**CREATE A WRITING SCHEDULE FOR YOUR NSF PROPOSAL**

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|  | **Complete by:** |
| Complete tasks described in Chapters 1 through 6 of the *Workbook* by: |  |
| Write *Overview and Objectives* and *Expected Significance* sections, Chapters 6 & 7; prepare Cover Sheet (exclusive of title) – not later than: |  |
| Send *Overview & Objectives* and *Expected Significance* sections to Pre-Submission Review Committee (Chapter 20) and to Program Director, if s/he has agreed to review it for programmatic relevance, not later than: |  |
| Develop *Relation to the Principal Investigator’s Longer-Term Goals* section – not later than: |  |
| *Research Plan*: develop subsection for specific aim 1– not later than: |  |
| *Research Plan*: develop subsection for specific aim 2 – not later than: |  |
| *Research Plan*: develop subsection for specific aim 3 (if applicable) – not later than: |  |
| Develop *Relation to Other Work In Progress* section – not later than: |  |
| *Background* section, including *Review of Relevant Literature, Results From Prior NSF Support* (if applicable), and *Preliminary Studies* subsections; *References Cited* section – not later than: |  |
| Prepare *Biographical Sketches* for all senior personnel – not later than: |  |
| *Broader Impacts* section *–* not later than |  |
| *Facilities, Equipment, and Other Resources* section*; Current and Pending Support* section – not later than  |  |
| Obtain letters of collaboration from any unpaid collaborators (i.e., those not included in *Budget*) – not later than: |  |
| *Budget* and *Budget Justification*; *List of Suggested Reviewers or Reviewers Not to Include* (optional but strongly recommended by NSF) – not later than: |  |
| *Data Management Plan* and, if applicable, the *Postdoctoral Researcher Mentoring Plan,* and any special *Supplementary Documents* called for by the solicitation to which you are responding – not later than: |  |
| *Project Summary*; Title; assemble final draft; proof, correct and make final revisions – not later than: |  |
| Pre-submission review of the application: Send to Pre-Submission Review Committee by: |  |
|  Review by Pre-Submission Review Committee – return critique by: |  |
|  Revise draft; send to Sponsored Programs Office (or equivalent) by: |  |
| Submit application via Fastlane (or Grants.gov) to meet submission deadline on or before: |  |