

## NSF BI 5-Step Plan Development Review Sheet:

**Step 1:** Have you performed an inventory of your BI internal factors below? Yes or No

- What are your strengths?
- What are you passionate about?
- What does your research lend itself to?
- What are your time, effort, and logistical constraints?

**Step 2:** Have you performed an inventory of the BI external factors below? Yes or No

- Who is your audience?
- What level?
- What context?
- What exists already?
- What is missing?
- Who are your potential partners?

**Step 3:** Have you defined your goals? Yes or No

- Is your BI plan specific?
- Is your BI plan measurable?
- Is your BI plan realistic?

**Step 4:** Have you established BI implementation details? Yes or No

- What is your BI timeline (with milestones)?
- What is your BI budget?
- What is your BI effort, personnel?
- What is your BI assessment/evaluation to determine your BI success?
- What will you do to ensure that your BI is sustained past the funding period?

**Step 5:** Here are several other basic elements for success: Check all that apply.

- Have you provided sufficient detail (avoid leaving assumptions about the project plan to the reviewers)?
- Have you integrated your education and research activities to the best degree possible?
- Have you aligned the project with collaborators/stakeholders/partnered as appropriate?
- Have you involved your whole lab if possible?
- Have you include meaningful engagement with underrepresented groups if possible?

**Note:** Please contact BIR and/or CRPDE for clarification if needed.