

NSF PROPOSAL CHECKLIST

Effective January 30th, 2023

Internal Deadline: All items must be uploaded in PACS at least 3 business days prior to sponsor deadline to ensure enough time for internal approval routing.

Note: As of January 30, 2023, all new proposals should be submitted via Research.gov unless otherwise specified.

****Please check program solicitation for specific proposal instructions, or additional materials required****

Proposal Items (see instructions for each item on following pages):	Complete?
Project Summary – 1 page maximum	
Project Description – 10 pages maximum (+ up to 5 pages of figures)	
Bibliography/References (no page limit, but must include bibliographic citations only)	
Facilities and Resources	
Budget	
Budget Justification – 5 pages maximum	
Biographical Sketch – 3 pages maximum (must use SciENcv or NSF fillable form*)- Both PI and Co Pi – Student Biosketch must include statement of current academic progress	
Data Management Plan – 2 pages maximum	
Current & Pending Support – (must use SciENcv or NSF fillable form*) - Both PI and Co Pi	
Collaborators and Other Affiliations- Both PI and Co Pi	
Letters of Collaboration (if applicable)	

***Only SciENcv can be used beginning October 23, 2023; NSF fillable form will be unavailable.**

Formatting Guidelines

The proposal must be clear, readily legible, and conform to the following requirements:

- Arial (not Arial Narrow), Courier New, or Palatino Linotype 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. PIs are cautioned, however, that the text must still be readable.

Fonts not listed in the PAPPG may be used for mathematical formulas, equations, or when inserting Greek letters of 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.

d. Paper size must be no larger than standard letter paper size (8 ½ by 11”).

e. Do not include page numbers in proposals submitted via Research.gov as the system will add page numbers.

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

Title of Proposed Project

Project Summary

The Project Summary should be written in the third person (do not use “we” or “our,” use “the PIs” or “the Team”), informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Note: FastLane will be removed as a submission option beginning January 30, 2023; the last day to submit proposal file updates/budget revisions and download submitted proposals in FastLane is September 29, 2023.

Proposals will be submitted through Research.gov.

- **Overview:** Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.
- **Intellectual Merit:** This criterion encompasses the potential to advance knowledge.
- **Broader Impacts:** This criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts will not be accepted by Research.gov or will be returned without review.

Biographical Sketch(es)

The biographical sketch must be provided through the use of an NSF-approved format (SciENcv or the NSF Fillable Form*). Uploading a format that is different from the NSF-approved formats will result in an error message.

***Beginning October 23, 2023, SciENcv is required to be used.**

Senior Personnel

A separate biographical sketch (limited to **three pages**) must be provided through use of an NSF-approved format (**SciENcv or NSF-approved Fillable Form***), for each individual designated as senior personnel. (See Exhibit II-3 for the definitions of Senior Personnel.) The following information must be provided in the order and format specified below. **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 is not responsible or in any way liable for the release of such material. (See also Chapter III.H).

(a) Professional Preparation

A list, **in reverse chronological order**, of the individual's undergraduate and graduate education and postdoctoral training (including location) as indicated below:

Postdoctoral Institution(s)	Location	Area	Inclusive Dates (years)
Graduate Institution(s)	Location	Major	Degree & Year
Undergraduate Institution(s)	Location	Major	Degree & Year

(b) Appointments

A list, **in reverse chronological order** by start date of all the individual's academic, professional, or institutional appointments, beginning with the current appointment. **Appointments include any titled academic, professional, or institutional position whether or not remuneration is received, and whether fulltime, part-time, or voluntary (including adjunct, visiting, or honorary).**

(c) 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. Acceptable products **must** be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. **Only the list of ten will be used in the review of the proposal.**

Each product **must** include 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.

Note: If only publications are included, the heading "Publications" may be used for this section.

(d) Synergistic Activities

A list of up to five distinct examples that demonstrates 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. Synergistic activities should be specific and must not include multiple examples to further describe the activity. Examples may include, among others: innovations in teaching and training; contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual's immediate organization.

(e) Certification

Signed certification on behalf of themselves certifies that information is current, accurate, and complete. The PI must type their name and date into appropriate field on fillable pdf. In SciENCv, certification will occur once the PI makes a pdf.

Facilities & Resources

This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers 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. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description). The description should be narrative in nature and must not include any quantifiable financial information.

If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into Research.gov/Grants.gov

Budget Justification

Budget Justification (**maximum of five pages**) must be included as part of the proposal. Your grant & contract administrator can provide a template for your completion if you wish. **Note: All travel (both domestic and foreign) must now be justified. Budgets containing funds for foreign travel must include relevant information, including countries to be visited (also enter names of countries on the proposal budget), dates of visit, if known.**

Data Management Plan

Each proposal must include a supplementary document of no more than two pages labeled “Data Management Plan.” This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. See attached document for some helpful advice on preparing this document.

Current & Pending Support

Must use SciENcv or NSF Fillable Form*. NSF will only accept PDFs that are generated through the use of an NSF-approved format. Other formats will not be accepted and will result in an error message. Must be certified (located on SciENcv fillable form) and updated prior to award.

NEW 20223-Ensure to type name and date to certify the form if using fillable PDF.

Letters of Collaboration (if applicable)

Documentation of collaborative arrangements of significance to the proposal through letters of collaboration. (See [GPG Chapter II.C.2.d\(iv\)](#)). Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows:

"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 or Other Resources section of the proposal."