

NSF Personnel Documents

The PI and each Co-PI or Other Senior Personnel on an NSF proposal submission is required to submit 4 personnel documents:

- **Biographical Sketch** – complete on SciENcv; upload as a PDF
- **Current & Pending (Other) Support (CPOS)** – complete on SciENcv; upload as a PDF
- **Collaborators & Other Affiliations (COA)** – complete and upload the required Excel form
- **Synergistic Activities** – use the OSP form (or create your own one-page document); upload as PDF file

The UVU/OSP website (<https://www.uvu.edu/osp/grant-writing-resources.html>) gives you a link to SciENcv, the COA and Synergistic Activities forms, and other helpful NSF proposal preparation documents.

Please read the following:

How to Begin on SciENcv

Before you can begin work on SciENcv (<https://www.ncbi.nlm.nih.gov/sciencv/>), you need to be registered on NSF's Research.gov. To do so, go to Research.gov at <https://www.research.gov/research-web/>. At the **Sign In**, select **New to NSF? Register** and follow the instructions. If you have questions about doing this, please contact Kathryn Johnson in the Office of Sponsored Programs. If you are new to UVU and your registration is affiliated with another institution, you will need to update your registration to be affiliated with UVU.

Actions that are allowed after downloading a certified PDF file from SciENcv. (SciENcv FAQs)

A generated PDF file can be renamed. However, a file must not be exported or opened and re-saved in another application. This would affect the metadata of the file so that it could not be uploaded to Research.gov and Grants.gov.

Suggestion for Uploading Personnel Files to Research.gov

We suggest that the PI be responsible for collecting, reviewing, and uploading the required personnel documents to Research.gov. Organized them in a folder before uploading to make the process easier.

Person Months Per Year Committed to the Project

The amount of time that each member of the project team is committing to the project is reported in three places in an NSF proposal:

- 1 - Budget Justification** – reports the time a member a PI, Co-PI, or other Senior Personnel is being paid by the project for their work on the project.
- 2 - Facilities, Equipment & Other Resources** – reports the portion of their UVU-salaried time that any member of the project team commits to the project. This is considered Other Resources.
- 3 - Current & Pending (Other) Support** – the total of 1 and 2 above; that is, the total time that is both paid by the project and contributed by UVU in the form of your salary.