NATIONAL SCIENCE FOUNDATION

PROPOSAL PREPARATION CHECKLIST

Below is a general checklist of the documents required to submit an NSF proposal as listed in the NSF Proposal & Award Policies & Procedures Guide (January 2020). This checklist *does not* include any additional information that may be required by a particular program. Please be sure to consult the RFP for any additional required documents. The links provided below provide a full explanation for each category. The NSF required templates have been attached to this document.

PROJECT SUMMARY
The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. The Project Summary **may not exceed 1 page.**

PROJECT DESCRIPTION
The Project Description 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 under other support. Project description **may not exceed 15 pages.**

NOTE: Results of Prior NSF Support is required as a part of the Project Description if any PI or Co-PI identified on the proposal has received prior NSF support in the last 5 years or has any current funding, including any no cost extensions.

REFERENCES CITED
Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. There is **no page limit**.

BIOGRAPHICAL SKETCH(ES)
A biographical sketch is required for each individual identified as senior personnel. Please be sure to follow the format specified by NSF. Bio-sketches **may not exceed 2 pages**.

BUDGET AND BUDGET JUSTIFICATION
Each proposal must contain a budget for each year of support requested. The amounts for each budget line item requested must be documented and justified in the budget justification as specified in the PAPPG. Proposals containing a subaward(s) must include a separate budget justification of no more than five pages for each subaward. The budget justification must be **no more than 5 pages per proposal**.

CURRENT AND PENDING SUPPORT
Current and pending support is required for ongoing projects and proposals, including this project, and any subsequent funding in the case of continuing grants. All current project support from *whatever*

source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and any other senior personnel must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF.

FACILITIES, EQUIPMENT AND OTHER RESOURCES
The Facilities, Equipment and Other Resources section is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable and 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.

DATA MANAGEMENT PLAN
The Data Management Plan outlines the plan for data management and sharing of the products of research. Proposals must include a document of **no more than 2 pages** uploaded under "Data Management Plan" in the supplementary documentation section of FastLane.

COLLABORATORS AND OTHER AFFILIATIONS INFORMATION
Collaborators and other affiliations (COA) must be separately provided for *each* individual identified as senior project personnel. The COA information must be provided through use of the COA template. If there are more than 10 individuals designated as senior project personnel on the proposal, instructions provided in the applicable solicitation must be followed.