

NSF MRI PROPOSAL CHECKLIST

[MRI Program Solicitation \(NSF 18-513\)](#) | [NSF Grant Proposal Guide \(NSF 20-1\)](#)

PROPOSAL PACKAGE DOCUMENTS

- [GRANT PROPOSAL APPROVAL FORM \(GPAF\)](#)
- [COURSE COVERAGE PLAN \(CCP\)](#)
- [LIST OF SUGGESTED REVIEWERS](#)
Provide name, email address, and organization affiliation of any suggested reviewers.
To list potential reviewers you'd like to exclude, provide a name and brief description of the reason (scientific/personal conflict).
- [COLLABORATORS & OTHER AFFILIATIONS](#)
- [COVER SHEET](#)
- [PROJECT SUMMARY](#)
- [PROJECT DESCRIPTION](#)
- [REFERENCES CITED](#)
- [BIOGRAPHICAL SKETCHES](#)
Special notes for Synergistic Activities: A list of up to five distinct 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. Examples should be specific and could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual's immediate organization. **Examples with multiple components are not permitted.**
- [BUDGET & BUDGET JUSTIFICATION](#)
- [CURRENT & PENDING SUPPORT](#)
- [FACILITIES, EQUIPMENT & OTHER RESOURCES](#)
Along with information as described in the PAPPG, provide a listing of similar and/or related instrumentation at or near the performing organization as "Other Resources"
- [DATA MANAGEMENT PLAN](#)
[Union's Data Management Guide](#)
[Dissemination and Sharing of Research Results](#) (Guidance by Directorate)
- [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
 - 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 (MERCEDS 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.