**NSF PROPOSAL SUBMISSION REVIEW CHECKLIST**

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

Updated 12/2020

*Office of Grants and Contracts Administration*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budget amount matches budget | | | | |  | | # of months | |  | | Start date 6+ months out, unless allowed by FOA | | | | |
| **Other Information, complete as applicable \*** | | | | | | | | | | | | | | | | |
|  | | All Co-PIs listed | | | |  | | --- | |  | | | | | | | | | | | | |
|  | | 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 only  Proprietary & Privileged Info  Historic 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 one  Collaborative Status Select one |  | | **For Collaborative Proposals \***  Announcement #s match  Units Match  Dates Match  Titles Match | | | | | | | | | | | |
| Click here to enter comments. | | | | | | | | | | | | | | | | |

|  |
| --- |
| Project summary |

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Impacts  Section 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:   |  | | --- | |  |  |  | | --- | |  | | | | | | | | | | | |
|  | No more than 5 pages total  All PIs/coPI included  Statement 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 dates  Separate, 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 appear  Article/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay | | | | | | | | | |
| budget \* | | | | | | | | | | |
|  | | Meets FOA specifics for allowed costs  Meets FOA minimum/maximum, both yearly and overall  Participant 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 limit  No cost sharing language  Definition of a year is included  Any 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 out  Separate justification is uploaded for each subcontract | |
| Click here to enter comments. | | | | | | | | | | |

|  |
| --- |
| biosketch \* |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Professional Preparation in chronological order  Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of pay  If 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 allowed  Synergistic 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 \* | | | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | | |

|  |  |  |
| --- | --- | --- |
|  | Other FOA requirements | Click here to enter comments. |
|  | Other FOA requirements | Click here to enter comments. |
|  | Other FOA requirements | Click here to enter comments. |
|  | Other FOA requirements | Click here to enter comments. |

|  |
| --- |
| Click here to enter comments. |
| single copy documents \* |

|  |  |  |  |
| --- | --- | --- | --- |
| Senior Personnel:   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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, organization  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| Click here to enter comments. | | | |