

# Franklin College REST Pre-Award

## 2024 NSF CAREER AWARD GUIDANCE FOR FACULTY

This document contains basic information that faculty need to know about the NSF Faculty Early Career Development (CAREER) program. Please note the opportunity deadline, steps to get started, and the proposal preparation timeline for completing the proposal. If you have any questions or concerns, please reach out to REST Pre-Award ([fcpreaward@uga.edu](mailto:fcpreaward@uga.edu)).

The Faculty Early Career Development (CAREER) Program is a Foundation-wide activity that offers the National Science Foundation's most prestigious awards in support of early-career faculty who have the potential to serve as academic role models in research and education and to lead advances in the mission of their department or organization. Activities pursued by early-career faculty should build a firm foundation for a lifetime of leadership in integrating education and research. NSF encourages submission of CAREER proposals from early-career faculty at all CAREER-eligible organizations and especially encourages women, members of underrepresented minority groups, and persons with disabilities to apply.

### **Deadline: July 24, 2024**

NOTE: Applications must be submitted to REST Pre-Award for internal review and approval by July 15, 2024.

[Program Solicitation: NSF 22-586 \(CAREER\)](#)

[NSF CAREER Directorates, Divisions & Programs](#)

[NSF CAREER FAQs \(Frequently Asked Questions\)](#)

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## Award Information

- 5-year duration
- **\$400,000 MINIMUM (including indirect costs)**, with the following exceptions: Awards for proposals to the Directorate for Biological Sciences (BIO), the Directorate for Engineering (ENG), or the Office of Polar Programs (OPP) are expected to total a minimum of \$500,000 for the 5-year duration.
- **No maximum award size – funding should be requested according to your project's scope.** When determining the size of your request, review prior awards made by the Program(s) considering your application and discuss your planned request with your Program Officer(s) (see [NSF Organization List](#) and [Division CAREER contacts](#)).
- There may be discipline-specific guidelines. For example, proposals to the Directorate for Computer and Information Science and Engineering are expected to request one month of PI (Principal Investigator) salary per year, one graduate student per year, and two trips per year; this can vary depending on individual circumstances, e.g., if the PI already has salary support.

## Eligibility Information

Proposers must meet all the following eligibility requirements as of the annual deadline:

1. Hold a doctoral degree in a field supported by NSF;
2. Be engaged in research in an area of science, engineering, or education supported by NSF;
3. Hold at least a 50% tenure-track (or tenure-track-equivalent) position as an assistant professor (or equivalent title);
4. Be untenured; and
5. 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.)
  - There are no citizenship restrictions.
  - You may only receive one CAREER award.
  - A Principal Investigator (PI) may submit only one CAREER proposal per annual competition.
  - A Principal Investigator may not participate in more than three CAREER competitions.
  - You are eligible to apply even if you have previously received other types of NSF or federal funding.
  - You may not submit a proposal for a project that is the same as another currently under review by NSF.
  - You may not submit a proposal that was declined by NSF and has not been

revised to consider the major comments from the prior review.

**Tenure-Track Equivalency** - For a position to be considered a tenure-track-equivalent position, it must meet all the following requirements:

- 1) the employee has a continuing appointment that is expected to last the five years of a CAREER grant;
- 2) the appointment has substantial research and educational responsibilities; and
- 3) the proposed project relates to the employee's career goals and job responsibilities and to the department or organization's mission. As stated in the Proposal Preparation Instructions, 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, and the Departmental Letter must clearly and convincingly demonstrate how the faculty member's appointment satisfies all the above requirements of tenure-track equivalency.

Faculty members who are Associate Professors or in equivalent appointments, with or without tenure, are not eligible for the CAREER program. Faculty members who hold Adjunct Faculty or equivalent appointments are not eligible for the CAREER program.

### **First Steps**

- 1) Carefully review the program solicitation and FAQs (Frequently Asked Questions).
- 2) Discuss your ideas with your Department Chair, academic mentors, and peers that have been successful in obtaining awards from NSF.
- 3) Determine which program area(s) at NSF is/are most appropriate to review your proposal, then identify the Program Officer. Increasingly, CAREER proposals are co-reviewed by more than one program within a Division or a Directorate. For a list of NSF's program areas, see <http://www.nsf.gov/staff/orglist.jsp>.
- 4) Identify the contact for the CAREER program in those Division(s), listed at: <http://www.nsf.gov/crssprgm/career/contacts.jsp>.
- 5) Consider emailing the contacts you have identified, including a brief description of your proposed project and a request for feedback. Below are several questions you may want to ask:
  - Is my project a good fit for this program?
  - What is the typical award size in this program?
- 6) **If you decide to submit an NSF CAREER proposal, please let REST Pre-Award know as soon as possible by submitting the [REST Proposal Intake form](#) by June 7, 2024.**
- 7) You will need to register for an NSF ID in Research.gov if you do not already have one and request the PI role for both UGARF and UGA.
  - [Instructions](#) for creating PI role in [Research.gov](#) (*Beginning on pg. 24*)

- UGARF UEI - [NMJHD63STRC5](#)
  - UGA UEI - [Q2LKTLYJM4P8](#)
- 8) Please register/login to [SciENcv](#) and become familiar with the system as both the NSF [Biosketch](#) and [Current and Pending Support](#) document are required to be generated in [SciENcv](#).
- [SciENcv Resources and Help Guides](#)

Before preparing a CAREER proposal, PIs are strongly encouraged to contact their disciplinary Program Officer or the appropriate CAREER contact to discuss budget requests for their proposed CAREER activities, and typical funding levels for their discipline. Many programs and Directorates prefer to make more awards by funding CAREER proposals closer to the minimum award size.

Please visit [REST Pre-Award Faculty Resources](#) for more information regarding the proposal submission process and see [Franklin College Forms and Resources](#) for downloadable NSF proposal templates.

## **Presidential Early Career Award for Scientists and Engineers (PECASE)**

The Presidential Early Career Award for Scientists and Engineers (PECASE) is the highest honor bestowed by the United States Government on outstanding scientists and engineers beginning their independent research careers. Selection for this award is based on three important criteria:

- 1) performance of innovative research at the frontiers of science, engineering, and technology that is relevant to the mission of the sponsoring organization or agency,
- 2) community service demonstrated through scientific leadership, education, or community outreach, and
- 3) commitment to STEM equity, diversity, accessibility, and/or inclusion. These awards foster innovative developments in science and technology, increase awareness of careers in science and engineering, give recognition to the scientific missions of the participating agencies, enhance connections between fundamental research and national goals, and highlight the importance of science and technology for the Nation's future.

### **PECASE Eligibility**

**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.

Please note that individuals cannot apply for a PECASE. Rather, these awards are initiated by participating federal agencies. At NSF, up to twenty-six nominees for this award are selected each year from among recent CAREER awardees deemed most likely to become the leaders of academic research and education for the twenty-first century. The White House Office of Science and Technology Policy (OSTP) makes the final selection and announcement of the awardees. **As all NSF PECASE awardees are also CAREER awardees, no additional funds will be allocated when the PECASE is announced.**

## Required Proposal Components

Please see ***NSF's Proposal & Award Policies & Procedures Guide (PAPPG)*** for detailed information about each of these sections.

### **Cover Sheet** (completed by REST Pre-Award)

- Project title must begin with "CAREER:" and follow with an informative title.
- No Co-PIs are permitted.

### **Project Summary** (1-page limit)

- divided into separate *Overview, Intellectual Merit, Broader Impacts* sections
- [Link to REST Project Summary template \(template will automatically download\)](#)

### **Project Description** (15-page limit)

- Including Broader Impacts and Results from Prior NSF Support sections)

### **References Cited** (no page limit)

### **Budget**

- Allowable costs include funds for postdoctoral fellows, graduate students, undergrad 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.
- If you are unsure of what you should request for your budget, try using the [REST Budget Builder tool](#) to create a preliminary budget!

### **Budget Justification** (5-page limit)

- [Link to REST NSF Budget Justification template \(template will automatically download\)](#)

### **Biographical Sketch for Senior Personnel (PI)**

- Please use the NSF-approved format (SciENCv)

### **Current and Pending Support**

- Please use the NSF-approved format (SciENCv)

### **Collaborators and Other Affiliations Information**

- Must be in [NSF Excel template \(template will automatically download\)](#)

### **Synergistic Activities** (1-page limit)

- This section of the biosketch is now a standalone document.
- [Link to REST Synergistic Activities template \(template will automatically download\)](#)

### **Facilities, Equipment and Other Resources** (no page limit)

- [Link to REST Facilities, Equipment and Other Resources template \(template will](#)

[automatically download](#))

**Departmental Letter from Chair** (2-page limit)

- See solicitation for content and format (Ask REST Pre-Award for letter template)

**Letters of Collaboration** (1-page limit per letter)

- Should use NSF's single-sentence format ([Link to REST Letter of Collaboration template \(template will automatically download\)](#))

**Data Management Plan** (2-page limit)

- [Link to REST DMS template](#) or [DMPTool \(Using your UGA SSO\)](#)

**Postdoctoral Researcher Mentoring Plan** (*if the budget requests funding to support postdoctoral researchers*) (1-page limit)

- [Link to REST Postdoctoral Researcher Mentoring Plan template](#)

**PECASE Eligibility Statement** (if applicable)

- Must be in NSF's single-sentence format (Ask REST for template)

**List of Suggested Reviewers or Reviewers Not to Include** (optional)

- [Link to REST Suggested Reviewers template](#)

## Proposal Timeline & Deadlines

See the [Required Proposal Components](#) section for more details on the requested documents mentioned below.

<b>Application Component</b>	<b>Dates</b>
<b>Contact the NSF Program Officer to discuss the proposal</b>	<b>February 1, 2024</b>
<b>UGA OPE hosts NSF CAREER INFOSESSIONS</b>	<b>Late March 2024</b>
<b>UGA OPE CAREER Proposal Peer Review Sessions</b>	<b>April 2024</b>
<b>Notify REST Pre-Award of intent to submit NSF CAREER Proposal</b>	<b>June 7, 2024</b>
<ul style="list-style-type: none"> <li>➤ Complete the <a href="#">REST Proposal Intake form</a>.</li> </ul>	
<b>Departmental Letter</b>	<b>July 8, 2024</b>
<ul style="list-style-type: none"> <li>➤ REST recommends requesting this letter as early as possible.</li> </ul>	
<b>Senior Personnel Documents</b>	<b>July 8, 2024</b>
<ul style="list-style-type: none"> <li>➤ Biographical Sketch</li> <li>➤ Collaborators and Other Affiliations</li> <li>➤ Synergistic Activities</li> </ul>	
<b>Budget and Budget Justification</b>	<b>July 8, 2024</b>
<b>Senior Personnel Document</b>	<b>July 17, 2024</b>
<ul style="list-style-type: none"> <li>➤ Current and Pending Support</li> </ul>	
<b>Proposal Documents</b>	<b>July 17, 2024</b>
<ul style="list-style-type: none"> <li>➤ Project Summary</li> <li>➤ References Cited</li> <li>➤ Project Description</li> <li>➤ Facilities, Equipment, &amp; Other Resources</li> <li>➤ Data Management Plan</li> <li>➤ Postdoctoral Mentoring Plan (if applicable)</li> </ul>	
<b>Letters of Collaboration</b>	<b>July 17, 2024</b>
<b>Proposal Due Date</b>	<b>July 24, 2024</b>



## Appendix A

### **UGA Office of Proposal Enhancement (OPE)**

The UGA Office for Proposal Enhancement supports faculty applying for NSF CAREER proposals through the Peer Review Program:

#### **INFOSESSIONS**

**April:** The Office for Proposal Enhancement will hold virtual NSF CAREER infosessions in early April, open to anyone interested in the CAREER program. We will schedule these sessions based on your availability. The purpose is to help you determine whether you're ready to apply, and if not, to give you the information you need to plan a future proposal. We will provide an overview of the CAREER program, discuss key strategies for success in applying, and answer any questions you have. Please register here by **Monday, March 18th**:

**[UGA OPE NSF CAREER Program Infosessions Registration](#)**

#### **PEER REVIEW**

**April-June:** If you decide to submit, we encourage you to participate in our annual Peer Review program. Participants will be expected to adhere to the timeline we provide, which is designed to allow for multiple drafts and feedback from multiple sources - the keys to developing a competitive proposal! Faculty who sign up will be placed in three- or four-person peer groups. Each participant will read and provide feedback on two colleagues' Project Descriptions using a rubric we have developed based on NSF's Merit Review principles. The focus will be on clarity, innovation, significance, outcomes, education plan, and broader impacts.

#### **OPE SUPPORT**

**June/July:** After revising in response to peer feedback, all participants will work with an OPE staff member, who will provide iterative editing aimed at strengthening the proposal's argument for funding.

#### **REVISE AND RESUBMIT!**

**January-March 2025:** Though we all wish it weren't, rejection is part of the proposal process and a likely outcome. If you plan to resubmit, reach out to OPE! We will work through the reviews with you and help you strategize for resubmission.

Anyone interested in participating in the Peer Review program should email Becky Kirkland at [kirklan@uga.edu](mailto:kirklan@uga.edu) by **Friday, April 19**.

## Appendix B

### **UGA Willson Center for Humanities and Arts**

*The mission of the Willson Center is to promote research, practice, and creativity in the humanities and arts. It supports faculty and students through research grants, lectures, symposia, publications, visiting scholars, visiting artists, collaborative instruction, public conferences, exhibitions, and performances. It is committed to academic excellence and public impact.*

Potential activities by which the UGA Willson Center can support faculty applying for NSF CAREER proposals:

- Assistance with Project Summary
- Assistance with Project Description
- Assistance with drafting an initial budget

### **CONTACT**

If you are a faculty member in one of Franklin College's Humanities or Arts departments, feel free to reach out to Winnie Smith at the UGA Willson Center for Humanities and Arts at [wsmith78@uga.edu](mailto:wsmith78@uga.edu) for assistance with any of the previously mentioned activities.