

## NSF Standard Required Elements Checklist

PI: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Cost Share Requested: \_\_\_\_\_

Project Title: \_\_\_\_\_

Required Elements	Required Element Description	Pages	Tier
Budget Spreadsheet (Internal)	<a href="#">MTU Budget Sheets</a> <ul style="list-style-type: none"> <li>• Use the "Large Proposal Budget Worksheet" if there are Co-PI's. Each Co-PI gets a tab</li> <li>• Add F&amp;A rate</li> </ul>	N/A	1
Budget Justification	Justify the cost of each budget item Group total costs by budget item (ie - summarize all salary between senior personnel and students)	5	1
Cayuse & Certifications	<ul style="list-style-type: none"> <li>• All boxes filled in</li> <li>• Budget/Justification, SOW uploaded</li> <li>• Institute chosen</li> <li>• Certifications from all project personnel, dept chair, ICC</li> </ul>	N/A	1
Biosketches + Current and Pending Support	<a href="#">Use SciENcv Format</a> This lists your relevant experiences and active/pending proposals/projects	sciENcv PDFs	
Collaborators/Other Affiliations	<a href="#">NSF COA Template</a>	N/A	1
Synergistic Activities	A list of up to five distinct examples that demonstrate the broader impact of your professional and scholarly activities, focusing on the creation, integration and transfer of knowledge.	1 per PI	1
Facilities, Equipment, Other	Describe any physical items/facilities or personnel that will be involved with the process. This includes: lab space, equipment, resources, support (like ICC, SPO, shared facility, etc)	No limit	1
Mentoring Plan	For Grad Students and Postdocs: Examples of mentoring activities include but are not limited to: career counseling; training in preparation of proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills;	1	1
Letters of Collaboration	Not required: "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 and Other Resources section of the proposal."	1 each	1
Project Summary	A statement of objectives and methods to be employed + A "Broader Impacts" section + A "Intellectual Merit" Section	1	2
Project Description	General Plan of Work (this should take up most of the description) + A section expanding the "Broader Impacts" of the summary + A section detailing "Results from Prior NSF Support"	15	2
Research.gov complete	<ul style="list-style-type: none"> <li>• Budget tab filled out</li> <li>• Documents Uploaded</li> <li>• Personnel Information</li> <li>• SPO/ICC Access</li> </ul>	N/A	2
Referenced Cited	All references cited. Just sources, no footnotes/longform comments	No limit	2