 **NSF PROPOSAL SUBMISSION REVIEW CHECKLIST**

 **RESEARCH.GOV PAPPG 23-1**

Updated 2023.05.25

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| PI Name  |  | FOA  | [22-586](https://www.nsf.gov/pubs/2022/nsf22586/nsf22586.htm) | Due Date | 4th Wednesday in July |
| 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 of science, engineering or education supported by NSF; holds at least a 50% tenure-track (or equivalent see-FOA) position as an assistant professor (or equivalent); is untenured; has not previously received a CAREER award; Associate Professors or equivalent with or without tenure are not eligible. |
|[ ]  PI has been in contact with their cognizant Program Officer in the division closest to their area of research to discuss the expectations and approaches that are most appropriate for that area |
| GENERAL INFORMATION  |
|[ ]  Black text, Arial/Palatino Linotype/Courier New 10 pt., **OR** Times New Roman/Computer Modern 11 pt. |[ ]  Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok  |
|[ ]  1 inch margins |[ ]  Nothing in the margins, including page numbers |  |  |
| Project setup Cover Sheet, Manage Personnel and Subaward Organizations, link proposals,  |
| **Main Proposal Page** |

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

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|[ ]  NSF Announcement #22-586 |[ ]  Directorate, division, program  |[ ]   |
|[ ]  Proposal Type  |[ ]  Submission Type |[ ]  Collaborative Type – not a collaborative proposal |
| **Cover Sheet** |
|[ ]  Start date 6+ months out |[ ]  # of Months |[ ]  Primary place of performance address |
| **Other Information, complete as applicable**  |
| [ ]  [ ] [ ]  | Beginning Investigator – BIO directorate onlyOther as required: Lobbying, Deadline Exceptions, Historic Places & Privileged InfoOff-campus/off-site research | [ ]   | Vertebrate animals [ ]  Pending**OR**[ ]  IACUC App. Date[ ]  PHS Animal Welfare # D16-00388  | [ ]   | Human Subjects [ ]  IRB Approval Date **AND**[ ]  Human Subjects Assurance # FWA00003492**OR**[ ]  Pending **OR**[ ]  Exemption and Exemption Number |
| [ ]  | Proprietary or Privileged information – if this box is checked, a Proprietary/Privileged upload button will appear |  |
| [ ]   | 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. |
| **Manage Personnel and Subaward Organizations** |
|   | [ ]  Subawardee organization has been added [ ]  Subawardee personnel have been added  |
| Click here to enter comments. |

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| Project summary |

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| [ ]  [ ]  | One pageOverview, Intellectual Merit and Broader Impacts sections; each header on its own line with no other information, including section numbers | Click here to enter comments. |

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| project description – see FOA for additional details |
| [ ]  [ ]  [ ]  [ ] [ ]  | 15 pages, unless otherwise indicated in FOA All graphics/figures/charts uploaded ok and within margins, captions 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 **that includes impacts other than educational activities**A description of the proposed educational activities and their intended impactA description of how the research and educational activities are integrated or synergistic labeled as Intellectual Merit Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is includedResults from Prior NSF support (see below) |
| **Results from Prior NSF Support****(current funding, OR end date in last 5 years)** |
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| CO-PIs are not allowed for CAREER |

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| [ ]  [ ]  [ ]  | Header reads **Results from Prior NSF Support** and is on its own line No more than 5 pages totalStatement included if the PI doesn’t have prior resultsIf the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the 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, can be included in references section; if none, then  “No publications were produced under this award.”[ ]  Evidence of research products/availability, including data, publications, samples, collections, as may have been described in the Data Management Plan for the awarded project[ ]  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. |

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| 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. |

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| SENIOR PERSONNEL DOCUMENTS |
| biosketch  |

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| [ ] [ ] [ ]  | Provided separately for each PI and Senior PersonUses NSF-approved format found at [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents)Includes both research and education activities and accomplishments | Senior Personnel:

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| [ ]  [ ]  | Professional Preparation in *reverse* chronological order Appointments in *reverse* chronological order; include any 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 activities, none with multiple examples (multiple examples would be listing classes taught, boards served on, etc.). Should include education activities and accomplishments.Certification – if using the fillable form, signature and date line have been completed |
| 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. Information can be found at [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents)Certification – if using the fillable form, signature and date line have been completed | Senior Personnel:

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| cOLLABORATORS & oTHER AFFILIATIONS  |

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| [ ]  | Provided separately for each PI, Co-PI and Senior Person, and uploaded in the Excel format | Senior Personnel:

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| [ ] [ ] [ ]  | Uses current NSF template found at [NSF Senior Personnel Information Page](https://new.nsf.gov/funding/senior-personnel-documents) No change to column widths; it’s ok to insert rowsA COA table is uploaded for each PI/Co-PI/Senior Person | [ ] [ ] [ ]  | All names are listed in last name, first name order, doesn’t need to be sorted alphabeticallyColumn A has been filled in for Tables 2-5 If an affiliation is current, leave the date cell blank; otherwise, dates are entered in MM/DD/YYYY format. |
| Click here to enter comments. |

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| 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. |

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| other documents |
| [ ]  | Data Management Plan, 2 page limit | [ ]   | Post-doc Mentoring Plan (if applicable), 1 page limit |
| Click here to enter comments. |
| required Departmental Letter, uploaded in Other supplementary documents |

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|[ ]  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 to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre- tenure status, pursuant to the eligibility Departmental Letter must clearly and convincingly demonstrate how the faculty member satisfies all the requirements of tenure-track equivalency as defined in the eligibility criteria  specified in this solicitation[ ]  Indication that the PI’s proposed CAREER research and education activities are supported by and advance the educational and research goals of the department and the organization [ ]  The department is committed to the support and professional development of the PI[ ]  A description of 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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| optional documents uploaded to other supplementary documents |
| [ ]  | **Letters of Collaboration** [ ]  No support language [ ]  Strictly adhere to PAPPG guidelines[ ]  Letters from all unfunded collaborators are included |
|[ ]  Other personnel Biosketches, marked as Other Personnel, and combined into one PDF |[ ]  Reviewers to include: first, middle initial, last name, email, organization |[ ]  Reviewers to exclude: first, middle initial, last name, email, organization, reason for excluding |
| optional document UPLOADED TO SINGLE COPY DOCUMENTS |
| [ ]  | **PECASE Eligibility**Upload a document stating “I wish to be considered for the PECASE honorary award.” By providing this statement, you are confirming that you meet the eligibility requirements for a PECASE award.Eligibility requirements: PECASE eligibility requires that the applicant be a U.S. citizen, U.S. national, or U.S. permanent resident by the time of nomination. |
| Click here to enter comments. |