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## *PRINCIPAL CHANGES IN THIS EDITION*

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All references to the *Grant Proposal Guide* (GPG) and the *Award and Administration Guide* (AAG) have been replaced by references to the *Proposal and Award Policies and Procedures Guide* (PAPPG). NSF will no longer publish the GPG and the AAG as separate documents.

The changes listed below are pertinent to the preparation of a standard-grant proposal. For a complete list of changes, including those pertaining to other kinds of grant mechanisms (award instruments), please refer to the “Significant Changes and Clarifications to the *Proposal and Award Policies and Procedures Guide* (PAPPG)” section at the front of the 2017 PAPPG.

- General: All screen shots and URLs have been updated.
- Chapter 4: Recommendations regarding Preliminary Proposals have been updated.
- Chapter 6: Tips have been added regarding how to make time for writing your proposal.
- Chapter 10: Clarification that Program Officers in some Divisions and Directorates do not welcome pre-submission contact with applicants.
- Chapter 13: Results from Prior NSF Support. Clarification of what belongs in this subsection has been added, together with information that covers how recently acquired NSF support should be handled.
- Chapter 16: Budget line item E, Travel – Domestic: Travel, meal and hotel expenses of grantee employees who are not on travel status are not allowable.
- Chapter 16: Budget line item G3, Consultant Services: Clarification of how paid and unpaid consultants should be handled.
- Chapter 16: Budget line item G6, Other Direct Costs: Include incentive payments here.
- Chapter 16: Budget line item I, Indirect Costs: Use of an indirect cost rate in the Budget that is lower than your institution’s approved negotiated indirect-cost rate constitutes voluntary committed cost sharing and is prohibited, therefore.
- Chapter 18: Collaborators & Other Affiliations Information. No longer part of the Biographical Sketch; now a single-copy document. Lists of individuals are to be alphabetical by last name. Names of individuals sponsored as postgraduate scholars are no longer required.
- Chapter 18: Other Personnel Biographical Information. Exceptional qualifications of personnel in Budget Section B are uploaded as a standalone PDF file into the Other Supplementary Documents subsection of FastLane’s “Supplementary Documents” section.
- Chapter 18: Each Biographical Sketch must be uploaded into FastLane as a single PDF file. They can no longer be inserted as text.
- Chapter 19: Other Resources section of Facilities, Equipment and Other Resources. Clarification that descriptions of Human Resources and Intellectual Resources subsections under the Other Resources section must be in narrative, not tabular, format.
- Chapter 21: Proposal Preparation Checklist has been added. Its use will help applicants avoid making a negative impression on reviewers and, in extreme cases, having their proposal returned without review.
- Chapter 23: Project Summary. Clarification that a Project Summary which contains special characters, such as mathematical symbols, must be uploaded as a Supplementary Document, with the related box checked on the FastLane Project Summary Template.