

# NSF PROPOSAL CHECKLIST

[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](#)
- [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](#)
- [DATA MANAGEMENT PLAN](#)
  - [NSF DMP Requirements by Directorate](#)
  - [Union's Data Management Guide](#)
- [SUPPLEMENTARY DOCUMENTS](#)
  - [LETTERS OF COLLABORATION](#)

- [Letter of Collaboration Template](#)

ITEMIZED VENDOR QUOTES, if applicable

**Proposal Font, Spacing, and Margin Requirements**

**Margins:** 1 inch margins

**Font:** Arial 10 points or larger; Times New Roman 11 points or larger; or Computer Modern 11 points or larger

**Smaller font can be used:** A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. Pls are cautioned, however, that the text must still be readable.

**Spacing:** Single-spaced

**Columns:** Single