



Proposal & Award Policy & Procedures Guide (PAPPG) 2018 – Effective January 29, 2018.

Required Document	Document Requirements
Formatting Requirements	<ul style="list-style-type: none"> - Font (Arial, Courier New, Palatino Linotype – 10pt or larger; Times New Roman or Computer Modern – 11 pt or larger). Black text color recommended. - Six lines of text within a vertical space of one inch. - 1 inch margins - Each document paginated
Cover Sheet	<ul style="list-style-type: none"> - Title – consult solicitation to confirm title formatting. - Start date at least six months from deadline date (except for RAPID and EAGER) - PI/Co-PIs all need NSF IDs.
Project Summary	<ul style="list-style-type: none"> - Written in 3rd person - 3 sections – Overview, Intellectual Merit, Broader Impacts - completed in boxes (upload a PDF <u>only</u> if special characters are required) - 1 page maximum
Project Description	<ul style="list-style-type: none"> - Meets page limit (usually 15 but refer to solicitation) - All graphics/figures/charts in the document uploaded ok - Separate section for and titled as “Broader Impacts” - Separate section for and titled as “Intellectual Merit” - No URLs - Proprietary or Privileged Information: Clearly mark and label with legend (<i>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."</i>) - Include Results from Prior NSF Support section (limited to 5 pgs of 15 pg total), all required elements: <ul style="list-style-type: none"> • Applies to PI and/or co-PIs. • Report on the one award most closely related to the proposal with an award end date within the past 5 years or an award that is currently active. • NSF award number • Total amount of award • Period of support • Title of project • Summary of results • Intellectual Merit section related to prior support (with heading “Intellectual Merit”) • Broader Impacts section related to prior support (with heading “Broader Impacts”) • Publications resulting from NSF award (complete bibliographic citation in this section or in references). If none, state “No publications were produced under this award”. • Evidence of research products and availability • If renewal, description of the relation of the completed work to the proposed work.
References	<ul style="list-style-type: none"> - All author names are listed and fully written out (i.e. no “et al”) - Names appear in the order they appear in publication - Include article and journal title, book title, volume number, page number and year of publication. May include URLs. - Include start and end page numbers

NSF Proposal Documents PI Checklist

Required Document	Document Requirements
Biosketch	<ul style="list-style-type: none"> - Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file) - No more than 2 pages per biosketch - Includes all and only the required elements in order listed: <ul style="list-style-type: none"> • Professional Preparation – chronological order, include institution, location, major, degree and year (or postdoctoral field and years) • Appointments in reverse chronological order of all academic/professional appointments beginning with current appointment. • Products <ul style="list-style-type: none"> - Up to 5 most closely related to the proposed project. - Up to 5 other significant products, whether related or not related to the proposed project. - List publications using same guidelines as for References, above. • Synergistic Activities – list up to 5 that demonstrate broader impacts of individual's professional and scholarly activities. - Template available online at http://www.colorado.edu/ocg/node/234/attachment
Budget	<ul style="list-style-type: none"> - Meets guidelines specifics - Absolutely no cost share unless solicitation requires.
Budget Justification	<ul style="list-style-type: none"> - No more than 5 pages for the lead proposal plus up to 5 additional pages per subcontract, if applicable. - The amount of each budget line item requested must be documented and justified. - No cost sharing language. - If more than 2 months salary requested, justification included. - Do not include unfunded personnel. Describe unfunded personnel role(s) in the Facilities, Equipment and Other Resources section of the proposal. - Travel must be specified, itemized, and justified by destination and cost. - Speaker fees are not allowed in Participant Support. - Template available at http://www.colorado.edu/ocg/node/226/attachment
Current and Pending Support	<ul style="list-style-type: none"> - Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file) - The proposed project (list as Pending) and all other projects or activities (Current or Pending) requiring a portion of time of the PI and any other senior personnel must be included, even if they receive no salary support from the project(s). - Information for each project complete, including non-zero time commitment - Include CU-Boulder funds allocated to specific projects (but not start-up funds).
Facilities, Equipment and Other Resources	<p>No cost sharing language (i.e. no exact amounts to be contributed to the project) although other resources may be included. Include only those resources directly applicable to the proposal. In Other Resources, include as applicable:</p> <ul style="list-style-type: none"> • Description of unfunded collaborations. Required if Letter of Collaboration included in Other Supplementary Documentation. • Description of unfunded senior personnel role(s) on project.

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Supplementary Documentation	
Data Management Plan	<ul style="list-style-type: none"> - No more than 2 pages - Data Management Plan Tool (DMPTool) available online at https://data.colorado.edu/dmp - One combined Data Management Plan for collaborative proposals and proposals that include subawards. - A valid Data Management Plan may include only the statement that no detailed plan is needed with a clear justification.
Post Doc Mentoring Plan	<ul style="list-style-type: none"> - Required if funding requested to support post doc - No more than 1 page
<i>Other Supplementary Documentation</i>	Allowed or required per guidelines – review solicitation
Letters of Collaboration	<ul style="list-style-type: none"> - Letters of collaboration only (no letters of support, limit to stating intent to collaborate, no endorsements or evaluation of project) - Letters of collaboration from unfunded collaborations - All letters of collaboration follow GPG format: “If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.”
Single Copy Documents	
Collaborators and Other Affiliations	Provide individual list for each of senior project personnel <ul style="list-style-type: none"> - Required NSF template (www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) - Upload as Excel or .txt file (do not upload a PDF) - If there are more than 10 senior project personnel on the proposal save and upload as .txt file - Entries will all be Last Name, First Name, MiddleInitial
Proprietary or Privileged Information	Separate statement may be included as single-copy document.