**NSF Proposal Checklist**

**Cover Sheet**

* Requested start date must allow at least six months for NSF review, processing and decision.

**Project Summary – REQUIRED**

* 1 page max, now in three text boxes NOT to exceed 4,600 characters
* Overview, Broader Impacts & Intellectual Merit addressed separately

**Project Description – REQUIRED**

* 15 pages max (usually)
* Includes:
* Objectives for the period of the proposed work and expected significance
* Relation to longer-term goals of the PI's project
* Relation to the present state of knowledge in the field
* Relation to work in progress by the PI under other support and to work in progress elsewhere
* Broader impacts resulting from proposed activities.
* PI has received NSF funding in past 5 years and has included:
* 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;
* publications resulting from the NSF award;
* a brief description of available data, samples, physical collections and other related research products not described elsewhere; and
* if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.
* Separate and distinct description of the broader impacts and intellectual merits of the award(s)

**References Cited – REQUIRED**

* Each reference includes
  + 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

**Biosketch – REQUIRED for Senior Personnel**

* Professional Preparation (Chron. order)
* Academic/Professional Appointments (Reverse chron. order)
* Products/Publications (5 related; 5 other significant)
* Synergistic Activities (limit 5)
* Collaborations & Other Affiliations (Alpha. Order)
  + The total number of graduate students advised and postdocs sponsored must be identified
* *Other personnel* including postdocs, student assistants, or professionals can include information on exceptional qualifications that merit consideration in the evaluation 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.

**Current & Pending – REQUIRED for Senior Personnel**

* All federal and non-federal current projects and pending projects requiring a portion of time are included, even if they receive no salary support from the project(s).
  + The total award amount for the entire award period covered (including indirect costs) is shown.
  + The number of person-months per year to be devoted to the project, regardless of source of support, is shown.

**Budget – REQUIRED**

* No more than two months of salary in any one year are requested (including all current NSF awards).
* 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.
* 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 – REQUIRED**

* 3 pages max.
* 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), dates of visit, if known.

**Facilities, Equipment & Other Resources – REQUIRED**

* Only resources directly applicable to the proposed work are described.

**Data Management Plan – REQUIRED**

* Labeled, 2 pages max.; describe how the proposal will conform to NSF policy on dissemination and sharing of research results.

**Special Information/Supplementary Documentation – OPTIONAL**

* Any substantial collaboration with individuals not included in the budget is described and documented with a letter from each collaborator included in this section.
* Post-doc mentoring plan (if budgeted); 1 page max.

**Proposal Formatting Restrictions**

**FONT –** All text must be black. Use Arial10, 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 1inch margins in all directions required.

**PAGE FORMATTING** – Use only single column formatting. Include page numbers. Color may be used in figures but not text.