******NSF CAREER PROPOSAL SUBMISSION REVIEW CHECKLIST**

**FASTLANE PAPPG 2020**

*Office of Grants and Contracts Administration*

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| PI Name |  | FOA |  | Due Date |  |
| Co-PI names | CO-PIs are not allowed for CAREER | | Other Senior Personnel names\* |  | |

(Once you enter the PI, Co-PI and Senior Personnel names: ctrl-A > right click >update field. Do this anytime you change the names above so that they feed correctly to the checklist)

\*Support for other senior personnel (i.e., in the Budget Category A) or consultants is permitted, but must be commensurate with their limited role in the project.

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| confirm with the pi | | | | | |
|  | Only 1 CAREER proposal per annual competition | | |  | PI has not participated in more than 3 CAREER competitions (including this one, proposals that are not reviewed don’t count toward the limit) |
|  | Funding caps are confirmed |  | Eligibility: Has doctoral in NSF supported field; be engaged in research in an area supported by NSF; holds at leas a 50% tenure-track (or equivalent-see FOA) position as an assistant professor (or equivalent); is untenured; has not previously received a CAREER award | | |

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| GENERAL INFORMATION | | | | | | | | | |
|  | Black text, Arial/Palatino Linotype/Courier New 10 pt, **OR** Times/Computer Modern 11 pt | | | | |  | Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok | | |
|  | 1 inch margins |  | Each document Paginated | | |  | **Click Check button before submission** | | |
| Cover sheet | | | | | | | | | |
|  | Primary place of performance address | | |  | NSF Announcement # | | |  | Units to review |

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|  | Title includes any required descriptive words (see solicitation for title requirements) | Must begin with CAREER: |

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|  | Budget amount matches budget | | | | |  | | # of months | |  | | Start date 6+ months out, unless allowed by FOA | | |
| **Other Information, complete as applicable** | | | | | | | | | | | | | | |
|  | | Beginning Investigator – BIO directorate only  Proprietary & Privileged Info  Historic Places | | |  | | Vertebrate animals  IACUC App. Date  PHS Animal Welfare  # D16-00482 | | | | | |  | Human Subjects  Exemption Subsection  IRB Approval Date  Human Subjects Assurance # FWA00001041 |
|  | | Funding of an International Branch Campus |  | Funding of a Foreign Org. including through subaward or consultant | | | | |  | | International Activities country name – must be checked if either of the previous two are checked, OR if there will be international non-conference travel. Worldwide if country is unknown. | | | |
|  | | Type of Proposal Select one  Collaborative Status Select one |  | |  | | | | | | | | | |
| Click here to enter comments. | | | | | | | | | | | | | | |

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| Project summary |

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|  | One page, uploaded as required | Click here to enter comments. |

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| project description | | | | | |
|  | 15 pages, unless otherwise indicated in FOA  All graphics/figures/charts uploaded ok and within margins, caption are readable  No URLs  Proposal describes an integrated path that will lead to a successful career as an outstanding researcher and educator  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 | | |  | Section labeled as Broader Impacts and includes impacts other than educational activities  Section labeled as Intellectual Merit  Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included  A description of the proposed educational activities and their intended impact  A description of how the research and educational activities are integrated or synergistic; |
| **Results from Prior NSF Support**  **(current funding, OR end date in last 5 years)** | | | | | |
| PI:   |  | | --- | |  |  |  | | --- | | CO-PIs are not allowed for CAREER | | | | | | |
|  | No more than 5 pages total  Statement included if the PI doesn’t have prior results |  | Title  NSF award #, amount, project start and end dates  Separate, labeled sections for:  Intellectual Merit  Broader Impacts  List of all publications resulting from the award, with a complete bibliographic  citation, may be in references. If none, then “No publications were produced under  this award.”  Evidence of research products/availability, including data, pubs, samples,  collections,  For renewals, description of relation of completed work to proposed work | | |
| Click here to enter comments. | | | | | |
| references cited | | | | | |
|  | All author names listed, fully written out (i.e. no “et al”) and in order as they appear  Article/journal title, book title, volume number, start/end page numbers, year of publication, URLs are okay | | | | |

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| budget | | | | | | |
|  | | Meets FOA specifics for allowed costs  Meets FOA minimum/maximum, both yearly and overall  Participant Support costs do NOT include anything that will be secured through a service agreement/contract (venue rental, catering, supplies, etc.) | |  | | Contracts for the purpose of obtaining goods/services for the proposer’s use are in ODC – Other  Matches internal budget    Separate budget is entered for each subcontract |
| 5 year duration; minimum of $400K for all directorates except BIO, ENG, OPP, which have a $500K minimum. Maximum is dictated by the directorate, PI should contact PO for ceiling details. | | | | | | |
| budget justification | | | | | | |
|  | 5 page limit  No cost sharing language  Definition of a year is included  Any normally unallowable costs or more than 2 months of PI salary are justified | |  | | Travel is specified, itemized, justified  F&A and MTDC costs are broken out  Separate justification is uploaded for each subcontract | |
| Click here to enter comments. | | | | | | |
| biosketch \* | | | | | | |

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|  | Provided separately for each PI and Senior Person  Uses NSF-approved format that has PDF signature line intact | Senior Personnel:   |  | | --- | |  |  |  | | --- | | CO-PIs are not allowed for CAREER |  |  | | --- | |  | |

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|  | Professional Preparation in chronological order  Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of pay  If using ORCiD, these need to be sorted on the ORCiD side before populating SciENcv |  | Products/Publications –citation of up to 5 most closely related to projects and up to 5 other significant products, including submitted for publication; et al is allowed  Synergistic Activities – up to 5 distinct examples, none with multiple component (an example of multiple components would be listing classes taught, boards served on, etc.). Should include education activities and accomplishments. |
| Click here to enter comments. | | | |
| current and pending support \* | | | |

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| Click here to enter comments. | | | | | | | |
| facilities, equipment and other resources \* | | | | | | | |
|  | No cost sharing language  Includes unfunded collaborators and the individuals’ role(s) on the project should be described | | | | |  | Only resources that are directly applicable are included  Subawardees’ information is included in our document |
| Click here to enter comments. | | | | | | | |
| other documents | | | | | | | |
|  | Data Management Plan, 2 page limit | | |  | Post-doc Mentoring Plan (if applicable), 1 page limit; this is included in the lead’s documentation, even if the post-doc is at a collaborating/subawardee institution | | |
| Click here to enter comments. | | | | | | | |
| supplementary documents **(as allowed per guidelines)** | | | | | | | |
|  | Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |  | **Letters of Collaboration**  Strictly adhere to PAPPG guidelines  No support language  Letters from all unfunded collaborators are included | | | | |
| Click here to enter comments. | | | | | | | |

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|  | **REQUIRED**  Departmental Letter, only 1 allowed (in cases of a joint appointment, both department heads sign the single letter), and includes:  No more than 2 pages  Department head’s name and title are below the signature  A statement that the PI is eligible for the CAREER program  Indication that the PI’s proposed CAREER research and education activities are supported by and advance  the educational and research goals of the department  The organization, and that the department is committed to the support and professional development of the PI  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  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 |

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| Click here to enter comments. |
| single copy documents \* |

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| Senior Personnel:   |  | | --- | |  |  |  | | --- | | CO-PIs are not allowed for CAREER |  |  | | --- | |  | |

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| **Collaborators & Other Affiliations \*** | |  | **Other (optional unless indicated by FOA)** |
|  | Uses current NSF template found at  [Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx)  All names are listed in last name, first name order,  doesn’t need to be sorted alphabetically  No change to column widths; it’s ok to insert rows  Column A has been filled in for Tables 2-5  A COA table is uploaded for each PI/Co-PI/Senior Person |  | Reviewers to include: first, middle initial, last name, email, organization  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| Click here to enter comments. | | | |