PROPOSAL PACKAGE DOCUMENTS

REQUIRED:

☐ COVER SHEET
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2a

☐ PROJECT SUMMARY
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2b
Minimum 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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_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 PAPPG, “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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2e
No page limit. See PAPPG (link above) for more details about order and information required.
BIOGRAPHICAL SKETCHES
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_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 PAPPG 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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC1e
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
C) Ph.D. Advisor

BUDGET & BUDGET JUSTIFICATION
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2h
Per the PAPPG, “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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2i
Per the PAPPG, “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
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j
This is a required supplementary document for all proposals to NSF
See PAPPG 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/

IF APPLICABLE:

☐ POSTDOCTORAL RESEARCHER MENTORING PLAN
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j
This is only required if the proposed project includes a postdoctoral researcher

☐ LETTER(S) OF COLLABORATION
PAPPG: https://www.nsf.gov/pubs/policydocs/pappg17_1/pappg_2.jsp#IIC2j
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.

PROPOSAL FORMAT:

☐ FORMAT
Arial, Courier New, or Palatino Linotype, 10 points or larger
Times New Roman, 11 points or larger
Computer Modern family of fonts, 11 points or larger
Font size of less than 10 points can be used for mathematical formulas or equations, figures, table or diagram caption and when using a Symbol font to insert Greek letters or special characters- tables should be legible
Margins in all directions should be at least one inch