

## New Collaborators and Other Affiliations Information Pilot

NSF is implementing a new pilot that will: 1) standardize collaborator and other affiliation information across the Foundation; and 2) ensure that such information is submitted in a searchable format. NSF's *Proposal and Award Policies & Procedures Guide* (PAPPG) (NSF 17-1) requires principal investigators (PIs), co-PIs, and other senior project personnel identified on proposals to NSF to no longer include collaborator and other affiliation information in their biosketches, but rather to individually upload this information as a Single Copy Document that is seen only by NSF staff. (See PAPPG Chapter II.C.1.e) This pilot is consistent with these PAPPG requirements.

NSF uses collaborator and other affiliation information during the merit review process to help manage reviewer selection. To expedite identification of potential reviewers, having a standard, searchable format for this information is essential. In the past, the submission of collaborators and other affiliations information were often in formats that resulted in unsearchable text because of the variety of software and document formats used. By having each PI, co-PI and other senior project personnel individually upload an .xls(x) document, and having FastLane perform all of the conversions, we preserve searchable text in the resulting PDFs to the greatest extent practicable. This will be held reduce the burden on NSF program staff who currently must spend time to manipulate files that are non-searchable. Likewise for the community, proposers can rest assured knowing that their format is acceptable to NSF.

Effective April 24, 2017, NSF will require the use of the spreadsheet linked below as a template for identifying collaborators and other affiliations. The FastLane Collaborators and Other Affiliations screens will link to the new template and instructions on the Policy Office webpage at: <https://www.nsf.gov/bfa/dias/policy/coa.jsp>. The spreadsheet has been developed to be fillable, however, the content and format requirements must not be altered by the user. This spreadsheet can be saved in .xlsx or .xls format, and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. It should be noted that the template has been tested in Microsoft Excel, Google Sheets, and LibreOffice. FastLane will convert the uploaded .xlsx or .xls files to .PDF. Using the .xlsx or .xls format will enable preservation of searchable text that otherwise would be lost. It is therefore imperative that this document be uploaded in .xlsx or .xls **only**. Uploading a document in any format other than .xlsx or .xls may delay the timely processing and review of your proposal.

In addition to the benefits to the merit review process, it is hoped that this template will provide a compliant and reusable format for PIs to maintain and update their Collaborators and Other Affiliations information for use in subsequent proposal submissions to NSF.

The new Collaborators and Other Affiliations pilot will only be for FastLane proposal submissions. Grants.gov proposal submissions will continue to follow the instructions in [NSF Grants.gov Application Guide](#) Chapter VI. 2.4.

Please note that failure to submit a Collaborators and Other Affiliations Single Copy Document for each PI, co-PI and other senior project personnel may result in a proposal being returned without review.

## New Collaborators and Other Affiliations Information Pilot Instructions

Pursuant to PAPPG Chapter II.C.1.e., each PI, co-PI, and other senior project personnel identified on a proposal must provide collaborator and other affiliations information to help NSF identify appropriate reviewers.

Please complete this spreadsheet (e.g., Excel, Google Sheets, LibreOffice), save as .xlsx or .xls, and upload directly as a Fastlane Collaborators and Other Affiliations single copy doc. **Do not upload .pdf.**

There are four tables:

A: Your Name & Affiliation(s);

B: PhD Advisors/Advisees (all),

C: Collaborators; and

D: Co-Editors.

List names as Last Name, First Name Middle Initial. Additionally, provide email, organization, and department (optional) to disambiguate common names.

Fixed column widths keep this sheet one page wide; if you cut and paste text, set font size at 10pt or smaller, and abbreviate, where necessary, to make the data fit.

To insert  $n$  blank rows, select  $n$  row numbers to move down, right click, and choose Insert from the menu.

You may fill-down (ctrl-D) to mark a sequence of collaborators, or copy affiliations. Excel has arrows that enable sorting.

"Last active" dates are optional, but will help NSF staff easily determine which information remains relevant for reviewer selection.

Table A: List your name and organizational affiliation (including considered affiliation) in the last 12 months.

A	Your Name:	Your Organizational Affiliation(s), last 12 mo	Last active
	Frost, Jack	North Pole University	
		Moon State University (adjunct)	5/15/2020
		University of South Pole (interviewed)	6/15/2016

Table B: List names as Last Name, First Name Middle Initial, and provide organizational affiliations, if known, for the following.

G: Your PhD Advisor(s)

T: All your PhD Thesis Advisees

P: Graduate Advisors

B	Advisor/Advisee Name:	Organizational Affiliation	Optional (email, department)
G:	Claus, Santa	North Pole University	

T:	Wind, North	No fixed address	northwind@gmail.com

Table C: List names as First Name, Middle Initial, Last Name, and provide organizational affiliations, if known, for the following.

- A: Co-authors on any book, article, report, abstract or paper (with collaboration in last 48 months; publication date may be later).
- C: Collaborators on projects, such as funded grants, graduate research or others (in last 48 months).
- R: Additional names for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer.

*to disambiguate common names*

C	Name:	Organizational Affiliation	Optional (email, Department)	Last Active
A:	Cloud, Cirrus O.	Northeastern Dakota State	Aero/Astro Dept	12/1/14
A:	Zephyr, Chill	Northeastern Dakota State		7/8/05
C:	Dew, Morning A.	Northern Star State		
P:	Borealis, N. Aurora	Northern Star State		8/1/16
R:	Frost, Jill J.	Moon State Univ	jill@cs.nome.edu	

Table D: List editorial board, editor-in-chief and co-editors with whom you interact. An editor-in-chief should list the entire editorial board.

- B: Editorial board: Name(s) of editor-in-chief and journal (in past 24 months).
- E: Other Co-Editors of journals or collections with whom you directly interacted (in past 24 months).

D	Name:	Organizational Affiliation	Journal/Collection	Last Active
B:	Winter, Old Man	U Atlantic	J of Northern Lights	10/1/18
E:	Borealis, N. Aurora	Northern Star State	LNCS vol 271828	3/14/16