

NSF Checklist

DUE DATE AND AWARD INFORMATION	
Sponsor deadline	_____
Internal deadline	3 business days prior to sponsor deadline
Budget period	Up to ___ years (see solicitation)
Award notification	At least 6 months after sponsor deadline
PI Name	
Co-PI(s) and Senior Personnel	_____
Collaborative/subaward institution(s)	_____

FORMATTING INSTRUCTIONS	
Document format	PDF only; paginated
Font type/size	<ul style="list-style-type: none"> ✔ 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 ✔ Computer Modern family of fonts at a font size of 11 points or larger ✔ Black font color
Line spacing	<ul style="list-style-type: none"> ✔ No more than 6 lines of type within a vertical space of 1 inch ✔ Only single column formatting
Page size	8.5 x 11
Margins	1" all sides
Guidelines	https://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_index.jsp
Solicitation	

FASTLANE INSTRUCTIONS	
1	<input type="checkbox"/> Be registered and have password at Fastlane.nsf.gov
2	<input type="checkbox"/> Use last name, NSF ID, and password to log-in
3	<input type="checkbox"/> Start a New Proposal <ul style="list-style-type: none"> • On the FastLane home page, click "Proposals, Awards and Status," log on, then click "Proposal Functions" on the "What Do You Want To Work On?" page. • Clicking "Prepare Proposal" will bring up the "Proposal Actions" screen; once there, click the "Create Blank Proposal" button to bring up the "Form Preparation" screen. • To allow ORGA to review, edit, and submit a proposal, navigate back to the "Proposal Actions" page and click the "Allow SRO Access" button. Then choose "Allow SPO to view, edit, and submit proposal." (Note: ORGA will not submit until the PI gives the OK) • For a collaborative proposals/proposals with subawards: The lead institution coordinates the submission process. To collaborate with other institutions, click the "Link Collaborative Proposals" button on the "Form Preparation" screen. Subaward budgets may be included either by clicking the "Add Another Organization" button in the budget section, or by giving the subawardee a proposal PIN so that they can enter their own budget.

PROPOSAL DOCUMENTS

1	<input type="checkbox"/> Proposal cover sheet <ul style="list-style-type: none">✓ Awardee & Project/Performance site Primary Location✓ Program description/Announcement/Solicitation Number✓ NSF unit of consideration✓ Project Title and duration, PI and Co-PI information, previous NSF award, other information✓ Other administrative information can be found at Facts, Figures, and Rates page
2	<input type="checkbox"/> Project Summary- limit one page/4,600 characters <ul style="list-style-type: none">✓ Three parts, entered into separate text boxes: Overview, a statement of intellectual merit of the proposed activity, and statement of broader impacts of the proposed activity <p>*May be uploaded as a single-page supplementary document ONLY if special characters are used</p>
3	<input type="checkbox"/> Table of Contents (auto-generated)
4	<input type="checkbox"/> Project Description - No more than 15 pages <ul style="list-style-type: none">✓ Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.✓ The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.✓ The Project Description must contain, as a separate section within the narrative, a section labeled "Broader Impacts".✓ Results for Prior NSF support (if PI or Co-PI has received NSF funding in the past 5 years)
5	<input type="checkbox"/> References Cited - No page limit <ul style="list-style-type: none">✓ Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. (See also GPG Chapter II.C.2.d.(iii)(d))
6	<input type="checkbox"/> Biographical Sketch(es) <ul style="list-style-type: none">✓ Required for each individual identified as Senior Personnel✓ Use template provided by NSF
7	<input type="checkbox"/> Budget and Budget Justification <ul style="list-style-type: none">✓ ORGA will provide assistance in creating and uploading the budget information in Fastlane✓ PI will need to fill in technical information on budget justification✓ Separate budget and justification is required of each subaward. If there is a subaward with the proposed project, please provide contact information of subawardee institution so we can obtain all this information
8	<input type="checkbox"/> Current and Pending Support <ul style="list-style-type: none">✓ ORGA will provide external award information✓ PI only responsible for reporting internal awards (not processed through ORGA)
9	<input type="checkbox"/> Facilities, Equipment, and Other Resources

- ✔ Proposers 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. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description).
- ✔ narrative in nature and must not include any quantifiable financial information

10 **Special Information and Supplementary Documentation**

- ✔ Data Management Plan (2 page limit)
 - describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see [AAG Chapter VI.D.4](#)), and may include:
 1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
 2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
 3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
 4. policies and provisions for re-use, re-distribution, and the production of derivatives; and
 5. plans for archiving data, samples, and other research products, and for preservation of access to them.
- ✔ Postdoc Mentoring Plan- only for proposals that support postdoctoral researchers

11 **Collaborators & Other Affiliations Information**

- ✔ The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel:
 - Collaborators and co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.
 - Graduate Advisors and Postdoctoral Sponsors. A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations, if known.
 - Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations, if known), with whom the individual has had an association as thesis advisor. In addition, a list of all persons with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor.

12 **Letters of Collaboration (if applicable)**

- ✔ Documentation of collaborative arrangements of significance to the proposal through letters of collaboration. (See [GPG Chapter II.C.2.d\(iv\)](#)).
- ✔ The recommended format for letters of collaboration is as follows:
 "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 or Other Resources section of the proposal."

13 **Financial Conflict of Interest- submitted to ORGA**

- ✔ Read the College's [National Science Foundation \(NSF\) Financial Conflict of Interest Procedures](#).
- ✔ Submit a [Financial Interests Report eForm](#) at the time of submission of the grant proposal and, if funded, at intervals specified by the grant. (Use CofC credentials to login)

14	<input type="checkbox"/>	Responsible Conduct of Research- Submitted to ORGA
		<ul style="list-style-type: none"> ✔ Required of all proposals involving students (graduate or undergraduate) ✔ Review Responsible Conduct of Research information ✔ Submit Responsible Conduct of Research Training plan (eForm)
21	<input type="checkbox"/>	ORGA Routing Sheet- submitted to ORGA
		<ul style="list-style-type: none"> ✔ Must be signed by PI (and Co-PI, if applicable), department chair, and dean before the proposal can be submitted ✔ ORGA needs the following information to complete the routing sheet, before returning to the PI for signatures: solicitation, project title, projected dates, and basic budget information (including salary information)
23	<input type="checkbox"/>	Human Subjects (if applicable)
		<ul style="list-style-type: none"> ✔ See NSF guidelines ✔ CofC FWA: 00000772 ✔ See ORGA IRB resources: http://research.cofc.edu/administration/research-protections-and-compliance/human-participants-irb.php
24	<input type="checkbox"/>	Vertebrate Animals (if applicable)
		<ul style="list-style-type: none"> ✔ See NSF guidelines ✔ Assurance number: A4376-01 ✔ See ORGA IACUC resources: http://research.cofc.edu/administration/research-protections-and-compliance/vertebrate-animals-iacuc.php
24	<input type="checkbox"/>	Solicitation-Specific Requirements (if applicable)
		<p>*items that are required only for a specific solicitation</p> <p>*ORGA will provide this information if applicable</p>

Additional Requirements from Collaborating Institutions	
	<ul style="list-style-type: none"> ✔ Cover sheet ✔ Table of contents ✔ Biosketch(es) ✔ Budget and budget justification ✔ Current and Pending support ✔ Facilities and Other Resources