## UTEP Office of Sponsored Projects

**National Science Foundation Checklist** (effective May 20, 2024)

For guidance on Proposal & Award Policies & Procedures Guide visit: [PAPPG](https://new.nsf.gov/policies/pappg/24-1)

**NEW: Principal Investigator Responsibility:** Malign Foreign Talent Recruitment Programs. Please see the link below for information. Please note, it is the responsibility of the PI to review in full and certify responsibility, disclosure, and certification in the application. <https://new.nsf.gov/policies/pappg/24-1/summary-changes>

Prepare your proposal online at:

[www.research.gov](http://www.research.gov)

PI must provide access to proposal for editing and submission by selecting “SPO/AOR” in Research.gov

* + Guidance on how to [initiate](https://resources.research.gov/common/attachment/Desktop/How_PIs_Initiate_New_Rgov_Proposals_Final_508.pdf) and [share](https://resources.research.gov/common/attachment/Desktop/How_PIs_Share_Access_with_SPO_AOR_Final_508.pdf) a proposal
	+ Use a start date of at least 6 months from deadline

### Additional requirements per proposal specific guidelines:

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| **Document** | **Document Requirements** |
| Formatting Requirements | * Font (Arial/ Palatino/Courier New 10 pts or larger, Times New Roman/Computer Modern 11 pt)
* 1 inch margins on 8.5 x 11 inch standard page
* All documents must be in PDF format, unless otherwise specified
* For proposals submitted via Research.gov, the system will automatically paginate a proposal. Each section of the proposal that is uploaded as a file should leave out page numbering unless otherwise directed within Research.gov
* Landscape format is allowed
 |
| Cover Sheet | * Select countries for any international collaborations, including travel to international conferences (if destination unknown, indicate “worldwide”)
* Mark IACUC or IRB if applicable
* New box available for off campus research
* Funding of a “Foreign Organization or Foreign Individual” must be checked off. This includes consultant or subcontracts.
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| Project Summary | * Must contain 3 separate section headers:
	+ Overview, Intellectual Merit, Broader Impacts.
	+ Headings must be on their own line.
* 1 page maximum
 |
| Project Description | * Usually 15 page limit (refer to solicitation for specifics)
* Follow NSF guide for content, which includes, but is not limited to:
* The Project Description must contain, as a separate section within the narrative, a section labeled "Broader Impacts" on its own line
* Results from Prior NSF Support in the past five years
* No hyperlinks allowed
* If applicable, include justification for “Funding of a Foreign Organization or Foreign Individual”
 |
| References Cited | * 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
* URL allowed/optional in citations
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| Budget(s) | * Reference guidelines for specifics
* Absolutely no cost share unless RFA requires it
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| Budget Justification(s) | * 5 page limit for the lead proposal plus, if applicable, up to 5 additional pages per subcontract
* No cost sharing language
* If more than 2 months salary requested, justification must be included
* Include rates of pay by individual for senior personnel, postdocs and other professionals
* Travel must be itemized. Conference travel must be justified. Domestic travel is only for the US, territories and possessions
* Foreign travel must include the names of the countries and dates of visit, if known
* Additional participant support categories such as incentives, gifts, and t-shirts must be itemized and justified
* Consultant services must be itemized and justified with expertise, affiliation, daily compensation rate, expected service dates
* Computing devices can be included under supplies and should be detailed in the budget justification
* Incentive payments for human subjects should be subject to indirect costs and included on ‘G. Other Direct Costs, 6. Other’ of the NSF budget
* Indirect is not allowed on Participant Support, which includes stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees)
* Trainers and speakers must be budgeted under other direct costs, not participant support
* Indirect amounts should be included in the budget justification.
* For subcontracts, use their negotiated rate. If one doesn’t exist, use 10%
 |
| Facilities, Equipment and Other Resources | * No cost sharing language (i.e. no exact amounts to be contributed to the project) although other resources may be included
* Includes description of unfunded collaborations
* Include description of unfunded senior personnel role(s) on project
* Include here any collaborations that are not in the budget
* Must indicate all organizational resources that are necessary and available to the project (do not include quantifiable amounts)
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| Biosketch  | * Effective October 2023, must use [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/help/) approved format for biosketches
* Provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role
* No page limit
* Includes all and only the required elements:
	+ Professional Preparation in reverse chronological order by start date:
		- Institution, location, major, degree, and year
	+ Appointments in reverse chronological order by start date
	+ Products (max 10)
		- Up to 5 most closely related and up to 5 other significant publications
	+ Certification (signature and date)
	+ Must certify that they are not a party to a MFTRP
 |
| **NEW**Synergistic Activities Document  | * Each individual identified as senior/key personnel must include a one-page document with up to five examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focus on the creation, integration, and transfer of knowledge.
* This document is submitted as part of the Senior/Key personnel documents in Research.gov.
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| Current & Pending Support | * Effective October 2023, must use [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/help/) approved format for current and pending support
* Provided separately for PI, all Co-PIs, and any senior personnel regardless of role
* **List current proposal as pending support**
* Useful table to [determine types of activities to disclose](https://www.nsf.gov/bfa/dias/policy/disclosures_table.jsp)
* Must certify that they are not a party to a MFTRP
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| Collaborators and Other Affiliations | * [Collaborators and Other Affiliations](https://www.google.com/search?q=nsf+coa+template&rlz=1C1WPZA_enUS690US690&oq=nsf+coa+t&gs_lcrp=EgZjaHJvbWUqCQgAEEUYOxiABDIJCAAQRRg7GIAEMgYIARBFGDkyDQgCEAAYhgMYgAQYigUyDQgDEAAYhgMYgAQYigUyDQgEEAAYhgMYgAQYigUyCggFEAAYogQYiQUyCggGEAAYgAQYogSoAgCwAgA&sourceid=chrome&ie=UTF-8) provided separately for each PI, all Co-PIs, and any senior personnel, regardless of role
* Upload in .XLS format rather than PDF
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| Data Management Plan | * 2 page limit
* [Data Management Plan](https://new.nsf.gov/funding/data-management-plan#general-guidance-59a) guidance
* If your proposed project will not produce data, you must include a document justifying this in place of the data management plan
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| **NEW**Mentoring Plan | * Mentoring Plan has been expanded, now requiring a plan for graduate students as well as postdoctoral researchers supported on a project
* 1 page limit
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| Other Supplementary Documentation | * Allowed or required per guidelines
* [Letters of Collaboration](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation) 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 can be included
* Biosketches for [Other Personnel or Equipment proposals](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hib)
	+ For postdocs, other personnel, or students can include a clearly identified freeform biosketch in this section
* For equipment proposals, must provide for each auxiliary user:
	+ (a) Short biographical sketch; and
	+ (b) List of up to five publications most closely related to the proposed acquisition. Such information should be clearly identified as "Equipment Proposal" biographical information and uploaded as a single PDF file in the Other Supplementary Documents section of the proposal
 |
| For Collaborative Proposals:The non-lead organization should work offline with the lead organization for linking of the proposals. <https://www.research.gov/research-web/content/aboutpsm#psm> | A [Collaborative Proposal](https://www.research.gov/research-web/content/aboutpsm) is one in which investigators from two or more organizations wish to collaborate on a unified research project. The following sections are required for a collaborative proposal submitted by:

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| --- | --- |
| **Lead Organization** | **Non-Lead Organization** |
| * Cover Sheet
 | * Cover Sheet
 |
| * Project Summary
 | * Table of Contents (automatically generated)
 |
| * Table of Contents (automatically generated)
 | * Budget and Budget Justification
 |
| * Project Description
 | * Facilities, Equipment and Other Resources
 |
| * References Cited
 | * Biographical Sketch(es)
 |
| * Budget and Budget Justification
 | * Current and Pending (Other) Support
 |
| * Facilities, Equipment and Other Resources
 | * Collaborators & Other Affiliations Information
 |
| * Biographical Sketch(es)
 | * Synergistic Activities
 |
| * Current and Pending (Other) Support
 |  |
| * Collaborators & Other Affiliations Information
 |  |
| * Synergistic Activities
 |  |
| * Data Management and Sharing Plan
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| * Mentoring Plan (if applicable)
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<https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2E3> |