IMPORTANT GUIDELINES FOR NSF PROPOSAL PREPARATION IN COMPLIANCE WITH GPG 16-1 (1/25/16)

NSF **will** not accept or **will** return without review proposals that are not consistent with the GPG instructions.

Proposal Section	NSF GPG 16-1 Guideline

Fonts and Margins	• Fonts
	    o Arial, Helvetica, Palatino, Courier New, or Palatino Linotype at a font size of 10 points or larger.
	    o Times New Roman at a font size of 11 points or larger.
	    o Computer Modern family of fonts at a font size of 11 points or larger.
	    o Smaller fonts may be used for formulae, equations, captions, Greek letters, but the text must still be readable.
	• At least 1" margins in all directions; no more than six lines of text per inch.

Project Summary	• Character Limit is 4600 for all three text boxes.
	    o Recommend no paragraph breaks are included as they can significantly add to the character count.
	    o Recommend checking PDF version as text copied and pasted from word processing software may appear as "?" or other spurious characters.
	• 💥 New! May upload as a supplementary document ONLY if special characters are used (PDF, 1 Page Limit).
	    o Must include separate headings for Overview, Intellectual Merit, Broader Impacts.
	    o For definition of special characters visit: https://www.fastlane.nsf.gov/d10/SpecialCharactersGuidance.htm

Project Description	• 15 Page Limit (up to 8 pages for EAGER, up to 5 pages for RAPID).
	• 💥 New! MUST contain separate section labeled "**Broader Impacts**".
	• 💥 New! **Results from Prior NSF Support** is required if the PI or any Co-PI has received funding with a START DATE in past five years (including any current funding and no cost extensions).
	    o 5 Page Limit. Required for EACH PI and Co-PI that has received support, even if a single award is being reported more than once.
	    o Include: NSF award number, amount, period of support, project title.
	    o Summary of results must be described under two distinct headings: "Intellectual Merit" and "Broader Impacts".
	    o Must list the publications resulting from the award. A complete bibliographic citation for each publication must be provided here or in the References Cited section.
	    o If no publications, must state "No publications were produced under this award".
	• 💥 New! URLs **must not** be used.

References Cited	• Each reference must include the names of all authors (in the same sequence in which they appear in the publication).
Biographical Sketches	• 2 Page Limit • No personal information (home address etc.). • The location of the individual's undergraduate, graduate and postdoctoral institution(s) must be provided. • Appointments should be listed in reverse chronological order.

	- Up to 5 most closely related Products/Publications. - Invited lectures may not be included in this section. - Up to 5 other significant Products/Publications. - Avoid listing multiples of the same activity under one heading or giving a description of research interests. - Up to 5 synergistic Activities. ❇ New! Collaborators & Other Affiliations is now uploaded as single-copy document (see below).
Collaborators & Other Affiliations	❇ New! Upload as a single-copy document. No longer a part of the Biosketch. - The following information regarding collaborators and other affiliations must be separately provided for each individual identified as senior project personnel: - Collaborators and co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated. - Graduate Advisors and Postdoctoral Sponsors. A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations, if known. - Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations, if known), with whom the individual has had an association as thesis advisor. In addition, a list of all persons with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor.
Budget and Justification	- All travel (both domestic and foreign) must be justified. Attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results. - Foreign Travel (including to international conferences): the countries to be visited should be listed in the Justification and also on the Cover Sheet. Foreign Travel also includes travel to Canada and Mexico. ❇ New! If the specific location of the international conference is not known at the time of the proposal submission, proposers should enter "Worldwide". - Computing devices with an acquisition cost of less than $5,000 may now be included as a supply and they need not be solely dedicated to the performance of the NSF award. - Consultant costs may be included but consultants may not be officers or employees of the proposing organization. Anticipated services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. - Voluntary committed cost sharing must not be included and will result in the proposal being returned without review. - Budget justification must be uploaded as a PDF file.

Current and Pending Support	• ☢ New! 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. • Details for "this proposal" must be included.
Facilities, Equipment and Other Resources	• Descriptions of internal and external resources (both physical and personnel) should be narrative in nature and must not include any quantifiable financial information as this could constitute cost sharing and may result in return of the proposal without review. • The role and contribution of unfunded collaborators/personnel should be described in this section and documented in a letter of collaboration (see format below).
Data Management Plan	• 2 Page Limit • Must be labeled "**Data Management Plan**". • Collaborative Proposals should include only one DMP, uploaded by the lead organization.
Letters of Collaboration	• Letters of **collaboration** should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. • ☢ New! Letters of recommendation should use the following format: ○ "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."
Postdoctoral Researcher Mentoring Plan	• 1 Page Limit • Postdoctoral Researcher Mentoring plan required for proposals requesting funding to support postdoctoral researchers.

USEFUL LINKS

Proposal and Award Policies and Procedures guide, January 2016 (includes GPG 16-1)
https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf16001

FastLane-Related GPG and AAG FAQs
http://www.nsf.gov/bfa/dias/policy/papp/papp13_1/pappgfastlane_faqs.jsp

Proposal Preparation and Award Administration FAQs
http://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappfaqs

Data Management & Sharing Frequently Asked Questions FAQs
http://www.nsf.gov/bfa/dias/policy/dmpfaqs.jsp

Directorate and Division Data Management Plan Requirements and Plans
http://www.nsf.gov/bfa/dias/policy/dmp.jsp

NSF Upcoming Due Dates
http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

NSF CAREER Program

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214

NSF FastLane PI Login

https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp

NSF FastLane Help

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#welcome_to_the_fastlane_help_system.htm

NSF FastLane FAQs

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#fastlane_faqs_introduction.htm

NSF Cost Sharing Policy FAQs

http://www.nsf.gov/publications/pub_summ.jsp?ods_key=costsharefaqs

NSF Human Subjects FAQs

http://www.nsf.gov/bfa/dias/policy/human.jsp