

## How to Complete an NSF Collaborative Proposal

purpose of submitting the proposal. The lead institutions are typically those whose scientists are doing the bulk of the work in terms of writing the proposal and/or those that will manage the largest portion of the funds should the proposal be awarded.

### Who does what

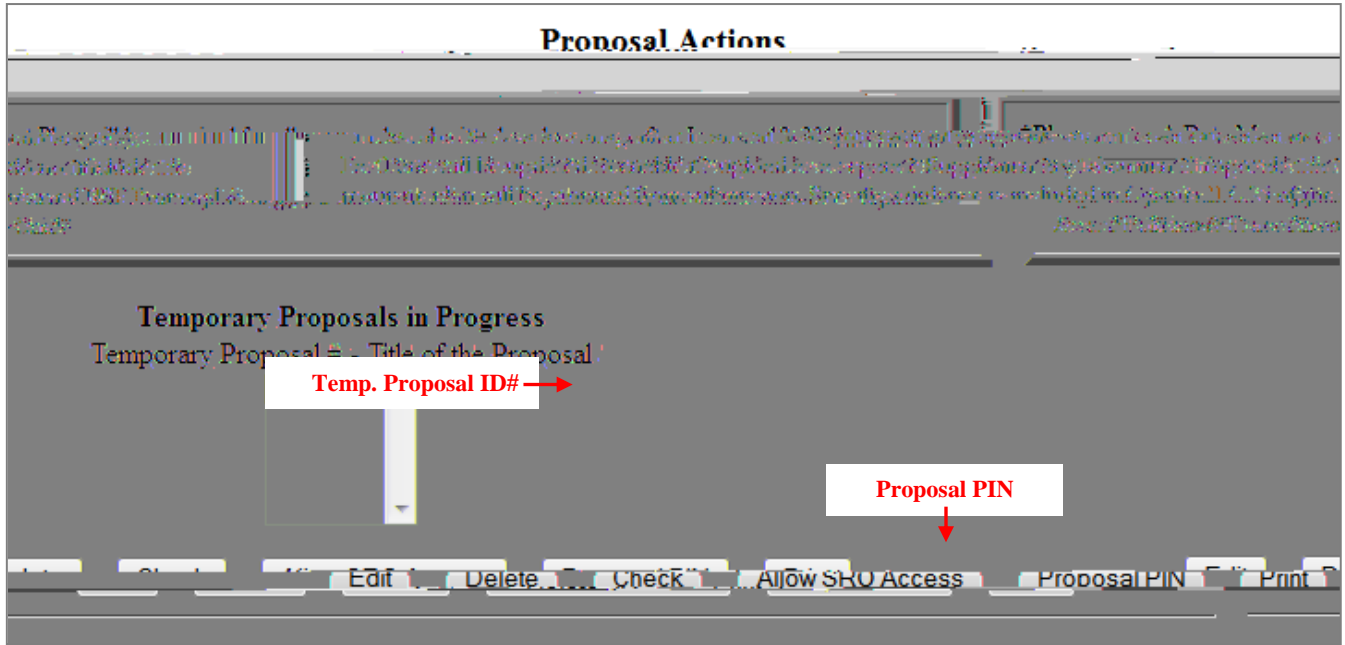
- x Both the lead and non-lead institutions must create a new proposal in FastLane.
- x In completing the proposal, only those PIs and co-PIs affiliated with their own institution.
- x and all titles, start dates, durations and NSF programs must be the same across the institutions.

### Lead Institutions must upload/submit the following:

- x Project Summary
- x Project Description
- x References
- x Budget for the portion of the work to be managed by their institution
- x Budget Justification for the portion of the work to be managed by their institution

Non-leads must:

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- x Provide both the PIN and the Temporary Proposal ID to their contact at the lead institution.



Leads must:

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- link the various proposals that comprise the overall project.

