MONTCLAIR STATE UNIVERSITY

Office of Sponsored Programs

NSF PROPOSAL SUBMISSION REVIEW

CHECKLIST FASTLANE*

PI Name_____

Due Date_____

- ☐ **Click Check button**
- ☐ Black text, Arial/Palatino 10 pt.,
  Times/Computer Modern 11 pt.**
- ☐ 1 inch margins
- ☐ Each document paginated

Cover Page*
- ☐ NSF Program Announcement Number _____
- ☐ Units to review
- ☐ Primary place of performance address

Remainder of Cover Sheet
- ☐ Title includes any required descriptive words (see solicitation for title requirements)
- ☐ Budget amount matches budget
- ☐ Number of months _____
- ☐ Start date
- ☐ All Co-PI's listed
- ☐ Previous NSF Award – if renewal, Award Number
- ☐ Other Federal Agencies – include if submitting to other Federal Agencies
- ☐ Special Awardee Organization(s) – select as applies

Other Information complete for (as applicable):
- ☐ Beginning Investigator
- ☐ Proprietary & Privileged Info
- ☐ Historic Places
- ☐ Vertebrate animals – incl. App. Date and Assurance #
- ☐ Human Subjects – Exempt Sub., App Date, Assurance #.
- ☐ International Activities – list all countries or Worldwide
- ☐ Type of Proposal – select one
- ☐ Collaborative status – select one

For Linked Collaborative Proposals*
- ☐ Dates match _____
- ☐ Titles match
- ☐ Announcement numbers match
- ☐ Units match

Project Summary
- ☐ 3rd Person
- ☐ 1 page

Project Description
- ☐ Meets page limit (15 unless otherwise per FOA)
- ☐ All graphics/figures/charts uploaded ok
- ☐ Labeled "Broader Impacts" and "Intellectual Merit" sections
- ☐ No URLs

Results from Prior NSF support section (5 pg. of 15 pg. limit)
- ☐ NSF award number and amount, project start and end dates
- ☐ Title
- ☐ Separate sections for Intellectual Merit and Broader Impacts
- ☐ Publications and/or evidence of products with complete citation (*may be in references*); note if there are no publications produced.
- ☐ For renewals, description of relation of completed work to proposed work

References
- ☐ All author names listed, fully written out (i.e. no "et al") and in order as they appear.
- ☐ Article/journal title, book title, volume number, start/end page numbers, year of publication URLs okay.

Biosketch*
- ☐ Provided separately as a PDF file for each senior person
- ☐ 2 page limit

Includes all required elements:
- ☐ Professional Preparation – chronological order, incl inst., location, major, degree or postdoctoral field, year(s)
- ☐ Appointments in *reverse* chronological order
- ☐ Products/Publications – up to 5 most closely related to project and up to 5 other significant
- ☐ Publications published or submitted for pub.
- ☐ Synergistic Activities – list up to 5

Budget*
- ☐ Meets guideline specifics for allowed costs
- ☐ Meets guideline maximum
- ☐ Matches internal budget

Budget Justification*
- ☐ No more than 5 pages per budget justification
- ☐ Travel specified, itemized, justified
- ☐ No cost sharing language
- ☐ Any normally unallowable costs or more than 2 months PI salary justified
- ☐ Indirect Costs: MSU's provisional indirect rate of 45% MTDC (15.5% off-campus) is effective 07/01/18-6/30/21. Negotiated with DHHS, representative Edwin Miranda (212) 264-2609.

Current and Pending Support*
- ☐ Provided separately for each senior person
- ☐ List this proposal as pending support
- ☐ Information for each proposal complete
- ☐ Effort committed must be non-zero even if salary not taken.

Facilities, Equipment and Other Resources*
- ☐ No cost sharing language
- ☐ Unfunded collaborators

Other Documents
- ☐ Data Management Plan, 2 page limit
- ☐ Post Doc Mentoring Plan (if applicable), 1 page limit

Supplementary Documents (if applicable)
- ☐ Allowed per guidelines
- ☐ Letters of Collaboration follow guideline template
- ☐ No letters of support unless allowed in solicitation.
- ☐ Other personnel biosketches, marked as "Other personnel" and combined into one document

Single Copy Document
- ☐ Collaborators & Other Affiliations* – Using NSF Template
  - ☐ No change to table widths; okay to insert rows.
  Documents for non-lead collaborative submission

Courier New is an acceptable font but not recommended.