Components of an NSF Grant Submission File

FastLane Workspace. The Principal Investigator (PI) or Project Director (PD) needs to create a workspace on the FastLane website for the specific project. The PI/PD may request OSP help with this task. The PI/PD will need the NSF ID for each Senior Personnel (Co-PI/Co-PD). This means that each person on the project team will need to be registered with NSF and have created an NSF profile. Their profile should include their gender and ethnicity, especially where this is relevant to the proposal.

Note: All NSF proposal submissions must follow the current _NSF Proposal and Award Policies and Procedures Guide (PAPPG)_. Most programs also have a specific solicitation that must be followed.

Font and Spacing Requirements for All User-Created Pages. _Fonts:_ Arial, Courier New, or Palatino font size of 10 points or larger; Times New Roman font size of 11 points of larger; or Computer Modern family of fonts at a font size of 11 points or larger. _Margins:_ Must be at least one inch in all directions

Components of Submission. The following are the components of a standard NSF submission. (Some programs may have additional requirements.) These components are completed or uploaded at the appropriate buttons on the NSF workspace for the project.

Component	Description	Person(s) Assigned
Cover Sheet	A FastLane form. Requires: • NSF program name; • Your project title; • Project start/end dates • Names (NSF IDs) of up to four Senior Personnel • Names of other institutions who will be included in the proposal • Check the **Beginning Investigator** box for PI who have not been a PI or Co-PI on a Federally funded award with the exception of doctoral dissertation or postdoc fellowship • If **Human Subjects** are involved, please check the box and indicate "Pending" in the IRB App. Date field.	
Project Data Form	A FastLane form (not required or available for all programs).	
Table of Contents	Generated by FastLane. Use the generated file to check that the proposal is compliant with required page numbers.	-----
Project Summary	One page of text when entered into the FastLane form; the text is uploaded in three parts – Summary, Intellectual Merit, and Broader Impacts. Preview the print copy of the page to ensure that it is no longer than one page. Check for characters that are turned into a question mark (', ", – , etc.) and replace them in FastLane.	
Project Description	The main body of the proposal; 15 pages (unless otherwise specified by the program solicitation); addresses the specific solicitation <u>and</u> follows the PAPPG. A PDF of this document is uploaded in the workspace. **Content (generally):** The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. <u>Specific content may be requested by the program solicitation</u>. (PAPPG, pp. II-11 to II-12).	

	Merit Review Criteria: The Project Description must one section within the narrative labeled **Intellectual Merit** and another labeled **Broader Impacts.** The proposal will be returned without these sections. See the *Merit Review Criteria Help Sheet* for details.	
	Results from Prior NSF Support must be included for each Senior Personnel who has received NSF with an end date in the past five years or is receiving current funding. This section may be up to 5 pages and is part of the 15-page limit. (This requirement may vary by the specific program.) See the *Results from Prior NSF Support* help sheet for details & examples.	
References Cited	Full citations of references cited in the text; should include URL & follow standard format. There is no page limit, but this document should not include endnotes or sources not cited in the Project Description. A PDF of this document is uploaded in the workspace.	
Biographical Sketches	Two page documents each for the PI/PD and Co-PIs. Bios for other critical Senior Personnel may be included as well (just those whose expertise or work is critical to the project). A PDF file for each document is uploaded and attached to the person's name. Must follow PAPPG guidelines or the proposal will be returned. After Oct 5, 2020, only the NSF-approved fillable PDF form or SciENcv form will be accepted.	
Budget	FastLane forms. Use the OSP Budget Template to prepare the budget, and, after the budget has been approved by the OSP Program Director of Sponsored Research, enter the budget into the forms.	
Budget Justification	A document of up to five pages for UVU (and a separate document for each sub-award institution) detailing and justifying the line item costs of each item in the budget. A justification means an explanation of why a cost is considered necessary and reasonable to meet the stated aims as per the Project Description. OSP has examples of this document.	
Facilities, Equipment and Other Resources	A document that provides 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. Describe only those resources that are directly applicable. Personnel are considered "Other Resources"; thus, the time and effort of personnel that is not being funded by NSF should be included.	
	Any substantial collaboration with individuals not included in the budget should be described in this section and documented in a letter of collaboration from each collaborator. OSP has examples of this document. No dollar amounts should be included in this document.	
Current and Pending Support	A required form in PDF format must be completed and uploaded to FastLane for each PI/PD or Co-PI/Co-PD for each separate current or pending source of support, or a single PDF file for each person listing all support (uploaded).	
	Includes the proposal being submitted, all sources of external funding, and internal funds allocated toward specific projects (but not an investigator's professional development fund). The time commitment	

	should include both funded and unfunded time and is used by NSF to determine if the researcher has sufficient time to devote to the project.	
Data Management Plan	Document of up to two pages that describes plans for the preservation, management, and sharing of any data products resulting from the proposed activity. Products might data, samples, physical collections, software, models, curriculum materials, and other related research and education products. The PAPPG gives the specific information requested. OSP has a template and examples of this document.	
Collaborators and Other Affiliations	Information regarding collaborators and other affiliations (COA) must be provided separately for each individual identified as senior personnel. The COA information must now be provided through the use of the COA template in Excel format. The COA form provides instructions and explanations. Its purpose is to assist NSF in the review process so they know who <u>not</u> to have serve on your review panel to avoid a conflict of interest. The Excel files are uploaded separately into FastLane.	
Other Supplemental Documents	Required and allowed documents vary by program. Do not include any documents that are not allowed. The following may be requested:	
Vendor Quotes for Equipment	An itemized vendor quote or bid is required for major equipment purchases. Remember that UVU's approved procurement processes must be followed in the event of an award to purchase the equipment.	
Institutional Letters of Collaboration	Generally, the only letters allowed by NSF are letters of collaboration, which should be requested by the solicitation and <u>must follow PAPPG guidelines or the proposal will be returned.</u> The letter is limited to a one paragraph statement 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 or the Facilities, Equipment and Other Resources section of the proposal." The letter should be printed on the appropriate letter head paper and signed by an institutional representative (dean or vice president).	
Individual Participant Statements	Some programs, such as Major Research Instrumentation, request a statement from each Co-PI or researcher confirming their substantive collaboration on the project. The form of the letter is specified by the solicitation.	
RUI Impact Statement	A five-page document for those requesting consideration under the Research at Undergraduate Institutions program. Specific information about RUI Impact Statement requirements can be found at https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5518.	
Primarily Under-graduate Institu-tion Statement	Some awards required a statement attesting to UVU's status as a primarily undergraduate institution. OSP has a copy of this statement.	
Other documents	Documents that are not specifically requested by the PAPPG should not be included or the proposal will be returned.	