Submitting National Science Foundation (NSF) Proposals under NSF's Cost Sharing Policy

Responsible University Office: Vice President for Research

Reason for Guidance

The National Science Foundation (NSF) has changed its cost sharing policy effective with proposals submitted on or after January 18, 2011. NSF no longer allows voluntary committed cost sharing unless specifically required by a program solicitation. The inclusion of person-months and $0 salary on a NSF budget is an example of voluntary committed cost sharing and is no longer allowed. The following guidelines and examples are provided to ensure UA maintain compliance with both the NSF cost sharing policy and the OMB Clarification memorandum. The OMB Clarification memorandum requires some level of faculty (or senior researcher) effort on most Federally-funded research programs.

Applicability

National Science Foundation proposals submitted on or after January 18, 2011.

Guidance

A. **Example 1: No additional salary support**
    A Principal Investigator (PI) has an existing NSF program that funds two months of her salary. The PI is submitting an additional NSF proposal and does not want to request additional salary support from NSF.

    The PI should list zero person-months and $0 salary on the budget page. The PI's contribution to the project should be described in the Facilities, Equipment and Other Resources section. The description should be narrative in nature and must not include any quantifiable financial information. Do not include a description of the PI's contribution in the budget justification or project description. The person-months should be listed on the Current and Pending support page and an equivalent effort should be listed in UAccess Research. This effort is required to be tracked and certified per OMB Clarification memo and the University cost sharing policy.

    Fastlane Example 1.

B. **Example 2: Requesting additional salary support**
    A Principal Investigator (PI) has an existing NSF program that funds two months of her salary. The PI is submitting an additional NSF proposal and will request additional salary support from NSF.

    The PI should list the person-months and salary on the budget page. The budget justification should include a description of the PI's commitment and why support greater than two months is needed. The person-months should be listed on the Current and Pending support page and an equivalent effort should be listed on the UA Proposal Routing Sheet.

    Fastlane Example 2.

C. **Example 3: Doctoral dissertation or fellowship proposal**
    The faculty advisor should be listed as the Principal Investigator on the cover sheet and budget with zero person-months and $0 salary. The student should be listed on the cover sheet but will need to be removed from the budget. The Facilities, Equipment, and Other Resources section should include a non-quantifiable description of the contribution by the faculty advisor and student. The person-months should be zero on the Current and Pending Support section for the faculty advisor and estimated for the student. The effort in

UAccess Research should be equivalent to the Current and Pending Support section for both the faculty advisor and student.

Fastlane Example 3.

Forms/Instructions

- Fastlane Example 1
- Fastlane Example 2
- Fastlane Example 3

Sources

- OMB Memoranda 01-06 -Clarification of OMB A-21 Treatment of Voluntary Uncommitted Cost Sharing and Tuition Remission Costs (http://www.whitehouse.gov/omb/memoranda_m01-06)
- National Science Foundation (NSF) Cost Sharing Policy FAQs http://www.nsf.gov/pubs/policydocs/csfaqs_jan13.pdf
- National Science Foundation Proposal and Award Policies and Procedures Guide, February 2014