National Science Foundation (NSF) – Submission Checklist

Please review program specific solicitation for compliance and completeness. **Guidelines in the solicitation may** *supplement* or *deviate* **from the guidelines below.**

GENERAL INFORMATION

UNT GCA Internal deadline	**6 full business days prior to sponsor deadline or planned submission date**
Award notification	Typically, at least 6 months after sponsor deadline.
Grant Proposal Guide	Review the NSF Proposal and Award Policies and Procedures Guide (PAPPG) for full detail on proposal preparation: https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf *Please Note: Updates to Requirement for Responsible and Ethical Conduct of Research (RCER) requirement*
Research.gov/NSF Registration	NSF ID required for all PIs/Co-PIs. Contact your GCA Specialist if you do not have one.
Link Collaborative Proposal	The Non-Lead Collaborator will need to provide their Temporary Proposal Number from Research.gov to the Lead Institution. The Lead Institution will use this information to link the proposals together in Research.gov.

FORMATTING GUIDELINES

Document format	PDF (except Collaborators & Other Affiliations – excel)
Font type/size	✔ Arial, Courier New, Palatino Linotype - 10 or larger; ✔ Times New Roman - 11 or larger; ✔ Computer Modern family of fonts – 11 or larger ✔ Smaller font may be used for figures, tables or diagram captions
Line spacing	✔ No more than 6 lines of type within a vertical space of 1 inch ✔ Only single column formatting
Page size	8.5" x 11"
Margins	1.0" all sides
Page Numbers	Do not include page numbers; Research.gov will automatically paginate

PROPOSAL DOCUMENTS

1	☐	**Cover Sheet** – fillable – mark all applicable checkboxes (i.e. off-campus/site research) PAPPG II.D.2.a
2	☐	**Proposal Summary (Abstract) -** 1 page

		✔ Three separate, distinct headings. Headings must be on their own line with no other text:
		    ○ *Overview-* Description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed
		    ○ *Intellectual Merit-* describe the potential of the proposed activity to advance knowledge
		    ○ *Broader Impacts-* describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes

3	☐	**Table of Contents** – system generated
4	☐	**Project Description** – 15 page limit
		✔ Must contain a separate section within the description labeled "Broader Impacts" ✔ No URLs should be used ✔ Description of the work to be performed by any subawards should be included. ✔ Results from Prior NSF Support is required (up to 5 pages of the 15 page Project Description) ○ Must include all NSF funding regardless of whether there is salary or whether the project is directly related to the proposal.

		- Add information for any current NSF funding (including no cost extensions) or any award with an end date in the past 5 years. If more than one award, only need to report the one most closely related to the project. - Required for each PI and Co-PI regardless of whether the support was directly related to the proposal or not. - Must include following information: - NSF award number, amount & period of support - Title of project - Summary of Results. Description of Intellectual Merit and Broader Impact activities must be separately described *under two distinct headings* - Complete bibliographic citation for each publication in either the Results from Prior NSF Support section or in the References Cited – if none, state "No publications were produced under this award". - Evidence of Research Products and their availability - If proposal is for renewed support, a description of the relation to completed work
5	☐	**References** – no page limit
		✔ Include names of all authors (no et al.), article & journal title, book title, volume number, page numbers & year of publication ✔ If no references, a statement to that effect should be uploaded
6	☐	**Budget** – Fillable
		✔ As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year (2 person months).
7	☐	**Budget Justification** – 5 page limit
		✔ Must define and consistently apply UNT's definition of a "year" (GCA has standard statement)
8	☐	**Facilities, Equipment, & Other Resources** – no page limit
		✔ See PAPPG II.D.2.g for content requirements ✔ If no facilities, a statement to that effect should be uploaded ✔ Should not include any quantifiable information ✔ Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section. Collaboration Letters should be provided in the Supplementary Documents section.
9	☐	**Biosketch** – 3 page limit per investigator
		✔ Required for all PIs/Co-PIs/Senior Personnel (PAPPG II.D.2.h.(i)) ✔ Must be provided through the use of SciENcv. *Biosketches generated through SciENcv should not be edited after downloaded. If edits are needed, changes should be made in SciENcv and biosketch should be regenerated.* - Professional Preparation – including location of undergrad, grad and postdoc institution - Appointments, beginning with current appointment - Products (10 total- 5 products closely related and 5 other significant products) - Synergistic Activities (Up to 5 *distinct* examples that demonstrate broader impact – <u>Should be specific and not include multiple examples to further describe the activity.</u>) ✔ No Personal information should be included ✔ NSF Fillable Template can still be used instead of SciENcv, only through Oct. 23, 2023.
10	☐	**Current & Pending Support** – no page limit
		✔ Required for all PIs/Co-PIs/Senior Personnel (PAPPG II.D.2.h.(ii)) ✔ Must be provided through the use of SciENcv. ✔ Must include the proposed project as pending

		✔ All current and pending project support from whatever source, including internal funds, and in-kind contributions must be listed. NSF has FAQs regarding current and pending support can be found [here](#). ✔ 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. ✔ NSF Fillable Template can still be used instead of SciENcv, only through Oct. 23, 2023.
11	☐	**Collaborators & Other Affiliations** – no page limit
		✔ Required for all PIs/Co-PIs/Senior Personnel ([PAPPG II.D.2.h.(iii)](#)) ✔ Must use NSF excel template: [NSF COA Template](#)
12	☐	**Data Management Plan** – 2 page limit
		✔ Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. For full content requirements see [PAPPG II.D.2.i.](#)
13	☐	**Post Doc Mentoring Plan (if applicable)** – 1 page limit
		✔ Required if funding is requested to support postdoctoral researchers ✔ Describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subawardee organization, or at any organization participating in a simultaneously submitted collaborative project
14	☐	**Other Supplementary Documentation (If applicable)**

		✔ Letters of Collaboration - If applicable, 1 page limit – single sentence format
		    o "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by the NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."
		    o The letter(s) should NOT include a personal endorsement or recommendation of the investigator and must only state the intent to collaborate.
		 ✔ Please note that letters of support for the PI are **not permitted** unless required by a specific program solicitation. Inclusion of such letters may cause your proposal to be returned without review.

15	☐	**List of Suggested Reviewers/Reviewers not to include** - optional
		✔ A list of suggested reviewers who may be especially well qualified to review the proposal may be included. Additionally, proposers may designate persons they would prefer not to review the proposal.