**Synopsis of Faculty Early Career Development Program (CAREER)**

**Requirements and Checklists**

**Updated 2020.06.01**

**Full Proposal Deadline** (due by 5 p.m. submitter's local time): **Fourth Monday in July**

Please see the [NSF CAREER webpage](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214) for a link to the most current funding announcement and FAQs, both of which will give additional detail on the program requirements. See Required Elements section for checklists and summaries of requirements.

**Submission Limits**

An eligible Principal Investigator may submit only one CAREER proposal per annual competition. Additionally, a Principal Investigator may not participate in more than three CAREER competitions. Proposals that are not reviewed (i.e., are withdrawn before review or are returned without review) do not count toward the three-competition limit.

**Eligibility**

To be eligible to apply for a CAREER award, investigators must at the time of the annual deadline:

* 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.)

Tenure-Track Equivalency - For a position to be considered a tenure-track-equivalent position, it must meet all of the following requirements: (1) the employee has a continuing appointment that is expected to last the five years of a CAREER grant; (2) the appointment has substantial research and educational responsibilities; and (3) the proposed project relates to the employee's career goals and job responsibilities as well as to the mission of the department or organization. As stated in the Proposal Preparation Instructions, 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, and the Departmental Letter must clearly and convincingly demonstrate how the faculty member's appointment satisfies all the above requirements of tenure-track equivalency.

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

**Deciding on the appropriate program**

CAREER looks different across the NSF programs. Please contact the Program Officer for the area you are interested in to see if your work is appropriate for their program.

**Budget**

The CAREER award, including indirect costs, is expected to total a minimum of $400,000 for the 5-year duration, with the following exceptions: Awards for proposals to the Directorate for Biological Sciences (BIO), the Directorate for Engineering (ENG), or the Office of Polar Programs (OPP) are expected to total a minimum of $500,000 for the 5-year duration. Please discuss with the relevant Program Officer what is expected for the budget cap (the ceiling and the floor are often the same).

**Other Restrictions**

* No co-PIs are permitted.
* CAREER proposals may not duplicate (or be substantially similar to) proposals already under consideration by NSF from the same investigator. In other words, your CAREER proposal must be substantially distinct from any other proposal awarded or under consideration by NSF.
* No appendices are permitted.

**Requirements in addition to the PAPPG**

* Departmental Letter (see below, Required Elements)
* Educational Activities as part of Biosketch (see below, Required Elements)

**Required elements**

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| GENERAL INFORMATION  |
| [ ] [ ]  | Only 1 CAREER proposal per annual competitionFunding caps are confirmed |[ ]  PI has not participated in more than 3 CAREER competitions (including this one, proposals that are not reviewed don’t count toward the limit)  |
|[ ]  Eligibility: Has doctoral in NSF supported field; be engaged in research in an area 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 |
|[ ]  1 inch margins | [ ]   | Has contacted relevant Program Officer and verified:[ ]  Appropriateness of the selected program for this proposal[ ]  Budget caps |

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| If using FastLane: | If using Research.gov: |
|[ ]  Black text, Arial/Palatino Linotype/Courier New 10 pt., **OR** Times/Computer Modern 11 pt.  |[ ]  Black text, 10 pt. or larger: Arial/Palatino/Palatino Linotype/Courier New/Helvetica/Times NR/Computer Modern family |
|[ ]  Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok  |[ ]  Cambria Math for formulas/equations; Greek letters/special characters – less than 10 pt. ok |
|[ ]  Each document Paginated |[ ]  Absolutely nothing in the margins, including page #s |
| Cover sheet  |
|[ ]  Title must begin with **CAREER: and follow with an informative title** |
|[ ]  Budgeted for 60 months (5 years) |[ ]  Start date 6+ months out (February of the following year at the earliest) |

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| Project summary |
| If using FastLane: | If using Research.gov: |

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| [ ]  | One page, uploaded as required: * Overview, Intellectual Merit, Broader Impacts sections completed in provided boxes
* Upload a PDF with the appropriate headers only if special characters are required

Hints if you get “over one page” message:* NSF uses Times New Roman 11; if you are creating it initially in Word, make sure that you are using TNR 11, and
* The headers get their own lines with no other text
 | [ ]  | One page |
| [ ]  | Overview, Intellectual Merit and Broader Impacts sections; each header on its own line with no other information, including section numbers |

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| project description |
| Make sure to review the funding announcement for additional information on the project description:[NSF CAREER webpage](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214) |
| General |
| [ ]  15 page maximum [ ]  No URLs [ ]  All graphics/figures/charts uploaded ok and within margins, caption are readable |
| Program Specific Requirements |
| [ ]  [ ]  | Proposal describes an integrated path that will lead to a successful career as an outstanding researcher and educatorProposal includes 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 | [ ]  [ ]  [ ] [ ]  | Proposal includes a description of the proposed educational activities and their intended impactThere is a description of how the research and educational activities are integrated or synergisticThere is a section labeled as Broader Impacts that includes a description of broader impacts other than the education activities, that will accrue from the project; if using **Research.gov**, the words “Broader Impacts” must be on their own line, with no other information, including section numbersas Intellectual Merit Explanation/justification of funding to an IBC or foreign organization (through subaward or consultant arrangement) is included |
| [ ]   | Results from Prior NSF Support (current funding, OR end date in last 5 years) |
|  [ ]  Section labeled as Results from Prior Support on its own line with no other information, including section numbers  [ ]  No more than 5 pages total [ ]  Statement 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  |

**Integration of Research and Education - All CAREER proposals should describe an integrated path that will lead to a successful career as an outstanding researcher and educator**

Successful applicants will propose creative, effective research and education plans, along with strategies for assessing these components. The proposed activities should help applicants develop in their careers as both outstanding researchers and educators. While excellence in both education and research is expected, activity of an intensity that leads to an unreasonable workload is not. The research and educational activities do not need to be addressed separately if the relationship between the two is such that the presentation of the integrated project is better served by interspersing the two throughout the Project Description.

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| references cited |
| [ ] [ ]   | All author names listed, fully written out (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 No page limit |

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| biosketch |

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| [Logon to NCBI for the required Biosketch builder](https://www.ncbi.nlm.nih.gov/myncbi/) |
| [ ] [ ]  [ ]  | Provided separately for the PI and any Senior PersonsProfessional 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** | [ ] [ ]  [ ] [ ]  | Uses NSF-approved format that has PDF signature line intactProducts/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 components (an example of multiple components would be listing classes taught, boards served on, etc.)Synergistic Activities includes education activities and accomplishments |

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| current and pending support |
| [Logon to NCBI for the required Current and Pending builder](https://www.ncbi.nlm.nih.gov/myncbi/) |

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| [ ] [ ]  | Provided separately for the PI and any Senior PersonUses NSF-approved format that has PDF signature line intact | [ ] [ ]  | * The proposed project (list as Pending) and all other projects or activities (Current or Pending) requiring a portion of time of the PI and any other senior personnel must be included, even if they receive no salary support from the project(s)

In-kind resources are listed (including sponsored projects for which there is cost share required, if the cost share comes from outside UAF) |

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| facilities, equipment and other resources |
| [ ]  [ ]  | No cost sharing languageIn Other Resources, include as applicable:* Description of unfunded collaborations. Required if Letter of Collaboration included in Other Supplementary Documentation
* Description of unfunded senior personnel role(s) on project
 | [ ]  [x]  | Only resources that are directly applicable are includedSubawardees’ information is compiled into our document; collaborating institutions will upload theirs to their own proposal document  |

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| budget  |
| [ ]  [ ]  | Meets FOA specifics for allowed costs5 year budget | [ ]   | Meets FOA minimum/maximum and has been confirmed with a Program Officer |
| 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 |
| [Budget Justification Template](https://www.colorado.edu/ocg/node/226/attachment) |
| [ ]  [ ]  [ ] [ ]  | 5 page limitNo cost sharing language; does not include mention of unfunded personnel (unfunded personnel role(s) will be described in the Facilities, Equipment and Other Resources section) Definition of a year is included in the salary section: “UAF’s definition of a year is based on the University fiscal year, July 1 through June 30”Any normally unallowable costs or more than 2 months of PI salary are justified | [ ]  [ ]  [ ] [ ]  | Travel is specified, itemized, justified Participant Support costs do NOT include anything that will be secured through a service agreement/contract (speaker fees, venue rental, catering, supplies, etc.)Other Direct costs includes a brief summary of any subawards. Additionally, a detailed budget justification (up to 5 pages) will be uploaded for each subawardF&A and MTDC costs are broken out; your proposal analyst can help you with these numbers |

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| other documents |
| [ ]  | REQUIRED: Data Management Plan, 2 page limit, * Describes how the proposed project will comply with NSF and federal government policies on the dissemination and sharing of research results and project data.
* If there are subawards, their Data Management Plan is incorporated into ours
* A valid Data Management Plan may include only the statement that is a clear justification that no detailed plan is needed

[Data Management Plan Tool](https://uaf.edu/ogca/lifecycle/3-develop/data-management-plans-and/) | [ ]   | Post-doc Mentoring Plan (if applicable), 1 page limit; this is required even if the post-doc is at a subawardee institution |

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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; 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 non-tenure-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. | [ ]  [ ]  [ ] [ ]  | 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 |
|  | [ ]  If submitting in **Research.gov**, combined the Departmental Letter with other any letters of collaboration (Departmental Letter first) and uploaded as a single document in Other Supplementary Documents |

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|[ ]  **Letters of Collaboration** |
|  | **REQUIRED** if there are unfunded collaborators[ ]  The letter strictly adheres to the required language: “If the proposal submitted by Dr. [insert name of the PI] entitled [insert 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; No other language may be included”[ ]  No support or endorsement language[ ]  Letters from all unfunded collaborators are included [ ]  If submitting in **Research.gov**, combine the letters of collaboration with the Departmental Letter (Departmental Letter first) and upload as a single document in Other Supplementary Documents |
|[ ]  **Proposal Classification Form – Required only for submissions to the Directorate for Biological Sciences** |
|[ ]  **Collaborators & Other Affiliations** |
| If using FastLane the following are uploaded in Single Copy Documents;If using Research.gov the following are uploaded in Senior Personnel Documents |
|  | [ ]  REQUIRED and provided separately for the PI and any Senior Persons[ ]  Uses the required, current NSF template found at[Collaborators and Other Affiliations Information Template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx) [ ]  No change to column widths; it’s ok to insert rows | [ ] [ ] [ ]  | Uploaded in the Excel formatAll 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 |