



The checklist below is to assist the principal investigator with preparing an NSF proposal. This is *not* a required form, nor is this list all-inclusive. Please refer to your solicitation for proposal requirements and the Proposal and Award Policies and Procedures Guide (Grant Proposal Guide/PAPPG). Be sure to use the most current version. PAPPG [NSF 18-1](#), January 29, 2018.

Required Document	Document Requirements
FastLane ID	<ul style="list-style-type: none"> - To obtain a new user ID, self-registration is required with NSF at the following address: https://www.research.gov/accountmgmt/#/registration. - To link an existing ID to Michigan Tech, please sign in to Research.gov and request to add an organization. Additional information can be found at https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf#page=18
Cover Sheet	<ul style="list-style-type: none"> - Complete cover sheet - If collaborative submission, double check that all titles match for both institutions
Formatting Requirements	<ul style="list-style-type: none"> - Font (Arial, Courier New and Palatino 10 pt, Times/Computer Modern 11 pt) - Black text - 1 inch margins - No more than 6 lines of text within a vertical space of one inch - Each document paginated
Project Summary	<ul style="list-style-type: none"> - Written in 3rd person - 3 sections completed in boxes (upload a PDF <u>only</u> if special characters are required) - 1 page maximum or proposal will error upon submission
Project Description	<ul style="list-style-type: none"> - Meets page limit (usually 15 but refer to solicitation) - Make sure all graphics/figures/charts in the document uploaded ok - Separate sections for and titled as “Intellectual Merit” and “Broader Impacts” - No URLs - Includes Results from Prior NSF Support section, all required elements: <ul style="list-style-type: none"> • NSF award number • Total amount of award • Period of support • Title of project • Summary of results • Intellectual Merit section related to prior support (with heading “Intellectual Merit”) • Broader Impacts section related to prior support (with heading “Broader Impacts”) • Publications resulting from NSF award (complete bibliographic citation in this section or in references), or if none, state “No publications were produced under this award”
References	<ul style="list-style-type: none"> - All author names are listed and fully written out (i.e. no “et al”) - Names appear in the order they appear in publication - Include article or chapter title and, for book chapters, book title - Include start and end page numbers
Biographical Sketch	<ul style="list-style-type: none"> - Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file) - No more than 2 pages per biographical sketch - Include all and only the required elements: <ul style="list-style-type: none"> • Professional Preparation – chronological order, include institution, location, major, degree and year (or postdoctoral field and years)

Required Document	Document Requirements
Biographical Sketch continued	<ul style="list-style-type: none"> • Appointments in reverse chronological order • Products <ul style="list-style-type: none"> – Up to 5 most closely related and up to 5 other significant, publications must be published or submitted for publication – List publications using same guidelines as for References, above • Synergistic Activities – list up to 5
Budget	<ul style="list-style-type: none"> – Meets guideline specifics – Absolutely no cost share unless RFA requires
Budget Justification	<ul style="list-style-type: none"> – No more than 5 pages for the lead proposal plus up to 5 additional pages per subcontract, if applicable – No cost sharing language – Include rates of pay for all paid personnel – If more than 2 months of salary requested, justification included – Travel must be specified, itemized, and justified by destination and cost – Sample available at http://www.mtu.edu/research/references/forms/pdf/budget-justification-sample.pdf
Current and Pending Support	<ul style="list-style-type: none"> – Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file) – List this proposal as pending support – Include information for each project, including non-zero time commitment – Include MTU funds allocated to specific projects (but not start-up funds)
Facilities, Equipment and Other Resources	<ul style="list-style-type: none"> – No cost sharing language (i.e. do not quantify any amount) although other resources may be included – Includes description of unfunded collaborations – Includes description of unfunded senior personnel role(s) on project
Data Management Plan	<ul style="list-style-type: none"> – No more than 2 pages – If this is a collaborative proposal only the lead institution submits this document
Post Doc Mentoring Plan	<ul style="list-style-type: none"> – Required if funding requested to support post doc – No more than 1 page
Other Supplementary Documentation	<ul style="list-style-type: none"> – Allowed or required per solicitation guidelines – Letters of collaboration only (no letters of support, limit to stating intent to collaborate, should not contain endorsements or evaluation of project) – Letters of collaboration from unfunded collaborations – All letters of collaboration follow PAPPG format and/or solicitation
Single Copy Documents	<p>Collaborators & Other Affiliations (COA):</p> <ul style="list-style-type: none"> – A COA must be separately provided for each individual identified as senior personnel. NSF requires the use of the spreadsheet template for identifying Collaborators and Other Affiliations information on proposals. – Be sure to upload the spreadsheet template as an Excel file only. Do not convert the file to a pdf before uploading. Let the FastLane system convert the Excel file to a pdf. This will allow NSF to use this as a searchable document.

Required Document	Document Requirements
If a Collaborative Proposal	<ul style="list-style-type: none">- Lead Organization is responsible for:<ul style="list-style-type: none">- Cover Sheet- Project Summary- Table of Contents (automatically generated)- Project Description- Reference Cited- Biographical Sketch(s)- Budget and Budget Justification- Current and Pending Support- Facilities, Equipment and Other Resources- Data Management Plan- Postdoctoral Mentoring Plan (if applicable)- Collaborators & Other Affiliations - Non-Lead Organization is responsible for:<ul style="list-style-type: none">- Cover Sheet- Table of Contents (automatically generated)- Biographical Sketch(s)- Budget and Budget Justification- Current and Pending Support- Facilities, Equipment and Other Resources- Collaborators & Other Affiliations