

NSF Dissertation Improvement Grant Proposals: a Primer

Pre-Award Services

UW College of Letters & Science
Office of Research Services

This Presentation:

- Terms
- NSF DD(R)IG Program
 - Where to get information
 - Targets and Deadlines
 - How to sign up for Fastlane
 - Building a budget (and getting it approved)
 - A fast Fastlane walkthrough for a DD(R)IG app
- Summary of Steps

Terms

PROPOSAL =

What you write to ask for the money

GRANT =

What you are AWARDED if you win

You can “write FOR a grant” but you do not
“write a grant.”

Terms

DIVISION = The College of Letters & Science
(designated as Division 48)

SPO = Sponsored Programs Office(r)

AOR = Authorized Organizational Representative

For purposes of NSF Fastlane –
the SPO/AORs for Letters & Science Departments
are:

- Kelly Mallon, L&S Pre-Award
- Sheila Hayden. L&S Pre-Award

The WISPER system

“WISconsin P roposal E lectronic R outing”

www.RSP.wisc.edu/WISPER

For NSF DDIG proposals, the dissertator does NOT need to involve themselves with the WISPER system; the record will be built and maintained by the Faculty Advisor, Department Office, and L&S Pre-Award.

**This work will be done in the WISPER system
on the dissertator's behalf:**

- Create a permanent UW record for the proposal**
- Input overview information about the proposal**
- Obtain faculty advisor's e-signature (certifying accuracy, accepting responsibility as the UW PI of record)**
- Add attachments, such as the budget and proposal documents**
- Request approvals: Chair Approval, Division Budget Review**
- Watch progress of completion in History Tab**
- If successful, add information at time of award to generate spending account**

[If interested, written tutorials and webcast instructions can be viewed at the RSP home page for WISPER: www.rsp.wisc.edu/wisper]

Questions?

National Science Foundation (NSF)

Doctoral Dissertation (Research) Improvement Grants

DDIG or DDRIG

www.NSF.gov

NSF DDIG/DDRIG Proposals

- READ THE INSTRUCTIONS
 - DDRIG Solicitations
(NSF 14-604, NSF 15-556, PD 98-1320, etc.)
 - Program-specific NSF Directorate/Division websites
 - NSF Grant Proposal Guide (NSF 18-1)
- KNOW WHERE TO GET HELP
 - Fastlane Help (link on homepage)
 - L&S Pre-Award Staff (Kelly and Sheila)
 - Department Office Administrator

NSF Targets and Deadlines

(as of January, 2016)

For:	Fall	Spring
Anthropology	Archaeology: any time (15-554) Cultural: August 15 (target) (15-556) Biological: July 14, 2016 (deadline) (14-561)	Archaeology: any time (15-554) Cultural: January 15 (target) (15-556) Biological: March 9, 2017 (deadline) (14-561)
Economics	August 18 (target) (PD 98-1320)	January 18 (target) (PD 98-1320)
Geography & Spatial Sciences	2 nd Thursday in August (deadline) (14-538)	2 nd Thursday in February (deadline) (14-538)
Law & Social Sciences (LSS)	none	January 15 (target) (15-514)
Political Science	none	June 15 (target) (15-571)
Science, Technology and Society (STS)	August 3 (deadline) (15-506)	none
Sociology	October 15 (target) (14-604)	February 28 (target) (14-604)

Search at www.nsf.gov for the correct instructions specific to the Directorate/Division:

Each program has its own specific instructions!

Open this:

HOME FUNDING AWARDS DISCOVERIES NEWS PUBLICATIONS STATISTICS ABOUT NSF FASTLANE

NSF National Science Foundation
Directorate for Social, Behavioral & Economic Sciences (SBE)

QUICK LINKS

SEARCH

SBE HOME SBE FUNDING SBE AWARDS SBE DISCOVERIES SBE NEWS ABOUT SBE

Social, Behavioral & Economic Sciences (SBE)

Cultural Anthropology Program - Doctoral Dissertation Research Improvement Grants (CA-DDRIG)

Email Print Share

CONTACTS

Name	Email	Phone	Room
Deborah Winslow-Program Director	dwinslow@nsf.gov	(703) 292-7315	
Jeffrey Mantz-Program Director	jmantz@nsf.gov	(703) 292-7783	
Jill Avalos-Program Assistant	javalos@nsf.gov	(703) 292-4363	995 N

PROGRAM GUIDELINES

Solicitation [15-556](#)

Important Information for Proposers

A revised version of the *NSF Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 16-1), is effective for proposals submitted, or due, on or after January 25, 2016. Please be advised that, depending on the specified due date, the guidelines contained in NSF 16-1 may apply to proposals submitted in response to this funding opportunity.

DUE DATES

Full Proposal Target Date: August 15, 2016
August 15, Annually Thereafter

Full Proposal Target Date: January 17, 2017
January 15, Annually Thereafter

SYNOPSIS

SBE Home
About SBE
Funding Opportunities
Awards
Career Opportunities
See Additional Resources
View SBE Staff
Search SBE Staff
SBE Organizations
Behavioral and Cognitive Sciences (BCS)

<http://www.nsf.gov/pubs/2015/nsf15506/nsf15506.pdf>

- Cultural Anthropology Program - Doctoral Dissertation Research Improvement Grants (CA-DDRIG)
 - I. Introduction
 - II. Program Description
 - III. Award Information
 - IV. Eligibility Information
 - V. Proposal Preparation and Submission Instructions
 - VI. NSF Proposal Processing and Review Procedures
 - VII. Award Administration Information
 - VIII. Agency Contacts
 - IX. Other Information

Cultural Anthropology Program - Doctoral Dissertation Research Improvement Grants (CA-DDRIG)

PROGRAM SOLICITATION **NSF 15-556**

REPLACES DOCUMENT(S): **NSF 14-560**



National Science Foundation

Directorate for Social, Behavioral & Economic Sciences
Division of Behavioral and Cognitive Sciences

Full Proposal Target Date(s):

August 17, 2015

August 15, Annually Thereafter

January 15, 2016

January 15, Annually Thereafter

It is VERY
important to read
this entire
document
carefully!

IMPORTANT INFORMATION AND REVISION NOTES

This solicitation provides instructions for preparation of proposals submitted to the Cultural Anthropology Program (CA) for Doctoral Dissertation Research Improvement Grants (DDRIG). It replaces instructions previously included in the Social, Behavioral, and Economic Sciences (SBE) Doctoral Dissertation Research Improvement Grants (SBE-DDRIG) announcement ([NSF 11-547](#)) and the Cultural Anthropology Program Doctoral Dissertation Research Improvement Grants (CA-DDRIG) announcement ([NSF 14-560](#)).

This revision amends the requirement that all proposals be accompanied by a letter of affirmation from the PI that, barring unforeseen circumstances, the Co-PI will be ready to undertake research. The letter is replaced by a signed template, a model of which is included in this revision. In addition, the date of readiness is now stipulated to be 12 months from the time the proposal was submitted. The template also asks the PI to specify whether or not the proposal is a resubmission and if it is, to confirm that the revision adheres to the *Grant Proposal Guide* requirements that resubmitted proposals be substantially revised and that they address the specific concerns raised by previous reviewers.



National Science Foundation
WHERE DISCOVERIES BEGIN

QUICK LINKS

SEARCH



HOME

FUNDING

AWARDS

DISCOVERIES

NEWS

PUBLICATIONS

STATISTICS

ABOUT NSF

FASTLANE

Proposal & Award Policies & Procedures Guide

Significant Changes and Clarifications

PAPPG - Introduction

A. About the NSF

B. Foreword

C. Acronym List

D. Definitions

E. NSF Organizations

F. NSF Electronic Capabilities Modernization Status

Exhibit 1 - NSF Organizational Chart

Grant Proposal Guide

GPG - Table of Contents

I. Pre-Submission Information

II. Proposal Preparation Instructions

III. NSF Proposal Processing and Review

IV. Non-Award Decisions and Transactions

V. Renewal Proposals

NSF 16-1 January 25, 2016

Table of Contents

[PAPPG - printable version \(PDF\)](#)

[Significant Changes and Clarifications to the PAPPG](#)

Introduction

A. [About the National Science Foundation](#)

B. [Foreword](#)

C. [Listing of Acronyms](#)

D. [Definitions & NSF-Grantee Relationships](#)

E. [NSF Organizations](#)

F. [NSF Electronic Capabilities Modernization Status](#)

Part I - [Grant Proposal Guide](#)

Part II - [Award & Administration Guide](#)

A. About the National Science Foundation

The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 to "promote the progress of science; [and] to advance the national health, prosperity and welfare" by supporting research and education in all fields of

"NSF 16-1"

These are the general instructions for all proposals - It is VERY important to read the "Proposal Preparation Instructions" section carefully!

Request a Fastlane account be set up:

Send this information to Kelly.mallon@wisc.edu or sheila.hayden@wisc.edu

- The name of your faculty advisor
- The NSF deadline for your proposal
- Your Last name, First Name, (optional) MI
- Department Name
- Best phone number for you
- E-mail address
- Highest degree achieved to date (e.g. M.S., M.A., etc.)
AND
- the year the above degree was awarded
(NOT the year you expect your Ph.D.)

Your Fastlane account will be set up in 1-2 business days

Working in the Fastlane System

www.fastlane.nsf.gov

DOCTORAL DISSERTATION IMPROVEMENT GRANT LINK



FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

[NSF Home](#) | [News](#) | [Site Map](#) | [FastLane Help](#) | [Grants.gov Help](#) | [Contact](#)

**FastLane
User
Support**

(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording)
1-800-437-7408

[Proposals, Awards and Status](#) | [Proposal Review](#) | [Panelist Functions](#) | [Research Administration](#) | [Financial Functions](#)
[Honorary Awards](#) | [Graduate Research Fellowship Program](#) | [Postdoctoral Fellowships and Other Programs](#)

Quick Link

- ▶ [Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events](#)
- ▶ [Registration Information](#)
- ▶ [Award Search and Funding Trends](#)
- ▶ [FastLane FAQs \(Opens new Browser Window\)](#)
- ▶ [Grants.gov FAQ \(Opens new Browser Window\)](#)
- ▶ [DEMONSTRATION SITE](#)

System Use Notification

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and

Advisories

- 01/24/16** - All proposal deadlines from January 22nd and January 25th are extended to January 26, 5:00PM submitter's local time as a result of NSF closure.
- 01/22/16** - NSF is closed on January 25th due to inclement weather. FastLane user support is unavailable.
- 01/20/16** - FastLane will be unavailable from 5:30PM ET, Friday, January 22 to 8:00AM ET, Saturday, January 23 for scheduled maintenance.
- 12/01/15** - NSF will be implementing changes that will be enforced in FastLane.
- 07/22/15** - How to Fix Common Login Problems. Read on to learn more...

GRFP's and Postdoc
Fellowships:
We are NOT discussing
these today

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

**FastLane
User
Support**

(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

[Proposals, Awards and Status](#) | [Proposal Review](#) | [Panelist Functions](#) | [Research Administration](#) | [Financial Functions](#)

[Honorary Awards](#) | [Graduate Research Fellowship Program](#) | [Postdoctoral Fellowships and Other Programs](#)

[Preparation](#)

[Questions About
Preparation](#)

[Dates](#)

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- ▶ Change PI Information

LOG
IN

PI/Co-PI Log In

Last Name:
NSF ID:
[Privacy Act](#)
Password:

Log In

[Forgot Password?](#)

[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:
[Privacy Act](#)



FastLane

[Home](#)

[News](#)

[Comments](#)

[nsf.gov](#)

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)

Choose "Proposal Functions"

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA
Tel: 703-292-5111
FIRS: 800-877-8339
TDD: 703-292-5090

Last Modified:
Nov 2001 (CM)



Quick Links

► [Help for Proposal Preparation](#)

► [Frequently Asked Questions About FastLane Proposal Preparation](#)

► [Grant Proposal Guide](#)

► [Deadlines and Target Dates](#)

► [Change Password](#)

► [Convert Files to PDF](#)

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

► [Letters of Intent](#)

► [Proposal Preparation](#)

► [Proposal Status](#)

► [Revise Submitted Proposal Budget](#)

► [Proposal File Update](#)

► [Research.gov Functions](#)

Choose "Proposal Preparation"

[Go Back](#)

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

[Edit PI Information](#)[Prepare Proposal](#)[View Submitted](#)[Go Back](#)

Choose "Prepare Proposal"

Name **Linda J. Neusen**

Organization **University of Wisconsin-Madison 0038950000**

Department **L&S Administration**

Address **1055 Bascom Mall
Room 413 South Hall
Madison, WI 53703**

Country **US**

Phone **(608) 265-9655**

Fax **(608) 265-2275**

EMail **neusen@ls.wisc.edu**

Create New Proposal

[Frequently Asked Questions About FastLane Proposal Preparation](#)

[FastLane System Comments](#)

[Technical Support Service Request](#)

[Help for Proposal Preparation \(Opens new browser window\)](#)

[Grant Proposal Guide](#)



Choose "Create Blank Proposal"

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with *Grant Proposal Guide* (GPG) instructions described in Chapter II.C.2. The GPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the GPG instructions.

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
COLLAB AFFL
SUMMARY
SUPPORT
SUPP. DOCS
PI INFO
LOGON

Forms for Temp. Proposal #7662805**Form Preparation**

To prepare a form, click on the appropriate button below.

Form

Cover Sheet
 Table of Contents
 References Cited
 Budgets (Including Justification)
 Facilities, Equipment, and Other Resources

Saved

01/25/16
N/A

Form

Project Summary
 Project Description
 Biographical Sketches
 Current and Pending Support

Saved**Supplementary Documents**

Data Management Plan
 Mentoring Plan¹
 Project Summary with Special Characters
 Other Supplementary Docs

Single Copy Documents

Collaborators and Other Affiliations
 Deviation Authorization(if applicable)
 List of Suggested Reviewers (optional)
 Additional Single Copy Documents

N/A

Add/De
 Change
 Link Co

Build COVER SHEET First

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization

Primary Place of Performance

University of Wisconsin-Madison

Address 21 North Park Street
Suite 6401

Time Zone US-America/Chicago(GMT-6:00)

Inst. Code 0038950000

DUNS # 161202122

Choose "Awardee Org/Primary
Place of Performance"

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

No Program Announcement has been selected yet.

*You must select one or the GPG prior to filling out the rest of the Cover Sheet

NSF Unit Consideration

No NSF Units have been selected yet.

*You must select one prior to filling out the rest of the Cover Sheet

*Remainder of the Cover Sheet

NAVIGATION

[PROPOSALS](#)[PRINT](#)[FORMS](#)[BIO SKETCH](#)[BUDGET](#)[COLLABORATION](#)[COVER](#)[INSTITUTION](#)[ROUTING](#)[DESCRIPTION](#)[DATA MGMT PLAN](#)[PI INFORMATION](#)

Institutions for this proposal

NAVIGATION

Awardee Organization
Address: University of Wisconsin-Madison
U of Wisconsin Madison
21 North Park Street
Suite 6401
Institution Code: 0038950000
DUNS Number: 161202122

Change Awardee

Primary Place of Performance
Address:

Add/Change Primary Place of Performance

Go Back

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION

SENIOR PER.
SINGLE DOCS
SUMMARY

Click here and fill out exactly as below:

Add/Change Primary Place of Performance

*Required Field

*Organization Name or ☒ Same as Awardee Organization

Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Save Primary Place of Performance

Go Back

Click to save

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
SENIOR PER.
SINGLE DOCS
SUMMARY

Then use "OK" or "Go Back" buttons to return to "Cover Sheet Components" page

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO	Awardee Organization/Primary Place Of Performance Selection	
	Awardee Organization	Primary Place of Performance
	University of Wisconsin-Madison	University of Wisconsin-Madison
	<hr/>	
Address	21 North Park Street	
	Suite 6401	WI,US537151218
Time Zone	US-America/Chicago(GMT-6:00)	
Inst. Code	0038950000	
DUNS #	161202122	

GO Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

No Program Announcement has been selected yet.

*You must select one or the GPG prior to filling out the rest of the Cover Sheet

GO NSF Unit Consideration

No NSF Units have been selected yet.

*You must select one prior to filling out the rest of the Cover Sheet

GO *Remainder of the Cover Sheet

Go Back

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
COLLAB AFFL
SUMMARY
SUPPORT
SUPP. DOCS
PI INFO
LOGON

Choose "Program
Announcement"

Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose 'NSF 16-1 GPG: Not in response to a program announcement/solicitation'. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 304 Program Announcements/Program Descriptions

Program Announcement / Solicitation Number

NSF 15-560 Geomorphology and Land Use Dynamics
NSF 15-559 Geobiology and Low-Temperature Geochemistry
NSF 15-558 Hydrologic Sciences
NSF 15-557 Petrology and Geochemistry
NSF 15-556 Cultural Anthropology Program - Doctoral Dissertation Resear...
NSF 15-555 Faculty Early Career Development Program
NSF 15-554 Archaeology Program - Doctoral Dissertation Research Improve...
NSF 15-553 Software Infrastructure for Sustained Innovation - S2I2
NSF 15-552 Historically Black Colleges and Universities Undergraduate P...
NSF 15-540 Promoting Research and Innovation in Methodologies for Evalu...
NSF 15-539 Professional Formation of Engineers

Choose Correct DD(R)IG Solicitation Number

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
COLLAB AFFL
SUMMARY
SUPPORT

Cover Sheet Components Form

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- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization

University of Wisconsin-Madison

Primary Place of Performance

University of Wisconsin-Madison

Address

21 North Park Street

Suite 6401

WI,US537151218

Time Zone

US-America/Chicago(GMT-6:00)

Inst. Code

0038950000

DUNS #

161202122

GO

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 15-556 - Cultural Anthropology Program - Doctoral Dissertation Research Improvement Grants.

GO

NSF Unit Consideration

Current List of selected NSF UNITS:

1. BCS - DDRI Cult Anthro

GO

*Remainder of the Cover Sheet

Then, choose "Remainder of
Cover Sheet"

Go Back

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Title of Proposed Project

Enter the Title of Your Proposed Project:

Dissertation Research: Pitfalls in Fastlane Proposal Developme

Must have some variation of
“DISSERTATION RESEARCH”
in title (check instructions)

Auto-fills;
don't touch

Budget And Duration Information

Requested Amount: \$ 0.00 (Note: The requested amount is calculated from the t

Proposal Duration (in months): 12 Requested Starting Date (MM/DD/YYYY): 01/01/2017

Generally 12 months; sometimes 24
(check instructions)

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Announcement And Consideration Information

Program Announcement/Solicitation Number: NSF 15-556

Deadline/Target Date: Target Date 08/15/2016

For consideration by the following listed NSF Organization Unit(s):

- BCS - DDRI Cult Anthro

Principal Investigator (PI) Information

Name Linda Neusen
Organization University of Wisconsin-Madison
Department L&S Administration
Street #1 1055 Bascom Mall
Street #2 Room 413 South Hall
City/State/Zip Madison WI 53703
Country US

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Proposals](#)
[Primary Place of Performance](#) |

Enter NSF ID or email of the Advisor
OR
the Dissertator if Advisor begins file

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.
To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email: 000336056	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

- ☐ Beginning Investigator (GPG I.G.2)
- ☐ Disclosure of Lobbying Activities (GPG II.C.1.e)
- ☐ Proprietary & Privileged Information (GPG I.D & II.C.1.d)
- ☐ Historic Places (GPG II.C.2.j)
- ☒ Vertebrate Animals (GPG II.D.6)

IACUC App. Date (MM/DD/YY) pending

PHS Animal Welfare Assurance Number A3368-01

Animal Subjects checkbox –
check if you have them

Type the word “pending” in this box

UW’s Assurance Number

- ☒ Human Subjects (GPG II.D.7)

Exemption Subsection

IRB App. Date (MM/DD/YY) pending

Human Subjects Assurance Number FWA00005399

- ☐ International Activities Country Name (GPG II.C.2.j)

Country 1. Country 2. Country 3.

Country 4. Country 5.

Human Subjects checkbox –
check if you have them

Type the word “pending” in this box

UW’s Assurance Number

☐ International Activities Country Name (GPG II.C.2.j)

Country 1. Country 2. Country 3.

Country 4. Country 5.

Add Country information as needed

Funding Mechanism (select one)

Research - other than RAPID or EAGER

☐ This proposal is being submitted under the Special Exception to the Deadline Date Policy (see GPG I.F)

Collaborative Status (select one)

- ☐ A collaborative proposal from one organization (GPG II.D.4.a)
- ☐ A collaborative proposal from multiple organizations (GPG II.D.4.b)
- ☒ Not a collaborative proposal

The correct selections for
Dissertation Improvement

[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | Authorized Representative
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

OK

Go Back

Then click the “OK” button at the bottom of
the page, and . . .

Change the PI Order

Forms for Temp. Proposal #7662805
Dissertation Research: Pitfalls in Fastlane Proposal Development

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/25/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs

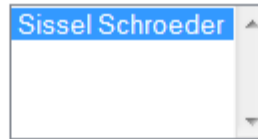
Single Copy Documents

- | | | | |
|--|-----|---|-----|
| <input type="button" value="GO"/> Collaborators and Other Affiliations | | <input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel | N/A |
| <input type="button" value="GO"/> Deviation Authorization(if applicable) | | <input type="button" value="GO"/> Change PI | |
| <input type="button" value="GO"/> List of Suggested Reviewers (optional) | N/A | <input type="button" value="GO"/> Link Collaborative Proposals | |
| <input type="button" value="GO"/> Additional Single Copy Documents | | | |

Choose "Change PI"

Change PI On Proposal

Select the person that you want to be the PI, from this list.

A dropdown menu with a light blue header containing the text 'Sissel Schroeder'. The menu is currently closed, showing only the header. There are small upward and downward arrow icons on the right side of the header.

ChangePI

Go Back

[Linked Questions About FastLane Proposal Preparation](#)

[in Comments](#)

[ort Service Request](#)

[ial Preparation \(Opens new browser window\)](#)

[Guide](#)

A light blue rectangular callout box with a black border. A black line points from the bottom-left corner of the box to the 'ChangePI' button.

Click this button

Warning! You are about to change the PI.

OK

Go Back

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLAB

Go ahead -

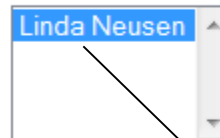
The PI on proposal 7662805 has been changed.

OK

Now the advisor is in PI position and
the dissertator is in the co-PI position

Change PI On Proposal

Select the person that you want to be the PI, from this list.



ChangePI

Go Back

Now this dissertator is listed here. This is OK!
Just hit "Go Back"

[ns About FastLane Proposal Preparation](#)

;

request

[on \(Opens new browser window\)](#)

Work on the Proposal

- You can write word processing documents and Fastlane will convert them to pdf when you upload them
- There are some forms to fill out
- The budget form is a “fill in the blanks” exercise – usually only sections E., G., and I. are completed for Dissertation proposals
- FOLLOW THE INSTRUCTIONS

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with *Grant Proposal Guide* (GPG) instructions described in Chapter II.C.2. The GPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal.**

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the GPG instructions.

Work your way through completing the rest of the (necessary) forms, using the instructions as your guide.

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/25/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Mentoring Plan ¹
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> Other Supplementary Docs

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
COLLAB AFFL
SUMMARY
SUPPORT
SUPP. DOCS
PI INFO
LOGON

Print Menu

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the "**Print Entire Proposal**" option.

Please be patient and do not continually click the "**GO**" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Collaborators and Other Affiliations	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Print Entire Proposal	

PRINTING: Access the Print Menu from the Navigation Bar on the right.

Choosing "print entire proposal" will generate a pdf of the entire proposal so you can see how it looks

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
COLLAB AFFL
SUMMARY
SUPPORT
SUPP. DOCS
PI INFO
LOGON

WI,537151218,US.

IS Awardee Organization (Check All That Apply)
(See GPG II.C For Definitions)

☐ SMALL BUSINESS

☐ MINORITY BUSINESS

☐ FOR-PROFIT ORGANIZATION

☐ WOMAN-OWNED BUSINESS

☐ IF THIS IS A PRELIMINARY PROPOSAL
THEN CHECK HERE

TITLE OF PROPOSED PROJECT **Dissertation Research: Pitfalls in Fastlane Proposal Development**

REQUESTED AMOUNT

\$ **0**

PROPOSED DURATION (1-60 MONTHS)

12 months

REQUESTED STARTING DATE

01/01/17

SHOW RELATED PRELIMINARY PROPOSAL NO.
IF APPLICABLE

THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

☐ BEGINNING INVESTIGATOR (GPG I.G.2)

☐ DISCLOSURE OF LOBBYING ACTIVITIES (GPG II.C.1.e)

☐ PROPRIETARY & PRIVILEGED INFORMATION (GPG I.D., II.C.1.d)

☐ HISTORIC PLACES (GPG II.C.2.j)

☐ VERTEBRATE ANIMALS (GPG II.D.6) IACUC App. Date _____

PHS Animal Welfare Assurance Number _____

☒ FUNDING MECHANISM **Research - other than RAPID or EAGER**

☐ HUMAN SUBJECTS (GPG II.D.7) Human Subjects Assurance Number _____

Exemption Subsection _____ or IRB App. Date _____

☐ INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED (GPG II.C.2.j)

☒ COLLABORATIVE STATUS

Not a collaborative proposal

PI/PD DEPARTMENT

Anthropology

PI/PD POSTAL ADDRESS

1180 Observatory Dr.

PI/PD FAX NUMBER

608-265-4216

Madison, WI 537061490

United States

NAMES (TYPED)

High Degree

Yr of Degree

Telephone Number

Email Address

PI/PD NAME

Sissel Schroeder

PhD

1997

608-262-0317

sschroeder2@wisc.edu

CO-PI/PD

Linda J Neusen

PhD

1993

608-265-9655

neusen@ls.wisc.edu

CO-PI/PD

CO-PI/PD

Note Correct Order on pdf of Cover Sheet:
Advisor first, Dissertator second

DD (R) IG Budgets

- Indirect Costs (aka F&A, Overhead) are now REQUIRED – on- or off- campus, based on project
- CHECK specific instructions for maximum ask amount
- FYI only: International State Dept. per diems:
http://aoprals.state.gov/web920/per_diem.asp

The screenshot displays the U.S. Department of State website. The header features the Department of State seal and the text "U.S. DEPARTMENT OF STATE" and "DIPLOMACY IN ACTION". A search bar is present with the placeholder "Enter keyword here" and a "Search" button. Below the header is a navigation menu with links: SECRETARY KERRY, MEDIA CENTER, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and MyStateDepartment. A secondary menu includes: ABOUT STATE, POLICY ISSUES, COUNTRIES & REGIONS, ECONOMICS, ENERGY & ENVIRONMENT, ARMS CONTROL & INTERNATIONAL SECURITY, CIVILIAN SECURITY & DEMOCRACY, PUBLIC DIPLOMACY & PUBLIC AFFAIRS, and ASSISTANCE & DEVELOPMENT.

On the left sidebar, under "Office of Allowances", there is a link to "Organization Chart". Under "Per Diem Rates", there are links to "Foreign Per Diem Rates" and "Other Per Diem Rates". Under "Allowance Rates", there are links to "Allowance Rates (Sec. 920)", "Allowances By Location", and "Allowances By Type".

The main content area is titled "Foreign Per Diem Rates by Location". It includes a dropdown menu to "Select by Location", a link to "Select by Allowance Type", and a "Printer Friendly" link with a printer icon. Below this, a text box states: "You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking 'Go' will display Per

SAMPLE BUDGET JUSTIFICATION

This project will be based on a 12-month period of fieldwork in _____ in order to conduct ethnographic research of _____. I am requesting \$12,000 to cover travel expenses to and within _____ for fieldwork, a local research assistant, and materials and supplies for data collection. The specific costs are below.

E. Travel	\$6,720
International travel to _____ Madison, WI – _____ - Madison, WI	\$1,200
Transportation around _____ (bus and train fare, and occasional taxi service to distant field sites, approx. \$60/month): Meals and lodging: \$400/mo for 12 months	\$5,520
G. Other Direct Costs	\$5,060
G.1. Materials and Supplies Xerox and printing costs: \$0.25/page * 100 pages/month Secondary research sources Purchase of books and monographs of local research Cell phone: I will need to keep a cell phone so that potential research participants can contact me and so that I can consult with key informants and local scholars - \$50/month Notebooks and pens for writing field notes Sony PCM-D50 Portable Digital Recorder for recording in-depth interviews with participants	\$300 \$200 \$600 \$100 \$500
G3. Consultant Services Local research assistant: I will need to hire local a research assistant for 8 interview-intensive weeks. The assistant will assist with interview transcription and coding. - \$15/hour for 20hr a week/for 8 weeks	\$2,400
G4. Computer Services Internet fees: For communication and research, I will need regular access to the Internet. \$30/month NVivo qualitative software for data management and analysis: For the same reasons provided above, I need to acquire a Qualitative Analysis Software.	\$360 \$600
I. Indirect Costs - off-campus rate; 26% on MTDC base of \$11,780	\$3063
TOTAL COSTS	\$14,843

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal - Deadline Date

7662805 - Dissertation Research: Pitfalls in Fastlane Propos - 08/15/2016

Edit Delete Check Allow SPO Access Proposal PIN Print

Create New Proposal

Create Blank Proposal

SBIR Phase I

SBIR Phase II

STTR Phase I

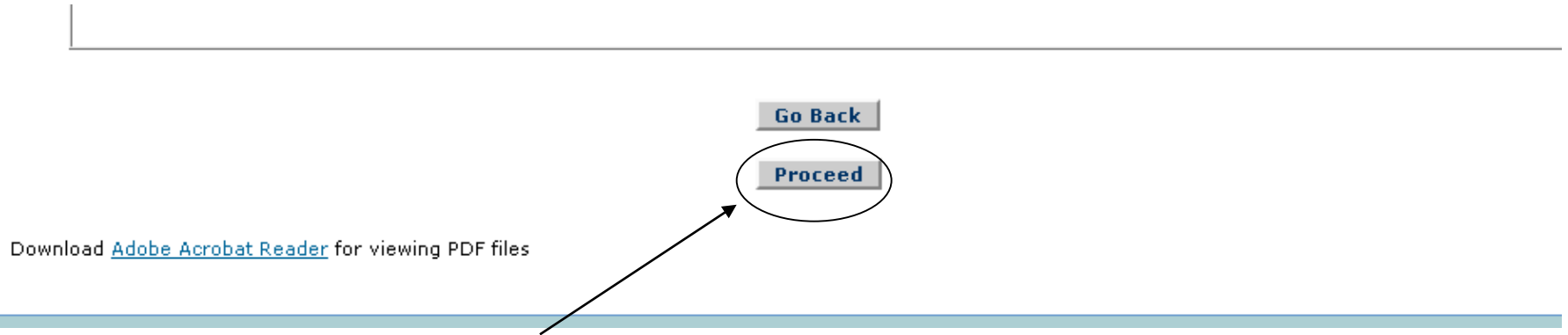
STTR Phase II

Go Back

Make sure you "check" your proposal for errors when you think you are finished – fix anything that is an ERROR.

Then "allow SPO access" (see next page):

Then “allow SPO access” (from previous page):



Scroll down and choose the “Proceed” button -- then choose “view, edit and submit” (CAREFUL: these choices change order – you need to READ and pick the correct one)

Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7662805 is set to None

- GO Allow SPO to view proposal
- GO Allow SPO to view and edit the proposal
- GO Allow AOR to view, edit and submit proposal

Go Back

NAVIGATION

- PROPOSALS
- PRINT
- FORMS
- BIO SKETCH
- BUDGET
- COLLABORATION

...then a subsequent screen will show the names of ~50 UW employees with SPO/AOR clearance, and Linda Neusen and Kelly Mallon are among those names. Click "OK"

FORM: GNFPALMain

GP G99-PL-7662805 neusen

The AOR now has complete access to proposal 7662805

Your proposal is not submitted until your AOR submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

OK

Email(s) has been sent to the following individuals, notifying them of proposal access.

Tamara Kuhn Martin
Sue Dahmen
Nathan Rusch
Deanna Dietrich
Cheryl Deering
Charlie Giese
Steven Hanson
Sandy Fowler
Nicholas Novak
Darlene Holte

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLABORATION
COVER
INSTITUTION
ROUTING
DESCRIPTION
DATA MGMT PLAN
MENTORING
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.

Down to the Wire – Coordination with Others

- Make sure you have coordinated with your Dept. Contact and/or Kelly/Sheila for UW-based items needed prior to submission.
- Allow SPO/AOR Access in Fastlane at the “view, edit & submit” level, and then -
- Do stay reachable until the proposal has been submitted, in case there are problems to fix.

Thank You!