New Collaborators and Other Affiliations Information Pilot

NSF is implementing a new pilot that will: 1) standardize collaborator and other affiliation information across the Foundation; and 2) ensure that such information is submitted in a searchable format. NSF's *Proposal and Award Policies & Procedures Guide* (PAPPG) (NSF 17-1) requires principal investigators (PIs), co-PIs, and other senior project personnel identified on proposals to NSF to no longer include collaborator and other affiliation information in their biosketches, but rather to individually upload this information as a Single Copy Document that is seen only by NSF staff. (See PAPPG Chapter II.C.1.e.) This pilot is consistent with these PAPPG requirements.

NSF uses collaborator and other affiliation information during the merit review process to help manage reviewer selection. To expedite identification of potential reviewers, having a standard, searchable format for this information is essential. In the past, the submission of collaborators and other affiliations information were often in formats that resulted in unsearchable text because of the variety of software and document formats used. By having each PI, co-PI and other senior project personnel individually upload an .xls(x) document, and having FastLane perform all of the conversions, we preserve searchable text in the resulting PDFs to the greatest extent practicable. This will be held reduce the burden on NSF program staff who currently must spend time to manipulate files that are non-searchable. Likewise for the community, proposers can rest assured knowing that their format is acceptable to NSF.

Effective April 24, 2017, NSF will require the use of a template for identifying collaborators and other affiliations. The FastLane Collaborators and Other Affiliations screens will include a link to the new template and instructions on the Policy Office webpage at: https://www.nsf.gov/bfa/dias/policy/coa.jsp. The template has been developed to be fillable, however, the content and format requirements must not be altered by the user, i.e., additional columns must not be added. NOTE: Some information requested in prior versions of the PAPPG is no longer requested. THIS IS PURPOSEFUL AND WE NO LONGER REQUIRE YOU TO REPORT THIS INFORMATION. Certain relationships will be reported in other sections (i.e., do not report the names of your postdoctoral scholar sponsors, however if you collaborated on research with your postdoctoral scholar sponsor, you should report them as a collaborator).

This template can be saved in .xlsx or .xls format, and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. It should be noted that the template has been tested in Microsoft Excel, Google Sheets, and LibreOffice. FastLane will convert the uploaded .xlsx or .xls files to .PDF. Using the .xlsx or .xls format will enable preservation of searchable text that otherwise would be lost. It is therefore imperative that this template be uploaded in .xlsx or .xls **only**. Uploading the template in any format other than .xlsx or .xls may delay the timely processing and review of your proposal.

DO NOT CHANGE OR ALTER THE FORMAT OF THE TABLE IN ANY WAY AS THIS WILL CREATE PRINTING AND VIEWING ERRORS.

In addition to the benefits to the merit review process, it is hoped that this template will provide a compliant and reusable format for PIs to maintain and update their Collaborators and Other Affiliations information for use in subsequent proposal submissions to NSF.

The new Collaborators and Other Affiliations pilot will only be for FastLane proposal submissions. Grants.gov proposal submissions will continue to follow the instructions in *NSF Grants.gov Application Guide* Chapter VI.2.4.

Please note that failure to submit a Collaborators and Other Affiliations Single Copy Document for each PI, co-PI and other senior project personnel may result in a proposal being returned without review.