NSF PROPOSAL DOCUMENTS
PI GUIDE

Michigan Technological University
1885

The checklist below is to assist the principal investigator with preparing an NSF proposal. This is **not** a required form, nor is this list all-inclusive. Please refer to your solicitation for proposal requirements and the Proposal and Award Policies and Procedures Guide (Grant Proposal Guide/PAPPG). Be sure to use the most current version, [PAPPG NSF 22-1](), effective October 4, 2021.

Required Document	Document Requirements
NSF ID & Research.gov account	– To obtain a new user ID, self-registration is required with NSF at the following address: [https://www.research.gov/accountmgmt/#/registration](). – To link an existing ID to Michigan Tech, please sign in to [Research.gov]() and request to add an organization. Additional information can be found at [https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf#page=18]()
Cover Sheet	– Complete cover sheet – If collaborative submission, double check that all titles match for both institutions
Formatting Requirements	– Minimum font size (Arial, Courier New and Palatino 10 pt, Times/Computer Modern 11 pt) – Black text – 1 inch margins – No more than 6 lines of text within a vertical space of one inch – Each document paginated for Fastlane submission. Do not use page numbers for Research.gov submission.
Project Summary	– For Fastlane: 3 sections completed in boxes (upload a PDF <u>only</u> if special characters are required). For Research.gov, upload PDF that meets formatting requirements. – 1 page maximum (verify in preview) or proposal will error upon submission
Project Description	– Meets page limit (usually 15 but refer to solicitation) – Make sure all graphics/figures/charts in the document uploaded ok (no errors in PDF conversion) – Separate section for and titled as "Broader Impacts" – No URLs – Includes Results from Prior NSF Support section (unless a specific exception is provided in the solicitation), that includes all required elements: • NSF award number • Total amount of award • Period of support • Title of project • Summary of results • Intellectual Merit section related to prior support (with heading "Intellectual Merit") • Broader Impacts section related to prior support (with heading "Broader Impacts") • Publications resulting from NSF award (complete bibliographic citation in this section or in references), or if none, state "No publications were produced under this award."
References	– All author names are listed and fully written out (i.e., no "et al") – Names appear in the order they appear in publication – Include article or chapter title and, for book chapters, book title – Include start and end page numbers – Include URLs and/or DOI if available

Required Document	Document Requirements
Biographical Sketch	– As of October 5, 2020 must be generated by an NSF-approved system; can use NSF fillable PDF or SciENcv. We recommend SciENcv. – Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into one file) – No more than 3 pages per biographical sketch

Biographical Sketch, continued	– Include all and only the required elements:
	  – Professional Preparation – chronological order, include institution, location, major, degree and year (or postdoctoral field and years)
	  – Appointments in reverse chronological order
	  – Products: Up to 5 most closely related and up to 5 other significant, publications must be published or submitted for publication to be eligible for listing here.
	  – List publications using same guidelines as for References, above, however for publications with multiple authors, "et al." can be used in lieu of a full list, if needed.
	  – Synergistic Activities – list up to 5 **distinct** examples (categories with multiple items are not allowed and could result in the proposal being returned without review).
	– See additional information on NSF biosketch changes page

Budget	– Meets guideline specifics – Absolutely no cost share unless solicitation requires
Budget Justification	– No more than 5 pages for the lead proposal plus up to 5 additional pages per subcontract, if applicable – No cost sharing language – If more than 2 months of salary requested, justification included – Travel must be specified, itemized, and justified by destination and cost – Sample available at http://www.mtu.edu/research/references/forms/pdf/budget-justification-sample.pdf
Current and Pending Support	– As of October 5, 2020 must be generated by an NSF-approved system; can use NSF fillable PDF or SciENcv. We recommend SciENcv. – Must report on current and pending projects involving both monetary **and** in-kind support – Provided separately for PI, all Co-PIs, and any senior personnel, regardless of role (cannot be combined into a single file) – List this proposal as pending support – Include information for each project, including non-zero time commitment – Include MTU funds allocated to specific projects (but not start-up funds) – See additional information on NSF C&P guidance page – NSF provides a table with helpful guidance on what should be included in each section.
Facilities, Equipment and Other Resources	– No cost sharing language (i.e., do not quantify any amount that is provided contingent on the funding of this project) although other resources may be included – Includes description of unfunded collaborations – Includes description of unfunded senior personnel role(s) on project
Data Management Plan	– No more than 2 pages – If this is a collaborative proposal, only the lead institution submits this document
Post Doc Mentoring Plan	– Required if funding requested to support post doc – No more than 1 page – If submitting collaboratively, only the lead institution submits this document

Required Document	Document Requirements
Other Supplementary Documentation	– Include only items allowed or required per solicitation guidelines – Letters of collaboration only (no letters of support, limit to stating intent to collaborate, should not contain endorsements or evaluation of project) – Letters of collaboration from unfunded collaborations – All letters of collaboration should follow PAPPG format and/or solicitation
Single Copy Documents	Collaborators & Other Affiliations (COA): – A COA must be separately provided for each individual identified as senior personnel. NSF requires the use of the spreadsheet template for identifying Collaborators and Other Affiliations information on proposals. A helpful FAQ sheet is provided at the link above. – Be sure to upload the spreadsheet template as an Excel file only. Do not convert the file to a pdf before uploading. Let the submission system convert the Excel file to a pdf. This will allow NSF to use this as a searchable document. – Be sure you are using the most recent version of the Excel file; do not re-use previously submitted files if they are not in the most current format.

If a Collaborative Proposal	– **Lead Organization is responsible for**:
	  – Cover Sheet
	  – Project Summary
	  – Table of Contents (automatically generated)
	  – Project Description
	  – Reference Cited
	  – Biographical Sketch(s)
	  – Budget and Budget Justification
	  – Current and Pending Support
	  – Facilities, Equipment and Other Resources
	  – Data Management Plan
	  – Postdoctoral Mentoring Plan (if applicable)
	  – Collaborators & Other Affiliations
	
	– **Non-Lead Organization is responsible for**:
	  – Cover Sheet
	  – Table of Contents (automatically generated)
	  – Biographical Sketch(s)
	  – Budget and Budget Justification
	  – Current and Pending Support
	  – Facilities, Equipment and Other Resources
	  – Collaborators & Other Affiliations