NSF 2019 Format Checklist— items highlighted below are typically provided by the PI

1. Pagination: number each section (i.e. any uploaded document should have page numbers)

2. Proposal Margin and Spacing
   a. Use one of the following typefaces identified below:
      • Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;
      • Times New Roman at a font size of 11 points or larger; or
      • Computer Modern family of fonts at a font size of 11 points or larger.
      A font of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Text must still be readable.
   b. 1 inch Margins

Proposal Contents
1. Single-Copy Documents
   a. Authorization to Deviate from NSF Proposal Preparation Requirements (rarely included)
   b. List of Suggested Reviewers or Reviewers Not to Include (optional)
   c. Proprietary or Privileged Information
   d. Proposal Certifications
   e. Collaborators & Other Affiliations Information:
      • Separately provided for each senior project personnel.
      • Must use the NSF template: https://www.nsf.gov/bfa/dias/policy/coa.jsp

2. Sections of the Proposal
   a. Cover Sheet: standard online form (completed online, in NSF Fastlane)
   b. Project Summary: limit=4,600 characters total for all three text boxes (Overview, Intellectual Merit, Broader Impacts)
   c. Table of Contents: automatically generated
   d. Project Description - the Project Description (including Results from Prior NSF Support, which is limited to five pages) may not exceed 15 pages. (number each page)
      (a) Project Description must contain section labeled "Broader Impacts" and a section labeled "Intellectual Merit".
      (b) URLs not allowed
      (c) Section on Results from Prior NSF Support (up to 5 pgs) for all PI/Co-PIs. Include NSF award #, amount and period of support, project title, summary of results (under two headings: Intellectual Merit and Broader Impacts), list of resulting publications (biblio citation for each pub in this section or in the References Cited), availability of research products. If renewal proposal, relate the completed work to the proposed work.
   e. References Cited. No established page limitation for the references (remember to number each page)
   f. Biographical Sketch(es) limited to two pages for each person (remember to number each page)
      (i) Need a Bio Sketch for each “Senior Personnel” on the grant
         (a) Professional Preparation
         (b) Appointments
         (c) Products A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project.
         (d) Synergistic Activities: A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on integration transfer creation.
      (ii) Other Personnel – For add’l personnel (e.g. postdoc), may include information on exceptional qualifications that merit consideration. Label as “Other Personnel” biographical information and upload as a single PDF file in the Other Supplementary Documents section of fastlane.
      (iii) Equipment Proposals – see NSF PAPPG
   g. Budget and Budget Justification
      See: https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp#llIC2q
      The budget is an online form, and should be based on the UNCG internal budget template (see budget template at https://sponsoredprograms.uncg.edu/budget-preparation/)
      Compensation for senior personnel limited to no more than 2 months salary in any year (from all NSF grants).
      The budget justification must be no more than five pages per proposal, and supports the costs in the budget. Amounts for indirect costs should be specified in the budget justification.
   h. Current and Pending Support (needed for each Senior person – use forms to collect, and then enter into NSF Fastlane)
   i. Facilities, Equipment and Other Resources
      (a) We have UNCG info….add School/Dept info. (number each page)
      (b) Collaborations not included in the budget should be described in the Facilities, Equipment and Other Resources section, and each documented in a letter of collaboration (upload these letters as supplementary documentation).
   j. Special Information and Supplementary Documentation
      (a) Postdoctoral Researcher Mentoring Plan – If applicable, upload under "Mentoring Plan" in FastLane sup. doc. sect. (up to 1pg, numbered)
      (b) Data management plan upload to “Data Management Plan” in FastLane sup. doc. sect. (up to 2 pgs, numbered)
   k. Appendices: Appendices may not be included unless a deviation has been authorized