**NSF CAREER Administrative Notes**

* **Submit your Cayuse routing sheet as soon as you know that you are going to submit a proposal.**
	+ Four (4) to Six (6) weeks prior to the deadline is most helpful to OSRP.
	+ At the absolute latest, it should be started no later than five (5) days prior to the deadline.
* **Work on the administrative portions of the proposal first**
	+ Biosketch
	+ List of Collaborators and Affiliations
	+ Current and Pending Support (OSRP)
	+ Budget
	+ Budget Justification
	+ Facilities, Equipment and Other Resources
	+ Data Management Plan
	+ Post-doc Mentoring Plan, if applicable
	+ Letter of Collaboration
* **Submit the full proposal ready to submit to OSRP no later than 2 days prior (Monday, July 25, 2022) to the deadline**
* **CAREER Proposal**
	+ NSF’s commitment to encourage faculty and academic institutions to value and support the **integration of research and education.**
	+ **Webpage:** [**https://www.nsf.gov/crssprgm/career/contacts.jsp**](https://www.nsf.gov/crssprgm/career/contacts.jsp)
	+ **Solicitation:** [**https://www.nsf.gov/publications/pub\_summ.jsp?ods\_key=nsf20525**](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf20525)
	+ **DUE DATE: Wednesday, July 27, 2022**
	+ PI can submit 1 proposal per year and 3 total
	+ **PI Eligibility**
		- Hold a doctoral degree in a field supported by NSF;
		- Be engaged in research in an area of science, engineering, or education supported by NSF;
		- Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title);
		- Be untenured; and
		- Have not previously received a CAREER award. (Prior or concurrent Federal support for other types of awards for non-duplicative research does not preclude eligibility.)
		- Faculty members who are **Associate Professors** or in equivalent appointments, **with or without tenure**, are **not eligible** for the CAREER program. Faculty members who hold Adjunct Faculty or equivalent appointments are not eligible for the CAREER program.
	+ **Minimum Budget: $400,000** (direct and indirect costs) for 5 years, **except Bio and Eng, $500,000**
		- A list of CAREER Division/Directorate Contacts can be found on the CAREER web page: <https://www.nsf.gov/awardsearch/advancedSearchResult?ProgRefCode=1045&ActiveAwards=true>
	+ Talk to a NSF Program Office about your idea and budget
	+ **All CAREER proposals should describe an integrated path (research and education) that will lead to a successful career as an outstanding researcher and educator**.
* **CAREER Proposal Components**
	+ Submit in either FastLane or Research.gov
	+ **Cover Sheet**
		- Select Unit of Consideration
		- Title: must begin with “CAREER:”
		- No Co-PIs
	+ **Project Summary / Abstract** (enter in text boxes in FastLane or 1 page in Research.gov)
		- Overview
		- Broader Impacts
		- Intellectual Merit
	+ **Project Description (15 page limit)**
		- **Must have Broader Impacts, and Prior NSF Support sections**
		- **Should Include**
			* 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;
			* a description of the proposed educational activities and their intended impact;
			* a description of how the research and educational activities are integrated or synergistic; and
			* a description of other broader impacts, besides the education activities, that will accrue from the project;
		- **Additional Considerations**
			* **Educational Activities** - The education component of the proposal may be in a broad range of areas and may be directed to any level: K-12 students, undergraduates, graduate students, and/or the general public, but should be related to the proposed research and consistent with the career goals of the PI.
			* **Cross-Disciplinary Perspectives** – NSF recognizes that disciplinary boundaries evolve with time and that inter-, multi-, trans-disciplinary approaches are often needed to push the frontiers of research and education. We invite proposals from early-career investigators who wish to pursue research and education activities that cross disciplinary boundaries.
				+ A limited amount of funds can be subcontracted, but subcontractor cannot be listed as Co-PI
			* **Cross-Sector Perspectives** – NSF recognizes that individual investigators may have disciplinary and career interests that enhance their research and education plans through an additional activity such as entrepreneurship, industry partnerships, or policy.
				+ Discuss with a NSF Program Officer
			* **Scientific Software Development** – Proposed research activities may involve development of innovative scientific software, along with related studies of reproducibility, provenance, usability, security, adoption, and sustainability of the software, as well as its adaptability to emerging technologies and requirements. If software artifacts are anticipated in a given project, investigators should state and justify which software license(s) will be used for the released software.
				+ **Notify OSRP**, we can bring in Tech Development and legal, if needed to help select the most appropriate license
			* **International/Global Dimensions** – NSF encourages CAREER Principal Investigators to include international/global dimensions in their projects. As appropriate, the CAREER proposal should delineate how its activities fit within the context of expertise, facilities, data, and other resources that are being applied globally in relevant areas of research and education, and how the CAREER award would position the Principal Investigator and his/her organization to take a leadership role.
				+ If an international component is included, **proposers are encouraged to contact the relevant country Program Officer** in the Office of International Science and Engineering (OISE) listed in <https://www.nsf.gov/od/iia/ise/country-list.jsp>.
				+ **Field Work in Polar Regions**
				+ **Proposals Requiring Seagoing Facilities**
	+ **References Cited** (complete reference must be listed; no “et. als”
	+ **Biographical Sketch** (limit 2 pages)
		- Must use [NSF template](https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch.pdf), or create in [SciENCV](https://www.ncbi.nlm.nih.gov/sciencv/)
		- For synergistic activities (limit 5) do not include multiple examples to further describe the activity
			* Give invited lectures at conferences (1 synergistic activity)
			* Gave invited lecture as XYZ conference and ABC conference (2 synergistic activities)
	+ **Current and Pending Support**
		- Must use NSF approved format; OSRP will create in SciENCV
		- OSRP will send CPS to you for review, if you have activities, that are in it IIT’s system, let OSRP know so the form can be edited
	+ **Collaborators and Other Affiliations**
		- Must use NSF approved [template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx)
	+ **Budget** (OSRP has internal template)
		- OSRP will enter into FastLane or Research.gov for you
	+ **Budget Justification** (OSRP has a template)
	+ **Facilities, Equipment and Other Resources** (OSRP has a template)
	+ **Data Management Plan** (2 pages) (OSRP has a template, check your division for any specific requirements)
	+ **Post-doc Mentoring Plan**, if applicable (only in post-doc budgeted)
	+ **Additional Supplementary Documentation**
		- **Department Letter** (limit 2 pages), contain the following elements:
			* **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 criteria specified above. Further, for nontenure-track faculty, the 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.
			* **An 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**, and that the department is committed to the support and professional development of the PI; and
			* 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, and b) **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.

**Note that the Department Letter should not be construed as a Letter of Support for the PI and should address only the items listed above**

* + - **Letters of Collaboration**
			* Limited to “*If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by the NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal*.”
			* Describe in Facilities, Equipment and Other Resources
			* Work on these early