

## NSF Proposal Checklist

Last updated: April 22, 2021

### Required Documents:

1. Cover Sheet
2. Project Summary (1 page)
  - a. Overview
  - b. Intellectual Merit
  - c. Broader Impacts
3. Project Description (15 pages)
4. References Cited
  - a. All authors must be listed on each title. NSF does not allow for “et al.”
5. Budget(s)
  - a. Fringe: For all projects with a begin date of July 1, 2021 or after, the federally approved FT fringe rate is 33%. For PT employees, including GRAs and UG Students, working 20 hours or less per week, the rate of 11.4% is applied.
  - b. YU FY21 & FY22 indirect rate: 50%
    - i. Indirects are applied to all eligible direct expenses.
    - ii. Indirects are not applied to Participant Costs and Equipment over \$5k
    - iii. Indirects are applied to only the first \$25k of a subaward
  - c. Common unallowable expenses: Meals (non-travel), Alcohol, Entertainment
6. Budget Justification
  - a. Format: Please use template with title “Budget Justification” at the top of the page and lettered sections: “A. Senior Personnel, B. Other Personnel, etc.).
  - b. A template example, with descriptive instructions, can be found here: <https://www.ecu.edu/cs-cas/customcf/oor/nsf-budget-just-temp.pdf>
  - c. As stated in the NSF PAPPG, you must specify how the university identifies a year. This is significant to NSF because there is a 2-month cap on annual effort under NSF awards. Include this line under personnel section: [Yeshiva University defines year as fiscal year, which is the consecutive 12-month period beginning July 1 and ending June 30.](#)
7. Facilities, Equipment and Other Resources: Template available if needed. You must list all sections. If one or all is not applicable, state N/A under that section.
  - a. *Facilities*: Describe any applicable Laboratory, Clinical, Animal, Computer, and Office facilities/resources. Include square footage, location, and any other important physical aspects.
  - b. *Equipment*: List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of the items.
  - c. *Other Resources*: Provide any information describing the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be

available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

8. Senior Personnel Docs
  - a. Biosketch <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>
  - b. Current & Pending <https://www.nsf.gov/bfa/dias/policy/cps.jsp>
  - c. Collaborators and Other Affiliations (COA) \*Saved as .xlsx file <https://www.nsf.gov/bfa/dias/policy/coa.jsp>
9. Data Management Plan (2 pages)
  - a. UCSD has some examples posted here: <https://library.ucsd.edu/lpw-staging/research-and-collections/data-curation/data-management/dmp-samples.html>
10. Postdoctoral Mentoring Plan (Conditionally Required)

**Optional/Conditionally Required:**

1. Other Biographical Information
2. Other Supplementary Documents
  - a. Letters of Support
3. List of Suggested Reviewers
4. List of Reviewers Not to Include
5. Deviation Authorization

**Certifications/Other (Internally Required):**

1. FCOI
2. RCR Training
3. IRB – if applicable

**Other Resources**

**NSF PAPPG:** The NSF Proposal and Award Policies and Procedures Guide is the foundation's comprehensive publication on guidelines and procedures for applying for NSF proposals. The NSF PAPPG is updated every 1-2 years, so it is important to stay informed of changes. The 2020 NSF PAPPG can be found here:

[https://www.nsf.gov/pubs/policydocs/pappg20\\_1/nsf20\\_1.pdf](https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf)

**Common Mistakes that Cause Proposals to Be Returned:** Proposals are incredibly detailed, and paying attention to font, format, consistency, etc. is imperative. Purdue University has created a list of most common errors.

[https://www.purdue.edu/business/sps/preaward/menu/3.templates/nsf\\_return.html](https://www.purdue.edu/business/sps/preaward/menu/3.templates/nsf_return.html)