

CAREER CLUB 2023 Syllabus

Weekly CAREER meetings are scheduled every Monday 12:00 PM to 1:30 PM, Kariotis 208

Week	Preparation	Activity	Outcome
Phase 1 – Bootcamp For Ideation			
Week 1 January 9 – 15 Phase 1 Module 1A <i>Foundational Work: Get things off the ground</i>	Review and mark up NSF CAREER RFP	<i>RD Introduction to Bootcamp:</i> Club Goals, Structure and timeline of club activities, resources available (15 minutes).	Understand CAREER RFP guidelines and processes. Decide how you'll get started.
	Skim CAREER grants by Jonathan Bell and Cody Dunne <i>Recommended Resources:</i> Planning and Writing a Grant Proposal: The Basics Give me the money! NSF CAREER website	<i>Faculty Panel:</i> Experiences shared by past recipients, emphasis on how to start off, what makes a compelling CAREER proposal, meeting NSF expectations, plus tips, tricks, and hacks. <i>Q&A Session:</i> Applicant questions answered by Research Development team and panelists.	
		<i>Homework:</i> Sketch out personal timeline for working on CAREER. <i>Optional Activities:</i> None.	
January 16, Monday	Martin Luther King Jr. Day		
Week 2 January 17 – 22	Continued research on CAREER grants and recommend resources.	<i>Panelists:</i> No panel will be conducted due to the holiday on Monday, January 16 th .	
Week 3 January 23– 29	Familiarize yourself with elevator pitches and the ideation process.	<i>RD Introduction:</i> The ideation process and drafting an elevator pitch.	Formulate and scope key ideas for the CAREER proposal and understand how they are

<p>Phase 1 Module 1B Foundational Work: Building the conceptual framework</p> <p>Location: Kariotis 208 (through end of April)</p>	<p><u>Recommended Resources:</u> Drafting an elevator pitch (AGU, Vanderbilt, Nature)</p> <p><u>Ideation: Building Castles in the Sky</u></p> <p><u>What is ideation?</u></p> <p>Presentation Template</p> <p><u>Broader Impact Toolkit</u></p>	<p><u>Discussion:</u> Project Scope-Research, and integration of research, education, broader impacts, and budget.</p> <p><u>Homework:</u> Draft elevator pitches and start drafting your 10-minute presentations.</p> <p><u>Optional Activities:</u> None</p>	<p>articulated and linked through the key sections of the proposal.</p> <p>Peer groups assigned.</p>
<p>Week 4 January 30 – February 5</p> <p>Phase 1 Module 2A Hey! What's the big idea? (Making the pitch)</p>	<p>Start working on presentation.</p> <p><u>Recommended Resources:</u></p> <p><u>How to Give and Receive Feedback Effectively</u></p> <p>How to Budget your Grant Proposal</p> <p><u>BPC</u></p> <p><u>Sample budget</u></p>	<p><u>Give Elevator Pitches:</u> 5 minutes per person (2-minute pitch + 3 minutes of feedback).</p> <p><u>Panel:</u> Topics cover Broader Impacts (and broadening participation), Education Plan, and Budgeting your project.</p> <p><u>Homework:</u> Complete 10-minute presentation (template will be provided).</p> <p><u>Optional Activities:</u> None.</p>	<p>Get feedback on high-level proposal ideas. Understand what your colleagues find exciting, what they think of your approach, and what suggestions they may have.</p>
<p>Weeks 5 & 6 February 6 – 19</p>	<p>Finish 10-minute presentation on your CAREER</p>	<p><u>Participant Presentations:</u> 10-minute presentation + 5 minutes Questions and Feedback.</p>	<p>Feedback and insights on CAREER project conceptualizations, use this</p>

Phase 1 Module 2B <i>Presentations and discussion</i>	proposal project (see proposed template). <u>Recommended Resources:</u> “Why Academics Have a Hard Time Writing Good Grant Proposals” White Paper Basics White Paper Template (Word, Overleaf, Google Doc)	RD Presentation (15 mins): Purpose and format of two-page white paper. <u>Homework:</u> Write first draft of 2-page white paper. (See optional template). <u>Optional Activities:</u> None.	to begin drafting your 2-page white paper. Understand format and purpose of the 2-page white paper.
	February 20, Monday – Presidents Day		
	Week 7 February 27 – March 5 Phase 1 Module 3A <i>Getting it down on paper</i>	Draft 2-page summary <u>Recommended Resources:</u> “Heilmeier Catechism: A Recipe for Managing Innovation”	<u>Participate:</u> Peer group discussions about white paper ideas. 3-person pair-and-shares <u>Homework:</u> Respond to questions presented in Heilmeier’s Catechism. Continue to refine white paper. <u>Optional Activities:</u> None.
Productivity week March 6 – March 10	Spring Break	<u>Continue work on your white papers.</u> <u>Homework:</u> First draft of 2-pager by Fri. 3/10 at latest.	Staff available for consultation. Please email to set up a meeting time.
Week 8 March 13 - 19	Final Review of White Paper (must provide to group at	<u>RD Presentation:</u> Heilmeier’s Catechism and crafting and building on your white paper	Clarity on your high-level idea as well as its intellectual merit and broader impacts. Clearly articulate

Phase 1 Module 4 White Paper review	least 48 hours prior to presentation day).	<u>White Paper Review:</u> Provide constructive critiques (peer-to-peer review) for applicants as they transition to drafting the full proposal.	the scope of project, how it integrates with career plans, and education, training, and outreach activities.
	<u>Recommended Resources:</u>	Homework: Read and write written feedback on each white paper, be prepared to provide copies of your feedback. After you've received feedback, do a final edit of your white paper.	Awareness of peers' proposals.
		<u>Optional Activities:</u> None.	Have a strong foundation from which to begin writing full proposal.
Phase 2 – Writing Period			
Weeks 9 to 11 March 20 – April 9 Phase 2 Module 1 Intense writing period Writing sessions TBA	Complete a first (very rough) full draft of your proposal.	<u>Check-ins:</u> 1) Does your writing timeline still seem realistic? Revise as needed. 2) Set and share your writing goals for each session. How did you do? 3) Ask at least one of your peers how their writing is going. Feel free to share your progress. <u>Participate:</u> Writing-accountability sessions. In addition to lunch, you'll have dedicated time for writing, opportunities to give and receive feedback, share your progress, and to consult with RD.	Aim for full rough draft of your proposal.
		<u>Homework:</u> Prioritize your writing! Join writing accountability sessions!	
		<u>Optional Activities:</u> Northeastern CAREER Workshop	
Week 12 April 10 – 16	What is a pink team review (Duke , GDIC).	<u>Pink Team Reviews:</u> Early stage, high-level review of proposal draft proposal. These sessions will be	First draft by May 19 th for pink team reviews.

Phase 2 Module 2 <i>Reviews, Reviews, Reviews</i>		scheduled in advance whenever PI and reviewers are available.	
		<u>Optional Activity:</u> Workshop on teaser figure design- April 10, 2023.	
April 17, Monday	Patriots' Day		
Weeks 13 to 18 April 18 – May 21 Phase 2 Module 3 Writing IS editing!	Make continuous and steady progress on your CAREER grant. <u>Recommended Resources:</u> <EXAMPLES & GUIDELINES FOR TEASER FIGURE	<u>RD Presentation(s):</u> Supplemental documents (Date: TBD), Departmental Letters (Date: TBD). <u>Participate:</u> Writing luncheons and weekly informal sessions discussing progress. Initial Mentor reviews and feedback; BPC Panellists. <u>Past Applicants:</u> Modify and improve previous year's proposals. <u>Engage:</u> One-on-One consultations with the research development team; Admin and budgeting process.	Final draft by June 12 th for red team reviews.
		<u>Homework:</u>	
		<u>Optional Activity:</u> CISE Workshop (Precise dates TBD).	
*Last day of class – April 19 th . *Last day of final exams – April 28 th			
Phase 3 – Reviews and Submission			

Week 20 to 22 May 22 – June 11 Phase 3 Module 1A Final reviews and writing	Develop full draft for red team review. Recommended Resources: What is a Red Team?	<u>Participate:</u> Focussed writing and revision sessions and/or luncheons. <u>Engage:</u> Consultations with research development team, your peers, and mentors.	Overall development and improvement. Special attention to problematic sections.
May 29, Monday	Memorial Day		
Week 23 June 12-18 Phase 3 Module 1B Red Team Reviews	Prepare draft for red team review (starts 06/12/2023).	<u>Red Team Reviews:</u> will be held depending on availability of PI and reviewers.	Excellent final stage feedback to your proposal.
June 19, Monday	Juneteenth		
Week 24 to 26 June 20 –July 9 Phase 3 Module 2 Incorporating Red Team and other Feedback	Consider feedback from red team and work on revisions.	Incorporate feedback into your draft. Join group writing sessions to continue to set aside adequate time and to engage your peers and mentors on a regular basis.	Almost final version of your CAREER proposal completed.
Week 26 to 28 July 6 – 17 Phase 3 Module 1B Departmental/College letters of support	Departmental Letters of Support. Send CV, list of awards/accomplishments and emphasis to RD and then make a 30 appointment with them to flush out key aspects of letter.	RD team will coordinate with Dean/Associate Dean for finalization of the letters.	Completed and effective departmental letter of support.
Week 27 to 29 July 10 – 26	CAREER is due to NSF on July 26, 2023 (4 th Wednesday of July).	<u>Edit:</u> Final revisions and improvements, Final edits purely for grammar.	Final stage of editing and document review!

Phase 3 Module 2 Submit!		<p><i>Participate:</i> Marathon revision day – July 17th; Food, snacks, coffee, and fellowship.</p> <p>July 19, 2023– Last day to submit all docs to Research Administration for document check (draft of project proposal is ok to submit).</p> <p>Target date to submit final proposal is Monday, July 24, 2023.</p>	
Before diving headfirst back into all the things you've been ignoring, take a moment to congratulate yourself and to acknowledge a job well done!			

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