



National Science Foundation (NSF) Proposal Checklist

This checklist is intended to serve as a supplementary document to NSF guidance, particularly the NSF Grant Proposal Guide (PAPPG) and solicitation guidelines. The following represents a list of the standard elements of an NSF proposal, but more detailed guidelines for each section (e.g., biographical sketches) can be found in the PAPPG and solicitation-specific guidelines (e.g., specific title for certain programs) should be referenced for further information.

Please keep in mind that this checklist does not replace a thorough reading of the applicable PAPPG sections or solicitation.

General

- Must submit final budget, budget justification and abstract to Geosciences Bus. Ofc 10 business days before deadline**
- Font:** Arial^{11pt}; Courier New, or Palatino Linotype (10pt or larger); Times New Roman (11pt or larger); Computer Modern family (11pt or larger); no more than six lines of text within vertical space of one inch
- Margins:** At least 1 inch in all directions
- Formatting:** Single column formatting
- Pagination:** Each section uploaded as a separate file is individually paginated
- For all required sections, if there is a specific reason a section has not been included, a statement explaining this is required.

Cover Sheet

- Program Announcement/Solicitation Number**
- NSF Organization Unit** (for consideration)
- Primary Place of Performance:** Address is the location where the proposed work will be performed
 - Title: 180 character limit (including spaces); if proposal is collaborative, title begins with “Collaborative Research”
 - Budget: Requested amount, proposal duration, and requested start date

As Applicable:

- PHS Animal Welfare Assurance: D16-00159; Expires 08/31/2023
- Human Subjects FWA (Federalwide Assurance): 00004218; Expires 11/19/2023

Project Summary

- 1 page limit / maximum of 4,600 characters
- Includes three separate text boxes/sections: (1) Overview, (2)

Intellectual Merit, and (3) Broader Impacts

Project Description

- 15 page limit; 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
- Broader Impacts** are addressed in separate section labeled “Broader Impacts”
- Results from Prior NSF Support:** Limited to 5 pages (as part of overall limit); included for all PIs/Co-Is with NSF funding in past 5 years
- No URLs allowed

References Cited

- Includes bibliographic citations only and no parenthetical information outside of 15-page project description
- All authors are listed (no “et al.”s)

For Collaborative Proposals Only:

- Both the lead and non-lead institutions must create a new proposal in FastLane.
- Cover sheet: In completing the proposal’s FastLane Cover Sheet, **only include PIs and co-PIs affiliated with your own institution.**
- The proposal title must begin with “Collaborative Research”.
- All titles, start dates, durations and NSF programs must be the same across the institutions.
- Non-Lead Institution must upload/fill in the following:
 - Budget for the portion of the work to be managed by their institution
 - Budget Justification
 - Facilities, Equipment & Other Resources
 - Proposal Classification Form (if submitting to BIO)
 - Biographical Sketches for the proposal’s senior personnel affiliated with their institution
 - Current & Pending Support for the proposal’s senior personnel affiliated with their institution
 - Assign their proposal a PIN, which they can do via the “Proposal PIN” button the “Proposal Actions”
 - Provide both the PIN and the Temporary Proposal ID to their contact at the lead

Biographical Sketches

- 2 page limit per person; *Click here for NSF requirements*
- Included for all senior/key personnel
- Collabs/Affiliations provided in a separate single copy doc
- Locations included under Professional Preparation

Budget & Budget Justification

- Senior/key personnel salaries match proposed effort and salaries in UAccess Employee/Manager Self Service
- All direct costs are allowable per federal (OMB A-21/UG) and NSF guidelines
- Indirect costs have been budgeted appropriately and applicable federal F&A rate was used

- Justification:** 5 page limit; Must include explanation for all direct costs, applicable inflation rates, and standard fringe benefit and F&A language.
- Justification includes additional explanation of non-standard direct costs proposed that represent unlike circumstances

Current and Pending Support

- Must use NSF PDF format - *Click here for info*
- Included for all senior/key personnel
- This proposal is listed as “pending”

Facilities, Equipment & Other Resources

- Describes resources that are directly applicable to the proposed work; all resources listed are currently provided or available should the proposal be funded. Description is narrative in nature and does not include any quantifiable financial information

Supplementary Documents

- Data Management Plan:** 2 page limit
- Postdoctoral Mentoring Plan:** Required if postdocs are proposed; 1 page limit
- Project Summary w/ Special Characters:** Required if special characters are necessary for project summary
- Other Supplementary Documents:** As applicable
 - Subrecipient Commitment Package(s)
 - Cost Share Documentation
 - Other Documentation