Procedure for Preparation

Of an

National Science Foundation (NSF)

Industry/University Cooperative Research Centers Program

(I/UCRC)

Tools and References:

NSF Program Solicitation (i.e., NSF 12-516)  
RADAR System  
http://research.ncsu.edu/centers/guidelines-management/  
http://research.ncsu.edu/sparcs-docs/centers/cis_guide.pdf

Planning Grant (This example is for a Planning Grant Invited to Join an Existing Site):

PINS: PI to prepare a PINS record and initiate routing once the essential sections have been uploaded in PINS, i.e., Budget, Budget Justification, and the NSF Program Solicitation.

Budget: Generally, the budget is a sponsor capped amount, i.e., $10,000. The University’s off-campus research rate (26%) is usually applied and is part of the capped figure (i.e., $10,000 inclusive of direct and indirect costs). The Period of Performance (PoP) is generally for period of 12 months. The support that is being requested from NSF should be used for travel, industry planning meetings, associated meeting publications, evaluator for the lead site, and faculty effort.

Supporting Documentation: Among some of the documents that must be included with the Planning Grant proposal, which is transmitted to NSF via FastLane are the following: Sample of the Membership Agreement for Industry Partners, Center’s By-Laws, Minimum of six letters of interest from potential member companies, endorsement from center director stating how your site addition will complement the center, proposed marketing activities, proposed staffing, etc. The PI should work closely with Larisa Slark, NC State University Centers and Labs Coordinator as it concerns the preparation of these documents. Larisa will also involve for review and approval of Planning Grant documents the NC State University Office of Legal Affairs. Please also refer to the NSF Program Solicitation for additional required documents.

Cost Share: There would be no cost share obligations at the Planning Grant stage.

PINS Comments/Notes: A note should be made in the PINS Comments section that the proposal should be directed to the attention of Larisa Slark <larisa_slark@ncsu.edu>, SPARCS.