Example Writing Schedule for an NSF Proposal

|  |  |
| --- | --- |
| Task: | Complete By: |
| Write *Overview and Objectives* and *Expected Significance* sections |  |
| Review *Overview and Objectives* and *Expected Significance* sections with proposal review committee. Send to NSF Program Director requesting feedback on programmatic relevance. |  |
| *Relation to the Principal Investigator’s Longer-Term Goals* section |  |
| *Research Plan* subsection for specific aim 1 |  |
| *Research Plan* subsection for specific aim 2 |  |
| *Research Plan* subsection for specific aim 3 (if applicable) |  |
| *Relation to Other Work in Progress* section |  |
| *Background* section, including *Review of Relevant Literature*, *Results From Prior NSF Support* (if applicable), and *Preliminary Studies.* *References Cited* section |  |
| *Biographical Sketches* for all senior personnel |  |
| *Broader Impacts* section |  |
| *Facilities, Equipment, and Other Resources* section and *Current and Pending Support* section |  |
| *Letters of Collaboration* from any unpaid collaborators |  |
| *Budget* and *Budget Justification*; *List of Suggested Reviewers or Reviewers Not to Include* |  |
| *Data Management Plan* and, if applicable, the *Postdoctoral Researcher Mentoring Plan*, and any special *Supplementary Documents* specified by the solicitation |  |
| *Project Summary*; finalize title; assemble final draft and make final revisions |  |
| Create proposal in Cayuse 424 |  |
| Send budget to SPRS – at least three days prior to submission |  |
| Submit via Fastlane or Cayuse (for Grants.gov) |  |