

# Updated Requirements from NSF: 2024 Proposal and Award Policies and Procedures Guide

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NATIONAL SCIENCE FOUNDATION

# PROPOSAL AND AWARD POLICIES AND PROCEDURES GUIDE



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<https://new.nsf.gov/policies/pappg/24-1>

# Biographical Sketch and Current and Pending Support SciENCv Implementation

- SciENCv forms ONLY
- <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>
- <https://www.nsf.gov/bfa/dias/policy/cps.jsp>
- <https://www.ncbi.nlm.nih.gov/sciencv/>

# Biographical Sketch and

- Removed the 3-page limitation for biographical sketch – there is no page limit
- You certify that the information is correct
- Synergistic Activities removed from the biographical sketch

# Synergistic Activities

- Synergistic Activities removed from the biographical sketch
- Submitted as a separate document
- Senior/key personnel must submit as part of the senior/key personnel documents
- Synergistic activities support your broader impacts activities

# Mentoring Plan

- A mentoring plan must be submitted if you have postdoctoral research or GRADUATE STUDENTS
- Page limitation is still one page
- Example of activities
  - Publication support
  - Networking and travel opportunities
  - Professional development opportunities (grant writing, grant management, leadership, lab skills)
  - Mentoring
  - Use of Individual Development Plan

# When to Submit

## Current & Pending Support Form

- **At the time of proposal submission:** Current and Pending Support and Collaborators and Other Affiliations, Biographical Sketch
- **Prior to making an award:** Updated Current and Pending Support information must be submitted.
- **At the time of project reporting:** PIs and Co-PIs must specify whether new, active other support has been received in their annual and final project reports. If yes, they must attached updated Current and Pending support information.
- **After an award is made:** If you discovers that a disclosure that should have been submitted at the time of proposal submission, but was not, you have 30 days to submit a post-award request to NSF.

# Foreign Talent Recruitment Programs

Any program, position, or activity that includes compensation in the form of cash, in-kind compensation, including research funding, promised future compensation, complimentary foreign travel, things of non de minimis value, honorific titles, career advancement opportunities, or other types of remuneration or consideration directly provided by a foreign country at any level (national, provincial, or local) or their designee, or an entity based in, funded by, or affiliated with a foreign country, whether or not directly sponsored by the foreign country, to the targeted individual, whether directly or indirectly stated in the arrangement, contract, or other documentation at issue, in exchange for the individual—

- engaging in the unauthorized transfer of intellectual property, materials, data products, or other nonpublic information owned by a United States entity or developed with a Federal research and development award to the government of a foreign country or an entity based in, funded by, or affiliated with a foreign country regardless of whether that government or entity provided support for the development of the intellectual property, materials, or data products;
- being required to recruit trainees or researchers to enroll in such program, position, or activity;
- establishing a laboratory or company, accepting a faculty position, or undertaking any other employment or appointment in a foreign country or with an entity based in, funded by, or affiliated with a foreign country if such activities are in violation of the standard terms and conditions of a Federal research and development award;



# Foreign Talent Recruitment Programs

- being unable to terminate the foreign talent recruitment program contract or agreement except in extraordinary circumstances;
- through funding or effort related to the foreign talent recruitment program, being limited in the capacity to carry out a research and development award, or required to engage in work that would result in substantial overlap or duplication with a Federal research and development award;
- being required to apply for and successfully receive funding from the sponsoring foreign government's funding agencies with the sponsoring foreign organization as the recipient;
- being required to omit acknowledgment of the recipient organization with which the individual is affiliated, or the Federal research agency sponsoring the research and development award, contrary to the institutional policies or standard terms and conditions of the Federal research and development award;
- being required to not disclose to the Federal research agency or employing organization, the participation of such individual in such program, position, or activity; or
- having a conflict of interest or conflict of commitment contrary to the standard terms and conditions of the Federal research and development award.

# Foreign Talent Recruitment Programs

The following are not considered malign foreign talent recruitment programs:

- making scholarly presentations and publishing written materials regarding scientific information not otherwise controlled under current law;
- participation in international conferences or other inter-national exchanges, research projects or programs that involve open and reciprocal exchange of scientific information, and which are aimed at advancing international scientific understanding and not otherwise controlled under current law; and
- advising a foreign student enrolled at an institution of higher education or writing a recommendation for such a student, at such student's request.

# Foreign Talent Recruitment Programs

Foreign country of concern:

- People's Republic of China
- Democratic People's Republic of Korea
- Russian Federation
- Islamic Republic of Iran
- or any other country deemed to be a country of concern as determined by the Department of State

# Plan for Safe and Inclusive Off-Site Research

- For each proposal that proposes to conduct research in the field, including on research vessels and aircraft, proposers must develop a plan.
- Research in the field is defined as data/information/samples being collected off-campus or off-site.
- If multiple field research excursions (inclusive of multiple visits and/or sites) are proposed, only a single overarching plan must be included.
- You submit your plan to me – not NSF, unless your RFP asks you to submit to them.
- Required for proposals now

# Purpose

The intent of this requirement is to provide guidance and protection for participants when they do not have ready access to the on-campus in-person resources they normally do. The underlying premise is that all participants need to know how to recognize and report inappropriate behavior and receive guidance in advance about how to feel safe and protected, even when they are away from campus. This plan must be submitted to NMT before your proposal is submitted to NSF.

# Off-Campus Research

Off-campus or off-site research is defined for this requirement as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft."



# Participants

Participants include employees, students, volunteers, and others working under NMT's direction (which includes sub-awardees and collaborating organizations).



# Research Activities

This new requirement applies only to research activities, not “other sponsored projects”. If there happens to be a research component on an award that is characterized as an “other sponsored activity”, then the requirement would apply only to that research component.





# Research Activities

- If your participants continue to have access to campus, no plan is needed.
- Work from home by an individual employee would not be considered “off-campus” or “off-site.”
- “Day trips” or excursions where participants are returning without an overnight stay would not normally require a plan. But, a plan should be created if the nature of the off-campus research activity is likely to create a larger-than-normal opportunity for harassment to occur (e.g., studies looking at sexual activities, incarcerated individuals, prior knowledge of harassment in the same setting, etc.)
- Attendance or presentation of research results at a conference does not require a plan unless participants will also engage in the conduct of research activities while attending a conference.
- If participants are sufficiently distant from campus such that access to these resources is more limited than they would be if they were on campus, then a plan is needed.

# Research Activities

- The lead institution creates the plan for the entire effort including collaborative proposals and proposals with sub-awards. If NMT is leading the effort, you may need to ask for training and contacts at the partner organizations so faculty and students can report incidents to their own organization. When leading these proposals, please share your plan with partner organizations and get agreement on the proposal-wide plan before submitting the proposal.



**Safe and Inclusive Working Environment  
Plan for Off-Campus or Off-Site Research  
Template**

1. Proposal title	
2. Plan date	
3. Version	1
4. NMT proposal routing number	
5. Award number	TBD
6. PI Name, cell phone, email	
7. Location of off-campus research activity.	
8. Estimated departure and return dates	
9. List of participants	
10. Description of the field setting and unique challenges for the team (include if the work is fieldwork, or research on vessels or aircraft).	
11. Steps to nurture an inclusive off-campus or off-site working environment.	
12. Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway.	
13. Recommended contact for any reporting suspected misbehavior.	
14. Mechanism that will be used for reporting issues of harassment if they arise.	
15. Mechanism that will be used for responding to, and resolving issues of harassment if they arise.	
16. Other Comments or Information that participants may find useful.	

# Question #8

Estimated departure and return dates:

If not known at the time of the proposal, update the document when you have this information.



# Question #9

Who will be participating in the off-campus research?

List all faculty, staff and students, as well as sub-awardee and collaborating organizations participants. If you don't know who will be participating (by name) at the time of the proposal you will update this form when you know names of all participants. You may be need to update more than once if you have multiple trips and participants vary by trip.

# Question #10

Description of the field setting and unique challenges for the team (include if the work is fieldwork, or research on vessels or aircraft). Include any special circumstances that necessitate special plans. Are participants at sea or other remote locations without ability to make contact with university reporting offices? Is there only a single satellite phone available for the group? Are there physical or other barriers that may require special attention to ensure full participation? Is it likely there will be no transportation to a safe space available? Is there variance in cultural norms which might necessitate advance awareness training (such as if you are going to a country that is not friendly to LGBTQ). Are you in rural NM where there is no cell service and all participants came in a single car? What arrangements are in place to manage these circumstances?

# Question #11

Steps to nurture an inclusive off-campus or off-site working environment.

Include trainings; processes to establish shared team definitions of roles, responsibilities, culture and codes of conduct; mentor/mentee support mechanisms; regular check-ins; and/or developmental events. All NMT faculty, staff and students should have taken the “Sexual Misconduct and Title IX Awareness Training” with the Title IX office. You can confirm all NMT participants have taken the training with Peter Phaiah (peter.phaiah@nmt.edu). You may want to have a team meeting before leaving, hand out this information, and discuss what they should do if something happens. Include sub-awardees and collaborative partners – can they also confirm all participants have been trained?

- NMT Title IX office - You will find related policies and procedures here <https://www.nmt.edu/titleix/>
- NMT on-line training <https://www.brainshark.com/1/player/trainedsolutions?fb=0&r3f1=&custom=nmtemployee>
- Peter Phaiah, Title IX Coordinator, 575-835-5953, [peter.phaiah@nmt.edu](mailto:peter.phaiah@nmt.edu)

# Question #12

Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway.

There should not be a single person overseeing access to a single satellite phone. The PI should be listed as well as an alternative on-site person.

Include sub-awardees and collaborative partners.

- Communicate to the PI on-site (unless they are the person you would like to report) AND
- NMT faculty, staff, and students can communicate to through the NMT on-line reporting tool or to the Title IX office or HR



# Question #13

Recommended contact for any reporting suspected misbehavior. Participants are free to use this contact or any other contact they prefer to report misconduct, more than one contact should be listed. The PI should be listed as well as a secondary contact who will be on-site. You may also include NMT contacts below. Include contacts for sub-awardees and collaborative partners. NMT Contacts:

- Randy Saavedra, Title IX Deputy - [randy.saavedra@nmt.edu](mailto:randy.saavedra@nmt.edu) - 575-835-5005
- Peter Phaiah, Title IX Coordinator - [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu) - 575-835-5953
- Joann Salome (faculty & staff), Director of Human Resources - [joann.salome@nmt.edu](mailto:joann.salome@nmt.edu) - 575-835-5955
- Jennifer Chapman (students), Dean of Students – [deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu) 575-835-5548

# Question #14

Mechanism that will be used for reporting issues of harassment if they arise.

Participants may use the on-line reporting form or call the NMT contacts. Include sub-awardees and collaborative partners reporting procedures.

- NMT on-line reporting procedures - <https://www.nmt.edu/titleix/Sexual%20Misconduct%20Reporting%20Options%20and%20Procedures.pdf>
- NMT on-line reporting form - [https://cm.maxient.com/reportingform.php?NewMexicoTech&layout\\_id=1](https://cm.maxient.com/reportingform.php?NewMexicoTech&layout_id=1)

# Question #15

Mechanism that will be used for responding to, and resolving issues of harassment if they arise.

What is the plan to remove the person from the situation? You should tell participants they must believe they are in a safe place to report an incident. They may want to wait until they are back on campus to report to NMT. But, you must find a way to keep them safe while they remain off-campus. Include sub-awardees and collaborative partners.

NMT Title IX office - You will find related policies and procedures here <https://www.nmt.edu/titleix/>

# Question #16

Other Comments or Information that participants may find useful.

You may want to include local police and medical services numbers. For international trips, it is wise to include embassy/consulate contact information if not already provided.



# Submit your Plan

Do NOT submit your plan to NSF unless your RFP requires you do so. Submit your plan when you submit your proposal to Judy McShannon, [Judith.mcshannon@nmt.edu](mailto:Judith.mcshannon@nmt.edu)

**Once funded, you must give this plan to every participant before conducting the off-site research.**



# Template

<https://nmt.edu/research/forms.php>

