**Getting Started**

**Lead PI Name**:

**Names of all other** [**Senior Personnel**](https://www.nsf.gov/pubs/gpg/nsf04_23/appf.jsp)**:**Be sure to include their role (Co-PI, Faculty or Postdoc) and subaward senior personnel

**Will IMCI be collecting senior personnel documents?**Yes or No. See Standard NSF Document section for required senior personnel documents

**Project Title:**

**NSF Solicitation:**If possible, provide the web link

**Proposal Due Date to Sponsor:**Listed in NSF solicitation, if none enter preferred due date

**Project Period:**
provide proposed start and end dates

**Subawards:**list all subaward institutions or enter N/A if none
 **Administrative Contact Information:** list all subaward administrative names and email addresses

**VERAS#:**

**Proposal FINAL Documents Due Date:**
4 business days before the sponsor’s due date

**Proposal Submission Method:**
Fastlane, Grants.gov, or Research.gov

**Will IMCI be uploading FINAL documents to VERAS and the NSF proposal system?**Yes or No

**General Information**

**NSF Proposal Preparation Instructions:** Utilize the [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf) to prepare your proposal, unless specified in the NSF solicitation (see link provided in Getting Started section).

**Formatting:** Acceptable Fonts: Arial, Courier New, or Palatino Linotype at 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. No more than six lines of text within a vertical space of one inch. Margins in all directions must be at least one inch. Paper size must be no larger than standard letter paper size (8½ by 11”).

**Standard NSF Documents**

[ ]  **Project Summary**: A summary of the proposed project **not more than one page** in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-11 for detailed instructions.

[ ]  **Project Description (including Broader Impacts and Results from Prior NSF Support):** The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support. The Project Description (including Results from Prior NSF Support, which is limited to five pages) **may not exceed 15 pages.** See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-11 for detailed instructions.

[ ]  **References Cited:** References must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-13 for detailed instructions.

[ ]  The following three documents are needed for each [Senior Personnel](https://www.nsf.gov/pubs/gpg/nsf04_23/appf.jsp)

[ ]  **Biographical Sketch**: This is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A biographical sketch **(limited to three pages)** must be provided through use of an [NSF-approved format](https://imci.uidaho.edu/wp-content/uploads/NSF-Biosketch-Template-eff-100421.pdf). It is recommended to use [SciENcv](https://urldefense.com/v3/__https%3A/www.ncbi.nlm.nih.gov/sciencv/__;!!DZ3fjg!r0R832O4GcGCabm-v2WWHpiXY56zzNk_w5XgaRPkqZu5OggwFYigJrAD1g2N4uRR7A$) for both biosketch and current and pending support documents. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-14 for detailed instructions.

[ ]  **Current and Pending Support:** This is used to assess the capacity of the individual to carry out the research as proposed, as well as to help assess any potential overlap/duplication with the project being proposed. Current and pending support information must be separately provided through use of an [NSF-approved format.](https://imci.uidaho.edu/wp-content/uploads/NSF-CP-Template-eff-100421.pdf)  It is recommended to use [SciENcv](https://urldefense.com/v3/__https%3A/www.ncbi.nlm.nih.gov/sciencv/__;!!DZ3fjg!r0R832O4GcGCabm-v2WWHpiXY56zzNk_w5XgaRPkqZu5OggwFYigJrAD1g2N4uRR7A$) for both current and pending support and biosketch documents. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-24 for detailed instructions.

[ ]  **Collaborators & Other Affiliations:** The COA information must be provided through use of the [COA template](https://imci.uidaho.edu/grant-proposal-preparation/). See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-6 for detailed instructions.

[ ]  **Budget:** The proposal budget sets forth how much money is being requesting, by category, to complete the project. The IMCI Office will lead the development of the proposal budget in collaboration with you. Please respond to the IMCI Office requests promptly so not to delay a successful proposal submission. The IMCI Office will be responsible for entering the budget sections of your proposal application

[ ]  **Budget Justification**: The budget justification provides a more detailed breakdown in narrative form of proposed spending in each category as well as a justification supporting the numbers provided in each budget category. The budget justification must be **no more than five pages.** The IMCI Office will lead the development of the proposal budget justification. Please respond to the IMCI Office requests promptly so not to delay a successful proposal submission. The IMCI Office will be responsible for entering the budget sections of your proposal application.

[ ]  **Facilities, Equipment and Other Resources:** Proposers should include 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. Proposers should describe only those resources that are directly applicable. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-25 for detailed instructions.

[ ]  **Postdoctoral Mentoring Plan, only needed if your proposal contains postdoctoral researchers:** In **no more than one page:**  The mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-26 for detailed instructions.

[ ]  **Data Management Plan:** This document should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. **Two-page limit**. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-26 for detailed instructions.

[ ]  **Rationale for Performance, only needed if all or part of the project is off-campus or away from organizational headquarters.** Be sure to include if your proposal includes subawards.

[ ]  **Letters of Collaboration, only needed if there are collaborative arrangements of significance:** Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows:

*“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 of the Facilities, Equipment and Other Resources section of the proposal.”*

See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-27 for detailed instructions.

[ ]  See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-27 for any other possible supplementary documents needed

[ ]  **Proposals Involving Vertebrate Animals:** See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-30 for detailed instructions. Do not delay in preparing these documents.

[ ]  **Proposals Involving Human Subjects:** See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-32 for detailed instructions. Do not delay in preparing these documents.

[ ]  **List of Suggested Reviewers or Reviewers Not to Include, optional:** Proposers may include a list of suggested reviewers who they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not to review the proposal. See [PAPPG NSF 22-1](https://www.nsf.gov/pubs/policydocs/pappg22_1/nsf22_1.pdf), page II-4 for detailed instructions.

**NSF Solicitation Specific Documents**

List any NSF Solicitation specific documents here. See NSF solicitation link provided in the above Getting Started section of this checklist.

**Internal University of Idaho Documents**

[ ]  **For Proposals that have Consultants.** Each consultant will need to provide:

[ ]  **Quote:** Quotes will need to include a normal daily compensation rate, and number of days of expected service. Consultants’ travel costs, including subsistence, may be included. The quote is also needed for the NSF budget justification so be sure to pass onto the IMCI Office.

[ ]  **Scope of Work**: Provide a description of the work that will be done including any deliverables the individual is responsible for. Include information on individual’s expertise and primary organizational affiliation, if any.

[ ]  **Letter of Collaboration** See instructions in the above Standard NSF Documents section. Needed for NSF proposal.

[ ]  **For Proposals that have Subawards.** The IMCI Office will be responsible for subaward sections of the proposal. Please inform the IMCI Office ASAP regarding any subaward additions to your proposal. The IMCI Office will collect the following from each subaward:

[ ]  Subrecipient Commitment Form if not in the Federal Demonstration Partnership

[ ]  Subaward Budget

[ ]  Subaward Budget Justification

[ ]  Scope of Work

[ ]  Letter of Commitment

[ ]  Subaward Facilities, Equipment and Other Resources to be included in the overall proposal Facilities, Equipment and Other Resources document

[ ]  Subaward Senior Personnel Documents (instructions in the Standard NSF Documents section)