NSF PROPOSAL INSTRUCTIONS:

If you plan to submit a research proposal this fall, please let me know as soon as possible as we have an increasing number of more complex proposals being submitted each year and need to be able to plan for the work required to review and submit them.

The required information is located on the Math department’s website on my page under “Grant Proposal Submissions”. [http://www.math.cornell.edu/m/ADMIN/Grants/grants.html](http://www.math.cornell.edu/m/ADMIN/Grants/grants.html)

Please complete the budget worksheet and return it to me.


You will submit your NSF proposal electronically using NSF FastLane at: [https://www.fastlane.nsf.gov/](https://www.fastlane.nsf.gov/). This site includes a FastLane demonstration link. If you haven’t used FastLane in the past or you need a refresher, you can go here to get familiar with FastLane functions. If you need to register for a FastLane password or have misplaced your password go to: [http://www.osp.cornell.edu/FastLane/](http://www.osp.cornell.edu/FastLane/)

Please assign a PIN to your proposal so that I can assist you. The instructions are on my webpage. Let me know what the temporary proposal number is and the PIN you assign.

If your proposal has anything out of the ordinary (i.e. a proposal which changes your contractual obligations - like teaching load; or matching funds from the department, college or university source) you need to discuss this with the chair.

The Office of Sponsored Programs (OSP) has a new policy in place regarding proposals and how they are reviewed based on when they are received. To obtain the most comprehensive review of your proposal it must be submitted to OSP five working days before the proposal due date. The benefit of a full OSP review is that it frequently catches issues that might otherwise disqualify a proposal for consideration by NSF. [http://www.osp.cornell.edu/ProposalPrep/default.html](http://www.osp.cornell.edu/ProposalPrep/default.html)

Given the large volume of grants we are dealing with in a short time frame, please plan on completing your proposal two weeks prior to the NSF deadline/target date for your program. Disciplinary Research Programs: [http://www.nsf.gov/div/index.jsp?div=DMS](http://www.nsf.gov/div/index.jsp?div=DMS)

Thank you in advance for your cooperation.