

## **NSF Exhibit II-1: Proposal Preparation Checklist**

It is imperative that all proposals conform to the proposal preparation and submission instructions specified in Part I of the *Proposal and Award Policies and Procedures Guide*. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation or accommodation has been approved in advance of proposal submission. Note that some NSF program solicitations modify standard NSF proposal preparation guidelines, and, in such cases, the guidelines provided in the solicitation must be followed. The rules specified for each type of proposal are compliance checked by NSF electronic systems prior to submission. Proposers are strongly advised to review Chapter II.D (for Research proposals) and the applicable sections of Chapter II.F. relevant to the other types of proposals being developed PRIOR to submission. NSF will not accept or will return without review proposals that are not consistent with these instructions. See Chapter IV.B and visit the [Automated Compliance Checking of NSF Proposals](#) webpage for additional information.

Prior to submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions, and the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

**[ ] Pagination, Font, Spacing, and Margins:** requirements are shown in the PAPPG on page II-4

**[ ] General:**

- The proposer has an active and valid SAM registration and a valid DUNS number (UEI, effective April 1, 2022).
- The proposer has reviewed and certified compliance with the government-wide financial assistance certifications and representations in SAM.
- The proposal is compliant with the provisions in the PAPPG and/or the relevant program solicitation.
- The proposal is responsive to the relevant program description or announcement (if applicable).
- If the proposal has been previously declined and is being resubmitted, the proposal has been substantively revised to take into account the major comments from the prior NSF review.
- The proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.
- The proposal will be submitted by 5 p.m. submitter's local time if there is an established deadline date.

**[ ] Single Copy Documents:**

- Authorization to Deviate from NSF Proposal Preparation Requirements is included (if applicable).
- List of Suggested Reviewers, or Reviewers Not To Include has been provided (if applicable).
- SF LLL, *Disclosure of Lobbying Activities* has been provided (if applicable).
- Collaborators and Other Affiliations (COA) Information has been separately provided for each individual identified as senior personnel through use of the [COA template](#).

## SECTIONS OF THE PROPOSAL:

### [ ] **Cover Sheet Components (PAPPG II-9) you will need to provide if applicable – 7 components:**

- Requested Start Date and Proposal Duration
- Related letter of intent number has been entered.
- Related preliminary proposal number has been entered (if applicable).
- Prime Organization – Awardee Organization
- Primary Place of Performance
- Other Federal Agencies
- Other Information:
  - Beginning Investigator
  - Disclosure of Lobbying Activities
  - Special Exception to the Deadline Date Policy
  - Historical Places
  - Live Vertebrate Animals
  - Human Subjects
  - Funding of an International Branch Campus of a U.S. IHE” or “Funding of a Foreign Organization or Foreign Individual” has been checked on the Cover Sheet, the name of the applicable country(ies) in the International Activities Country Name(s) box(es) has been provided.
  - Funding of a Foreign Organization or Individual
  - International Activities Country Name(s)
  - Potential Life Sciences Dual Use Research of Concern (DURC)
  - Off-Campus or Off-Site Research
  - Potential Impacts on Tribal Nations

### [ ] **Project Summary (PAPPG II-11):**

- The Project Summary does not exceed one page.
- The Project Summary contains an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

### [ ] **Table of Contents (PAPPG II-11): automatically generated – proposer cannot edit this form**

### [ ] **Project Description (PAPPG II-11) - (including Results from prior NSF Support):**

- The **Project Description** does not exceed the **15-page limitation** (which includes the Results from Prior NSF Support (maximum 5-page limit)), the limit specified in the relevant program solicitation, or the limit provided in the instructions for types of proposals (e.g., Planning, RAPID, EAGER and Ideas Lab).
- Project Description contains, as a separate section within the narrative, a section labeled **“Broader Impacts”** and must appear as a heading on its own line.
- Project Description contains the requisite explanation/justification for proposals that include funding to an International Branch Campus of a U.S. IHE or to a foreign organization or foreign individual, including through use of a subaward or consultant arrangement.

Project Description is self-contained, and Uniform Resource Locators (URLs) have not been included.

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:

- an award with an end date in the past five years; or
- any current funding, including any no cost extensions.

Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings; and

Results are limited to five pages of the Project Description.

## **References Cited:**

This section includes bibliographic citations only and does not provide parenthetical information outside of the Project Description.

Each reference is in the required format, which may vary according to the norms of the scientific discipline.

## **Proposal Budget and Budget Justification (PAPPG II-14):**

Each budget line item has been documented and justified in the budget justification.

Any compensation for senior personnel in excess of two months has been disclosed in the proposal budget and justified in the budget justification.

Contracts for the purpose of obtaining goods and services for the proposer's own use have been identified on Line G6 of the proposal budget, when applicable.

The amount for indirect costs was calculated by applying the current negotiated indirect cost rate(s) to the approved base(s), and the amount has been specified in the budget justification.

Each budget justification does not exceed five pages or the page limitation specified in the relevant program solicitation. For proposals that contain subawards, **each subaward** includes a separate budget justification that does not exceed five pages.

## **Cost Sharing (PAPPG II-21):**

The listing of programs that contain mandatory cost sharing requirements is available at:  
<https://www.nsf.gov/bfa/dias/policy/>

Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer.

While not required by NSF, proposing organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the proposal budget or budget justification.

## **Facilities, Equipment and Other Resources (PAPPG II-23):**

An aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded, has been included.

- [ ] In-kind contributions intended for use on the project being proposed (such as office/laboratory space, equipment, supplies, employees, students) have been identified, where applicable.
- [ ] No quantifiable financial information has been provided.
- [ ] If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into Research.gov.

## Senior Key Personnel Documents

### [ ] **Biographical Sketch(es) (PAPPG II-23):**

[ ] A separate biographical sketch has been prepared through use of SciENCv and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov.

[ ] The content described has been prepared in accordance with the instructions, and does not contain additional information beyond that specified.

[ ] Biographical Sketch components:

Identifying information – last name, first name, middle name; ORCID ID; position title

Organization and Location – name, city, state, province

Professional Preparation (education & training)

list, in reverse chronological order by start date

Include all degrees earned as well as postdoctoral and fellowship training

Provide, organization name, location (city, state/province, country) with start date

Provide month and year degree received and field of study

Appointments and Positions - academic, professional, or institutional

beginning with the current appointment and in reverse chronological order

Provide start date, end date, title or position, organization name and department, location (city, state/province, country)

Products (**PAPPG II-25**) – (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project has been provided. Each product includes the full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.

### [ ] **Current and Pending Support (PAPPG II-27):**

[ ] A separate current and pending support document has been prepared through use of SciENCv format and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov.

[ ] Current & Pending (other) support must be provided separately for each individual designated as a senior/key person through use of SciENCv, which will produce an NSF-compliant PDF version of the document.

[ ] Consulting activities must be disclosed under the proposals and active projects section of the common form (as directed on page II-27 of the PAPPG, NSF-24 guide).

[ ] **Collaborators and Other Affiliations (COA) (PAPPG II-31)– also known as Conflict of Interest:**

This should be a separate document and provided on the NSF template

[ ] **Synergistic Activities (PAPPG II-32) : no longer a part of the Biographical Sketch**

This should be a separate document and is limited to one page with 5 distinct examples.

[ ] **Special Information and Supplementary Documentation:**

[ ] A **Mentoring Plan (PAPPG II-32)**, that covers both postdoctoral researchers and graduate students supported on the project), limited to one page, has been included.

[ ] A **Data Management and Sharing Plan (PAPPG II-33)**, limited to two pages, has been included.

[ ] **Letters of collaboration (PAPPG II-33)** documenting collaborative arrangements of significance to the proposal have been included, if applicable. Letters of support should NOT be submitted and the proposal could be returned without review if submitted.

[ ] Other types of information identified in Chapter II.D.2.i have been included, as appropriate.

[ ] Any additional items specified in a relevant program solicitation have been included.

[ ] **Appendices:**

[ ] Appendices have not been included unless a deviation has been authorized.

[ ] **Other Types of Proposals:**

[ ] For other types of proposals (see Chapter II.F), the applicable proposal preparation guidance has been followed.

[ ] **Other Reminders:**

[ ] If the proposal contains off-campus or off-site research, a plan has been developed for that proposal prior to proposal submission. The plan is not submitted to NSF for review, but is maintained in the organizational records (see Chapter II.E.9).

[ ] An individual development plan has been developed for each postdoctoral scholar and graduate student who would be receiving substantial support from an NSF award. These plans are not submitted to NSF for review but is maintained in the organizational records (see Chapter VII.B.7).

[ ] Prior written approval from the official(s) designated by the relevant Tribal Nation(s) has been obtained for any proposal that may impact the resources or interests of a federal recognized American Indian or Alaska Native Tribal Nation (see Chapter II.E.10).