NATIONAL SCIENCE FOUNDATION
PROPOSAL CHECKLIST

The Grants Development Office (GDO) takes primary responsibility for entry and submission of materials via NSF's FastLane system; applications must be electronically signed by Authorized Organizational Representative (AOR). Awards are made to the Research Foundation of SUNY on behalf of SUNY Oneonta.

SEE NSF Grant Proposal Guide (GPG): http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_29/gpg_index.jsp for complete proposal preparation instructions, and consult individual Program Solicitation (if applicable) for additional requirements and guidelines.

- Project Summary (GPG, II-7) – *Provided by PI, edited by GDO*
  - 1-page limit
  - Must address both **Intellectual Merit** and **Broader Impacts** (see http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf) criteria
- Project Description (GPG, II-7) – *Provided by PI, edited by GDO*
  Consult specific program guidelines; general requirements per GPG:
  - 15-page limit; must be formatted specifically as outlined in GPG (II-B)
  - Must address both Broader Impact and Intellectual Merit criteria (see GPG)
  - States goal of program and general plan of work, including the broad design of activities to be undertaken, along with timeline and responsibilities
  - Clear description of experiment methods and procedures, plans for preservation, documentation of data, samples, etc.
  - Must address:
    - How project will integrate research and education by advancing discovery and understanding while promoting teaching, training and learning
    - Ways in which the proposed activity will broaden participation of underrepresented groups
    - How project will enhance infrastructure for research and/or education, such as facilities, instrumentation, networks and partnerships
    - How the results will be disseminated broadly to enhance scientific and technological understanding
    - Potential benefits of the proposed activity to society at large
- References Cited (GPG, II-9) – *Provided by PI, reviewed by GDO*
- Biographical Sketches (PI, Co-PI(s), Senior Personnel, etc.) – *From CV provided by PI*
  - 2-page limit
  - Must follow specific NSF format (GPG, II-9)
- Proposal Budget (GPG, II-10) – *Entered into FastLane by GDO* from spreadsheet drafted by GDO with input from PI;
  - Must be reviewed by Sponsored Programs
- Budget Justification (GPG, II-10) – *Generally drafted by GDO* from budget spreadsheet, with additional input provided by PI
  - 3-page limit
- Current and Pending Support (GPG, II-17) – *Form completed by GDO*
- Facilities, Equipment, and Other Resources (GPG, 11-17) – *Form completed by PI, edited by GDO*
- Appendices may not be included, except as specified by specific Program Solicitation