



AGAPANTHUS
EDITING

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NSF Proposal Submission Checklist

[[current NSF PAPPG](#) as of 6/8/2026]

PROGRAM	[link to solicitation]	
TITLE	[working title]	
PI TEAM	PI:	
	Co-PIs:	
	Senior/Key Personnel:	

Status	Document(s)
Not Started ▾	Create proposal in research.gov : – TPI/PIN – Link all named team members

Not Started ▾	Cover Sheet		Not Started ▾	Budget
N/A	Table of Contents		Not Started ▾	Budget Justification
Not Started ▾	Project Summary		Not Started ▾	Facilities, Equipment, & Other Resources
Not Started ▾	Project Description		Not Started ▾	Data Management & Sharing Plan
Not Started ▾	References Cited		Not Started ▾	Mentoring Plan

Not Started ▾	PI documents x4	Biosketch	C&P	C&OA	Synergistic
	[PI]	☐	☐	☐	☐
	[Co-PI]	☐	☐	☐	☐
	[Co-PI]	☐	☐	☐	☐
	[etc]	☐	☐	☐	☐
Not Started ▾	Letters of Collaboration	☐ Partner 1: _____ ☐ Partner 2: _____ ☐ Partner 3: _____ ☐ Partner 4: _____			
Not Started ▾	Solicitation-Specific	☐ _____ ☐ _____			



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Warnings and Checks:

- ☐ DO NOT include page numbers.
- ☐ Allowable fonts and sizes are limited:
 - Arial (not Arial Narrow), Courier New, or Palatino Linotype, size 10 points or larger;
 - Times New Roman, size 11 points or larger; or
 - Computer Modern family of fonts, size 11 points or larger.(exceptions are given for equations, figures, tables, and diagrams)
- ☐ No more than six lines of text within a vertical space of one inch.
- ☐ One-inch margins on all sides.
- ☐ Standard letter paper size (8½ by 11 or 11 by 8½).
- ☐ NO URLs in the body of the document.
- ☐ DO NOT include 'et al' in the References Cited section.

Note on Human Subjects:

- can submit with IRB approval 'pending'
- will need to get final approval before funding

For More Support & Resources:

- check out <https://lisa-anthony.com>
- email me at dr.lisa.anthony@gmail.com

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*Lisa Anthony, Ph.D.





NSF Proposal Submission Guide

[[current NSF PAPPG](#) as of 6/8/2026]

Document	Notes
Create proposal in research.gov : – TPI/PIN – Link all named team members	– you or your research liaison – temporary proposal number – need email or NSF IDs
Cover Sheet	– specify program, human subjects, start date, duration, etc.
Table of Contents	– auto generated, not editable
Project Summary	– 1 page – include Overview, Intellectual Merit, Broader Impacts
Project Description	– the “science”, 15 pgs – must include Broader Impacts as a heading on its own line – must include Results of Prior NSF Support subsection (past 5 years/ongoing, related or not) – all PIs/Co-PIs
References Cited	– be consistent, include your own citations too
Budget	– see PAPPG for guidelines
Budget Justification	– 5 pgs
Facilities, Equipment, & Other Resources	– likely reusable from proposal to proposal
Data Management & Sharing Plan	– 2 pgs, see PAPPG for guidelines – largely reusable, with details specific to this proposal
Mentoring Plan	– required for post-docs AND grad students, 1 pg – largely reusable, with details specific to this proposal
PI documents x4	– 4 documents each: => Biosketch, Current & Pending (C&P), Collaborators & Other Affiliations (C&OI), Synergistic Activities – one of each for every named team member – see PAPPG for guidelines
Letters of Collaboration	– one from each external partner – need proposal title – do not deviate from the exact NSF format! ↴

"If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal."