CAREER PROPOSAL PREPARATION AND SUBMISSION CHECKLIST

Note: This checklist is intended to be a supplementary aid in the preparation of CAREER proposals, and is not intended as an all-inclusive repetition of the requirements specified in the Grant Proposal Guide (GPG – NSF 08-1 June 2007) and the CAREER Program solicitation (NSF 08-557). Those documents describe the required proposal contents and associated proposal preparation guidelines. This document is meant to highlight certain critical items so they will not be overlooked when the proposal is prepared. Please refer to the GPG, the CAREER Program solicitation, and the CAREER FAQs (NSF 05-027) for complete instructions.

✓ **PROPOSAL PREPARATION ORDER**

- ▪ **Prepare (and save) the proposal cover sheet first.**   Entering the CAREER Program Solicitation Number (NSF 08-557) on the cover sheet will ensure that you have the correct forms for CAREER proposals, and that your proposal will be considered in the CAREER competition.

✓ **PROPOSAL MARGIN AND SPACING REQUIREMENTS** (see Chapter II of the GPG)

2. Proposal Margin and Spacing Requirements

- • The proposal must be clear, readily legible, and conform to the following four requirements:

    - o An Arial, Helvetica, Palatino (for Macintosh), Palatino Linotype (for Windows), Computer Modern (TeX only), or Georgia typeface, a black font color, and a font size of 10 points or larger must be used. (A Symbol font may be used to insert Greek letters or special characters; however, the font size requirement still applies.)

    - o No more than 6 lines of type within a vertical space of 1 inch; and

    - o Margins, in all directions, must be at least an inch.

✓ **REMINDER**

DO NOT INCLUDE APPENDICES. Without prior written approval from the appropriate NSF Assistant Director, proposals with appendices will be <u>returned without review</u>. Note that such approvals are rarely granted (see Chapter II.A of the GPG).

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
PI Information	Information Requested in Standard FL Form		Automatically generated by FL.
Cover Sheet	Announcement No.	NSF 08-557	Submission is required. Entered using standard FL form. The cover sheet must either be signed electronically at the time of submission by an AOR or the AOR has 5 working days after submission to electronically sign the proposal.
	Org/Unit	Select NSF program(s) from displayed list	
	Co-PIs	Not allowed in competition	
	CAREER Eligibility	Certify eligibility by checking the applicable criteria boxes.	PI certification of eligibility for CAREER program is required.
	PECASE Eligibility	Select **either** "I wish to be considered" **or** " I do <u>not</u> wish to be considered"	One PECASE eligibility box must be selected. Note: this information is only used after a CAREER award has been made, and is not a factor in the review.
Project Summary (Limited to One Page)	Summary of proposed education and research activities, not to exceed one page in length.	PI **must** clearly address both merit review criteria (**intellectual merit** and **broader impacts**) in separate statements within the one-page Project Summary, or the proposal will be returned without review.	Submission is required. **Cannot exceed one page.** Enter as text, by typing or by uploading a word-processor, PostScript, or PDF file. (See **Note** below.)
Table of Contents	Automatically generated by FL		Automatically generated by FL. Proposer cannot edit this form.
Project Description (Limited to 15 Pages)	Description of proposed education and research activities, and how these two activities are integrated. Include a summary of Results from Prior Support, if applicable (see Chapter II of the GPG)		Submission is required. **Cannot exceed 15 pages.** Uploaded as a file. (See **Note** below.)
References Cited	References for **both** research and education activities		Submission is required. Entered as text or uploaded as a file. (See **Note** below.)

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
Biographical Sketches (Limited to TWO Pages)	Information Requested in Standard FL Form	For PI, include **BOTH** research and education activities and accomplishments	Submission is required. To upload the bio sketches as a file, click on the PI's name and then the "Transfer File" button. Entered as text or uploaded as a file. (See **Note** below.)
Budgets (Including Budget Justification)	Information Requested in Standard FL Form See Chapter II of the GPG, section V.B of the CAREER Solicitation ([NSF 08-557](#)), and section B of the CAREER FAQs ([NSF 05-027](#)).		Submission is required. Budget: One budget for each year of support requested. The Cumulative Budget is automatically generated by FL. Entered using standard on-line FL form and/or uploaded excel spreadsheet (available for down-load in the FastLane Proposal Preparation application). Salary support for any senior personnel other than the PI is not permitted, either in the primary budget or within subawards. Budget Justification: Not to exceed three pages. Entered as text or uploaded as a file. (See **Note** below.)
Current and Pending Support	Information Requested in Standard FL Form		Submission is required. You can upload all Current and Pending Support items of your proposal as one file by selecting the PI's name and editing an existing form or creating a new one. Entered as text or uploaded as a file. (See **Note** below.)
Facilities, Equipment and Other Resources	Information Requested in Standard FL Form		Submission is required. Entered as text or uploaded as a file. (See **Note** below.)

FastLane (FL) Form	Items to be Contained in FastLane (FL) Form		Submission Method
Supplementary Docs	Departmental Letter	The proposal must include one (and only one) letter from the applicant's department head (or equivalent organizational official) which includes: • An indication that the PI's proposed CAREER 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 context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond; • Verification that the PI is eligible for the CAREER program. The PI's department head (or equivalent organizational official) must sign the letter. The official's name, title, and date must appear below the signature. Recommended length is one page.	Submission is required. Scan the documents and convert to PDF files. Upload the PDF files. Do not mail paper copies to NSF, unless specifically instructed to do so.
	Letters of Collaboration	Letters should be short and describe <u>only</u> the planned collaborative efforts. Letters of recommendation are not permitted, and will be removed from the proposal prior to review.	
List of Suggested Reviewers (Optional)	Information Requested in Standard FL Form		Submission is optional. Entered as text. File Upload is not an option.
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. Entered as text.
	Eligibility Criteria Exemption	**No eligibility exemptions are allowed.**	
Link Collaborative Proposals	Not applicable		Not applicable
Add/Delete Non PI/Co-PI Senior Personnel	Not applicable		Not applicable