NATIONAL SCIENCE FOUNDATION
MAJOR RESEARCH INSTRUMENTATION (MRI) PROPOSAL CHECKLIST

MRI Program Solicitation:

PROPOSAL PACKAGE DOCUMENTS

☐ COVER SHEET
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2a

☐ PROJECT SUMMARY
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2b
Maximum 1 page, not to exceed 4,600 characters
FastLane now requires the narrative to be inserted into text boxes.
If your Project Summary includes special characters, then we are allowed to upload as a PDF instead of using the text boxes.

Project Summary must include 3 separate sections:

1) **Overview**: a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.
2) **Intellectual Merit**: Describe the potential of the proposed activity to meet the Intellectual Merit criterion;
3) **Broader Impacts**: Describe the potential of the proposed activity to meet the Broader Impacts criterion.

☐ PROJECT DESCRIPTION
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2d

NOTE: MRI Solicitation includes Project Description requirements that supersede the GPG, so guidelines from both sources (GPG and Solicitation) must be considered.
Max. 15 pages (see MRI solicitation for suggested length of each subsection)

Per MRI, Project Description must include the following subsections (a)-(e) and address the intellectual merits and broader impacts of the proposed effort. **Please adhere to the subsection numbering/headings as provided in the MRI solicitation.** Refer to the MRI solicitation for specific details to include in each subsection.

a. **Information about the Proposal**
   a.1. **Instrument Location and Type**
       Instrument Location:
       Instrument Code:
   a.2. **ONLY REQUIRED FOR TRACK 2 PROPOSALS: Justification for submission as a Development (Track 2) proposal**

b. **Research Activities to be Enabled**
   This section must include “Results of Prior NSF MRI Support” if applicable for PI and co-PIs. You must include information on operations and maintenance, downtime and usage history of previously funded instruments. If no MRI support in past 5 years, then include “Results of Prior NSF Support” if applicable for PI and co-PIs.
PROJECT DESCRIPTION, Continued

c. Description of the Research Instrument and Needs

d. Impact on Research and Training Infrastructure

e. Management Plan

REFERENCES CITED

No page limit. See GPG (link above) for more details about order and information required.

BIOGRAPHICAL SKETCHES

GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2f
Max 2 pages per person
Must upload complete Bio Sketch for the PI, Co-PIs, and any designated Senior Personnel
If the individual most responsible for operations and maintenance is not the PI, co-PI or designated as Sr. Personnel, then a Bio Sketch for that person must be uploaded as a Supplementary Document.
Other individuals who will be major users or developers of the instrument may be described in the Project Description but should not include a bio sketch for those individuals.

Each bio sketch must conform to the GPG guidelines:

A) Professional Preparation
B) Appointments
C) Products (NOTE this section used to be referred to as “Publications.”)
   1) Up to 5 products/publications most closely related to proposed project
   2) Up to 5 other significant products/publications
D) Synergistic Activities (up to 5 max)
E) Collaborators & Other Affiliations
   1) Collaborators & Co-Editors
   2) Graduate Advisors & Postdoctoral Sponsors
   3) Thesis Advisor & Postgraduate-Scholar Sponsor

BUDGET & BUDGET JUSTIFICATION

GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2g
Budget template, see “Forms:” http://www.union.edu/offices/grants/proposal-prep/policies-forms/
MRI Budget Justification must include the table shown in the solicitation.
Max 3 pages for Budget Justification

CURRENT & PENDING SUPPORT FORM

GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2h
Must be included for the PI, co-PIs, and designated Sr. Personnel
Per the GPG, “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).”
☐ FACILITIES, EQUIPMENT & OTHER RESOURCES
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2i
Per GPG, “describe only those resources that are directly applicable. Include 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. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description).” Do not use quantifiable information. Per the MRI solicitation, include a list of similar and/or related instrumentation at or near the performing organization as “Other Resources”

SUPPLEMENTARY DOCUMENTS

REQUIRED:

☐ LIST OF ALL DOCUMENTS INCLUDED IN THIS SUPPLEMENTARY DOCUMENTS SECTION
This document will be provided by the sponsored programs director

☐ A. STATEMENT OF ORGANIZATIONAL CLASSIFICATION
This document will be provided by the sponsored programs director

☐ B. LETTER OF INSTITUTIONAL COMMITMENT TO OPERATIONS & MAINTENANCE
This document will be provided by the sponsored programs director

☐ C. DATA MANAGEMENT PLAN
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_2.jsp#IIC2i
This is a required supplementary document for all proposals to NSF
See GPG link above for details about this section of the proposal.
For Union’s Data Management Guide, see “Policies:” http://www.union.edu/offices/grants/proposal-prep/policies-forms/

☐ D. ITEMIZED VENDOR QUOTES
This document will be provided by the sponsored programs director

WHEN APPLICABLE:

☐ E. STATEMENT FROM SUBAWARD INSTITUTIONS
Not applicable for Union’s 2015 proposals

☐ F. POSTDOCTORAL RESEARCHER MENTORING PLAN
Not applicable for Union’s 2015 proposals

☐ G. ORGANIZATIONAL COMMITMENT TO REQUIRED COST SHARING
Not applicable for Union’s 2015 proposals
H. LETTERS FROM PRIVATE/ORGANIZATIONAL PARTNERS OR LARGE COLLABORATIONS
Not applicable for Union’s 2015 proposals

I. LIST OF PARTNERS IF PROPOSAL INVOLVES ORGANIZATIONS OTHER THAN SUBMITTING ORGANIZATION
Not applicable for Union’s 2015 proposals

J. COMMITMENT TO HOUSE INSTRUMENT OUTSIDE SUBMITTING ORGANIZATION
Not applicable for Union’s 2015 proposals

**ENcourAGED:**

STATEMENTS FROM INDIVIDUALS
Must follow exact format specified in the MRI solicitation
Sponsored programs director will provide a template for the individual statement, upon request

LIST OF SUGGESTED REVIEWERS
Encouraged for multi-/inter-disciplinary projects when two or more research areas are significantly involved