

## NSF RUI PROPOSAL CHECKLIST

[RUI Solicitation \(NSF 14-579\)](#) | [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](#)
  - See [NSF 14-579](#) Section V. Proposal Preparation Instructions for guidance on RUI proposal 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
  
- RUI CERTIFICATION OF ELIGIBILITY, provided by the Grants Office
  
- RUI IMPACT STATEMENT
  - See [NSF 14-579 Section V. Proposal Preparation Instructions](#) for guidance on RUI Impact Statement
  - [RUI Impact Statement Template](#)
  - All RUI proposals must include a RUI Impact Statement that does not exceed five (5) pages. The statement is an opportunity to provide information that will help a reviewer to assess the likely impact of the proposed project on the research environment of the predominantly undergraduate institutions(s); the impact on the career(s) of the faculty participants, and on the ability of the involved department(s) to better prepare students for entry into advanced-degree programs and/or careers in science and engineering. An enhanced departmental environment may be reflected in direct student training in research and in increased involvement of the faculty in competitive research. These factors, in turn, may lead to improved student preparation, curricular impact and faculty development. The RUI Impact Statement should highlight the record of the department(s) and institution(s) in educating undergraduates for science and engineering careers. The statement should also discuss the plans to attract qualified undergraduate students to the project, including the criteria for their selection, and any provisions that will increase the participation of groups underrepresented in science and engineering. (Underrepresented groups include women, persons with disabilities, African Americans, Hispanic Americans, Native Americans, Alaska Natives and Native Hawaiians and other Pacific Islanders.) It should explain any plans for measuring the effect of project participation on the participating students during and after their undergraduate years. Finally, the RUI Impact Statement should explain the anticipated contribution of any new research tools (instrumentation, databases, etc.) to both the education and research opportunities for students and faculty. The RUI Impact Statement may include information on factors affecting research productivity, such as teaching loads, availability (or lack) of support personnel, nature of experimental and computational facilities, and features of the student population. It may also describe institutional support for research activity by faculty and students and the anticipated impact of that support on the proposed project.

### **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