NSF Faculty Career Development Program (CAREER) Checklist and Timeline

Eligibility

A Principal Investigator (PI) may submit only one CAREER proposal per annual competition. In addition, a Principal Investigator may not participate in more than three CAREER competitions. Proposals that are not reviewed (i.e., are withdrawn before review or are returned without review) do not count toward the three-competition limit.

Proposers must meet all of the following eligibility requirements:

- Hold a doctoral degree in a field supported by NSF;
- Be engaged in research in an area of science, engineering, or education supported by NSF;
- Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title);
- Be untenured; and
- Have not previously received a CAREER award. (Prior or concurrent Federal support for other types of awards for non-duplicative research does not preclude eligibility.)

Program Guidance:

NSF’s Grant Proposal Guide:

Additional CAREER Resources:

Please follow the below deadlines as closely as possible, to ensure adequate time for ORSP to review your proposal for compliance.
<table>
<thead>
<tr>
<th>Proposal Component/ Activity</th>
<th>Notes/Requirements</th>
<th>Deadline/ Status Update</th>
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| **Cover Sheet** | Refer to the PAPPGA and the solicitation for more details. The following instructions supplement the guidelines in the NSF PAPPG:  
  - **Program Solicitation Number.** Select the CAREER program solicitation number shown at the beginning of the solicitation from the drop-down menu.  
  - **NSF Unit of Consideration.** Select at least one specific disciplinary program from the drop-down list in FastLane as the NSF program(s) to consider the proposal. For assistance in determining which program(s) to choose, refer to the NSF Guide to Programs, which provides descriptions of NSF research-supporting programs.  
  - **Project Title.** The project title must begin with "CAREER:" and follow with an informative title.  
  - **Co-PIs.** No co-PIs are permitted on the Cover Sheet | PI completes in FastLane by end of June |
| **Project Summary** | Refer to the PAPPG for additional information.  
  Each proposal must contain a summary of the proposed project not more than one page in length.  
  The overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.  
  This information is manually entered in FastLane. | PI enters summary into FastLane by July 14 |
| **Project Description** | 15 pages max. Review the solicitation and PAPPG for additional details. The project description will be uploaded directly in FastLane. The Project Description section should contain a well-argued and specific proposal for activities that will, over a 5-year period, build a firm foundation for a lifetime of contributions to research and education in the context of the Principal Investigator's organization. The proposed project should aim to advance the employee's career goals and job responsibilities as well as the mission of the department or organization. The Project Description should include: | PI uploads to FastLane by July 20 |
- 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;
- a description of the proposed educational activities and their intended impact;
- a description of how the research and educational activities are integrated or synergistic;
- a description of other broader impacts, besides the education activities, that will accrue from the project; and
- results of prior NSF support, if applicable.

Separate section titled Broader Impact is required. Separate section titled Intellectual Merit is not required.

<p>| <strong>Working with Hamilton County Schools</strong> | If HCDE will be involved, board approval is required. PI should provide ORSP with a project title, one-page summary/abstract, and proposal budget by June 2nd. ORSP will send this information to HCDE to put on the board meeting agenda. | June 2 |
| <strong>References Cited</strong> | Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. The References page is uploaded directly in FastLane. | July 20 |
| <strong>Biographical Sketches</strong> | Note: The requirement to use an NSF-approved format for preparation of the biographical sketch will go into effect for new proposals submitted or due on or after October 5, 2020. In the interim, proposers must continue to prepare this document in accordance with the guidance specified in the PAPPG (NSF 20-1). NSF, however, encourages the community to use the NSF-approved formats and provide valuable feedback as we enhance them for the October implementation. | July 3 |
| <strong>New NSF Fillable PDF in approved format:</strong> | <a href="https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch.pdf">https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch.pdf</a> |
| <strong>Additional resources and help guides can be found on ORSP’s website:</strong> | <a href="https://www.utc.edu/research-sponsored-programs/nsf-biosketches-cnp.php">https://www.utc.edu/research-sponsored-programs/nsf-biosketches-cnp.php</a> |
| <strong>Budget</strong> | 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) or the Directorate for Engineering (ENG) are expected to total a minimum of $500,000 for the 5-year duration. Refer to the PAPPG for additional guidance. Work with ORSP to draft and finalize your budget by end of June. | Draft ASAP. Final by July 7 |</p>
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<th>Section</th>
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<td><strong>Budget Justification</strong></td>
<td><strong>Max 5 pages.</strong> Refer to the PAPPG for additional guidance. The budget justification is uploaded directly in FastLane. With enough lead time, ORSP can help draft a budget justification outline. An NSF budget justification template can be found here: <a href="https://www.utc.edu/research-sponsored-programs/nsf-career.php">https://www.utc.edu/research-sponsored-programs/nsf-career.php</a>.</td>
<td>July 17</td>
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| Current and Pending Support | Note: The requirement to use an NSF-approved format for preparation of current and pending support will go into effect for new proposals submitted or due on or after October 5, 2020. In the interim, proposers must continue to prepare this document in accordance with the guidance specified in the [PAPPG (NSF 20-1)](https://www.nsf.gov/bfa/dias/policy/pappg20_1). NSF, however, encourages the community to use the NSF approved formats and provide valuable feedback as we enhance them for the October implementation.  

**New NSF Fillable PDF in approved format:**  

Current and pending support information must be separately provided through use of an NSF-approved format, for each individual designated as senior personnel on the proposal. Current and pending support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value. Current and pending support also includes in-kind contributions. In-kind contributions not intended for use on the project/proposal being proposed also must be reported.  

**FAQs regarding Current and Pending Support:**  

Additional resources and help guides can be found on ORSP’s website:  
| Facilities, Equipment, and Other Resources | This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., Budget Justification, Project Description). The description should be narrative in nature. | July 17  |
and must not include any quantifiable financial information. The Facilities document is uploaded directly in FastLane.

Review the PAPPG and program solicitation for more information. A template can be found here: [https://www.utc.edu/research-sponsored-programs/nsf-career.php](https://www.utc.edu/research-sponsored-programs/nsf-career.php)

**Collaborators and Other Affiliations**

The template has been developed to be fillable; however, the content and format requirements must not be altered as this will create printing and viewing errors. This template must be saved in .xlsx format and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.

A template can be accessed here: [https://nsf.gov/bfa/dias/policy/coa.jsp](https://nsf.gov/bfa/dias/policy/coa.jsp)

**Supplementary Docs**

- **Data Management Plan**

  2 pages max. The Data Management Plan should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see Chapter XI.D.4 of the PAPPG for more details), and may include:

  1. the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
  2. the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
  3. policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
  4. policies and provisions for re-use, re-distribution, and the production of derivatives; and
  5. plans for archiving data, samples, and other research products, and for preservation of access to them.

  Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: [http://www.nsf.gov/bfa/dias/policy/dmp.jsp](http://www.nsf.gov/bfa/dias/policy/dmp.jsp). If guidance specific to the program is not available, then the requirements established above will apply. The Data Management Plan is uploaded directly in FastLane.

  UTC’s library can also assist with developing data management plans. Please follow this link to schedule an appointment: [https://www.utc.edu/library/services/data-management.php](https://www.utc.edu/library/services/data-management.php)
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<th><strong>Postdoctoral Researcher Mentoring Plan (if applicable)</strong></th>
<th>Each proposal that requests funding to support postdoctoral researchers must upload the supplementary documentation section of FastLane, a description of the mentoring activities that will be provided for such individuals. 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, regardless of whether they reside at the submitting organization, any subrecipient organization, or at any organization participating in a simultaneously submitted collaborative proposal.</th>
<th>July 3</th>
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<td><strong>2 pages max.</strong></td>
<td>To demonstrate the department’s support of the career development plan of the PI, the proposal must include one (and only one) letter from the PI's department head (or equivalent organizational official). In cases of joint appointments, the letter should be signed by both department heads. The letter, which will be included as part of the consideration of the overall merits of the proposal, should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award. The Departmental Letter should include the department head's name and title below the signature. The letter should contain the following elements:</td>
<td>Send draft to department head by July 6</td>
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<td>• A statement to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status, pursuant to the eligibility criteria specified above. 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.</td>
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<td>• An indication that the PI's proposed CAREER research and education activities are supported by and advance 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; and</td>
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<td>• A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission 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.</td>
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<td></td>
<td>The departmental letter is uploaded directly in FastLane.</td>
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### Letters of Collaboration

If the project involves collaborative arrangements of significance, these arrangements should be documented through letters of collaboration. Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. Letters of collaboration must follow the single-sentence format:

“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.” A template can be accessed here: [https://www.utc.edu/research-sponsored-programs/nsf-career.php](https://www.utc.edu/research-sponsored-programs/nsf-career.php)

Letters of Collaboration are uploaded directly in FastLane.

### Use of Human Subjects or vertebrate animals (if applicable)

Additional information is required. See the PAPPG for more details.

### Subaward Documentation (if applicable)

For proposals that contain a subaward(s), each subaward must include a separate budget justification of no more than five pages. Contact ORSP if you plan to include a subaward in your proposal.

### Grant ORSP View/Edit/Submit Access in FastLane

Initiate proposal in NSF FastLane and share with your Grant Specialist

### Route proposal for internal approvals

Enter and route proposal internally through Cayuse for approvals. Proposals should be routed 5 business days before the deadline.

### Submission

Schedule a submission meeting with ORSP. Note that there will be multiple CAREER proposals being submitted to schedule your timeslot early.

**Target deadline:** July 23 or July 24

All proposals must be submitted by 5pm on July 27