

## Exhibit II-1: Proposal Preparation Checklist

Unless otherwise specified in an NSF program solicitation, it is imperative that all proposals conform to the proposal preparation and submission instructions specified in this Guide. Proposals also must comply with NSF font, spacing and margin requirements. The guidelines specified in GPG Chapter II.B establish minimum requirements; however, readability is of utmost importance and should take precedence in selection of an appropriate font. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of proposal submission. NSF may not accept<sup>40</sup> or may return without review proposals that are not consistent with these instructions. See GPG Chapter IV.B for additional information.

Prior to electronic submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions, in the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

### General:

- Proposal is responsive to the program description/announcement/solicitation or to the GPG.
- If a proposal has been previously declined and is being resubmitted, proposal has been revised to take into account the major comments from the prior NSF review.
- Proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.

### Single Copy Documents:

- Information about Principal Investigators/Project Directors (except for the required information regarding current or previous Federal research support and the name(s) of the PI/co-PI, submission of the information is voluntary).
- Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable).
- List of Suggested Reviewers, or Reviewers Not to Include (optional).
- Proprietary or Privileged Information Statement (if applicable).
- Proposal Certifications (submitted by the Authorized Organizational Representative within five working days following the electronic submission of the proposal.) (See GPG Chapter II.C.1.e for a complete listing of proposal certifications.)
- SF LLL, *Disclosure of Lobbying Activities* (if applicable).

### Cover Sheet:

*When setting up proposal, use "79902-5816" zip code*

- Program Description/Announcement/Solicitation No./Closing Date selected. (If the proposal is not submitted in response to a specific program announcement/solicitation, proposers must enter "NSF Grant Proposal Guide.")
- Specific NSF program(s) identified (if known).
- For renewal proposal, previous award number entered.
- Related preliminary proposal number entered (if applicable).
- Check Appropriate Box(es), and provide requisite information, if the proposal includes any of the items identified. Note in particular, proposals that include use of human subjects or vertebrate animals require additional information to be submitted with these types of proposals.

### Project Summary:

- Note limitation of one page.
- Ensure that overview, intellectual merit and broader impacts statements text blocks are completed.

<sup>40</sup> Proposal Not Accepted is defined as FastLane will not permit submission of the proposal.

- [ ] Note special instructions for Project Summaries that contain special characters.
- [ ] **Project Description:**
  - [ ] Note limitation of 15 pages.
  - [ ] Merit Review Criteria: Ensure both merit review criteria are addressed, including a separate section within the narrative that discusses the broader impacts of the proposed activities.
  - [ ] Inclusion of Uniform Resource Locators (URLs): PIs are advised that the Project Description must be self-contained and are cautioned that URLs that provide information necessary to the review of the proposal should not be used because reviewers are not obligated to view such sites.
  - [ ] Results from Prior NSF Support: Required only for PIs and co-PIs who have received NSF support within the last five years.
- [ ] **References Cited:**
  - [ ] No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description. Each reference must be in the specified format.
  - [ ] If there are no references cited, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.
- [ ] **Biographical Sketch(es):**
  - [ ] Note limitation of two pages per individual; required for all senior project personnel. The required information must be provided in the order and format specified.
- [ ] **Proposal Budget:** (annual and cumulative)
  - [ ] Budget Justification (Note limitation of three pages per proposal.)
- [ ] **Current and Pending Support:** Required for all senior project personnel.
  - [ ] Ensure that the proposal being submitted is included on each current and pending support document.
- [ ] **Facilities, Equipment and Other Resources**
  - [ ] This section should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded.
  - [ ] Ensure that no quantifiable financial information is provided.
  - [ ] If there are no facilities, equipment or other resources identified, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.
- [ ] **Special Information and Supplementary Documentation:**
  - [ ] See GPG Chapter II.C.2] for the types of information appropriate for submission in this section, as required.

- [ ] Each proposal<sup>41</sup> that requests funding to support **postdoctoral researchers** must include, as a supplementary document, not to exceed one page, a description of the mentoring activities that will be provided for such individuals.
  - [ ] Each proposal must include a supplementary document of no more than two pages labeled "Data Management Plan". This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.
  - [ ] Any additional items specified in a relevant program solicitation.
- [ ] **Special Guidelines:**
- [ ] Note that GPG Chapter II.D contains special proposal preparation instructions for certain types of proposals.

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<sup>41</sup> For purposes of meeting the mentoring requirement, simultaneously submitted collaborative proposals, and, collaborative proposals that include subawards, constitute a single unified project. Therefore, only one mentoring plan may be submitted for the entire project.