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| Month | Tasks |
| March | * Write 1-page summary of proposal * Decide which NSF directorate, division, and program to apply to * Email Program Officer (using OPD template) attaching 1-page summary, and asking for a time to call |
| April | * Identify and contact proposal reviewers, asking if they will review your draft proposal * Complete first draft of Project Narrative |
| May | * Send Draft Project Narrative to reviewers * While waiting for reviews, complete other required documents such as data management plan, biosketch, collaborators and other affiliations, Department letter, etc. * Receive reviews back by end of May |
| June | * Revise based on reviewer feedback * Send Project Summary and Project Narrative to OPD for flow, grammar, stylistic editing * Complete budget * Ask for additional reviewer comments |
| July | * Revise based on additional comments * Begin sending required documents to Sponsored Research Pre-award representative * Submit final packet to Sponsored Research at least 3 days prior to NSF Directorate due date |

CAREER Writing Timeline