## NSF PROPOSAL SUBMISSION REVIEW CHECKLIST
### RESEARCH.GOV PAPPG 2019

<table>
<thead>
<tr>
<th>PI Name</th>
<th>Due Date</th>
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### General Information
- 10 pt or larger, Arial, Courier New, Palatino, Palatino Linotype, Helvetica, Times New Roman or Computer Modern family;
- Symbol or Cambria Math for formulas/equations/Greek letters/special characters – less than 10 pt. ok
- 1 inch margins
- Nothing in the margins, including page numbers

### Project Setup
- NSF Announcement #
- Directorate, division, program as needed
- Title includes any required descriptive words (see solicitation for title requirements)
- All Co-PIs listed (setup through Manage Personnel)

### Cover Sheet
- Start date 6+ months out, unless allowed by FOA
- Number of months
- Primary Place of Performance
- Other Federal Agencies – include if submitting to other Federal Agencies

### Project Summary – 1 page
- Labeled sections for Overview, Intellectual Merit and Broader Impacts

### Project Description – 15 pages, unless otherwise per FOA
- All graphics/figures/charts uploaded ok and within margins
- Labeled “Broader Impacts” and “Intellectual Merit” sections
- No URLs
- Results from Prior NSF support section (5 page limit, current funding OR end date in last 5 years)
- All PIs/coPIs included
  - Title
  - NSF award number and amount, project start and end dates
  - List of all publications resulting from the award, with a complete bibliographic citation, may be in references
- Note if there are no publications produced
- Evidence of research products/availability, including data, pubs, samples, collections
- For renewals, description of relation of completed work to proposed work

### References Cited
- 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

### Budget
- Meets guideline specifics for allowed costs
- Meets guideline maximum
- Matches internal budget
- Contracts for the purpose of obtaining goods/services for the proposer’s use are in ODC - Other

### Budget Justification – 5 page limit
- No cost sharing language
- Any normally unallowable costs or more than 2 months PI salary justified
- Definition of a year included
- Travel specified, itemized, justified
- F&A and MTDC costs broken out

### Facilities, Equipment and Other Resources
- No cost sharing language
- Includes unfunded collabs.

### Senior Personnel Documents
- Biosketch – 2 pages
  - Provided separately as a PDF for each senior person
  - Professional Preparation – chronological order, incl. inst., location, major, degree or postdoctoral field, year(s)
- Appointments in reverse chronological order
- Products/Publications – up to 5 most closely related to project & up to 5 other significant, incl. submitted for pub.
- Synergistic Activities – up to 5 distinct activities
- No personal information

### 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

### Collaborators and Other Affiliations
- Uses NSF Template

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

### Optional Documents - as allowed per guidelines
- Other Personnel Biographical Information
- Other Supplementary Documents, combined into 1 PDF
- Letters of Collaboration, follow PAPPG template unless specified in FOA
- Include letters from unfunded collaborators
- No letters of support unless allowed in solicitation
- Other required supplementary doc, as required by FOA

### List of Suggested Reviewers
- First, Middle, Last name, email, organizational affiliation

### List of Reviewers Not to Include
- First, Middle, Last name, email, organizational affiliation
- Reason for not including them