

Submission tips for system-to-system NSF proposals in RAMP

1. Proposals that do not include any committed effort/salary for the PI cannot be submitted system-to-system but must be submitted in either Fastlane or Research.gov.

The Grants.gov application defaults adding the PI to the budget, but NSF does not allow anyone without salary to be included in the budget.

2. All solicitations should be reviewed to ensure Grants.gov submission is allowable before beginning an application.

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions


- **Letters of Intent:** Not required
- **Preliminary Proposal Submission:** Not required
- **Full Proposals:**
 - Full Proposals submitted via FastLane: *NSF Proposal and Award Policies and Procedures Guide (PAPPG)* guidelines apply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.
 - Full Proposals submitted via Research.gov: *NSF Proposal and Award Policies and Procedures Guide (PAPPG)* guidelines apply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.
 - **Full Proposals submitted via Grants.gov:** *NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov* guidelines apply (Note: The *NSF Grants.gov Application Guide* is available on the Grants.gov website and on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide).

3. The Biosketch and Other Support (Current and Pending) documents do not map to the SF424 for NSF applications, so it's not necessary to upload them to the Personnel page in the Funding Proposal smartform.

1. Program director / Principal investigator / Project lead / Fellow:
Theo Siegrist

a. If this is a fellowship, select the mentor:

b. Biosketch:
[None]

c. Other support: 
[None]

Biosketch and Other support do not map to the SF424

4. RAMP does not flag if you are missing an additional performance site. You just have to know if additional sites should be included.

▼ Additional Project/Performance Site Location(s)

Project / Performance Site Location(s):

| Organization Name | Street 1 | City | ZIP Code | Display Order |
|--|---------------------|-------------|------------|---------------|
| Florida Agricultural and Mechanical University | 1700 Lee Hall Drive | Tallahassee | 32307-3200 | 299.00 |

Additional Location(s):

- Person month effort maps from the Proposal Budget to the SF424 as Calendar Months and may also calculate a number with several decimal places. This should be reviewed to ensure academic and summer effort is correctly reflected as applicable and that the number of person months in the SF424 budget matches the effort commitment in the budget justification.

| Personnel Costs | | Period 1 8/1/2021 7/31/2022 | Period 2 8/1/2022 7/31/2023 | Period 3 8/1/2023 7/31/2024 |
|-------------------------|------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| General Cost Definition | | | | |
| General Costs | | | | |
| F&A Cost Overrides | | | | |
| Person: | | | | |
| Role: PD/PI | | | | |
| | Effort: | 11.282% | 11.282% | 11.282% |
| | Sal Req: | 11.282% | 11.282% | 11.282% |
| | FB Rate: | 19.95% | 19.95% | 19.95% |
| | Base: | \$107,899.00 | \$111,136.00 | \$114,470.00 |
| | Salary: | \$12,173.00 | \$12,538.00 | \$12,915.00 |
| | Benefits: | \$2,429.00 | \$2,501.00 | \$2,577.00 |
| | Total: | \$14,602.00 | \$15,039.00 | \$15,492.00 |

A. Senior/Key Person

| Prefix | First | Middle | Last | Suffix | Project Role | Base Salary (\$) | Cal. Months | Acad. Months | Sum. Months |
|--------|----------------------|----------------------|----------------------|----------------------|--------------|------------------|-------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | PD/PI | \$98,561.0 | 2.9 | <input type="text"/> | <input type="text"/> |


- For Subawards, the Organization name must match how it is entered in Research.gov. Uniform Guidance (2 CFR 200) says that the subaward name must match the SAM registration. However, not all Organizations entered in Research.gov match their SAM registration. Fastlane had populated Organization names when the DUNS number was entered, but RAMP does not verify that the name is entered incorrectly. If you receive an error that the DUNS number is incorrect, but it has been verified to be correct, it could be a discrepancy with the name. If this happens, the proposal will bounce back and need to be corrected and re-submitted before the deadline.

RESEARCH & RELATED BUDGET - Budget Period 1

Enter name of Organization:

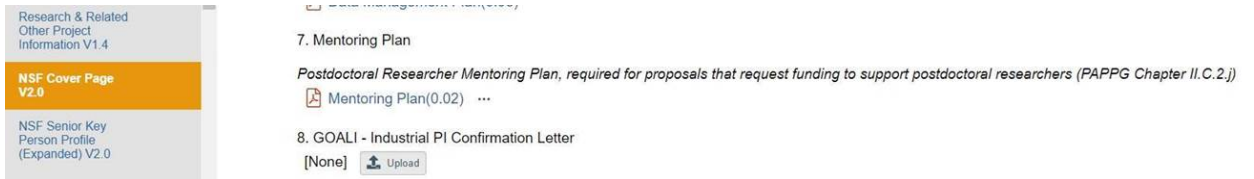
- In the SF424 on the Research & Related Other Project Information page Q11. Equipment must have a placeholder document uploaded, otherwise it will result in Grants.gov error, even though Fastlane does not require it. You may either upload a blank placeholder and include this information in the Facilities and Other Resources document, or you may include the Equipment information in this separate document.

11. Equipment:

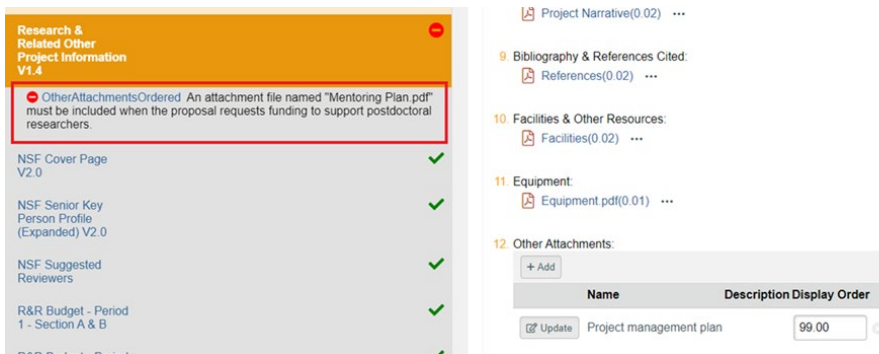
 Equipment(0.02) ...

- In the SF424 on the Research & Related Other Project Information page Q12, if there are Post-Docs included in the budget, you must upload a placeholder document named “Mentoring Plan.pdf,” even though you will have also uploaded the Post-Doc Mentoring Plan on the NSF Cover Page Q7. If it is not uploaded in both places it will result in a validation error. NSF requires a 1 page post-doc mentoring plan.

The correct location for uploading the Mentoring Plan is on the NSF Cover Page smartform Q7.



Upon validation, RAMP Grants will return a validation error indicating an attachment file named “Mentoring Plan.pdf” must be uploaded on the Research & Related Other Project Information smart form Q12.



NOTE: A validation error will also occur if documents have the exact same file name, so we recommend naming the Mentoring Plan uploaded on the NSF Cover Page Q7 “Post-Doc Mentoring Plan.”

- Documents that would normally be uploaded as “Other Supplementary Documents” in Fastlane, must be uploaded under Q12. Other Attachments, contrary to the [NSF Grants.gov Instruction Guide](https://www.nsf.gov/grants/instruction-guide), which says to upload them with the Project Narrative or the Budget Justification. Uploading them to the Project Narrative or the Budget Justification will cause a page limit error.

12. Other Attachments:

| Name | Description | Display Order |
|----------------------|-----------------------|---------------|
| View | Collaborator Lettters | 1.00 |
| View | Price Quote | 2.00 |

10. The NSF Unit of Consideration is not being validated, as RAMP does not flag this as an error until after it has been submitted.

PIs/Dept Reps are used to selecting the Acronym, but the number must be used in the S2S application. This number can be identified by following the link <https://www.fastlane.nsf.gov/pgmannounce.jsp> in the application to look up the Division and Program information.

▼ NSF Unit Consideration

2. NSF Unit Consideration

Go to <https://www.fastlane.nsf.gov/pgmannounce.jsp> and follow the instructions to find the Division and Program information for this funding opportunity.

* Division Code
03070000

Division Name
Division of Materials Research

* Program Code
1710

Program Name
Condensed Matter Physics

11. The Grants Officer's NSF ID should be entered in the AOR NSF ID field on the NSF Cover Page and the Grants Officer must have the AOR role in Research.gov.

▼ Authorized Representative (AOR)

11. Authorized Representative (AOR)

Provide the NSF ID associated with the AOR for this application:

* NSF ID
000680907

12. RAMP does not validate NSF ID's, so if the ID is not valid, the Funding Proposal will not download to Fastlane. Also be aware that ALL named PIs/Co-PIs must have an NSF ID.

* Project Role
PD/PI

Other Project Role Category

Enter the NSF ID associated with the PI/Co-PI

NSF ID
000839567

13. RAMP does not flag a validation error when the response to this question on the Research & Related Other Project Information page is “no” but foreign travel is identified in the budget. Also, RAMP does not validate the information entered in this field. Fastlane will only accept either Worldwide or the name of a country (no cities).

6. * Does this project involve activities outside of the United States or partnerships with international collaborators?
 Yes No

If yes, identify countries:
Worldwide

Optional Explanation:

14. RAMP Grants does not provide a validation error/warning for invalid zip codes for performance site locations. Entering only the five-digit number is considered invalid. The full nine-digit number must be entered. RAMP Grants will validate for submission and download the proposal to Fastlane; however, a warning, (see below) will be emailed to SRA-Pre@fsu.edu and the PI. The PI will need to perform a Proposal File Update in Fastlane to clear the warning.

15. RAMP Grants does not provide a validation error/warning for some missing forms. RAMP Grants will validate for submission and download the proposal to Fastlane; however, a warning, (see below) will be emailed to SRA-Pre@fsu.edu and the PI. The PI will need to perform a Proposal File Update in Fastlane to clear the warning. You’ll need to manually check that any additional forms specified in the solicitation are uploaded in the RAMP application.

16. If an error is returned during download into Fastlane, there will be two scenarios that may be encountered.

1. If the proposal downloads into Fastlane but warnings are found, the PI must do a Proposal File Update in Fastlane, rather than a Changed/Corrected application in RAMP.

NOTE: NSF will consider only one request for a proposal file update per proposal at a time. It is anticipated that it will be a rare occurrence for more than one file update request to be submitted for a proposal.

- a. Sample Fastlane warnings that will require the PI to create a Proposal File Update:

SAMPLE WARNING

-Warning-0074. The State and/or Zip Code are missing or invalid for the Project/Performance Site Location where the country was entered as US for Project/Performance Site Location. Please use NSF’s Proposal File Update

module in FastLane to complete State and/or Zip Code information on the Cover Sheet. Note that proposal file updates will not be accepted after certain timeframes. Please refer to NSF Proposal & Award Policies & Procedures Guide Chapter III.C for more information.

SAMPLE WARNING

Warning-0060. This application was submitted to a Division of Undergraduate Education (DUE) program, but the Grants.gov system does not yet support the Project Data Form, which is required by the DUE division. Please use NSF's Proposal File Update module in FastLane to complete the Project Data form. Note that proposal file updates will not be accepted after certain timeframes. Please refer to PAPPG Chapter III.C for more information.

NOTE: When the PI creates the Fastlane Proposal File Update, since the collaborative status is not captured in the RAMP Grants Application, the PI will need to insert the "Collaborative Status" on the NSF Cover Sheet in Fastlane in order to submit the update.

THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

| | |
|--|--|
| <input type="checkbox"/> BEGINNING INVESTIGATOR | <input type="checkbox"/> HUMAN SUBJECTS Human Subjects Assurance Number _____ Exemption Subsection _____ or IRB App. Date _____ |
| <input type="checkbox"/> DISCLOSURE OF LOBBYING ACTIVITIES | <input type="checkbox"/> FUNDING OF INTL BRANCH CAMPUS OF U.S. IHE <input type="checkbox"/> FUNDING OF FOREIGN ORG |
| <input type="checkbox"/> PROPRIETARY & PRIVILEGED INFORMATION | <input type="checkbox"/> INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED _____ |
| <input type="checkbox"/> HISTORIC PLACES | |
| <input type="checkbox"/> VERTEBRATE ANIMALS IACUC App. Date _____ | |
| PHS Animal Welfare Assurance Number _____ | |
| <input checked="" type="checkbox"/> TYPE OF PROPOSAL <u>Research</u> | <input type="checkbox"/> COLLABORATIVE STATUS |

2. Funding Proposals that do not successfully download to Fastlane.

If a Funding Proposal does not successfully download to Fastlane, you will need to identify the issue in the Grant Application and perform a "Changed/Corrected Application" submission. You cannot use a Fastlane Proposal File Update for this because the proposal did not download to Fastlane. Anytime you have to perform a "Changed/Corrected Application" submission, the following warning will be sent to SRA-Pre@fsu.edu and the PI that this type of submission is not permitted. However, it does result in successful submission.

SAMPLE WARNING EMAIL

The application (proposal) referenced above was successfully inserted into the National Science Foundation's (NSF) FastLane system.

The following issues, however, were identified during the initial validation of your application by NSF.

-Warning-0067. Changed/Corrected Applications is checked in Block 1 on the SF 424 (R&R) form. NSF, however, does not allow Change/Corrected applications that are submitted via Grants.gov. This application has been processed as a new submission, and if this application was previously submitted successfully, then this application may exist in the FastLane system multiple times. If there are duplicate applications, please go to Research Administration on the NSF FastLane website and withdraw all duplicate applications. Please note that the submission of duplicate or substantially similar applications concurrently for review by more than one program may result in the return without review of the redundant application.

NOTE: There is no way to clear this warning with a Proposal File Update; however, the Funding Proposal was successfully downloaded to Fastlane. The Grants Officer will log into Fastlane to confirm only one Funding Proposal was downloaded to Fastlane. If duplicates are identified, the Grants Officer will withdraw the earlier versions.