

PROPOSAL DEVELOPMENT – NSF Proposals

Checklist for NSF proposals submitted after January 25 2022.

Submitted via: Research.gov (PI creates the proposal and adds Julie Larson as Other Authorized User)

- [Read complete NSF instructions](#)
- **Required Sections of the Proposal:**

Document Name	Page limit
a. Cover page	Automatically generated
b. Project Summary	1 page
c. Table of Contents	Automatically generated
d. Project Description	15 pages (Broader Impacts) no URL's
e. References Cited	No limit URL optional
f. Biosketch	2 pages on SciENcv preferred
g. Budget	1 page per year with summary
g1. Budget justification	5 pages per institution
h. Current and pending support	no page limit in SciENcv, NSF form is 15 pages
i. Facilities, Equipment and Other Resources	No limit
j. Postdoc mentoring plan (if required)	1 page
j1. Data management plan	2 pages
k. Letters of collaboration	1 page each using approved text
k1. Collaboration and Other Affiliations	Use 5 table excel template
k2. Other supplementary documents	Include only if required for proposal type

*** [NSF Proposal Instructions](#)

Further component definitions

Project Summary/Abstract: The abstract outlines the proposed research, including objectives, methodology, and significance of the research.

Other Sponsors: When developing an abstract for other sponsors, check the program announcement for specific instructions concerning content and formatting.

Budget: Preparing a budget can be time-consuming and challenging and Julie is here to guide you through the process and provide the administrative support you will need. It is important to understand that building a budget must ensure that costs are allocable, allowable, and reasonable and treated consistently. Julie Larson (iBio Grants Administrator) will ensure that they meet federal compliance standards set out by the Office of Management and Budget and meet the requirements of [Uniform Guidance](#)

- Check your FOA. Sponsors will outline budgetary limits and cost considerations
- Budget justifications are used by proposal reviewers and sponsor administrators to determine if your scope of work justifies your request for funds.
- Significant over or under estimating your costs might suggest lack of understanding of the scope of work.

Current and Pending/Other Support: Current and pending support/ Other Support documents are required by some sponsors. These documents disclose resources made available to support key personnel's research for active projects and projects pending review. This information is submitted at either the proposal stage, or at the Just in Time (JIT) phase. Each sponsor has their own requirements and instructions that must be followed

- [NSF Current and Pending Support](#)

***Please use SciENCv for your current and pending support for your NSF submissions

Biosketch: A Biographical sketch is a detailed document highlighting the professional and academic history of the PI or other key personnel. Every Sponsor has their own set of instructions and requirements that must be followed when submitting the Biosketch as part of the proposal. Always check for updates. Changes happen often.

- [NSF Biosketch](#)

***Please use SciENCv for your current and pending support for your NSF submissions

Collaborator or Consultant:

A consultant is budgeted based on hours of work being performed. A collaborator is budgeted based on the internal or external base salary and rate of effort (calendar months or percent effort) and other significant contributors do not receive funding, but contribute to the success of the project.

Unfunded Collaborators:

Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal (see [Chapter II.C.2.i](#)) and documented in a letter of collaboration from each collaborator. Such letters should be provided in the supplementary documentation section of the Research.gov preparation module and follow the format instructions specified in [Chapter II.C.2.j](#). Collaborative activities that are identified in the budget should follow the instructions in [Chapter II.D.3](#).

Remember their letters of collaboration must be the form letter no additional text.

Subawards: A subaward is an agreement with a third-party organization to perform a portion of a research project or program. The terms of the relationship (sub-grant/subcontract) are influenced by the prime agreement, and all subawards must be monitored to ensure that the subrecipient complies with these terms.

Required Information

- Scope of work
- Detailed budget
- Detailed budget justification

Other elements may be required by other sponsors. Check your FOA

- Biosketch for key personnel
- C& P for key personnel
- Facilities
- Equipment
- Letters of support
- Letters of intent

***[Subawards go through RSP](#)

APPROVALS

- UW-Madison requires approvals from the research administrator, the Chair the Deans office and finally RSP for all proposals submitted to non-federal/federal sponsored organizations.
- Julie Larson (jalarso2@wisc.edu) will set up the WISPER record and Cayuse for submission to NIH
- PI's set up profile in Research.gov for submission to NSF

DEADLINES

Proposal Deadline Policy: When planning to submit a new proposal or progress report, or apply for a fellowship, please contact Julie Larson **3 weeks prior to the submission deadline.**

To Plan ahead or NOT plan ahead that is the question? And Why?

- During unsolicited proposal deadlines by NIH and NSF we could have as many as 1-14 proposals to submit in iBIO.
- All proposal budgets and budget justifications are **DUE to Julie 5 days prior to the submission deadline for approval at the Dean's office.**
- **Final Proposals are due 2 days before submission deadline date to Julie to route to the Dean's office and RSP for submission.**
- L&S can have as many as 31 different departments submitting proposals at the same time. iBio's contact is Shelia Hayden for L&S and the L&S grants office closes at 4:30 pm daily.
- RSP has the final approval and submission responsibility for non-federal/federal sponsored proposals and has a team of only 5 members for everyone on campus to review and submit. **Their office closes at 4:30 pm daily.** Even if the deadline of your proposal is 5pm. RSP will not submit your proposal after their close of business
- **PROPOSAL SUBMISSION**
- Ensure that you have read and understand the application guidelines there are changes from sponsors happening all the time.
- PI sign the WISPER record and ensure PI understands routing procedure for electronic submissions
- **Review the deadline process above.**

Contact Julie Larson (jalarso2@wisc.edu) for additional information