Exhibit II-1: Proposal Preparation Checklist

It is imperative that all proposals conform to the proposal preparation and submission instructions specified in Part I of the *Proposal and Award Policies and Procedures Guide*. Conformance with all preparation and submission instructions is required and will be strictly enforced unless a deviation has been approved in advance of proposal submission. Note that some NSF program solicitations modify standard NSF proposal preparation guidelines, and, in such cases, the guidelines provided in the solicitation must be followed. FastLane uses the rules specified for each type of proposal, (e.g., Research, RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, Conference, Equipment, or Travel) to check for compliance prior to submission to NSF. Proposers are strongly advised to review Chapter II.C (for Research proposals) and the applicable sections of Chapter II.E. relevant to the other types of proposals being developed PRIOR to submission. NSF will not accept[40] or will return without review proposals that are not consistent with these instructions. See Chapter IV.B and visit: http://www.nsf.gov/bfa/dias/policy/autocompliance.jsp for additional information.

Prior to submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions, and the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

[ ] General:

- [ ] The proposer has an active and valid SAM registration and a valid DUNS number.
- [ ] The proposer has reviewed and certified compliance with the government-wide financial assistance representations and certifications in SAM.
- [ ] The proposal is compliant with the provisions in the PAPPG and/or the relevant program solicitation.
- [ ] The proposal is responsive to the relevant program description or announcement (if applicable).
- [ ] If the proposal has been previously declined and is being resubmitted, the proposal has been substantively revised to take into account the major comments from the prior NSF review.
- [ ] The proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.
- [ ] The proposal will be submitted by 5 p.m. submitter's local time on the established deadline date.

[ ] Single Copy Documents:

- [ ] Authorization to Deviate from NSF Proposal Preparation Requirements is included (if applicable).
- [ ] List of Suggested Reviewers, or Reviewers Not To Include has been provided (if applicable).

[40] Proposal Not Accepted is defined as FastLane will not permit submission of the proposal.

[ ] SF LLL, *Disclosure of Lobbying Activities* has been provided (if applicable).

[ ] Collaborators and Other Affiliations (COA) Information has been separately provided for each individual identified as senior personnel through use of the COA template available at: https://nsf.gov/bfa/dias/policy/coa.jsp.

[ ] **Cover Sheet:** Type of proposal: Research, not RAPID or EAGER

[ ] For interdisciplinary proposals, all relevant programs have been identified.

[ ] Proposal title includes any necessary prefix, e.g., "Collaborative Proposal:".

[ ] For renewal proposals, previous award numbers have been entered.

[ ] Related preliminary proposal number has been entered (if applicable).

[ ] The "Special Exception to the Deadline Date Policy" box has been checked on the NSF Cover Sheet and the requisite Single Copy Document has been provided (if applicable).

[ ] Appropriate box(es) have been checked, and requisite information has been provided.

[ ] If the box for "Funding of an International Branch Campus of a U.S. IHE, including through use of a subaward or consultant arrangement" or "Funding of a Foreign Organization, including through use of a subaward or consultant arrangement" has been checked on the Cover Sheet, the name of the applicable country(ies) in the International Activities Country Name(s) box(es) has been provided.

[ ] **Project Summary:**

[ ] The Project Summary does not exceed one page.

[ ] The Project Summary contains an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

Not likely > [ ] The Project Summary may ONLY be uploaded as a Supplementary Document if use of special characters is necessary. If uploaded as a Supplementary Document, the Project Summary has been formatted to include separate headings for Overview, Intellectual Merit and Broader Impacts.

[ ] **Project Description:**

[ ] The Project Description does not exceed the 15-page limitation, the limit specified in a specific program solicitation, or the limit provided in the instructions for types of proposals (e.g., RAPID, EAGER and Ideas Lab).

[ ] Project Description contains, as a separate section within the narrative, a section labeled "Broader Impacts".

[ ] Project Description contains the requisite explanation/justification for proposals that include funding to an International Branch Campus of a U.S. IHE or to a foreign organization, including through use of a subaward or consultant arrangement.

[ ] Project Description is self-contained, and Uniform Resource Locators (URLs) have not been included.

✓ This is a first proposal to NSF ATE. No Results of Prior Support.

[ ] Results from Prior NSF Support have been provided for any PI or co-PI identified on the proposal that has received prior NSF support including:

- an award with an end date in the past five years; or
- any current funding, including any no cost extensions.

[ ] Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings, and are limited to five pages of the Project Description. and

[ ] Results are limited to five pages of the Project Description.

[ ] **References Cited:**

[ ] This section includes bibliographic citations only and does not provide parenthetical information outside of the 15-page Project Description.

[ ] Each reference is in the required format, which may vary according to the norms of the scientific discipline.

[ ] **Biographical Sketch(es):**

[ ] A separate biographical sketch has been prepared through use of an NSF-approved format and provided for each individual identified as senior personnel.. The pdf file(s) has been uploaded into FastLane, Research.gov or Grants.gov.

[ ] Each biographical sketch does not exceed two pages.

[ ] The content described has been prepared in accordance with the instructions, and does not contain additional information beyond that specified.

[ ] A list, in reverse chronological order by start date of all of the individual's academic, professional, or institutional appointments, beginning with the current appointment, has been provided for each individual.

[ ] A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project has been provided. Each product includes the full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.

[ ] A list of up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation has been provided. The synergistic activities provided are specific and do not include multiple examples to further describe the activity.

[ ] **Proposal Budget:**

[ ] Each budget line item has been documented and justified in the budget justification.

[ ] Any compensation for senior personnel in excess of two months has been disclosed in the proposal budget and justified in the budget justification.

[ ] Contracts for the purpose of obtaining goods and services for the proposer's own use have been identified on Line G6 of the proposal budget, when applicable.

[ ] The amount for indirect costs was calculated by applying the current negotiated indirect cost rate(s) to the approved base(s) and amount has been specified in the budget justification.

[ ] Each budget justification does not exceed five pages or the page limitation specified in a specific program solicitation. For proposals that contain a subaward(s), **each subaward** includes a separate budget justification that does not exceed five pages.

[ ] **Cost Sharing:**

[ ] Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. While not required by NSF, proposing organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the proposal budget or budget justification.

[ ] **Current and Pending Support:**

[ ] A separate current and pending support document has been prepared through use of an NSF-approved format and provided for each individual identified as senior personnel. The pdf file(s) has been uploaded into FastLane, Research.gov or Grants.gov.

[ ] All resources made available to the individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value, have been reported.

[ ] In-kind contributions not intended for use on the project/proposal being proposed have been reported, if applicable.

[ ] Current and pending support information has been provided for this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support has been provided through the proposing organization or is provided directly to the individual.

[ ] The total award amount for the entire award period covered (including indirect costs) has been provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the individual.

[ ] If the project (or any part of the project) now being submitted has been funded previously by a source other than NSF, information has been provided regarding the last period of funding.

[ ] Information on this proposal has been included.

[ ] **Facilities, Equipment and Other Resources:**

[ ] An aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded, has been included.

[ ] Current and pending support provided as in-kind contributions to the project (such as office/laboratory space, equipment, supplies, employees, students) has been identified, where applicable.

[ ] No quantifiable financial information has been provided.

Highly unlikely> [ ] If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into FastLane, Research.gov or Grants.gov.

[ ] **Special Information and Supplementary Documentation:**

[ ] A postdoctoral mentoring plan, limited to one page, has been included, if required.

[ ] A data management plan, limited to two pages, has been included.

[ ] Letters of collaboration documenting collaborative arrangements of significance to the proposal have been included (if applicable).

[ ] Other types of information identified in Chapter II.C.2.j have been included, as appropriate.

[ ] Any additional items specified in a relevant program solicitation have been included.

[ ] **Appendices:**

[ ] Appendices many not be included unless a deviation has been authorized.

[ ] **Other Types of Proposals:**

[ ] For other types of proposals (See Chapter II.E.), the applicable proposal preparation guidance has been followed.