NSF STEM Grant Proposal Process Checklist

**All timing information listed on this checklist is approximate, and can change, depending on the team and individual proposal. This should be used as a helpful guide, not as a rule.**

Preparation Phase (1-2 weeks)
- Forming a cohesive and focused team
- Determine roles for faculty of PI, Co-PIs and Senior Personnel
- Carefully read the RFP looking for requirements
- Develop clear objectives and goals about what you are doing
- Match grant concept with what is requested in the RFP
- Tag RFP with needed items (color code or bits & pieces) of needed information

Writing a First Draft (4-8 weeks)
- Circulate versions of a draft around until everyone agrees the final concept
- Reconfirm that the draft you are writing conforms to the RFP
- Draft should be constructed in unison with the budget.
  - Either budget or draft could come first, but should coordinate
- Contact Research Services to inform them a proposal is coming
  - ORS likes to have the bios at least 2 weeks ahead of time, if possible

External Team Members (3 weeks)
- “External” Evaluator
  - This can be external to your department or to the university
  - If your EE is external to the university, make sure to set them up as a consultant in the budget
  - Include the evaluation plan from the evaluator in the proposal
- External Collaborators
  - (This will take significantly longer to establish these relationships. But the paperwork itself between multiple institutions will take several weeks)
  - Set up a sub-award or collaborative relationship
    - Sub-award: TTU is the primary institution; Upon receiving funding TTU passes money to another institution for them to manage
    - Collaborative proposals: Each institution prepares and submits their own proposal and budget, and manages their own institution
- External Partners
  - Obtain letters of support

Prepare a budget (1 week)
- Complete each category fully
  - ORS can help you fill in “standard” numbers
    - Faculty summer salary numbers, graduate student costs, undergraduate student costs, etc.
- Include F&A in your budget as 50% of non-participant support costs
- Include travel, personnel, materials, supplies, support, scholarships, etc.
- Budget justification explaining line by line of what is spent in the final budget
- Consultant fee for external evaluator

Required documents (1 week)
- Coversheet
Project Summary (1 page)
- Broader Impacts
- Intellectual Merit

Project Narrative

Biographies of all PIs

Current and pending support

Collaborators

Facilities & Resources

Data Management Plan

Supplementary Documents
- Letters of Collaboration (NSF formatting required)
- Biography of the evaluator

Finalize the Proposal (1 week)
- Pass around to all members of the PI team
- Confirm proposal matches with the recommended budget
- Confirm it addresses all the needs and requirements given in the RFP

Digital Routing Sheet (Cayuse) internal to TTU

ORS Submits Proposal