

## National Science Foundation (NSF) Checklist

**PLEASE NOTE: THIS CHECKLIST DOES NOT REPLACE THE SOLICITATION.**  
Please review program specific solicitation for compliance and completeness.

DUE DATE AND AWARD INFORMATION	
<b>Internal deadline*</b>	<b>OSP: 5 business days prior to sponsor or lead institution deadline</b>
<b>Award notification</b>	At least 6 months after sponsor deadline
*If the project has collaborative partners (subawards or consultants), deadlines will need to be extended accordingly to gather the necessary documentation for these partners.	

FORMATTING INSTRUCTIONS	
<b>Document format</b>	PDF only
<b>Font type/size</b>	<ul style="list-style-type: none"> <li>✔ Arial, Courier New, Palatino Linotype - 10 or larger;</li> <li>✔ Times New Roman - 11 or larger;</li> <li>✔ Computer Modern family of fonts – 11 or larger</li> </ul>
<b>Line spacing</b>	<ul style="list-style-type: none"> <li>✔ No more than 6 lines of type within a vertical space of 1 inch</li> <li>✔ Only single column formatting</li> </ul>
<b>Page size</b>	8.5" x 11"
<b>Margins</b>	1.0" all sides
<b>Grant Proposal Guide</b>	<a href="https://www.nsf.gov/pubs/policydocs/pappg18_1/index.jsp">https://www.nsf.gov/pubs/policydocs/pappg18_1/index.jsp</a>

PROPOSAL DOCUMENTS	
<b>1</b>	<input type="checkbox"/> <b>Proposal Cover Sheet</b>
<b>2</b>	<input type="checkbox"/> <b>Proposal Summary (Abstract) - 1 page, 4,600 character limit</b> <ul style="list-style-type: none"> <li>✔ <i>Overview</i>- Description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed</li> <li>✔ <i>Intellectual Merit</i>- describe the potential of the proposed activity to advance knowledge</li> <li>✔ <i>Broader Impacts</i>- describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes</li> </ul>
<b>3</b>	<input type="checkbox"/> <b>Table of Contents – system generated</b>
<b>4</b>	<input type="checkbox"/> <b>Project Description – 15 page limit</b> <ul style="list-style-type: none"> <li>✔ Must contain a separate section within the description labeled “Intellectual Merit” and a separate section within the narrative, labeled “Broader Impacts”.</li> <li>✔ Results from Prior NSF Support is required (if applicable limit 5 pages of total 15 pages)                             <ul style="list-style-type: none"> <li>○ Must include all NSF funding regardless of whether there is salary or whether the project is directly related to the proposal.</li> <li>○ Must follow a specific format:                                     <ul style="list-style-type: none"> <li>▪ NSF award number, amount &amp; period of support</li> <li>▪ Title of project</li> <li>▪ A summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts</li> <li>▪ 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.”</li> <li>▪ Evidence of research products and their availability, including, but not limited to:</li> </ul> </li> </ul> </li> </ul>

## National Science Foundation (NSF) Checklist

**PLEASE NOTE: THIS CHECKLIST DOES NOT REPLACE THE SOLICITATION.**

**Please review program specific solicitation for compliance and completeness.**

		<p>data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and</p> <ul style="list-style-type: none"> <li>▪ If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.</li> </ul>
<b>5</b>	<input type="checkbox"/>	<p><b>References Cited</b> – no page limit</p> <ul style="list-style-type: none"> <li>✔ Include names of all authors (no et al.), article &amp; journal title, book title, volume number, page numbers &amp; year of publication</li> <li>✔ If no references, a statement to that effect should be uploaded</li> </ul>
<b>6</b>	<input type="checkbox"/>	<p><b>Biosketch(es)</b> – 2 page limit per investigator</p> <ul style="list-style-type: none"> <li>✔ Required for all senior project personnel</li> <li>✔ Must follow a specific format: <ul style="list-style-type: none"> <li>○ Professional Preparation – including location of undergrad, grad and postdoc institution</li> <li>○ Appointments</li> <li>○ Products (10 total- 5 products closely related and 5 other significant products)</li> <li>○ Synergistic Activities (Up to 5 examples that show broader impact)</li> </ul> </li> </ul>
<b>7</b>	<input type="checkbox"/>	<p><b>Budget</b> - Each proposal must contain a budget for each year of support requested.</p>
<b>7a</b>	<input type="checkbox"/>	<p><b>Budget Justification</b> – 5 page budget justification limit for the prime and each sub award.</p>
<b>8</b>	<input type="checkbox"/>	<p><b>Current and Pending Support</b> – **no page limit</p> <ul style="list-style-type: none"> <li>✔ Must include the proposed project as pending</li> </ul>
<b>9</b>	<input type="checkbox"/>	<p><b>Facilities, Equipment, and Other Resources</b> – no page limit</p> <ul style="list-style-type: none"> <li>✔ If no facilities, a statement to that effect should be uploaded</li> </ul>
<b>10</b>	<input type="checkbox"/>	<p><b>Data Management Plan</b> – 2 page limit</p> <ul style="list-style-type: none"> <li>✔ Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.</li> </ul>
<b>11</b>	<input type="checkbox"/>	<p><b>Post Doc Mentoring Plan</b> – 1 page limit</p> <ul style="list-style-type: none"> <li>✔ Required if funding is requested to support postdoctoral researchers</li> <li>✔ Describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subawardee organization, or at any organization participating in a simultaneously submitted collaborative project</li> </ul>
<b>12</b>	<input type="checkbox"/>	<p><b>Supplementary Documentation (If applicable)</b></p> <ul style="list-style-type: none"> <li>✔ Collaboration letters must only state the intent to collaborate and not contain endorsements or evaluation of the project</li> </ul>
<b>13</b>	<input type="checkbox"/>	<p><b>Collaborators and Other Affiliations Information</b></p> <ul style="list-style-type: none"> <li>✔ Collaborations and other affiliation information must be provided, separately, on the NSF excel template for each individual identified as senior project personnel</li> <li>✔ Format: Alphabetical order by last name. <ul style="list-style-type: none"> <li>○ Collaborators and Co-Editors. On a project, book, article, report, abstract or paper during the 48 months preceding this proposal. Also, co-editors of a journal, compendium or conference proceedings during the 24 month preceding this proposal.</li> <li>○ Graduate Advisors. Individual’s own graduate advisor (s) and current organizational affiliation if known.</li> <li>○ Ph.D. Advisor. All persons with whom the individual has had an association as a Ph.D. advisor. (special template)</li> </ul> </li> </ul>