** NSF PROPOSAL DOCUMENTS PI CHECKLIST**

**PAPPG 24-1 effective May 20, 2024**

Updated 2024.05.14

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| PI Name |  | FOA |  | Due Date |  |
| Co-PI names |  | | Other Senior Personnel names |  | |

(Once you enter the PI, Co-PI and Senior Personnel names: ctrl-A > right click >update field. Do this anytime you change the names above so that they feed correctly to the checklist)

**For submissions to 23-539, 23-540, 23-542, 23-547, 23-548, 23-549, a Safe and Inclusive Working Environment plan is required to be uploaded in Other Supplementary Documents.**

## \* indicates the only information and documents needed for a non-lead collaborative submission

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| GENERAL INFORMATION \* | | | | | | | |
| Black text, Arial/Palatino Linotype/Courier New 10 pt., **OR** Times/Computer Modern 11 pt. | | | | | | Cambria Math for formulas/equations; Greek letters/special characters, tables – less than 10 pt. ok | |
| 1-inch margins, 6 lines of text within a vertical space of 1” | | | | | | **Pagination**: None | |
| project setup \* | | | | | | | |
| NSF Announcement # | | | | | | Directorate/Division/Program as required | |
|  | Title includes any required descriptive words (see solicitation for title requirements) | | | | | | |
| Type of Proposal—Select one | | | | | | Collaborative Status—Select one | |
| Cover sheet, Main Page, and Personnel/Subawards \* | | | | | | | |
| **Cover Sheet \*** | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Start date 6+ months out, unless allowed by FOA | # of months | | Primary place of performance address | | Related LOI, if required: enter ID number that was issued upon submission | | Preliminary proposal/Full proposal associated with a preliminary proposal | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Other Federal Agencies – include if submitting to other Federal Agencies | Potential DURC | Off-Campus/Off-site Research | | | | | | | | |
| Proprietary or Privileged information – if this box is checked, a Proprietary/Privileged upload button will appear | | | | | | | |
| Beginning Investigator – BIO directorate only  Other as required: Lobbying, Deadline Exceptions, Historic Places  Off-campus/off-site research (check FOA to see if a plan is required for upload) | | | Vertebrate animals  Pending **OR**  IACUC App. Date **AND**  PHS Animal Welfare  # D16-00388 | | | | Human Subjects  IRB Approval Date **AND**  Human Subjects Assurance # FWA00003492 OR  Pending OR  Exemption and Exemption Number |
| Funding of an International Branch Campus | | Funding of a Foreign Org. including through subaward or consultant | | | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international travel, including conferences. Worldwide if country is unknown. | | |
| **Main Page \*** | | | | | | | |
| Correct deadline date has been selected from dropdown on main page, or if non-led, has populated | | | | | | | |
| **Personnel/Subawards/Collaborations, complete as applicable \*** | | | | | | | |
|  | All Co-PIs/Senior Personnel entered and listed at correct institution | |  | | | | |
| Subawardee organization and personnel have been added if applicable | | | | | | | |
| **For Collaborative Proposals \*** | | | | | | | |
| All collaborating institutions have been sent and accepted a link (for CU as lead) **OR** the link invite sent by lead has been accepted | | | | The following can only be checked through the print proposal function:  Announcement #s match  Units match  Start dates match  Titles match | | | |
| Click here to enter comments. | | | | | | | |
| Project summary | | | | | | | |

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| One page, uploaded as PDF with Overview, Intellectual Merit, Broader Impacts headers each on its own line | Click here to enter comments. |

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| project description | | |
| 15 pages, unless otherwise indicated in FOA  Section labeled as Broader Impacts  No URLs | | All graphics/figures/charts uploaded ok **and within margins**, captions are readable  If applicable, explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included |
| Click here to enter comments. | | |
| **Results from Prior NSF Support**  **(current funding OR end date in last 5 years)** | | |
| PI/Co-PIs: | | |
| No more than 5 pages total  All PIs/co-PI included  Header reads  **Results from Prior NSF Support**  and is on its own line  Statement included for any PI/co-PI who doesn’t have prior results | **For each person’s reported results:**  Title  NSF award #, amount, project start and end dates  Separate, labeled sections for:  Intellectual Merit  Broader Impacts  List of all publications resulting from the award, with a complete bibliographic  citation, may be in references. If none, then “No publications were produced under  this award.”  Evidence of research products/availability, including data, publications, samples, collections, as may have been described in the Data Management Plan for the awarded project  For renewals, description of relation of completed work to proposed work  If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results | |
| Click here to enter comments. | | |

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| references cited | | | | |
|  | All author names listed, fully written out (i.e., no “et al”) and in order as they appear  Article/journal/book title, volume number, start/end page numbers, year of publication, URLs are okay | | | |
| budget \* | | | | |
| Meets FOA specifics for allowed/required costs  Meets FOA minimum/maximum, both yearly and overall  Contracts for the purpose of obtaining goods/ services for the proposer’s use are in ODC-Other  Matches internal budget | | | Participant Support costs **do not** include anything that will be secured through a service agreement/ contract (venue rental, catering, supplies, etc.)  Separate budget/justification entered for each subcontract  Each subawards’ budget includes either negotiated or de minimis overhead | |
| Notes: | | | | |
| budget justification \* | | | | |
| 5-page limit  No cost sharing language  Definition of a year is included  Any normally unallowable costs or more than 2 months of PI salary are justified | | Travel is specified, itemized, justified  Participant Support costs **do not** include anything that will be secured through a service agreement/contract  Other Direct costs includes a brief summary of any subawards  F&A and MTDC base costs are broken out | | |
| Notes: | | | | |
| Senior Personnel Documents - biosketch \* | | | |

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| Provided separately for each PI, Co-PI and Senior Person  Uses NSF-approved format that has PDF signature line intact No personal information  Professional Preparation in *reverse* chronological order, includes location; only fellowships  have start and end dates  Appointments in *reverse* chronological order, and includes location | Senior Personnel: |

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| Products/Publications –citation of up to 5 most closely related to projects and up to 5 other significant products, including submitted for publication; et al. is allowed. Products must be citable and accessible. Other NSF awards cannot be counted as an “other”.  Certification – if using the fillable form, signature and date line have been completed |
| Click here to enter comments. |
| Senior Personnel Documents – synergistic activities \* |
| Provided separately for each Senior/Key Person  1-page limit  Up to 5 distinct examples, none with multiple components. Includes 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 See [PAPPG](https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2D2hiv) for list of possible examples. |
| Click here to enter comments. |
| Senior Personnel Documents - current and pending support \* |

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| Provided separately for each PI, Co-PI and Senior Person Uses NSF-approved format  Includes a brief statement of the overall objectives of each project/proposal and potential overlap with the current project  The proposed project is listed as Pending  Certification – if using the fillable form, signature and date line have been completed | Senior Personnel:   |  | | --- | |  | |

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| Notes: | | | | | |
| Senior Personnel Documents – collaborators and other affiliations \* | | | | | |
| Uses current NSF template found at [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents)  All names are listed in last name, first name order, doesn’t need to be sorted alphabetically  No change to column widths; it’s ok to insert rows  Column A is filled in for Tables 2-5  A COA table is uploaded for each PI/Co-PI/Senior Person | | | | Senior Personnel: | |
| facilities, equipment and other resources \* | | | | |
| No cost sharing language  Only resources that are directly applicable are included | | | Includes unfunded collaborators and the individuals’ role(s) on the project  Subawardees’ information is included in our document | |
| Notes: | | | | |
| other documents | | | | |
| Data Management Plan, 2-page limit  Mentoring Plan (if applicable), 1-page limit; this is included in the lead’s documentation, even if the post-doc and/or graduate student is at a collaborating/subawardee institution | | | | |
| Notes: | | | | |
| optional documents **(as allowed per guidelines)** | | | | |
| Other personnel Biosketches, marked as Other Personnel, and combined into one PDF  Upload into Other Personnel Biographical Information. Combine into a single document if there is more than one Other Biosketch | **Letters of Collaboration**  Follow PAPPG guidelines unless specified in FOA  No support or endorsement language  Letters from all unfunded collaborators are included  Upload into Other Supplementary Documents | | | |
| If the project is being submitted to one of these FOAs, the required Safe and Inclusive Working Environments plan has been uploaded. See https://new.nsf.gov/policies/pappg/24-1/ch-2-proposal-preparation#ch2E9 | | * Division of Environmental Biology (NSF 24-543) * Division of Integrative Organismal Systems (NSF 24-546) * Division of Molecular and Cellular Biosciences (NSF 24-539) * Biodiversity on a Changing Planet (NSF 23-542) * Pathways into the Geosciences (NSF 23-540) * Cultural Transformation in the Geosciences Community (NSF 23-539) | | |

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| Other FOA requirements | Other FOA requirements: |

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| Reviewers to include: first, middle initial, last name, email, organization  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| Notes: |