NSF PROPOSAL TEMPLATE

Proposals being submitted to the National Science Foundation (NSF) are required to conform to all proposal submission instructions. This policy is being strictly enforced and NSF may return without review any proposal not conforming to these requirements. A checklist has been created to assist faculty and others in assuring that these administrative proposal requirements are met.

FONT, SPACING and MARGIN REQUIREMENTS
- Sections are to be individually paginated
- Arial, Courier New or Palatino Linotype at a font size of 10 points or larger
- Times New Roman at a font size of 11 points or larger
- Computer Modern family of fonts at a font size of 11 points or larger
- A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. HOWEVER - the text must still be readable.
- Margins are to be one inch
- No more than 6 lines of type per vertical inch
- No more than 15 characters per inch
- A standard, single-column format should be used in the body of the proposal

A. COVER SHEET – be certain that solicitation is correct, closing date, period of performance, amount requested, and any compliance sections (vertebrate animals, human subjects) are complete

B. PROJECT SUMMARY (1 page)
> This is a self-contained description of the project objectives and methods to be employed. Intellectual Merit and Broader Impacts must be clearly addressed in separate statements

C. TABLE OF CONTENTS – autogenerated.

D. PROJECT DESCRIPTION (15 page limit unless otherwise noted, URL's may be included but may or may not be read)
- **RESULTS FROM PRIOR NSF SUPPORT**
- **INTRODUCTION**
- **PROJECT PLAN**
  Include for each Objective: (1) Methods/Activities (2) Expected Results/Deliverables (3) Limitations & alternatives & (4) Timeline/Resources if needed
- **MANAGEMENT PLAN** – for projects with more than one PI
- **EVALUATION/ASSESSMENT PLAN**
- **DISSEMINATION**
- **SUMMARY**

E. REFERENCES CITED (use consistent style – APA, IEEE, Chicago, MLA, etc)
> Be sure to cite any references mentioned in the Program Solicitation and do not use "et. al."

F. BIOGRAPHICAL SKETCHES (2 pages; may vary, check solicitation) Adhere to the following:
- Professional Preparation in chronological order
- Appointments in reverse chronology
- Publications – 5 most closely related; and up to five other significant publications
- Synergistic activities – may include up to five
- Collaborators must all be alphabetical and include their current organizational affiliations Students advised should also include the total number of students advised

G. BUDGET (by year and summary)
- BUDGET JUSTIFICATION (3 pages max)

H. CURRENT AND PENDING SUPPORT – word document or NSF Form

I. FACILITIES, EQUIPMENT & OTHER RESOURCES

J. SUPPLEMENTARY DOCUMENTATION – must be specifically requested by solicitation

L. POST DOCTORAL MENTORING PLAN
Mandatory if there is a post doc included in the proposal. (2 pages max)

M. DATA MANAGEMENT PLAN
Mandatory as of January 2011. If collaborative research, only the lead will submit. (2 pages max)

Please contact your preaward grant administrator with any questions. Thank you!