**NSF CERTIFICATION**

* If the project involves off-campus or off-site work, complete UNL NSF Safe and Inclusive Working Environment Plan found at <https://research.unl.edu/sponsoredprograms/unl-forms/> and upload to the NuRamp form.

**CREATING THE PROPOSAL**

* Project title requirements are met if applicable (e.g. acronym or project type/size).
* Correct funding mechanism and collaborative status is selected.

**GENERAL FORMATTING**

* Font is Arial, Courier New, Palatino Linotype in 10 point or larger; Times New Roman in 11 point or larger; or Computer Modern family in 11 point or larger.
* All margins are at least an inch.
* No more than six lines of text within a vertical space of one inch.
* No page numbers included (pagination added by the system).

**COVER SHEET**

* Project start date and duration match what is used in the excel budget and NuRamp.
* Vertebrate Animals and/or Human Subjects marked as approved or pending (if applicable).
* Box for “Funding of a Foreign Organization” is checked for projects including a foreign organization through a subaward or consultant arrangement.
* International activities country name(s) is included if project includes international travel or funding of a foreign organization (“worldwide” is selected for locations unknown at proposal submission).
* Box for Off-Campus or Off-Site Research checked as appropriate.

**PROJECT SUMMARY**

* Limited to one page.
* Contains an overview, intellectual merit, and broader impacts.

**PROJECT DESCRIPTION**

* 15 page maximum.
* Contains separate section within the narrative labeled “Broader Impacts.”
* Results from Prior NSF Support (no more than 5 pages of project description):
	+ Included for any PI or Co-PI who has received NSF funding with an end date in the past five years, or any current funding, including any no cost extensions, regardless of whether related to this proposal. If more than one award, report on **only** one that is most closely related.
	+ Includes: NSF award #, amount & period of support, title of the project, intellectual merit & broader impacts under two separate distinct headings, publications resulting from award (if none, state “no publications were produced under this award”), description of research products, & description of relation of completed work to proposed work if this proposal is for renewed support.
* No URLS for information.
* Description of the work to be performed by subawards is included (if applicable).

**REFERENCES CITED**

* All authors listed (i.e. no “et al”). If no references, document listed with “N/A” is uploaded.

**BUDGET**

* Senior Personnel: No more than 2 months of regular salary in any one year (from all NSF-funded grants.).
* Budget justification
	+ No more than 5 pages.
	+ Make sure that any items in section G “Other” are justified. NSF seems to be cracking down on this.
	+ Personnel section: UNL’s definition of “year” is specified (for 2 month rule) as follows: “For the purposes of NSF limitations on salary compensation requested for senior personnel, a “year” is defined by UNL as September 1st–August 31st.”
	+ Travel is itemized & justified by destination and cost. Attendance at meetings or conferences must be necessary to accomplish proposal objectives or disseminate results.
	+ Any items in section G “Other” are justified separately.
	+ Annual indirect costs are specified.
* Budget and justification included for each subaward (each sub gets a max 5 pages for their justification).

**FACILITIES**

* All internal & external resources available for project are described.
* No quantifiable financial info included.
* If no facilities or other resources, state so in PDF and attach.
* Describes the role for any senior personnel not budgeted (i.e. are not included in Section A of the budget).

**BIOGRAPHICAL SKETCH**

* Bio sketch is prepared using SciENcv: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>.
* Professional prep: reverse chronological order; location is included for each institution.
* Appointments are in reverse chronological order by start date. All current (domestic & foreign) appointments outside UNL included too.
* Products: maximum of 5 most closely related and 5 significant are listed.

**CURRENT AND PENDING SUPPORT**

* Current and pending form prepared using SciENcv: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>.
* Don’t report projects for which no salary is requested AND no effort expended (e.g. $0 and 0.0 months).
* Each entry includes brief statement of overall objectives and any overlap.
* Proposal being submitted is listed (doesn't have to mark as "this proposal").
* Person months per year for "this proposal" match the budget and budget justification.
* Confirm that all projects listed in NuRamp are included (or notify your OSP Pre-award person of any forms that need to be updated to declined).

**COLLABORATORS AND OTHER AFFILIATIONS**

* Collaborators & other affiliations info: must be provided for PI, Co-PIs, and all senior personnel.
* Special COA template that must be used can be found at <https://www.nsf.gov/bfa/dias/policy/coa.jsp>.
* Must be uploaded as .xls.
* Tables do not need to be sorted in alphabetical order.

**SYNERGISTIC ACTIVITIES**

* Up to 5 distinct examples are allowed.
* Limited to one page.

**DATA MANAGEMENT PLAN**

* 2 page max.

**MENTORING PLAN (as applicable)**

* 1 page max.
* Required for both postdocs and graduate students that are included in the budget.

**OTHER PERSONNEL BIOGRAPHICAL INFORMATION (optional)**

* Single PDF of biographical information for other personnel (e.g. postdoctoral associates, other professionals, or students/research assistants), clearly labeled as “Other Personnel,” is uploaded, as applicable).

**OTHER SUPPLEMENTARY DOCUMENTS (as applicable)**

* Letters of commitment (as applicable): states intent to collaborate; does not contain endorsements or evaluation of the project.
* Other supplementary documents may be required as described in the PAPPG (NSF PAPPG 24-1) or in the program specific solicitation.

**LIST OF SUGGESTED REVIEWERS (optional)**

* Email addresses and organizational affiliations of suggested reviewers are included.

**LIST OF REVIEWERS NOT TO INCLUDE (optional)**

* Email addresses, organizational affiliations, and the reason not to include as a reviewer are included.