



# Institutional Infrastructure and Key Personnel Roles

Dave Brown, Co-PI Project Vision  
April 29, 2022



# Acknowledgment and Disclaimer



This material is based upon work supported by the National Science Foundation under Grant No. DUE 2018198. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

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# Capacity-Building Efforts and Legacy

*Give a person a fish and feed them for a day.*

*Teach a person to fish and feed them for a lifetime.*



[https://commons.wikimedia.org/wiki/File:Boy\\_fishing.jpg](https://commons.wikimedia.org/wiki/File:Boy_fishing.jpg)

This work is supported by National Science Foundation Grant No. DUE 1826514.



# Change in Webinar Structure and Schedule



This webinar was originally envisioned to include institutional infrastructure, key personnel *and* required forms. However, upon review and reflection, that was deemed too much material for a single webinar. The required forms will be addressed in a future webinar – details to follow.



<https://pixabay.com/illustrations/change-arrows-clouds-heaven-948024>



# Another Change: FastLane is Retiring



June 24 Webinar: Working in ~~FastLane~~ and Research.gov



<https://www.flickr.com/photos/188966103@N06/50019906506>



# Webinar Outline



- Navigating the Proposal Completion Checklist
- Establishing Institutional Accounts to Submit NSF Proposals
- Roles of Various College Personnel in the Preparation and Submission of NSF Proposals
- Planning Ahead for an NSF Award Recommendation: Reviewing and Developing Institutional Policies and Procedures
- Q&A



# Institutional Alignment, Synergy and Collaboration

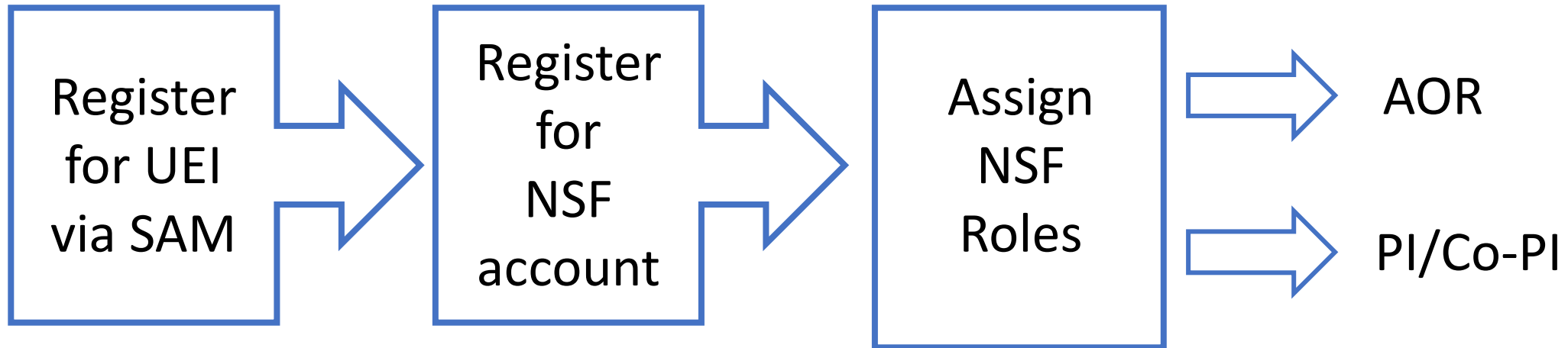


<https://pixabay.com/photos/teamwork-team-gear-board-chalk-2499638>

This work is supported by National Science Foundation Grant No. DUE 1826514.



# Steps to Accomplish to be Authorized to Prepare and Submit NSF Proposals



AOR = Authorized Organizational Representative

PI = Principal Investigator

Co-PI = Co-Principal Investigator





# Proposal Completion Checklist (p. 1)



<https://docs.google.com/document/d/1ZFQoNmIHuudzuY3TnxLjAOWOa-5JdBbQ/edit>

## NSF PROPOSAL PREPARATION CHECKLIST FOR (COLLEGE NAME)

THIS DOCUMENT IS FOR TRACKING FILE LOCATIONS AND OTHER REQUIRED INFORMATION

### General Information

ITEM	NAME/NUMBER	STATUS	COMPLETION DATE
<a href="#">DUNS Number/UEI</a>			
<a href="#">SAM Registration</a>			
<a href="#">NSF Account Registration</a>			
<a href="#">NSF ID per PI</a>			
<a href="#">AOR</a>			
<a href="#">Principal Investigator (PI)</a>			
<a href="#">PI/Co-PIs</a>			
<a href="#">Federally Negotiated Indirect Rate</a>			
<a href="#">Proposal Submission Receipt</a>			

← Top section references institutional infrastructure.

### Proposal's Main Areas

ITEM	FILE LINK	STATUS	COMPLETION DATE
<a href="#">Project Summary</a>			
	Overview Paragraph		
	Intellectual Merit		
	Broader Impacts		
<a href="#">Project Description</a>			
	Rationale		
	Goals		

Continuation of p. 1

<a href="#">Project Description</a>			
	Rationale		
	Goals		
	Objectives		
	Deliverables		
	Activities		
	Timetable		
	Management Plan		
	Roles and Responsibilities		
	Broader Impacts ( <i>also</i> required in Project Description)		
	Sustainability		
	Evaluation Plan		
	Dissemination Plan		
<a href="#">References Cited</a>			



# Proposal Completion Checklist (p. 2)



ITEM	FILE LINK	STATUS	COMPLETION DATE
<a href="#">Biographical Sketches (NSF Fillable PDF)</a>			
<a href="#">Budget &amp; Justification</a>			
	Main Budget		
	Budget from all Subawards		
<a href="#">Current &amp; Pending Support</a>			
<a href="#">Facilities, Equipment and Other Resources</a>			

## Single Copy Documents and Certifications

ITEM	FILE LINK	STATUS	COMPLETION DATE
<a href="#">List of Suggested Reviewers</a> (if applicable)			
<a href="#">Disclosure of Lobbying Activities</a> (if applicable)			
<a href="#">Collaborators and Other Affiliations (COA Template)</a>			

## Special Information and Supplementary Documentation

ITEM	FILE LINK	STATUS	COMPLETION DATE
<a href="#">Data Management Plan (Specific EHR Guidance)</a>			
<a href="#">Letters of Collaboration</a>			
Evaluator Biographical Sketch			
Other			



# Proposal Completion Checklist (p. 1)



**NSF PROPOSAL PREPARATION CHECKLIST FOR (COLLEGE NAME)**  
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Proposal's Main Areas			
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	Intellectual Merit		
	Broader Impacts		
<a href="#">Project Description</a>			
	Rationale		
	Goals		

[Project Description](#) If one clicks this link, then they are directed to the following webpage.



<a href="#">Project Description</a>			
	Rationale		
	Goals		
	Objectives		
	Deliverables		
	Activities		
	Timetable		
	Management Plan		
	Roles and Responsibilities		
	Broader Impacts ( <i>also required in Project Description</i> )		
	Sustainability		
	Evaluation Plan		
	Dissemination Plan		
<a href="#">References Cited</a>			



# PAPPG Entry for Project Description



## d. Project Description (including Results from Prior NSF Support)

### (i) Content

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

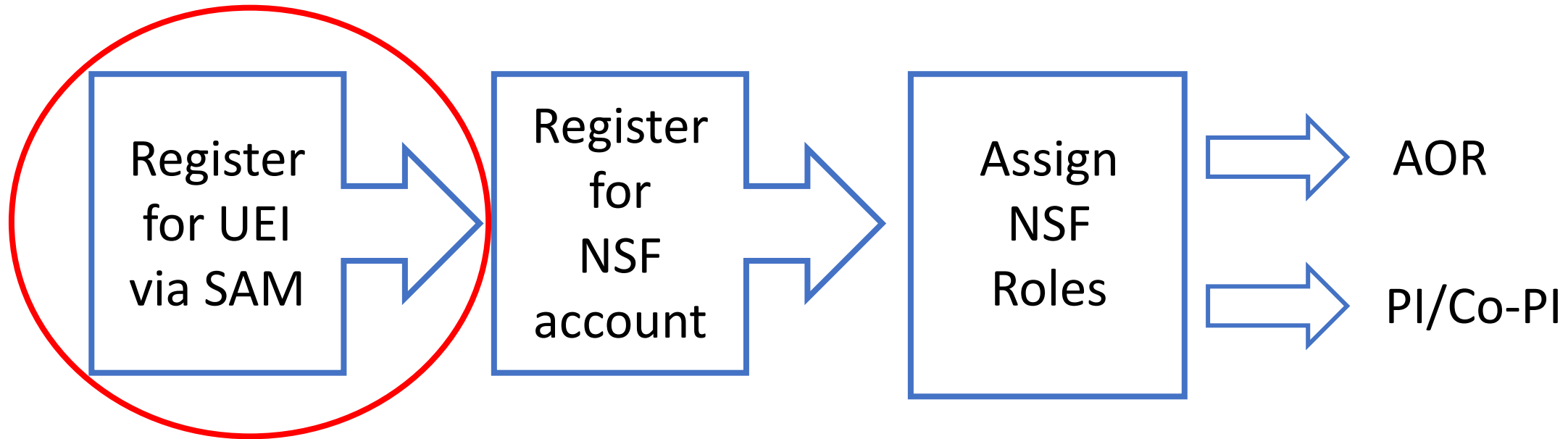
**The Project Description also must contain, as a separate section within the narrative, a section labeled "Broader Impacts".** This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the U.S.; use of science and technology to inform public policy; and enhanced infrastructure for research and education. These examples of societally relevant outcomes should not be considered either comprehensive or prescriptive. Proposers may include appropriate outcomes not covered by these examples.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Special Information and Supplementary Documentation section of the proposal (see [Chapter II.C.2.j](#) for additional instructions for preparation of this section).

[https://www.nsf.gov/pubs/policydocs/pappg22\\_1/pappg\\_2.jsp#IIC2d](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIC2d)



# Steps to Accomplish to be Authorized to Prepare and Submit NSF Proposals



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# Proposal Completion Checklist (p. 1)



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[DUNS Number/UEI](#) If one clicks this link, then they are directed to the following webpage.

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# PAPPG Entry for DUNS Number/SAM Registration



## 2. Requirements Relating to Data Universal Numbering System (DUNS) Numbers and Registration in the System for Award Management (SAM)

Currently, proposers must provide a Dun and Bradstreet (D&B) DUNS number when applying for a new or renewal award. NSF requires that organizations registering to use NSF's electronic systems have a valid and active SAM registration and have a valid DUNS number. NSF will validate that each proposer's DUNS number and SAM registration are active and valid prior to allowing submission of a proposal to NSF. If a registration is not active, an organization will not be able to submit a proposal. Additionally, if the registration is not revalidated annually and is not valid, NSF will block any award approval actions.

Any subrecipients named in the proposal also are required to obtain a DUNS number and register in FastLane. Subrecipients named in the proposal, however, do not need to be registered in SAM. Per the Office of Management and Budget (OMB) and the General Services Administration (GSA), by April 1, 2022, the Federal government will stop using the DUNS number to uniquely identify entities registered in SAM. At that point, entities doing business with the Federal government will use a unique entity identifier (UEI) created in SAM.gov. NSF will be adopting and implementing this new UEI in compliance with OMB/GSA guidelines by April 1, 2022.

SAM is the primary registrant database for the U.S. Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. This SAM registration must be maintained with current information at all times during which an organization has an active award or a proposal under consideration by NSF. Failure to comply with SAM registration requirement prior to proposal submission may impact the processing of the proposal. To register in SAM, go to: <https://www.sam.gov>. Proposers are advised that entity registration will become active after three to five days when the Internal Revenue Service (IRS) validates the Tax ID Number.

[https://www.nsf.gov/pubs/policydocs/pappg22\\_1/pappg\\_1.jsp#IG2](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_1.jsp#IG2)



# Pop-Up Message on SAM.gov



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

## The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition **the DUNS Number has been removed from SAM.gov.**
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### **?** I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](https://sam.gov) or the Federal Service Desk, [FSD.gov](https://federal.service.gov). You can search for help at [FSD](https://federal.service.gov) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

<https://sam.gov>





# Register for Unique Entity ID (UEI)



An official website of the United States government [Here's how you know](#)

Sign In

Home Search Data Bank Data Services Help



Official U.S. Government Website  
100% Free

## The Official U.S. Government System for:

**Contract Opportunities**  
(was fbo.gov)

**Contract Data**  
(Reports ONLY from fpds.gov)

**Wage Determinations**  
(was wdol.gov)

**Federal Hierarchy**  
Departments and Subtiers

**Assistance Listings**  
(was cfda.gov)

**Entity Information**  
Entities, Disaster Response Registry, and Exclusions

**Entity Reporting**  
SCR and Bio-Preferred Reporting

**NEW** [Learn More](#)

## Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity



Check Registration Status

<https://sam.gov>





# UEI is Now Listed on Cover Sheet

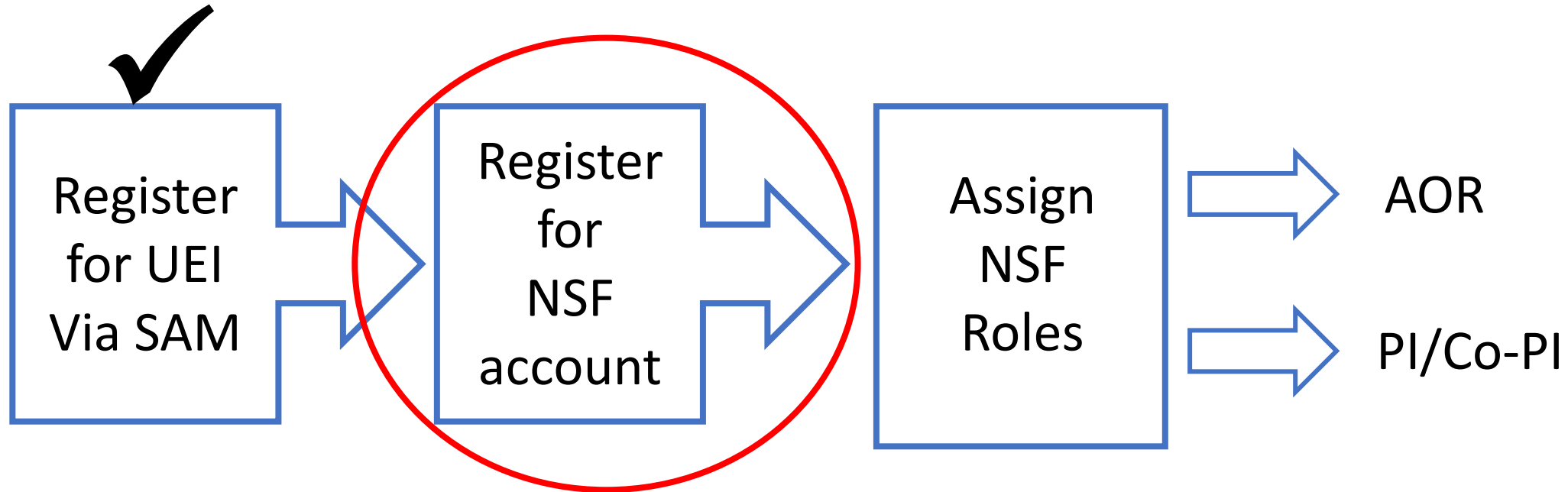


## COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

PROGRAM ANNOUNCEMENT/SOLICITATION NO./DUE DATE [REDACTED]		<input type="checkbox"/> Special Exception to Deadline Date Policy		FOR NSF USE ONLY	
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.) [REDACTED]				NSF PROPOSAL NUMBER [REDACTED]	
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	UEI (Unique Entity Identifier)	FILE LOCATION
03/22/2022	1	11040000 DUE	[REDACTED]	[REDACTED] NT35	03/22/2022 5:43pm



# Steps to Accomplish to be Authorized to Prepare and Submit NSF Proposals



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# Two Types of NSF Accounts are Necessary



- *Organizational* Account (one common portal for the college)
- *Individual* Accounts for preparing proposals and submitting them via the college's NSF account (AOR and PIs)



# The Mother Lode of NSF Account Management



The screenshot shows the Research.gov website interface. At the top left is the NSF logo and the text "Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY". At the top right are navigation links: "Sign In | Register | Home | Contact | Help | About". Below the navigation is a notification link: "+ Show all notifications (1 notification)". The main heading is "About Account Management". A welcome message states: "Welcome to the About Account Management page. The new account management functionality will enable the user to centrally sign into NSF systems to perform proposal and award activities. Below you will find user guide PDFs and videos that will walk you through from establishing an NSF account to performing administrative functions for your organization." A red box highlights the "Video Tutorials" section, which lists five video links: "Register for an NSF Account", "Register a New Entity in the System for Award Management (SAM)", "View and Edit Your NSF Account & Role Information", "Register a New Organization with NSF", and "Migrate Your Existing NSF Account". Below this are sections for "Frequently Asked Questions" (with a PDF link), "Migrate Your Existing NSF Account" (with a PDF link), and "Your NSF Account" (with two PDF links).

<https://www.research.gov/research-web/content/aboutaccountmanagement>



# The Mother Lode of NSF Account Management



## Your NSF Account

To submit proposals to the National Science Foundation (NSF) and conduct other award-related activities using NSF systems, you must have an NSF ID. This ID is a unique numerical identifier assigned to users by NSF through the registration process outlined below. For step by step information on how to create, view, and edit your account information, download the PDFs below.

 [Register for an NSF Account to Begin Using FastLane and Research.gov - Account Management Guide](#)

 [View and Edit my NSF Account Profile Information - Account Management Guide](#)

 [Register for an NSF Account](#)

## Navigation

The Account Management system includes pages for Administrators to manage user and organization information and pages for users to self-manage their roles and profile information. For step by step information on how to navigate the new pages, download the PDF below.

 [Navigating the Account Management Links - Account Management Guide](#)

## Register a New Organization

Organizations must be registered with the National Science Foundation (NSF) to submit proposals using NSF's systems. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM - <https://www.sam.gov>) and have a Unique Entity Identifier(UEI). For step by step information on how to register a new organization, download the PDF below.

 [Register a New Organization - Account Management Guide](#)

## Add a New Role

To work on proposal and award activities on National Science Foundation (NSF) systems, a user must have an organization-approved role at an organization registered with NSF. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it. For step by step information on how to add a new role, download the PDF below.

 [Add a New Role - Account Management Guide](#)

 [Add a New Role - Principal Investigator PI/Co-PI - Account Management Guide](#)

 [Add a New Role – Unaffiliated / Postdoctoral Fellowship Principal Investigator - Account Management Guide](#)

## View My Roles

The View My Roles page shows the roles you have requested with pending approval or disapproval from your organization's administrator as well as your existing approved roles. You may view Organization Contact(s) and also edit your organization contact information. For step by step information on how to view requested roles or view your active roles, download the PDF below.

 [View My Roles - Requested Role\(s\) - Account Management Guide](#)

 [View My Roles - Active Role\(s\) - Account Management Guide](#)

## View My Users

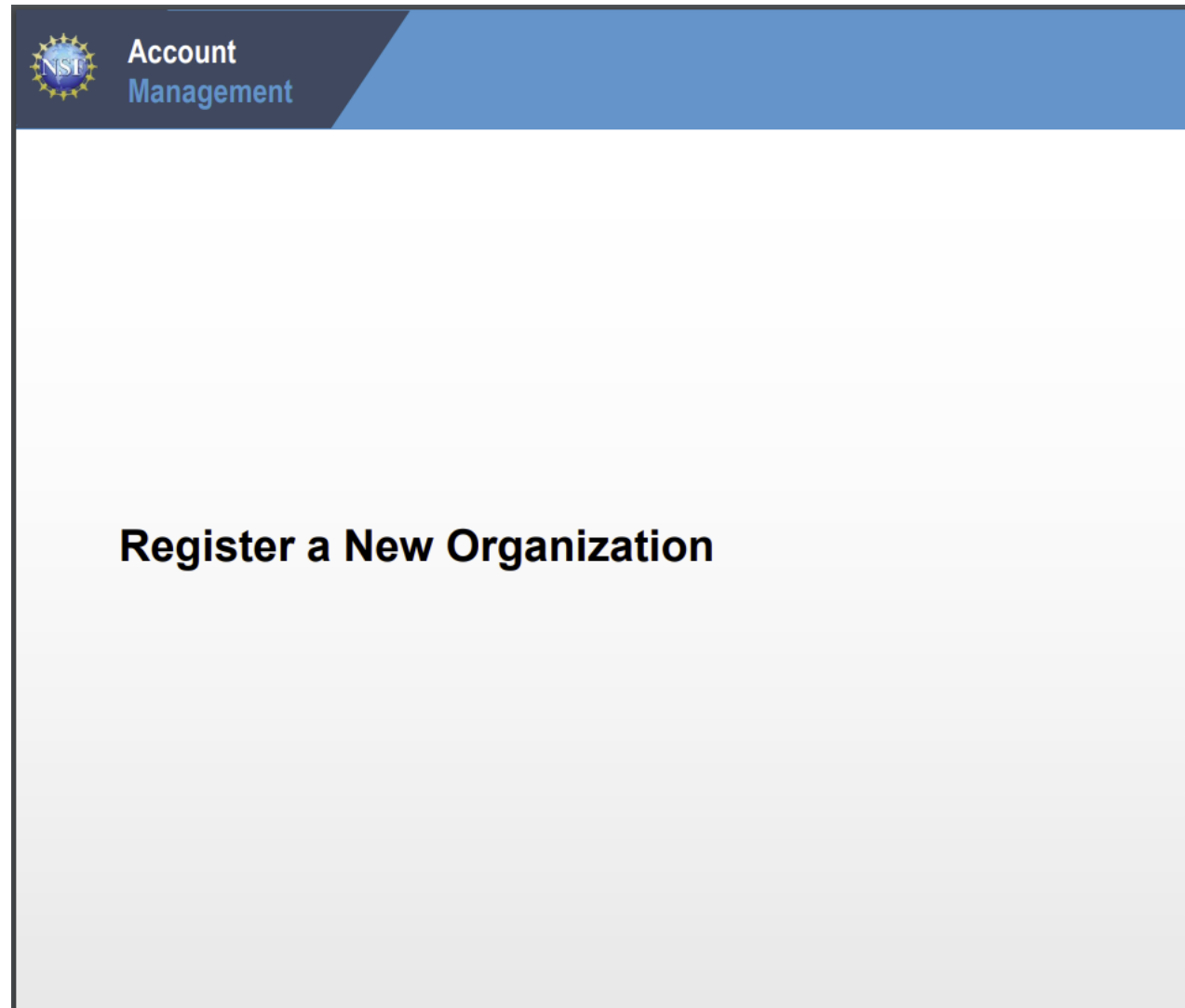
The View My Users page is a dashboard for the organization Administrator to view the organization's pending role requests and manage user tables. Via this dashboard, the Administrator is able to approve or disapprove role requests, add or remove current user roles, add current NSF users to the organization, invite users to create NSF accounts, and invite current users to update their profile information. For step by step instructions on how to manage your users, download the PDF below.

 [View My Users – Administrator Dashboard - Account Management Guide](#)

<https://www.research.gov/research-web/content/aboutaccountmanagement>



# Register a New Organization for an NSF Account



[https://www.research.gov/common/attachment/Desktop/Single\\_ID\\_Help.pdf#page=12](https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf#page=12)





# The AOR: Gatekeeper and Certifier



An *Authorized Organizational Representative (AOR)/Authorized Representative* means the administrative official who, on behalf of the proposing organization is empowered to make certifications and representations and can commit the organization to the conduct of a project that NSF is being asked to support as well as adhere to various NSF policies and grant requirements.

[https://www.nsf.gov/pubs/policydocs/pappg22\\_1/index.jsp#definitions](https://www.nsf.gov/pubs/policydocs/pappg22_1/index.jsp#definitions)

NSF PROPOSAL PREPARATION CHECKLIST FOR **(COLLEGE NAME)**  
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<a href="#">Proposal Submission Receipt</a>			



***Who is the AOR at your college?***



# The NSF Merit Review Criteria: Proposal Submission



(Recycled from March Webinar)

**Certification Regarding Organizational Support:** The AOR is required to complete a certification that there is organizational support for the proposal as required by Section 526 of the America COMPETES Reauthorization Act of 2010. This support extends to the portion of the proposal developed to satisfy the broader impacts review criterion as well as the intellectual merit review criterion, and any additional review criteria specified in the solicitation. ***Organizational support will be made available, as described in the proposal, in order to address the broader impacts and intellectual merit activities to be undertaken.***

From PAPPG NSF 22-1: [https://www.nsf.gov/pubs/policydocs/pappg22\\_1/pappg\\_2.jsp#IIC1d](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIC1d)



# Principal Investigator (Verbatim from PAPPG)



(co) Principal Investigator (PI) -- the individual(s) designated by the proposer, and approved by NSF, who will be **responsible for the scientific or technical direction of the project**. **NSF does not infer any distinction in scientific stature among multiple PIs, whether referred to as PI or co-PI**. If more than one, the first one listed will serve as the contact PI, with whom all communications between NSF program officials and the project relating to the scientific, technical, and budgetary aspects of the project should take place.


NAMES (TYPED)	High Degree	Yr of Degree	Telephone Number	Email Address
PI/PD NAME Kevin E Cooper	DPhil	██████	██████████	kcooper@irsc.edu
CO-PI/PD David R Brown	PhD	██████	██████████	drb.stem.ed@gmail.com
CO-PI/PD Rassoul Dastmozd	MS	██████	██████████	Rassoul.Dastmozd@Minnstate.edu
CO-PI/PD				
CO-PI/PD				

[https://www.nsf.gov/pubs/policydocs/pappg22\\_1/pappg\\_2.jsp#2ex3](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#2ex3)



# Registering for an Individual NSF Account & ID



 **Research.gov**  
ONLINE GRANTS MANAGEMENT  
FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help | About

## Account Registration

**i** NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID).  
[Forgot/Look Up your NSF ID?](#)

**\* Required Fields**

<b>Prefix</b> Select Prefix ▼	<b>* First Name</b> <input type="text"/>	<b>Middle Name/Initial</b> <input type="text"/>	<b>* Last Name</b> <input type="text"/>	<b>Suffix</b> Select Suffix ▼
----------------------------------	---	--	--	----------------------------------

**Alternate Name(s)** Nickname, maiden name, etc.

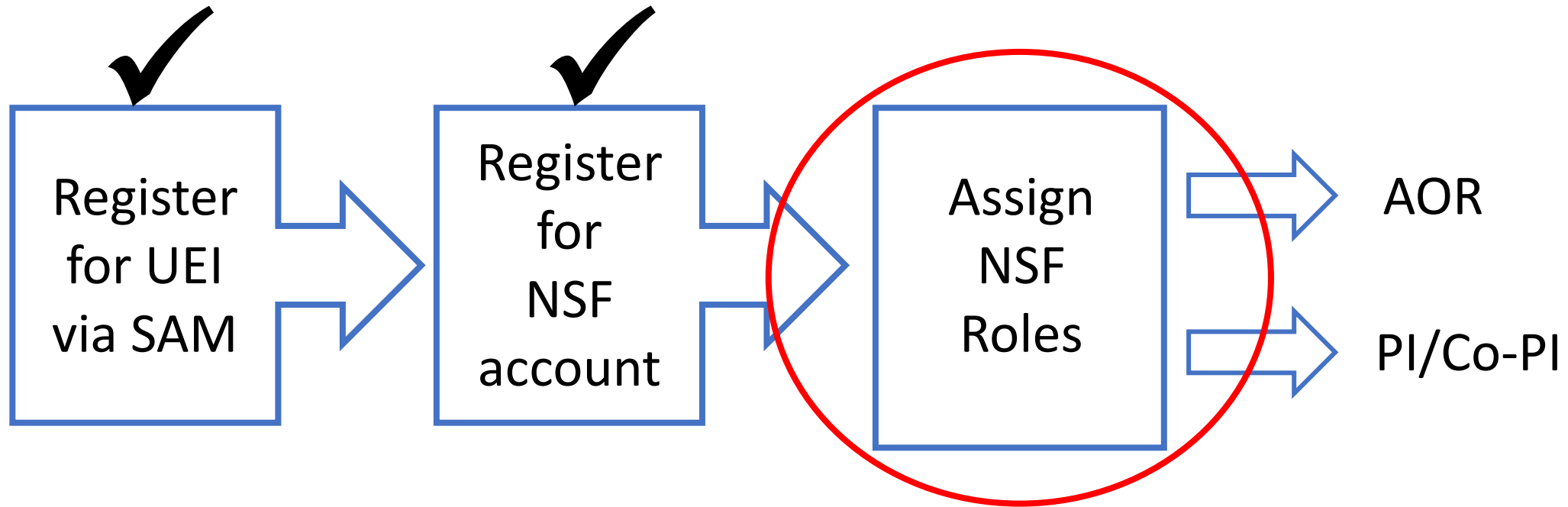
<b>* Primary Email</b> <b>i</b> For NSF account password recovery <input type="text"/>	<b>* Confirm Primary Email</b> <input type="text"/>
<b>Secondary Email</b> <b>i</b> <input type="text"/>	<b>Confirm Secondary Email</b> <input type="text"/>

<b>ORCID ID</b> <b>i</b> 16-digits ie. 1234-1234-1234-1234 <input type="text"/>	<b>Phone Number</b> <input type="text"/>	<b>Extension</b> <input type="text"/>
--	---	--

<https://www.research.gov/accountmgmt/#/registration>



# Steps to Accomplish to be Authorized to Prepare and Submit NSF Proposals



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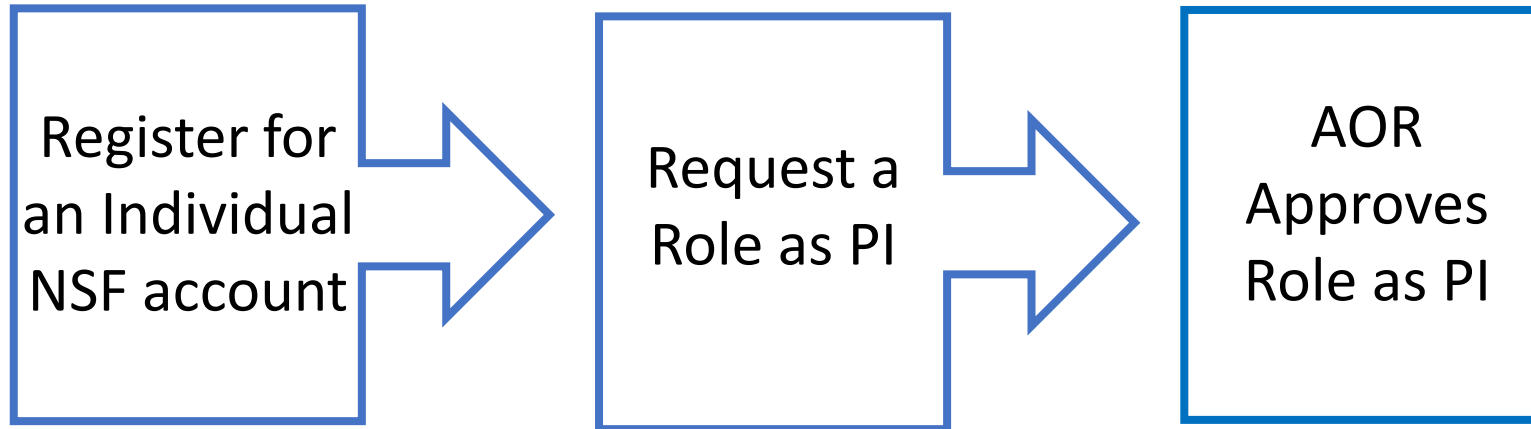
Co-PI = Co-Principal Investigator



# Request a Role as PI in Research.gov



Once an *individual* establishes an NSF account, they must follow that with a request in Research.gov to be assigned a “Role.” Each Principal Investigator or Co-Principal Investigator must request the “role” of PI.



**\*\*Upon approval of the PI role, the individual will be able to work on an NSF proposal in Research.gov.\*\***



# Adding a Role in Research.gov



Once again, the individual *first* must acquire an NSF account.

1. Click on My Profile.

Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Welcome David Brown | Sign Out (Home) **My Profile** | Contact | Help | About

My Desktop Prepare & Submit Proposals Awards & Reporting Manage Financials Administration

Hide Menu

- My Profile
- View/Edit Profile
- My Roles
- View My Roles
- Add a New Role**
- Quick Links
- About Account Management
- Proposals, Awards & Status

## My Profile

For NSF ID

This is your information for your NSF account. If you need to change your contact information at one of your organizations, you can do so on the View My Roles page.

### Personal Information

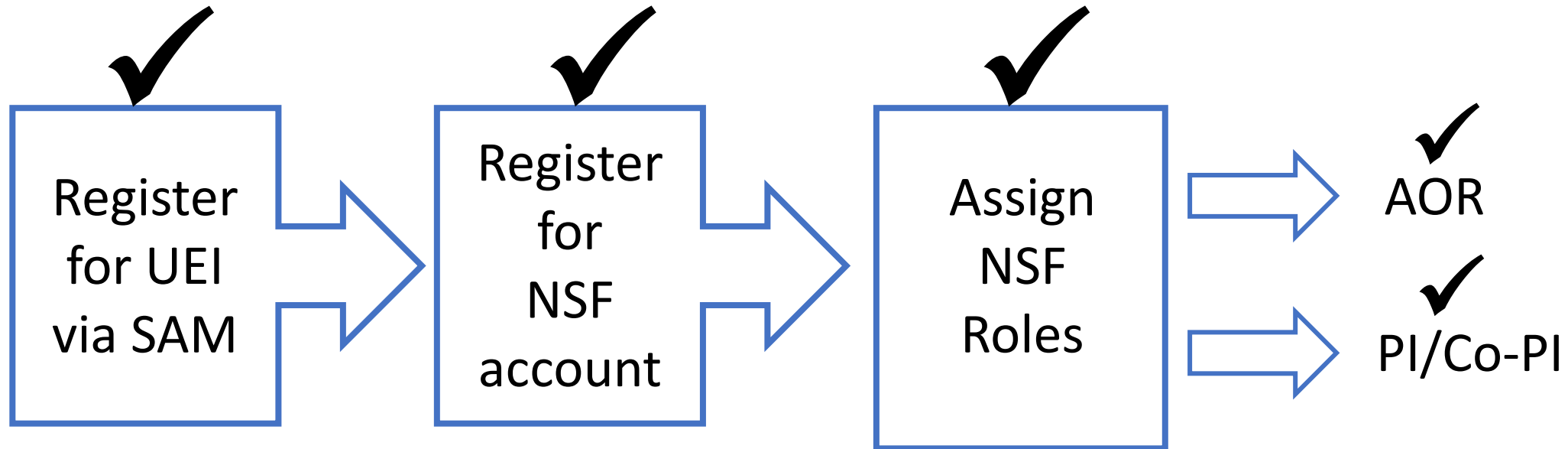
Name	Alternate Name	Phone Number
David R Brown		

ORCID ID 0000-0002-8057-3532

2. Add a new role here.



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# Internal College Policies and Procedures



<https://pixabay.com/illustrations/policies-standards-compliance-4720824>



# Federally Negotiated Indirect Cost Rate



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Indirect costs, colloquially known as “overhead,” are expenses organizations recover as a portion of a grant budget.

***What is the indirect cost rate at your college?***

NSF requires that the **full** federally negotiated indirect cost rate be used in budget calculations. Quoting the PAPPG: “Use of an indirect cost rate lower than the organization's current negotiated indirect cost rate is considered a violation of NSF’s cost sharing policy.”

[https://www.nsf.gov/pubs/policydocs/pappg22\\_1/pappg\\_2.jsp#IIC2gviii](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIC2gviii)



# Scenario: Desired Proposal Review Outcome



Typical (fictional) email message from NSF Program Officer to Proposal PI:

Dear PI,

I'm pleased to inform you that your proposal reviewed very well, and it is in consideration for the potential of an award recommendation. However, for me to move your proposal forward, I need you to start your **IRB** (Institutional Review Board) process *immediately* and to address the following questions and concerns that were identified by panelists upon review of your proposal and through my own review...



# Institutional Review Board (IRB)



For proposed work involving human subjects, the proposal must be reviewed to ensure compliance with federal regulations to **protect the rights** of the human subjects.

The screenshot shows the NSF website's navigation and content for the 'Human Subjects' page. The top navigation bar includes the NSF logo, the text 'National Science Foundation WHERE DISCOVERIES BEGIN', a search bar, and links for 'Contact' and 'Help'. Below this is a dark blue menu with options: 'NSB', 'Research Areas', 'Funding', 'Awards', 'Document Library', 'News', and 'About NSF'. The main content area has a breadcrumb trail: 'Home > Budget Finance & Award Managem... > Institution and Award Support'. On the right side of the breadcrumb trail are icons for 'Email', 'Print', and 'Share'. The main heading is 'Human Subjects'. The text below the heading states: 'The National Science Foundation supports research involving human subjects when the project has been certified by a responsible body to be in compliance with the federal government's "Common Rule" for the protection of human subjects.' Below this, it provides a link to the official NSF version of Code of Federal Regulations 45 CFR 690.101-124. A final paragraph explains that the regulations give grantee institutions the responsibility for setting up 'Institutional Review Boards' (IRBs) to review research protocols and designs and ensure the protection of the rights of human subjects.

<https://www.nsf.gov/bfa/dias/policy/human.jsp>



# 45 CFR Part 690: “The Common Rule”



## National Science Foundation

### 45 CFR Part 690: Federal Policy for the Protection of Human Subjects

(Same as 45 CFR Part 46, which pertains to HHS)

#### Subpart A:

### THE COMMON RULE FOR THE PROTECTION OF HUMAN SUBJECTS

(b) Unless otherwise required by department or agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from this policy:

(1) Research conducted in established or commonly accepted educational settings,

involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:



# American Psychological Association: IRB



THE INSTITUTIONAL REVIEW BOARD (IRB):  
A COMMUNITY COLLEGE PLANNING GUIDE

The background of the slide features a detailed, black and white architectural drawing of a classical interior space, showing a large, ornate column on the left and a complex ceiling with geometric patterns and decorative elements.

<https://www.researchgate.net/publication/292401461> The Institutional Review Board IRB A Community College Planning Guide



# American Psychological Association: IRB



## The Institutional Review Board: A College Planning Guide

### Introduction

The American Psychological Association Committee on Associate and Baccalaureate Education (CABE) recognizes the need for Institutional Review Boards (IRBs) to review research that has been proposed at all academic institutions if (a) research with human participants is being conducted and (b) the institution receives federal or state money, such as research grants. Institutions can choose to establish their own IRB, use a commercial IRB or use the IRB of a cooperating agency.

Protection of human participants is of the utmost importance for practical and ethical reasons. CABE created this document to help faculty and administrators at community colleges and at other colleges without an IRB who choose to establish one. Much of what is discussed in this document can be found on the website of the Department of Health and Human Services (DHHS) [Office of Human Research Protections](#) (OHRP). We have attempted to summarize the basic DHHS policy for the protection of human research participants as specified in the Code of Federal Regulations (CFR) Title 45, Part 46, Subpart A (also known as the Common Rule, 45 CFR 46). We have also included information based on faculty members' experiences in establishing IRBs at other colleges in an attempt to provide the reader with some best practices, advice and tips that may help make the process of starting an IRB as smooth as possible.

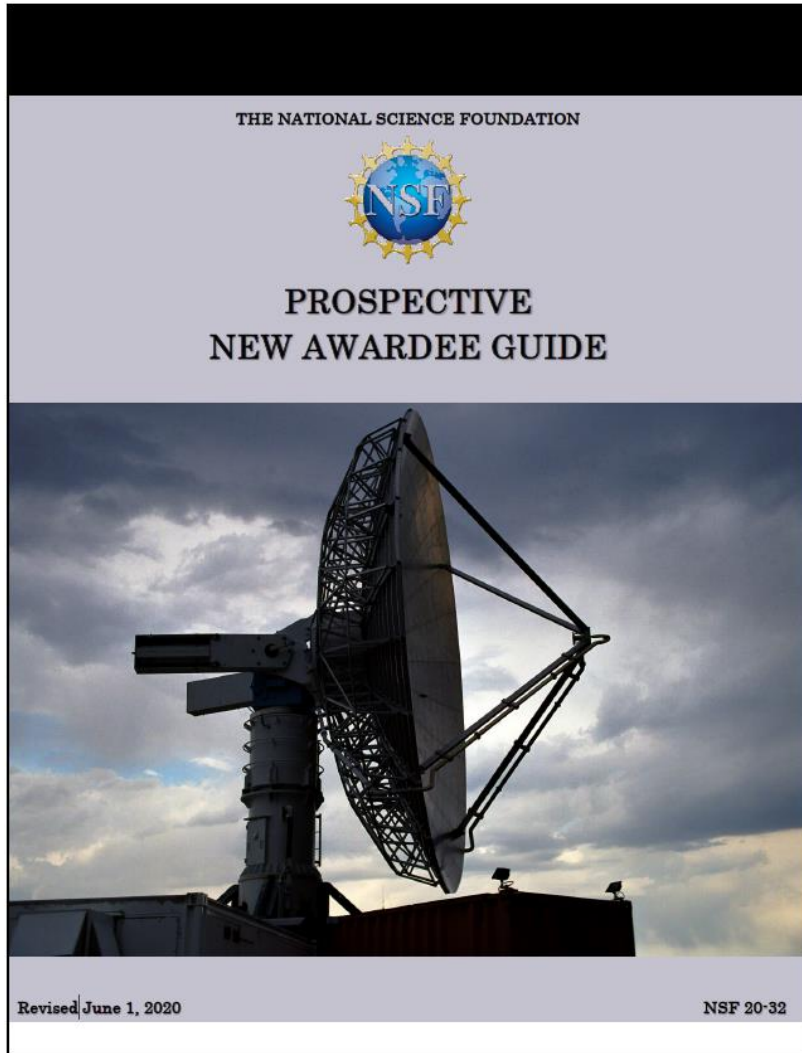
### The Importance and Value of an IRB

As community colleges and other undergraduate institutions establish IRBs, many of the decision makers at those institutions are turning to psychology faculty members to offer guidance on the process. Many working in the field of psychology are aware of negative reports concerning IRBs in journals and on electronic Listservs over the years. In those reports, complaints have been lodged about the restrictiveness of IRBs (Salzinger, 2006), infringement of academic freedom (Hamburger, 2007), the ever-increasing reach of these boards (Gunsalus et al., 2006), and the lack of evidence to show that the entire IRB process has actually improved the safety of the research enterprise (Mueller & Furedy, 2001a, 2001b). Many reports show that IRBs can hinder research productivity. These reports may lead some who are considering starting an

<https://www.apa.org/ed/precollege/undergrad/ptacc/irb-college-guide>



# Prospective New Awardee Guide (NSF 20-032)



## PROSPECTIVE NEW AWARDEE GUIDE

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[Appendix 1: Awardee Organization and Management Summary](#)

[Appendix 2: Small Business Declaration](#)

[Appendix 3: Financial Management Systems Questionnaire \(FMSQ\)](#)

<https://www.nsf.gov/pubs/2020/nsf20032/nsf20032.pdf>





# Participant Support

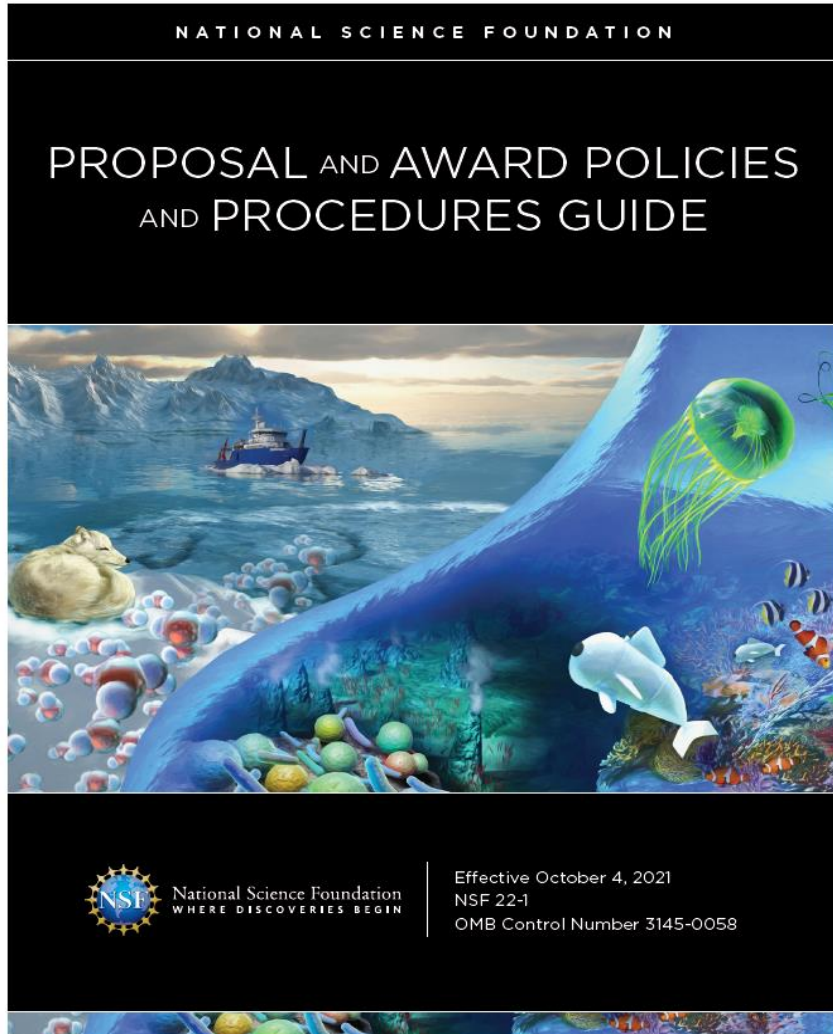


Organizations being considered for an NSF award that contains participant support ***should be prepared to provide a copy of their written policies and procedures*** governing what types of costs may be considered participant support; and how the entity intends to account for, and record incurred participant support costs separately in its accounting system. The awardee should also be prepared to describe how it intends to document the attendance of participants at workshops, symposia, etc.

Page 8 of the Prospective New Awardee Guide - NSF 20-032



# ☆☆ The Stars of the Show ☆☆



Preparing ATE proposals according to the guidance provided in these hallowed documents will serve you well!

☞ PAPPG is good for thee.

ATE Program ☞ Solicitation can amplify your inspiration.

## Advanced Technological Education (ATE)

**PROGRAM SOLICITATION**  
NSF 21-598

**REPLACES DOCUMENT(S):**  
NSF 18-571



National Science Foundation  
Directorate for Education and Human Resources  
Division of Undergraduate Education

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):

October 14, 2021  
October 06, 2022  
October 05, 2023

### IMPORTANT INFORMATION AND REVISION NOTES

Track 1: Small Projects for Institutions New to the ATE program has a maximum budget of \$350,000 over three years.

Track 2: ATE Projects has a maximum budget of \$650,000 over three years.

ATE-Coordination Network projects are no longer supported.

A new track, Track 3, entitled "Consortia for Innovations in Technician Education" has been added.

Track 5: Targeted Research on Technician Education has been renamed Applied Research on Technician Education, and additional information has been added.

Developers are strongly encouraged to use an open licensing approach for any new learning materials and computer software source code when these materials are developed as a component of the proposed project (see text under "Reporting Requirements").

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised *NSF Proposal & Award Policies & Procedures Guide (PAPPG)* (NSF 22-1), which is effective for proposals submitted, or due, on or after October 4, 2021.

### SUMMARY OF PROGRAM REQUIREMENTS

#### General Information

Program Title:

Advanced Technological Education (ATE)

Synopsis of Program:

With a focus on two-year Institutions of Higher Education (IHEs), the Advanced Technological Education (ATE) program supports the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions (grades 7-12, IHEs), industry, and economic development agencies to promote improvement in the education of science and engineering technicians at the undergraduate and secondary institution school levels. The ATE program supports curriculum development; professional development of college faculty and secondary school teachers; career pathways; and other activities. The program invites applied research proposals that advance the knowledge base related to technician education. It is required that projects be faculty driven and that courses and programs are credit bearing, although materials developed may also be used for incumbent worker education.

The ATE program encourages partnerships with other entities that may impact technician education. For example, with

- the National Institute of Standards and Technology (NIST) Manufacturing Extension Partnerships (MEPs) (<http://www.nist.gov/mep/index.cfm>) as applicable to support technician education programs and the industries they serve;
- Manufacturing USA Institutes (<https://manufacturing.gov/>) addressing workforce development issues (also see DCL NSF 18-007);



# Q&A



<https://www.thebluediamondgallery.com/wooden-tile/q/questions.html>

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