

**Department of Mathematics**  
**NSF Proposal Preparation: checklist**  
**These documents must be part of proposal**

[Proposal and Award Policies and Procedures Guide](#)

CONTENT	PAGES
<b>Project Summary</b> – in text format if no special characters are used. <ul style="list-style-type: none"> <li>• <b>Overview of the Project</b></li> <li>• <b>Intellectual merit</b> of the proposed activity;</li> <li>• <b>Broader impacts</b> of the proposed activity;</li> </ul>	1
<b>Project Description – must include:</b> <ul style="list-style-type: none"> <li>• <b>Results from Prior NSF support last 5 years:</b> NSF award#, \$amount, period, incl. description of Intellectual Merit and Broader Impacts, publications <math>\leq 5</math> pages</li> <li>• <b>Objectives for the period of the proposed work and expected significance</b></li> <li>• <b>Relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field,</b> to work in progress by the PI under other support and to work in progress elsewhere.</li> <li>• Statement of “<b>Broader Impacts of the Proposed Activities</b>”</li> </ul>	<b>Max 15</b>
<b>References Cited</b> Must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description	no page limitation
<b>Biographical Sketch</b> <ol style="list-style-type: none"> <li><b>Professional Preparation:</b> list UG, Grad and PostGrad training starts with UG)</li> <li><b>Appointments</b> (list, in reverse chronological order.</li> <li><b>Products (formerly Publications):</b> list of up to 5 Products most closely related to the proposed project; and up to 5 other significant Products, whether or not related to the proposed project.</li> <li><b>Synergistic Activities:</b> list of up to 5 examples that demonstrate the broader impact of the individual's professional and scholarly activities.</li> </ol>	2
<b>Budget:</b> Please discuss budget with the Senior Research Administrator	n/a
<b>Budget Justification</b> Each budget line item is documented and justified in the budget justification.	n/a
<b>Special Information and Supplementary Documentation - must be</b> <ul style="list-style-type: none"> <li>• Postdoctoral Researcher Mentoring Plan (if there is budget for post-doc)</li> <li>• Data Management Plan</li> <li>• Collaborative arrangements of significance to the proposal through letters of commitment – see format for letters: <a href="http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2j">http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIC2j</a></li> <li>• Collaborators &amp; Other Affiliations: <b>Collaborators and Editors</b> last 48 months, <b>Graduate Advisors and Ph.D. Advisor.</b></li> <li>• Other (depends on solicitation or Program description).</li> </ul>	n/a
<b>Facilities and Resources:</b> An aggregated description of the internal and external resources (physical and personnel) that the organization and its collaborators will provide to the project, should it be funded, has been included. Unfunded collaborators must be listed. If listed, attach Letters of Support (see Collaborative arrangements in Special Information).	n/a
<b>Current and Pending Support:</b> All current and pending support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed.	n/a

**Proposal Margin and Spacing Requirements:**

- Use one of the following typefaces identified below: Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; Computer Modern family of fonts at a font size of 11 points or larger; A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters.
- No more than 6 lines of text within a vertical space of 1 inch.
- Margins, in all directions, must be at least an inch.