

Preparing and Submitting your NSF Grant Applications

***This document is not intended to replace or contradict sponsor guidance.
Please always refer to the latest NSF PAPPG for current guidance.***

Important NSF Quirks

- Titles: Include any required prefixes. Make sure title matches ePSRS.
- Cost Sharing: Voluntary committed cost share must not be included. The requirement to include cost sharing in a proposal is identified in the FOA
- Collaborators and Other Affiliations (COA): List names as LAST Name, FIRST Name
- Project Description: Broader Impacts is a distinct section.
- Project Description: Include Results from Prior NSF support if applicable in distinct section. Include Intellectual Merit and Broader Impacts as distinct sections in this section.
- Project Description: URLs are not allowed.
- References Cited: Full citation should be used, all authors listed (no et al).
- Biosketch – Synergistic Activities: Five examples must be distinct and not include multiple listings under each example. Must be “signed” by PI.
- Current and Pending Support: Include THIS proposal.
 - If no salary requested, effort must still be listed and identified in Facilities, Equipment and Other Resources.
 - All effort listed in the Current and Pending should be the actual effort, not the salary requested, for each listed grant.
 - Must be “signed” by PI.
- Facilities, Equipment and Other Resources: Do not include Quantifiable financial information.
- Data Management Plan: Either required or include a statement that no plan is needed.
- If any research or fieldwork will be conducted off-campus, PI must create a plan to create a safe and inclusive work environment. Provide confirmation to your SGCA that this plan has been created. The plan does not need to be included in the proposal.
- Postdoctoral Mentoring Plan: Required if a Postdoc is included in the budget. If a collaborative proposal, only one Postdoc Mentoring Plan can be submitted.
- Letters of Collaboration: Must use single sentence NSF format.
- Letters of Support: Do not include UNLESS REQUESTED.
- Effort listed in Budget must match the Budget Justification.
- In the Budget Justification, list the dollar amount of the indirect costs.
- Participant Support:
 - MU employees cannot be considered participants.
 - Honoria for speakers is not considered participant support

- Materials and supplies for trainings is an other direct cost, not participant support

NSF Collaboration Proposals (MU NOT-LEAD) Required Documents

- Coversheet
- Biosketch
- Budget
- Budget justification
- Current and Pending Support
- Facilities, Equipment and Other Resources
- Collaborators and Other Affiliations (COA)
- Other

NSF Formatting

- Paginate each section of proposal uploaded
- Use following fonts:
 - Arial (not Arial Narrow), 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
- 1 inch margins

Proposal Sections	
Required	Optional
Cover Sheet	Other Personnel
Project Summary	BioSketch
Project Description	Other
References Cited	Supplementary
Budget(s)	Documents
Budget Justification(s)	List of Suggested
Facilities/Other Resources	Reviewers
Senior Personnel Docs	List of Reviewers
Data Management Plan	Not to Include
Postdoc Mentoring Plan**	

**Conditionally required

FCOI Requirement

- NSF has a COI Policy requiring additional oversight regarding potential financial conflicts of interest (FCOI)
- Ensure an investigator form is provided with the proposal (link below) and that all MU personnel identified as an “investigator” (have up to date OIDs)
 - **Failure to comply will prevent submission**

Helpful Links

[NSF Proposal and Award Policies and Procedures Guide \(PAPPG\)](#) [NSF Proposal Preparation Checklist](#) [Grant Fact Sheet](#) [NSF Help Desk](#) [Investigator Form](#) [Research.gov](#) [Participant Support Costs](#)