**CREATE A WRITING SCHEDULE FOR YOUR NSF PROPOSAL**

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|  | **Complete by:** |
| Identify NSF Directorate and Division |  |
| Write Project Summary: *Overview and Objectives,* *Intellectual Merit, and Broader Impact* sections; prepare Cover Sheet (exclusive of title) – not later than: |  |
| Send *Project Summary* to Program Director, if she/he/they has agreed to review it for programmatic relevance, not later than: |  |
| *Background* section, including *Review of Relevant Literature, Results From Prior NSF Support* (if applicable), and *Preliminary Studies* subsections; *References Cited* section – not later than: |  |
| *Research Plan*: develop subsection for objective 1– not later than: |  |
| *Research Plan*: develop subsection for objective 2 – not later than: |  |
| *Research Plan*: develop subsection for objective 3 (if applicable) – not later than: |  |
| Pre-submission review by faculty mentor(s)by: |  |
| *Education Plan*: develop plans for educational activities – not later than: |  |
| *Broader Impacts* section *–* not later than: |  |
| *Finalize Project Summary*; Title; assemble final draft; proof, correct and make final revisions – not later than: |  |
| Pre-submission review by faculty mentor(s)by: |  |
| Pre-submission review by external reviewerby: |  |
| *Budget* and *Budget Justification (at least 2-3 weeks prior to submission)* – not later than: |  |
| Prepare *Biographical Sketches* for all senior personnel – not later than: |  |
| *Facilities, Equipment, and Other Resources* section*; Current and Pending Support* section – not later than: |  |
| Obtain letters of collaboration from any unpaid collaborators (i.e., those not included in *Budget*) – not later than: |  |
| *Data Management Plan,* the *Postdoctoral Researcher Mentoring Plan (*if applicable)*,* and any special *Supplementary Documents* called for by the solicitation to which you are responding – not later than: |  |
| *List of Suggested Reviewers or Reviewers Not to Include* (optional but strongly recommended by NSF) – not later than: |  |
| Pre-submission review of the application by Cathy Lowe by: |  |
|  Pre-submission review of the application by RASP by: |  |
|  Revise draft; send to Sponsored Programs Office (or equivalent) by: |  |
| Submit application via Research.gov (or Grants.gov) to meet submission deadline on or before: |  |