 **NSF PROPOSAL DOCUMENTS CHECKLIST**

**PAPPG 24-1 effective May 20, 2024**

Updated 2025.05.30

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| PI and Co-PI names |  | | | FOA |  | |
| Other Senior/Key Personnel names | |  | Due Date | | |  |

Once PI, Co-PI and Senior/Key Personnel names are entered above: ctrl-A > F9. Do this to update the checklist anytime names are edited.

**Peach color indicates sections that the PA will typically fill out for PIs.**

## \* indicates documents/Information needed for a non-lead collaborative submission

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| GENERAL INFORMATION \* | | | | | | | | | | | | |
| Black text, Arial/Palatino Linotype/Courier New 10 pt., **OR** Times/Computer Modern 11 pt. | | | | | | | | | | Cambria Math for formulas/equations; Greek letters/special characters, tables – less than 10 pt. ok | | |
| 1-inch margins, 6 lines of text within a vertical space of 1” | | | | | | | | | | **Pagination**: None | | |
| project setup \* | | | | | | | | | | | | |
| NSF Announcement # | | | | | | | Directorate/Division/Program as required | | | | | |
|  | Title includes any required descriptive words (see solicitation for title requirements). | | | | | | | | | | | |
| Type of Proposal Select one | | | | | | | | | Collaborative Status Select one | | | |
| Cover sheet, Main Page, and Personnel and Subawards \* | | | | | | | | | | | | |
| **COVERSHEET\*** | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Start date 6+ months out, unless allowed by FOA | # of months | Primary place of performance address | | Related LOI, if required, enter ID number that was issued upon submission. | Preliminary proposal, if required, enter the preliminary proposal number. | | | Other Federal Agencies – include if submitting to other Federal Agencies | | | | **“Other Information” indicators are complete as applicable** | | | | | | | | | | | | | | | |
| Proprietary or Privileged information – if this box is checked, a Proprietary/Privileged upload button will appear | | | | | | | | | | | | |
| Beginning Investigator – BIO directorate only  As required: Lobbying, Deadline Exceptions, Historic Places, Proprietary/ Privileged information | | | | | Vertebrate animals  Pending  **OR**  IACUC App. Date  **AND** PHS Animal Welfare # D16-00388 | | | | | | Human Subjects  IRB Approval Date **AND** Human Subjects  Assurance # FWA00003492  **OR**  Pending **OR**  Exemption and Exemption Number | |
| Funding of an International Branch Campus | | | Funding of a Foreign Org. including through subaward or consultant | | | | | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international travel, including conferences. Worldwide if country is unknown. | | | | |
| Potential DURC | | Off-campus/off-site research (check FOA to see if a plan is required for upload). | | | | | | | | | | Potential Impacts on Tribal Nations (see [Other Documents](#TribalNations) for instructions for documentation). |
| **MAIN PAGE \*** | | | | | | | | | | | | |
| Correct deadline date has been selected from dropdown on main page, or if non-lead, has populated.  Title includes any required descriptive words (see solicitation for title requirements). | | | | | | | | | | | | |
| **SENIOR/KEY PERSONNEL and SUBAWARDEE complete as applicable \*** | | | | | | | | | | | | |
|  | All Senior/Key Personnel entered and listed at correct institution. | | | |  | | --- | |  |  |  | | --- | |  | | | | | | | | | |
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| Subawardee organization and personnel have been added if applicable. | | | | | | | | | | | | |
| **For Collaborative Proposals \*** | | | | | | | | | | | | |
| All collaborating institutions have been sent and accepted a link (for CU as lead) **OR** the link invite sent by lead has been accepted. | | | | | | The following can only be checked through the print proposal function:  Start dates match across all collaborators.  For title and “where to apply”, the lead’s selections will overwrite ours. | | | | | | |
| Click here to enter comments. | | | | | | | | | | | | |

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| Project summary |

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| One page, uploaded as PDF with Overview, Intellectual Merit, Broader Impacts headers each on its own line, and any FOA-required identifiers or keywords. | Click here to enter comments. |

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| project description | | |
| 15 pages, unless otherwise indicated in FOA  Section labeled as Broader Impacts  No URLs  No PI-supplied information in the margins including page numbers, title, team members. | | All graphics/figures/charts uploaded ok **and within margins**, captions are readable  If applicable, explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included  If applicable, Proprietary or Privileged Information - Clearly mark and label with legend |
| Click here to enter comments. | | |
| **Results from Prior NSF Support (current funding OR end date in last 5 years)**  Some directorates now require this to be a Supplementary Document. Carefully review the funding announcement to confirm where this information is to be included. | | |
| **PI/coPIs:**   |  | | --- | |  | | | |
| No more than 5 pages total  All PIs/coPIs included  Header reads  **Results from Prior NSF Support**  and is on its own line  Statement included for any PI/coPI who doesn’t have prior results | **For each person’s reported results:**  Title  NSF award #, amount, project start and end dates  Separate, labeled sections for:  Intellectual Merit  Broader Impacts  List of all publications resulting from the award, with a complete bibliographic  citation, may be in references. If none, then “No publications were produced under  this award.”  Evidence of research products/availability, including data, publications, samples, collections, as may have been described in the Data Management Plan for the awarded project.  For renewals, description of relation of completed work to proposed work.  If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results. | |
| Click here to enter comments. | | |

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| references cited | |
|  | All author names listed, fully written out (i.e., no “et al”) and in order as they appear.  Article/journal/book title, volume number, start/end page numbers, year of publication, URLs can be included. |

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| budget \* | | |
| Meets FOA specifics for allowed/required and minimum/maximum costs, both yearly and overall.  Contracts for the purpose of obtaining goods/ services for the proposer’s use are in ODC-Other.  Matches internal budget. | Participant Support costs **do not** include anything that will be secured through a service agreement/contract (venue rental, catering, supplies, etc.).  Separate budget/justification entered for each subcontract.  Each subawards’ budget includes either negotiated or de minimis overhead. | |
| Notes: | | |
| budget justification \* | | |
| Use [CU Budget Justification Template](https://www.colorado.edu/ocg/node/226/attachment) for standard language.  5-page limit  No cost sharing language.  Definition of a year is included.  Any normally unallowable costs or more than 2 months of PI salary are justified. | | Travel is specified, itemized, justified.  Participant Support costs **do not** include anything that will be secured through a service agreement/contract.  Other Direct costs includes a summary of any subawards.  F&A and MTDC base costs are broken out. |
| Notes: | | |

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| facilities, equipment and other resources \* | |
| No cost sharing language  Only resources that are directly applicable are included | Includes unfunded collaborators and the individuals’ role(s).  Subawardees’ information is included in our document |
| Notes: | |

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| Senior/Key Personnel Documents |
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| biosketch \* |
| [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents) See PAPPG for [Equipment Proposals Biosketch](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2g) instructions, Other Personnel | |
| Provided separately for each Senior/Key Person Uses SciENcv No personal information.  All required fields in Identifying Information, Organization and Location section are complete.  Professional Preparation and Appointments/Positions are in *reverse* chronological order.  Products/Publications –citation of up to 5 most closely related to projects and up to 5 other significant products, including submitted for publication; et al. is allowed. Products must be citable and accessible. Other NSF awards cannot be counted as an “other” | |
| Certification – certification has been completed and the signed PDF has been downloaded. | |
| current and pending (other) support \* | |
| [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents)  See NSF [Guidance Table](https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp) for NSPM-33 and PAPPG [Current and Pending (Other) Support](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hii) | |

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| Provided separately for each Senior/Key Person Uses SciENcv No personal information  For each project entered, all required fields are complete, including a brief statement of the overall objectives of each project/proposal or in-kind contribution and potential overlap with this proposal in terms of scope, budget, or person-months planned or committed to the project by the individual.  The proposed project is included as Pending. |
| Certification – certification has been completed and the signed PDF has been downloaded. Do not save the PDF in any other format than what was downloaded. |

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| Notes: |
| Collaborators and Other affiliations \* |
| A COA table is uploaded for each Senior/Key Person.  Uses current NSF template found at [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents)  All names are listed in last name, first name order.  No change to column widths; it’s ok to insert rows  Column A is filled in for Tables 2-5 |
| Synergistic activties \* |
| [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents) |
| Provided separately for each Senior/Key Person  1 page Up to 5 distinct examples  Includes examples that “demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation See [PAPPG](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hiv) for list of possible examples. |
| Notes: |

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| special information and supplementary documents |
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| Documents uploaded to a named field |
| **Data Management and Sharing Plan**, 2 page limit:  **Mentoring Plan** (if applicable) required for any proposal that includes Postdocs **and/or** Grad Students, 1 page limit.  **Other Personnel Biosketches** (optional), clearly identified in the document as “Other Personnel”.  **Reviewers to include**: first, middle initial, last name, email, organization (optional).  **Reviewers to exclude**: first, middle initial, last name, email, organization, reason for excluding (optional). |
| Notes: |
| Documents uploaded to other supplementary documents sectionas allowed or required per guidelines |

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| Supplementary Documents required by the FOA | Notes: |

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| **Letters of Collaboration**  Review FOA for requirements, otherwise follow [PAPPG](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hib) guidelines.  No support or endorsement language.  Letters from all unfunded collaborators are included. |
| **Safe and Harassment-free Work Environments** **Plan** (Include if FOA indicates it’s required to be uploaded.)  [CU’s template](https://www.colorado.edu/ocg/prepare-proposals/proposal-essentials-sponsor/safe-and-inclusive-working-environment-plan-nsf) is required; single plan must be developed for all off-campus work across the project.  2-page limit |
| **Antarctic Logistical Requirements and Field Plan** (Required if applicable) see the current Antarctic Research solicitation for information regarding proposal with fieldwork. |
| **Seeking and Obtaining Tribal Nation Approval for Proposals that May Impact Tribal Resources or Interests** Proposers that may impact the resources or interests of a federally recognized American Indian or Alaska Native Tribal Nation must include at least one of the following:   1. a copy of the written request to the relevant Tribe(s) to carry out any proposed activity/activities that may require prior approval from the Tribal Nation(s); 2. written confirmation from the Tribal Nation(s) that review and approval is not required; or 3. a copy of a document from the relevant Tribal Nation(s) that provides the requisite approval. All such documentation must be uploaded into "Other supplementary documents" in Research.gov.   If only (i) is provided, the proposer will still be required to submit either (ii) or (iii) before NSF will make an award decision. |