NSF Proposal Checklist

Cover Sheet
- ☐ Solicitation number, and due date (if applicable)
- ☐ Requested effective dates must allow at least six months for NSF review, processing and decision.
- ☐ Title follows naming convention, if required (i.e. Collaborative Research, RAPID, RAISE, EAGER)
- ☐ International Research/Education/Training Activities. List the primary countries involved on the Cover Sheet.
- ☐ Select "Collaborative Status" based on type of proposal submitted
- ☐ Co-PIs limited to 4 individuals

Project Summary – REQ'D
- ☐ 1 page max.
- ☐ Overview, Intellectual Merit, and Broader Impacts addressed (required headings)
- ☐ The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters is necessary (applicable to Fastlane only).

Project Description – REQ'D
- ☐ 15 pages max including images and figures
- ☐ Includes:
    - o Objectives for the period of the proposed work and expected significance
    - o Relation to longer-term goals of the PI's project
    - o Relation to the present state of knowledge in the field
    - o Relation to work in progress by the PI under other support and to work in progress elsewhere
    - o Broader Impacts resulting from proposed activities (separate heading)
    - o Description of the work to be performed by the subaward must be included in the project description
    - o Results from Prior NSF Support:
        - o Include if the PI or Co-PI has received NSF funding with an End Date or current funding (including NCEs) in the past 5 years regardless if directly related to proposal or not. **NOTE**: *Do not need to put "none" for Co-PI if PI has work.*
        - o Limited to 5 of the 15 pages
        - o If the project was recently awarded and there are no new results, describe major goals and broader impacts.
        - o Required elements per PI/Co-PI:
            - • The NSF award number, amount and period of support;
            - • The title of the project;
            - • A summary of the results of the completed work, including, for a research project, any contribution to the development of human resources in science and engineering;
            - • Separate headings for Broader Impacts and Intellectual Merit
            - • A listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state "No publications were produced under this award."
            - • If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

References Cited – REQ'D
- ☐ Each reference includes:
    - o The names of all authors (in the same sequence in which they appear in the publication- no "et al"),

- o The article and journal title, book title, volume number,
- o Page numbers, and
- o Year of publication

Biosketch – REQ'D for Senior Personnel 3 pages max
- ☐ Must be submitted in a NSF-approved format generated through NSF's fillable PDF (see https://www.nsf.gov/bfa/dias/policy/biosketch.jsp) or [SciENcv](https://www.nsf.gov)
- ☐ Professional Preparation (Chron. Order; includes Postdoctoral appointments) including institution, location, major/area, degree and year
- ☐ Academic/Professional Appointments (Reverse chron.):
    - o Must include all titled academic, institutional, or professional appointments whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)
- ☐ Products (5 related; 5 other significant); Each product must include full citation information; however, "et al" may be used in the event that listing multiple authors makes it difficult to fit the information into the allotted space. If only publications are included, the heading "Publications" may be used.
- ☐ Synergistic Activities: limited to 5 specific, distinct, single activity examples; multiple examples are not permitted.
- ☐ For *Other Personnel*, proposers may include biographical information for Post Docs, other professionals, or students (research assistants) with exceptional qualifications that merit consideration in proposal evaluation. The non-senior personnel biographical information does not need to comply with the NSF Biosketch format but must be clearly identified as 'Other Personnel' biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal.
- ☐ *Equipment Proposals* should provide for each auxiliary user a short biographical sketch and a list of up to five (5) publications most closely related to the proposed acquisitions
- ☐ Must be uploaded as a single file per each Senior Personnel associated with the proposal

Current & Pending – REQ'D for Senior Personnel
- ☐ Must be submitted in a NSF-approved format generated through NSF's fillable PDF (see https://www.nsf.gov/bfa/dias/policy/cps.jsp) or [SciENcv](https://www.nsf.gov)
- ☐ Include all federal and non-federal current projects and pending projects with a time commitment even if they receive no salary support from the project(s).
- ☐ Include information on objectives and overlap with other projects
- ☐ Include in-kind contributions NOT for use on the project/proposal being proposed (such as office/laboratory, space, equipment, supplies, employees, students)
- ☐ In-kind support/contributions that are intended for the use on the project/proposal being proposed to NSF must be included in the Facilities, Equipment, and Other Resources.
- ☐ Include funding directed to the individual (vs. UD) if it has a time commitment
- ☐ Must be uploaded as a single file per each Senior Personnel associated with the proposal.
- ☐ "This Proposal" submitted by PI must be listed as pending.

Budget – REQ'D
- ☐ If more than two months of salary in any one year is requested, justification for requesting more than 2 months should be included.
- ☐ The names of the PI(s), faculty, and other senior personnel and the estimated number of full-time-equivalent person-months for which NSF funding is requested and the total amount of salaries requested per year are listed.
    - o If PI/Co-PI salary is not requested, their names should not be included in the budget.

- ☐ Participant Support requested includes information on the number of participants to be supported.
- ☐ Subawards have a separate budget.
- ☐ Post-docs, if budgeted, require a mentoring plan in supplementary docs.

Budget Justification – REQ'D
- ☐ 5 pages max; if subawards are included, each subaward justification is limited to 5 pages.
- ☐ Equipment is justified, listed individually by description and estimated cost.
- ☐ International travel is justified including countries to be visited (also enter names of countries on the proposal budget), and dates of visit, if known.
- ☐ Definition of a salary year: "The University of Delaware effort policy defines a "salary year" as September through August" should be included
- ☐ F&A calculation should be included

Facilities, Equipment & Other Resources – REQ'D
- ☐ Only existing resources directly applicable to the proposed work are described.
- ☐ Collaborators:
  - o Include description of work to be performed provided, must not include any quantifiable financial information
  - o Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources document (also include a letter of collaboration from each)

Supplementary Documentation
- ☐ Any substantial collaboration with individuals. Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The PAPPG suggests standard language to use in letters of collaboration.

Suggested Reviewers
- ☐ List suggested Reviewers or Reviewers not to include. Include mail address and institutional affiliation. **For reviewers not to include, the reason why does not need to be included.**

Collaborations and Other Affiliations – REQ'D
- ☐ Collaborators & Other Affiliations Information must be separately provided for each individual identified as senior project personnel in the proposal.
  - o Must use NSF Excel template but does not need to be uploaded in Excel format
  - o Instructions at the top may be deleted, rows may be inserted as needed and the font size within a cell may be reduced to accommodate long names or other information.
  - o Column size and font type must not be altered.
  - o Information is not required to be sorted alphabetically.

Mentoring Plan – as REQ'D
- ☐ If a postdoc is included in the budget, then a postdoc mentoring plan is required. Limited to 1 page for entire proposal.

Data Management Plan – REQ'D
- ☐ Data Management Plan – 2-page max

<u>Proposal Formatting Restrictions</u>

FONT –Use Arial (not Arial Narrow; mac users may also use Helvetica and Palatino), Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger. A font size of less than 10 points may be used for mathematical formulas or equations and when using a Symbol font to insert Greek letters or special characters. **Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes** can have smaller size font, but must comply with type density guidelines and be readable.

TYPE DENSITY – When printed, text in the entire proposal (including figure captions) may be no more than six lines per vertical inch.

PAPER SIZE/MARGINS – Standard page size (8.5 x11) with 1 inch margins in all directions required.

PAGE FORMATTING – Use only single column formatting. Include page numbers.

HYPERLINKS – Can use anywhere except project description, ok if link text in blue.