NSF Proposal Submission Checklist

National Science Foundation proposals are submitted through Research.gov with the foundational proposal preparation instructions outlined in the NSF Proposal & Award Policies & Procedures Guide (PAPPG).

<u>Formatting</u>:
- Font: Arial 10, Courier New 10, Palatino Linotype 10, Times New Roman 11, Computer Modern 11
- No more than 6 text lines per vertical inch or Research.gov will reject.
- 1 inch margins each direction or Research.gov will reject.
- No Page Numbers. Research.gov paginates automatically.

<u>Proposal Components</u>:
- ☐ Cover Sheet
    - ☐ Proposed start date
    - ☐ Duration
    - ☐ Make sure zip code is correct: 27695-7214
    - ☐ If the budget or proposal contains international travel, check the box and add country(s) or worldwide
- ☐ Project Summary - 1 page max
    - ☐ "Overview", "Broader Impacts", "Intellectual Merit" headings on separate lines
- ☐ Project Description - 15 pages max
    - ☐ "Results from Prior NSF Support" heading on separate line
    - ☐ "Broader Impacts" heading on separate line
    - ☐ No URL's
- ☐ References Cited
    - ☐ No "et al."; Must list all authors
- ☐ Budget
    - ☐ See Budget Worksheet SOP for additional guidance
- ☐ Budget Justification - 5 pages max
- ☐ Facilities, Equipment, and Other Resources
    - ☐ Place to include any senior personnel not listed in the budget or any uncommitted unpaid effort.
- ☐ Biographical Sketch - PI uses SciENcv
- ☐ Current and Pending Support - PI uses SciENcv
    - ☐ Must include proposal PI is applying for (this proposal) as a Pending proposal
- ☐ Collaborators and Other Affiliations - Make sure in most recent NSF Template
- ☐ Synergistic Activities - 1 page max

- [ ] Five distinct examples, no sub examples
- [ ] Data Management Plan - 2 pages max
- [ ] If Applicable: Mentoring Plan - 1 page max
  - [ ] Required if there is a GRA or Postdoc listed in the budget
- [ ] Optional: Letters of Collaboration - Not a letter of support
  - [ ] 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 and Other Resources section of the proposal."
- [ ] Optional: List of Suggested Reviewers
  - [ ] Follow required format
- [ ] Optional: List of Reviewers not to Include
  - [ ] Follow required format
- [ ] If Applicable: [NSF Safe and Inclusive Working Environments Plan for Off-Campus or Off-Site Research](#)
  - [ ] This document is only uploaded to research.gov if explicitly stated in the RFP. Otherwise, the document is only uploaded to PINS.