Proposal Odds and Ends:
NSF, NIH, and USDA proposal document requirements: biosketch, conflict of interest, and current & pending

Expert Panel

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SciENcv: Background Information

- Science Experts Network Curriculum Vitae (SciENcv) is an electronic system that helps researchers assemble the professional profile needed for application of federal funds.

- SciENcv is a cooperative project requested by the Federal Demonstration Partnership (FDP) , which is an association of academic research institutions and federal agencies (DOD, DOE, EPA, NSF, NIH, USDA)

- Eliminates the need to repeatedly enter biosketch information

- Reduces the administrative burden associated with federal grant submission and reporting requirements

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Biographical Sketches (NSF and NIH/IES)

- A separate biographical sketch (limited to two pages) must be provided through use of an <u>NSF-approved format</u>, for each individual designated as senior personnel.

- (NIH/IES) Provide the following information for the Senior/key personnel and other significant contributors. **DO NOT EXCEED FIVE PAGES.**

- MTSU Examples (<u>NSF</u>, <u>NIH</u>)

SciENcv: Science Experts Network Curriculum Vitae

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.

About SciENcv

Background Information

Help Documentation

Developer Tools

Data Documentation

Data Schemas

Log in

eRA Commons

National Science Foundation

More Options

Gregory Rushton

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http://orcid.org/0000-0002-8687-132X   edit

SciENcv documents   Edit   ⊕ Create New Document

Last Update	Name	Type	Sharing
19-Aug-2020	Rushton Current Pending 2020	NSF Current and Pending Support	Public
22-Jul-2020	GTR-IES-BIOSKETCH-SUMMER-2020	IES Biosketch	Private
19-Aug-2020	NSF-BIOSKETCH-RUSHTON-BTLS-NAEP-2020	NSF Biosketch	Private
19-Aug-2020	Rushton-Biosketch-NSF-Teacher-Retention-Aug2020	NSF Biosketch	Private
03-Mar-2021	ORSP Workshop NSF example	NSF Biosketch	Private
15-Mar-2021	Example from ORCID	NSF Biosketch	Private

⊕ Create New Document

Current/Pending

- Current and pending support information must be separately provided through use of an <u>NSF-approved format</u>, for each individual designated as senior personnel on the proposal. Current and pending support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value.

- <u>MTSU Example</u>

SciENcv does Current/Pending too!

IN-KIND CONTRIBUTION INFORMATION

Current and Pending Support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, employees, students). If the in-kind contributions are intended for use on the project being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the individual's Current and Pending Support submission. In-kind contributions not intended for use on the project/proposal being proposed that have associated time obligations must be reported below. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

Project/Proposal Title	Source of Support	Status of Status	Total Award Amount	Support Start Date	
Investigating Classroom Discourse in Active Learning Environments for Large Enrollment Chemistry Courses	National Science Foundation	Current	$609435	Oct 2019	Delete Edit
PDConnect: A Scalable Community Approach to Improving Instruction in AP Chemistry Nationwide	Institute of Education Sciences	Current	$1398358	Sep 2018	Delete Edit
Collaborative Research: Teacher Leadership (T-Lead): Investigating the Persistence and Trajectories of Noyce Master Teaching Fellows	National Science Foundation	Current	$282087	Jun 2018	Delete Edit
Collaborative Research: Exploring the Impact of Noyce Master Teaching Fellowship Programs on Teacher Retention: The Role of Motivation, Leadership, and School-Work Environment	National Science Foundation	Pending	$214350		Delete Edit
A geographic, longitudinal, demographic analysis of STEM teacher persistence and effectiveness	National Science Foundation	Pending	$388361		Delete Edit
Technology-assisted lesson study for developing elementary mathematics teachers expertise in teaching mathematics on scale	National Science Foundation	Pending	$449997		Delete Edit

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Postdoc Mentoring Plans (NSF)

- In no more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project

- Examples of mentoring activities include, but are not limited to: career counseling; training in preparation of grant proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

Sample Postdoc Mentoring Plans

- Harvard

- MTSU

Thank You for Your Interest!

DUE-1949925
DUE-1914813
DUE-1758342
DUE-1660736

R305A180277

Proposal Pieces

- **Starting Place:** NSF's Proposal & Award Policies & Procedures Guide (PAPPG), 6/20
  - Https://nsf.gov/pubs/policydocs/pappg20_1/index.jsp

- Provides information on all parts of the proposal.

- Today's Focus:
  - Form Approach to
    - Biosketch, Current & Pending, Collaborators
  - Facilities & Equipment
  - Data Management Plan

Form Approach

- Form Approach:
  Hint: NSF recommends proposers download and save the blank PDF document prior to adding content.

- NSF FAQ for Fillable Forms
  - for general and technical issues
  - https://www.research.gov/common/attachment/Desktop/NSFPDF-FAQs.pdf

Fillable Forms: Biosketch

https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch.pdf

HINT:

Make the products & synergistic activities fit with the proposed project.

Fillable Forms: Current & Pending

https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/cps.pdf

Projects/Proposals

1. *Project/Proposal Title :

*Status of Support :   ○ Current   ○ Pending   ○ Submission Planned   ○ Transfer of Support

Proposal/Award Number (if available):

*Source of Support:

*Primary Place of Performance :

Project/Proposal Start Date (MM/YYYY) (if available) :

Project/Proposal End Date (MM/YYYY) (if available) :

*Total Award Amount (including Indirect Costs): $

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

*Year (YYYY)	*Person Months (##.##)	Year (YYYY)	Person Months (##.##)
1.		4.	
2.		5.	
3.			

- The COA form is an Excel Form. The first time you use it, it can take a little time, but then it is easy to update.

Table 1: List the individual's last name, first name, middle initial, and organizational affiliation in the last 12 months.

1	Your Name:	Your Organizational Affiliation(s	Last Active Date
	Alphaman, Alan K	Test University XYZ	
		Test University ABC (adjunct)	1/1/2017
		Test University DEF (interviewed)	12/12/2016

Table 2: List names as last name, first name, middle initial, for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer.

R: Additional names for whom some relationship would otherwise preclude their service as a revie

to disambiguate common names

2	Name:	Type of Relationship	Optional (email, Departm	Last Acti
R:	Alphaman, Alexander	Family		

Table 3: List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following.

G: The individual's Ph.D. advisors; and
T: All of the individual's Ph.D. thesis advisees.

to disambiguate common names

3	Advisor/Advisee N	Organizational Affiliation	Optional (email, Departm
G:	Alphaman2, Alice	Test University XYZ	Department X
T:			

Table 4: List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:

Facilities, Equipment and Other Resources

- <u>Directly applicable</u> Facilities & Equipment that MTSU will provide so that you can complete the project successfully.

- Aggregated description of internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project,

- Written as a narrative
        (but I still use lists within the narrative)

- NO quantifiable financial information.

Data Management Plan Requirements

- Unique to each Division
  - https://www.nsf.gov/bfa/dias/policy/dmp.jsp
- Max of 2 pages. Labeled "Data Management Plan."
- Data = data, samples, physical collections, software, curriculum materials, and other materials
  - List types produced & standards used
  - Policies for access and sharing
  - Policies for re-use, re-distribution, and the production of derivatives
  - Plans for archiving
- Numerous Examples from UC San Diego
  https://library.ucsd.edu/lpw-staging/research-and-collections/data-curation/data-management/dmp-samples.html

Proposal Odds and Ends: USDA and NIH

Samantha E. Cantrell, PhD
Specialist, Research & Sponsored Programs
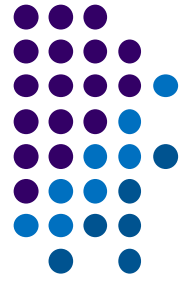**samantha.cantrell@mtsu.edu**
615-494-8751

USDA

Three guiding documents:

- RFA (often contains multiple program areas)

- A supplemental document (referenced in the RFA) with more specific instructions

- NIFA Grants.gov Application Guide (overarching guidance about USDA formats/requirements)

USDA

Standard elements:

- Biographical sketch: less formalized than NSF and NIH. Limit to 2 pages that cover:

    - Education and Training

    - Research and Professional Experience

    - Publications and Synergistic Activities

USDA

Standard elements:

- Current/pending form:
  https://nifa.usda.gov/sites/default/files/resource/current_pending_0.doc

- COI form:
  https://nifa.usda.gov/sites/default/files/resource/conflict_of_interest.doc

- Project summary form:
  https://nifa.usda.gov/sites/default/files/resource/project_summary.doc

USDA

Additional elements:

- Facilities & Other Resources

- Logic Model

- Management Plan

- Data Management Plan

NIH

Guiding documents:

- PAR / PA

- Research Instructions for NIH and Other PHS Agencies: https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/research-forms-f.pdf

NIH

Standard elements:

- Biographical sketch: ScienCV, or: https://grants.nih.gov/grants/forms/biosketch-blank-format-rev-12-2020-exp-02-28-2023.docx

- Facilities & Other Resources

- Equipment

- IRB, IACUC processes (approvals can be Just-in-Time (JIT), but PI must demonstrate clear understanding of methodologies and protocols at time of submission)

NIH

Other Considerations:

- AREA grants require a certification of eligibility (ORSP completes)

- As a PHS agency, NIH requires compliance with training and disclosures about Financial Conflict of Interest (FCOI)