



# Getting Ready to Submit an NSF CAREER Proposal

## Things to do... Things to Think About

TASKs for getting a head start	1/8/24 11:50 a.m./ dc	Notes/ Date TO DO by
<ul style="list-style-type: none"> <li>➤ Read the <a href="#">2024 NSF CAREER Solicitation (NSF 22-586)</a> and become very familiar with the required elements. ➤ <a href="#">NSF Faculty Early Career Development Program (CAREER) Page</a></li> <li>➤ <a href="#">NSF CAREER FAQs 2022-2026</a></li> </ul>		
<ul style="list-style-type: none"> <li>➤ Confirm your <b>Eligibility</b>. <b>As of the 5:00 p.m., July 24, 2024 NSF Deadline:</b></li> <li>➤ Tenure-track/untenured Assistant Professor or Tenure-track equivalency per NSF.</li> <li>➤ Have not received a prior CAREER award. ➤ Limit of 3 tries/submissions.</li> <li>➤ Research in NSF area: BIO, CISE, STEM, ENG, GEO, MPS, SBE, Office of Integrative Activities (OD/OIA), Office of International Sci. and Eng. (OD/OISE) or TIP.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>CU Boulder CAREER Writing Program:</b> Decide if you want to participate in the <b>Research &amp; Innovation Office's</b> program <a href="#">RIO's 2024 NSF CAREER Commit-to-Submit Writing Program</a> ➤ Will you commit to doing the writing exercises? ➤ Will you commit to being prompt &amp; responsive? ➤ Decide if you want to commit to being in a <b>Peer Writing Group</b> (optional).</li> <li>➤ Identify potential partners for your <b>Peer Writing Group</b> (optional).</li> <li>➤ <b>To register for RIO's CAREER Commit-to-Submit Writing program, email Diane Carillo at <a href="mailto:diane.carillo@colorado.edu">diane.carillo@colorado.edu</a>. For full participation in RIO's program, sign up today or no later than <b>Friday, March 1, 2024</b>. After <b>March 1</b>, contact Diane to discuss scheduling.</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Schedule a one-on-one initial CAREER proposal meeting with Diane</b> (March).</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Identify the correct <b>NSF Directorate</b> and particular program for your submission.</li> <li>➤ Identify the <b>NSF Program Officer(s)</b> to approach with your ideas.</li> <li>➤ Prepare a one-pager of your proposed CAREER project &amp; send it with an email requesting a phone/Zoom meeting. <b>Do it now.</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ Identify your <b>VISION</b> for your career &amp; for your CAREER PROPOSAL. ➤ <b>Brainstorm your vision</b> with peers, mentors, potential CU Boulder faculty red team reviewers. ➤ Make the case as to why NSF should invest in you as a <b>scholar &amp; a teacher</b>. <b>It's all about YOU!</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ Sketch out a <b>Career Trajectory Figure</b> to visually represent your proposal &amp; your career over 5/10/20 years. ➤ Sketch it out like it's a children's book—like it's a comic book. ➤ Put your sketch up on a wall where it regularly catches your eye; revise it as your thinking progresses.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Create a <b>CALENDAR</b> for developing your CAREER proposal from now to the July 24, 2024 DEADLINE. ➤ Develop your <b>PLAN</b>. ➤ 1<sup>st</sup> Draft by [redacted]? ➤ Red Team reviews by [redacted]? ➤ Near-Final Draft by [redacted]? ➤ <i>Update your calendar frequently—at least weekly!!</i></li> <li>➤ Reserve time on Diane's proposal review calendar.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Identify and begin developing your <i>integrated</i> <b>Educational Component</b>. ➤ Identify <b>potential collaborators</b>. Anticipate <b>Letters of Collaboration</b>.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Meet with your <b>Department Chair</b> to seek his/her support.</li> <li>➤ Anticipate your request for the required <b>Department Chair Letter</b>, which you will draft.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Identify <b>Broader Impacts</b> of your proposed research. ➤ Identify available <b>campus resources</b> to assist you—resources to support your success. ➤ See <a href="#">RIO Broader Impacts Network</a> ➤ Identify DEI resources. (<i>Special Friends: Alex Rose, Anne Gold, Tanya Ennis</i>)</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Begin to think about <b>RED TEAM reviewers</b> who could review your draft proposal and give you honest criticism. ➤ Who are your champions? ➤ Experts in your field? ➤ Seek out <u>sample winning proposals</u> in your field. ➤ Ask if those who share are willing to (1) review your draft proposal and, perhaps, (2) be on your Red Team. ➤ Talk, talk, talk—brainstorm your ideas.</li> <li>➤ Get commitments—schedule reviewers on your Calendar.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Your proposal should be an <b>Integration of your RESEARCH with your EDUCATIONAL COMPONENT</b>. Keep asking yourself, <b>"How is this draft different than a regular NSF research proposal?"</b> Make a compelling case for yourself as a <b>scholar and a teacher</b>.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Budget:</b> Make sure that everything that is in your narrative is also in your budget.</li> <li>➤ Work with your OCG Proposal Analyst on your Budget. ➤ Identify <b>Evaluation/Assessment</b>.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Work your way through this handout. Refer to it regularly. Monitor your progress. Keep it in your sight.</li> </ul>		