

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

Important Due Dates:

- November 13: Draft Budget and Justification
- November 17: *Final Documents due:* Biosketch, C&P, Budget and Justification, Facilities, and Cover Page information (see below).
Draft due: Project Summary
- November 17: Sign PAF (via eResearch)
- November 23: Final Project Summary, Project Description, References, Supplementary Docs, List of Suggested Reviewers, and Letters of Collaboration
- November 24: Proposals submitted to NSF upon final review by DRDA

Items to be included in your Proposal:

_____ **COVER PAGE: Due 11/17**

- 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 11/17**

- 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 *18 pages - including up to 5 pages for prior NSF support and 3 pages exclusively for the Collaboration Plan*): **Due 11/23**

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)
- **MUST include a Collaboration Plan** (up to 3 pages are allowed for Collaboration Plans)
 - 1.) Specific roles of the project participants in all organizations involved
 - 2.) Information on how the project will be managed across all the investigators, institutions, and/or disciplines
 - 3.) Identification of the specific coordination mechanisms that will enable multi-investigator, cross-institution, and/or cross-discipline of the specific integration (e.g., yearly workshops, graduate student exchange, project meetings at conferences, use of the grid for videoconferences, software repositories, etc.)
 - 4.) Specific references to the budget line items that support collaboration and coordination mechanisms
- 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 11/23**

_____ BIOGRAPHICAL INFORMATION (all senior personnel on project – *2 page limit*): **Due 11/17**

- 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 **Draft due 11/13, Final 11/17**
(\$1,200,001 to \$3,000,000 total – up to 5 years):

_____ BUDGET JUSTIFICATION (up to *three pages*): **Draft due 11/13, Final 11/17**

___ CURRENT & PENDING SUPPORT: **Due 11/17**

___ FACILITIES, EQUIPMENT AND OTHER RESOURCES: **Due 11/17**

___ LIST OF SUGGESTED REVIEWERS (Optional): **Due 11/23**

___ LETTERS OF COLLABORATION (If Applicable): **Due 11/23**

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 11/23**

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.