**NSF PROPOSAL DOCUMENTS PI CHECKLIST**

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

Updated 2025.05.30

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| PI name |  | | | FOA | 22-586 | |
| Other Senior/Key Personnel names\* | |  | Due Date | | | 7/23/2025 |

\*Support for other senior/key personnel (i.e., in the Budget Category A) or consultants is permitted but must be commensurate with their limited role in the project.

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

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| Only 1 CAREER proposal per annual competition.  Funding caps are confirmed with Program Officer.  PI has not participated in more than 3 CAREER competitions (including this one, proposals that are not reviewed don’t count toward the limit)  PI has been in contact with their cognizant Program Officer in the division closest to their area of research to discuss the expectations and approaches that are most appropriate for that area  Eligibility: Has doctoral in NSF-supported field; engaged in research in an area of science, engineering or education supported by NSF; holds at least a 50% tenure-track (or equivalent see-FOA) position as an assistant professor (or equivalent); is untenured; has not previously received a CAREER award; Associate Professors or equivalent with or without tenure are not eligible. |

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| GENERAL INFORMATION |
| Black text, Arial**+**/Palatino Linotype/Courier New minimum 10 pt., **OR** Times/Computer Modern minimum 11 pt.  A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.  1-inch margins, 6 lines of text**+** within a vertical space of 1”.  **+**If Arial 10 has been used, the document must be formatted so that there are no more than 6 lines/inch:  To format in Word: 1) ctrl-a to select the entire document; 2) from the home tab, select Paragraph>Line & Paragraph Spacing>Line Spacing Options; 3) Line Spacing = multiple, at 1.05; 4) select OK.  Pagination: None, research.gov paginates upon submission  All documents converted to PDF prior to upload, except for COA, and NSF-generated biosketch/C&P forms. |
| Information contained in Excel documents (budgets, COA tables) stored on Google drive may not be accurate. It is recommended that all Excel documents be stored on your computer rather than a shared drive. If a COA table can’t be uploaded to Research.gov or uploads with blank fields, it will need to be recreated away from Google drive. Cells can be copy/pasted from the damaged file to a new COA template. |

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| project setup | | | | | | | |
| NSF Announcement # 22-586 | | | | Directorate/Division/Program selected | | | |
|  | Title begins with CAREER: (followed by a descriptive title) | | | | | | |
| Proposal Type - Research ☐Submission Type – Single Proposal | | | | | | | |
| Cover sheet, Main Page, and Personnel and Subawards | | | | | | | |
| **COVERSHEET** | | | | | | | |
| |  |  |  | | --- | --- | --- | | Start date 6+ months out | # of months - 60 | Primary place of performance address | | 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 (see [Project Description](#IBC_Explanation) for required justification).  Funding of a Foreign Org. including through subaward or consultant (see [Project Description](#IBC_Explanation) for required justification).  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. | | | | 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.  Share Proposal with SPO/AOR: “Edit access” selected with “Allow proposal submission“ checked, If the application  was initiated by Proposal Analyst, no action is required. | | | | | | | |
| **SENIOR/KEY PERSONNEL and SUBAWARDEE complete as applicable\*** | | | | | | | |
| All Senior/Key Personnel entered and listed at correct institution (no coPIs allowed). | | | | | | | |
| Subawards are discouraged due to the limited nature of collaborations that are allowed on a CAREER. | | | | | | | |
| Notes: | | | | | | |

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| Project summary |

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| Required content and headings: Overview, Intellectual Merit, Broader Impacts.  Each header on its own line with no other information.  One page |

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| project description | |
| 15 pages  All graphics/figures/charts uploaded correctly **and within margins**, captions are readable.  No URLs  No PI-supplied information in the margins including page numbers, title, team members.  Section labeled as Broader Impacts **that includes impacts other than educational activities.**  Proposal describes an integrated path that will lead to a successful career as an outstanding researcher and educator.  A description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results.  A description of the proposed educational activities and their  intended impact.  A description of how the research and educational activities are integrated or synergistic. | **Explanation/justification of funding to an IBC or foreign organization (through consultant arrangement) is included, detailing:**   * why support for the foreign counterpart’s in-country resources is not feasible; * why the foreign organization or foreign individual can carry out the activity more effectively; * what unique expertise, organizational capability, facilities, data resources, and/or access to a geographic location not generally available to U.S. investigators; * what significant science and engineering education, training or research opportunities to the U.S.   If applicable, Proprietary or Privileged Information Clearly mark and label with legend (*PAPPG suggested language, "The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the Government, except for purposes of review and evaluation."*) |
| Notes: | |
| **Results from Prior NSF Support (current funding OR end date in last 5 years)** | |
| No more than 5 pages total. Statement included if PI doesn’t have prior results.  Header reads **Results from Prior NSF Support** and is on its own line.  Title  NSF award #  Award amount  Project start and end dates  **Summary of completed work\* under separate, labeled sections:**  Intellectual Merit  Broader Impacts  \*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.  List of all publications resulting from the award, with a complete bibliographic citation, may be included in the references section. If none, then “No publications were produced under this award.”  Evidence of research products/availability, including data, publications, samples, collections, software, models, 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. | |
| Notes: | |

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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 Directorate specifics for minimum/maximum costs.  Contracts for the purpose of obtaining goods/ services for the proposer’s use are in ODC-Other. | Participant Support costs **do not** include anything that will be secured through a service agreement/contract (venue rental, catering, supplies, etc.).  Matches internal budget. |
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| 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: does not mention unfunded personnel (unfunded personnel role(s) will be described in the Facilities, Equipment and Other Resources section).  Definition of a year is included in the salary section: “CU Boulder’s definition of a year is based on the calendar year, January 1 through December 31”.  Any normally unallowable costs or more than 2 months of PI salary across all current and pending NSF projects are justified. | Travel is specified, itemized, justified (copy/paste from the TravelTable tab in your Excel budget).  Participant Support costs **do not** include anything that will be secured through a service agreement/contract (speaker fees, venue rental, catering, supplies, etc.).  Any budgeted consultants are justified including each individual’s expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service.  F&A and MTDC base costs are broken out; your proposal analyst can help you with these numbers. |
| Notes: | |

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| facilities, equipment and other resources | |
| No page limit; [Facilities Template](https://www.colorado.edu/ocg/node/2075/attachment).  No cost sharing language.  Only resources that are directly applicable are included, and monetary values are **not** cited. | In Other Resources, include as applicable:   * Description of unfunded collaborations. Should be included if Letter of Collaboration included in Other Supplementary Documentation; * Description of unfunded Senior/Key personnel role(s) on project; do not include monetary value of unfunded collaborations. |
| Notes: | |

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| Senior/Key Personnel Documents |
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| biosketch |
| [Logon to NCBI for the required Biosketch builder](https://www.ncbi.nlm.nih.gov/myncbi/) [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents) | |
| 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 in *reverse* chronological order.  Appointments/Positions in *reverse* chronological order:   * Appointments and positions include any titled academic, professional, or institutional position whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). * Senior/key personnel must only identify all domestic and foreign professional appointments and positions outside of the primary organization for a period of up to three years from the date the proposer submits the proposal to NSF for funding consideration. | |
| 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. **Do not save the PDF in any other format than what was downloaded.** | |
| current and pending (other) support | |
| [Logon to NCBI for the required Current and Pending builder](https://www.ncbi.nlm.nih.gov/myncbi/) [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)   * In-kind resources contributed from outside CU that are committed as cost share to sponsored projects that have a value greater than $5,000 and time commitment of the Senior/Key Personnel are included. * Consulting activities must be disclosed under the Current projects section when any of the following applies: a)The consulting activity will require the senior/key person to perform research as part of the consulting activity; b) The consulting activity does not involve performing research, but is related to the senior/key person’s research portfolio and may have the ability to impact funding, alter time or effort commitments, or otherwise impact scientific integrity; or c) The consulting entity has provided a contract that requires the senior/key person to conceal or withhold confidential financial or other ties between the senior/key person and the entity, irrespective of the duration of the engagement. * Senior/Key Personnel are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including [foreign government-sponsored talent recruitment programs](https://www.nsf.gov/bfa/dias/policy/researchprotection/nspm33definitions.pdf#page=2). Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Senior/key personnel must also report other foreign government-sponsored or affiliated activities. In accordance with 42 U.S.C. § 19232, individuals are prohibited from being a party in a [malign foreign talent recruitment program](https://www.nsf.gov/bfa/dias/policy/researchprotection/nspm33definitions.pdf#page=3)   **Definitions**  **Current** – all active projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.  **Pending** – any proposal that is being considered for funding from a potential funding organization (including this proposal) irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.  **In-kind contribution** – a non-cash contribution provided by an external entity that directly supports the individuals' research and development efforts. An in-kind contribution may include but is not limited to: real property; laboratory space; equipment; data or data sets; supplies; other expendable property; goods and services; employee or student resources. | |

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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.  Current, Pending or In-kind projects or activities as indicated above requiring a portion of time of the Senior/Key Personnel must be included, even if they receive no salary support from the project(s). |
| 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 |
| 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, doesn’t need to be sorted alphabetically.  No change to column widths; it’s ok to insert rows  Column A is filled in for Tables 2-5  A blank in the date field indicates “active”; otherwise, dates need to be in m(m)/d(d)/yy(yy). format  A COA table is uploaded for each Senior/Key Person. |
| Synergistic activties |
| Provided separately for each Senior/Key Person 1 page, see [NSF Synergistic Activities Template](https://www.colorado.edu/ocg/media/676)  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. |
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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: [Data Management Plan Tool](https://dmptool.org/)   * One combined Data Management Plan for collaborative proposals and proposals that include subawards. * A valid Data Management Plan could include only the statement that is a clear justification that no detailed plan is needed. See [PAPPG](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2g) for further details.   **Mentoring Plan** (if applicable) required for any proposal that includes Postdocs **and/or** Grad Students, 1 page limit, [NSF Mentoring Plan Template](https://www.colorado.edu/ocg/media/698).  **Other Personnel Biosketches** (optional), clearly identified in the document as “Other Personnel”, combined into one PDF. Appropriate for Postdocs, students and other professionals. SciENcv is not required for these documents.  **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 |
| NOTE: The Other Supplementary Documents will compile in the order that they’re uploaded, so if a specific document needs to be first it will need to be uploaded prior to any other supplementary documents. |

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|  | Departmental Letter, only 1 allowed (in cases of a joint appointment, both department heads sign the single letter), and includes:  No more than 2 pages.  Department head’s name and title are below the signature.  A statement to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the  Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-  tenure status, pursuant to the eligibility Departmental Letter must clearly and convincingly demonstrate how the  faculty member satisfies all the requirements of tenure-track equivalency as defined in the eligibility criteria  specified in this solicitation.  Indication that the PI’s proposed CAREER research and education activities are supported by and advance the  educational and research goals of the department and the organization.  The department is committed to the support and professional development of the PI.  A description of the relationship between the CAREER project, the PI's career goals and job responsibilities, and  the mission of his/her department/organization.  The ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the  context of the PI's career development and his/her efforts to integrate research and education throughout the  period of the award and beyond. |

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| **Letters of Collaboration**  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; combining all letters into a single PDF is allowed. | |
| **Safe and Harassment-free Work Environments** **Plan** (Required if applicable)  This will be completed prior to submission and held for award. Forward your completed plan to your Proposal Analyst.  Single plan developed for all off-campus work across the project. [CU’s template](https://www.colorado.edu/ocg/prepare-proposals/proposal-essentials-sponsor/safe-and-inclusive-working-environment-plan-nsf) is required.  2-page limit. | |
| **Antarctic Logistical Requirements and Field Plan** (Required if applicable)  Antarctic proposals to any NSF program require a "Logistical Requirements and Field Plan" supplementary document to be submitted with the proposal. Review 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**  * Proposals that may impact the resources or interests of a federally recognized American Indian or Alaska Native Tribal Nation (Tribal Nation) **will not be awarded** by NSF without prior written approval from the official(s) designated by the relevant Tribal Nation(s). * For purposes of this provision, references to "resources or interests of a Tribal Nation" are limited to resources and interests connected to Tribal Nation lands or those aspects of Tribal life that are within the domain of a Tribal Nation, (including, but not limited to, Tribal languages and subsistence rights on Tribal Nation lands) as opposed to individual Tribal Nation members. See [PAPPG](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hib) for further information.   Proposers 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. | |
| Notes: | |
| **optional document UPLOADED TO SINGLE COPY DOCUMENTS** | |
|  | **PECASE Eligibility**  Upload a document stating “I wish to be considered for the PECASE honorary award.” By providing this statement, you are confirming that you meet the eligibility requirements for a PECASE award.  Eligibility requirements: PECASE eligibility requires that the applicant be a U.S. citizen, U.S. national, or U.S. permanent resident by the time of nomination. |