

LEGEND

✓ = The system runs a compliance check and an Error or Warning message will be displayed (as noted in the "Error/Warning" column) if the proposal fails the compliance check.

■ = Checks only performed by Research.gov.

Notes:

* List provides current checks performed by system as of the April 2018 Release. The system currently only supports full research non-collaborative proposals but not all program solicitations can be checked due to system constraints. The system is planned to be updated in the future to add support for other types of proposals. Not all NSF policy requirements are currently enforced by automated compliance checks. Compliance checks are triggered by the "Allow SPO/AOR access" and "Submit" to NSF functions.

Error - Checks triggering an error will result in a hard stop and prohibit proposal submission to NSF

Warning - Checks triggering a warning will allow proposal submission to NSF



AUTOMATED PROPOSAL COMPLIANCE CHECKS PERFORMED BY RESEARCH.GOV AS OF APRIL 30TH, 2018*

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
PROPOSAL SECTION EXISTS CHECKS			
Project Summary is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Project Description is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Reference Cited is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Budget Justification(s) is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Facilities, Equipment and Other Resources is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Biographical Sketch is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Current and Pending Support is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Collaborators and Other Affiliations is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Data Management Plan is required.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Postdoctoral Mentoring Plan is required (Conditionally Required).	"Program Solicitations (Some) PAPPG "	ERROR	✓
Proposal Updated Justification is required (PFU/Budget Justification).	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL	
			RESEARCH	
PROPOSAL SECTION PAGE COUNT CHECKS				
Project Summary page count cannot exceed 1 page.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Project Description page count cannot exceed 15 pages.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Biographical Sketch(es) page count cannot exceed 2 pages per Senior Personnel/PI/Co-PI.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Budget Justification page count cannot exceed 5 pages.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Postdoctoral Mentoring Plan page count cannot exceed 1 page.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Data Management page count cannot exceed 2 pages.	"Program Solicitations (Some) PAPPG "	ERROR	✓	
PROPOSAL SECTION HEADING CHECKS				
Project Summary must contain the headings "Overview", "Intellectual Merit", and "Broader Impacts".	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Project Description must contain the headings "Broader Impacts" and "Intellectual Merit".	"Program Solicitations (Some) PAPPG "	ERROR	✓	
Biographical Sketch should contain the headings "Professional Preparation", "Appointments", "Products" or "Publications", "Synergistic Activities".	"Program Solicitations (Some) PAPPG "	WARNING	✓	
PROPOSAL SECTION URLS CHECKS				
URLS are permitted in the Project Description document but NSF is not required to review the content in the hyperlink when making an award decision.	"Program Solicitations (Some) PAPPG "	WARNING	✓	
PROPOSAL SECTION FILE TYPE CHECKS				
xlsx document is the only acceptable file upload type for: Collaborators and Other Affiliations	"Program Solicitations (Some) PAPPG "	ERROR	✓	
PDF document is the only acceptable file upload type for: <ul style="list-style-type: none"> Project Summary Project Description Reference Cited Budget Justification(s) Facilities, Equipment and Other Resources Biographical Sketch 	<ul style="list-style-type: none"> Current and Pending Support Data Management Plan Postdoctoral Mentoring Plan Other Personnel Biographical Information Other Supplementary Documents List of Suggested Reviewers List of Reviewers Not to Include Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
PROPOSAL SECTION FONT TYPE CHECKS			
<p>PDF document is the only acceptable file upload type for:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • Other Supplementary Documents • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL SECTION FONT SIZE CHECKS			
<p>Times New Roman and Symbol are the only acceptable font types for:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
PROPOSAL SECTION FILE SIZE CHECKS			
<p>Document upload file size maximum is 10MB for:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Collaborators and Other Affiliations • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • Other Supplementary Documents • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL SECTION UPLOAD FILE NAME CHECK			
<p>Document upload filename cannot exceed 254 characters for:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Collaborators and Other Affiliations • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • Other Supplementary Documents • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
PROPOSAL SECTION UPLOAD MARGIN CHECK			
<p>Document margins, in all directions (top, bottom, left, and right), must be at least an inch for:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL SECTION LINE SPACING CHECK			
<p>Line spacing should be no more than six lines per inch on:</p> <ul style="list-style-type: none"> • Project Summary • Project Description • Reference Cited • Budget Justification(s) • Facilities, Equipment and Other Resources • Biographical Sketch • Current and Pending Support • Data Management Plan • Postdoctoral Mentoring Plan • Other Personnel Biographical Information • List of Suggested Reviewers • List of Reviewers Not to Include • Budget Impact Statement 	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL BUDGET CHECK			
Senior personnel has funds, but no months indicated.	"Program Solicitations (Some) PAPPG "	ERROR	✓
All senior personnel in the budget must have months and funds associated for at least one year.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Senior personnel has months, but no funds indicated.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When Postdoctoral Scholars are included, number of personnel, months and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When Other Professionals are included, number of personnel, months and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
When Graduate Students are included, number of personnel and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When Undergraduate Students are included, number of personnel and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When Administrative/Clerical are included, number of personnel and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When Other Personnel are included, number of personnel and funds must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Equipment has funds for at least one year, but no description.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Equipment has a description, but no funds for at least one year.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When an equipment line has been added, you must specify the description and at least one year of funds.	"Program Solicitations (Some) PAPPG "	ERROR	✓
There needs to be at least one participant when funds have been indicated for Participant Support Costs.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Participant support cost amounts cannot equal zero when there are one or more participants.	"Program Solicitations (Some) PAPPG "	ERROR	✓
The indirect cost description must be specified.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Indirect cost has a rate, but no base indicated.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Indirect cost has a description, but no rate or base for at least one year.	"Program Solicitations (Some) PAPPG "	ERROR	✓
When an indirect line has been added, you must specify the description and at least one year of the rate and base.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Indirect cost has a base, but no rate indicated.	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL COVER SHEET CHECK			
Required fields for Place of Performance: Organization Name, Country, Street Address, City.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Place of performance postal code not valid for the selected state.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A Requested Start Date has not been entered.	"Program Solicitations (Some) PAPPG "	WARNING	✓
Proposal Duration cannot be less than 1 month.	"Program Solicitations (Some) PAPPG "	WARNING	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
Vertebrate Animals selected, but animal-use protocol radio button not selected.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Vertebrate Animals and Approved selected but required fields missing: IACUC Approval Date, PHS Animal Welfare Assurance Number.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Human Subjects selected, but radio button not selected: Has the human subjects research for the project been approved by an Institutional Review Board (IRB).	"Program Solicitations (Some) PAPPG "	ERROR	✓
Human Subjects and Approved selected, but required field missing: IRB Approval Date.	"Program Solicitations (Some) PAPPG "	ERROR	✓
Human Subjects and Exempt selected, but required field missing: Exemption Number.	"Program Solicitations (Some) PAPPG "	ERROR	✓
International Activities selected, but Country is missing.	"Program Solicitations (Some) PAPPG "	ERROR	✓
The International Activities checkbox should be checked on the Cover Sheet if the Primary Place of Performance on the Cover Sheet is outside the U.S. (excludes U.S. Possessions).	"Program Solicitations (Some) PAPPG "	ERROR	✓
If the Primary budget contains an amount in foreign travel line, then International Activities checkbox on Cover Sheet should be checked.	"Program Solicitations (Some) PAPPG "	ERROR	✓
If International Activities checkbox on Cover Sheet is checked, then Primary budget should contain an amount in foreign travel line.	"Program Solicitations (Some) PAPPG "	ERROR	✓
DUNS Number is not registered or active in SAM.	"Program Solicitations (Some) PAPPG "	ERROR	✓
PROPOSAL DEADLINE SUBMISSION CHECK			
A proposal cannot be submitted unless a Time Zone is associated with the awardee institution.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A proposal cannot be submitted if it is past 5 PM on the deadline or window date (per the awardee institution's Time Zone as selected in the Organization Profile).	"Program Solicitations (Some) PAPPG "	ERROR	✓
Warning will display if there is less than 24 hours left to submit a proposal.	"Program Solicitations (Some) PAPPG "	WARNING	✓
Warning will display if a PFU is submitted after 5 PM on the deadline date.	"Program Solicitations (Some) PAPPG "	WARNING	✓
A proposal cannot be submitted if a deadline, window or target date has not been chosen.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A proposal cannot be submitted if the Funding Opportunity has expired.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A proposal file update/budget revision cannot be submitted after reviewers have been assigned to the proposal.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A Budget Revision cannot be submitted once the proposal has been declined, returned, withdrawn or awarded.	"Program Solicitations (Some) PAPPG "	ERROR	✓

COMPLIANCE CHECK	FUNDING OPPORTUNITY TYPE	ERROR / WARNING	TYPE OF PROPOSAL
			RESEARCH
A PFU/ Budget Revision cannot be submitted once the proposal has been withdrawn, declined, recommended, awarded, or returned.	"Program Solicitations (Some) PAPPG "	ERROR	✓
A PFU/ Budget Revision cannot be submitted once in pending status.	"Program Solicitations (Some) PAPPG "	ERROR	✓