2020 NSF Graduate Research Fellowship Preparation

July/August

- [ ] **Read the entire solicitation**
  - Introduce yourself to the GRFP
  - Get to know the review criteria (Intellectual Merit and Broader Impacts)

- [ ] **Outline your Personal Statement**
  Use PhDPlus resources for GRFP Personal, Relevant Background, and Future Goals Statement

- [ ] List your previous experiences; think about the following questions:
  - How do your past, present, and future demonstrate your intellectual merit & broader impacts?
  - Motivation for a research-based graduate degree
    - Provide concrete evidence!
  - Experiences translating science/STEM outside of academia
    - Especially ones broadening participation in STEM
    - What can you do in the future?
  - Experiences that demonstrate your ability and desire to do research
  - Intellectual and Career Goals
    - How have your experiences shaped these goals?
    - How will the GRFP benefit your career?

- [ ] List all your honors, awards, fellowships, publications, presentations, etc.
  These can be mentioned/cited in your personal statement or listed in the Fastlane application

- [ ] **Outline your Research Plan**
  Use PhDPlus resources for GRFP Graduate Research Plan Statement

- [ ] Consider the following questions:
  - What motivates the project?
    - Big picture – why is this important?
  - How will you do the project?
    - Methods
    - Resources
    - Alternative approaches
  - What will the outcome mean to your field?
  - Feasible research plan that will generate knowledge
    - Cite/acknowledge what is known (or state of field)
    - Describe how your work will expand existing knowledge

- [ ] Talk through your research plan with your advisor and lab colleagues

- [ ] **Choose your reference letter writers**
  - e.g. current research advisor, undergraduate research advisor, volunteer supervisor
  - Need at least 3 (but up to 5 letters can be submitted)

- [ ] **Contact and have a conversation with each letter writer:**
  - Provide your CV/resume
  - Let them know the deadline (**October 30 at 4pm**)
  - Say you will send essay drafts by end of September
  - Give them suggestions of what to include in their letter (intellectual merit, broader impacts)

September

PhD**Plus** GRFP Writing Intensive – turn your essay outlines into complete drafts!

- ☐ Wednesday, September 2 – **Personal, Relevant Background and Future Goals Statement**
- ☐ Wednesday, September 9 – **Graduate Research Plan Statement**
- ☐ Wednesday, September 23 – **Peer Review**

☐ Complete drafts of your application essays (Personal and Research)

NSF GRFP Reviewer Panel – advice from previous GRFP reviewers

- ☐ Tuesday, September 15 at 2pm

Submit your complete draft application to the **UVA GRFP Application Review**

- ☐ by Wednesday, September 30 at 5pm

☐ Send complete drafts of your essays to all of your letter writers

October

☐ Complete the Fastlane application while your essays are under review (October 1 – 5)

UVA GRFP Application Review (October 5 – 9)

- ☐ Zoom meeting with previous reviewers and previous winners (scheduled individually)

☐ Get essay feedback from a variety of readers (e.g. advisor, labmates, friends, family)

☐ Finalize application essays (edits and revisions)

☐ Have someone check your final versions for typos!

☐ Submit (preferably a day early!)

Check-ins with your letter writers

- ☐ Check Fastlane to see which letters have been submitted
- ☐ October 23 – Send a one-week reminder to letter writers who have not submitted
- ☐ October 29 – Send a one-day reminder to letter writers who have not submitted
- ☐ After Letter deadline (**October 30 – 4pm**) – Send "thank you"s to your letter writers