**NSF PAPPG 22-1**

**Proposal Submission Checklist**

**Effective October 4, 2021**

**General Formatting Guidelines**

Pagination: FastLane must be paginated prior to upload, Research.gov will automatically paginate so submissions should not have anything in the margins.

Font, Spacing, & Margin Requirements:

|  |  |
| --- | --- |
| Allowed Fonts | Required Minimum Font Size |
| Arial, Courier New, Palatino Linotype | 10pt |
| Times New Roman | 11pt |
| Computer Modern  | 11pt |

* Fonts less than 10 pts may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a symbol font in insert Greek letters or special characters.
* No more than six lines of text within a vertical space of one inch.
* All margins must be at least 1 inch and pages must be no larger than the standard 8.5”x11”.
* All graphs, images, tables, & text must remain within the margins.

The proposal preparation instructions for Planning, RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, Conference, Equipment, Travel, Center, Research Infrastructure, and Fellowship proposal types may deviate from the content requirements listed below.

**Proposal Submissions**

Supplemental instruction and guidance on how each section pertains to the merit review process can be found here:

[ ]  **Cover Sheet**

[ ]  NSF ID #s for PI and up to 4 Co-PIs

 [ ]  Proposal Title should reflect the correct format: (e.g. Collaborative Research: Title)

 [ ]  Requested Start date should be at least 6 months after the proposal deadline.

[ ]  Proposers should enter any country/countries with which project participants will engage, and/or travel to attend international conferences. “Worldwide” Should be selected if the location at time of submission is unknown.

[ ]  **Project Summary** (1 page limit, FastLane: 4,600 characters across 3 text boxes)

[ ]  Includes a description of the activity. Statement of objectives and methods to be employed

[ ]  Statement on Intellectual Merit should describe the potential of the proposed activity to advance knowledge

[ ]  Statement on Broader Impacts should describe the potential for the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

[ ]  Can only be a supplementary document if use of special characters is necessary (e.g. mathematical symbols). Such a document should have the following headings: Overview, Intellectual Merit, and Broader Impacts.

[ ]  **Project Description** (15 page limit)

[ ]  Clear statement of the work

[ ]  Must include a Broader Impacts section

[ ]  Must include Results from Prior NSF Support for PI and all Co-PIs (5 page limit)

[ ]  Include any awards with an end date in the past 5 years and all current funding, including no-cost extensions.

[ ]  Report the NSF award number, amount, and period of support; title of the project; a summary of the results of the completed work, including accomplishments, supported by the award; include results under intellectual merit and broader impact headings; list publications resulting from NSF award, if none state “no publications were produced under this award”

 [ ]  Do NOT include Data management and sharing products of research

[ ]  URLS cannot be used

[ ]  **References Cited** (no page limit)

[ ]  Include names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication.

[ ]  If a website address is readily available, it should be included in the citation. They are however optional.

[ ]  **Biographical Sketch(es)** (3 page limit)

[ ]  Must use NSF-Approved format:

SciENcv (preferred): <https://www.ncbi.nlm.nih.gov/sciencv/>

or

Fillable pdf found here: <https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch_oct42021.pdf>

[ ]  Biographical Sketch must be included for each individual designated as senior personnel.

[ ]  Additional information on what information to provide can be found here: <https://www.nsf.gov/bfa/dias/policy/disclosures_table/june2021.pdf>

[ ]  **Budget**

[ ]  Budget should be constructed with the guidance of a Pre-Award Representative from Sponsored Research Services.

[ ]  **Budget Justification** (5 page limit)

 [ ]  Each sub-award must have its own budget justification of no more than 5 pages

 [ ]  All travel must be justified.

[ ]  Consultant services must be justified with information on the individual’s experience, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants’ travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate is reasonable.

[ ]  **Current and Pending Support** (Follow Template)

[ ]  Current and pending support information must be provided for the proposed project, ongoing projects, and any other proposals currently under consideration regardless of funding source. You must include internal funds allocated toward specific projects as well.

[ ]  New: A brief statement of the overall objectives of the project/proposal being proposed or in-kind contribution must be provided. The submission also should summarize potential overlap with any active or pending proposal or in-kind contribution and this proposal in terms of scope, budget, or person-months planned or committed to the project by the individual.

[ ]  Must use NSF-Approved format:

SciENcv (preferred): <https://www.ncbi.nlm.nih.gov/sciencv/>

or

Fillable pdf found here: <https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/cps_oct42021.pdf>

[ ]  Projects/Proposals and In Kind Contributions should use the template’s appropriate sections.

[ ]  Additional information on what information to provide can be found here: <https://www.nsf.gov/bfa/dias/policy/disclosures_table/june2021.pdf>

[ ]  **Facilities, Equipment and Other Resources** (no page limit)

[ ]  An aggregated description of the internal and external resources that are, or will be available to the project (both physical and personnel).

[ ]  Ensure that no quantifiable financial information is provided.

[ ]  Review specific solicitation to determine whether photographs or other images are allowed

[ ]  Sub-award facilities should be combined with RIT’s facilities when uploaded.

[ ]  **Special Information & Supplementary Documentation**

 [ ]  Data Management Plan (2 page limit)

 [ ]  Follow DMP Requirements found here: <https://www.nsf.gov/bfa/dias/policy/dmp.jsp>

 [ ]  Post Doctoral Mentoring Plan [If Applicable] (1 page limit)

[ ]  Letters of collaboration, NOT support [Optional]

[ ]  Letters should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. Proposals inconsistent with these instructions will be returned without review.

[ ]  Language for the recommended format can be found here: <https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#:~:text=%22If%20the%20proposal,of%20the%20proposal.%22>

[ ]  **Single Copy Documents**

 [ ]  Collaborators & Other Affiliations Information

[ ]  Required template can be found here: <https://nsf.gov/bfa/dias/policy/coa.jsp>

[ ]  Must be completed for all senior project personnel.

[ ]  The information in the tables is not required to be sorted.

[ ]  Instructions at the top can be deleted to allow for additional rows as needed.

[ ]  List of Suggested Reviewers or Reviewers Not to Include [Optional]