
○	NSF	
○	NSF	

Select	Funding Opportunity Number	Funding Opportunity Title
○	NSF 21-621	Human-Environment and Geographical Sciences Program - Doctoral Dissertation Research Improvemen
○	NSF 21-616	Computer and Information Science and Engineering (CISE): Core Programs
○	NSF 21-611	Facility and Instrumentation Request Process
○	NSF 21-609	Ecology and Evolution of Infectious Diseases
○	NSF 21-607	NSF-Simons Collaboration on a National Institute for Theory and Mathematics in Biology
○	NSF 21-606	Research Experiences for Teachers (RET) in Engineering and Computer Science
○	NSF 21-600	Division of Materials Research: Topical Materials Research Programs
○	NSF 21-598	Advanced Technological Education

Scroll through pages to find Solicitation number.

Funding Opportunity- Verification Screen



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Select Proposal Type

Prepare New Full Proposal

1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type | 4. Proposal D

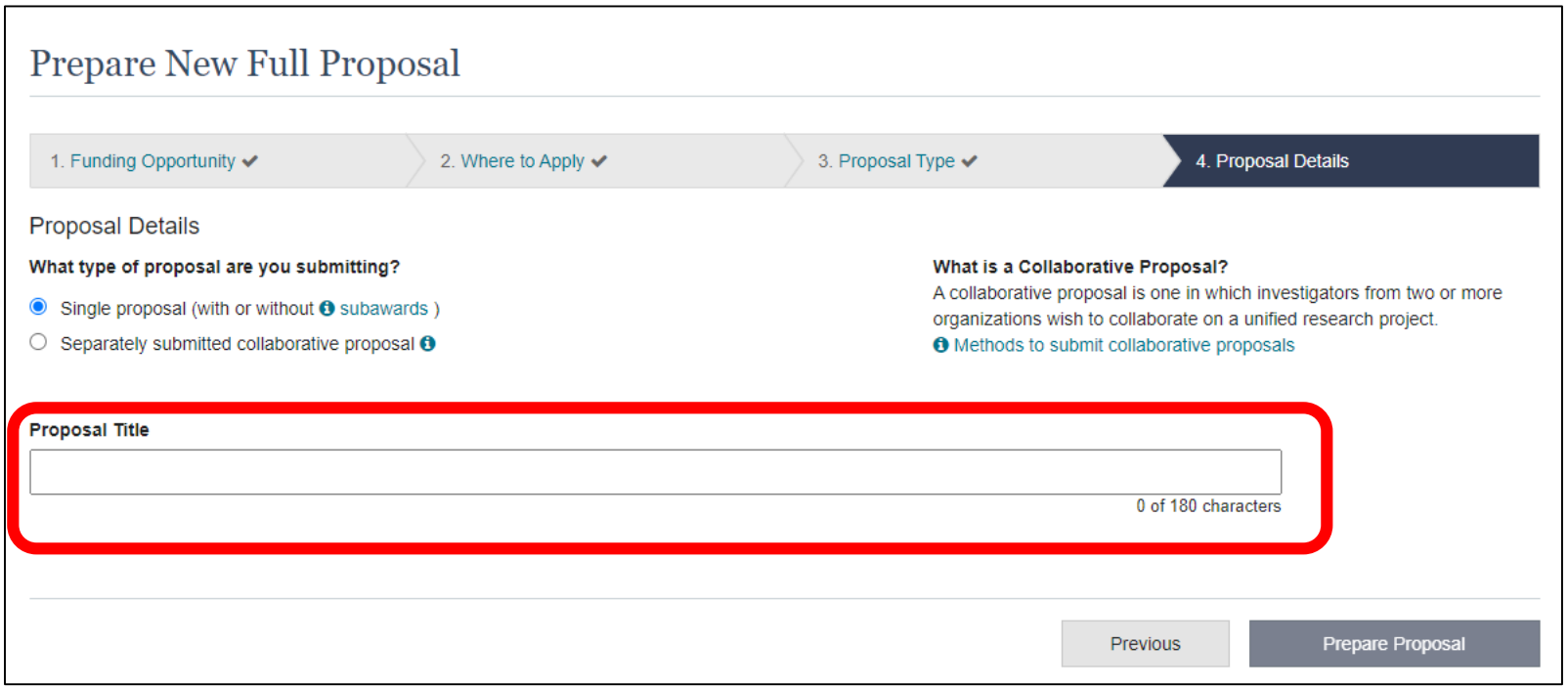
Select Proposal Type

What type of proposal will be used? Proposal Types

- Research
- Planning PAPPG II.E.1
- Rapid Response Research (RAPID) PAPPG II.E.2
- Early-concept Grants for Exploratory Research (EAGER) PAPPG II.E.3
- Research Advanced by Interdisciplinary Science and Engineering (RAISE) PAPPG II.E.4
- Grant Opportunities for Academic Liaison with Industry (GOALI) PAPPG II.E.5
- Ideas Lab PAPPG II.E.6
- Facilitation Awards for Scientists and Engineers with Disabilities (FASED) PAPPG II.E.7
- Conference PAPPG II.E.9
- Equipment PAPPG II.E.10
- Travel PAPPG II.E.11
- Center PAPPG II.E.12
- Research Infrastructure PAPPG II.E.13

ATE proposals are all classified as “Research”

Proposal Details



Be thoughtful about your project title

Forms - Step by Step

Proposal submission “control” page: complete all items

Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

Proposal Details

Proposal Status:
Not Shared with SPO/AOR

Helpful Links

View submitted proposals

Proposal and Award Policies and

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents		Document unavailable for check
Data Management Plan		Document unavailable for check
Project Data Form		Form not checked
~~Postdoctoral Mentoring Plan~~ *Conditionally required*		~~Document unavailable for check~~

Budget & Budget Justification

Proposal Actions

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Project Data Form		Form not checked
Postdoctoral Mentoring Plan		Document unavailable for check

Will be covered in May 22, 2024, Webinar

Start here: Cover Sheet

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Data Management Plan		Document unavailable for check
Project Data Form		Form not checked
Postdoctoral Mentoring Plan *Conditionally required*		Document unavailable for check

Cover Sheet

Cover Sheet

- Provides NSF with a summary of all of the administrative data about the proposal
  - Request project start date
  - Indicate project length in months
- 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

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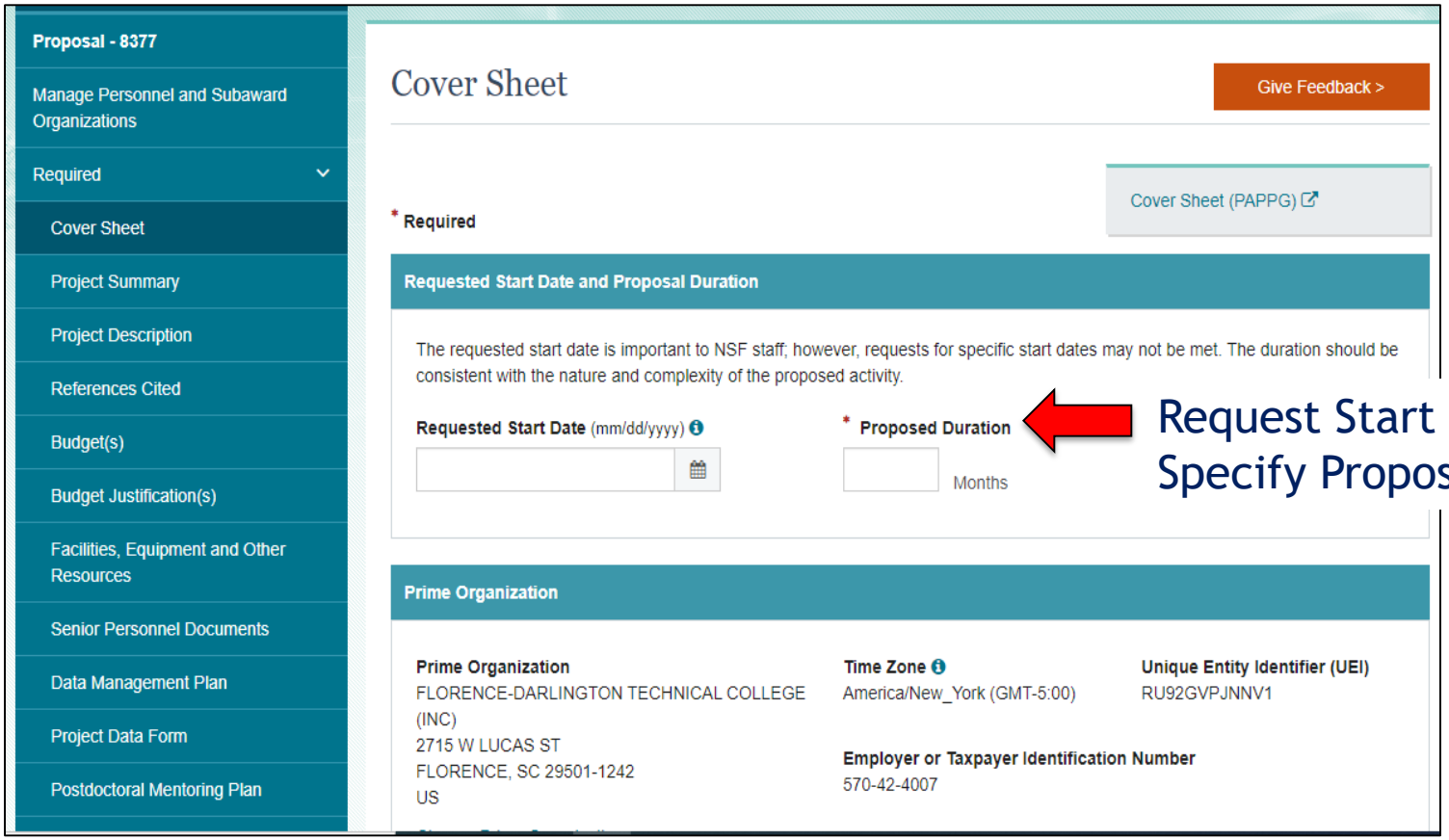
Cover Sheet (Scroll Down on page)



Request Start Date & Specify Proposed Duration

Cover Sheet Questions – two that are usually not applicable

Check all that apply to the Prime Organization

- ☐ For Profit
- ☐ Small Business
- ☐ Minority Business
- ☐ Woman-owned Business

Other Federal Agencies

If this proposal is being submitted to another Federal Agency, enter a reasonable abbreviation, up to 10 characters, for each agency. Only the first 5 agencies you enter will appear on the PDF version of the proposal, but all should be entered below.

Federal Agency

1.

+ Add Additional Federal Agency

Cover Sheet - General Info

Primary Place of Performance

Please edit this information if the work will primarily be performed at a location that is different from the Prime Organization.

* **Organization Name**
Florence-Darlington Technical College

* **Country**
United States

* **Street Address**
2715 W LUCAS ST

Street Address (Line 2)

Department Name

* **City**
FLORENCE

* **State/Territory**
SC - South Carolina

* **Postal Code**
29501-1242 ZIP Code+4 Lookup (USPS)

Cover Sheet - IRB

Other Information

Check appropriate box(es) if this proposal includes any of the items listed below. Some selections may require additional informati

- ☐ Beginning Investigator *(Biological Sciences Directorate proposals only)* PAPPG II.D.2
- ☐ Disclosure of Lobbying Activities About Disclosure of Lobbying Activities PAPPG II.C.1.d
- ☐ Proprietary or Privileged Information PAPPG II.D.1 & II.C.1.c
- ☐ Special Exception to the Deadline Date Policy About Natural or Anthropogenic Events PAPPG I.F.3
- ☐ Historic Places PAPPG II.C.2.j & XI.J
- ☐ Vertebrate Animals PAPPG II.D.4
- ☑ Human Subjects PAPPG II.D.5

* Has the human subjects research for the project been approved by an Institutional Review Board (IRB)?

○ Approved ○ Pending ○ Exempt

- ☐ Funding of an International Branch Campus of a U.S. IHE PAPPG I.E.1
- ☐ Funding of a Foreign Organization or Foreign Individual PAPPG I.E.6
- ☐ International Activities PAPPG II.D.8

Check “pending” unless you have the IRB letter in hand when proposal is submitted & can provide the numbers requested by the system

Cover Sheet – Sample Error Message

The form contains the following error(s) which must be fixed before **submitting the proposal**.

- Proposed Duration cannot be zero or blank

Your form contains the following warning(s):

- A Requested Start Date has not been entered

The cover sheet has been successfully saved.

Sample Cover Sheet (Page 1)

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

PROGRAM ANNOUNCEMENT/SOLICITATION NO./ DUE DATE
NSF 21-598 10/05/2023

☐ Special Exception to Deadline Date Policy

FOR NSF USE ONLY
NSF PROPOSAL NUMBER
2348707

FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S)
DUE - ATE-Projects

DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	UEI(Unique Entity Identifier)	FILE LOCATION
09/25/2023	1	11040000 DUE	7412	F6GULVFKKQA6	

EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)
560937578

SHOW PREVIOUS AWARD NO. IF THIS IS
☐ A RENEWAL
☐ AN ACCOMPLISHMENT-BASED RENEWAL

IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES ☐ NO ☒ IF YES, LIST ACRONYM(S)

NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE
[redacted]

ADDRESS OF AWARDEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE
245 COLLEGE RD
SMITHFIELD,NC 27577-6055 US

AWARDEE ORGANIZATION CODE (IF KNOWN)

NAME OF PRIMARY PLACE OF PERF
Johnston Community College

ADDRESS OF PRIMARY PLACE OF PERF, INCLUDING 9 DIGIT ZIP CODE
245 COLLEGE RD, PO Box 2350
SMITHFIELD,NC 27577-6055 US

IS AWARDEE ORGANIZATION (Check All That Apply)
☐ SMALL BUSINESS
☐ FOR-PROFIT ORGANIZATION
☐ MINORITY BUSINESS
☐ WOMAN-OWNED BUSINESS

☐ IF THIS IS A PRELIMINARY PROPOSAL THEN CHECK HERE

TITLE OF PROPOSED PROJECT
Implementing a Simulated Cyber Range Training Environment to Prepare Cyber Technicians

SHOW LETTER OF INTENT ID IF APPLICABLE

REQUESTED AMOUNT	PROPOSED DURATION (1-60 MONTHS)	REQUESTED STARTING DATE	SHOW RELATED PRELIMINARY PROPOSAL NO. IF APPLICABLE
$ [redacted]	36 months	07/01/2024	

THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

☒ TYPE OF PROPOSAL Research
☒ COLLABORATIVE STATUS Non-Collaborative
☐ BEGINNING INVESTIGATOR
☐ DISCLOSURE OF LOBBYING ACTIVITIES
☐ PROPRIETARY & PRIVILEGED INFORMATION
☐ HISTORIC PLACES
☐ LIVE VERTEBRATE ANIMALS IACUC App. Date
PHS Animal Welfare Assurance Number

☐ HUMAN SUBJECTS Human Subjects Assurance Number
Exemption Subsection or IRB App. Date
☐ FUNDING OF INTL BRANCH CAMPUS OF U.S IHE
☐ FUNDING OF FOREIGN ORGANIZATION OR FOREIGN INDIVIDUAL
☐ INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED
☐ POTENTIAL LIFE SCIENCES DUAL USE RESEARCH OF CONCERN
☐ OFF-CAMPUS OR OFF-SITE RESEARCH

PI/PD DEPARTMENT
Business Education and Technology

PI/PD POSTAL ADDRESS
[redacted]

PI/PD FAX NUMBER

NAME(S) TYPED)	High Degree	Yr of Degree	Telephone Number	Email Address
PI/PD NAME [redacted]	EdD	2016	[redacted]	[redacted]
[redacted]	BS	1992	[redacted]	[redacted]
CO-PI/PD				
CO-PI/PD				
CO-PI/PD				

Page 1 of 72

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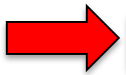
Sample Cover Sheet (Page 2)

AOR must do this for college



CERTIFICATION PAGE

Certification for Authorized Organizational Representative(or Equivalent)
By electronically signing and submitting this proposal, the Authorized Organizational Representative(AOR) is:(1)certifying that statements made here in are true and complete to the best of the individual's 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 proposal. Further, the proposer is hereby providing certifications regarding conflict of interest, flood hazard insurance, responsible and ethical conduct of research, organizational support,and safe and inclusive working environments for off-campus or off-site research, as set forth in the NSF Proposal & Award Policies & Procedures Guide(PAPPG).Willful 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§1001).

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 PAPPG Chapter IX.A; and that, to the best of the individual's 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 with Research.gov

Certification Regarding Flood Hazard Insurance
Two sections of the National Flood Insurance Act of 1968 (42 USC §4012a and §4106) 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 that 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) 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 awards for the construction of a building or facility, regardless of the dollar amount of the award; and

(2) for other NSF awards 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 and Ethical Conduct of Research (RECR)
(This Certification applies to proposals submitted prior to July 31, 2023, and 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, Chapter IX.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 require that the language of this certification be included in any award documents for all subawards at all tiers.

Certification Regarding Responsible and Ethical Conduct of Research (RECR)
(This Certification applies to proposals submitted on or after July 31, 2023, and 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 and Procedures Guide, Chapter IX.B., the institution has a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel who will be supported by NSF to conduct research. As required by Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (42 USC 1862o – 1), as amended, the training addresses mentor training and mentorship.The AOR shall require that the language of this certification be included in any award documents for all subawards at all tiers.

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 526 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 Dual Use Research of Concern
By electronically signing the certification pages, the Authorized Organizational Representative is certifying that the organization will be or is in compliance with all aspects of the United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern.

Certification Requirement Specified in the William M.(Mac)Thornberry National Defense Authorization Act for Fiscal Year 2021, Section 223(a)(1) (42 USC 6605(a)(1))
By electronically signing the Certification Pages, the Authorized Organizational Representative is certifying that each individual employed by the organization and identified on the proposal as senior personnel has been made aware of the certification requirements identified in the William M.(Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, Section 223(a)(1) (42 USC 6605(a)(1)).

Certification Regarding Safe and Inclusive Working Environments for Off-Campus or Off-Site Research
(This certification applies only to proposals in which data/information/samples are being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.)
By electronically signing the Certification Pages, the Authorized Organizational Representative is certifying that, in accordance with the NSF Proposal & Award Policies and Procedures Guide, Chapter II.E.9, the organization has a plan in place **for this proposal** regarding safe and inclusive working environments.

AUTHORIZED ORGANIZATIONAL REPRESENTATIVE	SIGNATURE	DATE
NAME [redacted]	Electronic Signature	Sep 25 2023 09:36 AM
TELEPHONE NUMBER 919-209-2571	EMAIL ADDRESS dtlewis1@johnstoncc.edu	FAX NUMBER

Cover Sheet Takeaways

- Choose most generous project length (36 months)
- Carefully select your start date
- Your AOR must sign off on the proposal for the college prior to submitting to NSF

Important! Project Data Form

Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

Proposal Details

Proposal Status:
Not Shared with SPO/AOR

Helpful Links

View submitted proposals

Proposal and Award Policies and

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
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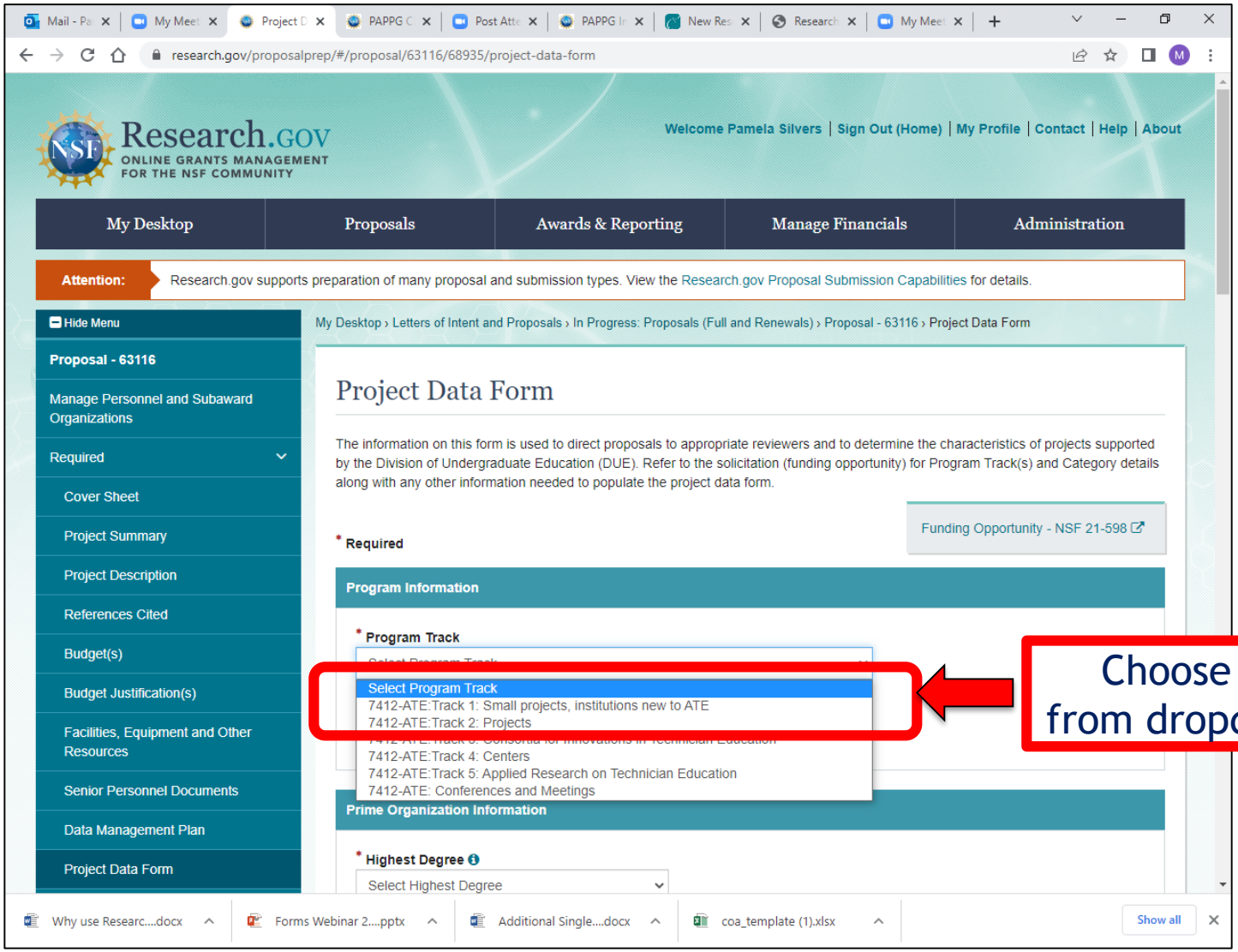
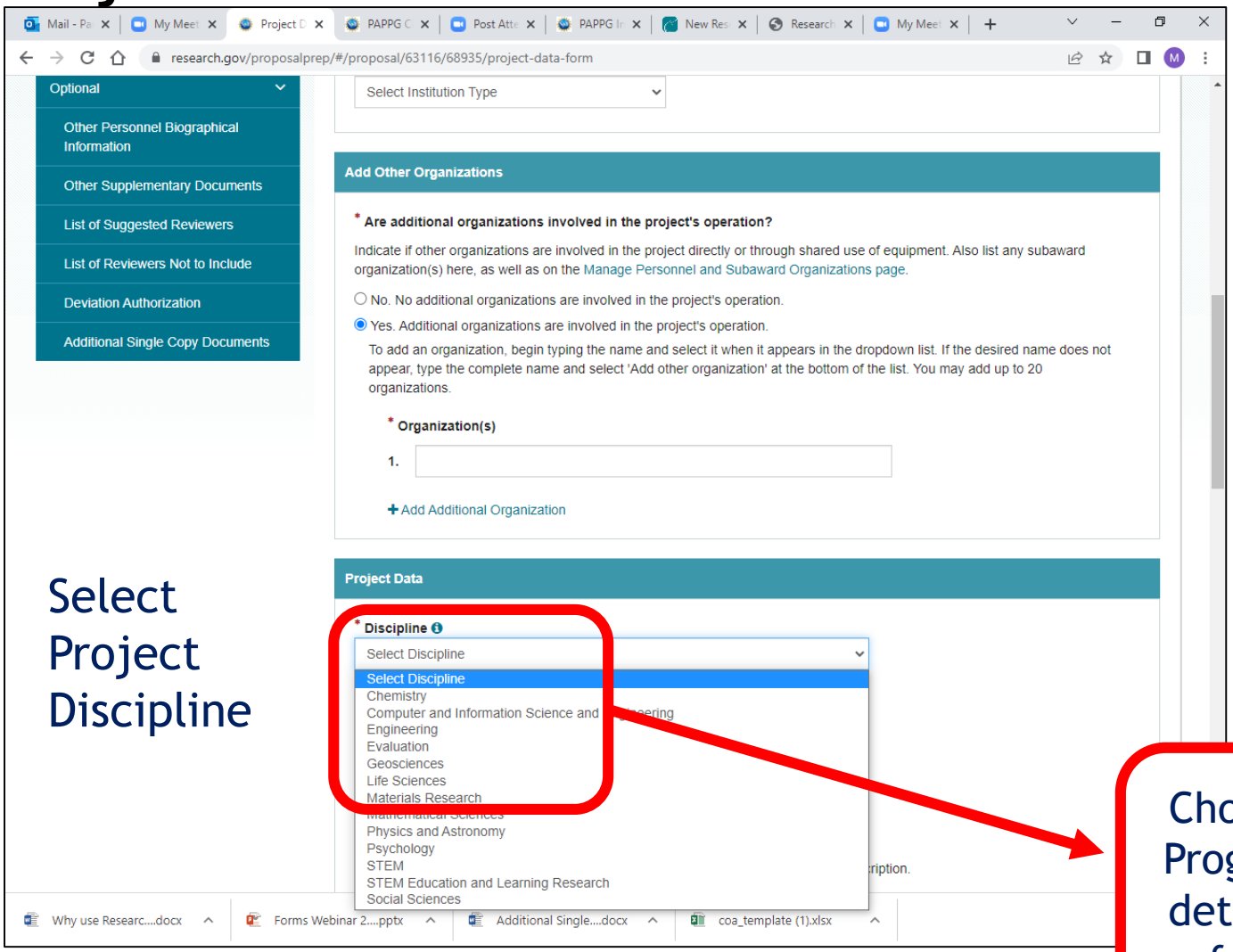
Project Data Form		Form not checked
Postdoctoral Mentoring Plan *Conditionally required*		Document unavailable for check

Project Data Form

Project Data Form



Project Data Form



Select Project Discipline

Choose the best fit – Program Officers will determine discipline for panel review

Project Data Form

Project Feature(s) (Select up to five)

- [ ] Connections with Business and Industry (5)
- [ ] Educational Uses of Technology (3)
- [ ] Field Experiences (4)
- [ ] Integration of Research and Education (2)
- [ ] International Activities (7)
- [ ] Research on Teaching and Learning (1)
- [ ] Science Literacy for Non-STE
- [ ] Undergraduate Research Ex

Estimated number of unique individuals involved over all yea

* PreK-12 Students:	
* PreK-12 Teachers:	
* Undergraduate Students:	
* Graduate Students:	
* Postdoctoral Fellows:	
* Higher Education Faculty:	

*** Private Sector Participation**

- ○ No. The proposed project will not have private sector participation.
- ○ Yes. The proposed project will have private sector participation (PS).

Audience(s)

Each group indicated must be discussed explicitly and substantively in the Project Description.

- [ ] Faculty Professional Development (F)
- [ ] In-Service Teachers (I)
- [ ] Persons with Disabilities (D)
- [ ] Pre-Service Teachers (T)
- [ ] Secondary School Students (S)
- [ ] Technicians and Technologists (H)
- [ ] Underrepresented Minorities (M)
- [ ] Women (W)

Project Data Form - Additional Organizations

Add Other Organizations

* **Are additional organizations involved in the project's operation?**

Indicate if other organizations are involved in the project directly or through shared use of equipment. Also list any subaward organization(s) here, as well as on the Manage Personnel and Subaward Organizations page.

○ No. No additional organizations are involved in the project's operation.

◉ Yes. Additional organizations are involved in the project's operation.

To add an organization, begin typing the name and select it when it appears in the dropdown list. If the desired name does not appear, type the complete name and select 'Add other organization' at the bottom of the list. You may add up to 20 organizations.

* **Organization(s)**

1. My local high school

+ Add Additional Organization

Project Data Form Takeaways

- Choose correct ATE track
  In 21-598 Solicitation, likely 1 or 2
- Tie to proposal (discipline, focus, # participants)
- Estimate carefully when determining data about students and faculty
- List institutional partners when contribution is described in proposal (include commitment letter)
- NSF Strategic Areas likely not applicable

MENTOR CONNECT

QUESTIONS

Project Summary

Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

Proposal Details

Proposal Status:
Not Shared with SPO/AOR

Helpful Links

View submitted proposals

Proposal and Award Policies and

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents		Document unavailable for check
Data Management Plan		Document unavailable for check
Project Data Form		Form not checked
Postdoctoral Mentoring Plan *Conditionally required*		Document unavailable for check

Project Summary

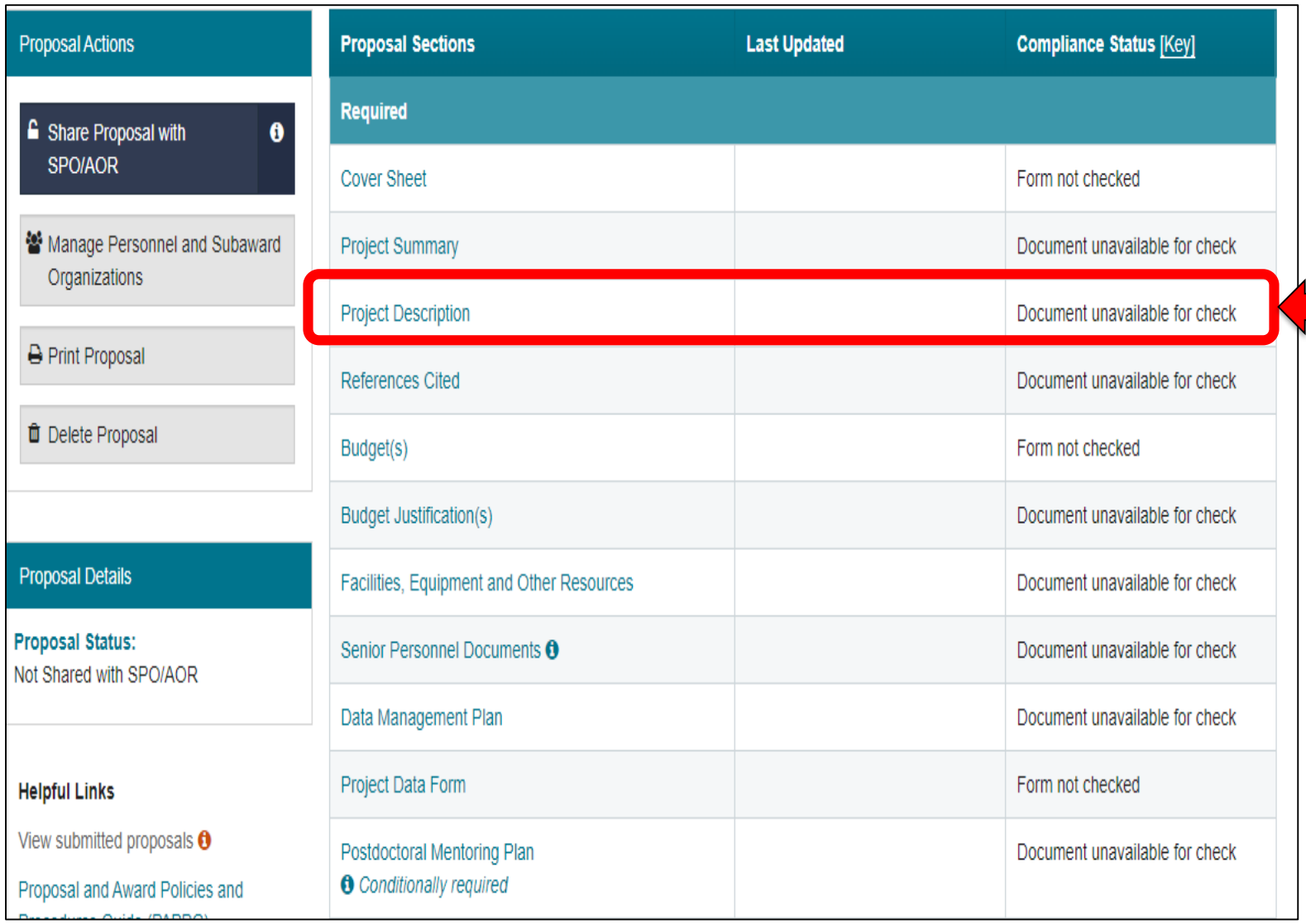
Project Summary

- Must conform to solicitation-specific & PAPPG instructions
- Must include three separate section headers:
  - Overview, Intellectual Merit, and Broader Impacts
  - Heading must be on its own line with no other text
- Follow Merit Review Principles & Criteria
  - The potential for the proposed activity to:
    1. Advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
    2. Benefit society or advance desired societal outcomes (Broader Impacts)

Project Summary Takeaways

- Upload in PDF format
  - For all forms, only a single file can be uploaded (10 MB limit)
- File cannot exceed one page
- A Project Summary is your “elevator speech” — it makes your proposal’s first impression
- Intellectual Merit and Broader Impacts should be developed for your project in the context of NSF & ATE definitions of the terms

Project Description



Project Description

Project Description

- Must begin with a section on Results of Prior Support
- Must include a separate section header for Broader Impacts (heading must be on its own line with no other text on that line)
- Must include a separate section for the Evaluation Plan
  - Recommended that evaluator be named in the proposal
- Don’t add any page numbers
- Upload in PDF format (1 file – 10 MB max size)

Project Description Takeaways

- Use acceptable font styles, font size, and margins
- Automatic compliance checks are in force
- Use section headings, bullets, charts and tables, etc. to guide attention and emphasize key points
- Do not include hyperlinks (URLs)
- Check & double check after uploading
- Print to ensure that you have not exceeded the 15-page limit & for additional proof-reading

References Cited

MENTOR CONNECT

Proposal Actions

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Data Management Plan		Document unavailable for check
Project Data Form		Form not checked
Postdoctoral Mentoring Plan *Conditionally required*		Document unavailable for check

References Cited

References Cited Takeaways

- 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 (does not count towards the 15-page limit)
- Follow accepted scholarly practices in providing citations for source materials (e.g., APA, MLA)
- Avoid the use of et al. (except for large consortia papers)
- Cite sources that enhance your credibility!

Senior Personnel: 3 Required Items for Each

Proposal Actions

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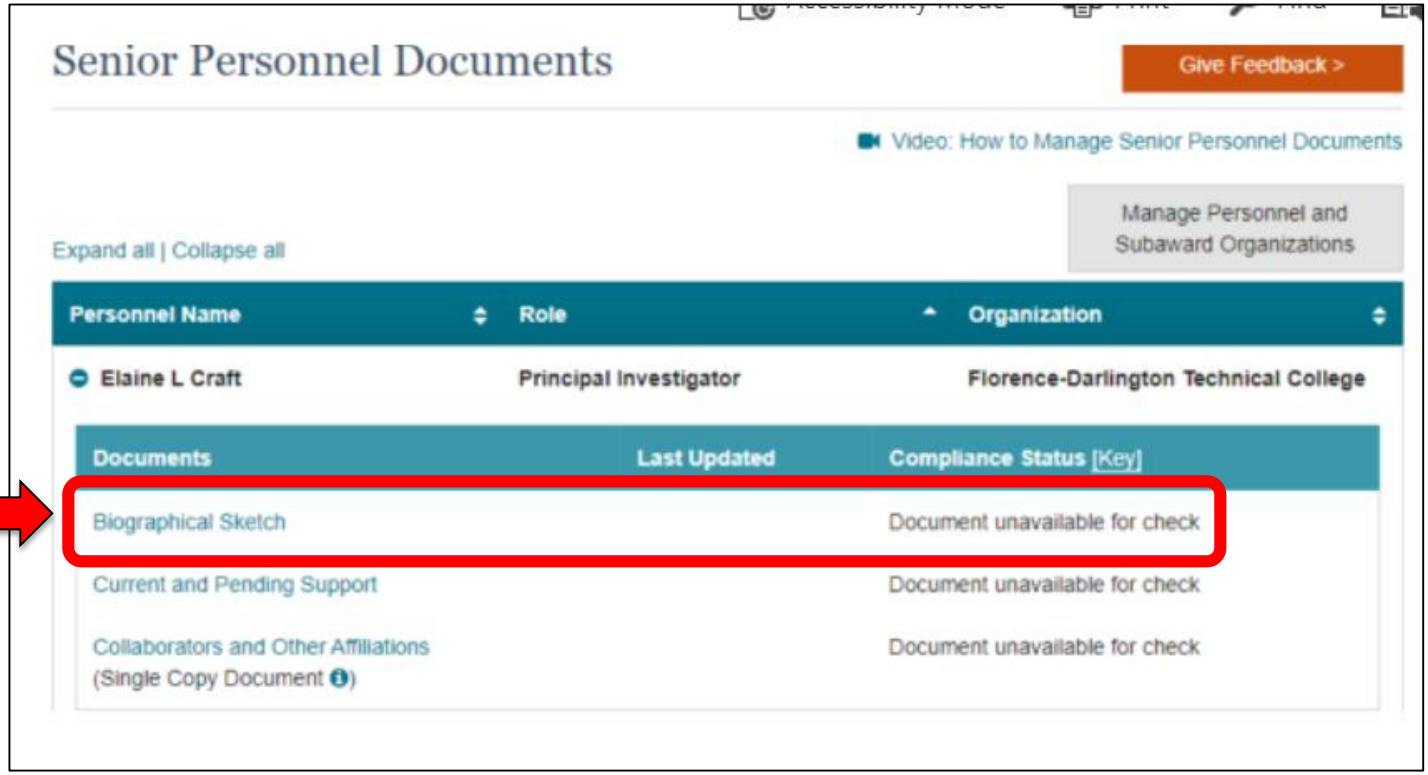
Senior Personnel Documents

Senior Personnel Documents

Biographical Sketch



Biographical Sketches

Completed in SciENcv (see handout in chat)

- **Read the very specific PAPPG guidelines**
- Must use SciENcv
- One per Senior Personnel required
- Have one person check all biosketches for consistency & complete early

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

Synergistic Activities

- Not included in biosketch
- 1-page PDF document uploaded in the Senior/Key Personnel section of your proposal record in Research.gov
  - Upload a separate document for each senior/key personnel
- List up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities
  - Don't try to exceed five examples – e.g., by stating as one example that you've served as a review panelist, and then listing ten programs for which you've served as a reviewer

Senior Personnel Documents

Current & Pending Support

NSF Current and Pending (Other) Support

VIEW DRAFT | DOWNLOAD PDF

Current and Pending (Other) Support information is used to assess the capacity of the individual to carry out the research as proposed and helps assess any potential scientific and budgetary overlap/duplication, as well as overcommitment with the project being proposed.

Current and Pending (Other) Support must be provided separately for each individual designated as senior personnel. Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with an NSF award. Senior personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.

Senior personnel are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Senior personnel must also report other foreign government sponsored or affiliated activity. Note that non-disclosure clauses associated with these contracts are not acceptable exemptions from this disclosure requirement.

Current and Pending (Other) Support Instructions

Identifying Information, Organization and Location*

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

ADD INFORMATION

Project/Proposal Summary

In this section, disclose ALL existing projects, as well as all projects currently under consideration for funding, in accordance with the definitions for "current" and "pending" below. Unless otherwise specified, there is no page or character limit. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all ongoing projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal currently under consideration for funding (including this proposal) from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

ADD PROJECT/PROPOSAL

In-Kind Contribution Su

In this section, disclose ALL in-kind co and pending support. In-kind co t are not limited to, office/laboratory space, equipment, supplies, and employee or student t be provided for each active proj osal using the format specified below.

All fields are required unless oth

The Status of Support types are

Current – all in-kind contributions m whatever source irrespectiv t is provid e proposing organization or is provided directly to the individual.

Pending – all in-kind contributions cur tion from whatever source irresp port is provided through the proposing organization or is provided directly to the individual.

ADD IN-KIND CONTRIBUTION

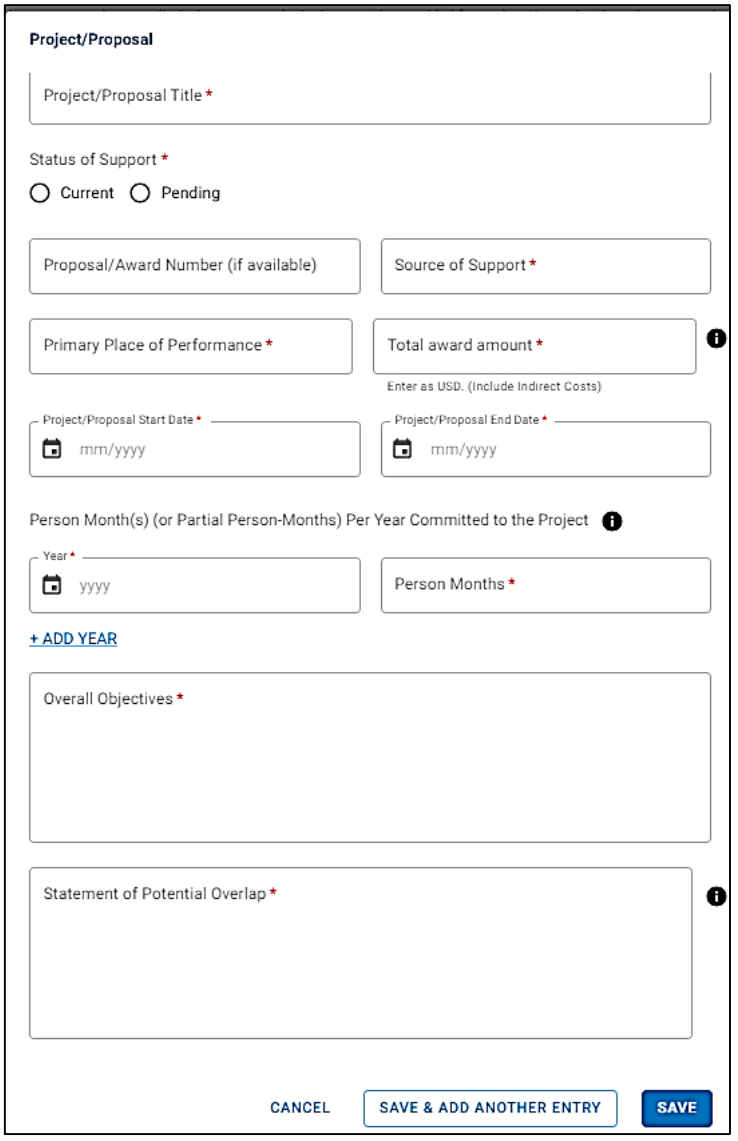
Certification

VIEW DRAFT | DOWNLOAD PDF

By downloading this document, senior personnel are required to certify that the information provided is accurate, current, and complete.

Current and Pending Support

Current and Pending Support



Needed Information

Grant you are submitting

- Project/Proposal title
- Support Type: Current or Pending
- Award # if known
- Source of Support
- Primary Place of Performance (Project Location)
- Total Award Amount (including indirect costs)
- Start Date: (MM/YYYY)
- End Date: (MM/YYYY)
- Person-months per year & by year committed to the Project, ##.##
- Overall Objectives
- Statement of Potential Overlap

This means you can't complete until budget is done

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. 2025	01.20	4.	
2. 2026	01.20	5.	
3. 2027	01.20		

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

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 (##.##)
1. 2025	01.80
2. 2026	01.80
3. 2027	01.80

Year (YYYY)	Person Months (##.##)
4.	
5.	

Scenario #3: Faculty member has 1 course release time fall and spring semesters and works ½ 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 months

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

*Year (YYYY)	*Person Months (##.##)
1. 2025	02.30
2. 2026	02.30
3. 2027	01.80

Year (YYYY)	Person Months (##.##)
4.	
5.	

Current and Pending Support Takeaways

- Faculty time on ATE grants is not limited to 2 months, but the justification for more time must be very clear
- All committed time and support from any source for Senior Personnel working on projects should be reported
- Carefully follow PAPPG guidelines

Senior Personnel Documents

Collaborators and Other Affiliations

Collaborators and Other Affiliations

- Also referred to as a Single Copy Document
- Required for all Senior Personnel
- Used by NSF to manage reviewer selection process
- Template for filling out COA provided by NSF https://nsf.gov/bfa/dias/policy/coa.jsp

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QUESTIONS

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Non-budgeted items/people

Proposal Actions

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Helpful Links

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Facilities, Equipment & Other Resources

Facilities, Equipment & Other Resources

- Should be narrative in nature and include internal and external resources (both physical and personnel)
- Should include any senior personnel or postdoctoral researchers for whom no funds are being requested in the budget
- Must not include any quantifiable financial information
- Photographs of equipment or physical space are not allowable

Facilities, Equipment & Other Resources

FACILITIES, EQUIPMENT AND OTHER RESOURCES

Laboratory: The makerspace, located in the Newton building, will be used for the Power of Us program's Tech Tuesdays, Taste of Industry, and Summer Camps. The makerspace will provide a collaborative space for the students to use equipment that might not be available in other labs across campus. Other conference rooms and labs will also be used for these events. The targeted program labs in the Newton and Ingram buildings will also be used because they contain equipment that cannot be moved. The multipurpose rooms in the Wynn Center and Ingram buildings will be used for the opening session, lunch, and closing session for the Taste of Industry event.

Clinical: Not applicable

Animal: Not applicable

Computers: In addition to the computers in the labs referenced above, the College employees involved in the Power of Us project will utilize computers provided by the College in their offices.

Office: Office space for College employee project participants will be provided by the College. Each office has a computer, a phone, office furniture, and office related items. The offices are in the Newton and Ingram buildings.

Other: Other personnel supporting the project will include members of the College's leadership staff, the College's high school liaisons, selected nine- and twelve-month faculty, the College's marketing department, and the program's student workers (Power of Us Ambassadors). The staff from the College's institutional research office (Research, Evaluation, Assessment, and Planning (REAP)) will work with the PI, Co-PI, and Evaluator to provide the data needed to report outcomes.

Major Equipment: The following special equipment will be used in the specific program labs:

- Automotive Systems Technology Labs – Equipment in Durham Tech's garage includes but is not limited to car lifts; hand, power, and specialty tools; and diagnostic equipment.
- Biomedical Equipment Technology Labs – Students receive instruction and have hands-on learning experiences in a lab stocked and outfitted with biomedical equipment most used by healthcare providers and private industry, such as sterilization machines and diagnostic equipment. Instructors use the equipment as teaching aides and students use the equipment to gain experience with troubleshooting and repair skills. Students learn to use hand, power, and specialty tools in the lab.
- Networking Labs – Labs are equipped with computers, switches, routers, and closed networks that instructors can use to teach students how to analyze, test, troubleshoot, and evaluate network systems and plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.
- Electrical Systems Technology Labs – Students have hands-on learning experiences with everything from basic electricity kits that include bulbs, batteries, simple switches to demonstration systems that include the same kinds of complex switches and wiring found in residential, commercial, industrial facilities and programmable logic controllers (PLCs).

Protect/Share Project Data

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Proposal Actions

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- Print Proposal
- Delete Proposal

Proposal Details

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Helpful Links

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Data Mgt. Plan

Data Management Plan

- Cannot exceed two page(s)
- Must not be used to circumvent the Project Description page limit listed for the funding opportunity
- Should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results

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

[Dissemination and Sharing of Research Results | NSF - National Science Foundation]

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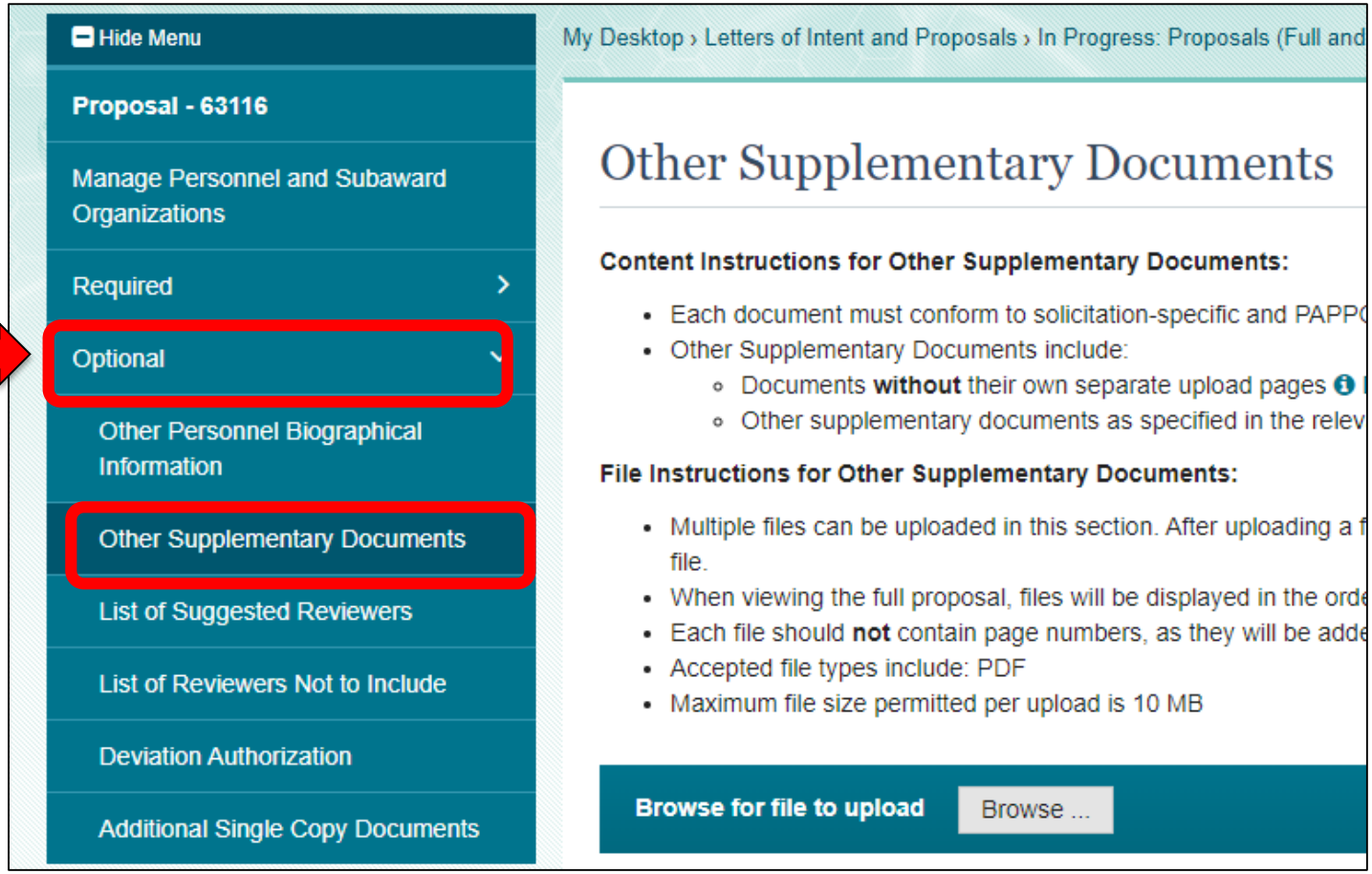
Supplemental Documents

Not really!



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Supplemental Documents

- Required through ATE Solicitation
  - Letters of Collaboration - NOT letters of support
  - Biosketch of evaluator if named in the proposal

Formatting Advice

- PAPPG (Chapter II:B, II-2 and II-3)
  - Font size
  - Margins
  - Font Style
- Research.gov
  - Don’t add any page numbers (automatic pagination)
  - Only 1 file per section, maximum file size =10 MB

Proposal Advice

- Start early and review many times
- Don't be afraid to ask questions
- Ask Mentors and the Mentor-Connect Team questions concerning these forms
- Make use of Research.gov help

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QUESTIONS

MENTOR CONNECT

Upcoming Webinars

- Budgets
  May 22 — 2:00-3:30 pm ET
- Including a Recruitment/Retention Plan in your Proposal
  June 26 — 2:00-3:00 pm ET

Connect with Mentor-Connect

www.Mentor-Connect.org

843.676.8541

mentor-connect@fdtc.edu

ATEMentorConnect

@Mentor_Connect

LinkedIn.com/MentorConnect

MENTOR CONNECT

Evaluation

- Please complete the evaluation/poll
- Scroll down to make sure you answer all questions

MENTOR CONNECT

Leadership Development and Outreach for ATE

NSF DUE #2227301

Elaine Craft, Principal Investigator

SC ATE Center of Excellence

Florence-Darlington Technical College - Florence, SC 29501-0548

This material is based upon work supported by the National Science Foundation Grant No. 2227301. Any opinions findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.