**NSF CAREER Commit-to-Submit Writing Program 2021**

**Getting Ready to Submit an NSF CAREER Proposal**

**Things to do...Things to Think About**

| **TASKs for getting a head start** *2/10/21* |  | **Notes/ Date TO DO by** |
| --- | --- | --- |
| * **⮞** Read the [**2021 NSF CAREER Solicitation (NSF 20-525)**](https://www.nsf.gov/pubs/2020/nsf20525/nsf20525.pdf) and become very familiar with the required elements. **⮞** [**NSF Faculty Early Career Development Program (CAREER)**](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214)page.

⮞ [**NSF CAREER FAQs (Years 2020-2025)**](https://www.nsf.gov/pubs/2020/nsf20025/nsf20025.pdf) |  |   |
| **⮞**Confirm your **Eligibility. *As of 5:00 p.m., July 26, 2021 Deadline:*** **⮞**Tenure-track/untenured Assistant Professor. **⮞**Have not received a prior CAREER award. **⮞**Limit of 3 tries/submissions. **⮞**Research in NSF area: BIO, CISE, EHR, ENG, GEO, MPS, SBE, Office of Integrative Activities (OIA) or Office of International Sci. and Eng. (OISE). |  |  |
| **⮞**Decide if you want to participate in the **Research & Innovation Office’s**[***NSF CAREER Commit-to-Submit Writing Program***](https://www.colorado.edu/researchinnovation/research-development/proposal-development/2021-nsf-career-commit-submit-writing-program) **⮞**Will you commit to attending a group meeting? **⮞**Will you commit to doing the writing exercises? **⮞**Will you commit to being prompt and responsive? **⮞**Decide if you want to commit to being in a **Peer Writing Group** (optional)**.** **⮞**Identify potential partners for your **Peer Writing Group** (optional)**.****⮞Sign up by Wed, Feb. 24**: To register, email Diane Carillo at **diane.carillo@colorado.edu****.****⮞ENG faculty—contact Molly Riddell** at **molly.riddell@colorado.edu**. |  |  |
| **⮞** **Set up a one-on-one meeting with Diane** (February 15-March 5) in advance of the Group Meeting (target March 8-19).  |  |  |
| **⮞**Identify the correct **NSF Directorate** and particular program for your submission. **⮞**Identify the **NSF Program Officer** to approach with your ideas. **⮞**Prepare a one-pager of your proposed CAREER project & send it with an email requesting a phone meeting. Do it now.**⮞** [**CAREER Directorate & Division Contacts**](https://www.nsf.gov/crssprgm/career/contacts.jsp) |  |  |
| **⮞**Identify your **VISION** for your career & for your CAREER PROPOSAL. **⮞Brainstorm your vision** with peers, mentors, potential CU Boulder faculty reviewers. **⮞** Make the case as to why NSF should invest in you as a **scholar & a teacher**. It’s all about YOU! |  |  |
| **⮞**Sketch out at least one **Figure** to visually represent your proposal & your career over 5/10/20 years. **⮞**Sketch them out like it’s a children’s book—like it’s a comic book. **⮞** Put your sketch up on a wall where it regularly catches your eye; revise it as your thinking progresses.  |  |  |
| **⮞**Create a **CALENDAR** for developing your CAREER proposal from now to the July 26, 2021 DEADLINE. **⮞** Develop your **PLAN. ⮞**1st Draft by \_\_\_\_\_\_?  **⮞**Red Team reviews by \_\_\_\_\_\_? **⮞**Near-Final Draft by \_\_\_\_\_\_? **⮞***Update your calendar frequently—at least weekly!* |  |  |
| **⮞**Identify and begin developing your **Educational Component** (about 1/3 of your 15-page proposal). **⮞**Identify **potential collaborators.**  |  |  |
| **⮞**Meet with your **Department Chair** to seek his/her support**.** **⮞**Anticipate your request for the required Department Chair letter, which you will draft. |  |   |
| **⮞**Identify **Broader Impacts** of your proposed research. **⮞**Identify **campus resources** available to assist you with this—resources to support your success. **⮞**See [**RIO Broader Impacts Network**](https://www.colorado.edu/researchinnovation/research-development/other-resources/broader-impacts-network)**⮞TO DO:** Register for the[**Expo on Broader Impacts**](https://www.colorado.edu/researchinnovation/expo-broader-impacts-12-winning-formula-nsf). Look for date to be announced in an upcoming RIO Bulletin. |  |  |
| **⮞**Begin to think about **RED TEAM** **reviewers** who could review your draft proposal and give you honest criticism. **⮞**Who are your champions? **⮞**Experts in your field? **⮞**Seek out sample winning proposals in your field. **⮞**Ask if those who share are willing to (1) review your draft proposal and, perhaps, (2) be on your Red Team. **⮞** Talk, talk, talk—brainstorm your ideas.**⮞** Get commitments—schedule reviewers on your Calendar. |  |   |
| **⮞** Your proposal should be an Integration of your RESEARCH with your EDUCATIONAL COMPONENT. As you write your draft, keep asking yourself, ***“How is this draft different than a regular NSF research proposal?”*** Make a compelling case for yourself as a scholar and a teacher. |  |  |
| **⮞** Work your way through this handout. Refer to it regularly. Monitor your progress. Keep it in your sight. |  |  |