**National Science Foundation Checklist** (effective January 30, 2023)

## UTEP Office of Research & Sponsored Projects

Prepare your proposal online at:

[www.research.gov](http://www.research.gov)

For guidance on Proposal & Award Policies & Procedures Guide visit: [PAPPG](https://new.nsf.gov/policies/pappg/23-1)

* PI must provide access to proposal for editing and submission by selecting “SPO/AOR” in Research.gov
  + Guidance on how to [initiate](https://resources.research.gov/common/attachment/Desktop/How_PIs_Initiate_New_Rgov_Proposals_Final_508.pdf) and [share](https://resources.research.gov/common/attachment/Desktop/How_PIs_Share_Access_with_SPO_AOR_Final_508.pdf) a proposal
  + Use a start date of at least 6 months from deadline

### Additional requirements per proposal specific guidelines:

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| **Document** | **Document Requirements** |
| Formatting Requirements | * Font (Arial/ Palatino/Courier New 10 pts or larger, Times New Roman/Computer Modern 11 pt) * 1 inch margins on 8.5 x 11 inch standard page * All documents must be in PDF format, unless otherwise specified |
| Cover Sheet | * Select countries for any international collaborations, including travel to international conferences (if destination unknown, indicate “worldwide”) * Mark IACUC or IRB if applicable * New box available for off campus research |
| Project Summary | * Must contain 3 separate section headers:   + Overview, Intellectual Merit, Broader Impacts.   + Headings must be on their own line. * 1 page maximum |
| Project Description | * Usually 15 page limit (refer to solicitation for specifics) * Follow NSF guide for content, which includes, but is not limited to: * The Project Description must contain, as a separate section within the narrative, a section labeled "Broader Impacts" on its own line * Results from Prior NSF Support in the past five years * No hyperlinks allowed |
| References Cited | * All author names are listed and fully written out (i.e. no “et al”) * Names appear in the order they appear in publication * Include article or chapter title and, for book chapters, book title * Include start and end page numbers * URL allowed/optional in citations |
| Budget(s) | * Reference guidelines for specifics * Absolutely no cost share unless RFA requires it |
| Budget Justification(s) | * 5 page limit for the lead proposal plus, if applicable, up to 5 additional pages per subcontract * No cost sharing language * If more than 2 months salary requested, justification must be included * Include rates of pay by individual for senior personnel, postdocs and other professionals * Travel must be itemized. Conference travel must be justified. Domestic travel is only for the US, territories and possessions * Foreign travel must include the names of the countries and dates of visit, if known * Additional participant support categories such as incentives, gifts, and t-shirts must be itemized and justified * Consultant services must be itemized and justified with expertise, affiliation, daily compensation rate, expected service dates * Computing devices can be included under supplies and should be detailed in the budget justification * Incentive payments for human subjects should be subject to indirect costs and included on ‘G. Other Direct Costs, 6. Other’ of the NSF budget * Indirect is not allowed on Participant Support, which includes stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) * Trainers and speakers must be budgeted under other direct costs, not participant support * Indirect amounts should be included in the budget justification. * For subcontracts, use their negotiated rate. If one doesn’t exist, use 10% |
| Facilities, Equipment and Other Resources | * No cost sharing language (i.e. no exact amounts to be contributed to the project) although other resources may be included * Includes description of unfunded collaborations * Include description of unfunded senior personnel role(s) on project * Include here any collaborations that are not in the budget * Must indicate all organizational resources that are necessary and available to the project (do not include quantifiable amounts) |
| Biosketch  (3 pages) | * Effective October 2023, must use [SciENcv](https://resources.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf) approved format for biosketches * Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role * 3 page limit per biosketch * Includes all and only the required elements:   + Professional Preparation in reverse chronological order by start date:     - Institution, location, major, degree, and year   + Appointments in reverse chronological order by start date   + Products (max 10)     - Up to 5 most closely related and up to 5 other significant publications   + Synergistic Activities – list up to 5 distinct activities   + Certification (signature and date) |
| Current & Pending Support | * Effective October 2023, must use [SciENcv](https://resources.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf) approved format for current and pending support * Provided separately for PI, all Co-PIs, and any senior personnel regardless of role * List **current proposal** as pending support * Useful table to [determine types of activities to disclose](https://www.nsf.gov/bfa/dias/policy/disclosures_table/jan2023.pdf) |
| Collaborators and Other Affiliations | * [Collaborators and Other Affiliations](https://nsf.gov/bfa/dias/policy/coa.jsp) provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role * Upload in .XLS format rather than PDF |
| Data Management Plan | * 2 page limit * [Data Management Plan](https://new.nsf.gov/funding/data-management-plan#general-guidance-59a) guidance * If your proposed project will not produce data, you must include a document justifying this in place of the data management plan |
| Post Doc Mentoring Plan | * Required if funding is requested to support post doc * 1 page limit |
| Other Supplementary Documentation | * Allowed or required per guidelines * [Letters of Collaboration](https://new.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2i-iv) only (no letters of support, limit to stating intent to collaborate, should not contain endorsements or evaluation of project) * Letters of collaboration from unfunded collaborations can be included * Biosketches for [Other Personnel or Equipment proposals](https://new.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2D2hib)   + For postdocs, other personnel, or students can include a clearly identified freeform biosketch in this section * For equipment proposals, must provide for each auxiliary user:   + (a) Short biographical sketch; and   + (b) List of up to five publications most closely related to the proposed acquisition. Such information should be clearly identified as "Equipment Proposal" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal |
| For Collaborative Proposals | A [Collaborative Proposal](https://www.research.gov/research-web/content/aboutpsm) is one in which investigators from two or more organizations wish to collaborate on a unified research project.  The following sections are required for a collaborative proposal submitted by:   | Lead Organization | Non-Lead Organization | | --- | --- | | * Cover Sheet * Project Summary * Table of Contents (automatically generated) * Project Description * References Cited * Biographical Sketch(es) * Budget and Budget Justification * Current and Pending Support * Facilities, Equipment and Other Resources * Data Management Plan * Postdoctoral Mentoring Plan (if applicable) * Collaborators & Other Affiliations Information | * Cover Sheet * Table of Contents (automatically generated) * Biographical Sketch(es) * Budget and Budget Justification * Current and Pending Support * Facilities, Equipment and Other Resources * Collaborators & Other Affiliations Information | |