NSF MRI PROPOSAL CHECKLIST

MRI Program Solicitation (NSF 18-513) | NSF Grant Proposal Guide (NSF 18-1)

PROPOSAL PACKAGE DOCUMENTS

☐ COVER SHEET
☐ PROJECT SUMMARY
☐ PROJECT DESCRIPTION
☐ REFERENCES CITED
☐ BIOGRAPHICAL SKETCHES
☐ BUDGET & BUDGET JUSTIFICATION
☐ CURRENT & PENDING SUPPORT
☐ FACILITIES, EQUIPMENT & OTHER RESOURCES
☐ COLLABORATORS & OTHER AFFILIATIONS
☐ DATA MANAGEMENT PLAN
   Union’s Data Management Guide

☐ SUPPLEMENTARY DOCUMENTS

   Required
   ☐ LIST OF ALL DOCUMENTS INCLUDED IN THIS SUPPLEMENTARY DOCUMENTS SECTION
   ☐ STATEMENT OF ORGANIZATIONAL CLASSIFICATION
   ☐ LETTER OF INSTITUTIONAL COMMITMENT TO OPERATIONS & MAINTENANCE
   ☐ ITEMIZED VENDOR QUOTES

   Encouraged
   ☐ STATEMENTS FROM INDIVIDUALS
   ☐ LIST OF SUGGESTED REVIEWERS

   If Applicable
   ☐ PRIVATE SECTOR OR OTHER ORGANIZATION PARTNER LETTER OF COLLABORATION
   ☐ LIST OF PARTNERING ORGANIZATIONS
PROJECT DESCRIPTION

Max. 15 pages, including all figures and charts – see MRI solicitation for suggested length of subsections. Project Description MUST adhere exactly to using subsections (a)-(e) and address the intellectual merits and broader impacts of the proposed effort.

a. Information about the Proposal
   a.1. Instrument Location and Type
   • In a single separate line, indicate the physical location to house the proposed instrument, as follows: Instrument Location: Name of Lab, Room Number, Building Name
   • In a single separate line, provide a concise description of the instrument being acquired.

b. Research Activities to be Enabled
   In-depth discussion should include only those who will most actively use the instrument; other more minor users should be described in a condensed (e.g., table) format.
   • Results from Prior NSF Support (MERCEDES WILL PREPARE THIS SECTION)
   • Research program(s) and research training activities to be enabled and that drive the request for the proposed instrument
   • Current and potential funding sources that may support these activities and/or how the instrument will better enable future support
   • Personnel – in narrative or tabular form – by research area, number, and type who will use and benefit from the instrument

c. Description of the Research Instrument and Needs
   Suggested length: up to 2 pages
   • Technical description of instrument, clearly explaining how research drives the request.
   • Description and accessibility of comparable equipment (in close geographic proximity or accessible through collaborations or cyberinfrastructure) and a clear justification for the proposed instrument.

d. Broader Impacts (Including Impact on Research and Training Infrastructure)
   Discuss broader impacts that will result from the instrument acquisition, including how the instrument will help to:
   • Attract researchers
   • Substantially improve the institution’s capabilities to conduct leading-edge research
   • Improve the quality of research training
   • Broaden participation in science and engineering by women, URM, and persons with disabilities

e. Management Plan
   Suggested length: up to 2 pages
   • Description of space or the facility in which the instrument will be placed
   • How and who will operate and maintain the instrument over its expected lifetime
     o If expertise not currently available, explain how it will be obtained
   • Procedures for allocating instrument time and plans for attracting/supporting new users
     o Information on anticipated usage and downtime.