Checklist for XXX Proposal  (deadlines highlighted)

☐ Send ASU/Emily PI NSF ID number(s)    March 24th
☐ Biosketch for each investigator [guidelines provided – please see note about publications (ten highly relevant instead of 5 and 5)]    March 24th
☐ Current and Pending Report for each investigator (sample provided)    March 26th
☐ Budget: Preliminary numbers have been provided to your PI. Partner universities and preferably affiliate universities should include participant support costs for RETs and REUs. The costs are subject to 25% indirect costs per NSF.    March 29th
☐ Budget Narrative (sample provided)    March 29th
☐ Subrecipient Commitment Form signed by your central research office (form provided; please note cost sharing amount must be listed for partner universities)    April 2nd
☐ Cost Share Narrative (sample provided)    April 2nd
☐ Functional Budget Table (sample provided). This is for year one costs only.    April 2nd
☐ Tables of Committed Cash/In-Kind (sample table and instructions provided)    April 2nd
☐ Letter of Commitment to NSF (letters from senior university administrators (Deans of Engineering and higher-level university officials) for the partner universities attesting to the institutional commitment goals of the ERC. Cost share cannot be listed in this letter.) We will provide a template in a separate message.    April 7th

Please note that the budget narrative and the cost share narrative are only samples. They have been included to provide guidance. If you have any questions about any of the documents please do not hesitate to ask.

General guidelines:
- Use Times New Roman 11 for all documents
- Send all documents in Word or Excel when possible
- Use the following naming convention for all documents: Institution name_Biosketch_PI name; Institution name_budget narrative

(Insert RA Contact Information)