**NSF Proposal Checklist**

*<Title>*

**OSP Deadline:**

**Funder Deadline:**

General Information:

* + Proposals must be paginated, use an approved font type and size with minimum 1 inch margins, and be clear and readily legible.

Application:

* List of Suggested Reviewers, or Reviewers Not to Include, and reasons why (optional, but recommended).
* Project Summary (1 page maximum)
  + Address both Merit Review Criteria (intellectual merit and broader impact) separately.
* Project Description (15 pages maximum):
* Ensure both merit review criteria are described as an integral part of the narrative.
* All Appendices must be included in the 15-page limit.
* Results from Prior NSF Support: Required only for PIs and co-PIs who have received NSF support within the last five years.
* References Cited (no page limitation)
* Biographical Sketch(2-page maximum and according to NSF format)
* Proposal Budget (cumulative and annual)
* Budget justification (3 pages maximum)
* Current and Pending Support (NSF format)
* Facilities, Equipment, and Other Resources
* Describe only those resources that are directly applicable.
* Include an aggregated description of the resources that an organization will provide to the project.
* The description should be narrative in nature and must not include quantifiable financial information.
* Postdoctoral Research Mentoring Plan (if applicable)
* Data Management Plan: This 2-page maximum document may include: (1) the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project; (2) the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies); (3) policies for access an sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements; (4) policies and provisions for re-use, re-distribution, and the production of derivatives; and (5) plans for archiving data, samples, and other research products, and for preservation of access to them. More specifics are available at the following website: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>
* Letters of Commitment from collaborators/collaborating institutions/organizations (letters of support from institutions are not allowed unless allowed by the guidelines).