| *This proposal checklist is designed for the standard NSF proposal and is a project management tool to help the PI with the typical required elements of an NSF proposal submitted through Research.gov and Fastlane. Please note that*  *Research.gov is a preferred system for NSF submissions since it has additional capabilities to check for formatting errors, and will eventually replace FastLane* ***The PI is ultimately responsible to adhere to all required components of a solicitation for proposal submission.*** *The checklist is based on the NSF general guidelines –* [*Proposal and Award Policies and Procedures Guide (PAPPG)*](https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp) *– and the specific program announcement should be consulted for anything that would supersede this information. For questions, please contact your TEC pre-award specialist.*  |
| --- |
| **Components of Proposal** | **Elements to Complete** | **Notes** |
| **Cover Sheet** | Fillable form  |  |
| **Project Summary** | Text box (Fastlane); PDF (Research.gov) | Limited to 1 page with no special characters, and has the following three sections: (1) overview, (2) a statement on the intellectual merit of the proposed activity, and (3) a statement on the broader impacts of the proposed activity. The Project Summary should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.*Fastlane*: If special characters are required, upload as a supplementary document. *Note:* Converts copied and pasted text of some punctuations to “?” – please double check.*Research.gov*: Upload as PDF. Maximum file size is 10 MB. |
| **Project Description** |  | Limited to 15 pages with figures. * *Required:* Results from Prior NSF Support section for the PI and Co-PIs, with only one award for each. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2diii)
* *Required:* Must contain, as a separate section within the narrative, a section labeled “Broader Impacts” [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2d)
* *Not allowed:* Uniform Resource Locators (URLs)

*Research.gov:* Upload as PDF. Maximum file size is 10 MB. |
| **References Cited** |  | No page limit. “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.”* *Not allowed:* et al. in author list (except for large consortia papers)

*Research.gov:* Upload as PDF. Maximum file size is 10 MB. |
| **Biographical Sketches** | [NSF-Approved Formats](https://www.nsf.gov/bfa/dias/policy/biosketch.jsp) | Limited to 2 pages. Biographical Sketches are required for PI, co-PIs, and Senior Personnel. Your file must include the following 4 section headings: Professional Preparation, Appointments, Products (or, as applicable, Publications), and Synergistic Activities. Synergistic Activities should be specific and must not include multiple examples to further describe the activity. Do not submit any personal information in the biographical sketch. Collaborators and Other Affiliations should not be included. Please list appointments and positions in reverse chronological order and include DOIs in publications. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2d) |
| **Collaborators and Other Affiliations** | [NSF-Approved Template](https://www.nsf.gov/bfa/dias/policy/coa.jsp) | Excel form for upload in Fastlane and Research.gov. [*NSF Guidelines.*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC1e) |
| **Budget** | TEC-provided Template Available | Refer to solicitation for guidance. |
| **Budget Justification** | TEC-provided Template Available | Limited to 5 pages. |
| **Facilities, Equipment and Other Resources** | TEC-provided Template Available | Include resources, both physical and personnel, (e.g., laboratory space, campus facilities, computer resources, office space, major equipment, mentoring resources) available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. The description should be narrative in nature and must not include any quantifiable financial information. A description of work for senior personnel and/or collaborators who do not request salary should be added here. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2i) |
| **Current & Pending Support** | [NSF-Approved Formats](https://www.nsf.gov/bfa/dias/policy/cps.jsp) | C&P information must be provided for this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2h) |
| **Postdoctoral Researcher Mentoring Plan** | TEC-provided Template Available | *If applicable.* Limited to 1 page. Required for proposals requesting funding for Postdocs. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#mentor) |
| **Data Management Plan** | TEC-provided Template Available | Limited to 2 pages. Required for all proposals. [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#dmp) |
| **Other Supplementary Documents** | “Other Personnel” Bio Info | *If applicable.* For the personnel categories: (a) Postdoctoral associates; (b) Other professionals [e.g., evaluator]; (c) Students (research assistants) the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal. Such information should be clearly identified as “Other Personnel” biographical information.  |
| Letters of Collaboration | *If applicable.* Unless required, Letters of Support are not allowed. 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.” [*NSF Guidelines*](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2div) |
|
| Consultant Letters | *If applicable.* |
| Outside Partners/ Subcontracts | *If applicable.* |
| **Suggested Reviewers** | Optional | “Proposers may include a list of suggested reviewers (including email address and organizational affiliation) who they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not to review the proposal, indicating why.” |
| **Special Considerations** | Any additional materials requested by funding agency | *If applicable.* To be uploaded as supplementary documents or additional single copy documents. |

[**Format of the Proposal**](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#dmp)

1. **Page Numbers:**
	1. FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file must be individually paginated prior to being uploaded to the electronic system.
	2. Research.gov automatically paginates a proposal. Each section of the proposal that is uploaded as a file should not be individually paginated.
2. **Proposal Margin and Spacing Requirements** (for all uploaded sections, including supplemental documentation)
	1. Use one of the following typefaces identified below (note: small type makes it difficult for the reviewers to read the proposals):
* Arial (note: Macintosh users may use Helvetica and Palatino typefaces), 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, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

* 1. No more than six lines of text within a vertical space of one inch.
	2. Margins, in all directions, must be at least an inch.