

*checklist does not replace the solicitation. Please review program specific solicitation for compliance and complete accuracy.

DUE DATE AND AWARD INFORMATION	
Grant submission deadline	Fourth Wednesday in July at 5pm
Budget period	Five years
Budget max	Minimum \$400,000 Exception: The following Directorates must submit budget requests for a minimum of \$500,000 for the 5 year durations: <ul style="list-style-type: none"> • Biological Sciences (BIO) • Engineering (ENG) • Polar Programs (OPP)
Award notification	At least 6 months after sponsor deadline
Eligibility Information	<ul style="list-style-type: none"> • A Principal Investigator may submit only <i>one</i> CAREER proposal per annual competition. In addition, a Principal Investigator may <i>not</i> participate in <i>more than three</i> CAREER competitions; • Hold doctoral degree in a field supported by NSF; • Be engaged in research in an area of science, engineering or education; • Hold at least a 50% tenure-track (or equivalent) position as an assistant professor; • Be untenured; • Have not previously received a CAREER award.
FORMATTING INSTRUCTIONS	
Document format	PDF only
Font type/size	Arial, Courier New, Palatino Linotype - 10 or larger; Times New Roman - 11 or larger; Computer Modern family of fonts – 11 or larger
Line spacing	No more than 6 lines of type within a vertical space of 1 inch Only single column formatting
Page size	8.5 x 11
Margins	1.0" all sides
Page Numbers	<ul style="list-style-type: none"> • Automatically added through research.gov • Headers and Footers are disallowed through research.gov
Solicitation	https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm

Proposal & Award Procedures Guide (PAPPG)	https://www.nsf.gov/pubs/policydocs/pappg22_1/index.jsp
DOCUMENT	DESCRIPTION
Cover Sheet	<ul style="list-style-type: none"> Title must begin with "CAREER:" Co-PIs are not permitted Choose program solicitation & NSF Unit of consideration
Proposal Summary (Abstract) - 1 page	<ul style="list-style-type: none"> Length: Limited to 1 page Contains: Overview, Intellectual Merit, and Broader Impacts <ul style="list-style-type: none"> <i>Overview</i>- Summarize the research and education objectives, and plans for the integration of education and research activities. <i>Intellectual Merit</i>- describe the potential of the proposed activity to advance knowledge <i>Broader Impacts</i>- describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes
Table of Contents – no page limit	Note: Automatically generated. Use this section to ensure proposal is compliant within page numbers.
Project Description – 15 page limit	<ul style="list-style-type: none"> Length: Limited to 15 pages and must include: Description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results Description of the proposed educational activities and their intended impact; Description of how the research and educational activities are integrated or synergistic; Description of other broader impacts, besides educational activities, that will accrue from the project; Results of Prior NSF Support, if applicable Intellectual Merit section no longer needs to be a separate, labeled section of the project description. Broader Impacts: A separate section must be labeled within the narrative with "Broader Impacts" on its own line. Broader impacts should include a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Some examples include: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM).

	<ul style="list-style-type: none"> • Results from Prior NSF Support (5-page limit within the overall 15 pages): The purpose of this section is to assist reviewers in assessing the quality of previous work conducted with prior or current NSF funding (includes prior NSF support within the past 5 years, current funding, or no cost extension). In cases where the PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. If a PI has not had NSF support in the last 5 years this must be stated.
References Cited – no page limit	<ul style="list-style-type: none"> • Length: No page limit • Include names of all authors (no et al.), article & journal title, book title, volume number, page numbers & year of publication • If the proposer has a website address readily available, that information should be included in the citation. It is not NSF's intent, however, to place an undue burden on proposers to search for the URL of every referenced publication. Therefore, inclusion of a website address is optional.
Biographical Sketches – 3 page limit – use NSF template	<ul style="list-style-type: none"> • Length: Limited to 3 pages and required for all Senior Personnel • Format: Biosketches must be completed using the online SciENcv tool Science Experts Network Curriculum Vitae (SciENcv), or the NSF-developed, fillable PDF. Any other format or pdf document will receive an error which will prevent submission • Use of SciENcv will be required for all submissions beginning January 2023. • Location: Upload this in the Senior Personnel Documents section. • Content: A biosketch should contain the following: <ul style="list-style-type: none"> ○ Professional Preparation: A list of the individual's undergraduate and graduate education and postdoctoral training, including location (city, state/country) in chronological order ○ Appointments: A list, in reverse chronological order, of all the individual's academic/professional/institutional appointments, whether or not remuneration is received, beginning with the current appointment. This includes any titled academic, professional, or institutional position, including full/part time or voluntary. ○ Products: A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. ○ Synergistic Activities: A list of up to five distinct examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the

	integration and transfer of knowledge as well as its creation. Note that activities must be specific and may not include multiple examples to describe a single activity.
Budget	Note: Costs must be allowable, allocable, and reasonable <ul style="list-style-type: none"> • Work with your Proposal Analyst to develop a budget
Budget Justification – 5 page limit	<ul style="list-style-type: none"> • Length: Limited to 5 pages • Content: Must include a description of all costs requested in the budget. Your Proposal Analyst will provide a template. • Travel: Domestic and International travel must be itemized and justified <ul style="list-style-type: none"> • Domestic: NSF defines this as travel within and between the US, its territories and possessions Indirect Costs: Dollar amounts for indirect costs should be specified
Current and Pending – use NSF template	<ul style="list-style-type: none"> • NSF Current and Pending documents must use NSF fillable PDF or SciENCv formatting. • Use of SciENCv will be required for all submissions beginning January 2023. • Location: Upload this in the Senior Personnel Documents section. • Personnel: Includes all senior personnel • Contents: Must include proposal PI is currently submitting and state “This Proposal” at the end of the title. • Format: Must be uploaded in as a single PDF <ul style="list-style-type: none"> ○ Current and pending support information must be provided for this project, ongoing projects, and for any proposals under consideration including from Federal, State, local, foreign, public or private foundations, non-profit organizations, industrial or other commercial organizations or internal funds allocated toward specific project ○ Current and pending support also includes in-kind contributions such as office/laboratory space, equipment, supplies, employees, students. ○ In-kind contributions not intended for use on the project/proposal must also be reported ○ In-kind contributions with no associated time commitment that are intended for use on the project/proposal being proposed to NSF must be included as part of the Facilities, Equipment, and Other Resources section and not be replicated in the individual’s C&P submission ○ In-kind contributions for other proposals that include time commitment should be included in the current and pending document. If the time commitment or dollar value for in-kind proposals other than this proposal is not readily ascertainable, reasonable estimates should be provided ○ Gifts and a PI’s Professional Development funds do not need to be reported ○ If the project (or any part) now being submitted has been funded previously by a source other than NSF, information must be provided regarding the last period of funding.

Collaborators & Other Affiliations – no page limit	<ul style="list-style-type: none"> • Location: Upload this in the <u>Senior Personnel Documents</u> section. • Please use this template and follow its instructions for completion. • Required for all senior project personnel • Must use template and be uploaded as an .xlsx or.xls file
Facilities, Equipment & Other Resources – no page limit	<ul style="list-style-type: none"> • Length: No page limits. • Content: This 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. • Any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section. • All Mines Facilities template
Data Management Plan – 2 page limit	<ul style="list-style-type: none"> • Length: Limited to 2 pages • Content: Describe how the proposal will conform to NSF policy on the dissemination and sharing of research results. This should include: types of data, samples, and physical collections produced during the course of the project along with standards to be used for data format and content, policies for re-distribution, and plans for archiving data. • DMP Tool resource to customize data management plans
Postdoctoral Mentoring Plan - 1 page limit	<ul style="list-style-type: none"> • Required if funding is requested to support postdoctoral researchers • Length: Limited to 1 page • Content: Describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subawardee organization, or at any organization participating in a simultaneously submitted collaborative project • Postdoc Mentoring Plan template
Departmental Letter - 2 page limit	<ul style="list-style-type: none"> • Length: Limited to 2 pages • Location: Upload this in the <u>Other Supplementary Documents</u> section. • Content: <ul style="list-style-type: none"> ○ An indication that the PI's proposed CAREER research and education activities are supported by and advance the educational and research goals of the department and the organization, and that the department is committed to the support and professional development of the PI; ○ A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of his/her department/organization, and b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI,

	<p>in the context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond;</p> <ul style="list-style-type: none"> ○ A statement to the effect that the PI is eligible for the CAREER program; ○ Include Department Head's name and title below signature. In cases of joint appointments, the letter should be signed by both department heads. ○ Department Letter should not be construed as a Letter of Support for the PI and should address only the items listed above.
Letters of Collaboration – one paragraph	<ul style="list-style-type: none"> • Length: Limited to one paragraph with specific language • Location: Upload this to the <u>Other Supplementary Documents</u> section • Content: "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 or the Facilities, Equipment or Other Resources section of the proposal." • The letter(s) should NOT include a personal endorsement or recommendation of the investigator. • Letters of recommendation are not permitted
PECASE Eligibility Statement	<ul style="list-style-type: none"> • Location: Upload this in the <u>Additional Single Copy Documents</u> section • Presidential Early Career Award for Scientists and Engineers (PECASE) eligibility requires that the applicant be a U.S. citizen, U.S. national, or U.S. permanent resident by the time of nomination. PECASE is the highest honor bestowed by the United States Government on outstanding scientists and engineers beginning their independent research careers. As all NSF PECASE awardees are also CAREER awardees, no additional funds will be allocated when the PECASE is announced. • Content: Upload a statement stating, "I wish to be considered for the PECASE honorary award." By providing this statement, you are confirming that you meet the eligibility requirements for a PECASE award. • If you do not meet the eligibility requirements at the time of submission but do meet the requirements post proposal submission and wish to be considered for PECASE, you may submit an interim report on your CAREER award to the cognizant program officer that states: "I meet the eligibility requirements for PECASE and wish to be considered for the honorary award."