**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:

|  |  |
| --- | --- |
| **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
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| 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
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| 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
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| Post Doc Mentoring Plan | * Required if funding is requested to support post doc
* 1 page limit
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| 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
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| 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

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