

NSF CAREER Required Elements Checklist

PI: _____ Amount Requested: _____ Cost Share Requested: _____

Project Title: _____

Required Elements	Required Element Description	Pages	Tier
Internal Intent to Submit form	notify ICC/SPO of your plan to submit an NSF CAREER proposal through the intent to submit form here - ITS		
Budget Spreadsheet (Internal)	MTU Budget Sheets <ul style="list-style-type: none"> • Use the "Large Proposal Budget Worksheet" if there are Co-PI's. Each Co-PI gets a tab • Add F&A rate 	N/A	1
Budget Justification	Justify the cost of each budget item Group total costs by budget item (ie - summarize all salary between senior personnel and students)	5	1
Cayuse & Certifications	<ul style="list-style-type: none"> • All boxes filled in • Budget/Justification, SOW uploaded • Institute chosen • Certifications from all project personnel, dept chair, ICC • COI Certification 	N/A	1
Biosketches + Current and Pending Support	Use SciENcv Format This lists your relevant experiences and active/pending proposals/projects	sciENcv PDFs	1
Departmental Letter	Details - required https://new.nsf.gov/funding/opportunities/career-faculty-early-career-development-program/nsf22-586/solicitation#prep	2	1
Collaborators/Other Affiliations	NSF COA Template	N/A	1
Synergistic Activities	A list of up to five distinct examples that demonstrate the broader impact of your professional and scholarly activities, focusing on the creation, integration and transfer of knowledge.	1 per PI	1
Facilities, Equipment, Other	Describe any physical items/facilities or personnel that will be involved with the process. This includes: lab space, equipment, resources, support (like ICC, SPO, shared facility, etc)	No limit	1
Mentoring Plan	For Grad Students and Postdocs: Examples of mentoring activities include but are not limited to: career counseling; training in preparation of proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills;	1	1
Letters of Collaboration	Not required: "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal."	1 each	1
Project Summary	A statement of objectives and methods to be employed + A "Broader Impacts" section + A "Intellectual Merit" Section	1	2
Project Description	introduction, research plan, education plan, broader impacts, sustainability/career development, collaboration/institutional support, results from prior nsf support, timeline for integration	15	2

	Research.gov complete	<ul style="list-style-type: none"> • Budget tab filled out • Documents Uploaded • Personnel Information • SPO/ICC Access 	N/A	2
	Referenced Cited	All references cited. Just sources, no footnotes/longform comments	No limit	2
	PCASE Eligibility	If desired. "I wish to be considered for the PECASE honorary award."	statement	2