

NSF Proposal Checklist

Provided that a finalized proposal is received consistent with ORSP's deadline policy and SRO Access has been granted in Research.gov, ORSP will check the following items on a standard unsolicited proposal to one of the National Science Foundation's standing scientific programs (i.e., proposals to which the only application guideline is NSF's *Proposal & Award Policies & Procedures Guide*).

** Fastlane was decommissioned for proposals on 12/31/2022*

** If submitting a proposal to a Broad Agency Announcement (BAA) it will require the use of the BAAM system, This is a PI system, so the PI will need to obtain ORSP approval on a PAF prior to submitting the Proposal in the BAAM system.*

Research.gov

- Run check for errors

Cover Page

- Primary campus correctly listed.
 - The address and UEI numbers should match the campus, ie. Ann Arbor, Dearborn, or Flint.
- Compliance factors (e.g. animal research, human subjects) properly disclosed.
- All Appropriate Boxes checked as needed (e.g. animal research, human subjects, international travel, collaborative proposal, pre-proposal, off-campus or off-site research).
- Debarment/Suspension checkbox completed correctly.
- For collaborative proposals from multiple institutions, available cover pages of all collaborators should match in the following areas:
 - Solicitation Number
 - Directorate(s) the proposal is being submitted to
 - Proposal title, including if the title is required to start with "Collaborative Research: ..."
 - Start date
 - Project Duration (Correct number of months)

Project Summary

- Does not exceed one page.
- Overview, Intellectual Merit and Broader Impacts statements are addressed with separate headings.
- Project Summary may ONLY be uploaded as Supplementary Doc if use of special characters is necessary.
 - Examples: https://www.nsf.gov/bfa/dias/policy/papp/papp13_1/special_characters.pdf
- For collaborative proposals from multiple institutions, only the lead institution uploads this document.

Table of Contents (automatically generated)

- Required proposal components included.
- Page length limits observed.

Project Description

- Does not exceed 15 pages. (unless the solicitation has different requirements)
- Include separate heading for Broader Impacts. (Intellectual Merit header no longer required)
- Results from Prior NSF Support:
 - Results related to Intellectual Merit & Broader Impacts are described under 2 distinct headings.
 - Include an NSF award with an end date in the past five years (including any current funding and those under no cost extensions) whether related to the project or not.
 - May be up to 5 pages of the 15 allowable pages in the Project Description.
- No URLs included - not allowed per the PAPPG because they can circumvent the page limit requirements.
- For collaborative proposals from multiple institutions, only the lead institution uploads this document.

References Cited

- No "et al." used.
- For collaborative proposals from multiple institutions, only the lead institution uploads this document.

Biographical Sketch(es) (provide for PD/PI, Co-PD/PI, & Senior Personnel only)

**The use of SciENcv will be required as of 10/23/2023 for Biographical Sketches*

- NSF-Approved Format: SciENcv or an NSF fillable PDF
 - <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>
- Each biosketch does not exceed three pages.
- No more than five products most closely related to the proposed project.
 - et al. is ok for the list of authors in this section
- No more than five other significant products.
 - et al. is ok for the list of authors in this section
- No more than five specific synergistic activities.
 - No elaborate description of any of the listed activities.

Proposal Budget

- All senior personnel listed have effort and funding requested.
 - In Research.gov, a PD/PI or Co-PD/PI listed on the cover page must show up in at least one budget period with effort. (NSF might fix this)
- If postdoctoral fellow support is requested, include a mentoring plan in Supplementary Documents.
- If foreign travel is requested, international activities must be identified on the Cover Page.
- Use of budget categories consistent with NSF requirements and U-M budgeting practices.
- If a Subcontract is included, separate budget pages need to be included for the SubK.
 - If there is a foreign SubK the F&A is limited to a *de minimis* indirect cost rate recovery of 10% of modified total direct costs.

Budget Justification

- Does not exceed five pages.
- All Uniform Guidance monitored costs appropriately justified.
- No hidden cost sharing; i.e. only justify what is on the budget.
- Includes definition of the term “year” (rb.gy/ulkqs)
- If a Subcontract is included, a separate budget justification needs to be included with the SubK budget.

Current and Pending Support

**The use of SciENcv will be required as of 10/23/2023 for the Current & Pending Support document*

- NSF-Approved Format: SciENcv or an NSF fillable PDF
 - New form has 2 new fields for each project: Overall Objectives & Statement of Potential Overlap.
 - <https://www.nsf.gov/bfa/dias/policy/cps.jsp>
- All current and pending documents must include the proposal being submitted as a pending proposal and listed for each PD/PI, Co-PD/PI and Senior personnel.
- Effort list should be for current and future years only.
- No expired funding listed.

Facilities, Equipment and Other Resources

- No quantifiable financial information provided.

Special Information and Supplementary Documentation

- For collaborative proposals from multiple institutions, only the lead institution includes this section.
- If required, postdoctoral mentoring plan does not exceed one page.
- Data Management Plan does not exceed two pages.
- Letters should only state commitment to participate unless otherwise required in the solicitation.

Single Copy Documents

- Collaborators & Other Affiliations Information