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|  | **NATIONAL SCIENCE FOUNDATION PROPOSAL PREPARATION AND SUBMISSION CHECKLIST**  FOR PROPOSALS SUBMITTED ON OR AFTER 25 FEBRUARY 2019  *Questions? Contact Penny J. Miceli, PhD, CRA (pmiceli@wellesley.edu)* |

**OVERVIEW**

The National Science Foundation has established standard proposal preparation instructions and guidance through the Proposal & Award Policies & Procedures Guide [[PAPPG]](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg) (and as excerpted in this checklist). The standards listed in the PAPPG are the minimum standards. Please also note that additional information regarding proposal preparation and submission may be available in the program solicitation and may deviate from this checklist. This checklist is not intended to substitute for the instructions found in the Guide or a thorough, careful review of materials prior to submission.

OSR will submit the application via [NSF FASTLANE](https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp). If there are any **subcontracts** involved in your proposal, or if this will be part of a **collaborative proposal submission**, notify OSR as soon as possible to receive additional instructions.

The PI is responsible for assembling the necessary information and PDF attachments and uploading them to FASTLANE (OSR is happy to review and consult, as requested). You have the option of requesting enhanced OSR services with appropriate advanced notice and adjustment to the timeline (see below).

**YOUR FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) GUIDELINES: [Link] (can be customized by OSR...please contact us)**

**YOUR TIMELINE: (can be customized by OSR...please contact us)**

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| **Sponsor Deadline (Date) XX/XX/XXXX** | **Internal Deadlines** |
| **Initiate a Proposal in Sponsor System & Ensure OSR has Access**  If you need an NSF FastLane account established, request registration through [research.gov.](https://identity.research.gov/sso/UI/Login?realm=%2Fresearch&goto=http%3A%2F%2Fidentity.research.gov%2Fsso%2Foauth2%2Fauthorize%3Fresponse_type%3Dtoken%26scope%3Dprofile%26client_id%3Drgov%26redirect_uri%3Dhttps%253A%252F%252Fwww.research.gov%252Faccountmgmt%252Fiam%252Fauth-response.html)  If this will be a **collaborative proposal submission**, provide OSR with contact information of collaborating institution’s sponsored research office representative so that the two institutions can link the proposals in Fastlane.  *Inform OSR if you will need added hands-on support (e.g. budget worksheet drafting, budget justification drafting, narrative review, formatting, or navigating the sponsor’s system, etc.). These* ***enhanced services*** *may require extra time to be built into the timeline, but generally can be accomplished over the course of the month leading up to the sponsor’s deadline, if we have enough notice.* | *30 days prior to deadline* |
| **If including Subrecipients (rare for NSF), secure appropriate paperwork from collaborating institution (final approved versions)**   * Subrecipient Commitment Form, signed by institutional official * Sub Budget (R&R Budget Form) and Budget Justification * Statement of Work * Biosketches for Subrecipient Key Personnel | *10 days prior to deadline* |
| [**Internal Routing Process**](https://webapps.wellesley.edu/sponsored_research/index.php) **completed by this date. Note, it can take several days to gather the required institutional approvals, so plan accordingly.**   * Requires Proposal Summary (basic project description, can be draft form) * Requires Final [Internal Budget Worksheet](https://www.wellesley.edu/sponsoredresearch/forms) * Requires [Financial Conflicts of Interest Screening/Disclosure](https://docs.google.com/forms/d/e/1FAIpQLSdM5qDqpFy7obek75J2WLzfeUFzc4dpQay-ih9qNiY_2Ej0jA/viewform) (required at least annually) | *7 days prior to deadline* |
| **Upload Documents to Sponsor System for OSR Review**  Everything should be in final form *except* for Proposal Summary/Abstract, Project Description, and References Cited (which may be in draft form for this stage of review). | *4 days prior to deadline* |
| **Proposal Completion**  Upload *Final* Proposal Summary, *Final* Project Description, and *Final* References Cited for final OSR review and submission. | *2 days prior to deadline* |

**PROPOSAL PLANNING TASKS**

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| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | **Departmental Planning:**  As applicable, discuss course release, unpaid leave, additional staffing, or other unusual needs with Department Chair. | |
|  |  | | **Personnel Planning:**  For assistance with new personnel salary estimates contact Kelly Robinson in Human Resources (krobins5@wellesley.edu). In the Science Center, discuss additional staffing plans with Cathy Summa. | |
|  |  | | **Space, Facilities, & Equipment Planning:** Discuss new space needs (lab/studio/office), significant equipment/maintenance, or unusual requirements (e.g., biohazards) with your building coordinator. (Sciences: contact Cathy Summa) | |
|  |  | | **Accessing templates/samples/tools:** OSR website has boilerplate/template/sample materials available. OSR also maintains a Successful Proposal Library (not posted, contact OSR for sample proposals if available). <https://www.wellesley.edu/sponsoredresearch/proposals> | |
|  |  | | **Computing Resources Planning:** Assistance is available for identifying resources and obtaining pricing estimates for your proposal. <https://www.wellesley.edu/sponsoredresearch/proposals/high-performance-computing-needs> | |
|  |  | | **Data Management Planning:** Contact your research data librarian for support <http://libguides.wellesley.edu/open/DMP> | |
|  |  | | **Subrecipient Planning:** If you plan to include subrecipient institutions, follow guidance on OSR webpage. <https://www.wellesley.edu/sponsoredresearch/proposals/collaboration-with-other-institutions> | |

**PROPOSAL DEVELOPMENT *(NSF FASTLANE COMPONENTS)***

**GENERAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Proposal is responsive to the program description/announcement/solicitation or to the PAPPG. | |
|  |  | | If a proposal has been previously declined and is being resubmitted, proposal has been revised to take into account the major comments from the prior NSF review. | |
|  |  | | Proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter. | |

**PROPOSAL FORMAT**

|  |  |  |
| --- | --- | --- |
| **Complete**  **X** | **N/A**  **X** | **Component** |
|  |  | FastLane does not automatically paginate a proposal. Applicants must paginate files prior to upload to FastLane. |
|  |  | Proposals may use one of the following typefaces:  Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;  Times New Roman at a font size of 11 points or larger; or  Computer Modern family of fonts at a font size of 11 points or larger. |
|  |  | A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable. |
|  |  | No more than six lines of text within a vertical space of one inch and one inch margins. |
|  |  | Proposers are strongly encouraged to use only a standard, single-column format for the text. |

**COVER SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Specific Program Description/Announcement/Solicitation No. and Closing Date has been selected.   * If the proposal is not submitted in response to a specific program solicitation, proposers should enter "NSF Proposal & Award Policies & Procedures Guide." * Applicants to Research at Undergraduate Institutions (RUI) should generally apply using that [solicitation](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5518) number and instructions, though sometimes other solicitation incorporate RUI instructions within them. Consult your program officer if you are unsure. | |
|  |  | | Specific NSF program(s) to consider the proposal are identified (if known). | |
|  |  | | For renewal proposal, previous award number entered. | |
|  |  | | Related preliminary proposal number entered (if applicable). | |
|  |  | | Check Appropriate Box(es), and provide requisite information, if the proposal includes any of the items identified. Note in particular, proposals that include use of human subjects or vertebrate animals require additional information to be submitted with these types of proposals. | |
|  |  | | If foreign travel is included in the budget but destination (e.g., conference location) is yet unknown, select “Worldwide”. | |
|  |  | | Indicate if the proposal is a collaborative being submitted from one or multiple organizations, or if it is not a collaborative. Indicate the [type of proposal](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIE) being developed. | |

**PROJECT SUMMARY**

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| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Note limitation of one page. | |
|  |  | | Ensure that overview, intellectual merit and broader impacts statements text blocks are completed. Pay particular attention to whether program-specific solicitation requires inclusion of a list of Key Words or other information as part of Project Summary. | |
|  |  | | The Project Summary may ONLY be uploaded as a Supplementary Document if the use of [special characters](https://www.fldemo.nsf.gov/d10/SpecialCharactersGuidance.htm) is necessary. Include separate headings for overview, statement on [intellectual merit](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_3.jsp#IIIA2a), and statement on [broader impacts](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_3.jsp#IIIA2b). | |

**PROJECT DESCRIPTION**

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| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Note limitation of 15 pages | |
|  |  | | [Merit Review Criteria](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_3.jsp#IIIA2): Ensure both merit review criteria are addressed, including a separate sections and headings within the narrative that discusses the **broader impacts** and **intellectual merit** of the proposed activities. | |
|  |  | | [Inclusion of Uniform Resource Locators (URLs)](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2dii): PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: a) the information could circumvent page limitations; b) the reviewers are under no obligation to view the sites; and c) the sites could be altered or deleted between the time of submission and the time of review. | |
|  |  | | [Results from Prior NSF Support](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2diii): Required only for PIs and co-PIs who have received NSF support with a start date in the past five years (including any current and no-cost extensions). Information must include: a) the NSF award number, amount, and project period; b) project title; c) summary of the results of the completed work and described under the headings “Intellectual Merit” and “Broader Impacts;” d) a list of the publications resulting from the NSF award; e) evidence of research products and their availability; f) if the proposal is a renewal, a description of the relation of the completed work to the proposed work. | |

**REFERENCES CITED**

|  |  |  |  |  |
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| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description. Each reference must be in the specified format. | |

**BIOGRAPHICAL SKETCHES**

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| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Limitation of two pages per individual; required for all senior project personnel. | |
|  |  | | In FastLane, each individual’s biographical sketch must be uploaded as a single PDF file associated with that individual. | |
|  |  | | The required information must be provided in the order and format specified. <https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2f> | |
|  |  | | 1. Professional Preparation in chronological order | |
|  |  | | (b) Appointments in reverse chronological order | |
|  |  | | (c) Publications/Products: A list of up to five products most closely related to the proposed project; and up to five other significant products, whether or not related to the proposed project. | |
|  |  | | (d) Synergistic Activities: A list of up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples with multiple components are not permitted. | |

**BUDGET (INCLUDING JUSTIFICATION)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Each proposal must contain a budget for each year of support requested, unless a specific program solicitation states otherwise. | |
|  |  | | All expenses are considered necessary, reasonable, allocable, and allowable under cost principles, NSF policy, and/or the program solicitation. | |
|  |  | | Budget Justification is limited to five pages. | |
|  |  | | The budget justification accurately describes each expense included in the budget and documents the proposed need for project success. | |

**CURRENT AND PENDING SUPPORT**

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| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | A Current and Pending Support document is included for each individual considered Senior Personnel. | |
|  |  | | Ensure that the proposal being submitted is included on each current and pending support document. | |
|  |  | | In FastLane, each individual’s current and pending support must be uploaded as a single PDF file or inserted as text associated with that individual. | |

**FACILITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | This section should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. | |
|  |  | | Ensure that no quantifiable financial information is provided. | |
|  |  | | If there are no facilities, equipment or other resources identified, a statement to that effect should be included in this section of the proposal and uploaded into FastLane. | |

**DATA MANAGEMENT PLAN**

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| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Each proposal must include a supplementary document of no more than two pages labeled [“Data Management Plan.”](http://www.nsf.gov/bfa/dias/policy/dmp.jsp) This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. | |

**MENTORING PLAN**

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| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, not to exceed one page, a description of the mentoring activities that will be provided for such individuals. | |

**COLLABORATORS AND OTHER AFFILIATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | [Collaborators and other Affiliation information](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC1e) has been provided for each senior personnel in the required NSF template and uploaded in its original excel spreadsheet form. | |

**SUGGESTED REVIEWERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | List of Suggested Reviewers or Reviewers Not to Include (optional). | |

**OTHER SUPPLEMENTARY DOCUMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Follow solicitation guidelines. See [PAPPG-Part I Chapter II.C.2.j](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2j) for the types of information appropriate for submission in this section, as required. | |
|  |  | | If submitting a proposal for consideration under the Research at Undergraduate Institutions (RUI) program, include the 5-page RUI Impact Statement here. | |
|  |  | | If submitting a proposal for consideration under the Research at Undergraduate Institutions (RUI) program, include institutional letter of eligibility here. <https://www.wellesley.edu/sponsoredresearch/proposals> | |

**ADDITIONAL SINGLE COPY DOCUMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Follow solicitation guidelines. Single copy documents are generally not distributed to reviewers, but are instead intended to communicate to NSF staff coordinating the review. | |

**DEVIATION AUTHORIZATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable).. | |

**SPECIAL GUIDELINES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete**  **X** | | **N/A**  **X** | | **Component** |
|  |  | | Note that [PAPPG-Part I Chapter II.D](https://nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IID) contains special proposal preparation instructions for certain types of proposals. | |

**NOTES:**