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](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**
  - [https://dmptool.org/](https://dmptool.org/)