

## Living Stock Collections (LSC)

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### Program Solicitation

NSF 05-521

Replaces Document NSF 97-80



**National Science Foundation**  
Directorate for Biological Sciences  
Division of Biological Infrastructure

### Full Proposal Target Date(s):

July 06, 2005

First Wednesday in July

annually thereafter

### REVISIONS AND UPDATES

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In furtherance of the President's Management Agenda, in Fiscal Year 2005, NSF has identified 23 programs that will offer proposers the option to utilize Grants.gov to prepare and submit proposals. Grants.gov provides a single Government-wide portal for finding and applying for Federal grants online.

Proposers may opt to submit proposals in response to this Program Solicitation via [Grants.gov](#) or via the NSF [FastLane](#) system.

In determining which method to utilize in the electronic preparation and submission of the proposal, please note the following:

- A. Collaborative Proposals. All collaborative proposals must be submitted via the NSF FastLane system. This includes collaborative proposals submitted:
- by one organization (and which include one or more subawards); or
  - as separate submissions from multiple organizations.

Proposers who submit collaborative proposals in response to this Program Solicitation via Grants.gov will be requested to withdraw the proposals and resubmit them via FastLane. (Chapter II, Section D.3 of the Grant Proposal Guide provides additional information on collaborative proposals.)

- B. All Other Types of Proposals That Contain Subawards. All other types of proposals that contain one or more subawards also must be submitted via the NSF FastLane system.

### SUMMARY OF PROGRAM REQUIREMENTS

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#### General Information

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**Program Title:**

## Synopsis of Program:

The Living Stock Collections (LSC) program supports operation of and improvements in outstanding collections of living organisms used in basic biological research. The program provides support for two types of projects. Short-term projects are one-time awards (up to 36 months) leading to innovative handling of living stocks or to well-defined improvements in existing collections, including those not otherwise supported by LSC. Long-term awards (up to 60 months) support ongoing operation of significant collections. Collections receiving long-term support are expected to receive support from other sources, including user fees.

## Cognizant Program Officer(s):

- Gerald B. Selzer, LSC Program Director, Directorate for Biological Sciences, Division of Biological Infrastructure, 615 N, telephone: (703) 292-8470, fax: (703) 292-9063, email: [gselzer@nsf.gov](mailto:gselzer@nsf.gov)

## Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.074 --- Biological Sciences

## Eligibility Information

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- **Organization Limit:**

The LSC Program accepts proposals from U.S. colleges, universities and non-profit organizations. Submission of proposals that are similar or identical to proposals submitted to another federal agency is allowed with the prior approval of NSF and of the other agency. Proposers planning such dual submission must contact the LSC Program Director in advance.

- **PI Eligibility Limit:** None Specified.
- **Limit on Number of Proposals:** None Specified.

## Award Information

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- **Anticipated Type of Award:** Standard or Continuing Grant
- **Estimated Number of Awards:** 3 to 5
- **Anticipated Funding Amount:** \$1,500,000 (approximately) will be available for new and renewal LSC awards in FY 2005, pending availability of funds.

## Proposal Preparation and Submission Instructions

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### A. Proposal Preparation Instructions

- Full proposals submitted via FastLane:
  - Grant Proposal Guide (GPG) Guidelines apply
- 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: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>) To obtain copies of the Application Guide and Application Forms Package: click on the Apply tab on the Grants.gov website, then click on the **Apply Step 1: Download a Grant Application Package and Application Instructions** link and enter the funding opportunity number, (the program solicitation number without the NSF prefix) and press the Download Package button.

### B. Budgetary Information

- **Cost Sharing Requirements:** Cost Sharing is not required by NSF.
- **Indirect Cost (F&A) Limitations:** None.
- **Other Budgetary Limitations:** Not Applicable.

#### C. Due Dates

- **Full Proposal Target Date(s):**

July 06, 2005

First Wednesday in July

annually thereafter

#### Proposal Review Information

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- **Merit Review Criteria:** National Science Board approved criteria. Additional merit review considerations apply. Please see the full text of this solicitation for further information.

#### Award Administration Information

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- **Award Conditions:** Standard NSF award conditions apply.
- **Reporting Requirements:** Additional reporting requirements apply. Please see the full text of this solicitation for further information.

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## I. INTRODUCTION

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Since the 1970s, the National Science Foundation (NSF) has supported the operation and improvement of outstanding collections of living organisms through the Living Stock Collections (LSC) Program and its predecessors. Such collections have played a key role in the advancement and preservation of knowledge by providing well-characterized and documented experimental organisms to U.S. and foreign researchers at modest cost. The Living Stock Collections Program is administered by the Division of Biological Infrastructure with the goal of strengthening infrastructure critical to the conduct of basic research in areas within the purview of the NSF Directorate for Biological Sciences (BIO). Thus, requests for support by the Program are expected to describe stock collection activities that emphasize maintenance and provision of living organisms needed for basic research in the biological sciences. In addition to the collected organisms, biological reagents relevant to their study (such as isolated DNA, DNA libraries, antibodies, etc.) may be included in the collection when appropriate. To facilitate public access to collections supported on an ongoing basis by the LSC Program, all such collections must have an up-to-date web site that provides information about the contents of the collection and about procedures for ordering strains. In addition to requests for long-term support of basic collections activities, the LSC program accepts requests for short-term support for the development of innovative approaches to handling living stocks, and for one-time improvements in operations of established collections, including collections not otherwise supported by the LSC program. Requests for short-term funding to move valuable established collections to a new institutional home are also considered. In general, such requests must include an explicit plan to incorporate the collection into another collection. The LSC program does not expect to renew awards for support of these short-term projects. The program does not support the establishment of new collections.

## II. PROGRAM DESCRIPTION

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The goal of the LSC Program is to support the operation and improvement of collections of living organisms used actively and widely in basic biological research. Thus, the LSC Program does not provide ongoing support for collections that are primarily archival or otherwise intended to document biodiversity. While the Program encourages the incorporation of biological reagents into collections, it does not provide significant direct support for the development of such reagents, and only limited support for their storage and distribution. Similarly, the Program does not provide funds to conduct research beyond normal and appropriate curatorial efforts. Support for development of biological reagents or for original research by collection staff should be sought from appropriate research programs at the NSF and at other public and private agencies. In identifying requests that deserve highest priority for funding, the Program will consider the following general characteristics:

- The importance of the collected organism(s) to basic biological research in the US. This could reflect, for example, the utility of the organism as a "model system" following years of concerted research effort by many investigators.
- The uniqueness of the collection, both within and outside the US.
- The breadth of usage of the collection by the potential user community. Both the types of use and numbers of users are considered to reflect the worth of the collection to the research community.
- The relevance of the collection's usage to the goals of the Directorate for Biological Sciences. Thus, collections of organisms whose principal uses are in research areas supported by the NSF are given priority in selecting projects for support.
- The active involvement of a scientifically-qualified collections manager with expertise in handling of the collected organism.
- The location of the collection in an active research environment.
- The availability of all relevant information about the collection via the internet.
- The participation of an active external advisory group whose membership includes current or potential users drawn from areas of research under the purview of the NSF Directorate for Biological Sciences. Such groups play an important role in advising the collection on matters of policy and practice including, for example, user fees and acquisition policies.

Potential applicants are strongly encouraged to contact the LSC Program Director before beginning the effort of preparing a proposal. Potential applicants are also encouraged to seek support from other appropriate public and private sources of funding. Support by other sources will be considered a positive attribute of a collection seeking support from the LSC Program.

## III. ELIGIBILITY INFORMATION

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**Organization Limit:** The LSC Program accepts proposals from U.S. colleges, universities and non-profit organizations. Submission of proposals that are similar or identical to proposals submitted to another federal agency is allowed with the prior approval of NSF and of the other agency. Proposers planning such dual submission must contact the LSC Program Director in advance.

**PI Eligibility Limit:** None Specified.

**Limit on Number of Proposals:** None Specified.

#### IV. AWARD INFORMATION

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NSF anticipates making 3 to 5 standard or continuing grants. The anticipated funding amount is \$1.5 million for new and renewal LSC awards in FY 2005. Estimated program budget, number of awards and average award size/duration are subject to the availability of funds. Awards for short-term projects are usually made as standard grants of 12 to 36 months in duration; awards for long-term projects are usually made as continuing grants of up to 60 months in duration. In general, short-term support is provided for projects with well-defined aims that can be accomplished within the period of the award. Thus, renewal of support should not be expected. Long-term awards are for projects that, by their nature, are expected to continue for the foreseeable future. Requests for renewal of support of such projects are anticipated.

#### V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

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##### A. Proposal Preparation Instructions

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##### Full Proposal Instructions:

Proposers may opt to submit proposals in response to this Program Solicitation via Grants.gov or via the NSF FastLane system.

- Full proposals submitted via FastLane:

Proposals submitted in response to this program solicitation via the NSF FastLane System should be prepared and submitted in accordance with the general guidelines contained in the NSF *Grant Proposal Guide* (GPG). The complete text of the GPG is available electronically on the NSF Website at: <http://www.nsf.gov/cgi-bin/getpub?gpg>. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from [pubs@nsf.gov](mailto:pubs@nsf.gov).

Proposers are reminded to identify the program announcement/solicitation number (05-521) in the program announcement/solicitation block on the NSF *Cover Sheet For Proposal to the National Science Foundation*. Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

- Full proposals submitted via Grants.gov:

Proposals submitted in response to this program solicitation via Grants.gov should be prepared and submitted in accordance with the NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov. The complete text of the NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>) To obtain copies of the Application Guide and Application Forms Package, click on the Apply tab on the Grants.gov site, then click on the **Apply Step 1: Download a Grant Application Package and Application Instructions** link and enter the funding opportunity number, (the program solicitation number without the NSF prefix) and press the Download Package button. Paper copies of the Grants.gov Application Guide also may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from [pubs@nsf.gov](mailto:pubs@nsf.gov).

Proposals submitted to the LSC Program should include the following information that supplements the GPG and the Grants.gov Application Guide, and, unless otherwise noted, applies to both types of submissions:

##### A. Cover Sheet.

- **For proposals submitted via FastLane:** Indicate the number of this solicitation in the appropriate box. In the box labeled "For consideration by NSF organizational unit," select "Living Stock Collections" from the drop-down list.

- **For proposals submitted via FastLane and Grants.gov:** Begin the title of the proposal with "LSC:" followed by the name of the collection.
- B. **Project Summary** (not more than 1 page in length). Provide a brief summary that describes the collection, including the number of species or strains in the collection, the number of samples provided annually, the approximate number of users, and any interesting aspects of the collection or its use. Indicate if this is a long-term or short-term project. The project summary must clearly address in separate statements: (1) the intellectual merit of the proposed collections activities, and (2) the broader impacts of these activities.
- C. **Prior Support Statement.** Briefly describe the outcome of any prior support of the collection by the NSF in the last five years, irrespective of the PI or organization that received the support, and list all publications that resulted. If this is a renewal proposal, state the title, amount of funds received and duration of the award for which renewal is sought. Describe any accomplishments that are not included in the narrative section. Do not describe the results of other prior support received by the current PI, unless the support was intended to improve operation of the collection. This section is limited to five pages.
- **For proposals submitted via Fastane:** The Prior Support Statement should be added to the end of the Project Description (See D. below).
  - **For proposals submitted via Grants.gov:** The Prior Support Statement should be added to the end of the Project Description (See D. below) and be attached in Block 7 of the R&R Other Project Information Form.
- D. **Project Description.** This section describes the project in detail and is limited to 15 pages, except as noted below for long-term projects.
- **For short-term projects aimed at improving the methodology or technology of stock collection operations,** the presentation should be consistent with that in a research proposal, including specific aims and sufficient technical detail to assess the need for and likely success of the project, and its expected impact on operation of stock collections. The anticipated timeline, with milestones as appropriate, should be included.
  - **For other short-term projects, including collection relocation,** present sufficient detail to assess the need for the activity and the likely outcome if an award is not made. The content of such short-term requests should emphasize topics in items 1 through 7 in the following guidelines for descriptions of long-term projects. Information relevant to other items is helpful; however, the suggested extensive detail, especially for cost analysis (item 11), is not required. Collections requesting short-term support are not required to have an external advisory committee.
  - **For long-term projects,** the project description should describe the current and future operation of the collection in detail. Required lists and tables should be presented in the Supplementary Documents section of the proposal (see below). The project description should include the following:
    1. **Historical perspective and statement of goals.** This introductory section should describe origins of the collection, the goals of its operation, and the areas of research that benefit from use of the collected organisms.
    2. **Description of the collection.** Provide a general summary description, including number of stocks and, where appropriate, number of mutant strains, species, genera, etc. Describe types of services and products other than stocks, if any. Provide the Uniform Resource Locator (URL) for the collection's homepage. In the event that a list of stocks is not available on line, you may include a list as the last item in the Supplementary Documents section (below). However, if the list is longer than 10 pages, the LSC Program Director must be consulted before the proposal is submitted.
    3. **Use of the collection.** Provide summary comments on use of the collection in the last five years, with attention to changing patterns of use, new types of uses, etc. Indicate the fraction of orders received by World Wide Web-based forms, other electronic means, phone and mail in each of the last three years. Detailed quantitative information must be provided in the supplementary documents section (below).
    4. **Management structure.** Describe the roles, qualifications and responsibilities of the Director of the collection, the collection manager, and any other key personnel. NSF expects that the manager will have a Ph.D. or equivalent research experience. Identify the academic department or other organizational unit in which the collection is located and the

organizational official(s) to whom the Director of the collection reports. If extensive, this may be provided as a diagram.

5. **Acquisition policy.** Describe the policies for addition and removal of stocks; indicate how these reflect the statement of goals in item 1. Estimate the number of stocks added to, or removed from, the collection in each of the last three years. Indicate the number of duplicate or unidentified stocks at the current time. Justify the presence of any duplicates, and describe plans to identify any unknown stocks.
6. **Relationship to similar collections.** Identify other national or foreign collections of the same organism(s), if any, and estimate overlap in collection contents.
7. **Documentation and ordering.** Describe the use of electronic databases in operation of the collection and in provision of public access to information about the collection, including the frequency with which such public information is updated. Describe the ordering procedure.
8. **Quality control practices.** Describe procedures and practices intended to assure integrity of the individual stocks and other resources, and any steps to assess the quality of service provided to the community.
9. **Future goals.** Describe any expected changes in the scope of the collection, in its manner of operation, in staffing, or in facilities. Describe short and long term plans for the collection in the event of unanticipated changes in ability of the key personnel to participate.
10. **Cost analysis.** Estimate the staff time and other costs (pro rata cost of glassware, growth media, cage charges, etc.) required for accession and for yearly maintenance of a typical stock. List the fraction of the annual cost of operation of the collection currently provided by: 1) NSF; 2) Other Federal agencies; 3) Institutional contributions, if any; 4) User charges; and, 5) other sources, such as private foundations, endowments, and personal contributions. Estimate the expected change, if any, in this total cost of operation over the period for which funding is requested. ***Proposers should anticipate that the fraction of total cost borne by NSF will decrease over time, and that the actual amount of direct NSF support may itself decrease.***
11. **User charges.** Describe the accounting basis or other strategy for establishment of user fees and use of fees to offset operational costs of the collection. Collections with long-term LSC support are expected to recover a significant fraction of the cost of operation through user fees. The fees for any additional services or products (i.e., those provided in addition to samples of living stocks from the collection) are expected to reflect the cost to the collection of providing the services or products. In the Supplementary Documents section, provide a current list of all user fees and the date on which these were last changed.
12. **External advisory committee.** All collections supported on a long-term basis are required to have an external advisory committee that provides guidance to the collection and to the host organization with respect to collection operations and policies, including user fees, new acquisitions, other improvements, long-term plans, etc. The committee should also serve as a resource for user community input into assessment of the quality of services and products. The committee is expected to meet annually, and to provide a written report to the collection's Director following the meeting. The PI should include a summary of the report as part of the collection's annual progress report to NSF. In this section of the project description, outline the functions of the advisory committee and the mechanisms for assuring that the committee broadly represents the research community that uses the collection. The term of service of members and the mechanism for their selection should be described. A list of current membership of the advisory committee should be presented in the Supplementary Documents section (see below).
13. **Organizational role.** Describe the host organization's long term plans for maintaining the collection, including a view to the future beyond the period of requested support. Include a financial projection of support from all sources for the first year of operation following termination of the NSF support being requested.
14. **Other support.** Describe financial or other commitments to the proposed project by the host organization, if any, and those by any other sources.

#### E. References Cited.

Provide any references necessary to support the project description (e.g., those cited in discussion of prior support).

#### F. Budget and Budget Justification.

Provide a budget for each year of requested support. Budgets for short-term projects are limited to 36 months. Long-term projects may request up to 60 months support. Use the budget justification section to explain and justify the need for funds in each budget category. The following costs will be considered allowable under the terms of the grant:

1. **Personnel and technical assistance** (non-research).
2. **Limited administrative assistance.**
3. **Equipment.**
4. **Travel.** Include only travel directly related to collection activities. Support for travel to scientific meetings is not provided on long-term awards unless justified as necessary for the collection's operation.
5. **Participant support.** Include funds needed for annual advisory committee meetings (long-term projects only). No honoraria for committee members may be provided from NSF funds.
6. **Other direct costs.** Include cost of materials and supplies, periodic publication of stock lists, development and maintenance of electronic databases and collection web site, and minor renovations (long-term projects only). In general, funds will not be provided for items that would normally be part of an individual research grant (such as salaries of investigators or research assistants, supplies for research or special equipment for particular research projects), except in the case of short-term projects aimed at improving methods or techniques.

#### G. Current and Pending Support.

Provide information about current and pending support for the PI and any other key personnel.

#### H. Biographical Sketches.

Provide a biographical sketch for the PI and for other key personnel using content guidelines in the GPG (limited to 2 pages per person).

#### I. Supplementary Documentation.

Provide the following information about use of the collection, using a tabular format for items 1. – 4.

- **For proposals submitted via FastLane:** These supplementary documents should be attached in the Supplementary Docs section in FastLane.
- **For proposals submitted via Grants.gov:** These supplementary documents should be attached in Block 11 of the R&R Other Project Information Form.
  1. Table 1: **Services and categories of products available to users.** List user fees associated with stocks and any other individual services or products. If some stocks (or products or services) are priced differentially, indicate the number in each price category. Thus, if some stocks are more expensive than others, indicate the number of stocks at each price.
  2. Table 2: **Organizational usage of the collection.** Show numbers of orders and of stocks sent to U.S. and foreign organizations; categorize types of organizations - academic or non-profit research organizations, industrial, or governmental, internal versus external users, educational versus research, if known, etc.) on an annual basis for the past five years.



3. Table 3: **Individual usage of the collection.** Indicate the total number of users, total number of orders, total number of stocks sent, and total user fees collected in each of the five years covered by Table 2. If the collection provides other products or services, give separate figures for stocks and for these other products or services.
4. Table 4: **Top individual users.** Provide individual data for top 25 users of the collection in each of the last two full years, including number of orders and of stocks provided to each. If possible, combine usage by a single research group or laboratory. In providing this list, an anonymous identifier (e.g., 'user A' or 'group A') may be assigned to users, *using the same identifier for each user or group from year to year.* Each user's country (U.S., etc.) and organizational type (academic, medical, commercial, governmental) should be indicated.
5. Other productive use of the collection. For example, provide a list of researchers visiting the facility in the last five years with purpose of visits, organizational affiliation and duration of stay; source of funding. List any courses, workshops, etc. offered by the collection and provide a selected list of publications resulting from research based on the collection.
6. As appropriate, provide letters documenting agreement to collaborate or other resource commitments. This is not considered auditable cost sharing. *Letters of endorsement may not be included.*
7. Provide a statement assuring that all pertinent regulations will be followed in receiving and sending the living stocks. All perishable biological materials must be shipped in compliance with postal regulations. Other applicable regulations may include Public Health Service regulations governing transportation of etiologic agents, the Endangered Species Act of 1973 and the Convention on International Trade in Endangered Species of Wild Fauna and Flora, and the USDA Animal and Plant Health Inspection Service's regulations governing transportation of animal and plant disease agents. For genetically engineered organisms, all pertinent permits must be obtained from appropriate agencies.

## B. Budgetary Information

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### Cost Sharing:

Cost sharing is not required by NSF in proposals submitted under this Program Solicitation.

### Indirect Cost (F&A) Limitations:

None.

## C. Due Dates

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Proposals must be submitted by the following date(s):

### Full Proposal Target Date(s):

July 06, 2005

First Wednesday in July  
annually thereafter

## D. FastLane Requirements

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Proposers are required to prepare and submit all proposals for this announcement/solicitation through the FastLane system. Detailed instructions for proposal preparation and submission via FastLane are available at: <https://www.fastlane.nsf.gov/a1/newstan.htm>. For FastLane user support, call the FastLane Help Desk at 1-800-673-6188 or e-mail [fastlane@nsf.gov](mailto:fastlane@nsf.gov). The FastLane Help Desk answers general technical questions related to the use of the FastLane system. Specific questions related to this program announcement/solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this announcement/solicitation.

*Submission of Electronically Signed Cover Sheets.* The Authorized Organizational Representative (AOR) must electronically sign the proposal Cover Sheet to submit the required proposal certifications (see Chapter II, Section C of the [Grant Proposal Guide](#) for a listing of the certifications). The AOR must provide the required electronic certifications within five working days following the electronic submission of the proposal. Proposers are no longer required to provide a paper copy of the signed Proposal Cover Sheet to NSF. Further instructions regarding this process are available on the FastLane Website at: <http://www.fastlane.nsf.gov>

## VI. PROPOSAL REVIEW INFORMATION

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### A. NSF Proposal Review Process

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Reviews of proposals submitted to NSF are solicited from peers with expertise in the substantive area of the proposed research or education project. These reviewers are selected by Program Officers charged with the oversight of the review process. NSF invites the proposer to suggest, at the time of submission, the names of appropriate or inappropriate reviewers. Care is taken to ensure that reviewers have no conflicts with the proposer. Special efforts are made to recruit reviewers from non-academic institutions, minority-serving institutions, or adjacent disciplines to that principally addressed in the proposal.

The National Science Board approved revised criteria for evaluating proposals at its meeting on March 28, 1997 ([NSB 97-72](#)). All NSF proposals are evaluated through use of the two merit review criteria. In some instances, however, NSF will employ additional criteria as required to highlight the specific objectives of certain programs and activities.

On July 8, 2002, the NSF Director issued [Important Notice 127](#), Implementation of new Grant Proposal Guide Requirements Related to the Broader Impacts Criterion. This Important Notice reinforces the importance of addressing both criteria in the preparation and review of all proposals submitted to NSF. NSF continues to strengthen its internal processes to ensure that both of the merit review criteria are addressed when making funding decisions.

In an effort to increase compliance with these requirements, the January 2002 issuance of the GPG incorporated revised proposal preparation guidelines relating to the development of the Project Summary and Project Description. Chapter II of the GPG specifies that Principal Investigators (PIs) must address both merit review criteria in separate statements within the one-page Project Summary. This chapter also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Effective October 1, 2002, NSF will return without review proposals that do not separately address both merit review criteria within the Project Summary. It is believed that these changes to NSF proposal preparation and processing guidelines will more clearly articulate the importance of broader impacts to NSF-funded projects.

The two National Science Board approved merit review criteria are listed below (see the [Grant Proposal Guide](#) Chapter III.A for further information). The criteria include considerations that help define them. These considerations are suggestions and not all will apply to any given proposal. While proposers must address both merit review criteria, reviewers will be asked to address only those considerations that are relevant to the proposal being considered and for which he/she is qualified to make judgments.

#### **What is the intellectual merit of the proposed activity?**

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of the prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

#### **What are the broader impacts of the proposed activity?**

How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

NSF staff will give careful consideration to the following in making funding decisions:

#### ***Integration of Research and Education***

One of the principal strategies in support of NSF's goals is to foster integration of research and education through the

programs, projects, and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

### ***Integrating Diversity into NSF Programs, Projects, and Activities***

Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

#### **Additional Review Criteria:**

In addition to the standard NSF review criteria, reviewers of LSC proposals are asked to consider the following:

- Feasibility of a project's aims and, particularly in the case of requests for long-term support, the importance of the collected organism for basic biological research;
- Size, quality and uniqueness of the collection;
- Capability and qualifications of the PI, collections manager, and other staff;
- Management provisions, including acquisitions policy, user fee structure, and external advisory committee;
- Usage of the collection by the scientific community and host organization;
- Long-term commitment of the host organization to the collection's maintenance; and
- The extent of support by organizational and other sources of funding, including user fees.

#### **B. Review Protocol and Associated Customer Service Standard**

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All proposals are carefully reviewed by at least three other persons outside NSF who are experts in the particular field represented by the proposal. Proposals submitted in response to this announcement/solicitation will be reviewed by Ad Hoc Review followed by Panel Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.

A summary rating and accompanying narrative will be completed and submitted by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers, are sent to the Principal Investigator/Project Director by the Program Director. In addition, the proposer will receive an explanation of the decision to award or decline funding.

NSF is striving to be able to tell proposers whether their proposals have been declined or recommended for funding within six months. The time interval begins on the closing date of an announcement/solicitation, or the date of proposal receipt, whichever is later. The interval ends when the Division Director accepts the Program Officer's recommendation.

In all cases, after programmatic approval has been obtained, the proposals recommended for funding will be forwarded to the Division of Grants and Agreements for review of business, financial, and policy implications and the processing and issuance of a grant or other agreement. Proposers are cautioned that only a Grants and Agreements Officer may make commitments, obligations or awards on behalf of NSF or authorize the expenditure of funds. No commitment on the part of NSF should be inferred from technical or budgetary discussions with a NSF Program Officer. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the NSF Grants and Agreements Officer does so at their own risk.

#### **VII. AWARD ADMINISTRATION INFORMATION**

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##### **A. Notification of the Award**

Notification of the award is made to *the submitting organization* by a Grants Officer in the Division of Grants and Agreements. Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program Division

administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator. (See section VI.A. for additional information on the review process.)

## B. Award Conditions

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An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable award conditions, such as Grant General Conditions (NSF-GC-1); \* or Federal Demonstration Partnership (FDP) Terms and Conditions \* and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreement awards are administered in accordance with NSF Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC). Electronic mail notification is the preferred way to transmit NSF awards to organizations that have electronic mail capabilities and have requested such notification from the Division of Grants and Agreements.

\*These documents may be accessed electronically on NSF's Website at <http://www.nsf.gov/awards/managing/>. Paper copies of these documents may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from [pubs@nsf.gov](mailto:pubs@nsf.gov).

More comprehensive information on NSF Award Conditions is contained in the NSF *Grant Policy Manual* (GPM) Chapter II, available electronically on the NSF Website at [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gpm](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpm). The GPM is also for sale through the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402. The telephone number at GPO for subscription information is (202) 512-1800. The GPM may be ordered through the GPO Website at <http://www.gpo.gov>.

## C. Reporting Requirements

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For all multi-year grants (including both standard and continuing grants), the PI must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period.

Annual reports for long-term projects should summarize salient features of collection operation over the past year of support. The report must include up-to-date versions of Tables 1 - 4 as described in the Supplementary Documentation section of the proposal. The report must also include a summary of the most recent written report of the external advisory committee, and a summary of the collection's written response to the report, if any. Verbatim copies of the annual report and collection response are not required, but may be provided in lieu of the summaries. Any workshop or course conducted by the collection's staff should be described. Plans for operation of the collection in the coming year, including new acquisitions, date and location of the external advisory committee meeting if known, and any changes in user fees, should be outlined.

Within 90 days after the expiration of an award, the PI also is required to submit a final project report. Failure to provide final technical reports delays NSF review and processing of pending proposals for the PI and all Co-PIs. PIs should examine the formats of the required reports in advance to assure availability of required data.

PIs are required to use NSF's electronic project reporting system, available through FastLane, for preparation and submission of annual and final project reports. This system permits electronic submission and updating of project reports, including information on project participants (individual and organizational), activities and findings, publications, and other specific products and contributions. PIs will not be required to re-enter information previously provided, either with a proposal or in earlier updates using the electronic system.

## VIII. CONTACTS FOR ADDITIONAL INFORMATION

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General inquiries regarding this program should be made to:

- Gerald B. Selzer, LSC Program Director, Directorate for Biological Sciences, Division of Biological Infrastructure, 615 N, telephone: (703) 292-8470, fax: (703) 292-9063, email: [gselzer@nsf.gov](mailto:gselzer@nsf.gov)

For questions related to the use of FastLane, contact:

- Victoria J. Bryan, Science Assistant, Directorate for Biological Sciences, 690 N, telephone: (703) 292-8470, fax: (703) 292-9063, email: [vbryan@nsf.gov](mailto:vbryan@nsf.gov)

For questions related to the use of Grants.gov contact:

- Grants.gov Contact Center: If the Authorized Organizational Representative (AOR) has not received a confirmation message from Grants.gov within 48 hours of submission of the application, please contact via telephone: 1-800-518-4726; e-mail: [support@grants.gov](mailto:support@grants.gov).

## IX. OTHER PROGRAMS OF INTEREST

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The NSF *Guide to Programs* is a compilation of funding for research and education in science, mathematics, and engineering. The NSF *Guide to Programs* is available electronically at <http://www.nsf.gov/cgi-bin/getpub?gp>. General descriptions of NSF programs, research areas, and eligibility information for proposal submission are provided in each chapter.

Many NSF programs offer announcements or solicitations concerning specific proposal requirements. To obtain additional information about these requirements, contact the appropriate NSF program offices. Any changes in NSF's fiscal year programs occurring after press time for the *Guide to Programs* will be announced in the NSF *E-Bulletin*, which is updated daily on the NSF Website at <http://www.nsf.gov/home/ebulletin>, and in individual program announcements/solicitations. Subscribers can also sign up for NSF's *MyNSF News Service* (<http://www.nsf.gov/mynsf/>) to be notified of new funding opportunities that become available.

## ABOUT THE NATIONAL SCIENCE FOUNDATION

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The National Science Foundation (NSF) funds research and education in most fields of science and engineering. Awardees are wholly responsible for conducting their project activities and preparing the results for publication. Thus, the Foundation does not assume responsibility for such findings or their interpretation.

NSF welcomes proposals from all qualified scientists, engineers and educators. The Foundation strongly encourages women, minorities and persons with disabilities to compete fully in its programs. In accordance with Federal statutes, regulations and NSF policies, no person on grounds of race, color, age, sex, national origin or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from NSF, although some programs may have special requirements that limit eligibility.

*Facilitation Awards for Scientists and Engineers with Disabilities* (FASED) provide funding for special assistance or equipment to enable persons with disabilities (investigators and other staff, including student research assistants) to work on NSF-supported projects. See the GPG Chapter II, Section D.2 for instructions regarding preparation of these types of proposals.

The National Science Foundation promotes and advances scientific progress in the United States by competitively awarding grants and cooperative agreements for research and education in the sciences, mathematics, and engineering.

To get the latest information about program deadlines, to download copies of NSF publications, and to access abstracts of awards, visit the NSF Website at <http://www.nsf.gov>

- **Location:** 4201 Wilson Blvd. Arlington, VA 22230
- **For General Information** (NSF Information Center): (703) 292-5111
- **TDD (for the hearing-impaired):** (703) 292-5090
- **To Order Publications or Forms:**

Send an e-mail to: [pubs@nsf.gov](mailto:pubs@nsf.gov)

or telephone: (703) 292-7827

- **To Locate NSF Employees:** (703) 292-5111

## PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to applicant institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies needing information as part of the review process or in order to coordinate programs; and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 63 Federal Register 267 (January 5, 1998), and NSF-51, "Reviewer/Proposal File and Associated Records," 63 Federal Register 268 (January 5, 1998). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne Plimpton, Reports Clearance Officer, Division of Administrative Services, National Science Foundation, Arlington, VA 22230.

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