

## NSF Proposal Requirements

### Grant Proposal Guide Effective January 29, 2018

[http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg\\_index.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_index.jsp)

#### Format

These requirements apply to **all** sections of the proposal, **including Supplementary Documents section:**

- Typeface limited to one of five fonts: Arial, Courier New or Palatino Linotype in at least 10 point font; Times New Roman in at least 11 point font; Computer Modern family of fonts in at least 11 point font
- No more than 6 lines of type per vertical inch; one inch margins on all sides
- Single column format required
- Paginate each section of proposal before uploading it to Fastlane

#### Single Copy Document section – NEW!! Required component Collaborators & Other Affiliations

##### For Information about and to get the REQUIRED NSF template -

- The following information regarding collaborators and other affiliations (COA) must be separately provided for each individual identified as senior project personnel. The COA information must be provided through use of the [COA template](#). If there are more than 10 individuals designated as senior project personnel on the proposal, instructions provided in the applicable solicitation must be followed. Please note that some information requested in prior versions of the Proposal Guide are no longer requested. **THIS IS PURPOSEFUL.** Certain relationships will be reported in other sections (i.e., the names of postdoctoral scholar sponsors should not be reported, however if the individual collaborated on research with their postdoctoral scholar sponsor, then they would be reported as a collaborator). The information in the tables is not required to be sorted, alphabetically or otherwise.
- There are five separate categories of information which correspond to the five tables in the COA template:
- COA template Table 1:
  - List the individual's last name, first name, middle initial, and organizational affiliation (including considered affiliation) in the last 12 months.
- COA template Table 2:
  - List names as last name, first name, middle initial, for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer.
- COA template Table 3:
  - List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:<sup>14</sup>
    - The individual's Ph.D. advisors; and
    - All of the individual's Ph.D. thesis advisees.
- COA template Table 4:
  - List names as last name, first name, middle initial, and provide organizational affiliations, if known, for the following:
    - Co-authors on any book, article, report, abstract or paper with collaboration in the last 48 months (publication date may be later); and
    - Collaborators on projects, such as funded grants, graduate research or others in the last 48 months.
- COA template Table 5:
  - List editorial board, editor-in chief and co-editors with whom the individual interacts. An editor-in-chief must list the entire editorial board.
  - Editorial Board:<sup>15</sup> List name(s) of editor-in-chief and journal in the past 24 months; and
  - Other co-Editors of journal or collections with whom the individual has directly interacted in the last 24 months.
- The template has been developed to be fillable, however, the content and format requirements must not be altered by the user. This template must be saved in .xlsx or .xls format, and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document. It is imperative that this document be uploaded in .xlsx or .xls only. Uploading a document in any format other than .xlsx or .xls may delay the timely processing and review of the proposal.
- This information is used to manage reviewer selection.

#### Project Summary

- Summary of proposed activity suitable for publication, limited to one page
- Three (3) separate text boxes in which to mandatorily provide an 'Overview', and address 'Intellectual Merit' and 'Broader Impacts' of the proposed activity.

#### Project Description

- Limited to 15 pages, page numbering required. NO URLs included.
- Both merit review criteria (Intellectual Merit, and Broader Impacts) **MUST EACH** be addressed with a separate section labeled "Broader Impacts of the Proposed Work", and "Intellectual Merit".
- Description of Prior NSF support required, limited to 5 pages (of the 15 pages allowed). Required only for PIs and co-PIs who have received NSF support with an award with an end date in the past five (5) years, or any current funding including any no-cost extension. In cases where the PI or any co-PI has received more than one award (excluding amendments to

existing awards), they need only report on the one award that is most closely related to the proposal. Support means salary support, as well as any other funding awarded by NSF, including research, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc.

- Intellectual Merit, and Broader Impact, activities must also be described in 2 separate sections in the summary of Results from Prior NSF Support. The listing of publications resulting from an NSF award must provide a complete bibliographic citation for each publication in either the Results from Prior NSF Support section, or in the References Cited section of the proposal.

#### **References Cited**

- Include names of all authors, article title, journal title, book title, volume number, page numbers, year of publication, and website address, if available electronically
- If there are no references cited, a statement to that effect should be included in this section.
- Page numbering required; no page limit; list only those references cited in project description

#### **Bio sketches for key personnel**

Required sections:

- Education/professional preparation. New information being requested in this section: location of PI's undergraduate, graduate and postdoctoral institution(s) with city and state listed must be provided.
- Appointments (reverse chronological order)
- Renamed Publications to Products (to include publications, data sets, software, patents, copyrights. 5 relevant to proposal, 5 other significant)
- Synergistic activities – up to 5 examples
- Upload a separate Bio sketch for each listed Senior Personnel person
- DO NOT list collaborators here, it is in Single Copy Documents section (see instructions above)

Two page limit. Do not include personal information

#### **Budget**

- fringe rate for fulltime employees (more than 19 hrs/wk) is 37%. For part time employees (19 hrs/wk or less) fringe is 9%, summer salary is 28%.
- Estimate 3% annual contractual increase.
- CSI onsite indirect rate is 72% of all salaries and fringe benefit amounts; offsite rate is 26%. Authorization from Provost or Dean is required for use of offsite rate
- Indirect calculation only on salaries and fringe benefits.
- Separate budgets and budget justifications must be entered for subawards. Contact Office of Sponsored Programs and Research for the list of documents required from the subrecipient at the proposal stage
- ALL Budget justifications limited to 5 pages **PER PROPOSAL**

#### **Current and Pending Support**

- Include the NSF proposal you are preparing now under "Pending Support"
- Upload a separate Current & Pending Support document for each listed Senior Personnel person

#### **Facilities, Equipment and Other Resources**

- An aggregated description of the internal and external resources that are, or will be, available to the project (both physical and personnel). New format to be presented.

#### **Supplementary Documentation**

- **Postdoc Mentoring Plan goes here if you have requested support for a postdoc; 1 page maximum**
- **Data Management Plan** - no more than 2 pages describing how the proposal will conform to NSF policy on the dissemination and sharing of research results.
- **Letters of Collaboration:** NEW minimalist language template, REQUIRED, as follows:  
Dear NSF Program Officer,  
If the proposal submitted by Dr. (PI name) entitled " " is selected for funding by NSF, it is my intention to collaborate as detailed in the Facilities and Other Resources or Project Description of the proposal.

Sincerely yours,  
(collaborator name)

Proposals that do not follow these instructions will be returned without review.

**Appendices** – not permitted.