

\*checklist does not replace the solicitation. Please review program specific solicitation for compliance and complete accuracy.

DUE DATE AND AWARD INFORMATION	
Grant submission deadline	Year-round for existing NSF-funded research projects, or can be included with a New Site proposal submission.
Budget period	Aligns with existing NSF-funded research project.
Budget limitations	<ul style="list-style-type: none"> <li>Support is intended for <b>one or two undergraduate students</b> to participate in research as part of a new or ongoing NSF-funded research project, however exceptions will be considered for training additional qualified students who are members of underrepresented groups (women, minorities, and persons with disabilities). Centers or large research efforts may request support for a number of students commensurate with the size and nature of the project.</li> <li>The total budget request, including all direct and indirect costs, is generally expected not to exceed \$1,200 per week per student participant.</li> <li>Recovery of indirect costs is prohibited on Participant Support Costs.</li> </ul>
Eligibility Information for Student Participants	Undergraduate student participants supported with NSF funds in REU Supplements must be U.S. citizens, U.S. nationals, or permanent residents of the United States. An undergraduate student is a student who is enrolled in a degree program (part-time or full-time) leading to a baccalaureate or associate degree. Students who are transferring from one college or university to another and are enrolled at neither institution during the intervening summer may participate. High school graduates who have been accepted at an undergraduate institution but who have not yet started their undergraduate study are also eligible to participate. Students who have received their bachelor's degrees and are no longer enrolled as undergraduates are generally not eligible to participate. Some NSF directorates encourage inclusion in the REU program of K-12 teachers of science, technology, engineering, and mathematics.
FORMATTING INSTRUCTIONS	
Document format	Word or PDF only
Font type/size	Arial, Courier New, Palatino Linotype - 10 or larger; Times New Roman - 11 or larger; Computer Modern family of fonts – 11 or larger
Line spacing	No more than 6 lines of type within a vertical space of 1 inch Only single column formatting
Page size	8.5 x 11
Margins	1.0" all sides

Page Numbers	Add page numbers to all documents
Solicitation	<a href="https://www.nsf.gov/publications/pub_summ.jsp?WT.z_pims_id=5517&amp;ods_key=nsf13542">https://www.nsf.gov/publications/pub_summ.jsp?WT.z_pims_id=5517&amp;ods_key=nsf13542</a>
Grant Proposal Guide	<a href="https://www.nsf.gov/pubs/policydocs/pappg19_1/nsf19_1.pdf">https://www.nsf.gov/pubs/policydocs/pappg19_1/nsf19_1.pdf</a>
DOCUMENT	DESCRIPTION
Cover Sheet	<ul style="list-style-type: none"> <li>Title must use main award's title.</li> <li>Select "Supplement" for Proposal Type and then select appropriate award number.</li> </ul>
Summary of Proposed Work	<ul style="list-style-type: none"> <li>Must contain only the line of text, "This is a request for an REU Supplement."</li> </ul>
Justification for Supplement	<ul style="list-style-type: none"> <li>Limited to 3 pages</li> <li>A description of the REU activity should discuss the following: (1) the nature of each prospective student's involvement in the research project; (2) the experience of the PI (or other prospective research mentors) in involving undergraduates in research, including any previous REU Supplement support and the outcomes from that support; (3) the nature of the mentoring that the student(s) will receive; and (4) the process and criteria for selecting the student(s). If the student has been pre-selected (as might be true in the case of a supplement for an ongoing award), then the grounds for selection and a brief biographical sketch of the student should be included in the Supplementary Documents section.</li> </ul>
Budget	<p><b>Note:</b> Costs must be allowable, allocable, and reasonable</p> <ul style="list-style-type: none"> <li>Student stipends are typically expected to be \$500 per week per student. Title must use main award's title.</li> <li>Total costs for a summer--including all direct costs and indirect costs--are generally expected not to exceed \$1,200 per student per week.</li> <li>Student costs are considered Participant Support Costs, for which no Indirect Costs are allowed.</li> </ul>
Budget Justification – 5 page limit	<ul style="list-style-type: none"> <li><b>Length:</b> Limited to 5 pages</li> <li><b>Content:</b> Must include a description of all costs requested in the budget</li> <li><b>Travel:</b> Domestic and International travel must be itemized and justified             <ul style="list-style-type: none"> <li><b>Domestic:</b> NSF defines this as travel within and between the US, its territories and possessions</li> </ul> </li> </ul> <p><b>Indirect Costs: Dollar amounts for indirect costs should be specified</b></p>
Supplementary Documents - Biographical Sketches of Undergraduate Students	<ul style="list-style-type: none"> <li><b>Length:</b> Limited to 2 pages</li> <li><b>Content:</b> Must follow a specific format:             <ul style="list-style-type: none"> <li>Education – including location of undergrad, major, expected degree date, and any awards/scholarships</li> <li>Professional Experience</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Any applicable skills</li><li>○ Any applicable extracurriculars</li></ul>
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