

CAREER 2025 Proposal Preparation Timeline (Due July 23) * Red denotes should do this before writing any proposal text

	By:	Mon 2/10	Mon 2/24	Mon 3/10	April				May				Mon 6/9	Mon 6/23	Mon 7/9	Mon 7/14	Mon 7/21
Analysis and Planning	Read funded CAREER abstracts for directorate fit and identify PO																
	Notify Pre-Award Center																
	Storyline Development																
	What is the problem?																
	What has been done already to address this problem?																
	What is the gap that still remains?																
	How do you propose to address gap?																
	Map out long-term pathway and vision																
	Identify research and education goals																
	Identify win themes/discriminators																
Program Officer Input	Draft concept paper for PO																
	Concept paper reviewed internally																
	Revise concept paper																
	Email one-pager to PO/ request appt																
	Revise storyline based on PO feedback																
	Proposed Outline	Develop detailed outline															
Identify graphics needed																	
Partnerships		Recruit any collaborators, if needed															
	Recruit advisory board members, if needed																
	Identify assessment partner, if needed																
	Collect letters of commitment																
	Request dept head ltr (provide bullet pts)																
Proposal Writing and Editing	Develop NSF bio on SciENev to reflect research & educ																
	Use outline to write sections																
	Edit																
	Give near final draft to internal reviewers																
	Revise based on review																
	Write data management plan																
	Complete COI																
	Write mentoring plan																
	Write budget justification																
	Write facilities document (use epubs)																
	Write one-page summary																
	Final check of references																
	Final budget/draft narrative to PreAward																
	Submit all final supplementary documents																
Submit project narrative																	

