

Collaborative Proposals

A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project. Collaborative proposals may be submitted to NSF in one of two methods: as a single proposal, in which a single award is being requested (with subawards administered by the lead organization); or by simultaneous submission of proposals from different organizations, with each organization requesting a separate award. In either case, the lead organization's proposal must contain all of the requisite sections as a single package to be provided to reviewers (that will happen automatically when procedures below are followed). All collaborative proposals must clearly describe the roles to be played by the other organizations, specify the managerial arrangements, and explain the advantages of the multi-organizational effort within the Project Description. PIs are strongly encouraged to contact the cognizant NSF Program Officer prior to submission of a collaborative proposal.

a. Submission of a collaborative proposal from one organization

The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal. A single investigator bears primary responsibility for the administration of the grant and discussions with NSF, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs. Please note, however, that if awarded, a single award would be made to the submitting organization, with any collaborators listed as subawards. (See GPG Chapter II.C.2.g(vi)(e) for additional instructions on preparation of this type of proposal.)

If a proposed subaward includes funding to support postdoctoral researchers, the mentoring activities to be provided for such individuals must be incorporated in the supplemental mentoring plan outlined in GPG Chapter II.C.2.j.

b. Submission of a collaborative proposal from multiple organizations

Simultaneous submission of proposals allows multiple organizations to submit a unified set of certain proposal sections, as well as information unique to each organization. The lead organization is required to submit a Project Summary, Project Description, References Cited, Data Management Plan, and Postdoctoral Mentoring Plan (if applicable) for all organizations in the collaborative. Other sections must be submitted by each organization in the collaborative. All collaborative proposals arranged as separate submissions from multiple organizations must be submitted via FastLane. For these proposals, the project title must begin with the words "Collaborative Research:". If funded, each organization bears responsibility for a separate award.

Lead Organization

- Cover Sheet
- Project Summary
- Table of Contents (automatically generated)
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget and Budget Justification
- Current and Pending Support
- Facilities, Equipment and Other Resources
- Data Management Plan
- Postdoctoral Mentoring Plan (if applicable)

Non-Lead Organization

- Cover Sheet
- Table of Contents (automatically generated)
- Biographical Sketch(es)
- Budget and Budget Justification
- Current and Pending Support
- Facilities, Equipment and Other Resources

Required sections of the proposal differ based on the organization's role. The following sections are required for a collaborative proposal submitted by:

See GPG Chapter II.C.2.j for additional guidance on mentoring and data management plan requirements for collaborative proposals. FastLane will combine the proposal submission for printing or electronic viewing.

To submit the collaborative proposal, the following process must be completed:

- (i) Each non-lead organization must assign their proposal a proposal PIN. This proposal PIN and the temporary proposal ID generated by FastLane when the non-lead proposal is created must be provided to the lead organization before the lead organization submits its proposal to NSF.
- (ii) The lead organization must then enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane lead proposal by using the "Link Collaborative Proposals" option found on the FastLane "Form Preparation" screen. Given that such separately submitted proposals constitute a "single" proposal submission to NSF, it is imperative that the proposals be submitted within a reasonable timeframe to one another.
- (iii) **All components** of the collaborative proposal must meet any established deadline, and failure to do so may result in the entire collaborative proposal being returned without review.