



Faculty Early Career Development (CAREER) Program
Program Solicitation NSF 08-557
Submission Requirements Checklist
FastLane Help Desk 1-800-673-6188 (fastlane@nsf.gov)



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 latest NSF Grant Proposal Guide (GPG) available at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg and the current 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 latest GPG, for detailed description of what is a compliant proposal. Proposals that are non-compliant with the latest GPG and current CAREER program solicitation will be returned without review.

✓ 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

- **All proposals must follow the format, margin, and spacing requirements outlined in the GPG** (see Chapter II, Sections A & B).

✓ REMINDERS

- **DO NOT INCLUDE APPENDICES.** Without prior written approval from the appropriate NSF Assistant Director, proposals with appendices may be returned without review. Note that such approvals are rarely granted (see Chapter II of the GPG).
- **REVIEW** the proposal submission requirements checklist that follows.
- **SUBMIT** your CAREER proposal well in advance of the deadline to allow time for corrections of any problems that may occur in the submission process. Any CAREER proposal received after the Directorate/Office deadline will be returned without review. Please note that NSF program officers are not authorized to grant extensions to the deadline for the CAREER program. For proposals that are submitted for consideration by more than one unit with different deadline dates, the deadline date associated with the primary unit of consideration will be enforced (i.e., the program listed first on the FastLane cover sheet).



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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 AOR must provide the required certifications within 5 working days following the electronic submission of the proposal.
	Org/Unit	Select NSF program(s) from displayed list	
	Co-PIs	Not allowed in competition	
	CAREER Eligibility PECASE Eligibility	Certify eligibility by checking the applicable criteria boxes. Select either "I wish to be considered" or "I do <u>not</u> wish to be considered"	PI certification of eligibility for CAREER program is required. 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)	<p>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)</p> <p>A CAREER proposal must indicate the goals and objectives of the education and integration of education plans, as well as the criteria for assessing that these goals are met. Principal investigators are strongly encouraged to describe how the impact of the educational activities will be assessed or evaluated.</p> <p>If an international component is included, the proposal must describe specifically how the collaboration with a foreign partner enhances the research, benefits students and/or contributes to the integration of education and research.</p>		Submission is required. Cannot exceed 15 pages. Uploaded as a file. (See Note below.)



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References Cited	References for both research and education activities		Submission is required. Entered as text or uploaded as a file. (See Note below.)
Biographical Sketches (Limited to TWO Pages)	Information Requested in Standard FL Form. Check GPG for acceptable format	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)		Submission is required. <u>Budget:</u> 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 download in the FastLane Proposal Preparation application). Salary support for any senior personnel other than the PI is <u>not</u> permitted, either in the primary budget or within subawards. <u>Budget Justification:</u> 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.)



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Supplementary Docs	Departmental Letter	<p>The proposal must include one (and only one) letter from the applicant's department head (or equivalent organizational official) which includes:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<p>Submission is required.</p> <p>Scan the documents and convert to PDF files. Upload the PDF files.</p> <p>Do not mail paper copies to NSF, unless specifically instructed to do so.</p>
	Letters of Collaboration	<p>The letter(s) should be short and must be limited to describing the nature of the collaboration. They should not include a recommendation of the person, but should be limited to the types of support that is offered. Letters of recommendation are not permitted, and will be removed from the proposal prior to review.</p>	<p>Scan the documents and convert to PDF files. Upload the PDF files.</p> <p>Do not mail paper copies to NSF, unless specifically instructed to do so.</p>
	Postdoctoral Researcher Mentoring Plan	<p>In no more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any sub-awardee organization, or at any organization participating in the project.</p>	<p>Submission of this supplementary document is required ONLY if funds are requested to support a post doctoral researcher during the course of the project.</p>
List of Suggested Reviewers (Optional)	Information Requested in Standard FL Form. (See GPG Chapter II)		<p>Submission is optional.</p> <p>Entered as text. File Upload is not an option.</p>



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Deviation Authorization (If applicable)	GPG Section II.A Exemption	Full text of approval from the cognizant NSF Assistant Director must be included in the supplementary document section.	Note: an Appendix is not permitted in a CAREER Proposal. As with all NSF solicitations, exceptions may be given in writing by the appropriate NSF Assistant Director, but these are rarely granted. This must be done before the proposal is submitted. A proposal submitted with an Appendix that does not have the required written deviation from the appropriate Assistant Director may be returned without review.
Link Collaborative Proposals	Not applicable		Not applicable
Add/Delete Non PI/Co-PI Senior Personnel	Not applicable		Not applicable

NOTE: In addition to PDF files, users can upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

- PDF Creation Tips and Pointers:**
- Use the FastLane Job Options File
 - Do **not** use Adobe Acrobat PDFWriter
 - Always embed all fonts
 - Always use embeddable Type 1 or True Type fonts
 - Always check your results
 - If using TeX or LaTeX, upload your .dvi and figures instead
 - Subset your fonts

- Software to Use to Create PDF Files:**
- Adobe Acrobat Distiller (3.x or higher)
 - Ghostscript (version 6.5 or higher)
 - Tex/LaTeX
 - MS Word
 - Word Perfect
 - Other software that can create any of the acceptable file formats