

DEPARTMENT NSF PROPOSAL CHECKLIST

The following are the areas of an NSF FastLane Proposal that will cause the proposal to not be processed by the Fastlane system or to be returned as non-reviewed by the NSF.

COVER SHEET

- Program Announcement Number
- Due Date
- Budget (matches detail budget pages and internal budget)
- Project start date and duration

Note: Only Pitt people on cover sheet (there are rare exceptions; if required by Program Announcement, contact OR)

PROJECT SUMMARY

- One page
- Intellectual Merit clearly indicated
- Broader Impact clearly indicated

PROJECT DESCRIPTION

- 15 pages with page numbers
- Check guidelines – some allow more than 15 pages

REFERENCES

- Should be present

BIOSKETCHES

- 2 pages each formatted per GPG instructions
- 10 total publications
- 5 or less synergistic activities
- Collaborators/Affiliates: Collaborators/Coeditor section
- Collaborators/Affiliates: Pls Grad Advisor and Post Doc sponsor
- Collaborators/Affiliates: Students PI has served for Thesis/Post Doc

BUDGET

- Key personnel person months in correct column/makes sense
- Totals for each budget category OK
- Cost Sharing on line M? If so, ensure compliance with GPG
- MTDC Base, F&A rate and FB rates correct
- Budget Justification – limited to 3 (three) pages

CURRENT and PENDING

- Person months must be listed for each project
- Current proposal should be listed as pending

FACILITIES

- Present

DATA MANAGEMENT PLAN

- MANDATORY**: FastLane will prevent submission if not included. Two (2) page limit; uploaded to Supplementary Documents.

POST DOCUMENT MENTORING PLAN

- If post doc is on budget, must have post doc mentoring plan. One (1) page limit; uploaded to Supplementary Documents.