A collaborative proposal is defined by the National Science Foundation's Proposal and Award Policies & Procedures Guide (NSF-PAPPG) as a proposal in which "investigators from two or more organizations wish to collaborate on a unified research project". Participation in a collaborative project allows for each organization to bear responsibility for their distinct contribution(s), to the unified project.

NOTE: Collaborative proposals cannot be submitted using the SF424 module in ERA.

Collaborative proposals may be submitted to NSF through FastLane in one of two methods:

- As a single proposal, in which a single award is being requested for the lead organization and collaborative organizations (non-leads) serve as subawardees.

  Drexel refers to this type of arrangement as a proposal with **Sub-award(s)** or **Sub-contract(s)** or **Sub-agreement(s)**

- By simultaneous submission of proposals from different organizations, with each organization requesting a separate award.

  Drexel refers to this type of proposal as a **Collaborative/Collaboration Proposal**

In either case, upon submission to NSF, the lead organization's proposal must contain all required sections as a single package per the PAPPG.

In the Project Description, both proposals with **sub-awards** and **collaborative proposals,** must:

1. Describe the roles to be played by all identified organizations within the context of the research to be performed
2. Specify the managerial arrangements (management plan), and
3. Explain the advantages to having a multi-organizational effort.

SUBMISSION OF A SINGLE PROPOSAL WITH SUBAWARDS

The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal.

A single investigator bears primary responsibility for the administration of the grant and discussions with NSF, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs.

By submission of the proposal to the sponsor, the lead organization has determined that it has the capacity to manage the project.

SUBMISSION OF SIMULTANEOUS PROPOSALS FROM ALL IDENTIFIED ORGANIZATIONS

The lead organization is responsible for the Project Summary and Project Description. All other required NSF documents need to be uploaded into Fastlane by all identified organizations. Each collaborator should use the same project title and the project title must begin with the words "Collaborative Research: Proposal Title".

LEAD ORGANIZATION

The collaborative submission process requires that one organization be designated as the lead organization.

The lead organization must submit ALL sections of the proposal:

_____Cover sheet or letter of intent
_____Project summary
_____Project description
_____References cited
_____Biographical sketches
_____Collaborators & Other Affiliations document for all senior personnel
_____Budget*
_____Budget justification
_____Statement of work
_____Current and pending support for all senior personnel
_____Facilities and other resources
_____Data Management Plan (one integrated plan)
_____Supplementary Documentation (e.g. Postdoctoral Mentoring Plan).

*All budgets should be created using the federally negotiated/approved fringe benefit rates and facilities and administrative rates specific to their own organization.

SUBAWARD ORGANIZATION

The subaward organization(s) must submit the following sections of the proposal directly to the lead organization:

_____NSF ID # for individuals to be listed as Co-Investigators
_____Biographical sketches
_____Collaborators & Other Affiliations document for all senior personnel
_____Budget*
_____Budget justification

_____ Current and pending support for all senior personnel
_____ Facilities and other resources

*All budgets should be created using the federally negotiated/approved fringe benefit rates and facilities and administrative rates specific to their own organization.

COLLABORATIVE ORGANIZATION

The Collaborative Organization(s) must enter the following sections of the proposal directly into Fastlane:

_____ Cover sheet

A TPI (Temporary Proposal ID) will be generated and a PIN needs to be created, so the lead organization can "link" the collaborative proposals. The TPI and PIN can be created at the time the Cover Sheet is prepared or closer to the time of submission. See instructions below on how to create the required PIN.

_____ Biographical sketches
_____ Collaborators & Other Affiliations document for all senior personnel
_____ Budget*
_____ Budget justification
_____ Current and pending support for all senior personnel
_____ Facilities and other resources

*All budgets should be created using the federally negotiated/approved fringe benefit rates and facilities and administrative rates specific to their own organization.

SUBMISSION WORKFLOW PROCESSES

The process for collaborative proposal submission is as follows:

- The non-lead organization(s) assign a PIN to the Temporary Proposal number for the collaborative proposal
- The PI or RA, on the PIs behalf, allows SRO access to View, Edit and Submit. This allows the RA and PNT access to the proposal in Fastlane and to conduct their respective duties and responsibilities for the proposal
- The non-lead organization gives the lead organization RA the collaborative organization's PIN and Temporary ID number so that the person can link the temporary proposal to their lead proposal for review prior to the submission deadline.

HOW TO ASSIGN A PIN IN FASTLANE

All the non-lead collaborative organizations must assign their proposal a PIN to allow the lead organization to link the collaborative proposals together prior to submission to NSF.

To assign a PIN: From the PI log in, go to the Proposal Actions screen, highlight the Temporary Proposal ID (TPI) number and Title. Click on the Proposal PIN button which is located 2nd to the right.

The Proposal PIN control screen gives two instructions:

- Type a 4-digit PIN that will be assigned to the proposal, then re-type the PIN again.
- Note the PIN for future reference, as the lead organization will need the PIN number to link the collaborative proposals
- Click on the OK button to assign the PIN to the Temporary Proposal ID (TPI)

HOW TO ALLOW SRO ACCESS

Start at the "Proposal Actions" screen from the PI log in. On the proposal actions screen, find the TPI number and title. Highlight the information, then click on the "Allow SRO Access" button.

On the Sponsored Research Office (SRO) "Access Control" screen, click the "GO" button next to the statement "**Allow SRO to view, edit and submit proposal"**.

A screen will display a message stating that the SPO has full access to the proposal. The screen includes a list of individuals who will receive e-mails from FastLane regarding the proposal's new access status.

After the collaborative proposal has been assigned a Proposal PIN #, and SRO access, the non-lead organization may contact the lead organization to have the proposals linked in preparation for submission to the sponsor.

LINKING THE COLLABORATIVE PROPOSAL(S)

The lead organization links each collaborative proposal by entering their respective Temporary Proposal ID (TPI) and a Proposal PIN, assigned by the PI from each non-lead organization.

To link the proposals in Fastlane, go to the “Form Preparation Screen”, click on the “GO” button next to “Link Collaborative Proposals”.

In the “Link Collaborative Temporary Proposals” screen, both link boxes will provide instructions on how to enter the TPI (Temporary Proposal ID) and the proposal PIN number

Ensure that the entry is correct. Click the “Add collaborative TPI to proposal” button. A screen displays a message stating that the Temporary Proposal has been added. If everything is correct, click the “OK” button to confirm the newly linked proposal.

The “Link Collaborative Temporary Proposals” screen appears and the temporary proposal ID of collaborative organization will be listed. If everything is correct, click the “GO” Back button which goes to the “Temporary Proposal” screen.

HOW TO DELETE A LINKED COLLABORATIVE PROPOSAL

In the Fastlane proposal workspace, click on “Link Collaborative Proposals”, then highlight the “Temporary Proposal ID” of the proposal that needs to be deleted. Click the delete button.

A warning screen will appear with a message asking to confirm that the proposal is to be deleted. Verify the correct proposal is being deleted, then click the “OK” button.

A screen displays with the message that the proposal has been unlinked. Click the “OK” button.

The “Link Collaborative Temporary Proposals” screen displays with the unlinked proposal no longer in the list of linked proposals. Click on the “Go Back” button to be taken to the Forms for the Temporary Proposal screen.

HOW TO REVIEW LINKED PROPOSALS

It is important to review the full proposal document that will be submitted. This includes review by the collaborator(s) for their respective proposal and the lead organization for the entire document. Both the lead and collaborative organizations can review the full proposal when linked.

In Fastlane go to:
Research Administration > Proposals/Supplements/File Updates/Withdrawals > Search for the proposal > click on the Temp ID link for the appropriate proposal.

The “View Proposal” screen will appear. Click on the “Print Entire Proposal” GO button. All components of the proposal that have been uploaded into Fastlane will appear. Review the proposal for accuracy/discrepancies/completeness.

SUBMISSION TO THE PROPOSAL AND NEGOTIATION TEAM (PNT)

The goal is to submit the entire package to PNT three business days in advance of NSF's deadline for organizational review and endorsement. To achieve this goal, the collaborating organizations need to be in communication with each other. Drexel prefers that collaborative proposals are all submitted to NSF within 24 hours of each other.

Once the proposal documents have been reviewed, PNT can begin the submission process in NSF's Fastlane.

Verify that the proposal is uploaded into the "Attachments" page of ERA and use the "Notify PNT" activity to alert the assigned PA. In the body of the "Notify "PNT" activity include any special instructions/information.

If Drexel is the non-lead organization, include the submission deadline of the lead organization as well as the name and e-mail addresses of the following persons: the sponsored office contact and the lead PI.

The assigned PA will review the proposal and upon submission will contact, via e-mail, the Sponsored Office Contact and the Lead PI at the collaborating organization to state that Drexel has linked the proposal and it was submitted via NSF's Fastlane.