

## CREATE A WRITING SCHEDULE FOR YOUR NSF PROPOSAL

	<b>Complete by:</b>
Complete tasks described in Part One of the <i>Workbook</i>	
Write <i>Overview and Objectives</i> and <i>Expected Significance</i> sections; prepare Cover Sheet (exclusive of title)	
Send <i>Overview &amp; Objectives</i> and <i>Expected Significance</i> sections to Pre-Submission Review Committee (Chapter 20) and to Program Director, if s/he has agreed to review it for programmatic relevance	
<i>Research Plan</i> : Develop subsection for Specific Objective 1	
<i>Research Plan</i> : Develop subsection for Specific Objective 2	
<i>Research Plan</i> : Develop subsection for Specific Objective 3 (if applicable)	
Develop <i>Relation to Other Work in Progress</i> section	
<i>Background</i> section, including <i>Review of Relevant Literature</i> , <i>Results from Prior NSF Support</i> (if applicable), and <i>Preliminary Studies</i> subsections; <i>References Cited</i> section	
Prepare <i>Biographical Sketches</i> for all senior personnel	
<i>Broader Impacts</i> section	
<i>Facilities, Equipment, and Other Resources</i> section; <i>Current and Pending Support</i> section	
Obtain letters of collaboration from any unpaid collaborators (i.e., those not included in <i>Budget</i> )	
<i>Budget</i> and <i>Budget Justification</i> ; <i>List of Suggested Reviewers or Reviewers Not to Include</i> (optional but strongly recommended by NSF)	
<i>Data Management Plan</i> and, if applicable, the <i>Postdoctoral Researcher Mentoring Plan</i> , and any special <i>Supplementary Documents</i> called for by the solicitation to which you are responding	
<i>Project Summary</i> ; <i>Title</i> ; 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	