

Suggested Task list for Submitting by the 2009 November 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 applicant 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 1-7 | Develop a simple outline for your proposed research plan (question/problem, aims, methods, citations, etc). | | |
| Sept 8 | Set 2-3 dates with your mentor (adviser) to discuss your outline and evolving research essay drafts | | |
| Sept 14-18 | Request an official transcript from <u>every</u> higher education institution you have attended (excludes Fall 2009). A hard copy of the official transcript must be sent directly from each institution to the GRFP Operations Center, Suite T-50, 1818 N Street NW, Washington, DC, 20036. Include your full name, GRFP application number, etc. | | |
| Sept 21-25 | 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 27 | Begin completing the required personal information in the FastLane system for the GRFP. | | |
| Sept 28 | Meet with your mentor this week to discuss the announcement and your research outline (research concept) | | |
| Oct 1 - Oct 8 | Create a first draft of your proposed plan of research (essay) from outline. Revise. Review scoring criteria. | | |
| | If you are uncertain about your data analysis, meet with a statistician to review your research plan. | | |
| October 2 | Deadline for GRE Subject Test registration if you wish for NSF to pay test fee; (see program announcement) | | |
| Oct 9 | Submit the draft of your research plan to your mentor for review & feedback. Allow <i>at least</i> 1 week for review. | | |
| Oct 10-15 | 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: <i>Does my writing answer the scoring criteria?</i> | | |
| | 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 16 | Give the draft of your non-research essays to family members, friends, study partner, or tutor for feedback | | |
| Oct 17-18 | While waiting for feedback, complete the required information in the GRFP FastLane system | | |
| | As soon you receive feedback from others, begin editing your essays. | | |
| Oct 19 | 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). | | |
| Oct 20-25 | Read your essays again. Consider this self scoring rubric (unofficial) to determine if your essays are competitive. Rewrite sections as necessary. Re-check Fastlane sections to assure they are complete. Oct 19-24 is Homecoming Week. Plan on some "down time," as you may be involved in other activities. | | |
| | Try to meet with a writing tutor to review your essays (i.e., check grammar, sentence structure, clarity) | | |
| Oct 26-27 | Try to meet with your advisor one last time to review your final proposed research plan. | | |
| Oct 26-28 | Finalize all essays. Check completeness of required information in Fastlane. | | |
| Oct 29 - Nov 1 | 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 Statement (and one page Extenuating Circumstances essay, if applicable). | | |
| | Upload your Previous Research Experience Essay | | |
| | Upload your Proposed Plan of Research. | | |
| | 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! | | |
| November Due Dates 5 P.M. Central Time | Absolute deadlines for completed application and transcripts to be submitted in FastLane: | | |
| | Mon, Nov 2, 2009 | Interdisciplinary Fields of Study | Thr, Nov 5, 2009 |
| | Wed, Nov 4, 2009 | Computer & Information Sciences & Engineering | Thr, Nov 5, 2009 |
| | Wed, Nov 4, 2009 | Mathematical Sciences | Fri, Nov 6, 2009 |
| | | Tue, Nov 10, 2009 | Chemistry |
| | | Tue, Nov 10, 2009 | Physics |
| | | Tue, Nov 10, 2009 | Astronomy |
| | | Thr, Nov 12, 2009 | Engineering |
| Nov 15 | Verify that all three reference letters were received by NSF. If not, remind letter writers of the 12/1/08 deadline! | | |
| Nov 30 | Absolute deadline for completing GRE tests. (GRE tests are optional, but recommended by NSF and MU) | | |
| Dec 1 | 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 2010 fellowship, notify the fiscal person in your future graduate school immediately. Your institution will need to process internal paper work, in order for you to receive your stipend in the fall semester 2010. 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.