******NSF PROPOSAL DOCUMENTS PI CHECKLIST**

 **FASTLANE PAPPG 2020 effective June 1, 2020**

Updated 12/2020

*Office of Grants and Contracts Administration*

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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)

## \* indicates the only 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 – less than 10 pt. ok  |
|[ ]  1 inch margins, 6 lines of text within a vertical space of 1” |[ ]  Each document paginated, starting with “1” |
| Cover sheet \* |

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|[ ]  Title includes any required descriptive words (see solicitation for title requirements)  | Click here to list title instructions. |

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|[ ]  Start date 6+ months out, unless allowed by FOA  |
| **Other Information, complete as applicable \*** |
| [ ]   | All Co-PIs listed |

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| [ ]   | Funding of an International Branch Campus | [ ]   | Funding of a Foreign Org. including through subawardor consultant  | [ ]   | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international non-conference travel. Worldwide if country is unknown. |
| Click here to enter comments. |

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| Project summary |

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|[ ]  One page, uploaded as required: * Overview, Intellectual Merit, Broader Impacts sections completed in provided boxes
* Upload a PDF with the appropriate headers only if special characters are required

Hints if you get “over one page” message:* NSF uses Times New Roman 11; if you are creating it initially in Word, make sure that you are using TNR 11
* The headers get their own lines with no other text
 | Click here to enter comments. |

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| project description |
| [ ]  [ ]  [ ] [ ]  | 15 pages, unless otherwise indicated in FOA All graphics/figures/charts uploaded ok and within margins, caption are readable No URLs Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included | [ ] [ ]   | Separate section labeled as Broader Impacts* Proprietary or Privileged Information Clearly mark and label with legend (*PAPPG suggested language, "The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the Government, except for purposes of review and evaluation."*)
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| **Results from Prior NSF Support****(current funding, OR end date in last 5 years)** |
| PI/Co-PIs:

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| [ ]  [ ]  [ ]  | No more than 5 pages totalAll PIs/coPI includedStatement included for any PI/coPI who doesn’t have prior results: “No publications were produced under this award.” |   | For each person’s reported results:[ ]  Title [ ]  NSF award #, amount, project start and end datesSeparate, 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, pubs, samples, collections, [ ]  For renewals, description of relation of completed work to proposed work  |
| Click here to enter comments. |
| references cited |
| [ ]  [ ]   | All author names listed, fully written out (i.e. no “et al”) and in order as they appearArticle/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay  |

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| budget \* |
| [ ]  [ ]   | Meets FOA specifics for allowed/required costsMeets FOA minimum/maximum, both yearly and overall | [ ]   | Absolutely no cost share unless required by solicitation |
| Click here to enter comments. |

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| budget justification \* |
| [Budget Justification Template](https://uaf.edu/ogca/resources/forms/index.php) |
| [ ]  [ ]  [ ] [ ]  | 5 page limitNo cost sharing language; does not include mention of unfunded personnel (unfunded personnel role(s) will be described in the Facilities, Equipment and Other Resources section) Definition of a year is included in the salary section: “UAF’s definition of a year is based on the University fiscal year, July 1 through June 30”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 (speaker fees, venue rental, catering, supplies, etc.)Other Direct costs includes a brief summary of any subawards. Additionally, a detailed budget justification (up to 5 pages) will be uploaded for each subawardF&A and MTDC costs are broken out; your proposal analyst can help you with these numbers |
| Click here to enter comments. |

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| biosketch \* |
| [Logon to NCBI for the required Biosketch builder](https://www.ncbi.nlm.nih.gov/myncbi/) |

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| [ ] [ ]  | Provided separately for each PI, Co-PI and Senior PersonUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| [ ]  [ ]  | Professional Preparation in chronological order Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of payIf using ORCiD, these need to be sorted on the ORCiD side before populating SciENcv | [ ]  [ ]  | 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 allowedSynergistic Activities – up to 5 distinct examples, none with multiple components (an example of multiple components would be listing classes taught, boards served on, etc.) |
| Click here to enter comments. |
| current and pending support \* |
| [Logon to NCBI for the required Current and Pending builder](https://www.ncbi.nlm.nih.gov/myncbi/) |

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| [ ] [ ]  | Provided separately for each PI, Co-PI and Senior PersonUses NSF-approved format that has PDF signature line intact | [ ] [ ]  | * The proposed project (list as Pending) and all other projects or activities (Current or Pending) requiring a portion of time of the PI and any other senior personnel must be included, even if they receive no salary support from the project(s)

In-kind resources are listed (including sponsored projects for which there is cost share required, if the cost share comes from outside CU) | Senior Personnel:

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| facilities, equipment and other resources \* |
| [ ]  [ ]  | No cost sharing language* In Other Resources, include as applicable:
* Description of unfunded collaborations. Required if Letter of Collaboration included in Other Supplementary Documentation
* Description of unfunded senior personnel role(s) on project
 | [ ]  [ ]  | Only resources that are directly applicable are includedSubawardees’ information is compiled into our document; collaborating institutions will upload theirs to their own proposal document  |
| Click here to enter comments. |

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| other documents |
| [ ]  | Data Management Plan, 2 page limit:* One combined Data Management Plan for collaborative proposals and proposals that include subawards
* A valid Data Management Plan may include only the statement that is a clear justification that no detailed plan is needed
* [Data Management Plan Tool](https://uaf.edu/ogca/lifecycle/3-develop/data-management-plans-and/)
 | [ ]   | Post-doc Mentoring Plan (if applicable), 1 page limit; this is included in the lead’s documentation, even if the post-doc is at a collaborating/subawardee institution |
| Click here to enter comments. |
| supplementary documents**(as allowed per guidelines)** |
| [ ]   | Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |  | **Letters of Collaboration**[ ]  Follow PAPPG guidelines unless specified in FOA[ ]  No support or endorsement language[ ]  Letters from all unfunded collaborators are included |

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|[ ]  Other FOA requirements | Click here to enter comments. |

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| single copy documents \* |

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| **Collaborators & Other Affiliations \*** |  | **Other (optional unless indicated by FOA)** |
|  | [ ]  Uses current NSF template found at [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) [ ]  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 has been filled in for Tables 2-5[ ]  A COA table is uploaded for each PI/Co-PI/Senior Person | [ ] [ ] [ ]  | Reviewers to include: first, middle initial, last name, email, organizationReviewers to exclude: first, middle initial, last name, email, organization, reason for excludingProprietary or Privileged information - separate statement may be included as single-copy document |
| Click here to enter comments. |