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.
☐ 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.

v. 7/19/2023
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

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