**NSF: Format of the Proposal**

1. **Proposal Pagination Instructions**

Proposers are advised that 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.

1. **Proposal Margin and Spacing Requirements**

The proposal must conform to the following requirements:

1. Use one of the following typefaces identified below:

• 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.

b. No more than six lines of text within a vertical space of one inch.

1. Margins, in all directions, must be at least an inch.

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

1. **Page Formatting**

Proposers are strongly encouraged to use only a standard, single-column format for the text.

The guidelines specified above establish the minimum type size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. **Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the above guidelines may be grounds for NSF to return the proposal without review.** Adherence to type size and line spacing requirements also is necessary to ensure that no proposer will have an unfair advantage, by using smaller type or line spacing to provide more text in the proposal.