



600 Suffolk Street, Suite 415
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OFFICE OF SPONSORED PROGRAMS

NSF CHECKLIST – CAREER PROPOSALS 2024

See Part I: Proposal Preparation and Submission Guidelines [PAPPG](#) for guidance on the required sections of a full research proposal submitted to NSF. Please note that the proposal preparation instructions provided in the program solicitation may deviate from the PAPPG instructions. This checklist highlights, not replaces, the submission guidelines in both the CAREER solicitation and PAPPG. *Please consult the guidelines for complete instructions.*

PORTAL

All CAREER proposals must be submitted through [Research.gov](#).

REQUIRED FORMATTING

- Font: Arial, Courier New or Palatino Linotype @ 10pts or larger; Times New Roman @ 11 pts or larger; Computer Modern family of fonts @ 11 pts or larger (Note: A font size of less than 10 can be used for equations, figures/table captions, special characters, or symbols-- must be readable)
- Margins must be at least one inch in all directions
- No more than six lines of text per one inch of vertical space
- No page numbering – this will be automatically applied by Research.gov

<i>Proposal Element</i>	<i>Instructions</i>
<i>Cover Page</i>	<ul style="list-style-type: none"> • Solicitation #, division/directorate, title, amount, duration, start date, and compliance indicators such as human subjects, animals, or foreign components. • Project Title must begin with “CAREER:” • Co-PI’s are not allowed.
<i>Project Summary</i>	<ul style="list-style-type: none"> • Limited to 1 Page • Project Summaries must be formatted with separate headings for Overview, Intellectual Merit, and Broader Impacts. Failure to include these headings will result in the proposal being returned without review.
<i>Project Description</i>	<ul style="list-style-type: none"> • 15-page limit, including Prior NSF Support - URLs are not permitted • Description of proposed project including preliminary supporting data where appropriate, specific objectives, methods & procedures to be used, and expected significance of results • Description of proposed educational activities and there intended impact • Description of how research & educational activities are integrated or synergistic • MUST include a separate section LABELED, “Broader Impacts” • MUST include a separate section LABELED, “Results from Prior NSF Support” – 5-page limit (within the overall 15 page limit) – If no prior NSF support has been received, still include the required heading and indicate “None.” <ul style="list-style-type: none"> ○ Must be identified if PI has received prior NSF support of an award with an end date in the past five years; or any current funding, including no cost extensions. <ul style="list-style-type: none"> ▪ Includes salary support, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards. ○ If more than one award has been received, only report on the one award that is most closely related to this proposal.



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	<ul style="list-style-type: none"> ○ The following information must be provided in this section: <ul style="list-style-type: none"> ▪ NSF award number, amount, and period of support; ▪ Title of the project; ▪ Summary of the results of the completed work, including accomplishments, separately described under two distinct headings, related to and LABELED Intellectual Merit and Broader Impacts and include activities supported by the award; ▪ List of all publications resulting from the NSF award. A complete bibliographic citation for each publication is required either in this section or in References Cited. If no publications, state, “No publications were produced under this award.”; ▪ Evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan
References	No page limit – FULL REFERENCES, “ et al ” is NOT to be used
Biosketches	<ul style="list-style-type: none"> • No page limit • Must be provided using SciENCv • Synergistic activities are no longer included in the biosketch and will be submitted as a separate document. See section below. • Biosketch should include <u>both</u> research and education activities and accomplishments.
Budget	<ul style="list-style-type: none"> • Must draft budget using ORA Internal Budget Template • No co-PIs • If equipment is budgeted, specify the type and provide a quote • The CAREER award, including indirect costs, is expected to total a minimum of \$400,000 for the 5-year duration, with the following exceptions: Awards for proposals to the Directorate for Biological Sciences (BIO), the Directorate for Engineering (ENG), or the Office of Polar Programs (OPP) are expected to total a minimum of \$500,000 for the 5-year duration.
Budget Justification	<ul style="list-style-type: none"> • No more than 5 pages • Amount of each budget line item requested must be documented and justified. • Do not include unfunded personnel
Current and Pending	<ul style="list-style-type: none"> • Must be provided using SciENCv • Must include “this proposal” in the pending section • Includes all resources available to an individual in support of his/her/their research endeavors • Proposed and active NSF support should not exceed 2 months • Important: Please review NSF’s disclosure table as this contains critical guidance.
Collaborators and Other Affiliations	<ul style="list-style-type: none"> • Must use the NSF-approved template which must be saved and uploaded as a .xlsx file • Do not edit the formatting of the template – only add or remove rows as necessary
Synergistic Activities	<ul style="list-style-type: none"> • 1 page limit • Each of the 5 synergistic activities must be a single distinct example. There is a Research Ready Video available here to provide additional guidance. • Examples should demonstrate the broader impact of the individual’s professional and scholarly



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	activities that focus on the integration and transfer of knowledge as well as its creation.
Facilities	<ul style="list-style-type: none"> • No page limit • Include only resources directly applicable to the proposal as well as any unfunded collaborations
Data Management Plan	<ul style="list-style-type: none"> • 2 page limit
Postdoctoral Mentoring Plan	<ul style="list-style-type: none"> • 1 page limit – Required if budgeting a post-doc or graduate students
Departmental Letter (Other Supplementary Documents)	<ul style="list-style-type: none"> • If PI has more than 1 department choose the one in which tenure will be granted – if tenure is joint decision, must be signed by both department heads • 2-page limit • Should contain a statement that the PI is eligible for the CAREER program <ul style="list-style-type: none"> ○ For non-tenure-track faculty, the Departmental Letter must affirm the investigator's appointment is at an early-career level equivalent to pre-tenure status. ○ Further, for non-tenure-track faculty, the departmental letter must clearly and convincingly demonstrate how the faculty member satisfies all the requirements of tenure-track equivalency as defined in the eligibility criteria specified in this solicitation. • Indicate that the PI's CAREER research & education activities are supported by and integrated into the educational & research goals of the department and organization, and the department is committed to the support and professional development of the PI; • Describe: <ul style="list-style-type: none"> ○ The relationship among the CAREER project, the PI's career goals, and job responsibilities and goals of department/organization; and ○ The ways in which the Dept. head will ensure the appropriate mentoring of PI in the context of career development and the PI's efforts to integrate research and education throughout the period of award and beyond • Include the department head's name and title below the signature.
Letters of Collaboration (Other Supplementary Documents)	<ul style="list-style-type: none"> • If applicable, letters should <u>only state the following</u>: "If the proposal submitted by Dr. (Insert full name of the PI) 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." <i>*Departure from this format may result in the proposal being returned without review</i>
PECASE Eligibility (Single Copy Document)	<ul style="list-style-type: none"> • If applicable, upload a statement stating, "I wish to be considered for the PECASE honorary award." By providing this statement, you are confirming that you meet the eligibility requirements for a PECASE award. – For more information (including eligibility) see FAQs.
Appendices	<i>Not permitted</i>

NSF CAREER Webinar Materials and Frequently Asked Questions:

<https://new.nsf.gov/funding/opportunities/faculty-early-career-development-program-career>



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OSP Internal Deadlines for NSF Career Proposals

- **07/08/2024** – Draft budget and justification uploaded in RES and notification sent to GCA
- **07/17/2024** – RES submitted and approved and final non-technical documents uploaded into Research.gov
- **07/22/2024** – Final technical documents uploaded into Research.gov