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