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|  | **National Science Foundation Proposal Submission and preparation Checklist** For proposals submitted on or after 30 January 2017 |

**Overview**

The National Science Foundation has established standard proposal preparation instructions and guidance through the Proposal & Award Policies & Procedures Guide [PAPPG] (and as excepted in this checklist). The standards listed in the PAPPG are the minimum standards; PIs are encouraged to carefully consider proposal layout and readability while developing their submission.

Please also note that additional information regarding proposal preparation and submission may be available in the program solicitation and may deviate from this checklist. The hyperlinks below link directly to the relevant sections of the PAPPG.

**Pre-submission Compliance Requirements**

[ ]  All individuals designated as Senior Personnel have completed an [Outside Activities Report](https://oar.uwm.edu/cgi-bin/login.pl) within the last 12 months.

**[Proposal Format](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIB)**

[ ]  FastLane does not automatically paginate a proposal. Applicants must paginate files prior to upload to FastLane.

[ ]  Proposals may use one of the following typefaces:

Arial, 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, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

[ ]  No more than six lines of text within a vertical space of one inch and one inch margins.

[ ]  Proposers are strongly encouraged to use only a standard, single-column format for the text.

**General**

[ ]  Proposal is responsive to the program description/announcement/solicitation or to the PAPPG.

[ ]  If a proposal has been previously declined and is being resubmitted, proposal has been revised to take into account the major comments from the prior NSF review.

[ ]  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.

[ ]  The proposal will be submitted by 5 p.m. submitter's local time on the established deadline date.

**[Single Copy Documents](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC1)**

[ ]  Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable).

[ ]  List of Suggested Reviewers or Reviewers Not to Include (optional).

[ ]  [Collaborators and other Affiliation information](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC1e) has been provided for each senior personnel.

**[Cover Sheet](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2a)**

[ ]  Program Description/Announcement/Solicitation No./Closing Date selected. (If the proposal is not submitted in response to a specific program solicitation, proposers must enter "NSF Proposal & Award Policies & Procedures Guide.")

[ ]  Specific NSF program(s) identified (if known).

[ ]  For renewal proposal, previous award number entered.

[ ]  Related preliminary proposal number entered (if applicable).

[ ]  Check Appropriate Box(es), and provide requisite information, if the proposal includes any of the items identified. Note in particular, proposals that include use of human subjects or vertebrate animals require additional information to be submitted with these types of proposals.

[ ]  Indicate if the proposal is a collaborative being submitted from one or multiple organizations, or if it is not a collaborative. Indicate the [type of proposal](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIE) being developed.

**[Project Summary](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2b)**

[ ]  Note limitation of one page.

[ ]  Ensure that overview, intellectual merit and broader impacts statements text blocks are completed.

[ ]  The Project Summary may ONLY be uploaded as a Supplementary Document if the use of [special characters](https://www.fldemo.nsf.gov/d10/SpecialCharactersGuidance.htm) is necessary. Include separate headings for overview, statement on [intellectual merit](https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_3.jsp#IIIA2a), and statement on [broader impacts](https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_3.jsp#IIIA2b).

**[Project Description](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2d)**

[ ]  Note limitation of 15 pages

[ ]  [Merit Review Criteria](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_3.jsp#IIIA2): Ensure both merit review criteria are addressed, including a separate section within the narrative that discusses the broader impacts of the proposed activities.

[ ]  [Inclusion of Uniform Resource Locators (URLs)](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2dii): PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: a) the information could circumvent page limitations; b) the reviewers are under no obligation to view the sites; and c) the sites could be altered or deleted between the time of submission and the time of review.

[ ]  [Results from Prior NSF Support](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2diii): Required only for PIs and co-PIs who have received NSF support with a start date in the past five years (including any current and no-cost extensions). Information must include: a) the NSF award number, amount, and project period; b) project title; c) summary of the results of the completed work; d) a list of the publications resulting from the NSF award; e) evidence of research products and their availability; f) if the proposal is a renewal, a description of the relation of the completed work to the proposed work.

**[References Cited](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2e)**

[ ]  No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description. Each reference must be in the specified format.

**[Biographical Sketch(es)](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2f)**

[ ]  Note limitation of two pages per individual; required for all senior project personnel. The required information must be provided in the order and format specified.

[ ]  In FastLane, biographical sketches for senior personnel may no longer be grouped together and uploaded in a single PDF file associated with the PI. Each individual’s biographical sketch must be uploaded as a single PDF file associated with that individual.

**[Budget](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2g)**

[ ]  Each proposal must contain a budget for each year of support requested, unless a specific program solicitation states otherwise.

[ ]  All expenses are considered necessary, reasonable, allocable, and allowable under cost principles, NSF policy, and/or the program solicitation.

**[Budget Justification](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2g)**

[ ]  Limited to three pages.

[ ]  The budget justification accurately describes each expense included in the budget and documents the proposed need for project success.

**[Current and Pending Support](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2h)**

[ ]  A Current and Pending Support document is included for each individual considered senior personnel.

[ ]  Ensure that the proposal being submitted is included on each current and pending support document.

[ ]  In FastLane, current and pending support for all senior personnel may no longer be grouped together and uploaded in a single PDF file associated with the PI. Each individual’s current and pending support must be uploaded as a single PDF file or inserted as text associated with that individual.

**[Facilities, Equipment and Other Resources](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2i)**

[ ]  This section should include 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.

[ ]  Ensure that no quantifiable financial information is provided.

[ ]  If there are no facilities, equipment or other resources identified, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.

**[Special Information and Supplementary Documentation](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IIC2j)**

[ ]  See [PAPPG-Part I Chapter II.C.2.j](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j) for the types of information appropriate for submission in this section, as required.

[ ]  Each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, not to exceed one page, a description of the mentoring activities that will be provided for such individuals.

[ ]  Each proposal must include a supplementary document of no more than two pages labeled [“Data Management Plan.”](http://www.nsf.gov/bfa/dias/policy/dmp.jsp) This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.

[ ]  Any additional items specified in a relevant program solicitation.

**[Special Guidelines](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp%22%20%5Cl%20%22IID)**

[ ]  Note that [PAPPG-Part I Chapter II.D](https://nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IID) contains special proposal preparation instructions for certain types of proposals.