



## 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	
The first step to any proposal is making sure you are eligible to submit!	<ul style="list-style-type: none"> <li>Review the full solicitation for complete requirements, including: <ul style="list-style-type: none"> <li>Who may serve as PI or CO-PI</li> <li>Limit on the number of proposals per PI</li> <li>Limit on the number of proposals per organization</li> <li>Prior Funding Limitations (either needing prior funding, or not)</li> <li>Tenure Track Requirements</li> <li>If a project evaluator is required</li> </ul> </li> </ul>
Submission System	<ul style="list-style-type: none"> <li>NSF is phasing out Fastlane by December 2022. Check your solicitation requirements to see if using Research.gov for submission is required.</li> </ul>
Required Document	
Formatting Requirements	<ul style="list-style-type: none"> <li>Font (Arial/ Palatino 10 pt, Times/Computer Modern 11 pt)</li> <li>Fonts not listed above may be used for formulas, equations, Greek letters</li> <li><b>1 inch margins, no more than 6 lines per one square inch of space</b></li> </ul>
Project Summary	<ul style="list-style-type: none"> <li>Written in 3<sup>rd</sup> person</li> <li>3 sections completed in boxes (upload a PDF <u>only</u> if special characters are required)</li> <li>1 page maximum</li> </ul>
Project Description <ul style="list-style-type: none"> <li>15 pages</li> </ul> Prior NSF support	<ul style="list-style-type: none"> <li>Meets page limit (usually 15 but refer to solicitation)</li> <li>No URLs</li> <li>Separate section for and titled as "Broader Impacts" and "Prior NSF Support"</li> <li>The following information must be provided for Prior NSF Support: <ul style="list-style-type: none"> <li>(A) NSF award number, amount of support, period of support</li> <li>(B) Title of Project</li> <li>(C) Summary of Results</li> <li>(D) Publications resulting from the NSF award</li> <li>(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</li> <li>(F) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.</li> </ul> </li> </ul>
References <ul style="list-style-type: none"> <li>No page limit</li> </ul>	<ul style="list-style-type: none"> <li>All author names are listed and fully written out (i.e. no "et al")</li> <li>Names appear in the order they appear in publication</li> <li>Include article or chapter title and, for book chapters, book title</li> <li>Include start and end page numbers</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Meets the specific requirements included in the solicitation such as maximum or minimum budget, inclusion of travel funding,</li> <li>Inclusion of voluntary committed cost share is prohibited, unless specifically required in the program solicitation. This includes institutionally-provided sources such as a start-up package.</li> </ul>
Budget Justification	<ul style="list-style-type: none"> <li>No more than 5 pages</li> <li>Include rates of pay for all paid personnel</li> <li>If more than 2 months of summer salary requested, justification included</li> </ul>

Biosketch	<ul style="list-style-type: none"> <li>– Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file)</li> <li>– No more than <b>3 pages per biosketch as of October 2021</b></li> <li>– *The biosketch needs to either be created using the <a href="#">NSF-published PDF</a> or using <a href="#">ScienCV</a>. It CANNOT be created using Microsoft Word or LaTeX.</li> </ul>
– Current and Pending Support (“C&P”)	<ul style="list-style-type: none"> <li>– Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file)</li> <li>– <b>All</b> projects (including this project) currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or directly to the individual. <a href="#">Please review the disclosure table for more information.</a></li> <li>– The C&amp;P Form needs to either be created using the <a href="#">NSF-published PDF</a> or using <a href="#">ScienCV</a>. It CANNOT be created using Microsoft Word or LaTeX.</li> </ul>
Facilities, Equipment and Other Resources	<ul style="list-style-type: none"> <li>– No cost sharing language (i.e. no exact amounts to be contributed to the project), such as descriptions on start-up packages, commitment of PI time over what’s required in the budget, etc.</li> <li>– Includes description of unfunded collaborations and unfunded senior personnel roles on the project (such as advisory board, use of equipment, etc)</li> </ul>
<b>Supplementary Documents</b>	<b>Required Elements</b>
Data Management Plan	<ul style="list-style-type: none"> <li>– No more than 2 pages</li> <li>– Guide can be found at: <a href="http://libguides.wpi.edu/datamanagement">http://libguides.wpi.edu/datamanagement</a></li> </ul>
Post Doc Mentoring Plan	<ul style="list-style-type: none"> <li>– Only required if funding requested to support post doc</li> <li>– No more than 1 page</li> </ul>
Letters of Collaboration	<ul style="list-style-type: none"> <li>– Letters of collaboration only (no letters of support, limit to stating intent to collaborate, should not contain endorsements or evaluation of project)</li> <li>– Letters of collaboration from unfunded collaborations</li> <li>– All letters of collaboration follow PAPPG format</li> <li>– Example Text (from PAPPG):</li> <li>– <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></li> </ul>
Other Supplementary Documentation	<ul style="list-style-type: none"> <li>– Allowed or required per solicitation</li> </ul>
<b>Single Copy Documents</b>	<b>Required Elements</b>
Collaborators & Other Affiliations Included in Single Copy Documents	<ul style="list-style-type: none"> <li>– Provide individual list for each of senior project personnel</li> <li>– Collaborators, Co-authors, Co-editors in last 48 months, Coeditors in last 24 months – listed name and current organizational affiliation alphabetically</li> <li>– Graduate Advisors and Thesis Advisors- list advisors and current organizational affiliation</li> </ul> <p>Template can be found at: <a href="https://www.nsf.gov/bfa/dias/policy/coa.jsp">https://www.nsf.gov/bfa/dias/policy/coa.jsp</a></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.*