

Suggested Task List for Submitting by the late October Deadlines

| DATE | TASK | ✓ |
|---|---|--|
| <p style="text-align: center;"><i>Start early!</i></p> <p style="text-align: center;">July-August</p> | Review program solicitation. Determine your eligibility. Analyze the program description and review criteria in the program solicitation. If in doubt about your eligibility, talk with your mentor(s). | |
| | Write down the application deadline for your field of study. Late submissions are disqualified! | |
| | Register in the FastLane GRFP system: https://www.fastlane.nsf.gov/grfp/Login.do Write down your log in name, password and the applicant number assigned to you. | |
| | Copy the statement instructions from FastLane GRFP. Confirm acceptable file formats for uploading documents. Review the application sections. Bookmark the Fastlane GRFP User Guide. | |
| | Contact 5 prospective references. Determine their willingness to write <i>strong</i> recommendation letters for | |
| | Enter your references (in rank order) into FastLane GRFP. "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 Fastlane GRFP system by your application | |
| | Set 2-3 dates with your mentor (adviser) to discuss your statement outlines and drafts. | |
| | Begin completing the various sections in the FastLane GRFP application. Always "Save and Continue." | |
| | Study the NSF mission, GRFP review criteria and meaning of Broader Impacts. | |
| | Conduct a lit review. Identify a research topic in a GRFP-eligible field of study. (Hint: 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. | |
| | Early 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. <i>Did you label IM & BI paragraphs?</i> | | |
| If you are uncertain about your general approach (methods) consult with your mentor or statistician. | | |
| Mid-September | Give your mentor the first draft of your research plan. Ask for feedback. Allow 1-2 weeks for review. | |
| | Create a draft of your personal/background/goals statement. Follow instructions precisely. <i>Did you label IM & BI paragraphs?</i> 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. Allow several days to reflect on what you have written. Re-read it and revise. | |
| Late September | Give your personal/background/goals statement to family members and/or friends. Ask for feedback. | |
| | While awaiting feedback, complete all required sections in the GRFP FastLane system. NOTE: Include ALL of your publications/presentations/scholarships/fellowships/awards/honors in the "Other Experience" box. | |
| | Begin to rewrite/edit your graduate research plan statement. When ready, resubmit to your mentor. | |
| | Begin to rewrite/edit your personal/background/goals statement. When ready, have others give feedback. | |
| Early October | Meet with a writing tutor to review your statements for grammar, sentence structure, clarity, etc. | |
| | Contact an Experienced GRFP Resource Person (www.nsfgrfp.org) for feedback on your essays. | |
| | If you have not already done so, upload your transcripts to Fastlane GRFP. | |
| | Verify that at least 3 reference letters are in Fastlane. If not, gently remind writers of deadline! | |
| | Submit both statements to your mentor/advisor again. Allow 1-2 weeks for review. Fine tune! | |
| Mid October | Re-read the GRFP review criteria & statement instructions. <i>Did you omit anything?</i> | |
| | Proof read both statements. Try to meet with your advisor one last time to review your final statements. | |
| | Proof read every section of the online application. Complete certifications in Fastlane GRFP. | |
| Submit 1-2 days before your field of study deadline | Plan to submit your application 1-2 days before your deadline to avoid possible problems. E-systems can "lock up" when too many users are on the system. DO NOT miss your field of study deadline! | |
| | Upload your Personal/Relevant Background/Future Goals | |
| | Upload your Graduate Research Plan Statement. | |
| | Double-check your application: <i>Is it complete?</i> Save the PDF copy. When ready, submit. | |
| | Print your confirmation & save! If you do not get a confirmation, call the FastLane Help Desk immediately! | |

Must submit by 5 PM YOUR MAILING ADDRESS

[check date] Life Sciences; Geosciences
 [check date] Computer and Information Sciences and Engineering; Engineering; Materials Research
 [check date] Psychology; Social Sciences; STEM Education and Learning
 [check date] Chemistry; Mathematical Sciences; Physics and Astronomy
 [check date] all references letters must be uploaded no later than 5 PM Eastern time on given date.
 Note: Applications classified under "Interdisciplinary Fields of Study" must be submitted by the deadline for the primary field of study designated on the application. See the current GRFP Solicitation for details.

NOTES: *The NSF does not grant exceptions to deadlines! If you start late, adjust these dates accordingly. **Allow time for major papers, examinations & fall events.** Follow GRFP guidelines *exactly*. If you are awarded and accept a fellowship, notify the contact person in your future graduate school immediately to set up your stipend account. Your stipend (and the institutions' cost-of-education allowance) will be paid directly to the institution for distribution. Copyright by Robin G. Walker, PhD updated 7.22.16