Proposal Duplication, Similarity or Not Appropriate or Submitted Timely

- Proposal is a duplicate of, or substantially similar to, one already under consideration by NSF from the same PI/co-PI's
- Proposal was previously reviewed and has not been substantially revised.
- Is inappropriate for funding by the NSF
- Is submitted with insufficient lead-time before activity is scheduled to begin
- Is a full proposal that was submitted by a proposer that has received a “not invited” response to the submission of a preliminary proposal
- Is not responsive to the Grant Proposal Guide (GPG) or program announcement/solicitation
- Does not meet the announced proposal deadline date

Broader Impacts, Intellectual Merit Overview

- Broader impacts not addressed in a separate section with individual headings in (a) Project Summary, (b) Project Description – proposed work, and (c) Project Description – NSF support section

Project Summary

- Overview, Intellectual Merit and Broader Impacts not addressed in separate sections (text boxes with individual headings) in the Project Summary
- Project Summary must be in third person
- File upload of pdf Project Summary only for those with unusual symbols and formulae

Prior Support

- Recent (last 5 years) NSF support section (up to 5 pages) is missing from Project Description
- This is required for each PI and co-PI and MUST include:
  - NSF award number
  - Funding amount
  - Time period
  - Title
  - Results of the completed work in two separate sections on Intellectual Merit and Broader Impact
  - Publications/products and their availability
  - If renewal, relation of the completed work to the proposed work

References

- Reference section:
  - Title missing
  - Incomplete list of all authors of each reference
  - Use of et al. is not permitted
  - PI’s are cautioned to properly reference and quote published work (figures, tables, and text)
  - There is no limit on the size of the reference section, so these changes will not cause problems with length limits
  - Cannot contain parenthetical information, footnotes or figures. This section must contain citations only

Bio Sketches

- Bio Sketch section:
  - Incomplete list of all authors of each publication (do not use et al., use full names - most program managers PREFER that full names be used in the 2 page faculty CV, because this helps with Conflicts of Interest)
  - Title missing
  - Number of publications and/or synergistic activities exceed the allowable number (note: do not combine multiple synergistic activities to appear as one)
- Bio Sketch section incomplete:
  - List full names (in alphabetical order) and affiliations of: collaborators within 4 years; co-editors within 2 years; graduate advisors; postdoctoral sponsors; postdoctoral scholars within 5 years; all prior graduate students – required for each PI, co-PI, and senior project personnel: list the total number of postdoctoral scholars and all graduate students advised (all prior and current)
  - If these changes make biosketch too long (2 page limit) (some researchers have hundreds of collaborators), contact NSF program manager
  - Smaller font can be allowed in these sections
- Bio Sketches with additional information other than the five required sections; provide the require information in the order and format specified in the GPG
NSF Proposals Potential Reasons Proposals Not Accepted or Returned Without Review

| Current & Pending | • Current and Pending Support section incomplete – required for each PI, co-PI, and senior project personnel  
• Include the project you are applying for currently as ‘pending.’ with all appropriate fields completed per the NSF format  
• All current project support must be listed whatever the source (Federal, State, local or foreign government, public or private foundations, industrial or other  
• All project activities requiring a portion of time of the PI, co-PI or senior project personnel even if they receive no salary support from the activity (include no. of person months devoted to the project) |

| Budget Justification | • This section is limited to three pages |

| Letters of Commitment | • Letter of Commitment that goes beyond a brief statement confirming collaboration;  
• Additional remarks about PI/co-PI’s past accomplishments or planned undertakings may not be included. (Program managers can request that you delete a letter even after you have submitted your application.)  
• Letters of support are not accepted by NSF, unless specifically requested in a program solicitation |

| Font Sizes | • Small font size and margins. See GPG for allowed size/margins |

| Cost Share | • Cost share, unless required by the solicitation, is prohibited by NSF |

NSF Grant Proposal Guide (GPG) Chapter II – Proposal Preparation Instructions  
NSF Grant Proposal Guide Chapter IV – Non-Award Decisions and Transactions information  
NSF Proposal & Award Policies & Procedures Guide (PAPPG) - February 2014

The Dean’s Office strongly urges PIs to submit their proposals to ORPA for review at least 5 business days prior to submission deadline.