**Checklist for NSF Collaborative Proposals**

**Lead Institution:**

Collaborators and Other Affiliations list for all senior personnel – no page limitation

Project Summary – Limited to one page and must be written in the 3rd person

Project Description – limited to 15 pages. Be sure to include a separate section with the heading of “Broader Impacts” and include for the PI & Co-PI all the required information for “Results from Prior NSF Support” (see below).

References Cited – no page limitation

Biographical Sketch – limited to 2 pages

Budget

Budget Justification – limited to 3 pages

Current and Pending Support – no page limit

Facilities, Equipment and Other Resources

Data Management Plan – limited to 2 pages

Postdoc Mentoring Plan – if a postdoc is included in either budget, limited to 1 page

Any other supplementary documentation to be included in the proposal, such as letters of collaboration. Use template listed below for letters of collaboration/consultants.

**Non-lead Institution:**

Provide FastLane temporary proposal ID # and PIN to lead institution in order to link proposals

Collaborators and Other Affiliations list for all senior personnel – no page limitation

Information for “Results from Prior NSF Support” section – submitted by the lead institution. Text is included within the project description and subject to the page limitation, but must include required information for all PIs & Co-Is. See requirements below

Biographical Sketch – limited to 2 pages

Budget

Budget Justification – limited to 3 pages

Current and Pending Support – no page limit

Facilities, Equipment and Other Resources

**Results from Prior NSF Support – It is crucial that this section includes all required information**

If any PI or co-PI identified on the project has received NSF funding with a start date in the past five years (including any current funding and no cost extensions), information on the award is required, irrespective of whether the support was directly related to the proposal or not. In cases where the PI or co-PI has received *more than one award* (excluding amendments to existing awards), they need only report on the one award most closely related to the proposal. Funding includes not just salary support, but any funding awarded by NSF. NSF awards such as standard or continuing grants, Graduate Research Fellowship, Major Research Instrumentation, travel, conference, and center awards, etc., are subject to this requirement. The following information must be provided:

1. the NSF award number, amount and period of support;
2. the title of the project;
3. a summary of the results of the completed work, including accomplishments, supported by the award. The results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts;
4. a listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal); if none, state “No publications were produced under this award.”
5. evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and
6. if the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

Reviewers will be asked to comment on the quality of the prior work described in this section of the proposal. Please note that the proposal may contain up to five pages to describe the results.