

NSF Roadmap

- 1) 4-6 months before deadline
 - Identify the best-fit NSF program or solicitation
 - Carefully review solicitation, description, and/or announcement
 - Confirm any special requirements such as preliminary proposals, letters of intent, mentoring plans, data management and sharing plans, or other supplemental documents.
 - Contact the cognizant NSF program officer about program fit and readiness
 - Attend program specific webinars and office hours
 - Build the project team and confirm collaborators, subawards, and any needed letters of collaboration
 - Review funded abstracts and successful proposal examples
 - Begin outlining the project description and the project summary
 - Complete NSF-compliant research security training
 - Optional: volunteer to serve as an NSF reviewer one year before you plan to submit
- 2) 2-3 months before deadline
 - Draft the Project Summary, including the Overview, Intellectual Merit, and Broader Impacts sections
 - Draft the Project Description
 - Develop the Broader Impacts plan and assessment/evaluation approach as appropriate
 - Start the Budget and Budget Justification
 - Prepare Facilities, Equipment, and Other Resources
 - Prepare senior/key personnel documents:
 - Biographical Sketch
 - Current and Pending (Other) Support
 - Collaborators and Other Affiliations
 - Synergistic Activities
 - Draft the Data Management and Sharing Plan and Mentoring Plan, if applicable
 - Seek feedback from peers, mentors, and subject-matter experts
 - Discuss your plans with your department
- 3) 1 month before deadline
 - Complete final drafts
 - Prepare ancillary documents
 - Proofread everything
 - Finalize the budget and justification

- Arrange a final expert review and proofread for compliance and consistency
- 4) 1-2 weeks before deadline
- Verify that all documents, certifications, and supplementary files are included
 - Route early for institutional review
 - Review the full assembled proposal with the team
 - Verify receipt
- 5) Next steps
- Monitor proposal status in [Research.gov/Grants.gov](https://www.research.gov/grants.gov)
 - When reviews are released, evaluate the panel/ad hoc feedback carefully
 - Connect with the program officer/director
 - Address NSF feedback
 - If awarded, begin implementation, compliance, and project management planning