*Checklist does not replace the solicitation. Please review program specific solicitation for compliance and completeness.

### DUE DATE AND AWARD INFORMATION

<table>
<thead>
<tr>
<th>Internal deadlines</th>
<th>Aug 15 – draft documents from subs and ASU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oct 16 – final documents from subs and ASU (except narrative)</td>
</tr>
<tr>
<td></td>
<td>Oct 26-27 – meeting at ASU; finalize narrative</td>
</tr>
<tr>
<td></td>
<td>Nov 1 – narrative to editor for copyedits (returned within ~2 days)</td>
</tr>
<tr>
<td></td>
<td>Nov 7 – final narrative to RA</td>
</tr>
<tr>
<td></td>
<td>Nov 9 - SUBMIT <em>(Note: Nov 10 is a holiday)</em></td>
</tr>
</tbody>
</table>

**Grant submission deadline** Nov 15, 2017

**Budget period** Up to 5 years per RFP

**Budget max** $2.5M (max total for all years combined), including indirect costs; can request add’tl funding for UK portion of project

Minimum award is $1M (total all years) or $750k for US component of US-UK collaborative proposal

**Award notification** Typically, at least 6 months after sponsor deadline

**Eligibility Information**

- In a given year an individual may participate as a PI, co-PI or subaward lead on no more than TWO proposals submitted in response to this solicitation (otherwise proposal returned without review);
- This limit does not include RCN proposals;
- Participating in a proposal as other senior personnel does not count in this limit

### FORMATTING INSTRUCTIONS

**Document format** PDF only

**Font type/size**

- Arial, Courier New, Palatino Linotype - 10 or larger;
- Times New Roman - 11 or larger;
- Computer Modern family of fonts – 11 or larger
- <10pt OK for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Text must be legible.

**Line spacing**

- No more than 6 lines of type within a vertical space of 1 inch
- Only single column formatting

**Page size** 8.5 x 11
| **Margins** | 1.0” all sides |
| **Page Numbers** | Add page numbers to all documents (RA can assist) |
| **Solicitation** | NSF 17-537 |
| **Grant Proposal Guide** | NSF PPAG 17-1 |

### PROPOSAL DOCUMENTS

1. **Proposal cover sheet in Fastlane (RA creates)**
   - Title must begin with “US-UK Collab: ____”
   - Need to determine which co-PI’s will be on the cover sheet (limit of 4 in addition to PI); remainder will be in senior personnel section
   - This RFP only accepts collaborative proposals from one organization

2. **Proposal Summary (Abstract) - 1 page**
   - Include three separate, distinct sections with headers as follows:
     - **Overview** - include a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be used
     - **Intellectual Merit** - describe the potential of the proposed activity to advance knowledge
     - **Broader Impacts** - describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes

3. **Table of Contents** – system generated

4. **Project Description** – 15 page limit

   **NSF PAPPG pages 18-20**

   - Should provide a clear statement of work to be undertaken and must include the objectives for the proposed work and expected significance.
   - No URLs should be used within the narrative.
   - Must contain a separate section within the narrative labeled “Broader Impacts.”
   - Results from Prior NSF Support (page 19 of PPAPG) is required (if applicable, limit to 5 pages of total 15 pages)
     - Must include NSF funding for PI with a start date in the last 5 years, regardless of whether there is salary involved or whether the project is directly related to the proposal.
     - If a PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal.
     - Must follow a specific format:
       - NSF award number, amount & period of support
       - Title of project
       - Summary of results of the completed work. Results must be separately described under two distinct headings: Intellectual Merit and Broader Impacts
### References Cited – no page limit

- Include names of all authors (no et al.), article & journal title, book title, volume number, page numbers & year of publication.
- Inclusion of website address for publications is optional.
- List only references that are cited in Project Description.
- If no references, a statement to that effect should be uploaded.

### Biosketch – 2 page limit – use NSF template (instructions start on page 2)

- Required for each individual identified as senior personnel. Do not submit personal information.
- Must follow a specific format:
  - Professional Preparation
  - Appointments
  - Products (10 total- 5 products closely related and 5 other significant products)
  - Synergistic Activities (Up to 5 examples that show broader impact)
7  □ Budget and Justification – 3 page limit

- Coordinate with RA to develop budget and justification.
- Budget justification is limited to 3 pages (per organization). Justifies the inclusion of ALL items listed in the budget.
- Must contain a budget for each year of support requested.
- If no person/months and no salary are requested for any individual listed as senior personnel, that individual should not be listed on the budget. They can be added to the facilities document as a resource.
- Human subject incentives (payments) must be listed on line G6 of the NSF Budget and should be included in the calculation of F&A.
- Travel is allowable if it necessary to the proposal objectives or to disseminate results. All travel (both domestic and foreign) must be itemized and justified. Canada & Mexico are treated as foreign travel.
- For proposals that contain subaward(s): each sub must include a separate budget and justification of no more than 3 pages.

8  □ Current and Pending – no page limit – see sample template (RA will provide draft to ASU personnel)

- Required for all senior personnel
- Must include the proposed project as pending
- All current project support from whatever source, including internal funds, must be listed.

9  □ Facilities – no page limit – see template

- Use ASU template, follow instructions on first page and delete items that do not pertain to this proposal.
- If no facilities, a statement to that effect should be uploaded.

10 □ Data Management Plan – 2 page limit – see template

- Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.
### National Science Foundation (NSF) Checklist

1. **Post Doc Mentoring Plan** - 1 page limit (including all subawards – all will be combined in one document) – see template
   
   - Required only if funding is requested to support postdoctoral researchers
   - Describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subawardee organization, or at any organization participating in a simultaneously submitted collaborative project

2. **Research Experiences for Undergraduates (REU)** – if applicable
   
   - Projects anticipating the inclusion of undergraduate research experiences may include those as part of the research proposal itself, rather than as a subsequent supplemental request.
   - See the [REU solicitation](#) for more information.

3. **Letters of Collaboration** - If applicable, 1 page limit – must use template

   - Do not add any other text to the letter. It can be signed on paper or electronically. Only needed from individuals or organizations that are integral parts of the proposal project but are not listed as PI, co-PI, or senior personnel on main proposal or subawards.

   - The letter(s) should NOT include a personal endorsement or recommendation of the investigator.

4. **List of Personnel** (instead of Collaborators & Other Affiliations document)

   - See attached instructions on template. All organizations’ lists will be combined into one master list.

   - This document will be uploaded to “Additional Single Copy Documents”

5. **Proposal Classification form** – see attached form

   - This form is required for all BIO submissions; FastLane will not allow processing without it
16  US-UK Collaborative Proposals (pending release of RFP for UK)

- **Letter of Intent** - Likely UK will need to submit Letter of Intent to [BBSRC](#).

Information for UK portion of proposal should be included as Supplementary Documents. See page 10 [NSF 17-537](#) for specific requirements for each item. It should include *only* the following:

- **Biosketches of UK senior personnel** – NSF format
- **UK Budget**
- **Letters of Collaboration** – Required from UK scientists
- **Institutional Endorsement** – note specific language for letter
- **Sharing of unattributed reviews** - note specific language for letter; uploaded as a Single Copy Document