

**Effective June 1, 2007**, the National Science Foundation has made **changes** to the **grant application process**. *Failure to adhere to these changes may result in your proposal being returned without review*. The changes affect both the proposal process and grant award. This is a summary of the significant changes. **This is only a highlight of some of the changes.** The full set of guidelines can be found at: <http://www.nsf.gov/pubs/policydocs/papp/nsf07140.pdf>

A checklist is attached (exhibit 11-1)

**PROPOSAL PREPARATION PROCESS: (full guidelines can be found at: <http://www.nsf.gov/pubs/policydocs/papp/gpg07140.pdf>**

**FONTS, MARGINS AND SPACING: Note: these are entirely new guidelines**

Color:	Black
Font(s):	Arial, Helvetica, Palatino, Computer Modern or Georgia typeface ( <i>Symbol may be used to insert Greek characters or special letters</i> )
Size:	10 points or larger (after pdf conversion)
Type Density:	15 characters per inch, including characters and spaces
Spacing:	No more than 6 lines of type within a vertical space of 1 inch
Margins:	at least an inch in all directions (top, bottom, left, right)
Page Formatting:	Single-column formatting is encouraged. Avoid using a two-column format

**BIOGRAPHICAL SKETCHES:**

Limited to two pages. Personal information such as home address, home phone number or fax, personal email address date of birth, citizenship, marital status, etc should not be included.

**BUDGET AND BUDGET JUSTIFICATION:**

**Salaries:**

As a general policy, NSF regards research as one of the normal functions of faculty members as institutions.

The individuals listed in this section should be employees of IIT.

Summer salary for faculty members is limited to no more than two-ninths of their regular academic salary.

**Materials and supplies:**

The budget should indicate the general types of expendable materials required. Cost estimates must be included for items that represent a substantial amount of the proposed line item cost.

**Equipment:**

General-purpose equipment, such as personal computers and office furniture are not eligible for support unless primarily or exclusively or exclusively used in the actual conduct of scientific research.

**Travel:**

Travel and its relation to the proposed activities must be specified and itemized by destination and cost. Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under federal grants must travel by U.S.-Flag Air carriers, if available.

**CONFERENCES, SYMPOSIA AND WORKSHOPS**

Costs associated with these types of proposals must be specifically and clearly identified in the proposed scope of work and budget.

**SPECIAL INFORMATION AND SUPPLEMENTARY DOCUMENTATION:**

If a proposed project might have an environmental impact, the proposal should furnish sufficient information to assist NSF officials in assessing the environmental consequences of supporting the project. (per the National Environmental Policy Act of 1969)

**LETTERS OF SUPPORT:**

NSF does not want letters of support submitted with a proposal, *unless requested*. If the solicitation does require them, the letters should be unique to the proposal submitted and cannot be altered without the author's explicit prior approval.

**AWARD ACCEPTANCE (full guidelines can be found at:**

<http://www.nsf.gov/pubs/policydocs/papp/aag07140.pdf>

**GRANT PERIODS:**

The effective date of an award cannot be changed once an award has been made.

**CONTINUING GRANT INCREMENTS:**

Generally, PI's do not need to request formal approval for continuing award increments. Increments will be funded at the level indicated in the award notice as long as satisfactory progress has been made, NSF has funds available and the *PI has submitted an annual report and it has been accepted by NSF*.

Continuing grant increments are released when the cognizant NSF Program Officer approves the annual report. *Note: If your increment has not yet arrived, please contact the Office of Sponsored Research and Programs.*

**CONFLICT OF INTEREST, INTELLECTUAL PROPERTY, NATIONAL SECURITY and RESEARCH MISCONDUCT**

These policies have been revised and/or updated accordingly. For more information, please see the full guide at: <http://www.nsf.gov/pubs/policydocs/papp/nsf07140.pdf>