

| | NSF Checklist for Standard Proposal Submissions |
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| Cover Page | Program/Solicitation No./Closing Date Previous award number if a renewal Title must be brief, scientifically valid, and suitable for use in the public press Collaborative proposals – begin with “Collaborative Research:” Check appropriate boxes, if applicable |
| Font Size | No smaller than 10 point (Arial, Courier New or Palatino Linotype) or 11 point (Times New Roman or computer Modern) unless otherwise specified |
| Margin Requirements | Minimum of 1 inch on all sides |
| Pagination | Each uploaded section should be separately paginated |
| Project Summary | Written in third person (no use of “we” or “our”) – must use text boxes, unless symbols are absolutely necessary to describe the summary of work – one page limit |
| Project Description | 15 page limitation – must address broader impacts and results from prior NSF support within last 5 years. PIs and Co-PIs must list results separately, even if they are listing the same award; format must follow page 19 strictly. URLs must not be used |
| References Cited | Full bibliographic citation – all authors must be listed, no “et al”. |
| Collaborators & Other Affiliations | This section is now separate from the Biosketch Uploaded as single-copy document; required for all senior personnel |
| Biographical Sketch | Required for all senior personnel Limited to 2 pages Professional preparation – oldest to newest; include institution, location, major area, and year of degree Products/Publications - up to 5 relevant publications, 5 other significant publications and 5 synergistic activities – all authors must be listed, no “et al” |
| Current and Pending | Required for all senior personnel All support dedicated should be included whether compensated or not Must list all sponsored research from all sources (Federal, State, Industry, Internal (ex: Seed Grant), etc. Startup funds are not listed here as they are not sponsored research Total NSF support must not exceed 2 months Must include current proposal as pending |
| Budget and Justification | Justification limited to 3 pages for prime, 3 pages for each subrecipient or non-lead collaborator Include all direct costs allowable NSF prohibits cost share, unless specifically required in the solicitation Applicable research rate (on or off campus) should be used |
| Supplementary Documents | Data Management Plan – 2 page limit, required on all proposals or include justification for exclusion Facilities – aggregated description of the internal and external resources (physical and personnel) that the organization and its collaborators will provide to the project. Any significant collaborators not listed on the budget should have their roles described here and letter should be provided (on letterhead) in the supplementary documents following NSF’s recommended format. Postdoc Mentoring Plan – 1 page limit, required if postdocs are proposed by prime or Subrecipient Letters of Collaboration – preferably in NSF recommended format; should be limited to stating the intent to collaborate; no endorsements are permitted. Support letters should only be included if required in solicitation Project Summary if contains special characters – must contain appropriate headers |