## Preparing Forms for Your ATE Proposal: Other Supplementary Documents

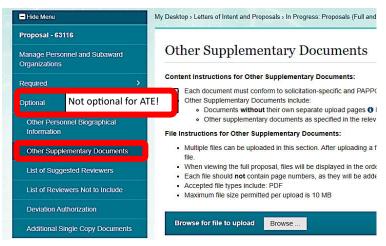
This instruction sheet is derived directly from the Preparing Forms for Your NSF ATE Proposal webinar, presented on April 2, 2025. The full webinar is available for viewing at: <u>https://tinyurl.com/MCFormsWebinar</u> A comprehensive version of the Quick Reference Guide can be accessed at: <u>https://tinyurl.com/MCFormsGuide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

## **Other Supplementary Documents**

Other Supplementary Documents are listed as "optional" but for the ATE program two kinds of supplemental documents are <u>required</u>. 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 <u>only the documents listed below</u> 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.

**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.

