NSF Format Checklist

1. Pagination: number each section
2. Proposal Margin and Spacing
   a. Use one of the following typefaces identified below:
   - Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;
   - Times New Roman at a font size of 11 points or larger; or
   - Computer Modern family of fonts at a font size of 11 points or larger.

   A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.
   b. No more than six lines of text within a vertical space of one inch.
   c. 1 inch Margins

Proposal Contents
1. Single-Copy Documents

   a. Authorization to Deviate from NSF Proposal Preparation Requirements (rarely included)
   b. List of Suggested Reviewers or Reviewers Not to Include
   c. Proprietary or Privileged Information
   d. Proposal Certifications
   e. Collaborators & Other Affiliations Information

   The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel:
   - Collaborators and co-Editors.
   - Graduate Advisors and Postdoctoral Sponsors.
   - Thesis Advisor and Postgraduate-Scholar Sponsor.

2. Sections of the Proposal

a. Cover Sheet: standard online form (completed online, in NSF Fastlane)
b. Project Summary:
   1 page in length
   Section on intellectual merit
   Section on broader impacts
c. Table of Contents: automatically generated
d. Project Description - the Project Description (including Results from Prior NSF Support, which is limited to five pages) may not exceed 15 pages.
   (i) Content
   (ii) Page Limitations and Inclusion of Uniform Resource Locators
   (URLs) within the Project Description
   (iii) Results from Prior NSF Support (up to 5 pages in length)
   (iv) Unfunded Collaborations
   (v) Group Proposals
   (vi) Proposals for Renewed Support
e. References Cited
   No established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description.
f. Biographical Sketch(es) limited to two pages
   (i) Need a Bio Sketch for each "Senior Personnel" on the grant
      (a) Professional Preparation
      (b) Appointments
      (c) Products A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project.
      (d) Synergistic Activities A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on integration transfer creation.
   (ii) Other Personnel
   (iii) Equipment Proposals
g. Budget and Budget Justification
   The budget is ultimately an NSF form that we fill out, and should be based on the UNCG internal budget template
   The budget justification must be no more than three pages per proposal, and supports the costs in the budget.
h. Current and Pending Support
i. Facilities, Equipment and Other Resources – We have UNCG info….add School/Dept info.
j. Special Information and Supplementary Documentation
   Postdoctoral Researcher Mentoring Plan – If applicable
   data management plan
k. Appendices