

## 4-6 MONTHS BEFORE

- Identify the best-fit NSF program or solicitation
- Carefully review solicitation, description and announcement
- Confirm any special requirements
- 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
- Review funded abstracts and successful proposal examples
- Begin outlining the project description and the project summary
- Complete NSF-compliant research security training



## 2-3 MONTHS BEFORE

- Draft the Project Summary and Description
- Develop the Intellectual Merit, Broader Impacts, and evaluation approach as appropriate
- Start the Budget and Budget Justification
- Prepare Facilities, Equipment, and Other Resources
- Prepare key personnel documents
- Draft the Data Management and Sharing Plan
- Seek feedback
- Discuss your plans with your department



## 1 MONTH BEFORE

- Complete final drafts
- Prepare ancillary documents
- Proofread everything
- Finalize the budget and justification
- Arrange a final expert review and proofread for compliance and consistency



## 1-2 WEEKS BEFORE

- 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



## NEXT STEPS

- Monitor proposal status in [Research.gov](https://www.research.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

