

## How to Complete an NSF Collaborative Proposal

purpose of submitting the proposal. The lead institutions are typically those whose scientists are doing the bulk of the work in terms of writing the proposal and/or those that will manage the largest portion of the funds should the proposal be awarded.

### Who does what

- x Both the lead and non-lead institutions must create a new proposal in FastLane.
- x In completing the proposal, only those PIs and co-PIs affiliated with their own institution.
- x All titles, start dates, durations and NSF programs must be the same across the institutions.

### Lead Institutions must upload/fill in the following:

- x Project Summary
- x Project Description
- x References
- x Budget for the portion of the work to be managed by their institution
- x Data Management Plan for the entire project
- x Budget Justification for the portion of the work to be managed by their institution
  - x Postdoctoral Mentoring Plan (if required) for the entire project
  - x All supplementary single copy documents (ie conflicts of interest tables)

- x Any other supplementary documents (letters of commitment, quotes, etc..) allowed by the program

### Non-Lead Institution must upload/fill in the following:

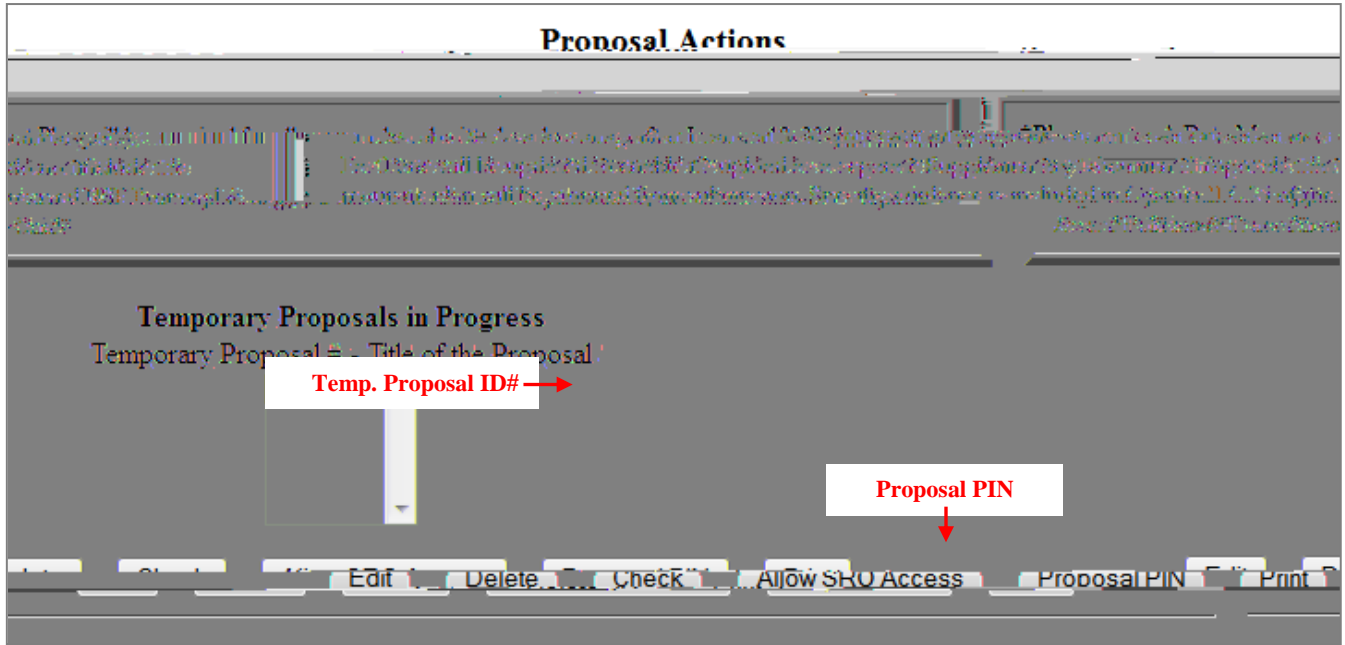
- x Budget for the portion of the work to be managed by their institution
- x Budget Justification for the portion of the work to be managed by their institution
- x Facilities, Equipment & Other Resources for their institution
- x Proposal Classification Form (if submitting to BIO)
- x Biographical Sketches for all PIs affiliated with their institution
- x All supplementary single copy documents (ie conflicts of interest tables)

### Linking the proposals together

Important: None of the proposals should be submitted to NSF until they are all linked together so this should be done early.

Non-leads must:

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- x Provide both the PIN and the Temporary Proposal ID to their contact at the lead institution.



Leads must:

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- link the various proposals that comprise the overall project.

