| *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 a NSF proposal.* ***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 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 on Fastlane |  |
| **Project Summary** |  | Limited to 1 page, no special characters. If special characters, to be uploaded as a supplementary document. |
| **Project Description** |  | Limited to 15 pages with figures |
| **References Cited** |  | No page limit |
| **Biographical Sketches** | [Template available](http://engineering.uci.edu/files/nsf_biographical_sketch_template.doc) | Please list appointments and positions in reverse chronological order; Biosketches limited to 2 pages |
| **Collaborators and Other Affiliations** | [Template available](http://engineering.uci.edu/files/nsf_collaborators_other_affiliations_template.xlsx) | Excel form for upload in Fastlane. |
| **Budget** | [Template available](http://engineering.uci.edu/files/budget_template.zip) | Refer to solicitation for guidance. |
| **Budget Justification** | [Template available](http://engineering.uci.edu/files/nsf_budget_justification_template.docx) | Limited to 3 pages  |
| **Facilities, Equipment and Other Resources** | [Template Available](http://engineering.uci.edu/files/nsf_facilities_template.docx) | To include the following resources as available: Laboratory space, Clinical, Animal facilities, Computer resources, Office space, Other, Major Equipment, Other Resources such as recharge facilities.A description of work for senior personnel and/or collaborators who do not request salary should be added here. |
| **Current & Pending Support** | [Template available](http://engineering.uci.edu/files/nsf_current_pending_support_template.docx) | To include the current proposed project. |
| **Postdoctoral Researcher Mentoring Plan** | [Template available](http://engineering.uci.edu/files/nsf_postdoctoral_research_mentoring_plan_template.docx) | If applicable. Required for proposals requesting funding for Postdocs. Limited to 1 page. |
| **Data Management Plan** | [Template available](http://engineering.uci.edu/files/nsf_data_management_plan_template.docx) | Limited to 2 pages. Required for all proposals. |
| **Other Supplementary Documents** | “Other Personnel” Bio Info | If applicable. |
| Letters of Collaboration | If applicable. Letters of support are not allowed.  |
|
| Consultant Letters | If applicable. |
| Outside Partners/ Subcontracts | If applicable. |
| **Suggested Reviewers** | Optional | If applicable. |
| **Special Considerations** | Any additional materials requested by funding agency | To be uploaded as supplementary documents or additional single copy documents. |