General NSF Formatting Requirements

Pagination	Each section of the proposal should be individually paginated prior to upload
Allowable Fonts	Arial, Helvetica, Palatino, Courier New at 10 point or larger Times New Roman at 11 point or larger Smaller fonts may be used in equations, tables and figure legends We recommend Arial or Helvetica at 11 point as these are the easiest on the reviewers who have to read a lot of proposals.
Margins	1 inch
Line Spacing	No more than 6 lines of text per vertical inch
Page Formatting	Use only single columns

NSF Proposal Checklist

	Proposal Component	Notes	Page Limits
☐	**Project Summary**	Must include labeled paragraphs for Intellectual Merit and Broader Impacts	1 page
☐	**Project Description**	See solicitation for detailed description of desired content	15 pages
☐	**References Cited**	References should include names of all authors in the same sequence they appear in the publication	
☐	**Biographical Sketches**	Should be included for PI and all co-PIs and Key Personnel including consultants and unpaid collaborators - **Please note that these must adhere strictly to the guidelines on pages II-9 and II-10 of the latest NSF GPG.** Grants are being returned for failure to comply with these details	2 pages each
☐	**Budget (including budget justification)**	Budget (including budget justification) - Provide line by line documentation on budget items in the justification	3 pages
☐	**Current and Pending Support**	Must be included for PI, and all co-PIs and Key Personnel. Should all current projects and pending proposals (including the current proposal)	
☐	**Facilities, Equipment and Other Resources**		
☐	**Data Management Plan**		2 pages
☐	Supplementary Documents	Include only those applicable	
☐		- Postdoctoral Researcher Mentoring Plan - To be included for all proposals requesting support for postdocs	1 page
☐		- Rationale for performance of all or part of the project off-campus or away from organizational headquarters	
☐		- Documentation of collaborative arrangements of significance to the proposal through letters of committment	
☐		- Environmental Impact statement	