

**Harvard University
Department of Mathematics**

NSF Proposal Preparation: checklist

These documents must be part of proposal

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

https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp

Project Summary – in text format if no special characters are used. **Max. 1 page.**

- **Overview of the Project**
- **Intellectual merit** of the proposed activity;
- **Broader impacts** of the proposed activity;

Project Description - Max. 15 pages – must include:

- Results from Prior NSF support last 5 years: NSF award#, \$amount, period, incl. description of Intellectual Merit and Broader Impacts, publications ≤ 5 pages
- Objectives for the period of the proposed work and expected significance
- Relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere.
- Statement of “Broader Impacts of the Proposed Activities”

References Cited

Must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description

Biographical Sketch

Before October 5, 2020:

Preferred to use template (see below), but still allow old format (max 2 pages):

1. Professional Preparation: list UG, Grad and Post Grad training starts with UG)
2. Appointments (list, in reverse chronological order.
3. Products (formerly Publications): 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.
4. Synergistic Activities: list of up to 5 examples that demonstrate the broader impact of the individual's professional and scholarly activities.

After October 5, 2020:

Must use NSF-approved format. NSF will only accept PDFs that are generated through use of an NSF-approved format: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>

Budget

Please discuss budget with Anna Kreslavskaya (kreslavs@math.harvard.edu)

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Budget Justification

Each budget line item is documented and justified in the budget justification.

Special Information and Supplementary Documentation - must be included:

- Postdoctoral Researcher Mentoring Plan (if there is budget for post-doc)
- Data Management Plan (inquire about templates)
- Collaborative arrangements of significance to the proposal through letters of commitment – see format for letters: The recommended format for letters of collaboration is as follows: *"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."*
- Collaborators & Other Affiliations: must be provided through use of the COA template: <https://nsf.gov/bfa/dias/policy/coa.jsp>

Facilities and Resources:

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).

Current and Pending Support:

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.

After October 5, 2020

Must use NSF-approved format. NSF will only accept PDFs that are generated through use of an NSF-approved format: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>

Proposal Margin and Spacing Requirements:

a. 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. **b.** No more than 6 lines of text within a vertical space of 1 inch. **c.** Margins, in all directions, must be at least an inch.