

# NSF Graduate Research Fellowship Program

## 2023 Preparation Timeline

PhD Plus knows that applying for a fellowship or grant can be a time-consuming and sometimes overwhelming process. To help you prepare and ensure you have as much time as possible, refer to this document as you draft and submit your application for the National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP) in Fall 2023.

### MAY

#### Get to Know the GRFP

- Register and attend the PhD Plus [Understanding the NSF GRFP & How to Get Started](#) workshop on May 31, 3:30 pm
- Visit the [NSF GRFP website](#) for additional information (note: the solicitation for this year likely won't be released until July, though the major aspects and application components typically remain stable from year to year)

#### Confirm Your Eligibility

- Review the eligibility requirements and guidelines on the [NSF GRFP website](#)
- Use the [NSF GRFP Eligibility Questionnaire](#)

#### Decide When to Apply

- If you started your graduate program in the Fall of 2022 or Spring or Summer of 2023, **APPLY THIS YEAR!**
- If you started (or will start) in the Fall of 2023, schedule a time to talk to your advisor or DGS to decide when you will be most competitive.

### JUNE

#### Learn More about the GRFP

- Visit the [PhD Plus NSF GRFP website](#) to register for the summer and fall programs and add them to your calendar.
- Register and participate in session 1 of the [PhD Plus Fellowship Application Workshop, Deconstructing Fellowship Announcements & Evaluation Criteria](#), on June 21, 3:00 pm
- Review the GRFP resources available on the [PhD Plus Collab site](#)

### JULY

#### Start Your Application

- Register and participate in session 2 of the [PhD Plus Fellowship Application Workshop, Research and Personal Statements: Crafting Your Stories](#), on July 5, 3:00 pm
- Register and participate in session 3 of the [PhD Plus Fellowship Application Workshop, Revising and Refining, Coaching Letter Writers](#), on July 19, 3:00 pm

#### Identify Your Letter Writers

- Current research advisor, undergraduate research advisor, volunteer or internship supervisor, etc.
- Need at least 3 (but up to 5 letters can be submitted)

### AUGUST

#### Attend the PhD Plus Fall Workshop

- Register and participate in [PhD Plus NSF GRFP Fall Bootcamp](#) on August 15, 1:00 – 3:30 pm

#### Get Feedback & Participate in a Mini-Writing Retreat ([register here](#))

- Participate in session 4 of the [PhD Plus Fellowship Application Workshop, Peer Feedback Sessions](#), during the week of August 14 (*dates and times TBA*)
- Join us at the [PhD Plus Mini-Writing Retreat](#) on August 24, 2:00 – 4:30 pm (*hybrid; New Cabell Hall, room 552*)
- Ask questions at the [PhD Plus GRFP Virtual Office Hours](#) on Zoom ([open Zoom meeting here](#))
  - August 25, 3:00 – 4:30 pm
  - August 29, 3:00 – 4:30 pm

### Meet with Each Letter Writer

- Provide letter writers your current CV/resume
- Let them know the deadline (mid-October 2023; refer to solicitation)
- Say you will send personal and research statement drafts by the end of September
- Give them suggestions of what to include in their letter (focus on the Intellectual Merit & Broader Impacts criteria)
- You will want to ask them to submit their letter a few days before the deadline and notify you when they do.

## SEPTEMBER

### Turn Drafts into an Application

- **PhD Plus Mini-Writing Retreat** (*hybrid; New Cabell Hall, room 552; register here*)
  - September 1, 2:00 – 4:30 pm
  - September 7, 2:00 – 4:30 pm
  - September 14, 2:00 – 4:30 pm
  - September 22, 2:00 – 4:30 pm
- Ask questions at the PhD Plus GRFP Virtual Office Hours on Zoom ([open Zoom meeting here](#))
  - September 8, 3:00 – 4:30 pm
  - September 13, 3:00 – 4:30 pm
  - September 21, 3:00 – 4:30 pm

### Share Your Materials & Get Feedback

- Complete drafts of your application statements
- Send complete drafts of your materials to all your letter writers
- Submit your complete drafts for the PhD Plus GRFP Application Review “*Speed Dating*” Event (registration and deadline to submit materials TBD, event dates will be held the week of September 25)

## OCTOBER

### Complete Your FastLane Application

- Complete your Fastlane application in early October, while your statements are under review.

### Continue Getting Feedback & Refining Your Materials

- Share your materials with a variety of readers (e.g., advisor(s), lab mates, postdocs, friends, etc.)
- Finalize your statements (edits and revisions)
- Have someone carefully check your final versions for typos!

### Ask us Questions

- Virtual Office Hours on October 6 from 3:00 – 5:00 pm on Zoom ([open Zoom meeting here](#)) or [schedule an individual advising appointment](#) for a different time

### Check-in with Your Letter Writers

- Check Fastlane to see which letters have been submitted
  - Send a one-week reminder to letter writers who have not submitted
  - Send a two-day reminder to letter writers who have not submitted
  - After the deadline – send *thank you* cards to your letter writers

### Submit Your Application **EARLY!**

- Preferably, a few days early! There is a chance the FastLane application portal will be overwhelmed, or you might run into issues. Plan to submit everything well before the deadline.

## CONTACT INFORMATION

If you have questions about the NSF GRFP or the support PhD Plus provides students, please do not hesitate to contact Samuel J Lake, Ph.D., Assistant Director of Research Communication ([svg6xs@virginia.edu](mailto:svg6xs@virginia.edu))