

Suggested Task List for Submitting by the 2015 NSF GRFP Deadline

DATE	TASK	✓
The GRFP is now open. Start early. Sign up today!	Review program announcement; determine your eligibility; clarify questions officially with the GRFP office	
	Write down the application deadline for your field of study. Late submissions are NOT accepted!	
	Get registered in the FastLane GRFP system: https://www.fastlane-beta.nsf.gov/grfp/Login.do Write down your log in name, password, and the applicant number assigned to you.	
	Familiarize yourself with the FastLane GRFP e-submission system. Check for the compatible file formats you will need to be able to upload your documents.	
	Find the essay instructions in Fastlane. Copy & print these instructions - you will need them!	
	Bookmark the GRFP section of the Fastlane User Guide. Flash demo of Fastlane log in & getting started.	
Sept 16-20	Develop a simple outline for your proposed research plan (question/problem, aims, methods, citations, etc).	
	Set 2-3 dates with your mentor (adviser) to discuss your outline and evolving research essay drafts	
	Contact at least three prospective references to ensure they are available to write letters for you.	
	Enter the names of your references into FastLane GRFP system. Send each the required email notification.	
Sept 21-25	Begin completing the required personal information in the FastLane system for the GRFP.	
	Download an unofficial transcript or request an official transcript from every higher education institution you have attended (excludes Fall 2014). All transcripts must be submitted electronically on FastLane. No hard copies are accepted.	
Sept 26 - 30	Meet with your mentor this week to discuss the announcement and your research outline (research concept)	
	Create a first draft of your proposed plan of research (essay) from outline. Revise. Review scoring criteria.	
	Revise your proposed plan of research again! Review scoring criteria.	
	If you are uncertain about your data analysis, meet with a statistician to review your research plan.	
Oct 1-8	Submit the draft of your research plan to your mentor for review & feedback. Allow at least 1 week for review.	
	Create a draft of your personal statement (essay). Allow several days to reflect and rewrite, as this tends to be the hardest essay for students to develop and polish. Ask yourself: Does my writing answer the scoring criteria?	
	Create a draft of your previous research experience essay. Allow several days to re-read and revise.	
	Note: If applying under the "extenuating circumstances" eligibility provision, draft essay. Follow instructions.	
Oct 9-15	Give the draft of your non-research essays to family members, friends, study partner, or tutor for feedback	
	While waiting for feedback, complete the required information in the GRFP FastLane system	
	*Oct 15, 2014: Bring your drafts to the GWISE Fellowship Workshop! Get advice and critiques from successful applicants	
Oct 16-20	Read your essays again. Find a self scoring rubric (unofficial) to determine if your essays are competitive. Rewrite sections as necessary. Re-check Fastlane sections to assure they are complete.	
	Try to meet with a writing tutor to review your essays (i.e., check grammar, sentence structure, clarity)	
Oct 21-24	Try to meet with your advisor one last time to review your final proposed research plan.	
	Finalize all essays. Check completeness of required information in Fastlane.	
Oct 25	Suggested date range to submit your application. 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.	
	Upload your Personal, Relevant Background, and Future Goals Statement.	
	Upload your Graduate Research Plan Statement.	
	View and print your completed application before submitting. Save the PDF copy. Print your confirmation & save! If you do not get a confirmation, call the FastLane Help Desk immediately!	
Oct 26 - Oct 30 DUE DATE 8 P.M. Eastern Time	Absolute deadlines for completed application and transcripts to be submitted in FastLane:	
	See www.nsfgrfp.org for your field-specific application deadline!	
Nov 3	Verify that all three reference letters were received by NSF. If not, remind letter writers of the 11/5/2015 deadline!	
Nov 5	Absolute deadline for reference letter writers to submit into the FastLane System.	

NOTE: Allow time for major papers and examinations. If you start later, you will have to adjust these dates accordingly. Follow GRFP guidelines exactly. The NSF does not grant exceptions to their deadlines!

NOTE: If you are awarded and accept a 2016 fellowship, notify the fiscal person in your graduate school immediately. Your institution will need to process internal paper work, in order for you to receive your stipend in the fall semester 2016. NSF does not notify institutions of your award. Your stipend (and the institutions' cost-of-education allowance) will be paid directly to the institution for distribution.