NSF CAREER submission Checklist (2017) (will be updated when new RFA is out) PI:

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| **🗸** | **Proposal Item** | **Description & Submission Requirements** | **Person** | **Target Date\*** | **Notes** |
|  | **Proposal Margin, Spacing Requirements & Formatting** | <http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#IIB2> | PI | N/A |  |
|  | **Cover Sheet** | * **Program Solicitation Number**
* **NSF Unit of Consideration**
* **Project Title** The project title must begin with "CAREER:" and follow with an informative title.
* **Co-PIs** No co-PIs are permitted.
* **PI eligibility information** The Departmental Letter, to be included as a supplementary document in the proposal, should state that the Principal Investigator is eligible to participate in this program.
 |  | N/A |  |
|  | **Project Summary** | Summarize the research and education objectives, and plans for the integration of **education and research activities.** 4600 characters, including spaces; Must clearly address the following under these section headings: **Overview; Intellectual Merit; Broader Impacts.** | PI | 07/11 – 07/14 |  |
|  | **Project Description (limited to 15 pages)**  | The Project Description section should contain * a **well-argued and specific proposal for activities that will, over a 5-year period, build a firm foundation for a lifetime of contributions to research and education** in the context of the PI's organization.
* **Must include: Broader Impacts** section
* **Must include:** **Results from Prior NSF Support:** Provide: award #, amount, period of support, title of the project, summary of results **including in separate sections Intellectual Merit and Broader Impact of activities supported by the award**, publications resulting the award, brief description of data, physical collections, samples, and if the proposal is for renewed support, a description of the relation of the completed work to the proposed work. If no funding, add statement: “The PI has no prior NSF funding.”
* **Must NOT** include URLs
* **Highly Recommended:** Evaluation Plan for proposed *research and education activities*
* **Highly Recommended:** Section on Integration of Research and Education
* **Highly Recommended:** Section on Intellectual Merit
 | PI | 07/11 – 07/14 |  |
|  | **Biographical Sketches (limited to 2 pages)** | For PI, include **BOTH** research and education activities and accomplishments. Follow specific format: **a)** **Professional Preparation, b) Appointments, c) Products (5 most related + 5 significant), d) Synergistic Activities** |  | 07/11 – 07/14 |  |
|  | **Collaborators and other Affiliations** **(3 categories)** | This is a new single-copy document that requires each senior project personnel to provide information regarding collaborators and other affiliations. This information used to be provided as part of the Biographical Sketch. The new format no longer requires proposers to identify the total number of collaborators and other affiliations when providing this information. |  | 07/11 – 07/14 |  |
| **🗸** | **Proposal Item** | **Description & Submission Requirements** | **Person** | **Target Date\*** | **Notes** |
|  | **Budget** **&****Budget Justification (limited to 3 pages)**  | * See Chapter II of the GPG, section V.B of the CAREER Solicitation.
* Salary support for any senior personnel other than the PI is not permitted, either in the primary budget or within subawards.
 |  | 07/07 | Budget and budget justification are first priority for PreAwards review and approval |
|  | **Current and Pending Support**  | Information Requested in Standard FL Form  |  | 07/11 – 07/14 | PI confirms projects listed on C&P are up-to-date |
|  | **Facilities, Equipment and Other Resources**  | Information Requested in Standard FL Form |  | 07/11 – 07/14 |  |
|  | **Supplementary Documents:**  | * **Departmental Letter** (limited to 2 pages). Begin working with your dept head early to develop the letter.
* **NO Letters of Support** other than Departmental Letter
* **Letters of Collaboration** must be limited to stating the intent to collaborate and not contain endorsements or evaluation of the proposed project.

Letters should follow the 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.”* Departure from this format may result in the proposal being returned without review. The Project Description should document the need for and nature of collaborations,Requests for letters should be made by the PI well in advance of the proposal submission deadline, because they must be included at the time of submission. Please note that letters of recommendation for the PI are not permitted.* **Post-doc Mentoring Plan** (limited to 1 page): Submission is required, if funding for a post-doc is requested.
* **Data Management Plan** required for all NSF proposals**.**
 |  | 07/11 – 07/14 | Obtain *signed* departmental letter from department head |
|  | **Appendices** |  **DO NOT INCLUDE APPENDICES** |  | N/A |  |
|  | **List of Suggested Reviewers (Optional)** | Information Requested in Standard FL Form Submission is optional. |  | 07/11 – 07/14 |  |
|  | **Deviation Authorization (If applicable)**  | GPG Section II.A Exemption: | Full text of approval from the cognizant **NSF Assistant Director** must be submitted. Submission is required, if applicable. |  | 07/11 – 07/14 | PI: contact the appropriate NSF director to obtain approval if applicable |
| Eligibility Criteria Exemption: | **No eligibility exemptions are allowed.**  |  | N/A |

**\*Proposal document prep, upload and review completed on “first in, first out” basis**