The following information is an excerpt from the NSF Grant Proposal Guide (GPG). To view the entire GPG visit: http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/index.jsp

Proposal Pagination, Margin and Spacing Requirements

The proposal must be clear, legible, and conform to the following requirements:

a. An Arial, Courier new, Palatino Linotype, typeface, a black font color, and a font size of 10 points or larger; or Times New Roman, Computer Modern, 11 point font or larger. Proposals can contain high resolution graphics and color.
b. Margins, in all directions, must be at least an inch.
c. No more than six lines of text within a vertical space of one inch.
d. Each section of the proposal must be individually paginated prior to upload to FastLane.

Contents of the Proposal

1. Project Summary (one page limit)

The proposal must contain a summary of the proposed activity suitable for publication, not more than one page in length and written in the third person. It must clearly address in three separate text boxes (within the one-page summary; 4,600 characters in total):

- an overview of the proposed activity;
- the intellectual merit of the proposed activity; and
- the broader impacts resulting from the proposed activity.

<table>
<thead>
<tr>
<th>Overview</th>
<th>Intellectual Merit</th>
<th>Broader Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Describe the activity that would result if the proposal were funded</td>
<td>- Potential to advance knowledge and understanding within and across fields</td>
<td>- Potential to benefit society and contribute to the achievement of specific, desired societal outcomes.</td>
</tr>
<tr>
<td>- State the objectives and methods to be employed</td>
<td>- Qualifications of investigators</td>
<td>- Advances discovery while promoting teaching, training and learning</td>
</tr>
<tr>
<td></td>
<td>- If collaboration, how chosen partners strengthen project</td>
<td>- Broadens the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)</td>
</tr>
<tr>
<td></td>
<td>- Creativity and originality</td>
<td>- Enhances the infrastructure for research and education, such as facilities, instrumentation, networks and partnerships</td>
</tr>
<tr>
<td></td>
<td>- Conceptualization and organization</td>
<td>- Results disseminated broadly</td>
</tr>
<tr>
<td></td>
<td>- Access to resources</td>
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</tbody>
</table>

Proposals that do not separately address both merit review criteria within the one-page Project Summary will be returned without review.

2. Project Description (fifteen page limit)

The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere.
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 discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

Plans for data management and sharing of the products of research, including preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products should be described in the Special Information and Supplementary Documentation section of the proposal.

Results from Prior NSF Support
If any PI or co-PI identified on the project has received NSF funding (including any current funding) in the past five years, information on the award(s) is required, irrespective of whether the support was directly related to the proposal or not. Funding includes not just salary support, but any funding awarded by NSF. Each PI and co-PI who has received more than one award (excluding amendments) must report on the award most closely related to the proposal. The following information must be provided:

(a) the NSF award number, amount and period of support;
(b) the title of the project;
(c) a summary of the results of the completed work, including accomplishments, described in two separate sections, related to the Intellectual Merit and Broader Impact activities supported by the award;
(d) publications resulting from the NSF award;
(e) 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
(f) if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

Reviewers will be asked to comment on the quality of the prior work described in this section. Please note that the proposal may contain up to 5 pages to describe the results. Results may be summarized in fewer than 5 pages, which would give the balance of the 15 pages for the Project Description.

3. Budget and Budget Justification
Each proposal must contain a budget for each year of support requested. The amounts requested for each budget line item should be documented and justified in the budget justification.

The budget justification should be no more than three pages. The proposal may request funds under any of the categories listed so long as the item and amount are considered necessary, reasonable, allocable, and are allowable under the applicable cost principles, NSF policy, and/or the program solicitation. Amounts and
expenses budgeted also must be consistent with MSU’s policies and procedures and cost accounting practices used in accumulating and reporting costs.

**Salary Support**
Grant funds may not be used to augment the total salary or annual salary rate of faculty members during the period covered by the term of faculty appointment or to reimburse faculty members for consulting or other time in addition to a regular full-time organizational salary covering the same general period of employment.

Summer salary for faculty members with 10-month academic-year appointments is limited to no more than two-tenths of their regular academic-year salary. This limit includes summer salary received from all NSF-funded grants.

If no person months and no salary are being requested for senior personnel, they should be removed from Section A of the budget (consistent with NSF’s cost sharing policy).

The ORSP will assist you in calculating your project salary and annual increases.

4. References Cited
Reference information is required. 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. If the document is available electronically, the website address also should be identified. If there are no references cited, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.

5. Attachments

**Biographical Sketch**
A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. Biographical information must be submitted on the approved NSF Biographical Sketch Form. “Publications” section has been changed to “Products”, making clear that products may include, but are not limited to, publications, data sets, software, patents, and copyrights.

**Current and Pending Support**
This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. Current and Pending Support information must be submitted on the approved NSF Biographical Sketch Form.

**Facilities and Other Resources**
This section of the proposal is used to assess the adequacy of the resources (both physical and personnel) available to perform the effort proposed to satisfy both Intellectual Merit and Broader Impacts review criteria. Proposers must describe only those resources that are directly applicable.

Proposers should not include any dollar amounts, costs, dates of acquisition, etc. for any facilities, equipment and other resources. These figures can be interpreted as cost-sharing which is unallowable by the NSF. If there is no facilities, equipment and other resources information, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.

**Assurances and Certifications**
All assurances and certifications will be completed by the Office of Research and Sponsored Programs.

**Data Management Plan**
Proposals must include a section of no more than two pages that discusses plans for data management and sharing of the products of research. FastLane will not permit submission of a proposal that is missing a Data Management Plan. This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification.

Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined Data Management Plan.

Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: http://www.nsf.gov/bfa/dias/policy/dmp.jsp

Letters of Collaboration
Any substantial collaboration with individuals not included in the budget should be described and documented with a letter from each collaborator, which should be provided in the supplementary documentation section of FastLane.