

## Quick Reference for NSF Grant Proposal & Award Policies & Procedures Guide (PAPPG) Update 15-1, Effective December 26, 2014

### [NSF PAPPG 15-1](#)

#### ***Significant changes to PAPPG Part I: Grant Proposal Guide (GPG)***

- **Cover Sheet Other Information** – A maximum of five countries may be listed in the International Activities Country Name(s) section.
- **Project Description** – Was updated to reflect that the project description must now contain, as a separate section within the narrative, as section labeled ***“Broader Impacts of the Proposed Work”***.
- **Results from Prior NSF Support** – Was clarified to state that the listing of publications resulting from an NSF award must provide a complete bibliographic citation for each publication in either the Results from Prior NSF Support section or in the References Cited section of the proposal.
- **Budget Justification** – Must be no more than three pages. For proposals that contain a subaward(s), ***each subaward must include*** a separate budget justification of no more than three pages.
- **Travel** – All travel must be specified, itemized and justified by destination and cost. When budgeting for foreign travel you must include the country to be visited, and dates of visit, if known.
  - **Domestic Travel** was redefined to be only travel within and between the US, its territories and possessions. Mexico and Canada would now be considered ***foreign***.
- **Materials and Supplies** - includes coverage on costs of computing devices. Clarification on when a computing device is considered a supply is provided. The charging of computing devices as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the NSF award.
- **Administrative Clerical support costs** - has been revised to reflect conditions under which inclusion of admin/clerical staff salaries may be appropriate, provided that certain criteria are met.
- **Biographical Sketch(es)** - clarifies that including personal information in the biosketch is not appropriate. The location of the individual’s undergraduate, graduate and postdoctoral institution(s) must be provided under the ‘Professional Preparation’ section. Clarification is made that the total number of collaborators and co-editors, and graduate advisors and postdoctoral sponsors, must be identified in the appropriate areas in the Collaborators & Other Affiliations section.
- **Subawards** - references the requirement for proposing institution to make a case-by-case determination regarding the role of subrecipients vs. contractors. OSP will assist with making these determinations.
- **Special Information and Supplementary Documentation** – Clarifies the use of letters of collaboration (formerly referred to as letters of commitment). Such letters should be limited to stating the intent of collaborate and should not contain endorsements or evaluation of the proposed project. Proposals that are not consistent with the instructions in this section will be returned without review.
- **Proposals for Equipment** – Removes the requirement to include a References Cited section for equipment proposals submitted in response to the GPG. Additionally, the Facilities, Equipment and Other Resources section needs to include a brief description of other support services available.
- **Proposals for Conferences** – NSF funds are not to be spent for meals and coffee breaks for intramural meetings of an organization or any of its components as direct costs. In addition,

Facilities, Equipment and other Resources information is now required for conference proposals.

**Significant changes to PAPPG Part II: Award and Administration Guide (AAG)**

- **Changes in PI/PD, co-PI/co-PD, or Person-Months Devoted to the Project** – Was revised to remove the requirement to notify NSF of the short-term absence of the PI/PD or co- PI/PD. Will now just follow the Uniform Guidance, which addresses PI disengagements of 90 days or longer.
- **Subawarding, Transferring or Contracting Out Part of an NSF Award (Subaward)**– If it becomes necessary to subaward, transfer or contract out part of an NSF award after a grant has been made, the grantee shall submit, at a minimum: 1) a clear description of the work to be performed by each subrecipient; and 2) a separate budget for each subaward.
- **Cost Sharing** – Requires that awards with mandatory cost sharing must document such costs sharing (on an annual and final basis), the Authorized Organizational Representative must certify that the amount is correct, and the cost sharing must be reported to NSF via use of NSF’s electronic systems.
- **Financial Closeout** – Grants will be financially closed out on the first day of each month for all awards with expirations 90 or more days prior to the financial closeout day.
- **Supplemental Support** – If funding is requested to support a postdoctoral research and the original proposal did not include a mentoring plan, then the supplemental funding request must include the requisite mentoring plan.
- **Prior Written Approvals** – If a grantee rebudgets funds to support a postdoctoral researcher and the original proposal did not include a mentoring plan, then the grantee should send the cognizant NSF Program Officer the requisite mentoring plan. For proposals that fall under this a budget reallocation will not be processed to move funds to a postdoctoral object code without a pdf of the email to the Program Officer attached.