**NSF 17-1 General Proposal Checklist**

*Effective January 30, 2017*

**INTERNAL APPROVAL PROCESS**

The following must be completed before submission:

1. Read the entire solicitation!
2. Contact your Chair and Dean and inform them of your intent to apply
3. Contact the Office of Research with the following information, or fill it out in SmartGrant/FastLane:
   1. Proposal Title
   2. Project period dates
   3. Solicitation number and Program/Unit/Track
   4. Names of co-PIs/Senior Personnel *(if applicable)*
   5. Name of Collaborating/Subaward Organization *(if applicable)*
   6. Is IRB or IACUC approval required? Check the applicable website ([IRB](http://research.kennesaw.edu/irb/), [IACUC](http://research.kennesaw.edu/iacuc/), [IBC](http://research.kennesaw.edu/ibc/)) or contact [irb@kennesaw.edu](mailto:irb@kennesaw.edu) if you need clarification. As the PI you are responsible for ensuring that you have the applicable approvals.
   7. Are you a Beginning Investigator (never been PI or co-PI on a federally funded project)?
4. SmartGrant Electronic Routing Approval
   * <http://research.kennesaw.edu/smartgrant/support.php>
   * This must be completed before submission – start the process **at least 2 weeks prior to the deadline**
5. Start proposal in FastLane and give OR view/edit/submit access: <http://research.kennesaw.edu/docs/proposal-templates/fastlane_create_proposal.pdf>
6. Conflict of Interest Form(s)
   * <http://research.kennesaw.edu/compliance/fcoi-nsf.php>
   * Needed from all personnel responsible for design, conduct, or reporting of project
   * Fill out, sign, and return to OR (scan or digital signature OK)
7. Collaborative Proposals – KSU as Lead Institution *(only if applicable)*
   * If collaborator is a subawardee (single institution submission with KSU as lead):
     1. [Subrecipient Commitment Form](http://research.kennesaw.edu/docs/forms/KSU_subrecipient_commitment_form.pdf) and documents listed within from partner’s grants office
   * If collaborator is submitting separately (multi-institution collaboration with KSU as lead):
     1. Obtain collaborator’s TPI and PIN to link proposals in FastLane
     2. Include “Collaborative Research:” at the beginning of your title
8. Have final (reviewed and approved) documents ready at least 2 days before the deadline
9. Have final (reviewed and approved) budget and justification ready at least 5 days before the deadline

*NSF requires that all documents have 1 in. margins and meet the following font requirements: Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger. No more than 6 lines per vertical inch.* ***OR recommends you either use at least 0.5pt larger font than required or 1.15 line spacing – text shrinks when converting to PDF.***

[*NSF Grant Proposal Guide*](https://www.nsf.gov/pubs/policydocs/pappg17_1/index.jsp) *= GPG*

\* Asterisk below indicates a template is available here: <http://research.kennesaw.edu/resources/proposal-templates.php>

**PROPOSAL DOCUMENTS**

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|  | 1. **Cover Sheet** *(GPG II.C.2.a)* |
|  | 1. **\* Project Summary** *(GPG II.C.2.b)*    * 1 page limit    * Divided into 3 sections: Overview, Intellectual Merit, and Broader Impacts.    * If the project summary contains special characters (mathematical formulas or Greek letters), it may be uploaded as a supplementary document. |
|  | 1. **Project Description** *(GPG II.C.2.d)*    * 15 page limit    * URLs are not allowed in the Project Description    * Must include these sections:      1. In a separate section within the narrative, a section labeled “Broader Impacts”      2. “Results from Prior NSF Support” (awarded in the past 5 years for PIs and co-PIs) |
|  | 1. **References Cited:** *(GPG II.C.2.e)*    * No page limit    * Include all author names and, if web address is readily available, the URL |
|  | 1. **\* Biographical Sketch(es)** *(GPG II.C.2.f)*    * 2 page limit    * No personal information and no info beyond what is specifically requested    * List up to 5 closely related products/publications, and up to 5 other significant products/publications, and up to only 5 synergistic activities |
|  | 1. **\* Budget:** *(GPG II.C.2.g)*    * NSF limits senior personnel to 2 months of support each year |
|  | 1. **\* Budget Justification**    * 3 page limit |
|  | 1. **\* Current and Pending Support** *(GPG II.C.2.h)*    * Please inform Kelly if you will be completing this yourself or if you would like her help |
|  | 1. **\* Facilities, Equipment, and Other Resources** *(GPG II.C.2.i)*    * Describe already available resources that are directly applicable |
|  | 1. **\* Data Management Plan** *(GPG II.C.2.j)*    * 2 page limit |
|  | 1. **\* Collaborators & Other Affiliations Information** *(GPG II.C.1.e)*  * Use the template and follow the instructions available here: <https://www.nsf.gov/bfa/dias/policy/coa.jsp> |
|  | 1. **Other Supplementary Documents** *(GPG II.C.2.j)*    * IF APPLICABLE:    * **\* Letters of Collaboration:** Use only the format from the GPG. No Letters of *Support!*    * **Postdoctoral Researcher Mentoring Plan** *(1 pg limit. Only if postdoc budgeted)* |
|  | 1. **Online Forms** *(applicable only for certain directorates)*  * PI will need to logon to FastLane account and access the proposal to complete these: * Proposal Classification Form *(for BIO directorate only)* * Proposal Data Form *(for EHR directorate only)* |
|  | 1. **RUI proposal requirements** *(only if submitting as RUI)*  * Include “RUI:” in the title * Select RUI solicitation on cover sheet, even if proposal is in response to a specific solicitation other than RUI, and choose unit of consideration based on this other solicitation * Mention the other solicitation you are responding to in the Project Summary * Required Supplementary Documents: * **RUI Certification** *(Office of Research will provide this)* * **RUI Impact Statement** *(5 page limit)* |