NSF CONFERENCE PROPOSAL CHECKLIST
NSF Grant Proposal Guide (NSF 22-1) – 9. Conference Proposals

PROPOSAL PACKAGE DOCUMENTS

☐ **GRANT PROPOSAL APPROVAL FORM (GPAF)**

☐ **COURSE COVERAGE PLAN (CCP), if applicable**

☐ **FINANCIAL CONFLICT OF INTEREST FORM (FCOI)**

☐ **COLLABORATORS & OTHER AFFILIATIONS (when budget exceeds $50,000)**
- **FAQs for COA**
- **Template for COA**

☐ **COVER SHEET**
- On the cover sheet, select "Conference" for the Type of Proposal

☐ **PROJECT SUMMARY**

☐ **PROJECT DESCRIPTION (Max. 15 pages)**
Must contain:
   a. A statement of the need for such a gathering and a list of topics;
   b. Separate statements on the intellectual merit and broader impacts of the proposed activity;
   c. A listing of recent meetings on the same subject, including dates and locations;
   d. The names of the chairperson and members of organizing committees and their organizational affiliations;
   e. Information on the location and probable date(s) of the meeting and the method of announcement or invitation;
   f. A statement of how the meeting will be organized and conducted, how the results of the meeting will be disseminated and how the meeting will contribute to the enhancement and improvement of scientific, engineering and/or educational activities;
   g. A plan for recruitment of, and support for, speakers and other attendees, that includes participation of groups underrepresented in science and engineering (e.g., underrepresented minorities, women, and persons with disabilities);
   h. A description of plans to identify resources for childcare and other types of family care at the conference site to allow individuals with family care responsibilities to attend. Attendance for some participants will be dependent on the availability of such resources. This information should help enable attendees to make arrangements for family care, as needed; and
   i. Results from Prior NSF Support (up to five pages): If **any PI or co-PI** identified on the proposal 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,
   information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. See Chapter II.C.2.d.(iii) for additional instructions on preparation of this section.

☐ **BUDGET & BUDGET JUSTIFICATION**
Proposal Budget and Budget Justification: A budget, and budget justification for the conference that is prepared in accordance with Chapter II.C.2.g. The following provides a listing of the types of costs that may be included on a

conference budget. When anticipated, such costs should be specifically and clearly identified in the proposed scope or work and budget. Note that registration fees under NSF-supported conferences are considered program income. For additional information on program income generated from conferences, see Chapter VIII.D.4.

a. Conference Facilities. Rental of facilities and necessary equipment.

b. Supplies. Expendable materials and supplies necessary for the meeting.

c. Conference Services. Costs of translation services, audio visual, webcast, and computer services for recording, transmitting and transcribing the proceedings.

d. Publication Costs. Costs of publishing the proceedings.

e. Salaries. Salaries of professional personnel, editorial and clerical assistants and other staff members in proportion to the time or effort devoted to the preparation and conduct of the conference and summarizing its results.

f. Consultant Services and Speaker Fees. Reasonable fees and travel allowances and per diem (or meals provided in lieu of per diem). Consultants' travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable. Additional information on the allowability of consultant or professional service costs is available in 2 CFR § 200.459. In addition to other provisions required by the proposing organization, all contracts made under the NSF award must contain the applicable provisions identified in 2 CFR § 200, Appendix II.

g. Meals and Coffee Breaks. Meals that are an integral and necessary part of a conference (e.g., working meals where business is transacted). Funds may be included for furnishing a reasonable amount of hot beverages or soft drinks to conference participants and attendees during periodic coffee breaks. Proposed costs for meals must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the grantee organization in its regular operations as the result of the grantee organizations' written policies. In the absence of an acceptable, written grantee organizational policy regarding meal costs, 2 CFR §200.475(d) will apply. Costs that will be secured through a service agreement/contract should be budgeted under Line G.6, Other Direct Costs, to ensure the proper allocation of indirect costs.

h. Participant Support Costs. (See PAPPG Chapter II.C.2.g(v))..

i. Dependent Care Costs. As needed, the costs of identifying, but not providing, locally available dependent care resources may be included.

The following provides a listing of the types of costs that are **not allowable** for inclusion on a conference budget.

(i) Meals and Coffee Breaks for Intramural Meetings. NSF funds may not be included or spent for meals or coffee breaks for intramural meetings of an organization or any of its components, including, but not limited to, laboratories, departments and centers, as a direct cost.

(ii) Entertainment. Costs of entertainment, amusement, diversion and social activities (such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities) are unallowable and may not be requested. Travel, meal, and hotel expenses of awardee employees who are not on travel status also are not permitted. See also 2 CFR § 200.438.

(iii) Alcoholic Beverages. No NSF funds may be requested or spent for alcoholic beverages.

(iv) Speaker Fees. Speakers and trainers are not considered participants and should not be included in this section of the budget. However, if the primary purpose of the individual's attendance at the conference is learning and receiving training as a participant, then the costs may be included under participant support. If the primary purpose is to speak or assist with management of the conference, then such costs should be budgeted in appropriate categories other than participant support.

☐ **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**

- Facilities, Equipment and Other Resources: If there will be support from other sources for the conference, such information should be included in the Facilities, Equipment and Other Resources section of the proposal. The description should be narrative in nature and must not include any quantifiable financial information Chapter II.C.2.i should be consulted to prepare this portion of the proposal. If included, these resources will not be auditable and must not be included in the proposal budget or budget justification. A description of such support should be included in the Facilities, Equipment and Other Resources section of the proposal.

☐ **DATA MANAGEMENT PLAN**

- **NSF DMP Requirements by Directorate**
- **Union's Data Management Guide**

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. PIs are cautioned, however, that the text must still be readable.

Spacing: Single-spaced

Columns: Single