**PROPOSAL CHECKLIST**

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| **Program:** National Science Foundation (NSF) Conference Proposal **Due Date:** A NSF Conference Proposal should generally be submitted at least a year in advance of the scheduled date; it is recommended that a PI discuss the proposed conference idea with a relevant program officer prior to submitting a proposal. |
| **Formatting Instructions:** * See the NSF Proposal & Award Policies & Procedures Guide ([PAPPG](https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp)) (Chapter II.B. 2) for allowable font styles and sizes.
* Margins must be at least one inch in all directions.
* Line spacing must not exceed six lines of text per vertical inch.
* Page numbers should be included at the bottom of each page.
* A font size of less than 10 points may be used for mathematical formulas or equations, figures, table, or diagram captions and when using a Symbol font to insert Greek letters or special characters.
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**1. Cover Sheet**

The *Cover Sheet* is prepared during the FastLane submission process. Consult Chapter II.C.2.a. of the NSF [PAPPG](https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp) for instructions on how to complete this form.

**2. Project Summary (limited to 1 page)**

The *Project Summary* should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal. The summary must include three separate sections:

* **Overview:**Describe the need for the proposed conference activity as well as the activities that would result if the proposal were funded. State the conference’s goals and objectives. Emphasize how the conference will produce results that cannot be obtained by attendance at regular meetings of professional societies.
* **Intellectual Merit:** Describe the potential of the proposed conference to advance knowledge within its own field or across different fields and the extent to which the proposed activities suggest and explore creative, original, or potentially transformative concepts.
* **Broader Impacts:** Describe the potential of the proposed conference to benefit society and contribute to the achievement of specific, desired societal outcomes.

**3. Project Description (limited to 15 pages)**

* Please refer to the *Project Description* Outline for NSF Conference Proposal Applications prepared by UNL’s Office of Proposal Development (OPD) for detailed preparation instructions.

**4. References Cited (no page limit)**

This section should contain a list of bibliographic citations relevant to the proposal. While there is no page limit, please note that this section must contain bibliographic citations only and cannot include any parenthetical information. Note that:

* Every 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.
* The website address should be identified if the document is available electronically.
* Proposers must conform to accepted scholarly practices in citing source materials relied upon in the proposal.

**5. Biographical Sketches (limited to 2 pages each)**

OPD provides a template for the *Biographical Sketch* document, which may be accessed [here](http://research.unl.edu/proposaldevelopment/proposal-guidelines-templates-and-outlines-boilerplate-language/).

**6. Proposal Budget and Budget Justification (Budget Justification limited to 3 pages)**

* Please contact Elijah Luebbe in UNL’s Office of Sponsored Programs for assistance with the *Budget* and *Budget Justification* (eluebbe2@unl.edu, 402-472-1871).

**7. Current and Pending Support (no page limit)**

OPD provides a template for the *Current and Pending Support* document, which may be accessed [here](http://research.unl.edu/proposaldevelopment/proposal-guidelines-templates-and-outlines-boilerplate-language/).

**8. Facilities, Equipment, and Other Resources (no page limit)**

Provide a narrative description of the resources available to perform the proposed effort.

* Describe internal and external resources (both physical and personnel) that the organization and its collaborators will provide for the proposed conference, should it be funded.
* Describe any substantial collaboration with individuals not included in the budget; each collaboration should then be documented in a letter of collaboration (see *Documentation of Collaborative* Arrangements below).
* Provide information on any other sources of support for the conference, if applicable.
* Only directly applicable resources should be described.
* Conferences, including the facilities in which they are held, must be accessible to participants with disabilities.
* ***Do not include*** any quantifiable financial information.

**9. Data Management Plan (limited to 2 pages)**

The *Data Management Plan* should describe the plans for management and sharing of any data products resulting from the activity, as well as how the proposal will conform to NSF policy on dissemination and sharing. It may include:

* The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced during the project.
* The data and metadata format and content standards. If no standards or inadequate standards exist, this should be stated along with any proposed solutions or remedies.
* Policies for access and sharing, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements.
* Policies and provisions for re-use, re-distribution, and the production of derivatives.
* Plans to archive and preserve access to data, samples, and other products.

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>.

If guidance specific to the program is not available, then the requirements listed above apply.

A *Data Management Plan* may include the statement that “no detailed plan is needed” only if the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within two pages may use part of the 15-page *Project Description* for additional data management information. The *Data Management Plan* must not be used to circumvent the 15-page *Project Description* limitation.

**10. Documentation of Collaborative Arrangements (if applicable)**

* Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. The recommended format for letters of collaboration is as follows:

“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 and Other Resources section of the proposal.”

* Letters of support are not allowed unless required by a specific program solicitation.