**NSF Research.Gov Checklist**

The following checklist is designed for common National Science Foundation full proposals and should be used in conjunction with the NSF PAPPG and the specific solicitation, if one, you are applying under. It is important to remember that solicitations may have specific requirements not included in this checklist, but it can easily be customized to accommodate your specific opportunity.

The checklist is designed to help preparers see at-a-glance the elements required for a proposal and to help organize and delegate the work involved in such a proposal.

*This checklist is designed only to serve as a project management tool. It does NOT replace the detailed information available within the relevant funding opportunity announcement, the funding agency’s forms, instructions, and review criteria.* For any questions, please refer to the FOA or contact your NSF program officer.

|  |  |
| --- | --- |
| **Principal Investigator:** |  |
| **RFA in response to (RFA/PA):** |  |
| **Deadline/Target Date:** |  |
| **Internal Deadline:** |  |
| **Title of Project:** |  |
| **Co-Principal Investigator(s):** |  |
| **Senior Personnel:** |  |
| **Collaborative Proposal (Yes/No):** |  |
| **If Yes, detail what type of collaborative and role:** |  |
| **If Yes, list any subrecipients or non-lead institutions:** |  |
| **Vertebrate Animals (Yes/No):** |  |
| **Human Subjects (Yes/No):** |  |
| **GPG Instructions Link:**  **NSF Proposal Preparation Checklist:** | <https://beta.nsf.gov/policies/pappg/23-1/table-of-contents>  <https://beta.nsf.gov/policies/pappg/23-1/ch-2-exhibit-1> |
| **Other Authorized User (Proposal Preparer):** |  |
| **SPO/AOR (Submitter):** |  |
| **DSS Number:** |  |

**About Research.gov**

Beginning January 2023, all new NSF proposals must be prepared and submitted in Research.gov.

About Proposal Preparation

[Research.gov Proposal Preparation Demo Site](https://web.demo.research.gov/proposalprep/#/proposal-prep) (Must login. Provides view of **PI role** – other roles not available on the demo site. Includes setting up a proposal, uploading a document and compliance messaging, preparing proposal file updates/budget revisions)

[About Proposal Preparation and Submission](https://www.research.gov/research-web/content/aboutpsm)

[Proposal FAQ’s](https://www.research.gov/research-web/content/aboutpsm)

**Initiating the Proposal in Research.gov**

The principal investigator will need to have an NSF ID/account affiliated with the submitting institution and have the PI role in order to ‘prepare the proposal’. Find [detailed instructions here](https://www.research.gov/common/attachment/Desktop/How_PIs_Initiate_New_Rgov_Proposals_Final_508.pdf).

**Sharing the Proposal with an OAU (Other Authorized User)/Proposal Preparer**

the PI can add a proposal preparer to an initiated proposal. the proposal preparer will need to have an NSF ID/account with the OAU role. To add an OAU to your proposal, find [detailed instructions here](https://www.research.gov/common/attachment/Desktop/Adding%20or%20Removing%20an%20OAU_Final_508.pdf).

**Sharing the Proposal with the SPO (Sponsored Projects Officer) and/or the AOR (Authorized Organizational Representative)**

to provide access to the SPO/AOR find [detailed instructions here](https://www.research.gov/common/attachment/Desktop/How_PIs_Share_Access_with_SPO_AOR_Final_508.pdf). It’s recommended that in the early stages the PI only provide View/Edit access and wait to provide Submit access until ready to submit. Check with your University Authorized Official for

**General Format Requirements:**

Note - Research.gov will automatically paginate your proposal

[Proposal Font, Spacing and Margin Requirements](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIB2)

[Page Formatting](https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIB3)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Components of Proposal | Elements to  Complete | Notes | Person  Responsible | Internal Deadline | Final **✓** | NSF 22-1 PAPPG Link |
|  | | | | | | | |
| Cover Sheet  Ch. II.D.2.a | * Requested start date & proposal duration * Related preliminary proposal #, if applicable * Prime organization * Primary place of performance * Other federal agencies   Other Compliance Information, if applicable:   * Beginning Investigator * Disclosure of Lobbying Activities * Proprietary or Privileged Information * Special Exception to Deadline Date Policy * Historical Places * Vertebrate Animals * Human Subjects * Funding of an Int’l Branch Campus of a US IHE * Funding of a Foreign Organization or Foreign Individual * International Activities | Fields are completed within Research.gov |  |  |  | [Cover Sheet](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2a) |
| Project Summary  Ch. II.D.2.b | * Overview * Statement on the intellectual merit of the proposed activity * Statement on the broader impacts of the proposed activity | [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Max page length—**1 page** * Include 3 section headers, each heading must be on its own line with no other text on that line:   + Overview   + Intellectual Merit   + Broader Impacts   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Project Summary](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2b) |
| Project Description  Ch. II.D.2.d | * Clear statement of work * Objectives * Relationship of work to the present state of knowledge in field, as well as work in progress by the PI under other support * General plan of work, including broad design of activities and clear description of experimental methods and procedures   Foreign collaboration, including subawards or consultants, must be explained/justified in project description | [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Separate section header for Broader Impacts. Heading must be on own line with no other text * Refer to FOA for page limit guidance. If not provided, use **15-page limit** * NO hyperlinks (URLs) * If the proposal has any subawards, this section must include a description of the work to be performed by the subrecipient(s) * Other criteria may be listed in solicitation/funding opportunity   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Project Description](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2d)  [Use of URLs](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2dii) |
| References Cited  Ch. II.D.2.e | * + Names of all authors, in same sequence as they appear in publication   + Article title   + Journal title   + Book title   + Volume number   + Page numbers   Year of publication | [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Use “et al.” for large consortia papers ONLY * Follow accepted scholarly practices * Include ONLY bibliographic citations * If the document is readily available electronically, the URL should be included   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [References Cited](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2e) |
| Budget(s)  Ch. II.D.2.f | * Budget for each year of requested support * If Postdoctoral researchers are budgeted, a Mentoring Plan is required * If Foreign travel is budgeted, the International Activities field on the Cover Page should indicate the relevant countries, if international destinations are TBD, select “Worldwide” (displays as “XX”) | NSF Video: [How to Work on a Proposal Budget (2:30 minutes)](https://www.research.gov/common/attachment/Desktop/psmvideo3.html)  NSF Job Aid: [How to Enter Proposal Budgets](https://www.research.gov/common/attachment/Desktop/How%20to%20Enter%20Proposal%20Budgets_Final_508.pdf) |  |  |  | [Budget](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2f) |
| Budget Justification(s)  Ch. II.D.2.f | * If Foreign travel is budgeted, the International Activities Amounts for each line item must be documented and justified in budget justification | Used by NSF in formulating total award amount and final award budget  [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Max page length—**5 pages**   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Budget Justification](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2f) |
| Facilities, Equipment and Other Resources  Ch. II.D.2.g | * Narrative description of facilities, equipment, and other resources * Include internal and external resources, both physical and personnel * Include senior personnel and postdoctoral researchers if no funds are being requested in budget   These resources are not considered voluntary committed cost sharing as defined in 2 CFR §200.1 | Used to assess adequacy of internal and external resources provided by organization and collaborators  Resources not considered voluntary committed cost sharing per 2 CFR §200.1  [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Do not include quantifiable financial information   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Facilities, Equipment and Other Resources](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2g) |
| [Senior Personnel Documents](https://new.nsf.gov/funding/senior-personnel-documents)  Ch. II.D.2.h | **Biographical Sketch**  Ch. II.D.2.h.i   * Use NSF-approved format only: [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/) * Do not add Collaborators and Other Affiliations to this section. Instead, use Single Copy Document for each Senior Personnel who is a Collaborator or Other Affiliation | * Upload SciENcv files (display all pages) * Max page length—**3 pages**   Video: NCBI Tutorial: SciENcv for NSF Users: Bio Sketches ([YouTube](https://www.ncbi.nlm.nih.gov/books/NBK154494/)) |  |  |  | [Biographical Sketch(es)](https://new.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2hi) |
| **Current & Pending Support**  Ch. II.D.2.h.ii   * Use [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/) format ONLY * Include ongoing projects and proposals, including current project, and any funding from continuing grants | * Upload SciENcv files (display all pages)   Video: NCBI Tutorial: SciENcv for NSF Users: Current and Pending Support ([YouTube](https://www.youtube.com/watch?v=bhWQYvEEtJs)) |  |  |  | [Current and Pending Support](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2hii) |
| **Collaborators and Other Affiliations**  Ch. II.D.2.h.iii   * Use [Collaborators and Other Affiliations template](https://nsf.gov/bfa/dias/policy/coa.jsp) | Used to manage reviewer selection, and not seen by reviewers  View [Frequently Asked Questions](https://www.nsf.gov/bfa/dias/policy/coa/faqs_coatemplatemay18.pdf)  Video: [How to Upload a Collaborators and Other Affiliations Document (1:34 min)](https://www.research.gov/common/attachment/Desktop/psmvideo4.html)  Video: [How to Upload a Collaborators and Other Affiliations Document](https://www.research.gov/proposalprep/) (must log-in to Research.gov)  [**Standard File Instructions**](#StandardFileInstructions)**, Except**   * Accepted file type: .xlsx   After selecting your template file, a preview will be displayed for your confirmation |  |  |  | [Collaborators and Other Affiliations](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2hiii) |
| Data Management Plan  Ch. II.D.2.i.ii | * Describe how proposal conforms to [Dissemination and Sharing of Research Results](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_11.jsp#XID4) * May include statement that no detailed plan is needed if accompanied by clear justification | * Must conform to [specific Directorate, Office, Division, Program or Other NSF unit](https://www.nsf.gov/bfa/dias/policy/dmp.jsp); If not provided, use PAPPG * Refer to [Proposal Font, Spacing, and Margin Requirements (PAPPG)](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIB2) * Max page length—**2 pages**   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Data Management Plan](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2i-ii) |
| Postdoctoral Mentoring Plan  Ch. II.D.2.i.i | * Describe mentoring provided to all Postdoctoral Researchers receiving proposal support, regardless of residence | Postdoctoral Mentoring Plan is **not** required if   * Listed in Budget Section A and functions as Senior Personnel * Not included in Budget and researcher’s contribution is included in Facilities, Equipment and Other Resources section   [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * Max page length—**1 page**   [**Standard File Instructions**](#StandardFileInstructions) |  |  |  | [Postdoctoral Mentoring Plan](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2i-i) |
| **Optional** | | | | | | |
| Other Personnel Biographical Information  (Supplementary Document)  Ch. II.D.2.h.i.b | * Use for Postdoctoral Associates, Other Professionals, and Students (Research Assistants) * Include Exceptional qualifications that merit consideration in proposal evaluation | [**Standard Content Instructions**](#StandardContentInstructions)**, Plus:**   * May be freeform (This contrasts with NSF-approved format for Senior Personnel Biographical Sketches). * Biographical information clearly identified as "Other Personnel"   [**Other Supplementary Documents Instructions**](#OtherFileInstructions)or as directed in FOA |  |  |  | [Other Personnel Biographical Sketches](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2hib) |
| Other Supplementary Documents  Ch. II.D.2.h.i.b | Other Supplementary Documents include:   * Documents **without** their own separate upload pages. See list of [documents **with** upload pages](https://www.research.gov/proposalprep/) * Documents as specified in FOA | Unlike Single Copy Documents, Other Supplementary Documents **are** viewable by the reviewers.  [**Standard Content Instructions**](#StandardContentInstructions)  [**File Instructions for Other Supplementary Documents**](#OtherFileInstructions) |  |  |  | University of Utah [Guidance on Off-Campus and Off-Site Research](https://osp.utah.edu/grants-toolbox/nsf/nsf-safe-and-inclusive-environments.php) (including UU plan template) |
| List of Suggested Reviewers  (Single-Copy Document)  Ch. II.D.1.b | * Suggested proposal reviewers—first name, middle initial, last name, e-mail address, and organization affiliation | The cognizant Program Officer may contact proposer before making decision.  [**Standard Content Instructions**](#StandardContentInstructions)  **[File Instructions for Additional Single Copy Documents Instructions](#OtherFileInstructions)** or as directed in FOA |  |  |  | [List of Suggested Reviewers](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D1b)  Refer to when creating list [Potentially Disqualifying Conflicts of Interest (Exhibit II-2)](https://beta.nsf.gov/policies/pappg/23-1/ch-2-exhibit-2) |
| List of Reviewers Not to Include  (Single-Copy Document)  Ch. II.D.1.b | * Suggested individuals’ to not include as reviewers—first name, middle initial, last name, e-mail address, and organization affiliation | The cognizant Program Officer considers suggestions and may contact proposer before making decision.  [**Standard Content Instructions**](#StandardContentInstructions)  [**File Instructions for Additional Single Copy Documents Instructions**](#OtherFileInstructions)or as directed in FOA |  |  |  | [List of Suggested Reviewers](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D1b)  Refer to when creating list [Potentially Disqualifying Conflicts of Interest (Exhibit II-2)](https://beta.nsf.gov/policies/pappg/23-1/ch-2-exhibit-2) |
| Deviation Authorization  (Single-Copy Document)  Ch. II.A.1 | * Provide name, date, and title of NSF official authorizing deviation | Use if need to deviate from standard proposal preparation requirements  Authorized in advance of proposal submission via written approval  May cover a particular program or programs or, in rare instances, an individual deviation for a particular proposal  [**File Instructions for Additional Single Copy Documents Instructions**](#OtherFileInstructions)or as directed in FOA |  |  |  | [Deviation Authorization](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2A1)  See [Proposal Not Accepted or Returned Without Review](https://beta.nsf.gov/policies/pappg/23-1/ch-4-non-award-decisions-transactions#b-proposal-not-accepted-or-returned-without-review-9c8)  See, if applicable [Requests for Reasonable and Accessibility Accommodations](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2A2) |
| **Separately Submitted Collaborative Proposal** | | | | | | |
| Separately Submitted Collaborative Proposals | * Lead organization's proposal must have all required sections as Single proposal   Non-lead organization’s proposal must have:   * Cover Sheet * Budget * Budget Justification * Facilities, Equipment, and Other Resources * Biographical Sketches * Current & Pending Support * Collaborators & Other Affiliations Information   Non-lead organizations may include:   * List of Suggested Reviewers (optional) * List of Reviewers Not to Include (optional) * Other Personnel Biographical Information (optional)   Other Supplementary Documents (optional) | Non-lead must ensure they enter the following information identical to the lead.   * Proposal Title * Funding Opportunity * Where to Apply * Proposal Type * Submission Type * Due Date   Once collaborative status of a proposal is selected, it cannot be changed. The proposal will need to be deleted and restarted in order to change the status.  Both lead and non-lead organizations can upload Supplementary Documents and Single Copy Documents. |  |  |  | For additional details, see [Chapter II.E.3](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E3) |
| **Subawards** | | | | | | |
| Single Proposal | A single investigator bears primary responsibility for the administration of the grant and discussions with NSF, and, at the discretion of the organizations involved, investigators from any of the participating organizations may be designated as co-PIs. | The single proposal method allows investigators from two or more organizations who have developed an integrated research project to submit a single, focused proposal.  If awarded, a single award would be made to the submitting organization, with any collaborators listed as subawards. |  |  |  | See [Chapter II.C.2.g(vi)(e)](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIC2gvie) for additional instructions on preparation of a single collaborative proposal |
| Subaward Budget(s) and Budget Justification(s)  (Line G on the Proposal Budget) | For proposals that contain a subaward(s), **each subaward** must include a separate budget justification of no more than five pages. | For collaborative proposals submitted by multiple organizations, each organization must include a separate budget justification of no more than five pages.  Each subaward organization must be registered. |  |  |  | [Subaward Budgets](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2fvie)  [How to Enter Proposal Budgets](https://www.research.gov/common/attachment/Desktop/How%20to%20Enter%20Proposal%20Budgets_Final_508.pdf) |

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| **NSF CAREER** [**22-586**](https://new.nsf.gov/funding/opportunities/faculty-early-career-development-program-career)  **See info re: PI eligibility, etc. in the** [**OSP Grants Toolbox**](https://osp.utah.edu/grants-toolbox/nsf/nsf-career.php) | | | | | | |
| **Proposal Components** | **Deviations from PAPPG** | **Notes** | **Person Responsible** | **Internal Deadline** | **Final check** | **NSF CAREER Link 22-586** |
| Cover Sheet | * **Program Solicitation Number.**  Select the CAREER program solicitation number in Step 1 Funding Opportunity. * **NSF Unit of Consideration.** Select at least one specific core program in Step 2 Where to Apply. * **Project Title.** The project title must begin with "CAREER:" and follow with an informative title. * **Co-PIs.** No co-PIs are permitted on the Cover Sheet. * **Project Period dates.** 5-year period |  |  |  |  | <https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm#prep> |
| Project Description | The Project Description should:   * Take place over a 5-year period * Build a firm foundation for a lifetime of contributions to research and education * Aim to advance the PIs career goals and job responsibilities as well as the mission of the department and/or UofU   The Project Description should include:   * 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; * a description of other broader impacts, besides the education activities, that will accrue from the project; and * results of prior NSF support, if applicable. | The Project Description may not exceed 15 pages. |  |  |  | <https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm#prep> |
| References Cited | Provide references in support of both research **and education aspects of the CAREER proposal** |  |  |  |  | <https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm#prep> |
| Budget(s) | Should budget a **MINIMUM of $400,000 (directs & indirects) over a 5-year period with exceptions for BIO, ENG, OPP which are expected to total a MINIMUM of $500,000.**  Co-PI’s are not allowed. Support for other senior personnel or consultants is permitted but must be commensurate with their limited role in the project.  It's expected that the primary support will be for the PI and their research efforts. | Allowable costs include funds for postdoctoral fellows, graduate students, undergraduate students, PI salary, education or outreach activities, support for an evaluator, travel and subsistence expenses for the PI and U.S. participants when working abroad with foreign collaborators, and consultant expenses.  In some cases, it may be appropriate to include academic year salary support for the PI. (for example, PIs who have heavy teaching responsibilities or who must conduct field work during the academic year). *Proposers should talk to the cognizant Program Officers about their individual cases.* |  |  |  |  |
| Biographical Sketch | sciENcv format required. Should include **both** research and education activities and accomplishments |  |  |  |  | <https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm#prep> |
| Department Letter (Supplementary Document) | The letter should contain the following elements:   * A statement that the PI is eligible for the CAREER program. * A statement 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, and that the department is committed to the support and professional development of the PI; and * A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of his/her department/organization, and b) 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. | Limited to 2 pages and must include the department head’s name and title below the signature  Scan the signed original(s) and upload as a pdf file into the Supplementary Documents section of the proposal in Research.gov  The Department Letter is not the same as a Letter of Support for the PI and should only address the items listed in the solicitation.  **A proposal submitted without a Department Letter will be returned without review.**  **No exemptions from NSF’s eligibility criteria will be granted.** Be sure to read solicitation carefully for definition/equivalency of tenure-track and the additional requirements for non-tenure track faculty. |  |  |  | <https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm#prep> |
| PECASE Eligibility (Single Copy Document) | The Eligibility document should state, “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 (see section IV. Eligibility Information of this solicitation for further information).  If you do not meet the eligibility requirements at the time of submission but do meet the requirements post proposal submission and wish to be considered for PECASE, you may submit an interim report on your CAREER award to the cognizant program officer that states: “I meet the eligibility requirements for PECASE and wish to be considered for the honorary award.” | Scan the signed original(s) and upload as a pdf file into the Supplementary Documents section of the proposal in Research.gov  A PI must be a U.S. citizen, national or permanent resident to be eligible for the Presidential Early Career Awards for Scientists and Engineers (PECASE) award.  Each year NSF selects up to 26 nominees from among the most meritorious recent awardees. The White House Office of Science and Technology Policy makes the final selection. |  |  |  | <https://beta.nsf.gov/od/honorary-awards/pecase> |

**Standard Content Instructions**

* Document must conform to solicitation-specific and PAPPG instructions
* Refer to the [Proposal Font, Spacing, and Margin Requirements (PAPPG)](https://www.nsf.gov/pubs/policydocs/pappg22_1/pappg_2.jsp#IIB2)

**Standard File Instructions**

* Only upload 1 file
* Do **NOT** use page numbers— Research.gov automatically adds them
* Accepted file type: PDF
* Max file size: 10 MB

**File Instructions for Other Supplementary Documents and Additional Single Copy Documents**

* Upload multiple files—use *Browse for another* button to upload another file
* Files displayed in uploaded order
* Do **NOT** use page numbers— Research.gov automatically adds them
* Accepted file type: PDF
* Max file size: 10 MB