General Rules for Proposal Format
- Proposers are advised that FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file must be individually paginated prior to upload.
- The proposal must be clear, readily legible, and conform to the following requirements:
  - A black font color must be used and font type must be Times New Roman (11 points or larger) or Arial, Courier New, or Palatino Linotype (10 points or larger);
  - No more than 6 lines of text within a vertical space of 1 inch; and
  - Margins, in all directions, must be at least an inch.
- Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

Sections of the Proposal
- **Project Summary**: The one-page Project Summary of the proposed activity must be suitable for publication. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and include a statement of objectives and methods to be employed. It must clearly contain separate statements on (1) **intellectual merit** of the proposed activity and (2) the **broader impacts** resulting from the proposed activity.

- **Project Description**: The 15-page Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere. Additional requirements include:
  - Proposals that request funding to support postdoctoral researchers must include, as a separate section within the 15-page Project Description, a description of the mentoring activities that will be provided for such individuals;
  - If any PI or co-PI identified on the project has received NSF funding in the past five years, information on the award(s) is required. Each PI and co-PI who has received more than one award (excluding amendments) must report on the award most closely related to the proposal. Required information includes award number, amount and period of support; the title of the project; a summary of the results of the completed work, including, for a research project, any contribution to the development of human resources in science and engineering; publications resulting from the NSF award; a brief description of available data, samples, physical collections and other related research products not described elsewhere; and if the proposal is for renewed support, a description of the relation of the completed work to the proposed work. Limit of 5 pages; and
  - Project Description must be self-contained and URLs that provide information related to the proposal should not be used to circumvent the page limitations.

- **Biographical Sketch**: A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. Personal information should not be included on the biosketch or submitted with proposal. The following information must be provided on each biosketch in the order and format specified below:
  - Professional Preparation: A list of the individual's undergraduate and graduate education and postdoctoral training.
  - Appointments: A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.
  - Publications: A list of: (i) up to 5 publications most closely related to the proposed project; and (ii) up to 5 other significant publications, whether or not related to the proposed project.
Synergistic Activities: A list of up to five examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation.

Collaborators & Other Affiliations: To assist with the identification of potential conflicts or bias in the selection of reviewers, individuals are asked to include all collaborators and co-editors, graduate advisors and postdoctoral sponsors, thesis sponsors, and postgraduate-scholar sponsors.

**Budget/Justification:** Each proposal must contain a budget for each year of support requested, unless a particular program solicitation stipulates otherwise. The amounts requested for each budget line item should be documented and justified in the budget justification as specified below.

- NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.
- The budget justification should be no more than three pages.

**Current and Pending Support:** This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support must be listed, regardless of source. The proposed project (this proposal) and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if no salary support is received from the project(s).

**Facilities, Equipment and Other Resources:** This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable.

**Special Information and Supplementary Documentation:** Except as specified below, special information and supplementary documentation must be included as part of the Project Description (or part of the budget justification), if it is relevant to determining the quality of the proposed work.

**Appendices:** Appendices may not be included unless a deviation has been authorized by the Program Director.

**Collaborative Proposals**

- For collaborative proposals submitted by one organization, a single award is requested with subawards administered by the lead organization. Separate budget pages and budget justification should be uploaded in the “budget” section for the non-lead organization. A Consortium Statement signed by the organization’s authorized official should be uploaded in the “supplementary documents” section.

- For collaborative proposals submitted by multiple organizations, separate awards are requested. The project title must begin with “Collaborative Research:”. The project summary, project description and references cited are the same for all collaborating organizations and should be uploaded in the lead organization’s proposal only. To submit the collaborative proposal, the lead organization must “link” the proposals prior to submission.

**Miscellaneous**

- Prior to submitting any new proposal, PIs and Co-PIs should verify that final technical reports for previous NSF awards have been submitted. Failure to provide such reports may delay NSF review and processing of pending proposals.