**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**
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| * 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
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| 1. **DETERMINE MY READINESS TO APPLY**
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| * Set up a meeting w/IS&T Grants Office.
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| 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.
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| * 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.
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| 1. **CREATE A PROPOSAL PLAN**
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| * Create a **CALENDAR** for developing your CAREER proposal from now to the July 17, 18 or 19, 2019 DEADLINE.
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| * Identify and begin developing your **Educational Component** (about 1/3 of your 15-page proposal).
* Identify **potential collaborators.**
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| Meet with your **Department Chair** to seek his/her support**.*** Anticipate your request for the required Department Chair letter.
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| 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.
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| 1. **EXECUTE THE PROPOSAL PLAN**
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| * 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.
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Checklist based on CU Boulder’s Research & Innovation Office, NSF CAREER Readiness Handout. Diane Carillo, author.