NSF Format Checklist—items highlighted below are typically provided by the PI
(Source: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf20001)

1. Pagination: research.gov will add page numbers on the documents. Do not add page numbers yourself.

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
   c. 6 lines of text within a vertical space of 1"
   d. Nothing in the margins, including page numbers and headers/footers

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 research.gov/Fastlane)
   b. Project Summary: 1 page limit (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.
      (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
      • 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
   f. Biographical Sketch(es) limited to two pages for each person
      (i) Need a Bio Sketch for each “Senior Personnel” on the grant
      (ii) Must use the NSF Template or SciENcv: https://www.nsf.gov/bfa/dias/policy/biosketch.jsp
   g. Budget and Budget Justification
      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) Must use the NSF Template or SciENcv: https://www.nsf.gov/bfa/dias/policy/cps.jsp
   i. Facilities, Equipment and Other Resources
      (a) We have UNCG info….add School/Dept info.
      (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.)
      (b) Data management plan upload to "Data Management Plan" in FastLane sup. doc. sect. (up to 2 pgs.)
   k. Appendices: Appendices may not be included unless a deviation has been authorized