

HELPFUL HINTS - NSF PROPOSAL GUIDELINES

(Please consult Guidelines for more detailed information)

NSF Fastlane or Grants.gov (most programs we are given the option. Program will specify if Grants.gov is required)

Format: Font must be Arial, Courier New, Palatino (for Macintosh) Palatino Linotype (for Windows) 10 points or larger, / Computer Modern (TeX only), or Times New Roman 11 Points or larger
Black font color
Font less than 10 points can be used for equations, figures, tables and diagram captions
6 lines per inch
1" margins all around
Single column format
Single space or double space (if double spaced still must be 15 pages)

NSF FASTLANE SUBMISSION

1. Coversheet and Certification Page (**Generated by Fastlane**)
2. Project Summary – 1 Page – (Page No. 1) – **MUST ADDRESS THE FOLLOWING:**
 - 1) **the intellectual merit of the proposed activity and**
 - 2) **the broader impacts resulting from the proposed activity**
3. Table of Contents - (**Generated by Fastlane**)
4. Project Description (including Results from Prior NSF Support and the 2 Merit Review Criteria) –No more than **15 pages** (if double spaced still must be 15 pages) with page numbers at bottom center of each page as 1- 15.
5. References Cited – No page limit – 1 – ?. **FULL REFERENCES**
6. Biographical Sketch – 2 pages – 1-2. No personal information on bios, e.g., date of birth, SS# etc.
7. Budgets entered directly in fastlane (lines A&B should only be employees of organization submitting)
8. Budget Justification – no more than 3 pages (5 – ?)
9. Current and Pending Support (1 – ?)
10. Facilities (1-?)
11. Special Information (1 – ?) (Letters of support should **not be submitted** unless required by a specific program solicitation)
12. Appendix (1 – ?) – **Include only if approved in advance by appropriate NSF Assistant Director or designee)**

NSF GRANTS.GOV SUBMISSION

ORA will download application package from Grants.gov.

- A. Coversheet SF 424 (filled out and generate online)
- B. Research and Related Other Project Information:
Compliance questions - Human subjects, vertebrate animals, proprietary info, environmental impact, and activities outside the US.
 1. Project Summary/abstract -1 Page – **MUST ADDRESS THE FOLLOWING:**
 - I) **the intellectual merit of the proposed activity and**
 - 11) **the broader impacts resulting from the proposed activity**
 2. Project Description (Including Results from Prior NSF Support and the 2 Merit Review Criteria) –No more than **15 pages** (if double spaced still must be 15 pages) with page numbers at bottom center of each page as 1-15.
 3. Bibliography & References Cited – No page limit – FULL REFERENCES
 4. Facilities and Other Resources
 5. Equipment
 6. Other attachments – Special Information Supplementary Documentation (Letters of support should not be submitted unless required by a specific program solicitation)
- C. Research & Related Senior/Key Person Profile – filled out for PI, each Co-PI and Senior Personnel – Upload Biographical Sketch (2 pages) & Current & Pending Support as individual documents here.
- D. Budgets (on lines A&B should only be employees of organization submitting)
 1. Budget Justification – no more than 3 pages
When sub awards are included let ORA know and we can provide them with the file to be filled out and returned to us for uploading. Sub award will also require separate budget justification