National Science Foundation (NSF)  
Facilities, Equipment & Other Resources

Instructions for proposals submitted or due on or after February 25, 2019 under NSF PAPPG 19-1

Facilities, Equipment & Other Resources formatting instructions can specifically be found in PAPPG 19-1, Chapter 2, section i

This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., Budget Justification, Project Description). The description should be narrative in nature and must not include any quantifiable financial information. Reviewers will evaluate the information during the merit review process and the cognizant NSF Program Officer will review it for programmatic and technical sufficiency.

Although these resources are not considered voluntary committed cost sharing by NSF, the Foundation does expect that the resources identified in this section will be provided, or made available, should the proposal be funded. PAPPG Section VII.B.1 specifies procedures to use by the awardee when there are post award changes to objectives, scope or methods/procedures.

If there are no Facilities, Equipment and Other Resources to describe, upload a document in this section of the proposal that states “Not Applicable.”

For Research.gov, the sections of a proposal must conform to the following formatting requirements:

a. Use one of the following fonts identified below:
   - Arial (not Arial Narrow), Courier New, Palatino, Palatino Linotype, or Helvetica at a font size of 10 points or larger;
   - Times New Roman at a font size of 10 points or larger; or
   - Computer Modern family of fonts at a font size of 10 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, tables or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. If the system detects that your PDF upload file for a section contains font size(s) less than 10 points,
a warning will display on upload, but your proposal will still be able to be submitted and would not be returned without review if the less than 10 point font size is due to the aforementioned criteria. PIs are cautioned, however, that the text must still be readable.

b. No more than six lines of text within a vertical space of one inch.

c. Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.

d. Paper size must be no larger than standard letter paper size (8 ½ by 11”).

These requirements apply to all uploaded sections of a proposal, including supplementary documentation.

FACILITIES
Describe any applicable Laboratory, Clinical, Animal, Computer, and Office facilities/resources. Include square footage, location, and any other important physical aspects.

MAJOR EQUIPMENT
List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of the items.

OTHER RESOURCES
Provide any information describing the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

Unfunded Collaborators: Please note that any substantial collaboration with individuals not included in the budget should be described here and documented in a letter of commitment from each collaborator should be provided (see PAPPG II.C.2.d.iv).

Senior Personnel: If no person months and no salary are being requested for Senior Personnel, they should be removed from Section A of the budget. Their name(s) will remain on the Cover Sheet and the individual(s) role on the project should be briefly described here (see PAPPG Section II.C.2.g.c)