

NSF Grant Submission Checklist

Internal Institutional Documents	Date:
All items are due to ORSP five business days before the Sponsor's deadline	
PI Proposal Routing Form	
PI Significant Financial Interest Form	
Co-PI/Key Personnel Proposal Routing Form(s) <i>(if applicable)</i>	
Co-PI/Key Personnel Significant Financial Interest Form(s) <i>(if applicable)</i>	

Items for Grant Application	Date:
<p>Formatting Requirements</p> <ul style="list-style-type: none"> Font (Arial/Courier New/ Palatino 10 pt or larger, Times New Roman/Computer Modern 11 pt or larger)* 1 inch margins in all directions Each document paginated <p>*Times New Roman and Symbol are the only allowable fonts for Research.gov submissions</p>	
<p>Cover Sheet</p> <ul style="list-style-type: none"> There are four major components of the Cover Sheet. A number of the boxes contained on the Cover Sheet are pre-filled as part of the FastLane login process. To allow ORSP to review and submit a proposal, you must navigate back to the "Proposal Actions" page in FastLane and click the "Allow SRO Access" button. Then choose "Allow SPO to view, edit, and submit proposal." To allow ORSP to review and submit a proposal, you must click on Proposal Access for SPO/AOR on the Proposal Forms page in research.gov. You can choose to proceed to provide access even if error(s)/warning(s) display. Continue past any error(s)/warning(s) and select Edit access with Allow proposal submission. 	
<p>Project Summary</p> <ul style="list-style-type: none"> Written in 3rd person 3 sections completed in boxes (upload a PDF only if special characters are required) 4,600 characters AND 1 page maximum 	
<p>Table of Contents</p> <ul style="list-style-type: none"> Automatically updates 	
<p>Project Description</p> <ul style="list-style-type: none"> Meets page limit (usually 15 but refer to solicitation) All graphics/figures/charts in the document uploaded ok Separate section for and titled as "Broader Impacts" Separate section for and titled as "Intellectual Merit" No URLs Includes Results from Prior NSF Support section (limited to 5 pages) <ul style="list-style-type: none"> Current funding or an award with an end date in the past five years All required elements: <ul style="list-style-type: none"> NSF award number, Total amount of award, and Period of support Title of the project Summary of results: <ul style="list-style-type: none"> 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) Evidence of research products and availability 	

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<ul style="list-style-type: none"> ▪ If the proposal is for renewed support, a description of the relation of the completed work to the proposed work. 	
<p>References Cited</p> <ul style="list-style-type: none"> • Includes bibliographic citations only and does not provide parenthetical information outside of the 15-page Project Description • 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 	
<p>Biographical Sketch(es)</p> <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 biosketch • Includes 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) ○ Appointments in reverse chronological order (begin with current position) ○ 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 	
<p>Budget and Budget Justification</p> <ul style="list-style-type: none"> • No more than 5 pages • No cost sharing language • Each budget line item is documented and justified in the budget justification • Include rates of pay for all paid personnel • Include the definition of “year” in the budget justification • If more than 2 months salary requested, justification included • Travel must be specified, itemized, and justified by destination and cost 	
<p>Current and Pending Support</p> <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) • All current and pending support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed. <ul style="list-style-type: none"> ○ Include UWG funds allocated to specific projects (but not start-up funds) • List this proposal as pending support • Information for each project complete, including non-zero-time commitment 	
<p>Facilities, Equipment and Other Resources</p> <ul style="list-style-type: none"> • No cost sharing language (i.e. no exact amounts to be contributed to the project) although other resources may be included • Includes description of unfunded collaborations • Include description of unfunded senior personnel role(s) on project 	
<p>Special Information and Supplementary Documentation</p> <ul style="list-style-type: none"> • Data Management Plan <ul style="list-style-type: none"> ○ No more than 2 pages. See NSF directorate specific guides • Mentoring Plan for Postdocs (<i>only included in post docs are on the project</i>) <ul style="list-style-type: none"> ○ Limited to 1 page • Other Supplementary Documentation 	

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<ul style="list-style-type: none">○ Only documents requested by solicitation/guideline○ 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	
<p>Single Copy Documents</p> <ul style="list-style-type: none">● Collaborators & Other Affiliations (separate document for each senior person)○ NSF FastLane and Research.gov submissions follow the instructions and use the excel template found on the NSF Webpage.○ Grant.gov Submissions use follow the following instructions<ul style="list-style-type: none">◆ The COA information must be provided through use of the COA template and uploaded as a PDF attachment	