

# APPLYING TO THE NATIONAL SCIENCE FOUNDATION

IBER's Deputy Director, **Bob Barde** (642-8351 or [barde@haas.berkeley.edu](mailto:barde@haas.berkeley.edu)), is the person to contact if you are contemplating preparing a grant proposal to any foundation, including NSF or any of the [National Institutes of Health](#). He will coordinate the preparation of the complete proposal packet.

**The very first thing to do**, if considering applying to NSF, is to send a precis or abstract by e-mail to one of the program officers at NSF.

The NSF Staff site: <http://staff.nsf.gov/orgpage.cfm?key=39> has a listing of the Staff for the various Social and Economics Sciences Programs.

For the Economics Program, the cognizant officer is **Dan Newlon**, ([dnewlon@nsf.gov](mailto:dnewlon@nsf.gov)). Introduce yourself and get his advice on the appropriateness of submitting this proposal to one of the NSF Economics Cluster programs. Even if you are sure that your proposal is a good fit with NSF, it is a good idea to do a little constituency-building for your proposal and to give NSF a heads-up for getting panels together.

Both IBER *and* NSF program officers *strongly* encourage this pre-submission contact!

IBER is able to assist UCB faculty in applying for grants from the National Science Foundation. In brief, the division of labor is that IBER handles the budget, forms, and assorted paperwork, leaving the Principal Investigator to concentrate on the narrative/Project Description.

The complete NSF Guidelines are available on-line here:  
<http://www.nsf.gov/bfa/cpo/gpg/start.htm>.

***NSF now requires electronic submission via FastLane for ALL proposals!***

This has two implications for PIs:

1. If you do not already have an NSF PIN number or password, send a message to [Linda Crisostomo](#) at our Sponsored Projects Office and ask that she generate one for you; please share that number/password and your Social Security Number with Bob Barde.
2. All items that the PI supplies (*see below*) must come to IBER as Word or as Postscript files.

# WHAT THE PRINCIPAL INVESTIGATOR SUPPLIES

## 1. Project Summary

1-page written in the third person; should be a stand-alone document written for a well-educated lay reader.

The Project Summary **MUST** contain the following statements:

1. **“The potential intellectual merit of the proposed activity is....”**, *e.g.*, the importance of the activity with respect to advancing knowledge and understanding within its own field or across different fields, the qualifications of the proposer, the extent to which the proposed activity suggests and explores creative and original concepts, and how the proposed activity is conceived and organized.
2. **“Broader impacts resulting from the proposed activity are....”**, *e.g.*, how the activity will advance discovery while promoting teaching, training and learning, broaden participation of underrepresented groups (gender, ethnicity, disability, geography), enhance the infrastructure for research and education, broadly disseminate results, and/or benefit society.

## 2. Project Description (must also *directly* address the above items)

15-page maximum (including all appendices, graphs, tables) (can be) single spaced, 1" margins all around.

The type size must be clear and readily legible, and conform to the following three requirements:

- 1) the height of the letters must not be smaller than 10 point;
- 2) type density must be no more than 15 characters per 2.5 cm; (for proportional spacing, the average for any representative section of text must not exceed 15 characters per 2.5 cm); and
- 3) no more than 6 lines must be within a vertical space of 2.5 cm. The type size used throughout the proposal must conform to all three requirements. While line spacing (single-spaced, double-spaced, etc.) is at the discretion of the proposer, established page limits must be followed. (Individual program solicitations may eliminate this proposer option.) My personal advice: fonts smaller than 11 point get reviewers somewhat irritated.

### **3. References Cited (no page limit)**

### **4. C.V. for each Faculty Investigator**

2-page limit; be sure to include:

- 1) all degree information
- 2) academic work history
- 3) 5 publications related to this project
- 4) 5 other significant publications
- 5) Members of your Dissertation Committee
- 6) PhDs supervised within the last 5 years (If this information is contained in your standard c.v. as an electronic file send it to us and we will massage it into NSF shape).
- 7) "Synergistic activities"—editorial positions, websites or similar projects,
- 8) Consultation/advising to government bodies, etc.

Our office works in Word for the PC; supplying your written materials to us in that format makes the entire process infinitely easier and speedier.

## **WHAT IBER SUPPLIES**

IBER will take care of preparing all the paperwork, getting the material into the appropriate format, getting it to Sponsored Projects Office (SPO) for vetting, and sent off to the Foundation via FastLane.

Bob Barde can read over an advanced draft of the narrative and/or the abstract.

IBER will need the following information:

- 1) Title for the project?
- 2) Project start date (i.e., 1 Jan 04?)
- 3) Duration in years (generally up to 3 years, except CAREER proposals, which are 5 years)
- 4) Budget: We will work with the PI to get the following information:
  - a. IBER needs to know how many (summer) months of support are being requested for each person each year;
  - b. Amount of GSR support
  - c. Number of months and % time during the Academic Year
  - d. Number of months and % time during the summer
  - e. Equipment to be purchased (computer, etc.)
  - f. Travel (usually 1 trip per year per investigator)
  - g. S&E (especially specialized software or data you might need to buy)

- 5) Budget Justification
- 6) C.V. in NSF format
- 7) Facilities and Equipment
- 8) Current and Pending Support
- 9) NSF and SPO cover pages

## TIMING

In addition to special competitions, NSF regularly holds two rounds of competitions each year; deadlines are **August 15<sup>th</sup> and January 15<sup>th</sup>**.

The following timeline indicates when various stages of the proposal preparation process must be completed. Investigators' proposals will generally receive *more help* if submitted to IBER *well before* these deadlines:

<b>A.S.A.P.</b>	Contact <a href="#">Bob Barde</a> if you are contemplating submitting a proposal. Take care of Budget and bio-bib matters as early as possible.
<b>January 4</b>	Draft of Proposal due at IBER by 12:00 (if you want Bob to read it over).
<b>January 7</b>	ABSOLUTE LAST DAY for IBER to get proposal to SPO (before 12 noon)
<b>January 18</b>	Proposal MUST be submitted electronically and received by NSF in Washington (extended past the 15 January deadline because of the weekend and the Federal holiday).