NSF Faculty Career Dev. Program (22-586)
Due July 24, 2024 by 5pm submitter's time

Program Guidance   *PI Completes ASAP*

[Career Program Instructions](#)   [Career Program Webinar Materials & FAQs](#)

[NSF Proposal Preparation Guide](#)   [Research.gov Help Site](#)

It is your responsibility as PI and applicant to thoroughly read the program guidance and FAQs. There you will learn how to put your idea together for a coherent proposal and what is allowable within the proposal.

The NSF Proposal Preparation Guide and Research.gov Help Site contain more in-depth information for proposal preparation and application completion.

Verify Eligibility   *PI Completes ASAP*

- ◯ May submit ONE proposal annually
- ◯ May not participate in over THREE competitions total
- ◯ Must hold a doctoral degree in an NSF field
- ◯ Must be engaged in research in a STEM area supported by NSF
- ◯ Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title)
- ◯ Must be untenured
- ◯ Have not previously received a CAREER award

Create an NSF Account   *PI Completes ASAP*

- ◯ If you do not have an NSF Account ID, you must register for one in order to prepare proposals and conduct other award-related activities using NSF systems. For step-by-step instructions, visit **HERE.**
- ◯ Then follow the guidance **HERE** to request the PI role.
- ◯ If you have issues creating your account, contact **OSP** for assistance.

Grant OSP Access in Research.gov

- ◯ Application & Proposal should be submitted through **Research.gov**. Initiate the proposal and share with your Sponsored Projects contact.

PI Completes by _____

Contact the NSF Program Officer

- ◯ PIs are **strongly** encouraged to contact the cognizant P.O. to discuss the proposed project and budgetary request limitations.

  A list of CAREER Division/Directorate Contacts can be found **HERE**.

Complete Internal OSP Procedures

- ◯ Start an service request ticket in **Samanage** and include the RFP with the ticket.
- ◯ Once the proposal components are completed, begin routing the **Internal Approval Sheet**
- ◯ These items must be completed within **THREE DAYS** of the deadline. Three days will allow any time to identify, and make, any necessary changes.

  Other **INTERNAL FORMS** that you may need can be found **HERE**.

Formatting

- ◯ All margins at least one inch
- ◯ Six lines of text in in a vertical inch
- ◯ Do not paginate proposal sections
- ◯ Fonts: Arial, Courier, Palatino Linotype at 10 pts. or larger
- ◯ Fonts: Times New Roman at 11 pts. or larger
- ◯ Fonts: Computer Modern family at 11 pts. or larger
- ◯ A font size of less than 10 pts. may be used for formulas/equations, tables, captions & special characters

NSF Faculty Career Dev. Program (22-586)
Program Information & Checklist

Administrative Checklist

1. PI and Submitting ORG notification
2. OSP ticket created
3. Creation of package in Submission system
4. Final read/edit of narrative drafts
5. Budget Approval/Internal Approval Sheet signed
6. Completion of required budget and other forms
7. Formatting, naming, combining, converting, and upload of ALL final proposal components (list below) to OSP portal AND submission platform
8. Final PI approval to submit to OSP

Proposal Components Checklist

1. Budget – Excel Form
2. Budget Justification – 5 pages
3. Project Summary – 1 page
4. Project Description – 15 pages
   a. a 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;
   b. a description of the proposed educational activities and their intended impact;
   c. a description of how the research and educational activities are integrated or synergistic;
   d. a description of other broader impacts, besides the education activities, that will accrue from the project,
   e. and results of prior NSF support, if applicable.

   BROADER IMPACTS & INTELLECTUAL MERIT MUST HAVE THEIR OWN HEADERS
5. Facilities, Equipment and Other Resources – No page limit
6. Data Management Plan – 2 pages
7. Departmental Letter – 2 pages (see p. 7 of RFP)
8. Letters of Collaboration – NSF format ONLY (see p. 7 of RFP)
9. Biosketch (SciENcv ONLY) – include BOTH research and education activities & accomplishments
10. Current and Pending Support – NSF Template
11. Collaborators and Other Affiliations – NSF Spreadsheet
12. References Cited – no page limitation