A **Collaborative Proposal** is defined by the National Science Foundation’s Grants and Proposal Guide (NSF-GPG) as a proposal in which investigators from two or more organizations collaborate on a unified research project. Participation in a collaborative project allows for each organization to bare sole responsibility for their distinct contribution(s) and to request separate awards.

The Lead organization’s proposal must contain all of the required sections as a single package per the PAPPG **including** **the Project Summary and Project Description (see Lead Institution Instructions later in this document).** All other required NSF documents need to be uploaded into Fastlane by all identified organizations. Each collaborator should use the same title and the project title must begin with the words **“Collaborative Research:” The proposal Title.**

## Collaborative Institution Submission instructions (wILKES)

1. **Temporary Proposal ID Generation**

Create a Blank Proposa in FastLane and record the Temporary Proposal Number assigned.

1. **Assign a Proposal PIN Number to the Temporary Proposal**

The PI must assign their proposal a PIN number to allow the lead organization to “link” the Collaborative proposals together prior to submission to NSF.

To assign a Proposal PIN Number, go to the Proposal Actions screen, highlight the Temporary Proposal ID (TPI) number and Title. Click on the Proposal PIN button which is located 2nd to the right.

At the Proposal PIN control screen:

* Type a 4-digit PIN number that will be assigned to the proposal, then re- type the PIN again. Click Ok and the PIN will be assigned to the TPI.
* Write the PIN number down for future reference, as the lead institution will need the PIN number to link the collaborative proposals
* **Provide the PIN number and Temporary ID number to the lead organization** so that they can link the temporary proposal to their lead proposal for review prior to the submission deadline.
1. **The Collaborative Institution(s) must enter the following sections of the proposal directly into Fastlane:**

 \_\_\_\_\_ Cover sheet

 \_\_\_\_\_ Biographical sketches

 \_\_\_\_\_ Budget\*

 \_\_\_\_\_ Budget justification

 \_\_\_\_\_ Current and pending support for all senior personnel

 \_\_\_\_\_ Facilities and other resources

 \_\_\_\_\_ Collaborators and Other Affiliations

\*All budgets should be created using federally negotiated fringe rates and indirect cost rates specific to the Collaborative institution.

## Allow SRO Access

Start at the Proposal Actions screen. On that screen find the TPI number and title. Highlight the information then click on the Allow SRO Access button.

On the Sponsored Programs Office (SPO) Access Control screen, click the GO button next to the statement Allow SRO to view, edit and submit proposal.

A screen will display stating a message stating that the SRO has full access to the proposal. The screen includes a list of individuals who will receive e-mails from FastLane regarding the proposal’s new access status.

**REPORTING**

If funded, both lead and non-lead organizations are required to submit separate annual and final project reports. These reports should reference the work of the collaborative, while focusing on the distinct work conducted at each funded organization.

## lead institution Submission instructions

The collaborative submission process requires that one institution be designated as the lead institution.

In the Project Description (prepared by lead organization), collaborative proposals must describe the roles to be played by all identified organizations within the context of the research to be performed, specify the managerial arrangements (management plan), and explain the advantages to having a multi-organizational effort.

The Lead Institution must submit ALL sections of the proposal:

 \_\_\_\_\_ Cover sheet or letter of intent

 \_\_\_\_\_ Project summary

 \_\_\_\_\_ Project description

 \_\_\_\_\_ References cited

 \_\_\_\_\_ Biographical sketches

 \_\_\_\_\_ Budget\*

 \_\_\_\_\_ Budget justification

 \_\_\_\_\_ Statement of work

 \_\_\_\_\_ Current and pending support for all senior personnel

 \_\_\_\_\_ Facilities and other resources

 \_\_\_\_\_ Data Management Plan (one integrated plan)

 \_\_\_\_\_ Supplementary Documentation (e.g. Postdoctoral Mentoring Plan).

\*All budgets should be created using their federally negotiated fringe rates and indirect cost rates specific to their own institution.

## Linking the Collaborative Proposal(s)

The lead institution links each collaborative proposal by entering their respective Temporary Proposal ID (TPI) and a Proposal PIN (assigned by the PI) from each non-lead institution.

To link the proposals in Fastlane, go to the Form Preparation Screen, click on the GO button next to the Link Collaborative Proposals.

In the Link Collaborative Temporary Proposals screen, both link boxes will instruct the person on how to enter the TPI (Temporary Proposal ID) and the proposal PIN number.

Ensure that the entry is correct. Click the “Add collaborative TPI to proposal” button. A screen displays a message stating that the Temporary Proposal has been added. If everything is correct, click the OK button to confirm the newly linked proposal.

The Link Collaborative Temporary Proposals screen appears and the temporary proposal ID of collaborative institution will be listed. If everything is correct, click the GO Back button which goes to the Temporary Proposal screen.

## How to Delete a Linked Collaborative Proposal

Highlight the Temporary Proposal ID of the proposal that needs to be deleted. Click the delete button.

A warning screen will appear with a message asking to confirm that the proposal is to be deleted. Click the OK button.

A screen displays with the message that the proposal has been unlinked. Click the OK button.

The Link Collaborative Temporary Proposals screen displays with the unlinked proposal no longer in the list of linked proposals. Click on the Go Back button to be taken to the Forms for the Temporary Proposal screen.

## How to Review Linked Proposals

It is important to review the full proposal document that will be submitted. This includes review by the collaborator(s) for their respective proposal and the lead institution for the entire document. Both the lead and collaborative institutions can review the proposal when linked

In Fastlane go to Research Administration > Proposals/Supplements/File Updates/Withdrawals > Search for the proposal > click on the Temp ID link for the appropriate proposal.

The View Proposal screen will appear. Click on the Print Entire Proposal GO button. All components of the proposal that have been uploaded into Fastlane will appear. Review the proposal for accuracy/discrepancies/completeness.

* No Mentoring Plan - A Mentoring Plan has not been provided and is required for Research, RAPID, EAGER, GOALI, Ideas Lab, FASED, Equipment, and Travel Types of Proposals when any year of a collaborative non-lead's budget includes postdoctoral scholar funds. To correct this error, please upload a Mentoring Plan in the 'Supplementary Documents: Mentoring Plan' section for the Lead proposal or remove the postdoctoral scholar funds from the Primary Budget of the non-lead proposals. In order to upload a Mentoring Plan, the submitted Lead proposal must be withdrawn and resubmitted with the required Mentoring Plan. All other submitted and associated proposals will also be automatically withdrawn and will require resubmission.
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