

Memorandum

To: University Research Community

From: Roberto M. Gutierrez
Assistant Vice President for Research
Office of Research and Economic Development

Subj.: NSF Template for Collaborators and Other Affiliations Document for Proposal Submissions

Date: April 14, 2017

As announced at this week's Research Administration Meeting, the National Science Foundation (NSF) will initiate a new pilot on April 24, 2017 requiring the use of a spreadsheet template for identifying Collaborators and Other Affiliations information for Principal Investigators (PIs), co-PIs, and other senior project personnel identified on proposals.

The NSF [*Proposal and Award Policies & Procedures Guide*](#) (PAPPG) (NSF 17-1) requires PIs, co-PIs, and other senior project personnel identified on NSF proposals to individually upload Collaborators and Other Affiliations information as a Single Copy Document (see PAPPG Chapter II.C.1.e).

NSF uses this 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. The new pilot will standardize Collaborators and Other Affiliations information across the Foundation and will ensure that the information is submitted in a searchable format. Results from the pilot will be assessed and will determine how to proceed with this section of the proposal in the future.

Effective April 24, 2017, NSF will require the submission of a spreadsheet template to identify collaborators and other affiliations. Please note that the NSF has advised that the spreadsheet template:

- Has been developed to be fillable. However, the content and format requirements must not be altered by submitters.
- Must be saved in .xlsx or .xls formats and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.
- Will be converted by FastLane from an .xlsx or .xls file to a PDF file.
- Has been tested in Microsoft Excel, Google Sheets, and LibreOffice.
- Will enable preservation of searchable text that otherwise would be lost. Must be uploaded in .xlsx or .xls formats only. Uploading a Collaborators and Other Affiliations Single Copy Document in any other format may delay the timely processing and review of your proposal by the NSF.
- Will be directly linked in FastLane. The template and associated instructions may also be accessed directly at: <https://www.nsf.gov/bfa/dias/policy/coa.jsp>.

In addition to the merit review process benefits, the Collaborators and Other Affiliations template will reduce administrative burden and improve efficiencies by providing submitters with a compliant and reusable format to maintain this information for use in subsequent proposal submissions to NSF.

If you have any questions about these changes to the Collaborators and Other Affiliations Single Copy Document then please feel free to contact your Pre or Post Award representative (<http://research.fiu.edu/ored/staff-directory/>) at 305-348-2494 for further assistance.