

National Science Foundation Checklist

Prepare your proposal online at: <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>

Guidelines and samples are found at:

https://www.nsf.gov/pubs/policydocs/pappg17_1/nsf17_1.pdf (see page 21 for biosketch

information)

- Use a start date of at least 6 months from deadline
- Add page numbers to each separate document, Arial or Times New Roman of 11 points or larger, 1 inch margins

Quick Checklist before submission:

- Cover Sheet
- Collaborators & Other Affiliations
- Project Summary
- Table of Contents (automatically generated)
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget and Budget Justification
- Current and Pending Support
- Facilities, Equipment and Other Resources
- Data Management Plan
- Postdoctoral Mentoring Plan (if applicable)

For Collaborative Proposals being submitted by a lead and a non-lead:

LOIs are submitted by the lead organization only

Lead Organization <i>must enter each non-lead organization(s) proposal PIN and temporary proposal ID into the FastLane lead proposal</i>	Non Lead Organization <i>Each non-lead organization must assign their proposal a proposal PIN</i>
Cover Sheet	Cover Sheet
Project Summary	Table of Contents (automatically generated)
Table of Contents (automatically generated)	Biographical Sketch(es)
Project Description	Budget and Budget Justification
References Cited	Current and Pending Support
Biographical Sketch(es)	Facilities, Equipment and Other Resources
Budget and Budget Justification	Collaborators & Other Affiliations Information
Current and Pending Support	
Facilities, Equipment and Other Resources	
Data Management Plan	
Postdoctoral Mentoring Plan (if applicable)	
Collaborators & Other Affiliations Information	

Proposal Preparation

STEP 1: Obtain Internal approvals. The fully signed electronic transmittal is due 5 days before the deadline. Please work with your RA on a budget and provide a 50-300 word abstract for the transmittal.

STEP 2: Provide access to your proposal in Fastlane

Fill out the cover sheet and use the zip code 79902-5816. Select countries for any international collaborations, including international conferences.

Provide SRO access to view and edit as early as possible. Submit access must be provided in order to submit.

STEP 3: Upload your documents in Fastlane (please note any special restrictions in the RFP):

1. **References**
2. **Facilities & Resources.** Include here any collaborations that are not in the budget. Must indicate all organizational resources that are necessary and available to the project (do not include quantifiable amounts).
3. **Project summary.** Fill in text boxes in Fastlane addressing the merit criteria
4. **Project Description.** 15 pages unless otherwise indicated (see guide for content)
 - Separate section called “Broader Impacts of the Proposed Work” is required.
 - In the Results from Prior NSF Support section, the list of publications resulting from an NSF award must provide a complete bibliographic citation for each publication in either a) the Results from Prior NSF Support section or b) in the References Cited section of the proposal.
5. **Biosketches.** 2 page maximum each for PI, co PI, and other key personnel following format of NSF proposal guide.
 - Do not include any personal information.
 - Include location of the individual’s undergraduate, graduate, and postdoctoral institution(s) must be provided in the biographical sketch.
 - Maximum of 10 products. Maximum of 5 synergistic activities.
6. **Proposal budget.** Personnel not receiving any salary should not be included in the budget pages. Instead, describe them in the Facilities and Resources document.

7. **Budget Justification.** 3 pages maximum

- Include rates of pay by individual for senior personnel, postdocs and other professionals
- Travel must be itemized. Conference travel must be justified. Domestic travel is only for the US, territories and possessions
- Foreign travel must include the names of the countries and dates of visit, if known
- Participant support such as incentives, gifts, and t-shirts must be itemized and justified. **
- Consultant services must be itemized and justified
- Computing devices can be included under supplies and should be detailed in the budget justification if they represent a substantial portion of supply cost
- For subcontracts, use their negotiated rate. If one doesn't exist, use 10%
- Incentive payments for human subjects should be subject to indirect costs and included on G6 of the NSF budget (other direct costs)
- Indirect is not allowed on Participant Support, which includes stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees)

8. **Postdoc mentoring plan.** If applicable, 1 page max

9. **Current/pending support.** Include this proposal being submitted as pending. Required for PI, co PI and key personnel. Include internal funding.

10. **Data management plan.** 2 page max. Samples found at: <http://rci.ucsd.edu/dmp/examples.html>

11. **Single Copy documents**

- Collaborators & Other Affiliations information required for each senior project personnel individual
 - List alphabetically by last name
 - Include: Collaborators & co-Editors; Graduate Advisors & Postdoctoral Scholars; and Thesis Advisor.

12. **Other Supplementary documents**

- Document collaborations through letters of collaboration for anyone not paid on the grant
- Letters of collaboration must be limited to stating the intent to collaborate.
- Letters of support are not allowed.
- Antarctic proposals to any NSF program require "Logistical Requirements and Field Plan"