

**Checklist for NSF Expeditions in Computing
Solicitation 08-568**

Pre-Proposal Deadline: September 10, 2009

Important Due Dates:

- September 3: Budget & Justification, Title, Draft Project Summary, Bios, and C&Ps
- September 9: Final Project Summary, Project Description, References
- September 10: Proposal Due to NSF

Items to be included in your Proposal: (please note that each of these is a separate section in FastLane and therefore needs to be sent as separate pieces).

_____ COVER SHEET- Info due September 4th

- Title:
- Start Date: July 15, 2010 (as specified by RFP)
- 3 Keywords (for internal UM use only)
- Human Subjects- Yes/No

_____ PROJECT SUMMARY-Draft Due September 3rd, Final Due September 9th
(1 page Limit)

- Provide a rationale for the *Expedition*, describing the unique opportunities to be pursued, and indicating the potential impact of the project
- Names of the collaborative institutions involved and the major contribution of each to the project must be included
- MUST address in separate statements:
 - (1) the intellectual merit of the proposed activity
 - (2) the broader impacts resulting from the proposed activity.

_____ PROJECT DESCRIPTION- Due September 9th
(10 page limit)

Results from prior NSF support should NOT be included in the Project Desc.

A. Describe the overarching vision and goal(s)...

Describe the contributing research, education and knowledge transfer themes or components...

Describe how the project will contribute to the realization of the *Expedition* program goals...

Provide sufficient details to allow assessment of the Intellectual Merit and Broader Impacts of the project and necessity for support.

B. Leadership and Collaboration

Describe the organizational structure of the *Expedition*, including plans for integrating and managing all organizations and individuals involved...

C. Experimental systems or shared experimental facilities (where appropriate)

_____ REFERENCES CITED (PI)-Due September 9th
(2 page limit)

_____ BIOGRAPHICAL SKETCHES-Due September 3rd
A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel.
(For a Biosketch Template, please see the Research Wiki FAQs)

_____ BUDGET
One page budget summary for the full five year period.
Annual budgets \$2,000,000 for durations of five years.

_____ BUDGET JUSTIFICATION (up to *three pages*)
Should provided some information for each year of the full five-year period, showing how funds will be allocated to the project components during the start-up phase, and share facilities that will be required (where necessary).

NA CURRENT OR PENDING SUPPORT

_____ SUPPLEMENTARY DOCUMENTS
A. List of Partner Institutions
B. List of Project Personnel
C. Projected Commitments by Source (1 page limit)
D. Results of Prior Support for PIs and co-PIs (2 pages)

_____ SINGLE COPY DOCUMENTS
A. Project Personnel (same information as entered in Supplementary Docs)
B. Collaborators/Individuals with Conflicts of Interest

NA FACILITIES, EQUIPMENT AND OTHER RESOURCES

NA APPENDICES

_____ SUGGESTED REVIEWERS (PI needs to supply)
You may include a list of suggested reviewers who you believe are especially well qualified to review the proposal. You may also designate persons you would prefer not review the proposal, indicating why.

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.