

## NSF PROPOSAL DIGEST

Program Title and Solicitation Number:

Due Date:

Font/margin: Use Arial 11 pt. font, 1” inch margins in all directions

**A. COVER SHEET** – completed online via FastLane.

**B. PROJECT SUMMARY** (4600 characters max)

Include a self-contained description of the activity that would results if the proposal is funded. Write in the 3<sup>rd</sup> person and include a statement of objectives and methods to be employed. *Clearly address in separate statements intellectual merit and broader impacts.* Proposals that do not do so will be returned without review.

**C. TABLE OF CONTENTS** – autogenerated via FastLane

**D. PROJECT DESCRIPTION** (15 pages)

**i. NSF RESUBMISSION/REVISION**

Use this section to address past critiques and emphasize the progress that has been made since the resubmission. Keep this brief – one page or less.

**ii. RESULTS FROM PRIOR NSF SUPPORT** (5 pages max of the 15 pages)

Must be included for any PI or co-PI for past 5 years. State Title, NSF award #, amount & period of support. Summarize the *results* of completed work to date and resulting publications. If more than one per PI, choose most related.

**iii. INTRODUCTION**

Provide a basic but thorough introduction to your subject. Don't expect reviewers to be familiar with your field so you should include clarifying information for your project. Reviewers are an intelligent, yet diverse audience. State your overall vision and motivating rationale. What is lacking? Provide background and need/significance. Do you have preliminary results?

**iv. PROJECT PLAN**

Include Goals, Objectives and Deliverables. Describe your Activities. Provide enough information as to why you and your team are expert enough to accomplish the goal. What facilities and resources are available? How will you address a diversity component? Goal?

Include for each Objective: (1) Methods/Activities (2) Expected Results/Deliverables (3) Limitations & alternatives & (4) Timeline/Resources if needed

**v. BROADER IMPACTS**

Provide a discussion of the broader impacts of the proposed activities. What may be the benefits of the proposed activity to society? Will the results be disseminated broadly to enhance scientific and technological understanding? How well does the proposed activity broaden the participation of underrepresented groups?

**vi. MANAGEMENT PLAN** – for projects with more than one PI

Detail how the project will be managed. Who is responsible overall for the project and include specific roles and responsibilities information for PI, co-PIs and senior personnel. Are there advisory boards? Industry relations? How will communications be handled? Quarterly meetings? Include activities, persons responsible and timeline. Will the project be sustainable and how after the NSF funding period?

**vii. EVALUATION/ASSESSMENT PLAN**

This is an area that is receiving more emphasis from NSF. Be sure to include details about how your project and objectives will be evaluated and how results will be analyzed. Project evaluation should be reflected in the budget as well.

**viii. DISSEMINATION**

How will results be broadly conveyed? Professional conferences, papers, special seminars, etc.

**ix. SUMMARY**

Summarize project goals and expected outcomes, including how they pertain to broader impacts.

**E. REFERENCES CITED** (use consistent style – APA, IEEE, Chicago, MLA, etc)

Be sure to cite any references mentioned in the Program Solicitation.

**F. BIOGRAPHICAL SKETCHES** (2 pages; may vary, check solicitation)

Include Professional preparation, appointments, publications (has limits), synergistic activities and collaborators. See GPG for specific details and formatting required.

**G. BUDGET** (by year and summary)

**i. BUDGET JUSTIFICATION** (3 pages, max vary)

**H. CURRENT AND PENDING SUPPORT**

**I. FACILITIES, EQUIPMENT & OTHER RESOURCES**

**J. SPECIAL INFO & SUPPLEMENTARY DOCUMENTATION**

**i. POST DOCTORAL MENTORING PLAN**

Need to include Post Doctoral Mentoring Plan, required by NSF as of 2010, if any post doctorates are included in project activities. Separate from project description, 1 page.

**ii. DATA MANAGEMENT PLAN**

New as of Jan 2011. REQUIRED ON ALL PROPOSALS TO NSF. Need to include Data Management Plan, even if no data will be collected must still include a statement as such in your plan. Separate from project description and up to 2 pages.

**K. APPENDICES**

Reviewers do not have to read but often check for letters of support and expect them from any commitments by your and partner institutions.