

## **General Instructions for Starting Ten (10) Months Before the Deadline\*:**

**January & February:** Get as much information as you can on the NSF GRFP. Go through the [Broader Impacts in Research \(BIR\) organizations NSF GRFP webpage](#). Contact BIR, the Center for Research Program Development and Enrichment (CRPDE), and contact your local writing center.

**March & April:** Read the literature and sections for 'knowledge gaps'. Reach out to your advisor or potential adviser or individual leading your research project about writing a GRFP. Contact those who will write you a reference letter. Begin to fill out Fastlane.

**May & June:** Write an outline and a complete first draft of your Proposed Research Statement, Personal, Relevant Background, & Future Goals (PRF) Statement. At this stage just write. Work with the writing center to have a complete revised first draft.

**July & August:** Revise second draft of your Proposed Research Statement and Personal, Relevant Background, & Future Goals Statement (try to fit the requirements), send these documents to the writing center, reference letter writers, and others for review and/or editing. Work with writing center to have a complete revised second draft.

**September & October:** Revise and edit statements to fit the page limits, requirements, and etc., check in with reference letter writers. This should be your third and final complete draft. Submit in late October. Always try to submit three days in advance!

**March/April of the next year:** NSF during this time usually will respond!

**May 1<sup>st</sup> of the next year:** Decide to accept or reject.

**\*Note: This can be done in five (months), so the same outline above can be still used. However please be mindful of the time it takes to complete and submit a competitive GRFP application.**