

**2023 National Science Foundation
Graduate Research Fellowship Program
CU Denver College of Liberal Arts and Sciences
Application Checklist**

Suggested Task List for Submitting by the Mid-October Deadlines		
Date	Task	✓
If you haven't done this – do it ASAP (complete no later than 09/27)	Review the program solicitation and make sure you are eligible and what your deadline is for your discipline. https://www.nsf.gov/pubs/2023/nsf23605/nsf23605.pdf	
	Review the resources on the GRFP website – they've been updated and NSF is providing a lot more assistance than in past years. https://www.nsfgrfp.org	
	Register in the NSF Research.Gov GRFP system: https://www.research.gov/grfp/Login.do Keep track of your login name, password and the applicant number assigned to you.	
	Copy and save the statement instructions from Research.Gov GRFP. Confirm acceptable file formats for uploading documents. Review the application sections. Bookmark the Research.Gov GRFP User Guide.	
	Contact 5 prospective references. Determine their willingness to write <i>strong</i> recommendation letters for you.	
	Enter your references (in rank order) into Research.Gov GRFP. Click "Send Email" to each from the system.	
	Order/obtain academic transcripts from your baccalaureate institution AND for all post-baccalaureate courses. (You must upload your transcript(s) into the Research.Gov GRFP system by your application routing deadline – see below).	
	Set 2 – 3 dates with your mentor (adviser) to review and discuss your statement outlines and drafts.	
	Begin completing the various sections in the Research.Gov GRFP application. <i>Always</i> "Save and Continue"	
	Study the NSF mission, GRFP review criteria and meaning of Intellectual Merit (IM) and Broader Impacts (BI).	
	Conduct and revise a literature review. Refine your research topic (your topic should have a realistic potential to advance knowledge <i>and</i> benefit society). Create your research plan outline.	
	From the instructions, create an outline for the Personal/Relevant Background/Future Goals statement.	
If you'd like an external review of your proposal, contact Laura Argys at Laura.Argys@UCDenver.edu by 09/25 to schedule your review.		
Various Dates	NSF has several webinars for Applicants and Letter Writers. Please check the calendar at: https://nsfgrfp.org/events/	
Third Week in September	Meet with your mentor to discuss the solicitation and your outlines for both statements.	
	Complete a first draft of your Graduate Research Plan Statement. Did you label IM and BI paragraphs?	
	If you are uncertain about your general approach (methods) consult with your mentor or statistician.	
	Give your mentor the first draft of your research plan. Ask for feedback. Allow for up to 10 days for review.	
	Create a draft of your personal/background/goals statement. Follow NSF directions precisely. Did you label your IM and BI paragraphs? NOTE: For those who had a 2+ years break in graduate study, you MUST explain your situation in this statement, but you cannot exceed the page limit!	
	Set aside your statement for a day or two. Re-read and revise.	
	Give your personal/background/goals statement to family and/or friends to review. Ask for feedback.	
	While waiting for feedback, complete all required sections of the GRFP Research.Gov application. NOTE: Include ALL of your publications/presentations/scholarships/fellowships/awards/honors in the "Other Experience" box.	
	Learn How to File your Financial Conflict of Interest (COI) at: https://research.cuanschutz.edu/regulatory-compliance/home/conflict-of-interest/coi-home	
File your COI by following the instructions on how to use the InfoEd system.		
Second Week in October	Upload all documents (even those still in draft form) to Research.Gov GRFP. Work with the CLAS ORCA Team (ORCA@UCDenver.edu) to 'route' your proposal for institutional review and approval to submit. (This only applies to those who will have their funding run through CU Denver.) Routing deadlines are: Life Sciences: 10/06 Psychology, Social Sciences, STEM Education and Learning: 10/09 Chemistry, Geosciences, Mathematical Sciences, Physics and Astronomy: 10/13	

	Review feedback from mentor on Research Plan and from others on the personal/background/goals statements.	
	Verify that at least 3 reference letters are in Research.Gov. If not, gently remind writers of deadline!	
Second and First Half of Third Week in October	While waiting for routing to be returned, re-read the GRFP review criteria and statement instructions. Did you omit anything?	
	Review comments from external reviews. Revise your statements as appropriate. Meet with your advisor again.	
	At the mid- to end of the week, you should have your review back from routing. Work with Carol Achziger to download the review and follow any instructions for required changes.	
	If possible, meet with your mentor. Review the entire application together. Make any necessary edits. Read out loud again! <i>Save and Continue.</i>	
All applications are due at 5 pm in the time zone of your mailing address!	Use the end of the week and maybe weekend to revise. Remove draft statements used for routing and replace with updated ones. <i>Save and Continue frequently!</i> Read the application as a whole, not in pieces. If it makes sense, submit. If you stop and start a lot, revise. Upload revised documents and re-read out loud.	
Life Sciences applicants 10/12 – 10/14 Due date: 10/16	Prepare for submission by proof reading every section of the online application. Complete certifications in Research.Gov GRFP. Double check your application. Is it complete? Save the PDF copy. <i>When ready, SUBMIT.</i> DO NOT WAIT UNTIL THE DUE DATE TO SUBMIT. PLAN TO SUBMIT 1 – 2 DAYS EARLY.	
Computer Science, Materials Research, Psychology, Social, Behavioral and Economic Sciences, STEM Education and Learning Due date: 10/17 5 pm MST	<i>NOTE: If you put in a mailing address that is in a different time zone than Denver's, that time zone applies to your application package. For example, if you used an address in New York, your application is due on 10/19 by 3 pm MST!</i>	
	Print your confirmation and save it! If you do not get a confirmation, call the Research.Gov Help Desk immediately!	
Engineering Due Date 10/19	Check your reference letters again, if you do not have 3, kindly but a little more urgently remind your referees of the deadline (<i>October 27, 2023 by 5:00 PM EASTERN TIME - 3 PM Colorado Time.</i>)	
Chemistry, Geosciences, Mathematical Sciences, Physics & Astronomy Due Date 10/20		

The NSF GRFP site has updated their resources. They have everything from templates, screen shots, tips and suggestions (for you and your letter writers), tutorials, etc. Please use their website!!

Other helpful sites:

<https://www.youtube.com/watch?v=sgfmf1Wzjyc>

<http://theprofessorisin.com/2011/07/05/dr-karens-foolproof-grant-template/>

<https://www.insidehighered.com/blogs/gradhacker/where-storytelling-meets-science>