# NSF PROPOSAL SUBMISSION REVIEW CHECKLIST

**FASTLANE**

<table>
<thead>
<tr>
<th>PI Name</th>
<th>Due Date</th>
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- **Click Check button**
- Black text, Arial/Palatino 10 pt, Times/Computer Modern 11 pt**
- 1 inch margins
- Each document paginated

**Cover Page**
- NSF Program Announcement Number
- Units to review
- Primary place of performance address

**Remainder of Cover Sheet**
- Title includes any required descriptive words (see solicitation for title requirements)
- Budget amount matches budget
- Number of months
- Start date
- All Co-PI’s listed
- Previous NSF Award – if renewal, Award Number
- Other Federal Agencies – include if submitting to other Federal Agencies
- Special Awardee Organization(s) – select as applies

**Other Information complete for (as applicable):**
- Beginning Investigator
- Proprietary & Privileged Info
- Historic Places
- Vertebrate animals – incl. App. Date and Assurance #
- Human Subjects – Exempt Sub., App Date, Assurance #.
- International Activities – list all countries or Worldwide
- Type of Proposal – select one
- Collaborative status – select one

**For Collaborative Proposals**
- Dates match
- Titles match
- Announcement numbers match
- Units match

**Project Summary**
- 3rd Person
- 1 page

**Project Description**
- Meets page limit (15 unless otherwise per FOA)
- All graphics/figures/charts uploaded ok
- Labeled “Broader Impacts” and “Intellectual Merit” sections
- No URLs

**Results from Prior NSF support section (5 pg of 15 pg limit)**
- NSF award number and amount, project start and end dates
- Title
- Separate sections for Intellectual Merit and Broader Impacts
- Publications and/or evidence of products with complete citation (may be in references); note if there are no publications produced.
- For renewals, description of relation of completed work to proposed work

**References**
- All author names listed, fully written out (i.e. no “et al”) and in order as they appear.
- Article/journal title, book title, vol number, start/end page numbers, year of publication URLs okay.

**Biosketch**
- Provided separately as a PDF file for each senior person
- 2 page limit

**Budget Justiceification**
- No more than 5 pages per budget justification
- Travel specified, itemized, justified
- No cost sharing language
- Any normally unallowable costs or more than 2 months PI salary justified
- Include the following statement: CU Boulder’s definition of a year is based on the University fiscal year, July 1 through June 30.

**Current and Pending Support**
- Provided separately for each senior person
- List this proposal as pending support
- Information for each proposal complete
- Effort committed must be non-zero even if salary not taken.

**Facilities, Equipment and Other Resources**
- No cost sharing language
- Unfunded collaborators

**Other Documents**
- Data Management Plan, 2 page limit
- Post Doc Mentoring Plan (if applicable), 1 page limit

**Supplementary Documents (if applicable)**
- Allowed per guidelines
- Letters of Collaboration follow guideline template
- No letters of support unless allowed in solicitation.
- Other personnel biosketches, marked as “Other personnel” and combined into one document

**Single Copy Document**
- Collaborators & Other Affiliations – Using NSF Template
- No change to table widths; okay to insert rows.

*Documents for non-lead collaborative submission

**Courier New is an acceptable font but not recommended**