

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