NATIONAL SCIENCE FOUNDATION
PROPOSAL CHECKLIST
For a Research Proposal being submitted as a “RUI”

Grant Proposal Guide (GPG): Proposal Preparation Instructions:

Research in Undergraduate Institutions (RUI): Solicitation (NSF 14-579):

PROPOSAL PACKAGE DOCUMENTS

REQUIRED:

☐ COVER SHEET
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2a
For RUI proposals, please see: http://www.nsf.gov/pubs/2014/nsf14579/nsf14579.htm#prep

- Program announcement/solicitation block. For a RUI proposal from a PUI, select only the number for this RUI/ROA solicitation; do not select another solicitation number, even if you are submitting in response to a specific NSF solicitation. (Instead identify any other solicitation number within the Project Summary.) At the next screen, select the Division and Program to which the proposal should be directed. In a collaborative submission, a non-PUI proposal that is linked to a RUI proposal in a collaborative should not be labeled as “RUI” and should be submitted to the relevant solicitation for the program that will provide funding.

- Title: Include the acronym "RUI:" in the proposal title on the Cover Sheet, e.g. "RUI: Metabolic Cycles in Arctic Ruminants." Also include any other appropriate program acronym in the title. Be sure to identify any other solicitation number in the Project Summary, and follow instructions in that solicitation to identify the appropriate Division and Program to which your RUI proposal should be directed. In a collaborative submission, a non-PUI proposal that is linked to a RUI proposal in the collaborative should not include “RUI” in the title.

☐ PROJECT SUMMARY
For RUI proposals, per guidance under “cover sheet” please reference the insert program solicitation/announcement number here, in your Project Summary (suggestion: include within the Overview section)

- 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](http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2c);
3) **Broader Impacts:** Describe the potential of the proposed activity to meet the [Broader Impacts criterion](http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2d).
☐ PROJECT DESCRIPTION
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2d
Max. 15 pages, including “Results of Prior NSF Support”
Project Description must include a separate section to address Broader Impacts of the project. Per the GPG, “The Project Description must contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project.”

☐ 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/nsf16001/gpg_2.jsp#IIC2f
Max 2 pages per person
Must upload Bio Sketch for PI, Co-PIs and all Senior Personnel

Each bio sketch must include the following sections (see GPG link above for more info):

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)

☐ COLLABORATORS & OTHER AFFILIATIONS
Must be included for the PI, co-PIs, and designated Sr. Personnel. It is no longer required to identify the total number of collaborators and other affiliations when providing this information.

A) Collaborators & Co-Editors
B) Graduate Advisors & Postdoctoral Sponsors
C) Thesis Advisor & Postgraduate-Scholar Sponsor

☐ BUDGET & BUDGET JUSTIFICATION
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2g
For Budget template, see “Forms & Templates”: http://muse.union.edu/grants/policies-and-forms/
Max 3 pages for Budget Justification

☐ CURRENT & PENDING SUPPORT FORM
GPG: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2h
Per the GPG, “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, or internal funds allocated toward specific projects) 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).”
☐ **FACILITIES, EQUIPMENT & OTHER RESOURCES**
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.

☐ **DATA MANAGEMENT PLAN**
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 & Guides” [http://muse.union.edu/grants/policies-guides/](http://muse.union.edu/grants/policies-guides/)

☐ **CERTIFICATION OF RUI ELIGIBILITY**
Union’s sponsored programs officer will create, sign, and upload the RUI Certification

☐ **RUI IMPACT STATEMENT**
See the details in the RUI solicitation for information required in the RUI Impact Statement.
Max 5 pages

**IF APPLICABLE:**

☐ **POSTDOCTORAL RESEARCHER MENTORING PLAN**
This is only required if the proposed project includes a postdoctoral researcher

☐ **LETTER(S) OF COMMITMENT**
Letters of support (enthusiasm for the project) are **not** allowed.
Letters of commitment that document collaborative (usually external) arrangements of significance to the proposed project are allowed.