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

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|  | **Complete by:** |
| Complete tasks described in Part One of the *Workbook* |  |
| Write *Overview and Objectives* and *Expected Significance* sections; prepare Cover Sheet (exclusive of title) |  |
| 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 |  |
| *Research Plan*: Develop subsection for Specific Objective 1 |  |
| *Research Plan*: Develop subsection for Specific Objective 2 |  |
| *Research Plan*: Develop subsection for Specific Objective 3  (if applicable) |  |
| Develop *Relation to Other Work in Progress* section |  |
| *Background* section, including *Review of Relevant Literature, Results from Prior NSF Support* (if applicable), and *Preliminary Studies* subsections; *References Cited* section |  |
| Prepare *Biographical Sketches* for all senior personnel |  |
| *Broader Impacts* section |  |
| *Facilities, Equipment, and Other Resources* section*; Current and Pending Support* section |  |
| Obtain letters of collaboration from any unpaid collaborators (i.e., those not included in *Budget*) |  |
| *Budget* and *Budget Justification*; *List of Suggested Reviewers or Reviewers Not to Include* (optional but strongly recommended by NSF) |  |
| *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 |  |
| *Project Summary; Title;* assemble final draft; proof, correct and make final revisions |  |
| Pre-submission review of the application:  Send to Pre-Submission Review Committee |  |
| Review by Pre-Submission Review Committee |  |
| Revise draft; send to Sponsored Programs Office (or equivalent) |  |
| Submit application via Fastlane/Research.gov (or Grants.gov) to meet submission deadline |  |