Dear Graduate Student,

We have designed an NSF help sheet to assist you in your proposal preparation. Please carefully read the solicitation. The link for NSF PAPPG: https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf

The requirements for fonts that is not being checked by research.gov, our office or SPA, but are the reason for the rejection of the proposal without review:

The proposal must conform to the following requirements:

a. Use one of the following fonts identified below:
   - Arial7 (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger;
   - Times New Roman at a font size of 11 points or larger; or
   - Computer Modern family of fonts at a font size of 11 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

b. No more than six lines of text within a vertical space of one inch.

c. Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins. (Please do not number the pages!)

d. Paper size must be no larger than standard letter paper size (8 ½ by 11”).

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

Please find attached to this email budget and budget justification templates.

Your proposal summary (draft), budget and budget justification are due to your designated staff member as soon as possible, but no later than the dates listed below.

**Due by June 27, 2022**

1. **Project Title (final)** - The Project Title must begin with "Doctoral Dissertation Research:" The title should be descriptive rather than clever. It should emphasize the generalizable science that the research will address. The title must be final, cannot be changed later on. The title must be the same on all the documents.

2. **Budget (final)** - should be in excel using the same format as the template. You may use the template as a guide and enter your information into the cells. Proposers may request up to $20,000 in direct costs and duration of up to 24 months (usually 12 months).
a. **Costs that cannot be reimbursed by DDRIG awards include the following:**
   i. A stipend or salary for the doctoral student or advisor.
   ii. Costs for tuition, university fees, textbooks, journals, dissertation preparation, routine medical insurance, mortgage payments, personal clothing, toiletries, over-the-counter medicines, or other items not directly related to the conduct of dissertation research.
   iii. Costs for medical insurance
   iv. Costs for the expenses of relatives or dependents, including childcare.
   v. Costs for transcription services.
   vi. Costs for expensive cameras and computers unless justified in terms of the research goals. Insurance for equipment.
   vii. "Gifts" or "tokens" for informants that are requested because it is a cultural norm to exchange gifts.

3. **Budget Justification (final)** – please fill in the yellow highlighted sections and use the example provided as a template for your wording. Please do not use the word “rent” or “food.” Please use lodging & meals and incidentals per diem (M&IE).

   a. Actual amounts for requested travel, lodging and per diem rates must be generated as explained in the budget template. Please provide pdf documents of your generated amounts from the appropriate state website listed.

4. **Project Summary** (draft) – please submit a copy of a one-page draft. You may continue to review the content until the July 11 deadline, but you may not alter the title, budget, justification, and project dates. **Your Project Summary must include as separate sections**

   a. An Overview
   b. Intellectual Merit: (your key contributions)
   c. Broader Impacts: (how it benefits society and how it benefits the student etc.)

Note: Your staff member will upload your budget and budget justification into Research.gov. **You cannot change your budget, budget justification or your Proposal TITLE after June 27th, but you can continue to work on the Project Summary and Project Description up until the day of the internal DEADLINE of August 1, 2022.**

**Due by July 4, 2022**

1. Register directly with NSF through Research.gov via this link: [https://www.research.gov/accountmgmt/#/registration](https://www.research.gov/accountmgmt/#/registration).

2. You must set your role as a co-PI. Please use DUNS number 046705849 to find UCI (old information). Please use UEI number MJC5FCYQTPE6 to find UCI (new information).

3. Your assigned staff member will work with your PI to set up the proposal in Research.gov, and will give you access through your account.

4. Submit your IRB number and accepted date to your assigned staff member if you have not already done so.
Due by July 11, 2022, at 12:00PM

Research.gov: (Samples are at https://sites.google.com/a/uci.edu/irvineanth/grants).

1. Bio Sketch
   a. Per new NSF regulations, you and your PI will need to create a new version of Biosketches. Please follow this link for the guidelines.
   b. Upload a Bio Sketch for yourself and your PI. You will need to ask your P.I. for his/her Bio Sketch.
   c. The Biosketch must not exceed 3 pages

2. Current and Pending Support (C&P)
   a. Per new NSF regulations, you and your PI will need to create a new version of C&P. Please follow this link for the guidelines.
   b. Current and Pending Support forms must be submitted for both the PI (advisor) and Co-PI (student)
   c. Both forms must include the current proposal (the one you are now submitting). Please add “(this proposal)” at the end of the title.

3. Facilities
   a. You must submit this form

4. Data Management Plan (DMP). This is a supplementary document that should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. Proposals that do not include a DMP will not be able to be submitted. Limited to 2 pages.
   i. Your Data Management Plan should address the following questions:
      1. What kinds of data, software, and other materials will your research produce?
      2. How will you manage them (eg., standards for metadata, format, organization, etc.)?
      3. How, if at all, will you give others access to your data, while preserving confidentiality, security, intellectual property, & other rights/requirements?
      4. How will you archive data and preserve access?
   ii. We recognize that Cultural Anthropology does not have shared standards for data management and that circumstances vary enormously. Your plan should be appropriate to your situation.

5. PI Letter (Upload to Supplemental Documents Section)
   i. You must have your PI fill it out and upload into the supplementary documentation section of Fastlane.

6. Collaborators and Other Affiliations
   a. Must have one for the PI and one for the co-PI.
   b. Info and a template are located here: https://www.nsf.gov/bfa/dias/policy/coa.jsp
      Please make sure you and the PI are using the latest version of the Excel template. Do not convert to PDF.
Due August 1, 2022, at 12:00PM

This is a strict deadline. All the materials must be final by that deadline.

1. Project Description
   a. 10 single-spaced pages of text with one-inch margins, in one of the fonts approved by the Grant Proposal Guide, and no more than six lines per vertical inch of text. The Project Description must have page numbers.
   b. If the proposal is a resubmission, the first paragraph of the Project Description must summarize how the proposal has responded to previous reviewer concerns.
   c. See proposal call (Proposal Preparation Instructions) to determine what the project description should include.
   d. URLs are not allowed in the text

2. Reference Cited
   a. Only references cited should be included
   b. Not allowed: et al. in author list
   c. Any standard and consistent citation system is acceptable. There are no page limits for the References Cited section

Your assigned staff member will submit your NSF Proposal to Sponsored Projects Administration (SPA).

SPA will submit your NSF Proposal electronically in Research.gov.

NSF Provided Assistance
For general questions about Research.gov, please see our Frequently Asked Questions.

Research.gov User Support:
(800) 381-1532
Email the Help Desk at: rgov@nsf.gov