**NSF grant application checklist**

**This document is intended to be a guide and PIs should always review the program solicitation and NSF instructions before submission**

[Grant Proposal Guide instructions](https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf)

Read the program solicitation as there may be instructions that supersede the [PAPPG](https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf)

Font – Arial, Courier New, or Palatino Linotype minimum 10 point; Times new Roman minimum 11 point; Computer Modern Family 11 points

Margins – minimum of 1” on all sides

No more than six lines of text within a vertical space of one inch

Page number each section for upload

**NSF grant application checklist NSF grant application checklist**Top of Form

**NSF grant application checklist**

 **Deviation Authorization** If applicable ([PAPPG](https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf) Chapter II.A)

Bottom of Form

Top of Form

 **List of suggested reviewers** or reviewers not to include

 **Proprietary or Privileged Information Statement** (if applicable PAPPG Chapter II.D.1)

 **Collaborators & Other Affiliations Information** fill in 5 tables in the [excel template](https://www.nsf.gov/bfa/dias/policy/coa.jsp)

 **Cover sheet** (completed in FastLane)

 Awardee & Project location

Program description/announcement/solicitation number

 NSF unit of consideration

 Remaining cover sheet sections

 **Project Summary** Limited to one page. Address both intellectual merit and broader impacts

 **Table of Contents** (automatically generated by FastLane)

 **Project Description** Limited to 15 pages (do not include URLs)

 **Broader Impacts** Describe impacts on teaching, training, and diversity under a separate heading

 **Results from** **Prior support** Describe results of prior support for **PIs and Co-PIs** who have received NSF support within last 5 years or have current funding (including no-cost extension)

* Include NSF award number, amount, period of support, title, summary of results with separate sections for intellectual merit and broader impacts, listing of resulting publications, evidence of research products, description of relation to proposed work (only for renewed support)
* In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal.

 **References cited** (no page limit) – list all authors

 **Biosketch** Limited to two pages; [MUST use NSF fillable form or SciENcv](https://www.nsf.gov/bfa/dias/policy/biosketch.jsp) (note SciENcv can be used for both NSF and NIH so it especially useful for PIs who apply to both organizations)

 **Professional Preparation** Undergraduate, graduate, postdoctoral institutions and dates

 **Appointments** Reverse chronological list of academic/professional appointments

 **Products** List up to 5 most relevant to project and up to 5 other significant products (publications, patents, software, etc…)

 **Synergistic Activities** list up to 5 examples that demonstrate broader impact of activities

 **Budget**

 **Budget Justification** Five page limit

* Projects with subawards must include budget justification for each subaward

 **Current/pending support** [MUST use NSF fillable form or SciENcv](https://www.nsf.gov/bfa/dias/policy/cps.jsp)

 **Facilities, Equipment, & Other Resources** Describe only those that are directly applicable (internal & external physical and personnel resources)

 **Special Information and Supplementary Documentation** (if applicable –see GPG Chapter II.C.j for all examples)

 **Postdoctoral researcher mentoring plan** (one page limit)

 **Data management plan** (two page limit)

 **Letters of collaboration for unfunded collaborators** ("If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.")

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