Office of Research and 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.

*We would like to thank and acknowledge the University of Colorado/Boulder for their permission to use this checklist.
Revised: 04/18