

**NSF CAREER**  
**Department Head Letters**

Contact Dr. Laurie Garton, with questions/comments or for assistance  
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- This is part of the consideration of the overall merits of the proposal, not just a check in the box
- **not addressing all required elements could disadvantage an otherwise outstanding proposal**
- **2 pages** maximum – this is one page longer than in the past, so plenty of space to include all the required details
- Not a letter of recommendation for the PI

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**Required Components**

1. The Department values and rewards integration of research and education
2. CAREER plan supports and advances the departmental needs and goals and the PI's career goals and job responsibilities
3. Departmental commitment to mentoring and professional development of the PI related to his/her CAREER plan and beyond
4. Statement that PI is eligible for CAREER

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### Value and reward integration of research & education

**Detailed requirement:** Demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award

**Example response(s):**

- (1) mention specific examples of the integration of research and education in the PIs CAREER proposal, include the proposal title (shows you know the proposal and value this integration)

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### Departmental needs and goals

**Detailed Requirements:** Provide information relevant to how the PI's proposed research and education activities, career goals, and job responsibilities are supported by and integrated into the education and research needs and goals of the department/ institution/ organization

**Example responses:**

- (1) PI specifically recruited for expertise to fit existing research focus of department.
- (2) Specific PI accomplishments/plans that support departmental goals/initiatives – papers, students, research, teaching (be specific – both with departmental goals and PI goals/accomplishments)

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### Commitment to mentoring and professional development of PI

**Detailed Requirements:** Statement of how the department or institution will facilitate the PI's career development and mentoring because it values the education and research work that the PI is proposing to accomplish in the 5-year duration of the award

**Example Responses:**

- (1) Detail start-up package for overall professional development of the PI (not necessarily specific to only the CAREER, as cost sharing is strictly prohibited by NSF ) – facilities/equipment, teaching reduction, summer salary, student support, travel funds, etc.
- (2) Describe available resources and plans to help develop and support the PI's teaching and education plans
- (3) Describe the mentoring that is in-place for the PI

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## Statement PI is eligible for CAREER

**Eligibility criteria:**

- (1) Hold a doctoral degree by the deadline date in a field supported by NSF
- (2) By October 1, be employed in a tenure-track position as an assistant professor
- (3) Be untenured until October 1 following the deadline
- (4) Have not previously received an NSF CAREER award
- (5) Have not submitted more than 2 times previously (3 tries total allowed)

**Example Response** (This statement can be included as a paragraph like this, or these details can be sprinkled throughout the letter):

*Dr. \_\_\_\_\_ meets the eligibility criteria for the CAREER program. (He/She) has been a tenure-track assistant professor in the \_\_\_\_\_ Department at Texas A&M University since \_\_\_\_\_, and will be untenured through October 1, \_\_XX\_\_. He/She received a Ph.D. in \_\_\_\_\_ from \_\_\_\_\_ University in \_\_ (year) \_\_ and has not previously received an NSF CAREER award, although (he/she) has submitted \_\_\_\_\_ times before and was not funded.*

XX = The Fall following the Summer when the proposal is submitted

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