

Information on the Use of Designated Fonts in NSF Proposals

The National Science Foundation (NSF) has published the new *NSF Proposal & Award Policies & Procedures Guide* (NSF 07-140), which contains documents relating to the Foundation's proposal and award process. Part I is comprised of NSF's proposal preparation & submission guidelines, including the *NSF Grant Proposal Guide*, and Part II is comprised of the documents used to guide, manage, and monitor the award and administration of grants and cooperative agreements, including the new *NSF Award & Administration Guide* (previously known as the *Grant Policy Manual*.)

The new publication supercedes all prior versions of the *NSF Grant Proposal Guide* and *Grant Policy Manual*, and can be accessed at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf07140. The *NSF Proposal & Award Policies & Procedures Guide* applies to proposals submitted on or after June 1, 2007.

One of the important changes contained in the new guidelines is the use of designated fonts in proposals submitted to NSF. Proposers are reminded that the proposal must be clear, readily legible, and conform to the following requirements:

- a. Use of only the approved typefaces identified below, a black font color, and a font size of 10 points or larger must be used:
 - For Windows users: Arial, Helvetica, Palatino Linotype, or Georgia
 - For Macintosh users: Arial, Helvetica, Palatino, or Georgia
 - For TeX users: Computer Modern

A Symbol font may be used to insert Greek letters or special characters; however, the font size requirement still applies;

- b. No more than 6 lines within a vertical space of 1 inch; and
- c. Margins, in all directions, must be at least an inch.

Proposers are cautioned that proposals not in conformance with this guidance may be returned without review.

If you have any questions regarding the new *NSF Proposal & Award Policies & Procedures Guide*, please contact the Policy Office on (703) 292-8243 or by e-mail to policy@nsf.gov.