



THE  
JONSSON SCHOOL

# Ancillary Forms and Documents

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# My



**Grant Support** (Total Funding: \$14,910,445; Adams Share: \$6,808,335)

## ■ NSF Funding

- CISE
- DUE (Now EHR)
- BPE
- EEC
- HRD

1. (PI). National Science Foundation, CAREER: Designing Effective Teams in the Engineering Classroom for the Enhancement of Learning, \$587,568, February, 2003 through January, 2008, Adams Share: 100%.

## ■ Current Projects

- Rising Doctoral Institute, EEC#2029782
- Adaptation: Adapting Successful Practices to foster an Inclusive, Respectful, and Equitable Environment (ASPIRE<sup>2</sup>), HRD#2121648
- CNS Core: EAGER: Building Leadership Capacity and Support for Women of Color Faculty, CNS#2037416

# Session Objectives

By the end of this session, you will be able to describe the information required in each of the following forms for proposal submission:

- Project Data Form
- Biosketch
- Current and Pending Support
- Budget Justification
- Data Management Plan
- Post-doc Mentoring Plan

# Ancillary Forms

- Project Data Form (Division of Undergraduate Education – DUE – only)
- Facilities and Equipment
- Budget
- Budget Justification
- Data Management Plan
- Post-doc Mentoring Plan (only if a post-doc is included in the budget)
- Letters of Commitment in the Supplementary Documents section
- Include each of the following for all people on the project:
  - Biosketches
  - Current and Pending Support
  - Collaborators and Other Affiliations

There are templates for each of these documents – *the system will not allow you to submit unless these are created in the proper template!*

# Facilities and Equipment

- A list of the equipment available to you that will enable you to *successfully complete the project*
- For most education proposals, the following should suffice:
  - *The only equipment required for the conduct of this project is standard office equipment such as computers, copiers, and scanners and basic statistical software. The PI has sufficient access to these through his/her department.*

# Letters of Commitment

- Included in the Supplementary Documents section of the proposal
- Not to be confused with Letters of Support
- Only the “basics” are allowed in these letters:
- You can include brief bio sketches of consultants in the Supplementary Documents section as well, but these are not required

# Biographical Sketch

- Two-page maximum
- Four major categories:
  1. Professional Preparation
  2. Appointments
  3. Products
  4. Synergistic Activities
    - *Defined as activities that link research and education. You can input things here like presenting during outreach events or other things you think are relevant.*

# Current and Pending Support

- To demonstrate that you have the capacity to perform the work, if selected for funding
- Include the following for each project listed:
  - Title of the project
  - Status of support
  - Proposal number (if available)
  - Source of Support
  - Primary Place of Performance
  - Start and End dates
  - Total Award Amount
  - Person-months committed to the project, by year



# Using SciENCv to Generate Forms

The screenshot shows the SciENCv website interface. At the top, there is a dark blue header with the NIH logo and the text "National Library of Medicine" and "National Center for Biotechnology Information". A "Log in" button is visible in the top right corner. Below the header, the URL <https://www.ncbi.nlm.nih.gov/sciencv/> is displayed in green. The main content area features the SciENCv logo on the left and a dark blue box on the right containing the text "SciENCv: Science Experts Network Curriculum Vitae" and a description: "A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENCv is available in My NCBI." Below this, there are two main sections: "About SciENCv" and "Log in". The "About SciENCv" section includes links for "Background Information" and "Help Documentation". The "Log in" section features logos for "eRA Commons" and "National Science Foundation", a "More Options" button, and a link for "Forgot your username/password?". At the bottom of the page, there is a footer with the text "You are here: MyNCBI > SciENCv > SciENCv: Science Experts Network Curriculum Vitae" on the left and "Support Center" on the right. A dark blue bar at the very bottom contains the text "FOLLOW NCBI".

# Budget

- The Budget should be credible and in line with the scope of the proposed project
  - Don't “pad” the budget
  - Don't “underfund” the budget
- Leaving money on the table doesn't make you more competitive!

# Budget Justification

- Describe the major categories of requested funds, i.e., personnel, travel, supplies, etc.
- Funds requested should match the scope of the activity
- Incentives for student subjects (budgeted as “undergraduate pay,” not “participant support”)

# Typical Weaknesses w/Budget Justification

- A general lack of detail
- Personnel Wages
  - How much time for each co-PI? Academic or summer?
  - What will the salaries be for the other staff?
  - Have raises been figured into salary amounts?
  - Fringe Benefits
- Evaluation
  - Have you named the evaluator?
  - How much effort will the expend?
- Overhead/ F&A/ Indirect

(Fringe Benefits and Indirect Costs are calculated according to federally negotiated rates and are included in the budget on allowable costs.
- Supplies and Services
  - How many trips? What is the estimated cost of each trip? How did you arrive at the estimate per trip?
  - What software will you be purchasing? Why is this necessary?
  - Where will you publish? What are typical page charges there?

# Data Management Plan

- All proposals to the NSF are required to include a data management plan as part of the submission
  - Each division in NSF has provided a detailed expectation of data management for their projects
- Plan to manage and disseminate both the physical and digital data generated by the project
  - Collection
  - Storage
  - Long-term storage
  - Access to other researchers

# Data Management Plan

- Should Include:
  - Types of data
  - Standards to be followed
  - Policies for access and sharing
  - Policies and provisions for re-use
  - Plans for archiving
  - Information regarding protection of human subjects (for most educational projects)

# Post-Doc Mentoring Plan

- Description of the activities that will be provided for post-docs, including the frequency
- *A post-doc mentoring plan is only required if post-docs are listed in the budget*



# for the Post-doc Mentoring Plan

- Examples of mentoring activities provided to post-docs:
  - Career counseling
  - Training in the preparation of grant proposals,
  - Publications and presentations
  - Guidance on improving teaching skills
  - Guidance on collaborating with other researchers
    - *Especially with those from diverse backgrounds and disciplinary areas*
  - Training in responsible professional practices
- Should be Included:
  - Who will do the mentoring? Their prior experience in mentoring.
  - Frequently meeting.
  - Sample topics to be covered during mentoring time.



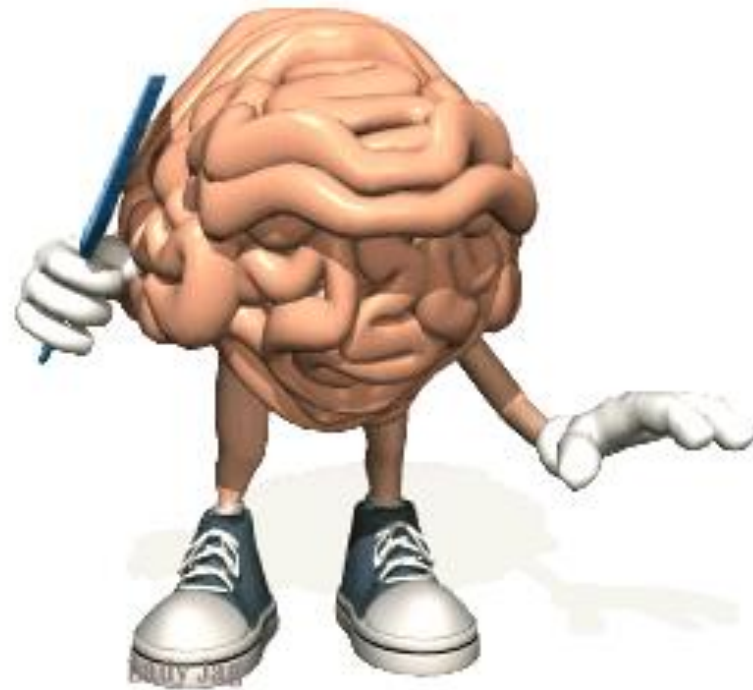
# General



- Update your Documents Annually or whenever NSF makes changes
- Pay Close Attention to the RFP or Proposal & Award Policies & Procedures Guide (PAPPG)
- Don't Provide More Than Requested
- Don't Blow Smoke
- Use Everything Available to You
- Finish Early to Triple Check **EVERYTHING!!!!**



# Feel free to pick my brain ...



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