

Checklist for NSF Small CISE Proposals (CCF 09-555, IIS 09-557, & CNS 09-556)

Important Due Dates:

- December 9: *Final Documents due:* Biosketch, C&P, Budget and Justification, Facilities, and Cover Page information (see below).
 Draft due: Project Summary
- December 9: Signature of PAF (via eResearch)
- December 16: Final Project Summary, Project Description, References, Supplementary Docs, List of Suggested Reviewers, and Letters of Collaboration
- December 17: Proposals submitted to NSF upon final review by DRDA

Items to be included in your Proposal:

____ COVER PAGE: **Due 12/9**

- Let us know which Division and Program within CISE you are submitting:
 - IIS (Information and Intelligent Systems)
 - HCC (Human Computer Interaction)
 - III (Information Integration and Informatics)
 - RI (Robust Intelligence)
 - CNS (Computer and Network Systems)
 - CSR (Computer Systems Research)
 - NeTS (Networking Technology and Systems)
 - CCF (Computing and Communication Foundations)
 - AF (Algorithmic Foundations)
 - CIF (Communications and Information Foundations)
 - SHF (Software and Hardware foundations)
- **TITLE:** Must begin with core area acronym & include size “HCC: Small: Title”
 - NOTE: If it is a collaborative proposal, “Collaborative Research” must be included - “HCC: Large: Collaborative Research: Title”.
- PI, Co-PIs, proposed start date and length of project (up to 3 years)
- Three Keywords for PAF (for UM use)

____ PROJECT SUMMARY (limited to 1 page): **Draft due 12/9**

- It **MUST** clearly address in separate statements:
 - (1) the intellectual merit of the proposed activity
 - (2) the broader impacts resulting from the proposed activity

If you would like to see examples of Broader Impact statements go to:
<http://www.nsf.gov/pubs/2002/nsf022/bicexamples.pdf>

- Must provide up to 6 key words at the end of the summary. Preface with “**Key Words:**” and follow with each key word separated by semi-colons.

_____ PROJECT DESCRIPTION (limited to *15 pages - including up to 5 pages for prior NSF support*): **Due 12/16**

The Project Description should include:

- a description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results;
- results of prior NSF support, if applicable. (up to 5 pages)
- if curriculum development activities are incorporated they should be summarized in a separate section of the Project Description entitled “Curriculum Development Activities”

_____ REFERENCES CITED: **Due 12/16**

_____ BIOGRAPHICAL INFORMATION (all senior personnel on project – *2 page limit*): **Due 12/9**

A. Professional Preparation

B. Appointments (starting with most current)

C. Publications (5 most related to grant topic + 5 most significant)

D. Synergistic Activities (list up to 5)

E. Collaborators & Other Affiliations

1. Collaborators (alpha order) over last 48 months
2. Graduate and Postdoctoral Advisors (names and current institution)
3. Thesis Advisor and Postgraduate-Scholar Sponsor (people you’ve advised)

_____ BUDGET (up to \$500,000 for 3 years): **Due 12/9**

_____ BUDGET JUSTIFICATION (up to *three pages*): **Due 12/9**

_____ CURRENT & PENDING SUPPORT: **Due 12/9**

_____ FACILITIES, EQUIPMENT AND OTHER RESOURCES: **Due 12/9**

_____ LIST OF SUGGESTED REVIEWERS (Optional): **Due 12/16**

_____ LETTERS OF COLLABORATION (If Applicable): **Due 12/16**

- The proposal should include letters of commitment to support proposed collaborations, if applicable. Only letters that describe the planned collaborative effort(s) will be accepted. Letters of reference or recommendation are not appropriate.

____ SUPPLEMENTARY DOCUMENT: **Due 12/16**

- List of all PI, Co-PIs, Senior Personnel, paid Consultants, Collaborators, and Postdocs involved in the project. Include full name, organization, and role in the project.

Example:

1. Mary Smith; XYZ University; PI
2. John Jones; ABC University; Senior Personnel

NA NO APPENDICES ARE ALLOWED

Other things to keep in mind:

The proposal must be clear, readily legible, and conform to the following requirements:

TEXT & FONT:

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

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. PIs are cautioned, however, that the text must still be readable.

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

PAGE FORMATTING:

Since many reviewers will be reviewing proposals electronically, proposers are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.