NATIONAL SCIENCE FOUNDATION (NSF)

Format specifications for text
Content for NSF proposal
Biographical sketch form and guidelines
Current and Pending Support form and guidelines
Format of the Proposal-NSF

Format of the Proposal:

Prior to electronic submission, it is strongly recommended that proposers conduct an administrative review to ensure that proposals comply with the proposal preparation guidelines established in the GPG. GPG Exhibit II-1 contains a proposal preparation checklist that may be used to assist in this review. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

Proposal Pagination Instructions:

1. Proposers are advised that FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file must be individually paginated prior to upload to the electronic system.

2. Proposal Margin and Spacing Requirements The proposal must be clear, readily legible, and conform to the following requirements:
   a. Use one of the following typefaces identified below:
      - Arial10, 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
      - 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, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable;
   b. No more than 6 lines of text within a vertical space of 1 inch; and
   c. Margins, in all directions, must be at least an inch. These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

3. Page Formatting
   Since many reviewers will be reviewing proposals electronically, proposers are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

   While line spacing (single-spaced, double-spaced, etc.) is at the discretion of the proposer, established page limits must be followed. (Individual program solicitations, however, may eliminate this proposer option by requiring other type size, margin or line spacing requirements.)

   The guidelines specified above establish the minimum type size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the above guidelines may be grounds for NSF to return the proposal without review. Adherence to type size and line spacing requirements also is necessary to ensure that no proposer will have an unfair advantage, by using smaller type or line spacing to provide more text in the proposal.
NSF Content of Proposal

2. Sections of the Proposal

   a. Cover Sheet
   
   b. Project Summary (Intellectual Merit & Broader Impacts) copied and pasted onto their website form.
   
   c. Table of Contents (their system generates this)
   
   d. Project Description
   
   e. References Cited
   
   f. Biographical Sketch(es) (2pg limit)
   
   g. Budget
   
   h. Current and Pending Support
   
   i. Facilities, Equipment & Other Resources
   
   j. Special Information & Supplementary Documents
      
      - Data management & sharing plan (2pg limit)
      - Postdoc mentoring plan (if applicable)
      - Letters of support (if applicable, check RFA)
      - Animal care (if applicable, check RFA)
      - Conflict of Interest (if applicable, check RFA)
      - Etc. (there are other items but most do not apply)
   
   k. Appendices
NAME

Department of
University of Kansas
Address
Lawrence, KS

Phone: (785) 864-
Fax: (785) 864-
Email:

(a) PROFESSIONAL PREPARATION:

(b) APPOINTMENTS:

(c) PRODUCTS:
RELATED (ONLY 5)

OTHER (ONLY 5)

(d) SYNERGISTIC ACTIVITIES:

(e) COLLABORATORS AND OTHER AFFILIATIONS:
Collaborators and other Affiliations

Graduate and Postdoctoral Advisors

Graduate Students
F. BIOGRAPHICAL SKETCH(ES)

(i) Senior Personnel
A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. (See GPG Exhibit II-7 for the definitions of Senior Personnel.) The following information must be provided in the order and format specified below.

Do not submit personal information such as home address; home telephone, fax, or cell phone numbers; home e-mail address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal. If such information is included, NSF will make every effort to prevent unauthorized access to such material, but the Foundation is not responsible or in any way liable for the release of such material. (See also GPG Chapter III.G).

(a) Professional Preparation
A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:

<table>
<thead>
<tr>
<th>Undergraduate Institution(s)</th>
<th>Major</th>
<th>Degree &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Institution(s)</td>
<td>Major</td>
<td>Degree &amp; Year</td>
</tr>
<tr>
<td>Postdoctoral Institution(s)</td>
<td>Area</td>
<td>Inclusive Dates (years)</td>
</tr>
</tbody>
</table>

(b) Appointments
A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

(c) Products
A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of 10 will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

(d) Synergistic Activities
A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization.

(e) Collaborators & Other Affiliations
- Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.

- Graduate Advisors and Postdoctoral Sponsors. A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations.

- Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations), with whom the individual has had an association as thesis advisor, or with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.

The information in section (e) above of the biographical sketch is used to help identify potential conflicts or bias in the selection of reviewers. See GPG Exhibit II-2 for additional information on potential reviewer conflicts.
(ii) Other Personnel
For the personnel categories listed below, the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal:
(a) Postdoctoral associates
(b) Other professionals
(c) Students (research assistants)

(iii) Equipment Proposals
For equipment proposals, the following must be provided for each auxiliary user:
(a) Short biographical sketch; and
(b) List of up to five publications most closely related to the proposed acquisition.
H. CURRENT AND PENDING SUPPORT

PI NAME, University of Kansas
All projects described below are located at the University of Kansas, Lawrence, Kansas.

Current Projects:

<table>
<thead>
<tr>
<th>Funding Source Name</th>
<th>Amount of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total award amount for entire project period (inc. F&amp;A)</td>
</tr>
</tbody>
</table>

Project Title: period (inc. F&A)

Pending Projects:

<table>
<thead>
<tr>
<th>Funding Source Name</th>
<th>Amount of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total award amount for entire project period (inc. F&amp;A)</td>
</tr>
</tbody>
</table>

Project Title: period (inc. F&A)
H. CURRENT AND PENDING SUPPORT

This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF. Note the Biological Sciences Directorate exception to this policy, however, delineated in GPG Chapter I.G.2.

If the project now being submitted has been funded previously by a source other than NSF, the information requested in the paragraph above must be furnished for the last period of funding.