Chapter II - Proposal Preparation Instructions

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A. Proposal Preparation Instructions

Grants.gov is the preferred electronic mechanism for submitting proposals to NSF. Proposals submitted via Grants.gov must be prepared using the Grants.gov application package associated with the funding opportunity announcement (solicitation) being responded to. Proposals submitted via Grants.gov must be submitted by the organization's Authorized Organizational Representative (AOR). Proposals submitted via Grants.gov are processed through NSF's FastLane system. Proposals may also be submitted using NSF's FastLane system without using Grants.gov. Proposals submitted via FastLane must be submitted by the principal investigator (PI) or by an individual authorized by the PI to act on his/her behalf. Grants.gov is a central location where applicants can find, apply for, and track grants online. For more information, visit Grants.gov.

Proposals submitted via Grants.gov or FastLane are accepted pursuant to the authority of NSF's Director as stated in the Act establishing the National Science Foundation, and are subject to the provisions of that Act and all other laws and regulations governing NSF awards. Proposals should be prepared and submitted in accordance with the guidelines contained in this document, except that, when using Grants.gov, only those sections pertinent to a proposal for a research project need be addressed.

Proposals submitted via Grants.gov must be prepared using the Grants.gov application package associated with the funding opportunity announcement (solicitation) being responded to. Proposals submitted via FastLane should be prepared in accordance with the guidelines contained in this document. Proposals should address the solicitation to which they are being submitted and should be clear, concise, and self-explanatory. They should also describe the proposed research or other activity in a manner that will allow qualified peers to assess the merit of the proposed activity and its potential for yielding results of significance. Proposals that are not germane to the agency's programs will not be reviewed.

In preparing a proposal, the principal investigator (PI) and the organization should be aware of the following:

1. Conflict of Interest (COI)

A conflict of interest (COI) may arise when a person who is participating in the proposal development process, or who is in a position to influence the award of a proposal, has a financial interest or other personal interest that could be affected by the award of the proposal. Such persons should not participate in the development of a proposal if they have a COI that cannot be resolved. Organizations should have a written code of conduct governing the conduct of their employees involved in the development of proposals and awards, and should be able to manage, mitigate, or eliminate any COIs that may arise in the development of a proposal. For more information, see the Grant Proposal Guide (GPG) Chapter II.C.2.j.(1)(b).

2. Collaborations

A collaboration of two or more individuals from different organizations may be appropriate when it is necessary to combine complementary expertise or resources to address a research problem. Such collaborations may be appropriate in a variety of forms and sizes, ranging from small to very large. Collaborations may involve the participation of senior researchers, postdoctoral fellows, students, or any other individuals. Collaborations may involve the exchange of ideas, data, or other resources. Collaborations may involve the participation of individuals from different disciplines, different organizations, different sectors, different states, different countries, or any combination thereof. Collaborations may involve the participation of individuals who have been working together on a particular problem or who have not worked together before. Collaborations may involve the participation of individuals who are geographically dispersed or who are located in the same city or even the same building. For more information, see the GPG Chapter II.C.2.j.(1)(c).

3. Collaborators, Vendors, and Subcontractors

The use of personnel from collaborators, vendors, and subcontractors is a matter between the PI and his/her organization. For more information, see the GPG Chapter II.C.2.j.(1)(d).

4. Proposal Preparation Instructions

Proposal preparation instructions are provided in the following sections:

- Grants.gov Users: Follow the instructions for the Grants.gov application package associated with the funding opportunity announcement being responded to.
- Research Proposals (including Research Initiation Grants, Doctoral Dissertation Research Improvement Grants, and Small Grants for Exploratory Research): See GPG Chapter II.C.2.
- Research Infrastructure: See GPG Chapter II.C.3.
- Science and Engineering Education: See GPG Chapter II.C.4.
- Research Opportunity Awards: See GPG Chapter II.C.5.
- Conferences: See GPG Chapter II.C.6.
- Equipment: See GPG Chapter II.C.7.
- Small Grants for Exploratory Research (SGER): See GPG Chapter II.C.8.
- Research Infrastructure: Major Research Instrumentation Opportunities: See GPG Chapter II.C.9.

Proposal Preparation:

- A collaborative proposal from one organization: See GPG II.C.2.j.(1)
- A collaborative proposal involving more than one organization: See GPG Chapter II.C.2.j.(1)
- A PI in a collaborative proposal

The Cover Sheet for a collaborative proposal should include the PI's name and the name of the organization with which the PI is affiliated. Collaborators in the same organization should be listed on the same line. Collaborators in different organizations should be listed on separate lines. For more information, see the GPG Chapter II.C.2.j.(1)(e).

5. Proposal Preparation Instructions

- Grants.gov Users: Follow the instructions for the Grants.gov application package associated with the funding opportunity announcement being responded to.
- Other Proposal Preparation Instructions: See GPG Chapter II.C.2.j.(1)(f).

B. Budgets

The cost of proposed items/activities must be reasonable and allowable in accordance with the cost principles and other provisions of applicable Federal statutes, regulations, and NSF policy. Budgets should be prepared in accordance with the guidelines contained in the GPG Chapter II.C.2.j.(2) and in the Grants.gov application package associated with the funding opportunity announcement being responded to.

Participants in Research Projects Funded by NSF

The participant support costs line in the Budget Summary

- See GPG Chapter II.C.2.j.(2)(a) for Research Proposals
- See GPG Chapter II.C.2.j.(2)(b) for Research Infrastructure

Participants in Activities Not Funded by NSF

The participant support costs line in the Budget Summary

- See GPG Chapter II.C.2.j.(2)(c) for Research Proposals
- See GPG Chapter II.C.2.j.(2)(d) for Research Infrastructure

Participants in Research Projects Funded by Other Federal Agencies

- See GPG Chapter II.C.2.j.(2)(e) for Research Proposals
- See GPG Chapter II.C.2.j.(2)(f) for Research Infrastructure

Participants in Activities Not Funded by Other Federal Agencies

- See GPG Chapter II.C.2.j.(2)(g) for Research Proposals
- See GPG Chapter II.C.2.j.(2)(h) for Research Infrastructure

Participants in Activities Not Funded by Other Federal Agencies Supported by NSF Funds

- See GPG Chapter II.C.2.j.(2)(i) for Research Proposals
- See GPG Chapter II.C.2.j.(2)(j) for Research Infrastructure

Use of Participant Support Funds to Cover Additional Costs

Participant support funds are for participant support costs associated with the participant support activity. Participant support funds may not be used to cover other costs associated with the participant support activity. Participant support funds may not be used to cover other costs associated with the proposed project. Participant support funds may not be used to cover other costs associated with the proposed project. Participant support funds may not be used to cover other costs associated with the proposed project

(a) Grants to Local Governments

Grants to local governments are provided to assist them in the provision of services to their residents. Grants are provided to municipalities and to Local Service District committees. Municipal grants are based on a formula that takes into account population and municipal expenditures. Municipal grants are provided to municipalities to assist them in the provision of services to their residents

2. Step 2. Stem cell

Stem cell research involves the use of human stem cells, commonly obtained by removing them from the blastocyst stage of human embryos. Stem cells have the ability to develop into many different cell types in the body. Research with human stem cells is being conducted with the goal of providing beneficial medical treatments for debilitating human diseases or disorders. The research involves the use of human stem cells in laboratory studies to understand how they develop into specialized cells in the body, and how they may be used to treat diseases or disorders. The research also involves the use of human stem cells in laboratory studies to understand the mechanisms of human disease or disorder, and to develop and test potential medical treatments. The recommendations of the Stem cell Research Advisory Committee (SCRAC) are based on the assumption that the use of human stem cells in research will be governed by the Department of Health and Human Services (HHS) regulations for the protection of human research subjects, and by the requirements of the Food and Drug Administration (FDA) regulations for human research subjects. The Food and Drug Administration (FDA) regulations also require that investigational medical products be manufactured in accordance with current good manufacturing practice (CGMP) requirements.

3. Step 3. Review and recommendation of full proposals

Upon receipt of a full proposal submitted in response to a Request for Proposal (RFP), the Scientific Review Officer (SRO) will review the proposal to determine if it is responsive to the RFP. If it is responsive, the SRO will convene a peer review panel to review the proposal for its scientific merit, technical and operational feasibility, and its potential for providing beneficial medical treatments or medical research. The peer review panel will be composed of qualified scientists, clinicians, and other experts in the field of stem cell research and medicine.

a. Facilities Capable for Research and Development and Production Operations

As part of an effort to promote the formation of highly qualified scientists, bioengineers, and other experts in the field of stem cell research, the Institute will:

- Provide grants to various centers for collaboration in research and training to develop the skills of young investigators, technicians, and other supporting personnel.

- Provide grants to institutions for training and research in stem cell biology and technology for development and dissemination of special equipment that facilitates research in stem cell biology.

Grants and facilities capacity for training and research in stem cell biology and technology will be awarded to institutions that have demonstrated the capacity to provide the best training and research conditions appropriate support on a cost for cost basis. The Institute will provide grants to institutions for training and research in stem cell biology and technology, and for development and dissemination of special equipment that facilitates research in stem cell biology and technology, on a competitive basis, based on consistent with regular competitive procedures, or on a supplementary funding basis, based on consistent with regular competitive procedures, or on a supplementary funding basis, based on consistent with regular competitive procedures.

b. Requests for proposals and of competitive proposal submission

Funds may be awarded to successful applicant(s) for facility equipment or service operations, based on the results of a competitive peer review process. The Institute will provide funds