

Components of an NSF Grant Submission File

Research.gov Workspace. The Principal Investigator (PI) or Project Director (PD) needs to create a workspace on the Research.gov 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 Linotype font size of 10 points or larger; Times New Roman font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger. **Margins:** Must be at least one inch on all sides. **Do not include** headers, footers, or page numbers as these will be provided by Research.gov.

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 Research.gov workspace for the project.

Component	Description	Assignment
Cover Sheet	A Research.gov form. Requires: <ul style="list-style-type: none"> • Project start/end dates • 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 Research.gov form (not required or available for all programs).	
Table of Contents	Generated by Research.gov. Use the generated file to check that the proposal is compliant with required page numbers.	-----
Project Summary	One page of text uploaded as a PDF file; the text is uploaded in three parts – Summary, Intellectual Merit, and Broader Impacts. Each of these headings is on a separate line. See the <i>Project Summary Instructions and Worksheet</i> .	
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 Broader Impacts . You will not be able to upload	

	<p>the Project Description without this section (or, if submitted, the proposal will be returned without review). See the <i>Merit Review Criteria Help Sheet</i> for details.</p> <p>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 <i>Results from Prior NSF Support</i> for examples.</p>	
References Cited	<p>Full citations of references cited in the Project Description. Should include the URL where feasible and follow a standard citation format. There is no page limit, but this document should not include endnotes, parenthetical information, or sources not cited in the Project Description. A PDF of this document is uploaded in the workspace.</p>	
Budget	<p>Research.gov 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.</p>	
Budget Justification	<p>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.</p>	
Facilities, Equipment and Other Resources	<p>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.</p> <p>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. <u>No dollar amounts should be included in this document.</u></p>	
Biographical Sketches	<p>A biographical sketch must be provided separately for each individual designated as a senior/key person through use of SciENCv (Science Experts Network Curriculum Vitae). SciENCv will produce an NSF-compliant PDF version of the biographical sketch. Senior/key personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov. (See <i>Personnel Documents</i>.)</p> <p>Note: As of May 20, 2024, the Synergistic Activities section has been removed from the biographical sketch. This information must now be submitted as a separate document (see below).</p>	
Synergistic Activities	<p>Each individual identified as a senior/key person must provide a document of up to one-page that includes a list of up to five distinct examples that demonstrates the broader impact of the individual’s professional and scholarly activities that focus on the integration and</p>	

	transfer of knowledge as well as its creation. (see <i>Synergistic Activities Template & Worksheet.</i>)	
Current and Pending Support	This form must be completed on SciENcv and uploaded to Research.gov for each PI/PD or Co-PI/Co-PD. (See <i>Personnel Documents</i> and <i>FAQs.</i>) Include 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.	
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 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 Research.gov.	
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. (See <i>Data Management Plan Template and Examples.</i>)	
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 Undergraduate Institution Statement	Some awards required a statement attesting to UVU's status as a primarily undergraduate institution. OSP has an example of such a statement.	
Other documents	Documents that are not specifically requested by the PAPPG should not be included or the proposal will be returned.	