



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). 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.

Required Document	Requirements
Project Summary	<ul style="list-style-type: none"> - One page maximum - Written in 3rd person - 3 sections completed in boxes (upload a PDF only if special characters are required) - 4,600 characters AND 1 page maximum
Project Description	<ul style="list-style-type: none"> - 15 page maximum - 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” - No URLs - Prior NSF Support. The following information must be provided: <ul style="list-style-type: none"> • NSF award number, amount of support, period of support • Title of Project • Summary of Results • Publications resulting from the NSF award • 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 • if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.
References	<ul style="list-style-type: none"> - No page limit - 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 - Absolutely no cost share unless solicitation requires it
Budget Justification	<ul style="list-style-type: none"> - 3 page maximum - No more than 3 pages for the lead proposal plus up to 3 additional pages per subcontract, if applicable - Include rates of pay for all paid personnel - If more than 2 months salary requested, justification included
Biosketch	<ul style="list-style-type: none"> - No more than 2 pages per biosketch - Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file) - 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 <p>- Guidance: https://www.nsf.gov/bfa/dias/policy/biosketch.jsp</p>
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	<ul style="list-style-type: none"> - No more than 2 pages - Guidance: https://www.nsf.gov/bfa/dias/policy/dmp.jsp
Post Doc Mentoring Plan	<ul style="list-style-type: none"> - 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
Collaborator and Other Affiliations	<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, Thesis Advisors, and Postdoctoral Sponsors – list advisors and current organizational affiliation - Template can be found at: https://www.nsf.gov/bfa/dias/policy/coa.jsp