

## NSF ADDITIONAL GUIDANCE ON PROJECT SUMMARIES

**What should I do if I have to use "special characters"?** Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.

**Special Characters Guidance for FastLane Project Summary** - The text boxes in the Project Summary section will take all "Allowed Characters" shown in the table below. If "Special Characters" are required, the proposer must upload the Project Summary as a Supplementary Document.

	Allowed Characters	Special Characters
	<p>[A-Z]</p> <p>[a-z]</p> <p>[0-9]</p> <p>[~!@#\$%^&amp;*()_+={,./&lt;&gt;?:;”\ ]</p> <p>Carriage Return Line Feed (CRLF) and Enter -- ASCII Control Characters</p>	<p>ä ,ë, ì, ¼, ß, ©, Å, ã, ë, µ, ¶, §, etc.</p> <p>Any mathematics symbols</p> <p>Greek letters</p>
<p>What happens if these characters are copied and pasted, or typed into Project Summary text boxes from <b>Word</b>, <b>RTF</b>, etc.?</p>	<p>The Allowed Characters may be copied and pasted, or typed into the Project Summary text boxes.</p>	<p>If Special Characters are copied and pasted, or typed into Project Summary text boxes, they will not display properly in the proposal. If use of Special Characters is required, the proposer <b>must</b> upload the Project Summary as a Supplementary Document.</p>

**What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?** The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

From Fastlane, 7/23/2015: <https://www.fastlane.nsf.gov/d10/SpecialCharactersGuidance.htm>