

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

DUE DATE AND AWARD INFORMATION	
Grant submission deadline	Fourth Wednesday in August
Budget period	Three years (though up to five years may be allowed in some cases)
Budget limitations	<ul style="list-style-type: none"> • The total budget request, including all direct and indirect costs, is generally expected not to exceed \$1,350 per week per student participant. • Student costs are considered Participant Support Costs, and recovery of indirect costs is prohibited on Participant Support Costs.
Award notification	At least 6 months after sponsor deadline
Eligibility Information for Project Personnel	<ul style="list-style-type: none"> • A single individual may be designated as the Principal Investigator. • One additional person may be designated as Co-Principal Investigator. • Other anticipated research supervisors should be listed as Non-Co-PI Senior Personnel. After a proposal is awarded, some NSF units may allow the addition of more Co-PIs if an exceptional case can be made for why the management of the REU Site must be distributed.
Eligibility Information for Student Participants	<ul style="list-style-type: none"> • For REU Sites, a significant fraction of the student participants should come from outside the host institution or organization. Some NSF directorates encourage inclusion in the REU program of K-12 teachers of science, technology, engineering, and mathematics. • Undergrad students supported with NSF funds in REU Sites must be U.S. citizens, U.S. nationals, or permanent residents of the United States. • An undergraduate student is defined as a student who either: <ul style="list-style-type: none"> ○ is enrolled in a degree program (part-time or full-time) leading to a baccalaureate or associate degree ○ is a transfer student (even if not enrolled at either institution in the intervening summer) ○ is a high school graduate who has been accepted at an undergraduate institution but who has not yet started their undergraduate studies • Students who have received their bachelor's degrees and are no longer enrolled as undergraduates are generally not eligible to participate.

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	https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf19582&org=NSF
Proposal & Award Policies and Procedures Guide	https://www.nsf.gov/pubs/policydocs/pappg19_1/index.jsp
PROPOSAL DOCUMENT GUIDELINES	
DOCUMENT	DESCRIPTION
Cover Sheet	<ul style="list-style-type: none"> • Title must begin with "REU Site:" • One additional person may be designated as Co-PI if developing and operating the REU Site would involve such shared responsibility. Other anticipated research supervisors should be designated as Non-Co-PI Senior Personnel and are not listed on the Cover Sheet.
Project Summary - 1 page	<ul style="list-style-type: none"> • Length: Limited to 1 page (4600 characters, including spaces, 51 lines or less) • Contains: Overview, Intellectual Merit, and Broader Impacts <ul style="list-style-type: none"> • <i>Overview-</i> Begin this section of the Summary with the following list of "Project Elements": <ul style="list-style-type: none"> ○ New REU Site, or renewal of previously funded REU Site (provide previous NSF Award No.): ○ Project title (as shown on Cover Sheet): "REU Site: ..." ○ Principal Investigator: ○ Submitting organization: ○ Other organizations involved in the project's operation: ○ Location(s) (universities, national labs, field stations, etc.) at which the proposed undergraduate research will occur: ○ Main field(s) and sub-field(s) of the research: ○ No. of undergraduate participants per year: ○ Summer REU Site, or academic year REU Site:

	<ul style="list-style-type: none"> ○ No. of weeks per year that the students will participate: ○ Does the project include an international component or an RET component: ○ Name, phone number, and e-mail address of point-of-contact for student applicants: ○ Web address (URL) for information about the REU Site (if known): ● <i>Intellectual Merit</i>- describe the potential of the proposed activity to advance knowledge ● <i>Broader Impacts</i>- describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes ● It should also include a clear description of the project’s objectives, of the students to be recruited, and the intended impact. ● Special Characters: If special characters are included upload under Supplementary Documents - Project Summary w/ Special Characters and check the box at the top of the project summary page to indicate it has been uploaded as a supplementary document.
Table of Contents – no page limit	Note: Automatically generated. Use this section to ensure proposal is compliant within page numbers.
Project Description – 15 page limit	<p style="text-align: center;">FORMAT AND THEME</p> <ul style="list-style-type: none"> ● Length: Limited to 15 pages, unless otherwise noted in the solicitation and must include: ● REU Sites must have a well-defined common focus that enables a cohort experience for students. Sites may be based in a single discipline or academic department or may offer interdisciplinary or multi-department research opportunities with a coherent intellectual theme. ● High-quality mentoring for the student participants is very important in REU Sites. <p style="text-align: center;">Address the following:</p> <ul style="list-style-type: none"> ● There are six items NSF specifically asks you to address, in addition to the three items listed below. For more detailed explanations of these items, see the solicitation. The six items to which NSF refers: <i>Overview, Nature of Student Activities, The Research Environment, Student Recruitment and Selection, Student and Mentor Professional Development, Project Evaluation and Reporting</i>

- The Project Description must contain separate sections within the narrative labeled “**Broader Impacts**” and “**Intellectual Merit**”.
 - *Broader Impacts of Proposed Work*: Must include a section titled “Broader Impacts of Proposed Work” discussing the broader impacts accomplished through the research itself. Please see PAPPG II.C.2.d.(i) for more details.
 - *Intellectual Merit*: Must include a section labeled “Intellectual Merit” that provides a clear statement of the work to be undertaken and include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.
- **Results from Prior NSF Support** is required (if applicable limit 5 pages of total 15 pages)
 - If department has hosted an REU site within the past five years, please list and include as much of the following as possible:
 - Results from project evaluation
 - Summary information regarding recruiting efforts and # of applicants
 - Demographic make-up of participants and their home institutions
 - Career choices of participants
 - List of publications or reports resulting from award
 - If no REU site has been hosted in past five years, state no previous REU Site support.
 - Regardless of past REU site hosting, you also must include any NSF funding the PI or co-PI has received in the preceding five years per PAPPG. Remember to include all NSF funding regardless of whether there is salary or whether the project is directly related to the proposal. If undergraduates were involved, note that. Include in this specific format:
 - NSF award number, amount & period of support
 - Title of project
 - Description of Intellectual Merit and Broader Impact activities must be included in two separate sections
 - Publications resulting from the award
 - Complete bibliographic citation for each publication in either the Results from Prior NSF Support section or in the References Cited – if none, state “No publications were produced under this award”
 - No URLs should be used
 - If a PI or co-PI has not had NSF support in the last 5 years this must be stated.

References Cited – no page limit	<ul style="list-style-type: none"> • Length: No page limit • Include names of all authors (no et al.), article & journal title, book title, volume number, page numbers & year of publication • If no references, a statement to that effect should be uploaded
Biographical Sketches – 2 page limit – use NSF template	<ul style="list-style-type: none"> • Length: Limited to 2 pages and required for all Senior Personnel up to 12 people • Content: Must follow a specific format: <ul style="list-style-type: none"> ○ Professional Preparation – including location of undergrad, grad and postdoc institution ○ Appointments ○ Products (10 total- 5 products closely related and 5 other significant products) ○ Synergistic Activities (Up to 5 examples that show broader impact) • Include both research and education activities and accomplishments • Include if applicable any publications with undergraduate co-authors. Student should be labeled with an asterisk.
Budget	<p>Note: Costs must be allowable, allocable, and reasonable</p> <ul style="list-style-type: none"> • The focus of REU Sites is the student experience, and the budget must reflect this principle. Project costs must be predominantly for student support, which usually includes such items as participant stipends, housing, meals, travel, and laboratory use fees. • For summer REU projects, the total budget request--including all direct costs and indirect costs--is generally expected not to exceed \$1,350 per student per week. (The budget request for an academic-year REU project should be comparable on a pro rata basis.) • Student stipends for summer REU Sites are expected to be approximately \$600 per student per week. Other student costs include housing, meals, travel, and laboratory use fees and usually vary depending on the location of the site.
Budget Justification – 5 page limit	<ul style="list-style-type: none"> • Length: Limited to 5 pages • Content: Must include a description of all costs requested in the budget • Travel: Domestic and International travel must be itemized and justified <ul style="list-style-type: none"> • Domestic: NSF defines this as travel within and between the US, its territories and possessions <p>Indirect Costs: Dollar amounts for indirect costs should be specified</p>
Current and Pending – no page limit	<ul style="list-style-type: none"> • Personnel: Includes all senior personnel up to 12 people • Content: Must include proposal PI is currently submitting and state “This Proposal” in the title. Please use this template. (Alternatively, you can create this in CRS.) • Does not include an investigator’s professional development fund.

<p>Collaborators & Other Affiliations – no page limit</p>	<ul style="list-style-type: none"> • Location: Upload this in the <u>Single Copy Document</u> section titled Collaborators and Other Affiliations. Please use this template and follow its instructions for completion. • Required for all senior project personnel • Must use template and be uploaded as an .xlsx or.xls file
<p>Facilities, Equipment & Other Resources – no page limit – Standard NSF Guidelines</p>	<ul style="list-style-type: none"> • Length: No page limits. • Content: This should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. • Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section. • Note: If there are none or this is not applicable this must be stated and uploaded into FastLane.
<p>Data Management Plan – 2 page limit</p>	<ul style="list-style-type: none"> • Length: Limited to 2 pages • Content: Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. This should include: types of data, samples, and physical collections produced during the course of the project along with standards to be used for data format and content, policies for re-distribution, and plans for archiving data.
<p>Supplementary Documentation</p>	<ul style="list-style-type: none"> • The proposal may include up to ten signed letters of collaboration documenting collaborative arrangements of significance to the proposal. These may be scanned and uploaded into the Supplementary Documents section. Letters may be relevant where the awardee and performing organizations are different, where faculty or facilities at more than one institution or organization are to be employed, or where international activities are planned. Other letters--for example, letters of endorsement--are not permitted. • The NSF PAPPG requires specific text for letters of collaboration. Please use this template.