

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

DUE DATE AND AWARD INFORMATION	
Internal deadlines	<ul style="list-style-type: none"> ✓ Aug 15 – draft documents from subs and ASU ✓ Oct 16 – final documents from subs and ASU (except narrative) ✓ Oct 26-27 – meeting at ASU; finalize narrative ✓ Nov 1 – narrative to editor for copyedits (returned within ~2 days) ✓ Nov 7 – final narrative to RA ✓ Nov 9 - SUBMIT (<i>Note: Nov 10 is a holiday</i>)
Grant submission deadline	Nov 15, 2017
Budget period	Up to 5 years per RFP
Budget max	<p>\$2.5M (max total for all years combined), including indirect costs; can request addtl funding for UK portion of project</p> <p>Minimum award is \$1M (total all years) or \$750k for US component of US-UK collaborative proposal</p>
Award notification	Typically, at least 6 months after sponsor deadline
Eligibility Information	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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

- Listing of publications resulting from the award (complete bibliographic citation for each publication must be provided in this section or in the References Cited); if none, state “No publications were produced under this award”.
- Evidence of research products and their availability (including data, publications, samples, physical collections, software, and models, as described in any Data Management plan)
- If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project.

5 **References Cited** – no page limit

[NSF PAPPG page 20](#)

- ✔ 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

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



NSF-biosketch-sample (REV 04 2017).docx

- ✔ 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)



Current and Pending
Template.pdf

- ✔ 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



ASU FACILITIES -
SAMPLE.doc

- ✔ 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



Data Management
Plan - PAPPG 17-1 gui

- ✔ Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.

- ✔ See page 31-32 of [PAPPG](#) for more details. Note that some NSF directorates/units may have additional requirements (click [here](#) to see if there is guidance specific to the program; if not, then the guidance in PAPPG applies)
- ✔ Click [here](#) for NSF’s Biological Sciences Directorate’s Guidance on Data Management Plans

11 **Post Doc Mentoring Plan** - 1 page limit (including all subawards – all will be combined in one document) – see template



Postdoctoral
Researcher Mentoring

- ✔ 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

12 **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.

13 **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.



Letter of
Collaboration - Temp

14 **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”



List of Senior
Personnel - template.

15 **Proposal Classification form** – see attached form

- ✔ This form is required for all BIO submissions; FastLane will not allow processing without it



A1BioFormClass.pdf

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