

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

DUE DATE AND AWARD INFORMATION	
Grant submission deadline	Mid-July (depending on directorate)
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 (PLR)
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; • Be untenured until October 1 following the deadline; • Have not previously received a CAREER award; • By October 1st, be employed in a tenure-track position as assistant professor.
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	Add page numbers to all documents
Solicitation	https://www.nsf.gov/pubs/2017/nsf17537/nsf17537.pdf
Grant Proposal Guide	https://www.nsf.gov/pubs/policydocs/pappg18_1/nsf18_1.pdf

DOCUMENT	DESCRIPTION
Cover Sheet	<ul style="list-style-type: none"> Title must begin with "CAREER:" Co-PIs are not permitted
Proposal Summary (Abstract) - 1 page	<ul style="list-style-type: none"> Length: Limited to 1 page (4600 characters, including spaces, 51 lines or less) 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 Special Characters: If special characters are included upload under Supplementary Documents - Project Summary w/ Special Characters and check the box at the top of the project summary page to indicate it has been uploaded as a supplementary document.
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, unless otherwise noted in the solicitation 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, including plans to evaluate their impact on students and other participants Description of how the research and educational activities are integrated with one another The Project Description must contain separate sections within the narrative labeled "Broader Impacts" and "Intellectual Merit". <ul style="list-style-type: none"> <i>Broader Impacts of Proposed Work:</i> <u>Must</u> include a section titled "Broader Impacts of Proposed Work" discussing the broader impacts accomplished through the research itself. Please see GPG II-10 for more details. <i>Intellectual Merit:</i> Must include a section labeled "Intellectual Merit" that provides a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support. Results from Prior NSF Support is required (if applicable limit 5 pages of total 15 pages)

	<ul style="list-style-type: none"> ○ Must include all NSF funding regardless of whether there is salary or whether the project is directly related to the proposal. ○ Must follow a specific format: <ul style="list-style-type: none"> ▪ NSF award number, amount & period of support ▪ Title of project ▪ Description of Intellectual Merit and Broader Impact activities must be included in two separate sections ▪ Publications resulting from the award ▪ Complete bibliographic citation for each publication in either the Results from Prior NSF Support section or in the References Cited – if none, state “No publications were produced under this award”. ▪ No URLs should be used ▪ 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 no references, a statement to that effect should be uploaded
Biographical Sketches – 2 page limit – use NSF template	<ul style="list-style-type: none"> ● Length: Limited to 2 pages and required for all Senior Personnel ● Content: Must follow a specific format: <ul style="list-style-type: none"> ○ Professional Preparation – including location of undergrad, grad and postdoc institution ○ Appointments ○ Products (10 total- 5 products closely related and 5 other significant products) ○ Synergistic Activities (Up to 5 examples that show broader impact) ● Include both research and education activities and accomplishments
Budget	Note: Costs must be allowable, allocable, and reasonable
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 ● 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 <p>Indirect Costs: Dollar amounts for indirect costs should be specified</p>
Current and Pending – no page limit	<ul style="list-style-type: none"> ● Personnel: Includes all senior personnel ● Content: Must include proposal PI is currently submitting and state “This Proposal” in the title. Please use this template.

<p>Collaborators & Other Affiliations – no page limit</p>	<ul style="list-style-type: none"> • Does not include an investigator’s professional development fund. • Location: Upload this in the <u>Single Copy Document</u> section titled Collaborators and Other Affiliations. 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
<p>Facilities, Equipment & Other Resources – no page limit</p>	<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. • Note: If there are none or this is not applicable this must be stated and uploaded into FastLane.
<p>Data Management Plan – 2 page limit</p>	<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.
<p>Postdoctoral Mentoring Plan - 1 page limit</p>	<ul style="list-style-type: none"> • Required if funding is requested to support postdoctoral researchers • 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
<p>Departmental Letter - 2 page limit</p>	<ul style="list-style-type: none"> • Length: Limited to 2 pages • Location: Upload this in the <u>Additional Supplementary Documentation</u> section titled Other Supplementary Docs. • Content: <ul style="list-style-type: none"> ○ An indication that the PI's proposed CAREER research and education activities are supported by and integrated into 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 goals of his/her department/organization, and b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the

	<p>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
<p>Letters of Collaboration – one paragraph</p>	<ul style="list-style-type: none"> • Length: Limited to one paragraph with specific language • 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.” <p>The letter(s) should NOT include a personal endorsement or recommendation of the investigator. Please note that letters of recommendation for the PI <u>are not permitted</u></p>