Syracuse University Office of Sponsored Programs

**NSF Checklist – 16.1**

**-Effective Jan 25, 2016 -**

[NSF Grant Proposal Guide, January 2016](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg)

[www.fastlane.nsf.gov](http://www.fastlane.nsf.gov)

* **Read specific solicitation instructions – they will take precedence over the GPG.**
* **Allow SPO access to OSP to facilitate review**
* **Label files “FINAL” to avoid confusion in versioning**

**FORMATTING**

* Font: Arial, Courier New, Palatino Linotype 10pt. or larger. Times New Roman 11pt. or larger. A computer modern family of fonts 11pt. or larger
* Margins 1” on all sides/ all sections individually paginated.
* No headers or footers other than section pagination at bottom of page.
1. **COVER SHEET**
* Correct solicitation number/closing date
* Correct title (if prefix required)
* Start Date; Duration; Budget (will be calculated from the budget forms)
* If renewal-previous award number provided
* Pre-proposal – checked as applicable
* Funding Mechanism and Collaborative Status
* Also as applicable: Beginning Investigator; Humans/Animals; Proprietary Info.; International

 Activities (if location is unknown, select “worldwide”).

1. **PROJECT SUMMARY (3rd person) –Limited to one page, 4600 characters including spaces, 51 lines - entered in FASTLANE in three separate text boxes (**unless special characters are included; upload the 1 page summary as supplementary doc with separately labeled sections)
2. *Overview:* a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed
3. *Intellectual merit:* how the proposed activity would advance knowledge, and
4. *Broader impacts:* how the proposed activity would benefit society and contribute to the achievement of specific, desired societal outcomes
5. **Table of contents** – automatically generated
6. **PROJECT DESCRIPTION –15 Pg. Limit unless otherwise noted.**
* Describe in separate sections the **Research Activities** and **Broader Impacts** Activities with specific headings:
* Results from Prior NSF Support (w/in last five years; most closely related award)

(a) The NSF award number, amount and period of support;

(b) Project title;

(c) A summary of the results of the completed work, including accomplishments, described in two distinct separate sections: the *Intellectual Merit* and *Broader Impact* activities

(d) a list of publications resulting from the NSF award (a complete bibliographic citation either in this section or in the References); If none, state “No publications were produced under this award”.

(e) evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and

(f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

* Do **not** include URLs necessary for review (reviewers not obligated to view)
1. **REFERENCES CITED – No Pg. limit (reasonable)**
* Include complete citation: all authors (et al is not allowed), article and journal title, book title, vol. no., pg no’s., and year of publication.
* If available electronically, provide URL.
* If there are no references, upload a document so stating.
1. **BIOSKETCHES required for all named Senior Personnel – 2 Pg. Limit –** do not include any other information such as personal data, awards, etc.
* Education is in chronological order including location (city/state) of institution
* Appointments are in reverse chronological order
* Full citation of 10 products: five closely related and five other significant
* Acceptable products must be citable and accessible e.g. publications, data sets, software, patents, and copyrights.
* Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products.
* Up to five Synergistic Activities that demonstrate the broader impact of the individual’s professional and scholarly activities, focusing on the integration and transfer of knowledge as well as its creation

 **NOTE change:** Collaborator information is now included as a Single Copy Document

1. **Collaborators & Other Affiliations Information –** uploaded as a Single Copy Document separately provided for each senior personnel in alphabetical order
* Collaborators and Co-Editors – All persons and current affiliations who have been a collaborator or co-author on a project, book, article, report, abstract or paper in the last 48 months. Also include co-editors of a journal, compendium or conference proceeding in the last 24 months. If none, state so.
* Graduate Advisors and Postdoctoral sponsors – a list of the names of the individual’s OWN advisors and sponsors and current affiliations if known.
* Thesis Advisor and Postgraduate-Scholar Sponsor – a list of **ALL** persons (including affiliations if known) with whom the individual has had an association as a thesis advisor. Also include a list of all persons the individual has had an association with as a Postgraduate-scholar sponsor within the last **FIVE** years.

1. **BUDGET –**Use Current OSP budget template for correct fringe and F&A rates; submitted per OSP guidelines for review.
* Senior Personnel ordinarily limited to two months salary compensation from all active NSF awards (deviation addressed in budget justification)
* Equipment defined as ‘item with acquisition cost of 5K or more & expected life of more than 1 year’
* Participant Support-transportation, per diem, stipends, and other related costs for participants or trainees (not SU employees) on NSF sponsored conferences, meetings, symposia, training activities, workshops. Some educational projects conducted at schools may be employees being trained.
* Tuition has been addressed for grad students
* Adhered to budget/indirect cost limits as applicable
* All items necessary, reasonable, allowable (cost principles, SU policy, and solicitation), allocable, and consistently treated.
* Cost sharing not included unless mandated by solicitation.

**BUDGET JUSTIFICATION – 3 Pg. Limit**

* Organized for easy comparison to NSF budget form – NSF Budget Template - [OSP Forms and Templates](http://osp.syr.edu/forms%20and%20pages/forms.html)
1. **CURRENT/PENDING SUPPORT**
* Current and pending for all senior personnel, and consultants.
* OSP can develop if project title, and all SU senior personnel provided ~5 days prior to deadline
* Include “this proposal”
* Include Internal Funds allocated toward specific projects
1. **FACILITIES, EQUIPMENT, OTHER RESOURCES**
* Describe only those organizational and collaborator resources (both physical and personnel) that are directly applicable and available to support the project in the event it will be funded.
	+ This information is used to assess the capability of the entire project team to perform the proposed research and broader impact activities.
* No financial information may be included
1. **Special Information and Supplemental Documents**

**Postdoctoral Mentoring Plan – 1 Pg. Limit**

* Must be provided if budget includes funds for a post-doc
* See [OSP Forms and Templates](http://osp.syr.edu/forms%20and%20pages/forms.html) for suggested PostDoc Mentoring Plan template

**Data Management PLAN – 2 Pg. Limit**

* One governing plan provided for collaborative research or project with subaward.
* Plan included – used generic requirements below to address how proposal conformed to NSF policy on the dissemination and sharing of research results
* Generic requirements addressed:
	+ types of data, samples, physical collections, software, curriculum materials, etc. to be produced in the course of the project;
	+ standards to be used for data and metadata format and content (if absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
	+ policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
	+ policies and provisions for re-use, re-distribution, and the production of derivatives; and
	+ plans for archiving data, samples, and other research products, and for preservation of access to them.
* Followed specific requirements and plans for my applicable directorates, office, etc: [Dissemination and Sharing of Research Results](http://www.nsf.gov/bfa/dias/policy/dmp.jsp).
* Or included statement that no detailed plan is needed, with clear justification.

**Other Supplemental Documents – per solicitation**

* Documentation of collaborative arrangements of significance to the proposal through letters of commitment, including unfunded collaborations – followed GPG16-1 guidelines for format; [Special Information and Supplementary Documentation](http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp%23IIC2j)
* Letters of support required by a specific program solicitation – not allowable if not required
* List of Suggested Reviewers or Reviewers Not to Include (optional); Include Email address and affiliation