NSF CAREER CHECKLIST 2014

**[ ] Formatting**

* **1 inch margins**
* **page numbers on every section, in footer**
* **allowable fonts:** Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger. Macintosh users also may use Helvetica and Palatino typefaces

**[ ] Cover Sheet completed**

**[ ] 1 page Project Summary:**

* Ensure that overview, intellectual merit and broader impacts statements text blocks are completed.
* Note special instructions for Project Summaries that contain special characters. Include separate headings for overview, statement on intellectual merit, and statement on broader impacts.

**[ ] 15 page Project Description:**

* Merit Review Criteria: Ensure both merit review criteria are addressed, including a separate section within the narrative that discusses the broader impacts of the proposed activities.
* Inclusion of Uniform Resource Locators (URLs): PIs are advised that the Project Description must be self-contained and are cautioned that URLs that provide information necessary to the review of the proposal should not be used because reviewers are not obligated to view such sites.
* Results from Prior NSF Support: Required only for PIs and co-PIs who have received NSF support within the last five years. Describe results related to Intellectual Merit and Broader Impacts under two separate, distinct headings. 5 page limit within your 15 page project description.

**[ ] no page limit References Cited:**

* Avoid “Et al”

**[ ] 2 page Biographical Sketch(es):**

* required for PI
* required information must be provided in the order and format specified.

**[ ] Proposal Budget: (annual and cumulative)**

* 3 page Budget Justification

**[ ] Current and Pending Support**

* Ensure that the proposal being submitted is included on your current and pending support document.

**[ ] Facilities, Equipment and Other Resources**

* This section 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.

**[ ] Supplementary Documentation:**

* 1 page mentoring plan, if applicable - a description of the mentoring activities that will be provided for such individuals.
* 2 page “Data Management Plan” - describe how the proposal will conform to NSF policy on the dissemination and sharing of research results.
* 2 page Departmental Letter – read layout in solicitation
* 1 page letter of collaboration, if applicable

**Useful Webpages**:

<http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg> February 2014 Grant proposal Guide

<http://www.nsf.gov/pubs/2014/nsf14532/nsf14532.htm> NSF 2014 CAREER

<http://vpred.uark.edu/242.php> University of Arkansas RSSP webpage