NSF - New Collaborators and Affiliations Template

Effective April 24, 2017, the National Science Foundation initiated a new pilot requiring the use of a spreadsheet template for identifying Collaborators and Other Affiliations information for Principal Investigators (PIs), co-PIs, and other senior project personnel identified on proposals for **FastLane proposal submissions. Grants.gov proposal submissions will continue to follow the instructions in [NSF Grants.gov Application Guide](Chapter) Chapter VI.2.4.**

NSF will use this 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. The new pilot will standardize Collaborators and Other Affiliations information across the Foundation and will ensure that the information is submitted in a searchable format.

Collaborators & Other Affiliations Information *(From PAPPG 17 Chapter II.C.1.e).*

The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel:

- *Collaborators and co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors be so indicated.*

- *Graduate Advisors and Postdoctoral Sponsors. A list of the names in alphabetical order by last name of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations, if known.*

- *Ph.D. Advisor. A list of all persons with whom the individual has had an association as a Ph.D. advisor.*

The spreadsheet template has been developed to be fillable; however, the content and format requirements must not be altered by submitters. The file must be saved in .xlsx or .xls formats and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. The file will be converted by FastLane from an .xlsx or .xls file to a PDF file. This process will enable preservation of searchable text that otherwise would be lost. The file must be uploaded in .xlsx or .xls formats only. Otherwise proposal processing may be delayed.

The template and associated instructions may also be accessed directly at:
https://www.nsf.gov/bfa/dias/policy/coa.jsp.

For system-related questions, please contact FastLane User Support at 1-800-673-6188 or fastlane@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.