

## NSF MRI PROPOSAL CHECKLIST

[MRI Program Solicitation \(NSF 18-513\)](#) | [NSF Grant Proposal Guide \(NSF 22-1\)](#)

### PROPOSAL PACKAGE DOCUMENTS

[GRANT PROPOSAL APPROVAL FORM \(GPAF\)](#)

[COURSE COVERAGE PLAN \(CCP\), if applicable](#)

[FINANCIAL CONFLICT OF INTEREST FORM \(FCOI\)](#)

[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 organizational affiliation.

[COLLABORATORS & OTHER AFFILIATIONS](#)

- [FAQs for COA](#)
- [Template for COA](#)

[COVER SHEET](#)

[PROJECT SUMMARY](#)

[PROJECT DESCRIPTION](#)

[REFERENCES CITED](#)

[BIOGRAPHICAL SKETCHES](#)

- [Clarification on synergistic activities](#)
- [NSF PAPPG 20-1 FAQs](#): See top of page 16 for additional synergistic activity clarification
- [NSF-approved templates](#)
- [Using SciENcv FAQs](#)
- [Using Fillable PDF FAQs](#)

[BUDGET & BUDGET JUSTIFICATION](#)

[CURRENT & PENDING SUPPORT](#)

- [NSF-approved templates](#)
- [FAQs for CPS](#)
- [Webinar on NSF Approved Formats](#)
- [Using SciENcv FAQs](#)
- [Using Fillable PDF FAQs](#)

[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](#)

- [NSF DMP Requirements by Directorate](#)
- [Union's Data Management Guide](#)

[SUPPLEMENTARY DOCUMENTS](#)

- 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 (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.