

Preparing Forms for Your NSF ATE Proposal

April 2, 2025

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Introductions



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Poll

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

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Getting Started

- Introduce yourself in the 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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**WHAT
YOU
NEED
TO
KNOW**

- Registered participants will receive link to the webinar recording within one week along with any attachments shared in the 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

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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

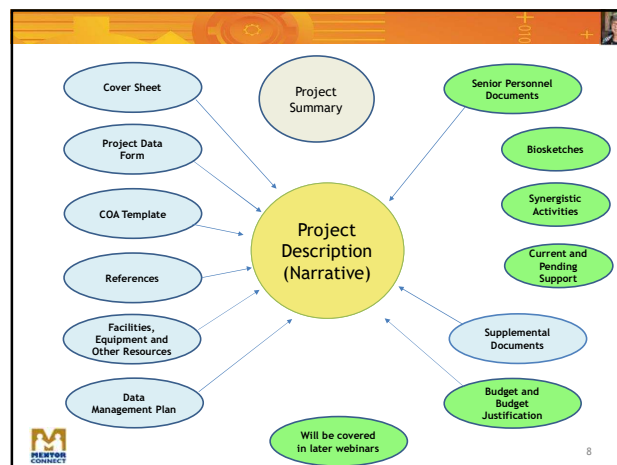


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AGENDA

- Overview
- Provide Research.gov instructions
- 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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Read First and Read Often

- ATE Program Solicitation - NSF 24-584
<https://www.nsf.gov/funding/opportunities/ate-advanced-technological-education/nsf24-584/solicitation>
- Proposal and Award Policies and Procedures Guide (PAPPG) : NSF 24-1 (Section II)
<https://new.nsf.gov/policies/pappg/24-1>

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NSF Publications

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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.
- Items can be “parked” in Research.gov! Nothing is FINAL until the AOR clicks “submit”

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

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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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Accessing and Login

Use same login as used for other items in Research.gov

NSF User Sign In

Choose a secure method to sign in to your NSF account

NSF Credentials

- Uses NSF ID or Primary Email address
- Step-by-step verification using your phone, app, security key or biometrics
- Learn more [About Research.gov Sign In](#)

Sign In Using NSF Credentials

000876472

Verify with your password

Password

Verify

You will use multiple multifactor authentication (MFA) to log in.

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Demo Site

Welcome to the Proposal Preparation Demo Site

The demo site is available to explore preparing proposals in Research.gov! Full Research proposals are currently available in the demo site. As other proposal types are added to the Research.gov Proposal Submission System, they will also be available in the demo site. View the [Research.gov Proposal Submission Capabilities](#) for details.

In the demo site:

- Each user will be given the role of Principal Investigator (PI) and associated with the "National Science Foundation" organization as well as any other organization(s) the user is associated with, including Postdoctoral Scholar, if applicable
- Proposals created in the demo site will not be displayed in the actual Research.gov Proposal Submission System
- No system-generated emails will be created or sent when performing any actions
- Submission of proposals to NSF is not supported
- All proposals will be deleted six months after they are created
- Look for the orange information icon ⓘ to view demo site messages and instructions

Continue to the Demo Site

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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](#)

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Initiate Proposal

Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

Prepare New

Answer a few questions to set up letters of intent or proposals (including renewals)

Project New

- Letter of Intent
- Preliminary Proposal
- Full Proposal**
- Renewal Proposal
- Accomplishment Report Renewal

In Progress

Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF

Work with In Progress

Submitted and Updates

View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal

View Update Submitted

Proposal File Update (PDF) | Budget Revision | Proposal Withdrawal

Full Proposal

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Select ATE Solicitation

Select	Funding Opportunity Number	Funding Opportunity Title
<input type="radio"/>	NSF 24-567	U.S. National Science Foundation Research Traineeship (NRT) Program
<input type="radio"/>	NSF 24-504	Science and Technology Centers: Integrative Partnerships
<input type="radio"/>	NSF 24-560	Engineering Research Initiation
<input type="radio"/>	NSF 24-569	Computer and Information Science and Engineering (CISE): Core Programs
<input type="radio"/>	NSF 24-568	EPSCoR Graduate Fellowship Program
<input type="radio"/>	NSF 24-567	Research on the Science and Technology Enterprise: Indicators, Statistics, and Methods (NCSES SAT)
<input type="radio"/>	NSF 24-566	NSF National Quantum Virtual Laboratory
<input type="radio"/>	NSF 24-564	Advanced Technological Education
<input type="radio"/>	NSF 24-563	Advanced Computing Systems & Services: Adapting to the Rapid Evolution of Science and Engineering Research 2.0
<input type="radio"/>	NSF 24-562	NSF Small Business Innovation Research / Small Business Technology Transfer Fast-Track Pilot Programs

Showing 41-60 of 239

Currently Page 5 but will change

Scroll through pages to find Solicitation number.

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Funding Opportunity- Verification Screen

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type 4. Proposal Details

Confirm Where to Apply

Additional programs, including those that are not identified in the funding opportunity, can be added once the proposal is created.

Your proposal will be directed to the following NSF program. Click "Next" to continue.

Funding Opportunity
NSF 24-564: Advanced Technological Education

Directorate/Office
Directorate for STEM Education (EDU)

Division
Division of Undergraduate Education (DUE)

Program
Advanced Tech Education Prog

Where to Apply

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Select Proposal Type

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type 4. Proposal Details

Select Proposal Type

What type of proposal will be used? ☒ Proposal Types

☒ Research

- ☐ Planning RPPG H.E. 1.0
- ☐ Rapid Response Research (RAPID) RPPG H.E. 2.0
- ☐ Early concept Grants for Exploratory Research (EAGER) RPPG H.E. 3.0
- ☐ Research Advanced by Interdisciplinary Science and Engineering (RAISE) RPPG H.E. 4.0
- ☐ Grant Opportunities for Academic Liaison with Industry (GALILEI) RPPG H.E. 5.0
- ☐ Ideas Lab RPPG H.E. 6.0
- ☐ Facilitation Awards for Scientists and Engineers with Disabilities (FASED) RPPG H.E. 7.0
- ☐ Conference RPPG H.E. 8.0
- ☐ Equipment RPPG H.E. 10.0
- ☐ Travel RPPG H.E. 11.0
- ☐ Center RPPG H.E. 12.0
- ☐ Research Infrastructure RPPG H.E. 13.0

ATE proposals are all classified as "Research"

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Proposal Details

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type ✓ 4. Proposal Details

Proposal Details

What type of proposal are you submitting?

- ☒ Single proposal (solo or without subawards)
- ☐ Separately submitted collaborative proposal

What is a Collaborative Proposal?
A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project.
☐ Intends to submit collaborative proposal

Proposal Title

Be thoughtful about your project title

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Forms - Step by Step

Proposal submission "control" page: complete all items

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [X/XX]
<ul style="list-style-type: none"> Share Proposal with SPOAOR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	<ul style="list-style-type: none"> Required Cover Sheet Project Summary Project Description References Cited Budget(s) Budget Justification(s) Facilities, Equipment and Other Resources Senior/Key Personnel Documents Data Management and Sharing Plan Project Data Form Monitoring Plan Conditionally required 		<ul style="list-style-type: none"> Form not checked Document unavailable for check Document unavailable for check Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

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Project Description

Will be covered by your Mentor, June webinar, and HI-TEC

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [X/XX]
<ul style="list-style-type: none"> Share Proposal with SPOAOR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	<ul style="list-style-type: none"> Required Cover Sheet Project Summary Project Description References Cited Budget(s) Budget Justification(s) Facilities, Equipment and Other Resources Senior/Key Personnel Documents Data Management and Sharing Plan Project Data Form Monitoring Plan Conditionally required 		<ul style="list-style-type: none"> Form not checked Document unavailable for check Document unavailable for check Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

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Project Description Quick Overview

- **Must** begin with a section on Results from 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
- Do not include hyperlinks (URLs)
- Upload in PDF format (1 file - 10 MB max size)
- Print to ensure that you have not exceeded the 15-page limit & for additional proof-reading
- Use section headings, bullets, charts and tables, etc. to guide attention and emphasize key points

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Project Description Takeaways

- Use acceptable font styles, font size, and margins
- Automatic compliance checks are in force
- Check & double check after uploading
- Don't add any page numbers
- Print for additional proof-reading

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Budget & Budget Justification and Personnel

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [x/y]
Share Proposal with SPOAOR	Required		Form not checked
Check Error(s) and Warning(s)	Cover Sheet		Document unavailable for check
Manage Personnel and Subaward Organizations	Project Summary		Document unavailable for check
Print Proposal	Project Description		Document unavailable for check
Delete Proposal	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/Key Personnel Documents		Document unavailable for check
	Data Management and Sharing Plan		Document unavailable for check
	Project Data Form		Form not checked
	Monitoring Plan		Document unavailable for check
	Conditionally required		

Will be covered at April 30, 2025, Webinar

Will be covered at May 21, 2025, Webinar

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Today's Focus

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [x/y]
Share Proposal with SPOAOR	Required		Form not checked
Check Error(s) and Warning(s)	Cover Sheet		Document unavailable for check
Manage Personnel and Subaward Organizations	Project Summary		Document unavailable for check
Print Proposal	Project Description		Document unavailable for check
Delete Proposal	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/Key Personnel Documents		Document unavailable for check
	Data Management and Sharing Plan		Document unavailable for check
	Project Data Form		Form not checked
	Monitoring Plan		Document unavailable for check
	Conditionally required		

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Start here: Cover Sheet

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [x/y]
Share Proposal with SPOAOR	Required		Form not checked
Check Error(s) and Warning(s)	Cover Sheet		Document unavailable for check
Manage Personnel and Subaward Organizations	Project Summary		Document unavailable for check
Print Proposal	Project Description		Document unavailable for check
Delete Proposal	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/Key Personnel Documents		Document unavailable for check
	Data Management and Sharing Plan		Document unavailable for check
	Project Data Form		Form not checked
	Monitoring Plan		Document unavailable for check
	Conditionally required		

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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)

Proposed: 8277

Manage Personnel and Subaward Organizations

Required

Cover Sheet

Get Feedback

Cover Sheet (PDF) [x]

* Required

Requested Start Date and Proposed Duration

The requested start date is important to NSF staff; however, requests for specific start dates may not be met. The duration should be consistent with the nature and complexity of the proposed activity.

Requested Start Date (YYYYMMDD) [x]

Proposed Duration [x] Months

Request Start Date & Specify Proposed Duration

Prime Organization

Prime Organization: FLORENCE-DARLINGTON TECHNICAL COLLEGE (INC) 2750 N. LUCAS ST. FLORENCE, SC 29501-1242 US

Time Zone: AMERICAN_YORK (GMT-5:00)

Unique Entity Identifier (UEI): FLODCDFP28N71

Employer or Treasurer Identification Number: 97042-107

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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

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Project Data Form

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
<ul style="list-style-type: none"> Show Proposal with SPOAOR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	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/Key Personnel Documents		Document unavailable for check
	Data Management and Sharing Plan		Form not checked
Monitoring Plan	Conditionally required	Document unavailable for check	

Project Data Form

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Project Data Form

Program Track

Note: Research.gov still has old terminology

Choose ATE Track from dropdown options

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Project Data Form

Category

Choose Category from dropdown options

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Project Data Form

Organization Information

Prime Organization Information

Highest Degree (S)

Institution Type (S)

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.

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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

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Project Summary

Proposal Actions	Proposal Sections	Last Updated	Compliance Status (Key)
<ul style="list-style-type: none"> Share Proposal with SPOACOR Check Error(s) and Warnings(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	Required Cover Sheet Project Summary ← Project Summary Project Description References Cited Budget(s) Budget Justification(s) Facilities, Equipment and Other Resources Senior/Key Personnel Documents Data Management and Sharing Plan Project Data Form Monitoring Plan Conditionally required		Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

Proposal Status: Not Shared with SPOACOR

Helpful Links: View Submitted Proposals

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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:
 - Advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - Benefit society or advance desired societal outcomes (Broader Impacts)

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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

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References Cited

Proposal Actions	Proposal Sections	Last Updated	Compliance Status (Key)
<ul style="list-style-type: none"> Share Proposal with SPOACOR Check Error(s) and Warnings(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	Required Cover Sheet Project Summary Project Description References Cited ← References Cited Budget(s) Budget Justification(s) Facilities, Equipment and Other Resources Senior/Key Personnel Documents Data Management and Sharing Plan Project Data Form Monitoring Plan Conditionally required		Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

Proposal Status: Not Shared with SPOACOR

Helpful Links: View Submitted Proposals

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References Cited

- Use recent and relevant sources (ideally within the last 5 years) that support your project
- Avoid over-citing – Overloading the references section can detract from your main points
- Use citation management tools like Zotero, Mendeley, or EndNote OR AI tools such as NotebookLM can help manage and format your references
- Check for accuracy – Double-check all references for correct spelling of author names, publication titles, and correct publication years; ensure all URLs and DOIs are functional and up-to-date

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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!

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Non-budgeted items/people

Proposal Actions	Proposal Sections	Last Updated	Compliance Status (NSF)
<ul style="list-style-type: none"> Share Proposal with SPOAGR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	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/Key Personnel Document(s)		Document unavailable for check
	Data Management and Sharing Plan		Document unavailable for check
Proposal Details Proposal Status: Not Shared with SPOAGR Helpful Links View Submitted Proposals			

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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

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Facilities, Equipment & Other Resources

FACILITIES, EQUIPMENT AND OTHER RESOURCES

Laboratory: The undergraduate laboratory located in the Veterans building will be used for the Project of US program's Task 1. The laboratory is located in the Veterans building. The undergraduate laboratory will provide a collaborative space for the students to work on their projects. The laboratory is located in the Veterans building. The undergraduate laboratory will provide a collaborative space for the students to work on their projects. The laboratory is located in the Veterans building. The undergraduate laboratory will provide a collaborative space for the students to work on their projects.

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Facilities, Equipment & Other Resources

- Include both physical spaces (like classrooms, labs, or computer labs) and virtual tools (such as software, online platforms, and databases)
- Only list resources that are directly relevant to your project
- Describe any specialized equipment or tools that are essential for the project's success
- Make sure to explain how the facilities and resources support your project's goals

Watch the coffeebreak: https://library.mentor-connect.org/r426/coffee_break_facilities_and_equipment

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Data Management and Sharing Plan

Proposal Actions	Proposal Sections	Last Updated	Compliance Status (NSF)
<ul style="list-style-type: none"> Share Proposal with SPOAGR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal 	Required		
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	Project Description		Document unavailable for check
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	Budget(s)		Form not checked
	Budget Justification(s)		Document unavailable for check
	Facilities, Equipment and Other Resources		Document unavailable for check
	Senior/Key Personnel Document(s)		Document unavailable for check
	Data Management and Sharing Plan		Document unavailable for check
Proposal Details Proposal Status: Not Shared with SPOAGR Helpful Links View Submitted Proposals			

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Data Management and Sharing 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

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Data Management and Sharing Plan

Items to Include

- Types of data, samples, physical collections, software, curriculum materials, and other materials to be produced
- Standards to be used for data and metadata format & content
 - Where existing standards are absent or inadequate, document along with proposed solutions or remedies
- Policies for access and sharing including plans for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements
- Policies and provisions for re-use, re-distribution, and the production of derivatives
- Plans for archiving data, samples, and other research products, and for preservation of access to them

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Data Management Plan

Adrian-Baascombe Technical Community College will conform with NSF's policy to disseminate and share results of the proposed project as defined in AAG Chapter VLD.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 Systems 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 biotechnology materials will be maintained in locked filing cabinets. The PI and Co-PIs will update records on a regular basis.

A good source for FAQs about Data Management Plans

[Dissemination and Sharing of Research Results | NSF - National Science Foundation](https://www.nsf.gov/edu/data-management-plans)

Guidance for Proposals and Awards

<https://new.nsf.gov/edu/data-management-plans>

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TAKE AWAY

Take Aways for Data Management

- Storage Use:** If using a specific storage platform, include the name of the repository, how the data will be uploaded, and when/how the data will be made available to the public
- Flexibility:** Plan should be flexible enough to adapt to changes in project needs, new technologies, or updated data-sharing requirements
- Review Criteria:** Reviewers will evaluate the quality, feasibility, and alignment of the DMSP; a poorly written plan can hurt your proposal's chances of success
- Budget Considerations:** If needed, include costs for storing, organizing, or sharing data in your budget

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Supplemental Documents

Not really!

Proposal - 63116

Manage Personnel and Subaward Organizations

Required

Optional

Other Personnel Biographical Information

Other Supplementary Documents

List of Suggested Reviewers

List of Reviewers Not to Include

Deviation Authorization

Additional Single Copy Documents

My Desktop - Letters of Intent and Proposals - In Progress: Proposals (Full and

Other Supplementary Documents

Content Instructions for Other Supplementary Documents:

- Each document must conform to solicitation-specific and PAPP
- Other Supplementary Documents include:
 - Documents without their own separate upload pages
 - Other supplementary documents as specified in the relev

File Instructions for Other Supplementary Documents:

- Multiple files can be uploaded in this section. After uploading a file
- When viewing the full proposal, files will be displayed in the ord
- Each file should not contain page numbers, as they will be add
- Accepted file types include: PDF
- Maximum file size permitted per upload is 10 MB

Browse for file to upload

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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

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Supplemental Documents


Letters of Collaboration

- Required Content:** Must clearly describe the expected contributions, roles, and responsibilities of each partner involved in the project or center
- Avoid Nonspecific Letters:** Letters that only endorse the project or offer nonspecific support for project activities should be avoided
- Impact on Proposal:**
 - Including letters of support that do not meet these requirements may result in the proposal being returned without review.
 - It's critical to ensure the letters are detailed and clearly outline the partner's involvement

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Letters of Collaboration

- Send unique draft letters to partners to sign or adjust
- Start early - this takes time
- Be thoughtful - quality not quantity is important

Watch coffee break at https://library.mentor-connect.org/r414/coffee_break_commitment_letters




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QUESTIONS





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General 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





Contact Us

For general questions about Research.gov, please see our [Frequently Asked Questions](#).
For technical questions or immediate assistance, please contact the **HELP** Help Desk.


Help - 9 PM Eastern Time, Monday through Friday (except for federal holidays).

- Submit the Help Desk at [research.gov](#)
- Call the Help Desk at 1-800-281-1822
- To give feedback or comments, see the feedback page.




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- NSF ATE Budget & Budget Justification — Wednesday, April 30*
- Completing ATE Budget & Forms: Personnel Documents — Wednesday, May 21*
- Preparing for HI TEC — Wednesday, June 18*



 * These webinars start at 3:00 pm ET

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Leadership Development and Outreach for ATE
NSF DUE #227301

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