

CAREER 2024 Proposal Preparation Timeline (Due July 24) * Red denotes should do this before writing any proposal text

By:		Mon 2/12	Mon 2/26	Mon 3/11	April				May			Mon 6/10	Mon 6/24	Mon 7/8	Mon 7/15	Mon 7/22
Phase 1: Visioning	Analysis and Planning															
	Read abstracts of funded CAREERS for directorate fit and identify appropriate program/PO	■														
	Notify Pre-Award Center for assigned specialist				■											
	Storyline Development		■	■												
	<ul style="list-style-type: none"> 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 this gap? 		■	■												
	Map out long-term pathway and vision			■												
	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								■								
Phase 2: Integration	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 (TEMPLATE)									■	■	■					
Request dept head letter/provide bullet points									■	■						
Phase 3: Production	Proposal Writing and Editing															
	Develop NSF bio on SciENCv to reflect research & education									■						
	Use outline to write sections									■	■	■				
	Edit									■	■	■				
	Give near final draft to internal reviewers											■				
	Revise based on review											■	■			
	Write data management plan											■				
	Complete Collaborators and Other Affiliations											■				
Write postdoc mentoring plan, if needed											■					

