NSF Checklist

- Applications are submitted via Fastlane or grants.gov

- Know the Funding Opportunity Announcement you are applying to [http://www.nsf.gov/funding/](http://www.nsf.gov/funding/)

- Talk to the program representative for advice on scientific and technical issues and grant mechanisms

GENERAL FORMATTING

- Standard US 8 ½” x 11”

- Include page numbers

- Images approximately 1200 x 1500 pixels, using 256 colors and should be readable as printed at 100% scale (do not include as appendix)

- Font type:
  - Arial, Courier New, Palatino Linotype: 10 points or larger
  - Times New Roman: 11 points or larger
  - Computer Modern family: 11 points or larger

- No more than 6 lines per vertical inch

- At least 1” margin on each side, for all pages

TYPES OF SUBMISSION

Letter of Intent

- Required by some program solicitations in advance of full proposal
- Not binding
- Typically contains PI’s, Co-PI’s names, title, organizations, and synopsis
- Requirement for submitting an LOI will be indicated in the solicitation

Preliminary Proposal
• Required by some solicitations, they will specify content and submission requirements
• Indicate “Preliminary Proposal” on Cover Sheet
• Preliminary Proposals, just like full proposals, are submitted by ORA
• You will receive an invitation if you can move forward to the full proposal

**Full Proposal**

• Types of Proposals:
  o RAPID
  o EAGER
  o Research
  o Ideas Lab
  o Equipment
  o Conference
  o International Travel
  o Fellowship
  o Facility/Center

• Sections of a full research proposal:
  o Cover Sheet
  o Project Summary
  o Table of Contents
  o Project Description
  o References Cited
  o Biographical Sketch(es)
  o Budget & Budget Justification
  o Current & Pending Support
  o Facilities, Equipment, and other Resources
  o Special Information and Supplementary Documentation (Data Management Plan; Postdoctoral Mentoring Plan (if applicable)

**Project Summary:**

- Include (with separate headings):
  - Overview: statement of objectives and methods
  - Intellectual merit: potential to advance knowledge
  - Broader Impacts statement: potential to benefit society
- Should be understandable to scientifically literate lay reader
- Is NOT an abstract

**Project Description:**

- May not exceed 15 pages (including Results from Prior NSF Support)
- Includes
  - Objectives and Significance (for science, engineering, education)
Broader Impacts, examples:

- Participation of minorities in STEM related activities
- Improved STEM education or educator development
- Improved well-being of individuals in society
- Development of global STEM workforce
- Increased partnerships between academia, industry, and others
- Improved national security
- Increased economic competitiveness of the US
- Enhanced infrastructure for research and education

Results from Prior NSF Support:

- For PI and co-PI
- Within past 5 years
- Limited to 5 pages
- If received more than one award, list only the one most related to this project
- Must contain: NSF award number, amount, time period, title, summary of results & accomplishments;
- Include two subheadings: Intellectual Merit & Broader Impacts
- Include list of resulting publications
- Include list of research products (related to data management plan)