Department of Mathematics
NSF Proposal Preparation: checklist
These documents must be part of proposal

Proposal and Award Policies and Procedures Guide

CONTENT	PAGES
Project Summary • **Overview of the Project** • **Intellectual merit** of the proposed activity; • **Broader impacts** resulting from the proposed activity;	1
Project Description • Results from Prior NSF support: NSF award#, $amount, period, description of Intellectual Merit and Broader Impacts, publications - *max 5 pages* • Objectives for the period of the proposed work and expected significance; • Relation to longer-term goals of the PI's project; • 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. • Broader Impacts	**Max** 15
References Cited Must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description	no page limitation
Biographical Sketch a) Professional Preparation: list UG, Grad and PostGrad training starts with UG) b) Appointments (list, in reverse chronological order. c) 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. d) Synergistic Activities: list of up to 5 examples that demonstrate the broader impact of the individual's professional and scholarly activities. e) Collaborators & Other Affiliations: Collaborators and Co-Editors; Graduate Advisors and Postdoctoral Sponsors; Thesis Advisor and Postgraduate-Scholar Sponsor	2
Budget: Please discuss budget with the Sponsored Portfolio Administrator	n/a
Budget Justification Amounts requested in Budget must be justified in this document.	n/a
Special Information and Supplementary Documentation • Postdoctoral Researcher Mentoring Plan (if there is budget for post-doc) • Data Management Plan - must be part of any proposal • Collaborative arrangements of significance to the proposal through letters of commitment. • Other	n/a
Facilities and Resources	n/a
Current and Pending Support: proposal you are submitting must be listed as well – list it first.	n/a

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.