



NSF General Proposal Checklist

This checklist is meant to be used as a guide and does not replace the detailed requirements for submission information, which are found in the solicitation and NSF Proposal and Award Policies and Procedures Guide (PAPPG)

Eligibility Requirements	<ul style="list-style-type: none"> - Review the full solicitation for complete requirements, including: <ul style="list-style-type: none"> • Who may serve as PI or CO-I • Limit on the number of proposals per PI • Limit on the number of proposals per organization
Required Document	Document Requirements
Formatting Requirements	<ul style="list-style-type: none"> - Font (Arial/ Palatino 10 pt, Times/Computer Modern 11 pt) - Fonts not listed above may be used for formulas, equations, Greek letters - 1 inch margins, no more than 6 lines per one square inch of space - Each document paginated
Project Summary <ul style="list-style-type: none"> - 1 page max 	<ul style="list-style-type: none"> - Written in 3rd person - 3 sections completed in boxes (upload a PDF <u>only</u> if special characters are required) - 1 page maximum
Project Description <ul style="list-style-type: none"> - 15 pages Prior NSF support	<ul style="list-style-type: none"> - Meets page limit (usually 15 but refer to solicitation) - All graphics/figures/charts in the document uploaded ok - Separate section for and titled as “Broader Impacts”, “Intellectual Merit” - No URLs - Include a description of the work to be performed by subawards - The following information must be provided: <ul style="list-style-type: none"> • (A) NSF award number, amount of support, period of support • (B) Title of Project • (C) Summary of Results • (D) Publications resulting from the NSF award • (E) evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan • (F) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work. - Example: <i>“PI [name]: a) XYZ-1234567, \$200,000, 8/1/2017-7/31/2019; b) "CRII: CPS: City Lines: Designing Urban Hub-and- Spoke Transportation System with Data-Driven Cyber-Control"; c) Intellectual Merits: develops a trans- formative urban transit system, employing hybrid hub-and-spoke transit service with shared shuttles. Broader Impacts: The project will enhance undergraduate and graduate education through integration of teaching and research. d) no publications yet; e) n/a”</i>
References <ul style="list-style-type: none"> - No page limit 	<ul style="list-style-type: none"> - All author names are listed and fully written out (i.e. no “et al”) - Names appear in the order they appear in publication - Include article or chapter title and, for book chapters, book title - Include start and end page numbers
Budget	<ul style="list-style-type: none"> - Meets guideline specifics - Inclusion of voluntary committed cost share is prohibit, unless specifically stated in the program solicitation
Budget Justification <ul style="list-style-type: none"> 5 pages max 	<ul style="list-style-type: none"> - No more than 5 pages for the lead proposal - Include rates of pay for all paid personnel - If more than 2 months salary requested, justification included

Biosketch - 2 pages	<ul style="list-style-type: none"> - Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file) - No more than 2 pages per biosketch - Includes all and only the required elements: <ul style="list-style-type: none"> • Professional Preparation – chronological order, include institution, location, major, degree and year (or postdoctoral field and years) • Appointments in reverse chronological order • Products <ul style="list-style-type: none"> - Up to 5 most closely related and up to 5 other significant, publications must be published or submitted for publication - List publications using same guidelines as for References, above • Synergistic Activities – list up to 5 distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities.
- Current and Pending Support	<ul style="list-style-type: none"> - Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file) - Information for each project complete, including non-zero time commitment - List this proposal as pending support
Facilities, Equipment and Other Resources	<ul style="list-style-type: none"> - No cost sharing language (i.e. no exact amounts to be contributed to the project) although other resources may be included - Includes description of unfunded collaborations - Include description of unfunded senior personnel role(s) on project
Supplementary Documents	Required Elements
Data Management Plan - 2 pages	<ul style="list-style-type: none"> - No more than 2 pages - Guide can be found at: http://libguides.wpi.edu/datamanagement - Examples can be found at: file://research.wpi.edu/data_man_plan
Post Doc Mentoring Plan - 1 page	<ul style="list-style-type: none"> - Only required if funding requested to support post doc - No more than 1 page
Letters of Collaboration	<ul style="list-style-type: none"> - Letters of collaboration only (no letters of support, limit to stating intent to collaborate, should not contain endorsements or evaluation of project) - Letters of collaboration from unfunded collaborations - All letters of collaboration follow PAPPG format - Example Text (from PAPPG): - <i>"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."</i>
Other Supplementary Documentation	<ul style="list-style-type: none"> - Allowed or required per solicitation
Single Copy Documents	Required Elements
Collaborators & Other Affiliations Included in Single Copy Documents	<ul style="list-style-type: none"> - Provide individual list for each of senior project personnel - Collaborators, Co-authors, Co-editors in last 48 months, Coeditors in last 24 months – listed name and current organizational affiliation alphabetically - Graduate Advisors and Thesis Advisors- list advisors and current organizational affiliation <p>Template can be found at: https://www.nsf.gov/bfa/dias/policy/coa.jsp</p>

Be sure to review the solicitation for full list of requirements. Other specific details, such as mandatory key words or other mandatory documents, will be found there.