### 2011 NSF CAREER Proposal Writing Workshop

**Tentative Agenda**

*April 4 and 5, 2011, University of Connecticut*

**Day 1 (April 4, Monday)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>7:30-8:30</td>
<td>Continental breakfast</td>
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<tr>
<td>8:30-10:30</td>
<td>NSF Program directors present NSF CAREER proposal guidelines; Questions and Answers</td>
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<tr>
<td>10:30-11:00</td>
<td>Break</td>
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<tr>
<td>11:00-12:00</td>
<td>NSF Program directors continue their presentation; Questions and Answers</td>
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<td>12:00-13:00</td>
<td>Working lunch. Participants have interactions with NSF program directors, recent NSF grant awardees, and other participants, asking more questions, sharing what they have learned, etc.</td>
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<tr>
<td>13:00-13:15</td>
<td>NSF Program directors describe procedures for a typical CAREER proposal panel meeting</td>
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<td>13:15-13:30</td>
<td>Panel preparations, conflict briefing</td>
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<td>13:30-16:00</td>
<td>Mock panels (about one month prior to the workshop, about five CAREER proposals will be sent to participants for mock review)</td>
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<td>13:30-15:00 Review proposals and put each proposal in one of the three categories: PC (primary consideration), SC (secondary consideration), and DNC (do not consider)</td>
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<td>15:00-15:20 Rank the proposals in PC and SC categories</td>
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<td>15:20-16:00 Write panel summary for each proposal</td>
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<td>16:00-16:30</td>
<td>Break</td>
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<td>16:30-16:45</td>
<td>Panels report their rankings on the proposals in the PC and SC categories</td>
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<td>16:45-18:00</td>
<td>Two recent CAREER grant awardees present their stories and share their experiences; Questions and Answers</td>
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<td>18:00-19:00</td>
<td>No-host dinner. Participants have more interactions among themselves.</td>
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<td>19:00-21:00</td>
<td>Homework assignment -- participants revise their project summaries of their own CAREER proposals based on what they have learned during the day. (Every participant is required to submit a project summary of their CAREER proposal as part of the application package.)</td>
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**Day 2 (April 5, Tuesday)**

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30-8:30</td>
<td>Continental breakfast</td>
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<tr>
<td>8:30-11:00</td>
<td>Mock panels (to review modified project summaries of their NSF proposals from the participants in their own panel)</td>
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<tr>
<td>11:00-11:30</td>
<td>Break</td>
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<tr>
<td>11:30-12:00</td>
<td>Wrap-up; Questions and Answers</td>
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<tr>
<td>12:00</td>
<td>Adjourn</td>
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