**NSF PROPOSAL SUBMISSION REVIEW CHECKLIST**

 **FASTLANE PAPPG 2020 effective June 1, 2020**

Updated 12/2020

*Office of Grants and Contracts Administration*

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| PI Name  |  | FOA  |  | Due Date |  |
| Co-PI names |  | Other Senior Personnel names |  |

(Once you enter the PI, Co-PI and Senior Personnel names: ctrl-A > right click >update field. Do this anytime you change the names above so that they feed correctly to the checklist)

## \* indicates the only documents needed for a non-lead collaborative submission

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| GENERAL INFORMATION \* |
|[ ]  Black text, Arial/Palatino Linotype/Courier New 10 pt, **OR** Times/Computer Modern 11 pt  |[ ]  Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok  |
|[ ]  1 inch margins |[ ]  Each document Paginated |[ ]  **Click Check button before submission**  |
| Cover sheet \* |
|[ ]  Primary place of performance address |[ ]  NSF Announcement # |[ ]  Units to review  |

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|[ ]  Title includes any required descriptive words (see solicitation for title requirements)  | Click here to list title instructions. |

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|[ ]  Budget amount matches budget |[ ]  # of months |[ ]  Start date 6+ months out, unless allowed by FOA  |
| **Other Information, complete as applicable \*** |
| [ ]   | All Co-PIs listed |

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|[ ]  Previous NSF Award – if renewal, Award # |[ ]  Preliminary proposal/Full proposal associated with a preliminary proposal |[ ]  Other Federal Agencies – include if submitting to other Federal Agencies |
| [ ]  [ ]  [ ]  | Beginning Investigator – BIO directorate onlyProprietary & Privileged InfoHistoric Places | [ ]   | Vertebrate animals [ ]  IACUC App. Date[ ]  PHS Animal Welfare # D16-00482 | [ ]   | Human Subjects [ ]  Exemption Subsection[ ]  IRB Approval Date[ ]  Human Subjects Assurance # 00001041 |
| [ ]   | Funding of an International Branch Campus | [ ]   | Funding of a Foreign Org. including through subaward or consultant  | [ ]   | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international non-conference travel. Worldwide if country is unknown. |
|  [ ]   [ ]  | Type of Proposal Select oneCollaborative Status Select one | [ ]   | **For Collaborative Proposals \***[ ]  Announcement #s match [ ]  Units Match [ ]  Dates Match [ ]  Titles Match |
| Click here to enter comments. |

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| Project summary |

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|[ ]  One page, uploaded as required | Click here to enter comments. |

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| project description |
| [ ]  [ ]  [ ]  | 15 pages, unless otherwise indicated in FOA All graphics/figures/charts uploaded ok and within margins, caption are readable No URLs | [ ] [ ]  [ ]  | Section labeled as Broader ImpactsSection labeled as Intellectual Merit  Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included |
| **Results from Prior NSF Support****(current funding, OR end date in last 5 years)** |
| PI/Co-PIs:

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| [ ]  [ ]  [ ]  | No more than 5 pages totalAll PIs/coPI includedStatement included for any PI/coPI who doesn’t have prior results |   | For each person’s reported results:[ ]  Title [ ]  NSF award #, amount, project start and end datesSeparate, labeled sections for: [ ]  Intellectual Merit [ ]  Broader Impacts[ ]  List of all publications resulting from the award, with a complete bibliographic citation, may be in references. If none, then “No publications were produced under this award.”[ ]  Evidence of research products/availability, including data, pubs, samples, collections, [ ]  For renewals, description of relation of completed work to proposed work  |
| Click here to enter comments. |
| references cited |
| [ ]  [ ]   | All author names listed, fully written out (i.e. no “et al”) and in order as they appearArticle/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay  |
| budget \* |
| [ ]  [ ]  [ ]  | Meets FOA specifics for allowed costsMeets FOA minimum/maximum, both yearly and overallParticipant Support costs do NOT include anything that will be secured through a service agreement/contract (venue rental, catering, supplies, etc.) | [ ]  [ ]  [ ]  | Contracts for the purpose of obtaining goods/ services for the proposer’s use Matches internal budget Separate budget is entered for each subcontract |
| Click here to enter comments. |
| budget justification \* |
| [ ]  [ ]  [ ] [ ]  | 5 page limitNo cost sharing language Definition of a year is includedAny normally unallowable costs or more than 2 months of PI salary are justified | [ ]  [ ]  [ ]  | Travel is specified, itemized, justified F&A and MTDC costs are broken outSeparate justification is uploaded for each subcontract |
| Click here to enter comments. |

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| biosketch \* |

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| [ ] [ ]  | Provided separately for each PI, Co-PI and Senior PersonUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| [ ]  [ ]  | Professional Preparation in chronological order Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of payIf using ORCiD, these need to be sorted on the ORCiD side before populating SciENcv | [ ]  [ ]  | Products/Publications –citation of up to 5 most closely related to projects and up to 5 other significant products, including submitted for publication; et al is allowedSynergistic Activities – up to 5 distinct examples, none with multiple component (an example of multiple components would be listing classes taught, boards served on, etc.) |
| Click here to enter comments. |
| current and pending support \* |

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| [ ] [ ]  | Provided separately for each PI, Co-PI and Senior PersonUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| facilities, equipment and other resources \* |
| [ ]  [ ]  | No cost sharing languageIncludes unfunded collaborators and the individuals’ role(s) on the project should be described | [ ]  [ ]  | Only resources that are directly applicable are includedSubawardees’ information is included in our document  |
| Click here to enter comments. |

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| other documents |
| [ ]  | Data Management Plan, 2 page limit | [ ]   | Post-doc Mentoring Plan (if applicable), 1 page limit; this is included in the lead’s documentation, even if the post-doc is at a collaborating/subawardee institution |
| Click here to enter comments. |
| supplementary documents**(as allowed per guidelines)** |
| [ ]   | Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |  | **Letters of Collaboration**[ ]  Follow PAPPG guidelines unless specified in FOA [ ]  No support language [ ]  Letters from all unfunded collaborators are included |

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|[ ]  Other FOA requirements | Click here to enter comments. |
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| single copy documents \* |

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| **Collaborators & Other Affiliations \*** |  | **Other (optional unless indicated by FOA)** |
|  | [ ]  Uses current NSF template found at [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) [ ]  All names are listed in last name, first name order,  doesn’t need to be sorted alphabetically[ ]  No change to column widths; it’s ok to insert rows[ ]  Column A has been filled in for Tables 2-5[ ]  A COA table is uploaded for each PI/Co-PI/Senior Person | [ ] [ ]  | Reviewers to include: first, middle initial, last name, email, organizationReviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| Click here to enter comments. |