NSF PROPOSAL DOCUMENTS
PI GUIDE

The checklist below is to assist Principal Investigator(s) (PIs) with preparing NSF proposal(s).

This is *not* a required form, nor is this list all-inclusive.

Please refer to the appropriate solicitation for proposal requirements.

As soon as you know you are going to apply to a solicitation, please notify Sponsored Projects Administration (SPA) by e-mailing the link or solicitation number to SPA Pre-award Manager for your department.

For assistance please contact SPA:

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X8509   X8173

REQUIRED DOCUMENTS	DOCUMENT REQUIREMENTS
FastLane ID	☐ Go to Research.gov to register or link your existing ID
Cover Sheet	☐ Complete cover sheet ☐ - If collaborative, double check that all **titles and start dates** match for both institutions
Formatting Requirements	☐ Fonts: Ariel, Palatino 10pt., Times/Computer Modern 11pt. ☐ Black text ☐ 1 inch margins ☐ Each document paginated
Project Summary	☐ Written in 3rd person ☐ 3 sections completed in boxes (upload a PDF only if special characters are required) ☐ 1 page maximum or proposal will error upon submission

Project Description	☐ Meets page limit (usually 15, but refer to solicitation)
	☐ All graphics/figures/charts in document uploaded ok
	☐ Separate section for and titles as "Intellectual Merit" and "Broader Impacts"
	☐ No URL's
	☐ Includes Results from Prior NSF Support section, all required elements:
	    • 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 state None Produced if you have none

References	☐ 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

REQUIRED DOCUMENTS	DOCUMENT REQUIREMENTS

Biographical Sketch	☐ Provided separately for each PI, Co-PI and all key personnel (cannot be combined into one file)
	☐ No more than 2 pages per bio-sketch
	☐ Include all and only required elements:
	    • Professional Preparation – chronological order (oldest to newest), include institution, location, major, degree and year (or postdoctoral field and years)
	    • Appointments in reverse chronological order (newest to oldest)
	    • Products
	       - 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
	☐ Synergistic Activities - list up to 5 distinct examples
	There should be no text after Synergistic Activities

Budget	☐ Meets guideline specifics
	☐ No cost-share unless required in the Funding Announcement/Solicitation
	    • Budget template:
	      https://www.umassd.edu/spa/institutionalfactsrates/proposaldevelopment/

Budget Justification	☐ No more than 5 pages for the primary proposal
	☐ No more than 5 pages for each sub-award, if applicable
	☐ No cost sharing/match language
	☐ Include rates of pay for all paid personnel
	Example:
	    • Jane Doe, PI, $130,125 base salary, 1 S~MU~ Mo, YRS 1-3
	    • John Smith, Co-PI, $125,000 base salary, 1S~MU~ Mo, YRS1-3
	    • Bill Jones, PhD Candidate, $20,000, 12 Cal Mo, YRS 1-3
	    • Include "salaries increase at a rate of ~3~2% annually" in personnel justification
	☐ If more than 2 months of salary requested, justification included
	☐ Travel must be specific, itemized and justified by destination and cost
	    • Travel to *where* and *when* and for *how many* nights
	    • Total costs: airfare cost, lodging cost, meals (per-diem), ground transportation and parking costs, registration/meeting fees (individual expenses must equal total costs)
	All expenses must be Allowable, Allocable, Reasonable, and consistent with University policy
	Sample budget justifications are available on the SPA website
	https://www.umassd.edu/spa/institutionalfactsrates/proposaldevelopment/

Current and Pending	☐ Provided separately for each PI, Co-PI and all key personnel (cannot be combined into one file) ☐ List *this* proposal as pending support ☐ Include information for each project (zero effort projects can be excluded) ☐ Include all projects and support amount 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 – excluding start-up funds)
Facilities, Equipment, and Other Resources	☐ No cost-share/match language (i.e., do not quantify any amount) although other resources may be included ☐ Include description of unfunded collaborations ☐ Include description of unfunded senior personnel role(s) on project
Data Management Plan	☐ No more than 2 pages ☐ If this is a collaborative proposal, only the primary institution submits this document https://www.lib.umassd.edu/services/data-management-plan-development-services

REQUIRED DOCUMENTS	DOCUMENT REQUIREMENTS
Post Doc Mentoring Plan	☐ Required if funding request is to support a Postdoc ☐ No more than 1 page

Other Supplementary Documentation	☐ 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)
	    • Example:
	    "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 or Other Resources section of the proposal."
	☐ Letters of collaboration from unfunded collaborators
	☐ All letters of collaboration
	☐ Boat/Vessel use

Single Copy Documents	Collaborators & Other Affiliations: ☐ Effective April 2017, the NSF requires the use of a spreadsheet template to identify Collaborators and Other Affiliations information for all key personnel. • https://www.nsf.gov/bfa/dias/policy/coa/faqs_coatemplate1217.pdf ☐ Be sure to upload the spreadsheet as an Excel file. Do not convert to a PDF as the FastLane system converts the excel spreadsheet to a PDF.
Collaborative Proposal (the project title must begin with the words "Collaborative Research:") Non-lead Institution is also responsible for items in blue text with an asterisk & must assign their proposal a proposal PIN. This proposal PIN and the temporary proposal ID generated by FastLane when the non-lead proposal is created must be provided to the lead organization before the lead organization submits its proposal to NSF.	Primary Institution is responsible for all of the following: ☐ Cover sheet* ☐ Project summary ☐ Table of contents (automatically generated)* ☐ References cited ☐ Biographical sketch(es)* ☐ Budget* ☐ Budget justification* ☐ Current and Pending* ☐ Facilities, Equipment, and Other Resources* ☐ Data Management Plan ☐ Postdoctoral Mentoring Plan (if applicable)* ☐ Collaborators & Other Affiliations*