* Plans for data management and sharing of the products of research. Proposals must include a supplementary document of no more than two pages labeled “Data Management Plan”. This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see [AAG Chapter VI.D.4](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VID4)), and may include:
  1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
  2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
  3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
  4. policies and provisions for re-use, re-distribution, and the production of derivatives; and
  5. plans for archiving data, samples, and other research products, and for preservation of access to them.

Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>. If guidance specific to the program is not available, then the requirements established in this section apply.

Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined Data Management Plan, regardless of the number of non-lead collaborative proposals or subawards included. Fastlane will not permit submission of a proposal that is missing a Data Management Plan. Proposals for supplementary support to an existing award are not required to include a Data Management Plan.

A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information. Proposers are advised that the Data Management Plan may not be used to circumvent the 15-page Project Description limitation. The Data Management Plan will be reviewed as an integral part of the proposal, coming under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.

* Rationale for performance of all or part of the project off-campus or away from organizational headquarters. (See [AAG Chapter V.D.1](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_5.jsp#VD1))
* Documentation of collaborative arrangements of significance to the proposal through letters of commitment. (See [GPG Chapter II.C.2d(iv)](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IIC2div)).
* The [National Environmental Policy Act of 1969 (NEPA)](http://www.nepa.gov/nepa/regs/nepa/nepaeqia.htm) (42 USC §4332). NEPA requires that Federal agencies consider the environmental impacts of major Federal actions significantly affecting the quality of the human environment. If a proposed project might have an environmental impact, the proposal should furnish sufficient information to assist Foundation officials in assessing the environmental consequences of supporting the project. NSF will determine:
  1. the adequacy of the information submitted;
  2. whether or not additional information is needed; and
  3. whether or not an environmental assessment or environmental impact statement will be necessary.
* Work in foreign countries. Some governments require nonresidents to obtain official approval to carry out investigations within their borders and coastal waters under their jurisdiction. PIs are responsible for obtaining the required authorizations and for advising NSF that they have been obtained or requested. Advance coordination should minimize disruption of the research. (See [AAG Chapter VI.B.4](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIB4) and [VI.G.3](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIG3) and the Research Terms and Conditions, NSF Agency Specific Requirements Article 29, and NSF Grant General Conditions Article 42.)
* Research in Greenland. (See [AAG Chapter VI.G.3](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIG3))
* Antarctic proposals to *any* NSF program require operational worksheets by the first Wednesday of June in the year before any proposed fieldwork. See “proposals with fieldwork” in [Chapter V.A of Antarctic Research](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06549&org=NSF). Special budget considerations also apply. See [Chapter V.B of Antarctic Research](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf06549&org=NSF).
* Research in a location designated, or eligible to be designated, a registered historic place. (See [AAG Chapter VI.K](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIK)). Where applicable, the box for “Historic Places” must be checked on the proposal Cover Sheet.
* Research involving field experiments with genetically engineered organisms. (See [AAG Chapter VI.B.2](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIB2))
* Documentation regarding research involving the use of human subjects, hazardous materials, vertebrate animals, or endangered species. (See [AAG Chapter VI.B.](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_6.jsp#VIB) and GPG Chapter [II.D.6](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IID6) and [II.D.7](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IID7)).
* Projects that involve technology utilization/transfer activities, that require a management plan, or that involve special reports or final products. Please note that some program solicitations provide specific guidance on preparation and inclusion of management plans in proposals submitted to NSF.
* Special components in new proposals or in requests for supplements, such as Facilitation Awards for Scientists and Engineers with Disabilities (FASED), Research Opportunity Awards (ROAs) or Research Experiences for Undergraduates (REUs). (See [GPG Chapter II.D.3](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IID3) for information on FASED, and for the other programs identified, consult the relevant program solicitation.)
* *Research in Undergraduate Institutions*. (See [RUI program solicitation](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5518&from=fund) for information.)
* *Research Experiences for Undergraduates*. (See the [REU program solicitation](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517&from=fund) for information.)

In addition, the supplementary documentation section should alert NSF officials to unusual circumstances that require special handling, including, for example, proprietary or other privileged information in the proposal, matters affecting individual privacy, required intergovernmental review under [E.O. 12372 (Intergovernmental Review of Federal Programs)](http://www.fws.gov/policy/library/rgeo12372.pdf) for activities that directly affect State or local governments, or possible national security implications.

Proposers are reminded that, unless required by a specific program solicitation, letters of support should not be submitted as they are not a standard component of an NSF proposal, and, if included, a reviewer is under no obligation to review these materials. Letters of support submitted in response to a program solicitation requirement must be unique to the specific proposal submitted and cannot be altered without the author’s explicit prior approval. NSF may return without review proposals that are not consistent with these instructions.