

NSF PROPOSAL CHECKLIST

READ THE PROGRAM SOLICITATION AND MAKE SURE YOU CHOSE THE CORRECT FUNDING OPPORTUNITY.

- Individual solicitations take precedence over PAPPG 23-1 general guidelines. PAPPG 23-1 guidelines take precedence over this document.
- Proposals MUST be submitted via Research.gov on or before 5:00 pm Local Time on Deadline Date. If an NSF “standard deadline” date falls on a weekend or federal holiday, the deadline is extended to the following business day. For funding opportunities with specific deadline dates, the deadline is fixed and does NOT change for any reason. *OSP strongly advises submitting proposals at least 24 hours ahead of the deadline.*
- Proposed subawards must provide the following items to OSP a minimum of two business days prior to the deadline date: key personnel documents; detailed budget; budget justification; scope of work; Facilities, Equipment, and Other Resources document; institutional letter of commitment signed by Authorized Organizational Representative; and any other documents required by solicitation.

Notes:

For specific document requirements and additional guidelines, refer to [NSF Proposal & Award Policies & Procedures Guide \(PAPPG 23-1\)](#) for proposals submitted on or after January 30, 2023.

Effective October 2023, all NSF proposals will require the use of [SciENCv](#) for the preparation of biosketches and current and pending support.

For All Documents

- Black or high-contrast text colors recommended.
- 1-inch margins in all directions
- Fonts must conform to one of the following options:
 - Times New Roman or Computer Modern family of fonts at 11 points or larger; or
 - Arial, Courier New, or Palatino Linotype at 10 points or larger.
- Do not paginate documents unless otherwise directed.
- Images and other graphics included in proposal documents must be in either .png or .jpeg form.
- Save documents as PDF files. All file names must be under 50 characters in length, and may include letters, numbers, underscores, and hyphens. No special characters.
- Recommended naming convention: *PILastName_DocumentTitle*
- If personnel have effort without salary budgeted, that is cost sharing.
- Foreign subaward F&A is limited to 8%.

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SECTIONS OF THE APPLICATION

[] Cover Sheet

- Project Title: MUST begin with appropriate designation (EAGER, RAPID, CAREER, etc.): and follow with an informative title.
- Proposal may identify a maximum of four Co-PI/PDs; each individual's name and either NSF ID or primary registered e-mail address must be entered in the boxes provided.
- Address of Primary Place of Performance should reflect primary institutional location of project.

[] Project Summary (maximum 1 page):

- Written in the third person (he, she, they)
- limited to 4600 characters, including spaces
- Ensure that overview, intellectual merit, and broader impacts statements text blocks are completed.
- Formatting may not copy and paste correctly: dashes and quotation marks convert to a "?". Simply overwrite this inside the text box and save.
- ONLY Project Summaries that contain special characters may be uploaded in Supplementary Documents. Include separate headings for **overview**, statement on **intellectual merit**, and statement on **broader impacts**. *Special characters include formulas, sub- and postscripts, etc.*

[] Project Description (Maximum 15 pages for most proposals. Refer to solicitation for deviations.):

- Inclusion of Uniform Resource Locators (URLs): PIs are advised that the Project Description must be self-contained and are cautioned that URLs must not be used.
- Must include** separate section within the narrative entitled "**Broader Impacts**"
- "**Results from Prior NSF Support**": Required if the PI identified on the project has received NSF funding (including any current funding) *ending* in the past five years, information on the award(s) is required, irrespective of whether the support was directly related to the proposal or not. In cases where the PI has received more than one award (excluding amendments), they need only report on the one award most closely related to the proposal. Funding includes not just salary support, but any funding awarded by NSF. ***The following information must be provided using no more than five (5) pages:***
 - NSF award number, total amount funded and period of support;
 - title of the project;
 - summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts;
 - a listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state "No publications were produced under this award."
 - evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and
 - if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

Reviewers will be asked to comment on the quality of the prior work described in this section of the proposal. Please note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

If no prior support exists, maintain the "Results from Prior NSF Support" header and indicate accordingly.

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[] References Cited (no page limit):

- Include names of all authors (Do not use “et al”) in the same sequence in which they appear in the publication.

[] Biographical Sketch(es):

Beginning October 2020, biosketch must be in an NSF-approved format.

Effective October 2023, biosketch must be prepared via SciENCv.

- Maximum 3 pages per senior personnel
- Do not submit any personal information, this includes items such as: home address/telephone/email
- required information must be provided in the order and format specified:
 - **Professional Preparation**

<u>Undergraduate</u> Institution(s)	Location	Major	Degree & Year
<u>Graduate</u> Institution(s)	Location	Major	Degree & Year
<u>Postdoctoral</u> Institution(s)	Location	Major	Inclusive Dates (years)
 - **Appointments**

List, in reverse chronological order, all of your academic/professional appointments begin with the current appointment.
 - **Products**

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. Each produce must include full citation information.
 - **Synergistic Activities**

A list of up to five distinct examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

[] Proposal Budget: (annual and cumulative) >> pay attention to solicitation constraints

- Start with the OSP budget workbook – *your Grant Specialist can assist with Research.gov.*
- Budget Justification cannot exceed 5 pages.
- Budgets with proposed start dates of July 1 or later should include 3% salary inflation in the first year.
- Salary compensation for senior personnel cannot exceed two person months across all active awards, except where specifically approved.
- Do not include cost sharing, except where explicitly authorized. Inclusion of voluntary committed cost sharing is prohibited per NSF policy.

[] Current and Pending Support

Beginning October 5, 2020, most current NSF-approved CPS template must be used.

Effective October 2023, CPS must be prepared via SciENCv.

- Ensure that THIS proposal is included in pending support section.
- ALL project support must be listed, including internal support – Women's giving circle, ABIs etc.
- In-kind contributions not intended for use on the project/proposal being proposed that have associated time commitments also must be reported.
- A brief statement of overall objectives of each project or in-kind contribution must be provided.
- A brief summary of potential overlap with any active or pending proposal or in-kind contribution must be provided for each project listed.
- Minimum effort per entry is 0.1 person months. If the individual is not requesting salary, and will not be expending any effort, then the project should not be reported in current and pending support.

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[] Facilities, Equipment and Other Resources

- This section should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded.
- The description should be narrative in nature and must not include any quantifiable financial information.
- Resources listed here are not considered voluntary committed cost sharing but are expected to be provided, or made available, should the proposal be funded.

[] Supplementary Documentation:

- Post-doctoral mentoring plan (max 1 page)**, if applicable - description of mentoring activities
- Data Management Plan (max 2 pages)** - describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. Please follow appropriate NSF directorate policy <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>.
- Letter(s) of Collaboration (1 page only)** - Single-sentence format for any unfunded collaboration, if applicable.

“If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.”

- Departmental Letter (max 2 pages; for CAREER proposals)** – read layout in solicitation.
- Collaborators & Other Affiliations** - Download and complete current template from Research.gov. This must be uploaded as an Excel file, NOT PDF.

Collaborative Proposals from Multiple Organizations

For these proposals, the project title must begin with the words "Collaborative Research:". If funded, each organization bears responsibility for a separate award.

Minimum Required Documents	Lead Organization	Non-Lead Organization
Cover Sheet	X	X
Table of Contents (automatically generated)	X	X
Project Summary	X	
Project Description	X	
References Cited	X	
Biographical Sketch(es)	X	X
Budget and Budget Justification	X	X
Current and Pending Support	X	X
Facilities, Equipment, and Other Resources	X	X
Data Management Plan	X	
Postdoctoral Mentoring Plan (if applicable)	X	
Collaborators & Other Affiliations Information	X	X