

**Faculty Early Career Development Program (CAREER)
Program Solicitation NSF 15-555**

1. **Download** the NSF CAREER solicitation and read each section carefully
2. **Take note** of your program deadline
 - a. (ie. ENG full proposal deadline is July 21, 2016)
3. **Submit** the ORSP – Notice of Intent to Submit a Proposal
 - a. <http://research.cc.lehigh.edu/content/orsp-notice-intent-submit-proposal>
 - b. This alerts the Contract & Grant Specialist (CGS) that you are planning to submit an application, and gives detailed information about your project
4. **Collaborate** with your CGS to help prepare the application documents, to clarify the guidelines, and to answer questions
5. **Follow** the proposal submission deadline policy set by ORSP
 - a. 3-5 business days prior to the agency deadline

Tips for Preparing an NSF CAREER Proposal

- A Principal Investigator (PI) may only submit 1 application per annual competition. In addition, the PI may not participate in more than 3 CAREER competitions
 - No COPIs are allowed
- All CAREER proposals must have an integrated research and education plan at their core
 - Be creative. NSF accepts a wide range of education activities
- The minimum CAREER award, including indirect costs, will total \$500,000 for the 5-year duration for BIO and ENG, \$400,000 for all other programs
 - Review eligibility criteria
 - Get an NSF Fastlane User ID and Password, or update profile information
 - **Strongly encouraged:** Contact the appropriate program manager to discuss your project
 - Initiate proposal in NSF Fastlane (Give SRO View/Edit/Submit access)
- **Project Title:** must begin with the word “**CAREER:**” followed by the normal title
- NSF Grant Proposal Guide [NSF 16-1] (dated January 2016) must also be followed
- Project Description (15 pages)
 - Page 6 of solicitation
- NSF Biographical Sketch
 - Should include both research and education activities and accomplishments
- **Additional Supplementary Documents (Required for CAREER)**
 - **Departmental Letter** (2 pages) (Page 7 of solicitation)

- **Letters of Collaboration** (Required format on Page 8 of solicitation)
 - It is imperative that the letters include only the sentence from the solicitation.
Departure from this format may result in the proposal being returned without review.

Sections of an NSF Proposal

- **Project Summary (1 page)**
 - **Overview:** Description of the activities, objectives and methods to be used
 - **Intellectual Merit:** Potential of the project to advance knowledge
 - **Broader Impacts:** Potential of the project to benefit society
- **Project Description (15 pages)**
 - Follow NSF 15-555 (Page 6), and
 - Follow NSF Grant Proposal Guide
 - **Broader Impacts**
 - **Results from Prior NSF Support**
- **References Cited**
- **Biographical Sketch (2 pages)**
 - Follow the format in NSF Grant Proposal Guide
- **Collaborators & Other Affiliations**
- **Budget and Budget Justification (3 page limit)**
- **Current and Pending Support**
- **Facilities, Equipment and Other Resources**
- **Supplementary Documents**
 - Follow NSF 15-555 (Pages 7-8)
 - Follow NSF Grant Proposal Guide
 - Postdoctoral Research Plan (if applicable)
 - Research involving Human Subjects or Animals (if applicable)
- **Data Management Plan**
 - <http://research.cc.lehigh.edu/data-management-plan-tools>
 - <https://dmptool.org/>