

## National Science Foundation - Checklist

### Grant and Proposal Guide

[http://www.nsf.gov/pubs/policydocs/pappguide/nsf09\\_29/gpg\\_index.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_29/gpg_index.jsp)

### Exhibit II-1: Proposal Preparation Checklist

It is imperative that all proposals conform to the proposal preparation and submission instructions specified in this Guide. Proposals also must comply with NSF font, spacing and margin requirements. The guidelines specified in [GPG Chapter II.B](#) establish minimum requirements, however, readability is of utmost importance and should take precedence in selection of an appropriate font. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of proposal submission. NSF may return without review proposals that are not consistent with these instructions. See [GPG Chapter IV.B](#) for additional information.

Prior to electronic submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions, in the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- Format:**
- a) **individually paginate each section**
  - b) Font: Ariel, Courier New, Palatino=10 points or higher; Times New Roman = **11** or higher
  - c) **1" Margins**
  - d) Line spacing (Your choice, single, double)

**Title:** "Must be brief, scientifically or technically valid, suitable for use in public press"  
(Check w/Evi to see if within Fastlane they have a space limitation as they do not list any in the Grant Proposal Guidelines (GPG))

Proposal is responsive to the program announcement/solicitation or to the GPG.

If a proposal has been previously declined and is being resubmitted, proposal has been revised to take into account the major comments from the prior NSF review.

Proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.

#### **Single Copy Documents:**

Information about Principal Investigators/Project Directors (except for the required information regarding current or previous Federal research support and the name(s) of the PI/co-PI, submission of the information is voluntary).

Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable).

List of Suggested Reviewers, or Reviewers Not to Include (optional).

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Proprietary or Privileged Information Statement (if applicable).

Proposal Certifications (submitted by the Authorized Organizational Representative within 5 working days following the electronic submission of the proposal). (See [GPG Chapter II.C.1.e](#) for a complete listing of proposal certifications.)

[SF LLL, Disclosure of Lobbying Activities](#) (if applicable). (One copy only, scanned as a single copy document.)

### **Cover Sheet:**

Program Announcement/Solicitation No./Closing Date (If the proposal is not submitted in response to a specific program announcement/solicitation, proposers must enter "NSF Grant Proposal Guide.")

Specific NSF program(s) identified (if known).

For renewal proposal, previous award number entered.

Related preliminary proposal number entered (if applicable).

Check Appropriate Box(es), and provide requisite information, if the proposal includes any of the items identified. Note in particular, proposals that include use of human subjects or vertebrate animals require additional information to be submitted with these types of proposals.

### **Project Summary:**

Note limitation of one page, and the requirement that both merit review criteria be separately addressed within the body of the Summary. (a) Intellectual Merit (b) Broader Impacts. Not an abstract but a self-contained description of the activity. Include a statement of objectives and methods. **For details/sample of Intellectual Merit & Broader Impacts Criteria:** <http://www.nsf.gov/pubs/2003/nsf032/bicexamples.pdf>

### **Project Description: (Page II-7 of GPG)**

Note limitation of **15 pages** (Includes figures, graphs, etc. No URL's allowed!)

Statement of Work; Objectives; Significance, Relation to Long Term Goals of PI, Relation to Present State of Knowledge, Design of Activities, and where appropriate Experimental Methods & Procedures

Merit Review Criteria: Ensure both merit review criteria are described as an integral part of the narrative<sup>34</sup>

Results from Prior NSF Support: Required only for PIs and co-PIs who have received NSF support within the last 5 years.

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[ ] Human-resource information: Required for renewal proposals from academic institutions only.

[ ] Collaborations: Any substantial collaboration w/individuals not included in the budget should be described & documented with a letter from each collaborator in the Supplementary Documentation Section. **Note: Collaborative Proposals: See page II-21 of the GPG. See Evi for specific forms required by Fastlane**

**[ ] References Cited: (Page II-9 of GPG)**

[ ] No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description. Each reference must include names of all authors(in the same sequence as they appear in publication), the article and journal title, book title, volume number, page numbers and year of publication.

**[ ] Biographical Sketch(es): (Page II-9 of GPG)**

[ ] Note limitation of 2 pages per individual; required for all senior project personnel:

#### **A. Senior Personnel**

1. (co) Principal Investigator(s) -- the individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project. NSF does not infer any distinction in scientific stature among multiple PIs, whether referred to as PI or co-PI. If more than one, the first one listed will serve as the contact PI, with whom all communications between NSF program officials and the project relating to the scientific, technical, and budgetary aspects of the project should take place. The PI and any identified co-PIs, however, will be jointly responsible for submission of the requisite project reports.

2. Faculty Associate (faculty member) -- an individual other than the Principal Investigator(s) considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

The required information must be provided in the order and format specified.

**[ ] Current and Pending Support: Required for all senior project personnel.**

**[ ] Proposal Budget: (cumulative and annual) (Avg. 150,000 total costs per year, check w/Program Officer )**

[ ] Budget Justification (Note limitation of 3 pages per proposal.)

**[ ] Facilities, Equipment and Other Resources**

**[ ] Special Information and Supplementary Documentation:**

[ ] Postdoctoral Research Mentoring Plan – 1 Page; **See page II-18 of GPG**

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[ ] See [GPG Chapter II.C.2.j](#) for the types of information appropriate for submission in this section, as required.

[ ] Any additional items specified in a relevant program solicitation.

#### [ ] **Special Guidelines:**

[ ] Note that [GPG Chapter II.D](#) contains special proposal preparation instructions for certain types of proposals.