Tip Sheet: Faculty Early Career Development Program (CAREER)

Program Solicitation: [NSF 20-525](https://www.nsf.gov/pubs/2020/nsf20525/nsf20525.htm) ([FAQs](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf20025))

**PROPOSAL CONTENTS** (each document is required unless otherwise noted)

**Coversheet** (system generated)

* **Program Solicitation Number:** NSF 20-525
* **NSF Unit of Consideration.** Select at least one specific disciplinary program from the drop-down list in Fastlane as the NSF program(s) to consider the proposal.
* **Project Title**. The project title must begin with "CAREER:" and follow with an informative title.
* **Co-PIs:** No co-PIs are permitted. Support for other senior personnel (i.e., in the Budget Category A) or consultants is permitted, but must be commensurate with their limited role in the project.

**Department Letter** (2 pages max; a proposal submitted without this Letter will be returned without review) The letter must include the department head's name and title below the signature. The letter should contain the following elements:

* A statement to the effect that the PI is eligible for the CAREER program.
* 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.

**Project Summar**y (1 page max)

Required sections:

* Overview
* Intellectual Merit
* Broader Impact

**Project Description** (15 pages max; no URLs allowed; (New!) Please note: a separate section is for Intellectual Merit is no longer required in Project Description)

Required sections:

* Broader Impacts
* Results from current/prior (end date within last 5 years) NSF support. If none, it is still recommended to include this section and say that the PI has not yet received NSF funding so that it’s clear this section has not been forgotten.

The Project Description for CAREER proposals 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;
* (New!) a description of other broader impacts, besides the education activities, that will accrue from the project.

**References Cited** (no “et al.” allowed) Provide references in support of both research and education aspects of the CAREER proposal.

**Budget** (total minimum cost of $400,000 for the 5-year duration, with the following exceptions: Awards for proposals to Directorates of BIO, ENG, or OPP are expected to total a minimum of $500,000 for the 5-year duration.) The budget is developed in Kualiand entered into Fastlane or Research.gov (typically with assistance from Grants Coordinators in departments; CAS Grants Administrator (Cathy Lowe, clowe@kent.edu) or RASP Sponsored Programs Administrators).

**Budget Justification** (5 pages max) A Sample Budget Justification with instructions is available [here](https://docs.google.com/a/kent.edu/viewer?a=v&pid=sites&srcid=a2VudC5lZHV8ZGl2aXNpb24tb2YtcmVzZWFyY2gtYW5kLXNwb25zb3JlZC1wcm9ncmFtcy1pbnRyYW5ldHxneDo3YzlhOTA5MzIxMDQxZDRk). As needed assistance drafting this document can be provided by Grants Coordinators in departments; CAS Grants Administrator (Cathy Lowe, clowe@kent.edu) or RASP Sponsored Programs Administrators.

**Facilities, Equipment & Other Resources** In addition to describing facilities and equipment relevant to the proposed work, describe any relevant Unfunded Collaborations here (associated Letter(s) of Collaboration should be uploaded as Supplementary documents).

**Biosketch** (2 pages max) Required for the PI and any other Senior Personnel.

For CAREER proposals, ~~(New!) the Biographical Sketch must be prepared using an NSF-approved format~~ ([SciENcv and an NSF fillable PDF](https://www.nsf.gov/bfa/dias/policy/biosketch.jsp)) and should include both research and education activities and accomplishments. Please note that the requirement to prepare Biographical Sketch using SciENcv or NSF fillable forms has been delayed until 10/01/2020.

**Current & Pending Support** Required for the PI and any other Senior Personnel. ~~(New!) The Current & Pending document must be prepared using an NSF-approved format~~ ([SciENcv and an NSF fillable PDF](https://www.nsf.gov/bfa/dias/policy/cps.jsp)). ~~Creating a PDF from a Word document will not be compliant with NSF policy~~. Please note that the requirement to prepare Current & Pending using SciENcv or NSF fillable forms has been delayed until 10/01/2020. As needed assistance drafting this document can be provided by Grants Coordinators in departments; CAS Grants Administrator (Cathy Lowe, clowe@kent.edu) or RASP Sponsored Programs Administrators.

**Collaborators & Other Affiliations** Required for the PI and any other Senior Personnel**.** Use required, unaltered [NSF COA Template](https://www.nsf.gov/bfa/dias/policy/coa.jsp) in Excel format.

**Data Management Plan** (2 pages max) KSU Library staff offers support in developing the DMP <https://www.library.kent.edu/services/data-management>

**Letters of Collaboration** (Optional) If included, Letters of Collaboration must strictly follow NSF single sentence format:

“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.”

**Post-doc Mentoring Plan** (1 page max; required ONLY if post-doc is included in budget).