

NSF Subaward Package Request for Documents

Formatting Requirements:

- Fonts:
 - Arial, Courier New, or Palatino Linotype – 10 points or larger
 - Times New Roman – 11 points or larger
 - Computer Modern family of fonts – 11 points or larger
 - Font size less than 10 points allowed for formulas, equations, figures, tables, diagram captions – must be readable
- Margins: at least 1 inch in all directions
- Each section should be paginated
 - If a collaborative proposal being submitted from multiple institutions, please be sure pagination is centered rather than right aligned – right alignment may be covered by the Temporary Proposal ID when uploaded into Fastlane
- Strongly encouraged to use single column format – readability is paramount for review
- [No URLs](#) (except for on Biographical Sketch(es))

Elements:

- **Signed Letter of Intent**
 - Must be signed by an Institutional AOR
 - Must include PI name, period of performance, and proposal title
 - Most institutions have their own OSP Institutional LOI template
- **Statement of Work**
- **Finalized Budget**
 - Detailed in [NSF Format](#)
- **Budget Justification**
 - No more than 5 pages
 - Must include the amount for indirect costs in the budget justification
 - Must include definition of a year for the institution; example: *Harvard University's Faculty of Arts and Sciences defines a "year" based on the standard Harvard fiscal year of July 1 through June 30.*
- **BioSketch(es) for all Key Personnel**
 - Must be in [approved NSF Format](#)
 - Include the current proposal
- **Current & Pending Support for all Key Personnel**
 - Must be in [approved NSF Format](#)
- **Facilities Document**
 - Aggregated description of the internal & external resources (both physical and personnel) that the organization and it's collaborators will provide to the project should it be funded [subcontracts & prime submit one together – collaborative institutions submit on their own]
- **Postdoctoral Mentoring Plan (if applicable)**
 - If requesting funds for a postdoc
 - Limited to a total of one page across all organizations
- **[Collaborators & Other Affiliates](#)** for each individual identified as senior project personnel
 - [[FAQs](#) about the COA list]
 - collaborative institutions [submitting on their own] upload their own COA lists
 - must be in excel format

Individual solicitations supersede these rules should they have any variances.

Updated 04/26/2021