**PI NSF SUBMISSION CHECKLIST**

Please review NSF’s latest Proposal and Award Policies and Procedures Guide (PAPPG) and RFP for all specifics on each component of the submission package.

Items highlighted in BLUE are items needed for the purposes of internal routing, unless a reviewer as requested to see additional documentation to satisfy their review and approval. All other documents can be provided before and/or throughout the routing process

* **Create proposal in Fastlane and grant SRO access** (PI)
* **Project Summary** (PI)
	+ Limited to 1 page and *entered directly into Fastlane by PI*
* **Data for Cover Sheet** (RSP with PI input) – RSP to complete cover sheet
* **Project Description** (PI)
	+ Format: 15 page limit, 1 in. margins, Times New Roman 12 point font.
* **Budget** (in Excel, for entry into Fastlane) (RSP with PI input)
	+ All costs must be allowable, reasonable & allocable.
	+ IDC 45.5% and no cost share required.
* **Budget Justification** (PI)
	+ Format: 5 page limit, 1 in. margins, Times New Roman 12 point font.
* **Supplementary Documents** – max 10 pgs:
	+ **Data Management Plan** (PI) – no more than 2 pages
	+ **Postdoctoral plan, if required**
	+ **Letters of collaboration, if applicable**
* **Facilities, Equipment & Other Resources Form (Required)** (PI)
* **References Cited**  (PI)
	+ Format: no page limit, 1 in. margins, Times New Roman 12 point font.
* **Bio Sketches** (for PI, Co-PIs and Senior Personnel) (PI)
	+ Format: 2 page limit for each personnel
* **Current & Pending Support Forms** (for PI, Co-PIs and Senior Personnel) (PI)
	+ Be sure to include this project
* **Collaborators and Other Affiliations** (for PI, Co-PIs and Senior Personnel) – *use new NSF spreadsheet* (PI)
* **Financial Conflict of Interest Disclosure** (CI document – provided by RSP)
* **PAR PI Form** (CI document – provided by RSP)