**NSF Conference Proposal Outline**

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| **Program:** National Science Foundation (NSF) Conference Proposal  **Deadline:** An NSF Conference Proposal should generally be submitted at least a year in advance of the scheduled date; it is recommended that a PI discuss the proposed conference idea with a relevant program officer prior to submitting a proposal. |
| **Formatting Instructions:**   * Use one of the following typefaces: Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger (Macintosh users also may use Helvetica and Palatino typefaces); Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger. * A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. The text must still be readable. * Margins must be at least one inch in all directions. * Line spacing must not exceed six lines of text per vertical inch. * Page numbers should be included at the bottom of each page. |

**1. Project Summary (limited to 1 page)**

The *Project Summary* should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal. The summary must include three separate sections:

* **Overview:**Describe the need for the proposed conference activity as well as the activities that would result if the proposal were funded. State the conference’s goals and objectives. Emphasize how the conference will produce results that cannot be obtained by attendance at regular meetings of professional societies.
* **Intellectual Merit:** Describe the potential of the proposed conference to advance knowledge within its own field or across different fields and the extent to which the proposed activities suggest and explore creative, original, or potentially transformative concepts.
* **Broader Impacts:** Describe the potential of the proposed conference to benefit society and contribute to the achievement of specific, desired societal outcomes.

**2. Project Description (limited to 15 pages)**

**Need for the Proposed Conference**

* Succinctly state the need for the conference, emphasizing how the conference will produce results that cannot be obtained by attendance at regular meetings of professional societies.
* Describe the conference’s goal(s) and objective(s).
* Provide a list of all conference topics.

**Intellectual Merit**

* Describe how the conference offers the potential to advance knowledge within a selected field or across different fields.
* Explain the extent to which the proposed conference suggests and explores creative, original, or potentially transformative concepts.

**Broader Impacts**

* Describe the potential of the proposed conference to benefit society and contribute to the achievement of specific, desired societal outcomes.

**Recent Meetings on the Same Topic**

* Provide a list of recent meetings on the same subject, including dates and locations.

**Chairperson and Organizing Committee**

* Provide the names of the chairperson and members of organizing committees and their organizational affiliations.

**Location and Dates**

* Provide information on the location and probable date(s) of the meeting and the method of announcement or invitation.

**Workshop Organization and Dissemination of Results**

* Describe how the meeting will be organized and conducted, how the results of the meeting will be disseminated, and how the meeting will contribute to the enhancement and improvement of scientific, engineering, and/or education activities.

**Results from Prior NSF Support (limited to 5 pages)**

The purpose of this section is to assist reviewers in assessing the quality of prior work conducted with current or prior NSF funding. If any PI or co-PI identified on the proposal has received prior NSF support – including an award with an end date in the past five years or any current funding (including any no cost extensions) – information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. Support means salary support, as well as any other funding awarded by NSF, including research, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc. The following information must be provided:

* + The NSF award number, amount, and period of support;
  + The title of the project;
  + A summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts;
  + A listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state “No publications were produced under this award.”;
  + Evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and
  + If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project.

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

This section should contain a list of bibliographic citations relevant to the proposal. While there is no page limit, please note that this section must contain bibliographic citations only and cannot include any parenthetical information. Note that:

* Every reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication.
* The website address should be identified if the document is available electronically.
* Proposers must conform to accepted scholarly practices in citing source materials relied upon in the proposal.

**4. Biographical Sketches (limited to 2 pages each)**

OPD provides a template for the *Biographical Sketch* document, which may be accessed [here](http://research.unl.edu/proposaldevelopment/proposal-guidelines-templates-and-outlines-boilerplate-language/).

**5. Budget and Budget Justification (budget justification limited to 5 pages)**

Contact Elijah Luebbe in UNL’s Office of Sponsored Programs for assistance with the *Budget* and *Budget Justification* ([eluebbe2@unl.edu](mailto:eluebbe2@unl.edu), 402-472-1871).

**6. Current and Pending Support (no page limit)**

OPD provides a template for the *Current and Pending Support* document, which may be accessed [here](http://research.unl.edu/proposaldevelopment/proposal-guidelines-templates-and-outlines-boilerplate-language/).

**7. Facilities, Equipment, and Other Resources (no page limit)**

Provide a narrative description of the resources available to perform the proposed effort.

* Describe internal and external resources (both physical and personnel) that the organization and its collaborators will provide for the proposed conference, should it be funded.
* Describe any substantial collaboration with individuals not included in the budget; each collaboration should then be documented in a letter of collaboration (see *Documentation of Collaborative* *Arrangements* below).
* Provide information on any other sources of support for the conference, if applicable.
* Only directly applicable resources should be described.
* Conferences, including the facilities in which they are held, must be accessible to participants with disabilities.
* ***Do not include*** any quantifiable financial information.

1. **Special Information and Supplementary Documentation**

**Data Management Plan (limited to 2 pages)**

The *Data Management Plan* should describe the plans for management and sharing of any data products resulting from the activity, as well as how the proposal will conform to NSF policy on the dissemination and sharing of research results. The plan may include:

* The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced during the project;
* The data and metadata format and content standards (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
* Policies for access and sharing, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
* Policies and provisions for re-use, re-distribution, and the production of derivatives;
* Plans to archive and preserve access to data, samples, and other research products.

Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>. If guidance specific to the program is not available, then the requirements listed above apply.

Simultaneously submitted collaborative proposals and proposals that include subawards are asingle unified project and should include only one supplemental combined *Data Management Plan*,regardless of the number of non-lead collaborative proposals or subawards included. In suchcollaborative proposals, the *Data Management Plan* should discuss the relevant data issues in thecontext of the collaboration.

A valid *Data Management Plan* may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the limit of two pages may use part of the 15-page *Project Description* for additional data management information. Proposers are advised that the *Data Management Plan* must not be used to circumvent the 15-page *Project Description* limitation.

**Postdoctoral Researcher Mentoring Plan (if applicable; limited to 1 page)**

Each proposal that requests funding to support postdoctoral researchers must provide a description of the mentoring activities that will be provided for such individuals.

* The mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal. The mentoring plan must not be used to circumvent the 15-page Project Description limitation.
* Examples of mentoring activities include, but are not limited to: career counseling; training in preparation of grant proposals, publications, and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

**Documentation of Collaborative Arrangements**

* Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows:

“If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.”

* While letters of collaboration are permitted, unless required by a specific program solicitation, letters of support should not be submitted as they are not a standard component of an NSF proposal. A letter of support is typically from a key stakeholder such as an organization, collaborator, or Congressional Representative and is used to convey a sense of enthusiasm for the project and/or to highlight the qualifications of the PI or co-PI. A letter of support submitted in response to a program solicitation requirement must be unique to the specific proposal submitted and cannot be altered without the author’s explicit prior approval.

1. **Single-Copy Documents**

**Collaborators & Other Affiliations Information (no page limit)**

This information must be separately provided for each individual identified as senior project personnel. The required spreadsheet template for this attachment is found [here](https://www.nsf.gov/bfa/dias/policy/coa.jsp).