******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 onlyProprietary & Privileged InfoHistoric 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 oneCollaborative 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 URLsProposal describes an integrated path that will lead to a successful career as an outstanding researcher and educatorA 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 activitiesSection labeled as Intellectual Merit Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is includedA description of the proposed educational activities and their intended impactA 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:

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| CO-PIs are not allowed for CAREER |

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| [ ]  [ ]   | No more than 5 pages totalStatement included if the PI doesn’t have prior results |   | [ ]  Title [ ]  NSF award #, amount, project start and end datesSeparate, 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 appearArticle/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 costsMeets FOA minimum/maximum, both yearly and overallParticipant 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 – OtherMatches 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 limitNo cost sharing language Definition of a year is includedAny 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 outSeparate justification is uploaded for each subcontract |
| Click here to enter comments. |
| biosketch \* |

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| [ ] [ ]  | Provided separately for each PI and Senior PersonUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| [ ]  [ ]  | Professional Preparation in chronological order Appointments in *reverse* chronological order; include any title academic, professional or institutional position regardless of payIf 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 allowedSynergistic 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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| [ ] [ ]  | Provided separately for each PI and Senior PersonUses NSF-approved format that has PDF signature line intact | Senior Personnel:

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| Click here to enter comments. |
| facilities, equipment and other resources \* |
| [ ]  [ ]  | No cost sharing languageIncludes unfunded collaborators and the individuals’ role(s) on the project should be described | [ ]  [ ]  | Only resources that are directly applicable are includedSubawardees’ 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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| **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, organizationReviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| Click here to enter comments. |