

Documents Checklist for General NSF Submission

**** Note:** We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Program Solicitation. This checklist does not replace the Program Solicitation, as some Program Solicitations have special directions that supersede this standard checklist.

Proposal Number:	
Program Solicitation:	
Title:	
Other:	
NSF Website	https://nsf.gov/index.jsp
Proposal & Award Policies & Procedures Guide (PAPPG):	https://nsf.gov/pubs/policydocs/pappg17_1/index.jsp

	Documents Required	Page Limit	NOTES
1	Cover Sheet	N/A	
2	Biosketch	3	<ul style="list-style-type: none"> Use NSF-approved format: https://www.nsf.gov/bfa/dias/policy/biosketch.jsp Can only list 5 Examples for each (Products and synergistic) Synergistic Activities - NSF has updated their guidelines to emphasize that Synergistic Activities are limited to 5 distinct, separate activities and cannot be elaborated on outside of the specific, original example. NSF has made it very clear that multiple, specific examples must not be included. So if your activity is "conducting federal proposal reviews," you cannot say "conducting proposal reviews for NSF, DOE, NIH, etc." You can make it specific by listing one of those agencies, but you cannot list several. If you want to emphasize the breadth of your contribution, you can state that you have conducted federal proposal reviews for multiple agencies, without listing any specifically.) https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2fid
3	Current & Pending Support	N/A	<ul style="list-style-type: none"> Use NSF-approved format: https://www.nsf.gov/bfa/dias/policy/cps.jsp Must include the current proposal.
4	Collaborators and Other Affiliations (COA)	N/A	<ul style="list-style-type: none"> Do not convert to pdf, template must be saved in .xlsx format and directly uploaded
5	Facilities, Equipment and Other resources	N/A	<ul style="list-style-type: none"> No dollar amounts can be quantified in your Facilities descriptions - https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2i
6	Budget	N/A	

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7	Budget Justification	5-page maximum	<ul style="list-style-type: none"> • Each subaward must include a separate budget justification of no more than five pages. • Verify cost sharing is not mentioned on the budget justification unless required by an NSF program solicitation.
8	Project Summary	1-page maximum	<ul style="list-style-type: none"> • Project summary format: overview, statement of intellectual merit and statement of broader impacts.
9	Project Description	15-page limitation	<ul style="list-style-type: none"> • This is the standard limit under the PAPPG – please review Program Solicitation instructions and if they differ from this standard limit the solicitation instructions apply.
10	References	N/A	<ul style="list-style-type: none"> • The use of et al is not permitted per NSF guidelines. All authors must be written out - https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2e
11	Data Management Plan	2-page maximum	
12	Post Doc Mentoring Plan (if applicable)	1-page maximum	<ul style="list-style-type: none"> • Required if proposal is requesting funding to support postdoctoral researchers.
13	Letters of Collaboration (if applicable)		<ul style="list-style-type: none"> • Letters of collaboration permitted and limited to stating intent to collaborate. • Letters of support are only allowed if required by a specific program solicitation. • The format for letters of collaboration is as follows: <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> https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#collab

Formatting Requirements

- Font (Arial, Courier New, Palatino Linotype – 10pt or larger; Times New Roman or Computer Modern – 11 pt or larger)
- Black text color recommended
- Cambria Math for formulas/equations/Greek letters/special characters – less than 10 pt. ok, but must be readable
- Six lines of text within a vertical space of one inch
- 1 inch margins for ALL documents
- Each document is paginated separately, starting with “1”