** NSF PROPOSAL SUBMISSION REVIEW CHECKLIST**

 **RESEARCH.GOV—PAPPG 2020, effective 6/1/2020**

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| PI Name  |  | FOA  |  | Due Date |  |
| Co-PI names |  | Other Senior Personnel names |  |

(Once you enter the PI, Co-PI and Senior Personnel names: ctrl-A > right click >update field. Do this anytime you change the names above so that they feed correctly to the checklist)

## \* indicates the only documents needed for a non-lead collaborative submission

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| GENERAL INFORMATION \* |
|[ ]  Black text, Arial/Palatino Linotype/Courier New 10 pt, **OR** Times New Roman/Computer Modern 11 pt |[ ]  Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok  |
|[ ]  1 inch margins |[ ]  Nothing in the margins, including page numbers |[ ]  Compliance Status for each section says “No issue(s) found” and Initiate Proposal Submission button is active |
| Project setup \* Cover Sheet, Manage Personnel and Subaward Organizations, link proposals,  |
| **Main Proposal Page** |

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|[ ]  Title includes any required descriptive words (see solicitation for title requirements)  | Click here to list title instructions. |

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|[ ]  NSF Announcement # |[ ]  Directorate, division, program as needed |[ ]   |
|[ ]  Proposal Type  |[ ]  Submission Type |[ ]  Collaborative Type  |
| **Cover Sheet** |
|[ ]  Start date 6+ months out, unless allowed by FOA |[ ]  # of Months |[ ]  Primary place of performance address |
| **Other Information, complete as applicable \*** |
|[ ]  Previous NSF Award – if renewal, Award # |[ ]  Preliminary proposal/Full proposal associated with a preliminary proposal |[ ]  Other Federal Agencies – include if submitting to other Federal Agencies |
| [ ]  [ ]  [ ]  | Beginning Investigator – BIO directorate onlyProprietary & Privileged InfoHistoric Places | [ ]   | Vertebrate animals [ ]  Pending**OR**[ ]  IACUC App. Date[ ]  PHS Animal Welfare # D18-01026 | [ ]   | Human Subjects [ ]  Pending**OR**[ ]  IRB Approval Date[ ]  Human Subjects Assurance #  FWA00005270 **OR**[ ]  Exemption Subsection |
| [ ]   | Funding of an International Branch Campus | [ ]   | Funding of a Foreign Org. including through subaward or consultant  | [ ]   | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international non-conference travel. Worldwide if country is unknown. |

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| **Manage Personnel and Subaward Organizations** |
| [ ]   | All Co-PIs listed |

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|  [ ]  | **For Subawards**[ ]  Subawardee organization has been added [ ]  Subawardee personnel have been added | [ ]   | **For Collaborative Proposals \***[ ]  Announcement #s match [ ]  Units Match [ ]  Dates Match [ ]  Titles Match |
| Click here to enter comments. |

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| Project summary |

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| [ ]  [ ]  | One pageOverview, Intellectual Merit and Broader Impacts sections; each header on its own line with no other information, including section numbers | Click here to enter comments. |

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| project description |
| [ ]  [ ]  [ ]  | 15 pages, unless otherwise indicated in FOA All graphics/figures/charts uploaded ok and within margins, caption are readable No URLs | [ ] [ ]  [ ]  | Section labeled as Broader Impacts on its own line with no other information, including section numbers No more than six lines of text within a vertical space of one inch Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included |
| **Results from Prior NSF Support*** **Current funding *including no-cost extensions*, OR end date in last 5 years.**
* **Include one for each PI and Co-PI—if more than one, only report on the one award that is most closely related to the proposal.**
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| PI/Co-PIs:

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| [ ]  [ ]  [ ] [ ]  | Section labeled as Results from Prior Support on its own line with no other information, including section numbers No more than 5 pages totalAll PIs/coPI includedStatement included for any PI/co-PI who doesn’t have prior results (e.g., “PI XYZ does not have current or prior funding from NSF”) |   | For each person’s reported results:[ ]  Title [ ]  NSF award #, amount, project start and end datesSeparate, labeled sections for: [ ]  Intellectual Merit [ ]  Broader Impacts[ ]  List of all publications resulting from the award, with a complete bibliographic citation—may be in references. If none, then  “No publications were produced under this award.”[ ]  Evidence of research products/availability, including data, pubs, samples, collections[ ]  For recently awarded projects with no new results exist, describe the major goals and broader impacts of the project.[ ]  For renewals, description of relation of completed work to proposed work  |
| Click here to enter comments. |
| references cited |
| [ ]  [ ]   | All author names listed, fully written out (i.e., no “et al” or ellipses) and in order as they appearArticle/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay  |

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| budget \* |
| [ ]  [ ]  [ ]  | Meets FOA specifics for allowed costsMeets FOA minimum/maximum, both yearly and overallParticipant Support costs do NOT include anything that will be secured through a service agreement/contract (venue rental, catering, supplies, etc.) | [ ]  [ ]  [ ]  | Contracts for the purpose of obtaining goods/services for the proposer’s use are in ODC – OtherMatches internal budget Separate budget is entered for each subcontract |
| Click here to enter comments. |
| budget justification \* |
| [ ]  [ ]  [ ] [ ]  | 5 page limitNo cost sharing language Definition of a year is includedAny normally unallowable costs or Senior Personnel salary greater than 2 months per year are justified | [ ]  [ ]  [ ]  | Travel is specified, itemized, justified by destination and costF&A and MTDC costs are broken outSeparate justification is uploaded for each subcontract |
| Click here to enter comments. |

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| facilities, equipment and other resources \* |
| [ ]  [ ]  | No cost sharing languageIncludes unfunded collaborators and the individuals’ role(s) on the project should be described | [ ]  [ ]  | Only resources that are directly applicable are includedSubawardees’ information is included in our document  |
| Click here to enter comments. |

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| SENIOR PERSONNEL DOCUMENTS\* |
| biosketch \* -- Must be SciENcv or NSF-supplied fillable PDF |

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| [ ] [ ] [ ]  | Provided separately for all Senior Personnel2 page limitUses NSF-approved format that has PDF signature line intact |  |

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| [ ]  [ ]  | Professional Preparation in chronological order Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of pay*If using ORCiD, these need to be sorted on the ORCiD side before populating SciENcv* | [ ]  [ ]  | Products/Publications – citation of up to 5 most closely related to project and up to 5 other significant products, including submitted for publication; et al is allowed. If only publications are included, “Publications” heading is okay.Synergistic Activities – up to 5 distinct examples, none with multiple components (e.g., listing classes taught, boards served on, journals reviewed, etc.) |
| Click here to enter comments. |

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| current and pending support \* -- Must be SciENcv or NSF-supplied fillable PDF |

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| [ ] [ ]  | Provided separately for all Senior PersonnelUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| [ ]  | Provides number of person-months per year to be devoted to the project—may differ from the person-months requested on the budget  | [ ]  | Includes this project |

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| cOLLABORATORS & oTHER AFFILIATIONS \* |

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| [ ]  | Provided separately for all Senior Personnel, and uploaded in the Excel format | Senior Personnel:

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| [ ] [ ] [ ]  | Uses current NSF template found at[Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) No change to column widths; it’s ok to insert rowsA COA table is uploaded for all Senior Personnel | [ ] [ ]  | All names are listed in last name, first name order, doesn’t need to be sorted alphabeticallyColumn A has been filled in for Tables 2-5 |
| other documents |
| [ ]  | Data Management Plan, 2 page limit | [ ]   | Post-doc Mentoring Plan (if applicable), 1 page limit; this is included in the lead’s documentation, even if the post-doc is at a collaborating/subawardee institution |
| Click here to enter comments. |

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| optional documents |
|[ ]  Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |[ ]  Reviewers to include: first, middle initial, last name, email, organization |[ ]  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| OTHER SUPPLEMENTARY DOCUMENTS – Combine into a single PDF |
| **Letters of Collaboration** |
| [ ]  [ ]  | Follow PAPPG guidelines unless specified in FOA Letters from all unfunded collaborators are included | [ ]   | No support language |

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|[ ]  Other FOA requirements | Click here to enter comments. |
|[ ]  Other FOA requirements | Click here to enter comments. |
|[ ]  Other FOA requirements | Click here to enter comments. |