

## Checklist for NSF CAREER Proposal

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✓		<i>Use most current NSF docs, when numbered ones are archived.</i>
	Cover sheet	
		Program solicitation number NSF <b>17537</b>
		appropriate disciplinary program selected?
		Title: must have word CAREER in title, brief scientifically valid, intelligible, & suitable for use in the public press
		NO co-PIs permitted
		CAREER certification of eligibility
	Project Summary	
		one page only
		research objectives
		education objectives
		plans for integration of education and research activities
		separate section, heading Intellectual merit (how this is met by proposed work)
		separate section heading broader impacts (how this is met by proposed work)
	Project Description	
		15 pages total, no exceptions, URLs must not be used, several pages discussing broader impacts resulting from the proposed activities
		specific activities over 5-year period
		building foundation for lifetime integration of research & education
		specific objectives of research
		methods & procedures to be used for research
		expected significance of research
		specific objectives/goals of education plan
		criteria for assessing whether educational goals have been met
		specific educational activities
		specific plans for evaluation of impact of activities on students/others
		specific assessment methods (surveys, focus groups, tests, ?)
		assessments conform with handbk NSF <b>02057</b>
		description of how research and educ. activities are integrated with one another
		specified target population of each educational activity (K-12. undergrad, grad, schoolteachers, general public)
		relation of each educ. activity to proposed research
		educational plan consistent with pedagogical research, best practices in curriculum, best practices in evaluation
		separate section specific description of formal mentoring plan for any post-docs supported in the proposal
		Results of Prior NSF Support, if applicable
	international component (optional)	specific description of how foreign partnership enhances research, benefits students, contributes to integration of educ. activities and research with one another

References cited	
	references for research plan
	references for educational plan (required for CAREER)
	bibliographic citations only, no additional information
	no URLs which provide information about proposed work
	include state-of-the-knowledge in research
	include state-of-the-knowledge in education
	include some of the 5 educ. references cited in the NSF <b>02057</b>
Biosketch of PI	
	2 pages total format as described in PAPPG NSF <b>17001</b>
	professional preparation
	appointments
	research accomplishments
	educational accomplishments (required for CAREER)
	5 total publications (full citation) closely related to proposed research publications closely related to educational activities
	5 other significant publications, related or not
	synergistic activities: up to 5 examples broader impact of PI's scholarly activities, innovations in teaching, broadening participation of underrepresented groups, service to scientific community
	list of collaborators and other affiliations (PhD, post-doc adviser of the PI, PhD students and post-docs of the PI, determines conflicts of interest). Not specifically included in NSF <b>17001</b>
Budget	
	minimum total budget <b>\$400K</b> for 5 years (except minimum \$500K for BIO, ENG, OPP) NOTE: many programs fund only at the minimum.
	elements in budget to support research proposed
	max total 2 months summer salary for PI per year from all sources at NSF
	no salary for collaborator, no sub-awards
	funds for an evaluator or assessment coordinator okay
Budget justification	
	no more than 3 pages justification of budget items
Current Support	include the CAREER application under "pending"
Facilities, Equip, etc	describe availability of facilities needed for the proposed work
Supplementary Documents: pdf Dept head ltr	one page, must have required statements: (1) the proposed research and education activities are valued and supported by the department and are integrated into the educational and research goals of the department and the university, i.e., the PI will be rewarded by department and university for integrating research and education with one another.
	(2) the department's level of commitment to the support and professional development of the PI
	(3) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the goals of the department/university

	(4) how the head will ensure the appropriate mentoring of the PI in his career development
	(5) how the head will ensure the appropriate mentoring of the PI in his/her efforts to integrate research and education throughout the period of the award and beyond, i.e., how the department can guarantee sustainability of PI's efforts as described in the CAREER proposal
	(6) Verify that the PI is eligible for the CAREER program
pdf collaborator ltr of commitment (optional)	collaborator can not be a senior personnel or co-PI could be an educational assessment consultant. Format one sentence: "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."
	only describe the nature of the collaboration/services offered to support activities described in proposal
Formatting	font Arial, Courier New or Palatino Linotype 10 points or larger
	Times New Roman (or Computer Modern family of fonts) 11 points or larger
	smaller font acceptable in figures, equations, tables, diagram captions, but still readable
	no more than 6 lines of text per inch
	margin 1.0 inch all around for all documents including Supplementary docs
	standard single-column format only
	passed spellcheck!
	each uploaded section individually paginated!
	passed spellcheck!
Electronic submission	by authorized university representative (in OVCR/ ORS) Fastlane
Due dates/times	are absolute! no exceptions, 5 PM local time. NSF program officers NOT authorized to grant extensions
Electronically signed cover sheet certifications	within 5 working days of electronic submission of proposal
Suggested names of expert reviewers	(optional): especially well-qualified, or "not preferred" reviewers