

NSF PROPOSAL PREPARATION CHECKLIST

This checklist is to be used only as a guide.

It is **important** that you review the Grant Proposal Guide (GPG) NSF 09-29 February 2009 for complete instructions. http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg Please note that many sections have changed.

Please be sure to save each section of your proposal as a separate file (word.doc or pdf file) that is clearly labeled.

- ✓ **List of Suggested Reviewers and/or Reviewers Not To Include** (optional).
(Submit in the body of email to gmd8@cornell.edu or you can enter directly in FastLane.)
- ✓ **Project Summary - Chapter II, Section C. 2. b.- 1 page limit** A summary of proposed activity suitable for publication. Your summary must clearly address in separate statements: (1) the intellectual merit of the proposed activity; and (2) the broader impacts resulting from the proposed activity. (See chapter III of the **GPG** for information on the review criteria.)
- ✓ **Project Description - Chapter II, Section C. 2. d. (main body of proposal) - Include** results from prior NSF support- **contain up to 5 pages.** Details can be found in the **GPG**. **Total section may not exceed 15 pages.**
NOTE: If you plan to support postdoctoral researchers, see GPG.
- ✓ **References Cited - Chapter II, Section C. 2. e.** Reference information - **no page limitation.**
Include bibliographic citations only. Each reference 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. If the document is available electronically, the website address also should be identified.
- ✓ **Biographical Sketches - (Vitae) – Chapter II, Section C. 2. f.** Required for all senior personnel – **2-page limit per person. DO NOT INCLUDE PERSONAL INFORMATION. This is irrelevant to the merits of the proposal.**
The following information must be provided in the order and format specified in the GPG:
 - (a) **Professional Preparation**-A list, in chronological order, of the individual's undergraduate and graduate education and postdoctoral training as indicated in the **GPG**.
 - (b) **Appointments**-A list, in **reverse** chronological order, of all the individual's academic/professional appointments **beginning with the current appointment.**
 - (c) **Publications**-A list of: (i) up to 5 publications most closely related to the proposed project; and (ii) up to 5 other significant publications, whether or not related to the proposed project. **See GPG for format.**
 - (d) **Synergistic Activities**-A list of up to 5 examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation (see GPG).
 - (e) **Collaborators & Other Affiliations - See GPG for instructions.**
 - Collaborators and Co-Editors (list all persons in alphabetical order). **If there are none, this should be so indicated.**
 - Graduate Advisors and Postdoctoral Sponsors
 - Thesis Advisor and Postgraduate-Scholar Sponsor
- ✓ **Current & Pending Support - Chapter II, Section C. 2. h.** The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s).
~You have an option of entering this information directly on the form in FastLane or you can give Gayle the detailed information to enter for you.~
- ✓ **Budget Justification – Chapter II, Section C. 2. g.** Each budget line of your proposal must be explained in **detail** on the Budget Justification. **3-page limit.**
{Gayle will need your completed **“Research Proposal Budget Information”** worksheet as soon as possible.}