

October 1, 2014

We regret to notify you that your proposal has been returned without review. The Division of Civil, Mechanical and Manufacturing Innovation (CMMI) receives about 4,000 proposals each year. We are deeply concerned that all persons submitting proposals to the Division do so in a manner that does not provide special advantage to any one investigator over another. In light of this concern, and to assure that all proposals provide all information appropriate to their review, we do our best to enforce the requirements and guidelines of the NSF Grant Proposal Guide (GPG). Accordingly, proposals submitted to CMMI are administratively screened for compliance with the GPG, which authorizes Program Officers to return without review any proposal that is not in compliance.

Important details regarding proposal preparation can be found in the GPG along with a proposal preparation checklist. CMMI's administrative screening of proposals is conducted using the latest version of the GPG (currently NSF 14-1, effective February 2014), which specifies that a proposal may be returned without review by NSF (GPG IV.B) if the proposal:

- is inappropriate for funding by the National Science Foundation;
- is submitted with insufficient lead-time before the activity is scheduled to begin;
- is a full proposal that was submitted by a proposer that has received a "not invited" response to the submission of a preliminary proposal;
- is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter;
- does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the Grant Proposal Guide or program solicitation;
- is not responsive to the GPG or program announcement/solicitation;
- does not meet an announced proposal deadline date;
- was previously reviewed and declined and has not been substantially revised;
- duplicates another proposal that was already awarded; and
- does not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts.

All persons submitting proposals to the Division are strongly encouraged to check their proposals for compliance with the GPG before submission. When possible, it is CMMI policy to begin compliance checking of proposals submitted early in the submission window to determine compliance in advance of the submission deadline and to work with PIs to bring their proposals into compliance.

Return without review is a non-prejudicial action that is not subject to reconsideration. Investigators whose proposals have been returned without review are encouraged to correct the non-compliant elements of their proposals for resubmission in the next CMMI proposal submission window (February 1 – 17, 2015) unless informed by the Program Director that the proposal does not fit the program.

George Hazelrigg
Division Director (Acting)
Division of Civil, Mechanical and Manufacturing Innovation

Mary Toney
Deputy Division Director (Acting)
Division of Civil, Mechanical and Manufacturing Innovation