

Guidelines of “Common Format”

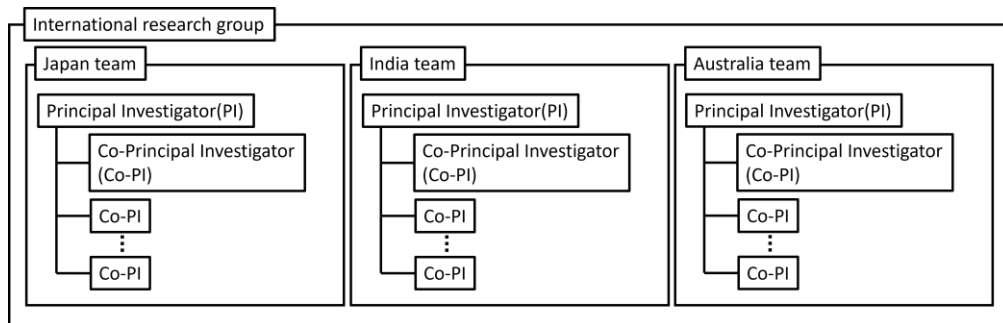
for research groups which do not include US

researchers

- For the international research group which consists of only researchers-based in Japan, Australia and India (does not include US researchers) please prepare the formats listed below.
 - All files EXCEPT “7. Collaborators and Other Affiliations” should be merged into a single PDF file.
0. [Cover Sheet](#) (*Required, Accepted file type: **PDF**)
<The format can be downloaded from [here](#).>
 1. [Project Summary](#)
(*Required, Accepted file type: **PDF**, Maximum 1 page)
 2. [Project Description](#)
(*Required, Accepted file type: **PDF**, Maximum 15 pages)
 3. [References Cited](#)
(*Required, Accepted file type: **PDF**, Maximum 2 pages)
 4. [Budget](#) (*Required, Accepted file type: **PDF**)
<The format can be downloaded from [here](#).>
 5. [Budget Justification](#)
(*Required, Accepted file type: **PDF** Maximum 2 pages each country)
<The format can be downloaded from [here](#).>
 6. [Senior Personnel Documents](#) (*Required, Accepted file type: **PDF**)
<The format can be downloaded from [here](#).>
 7. [Collaborators and Other Affiliations](#)
(*Required, Accepted file type: **Excel**)
<The format can be downloaded from [here](#).>
 8. [Data Management Plan](#)
(*Required, Accepted file type: **PDF** Maximum 2 pages)
 9. [Other Supplementary Documents](#)
(If applicable, Accepted file type: **PDF**)
<The format can be downloaded from [here](#).>

Note: This call for proposal and review process of AI-ENGAGE is coordinated by NSF as the lead coordinating agency. So, instructions described in this document are based on the contents of NSF's proposal guidelines, which is known as PAPPG, and are partially modified for non-US-based researchers. You can refer to the original version of NSF's [PAPPG](#) if you need.

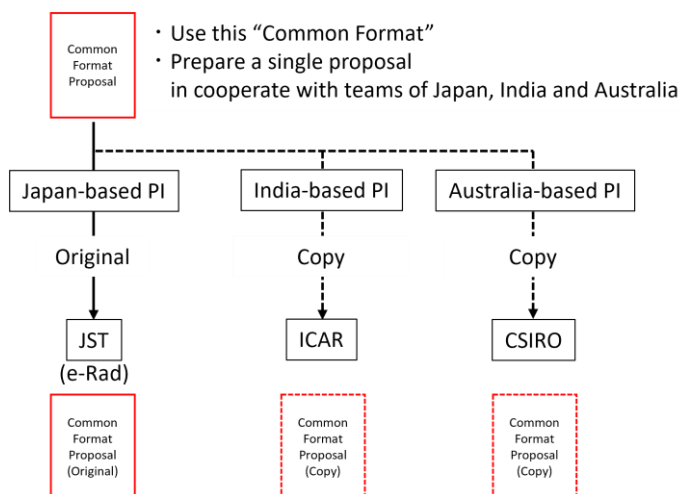
How to submit



- International research groups which do not include US researchers are organized as the figure below.
- You can freely decide the coordinating PI or Lead PI when it comes to preparing your proposal.
- The original proposal of non-US international research group must be submitted as a complete, single proposal to JST through e-Rad (<https://www.e-rad.go.jp/>) by Japan-based PI.
- The respective PIs of a joint proposal from India and Australia also should submit a copy of the complete proposal to their respective agency.

The India-based PI must submit a copy of the complete proposal as a single PDF to ICAR (aiengage.quad@icar.gov.in) and Australia-based PI to CSIRO (<https://csiro.au/en/work-with-us/International/Quad-AI-Engage>).

- For other proposal formats which are designated for each country, please follow the instruction of relevant agencies in your own country.



Formatting

When you prepare your proposal, please refer to the instruction (Guided in Format of the proposal (PAPPG) of NSF) for all margin, spacing, font type and size requirements and page formatting.

Proposal Font, Spacing, and Margin Requirements

The proposal must conform to the following requirements:

- a. Use one of the following fonts identified below:
 - Arial (not Arial Narrow), Courier New, or Palatino Linotype (Macintosh users also may use Helvetica and Palatino fonts) at a font size of 10 points or larger;
 - Times New Roman at a font size of 11 points or larger; or
 - Computer Modern family of fonts at a font size of 11 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters.

- b. No more than six lines of text within a vertical space of one inch.
- c. Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.
- d. Paper size must be no larger than standard letter paper size (8½ by 11 or 11 by 8½). These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

Page Formatting

Proposers are strongly encouraged to use only a standard, single-column format for the text.

The guidelines specified above establish the minimum font size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. Use of a small font size makes it difficult for reviewers to read the proposal; consequently, the use of small fonts not in compliance with the above guidelines may be grounds to return the proposal without review. Adherence to font size and line spacing requirements also is necessary to ensure that no proposer will have an unfair advantage, by using smaller font or line spacing to provide more text in the proposal. Also, your file should contain page numbers.

COVER SHEET FOR PROPOSAL

<The format can be downloaded from [here](#).>

| | | | | | |
|---|------|--------------------|--------------|-----------------------------------|----------------|
| Title of Proposed Project AI-ENGAGE | | | | Proposed Duration _____ months | |
| Information about Japan-based PI | | | | | |
| PI Institute : | | PI Postal Address: | | | |
| List of Japan-based PI and Co-PI (Add lines if necessary) | | | | | |
| | Name | High Degree | Yr of Degree | Phone Number | E-mail Address |
| PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Information about Australia-based PI | | | | | |
| PI Institute : | | PI Postal Address: | | | |
| List of Australia-based PI and Co-PI (Add lines if necessary) | | | | | |
| | Name | High Degree | Yr of Degree | Phone Number | E-mail Address |
| PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Information about India-based PI | | | | | |
| PI Institute : | | PI Postal Address: | | | |
| List of India-based PI and Co-PI (Add lines if necessary) | | | | | |
| | Name | High Degree | Yr of Degree | Phone Number | E-mail Address |
| PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |

Project Summary (*Required, Maximum 1 page)

Content Instructions for Project Summary:

- The document must conform to the instructions below.

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.

- Your file must include three separate section headers: Overview, Intellectual Merit, and Broader Impacts. To be valid, a heading must be on its own line with no other text on that line.

Project Description (*Required, Maximum 15 pages)

Content Instructions for Project Description:

- The document must conform to the instructions below.

(i) Content

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. And it should also include description about the collaboration/collaborators and the merits of the collaboration. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

The Project Description also must contain, as a separate section within the narrative, a section labeled “Broader Impacts”. This section should provide a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. As the coordinating agency, NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Data Management Plan section of the proposal.

Also, a description of how the involvement of Australian researchers will enhance the project’s objectives should be included in this section. For further information, please refer to E.4 of Dear Colleague Letter.

(ii) Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the

Project Description

Brevity will assist reviewers in dealing effectively with proposals. Therefore, the Project Description may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are included in the 15-page limitation. PIs are cautioned that the Project Description must be self-contained, and that **URLs must not be used** because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review.

(iii) Unfunded Collaborations

If international team has access to unique facilities, equipment and resources that they will make available to project personnel, that can be mentioned in this section.

- Your file must include a separate section header for Broader Impacts. To be valid, a heading must be on its own line with no other text on that line.

References Cited (*Required, Maximum 2 pages)

Content Instructions for References Cited:

- The document must conform to the instructions below.

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the proposer has a website address readily available, that information should be included in the citation. However, inclusion of a website address is optional. A proposal that includes reference citation(s) that do not specify a URL is not considered to be in violation of proposal preparation guidelines and the proposal will still be reviewed.

Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description.

- References should avoid the use of et al. (except for large consortia papers)

Budget (*Required for Japan and India-based Researchers)

<The format can be downloaded from [here](#).>

Content Instructions for Budget:

- The proposal budget sets forth how much money the proposer is requesting, by category, to complete the project.
- Please follow the instruction of relevant agencies in your own country.
- Every line in the budget where funds are indicated must be itemized in the [budget justification](#).

Budget Plan (Japan-based PI and Co-PIs) in JPY

Budget Plan for Japan-Based Team (Entire Team)

| Section (including indirect costs) | Year 1 (~2026.03) | Year 2 (2026.04 ~2027.03) | Year 3 (2027.04 ~2028.03) | Summation (Year1~Year3) |
|---|----------------------|---------------------------------|---------------------------------|----------------------------|
| Equipment costs (equipment and consumables) | | | | |
| Travel costs | | | | |
| Personnel costs | | | | |
| Others | | | | |
| Total Amount | | | | |

Budget Plan for Japan-Based PI

Name: _____

Affiliation: _____

| Section (including indirect costs) | Year 1 (~2026.03) | Year 2 (2026.04 ~2027.03) | Year 3 (2027.04 ~2028.03) | Summation (Year1~Year3) |
|---|----------------------|---------------------------------|---------------------------------|----------------------------|
| Equipment costs (equipment and consumables) | | | | |
| Travel costs | | | | |
| Personnel costs | | | | |
| Others | | | | |
| Total Amount | | | | |

Budget Plan for Japan-Based Co-PIs

(It is necessary for all Japan-based Co-PIs to submit. Add tables if necessary.)

Name: _____

Affiliation: _____

| Section (including | Year 1 (~2026.03) | Year 2 (2026.04 | Year 3 (2027.04 | Summation (Year1~Year3) |
|-----------------------|----------------------|--------------------|--------------------|----------------------------|
|-----------------------|----------------------|--------------------|--------------------|----------------------------|

| indirect costs) | | ~2027.03) | ~2028.03) | |
|---|--|------------------|------------------|--|
| Equipment costs (equipment and consumables) | | | | |
| Travel costs | | | | |
| Personnel costs | | | | |
| Others | | | | |
| Total Amount | | | | |

Budget Plan (India-based PI) in Rupees

| Sr.No. | Head of project cost | Year-1 | Year-2 | Year-3 | Total |
|--------|---|----------|----------|----------|----------|
| A. | Grants for creation of Capital Assets (CAPITAL) NON-RECURRING COSTS | | | | |
| | Works/Renovation of Lab, New structures for experimental facilities for special housing for New equipment etc. | | | | |
| | Equipment (Plant & machinery, Name & Cost to be specified) | | | | |
| | Information Technology (Computer Hardware & software related specifically to the project) | | | | |
| | Livestock | | | | |
| | <i>Sub-Total (A)</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> |
| B. | Grants in Aid - General RECURRING COSTS | | | | |
| | TA (Domestic and International) | | | | |
| | Research Expenses (Chemicals, glassware, fertilizers, seeds, farm manure, petty animals, feeds, medicine, outsourcing for farm/lab work etc.)-Raw material | | | | |
| | Operational Expenses | | | | |
| | (i) Contractual Staff (YP/RA/SRF/IT Professional) | | | | |
| | (ii) Semi-skilled/Un skilled labour | | | | |
| | Repairs & Maintenance (small repair of lab equipment's/farm | | | | |

| | | | | | |
|---|---|--|--|--|--|
| | machinery etc.) | | | | |
| | Others (excluding TA) (monograph manual, vehicle Hiring, Computer stationery, Petty Non-consumable items like spade Khurpi etc.) | | | | |
| | HRD (Workshops/seminars, Organizing Training etc.) | | | | |
| | Total (B) | | | | |
| C | Institutional Charges (10% of recurring costs for the Lead Centre and 5% for partners) | | | | |
| | | | | | |
| | Grand Total (A+B+C) | | | | |

Budget Justification

(*Required for Japan and India-based Researchers,

Maximum 2 pages for each country, 4 pages in total)

<The format can be downloaded from [here](#).>

Content Instructions for Budget Justification(s):

- The budget justification provides a more detailed breakdown of proposed spending in each category as well as a justification supporting the numbers provided in each budget category.
- Please follow the instruction of relevant agencies in your own country.
- Every line in the budget where funds are indicated must be itemized in the budget justification.

Budget Justification (Japan-based PI and Co-PIs)

Budget Justification for Japan-Based PI

Name: _____

Affiliation: _____

| Section | Budget Justification (Entire Duration) |
|--|---|
| Equipment costs (equipment and consumables) | |
| Travel costs | |
| Personnel costs | |
| Others | |

Budget Justification for Japan-Based Co-PIs (It is necessary for all Japan-based Co-PIs to submit. Add tables if necessary.)

Name: _____

Affiliation: _____

| Section | Budget Justification (Entire Duration) |
|--|---|
| Equipment costs (equipment and consumables) | |
| Travel costs | |
| Personnel costs | |
| Others | |

Budget Justification (India-based PI)

| Sr.No. | Head of project cost | Budget Justification (Entire Duration) |
|--------|---|--|
| A. | Grants for creation of Capital Assets (CAPITAL) NON-RECURRINGCOSTS | |
| | 1. Works/Renovation of Lab, New structures for experimental facilities for special housing for New equipment etc. | |
| | 2. Equipment's (Plant & machinery, Name & Cost to be specified) | |
| | 3. Information Technology (Computer Hardware & software related specifically to the project) | |
| | 4. Livestock | |
| B. | Grants in Aid - General RECURRINGCOSTS | |
| | TA (Domestic and International) | |
| | Research Expenses (Chemicals, glassware, fertilizers, seeds, farm manure, petty animals, feeds, medicine, outsourcing for farm/lab work etc.)-Raw material | |
| | Operational Expenses | |
| | (iii) Contractual Staff (YP/RA/SRF/IT Professional) | |

| | | |
|--|---|--|
| | (iv) Semi-skilled/Un skilled labour | |
| | Repairs & Maintenance (small repair of lab equipment's/farm machinery etc.) | |
| | Others (excluding TA) (monograph manual, vehicle Hiring, Computer stationery, Petty Non-consumable items like spade Khurpi etc.) | |
| | HRD (Workshops/seminars, Organizing Training etc.) | |

Senior Personnel Documents

Biographical Sketch of PIs and Co-PIs

(*Required, Maximum 3 pages for each PI or Co-PI)

<The format can be downloaded from [here](#).>

Complete a Biographical Sketch file as instructed below.

- PIs and Co-PIs, which also mentioned as senior/key personnel or senior person, from Japan, Australia and India must prepare Biographical Sketch files. Please note that it is necessary for international researchers (not US-based) to use the designated format.

Inclusion of additional information beyond that specified below may result in the proposal being returned without review. Do not submit any personal information in the Biographical Sketch. This includes items such as: home address; home telephone, fax, or cell phone numbers; home e-mail address; driver's license number; marital status; personal hobbies; and the like. Such personal information is not appropriate for the Biographical Sketch and is not relevant to the merits of the proposal. NSF and other agencies are not responsible or in any way liable for the release of such material.

The format of the Biographical Sketch is as follows:

(* required)

(1) *Identifying Information

- (i) Name: The name of the senior person (Last name, First name, Middle name, including any applicable suffix).
- (ii) Position Title: The current position title of the senior person.

(2) *Organization and Location:

- (i) Name: The name of the primary organization of the senior person.
- (ii) Location: The City, State/Province (if applicable), and Country where the primary organization is located.

(3) *Professional Preparation

Provide a list of the senior person's professional preparation (e.g., education and training), listed in reverse chronological order by start date. Include all

postdoctoral and fellowship training, as applicable, listing each separately. Also include the baccalaureate degree or other initial professional education. Those should include following information:

- the name of the organization;
- the location of the organization: Enter the City, State/Province/Prefecture(if applicable), and Country where the primary organization is located.
- the degree received (if applicable);
- the month and year the degree was received (or expected receipt date). For fellowship applicants only, also include the start date of the fellowship; and
- the field of study.

(4) *Appointments and Positions

Provide a list, in reverse chronological order by start date, of all the senior person's academic, professional, or institutional appointments and positions, beginning with the current appointment (including the associated organization and location). Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Those should include following information:

Start date: YYYY

End date: YYYY

Appointment or Position Title

Name of organization

Department (if applicable)

Location of organization: City, State/Province/Prefecture (if applicable), and Country

With regard to professional appointments, senior personnel must only identify all current domestic and foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

(5) *Products

Provide a list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Acceptable products must be citable and accessible, including but not limited to:

publications, conference papers, and presentations;

website(s) or other Internet site(s);

technologies or techniques;

inventions, patent applications, and/or licenses; and

other products, such as data, databases, or datasets, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.

Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (if available):

names of authors;

product title;

date of publication or release;

website URL;

other persistent identifier (if available); and

other relevant citation information (e.g., in the case of publications, title of enclosing work such as journal or book, volume, issue, pages).

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

(6) *Certification

Each PI or Co-PI is required to complete the following certifications regarding the information provided in their Biographical Sketch:

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Note: The date of the signature must be within the past 12 months from when the document is submitted to relevant agencies.

For a malign foreign talent recruitment program, visit the link below.

<https://www.nsf.gov/bfa/dias/policy/researchprotection/nspm33definitions.pdf#page=3>

- Collaborators and other affiliations should not be included in the Biographical Sketch, as it is now provided as a Single Copy Document for each individual identified as PIs and Co-PIs of each country .

Biographical Sketch (Japan-based PI)

Name:

Position Title & Institution:

A. Professional Preparation

| Institution | Location | Major/Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|----------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Products

Other Significant Products, Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Biographical Sketch (Japan-based Co-PI)

(Add format if necessary)

Name:

Position Title & Institution:

A. Professional Preparation

| Institution | Location | Major/Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|----------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Products

Other Significant Products, Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Biographical Sketch (Australia-based PI)

Name:

Position Title & Institution:

A. Professional Preparation

| Institution | Location | Major/Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|----------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Products

Other Significant Products, Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Biographical Sketch (Australia-based Co-PI)

(Add format if necessary)

Name:

Position Title & Institution:

A. Professional Preparation

| Institution | Location | Major/Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|----------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Products

Other Significant Products, Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Biographical Sketch (India-based PI)

Name:

Position Title & Institution:

A. Academic/Professional background

| Institution | Address | Major Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|---------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Technologies/Patent/Products

Other Significant technologies/Patent/Products. Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Biographical Sketch (India-based Co-PI)

(Add format if necessary)

Name:

Position Title & Institution:

A. Academic/Professional Background

| Institution | Address | Major Area of Study | Degree (if applicable) | Year (YYYY) |
|-------------|---------|---------------------|------------------------|-------------|
| | | | | |

B. Appointments

| From (YYYY) – To (YYYY) | Position Title, Organization and Location |
|-------------------------|---|
| | |

C. Technologies/Patent/Products

Other Significant technologies/Patent/Products. Whether or Not Related to the Proposed Project

D. Certification

I certify that the information provided is current, accurate, and complete. This includes but is not limited to information related to domestic and foreign appointments and positions.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Signature:

Date:

Collaborators and Other Affiliations

(*Required, A single copy of Excel file)

<The format can be downloaded from [here](#).>

Complete the Collaborators and Other Affiliations Template as instructed below.

- Download the required [Collaborators and Other Affiliations template](#) and follow the instructions. In the template, there are three tabs for each country, so fill in the blank listed on the tab of each country and submit the document as a single copy of Excel file.

The following information regarding collaborators and other affiliations (COA) must be separately provided for each individual identified as senior personnel (PIs or Co-PIs of each country) on the project. The COA information must be provided through use of the COA template. The information in the tables is not required to be sorted, alphabetically or otherwise.

There are five separate categories of information which correspond to the five tables in the COA template

➤ COA template Table 1:

List the individual's last name, first name, middle initial, and organizational affiliation in the last 12 months.

➤ COA template Table 2:

List names as last name, first name, middle initial, for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer. In the "Type of Relationship" column please specify the personal, family, or business relationship involved.

➤ COA template Table 3:

List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:

- The individual's Ph.D. advisors; and
- All of the individual's Ph.D. thesis advisees.

➤ COA template Table 4:

List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:

- Co-authors on any book, article, report, abstract or paper with collaboration in the last 48 months (publication date may be later); and

- Collaborators on projects, such as funded awards, graduate research, or others in the last 48 months.

➤ COA template Table 5:

List editorial board, editor-in chief, and co-editors with whom the individual interacts. An editor-in-chief must list the entire editorial board.

- Editorial Board (Editorial board does not include Editorial Advisory Board, Scientific Editorial Board, or any other subcategory of Editorial Board. It is limited to those individuals who perform editing duties or manage the editing process (i.e., editor in chief.): List name(s) of editor-in-chief and journal in the past 24 months; and
- Other co-Editors of journal or collections with whom the individual has directly interacted in the last 24 months.

The template has been developed to be fillable, however, the content and format requirements must not be altered by the user. When completing the template, do not change the column sizes or the font type. The instructions at the top of the template may be deleted, and rows may be inserted as needed to provide additional names.

- This information is used to manage reviewer selection by NSF as the coordinating agency. See the link below for additional information on potential reviewer.
<https://new.nsf.gov/policies/pappg/24-1/ch-2-exhibit-2>

Data Management Plan (*Required, Maximum 2 pages)

Content Instructions for Data Management Plan:

- Proposals must include a document of no more than two pages uploaded under “Data Management Plan” in the supplementary document. This 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.
- Only one supplemental combined Data Management Plan should be submitted from each international research group. In such collaborative proposals like AI-ENGAGE, the data management plan should discuss the relevant data issues in the context of the collaboration.
- 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 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 must 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, considered under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.
- File cannot exceed two page(s); however, if more space is needed, the Project Description can be used. Proposers are advised that the Data Management Plan must not be used to circumvent the Project Description page limitation listed in the funding opportunity. Hyperlinks (URLs) must not be used in the Project Description.

- 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.

Other Supplementary Documents (If applicable)

Other Personnel Biographical Information

<The format can be downloaded from [here](#).>

Content Instructions for Other Personnel Biographical Information:

- Please submit the project personnel not listed as Senior Personnel (PIs and Co-PIs).
<Example>
Name; Institution; Position (Postdoctoral researchers / Other Professionals / Students / Research Assistants etc...)
- The file must pertain to Other Personnel - (1) Postdoctoral researchers, (2) Other Professionals, or (3) Students (Research Assistants)
- The biographical information for 'other personnel' may be freeform. The biographical information must be clearly identified as "Other Personnel" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.
- The file should include information on exceptional qualifications that merit consideration in the evaluation of the proposal.

Other Personnel

Japan

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Australia

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India

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