| **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 PAPPG 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** | • Over view, 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 formulæ  
• May be only one page long - Fastlane checks automatically |

| **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:  
  o NSF award number  
  o Funding amount  
  o Time period  
  o Title  
  o Results of the completed work in two separate sections on Intellectual Merit and Broader Impact  
  o Publications/products and their availability  
  o If renewal, relation of the completed work to the proposed work |

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

| **Bio Sketches** | • Bio Sketch section:  
  o 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)  
  o Title missing  
  o Number of publications and/or synergistic activities exceed the allowable number (note: do not combine multiple synergistic activities to appear as one)  
  o Smaller font can be allowed in these sections  
• Bio Sketches with additional information other than the four required sections; provide the require information in the order and format specified in the PAPPG |

| **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) |
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<thead>
<tr>
<th>NSF Proposals Potential Reasons Proposals Not Accepted or Returned Without Review</th>
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<tr>
<th>Budget Justification</th>
<th>• This section is limited to three pages</th>
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<tr>
<td>Letters of Commitment</td>
<td>• Letter of Commitment that goes beyond a brief statement confirming collaboration;</td>
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<td>• 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.)</td>
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<td>• Letters of support are not accepted by NSF, unless specifically requested in a program solicitation</td>
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<td>Single Copy Documents</td>
<td>Collaborators and Other Affiliations:</td>
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<td>• Collaborators and co-Editors. A list in alphabetical order (including current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal.</td>
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<td>• Graduate Advisors. A list of the names in alphabetical order by last name of the individual's own graduate advisor(s) and their current organizational affiliations, if known.</td>
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<td>• Ph.D. Advisor. A list of all persons with whom the individual has had an association as a Ph.D. advisor.</td>
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<td>Font Sizes</td>
<td>• Small font size and margins. See PAPPG for allowed size/margins</td>
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<td>Cost Share</td>
<td>• Cost share, unless required by the solicitation, is prohibited by NSF</td>
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**NSF Proposal & Award Policies & Procedures Guide (PAPPG) - January 30 2017**

NSF has instituted a greater number of auto-compliance checks, which means that Fastlane proposals may not be able to be submitted by ORPA if non-compliant. It is now more important than ever to submit timely and be aware.

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