

# NSF PROPOSAL

## PREPARE/REVIEW/SUBMISSION CHECKLIST

If a NSF deadline falls on a **Federal Holiday** or **weekend**, the deadline is extended to the following business day. NSF Grants Proposal Guide 15-1 dated 12/26/2014: [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gpg](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg)

Proposals are submitted through the NSF FastLane system unless otherwise noted by the specific funding announcement. FastLane may be used for proposal preparation, file update, submission and status checking, and post-award administrative duties: <https://www.fastlane.nsf.gov/>

The information below is provided as a tool to supplement the NSF General Proposal Guide, and is not intended to be used as the only review instrument. Please consult the **NSF GPG and any program-specific solicitation** when you complete the proposal.

<b>FastLane Validations:</b>  <b>*GPG 15-1 Changes</b>	<input type="checkbox"/> Has SRO Submit Access been allowed? If not, OSP will not be able to view the proposal in FastLane <input type="checkbox"/> Did the CHECK button in FastLane reveal any errors or warnings? Warnings will not prohibit the proposal from being submitted, but, they may affect the review process. Errors are a hard-stop and will keep the proposal from submitting
<b>Format of the Proposal:</b> <b>GPG II.B</b>	<input type="checkbox"/> All attachments must be paginated (including supplementary documents), unless an NSF form is being utilized <input type="checkbox"/> Margins 1" in all directions <input type="checkbox"/> Typefaces allowed: <ul style="list-style-type: none"> <li>○ Arial, Courier New, Palatino @ 10pt. or;</li> <li>○ Times New Roman, Computer modern @ 11pt</li> <li>○ No more than 6 lines per inch</li> </ul> <input type="checkbox"/> Use of clickable links is discouraged in all uploaded attachments
<b>Cover Sheet:</b> <b>GPG II.C.2.a</b>	<input type="checkbox"/> Awardee & Project/Performance Site Primary Location <ul style="list-style-type: none"> <li>○ Pre-filled based on login information entered.</li> </ul> <input type="checkbox"/> Program Announcement/Solicitation # included (or Grant Proposal Guide) <ul style="list-style-type: none"> <li>○ If the proposal is not submitted in response to a specific announcement or solicitation, enter "Grant Proposal Guide" and select "No Closing Date" if a default target closing date appears</li> </ul> <input type="checkbox"/> For consideration by NSF Organization Unit(s) <ul style="list-style-type: none"> <li>○ Follow instructions for selection of an applicable NSF Division/Office and Program(s) to which the proposal should be directed</li> </ul> <input type="checkbox"/> Complete checkboxes and info regarding: <ul style="list-style-type: none"> <li>○ Previous award # if applicable</li> <li>○ Other Federal agency applying to if applicable</li> <li>○ Is this a preliminary proposal? If yes, check box</li> <li>○ Proposal Title Prefix: (e.g. "IGERT", "GOALI", etc.) see solicitation for any title requirements</li> <li>○ MBL DUNS: 001933779</li> <li>○ MBL TIN/EIN: 04-2104690</li> </ul>

	<ul style="list-style-type: none"> <li>○ MBL's NSF Org Code: 0021626000</li> <li>○ Human Subjects: If yes, enter MBL's FWA#: FWA00004458 (Exp. Date 4/29/19)</li> <li>○ Animal Use: If yes, enter MBL's Assurance#: A3070-01</li> <li>○ International Component? If yes, check box and add country abbreviation – this is required</li> <li>○ Select Funding Mechanism: This is usually "Research – Other"</li> <li>○ Select Collaborative Status</li> <li>○ Start Date must be after the submission date. <i>NSF Requires 6 months for review</i></li> <li>○ Budget Total \$ correctly stated in the "Total" box: Make sure this matches the FastLane budget pages.</li> </ul> <input type="checkbox"/> Check the solicitation for any other special requirements.
<b>Project Summary:</b> <b>GPG Chapter II.C.2.b</b>  <u>Required for submission and will cause error if not included</u>  For <b>Collaborative</b> proposals: This is completed by the Lead applicant only	<input type="checkbox"/> Usually 1 page limit (4,600 characters total) <input type="checkbox"/> Three Text boxes <i>must</i> be completed to address: <ul style="list-style-type: none"> <li>○ Overview</li> <li>○ Intellectual Merit</li> <li>○ Broader Impacts</li> <li>○ Must be written in the third person</li> </ul> <p>The Special Characters checkbox and uploaded summary should only be used when Special Characters are required. <i>All three headings must be used in an uploaded summary.</i></p>
<b>Table of Contents:</b>	This will automatically generate for the proposal by FastLane
<b>Project Description:</b> <b>GPG Chapter II.C.2.d</b>  <u>Required for submission and will cause error if not included</u>  For <b>Collaborative</b> proposals: This is completed by the Lead applicant only	<input type="checkbox"/> Usually 15 page max <input type="checkbox"/> Include a clear statement of the work to be undertaken and <i>must</i> include <b>objectives</b> and <b>expected significance</b> <input type="checkbox"/> As a <i>separate</i> section within the narrative, include a discussion of the <b>broader impacts</b> <input type="checkbox"/> <b>Results from Prior NSF Support</b> is required for all PI's and Co PI's who have received NSF support in the last 5 years. <ul style="list-style-type: none"> <li>○ May not exceed <b>5 pages</b> and is included in the 15 page description limit</li> <li>○ Provide NSF Award # (including the 3-letter prefix), amount, and period of support, the title of the project, and a summary of the results, publications resulting from the <b>NSF award (a complete bibliographic citation for each publication <i>must</i> be provided either in this section or in the References Cited section of the proposal); if none, state "No publications were produced under this award"</b>, evidence of research products and their availability</li> <li>○ Separate subsections of Results from Prior NSF Support <i>must</i> address <b>Intellectual Merit</b> and <b>Broader Impacts</b></li> <li>○ May be a currently active project. <i>If more than one award in past 5 years, PI's <b>need</b> only report on the most relevant one</i></li> <li>○ If the proposal is for <b>renewed support</b>, provide a description of the relation of the completed work to the proposed work</li> </ul> <input type="checkbox"/> Include other info as required in the Program Solicitation

	<ul style="list-style-type: none"> <li><input type="checkbox"/> URL's are strongly discouraged</li> <li><input type="checkbox"/> Full proposal resulting from a preliminary proposal must reference preliminary proposal #.</li> <li><input type="checkbox"/> This section should be paginated</li> </ul>
<p><b>References Sited:</b> GPG Chapter II.C.2.e.</p> <p><u>Required for submission (even if non) and will cause error if not included</u></p> <p>For <b>Collaborative</b> proposals: This is completed by the Lead applicant only</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No page limit</li> <li><input type="checkbox"/> Each reference <b>must</b> include the name of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication</li> <li><input type="checkbox"/> <b>Do not include "et al", or the proposal will be returned by NSF</b></li> <li><input type="checkbox"/> If there are no references cited, a statement to that effect should be included in this section of the proposal and uploaded into FastLane</li> <li><input type="checkbox"/> This section should be paginated</li> </ul>
<p><b>Biographical Sketch(es)</b> GPG Chapter II.C.2.f.</p> <p><u>Required for submission and will cause error if not included</u></p> <p><u>NSF may also return proposal without review if the format is not followed</u></p> <p><u>Inclusion of information beyond that specified may result in NSF return without review</u></p> <p>For <b>Collaborative</b> proposals: This is completed by the Lead <b>and</b> non-lead applicants</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required for all named senior personnel</li> <li><input type="checkbox"/> Limited to two pages</li> <li><input type="checkbox"/> OSP suggests that you <b>do not</b> include any contact personal or professional info at the top of the biographical sketch with the exception of your name.</li> <li><input type="checkbox"/> The following sections (labeled exactly) are required: <ul style="list-style-type: none"> <li>○ Professional Preparation (oldest to newest)</li> <li>○ Appointments (newest to oldest)</li> <li>○ Products (includes publications, data sets, software, patents, or copyrights – <i>not unpublished papers or invited lectures</i>) May be titled "Publications" if <i>only</i> publications are included. <ul style="list-style-type: none"> <li>➤ Up to 5 most closely related to the proposed project</li> <li>➤ Up to 5 other significant</li> </ul> </li> <li>○ Synergistic Activities (up to 5 examples)</li> <li>○ Collaborators and Other Affiliations. <b>The total number of individuals must be identified in each of the sections below:</b> <ul style="list-style-type: none"> <li>➤ Collaborators/Co-Authors/Co-editors: past 48 months, in alphabetical order, include current affiliations. (Co-editors, 24 months)</li> <li>➤ Graduate Advisor &amp; Postdoc sponsor(s): your own advisor(s)/sponsor(s) and their current affiliation(s)</li> <li>➤ Thesis Advisor &amp; Postgraduate-Scholar sponsor: all persons you served as thesis advisor (all time) or postdoc sponsor (past 5 yrs.) with <b>organizational affiliation</b>. <b>Total # of graduate students advised and postdocs sponsored must be identified, or state "none"</b></li> </ul> </li> </ul> </li> <li><input type="checkbox"/> This section should be paginated</li> </ul>
<p><b>Budget &amp; Justification:</b> GPG Chapter II.C.2.g</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Each proposal must contain a budget for each year of support requested. The budget justification must be no more than three pages per proposal. The amounts for each budget line item requested must be documented and</li> </ul>

Required for submission of full proposals and will cause error if not included

For **Collaborative** proposals: This is completed by the Lead **and** non-lead applicants

Funds requested under any category must be considered **necessary, reasonable, allocable, and allowable under 2 CFR § 200, Subpart E**. Refer to GPG Chapter II.C.2.g for new guidelines on computing devices for Equipment and Supplies.

justified in the budget justification and clearly labeled

- ☐ For proposals that contain a subaward(s), **each subaward** may include a separate budget justification of no more than three pages. A separate budget and a budget justification of no more than three pages, must be provided for each subrecipient, if already identified, along with a description of the work to be performed.
- ☐ Senior personnel who are *not* budgeted for any effort must be removed from the budget pages and included in Facilities, Equipment, and Other Resources document instead
- ☐ Title/Project Role for all Sr./Key on each page of the budget *must* be included
- ☐ Any senior personnel at more than 2 months effort per year? If so, this must be disclosed and described in the justification.
- ☐ Rate of pay for *senior personnel*, and other professionals *must* be included in the budget justification
- ☐ Other Personnel: Justification for other professionals *must* include the total number of persons for each position, with full-time equivalent person-months, and total salaries requested
- ☐ For students, secretarial/clerical/technical positions, the total number of persons and amount of salary requested in each category is required. **The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Inclusion of such costs on a proposal budget may be appropriate only if all of the following conditions are met:**
  - (1) Administrative or clerical services are integral to a project
  - (2) Individuals involved can be specifically identified with the project
  - (3) Such costs are explicitly included in the approved budget or have the prior written approval of the cognizant NSF Grants Officer;
  - (4) The costs are not also recovered as indirect costs.
- ☐ Is any support requested for postdoctoral researchers? If so, a mentoring plan *must* be included in the Supplementary Documents section
- ☐ Domestic and foreign travel costs should be presented separately in the budget and described separately in the budget justification (include destination, # of travelers, # of days, **specifically itemized by cost, etc.**) **Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the cognizant NSF Grants Officer. Temporary dependent care costs above and beyond regular dependent care that directly result **from travel to conferences** are allowable costs provided that the conditions established in 2 CFR § 200.474 are met. Foreign travel must list names of countries on budget and justification.**
- ☐ If funds for conference attendance are requested, include a justification in terms of proposal objectives and/or dissemination of results
- ☐ If participant costs are included in the budget, are they appropriate and described adequately in the justification?
  - Usually not allowed on conference grants or for education and training
  - Indirect Costs are *not* allowed under participant support
- ☐ NSF awardees will use the domestic subrecipient's applicable U.S. federally negotiated indirect cost rate(s). If no such rate exists, the NSF awardee may either negotiate a rate or use a de minimus indirect cost rate recovery of 10%

	<p>of modified total direct costs.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NSF awardees will use the foreign subrecipient's applicable U.S. federally negotiated indirect cost rate(s). However, foreign subrecipients that do not have a U.S. federally negotiated indirect cost rate are entitled to a <i>de minimus</i> indirect cost rate recovery of 10% of modified total direct costs.</li> <li><input type="checkbox"/> The justification should be paginated</li> </ul>
<p><b>Current &amp; Pending Support:</b> <b>GPG Chapter II.C.2.h</b></p> <p><u>Required for submission and will cause error if not included</u></p> <p>For <b>Collaborative</b> proposals: This is completed by the Lead <b>and</b> non-lead applicants</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required for all named senior personnel</li> <li><input type="checkbox"/> Make sure THIS proposal is included, with the correct budget amount and POP dates</li> <li><input type="checkbox"/> When NSF form is <i>not</i> being used, be sure to include the following items: <ul style="list-style-type: none"> <li>○ Proposal Title</li> <li>○ Sponsor Name</li> <li>○ Total Award Amount</li> <li>○ Person-Months of effort</li> </ul> </li> <li><input type="checkbox"/> This section should be paginated</li> </ul>
<p><b>Facilities, Equipment, and Other Resources:</b> <b>GPG Chapter II.C.2.i</b></p> <p><u>Required for submission and will cause error if not included</u></p> <p>For <b>Collaborative</b> proposals: This is completed by the Lead <b>and</b> non-lead applicants</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> State "N/A" if none for any of the sections</li> <li><input type="checkbox"/> If unbudgeted senior personnel are listed in this section, describe their role in the project</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Any <i>substantial</i> collaboration with individuals <i>not</i> included in the budget should be described in this section <b>and</b> documented in a letter of commitment from each collaborator in the Supplementary Documents</li> <li><input type="checkbox"/> This section should be paginated</li> </ul>
<p><b>Supplementary Documents:</b> <b>GPG Chapter II.C.2.j.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Data Management Plan (Required by the Lead only for Collaborative Proposals):</b> <ul style="list-style-type: none"> <li>○ 2 page limit</li> <li>○ Describes plans for keeping and sharing of the products of research. Where a plan is not needed (if non-lead on a collaborative proposal) then, a page is <i>still</i> needed asserting the absence of the need for such plans.</li> </ul> </li> <li><input type="checkbox"/> <b>Postdoc Mentoring Plan (Required by both Lead and non-lead Collaborative Proposals if applicable):</b> <ul style="list-style-type: none"> <li>○ 1 page limit</li> <li>○ Required if budgeted</li> <li>○ Describes the mentoring activities that will be provided</li> <li>○ In situations where a postdoctoral researcher is listed in Section A of the NSF Budget, and is functioning in a Senior Personnel capacity (i.e., responsible for the scientific or technical direction of the project), a mentoring plan is not required.</li> </ul> </li> </ul>

	<input type="checkbox"/> <b>Project Summary with Special Characters</b> <ul style="list-style-type: none"> <li>Only allowed as attachment when including special characters: the “Special Character” box <i>must</i> be checked to include this</li> </ul> <input type="checkbox"/> <b>Other Supplementary Document Types Allowed:</b> <ul style="list-style-type: none"> <li>Letters of support <i>only</i> when required by the solicitation</li> <li>Letters explaining concisely the nature of an unfunded collaboration</li> <li>Letter quote from consultants if budgeted</li> <li>Certification Letters from Dept. Heads/Advisors required for certain solicitations: see instructions for specific programs</li> <li>NSF does not require signed letters from budgeted subawardees to be uploaded</li> <li>Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project</li> <li>Other documents required by the solicitation</li> </ul> <input type="checkbox"/> This section should be paginated
<b>Appendices:</b> <b>GPG Chapter II.C.2.k</b>	<input type="checkbox"/> Do <i>not</i> include unless specifically authorized by the solicitation
<b>Additional Single Copy Documents:</b> <b>GPG Chapter II.C.1.</b>	<input type="checkbox"/> As required by the solicitation
<b>Deviation Authorization:</b>	<input type="checkbox"/> Do <i>not</i> include unless specifically required by NSF
<b>Suggested Reviewers / Reviewers not to include:</b>	<input type="checkbox"/> <i>Optional:</i> may include at PI’s discretion
<b>PI/CO-PI Information:</b>	<input type="checkbox"/> In FastLane, this feeds from PI information associated with each PI’s Co-PI’s FastLane ID#

Required sections of the proposal differ based on the organization’s role. The following sections are required for a collaborative proposal submitted by:

**Lead Organization**

- Cover Sheet
- 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)

**Non-Lead Organization**

- Cover Sheet
- Table of Contents (automatically generated)
- Biographical Sketch(es)
- Budget and Budget Justification
- Current and Pending Support
- Facilities, Equipment and Other Resources

