

WHOI Guidelines for Preparing Current & Pending Forms

Format: SciENCv is the WHOI approved format for BOTH Biosketches and Current & Pending (C&P) forms. No C&Ps created outside of SciENCv should be included in any NSF or NIH proposal from WHOI.

With the release of the latest NSF PAPPG, taking effect on 1 June 2020, C&P format has changed and has some different fields than we are used to. Below is some guidance as to what items should and should not be included on a C&P.

A. Does WHOI have 'In-Kind Contribution' as listed on the C&P?

NO. Our in-kind contributions are usually found in Other Direct Costs. Not personnel or 'associated time obligations'. Therefore, do NOT use the in-kind contribution section of the C&P.

B. Should APO time be listed as Current Support?

NO

C. What about Support for Department Chair or Director of NOSAMS, CINAR, SeaGrant, etc.?

NO

D. Should Internal calls appear on C&Ps?

- Awarded internal projects for competitive internal calls should be included as Current Support on the C&P.
- No submissions to internal calls should be included in Pending Support on the C&P.
- ISP should never appear on C&P.

E. Should the C&P include hours listed as costshare?

WHOI Guidance

In those cases where the hours are not reported under a different item in the C&P, the department should account for required costshare hours on the C&P.

There is a difference between **Required** Costshare and **Voluntary** Costshare. For the purposes of the C&P, only required costshare hours where the PI will directly charge a costshare project number need to be accounted for on the C&P as part of the effort reported for the externally-funded project.

Required costshare (e.g. SeaGrant) hours funded via DDVPR/unrestricted funds need to be added to the hours listed on the Agency Request subbudget.

Voluntary costshare (e.g. over the NIH salary cap) is not listed on the C&P.

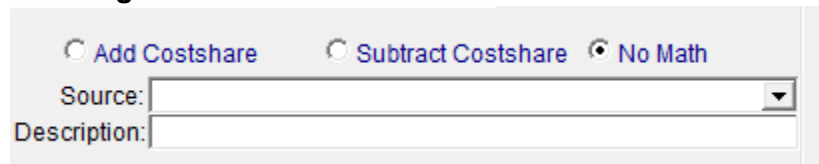
Support for Dept. Chair, WHOI-supported Center Directors (e.g. NOSAMS, CINAR), and APO hours do NOT appear on the C&P. Thus, they also are not added to the PI's effort reported on the C&P for those submissions/awards where these sources of funds may be used as 'matching'.

WHOIgrants and C&P: Costshare Hours

WHOIgrants does not pull costshare subbudget hours into the C&P report. Some formats for displaying a WHOIgrants budget do account for total PI hours even when costshare is involved. Some don't and will require the proposal preparer to do a little manual work.

Here's the list:

- **Line Item Costshare** – OK! No extra work needed.
 - If the budget uses Line Item Costshare (standard budget with the line 'Less WHOI costshare'), then total hours are accounted for in the budget and should match C&P data pull and be in the C&P be default.
- **Costshare Subbudgets**



The screenshot shows a form with three radio buttons: 'Add Costshare', 'Subtract Costshare', and 'No Math'. The 'No Math' option is selected. Below the radio buttons are two text input fields: 'Source:' and 'Description:'.

- **Subtract Costshare** – OK! No extra work needed.

If costshare subbudget uses 'Subtract Costshare' method, then PI's total hours are accounted for in the parent budget and should match C&P data pull and be in the C&P be default.
- **Add Costshare:** Use effort found in 'Total Project Costs' column.

If costshare method is 'Add Costshare', then the 'Total Project Costs' column on the Version budget will display the total effort to be shown on the C&P.
- **No Math:** Manual computation needed.

If costshare subbudget is 'No-Math' then the hours reported on the C&P are the SUM of the hours on the parent and the costshare subbudgets. This will be a manual computation by the C&P preparer.

h. Current and Pending Support

Current and pending support information must be separately provided through use of an [NSF-approved format](#), for each individual designated as senior personnel on the proposal. Current and pending support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. Current and pending support also includes in-kind contributions (such as office/laboratory space, equipment, supplies, employees, students²⁶. In-kind contributions not intended for use on the project/proposal being proposed also must be reported²⁷.

Current and pending support information must be provided for this project, for ongoing projects, and for any proposals currently under consideration from whatever source²⁸, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

The total award amount for the entire award period covered (including indirect costs) must be provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the individual.

Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.²⁹ If the project (or any part of the project) now being submitted has been funded previously by a source other than NSF, information must be provided regarding the last period of funding.

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<sup>26</sup> If the in-kind contributions are intended for use on the project being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the individual's current and pending support submission.

<sup>27</sup> If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

<sup>28</sup> For example, Federal, State, local, foreign, public or private foundations, non-profit organizations, industrial or other commercial organizations or internal funds allocated toward specific projects.

<sup>29</sup> The Biological Sciences Directorate exception to this policy is delineated in [Chapter II.D.2](#).

## C&P FAQs from NSF website:

[https://www.nsf.gov/bfa/dias/policy/papp/pappg20\\_1/faqs\\_cps20\\_1.pdf](https://www.nsf.gov/bfa/dias/policy/papp/pappg20_1/faqs_cps20_1.pdf)

### 1. What is the rationale for the requirement to submit Current and Pending Support information?

NSF uses the information submitted in the Current and Pending Support section to assess the capacity of the individual to carry out the research as proposed as well as to help assess any potential overlap/duplication with the project being proposed.

### 2. Do I report gifts in Current and Pending Support?

If an item or service meets the definition of a gift, it is not reported. A gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, license, special access, equipment time, samples, research data, or other item having monetary value. A gift also includes services as well as gifts of training, transportation, local travel, lodging, meals, research hours, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has occurred. A gift by definition is given without expectation of anything in return.

An item or service given with the expectation of an associated time commitment is not a gift and is instead an in-kind contribution and must be reported to NSF. If the in-kind contribution is not intended for use on the project/proposal being proposed to NSF but has an associated time commitment, the information must be included as part of the Current and Pending Support section of the proposal. If the in-kind contribution is intended for use on the project/proposal being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the individual's Current and Pending Support submission.

### 3. Do I report in-kind contributions with no associated time commitment in Current and Pending Support?

If the in-kind contributions are not intended for use on the project/proposal being proposed to NSF **and** have no associated time commitment, the information is not required to be reported. However, in-kind contributions with no associated time commitment that are intended for use on the project/proposal being proposed to NSF must be included as part of the Facilities, Equipment, and Other Resources section.

### 4. Do I have to include in-kind contributions in both the Current and Pending Support and Facilities, Equipment and Other Resources sections of the proposal?

No. If the in-kind contributions are not intended for use on the project/proposal being proposed to NSF but they have associated time commitment, the information must be included as part of the Current and Pending Support section of the proposal. If the in-kind contributions are intended for use on the project/proposal being proposed to NSF, the information must be included as part of the Facilities, Equipment and Other Resources section of the proposal and need not be replicated in the individual's Current and Pending Support submission.

### 5. Do I report "start-up" packages or academic year salary in Current and Pending Support?

Organizational start-up packages provided to the individual from the proposing organization are not required to be reported. Start-up packages from other than the proposing organization must be reported. Faculty academic year salary is not considered current and pending support in this context.