**NSF PROPOSAL SUBMISSION REVIEW CHECKLIST**

**RESEARCH.GOV 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 New Roman/Computer Modern 11 pt | | |  | 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 \* Cover Sheet, Manage Personnel and Subaward Organizations, link proposals, | | | | | |
| **Main Proposal Page** | | | | | |

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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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|  | NSF Announcement # | | | | | |  | Directorate, division, program as needed | | | | | | | | | | |  |  |
|  | Proposal Type | | | | | |  | Submission Type | | | | | | | | | | |  | Collaborative Type |
| **Cover Sheet** | | | | | | | | | | | | | | | | | | | | |
|  | Start date 6+ months out, unless allowed by FOA | | | | | | | |  | | # of Months | | | |  | Primary place of performance address | | | | |
| **Other Information, complete as applicable \*** | | | | | | | | | | | | | | | | | | | | |
|  | | 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  Pending  **OR**  IACUC App. Date  PHS Animal Welfare  # D16-00388 | | | | | | |  | Human Subjects  IRB Approval Date  Human Subjects Assurance # FWA00003492  **OR**  Exemption Subsection  **OR**  Exemption Subsection | | | | | | |
|  | | 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. | | | | | | | | |

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| **Manage Personnel and Subaward Organizations** | | | |
|  | All Co-PIs listed | | |  | | --- | |  | |
|  | **For Subawards**  Subawardee organization has been added  Subawardee personnel have been added |  | **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  Overview, Intellectual Merit and Broader Impacts sections; each header on its own line with no other information, including section numbers | 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 Impacts on its own line with no other information, including section numbers  Section labeled as Intellectual Merit on its own line with no other information, including section numbers    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:   |  | | --- | |  |  |  | | --- | |  | | | | | | |
|  | Section labeled as Results from Prior Support on its own line with no other information, including section numbers  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 | | | | |

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| 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 are in ODC – Other  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. | | | |

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| SENIOR PERSONNEL DOCUMENTS\* |
| biosketch \* |

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|  | Provided separately for each PI, Co-PI and Senior Person  Uses 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 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 \* | | | |

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

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|  |  | cOLLABORATORS & oTHER AFFILIATIONS \* |

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|  |  |  | Provided separately for each PI, Co-PI and Senior Person, and uploaded in the Excel format | Senior Personnel:   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

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|  | Uses current NSF template found at  [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx)  No change to column widths; it’s ok to insert rows  A COA table is uploaded for each PI/Co-PI/Senior Person |  | All names are listed in last name, first name order, doesn’t need to be sorted alphabetically  Column A has been filled in for Tables 2-5 |

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| 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. | | | |

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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. | | | | | | | | | |
| optional documents | | | | | | | | | |
|  | Other personnel Biosketches, marked as Other Personnel, and combined into one PDF | |  | | Reviewers to include: first, middle initial, last name, email, organization | | |  | Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| **Combine all other supplementary documents into a single PDF and upload into Other Supplementary Documents** | | | | | | | | | |
| **Letters of Collaboration** | | | | | | | | | |
|  | Follow PAPPG guidelines unless specified in FOA  Letters from all unfunded collaborators are included | | | | |  | No support language | | |

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