

NSF *FastLane* Checklist

Proposals submitted through *FastLane* could be returned without review if the following guidelines are overlooked. Always check specific program guidelines for requirements that may alter these limits.

1. Proposals must have 2.5 cm margins at the top, bottom, and on each side.
2. Type size must conform to each of the following 3 requirements—
 - a. Height of font letters may not be smaller than 10-pt.
 - b. Type density may not be more than 15 characters per 2.5 cm (for proportional spacing a representative section may not exceed 15 characters per 2.5 cm).
 - c. No more than 6 lines per vertical space of 2.5 cm. will be accepted.
3. Each section of a proposal must be paginated and uploaded into *FastLane*.
4. The following page limits must be observed:

| Proposal Contents | Page Limit | "Helps" * |
|--|-----------------------------------|---|
| Summary | 1 page | Include <i>Merit</i> and <i>Impact</i> statements. Proposals that do not address both criteria will be returned by NSF |
| Project Description | 15 pages (Firm!) | Includes charts, graphs, etc. Do not reference URL's. |
| Bio-sketches | 2 pages for each senior personnel | Synergistic activities are important to NSF. |
| References Cited | No page limit | Website addresses for publications are optional. |
| Budget Justification | Up to 3 pages | USF will be held to any cost share included in the budget. Non-mandatory cost share should not be listed in the budget. |
| Current and Pending Support | No Limit | Note: the proposal being submitted should be included as "pending support". |
| Facilities/Equipment/Other | No Limit | Describe only applicable resources. |
| Special Information/ Supplementary Documentation | No Limit | Not part of 15-page limit for project description. For RUI proposals, the certification for eligibility and the space impact statement are included here. |

* For complete information on these proposal components consult the **NSF Proposal Guide** at: <http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg>