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

 **RESEARCH.GOV 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

**FOR PIs/DRAs STARTING THE RESEARCH.GOV PROPOSAL ON THEIR OWN, NOTE THAT BEFORE STARTING, YOU’LL NEED TO HAVE: FUNDING ANNOUNCEMENT NUMBER, DIRECTORATE/DIVISION/PROGRAM AS APPROPRIATE AND TYPE OF PROPOSAL (single proposal or separately submitted collaborative). You can’t start a proposal without this information, *nor can you change the information once it’s entered.***

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| GENERAL INFORMATION \* |
|[ ]  Black text, Arial/Palatino Linotype/Courier New 10 pt, **OR** Times New Roman/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” |[ ]  Nothing in the margins, including page numbers |
| Project setup \* Cover Sheet, Manage Personnel and Subaward Organizations, link proposals,  |
| **Main Proposal Page** |

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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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| **Cover Sheet** |
|[ ]  Start date 6+ months out, unless allowed by FOA |[ ]  # of Months |[ ]  Primary place of performance address |
| **Other Information, complete as applicable \*** |
| [ ]   | 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 non-conference travel. Worldwide if country is unknown. |
| **Manage Personnel and Subaward Organizations** |
| [ ]   | All Co-PIs listed |

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|  [ ]  | **For Subawards**[ ]  Subawardee organization has been added [ ]  Subawardee personnel have been added |
| Click here to enter comments. |

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| Project summary |

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| [ ]  [ ]  | One pageOverview, Intellectual Merit and Broader Impacts sections; each header on its own line with no other information, including section numbers | 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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| [ ]  [ ]  [ ] [ ]  | Section labeled as Results from Prior Support on its own line with no other information, including section numbers No more than 5 pages totalAll PIs/coPI includedStatement included for any PI/coPI who doesn’t have prior results |   | 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 costsMeets FOA minimum/maximum, both yearly and overall | [ ]  [ ]  [ ]  | Contracts for the purpose of obtaining goods/services for the proposer’s use are in ODC – OtherMatches internal budget Separate budget is entered for each subcontract |
| Click here to enter comments. |
| budget justification \* |
| [Budget Justification Template](https://uaf.edu/ogca/resources/forms/index.php) |
| [ ]  [ ]   | 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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| SENIOR PERSONNEL DOCUMENTS\* |
| 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 component (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 UAF) | Senior Personnel:

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|  |  | cOLLABORATORS & oTHER AFFILIATIONS \* |

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| [ ]  | Provided separately for each PI, Co-PI and Senior Person, and uploaded in the Excel format | Senior Personnel:

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| [ ] [ ] [ ]  | Uses current NSF template found at[Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) No change to column widths; it’s ok to insert rowsA COA table is uploaded for each PI/Co-PI/Senior Person | [ ] [ ]  | All names are listed in last name, first name order, doesn’t need to be sorted alphabeticallyColumn A has been filled in for Tables 2-5 |

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| facilities, equipment and other resources \* |
| [ ]  [ ]  | No cost sharing languageIncludes unfunded collaborators and the individuals’ role(s) on the project should be described | [ ]  [ ]  | Only resources that are directly applicable are includedSubawardees’ information is included in our 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. |
| optional documents |
|[ ]  Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |[ ]  Reviewers to include: first, middle initial, last name, email, organization |[ ]  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| **Combine all other supplementary documents into a single PDF and upload into Other Supplementary Documents** |
| **Letters of Collaboration** |
| [ ]  [ ]  | Follow PAPPG guidelines unless specified in FOA Letters from all unfunded collaborators are included | [ ]   | No support language |

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

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