**New Collaborators and Other Affiliations Information Pilot Instructions**

NSF is implementing a new pilot that will: 1) standardize collaborator and other affiliation information across the Foundation; and 2) ensure that such information is submitted in a searchable format. NSF’s *Proposal and Award Policies & Procedures Guide* (PAPPG) (NSF 17-1) requires principal investigators (PIs), co-PIs, and other senior project personnel identified on proposals to NSF to no longer include collaborator and other affiliation information in their biosketches, but rather to individually upload this information as a Single Copy Document that is seen only by NSF staff. (See PAPPG Chapter II.C.1.e.) This pilot is consistent with these PAPPG requirements.

Effective April 24, 2017, NSF will require the use of a template for identifying collaborators and other affiliations. The FastLane Collaborators and Other Affiliations screens will include a link to the new template and instructions on the Policy Office webpage at: https://www.nsf.gov/bfa/dias/policy/coa.jsp. The template has been developed to be fillable, however, the content and format requirements must not be altered by the user, i.e., additional columns must not be added. This template can be saved in .xlsx or .xls format, and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. It should be noted that the template has been tested in Microsoft Excel, Google Sheets, and LibreOffice. FastLane will convert the uploaded .xlsx or .xls files to .PDF. Using the .xlsx or .xls format will enable preservation of searchable text that otherwise would be lost. It is therefore imperative that this template be uploaded in .xlsx or .xls **only**. Uploading the template in any format other than .xlsx or .xls may delay the timely processing and review of your proposal.

**DO NOT CHANGE OR ALTER THE FORMAT OF THE TABLE IN ANY WAY AS THIS WILL CREATE PRINTING AND VIEWING ERRORS**

**Proposers using the Collaborators and Other Affiliations template for more than 10 senior project personnel will encounter proposal print preview issues**. If there are more than 10 individuals designated as senior project personnel on the proposal, or if there are print preview issues when using the COA template, each completed template must be saved as a .txt file [select the Text (Tab Delimited) option] rather than as an .xlsx or .xls file. This format will still enable preservation of searchable text and avoid delays in processing and review of the proposal.

The new Collaborators and Other Affiliations pilot will only be for **FastLane proposal** submissions. Grants.gov proposal submissions will continue to follow the instructions in *NSF Grants.gov Application Guide* Chapter VI.2.4.

*Please note that failure to submit a Collaborators and Other Affiliations Single Copy Document for each PI, co-PI and other senior project personnel may result in a proposal being returned without review.*