

Checklist for NSF Standard Proposal

This document is designed only to serve as a project management tool. It represents standard elements of an NSF proposal from the 2017 Grant Proposal Guide. It does NOT replace the detailed information available within the relevant funding opportunity announcement, the funding agency's forms, instructions, and review criteria. Particular funding opportunity announcements have specific requirements that may not be included in this checklist, or the checklist may have more than is required for your project. Please refer to the RFA.

https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp

NSF 17-1 January 30, 2017; Significant Changes and Clarifications to the PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/sigchanges.jsp

PI: _____ FM: _____

Handoff Date (to FM): _____ Due to NSF: _____

Project Title: _____

MSU ePCF submitted?

It is imperative that all proposals conform to the proposal preparation and submission instructions specified in Part I of the [Proposal and Award Policies and Procedures Guide](#). Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of proposal submission. Note that some NSF program solicitations modify standard NSF proposal preparation guidelines, and, in such cases, the guidelines provided in the solicitation must be followed. FastLane uses the rules specified for each type of proposal, (e.g., Research, RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, Conference, Equipment, or Travel) to check for compliance prior to submission to NSF. Proposers are strongly advised to review the applicable sections of [Chapter II.E](#), relevant to the type of proposal being developed PRIOR to submission. NSF will not accept³⁵ or will return without review proposals that are not consistent with these instructions. See [Chapter IV.B](#) and visit: <http://www.nsf.gov/bfa/dias/policy/autocompliance.jsp> for additional information.

Required Items	Notes	Responsible Party/Status	Uploaded in FastLane ✓
FastLane Validations	<input type="checkbox"/> Verify PI's FastLane Credentials <input type="checkbox"/> SRO Submit Accesss (If not given, the Fiscal Manager will not be able to view the proposal in FastLane.)		

<p>General Instructions</p>	<p>Font: Arial, Courier New, or Palatino Linotype (10 pt or larger); Times New Roman (11 pt or larger); Computer Modern (11 pt or larger)</p> <p>Margins: Minimum 1 inch on all sides</p> <p>Formatting: Single columns</p> <p>Pagination: FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file should be individually paginated prior to being uploaded to the electronic system.</p> <p><u>NSF Checklist Items</u></p> <p><input type="checkbox"/> The proposal is compliant with the provisions in the PAPPG and/or the relevant program solicitation.</p> <p><input type="checkbox"/> The proposal is responsive to the relevant program description or announcement (if applicable).</p> <p><input type="checkbox"/> If the proposal has been previously declined and is being resubmitted, the proposal has been revised to take into account the major comments from the prior NSF review.</p> <p><input type="checkbox"/> The proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.</p> <p><input type="checkbox"/> The proposal must be submitted by 5 p.m. submitter's local time on the established deadline date.</p>		
<p>Single Copy Documents:</p>	<p><input type="checkbox"/> Authorization to Deviate from NSF Proposal Preparation Requirements is included (if applicable).</p> <p><input type="checkbox"/> List of Suggested Reviewers, or Reviewers Not To Include has been provided (if applicable).</p> <p><input type="checkbox"/> SF LLL, Disclosure of Lobbying Activities (if applicable).</p> <p><input type="checkbox"/> Collaborators and Other Affiliations Information has been separately provided for each individual identified as senior project personnel.</p>		
<p>Cover Sheet:</p>	<p><input type="checkbox"/> For interdisciplinary proposals, ensure all relevant programs are identified.</p> <p><input type="checkbox"/> Title includes any necessary prefix, e.g., "Collaborative Proposal:."</p> <p><input type="checkbox"/> For renewal proposals, previous award numbers have been entered.</p> <p><input type="checkbox"/> Related preliminary proposal number has been entered (if applicable).</p> <p><input type="checkbox"/> The "Special Exception to the Deadline Date Policy" box has been checked on the NSF Cover Sheet and the requisite Single Copy Document has been provided (if applicable).</p> <p><input type="checkbox"/> Appropriate box(es) have been checked, and requisite information has been provided.</p>		

Project Summary:	<p><input type="checkbox"/> The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters is necessary. Such Project Summaries must be formatted with separate headings for Overview, Intellectual Merit and Broader Impacts.</p> <p><input type="checkbox"/> The Project Summary should be written in the third person.</p> <p><input type="checkbox"/> The Project Summary must not exceed one page.</p>		
Project Description:	<p><input type="checkbox"/> The Project Description must not exceed the 15-page limitation, the limit specified in a specific program solicitation, or the limit provided in the instructions for types of proposals (e.g., RAPID, EAGER and Ideas Lab).</p> <p><input type="checkbox"/> Project Description contains, as a separate section within the narrative, a section labeled "Broader Impacts".</p> <p><input type="checkbox"/> Project Description is self-contained, and Uniform Resource Locators (URLs) have not been included.</p> <p><input type="checkbox"/> Results from Prior NSF Support have been provided for PIs and co-PIs who have received NSF support with a start date in the past five years. Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings, and are limited to five pages of the Project Description.</p>		
References Cited:	<p><input type="checkbox"/> This section includes bibliographic citations only and does not provide parenthetical information outside of the 15-page Project Description.</p> <p><input type="checkbox"/> Each reference is in the required format, which may vary according to the norms of the scientific discipline.</p>		
Biographical Sketch(es):	<p><input type="checkbox"/> The content described is in accordance with the instructions, and does not contain additional information beyond that specified.</p> <p><input type="checkbox"/> Each biographical sketch must not exceed two pages.</p> <p><input type="checkbox"/> Each individual's biographical sketch must be uploaded as a single PDF file associated with that individual.</p>		
Proposal Budget:	<p><input type="checkbox"/> Each budget line item is documented and justified in the budget justification.</p>		
Cost Sharing:	<p><input type="checkbox"/> Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. While not required by NSF, proposing organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the proposal budget or budget justification.</p>		

Current and Pending Support:	<p><input type="checkbox"/> All current and pending support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s).</p> <p><input type="checkbox"/> Information on this proposal is included.</p> <p><input type="checkbox"/> Each individual's current and pending support must be uploaded as a single PDF file or inserted as text associated with that individual.</p>		
Facilities, Equipment and Other Resources:	<p><input type="checkbox"/> An aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded, has been included.</p> <p><input type="checkbox"/> No quantifiable financial information has been provided.</p> <p><input type="checkbox"/> If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into FastLane.</p>		
Special Information and Supplementary Documentation:	<p><input type="checkbox"/> A postdoctoral mentoring plan, limited to one page, has been included, if required.</p> <p><input type="checkbox"/> A data management plan, limited to two pages, has been included.</p> <p><input type="checkbox"/> Letters of collaboration documenting collaborative arrangements of significance to the proposal have been included (if applicable).</p> <p><input type="checkbox"/> Other types of information identified in Chapter II.C.2.j have been included, as appropriate.</p> <p><input type="checkbox"/> Any additional items specified in a relevant program solicitation have been included.</p>		
Appendices:	<p><input type="checkbox"/> Appendices may not be included unless a deviation has been authorized.</p>		

Updated: 3/30/2017