

**DEADLINES:****Due to NSF (fourth Wednesday in July): 7/23/2025; Aim to submit by 7/16/2025****Due to DSP: Latest: 7/21/2025; Aim to submit 7/9/2025****Due to RA Team: *\*Please follow your specific college's deadline.*****Helpful Links:**[NSF CAREER PROGRAM 2025 SOLICITATION](#)[NSF Guidebook](#)[Helpful Program Submission Tips](#)[NSF Proposal Preparation Checklist](#)[Letters of Collaboration and Support: Know the difference](#)

Suggested # of Days Before Proposal Submission Deadline	Suggested Date	Milestone or Action	Description
21 days	Wednesday, July 2, 2025	New users register for an NSF account/Confirm existing NSF account	<p>If you do not have an NSF account (NSF ID), you must register for one to prepare proposals and conduct other award-related activities using NSF systems and to prepare NSF proposals in Grants.gov. For step-by-step instructions, please see the <a href="#">Register for a New NSF Account</a> job aid. A <a href="#">Register for a New NSF Account video tutorial</a> is also available.</p> <p>Confirm that your existing NSF account (NSF ID) is active and does not have any account issues (e.g., suspended or is in danger of being suspended due to multiple accounts associated with your email address). To confirm your account is active, please sign into <a href="#">Research.gov</a>. If you receive a "Multiple Accounts Found" pop-up alert message when you sign into Research.gov, you must contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) to reconcile your accounts. Some issues require extended time to resolve. Please do not wait until the July 24th proposal submission deadline to request NSF account reconciliation. Account reconciliation can take up to three days.</p>
21 days	Wednesday, July 2, 2025	Register for a PI role and submit PI role request to your organization's Administrator	<p>To work on proposal and award-related activities using NSF systems and to prepare NSF proposals in Grants.gov, a Principal Investigator (PI) must have an organization-approved PI role. If you do not have a PI role at your organization, you must request this role. Please follow the steps in the <a href="#">Add a New Organization-Approved Role -- Principal Investigator (PI)/Co-PI job aid</a>.</p> <p>After requesting the PI role, your organization's Administrator will receive the request electronically to approve or disapprove it. Administrators may refer to the <a href="#">View My Users – Administrator Dashboard</a> job aid for</p>

			guidance on how to approve or disapprove a role request.
<b>14 days</b>	Wednesday, July 9, 2025	PI role request is approved by organization's Administrator	You should have an approved PI role for your organization by this date to prepare your CAREER proposal.

**NSF Early CAREER Timeline**

Document	Goal Deadline
<b>Summary</b>	5/23 - First draft 6/13 – next draft 7/1-7/9 – final edits
<b>Description</b>	5/23- First draft 6/13 – next draft 7/1-7/9 – final edits
<b>References</b>	Tuesday, July 1, 2025
<b>Biosketch</b>	6/23/2025
<b>Budget</b>	6/18/2025
<b>Budget Justification</b>	6/23/2025
<b>Current and Pending Support</b>	6/20/2025
<b>Facilities</b>	6/13/2025 – this allows time for you to gain feedback from mentors.
<b>Data management</b>	6/13/2025 – this allows time for you to gain feedback from mentors.
<b>COA</b>	6/18/2025 – This document will be used on every NSF submission.
<b>Reviewers</b>	If you want to list anyone.
<b>Letters of Support</b>	As needed. We should request for any entities listed in facilities or other resources (unfunded collaborators, etc).
<b>Other Supplementary Files</b>	Department letter, PECASE statement, etc. 7/1.

**NSF CAREER CHECKLIST**

Required Sections	Requirement and Notes
<a href="#">Eligibility</a>	<ul style="list-style-type: none"> <li>▪ A Principal Investigator (PI) may submit only one CAREER proposal per annual competition. In addition, a Principal Investigator may not participate in more than three CAREER competitions. Proposals that are not reviewed (i.e., are withdrawn before review or are returned without review) do not count toward the three-competition limit.</li> <li>▪ Proposers must meet all of the following eligibility requirements as of the annual deadline: <ul style="list-style-type: none"> <li>○ Hold a doctoral degree in a field supported by NSF;</li> <li>○ Be engaged in research in an area of science, engineering, or education supported by NSF;</li> <li>○ Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title);</li> <li>○ Be untenured; and</li> <li>○ Have not previously received a CAREER award. (Prior or concurrent Federal support for other types of awards for non-duplicative research does not preclude eligibility.)</li> </ul> </li> <li>▪ No Co-PIs permitted</li> <li>▪ The PI needs to meet all eligibility criteria as of the annual deadline.</li> <li>▪ Tenure track is defined in the FOA. No exemptions from these eligibility requirements will be granted.</li> </ul>
<a href="#">Formatting</a>	<ul style="list-style-type: none"> <li>▪ Use one of the following fonts identified below: <ul style="list-style-type: none"> <li>○ Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Times New Roman at a font size of 11 points or larger; or</li> <li>○ Computer Modern family of fonts at a font size of 11 points or larger.</li> <li>▪ Black text</li> <li>▪ Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.</li> <li>▪ Paper size must be no larger than standard letter paper size (8½ by 11 or 11 by 8½).</li> <li>▪ Sections are to be paginated automatically in research.gov.</li> <li>▪ <b>Project Title.</b> The project title must begin with "CAREER:" and follow with an informative title</li> </ul> <p><b>Use of a small font size makes it difficult for reviewers to read the proposal; consequently, the use of small fonts not in compliance with the above guidelines may be grounds for NSF to return the proposal without review.</b></p>
<a href="#"><u>Coversheet</u></a>	<ul style="list-style-type: none"> <li>▪ <b>Program Solicitation Number.</b> Research.gov Users: Select the CAREER program solicitation number in Step 1 of the Prepare New Proposal Wizard (Funding Opportunity). Grants.gov users: The program solicitation will be pre-populated by Grants.gov on the NSF Grant Application Cover Page.</li> <li>▪ <b>NSF Unit of Consideration.</b> Research.gov users: Select at least one specific core program in Step 2 of the Prepare New Proposal Wizard (Where to Apply). Grants.gov users should refer to Section VI.1.2. of the NSF Grants.gov Application Guide for specific instructions on how to designate the NSF Unit of Consideration. For assistance in determining which program(s) to choose, refer to the NSF <a href="#"><u>Guide to Programs</u></a>, which provides descriptions of NSF research-supporting programs.</li> <li>▪ <b>Project Title.</b> The project title must begin with "CAREER:" and follow with an informative title.</li> <li>▪ <b>Co-PIs.</b> No co-PIs are permitted on the Cover Sheet.</li> </ul>
<a href="#"><u>Project Summary</u></a>	<ul style="list-style-type: none"> <li>▪ 1 page maximum</li> <li>▪ Consists of 3 sections with headers on each line, overview, intellectual merit, and broader impacts.</li> <li>▪ It should not be an abstract of the proposal.</li> </ul>
<a href="#"><u>Project Description</u></a>	<ul style="list-style-type: none"> <li>▪ The Project Description should include: <ul style="list-style-type: none"> <li>○ a description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results;</li> <li>○ a description of the proposed educational activities and their intended impact;</li> <li>○ a description of how the research and educational activities are integrated or synergistic;</li> <li>○ a description of other broader impacts, besides the education activities, that will accrue from the project; and</li> <li>○ results of prior NSF support, if applicable.</li> </ul> </li> <li>▪ 15 Page limit</li> <li>▪ To help determine the appropriateness of the project for NSF and identify the disciplinary or interdisciplinary program to which it should be submitted, proposers are urged to refer to the NSF <a href="#"><u>Guide to Programs</u></a>. This contains a list of all of the NSF programs.</li> <li>▪ Proposers are also encouraged to contact the appropriate NSF Program Officer when preparing a submission, as some programs do not accept CAREER proposals.</li> <li>▪ Definitions to education activities, cross-disciplinary perspectives, cross sector perspectives, scientific software development, international/global dimensions, field work in the polar regions, and proposals requiring seagoing facilities should reference the FOA.</li> </ul>
<a href="#"><u>References Cited</u></a>	<ul style="list-style-type: none"> <li>▪ No page limitation.</li> <li>▪ Each reference must include the names of all authors in the same sequence in which they appear in the publication, the article and journal title, book title, volume number, page numbers, and year of publication.</li> <li>▪ Do NOT use <i>et al.</i></li> <li>▪ Provide references in support of both research and education aspects of the CAREER proposal.</li> </ul>
<a href="#"><u>Biosketch</u></a>	<ul style="list-style-type: none"> <li>▪ No page or character limits.</li> </ul>

	<ul style="list-style-type: none"> <li>Required for all senior project personnel.</li> <li>The required information must be provided in the order and format specified.</li> <li>Must prepare through <a href="#">SciENCv</a></li> <li>Should include <b>both</b> research and education activities and accomplishments.</li> </ul>
<a href="#">Budget</a>	<ul style="list-style-type: none"> <li>No Cost Share allowed</li> <li>Start date at least 6 months from proposal (December 23, 2025)</li> <li>Minimum \$400K for 5 years unless it falls under one of these: <ul style="list-style-type: none"> <li>BIO, ENG, OPP - \$500K minimum and 5 years</li> </ul> </li> <li>Allowable costs include funds for postdoctoral fellows, graduate students, undergraduate students, PI salary, education or outreach activities, support for an evaluator, travel and subsistence expenses for the PI and U.S. participants when working abroad with foreign collaborators, and consultant expenses.</li> </ul>
<a href="#">Budget Justification</a>	<ul style="list-style-type: none"> <li>5 pages maximum</li> <li>Senior Personnel must be committing effort, or should be included in Facilities, Equipment and other Resources section of proposal</li> <li>NSF has limited the salary compensation request for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation requested from <b>all NSF-funded grants</b>. If anticipated, any compensation for such personnel in excess of two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award.</li> <li>Example <a href="#">UF NSF Budget Justification</a></li> </ul>
<a href="#">Current and Pending Support</a>	<ul style="list-style-type: none"> <li>Include this proposal, and label as such</li> <li>Current and pending (other) support information is used to assess the capacity or any <a href="#">conflicts of commitment</a> that may impact the ability of the individual to carry out the research effort as proposed.</li> <li>Current and pending (other) support information must be provided separately for each individual designated as a senior/key person through use of <a href="#">SciENCv</a></li> </ul>
<a href="#">Facilities, Equipment and Other Resources</a>	<ul style="list-style-type: none"> <li>This section should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide, or made available, should the project be funded.</li> <li>The description should be narrative in nature and must not include any quantifiable financial information.</li> <li>If none, provide statement to that affect</li> </ul>
<a href="#">Data Management Plan (supplemental)</a>	<ul style="list-style-type: none"> <li>Proposals must include a document of no more than two pages uploaded under "Data Management and Sharing Plan" in the supplementary documentation section of Research.gov</li> <li>Additional Information: <a href="https://www.nsf.gov/bfa/dias/policy/dmp.jsp">https://www.nsf.gov/bfa/dias/policy/dmp.jsp</a></li> <li>UF Additional Information: <a href="https://guides.uflib.ufl.edu/datamanagement/dmp">https://guides.uflib.ufl.edu/datamanagement/dmp</a></li> </ul>
<a href="#">Departmental Letter</a>	<ul style="list-style-type: none"> <li>Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status</li> <li>Departmental Letter must clearly and convincingly demonstrate how the faculty member's appointment satisfies all the above requirements of tenure-track equivalency</li> <li>No more than 2 pages in length and include the department head's name and title below the signature</li> <li>To demonstrate the department's support of the career development plan of the PI, the proposal must include one (and only one) letter from the PI's department head (or equivalent organizational official). In cases of joint appointments, the letter should be signed by both department heads. The letter, which will be included as part of the consideration of the overall merits of the proposal, should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award.</li> <li>The letter should contain the following elements: <ul style="list-style-type: none"> <li>A statement to the effect that the PI is eligible for the CAREER program. For non-tenure-track faculty, the Departmental Letter must affirm that the investigator's appointment is at an early-career level equivalent to pre-tenure status, pursuant to the eligibility criteria specified above. Further, for non-tenure-track faculty, the Departmental Letter must clearly and convincingly demonstrate how the faculty member satisfies all the</li> </ul> </li> </ul>

	<p>requirements of tenure-track equivalency as defined in the eligibility criteria specified in this solicitation.</p> <ul style="list-style-type: none"> <li>○ An indication that the PI's proposed CAREER research and education activities are supported by and advance the educational and research goals of the department and the organization, and that the department is committed to the support and professional development of the PI; and</li> <li>○ A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of his/her department/organization, and b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond.</li> </ul> <p><b>Note that the Department Letter should not be construed as a Letter of Support for the PI and should address only the items listed above.</b></p>
<a href="#"><u>Collaborator and Other Affiliation information</u></a>	<ul style="list-style-type: none"> <li>▪ Use specific <a href="#"><u>excel template</u></a> provided by NSF</li> <li>▪ Additional information from <a href="#"><u>NSF regarding COAs</u></a></li> </ul> <p><b><i>Please note that letters of recommendation for the PI or other letters of support for the project are not permitted.</i></b></p>
<a href="#"><u>List of Suggested Reviewers (or Reviewers Not to Include)</u></a>	<ul style="list-style-type: none"> <li>▪ List of Suggested Reviewers highly encouraged</li> <li>▪ Proposers may include a list of suggested reviewers (including email address and organizational affiliation) who they believe are especially well qualified to review the proposal.</li> <li>▪ Proposers also may include a separate list of persons they would prefer not to review the proposal.</li> <li>▪ Advise minimum of 4 individuals for Suggested Reviewers</li> <li>▪ Completed as an Acceptable Single Copy Document in Fastlane.</li> </ul>
<a href="#"><u>Acceptable Single Copy Documents</u></a>	<ul style="list-style-type: none"> <li>▪ Authorization to Deviate from NSF Proposal Preparation Requirements (if applicable)</li> <li>▪ Proprietary or Privileged Information Statement (if applicable)</li> <li>▪ No Appendices are permitted</li> <li>▪ <b><a href="#"><u>PECASE Eligibility</u></a></b>: PECASE eligibility requires that the applicant be a U.S. citizen, U.S. national, or U.S. permanent resident by the time of nomination. Only recent CAREER awardees are considered as potential PECASE nominees by NSF. Although persons who have received PECASE awards through other agencies may be eligible for CAREER, they are not eligible to be nominated by NSF for another PECASE award. PECASE eligibility is certified with a single-copy document. <ul style="list-style-type: none"> <li>○ Upload a statement stating, "I wish to be considered for the PECASE honorary award." By providing this statement, you are confirming that you meet the eligibility requirements for a PECASE award.</li> <li>○ If you do not meet the eligibility requirements at the time of submission but do meet the requirements post proposal submission and wish to be considered for PECASE, you may submit an interim report on your CAREER award to the cognizant program officer that states: "I meet the eligibility requirements for PECASE and wish to be considered for the honorary award."</li> </ul> </li> </ul>
<a href="#"><u>Supplementary Documents</u></a>	<ul style="list-style-type: none"> <li>▪ <b>Letters of collaboration</b> are limited to stating intent to collaborate and should not contain endorsement of the proposed project. The format for letter of collaboration is as follows: <i>"If the proposal submitted by Dr. [full name of PI] entitled [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 or Other Resources section of the proposal."</i></li> <li>▪ <b>Post Doc Mentoring Plan</b> (1 page limit) – Required only if funding is requested to support a post doc.</li> </ul>