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.

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.

4. NSF-Approved Formats must be used for the Biosketch and Current and Pending Support documents. If a different format is used, or the NSF template is altered in any way, the proposal will not upload successfully into Fastlane. The links for the approved templates can be found here:
   - https://www.nsf.gov/bfa/dias/policy/biosketch.jsp
   - https://www.nsf.gov/bfa/dias/policy/cps.jsp

5. RAMP does not flag an error if you are missing an additional performance site. You have to know if additional sites should be included (e.g. when you have subawards).

6. If a Performance Site is added, but the Organization Name is left blank, RAMP will return a non-descriptive error that will prevent the proposal from validating for submission.

7. 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.

8. 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.

9. 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.
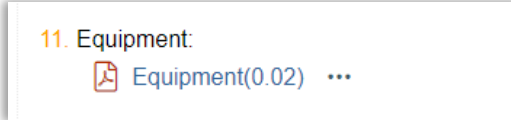
10. In the SF424 on the Research & Related Other Project Information page Q12, if there are Post-Docs included in the budget, you must upload a placeholder document named "Mentoring Plan.pdf," even though you will have also uploaded the Post-Doc Mentoring Plan on the NSF Cover Page Q7. If it is not uploaded 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.
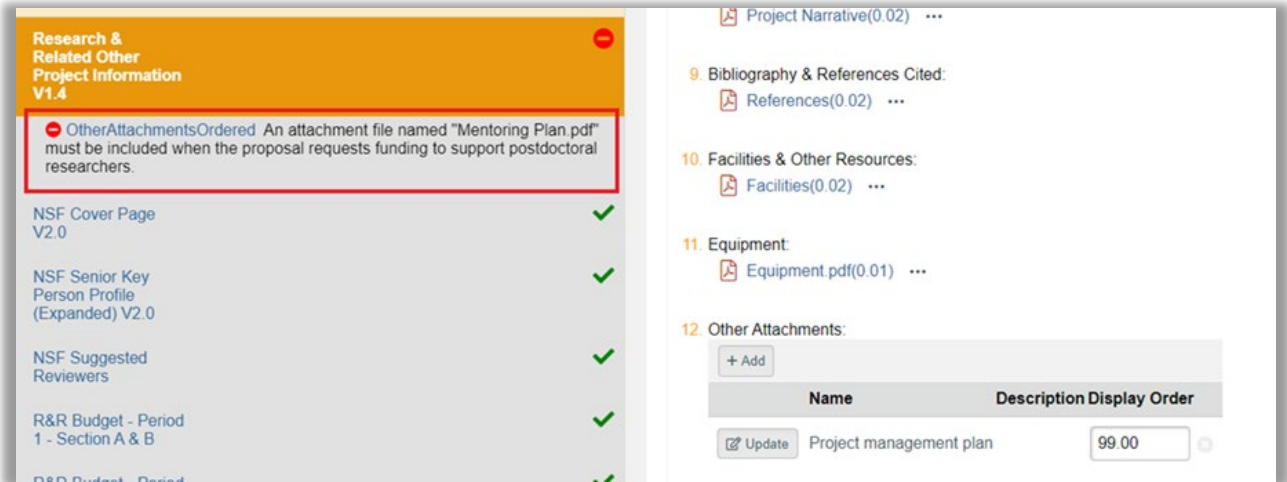
NOTE: A validation error will also occur if documents have the exact same file name, so we recommend naming the Mentoring Plan uploaded on the NSF Cover Page Q7 "Post-Doc Mentoring Plan."

11. 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, 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. The NSF Unit of Consideration is not being validated. Notification of error in these fields is not returned until after the proposal has been submitted.

Previously, acronyms had been selected in Fastlane, but the corresponding 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

13. 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

14. 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

15. 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:

16. 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.

> -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.

17. RAMP Grants does not validate the number of PIs in a proposal. Please be aware that NSF only allows the inclusion of up to four (4) Co-PIs.

18. Because Grants.gov does not support some NSF Directorate Specific form, RAMP Grants does not support them; such as the "Proposal Classification Form required by the BIO Directorate, and the "Project Data Form" required by the Division of Undergraduate Education (DUE Directorate). After RAMP Grants system-to-system submission has been completed and the proposal has been successfully downloaded in to Fastlane, SRA and the PI will receive an email confirming the successful download, with a warning message to perform a proposal file update to add the forms not supported in RAMP Grants.

> SAMPLE WARNINGS:
> -Warning-0059. This application was submitted to a BIO program, but the Grants.gov system does not yet support the Proposal Classification Form, which is required by the BIO directorate. Please use NSF's Proposal File Update module in FastLane to complete the BIO form. Note that proposal file updates will not be accepted after certain timeframes. Please refer to PAPPG Chapter III.C for more information.
>
> 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: NSF will consider only <u>one request for a proposal file update per proposal at a time</u>. It is anticipated that it will be a rare occurrence for more than one file update request to be submitted for a proposal.

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

☐ BEGINNING INVESTIGATOR

☐ DISCLOSURE OF LOBBYING ACTIVITIES

☐ PROPRIETARY & PRIVILEGED INFORMATION

☐ HISTORIC PLACES

☐ VERTEBRATE ANIMALS IACUC App. Date _____

PHS Animal Welfare Assurance Number _____

☒ TYPE OF PROPOSAL   Research _____

☐ HUMAN SUBJECTS   Human Subjects Assurance Number _____

Exemption Subsection _____ or IRB App. Date _____

☐ FUNDING OF INT'L BRANCH CAMPUS OF U.S IHE   ☐ FUNDING OF FOREIGN ORG

☐ INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED

_____

☐ COLLABORATIVE STATUS

_____

19. 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 submit again. You cannot use a Fastlane Proposal File Update for this because the proposal did not download to Fastlane. It is not necessary to use the Changed/Corrected Application indication as NSF does not recognize this application type.