APPLICATION CHECKLIST

National Science Foundation (NSF)

It is imperative that all applications[1] conform to the application preparation and submission instructions identified in the SF 424 (R&R), the NSF Grants. gov Application Manual, and where specified, the NSF Grant Proposal Guide (GPG) **http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.** Applications also must comply with NSF font, spacing and margin requirements. The guidelines established in the GPG Chapter II.B establish minimum requirements, however, readability is of utmost importance and should take precedence in selection of an appropriate font. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of application submission. NSF may return without review applications that are not consistent with these instructions. See GPG Chapter IV.B, Return Without Review **http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg**, for additional information.

Prior to electronic submission via the Grants.gov portal, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions, in the format specified. This checklist is not intended to be an all-inclusive repetition of the required application contents and associated application preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the application is prepared. Complete **all** of the below items in order to submit your application. Select the appropriate response for each item.

SF 424 R&R Forms

CHECK SECTION COMPLETED

* ☐   **SF 424 (R&R) Cover Sheet**

     Yes   No   NA

* ☐☐☐   **Renewal Applications:** For renewal applications, enter the previous award number in the Federal Identifier field. (Block 4)

* ☐☐☐   **Full Application Related to Submission of a Preliminary Application:** If a new full application is being submitted that is related to a previously submitted preliminary application, enter the assigned preliminary application number in the Federal Identifier field. (Block 4)

* ☐☐   **Type of Application:** For purposes of NSF, the box for "Continuation" will not be utilized and should not be checked. (Block 8)

* ☐☐   **Application Certifications:** The requisite application certifications are submitted by the Authorized Organizational Representative upon checking the "I agree" box (Block 18) and submitting the application. See GPG Chapter II.C.1.e, Proposal Certifications for a complete listing of the requisite certifications.

* ☐   **Research & Related Project/Performance Site Location(s):** Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), so identify.

* ☐   **Research & Related Other Project Information:** Complete questions 1 through 5 and attach files in Blocks 6 - 11 as specified.

* ☐   **Project Summary/Abstract:** Note limitation of one page, and the requirement that both merit review criteria be separately addressed within the body of the Project Summary. Attach in Block 6 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.b, Project Summary, for more information.

* ☐   **Project Narrative:** (referred to in the GPG as Project Description) Note limitation of 15-pages. Attach Project Narrative in Block 7 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.d, Project Description, for more information.

     Yes   No   NA

* ☐☐☐   **Merit Review Criteria:** Ensure both merit review criteria are described as an integral part of the narrative. See GPG Chapter II.C.2.d.(i).[2]

* ☐☐☐   **Inclusion of URLs (Universal Resource Locators) within the Project Narrative:** PIs are advised that the Project Narrative must be self-contained and are cautioned that URLs (Internet addresses) that provide information necessary to the review of the application should not be used because reviewers are under no obligation to view such sites. See GPG Chapter II.C.2.d.(ii).

* ☐☐☐   **Results from Prior NSF Support:** Required only for PIs and co-PIs that have received NSF support within last 5 years. See GPG Chapter II.C.2.d(iii).

* ☐☐☐   **Human-resource information:** Required information for renewal applications from academic institutions only. See GPG Chapter V.B.2.

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[1] For consistency with the SF 424 (R&R) application and instructions, in lieu of the term "proposal", NSF is using the term application for all proposals submitted to NSF via Grants.gov.

[2] Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF Website at: **http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf**

* ☐ **Bibliography and References Cited:** No page limitation, however, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Narrative. Each reference must be in the specified format. Attach in Block 8 of the Research & Related Other Project Information Form. See GPG Chapter II.C.2.e, References Cited, for more information.

* ☐ **Facilities and Other Resources:** Attach in Block 9 to the Research & Related Other Project Information Form. See GPG Chapter II.C.2.i, Facilities, Equipment and Other Resources, for more information.

* ☐ **Equipment:** Attach in Block 10 to the Research & Related Other Project Information Form. See GPG Chapter II.C.2.i, Facilities, Equipment and Other Resources, for more information.

Yes No NA

* ☐ ☐ ☐ **Special Information and Supplementary Documentation:** A description of the types of information appropriate for inclusion in this section is defined in GPG Chapter II.C.2.j, Special Information and Supplementary Documentation. Attach in Block 11 of the Research & Related Other Project Information Form.

* ☐ ☐ ☐ **Any additional items specified in a relevant NSF Program Solicitation:** Attach in Block 11 of the Research & Related Other Project Information Form.

* ☐ **Research & Related Senior/Key Person Profile:** A profile is required for all senior/key person proposed. Unless otherwise specified in an agency announcement, Senior/Key Personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition.

Yes No

* ☐ ☐ **Biographical Sketch(es):** A biographical sketch is required for all senior project personnel and each biographical sketch should be prepared in accordance with the order and format specifications identified in GPG Chapter II.C.2.f, Biographical Sketch(es). Note limitation of 2-pages for each biographical sketch.

* ☐ ☐ **Current and Pending Support:** This section is required for all senior project personnel. See GPG Chapter II.C.2.h, Current and Pending Support, for more information.

* ☐ **Research & Related Personal Data:** (Referred to in the GPG as Information About PIs/PDs and co-PIs/co-PDs.) With the exception of the name(s) of the PD/PI and any co-PD/PIs, submission of the requested information is voluntary. See GPG Chapter II.C.1.a, Information about Principal Investigators/Project Directors and co-Principal Investigators/co-Project Directors, for more information.

* ☐ **Research & Related Budget**

Yes No NA

* ☐ ☐ ☐ **Budget Justification:** Optional. Note 3-page limitation per application. Attach on Line K of the Research & Related Budget Form.

NSF-Specific Forms

* ☐ **National Science Foundation Grant Application Cover Sheet**

Yes No NA

* ☐ ☐ **NSF Unit of Consideration:** See **https://www.fastlane.nsf.gov/pgmannounce.jsp** and follow the instructions for finding the Division and Program Information for the funding opportunity shown in Block 1.

* ☐ ☐ ☐ **Other Information:** If the application includes any of the items listed, check the relevant box(es). (Block 5)

* ☐ ☐ ☐ **SF LLL, Disclosure of Lobbying Activities:** If applicable. Attach a scanned copy of the SF LLL in Block 6 of the NSF Grant Application Cover Sheet. See GPG Chapter II.C.1.e, Proposal Certifications.

Yes No NA

* ☐ ☐ ☐ **Deviation Authorization:** If applicable. See GPG Chapter II.C.1.b, Deviation Authorization, for more information.

* ☐ ☐ ☐ **Organization and Individual Registration for NSF's FastLane system:** If applicable. To be completed only if the applicant organization is not currently registered in NSF's FastLane system. See **https://www.fastlane.nsf.gov/b6/B6Institutions.htm.** Individuals not employed by, or affiliated with, an organization must complete the information in Section 3.

* ☐ ☐ ☐ **List of Suggested Reviewers, or Reviewers Not to Include:** Optional. See GPG Chapter II.C.1.c, List of Suggested Reviewers or Reviewers Not to Include (optional). GPG Appendix B, Potentially Disqualifying Conflicts of Interest, contains information on conflicts of interest that may be useful in preparation of this list.