

## NSF MRI PROPOSAL CHECKLIST

[MRI Program Solicitation \(NSF 18-513\)](#) | [NSF Grant Proposal Guide \(NSF 18-1\)](#)

### PROPOSAL PACKAGE DOCUMENTS

- [COVER SHEET](#)
- [PROJECT SUMMARY](#)
- [PROJECT DESCRIPTION](#)
- [REFERENCES CITED](#)
- [BIOGRAPHICAL SKETCHES](#)
- [BUDGET & BUDGET JUSTIFICATION](#)
- [CURRENT & PENDING SUPPORT](#)
- [FACILITIES, EQUIPMENT & OTHER RESOURCES](#)
- [COLLABORATORS & OTHER AFFILIATIONS](#)
- [DATA MANAGEMENT PLAN](#)  
[Union's Data Management Guide](#)
- [SUPPLEMENTARY DOCUMENTS](#)
  - Required***
    - LIST OF ALL DOCUMENTS INCLUDED IN THIS SUPPLEMENTARY DOCUMENTS SECTION
    - STATEMENT OF ORGANIZATIONAL CLASSIFICATION
    - LETTER OF INSTITUTIONAL COMMITMENT TO OPERATIONS & MAINTENANCE
    - ITEMIZED VENDOR QUOTES
  - Encouraged***
    - STATEMENTS FROM INDIVIDUALS
    - [LIST OF SUGGESTED REVIEWERS](#)
  - If Applicable***
    - PRIVATE SECTOR OR OTHER ORGANIZATION PARTNER LETTER OF COLLABORATION
    - LIST OF PARTNERING ORGANIZATIONS

## PROJECT DESCRIPTION

Max. 15 pages, including all figures and charts – see MRI solicitation for suggested length of subsections.

**Project Description MUST adhere exactly to using subsections (a)-(e) and address the intellectual merits and broader impacts of the proposed effort.**

### a. Information about the Proposal

#### a.1. Instrument Location and Type

- In a single separate line, indicate the physical location to house the proposed instrument, as follows: Instrument Location: Name of Lab, Room Number, Building Name
- In a single separate line, provide a concise description of the instrument being acquired.

### b. Research Activities to be Enabled

In-depth discussion should include only those who will most actively use the instrument; other more minor users should be described in a condensed (e.g., table) format.

- Results from Prior NSF Support (MERCEDES WILL PREPARE THIS SECTION)
- Research program(s) and research training activities to be enabled and that drive the request for the proposed instrument
- Current and potential funding sources that may support these activities and/or how the instrument will better enable future support
- Personnel – in narrative or tabular form – by research area, number, and type who will use and benefit from the instrument

### c. Description of the Research Instrument and Needs

Suggested length: up to 2 pages

- Technical description of instrument, clearly explaining how research drives the request.
- Description and accessibility of comparable equipment (in close geographic proximity or accessible through collaborations or cyberinfrastructure) and a clear justification for the proposed instrument.

### d. Broader Impacts (Including Impact on Research and Training Infrastructure)

Discuss broader impacts that will result from the instrument acquisition, including how the instrument will help to:

- Attract researchers
- Substantially improve the institution's capabilities to conduct leading-edge research
- Improve the quality of research training
- Broaden participation in science and engineering by women, URM, and persons with disabilities

### e. Management Plan

Suggested length: up to 2 pages

- Description of space or the facility in which the instrument will be placed
- How and who will operate and maintain the instrument over its expected lifetime
  - If expertise not currently available, explain how it will be obtained
- Procedures for allocating instrument time and plans for attracting/supporting new users
  - Information on anticipated usage and downtime.