

Exhibit II-1: Proposal Preparation Checklist

It is imperative that all proposals conform to the proposal preparation and submission instructions specified in this Guide. 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. Note that some NSF program solicitations modify the general provisions of the GPG, and in such cases, the guidelines provided in the solicitation must be followed. Effective with this implementation of the PAPPG, FastLane will begin using the rules specified for each type of proposal, (e.g., RAPID, EAGER, Equipment, Conference, and International Travel) to check for compliance prior to submission to NSF. Proposers are strongly advised to review the applicable sections of the *Grant Proposal Guide* pertinent to the type of proposal being developed PRIOR to submission. NSF will not accept³⁷ or will 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:

- The proposal is responsive to and compliant with the provisions in the program description, announcement, or solicitation.
- All required preparation and submission instructions specified in the GPG have been followed.
- System for Award Management (SAM) registration is current. Note that this registration must be maintained with current information at all times during which the organization has an active award or a proposal under consideration by NSF.
- The proposal will be submitted to NSF electronically via use of either the NSF FastLane System or Grants.gov, unless a deviation has been granted by NSF.
- If the proposal has been previously declined and is being resubmitted, the proposal has been revised to take into account the major comments from the prior NSF review.
- The 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.
- The proposal contains all required sections for the type of proposal being submitted.
- The proposal will be submitted by 5 p.m. submitter's local time on the established deadline date.

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).

³⁷ Proposal Not Accepted is defined as FastLane will not permit submission of the proposal.

Cover Sheet:

- Program Description/Announcement/Solicitation No., or Grant Proposal Guide has been selected.
- Specific NSF program(s) have been selected (if known).
- For renewal proposal, previous award number has been entered.
- Related preliminary proposal number has been entered (if applicable).
- Appropriate Box(es) have been checked, and requisite information has been provided, 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.
- Type of collaborative proposal (from one or multiple organizations) has been selected, where applicable.
- Type of proposal being developed has been selected.

Project Summary:

- Project Summary does not exceed one page.
- Text has been entered into the overview, intellectual merit and broader impacts statements text blocks.
- If the Project Summary contains special characters, separate headings for overview, statement on intellectual merit, and statement on broader impacts have been included.

Project Description:

- Project Description does not exceed 15 pages.
- Both merit review criteria have been addressed.
- Project Description contains, as a separate section within the narrative, a section labeled "Broader Impacts of the Proposed Work".
- Project Description is self-contained and Uniform Resource Locators (URLs) have not been included.
- Results from Prior NSF Support have been provided for PIs and co-PIs who have received NSF support within the last five years. Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings.

References Cited:

- This section includes bibliographic citations only and does not provide parenthetical information outside of the 15-page Project Description. Each reference is in the specified format.

Biographical Sketch(es):

- Biographical Sketch has been provided for all senior personnel and does not exceed two pages per person.
- The content described is in accordance with the instructions, and does not contain additional information beyond that specified in the instructions.
- In FastLane, if biographical sketches for all senior personnel are uploaded in a single PDF file associated with the PI, text has been inserted or a document uploaded that states, "Not Applicable" for any co-PI or Senior Person.

Proposal Budget: (annual and cumulative)

- The proposal contains a budget for each year of support requested.
- Each budget line item is documented and justified in the budget justification.
- The budget justification does not exceed three pages per proposal.
- If the proposal includes subawards, each subaward has uploaded a budget justification of no more than three pages. Note that the 3-page subaward budget justification is in addition to the three pages allowed for the proposal budget justification.

Cost Sharing

- Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. While not required by NSF, awardee organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the proposal budget or budget justification.

Current and Pending Support

- A Current and Pending Support document has been provided for all senior personnel.
- The proposal being submitted has been included on each current and pending support document.
- In FastLane, if Current and Pending Support information for all senior personnel is uploaded in a single PDF file associated with the PI, text has been inserted or a document uploaded that states, "Not Applicable" for any co-PI or Senior Person.

Facilities, Equipment and Other Resources

- 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, has been included.
- No quantifiable financial information has been provided.
- For research proposals, if there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into FastLane.

Special Information and Supplementary Documentation:

- The types of information identified in GPG Chapter II.C.2.j have been included, as appropriate.
- For proposals³⁸ that request funding to support **postdoctoral researchers**, a supplementary document, not to exceed one page, that describes the mentoring activities that will be provided for such individuals, has been included.
- The proposal includes a supplementary document of no more than two pages labeled "Data Management Plan". This supplementary document describes 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 have been included.

³⁸ 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.