Early Career Faculty Services & Initiatives
Office of the Vice Chancellor for Research & Innovation
Maria Shaub, Proposal Developer
April 29, 2022
Early Career Faculty (ECF) Services & Initiatives

- Proposal development services
- Office of the Vice Chancellor for Research & Innovation (OVCRI) ECF initiatives
- Other services
- Questions & comments
Proposal Development Services

- project management of the proposal process
- solicitation analysis
- narrative development support
# Project Management

**NSF Early Career Development Program (CAREER)**

<table>
<thead>
<tr>
<th>DEADLINE/GOAL</th>
<th>ITEM</th>
<th>RESPONSIBLE PARTY</th>
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<tbody>
<tr>
<td>1/22/2021</td>
<td>Develop solicitation/agency based checklist and contents index</td>
<td>Maria</td>
</tr>
<tr>
<td>1/31/2021</td>
<td>Solidify research plans, identify any necessary partners</td>
<td>PI</td>
</tr>
<tr>
<td>4/9/2021</td>
<td>Complete first draft and send to Maria for round 1 editing (due by 8 am)</td>
<td>PI</td>
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<td>4/14/2021</td>
<td>Maria provides edited materials and commentary (by close of business)</td>
<td>Maria</td>
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<td>4/16/2021</td>
<td>Submit preliminary draft budget to Melissa</td>
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<tr>
<td>4/22/2021</td>
<td>Near final materials to Maria for round 2 editing (due by 8 am)</td>
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<tr>
<td>4/27/2021</td>
<td>Maria returns edited materials and commentary</td>
<td>Maria</td>
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<td>4/30/2021</td>
<td>Budget, budget justification, and statement of work to Melissa (due by 8 am)</td>
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<td>5/4/2021</td>
<td>All remaining items due to Melissa *</td>
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<td>5/6/2021</td>
<td>OSP internal deadline for all proposal materials to Melissa for compliance check and assembly (due by 8 am)</td>
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<tr>
<td>5/7/2021</td>
<td>Planned submission deadline (NSF deadline is 7/26/2021)</td>
<td>PI &amp; Melissa</td>
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## Project Management

### OSP’s Proposal Compilation, Vetting, & Submission Document

https://sponsoredprograms.mst.edu/media/research/sponsoredprograms/documents/policies/Pre-Award%20Timeline.pdf#200522022919

| 5 full business days prior to sponsor deadline | □ Budget  
□ Budget Justification  
□ Statement of Work  
□ Investigator Formiv (NSF, PHS, SBIR/STTR only)  
□ Subaward documents (if applicable):  
  o Letter of Commitment signed by Authorized Signature Authority  
  o Budget (including task breakouts, if applicable)  
  o Budget Justification  
  o Statement of Workv |
|-------------------------------------------------|--------------------------------------------------|
| 3 full business days prior to sponsor deadline  | □ Project Summary/Abstract  
□ Project Description/Specific Aims/Research Strategy (draft)vi  
□ Current & Pending Support  
□ Biographical Sketch(es)  
□ Bibliography & References Citediv  
□ Facilities & Other Resources  
□ Data Management Plan  
□ Resource Sharing Plan(s)  
□ Any additional forms required by the FOA |
| 8am the business day prior to sponsor deadlinevii | □ Finalized Project Narrative Document  
□ Submission of IRB/IACUC Applications (if applicable) |
Solicitation Analysis
Solicitation Based Checklist

NSF 22-586: Faculty Early Career Development Program (CAREER)

PAPPG and Solicitation-Based Checklist

Due Wednesday, July 27, 2022

Solicitation: Faculty Early Career Development Program (CAREER) (nsf22586) | NSF - National Science Foundation

PAPPG: PAPPG Introduction (nsf.gov)

FORMAT (PAPPG II-3)

☐ Is the font type and size Arial 7 (not Arial Narrow), Courier New, or Palatino Linotype at a size of 10 points or larger? Or, Times New Roman or the Computer Modern family of fonts at a font size of 11 points or larger?
☐ Are the margins in all directions at least an inch?
☐ Is the paper size no larger than standard letter paper size (8 ½ by 11")?

FULL PROPOSAL

- Cover Sheet (solicitation pg. 6)
  ☐ Does the project title begin “CAREER:”?
  ☐ Are co-PIs listed? Co-PIs are not permitted.
- Project Summary (PAPPG pg. II-11)
  ☐ Is it 1 page or less?
  ☐ Does it contain the following sections?
    ☐ Overview
## Solicitation Analysis

### Contents Index

<table>
<thead>
<tr>
<th>Component</th>
<th>Page Limit</th>
<th>Primarily Responsible</th>
<th>Notes</th>
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<td>Cover Sheet</td>
<td>form</td>
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<tr>
<td>Project Summary</td>
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<td>Biographical Sketches</td>
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<td>a. Budget</td>
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<td>b. Budget Justification</td>
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Narrative Development

- Rhetorical strategy
- Version control
- Close editing and basic formatting
  - Marked up draft with tracked changes
  - Extensive commentary document
Proposal Development Services

- Any proposal led by an early career faculty member
- Request support in advance
- OSP website for request forms and information
Recent ECF Initiatives

- Increase submissions
- Increase awards
Increase ECF Submissions

- Master list of prestigious EC awards mapped to departments
- Distribution to ECF and their chairs
- Proposal development and mentoring support
Increase ECF Awards

- Research Proposal Review and Mentoring (RPRM) Panel
- ECF applicants/senior faculty researcher matches
- Red team reviews
RPRM Panel

- One-to-one mentoring of ECF
- Limited submission reviews
- Internal competition reviews
- Red team reviews
Other Services

- ECF email group
- POC within OVCRI
- Presentations
Early Career Faculty? Contact us!

Not Early Career Faculty? Help us support them!
Questions or Comments?