**NSF PROPOSAL DOCUMENTS PI CHECKLIST**

**FASTLANE PAPPG 2021 effective October 4, 2021**

Updated 06.23.2021

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| **FOA #** |  | **Due Date** |  |
| **PI Name** |  | **Co-PI names** |  | **Other Senior Personnel names** |  |

## \* indicates the only documents needed for a non-lead collaborative submission

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| GENERAL INFORMATION \* | | | |
|  | Black text, Arial/Palatino Linotype/Courier New 10 pt or larger, **OR** Times New Roman/Computer Modern 11 pt or larger |  | Font size of less than 10 may be used for math formulas/equations, figures, tables, or diagram captions. Other fonts (like Cambria Math) can be used for formulas/equations or Greek letters/[special characters](https://www.nsf.gov/bfa/dias/policy/papp/papp13_1/special_characters.pdf) (*caution: text must be readable*) |
|  | 1 inch margins, 6 lines of text within a vertical space of 1” 8.5 x 11 page size |  | Each document paginated, starting with “1” |
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| Cover sheet \* | | | |

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|  | Program Announcement/Solicitation/Program Description Number selected; NSF Unit of Consideration selected | |
|  | Title includes any required descriptive words (see solicitation for title requirements) | Click here to list solicitation title instructions if applicable. |

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|  | Start date 6+ months out, unless allowed by FOA; Proposed duration in months. | | | | |
| **Other Information, complete as applicable \*** | | | | | |
| ☐ | All Co-PIs listed | | | | |
|  | Funding of an International Branch Campus |  | Funding of a Foreign Org. including through subaward  or consultant |  | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international non-conference travel. Worldwide if country is unknown. |
| Will this research involve (check those that apply): | | | | | |
|  | Beginning Investigator (Relevant to Biological Sciences Directorate ONLY) |  | Proprietary or Privileged Information |  | Historic Places |
|  | Vertebrate Animals (if yes, include BGSU Animal Wide Assurance Number A3536-01 and anticipated date of approval or Pending if not yet submitted) | | |  | Human Subjects (if yes, include BGSU Human Subjects Assurance Number FWA00003853 and anticipated date of approval or Pending if not yet submitted) |
| **Proposal Type, complete as applicable\*** | | | | | |
|  | For Travel and Conference Proposal Types, meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the meeting will be resolved. The proposer is not required to submit the meeting organizer’s policy or code-of-conduct for review by NSF. | | | | |

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| Table of contents |
| Table of contents is automatically generated by the system. The proposer cannot edit this form. |

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| Project summary |

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|  | One page, uploaded as required:   * Overview, Intellectual Merit, Broader Impacts sections completed in provided boxes * Upload a PDF with the appropriate separate headers only if [special characters](https://www.nsf.gov/bfa/dias/policy/papp/papp13_1/special_characters.pdf) are required   Hints if you get “over one page” message:   * NSF uses Times New Roman 11; if you are creating it initially in Word, make sure that you are using TNR 11 * The headers get their own lines with no other text * Should not be an abstract of the proposal. * If copying and pasting into the NSF text boxes after saving, make sure characters such as parentheses, apostrophes do not turn into question marks. |

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| project description | | | | | | |
|  | | 15 pages, unless otherwise indicated in FOA  All graphics/figures/charts uploaded ok and within margins, caption are readable  No URLs  Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included if applicable | | |  | Separate section labeled as Broader Impacts   * Proprietary or Privileged Information: Clearly mark and label with legend (*PAPPG suggested language, "The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the Government, except for purposes of review and evaluation."*) |
| **Results from Prior NSF Support**  Note: Support means salary support, as well as any other funding awarded by NSF, including research, Grad Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc. | | | | | | |
|  | No more than 5 pages total (note: the 5 pages is included in the 15 page limit for Project Description)  All PIs/CoPI included – current funding OR end date in last 5 years (if PI/Co-PI has received more than one award, they need only report on the one that is most closely related to the proposal)  Statement included for any PI/coPI who doesn’t have prior results: “No publications were produced under this award.” | |  | For each person’s reported results:  Title  NSF award #, amount, project start and end dates  Summary of the results, with separate, labeled sections for:  Intellectual Merit  Broader Impacts  List of all publications resulting from the award, with a complete bibliographic citation, may be in references. If none, then “No publications were produced under this award.”  Evidence of research products/availability, including data, pubs, samples, collections, software, and models  For renewals, description of relation of completed work to proposed work | | |
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| references cited | | | | | | |
|  | All author names listed, fully written out (i.e. no “et al”) and in order as they appear in the publication  Article/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay (but optional) | | | | | |

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| budget \* | | | |
| Note: As a general policy, NSF limits salary compensation for senior personnel to no more than 2 months of their regular salary (including AY and Summer) in any one year (unless specified in FOA). This limit includes salary compensation received from all NSF-funded grants. If anticipated, any compensation for such personnel in excess of two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget. | | | |
|  | Meets FOA specifics for allowed/required costs  Common unallowable costs include: entertainment, meals & coffee breaks for intramural meetings of an organization, alcoholic beverages, etc. See PAPPG Chapter II.g.(xiii)  Meets FOA minimum/maximum, both yearly and overall |  | Absolutely no cost share unless required by solicitation |

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| budget justification \* | | | |
| [Click here for Modular Budget Justification Template](file:///Users/alanaritt/Desktop/DRAFT%20NIH%20Modular%20Budget%20Justification%20Template_01.27.21.pdf)  [Click here for R&R Budget Justification Template](file:///Users/alanaritt/Desktop/DRAFT%20NIH%20R&R%20Budget%20Justification%20Template_01.27.21.pdf) | | | |
|  | 5 page limit  No cost sharing language; does not include mention of unfunded personnel (unfunded personnel role(s) will be described in the Facilities, Equipment and Other Resources section)  Definition of a year is included in the salary section: “As required by the NSF, BGSU defines a year as the period of September 1 through August 31.”  Any normally unallowable costs or more than 2 months of PI salary are justified  Travel is specified, itemized, justified  Consultant/professional services are rendered by a person who possesses a special skill but who is not a BGSU employee. Anticipated services must be justified, and info on individual’s expertise, affiliation, daily compensation rate, # of days of service, travel costs, etc. must be included. |  | Participant Support costs do NOT include anything that will be secured through a service agreement/contract (speaker fees, venue rental, catering, supplies, etc.). A participant is an individual/trainee who is a recipient of a service or training session in a workshop/conference/ seminar/symposium funded by the project. A participant does not perform work or services for the project other than for their own benefit (does not provide deliverables). BGSU employees CANNOT be participants (including PIs, grant staff, Graduate Research Assistants, student employees). Note: Participant Support cannot be rebudgeted post award without prior sponsor approval.  Other Direct costs includes a brief summary of any subawards. Additionally, a detailed budget justification (up to 5 pages) will be uploaded for each subaward  F&A and MTDC costs are broken out; your proposal analyst can help you with these numbers |

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| biosketch \* |
| [Click here for link to the NSF Biosketch Template or SciENcv](https://www.nsf.gov/bfa/dias/policy/biosketch.jsp) | |

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|  | Provided separately for each PI, Co-PI and Senior Person  Uses NSF-approved format (Template or SciENcv, see link above) |

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|  | Professional Preparation in chronological order (undergrad, grad, post doc)  Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of pay, beginning with current appointment  If using ORCiD, these need to be sorted on the ORCiD side before populating SciENcv |  | Products/Publications –citation of up to 5 most closely related to projects and up to 5 other significant products, including submitted for publication; et al is allowed  Synergistic Activities – up to 5 distinct examples, none with multiple components (an example of multiple components would be listing classes taught, boards served on, etc.)  For Specialized Equipment Proposals see PAPPG  Not to exceed 3 pages |
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| current and pending support \* | | | |
| [Click here for link to C&P NSF Template or SciENcv](https://www.nsf.gov/bfa/dias/policy/cps.jsp) | | | | |

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|  | Provided separately for each PI, Co-PI and Senior Person  Uses NSF-approved format (all Current should be listed first, followed by Pending) |  | The proposed project (list as Pending) and all other projects or activities (Current or Pending) requiring a portion of time of the PI and any other senior personnel must be included, even if they receive no salary support from the project(s)  When the year/person months of a project span two calendar years, enter the last year (e.g., 2020-2021 would be entered as 2021). OSPR can help you determine person months per year.  If there is a collaborative project where BGSU is not the lead but the place of performance is BGSU, we’ll only report the amount for OUR project.  In-kind resources are listed (including sponsored projects for which there is cost share required, if the cost share comes from outside BGSU) |

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| facilities, equipment and other resources \* | | | |
|  | No cost sharing language   * In Other Resources, include as applicable: * Description of unfunded collaborations is required if Letter of Collaboration is included in Other Supplementary Documentation * Description of unfunded senior personnel role(s) on project |  | Only resources that are directly applicable are included, physical and personnel, internal and external; must not include any quantifiable financial information, but rather be narrative in nature. They are not considered voluntary committed cost sharing; however, the NSF does expect that the resources identified will be provided/made available should the proposal be funded.  Subawardees’ information is compiled into our document; collaborating institutions will upload theirs to their own proposal document |

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| supplementary documents **(as allowed per guidelines)** | | | |
|  | Data Management Plan, 2 page limit:   * One combined Data Management Plan for collaborative proposals and proposals that include subawards * A valid Data Management Plan may include only the statement that is a clear justification that no detailed plan is needed * [Data Management Plan Tool](https://libguides.bgsu.edu/c.php?g=227406&p=1506993)   Post-doc Mentoring Plan (if applicable), 1 page limit; this is included in the lead’s documentation, even if the post-doc is at a collaborating/subawardee institution |  | Rationale for performance of all or part of the project off-campus (if applicable)  Other personnel Biosketches, marked as Other Personnel, and combined into one PDF  **Letters of Collaboration**  Follow PAPPG guidelines unless specified in FOA  No support or endorsement language  Letters from all unfunded collaborators are included |

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|  | Other FOA requirements |  |

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| single copy documents \* **Note: APPENDICES SHOULD NOT BE INCLUDED UNLESS FOA REQUIRES OR A DEVIATION HAS BEEN AUTHORIZED** | | | |
| **Collaborators & Other Affiliations \*** | |  | **Other as indicated in FOA** |
|  | Uses current NSF template found at  [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx)  All names are listed in last name, first name order,  doesn’t need to be sorted alphabetically  No change to column widths; it’s ok to insert rows  Column A has been filled in for Tables 2-5  A COA table is uploaded for each PI/Co-PI/Senior Person |  | Deviation Authorization (if applicable)  Reviewers to include: first, middle initial, last name, email, organization (optional)  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding (optional)  Proprietary or Privileged information (if applicable) |

**For Research Experiences for Undergraduates (REU) and supplemental funding requests, please see the specific solicitation guidance and work with your Program Officer & Grants Administrator.**