

Form Preparation

The Proposal & Award Policies & Procedures Guide ([PAPPG](#)) is the NSF's overall guide to policies governing grant preparation and award administration. [Chapter II](#) covers the procedures for preparing a proposal.

Section by section guidance

Cover Sheet: Currently completed within FastLane, but maps to the standard NSF cover sheet in the final proposal

Project Summary: Must fit on one page. Consists of three parts: an overview, intellectual merit, and broader impacts. Typically completed in text boxes (no formatting). Intellectual merit and broader impacts are the central review criteria.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. ([PAPPG, Part I Chapter II.C.2.b.](#))

Table of Contents: autogenerated in FastLane

Project Description: Typically 15 pages, must include a separate section labeled “Intellectual Merit” and one labeled “Broader Impacts”

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References Cited:

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication.

Biographical Sketches: Biosketches are limited to 2 pages and the content is closely prescribed. Ask your Research Office for a template. See description [here](#).

Budgets (Including Justification): The FastLane budget is completed within the application and does not always map intuitively to the Rutgers Budget template. The budget justification is attached within the budget template. If you have questions, contact your Contract/Grant Specialist.

Current and Pending Support: NSF seeks information from all senior personnel on all current awards and all submitted proposals and also current funding for research regardless of source (startup packages, internal awards, etc.) When applying to NSF for funding, the proposal should be listed as a pending award. For each funding source, they ask for:

- Project title
- Source of support
- Total award amount

- Award period
- Location of project
- Level of effort expressed as person-months per year (allocated as appropriate to academic, calendar, summer months)

Facilities, Equipment, and Other Resources: This section is used to make the case that the necessary resources are available to conduct the project as described. Only resources that are directly relevant to the project should be included. If resources are made available, be sure to avoid any quantifiable financial information in this section, which would be construed as involuntary costshare, and would be unallowable. NSF does expect that the resources described will be provided or made available if funded.

Supplementary Documents

Data Management Plan: This section describes the types of data and other materials that will be produced, the standards used for data/metadata; policies for access and sharing, including protection of personal information and intellectual property, or privacy; policies for re-use and production of derivatives, and plans for archiving and ensuring access to data. Rutgers libraries will typically have a website providing information ([New Brunswick](#) and [Newark](#)). Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>.

Mentoring Plan: Proposals requesting funding to support postdoctoral researchers must describe in a single page the mentoring activities that will be provided to all postdoctoral researchers supported by the proposal, no matter where they are. The Plan will be evaluated under the Broader Impacts criteria.

Project Summary with Special Characters: Ordinarily, the Project Summary is uploaded into 3 text boxes: Project Overview, Intellectual Merit, and Broader Impacts. The text box precludes formatting, so that special characters (Greek letters, math symbols, etc) do not show up. In order to accommodate Project Summaries that require these characters there is the option to upload a formatted document. However, unless they are essential, you should not include special characters, or it will be viewed as providing an unfair advantage.

Other Supplementary Docs: Some programs require additional documents to be uploaded to supplementary docs section for its unique purposes. These documents will be seen by reviewers as part of the proposal package.

Single Copy Documents

Single copy documents are not part of the proposal package and will be seen only by NSF staff members.

Collaborators and Other Affiliations: This spreadsheet, required of all senior personnel, is a list of collaborations/connections with others and is used by NSF to manage review selection. Each person reports this information individually. There are five tables:

Table 1: Senior person on the proposal

Table 2: Identifies those with whom the senior person has a personal, family, or business relationship that would preclude their service as a reviewer of the proposal

Table 3: List the individual's PhD advisors and all of the individual's advisees.

Table 4: Lists all collaborators on projects or co-authors on any publications in the last 4 years

Table 5: List all contacts co-editors and editorial board members with whom the individual has interacted in the last 2 years.

List of Suggested Reviewers (optional): Allows the PI to suggest appropriate reviewers for the proposal

Link Collaborative Proposals: This feature supports an alternative to having a prime recipient of the award with subcontracts to collaborators, which ends up charging NSF twice for each subawardees indirect costs. Instead, each entity prepares a proposal and uses this feature to link the proposals. Then NSF funds each collaborating entity directly.

Additional Single Copy Documents: As needed, per Program Announcement