Syracuse University Office of Sponsored Programs

**NSF Checklist – 17.1**

**-Effective January 30, 2017 -**

[NSF Proposal and Award Policies and Procedures Guide](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf17001) (PAPPG)

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

* **Read specific solicitation instructions – they will take precedence over the PAPPG.**
* **Allow SPO access (OSP Research Administrators) to FastLane Proposal to facilitate review**

**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. Macintosh users also may use Helvetica and Palatino typefaces.
* No more than six lines of text with in a vertical space of one inch.
* Font less than 10 points may be used for mathematical formulas or equations, figures, table or diagram caption and when using a Symbol font to insert Greek letters or special characters.
* Margins 1” on all sides
* Each section of the proposal that is uploaded as a file should be individually paginated prior to being uploaded to FastLane.
* No headers or footers other than pagination at page bottom

**PROPOSAL CONTENTS**

**COVER SHEET**

* Correct solicitation number/closing date
* Correct title (if prefix required)
* Start Date; Duration; Amount Requested will populate from the budget forms
* If renewal-previous award number provided
* Pre-proposal – check as applicable. If full proposal in response to preliminary proposal, enter preliminary proposal number assigned by NSF.
* Funding Mechanism and Collaborative Status
* Also as applicable:
  + Beginning Investigator - only for proposals submitted to the Biological Sciences Directorate
  + Human Subjects: If exempt, provide exemption number. If not, enter IRB approval date. If IRB approval has not been obtained, enter “pending.”
  + Proprietary Info.
* International Activities (if location is unknown, select “worldwide”).

**PROJECT SUMMARY**

Limited to one page, 4600 characters including spaces, 51 lines - entered in FASTLANE in three separate text boxes. Should be written in the third person. If special characters are required, e.g. mathematical symbols or Greek letters, upload the 1 page summary as a Supplementary Doc with separate headings for Overview, Intellectual Merit, Broader Impacts. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required.

* *Overview:* a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed
* *Intellectual merit:* how the proposed activity would advance knowledge, and
* *Broader impacts:* how the proposed activity would benefit society and contribute to the achievement of specific, desired societal outcomes

**TABLE OF CONTENTS** – automatically generated

**PROJECT DESCRIPTION –15 Pg. Limit unless otherwise noted.**

* Must include Broader Impacts as a separate section within the narrative. Section must be captioned “Broader Impacts”
* Do **not** include URLs necessary for review (reviewers not obligated to view)
* Results from Prior NSF Support received within past five years
  + ≤5 pages
* Must be provided for any PI or co-PI identified on the proposal regardless of whether the support is directly related to current proposal. In cases where PI or co-PIs have received more than one award, they only need to report on one award most closely related to the proposal.
* The NSF award number, amount and period of support and award title must be listed
* A summary of the results of the completed work, including accomplishments, described in two distinct separate sections: the *Intellectual Merit* and *Broader Impact*s
* 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.”
* 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
* if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.
  + This information is intended to assist reviewers in assessing the quality of prior work conducted with current or prior NSF support.

**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.
* Provide URL or Persistent Identifier
* If there are no references, upload a document so stating.

**BIOSKETCHES required for all named Senior Personnel – 2 Pg. Limit –** do not include any other information such as personal data, awards, etc. Template available on OSP website at [NSF – Biographical Sketch Template – Jan 2016](http://sponsoredprograms.syr.edu/wp-content/uploads/NSF-Biographical-Sketch-Template-Jan-2016.docx)

* 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.
* Each product/publicaton must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.
* 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

**BUDGET –**Use Current OSP budget template for correct fringe and F&A rates <http://sponsoredprograms.syr.edu/tool-and-resources/sponsored-program-resources/> Submit to OSP per service guidelines for review.

* PI, Co-PI and other 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 is transportation, per diem, stipends, and other related costs for participants or trainees (not SU employees) on NSF sponsored conferences, meetings, symposia, training activities, workshops.
* Tuition for grad students. Requirements vary among colleges and schools.
* Travel and its relation to the proposed activities must be specified, itemized and justified by destination and cost.
* Support for administrative or clerical services must be clearly justified.
* All items necessary, reasonable, allowable per cost principles, SU policy, and solicitation and are allocable, and consistently treated.
* Cost sharing is not allowable unless mandated by solicitation.

**BUDGET JUSTIFICATION – 3 Pg. Limit**

* Organize for easy comparison to NSF budget form by reviewers. NSF Sample Budget Justification - [NSF – Sample Budget Justification](http://sponsoredprograms.syr.edu/wp-content/uploads/NSF-Sample-Budget-Justification2.docx)

**CURRENT/PENDING SUPPORT**

* Required for all senior personnel, and consultants.
* OSP can develop if project title, budget, and all SU senior personnel provided ~5 days prior to deadline
* Include “this proposal”
* Include internal funds allocated toward specific projects

**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
* Reviewers will evaluate this information during the merit review process and the cognizant NSF Program Officer will review it for programmatic and technical sufficiency.

**Special Information and Supplemental Documents**

* **Postdoctoral Mentoring Plan – 1 Pg. Limit**
* Must be provided if budget includes funds for a post-doc. For collaborative proposals, one plan for the
* See <http://sponsoredprograms.syr.edu/tool-and-resources/sponsored-program-resources/> for PostDoc Mentoring Plan template
* **Data Management PLAN – 2 Pg. Limit**
  + One governing plan provided for collaborative research or project with subaward.
  + Plan should address the following to demonstrate how proposal conforms to NSF policy on the dissemination and sharing of research results
  + 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.
  + Follow specific requirements and plans for applicable directorates, office, etc.: [Dissemination and Sharing of Research Results](http://www.nsf.gov/bfa/dias/policy/dmp.jsp).
  + Or include statement that no detailed plan is needed, with clear justification.
* **Project Summary with Special Characters**
* **Other Supplemental Documents as required/applicable**
* Letters of support required by a specific program solicitation – not allowable if not required
* Letters of Collaboration: Documentation of collaborative arrangements of significance to the proposal through letters of commitment, including unfunded collaborations – followed PAPPG guidelines for format
* IACUC or IRB approval

**Single Copy Documents**

For NSF use only – not intended for reviewers

* Collaborators & Other Affiliations **–** Required for PI, Co-PIs and all Senior Personnel. Use of NSF Excel Spreadsheet required [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx)
  + 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 principal postdoctoral sponsors and current affiliations if known.
  + Ph.D. Advisor. A list of all persons with whom the individual has had an association as a Ph.D. advisor.
  + List persons for whom a personal, family, or business relationship would otherwise preclude their service as a reviewer.
* Authorization to deviate from NSF from PAPPG or solicitation specific requirements