**NSF CAREER PROPOSAL READINESS CHECKLIST**

2.18.19

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| **TASKS** | **YOUR NOTES**  (questions/comments/to do dates, etc.) |
| 1. **UNDERSTAND NSF REQUIREMENTS** |  |
| * Read the **NSF CAREER Solicitation** and become very familiar with the required elements. * Solicitation 17-537 https://www.nsf.gov/pubs/2017/nsf17537/nsf17537.pdf * **NSF Early CAREER Program Page:**   https://www.nsf.gov/funding/pgm\_summ.jsp?pims\_id=503214   * **FAQs**   https://www.nsf.gov/pubs/2017/nsf17050/nsf17050.pdf |  |
| Confirm your **Eligibility. *As of Oct. 1, 2019:***   * Tenure-track/untenured * Assistant Professor * Have not received a prior CAREER award * Limit of 3 tries/submissions * Research in NSF area: BIO, CISE, EHR, ENG, GEO, MPS or SBE |  |
| 1. **DETERMINE MY READINESS TO APPLY** |  |
| * Set up a meeting w/IS&T Grants Office. |  |
| Identify your **VISION** for your career & for your CAREER PROPOSAL.   * **Brainstorm your vision** with peers, mentors, potential NU faculty reviewers. * Make the case as to why NSF should invest in you as a teacher-scholar. |  |
| * Identify the correct **NSF Directorate** and specific program for your submission. * Identify the **NSF Program Officer** to approach with your ideas. * Prepare a one-pager of your proposed CAREER project & send it to the NSF Program Officer in an email requesting a phone meeting. * **CAREER Directorate and Division Contacts:**   https://www.nsf.gov/crssprgm/career/contacts.jsp |  |
| * Sketch out at least one rudimentary graphic **for yourself** to visually represent your proposal & your career over 5/10/20 years. |  |
| 1. **CREATE A PROPOSAL PLAN** |  |
| * Create a **CALENDAR** for developing your CAREER proposal from now to the July 17, 18 or 19, 2019 DEADLINE. |  |
| * Identify and begin developing your **Educational Component** (about 1/3 of your 15-page proposal). * Identify **potential collaborators.** |  |
| Meet with your **Department Chair** to seek his/her support**.**   * Anticipate your request for the required Department Chair letter. |  |
| Identify **Broader Impacts** of your proposed research.   * Identify **campus resources** available to assist you with this—resources to support your success. * Develop a Broader Impacts plan. See this link as an example:   <https://www.colorado.edu/researchinnovation/find-funding/other-resources/broader-impacts-network/create-your-broader-impacts-plan> | . |
| Begin to think about **RED TEAM reviewers** who could review your draft proposal.   * Who are your champions? * Experts in your field? * Seek out sample winning proposals in your field. * Ask if those who share are willing to (1) review your draft proposal and, perhaps, (2) be on your Red Team. |  |
| 1. **EXECUTE THE PROPOSAL PLAN** |  |
| * Add scheduled writing time to your calendar and stick to it! * Refer to the IS&T NSF CAREER proposal checklist for proposal sections required and solicitation-specific review criteria. |  |

Checklist based on CU Boulder’s Research & Innovation Office, NSF CAREER Readiness Handout. Diane Carillo, author.