

Checklist for NSF GRFP 2010 Application Process

DATE	TASK	√
Early Sept	Review program announcement; determine your eligibility	
	Start to formalize your research ideas; Develop an outline for your proposed research	
	Register in the FastLane GRFP system: https://www.fastlane.nsf.gov/grfp/ Write down your log in name, password, and the applicant number assigned to you.	
	Find the essay instructions in FastLane. Copy & print these instructions - you will need them!	
	Familiarize yourself with the FastLane GRFP e-submission system. Check for the compatible file formats you will need to upload your documents.	
	Download the GRFP Applicant User Guide from Fastlane. Save it for future reference.	
Mid/Late Sept	Set three dates with your mentor (adviser) to discuss your proposed research and to review drafts of your essays.	
	Learn about other funding sources http://www.finaid.org/scholarships/prestigious.phtml or http://www.cmu.edu/fso/scholarships/prestigious.html . Visit the fellowship office to learn about other resources available to you.	
	Request an official transcript from <u>every</u> higher education institution you have attended (excluding Fall 2010). A hard copy of your official transcripts must be sent directly from each institution to the GRFP Operations Center, Suite 600, 1818 N Street NW, Washington, DC, 20036. Include your full name, GRFP application number, etc.	
	Contact at least three prospective references to ensure they are available to write letters for you. Tell them that you will send them drafts of your essays and more information about the reference letters in October,	
	Enter the names of your references into FastLane GRFP system. Don't send the request email until you have given your referees all the information they need to write a good letter for you.	
	Meet with your mentor to discuss the announcement and your research concept.	
	Create a first draft of your proposed plan of research ; create outlines for your previous research and personal statement essays.	
Early Oct	Submit the draft of your research plan to your mentor for review & feedback. Allow <i>at least</i> 1 week for review. Discuss what the outlines of your other two essays.	
	Create a draft of your personal statement . Allow several days to reflect and rewrite.	
	Create a draft of your previous research experience essay. Allow several days to re-read and revise.	
	Submit the drafts of your personal statement and previous research experiences to two or three trusted faculty or senior graduate students. Be sure these people understand the goals of the NSF GRFP	
Mid Oct	While waiting for feedback, enter the required personal information in FastLane.	
	As you receive feedback, continuously edit, revise, and reflect on your essays.	
	Read essays again. Rewrite sections as necessary. Check Fastlane sections to assure they are complete.	
	Try to meet with a Good Reader to review your essays.	
	Prepare your recommendation request letters including all the information your referees need.	
Late Oct	Verify that your official transcripts were received by NSF. If not, contact the institution(s) again. Your official transcripts must be received by mail or courier by your discipline's GRFP deadline (below).	
	Meet with your advisor one last time to review your final proposed research plan.	
	Finalize all three of your essays.	
	Send copies of all your essays and the recommendation request letter to each of your referees. Push the button in the Fastlane system that sends the request to them.	
	Upload your Personal Statement, Previous Research Experience and Proposed Plan of Research. FastLane tends to slow down and lock up near deadlines, when too many users are on the system. To avoid possible problems and missing your deadline, submit early.	
	Review and print your completed application before submitting. Save the PDF copy. Submit your application.	
	Print your confirmation & save! If you do not get a confirmation, call the FastLane Help Desk immediately!	
5 P.M. Local Time is your FINAL Deadline	Absolute deadlines for completed application and transcripts to be submitted in FastLane:	
	November 15 Interdisciplinary Fields of Study	November 19 Psychology, Geosciences, Social Sciences, STEM Education and Learning
	November 16 Engineering	
	November 18 Mathematics, Computer & Information Science & Engineering, Chemistry, Physics, Astronomy	November 22 Life Sciences
Mid Nov	Verify that all reference letters were received by NSF. If not, remind letter writers of the 12/1/07 deadline!	
Dec 1	Absolute deadline for reference letter writers to submit into the FastLane System.	