## NSF Grant Submission Basics

#### Formatting

* Use one of the following fonts identified below:

• Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger;

• Times New Roman at a font size of 11 points or larger; or

• Computer Modern family of fonts at a font size of 11 points or larger.

* Single space, no more than 6 lines per inch
* Margins should be 1 inch all around

**Minimum required items to route to the Sponsored Research office for review:**

1. Final documents:
   1. Budget and Justification
   2. Biographical sketches
   3. Current & Pending Support
   4. Collaboration & Other Affiliates (COA)
   5. Facilities and Equipment document
   6. Data Management Plan
   7. Other Supplementary Documents (specified in Solicitation, if applicable)
   8. Letters of Collaboration in NSF-specific format (if applicable)
   9. Consultant Agreements (if applicable)
   10. Subcontract Packet (budget, justification, SOW, Letter of Intent from SRO)
2. Draft science documents.
3. Project Description
4. Project Summary (Overview, Intellectual Merit, Broader Impact)
5. References