

\* This NSF checklist is not for a specific NSF funding opportunity and is intended to provide general information for the most common required documents. Please review your specific funding opportunity to confirm what documents are required for your proposal. \*

\* Each header (ex. Cover Sheet, Project Summary, etc.) contains a hyperlink to the corresponding section in the NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1) \*

\* For information about the submission of a collaborative proposal from multiple organizations, please click [here](#). \*

<b>Basic NSF Proposal Checklist</b>	
<b>Solicitation Eligibility Requirements</b>	<ul style="list-style-type: none"> <li>Always confirm that you are eligible to serve as PI or submit the proposal. If you have questions, please contact REST Pre-Award (<a href="mailto:fcpreaward@uga.edu">fcpreaward@uga.edu</a>).</li> </ul>
<input type="checkbox"/> <b>Cover Sheet</b>	Review solicitation to confirm that no specific title prefix is needed.
<input type="checkbox"/> <b>Project Summary</b>	1-page limit
	consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity (unless otherwise stated).
<input type="checkbox"/> <b>Project Description</b>	15-page limit, unless solicitation specifies an alternative page limit
	Contains a section labeled “Broader Impacts”
	No URL’s
	Results from Prior NSF Support have been provided for any PI or co-PI identified on the proposal that has received prior NSF support including: <ul style="list-style-type: none"> <li>an award with an end date in the past five years; or</li> <li>any current funding, including any no cost extensions.</li> </ul>
<input type="checkbox"/> <b>Reference Cited</b>	Be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon.
<input type="checkbox"/> <b>Budget</b>	Budget minimums and maximums are typically found within the specific funding opportunity
	Budget award durations are typically found within the specific funding opportunity
	If there are subawards, each subaward must include a separate budget
<input type="checkbox"/> <b>Budget Justification</b>	5-page limit
	provides a more detailed breakdown of proposed spending in each category as well as a justification supporting the numbers provided in each budget category.
	If there are subawards, each subaward must include a separate budget justification
<input type="checkbox"/> <b>Facilities, Equipment and Other Resources</b>	No quantifiable financial information can be provided

<input type="checkbox"/>	<b>Data Management Plan</b>
	2-page limit
	This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see <a href="#">Chapter XI.D.4</a> ).
<input type="checkbox"/>	<b>Postdoctoral Researcher Mentoring Plan</b> (Required if postdoc funding is requested)
	1-page limit
	The mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal.
<input type="checkbox"/>	<b>Letters of Collaboration</b>
	Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project.
	While not required, the following format may be used in preparation of letters of collaboration: <ul style="list-style-type: none"> <li>• "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."</li> </ul>
<input type="checkbox"/>	<b>Biographical Sketch(es)</b>
	Required for all senior personnel
	Please use <b>SciENcv</b> (must be used beginning Oct. 23, 2023)
<input type="checkbox"/>	<b>Current and Pending Support</b>
	Required for all senior personnel
	Please use <b>SciENcv</b> (must be used beginning Oct. 23, 2023)
<input type="checkbox"/>	<b>Collaborators &amp; Other Affiliations Information</b>
	Required for all senior personnel
	Please use the NSF <i>Collaborators and Other Affiliations Information Template</i>
<input type="checkbox"/>	<b>Single Copy Documents (if applicable)</b>
	Be sure to review the solicitation for the inclusion of any single-copy documents
<input type="checkbox"/>	<b>Supplementary Documents (if applicable)</b>
<input type="checkbox"/>	<b>NSF Proposal Formatting Requirements (Pagination, fonts, margins, spacing, etc.)</b>
	Use one of the following fonts identified below: <ul style="list-style-type: none"> <li>• Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger;</li> <li>• Times New Roman at a font size of 11 points or larger; or</li> <li>• Computer Modern family of fonts at a font size of 11 points or larger.</li> </ul> <p>A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.</p>
	No more than six lines of text within a vertical space of one inch.

	Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.
	Paper size must be no larger than standard letter paper size (8 ½ by 11”).
	Proposers are strongly encouraged to use only a standard, single-column format for text.
	Each section of the proposal that is uploaded as a file should leave out page numbering unless otherwise directed within Research.gov.

## **Submission of a collaborative proposal from multiple organizations**

Simultaneous submission of proposals allows multiple organizations to submit a unified set of certain proposal sections, as well as information unique to each organization as specified below. All [collaborative proposals](#) arranged as separate submissions from multiple organizations must be submitted via Research.gov. For these proposals, the project title must begin with the words "Collaborative Research:" If funded, each organization bears responsibility for a separate award.

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)
- Collaborators & Other Affiliations Information

### **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
- Collaborators & Other Affiliations Information