

Proposal Formatting & Section Requirements- follow specific guidelines [here](#) or as listed below.

Format

The proposal must conform to the following requirements:

- a. Use one of the following fonts identified below:
 - **Arial** (not Arial Narrow), Courier New, or Palatino Linotype at a font size of **10 points** or larger;
 - **Times New Roman** at a font size of **11 points** or larger; or
 - Computer Modern family of fonts at a font size of 11 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters.

- b. No more than six lines of text within a vertical space of one inch.
- c. **Margins**, in all directions, must be at least **an inch**. No proposer-supplied information may appear in the margins.
- d. **Paper size** must be no larger than standard letter paper size (**8½ by 11** or 11 by 8½).

Proposal Section Requirements

Project Description- 15 pg. max, no URLs

Cover Sheet- enter your login information to complete all 7 data elements within the electronic NSF

Project Summary- 1 page limit

Table of Contents-autogenerated by sponsor

References Cites- URL websites are optional

Budget & Budget Justification- provide budget for each proposed year.

- NSF limits salary compensation for each sr./key personnel @ no more than 2 mos. Of regular salary in any 1 yr. Admin salaries is to be budgeted as IDC.
- List total person months and salaries for all key personnel
- Subawards-require separate budget and budget justification (5 pg. limit)
- Line C- List fringe benefits as direct cost
- Line D- List equipment that equals more than 1 year life limit and exceeds \$5,000.
- Line E- Travel- Field work, conference attendance, meetings, and travel expenses associated to fulfill project are
 - Domestic travel for employees with travel status can request funds for travel, meal, and hotel expenses
 - Foreign travel- same limits apply as domestic. Include countries and dates on budget
- Line F- Participant Support
 - List as direct cost for stipends, subsistence and travel allowances, registration fees
- Lines G1-G6- Other Direct Costs
 - Costs related to NSF-sponsored conference (rental fees, catering costs, supplies etc)
 - Study participant payments
 - Materials & supplies
 - Publication costs
 - Computer
 - Vendor svcs.
- Line H- total direct costs- include lines A-H)
- Line I- Indirect costs (F&A rate)
- Line J- Total Direct and Indirect Cost
- Line K- Fees- applies to SBIR/STTR & Major Facilities
- Line L- Total amount requested by proposer
- Line M- Cost Sharing – if applicable
- Include up to 5 page justification limit matching budget

Facilities, Equipment and Other Resources- Describe resources directly applicable to proposed research to verify adequacy of resources in order to perform proposed project.

Senior Key Personnel Documents

- Biographical Sketches-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](#)).

- Current and Pending (Other Support)- assess the capacity or any [conflicts of commitment](#) that may impact the ability of the individual to carry out the research effort as proposed. use of SciENCv ([Science Experts Network Curriculum Vitae](#)). Each senior/key person is required to complete the certifications regarding the information provided in their Current and Pending (Other) Support.
- Collaborators and Other Affiliations- The COA information must be provided through use of the [COA template](#). The information in the tables is not required to be sorted, alphabetically or otherwise.
- Synergistic Activities- 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 transfer of knowledge as well as its creation. Senior/key personnel must prepare, save, and submit these documents as part of their proposal via Research.gov or Grants.gov.

Special Information & Supplementary Documentation

- Mentoring Plan- each proposal^[38] that requests funding to support postdoctoral scholars^[39] or graduate students must upload under "Mentoring Plan" in the supplementary documentation section of Research.gov, a description of the mentoring activities that will be provided for such individuals.
- Data Management Plan- include a document of no more than two pages uploaded under "Data Management and Sharing Plan" in the supplementary documentation section of Research.gov.