| **NSF Career Checklist** | | |
| --- | --- | --- |
|  | **Cover Sheet** |  |
|  | **Project Summary** | 1 page limit |
|  | **Table of Contents** | Automatically generated in Research.gov |
|  | **Project Description** | 15 page limit – Note font, line spacing & margin specs.  Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. |
|  | **References Cited** |  |
|  | **Budget** | Entered through Research.gov. No upload. |
|  | *Budget Justification* | 5 page limit |
|  | **Facilities, Equipment and Other Resources** | This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators, and subawardees will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., Budget Justification, Project Description). The description should be narrative in nature and must not include any quantifiable financial information. |
|  | **Sr. Personnel Docs: Biographical Sketch** | **SciENcv recommended.** SciENcv will produce an NSF-compliant PDF versions. Senior personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov. |
|  | **Sr. Personnel Docs: Current & Pending** |
|  | **Sr. Personnel Docs: Collaborators and Other Affiliations (COA)** | Must use NSF COA template |
|  | *Supplementary Docs: Departmental Chair Letter* | 2 page limit   * A statement to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status, pursuant to the eligibility criteria specified above. Further, for nontenure-track faculty, the Departmental Letter must clearly and convincingly demonstrate how the faculty member satisfies all the requirements of tenure-track equivalency as defined in the eligibility criteria specified in this solicitation. * An indication that the PI's proposed CAREER research and education activities are supported by and advance the educational and research goals of the department and the organization, and that the department is committed to the support and professional development of the PI; and * A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of his/her department/organization, and b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond |
|  | Supplementary Docs: Data Management Plan | 2 page limit  This supplementary document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see Chapter XI.D.4), and 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 and 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.  Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available on the NSF website If guidance specific to the program is not available, then the requirements established in this section apply. |
|  | Supplementary Docs: Letters of Collaboration- NSWC? | Format: “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.” |
|  | Appendices are not permitted |  |

<https://www.research.gov/research-web/content/aboutpsm>

<https://github.com/nsf-open/nsf-proposal-latex-samples>

| **NSF PAPPG 23-1 CHECKLIST** | |
| --- | --- |
| **General** | |
| X | The proposer has an active and valid SAM registration and a valid UEI. |
|  | The proposer has reviewed and certified compliance with the government-wide financial assistance certifications and representations in SAM. |
|  | The proposal is compliant with the provisions in the PAPPG and/or the relevant Broad Agency Announcement (BAA) or program solicitation. |
|  | The proposal is responsive to the relevant program description or announcement (if applicable). |
|  | If the proposal has been previously declined and is being resubmitted, the proposal has been substantively revised to take into account the major comments from the prior NSF review. |
|  | The 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. |
|  | The proposal will be submitted by 5 p.m. submitter's local time if there is an established deadline date. |
| **Single Copy Documents** | |
| NA | Authorization to Deviate from NSF Proposal Preparation Requirements is included (if applicable). |
|  | List of Suggested Reviewers, or Reviewers Not To Include has been provided (if applicable). |
| NA | Proposers that require a reasonable and/or accessibility accommodation have contacted the applicable NSF office. |
|  | SF LLL, *Disclosure of Lobbying Activities* has been provided (if applicable). |
|  | Collaborators and Other Affiliations (COA) Information has been separately provided for each individual identified as senior personnel through use of the COA template. |
| **Cover Sheet** | |
|  | For interdisciplinary proposals, all relevant programs have been identified. |
|  | Proposal title includes any necessary prefix. |
| NA | For a renewal proposal, the previous award number has been entered. |
| NA | Related letter of intent number has been entered (if applicable). |
| NA | Related preliminary proposal number has been entered (if applicable). |
| NA | The “Special Exception to the Deadline Date Policy” box has been checked on the NSF Cover Sheet and the requisite Single Copy Document has been provided (if applicable). |
|  | Appropriate box(es) have been checked, and requisite information has been provided. |
| NA | If the box for “Funding of an International Branch Campus of a U.S. IHE” or “Funding of a Foreign Organization or Foreign Individual” has been checked on the Cover Sheet, the name of the applicable country(ies) in the International Activities Country Name(s) box(es) has been provided. |
| **Project Summary** | |
|  | The Project Summary does not exceed one page. |
|  | The Project Summary contains an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. |
| **Project Description** | |
|  | The Project Description does not exceed the 15-page limitation specified in the PAPPG, the relevant program solicitation or BAA, or the limitation provided in the instructions for types of proposals (e.g., Planning, RAPID, EAGER and Ideas Lab). |
|  | Project Description contains a separate section labeled “Broader Impacts”. |
| NA | Project Description contains the requisite explanation/justification for proposals that include funding to an International Branch Campus of a U.S. IHE or to a foreign organization or foreign individual, including through use of a subaward or consultant arrangement. |
|  | Project Description is self-contained, and Uniform Resource Locators (URLs) have not been included. |
|  | Results from Prior NSF Support have been provided for any PI or co-PI identified on the proposal that has received prior NSF support including:   * an award with an end date in the past five years; or * any current funding, including any no cost extensions. |
|  | Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings; and |
|  | Results are limited to five pages of the Project Description. |
| **References Cited** | |
|  | This section includes bibliographic citations only and does not provide parenthetical information outside of the Project Description. |
|  | Each reference is in the required format, which may vary according to the norms of the scientific discipline. |
| **Biographical Sketch(es)** | |
|  | A separate Biographical Sketch has been prepared through use of SciENcv and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov or Grants.gov. |
|  | Each Biographical Sketch does not exceed three pages. |
|  | The content described has been prepared in accordance with the instructions and does not contain additional information beyond that specified. |
| **Proposal Budget** | |
|  | Each budget line item has been documented and justified in the Budget Justification. |
| NA | Any compensation for senior personnel in excess of two months has been disclosed in the Proposal Budget and justified in the Budget Justification. |
| NA | Contracts for the purpose of obtaining goods and services for the proposer’s own use have been identified on Line G6 of the Proposal Budget, when applicable. |
| X | The amount for indirect costs was calculated by applying the current negotiated indirect cost rate(s) to the approved base(s), and the amount has been specified in the Budget Justification. |
|  | Each Budget Justification does not exceed five pages or the page limitation specified in the relevant program solicitation. For proposals that contain subawards, **each subaward** includes a separate Budget Justification that does not exceed five pages. |
| **Cost Sharing** | |
| X | Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. While not required by NSF, proposing organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the Proposal Budget or Budget Justification. |
| **Current and Pending Support** | |
|  | A separate Current and Pending Support document has been prepared through use of SciENcv and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov or Grants.gov. |
|  | The content described has been prepared in accordance with the instructions and does not contain additional information beyond that specified. |
| **Facilities, Equipment and Other Resources** | |
|  | 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, has been included. |
|  | In-kind contributions intended for use on the project being proposed (such as office/laboratory space, equipment, supplies, employees, students) have been identified, where applicable. |
|  | No quantifiable financial information has been provided. |
| NA | If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into Research.gov or Grants.gov. |
| **Special Information and Supplementary Documentation** | |
| NA | A Postdoctoral Mentoring Plan, limited to one page, has been included, if required. |
|  | A Data Management Plan, limited to two pages, has been included. |
|  | Letters of collaboration documenting collaborative arrangements of significance to the proposal have been included, if applicable. |
| NA | Other types of information identified in Chapter II.C.2.i have been included, as appropriate. |
|  | Any additional items specified in a relevant BAA or program solicitation have been included. |
| **Appendices** | |
|  | Appendices have not been included unless a deviation has been authorized. |
| **Other Types of Proposals** | |
| NA | For other types of proposals (see Chapter II.F), the applicable proposal preparation guidance has been followed. |