* **Are the PI/Co-PIs registered in Research.Gov?**
	+ Share the NSF ID number with Office of Sponsored Programs (OSP)
	+ PI **must** start the application and give OSP access
	+ All PIs and Co-PIs must be linked to the application
* **Application Cover Sheet (SF 424).** Complete online/Web Form
	+ Project Start/End/Duration:
	+ Project involve Collaborators?
	+ Type of Project: Standard, Research, RAPID, EAGER, RAISE, GOALI, Ideas Lab, FASED, Conference, Equipment, Travel, Center, Research Infrastructure, Fellowship?
	+ If a Research grant, where will the research be conducted?
		- On BMCC campuses
		- Off campus location (provide site/address):
* **Project Summary** (one page, 12 pt. font, **PDF**) Address each heading:
* To be valid, a heading must be on its own line with no other text on that line.
	+ Overview-a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed
	+ Intellectual Merit-describe the potential of the proposed activity to advance knowledge
	+ Broader Impacts-describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.
* **Proposal Description**  **(PDF)**
	+ 15 Page limit (Do not include page numbers on the Project Description)
	+ Arial or Times New Roman 11pt.+, except for figures, tables or diagram captions
	+ One inch margin on all sides
	+ Separate section within narrative labeled “Broader Impacts” and no other verbiage
	+ Follow instructions in the PAPPG, unless the solicitation provides other explicit instructions.
	+ Also,
	+ Prior NSF Support must be disclosed for awards within past 5 years; results related to Intellectual Merit and Broader Impacts (separate headings); results limited to 5 pages.
	+ Do not embed URLs
* **References Cited (PDF)**
	+ Only references, no additional information, in the required format.
	+ References should avoid the use of et al. (except for large consortia papers)
	+ Do not add page numbers
* **Bio Sketch** PI and Co-PI (3-page limit each)-Use required form (PDF) and check work against instructions in links embedded in the form.
* **Current and Pending Support**-Use required form (PDF)
* **Collaborators and Other Affiliations (COA)** -Use required form (XLS)
* **Budget (template/online/web form) and Budget Justification (PDF)**- provide a separate budget and budget justification of no more than 5 pages. The narrative budget justification must include detailed explanations (including calculations) for each line item with budget resources listed in the budget for each year of the grant. Every line item with a price must be justified.
	+ The Budget Justification file must include any letters of collaboration from organizations proposed as sub awardees or individuals proposed as consultants in the effort
* **Facilities, Equipment and Other Resources**-Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical, and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.
	+ This section should include any senior personnel or postdoctoral researchers for whom no funds are being requested in the budget
	+ The section must not include any quantifiable financial information
* **Supplementary Documents**
	+ **Other Personnel Bibliographical Information (PDF)**
		- The file must pertain to Other Personnel - Postdoctoral researchers, Other Professionals, or Students (Research Assistants)
		- The file should include information on exceptional qualifications that merit consideration in the evaluation of the proposal
	+ **Post-Doctoral Mentoring Plan (if applicable, PDF)**
	+ **Other Supplementary Documents**
		- Documents **without** their own separate upload pages
		- Other supplementary documents as specified in the relevant funding opportunity
	+ **Project Data Form** (if applicable, one page, PDF)
	+ **Letter of Collaboration**, stating ONLY the following on collaborator’s letterhead: “If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.
	+ **Data Management Plan** - (No more than 2 pages) describe how the proposal will conform to NSF’s policy on the dissemination and sharing of research results.

Note: All data collected for EHR:Core projects must accord with the revised EHR Data Management Guidance, which may be found here: https://www.nsf.gov/bfa/dias/policy/dmpdocs/ehr.pdf. D

* Other information as indicated in the solicitation.