

Preparing Forms for Your ATE Proposal: Other Supplementary Documents

This instruction sheet is derived directly from the Preparing Forms for Your NSF ATE Proposal webinar, presented on April 2, 2025. The full webinar is available for viewing at: <https://tinyurl.com/MCFormsWebinar>
A comprehensive version of the Quick Reference Guide can be accessed at:
<https://tinyurl.com/MCFormsGuide>

Other Supplementary Documents

Other Supplementary Documents are listed as “optional” but for the ATE program two kinds of supplemental documents are required. This is one instance where PAPPG information differs from that in the ATE Solicitation. *Use the Solicitation for guidelines regarding the format of these documents!* Note that only the documents listed below may be included as Supplementary Documents. Proposals that include other documents in this section could be returned automatically without being reviewed.

Letters of Collaboration. Letters from industry, education partners, or others must document significant commitments to the project. Some NSF programs consider such letters optional, but for the ATE Program they are a requirement. All letters of collaboration must make specific commitments of support for project activities. You may provide drafts that suggest content topics but avoid providing boilerplate letters for the writers to use or adapt. Duplicate letters will raise questions about the extent of partner commitments. As an alternative to individual letters, you may submit one letter signed by several collaborators who agree to provide the same kind of support. For large projects, you will need a letter of commitment from the president or other appropriate college administrator outlining specific college commitments to the project. Including letters of that do not meet these requirements may result in the proposal being returned without review.

The screenshot shows the NSF ATE Proposal system interface. On the left is a sidebar menu with the following items: 'Proposal - 63116', 'Manage Personnel and Subaward Organizations', 'Required', 'Optional', 'Other Personnel Biographical Information', 'Other Supplementary Documents' (highlighted with a red box), 'List of Suggested Reviewers', 'List of Reviewers Not to Include', 'Deviation Authorization', and 'Additional Single Copy Documents'. The 'Optional' tab is also highlighted with a red box, and a red box around it contains the text 'Not optional for ATE!'. The main content area is titled 'Other Supplementary Documents' and contains 'Content Instructions for Other Supplementary Documents' and 'File Instructions for Other Supplementary Documents'. The 'Content Instructions' section states: 'Each document must conform to solicitation-specific and PAPPG Other Supplementary Documents include: Documents without their own separate upload pages (1) Other supplementary documents as specified in the relevant solicitation.' The 'File Instructions' section states: 'Multiple files can be uploaded in this section. After uploading a file. When viewing the full proposal, files will be displayed in the order they were uploaded. Each file should not contain page numbers, as they will be added automatically. Accepted file types include: PDF. Maximum file size permitted per upload is 10 MB.' At the bottom of the main content area is a 'Browse for file to upload' button and a 'Browse ...' button.

Biographical Sketch for the External Evaluator. If the evaluator is named in the project description, you must upload a biosketch that follows the NSF format in the Other Personnel Biographical Information section of the Supplementary Documents. Do NOT submit it through SciENCv with the biosketches for your project personnel. If an evaluator has not been identified, provide a document with information about the selection criteria to be used for your institution’s procurement bid process.