**Broadening Participation in Engineering – Proposal Checklist**

Prior to submission, it is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions and the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

**Solicitation-specific items are denoted in bold text. Checklist has been prepared based on BPE Solicitation NSF 22-514 and PAPPG NSF 23-1.**

**General:**

[ ] The proposal is compliant with the provisions in the PAPPG and/or the relevant Broad Agency Announcement (BAA) or program solicitation.

[ ] The proposal is responsive to the relevant program description or announcement (if applicable).

[ ] If the proposal has been previously declined and is being resubmitted, the proposal has been substantively revised to take into account the major comments from the prior NSF review.

[ ] The proposed work is appropriate for funding by NSF, and is not a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.

[ ] The proposal will be submitted by 5 p.m. submitter's local time if there is an established deadline date.

**Single Copy Documents:**

[ ] Authorization to Deviate from NSF Proposal Preparation Requirements is included (if applicable).

[ ] List of Suggested Reviewers, or Reviewers Not To Include has been provided (if applicable).

[ ] Proposers that require a reasonable and/or accessibility accommodation have contacted the applicable NSF office.

[ ] SF LLL, *Disclosure of Lobbying Activities* has been provided (if applicable).

[ ] Collaborators and Other Affiliations (COA) Information has been separately provided for each individual identified as senior personnel through use of the [COA template.](https://nsf.gov/bfa/dias/policy/coa.jsp)

**Cover Sheet:**

[ ] For interdisciplinary proposals, all relevant programs have been identified.

[ ] Proposal title includes any necessary prefix.

[ ] For a renewal proposal, the previous award number has been entered.

[ ] Related letter of intent number has been entered (if applicable).

[ ] Related preliminary proposal number has been entered (if applicable).

[ ] The “Special Exception to the Deadline Date Policy” box has been checked on the NSF Cover Sheet and the requisite Single Copy Document has been provided (if applicable).

[ ] Appropriate box(es) have been checked, and requisite information has been provided.

**Project Summary:**

[ ] The Project Summary does not exceed one page.

[ ] The Project Summary contains an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

**Project Description:**

[ ] The Project Description does not exceed the 15-page limitation specified in the PAPPG, the relevant program solicitation or BAA, or the limitation provided in the instructions for types of proposals (e.g., Planning, RAPID, EAGER and Ideas Lab).

[ ] Project Description contains a separate section labeled “Broader Impacts”.

**[ ] Project Description contains an Evaluation and Assessment Plan overseen by an independent evaluator.**

**[ ] Project Description contains a Management Plan.**

**[ ] Project Description contains a Dissemination Plan.**

[ ] Project Description contains the requisite explanation/justification for proposals that include funding to an International Branch Campus of a U.S. IHE or to a foreign organization or foreign individual, including through use of a subaward or consultant arrangement.

[ ] Uniform Resource Locators (URLs) have not been included.

[ ] Results from Prior NSF Support have been provided for any PI or co-PI identified on the proposal that has received prior NSF support including: an award with an end date in the past five years; or any current funding, including any no cost extensions.

[ ] Results related to Intellectual Merit and Broader Impacts are described under two separate, distinct headings; and

[ ] Results are limited to five pages of the Project Description.

**References Cited:**

[ ] This section includes bibliographic citations only and does not provide parenthetical information outside of the Project Description.

[ ] Each reference is in the required format, which may vary according to the norms of the scientific discipline.

**Biographical Sketch(es):**

[ ] A separate Biographical Sketch has been prepared through use of [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/) and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov or Grants.gov.

[ ] Each Biographical Sketch does not exceed three pages.

[ ] The content described has been prepared in accordance with the instructions and does not contain additional information beyond that specified.

**Proposal Budget:**

[ ] Each budget line item has been documented and justified in the Budget Justification.

[ ] Any compensation for senior personnel in excess of two months has been disclosed in the Proposal Budget and justified in the Budget Justification.

[ ] Contracts for the purpose of obtaining goods and services for the proposer’s own use have been identified on Line G6 of the Proposal Budget, when applicable.

[ ] The amount for indirect costs was calculated by applying the current negotiated indirect cost rate(s) to the approved base(s), and the amount has been specified in the Budget Justification.

[ ] Each Budget Justification does not exceed five pages or the page limitation specified in the relevant program solicitation. For proposals that contain subawards, **each subaward** includes a separate Budget Justification that does not exceed five pages.

**Cost Sharing:**

[ ] Unless required by an NSF program solicitation, voluntary committed cost sharing has not been included. Note that voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. While not required by NSF, proposing organizations may, at their own discretion, continue to contribute voluntary

uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the Proposal Budget or Budget Justification.

**Current and Pending Support:**

[ ] A separate Current and Pending Support document has been prepared through use of [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/) and provided for each individual identified as senior personnel. Each pdf file has been uploaded into Research.gov or Grants.gov.

[ ] The content described has been prepared in accordance with the instructions, and does not contain additional information beyond that specified.

**Facilities, Equipment and Other Resources:**

[ ] 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, has been included.

[ ] In-kind contributions intended for use on the project being proposed (such as office/laboratory space, equipment, supplies, employees, students) have been identified, where applicable.

[ ] No quantifiable financial information has been provided.

[ ] If there are no facilities, equipment or other resources identified, a statement to that effect has been included in this section of the proposal and uploaded into Research.gov or Grants.gov.

**Special Information and Supplementary Documentation:**

[ ] A Postdoctoral Mentoring Plan, limited to one page, has been included, if required.

[ ] A Data Management Plan, limited to two pages, has been included.

[ ] Letters of collaboration documenting collaborative arrangements of significance to the proposal have been included, if applicable.

[ ] Other types of information identified in Chapter II.C.2.i have been included, as appropriate.

[ ] Any additional items specified in a relevant BAA or program solicitation have been included (see below).

**[ ] Letters of collaboration should be included as “Supplementary Documents” for any partners not explicitly represented by the PIs, co-PIs, and Senior Personnel. The letter(s) must follow the format for letters of collaboration given in the PAPPG.**

**[ ] *A list of Project Personnel and Partner Organizations (only required for Tracks 2, 3 and 4)***

**[ ] *Institutional Letter* - For Track 4 (CEE) proposals, both Phase I and Phase II proposals require a letter from the Dean of the submitting institution’s College of Engineering. Phase II proposals also require a letter from the Dean of the College of Engineering from the partnering institution(s).**

**Appendices:**

[ ] Appendices have not been included unless a deviation has been authorized.