

NSF PROPOSAL ROUTE/REVIEW/SUBMISSION CHECKLIST

Solicitation-specific instructions may supplement or deviate from these instructions.

Always read the solicitation carefully.

This checklist contains the standard requirements for a proposal for the “Research – not EAGER or RAPID” funding mechanism type. Also see special instructions in PAPPG [Chapter II.E “Types of Proposals”](#) for special guidance related to [RAPID](#), [EAGER](#), [RAISE](#), [GOALI](#), [Ideas Lab](#), [FASED](#), [Conference](#), [Equipment](#), [Travel](#), [Center](#), or [Research Infrastructure](#) Proposals.

Guidance effective for proposals with deadlines January 30, 2017 and later:

- [Proposal & Award Policies & Procedures Guide \(PAPPG\), 17-1](#)
- [NSF Grants.gov application guide effective \(2017\)](#)
- [NSF Frequently Asked Questions on Proposal Preparation, per 17-1](#)

NEW WITH PAPPG 17-1: Biggest changes to proposal preparation guidance are as follows:

1. Documents previously called Grants Proposal Guide (GPG) and Award Administration Guide (AAG) consolidated into one document: PAPPG
2. Changes to conflicts required to be listed in Collaborators & Other Affiliations required
3. Addition of new proposal types: RAISE and GOALI

➡ **Special Grants.gov guidance indicated with “☞”**

- NSF proposals can be submitted System-to-System (S2S) using [Kuali Coeus \(KC\)](#), or by completing the Grants.gov Adobe forms, except for collaborative proposals, proposals with no senior personnel effort budgeted, preliminary proposals, and where otherwise prohibited by the solicitation or Grants.gov package requirements.
- See the OSP [“MIT Facts for Proposal Development” website](#) for additional data required to complete an Adobe package for Grants.gov submission.
- See OSP website on [“NSF Implementation of Grants.gov”](#) for most current information.

REQUIRED COMPONENTS for Lead vs. Non-Lead organizations in simultaneously submitted Collaborative Research proposals (must be linked in FastLane – cannot be submitted via Grants.gov)

Lead Organization	Non-Lead Organization(s)
<p>NSF REQUIRES Cover Sheet Project Summary Table of Contents (automatically generated) Project Description References Cited Biographical Sketches Budget and Justification Current and Pending Support Facilities, Equipment and Other Resources Data Management Plan Collaborators & Other Affiliations document(s) Postdoctoral Mentoring Plan (if applicable) Other Supplementary documents (if applicable) BIO directorate classification form (if applicable) DUE classification form (if applicable)</p>	<p>MIT REQUIRES: <u>All</u> MIT proposals must include a SOW. If MIT is non-lead, and Lead has not yet provided a full and complete project description, MIT PI <u>must</u> provide a description of MIT’s role in the project for internal review.</p> <p>NSF REQUIRES Cover Sheet Table of Contents (automatically generated) Biographical Sketches Budget and Justification Current and Pending Support Facilities, Equipment and Other resources Collaborators & Other Affiliations document(s) BIO directorate classification form (if applicable) DUE classification form (if applicable)</p>

<p>Dates and Deadlines PAPPG I.F & Exhibit III-1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If a NSF deadline date falls on a Federal Holiday or weekend, the deadline is extended to the following business day. <input type="checkbox"/> Start Date should be at least 6 months (merit review) + 30 days (award processing) after the deadline (See PAPPG Exh III-1)
<p>Letters of Intent/ Pre-proposals PAPPG I.D</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Letters of Intent do not need to be routed to OSP for approval unless specified in the solicitation that AOR approval is required. If AOR approval is required, route in KC as you would a preliminary proposal (below) <input type="checkbox"/> Preliminary proposals must be routed to OSP <ul style="list-style-type: none"> <input type="checkbox"/> KC proposal type “Pre-proposal” for submission in FastLane <input type="checkbox"/> PI certification is not required <input type="checkbox"/> Subawardee/Collaborator certification letters not required
<p>System Validations: FastLane Auto-compliance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If in FastLane: has Sponsored Projects Office (SPO = OSP) Submit Access been allowed? <input type="checkbox"/> If in FastLane: did CHECK button reveal any errors or warnings? <i>Note: these functions are only available to PIs & Co-PIs from the FastLane “Proposal Actions” screen. Other Authorized Users logged into a specific proposal using the temporary proposal number and a PIN cannot allow SPO access or “Check” for errors</i> ➔ If Grants.gov, did validations pass?
<p>Personnel, Project Roles MIT COI Policy: NSF</p>	<ul style="list-style-type: none"> <input type="checkbox"/> MIT PI status is required for PIs, Co-PIs, and all other Senior Personnel for NSF proposals <input type="checkbox"/> All <u>faculty</u> funded by a NSF proposal <u>must</u> be listed as either a PI/Co-PI, or as Senior Personnel <input type="checkbox"/> All PIs/Co-PIs/Senior Personnel must have completed KC Proposal certification/COI screening <ul style="list-style-type: none"> <input type="checkbox"/> set COI Discl. Req to include Key Persons if any are listed <input type="checkbox"/> All PIs and Co-PIs must have a FastLane ID #s authorized for PI submission by MIT. <ul style="list-style-type: none"> <input type="checkbox"/> Contact NSF-help@mit.edu if FastLane ID is needed or if pre-existing FastLane ID created at another institution should be authorized with MIT.
<p>Certifications & MIT Internal Attachment requirements:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> When a subaward is budgeted, MIT requires Institutionally Authorized subawardee assurances and certifications regarding NSF policy. This letter does not need to be submitted to the NSF unless specified in the solicitation. A template letter is available on the OSP website. Upload as Other Institutional Attachments. <input type="checkbox"/> MIT requires a letter quoting any named consultant’s role, expertise, and established consultant rate. See OSP: Proposal Preparation Basics <input type="checkbox"/> Be sure to enter correct Activity Type in KC Proposal details.
<p>Format of the Proposal PAPPG II.B</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All attachments must be paginated (including supplementary documents) <input type="checkbox"/> Margins 1” in all directions, <input type="checkbox"/> See PAPPG II.B.2 for a list of acceptable typefaces and sizes (see footnote if using a Mac) ➔ Filename for attached PDFs should not include spaces or special characters. ➔ Files should be attached in PDF format with no special features. See NSF guidance on PDFs (applicable to FastLane and Grants.gov)
<p>Locations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enter any subawardee or other performance sites in KC under Proposal > Basics > Organization and Location. If Organization does not already exist in KC, request it be added at KC: Request New Subawardee Organization <input type="checkbox"/> For FastLane, add Other organizations (subawards) in the Budget section only. ➔ For Grants.gov, information for at least MIT (and any other sites) must be entered on Project/Performance Site Location(s) form as well as in the budget ➔ For KC S2S submission, this is completed by KC. Be sure to include each congressional district to avoid an error.

<p>PI/Co-PI Info</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In FastLane, this feeds from PI information associated with each PI/Co-PI's FastLane ID#. Does not print as part of the proposal. ➤ Personal Data form must be completed for Grants.gov submission by Adobe ➤ For S2S submission, MIT has made an institutional decision not to collect or report this optional information. No boxes will be checked.
<p>Cover Sheet PAPPG Chapter II.C.2.a.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program Announcement/Solicitation completed in FastLane & KC <input type="checkbox"/> For consideration by NSF Organization Unit(s) – see PAPPG ChII.C.2.a(3) <input type="checkbox"/> FastLane Cover: Complete checkboxes and info regarding: <ul style="list-style-type: none"> <input type="checkbox"/> Previous award number if a renewal <input type="checkbox"/> Other Federal agency(s) applying to <input type="checkbox"/> Is this a Preliminary Proposal? <input type="checkbox"/> Has MIT received a Special Deadline Exception (PAPPG Ch. I.F) <input type="checkbox"/> Title Prefix: (e.g. “Collaborative Research”, “GOALI”, or per solicitation.) <input type="checkbox"/> Review the PI/Co-PI's certification answers for consistency with the Project Description. Especially watch for items requiring Compliance (aka “Special reviews”) for KC tab and NSF cover page <ul style="list-style-type: none"> <input type="checkbox"/> Human subjects: Enter “pending”. FWA # is 00004881 <input type="checkbox"/> Animals: Enter “pending” Enter Assurance# A-3125-01 <input type="checkbox"/> International collaboration or any budgeted international travel (including conferences) <ul style="list-style-type: none"> ▪ Up to five (5) countries may be selected. ▪ If international destination unknown, enter Worldwide (displays as “XX”) <input type="checkbox"/> Select Funding Mechanism <input type="checkbox"/> Select Collaborative Status (II.D.3) <ul style="list-style-type: none"> <input type="checkbox"/> Note: Unfunded, parallel funded international, or MIT-internal collaborations should be marked “not a collaborative proposal.” <input type="checkbox"/> For collaborative proposals from multiple organizations where MIT is <u>not</u> the lead, and MIT's role unclear from documents in FastLane (or if the lead has not yet uploaded a complete proposal), please include an “internal use SOW” as Other Institutional Document in KC to allow review. <input type="checkbox"/> Budget total \$ correctly stated in the “Total” box on FastLane cover page <input type="checkbox"/> <i>Check solicitation for other special requirements</i> ➤ NSF Cover Page form required: Program & Division Codes for the solicitation can be found at https://www.fastlane.nsf.gov/pgmannounce.jsp ➤ For KC S2S, complete Proposal > Basics > Sponsor & Program Information and S2S questionnaire to populate this form ➤ Use only New or Renewal proposal types for Grants.gov. NSF does not use Resubmission, Revision, or Continuation proposal types, and all pre-applications (aka preliminary proposals) must be submitted via FastLane. ➤ If submitting a Renewal, or full application related to a previously submitted preliminary proposal, enter 7-digit award or proposal number in box 4a (“Sponsor Div Code” in KC S2S).
<p>Project Summary PAPPG Chapter II.C.2.b.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Must be written in third person; one page maximum <input type="checkbox"/> For FastLane: Three text boxes must be completed (do not copy-paste formatted text) <ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Intellectual Merit <input type="checkbox"/> Broader Impacts <input type="checkbox"/> The Special Characters checkbox and uploaded summary should <u>only</u> be used when Special Characters are required. (additional detail) <input type="checkbox"/> All three headings must be used in an uploaded summary. ➤ For Grants.gov: Must be uploaded as one-page separate attachment including the three headings noted above and attached at “Other Project Information” form ➤ Use KC attachment type “ProjectSummary” for S2S inclusion

<p>Project Description PAPPG Chapter II.C.2.d.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Usually 15 Page Max – URLs must not be used (ii) <input type="checkbox"/> A separate section labeled “Broader Impacts” is required <input type="checkbox"/> A separate section labeled “Results from Prior NSF Support” is required (iii) for all PI’s and Co PI’s who have received NSF support with a start date in the past 5 years including active awards: includes conference, travel, and NSF fellowship awards. Up to 5 pages is allowed for all PIs combined. The following information is required for <u>each</u> PI’s most relevant award. <ul style="list-style-type: none"> <input type="checkbox"/> Award number (including program prefix), amount, and period of support, the title of the project <input type="checkbox"/> Summary of the results, separated into two distinct subheadings “Intellectual Merit” and “Broader Impacts” <input type="checkbox"/> List of publications (include full citations or refer to References Cited) If none, state “No publications were produced under this award” <input type="checkbox"/> Evidence of other research products and their availability, as described in the Data Management Plan of the prior award <input type="checkbox"/> If proposal is for renewed support, describe relationship to current project and include information on human-resources development per PAPPG Ch. V <input type="checkbox"/> If recently awarded and no results exist, describe major goals of project <input type="checkbox"/> Check this section for references to human subjects, animals, collaborations, etc. that may need to be addressed in other sections. <input type="checkbox"/> Other requirements apply to special proposal types, see list at top of page 1 <input type="checkbox"/> Other Criteria may be listed in solicitation & may impact NSF funding decision <input type="checkbox"/> Full proposal resulting from preliminary proposal to reference preliminary proposal #. ➡ For Grants.gov, attached at “Other Project Information” form ➡ Use KC attachment type “Narrative ” for S2S inclusion
<p>References Cited PAPPG Chapter II.C.2.e.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED for all proposals: if N/A, upload a document stating N/A <input type="checkbox"/> Each reference must include the names of <i>all</i> authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication -- “et al” not allowed. <input type="checkbox"/> If the document is available electronically, the website address (URL) should be identified (if readily available) ➡ For Grants.gov, attached at “Other Project Information” ➡ Use KC attachment type “Bibliography” for S2S inclusion
<p>Biographical Sketch PAPPG Chapter II.C.2.f.</p> <p>(Continues)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required to be separately uploaded for all named senior personnel (i) <input type="checkbox"/> 2 Page Limit – usually (check solicitation) <input type="checkbox"/> No personal info: marital status, citizenship, home address/phone/email <input type="checkbox"/> The following sections are required. Inclusion of information beyond that specified may result in return without review. <ul style="list-style-type: none"> A. Professional Preparation (oldest to newest, include Institution(s), location, major/area, and year for undergrad thru postdoc) B. Appointments (newest to oldest, starting with current) C. Products (includes publications, data sets, software, patents, or copyrights – not unpublished papers or invited lectures) <ul style="list-style-type: none"> (May be titled “publications” if only publications are included) (i) Up to 5 most closely related to proposed project (ii) Up to 5 other significant products D. Synergistic Activities (up to 5 examples) <input type="checkbox"/> Information on exceptional qualifications of Postdocs, Other professionals, or student research assistants may be included. Clearly mark as “Other Personnel” and upload as a single Other Supplementary Document (ii) <input type="checkbox"/> Brief sketches required for auxiliary users on equipment proposals should also be uploaded in a single Other Supplementary Doc with other biographical information (iii)

<p>(Continued) Biographical Sketch PAPPG Chapter II.C.2.f.</p>	<ul style="list-style-type: none"> ☛ For Grants.gov NSF ID # should be entered on RR Senior/Key Person Profile form. Contact NSF-help@mit.edu to obtain new NSF ID or to reset password. ☛ For S2S submission, enter 9-digit NSF ID # in KC under Key Personnel > Personnel > Details > eRA Commons User Name ☛ Be sure to complete Directory Title, address (including 9-digit zip) and phone number for any non-MIT persons listed as Senior/Key ☛ Use KC “Personnel Attachment(s)” type “Biosketch” for S2S inclusion on NSF Senior/Key Person Profile (Expanded) form
<p>Budget (Including Justification) PAPPG Chapter II.C.2.g.</p> <p>(Continues)</p>	<p>BUDGET FORMS:</p> <p>Salaries and Wages (i)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Senior Personnel who are not budgeted for any effort must be removed from the budget pages ☛ Note that if there is no effort for Senior Personnel, the proposal will not be eligible for Grants.gov submission. Proposal will error if no Senior Personnel effort included in budget. <input type="checkbox"/> Project Role for all Sr. /Key must be completed on each page of the FastLane or Grants.gov budget (recommended roles: “PI”, “CoPI” or “Faculty Associate”) <input type="checkbox"/> Other Personnel: Budget detail for postdoctoral associates and other professionals must include the total number of persons for each position, with full-time equivalent person-months, and total salaries requested. ☛ For Grants.gov submissions, all PIs, Co-PIs, Senior Personnel, Other Professionals and Postdocs must be included and named in Section A. Names may not be duplicated. <input type="checkbox"/> For students, secretarial/clerical/technical positions, the total number of persons and amount of salary requested in each category is required. <p>Other Costs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment should include only major equipment (over \$5,000) and each item of equipment must be specified in the budget detail. <input type="checkbox"/> Domestic and foreign travel costs should be budgeted separately <input type="checkbox"/> Participant Support Costs separately budgeted and includes number of supported participants <input type="checkbox"/> Other Costs (line G6) should be used for RA Tuition, Human Subjects incentive payments, and any other costs that do not fall in another category. Itemize in budget justification <p>Calculated and Indirect Costs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> MIT Allocation costs: <ul style="list-style-type: none"> ○ Include S&W allocation under B.6 (“Other Personnel”) ○ Include M&S allocation under G,6 (“Other direct costs”) ○ Justify thoroughly, including rates and bases used. <input type="checkbox"/> MIT’s F&A rate is only applicable to Organized Research. If no federally negotiated indirect rate exists, a <i>de minimis</i> rate of 10% MTDC should be budgeted for indirect costs (including foreign subawardees) unless there is a specific exception in the solicitation. MIT policy for all non-research funded by federal sponsors (see: de minimis) <p>BUDGET JUSTIFICATION:</p> <p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> For additional guidance and template language, see OSP: Budget Justification Templates <input type="checkbox"/> 3 Page Limit to each Budget Justification (lead and subaward budgets) <input type="checkbox"/> Separate budget detail & justification required for each known subawardee organization. <input type="checkbox"/> Justification(s) should be clearly labeled, follow each line item in the budget, and accurately describe purpose of costs and basis of estimates. <p>Personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> “MIT fully supports...” statement is <i>prohibited</i> in the budget justification for NSF proposals. NSF considers this cost sharing. Do not include. <ul style="list-style-type: none"> ○ If no effort/salary is committed for any personnel, their role should be included under Facilities, Equipment, and Other Resources instead. <input type="checkbox"/> Any senior personnel at more than 2 months/year? If so must be disclosed in the justification.

<p>(Continued) Budget (Including Justification) PAPPG Chapter II.C.2.g.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Rate of pay for senior personnel, postdoctoral associates, and other professionals must be included in the budget justification. <p>Travel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Domestic and foreign travel costs should be justified separately. Trips must be specified by destination and cost. Include dates of visit if known (iv) (a,b,c) <input type="checkbox"/> Conference attendance costs are only allowable if justified in terms of proposal objectives and/or dissemination of results. <p>Participant Support (v)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participant support should be separately justified and described adequately in the justification to determine allowability. Number of participants to be supported must be entered. <input type="checkbox"/> Usually only allowed in “Conference Grants” or for educational/training. <input type="checkbox"/> Stipends should not be paid as payroll expenses: contact OSP for details <input type="checkbox"/> No direct support for MIT employees, including students, is allowed; MIT persons may participate in provided conference meals and coffee breaks <input type="checkbox"/> Participant support costs are exempt from indirect cost <p>Indirect Cost</p> <ul style="list-style-type: none"> <input type="checkbox"/> For non-research proposals, include this statement in place of the standard F&A justification: <ul style="list-style-type: none"> o “This proposal supports non-research related activities at MIT. MIT does not have a federally negotiated indirect cost rate for non-research sponsored activities; therefore, indirect costs are requested at a <i>de minimis</i> rate of 10% MTDC per 2 CFR 200.” <p>RELATED VALIDATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> If Postdoctoral researchers are budgeted, a mentoring plan is required <input type="checkbox"/> If Foreign travel is budgeted, the International Activities field on the NSF cover page should indicate the relevant countries. If international destinations are TBD, select “Worldwide” on the cover sheet. (displays as “XX”) <p>ADDITIONAL DETAIL FOR GRANTS.GOV:</p> <ul style="list-style-type: none"> ➤ For Grants.gov, R&R Budget form must be completed for MIT and any subawardees. ➤ For KC S2S submission including subawards, each subawardee budget should be completed using Adobe Form available here: R&R Subaward Budget Attachment(s) Form - 10 Attachments – extract subawardee budget form from downloaded Adobe file. ➤ Use KC Attachment “BudgetJustification” for S2S inclusion of justification ➤ For KC S2S, manually uncheck the “Submit Cost Sharing” box under “Budget Settings” unless Cost Sharing is mandatory per the solicitation. NSF prohibits voluntary cost sharing
<p>Current & Pending PAPPG Chapter II.C.2.h.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required to be separately uploaded for all named senior personnel <input type="checkbox"/> All support dedicated to a particular project, regardless whether the source is internal or external to MIT, must be listed. <input type="checkbox"/> Include at minimum for each award/proposal: Title, Dates, Total award amount, Sponsor, Budgeted Person-months of support <i>NOTE: Only budgeted support should be listed. List 0 months for any award on which there is no budget commitment!</i> <input type="checkbox"/> Be sure “<u>THIS</u>” proposal is included, with the correct budget amount <input type="checkbox"/> Proposed and active NSF support should not exceed 2 months without additional justification. NSF policy limits senior personnel to 2 months support. <input type="checkbox"/> Total active support may not exceed 100% (for example, more than 3 months summer salary). <input type="checkbox"/> If this project was previously supported by a source other than the NSF, this support must be listed for the most recent period of funding even if expired. ➤ Use KC “Personnel Attachment(s)” type “Current and Pending” for S2S inclusion on NSF Senior/Key Person Profile (Expanded) form

<p>Facilities, Equipment, and Other Resources PAPPG Chapter II.C.2.i.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required for all proposals: If N/A, upload a document stating N/A <input type="checkbox"/> This section should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. <input type="checkbox"/> If any participating MIT employees are unbudgeted, list them in this section. Describe their role in the project. <ul style="list-style-type: none"> <input type="checkbox"/> For unbudgeted faculty, include the statement “MIT fully supports the academic year salary of Professors, Associate Professors and Assistant Professors, but makes no specific commitment of academic year time or salary to this particular research project”. <input type="checkbox"/> For unbudgeted non-faculty staff, state that they are “supported by other sources” and provide MIT Internal documentation that these other sources do not represent a conflict of commitment. <input type="checkbox"/> Any substantial collaboration with (non-employee) individuals not included in the budget should be described in the Facilities, Equipment and Other Resources, <i>and</i> documented in a letter of commitment from each collaborator in the Supplementary Documents. ➡ Use two (2) separate Attachments, of types “Facilities” and “Equipment” for Grants.gov inclusion on “Other Project Information” (if N/A, include attachment stating this)
<p>Data Management Plan (see PAPPG Chapter II.C.2.j.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED for all proposals: Data management Plan (2 page limit) <ul style="list-style-type: none"> <input type="checkbox"/> Each NSF directorate has different requirements for the Data Management Plan. Be sure to determine which directorate applies and consult DMP guidance by NSF Unit <input type="checkbox"/> additional guidance is available at MIT Libraries: Data Management Plans and https://dmptool.org/ <input type="checkbox"/> Where a plan is not needed, a page is still needed asserting the absence of the need for such plans. ➡ Use KC Attachment type “DataManagementPlan” for S2S inclusion on “NSF Cover Page.” (not “NSF_DataManagementPlan”) ➡ “Description” field in KC must be the file name: “Data_management_plan”
<p>Postdoctoral Mentoring Plan (see PAPPG Chapter II.C.2.j.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED if budgeted: Postdoc mentoring plan (1 page limit) <ul style="list-style-type: none"> <input type="checkbox"/> required for any proposals requesting support for postdoctoral researchers, see PAPPG Chapter II.C.2.j. ➡ Use KC Attachment type “Mentoring Plan” for S2S inclusion ➡ “Description” field in KC must be the file name: “Mentoring_Plan”
<p>Project Summary with Special Characters (see PAPPG Chapter II.C.2.j.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project summary with Special Characters <ul style="list-style-type: none"> <input type="checkbox"/> In FastLane, only allowed as attachment when including special characters: the “Special character” checkbox must be checked to include this. (additional detail) ➡ For Grants.gov, this is N/A. Summary will always be attachment.

<p>Other Supplementary Documents PAPPG Chapter II.C.2.j.</p>	<p><input type="checkbox"/> Other supplementary documents types allowed:</p> <ul style="list-style-type: none"> ○ Letters of Collaboration permitted, but should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. Detail of collaboration should be documented elsewhere in the proposal. See OSP Website for a recommended template for these letters. ○ Letters of Support <i>allowed only when required</i> by the solicitation (see PAPPG Chapter II.C.2.j for the difference between Letters of Support & Collaboration) ○ Letter quote from consultants if budgeted (Note: Also required by MIT) ○ Rationale for performance of project off-campus ○ Documentation regarding human subjects (Ch XI.B.1), hazardous materials, vertebrate animals (Ch XI.B.3), or endangered species. ○ Exceptional qualifications of Other Personnel if relevant -- see (Ch II.C.2.f(ii)) ○ Any Solicitation-specific documents, such as department head or advisor letter, list of participants, etc. Be sure to review solicitation for any special requirements. <p>➡ For all other Supplementary documents in Grants.gov, combine into a single PDF and use KC Attachment type “Other” for S2S inclusion on “Other Project Information Form”</p> <p>➡ “Description” field in KC must be a unique file name, like “Other_supplementary_docs”</p>
<p>Appendices PAPPG Chapter II.C.2.k.</p>	<p><input type="checkbox"/> Do not include unless specifically authorized (See Solicitation requirements)</p>
<p>Collaborators & Other Affiliations Information: PAPPG Chapter II.C.1(e)</p>	<p><input type="checkbox"/> Collaborators & Other Affiliations (COA) document required for all named senior personnel, separately uploaded unless otherwise specified</p> <ul style="list-style-type: none"> ○ Additional detail on COA Special Requirements <p><input type="checkbox"/> Include organizational affiliations (if known) for all categories.</p> <p><input type="checkbox"/> Provide each type of collaborator as separate alphabetical list</p> <ul style="list-style-type: none"> ○ Collaborators/Co-authors (past 48 months) & Co-editors (past 24 months) ○ Graduate Advisor (advised you – all time) ○ PhD Advisor (people you advised - all time) <p>➡ Use KC “Personnel Attachment(s)” type “NSF_Collaborator” for S2S inclusion on NSF Senior/Key Person Profile (Expanded) form</p>
<p>Deviation Authorization PAPPG Ch II.C.1.a</p>	<p><input type="checkbox"/> Do not include unless specifically instructed by NSF.</p> <p>➡ For S2S, should be entered as plain text in KC at Attachments > Abstracts.</p> <p>➡ Including this information requires that the appropriate form be selected on the Grants.gov screen to be included in submission.</p>
<p>Suggested Reviewers / Reviewers not to include PAPPG Ch II.C.1b</p>	<p><input type="checkbox"/> Optional: may include at PI’s discretion. include email address and affiliation</p> <p>➡ For S2S, should be entered as plain text in KC at Attachments > Abstracts.</p> <p>➡ “Suggested reviewers” and “reviewers not to include” are separate Abstract fields.</p> <p>➡ Names and info should be entered and separated by commas, do not use the return key.</p> <p>➡ Including this information requires that the appropriate form be selected on the Grants.gov screen to be included in submission.</p>
<p>Additional Single Copy Documents PAPPG Chapter II.C.1.</p>	<p><input type="checkbox"/> As required by solicitation instructions</p> <p>➡ Attachment(s) uploaded using KC narrative type “NSF_SingleCopyDocument” for Grants.gov S2S submission on NSF Cover Page form.</p>