**NSF CAREER Proposal Checklist**

NSF Proposal and Award Policy & Procedures Guide (PAPPG) can be found here:

<https://nsf.gov/pubs/policydocs/pappg18_1/index.jsp>

**General Format for all Proposal Sections:**

\_\_ Title **must** begin with “CAREER:\_\_\_”

\_\_ One-inch margins on all sides (any less and your proposal will be returned without review)

\_\_ Page number in bottom center of page (each section numbered individually)

\_\_ Must use an approved typeface and font size (see GPG section “Format of the Proposal”)

 (NOTE: Times New Roman 10pt is not allowed and proposal will be returned without review;
 Times New Roman 11pt is best.)

 May use smaller font size for mathematical formulas or equations, figures, table or diagram captions
 and when using a Symbol font to insert Greek letters or special characters

\_\_ No more than 6 lines of text within a vertical space of one inch
 (NOTE: Use of Ariel 10pt font often violates this rule; proposal at higher risk for return without review)

**Items for Upload to FastLane**:

**\_\_ Project Summary – 1 page**

 -No more than one page

 -Summarizes plans for integration of research and education activities

 -Separately addresses both Intellectual Merit Statement and Broader Impacts

**\_\_ Project Description – 15 pages**

 -Well argued, specific proposal activities that will lay a foundation for a lifetime of contributions to
 research and education in an organizational context:

 -Proposed research project

 -Proposed educational activities, including plans to evaluate their impact on students/others

 -Description of integration of research and education

 -Intellectual Merit Statement

 -Broader Impact Statement, which must be titled “Broader Impacts of the Proposed Work”

 -Results of Prior NSF Support, if applicable

 -URLs are not allowed

**\_\_ References Cited – No page limit**

 -Provide references in support of both the research and education aspects proposal

 -Each reference should include the names of all authors, in the same sequence in which they appear
 in the publication

 -The use of “et al.” is not allowed

**\_\_ Biographical Sketch – Two pages**

 -Should include BOTH research and educational activities and accomplishments

 -Only provide the required information; additional info may place proposal at risk of rejection

 -List no more than 10 products:

 -Five products most closely related to the proposed research

 -Five other significant products

 -List no more than five Synergistic Activities

**\_\_ Collaborators & Other Affiliations Information – Use Required Template**

 -Complete the [required template](https://nsf.gov/bfa/dias/policy/coa.jsp) (see [NSF PAPPG](https://nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp#IIC1e) for additional instructions)

**\_\_ Budget**

 --May request up to two months of salary each year

**\_\_ Budget Justification – Up to five pages**

 -All travel must be specified, itemized and justified by destination and cost

 -Upload Budget Justification into FastLane

**\_\_ Current and Pending Support – No page limit**

 -List all current and pending grant proposals, including the CAREER project you are proposing; include
 all internal and external grant support

 -Required for all senior personnel listed on the grant

**\_\_ Facilities, Equipment, and Other Resources – No page limit**

 -Description of all directly applicable, available resources

 -Aggregated description of the internal and external resources (both physical and personnel)

 -No page limit

**Supplemental Documentation:**

**\_\_ Departmental Letter – Two pages**

 -Should indicate support for and integration of the PI’s proposed activities

 -Describes the relationship between the project, the PI’s career goals and responsibilities, and the
 goal of the dept./organization

 -Describes the ways in which dept. head will ensure appropriate mentoring the context of the above

 -A statement of PI eligibility for the CAREER program

 -Uploaded to FastLane under Supplementary Documents (**not** Single-Copy Documents)

**\_\_ Data Management Plan –Two pages**

 -Describe how the proposal will conform to NSF policy on the dissemination and sharing of
 research results

 -Check requirements and plans specific to the Directorate, Office, Division, Program, or other NSF
 unit at <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>

**\_\_ Letters of Collaboration – One page**

 -No personal endorsements

 -Must follow the required single-sentence format: “If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by the NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description.”

 -Nature of the collaboration must be described in the Project Narrative, e.g., data, samples, space,
 access, time, students, logistical support to the research and educational program, etc.

**\_\_ Postdoctoral Mentoring Plan - REQUIRED ONLY IF SUPPORTING POST-DOCS:**

 -Must describe mentoring to be provided to postdocs supported by the project

 -One-page maximum

**\_\_ List of Suggested Reviewers – OPTIONAL, BUT HIGHLY RECOMMENDED**

 -In FastLane, list the names, email addresses, and institutional affiliation of possible reviewers

 -May also list names of persons that should not be asked to review your proposal