

DUE DATE AND AWARD INFORMATION	
Grant submission deadline	January 22, 2019
Budget period	Five years
Budget max	<ul style="list-style-type: none"> • Phase I: \$100,000 to less than \$1 million • Phase II: \$1 million up to and including \$4 million
Award notification	At least 6 months after sponsor deadline
Eligibility Information	<ul style="list-style-type: none"> • Mines can only submit three total MRI proposals – 2 for Track 1 and 1 for Track 2 • PIs are selected to submit MRIs based on limited submission criteria

DOCUMENT	DESCRIPTION
Fonts, Spacing & Page Number Requirements	<p>Fonts: Arial, Courier New, or Palatino at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; Computer Modern family of fonts at a font size of 11 points or larger</p> <p>Margins: 1" all sides</p> <p>Page Numbers: Add page numbers to all documents</p>
Solicitation	Major Research Instrumentation Program: MRI: Instrument Acquisition or Development NSF 18-513 NSF MRI FAQs
Grant Proposal Guide	https://www.nsf.gov/pubs/policydocs/pappg18_1/nsf18_1.pdf
Cover Sheet	<ul style="list-style-type: none"> • Program Announcement: select NSF 18-513 • NSF Unit of Consideration: select the most appropriate Division within an NSF Directorate • Title: Must begin with 'MRI: Development of ...' OR 'MRI: Acquisition of ...' • Co-PIs: up to 4 co-PIs are allowed; other major participants should be listed as Senior Personnel • Type of Proposal: if securing equipment, select 'Equipment' otherwise choose 'Research' • Travel: If foreign travel is budgeted, check the "International Activities" box and list the activity country names. If foreign country is unknown, use the "worldwide" option. • Collaborative Status: select 'Not a collaborative Proposal'

Project Summary	<ul style="list-style-type: none"> • Length: 1 page • 3 Sections: <ul style="list-style-type: none"> ○ <i>Overview</i> – describe the activity that would result if the proposal were funded and include a statement of objectives & methods to be employed ○ <i>Intellectual Merit</i> – describe the potential of the proposed activity to advance knowledge ○ <i>Broader Impacts</i> - describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes • Special Characters: If special characters are included upload under Supplementary Documents - Project Summary w/ Special Characters and check the box at the top of the Project Summary page to indicate it has been uploaded as a supplementary document
Table of Contents	<p>Note: Automatically generated. Use this section to ensure proposal is compliant within page numbers.</p>
Project Description	<ul style="list-style-type: none"> • Length: 15 pages, including figures and charts • Content: A separate Intellectual Merit section is not required but <u>Intellectual Merit and Broader Impacts of the proposal must be addressed</u> • Include subsections (a)-(e) as outlined in the MRI solicitation <p>a. Information about the Proposal</p> <p>a.1. Instrument Location and Type Instrument Location: Instrument Code:</p> <p>a.2. ONLY REQUIRED FOR DEVELOPMENT PROPOSALS: Justification for submission as a Development proposal: 1 page Justify the characteristics that qualify your proposal as a development proposal. Reviewers and NSF staff use this section to evaluate the merits of your proposal; it is encouraged you address the 9 questions outlined in the solicitation.</p> <p>b. Research Activities to be Enabled</p> <ul style="list-style-type: none"> • Describe the planned uses of the instrumentational including the exciting, ground-breaking and/or transformative research; see MRI solicitation for details • Include Results from Prior NSF Support for PI and co-PIs. You must include information on operations and maintenance, downtime and usage history of previously funded instruments. If no MRI support in past 5 years, then include “Results of Prior NSF Support” and indicate this is Not Applicable

	<p>c. Description of the Research Instrument and Needs Length: 2 pages for acquisition & up to 5 pages for development Specific information for acquisition and development is outlined in the solicitation</p> <p>d. Broader Impacts (Including Impact on Research and Training Infrastructure) Discuss the broader impacts as a result of the acquisition or development of the instrument <i>Note: Proposals requesting over \$1 million should address the note in this section of the solicitation</i></p> <p>e. Management Plan Length: 2 pages for acquisition & up to 5 pages for development Provide detailed business/management plans that address the items in the solicitation</p>
References Cited	<ul style="list-style-type: none"> • No page limit • 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
Biographical Sketches	<ul style="list-style-type: none"> • Length: Limited to 2 pages and required for PI, co-PIs and Senior Personnel • If the individual most responsible for the operations and maintenance of the instrument is <u>not</u> a key personnel then his/her biosketch should be included as a s Supplementary Document • Format: Please follow NSF Format • <u>Do not include Collaborators & Other Affiliations</u>, this is a separate section of the proposal. • Professional Preparation: Must include <u>location</u> of undergrad, grad, and postdoc institutions • Appointments • Products – up to 5 products/publications most closely related to this proposal & up to 5 other significant products/publications • Synergistic Activities – list up to 5
Budget	<ul style="list-style-type: none"> • Total Project Cost: equals NSF request plus cost share • Cost Share: required at 30% of the Total Project Cost; all cost share partners are required to submit letters of commitment as supplementary documents

	<ul style="list-style-type: none"> • Acquisition Proposals: 70% of the Total Project Cost must consist of costs included on the equipment line of the budget and should not include subawards. Costs can only be applied to equipment and for the maintenance required to keep equipment operational
Budget Justification	<ul style="list-style-type: none"> • Length: Limited to 5 pages • Contents: Must include a breakout and description of all costs included in the budget (NSF request and cost share); see MRI solicitation for specific table to be included • Travel: Domestic and International travel must be itemized and justified <ul style="list-style-type: none"> ○ Domestic: NSF defines this as travel within and between the US, its territories and possessions. • Indirect Costs: Dollar amounts for indirect costs should be specified.
Current & Pending Support	<ul style="list-style-type: none"> • Required for PI, co-PIs and Senior Personnel • Contents: Must include this submission and add at the end of the title '(This Proposal)' • Do not include professional development funds on this template • Standard NSF current/pending template
Facilities, Equipment & Other Resources	<ul style="list-style-type: none"> • Length: No page limits. • Content: <ul style="list-style-type: none"> ○ Include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project ○ Provide a listing of similar and/or related instrumentation at or near the perming organization as 'Other Resources'
Supplementary Documentation (bulleted below)	<ul style="list-style-type: none"> • Include a list of all documents included in this section • If the individual most responsible for the operations and maintenance of the instrument is <u>not</u> a key personnel then his/her biosketch should be included as a s Supplementary Document • All cost share partners are required to submit letters of commitment as supplementary documents
<ul style="list-style-type: none"> • Statement of Organizational Classification 	This document is completed and provided by ORA
<ul style="list-style-type: none"> • Institutional Commitment to Operations & Maintenance of Equipment 	Length: 2 pages This document is completed and provided by ORA and includes information on MRI awards over the last 5 calendar years along with their current status
<ul style="list-style-type: none"> • Organizational Commitment to Required Cost Sharing 	Length: 1 page This document is completed and provided by ORA

<ul style="list-style-type: none"> • Statement from Subaward Institutions 	This document is coordinated by ORA with the subawardee institution
<ul style="list-style-type: none"> • Letters from Private/Organizational Partners or Large Collaborators 	<p>Length: 1 page</p> <p>This document is coordinated by ORA with the collaborator(s)</p>
<ul style="list-style-type: none"> • Partner List 	This document is coordinated by ORA in conjunction with the PI
<ul style="list-style-type: none"> • Commitment to House Instrument Off-Site 	This document is coordinated by ORA in conjunction with the PI
<ul style="list-style-type: none"> • Vendor Quotes 	Itemized vendor quotes are required for all equipment with a value over \$5,000
<ul style="list-style-type: none"> • Statements from Individuals 	<ul style="list-style-type: none"> • Must be included for all individuals confirming substantive collaboration efforts and/or usage of the instrument. • Content: MRI solicitation identifies specific layout; ORA will provide a template to the PI • Letters of support or collaboration other than these statements from individuals are not allowed
Data Management Plan	<ul style="list-style-type: none"> • Length: Limited to 2 pages • Content: Include types of data, samples, physical collections and software produced during the course of the project; standards to be used for data format and content, policies for re-distribution; and plans for archiving data.
Postdoctoral Mentoring Plan	<ul style="list-style-type: none"> • Length: Limited to one page • Content: Required only if a postdoc is listed on the budget. Describe mentoring that will be provided to all postdoc researches supported on the project. • Mines' Postdoctoral Mentoring Plan template
Collaborators & Other Affiliations	<ul style="list-style-type: none"> • Required for PI, co-PIs and Senior Personnel • Use NSF's Collaborators template • If you have more than 10 senior personnel you will encounter an issue with the print preview, talk to your Analyst to assist with this issue
List of Suggested Reviewers	<ul style="list-style-type: none"> • Submit a list of suggested reviewers, with affiliations, who are especially well-qualified to review the proposal • This section is especially encouraged for multi-/inter-/trans-disciplinary proposals