

## HBCU-EiR Proposal Preparation Checklist

This checklist is a basic tool, which must be used in conjunction with

- [NSF PAPPG 20-1](#) (Fastlane/Research.gov submission)
- [NSF 20—542](#) HBCU-EiR (To ensure compliance with specific program requirements)
  
- [Biosketches](#)
  - Must be in the new NSF-approved format
  
- [Current and Pending Support document](#)
  - Must be in the new NSF-approved format
  
- **Cover Sheet**
  - First select “OIA office of Integrative Activities” as the primary division and “Excellence in Research” as the primary program
  - Then select, as a secondary unit of consideration, the most appropriate division and program to which the proposal will be initially routed for review.
  - The project title, beginning with “Excellence in Research” followed by title, eg: “Excellence in Research: Shifted Convolution Sums for The Congruent Number Problem”
  
- **Project Summary**
  - Limited to one (1) page
  - Three separate, distinct sections with headers:
    - Overview
    - Intellectual Merit
    - Broader Impacts
  - Only Project Summaries that need special characters may be uploaded in the Supplementary Documents Section. Otherwise, you have to use the project templates
  
- **Project Description**
  - Limited to 15 pages. Provide a brief description of the PI’s overall research goals
  - Make sure that the research is within the purview of NSF (no clinical research, no epidemiology, no animal models for diseases, and no history).
  - Make sure that this is research, not training or institutional building.
  - Provide an outline of the general plan of work, including the research questions or hypotheses, the broad design of activities to be undertaken, and, where appropriate, a description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it how they plan to do it how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities must be well justified.
  - Include a plan for scholarly dissemination of this research.

- **Budget and Budget Justification**

- Collaborative proposals are allowed if all collaborating institutions are HBCUs. If this project involves a collaboration with a non-HBCU institution(s), the budget for all non-HBCU partners must be well justified, must be a relatively small portion of the overall budget, and must be in the form of subaward(s).
- For proposals that contain subaward(s); each sub must include a separate budget and budget justification of no more than five (5) pages.
- This year, **budget limits are no longer specified**. NSF is encouraging PI's to simply make sure their budget requests are appropriate to fit the tasks they outline in their proposals.
- No more than 20% of the budget can be allocated for equipment.
- No stipends or participant costs are allowed.
- Postdocs are OK but you need a postdoc development plan.
- Release time is OK, but should be justified.
- Justification for consultants must include the individuals' expertise, primary organization affiliation, normal daily compensation rate, and number of days of expected service to the project.

- **Supplementary Documents**

- Letter of Collaboration**

- The proposal must include a letter by the chair, dean or chief academic officer of the primary PI – The letter, which will be included as part of the consideration of the overall merits of the proposal, should convey that the PI's research and activities are supported by and advance research goals of the department and the institution, and that the institution is committed to the support and professional development of the PI. **This letter should be no more than 2 pages in length.**
- If the project involves collaborative arrangements of significance, these arrangements should be described in the Project Description section of the proposal and documented through letters of collaboration. Letters of collaboration should follow the single-sentence format:

"If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by the NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."