NSF Proposal Checklist

General Formatting
- Black text, Arial/Palatino Linotype/Courier New 10 pt, OR Times/Computer Modern 11 pt
- Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok
- 1" ("normal") margins, 6 lines of text within a vertical space of 1"
- <u>Each document</u> paginated, starting with "1"

Cover Sheet (FastLane)
- For interdisciplinary proposals, all relevant programs have been identified.
- Proposal title includes any necessary prefix, e.g., "Collaborative Research:".
- For renewal proposals, previous award numbers have been entered.
- Related preliminary proposal number has been entered (if applicable).
- The "Special Exception to the Deadline Date Policy" box has been checked on the NSF Cover Sheet and the requisite Single Copy Document has been provided (if applicable).
- Appropriate box(es) have been checked, and requisite information has been provided.
- If the box for "Funding of an International Branch Campus of a U.S. IHE, including through use of a subaward or consultant arrangement" or "Funding of a Foreign Organization, including through use of a subaward or consultant arrangement" has been checked on the Cover Sheet, then the name of the applicable country(ies) in the International Activities Country Name(s) box(es) has been provided.

Project Summary
- One page, uploaded as required:
  - Overview, Intellectual Merit, Broader Impacts sections completed in provided boxes
  - Upload a PDF with the appropriate headers only if special characters are required

Project Description
- 15 pages, unless otherwise indicated in FOA
- All graphics/figures/charts within margins, legends are readable
- No URLs
- Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement)
- Separate section labeled as Broader Impacts
- Proprietary or Privileged Information Clearly marked and label with legend (PAPPG suggested language, "The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the Government, except for purposes of review and evaluation.")
- Results from Prior NSF Support (current funding or end date in last 5 years OR any current funding, including any no cost extensions)
  - No more than 5 pages total (included in 15-page Project Description max)
  - All PIs/coPI included

- o Statement included for any PI/coPI who doesn't have prior results: "No publications were produced under this award."
- o For each person's reported results:
  - o Title
  - o NSF award #, amount, project start and end dates
  - o Separate, labeled sections for "Intellectual Merit" and "Broader Impacts"
  - o List of all publications resulting from the award, with a complete bibliographic citation, may be in references. If none, then "No publications were produced under
    this award."
  - o Evidence of research products/availability, including data, pubs, samples, collections,
  - o For renewals, description of relation of completed work to proposed work

References Cited
- All author names listed, fully written out (i.e. no "et al") and in order as they appear
- Article/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay
- Formatting may be applied per discipline standards

Budget (For most up-to-date guidance, consult your assigned OSP officer)
- Each budget line item has been documented and justified in the budget justification.
- Any compensation for senior personnel in excess of two months has been disclosed in the proposal budget and justified in the budget justification.
- Contracts for the purpose of obtaining goods and services for the proposer's own use have been identified on Line G6 of the proposal budget, when applicable.
- The amount for indirect costs was calculated by applying the current negotiated indirect cost rate(s) to the approved base(s) and the amount has been specified in the budget justification.
- Each budget justification does not exceed five pages or the page limitation specified in a specific program solicitation. For proposals that contain a subaward(s), each subaward includes a separate budget justification that does not exceed five pages.
- Absolutely no cost share unless required by solicitation

Budget Justification   Template
- 5 page limit for each institution

Biographical Sketch   Template   FAQs
- A separate biographical sketch has been prepared through use of an NSF-approved format and provided for each individual identified as senior personnel.
- Each biographical sketch must not exceed two pages.
- The content described is in accordance with the instructions, and does not contain additional information beyond that specified.

- A list, in *reverse* chronological order by start date of all of the individual's academic, professional, or institutional appointments, beginning with the current appointment, has been provided for each individual.
- 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 has been provided. Each product includes the full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.
- 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 has been provided. The synergistic activities provided are specific and do not include multiple examples to further describe the activity.

Current and Pending Support   Template   FAQs
- A separate current and pending support document has been prepared through use of an NSF-approved format and provided for each individual identified as senior personnel. The pdf file(s) has been uploaded into FastLane, Research.gov or Grants.gov.
- All resources made available to the individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value, have been reported.
- In-kind contributions not intended for use on the project/proposal being proposed have been reported, if applicable.
- Current and pending support information has been provided for this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support has been 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) has been provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the individual.
- If the project (or any part of the project) now being submitted has been funded previously by a source other than NSF, information has been provided regarding the last period of funding.
- Information on this proposal is included.

Facilities, Equipment and Other Resources   Template
- 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, has been included.
- Current and pending support provided as in-kind contributions to the project (such as office/laboratory space, equipment, supplies, employees, students) has been identified, where applicable.
- No quantifiable financial information has been provided.

- If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal.

Letters of Collaboration   Template
- Does not include any support or endorsement language

Collaborators and Other Affiliations   Template   FAQS
- All names are listed in last name, first name order, doesn't need to be sorted alphabetically
- No change to column widths; it's ok to insert rows
- Column A has been filled in for Tables 2-5
- A COA table is uploaded for each PI/Co-PI/Senior Person