

	NSF Checklist for Standard Proposal Submissions
Cover Page	Program/Solicitation No./Closing Date Previous award number if a renewal 180 character limit Collaborative proposals – begin with “Collaborative Research” Check appropriate boxes if applicable
Font Size	No smaller than 10 point (Arial, Courier New or Palatino Linotype) or 11 point (Times New Roman or computer Modern) unless otherwise specified
Margin Requirements	1 inch on all sides
Pagination	Each uploaded section should be separately paginated
Project Summary	Use the text boxes in Fastlane to upload the Overview, Intellectual Merit, Broader Impacts. A Project Summary containing special characters may be uploaded as a separate document.
Project Description	15 page limitation – must address broader impacts, intellectual merits, and results from prior NSF support within last 5 years URLs must not be used
References Cited	Full bibliographic citation – all authors must be listed, no “et al”. No page limit.
Collaborators & Other Affiliations	This section is now separate from the Biosketch using NSF Excel template List collaborators and co-editors in alphabetic order. If no collaborators or co-editors, this should be indicated. Also list graduate advisors and Ph.D. advisor.
Biographical Sketch	Required for all senior personnel Limited to 2 pages Professional preparation – earliest to most recent; include institution, location, major area, and year of degree Appointments in reverse chronological order Products/Publications - up to 5 relevant publications, 5 other significant publications and 5 distinct examples of synergistic activities that demonstrate broader impacts of the individual’s professional and scholarly activities
Current and Pending	Required for all senior personnel All support dedicated should be included whether compensated or not Total NSF support must not exceed 2 months Must include current proposal as pending
Budget and Justification	Justification limited to 5 pages; 5 pages for each subaward Institution must define the year Include all direct costs allowable Speakers and trainers are not participants; participant support costs may not be budgeted for room rental, catering costs or supplies NSF prohibits cost share Applicable research rate (on or off campus) should be used; indirect dollar amount should be noted
Supplementary Documents	Data Management Plan – 2 page limit, required on all proposals or include justification for exclusion Postdoc Mentoring Plan – 1 page limit, required if postdocs are proposed by prime or Subrecipient Letters of Collaboration – should be limited to stating specific intent to collaborate; no endorsements are permitted. Support letters should only be included if required in solicitation Project Summary if contains special characters – must contain appropriate headers