

# NSF- Collaborative Proposals and Subawards Guide

## Collaborative Proposals

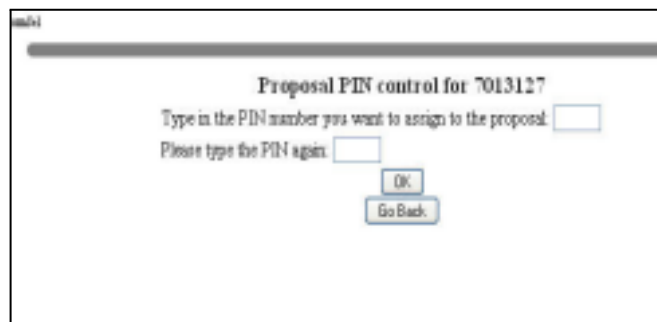
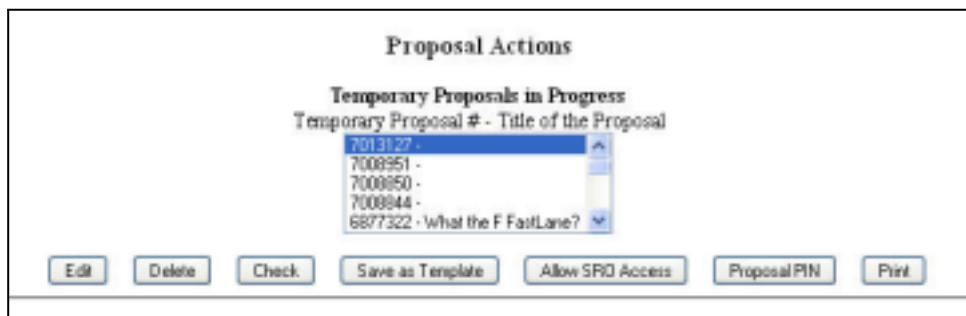
Collaborative proposals are when 2 or more organizations propose to work on one project. Submitting through NSF depends on how the award will be established.

1. If a **single** award will be made to the lead organization, which will then issue sub-awards, the lead institution completes everything in FastLane, including the sub-awardee's statement of work, biosketches, mentoring plan, etc.
  - a. Lead institution may decide to provide Temp Proposal ID and PIN for sub-awardee to enter information directly into the proposal. See Assigning a PIN below.
  - b. If the UMCP PI is receiving a subaward, please see **NSF Subaward Instructions** below.
2. If NSF will issue **multiple** awards, then the proposals are a true collaborative. Each organization creates their own proposal, with the title "Collaborative Research:..." The non-lead organization assigns a PIN to the proposal and provides the PIN and the Temp Proposal ID to the lead organization. The Lead organization enters in this information to link the proposals. Both institutions submit the proposal via FastLane in as close a timeframe as possible.

## Assigning a PIN to a Temporary Proposal

With a PIN, Temporary Proposal number, and FastLane account, others can access your FastLane proposal to enter information. This includes other Investigators, students, business staff, and collaborators.

Select the Temporary Proposal Number and click on Proposal PIN



Once your proposal is complete, route the electronic copy to ORA. Select the Proposal Number, and click – Allow SRO Access.

## **NSF Subaward Instructions**

All UMCP personnel who plan to submit subaward budgets via FastLane must first be registered FastLane users. If you are not a registered user please complete ORA's online registration form.

Participation as a subaward entails two distinct administrative responsibilities.

### **1. Fastlane Portion**

The PI from the Lead Institution assigns a PIN to the proposal and then shares that PIN and Proposal ID# with the UMCP subaward applicant.

The UMCP subaward applicant then logs in with last name, NSF ID, and FastLane password AND with the PIN & proposal ID#. This provides access to the lead institution's proposal and enables full functionality, including upload of budget, letters of support, c.v., etc.

### **2. UMCP Portion**

In addition to FastLane requirements, there are three documents that the UMCP subaward applicant is required to submit to ORA via the Kuali Research;: statement of work and final NSF budget,

Statement of work - a narrative description of the subawardee's role in the lead institution's project. The look of this document is discretionary; typically they're a page or two of descriptive text.

Budget - Hard copy of the NSF budget form in its final form (i.e. as uploaded to the lead institution's proposal.) This hard copy version must be the printed version which includes the original signatures.

Zipcode - Your on campus building address; for the zipcode use zip+4. If it errors use 20742-1800