

This checklist is meant to be used as a guide and does not replace the detailed requirements for submission information, which are found in the solicitation and NSF Proposal and Award Policies and Procedures Guide (PAPPG). Be sure to review the solicitation for full list of requirements. Other specific details, such as mandatory key words or other mandatory documents, will be found there.

General Information	Requirements
All documents	<ul style="list-style-type: none"> - Black text, Arial/Palatino Linotype/Courier New min 10 pt. OR Times/Computer Modern min. 11pt.¹ - 1-in margins, 6 lines of text within a vertical space of 1". - All documents converted to PDF prior to upload, except for COA, and NSF-generated biographical sketch/current and pending forms.
Required Document	Requirements
Cover Page	<ul style="list-style-type: none"> - Program Announcement/Solicitation # & Due Date are correct. - EIN/Name of Organization/Primary Place of Performance are correct. - For renewals, the previous award number is provided (if applicable). - A preliminary proposal number is provided (if applicable). - Start date 6+ months out, unless allowed by FOA. - Type of proposal indicated. - Human subjects checked – Assurance No. 00003132 (if applicable). - Animal subjects checked – Assurance No. A3690-01 (if applicable). - International Activities are noted, 5 activities maximum (if applicable). - Collaborative status is provided (if applicable).
Project Summary	<ul style="list-style-type: none"> - One page maximum. - Written in 3rd person. - 3 sections completed in boxes (upload a PDF only if special characters are required). - 4,600 characters AND 1 page maximum.
Project Description	<ul style="list-style-type: none"> - Meets page limit (usually 15 but refer to solicitation). - All graphics/figures/charts in the document uploaded ok. - Separate section for and titled as "Broader Impacts". - No URLs. - Prior NSF Support (5 page limit). The following information must be provided for any PI or Co-PI listed: <ul style="list-style-type: none"> • NSF award number, amount of support, period of support; • Title of Project; • Separate sections for Broader Impacts & Intellectual Merit; • Publications resulting from the NSF award or include in references; • Evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and, • If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.
References	<ul style="list-style-type: none"> - No page limit. - 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.
Budget	- Meets guideline specifics. - Matches approved infoED budget. - Absolutely no cost share unless solicitation requires it.
Budget Justification	- 5 page maximum. - No more than 5 pages for the lead proposal plus up to 5 additional pages per subaward, if applicable. - Include rates of pay for all paid personnel. - If more than 2 months salary requested, justification included.
Biosketch	- Created in SciENV with the Common Forms. - No more than 3 pages per person. - Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file). - Includes all and only the required elements: <ul style="list-style-type: none"> • Professional Preparation – in reverse chronological order, include institution, location, major, degree and year (or postdoctoral field and years) • Appointments in reverse chronological order • Products <ul style="list-style-type: none"> – Up to 5 most closely related and up to 5 other significant, publications must be published or submitted for publication – List publications using same guidelines as for References, above
Current and Pending Support	- Created in SciENV with the Common Forms. - Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file). - Information for each project complete, including non-zero time commitment - List this proposal as pending support. - Certification has been completed and the signed PDF has been downloaded. - Guidance: SciENV Current and Pending Support for NSF
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
Synergistic Activities	- No more than 1 page. - Provided separately for each Senior/key person. - Up to 5 distinct examples that demonstrate the broader impact of the individuals' professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.
Supplementary Documents	Required Elements
Data Management Plan	- No more than 2 pages. - Guidance: https://www.nsf.gov/bfa/dias/policy/dmp.jsp - Examples and further guidance: https://uri.libguides.com/datamanagement/dmptool

Post Doc Mentoring Plan	<ul style="list-style-type: none"> - Required if funding requested to support post doc. - No more than 1 page. - Guidance: NSF 101: The postdoctoral mentoring plan
Letters of Collaboration	<ul style="list-style-type: none"> - Letters of collaboration 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. - All letters of collaboration follow PAPPG format. - Example Text (from PAPPG): <i>"If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal."</i>
Safe and Inclusive Work Environment Fieldwork (SAIF) Plan	<ul style="list-style-type: none"> - Required for projects that propose to conduct research off-campus or off site². - Include in proposal only if it is required by the FOA, otherwise hold for award. - Single plan developed for all off-campus work across the project. - FAQs: Frequently Asked Questions (FAQs) Regarding Preparation and Submission of Safe and Inclusive Fieldwork (SAIF) Plans
Seeking and Obtaining Tribal Nation Approval for Proposals that May Impact Tribal Resources or Interests	<ul style="list-style-type: none"> - Required for proposals that may impact the resources or interests of a federally recognized American Indian or Alaska Native Tribal Nation (Tribal Nation). - Include at least one of the following: <ul style="list-style-type: none"> • A copy of the written request to the relevant Tribe(s) to carry out any proposed activity/activities that may require prior approval from the Tribal Nation(s); • Written confirmation from the Tribal Nation(s) that review and approval is not required; or • A copy of a document from the relevant Tribal Nation(s) that provides the requisite approval.
Other Supplementary Documentation	<ul style="list-style-type: none"> - Allowed or required per solicitation
Single Copy Documents	Required Elements
Collaborator and Other Affiliations	<ul style="list-style-type: none"> - Provide individual list for each of senior project personnel. - Collaborators, Co-authors, Co-editors in last 48 months, Coeditors in last 24 months – listed name and current organizational affiliation alphabetically - Graduate Advisors, Thesis Advisors, and Postdoctoral Sponsors – list advisors and current organizational affiliation - Template can be found at: https://www.nsf.gov/bfa/dias/policy/coa.jsp

¹ A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

² For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.