an SRS4u

ANSWERS FOR YOU

Navigating NSF: A Roadmap for New Proposals in Research.gov

Presented by

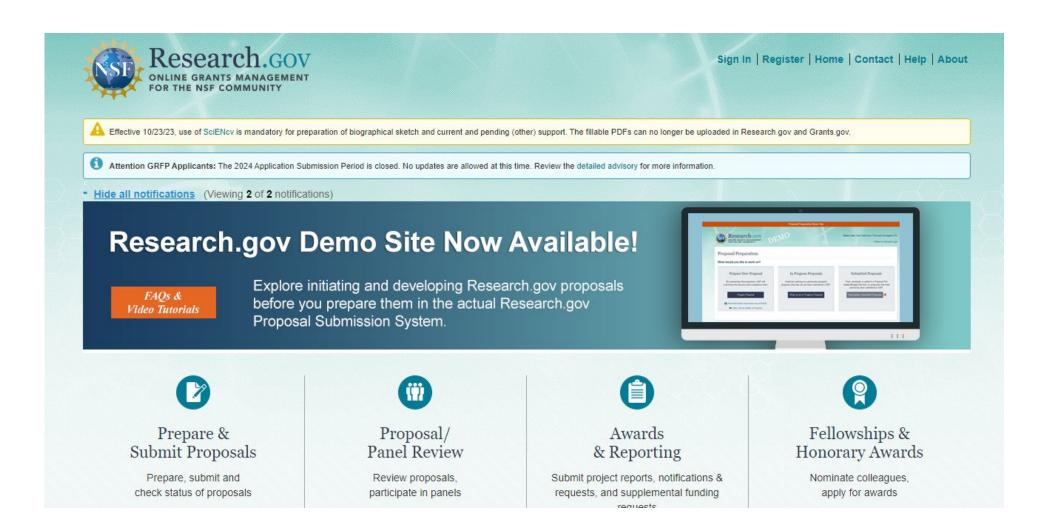
Sponsored Research Services

Presented by Sponsored Research Services



Go to Research.gov – Homepage

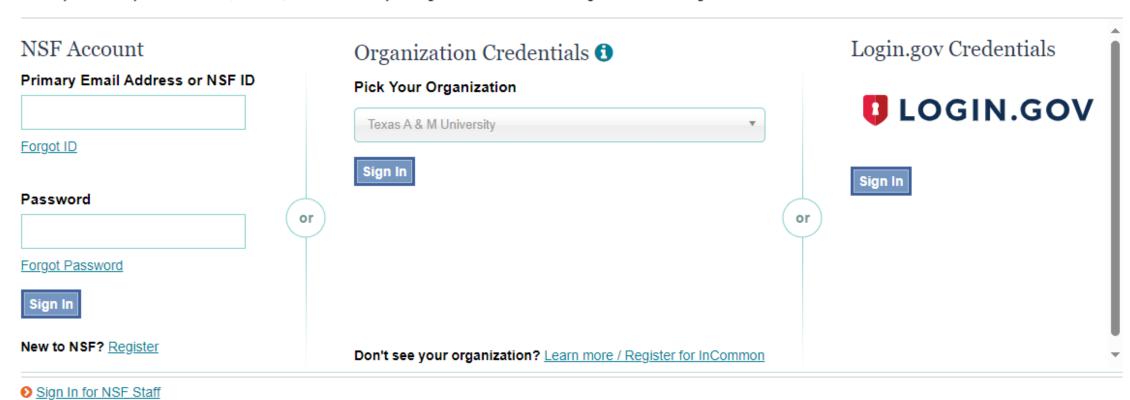
https://www.research.gov/research-web/





△ NSF User Sign In

Use your Primary Email Address, NSF ID, LOGIN.GOV or your organization credentials to sign in to Research.gov

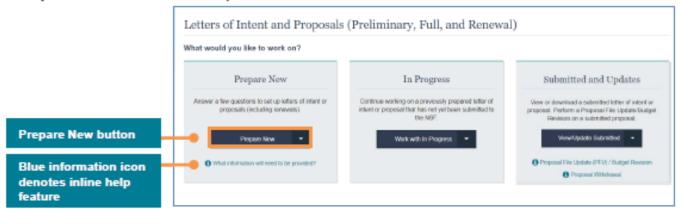


Research.gov Proposal Submission System

Accessing the Research.gov Proposal Submission System:

- Open <u>Research.gov</u>.
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select the Letters of Intent and Proposals (Preliminary, Full, and Renewal) link under the Prepare & Submit Proposals category.
- Click the Continue to Proposal System button after reviewing the Welcome to NSF's Research.gov Proposal Submission System pop-up message.
- You will be navigated to the proposal preparation landing page.

Locate the Prepare New button in the Prepare New tile.



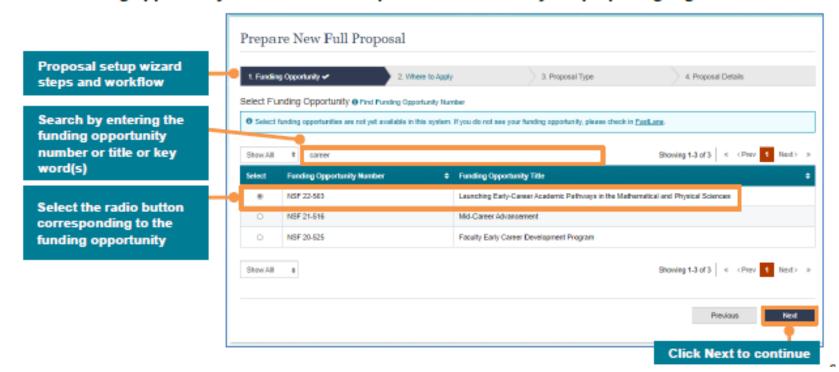


ANSWERS FOR YOU



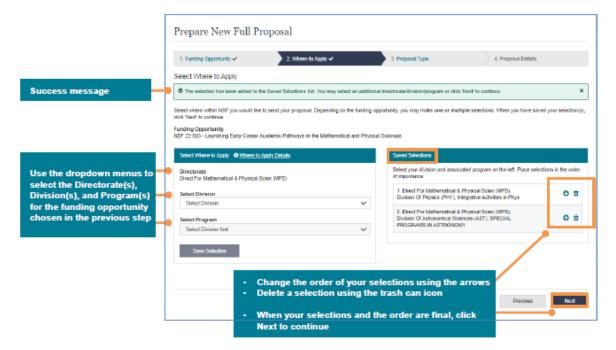
1. Funding Opportunity ✓ 2. Where to Apply 3. Proposal Type 4. Proposal Details

- Step 1. Funding Opportunity: Select the Funding Opportunity by searching the available opportunities and clicking the radio button next to the desired funding opportunity number.
 - Filter funding opportunities by entering the funding opportunity number, funding opportunity title, or key word(s).
 - You can also browse through the list of funding opportunities by clicking the numbers at the top of the table to jump to a specific page or by selecting Next, also at the top of the table, to view the list page by page.
 - Click Next at the bottom of the page after you have made a funding opportunity selection.
 - Once all four proposal setup wizard steps are completed and the new proposal created, the funding opportunity selected in this step cannot be edited by the proposing organization.



1. Funding Opportunity ✓ 2. Where to Apply 3. Proposal Type 4. Proposal Details

- Step 2. Where to Apply: Select Where to Apply by choosing the Directorate(s), Division(s), and Program(s) for the proposal using the drop-down menus. This is known as the "Unit of Consideration." Each drop-down menu will only list the pre-determined, available options for the specified funding opportunity selected in Step 1.
 - When a funding opportunity has multiple options for the Directorate/Division/Program, the steps can be
 repeated to add more Units of Consideration using the drop-down menus. Adding multiple Units of
 Consideration means that the proposer is asking for co-review of the proposal by each Unit of
 Consideration (Directorate/Division/Program).
 - Saved Unit of Consideration selections are displayed on the right side of the screen and can be
 prioritized by using the arrows to the right of the selections. A saved selection can be deleted by using
 the trash can icon.
 - · Select Next to continue.
 - Once all four proposal setup wizard steps are completed and the new proposal created, the where to apply details selected in this step cannot be edited by the proposing organization.



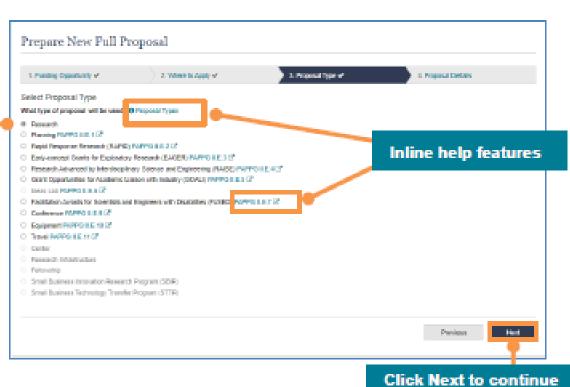
1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type 4. Proposal Details



Step 3. Proposal Type: Select proposal type by clicking the appropriate radio button.

- Proposal types that are grayed out are not yet available in Research.gov.
- Select Next to continue.
- Once all four proposal setup wizard steps are completed and the new proposal is created, the proposal type selected in this step cannot be edited by the proposing organization.

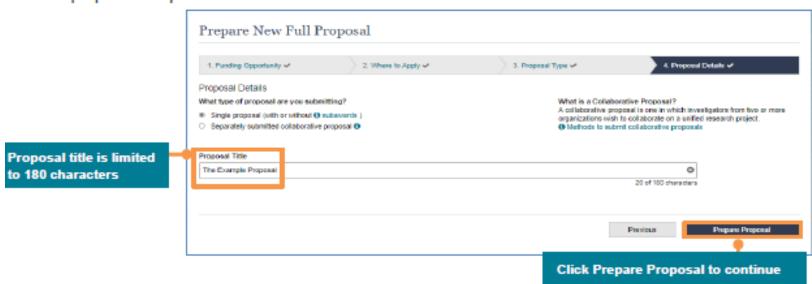
Select the radio button corresponding to the proposal type



1. Funding Opportunity ✓ 2. Where to Apply ✓ 3. Proposal Type ✓ 4. Proposal Details

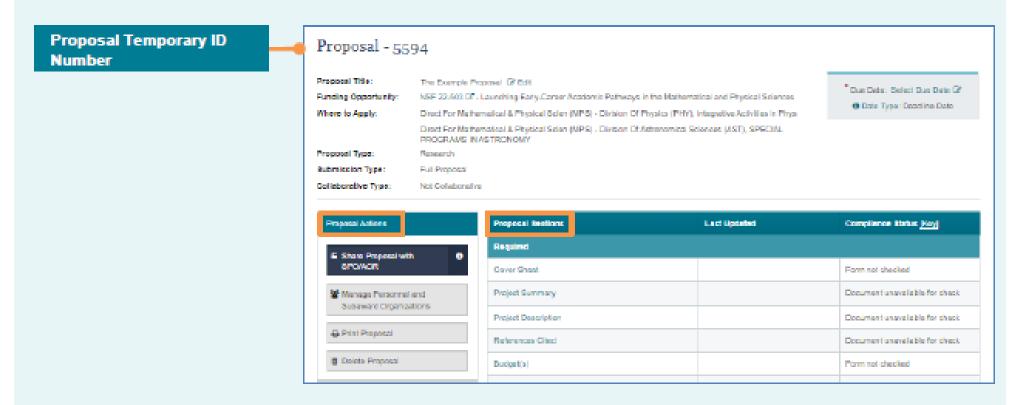
Step 4. Proposal Details: Enter Proposal Details.

- Click the appropriate radio button to indicate if you are submitting a single proposal (with or without subawards) or a separately submitted collaborative proposal. If a separately submitted collaborative proposal is selected, there is an additional question about whether the organization is the lead or non-lead organization.
- Enter a proposal title in the space provided.
- After this step is completed and the proposal is created, no changes to the proposal setup wizard selections can be made by the proposing organization, except for edits to the proposal title. To change selections in an earlier step, select the Previous button to navigate back to that step.
- After this step is completed, a new proposal would need to be initiated to make changes to the submission type, funding opportunity, unit(s) of consideration, proposal type, and proposal details other than the proposal title. In progress proposals that will not be completed can be deleted.
- Select the Prepare Proposal button to create the proposal based on the selections made in the proposal setup wizard and to continue.





Research.gov creates the new proposal and assigns a proposal Temporary ID Number. The proposal main page opens for the PI to upload proposal documents and to perform proposal actions such as adding co-PIs and OAUs and sharing access with SPOs and AORs.



Edit an in progress proposal by accessing it from the In Progress tile on the proposal preparation landing page.

Sharing Access with Sponsored Program Office / AOR

Select the level of proposal access you would like to give to the (§ Sponsored Projects Office (SPO) and

1 Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from Manage Personnel.

SPO/AOR Proposal Access			
Personnel Type	Proposal Access	Actions	
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	 ○ Proposal not shared ○ View only access ● Edit access ☑ Allow proposal submission (AOR only) 	View SPO/AOR Personnel	

Save Proposal Access

Proposal Main Page





Proposal - 156727

1 If required by the funding opportunity, relate this full proposal to a preliminary proposal on the Cover Sheet.

Proposal Title: SRS Demo proposal on how to initiate a NSF proposal @ Edit

Funding Opportunity: NSF 23-1 🗹 - Proposal & Award Policies & Procedures Guide - PAPPG

Where to Apply: Direct For Biological Sciences (BIO) - Div Of Molecular and Cellular Bioscience (MCB), BIO Innovation

Activities

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: Accepted Anytime

Date Types

Pro	posal Actions	
•	Share Proposal with SPO/AOR	
₽	Initiate Proposal Submission	
	Check Error(s) and Warning(s)	
	Manage Personnel and Subaward Organizations	
0	Print Proposal	
Û	Delete Proposal	

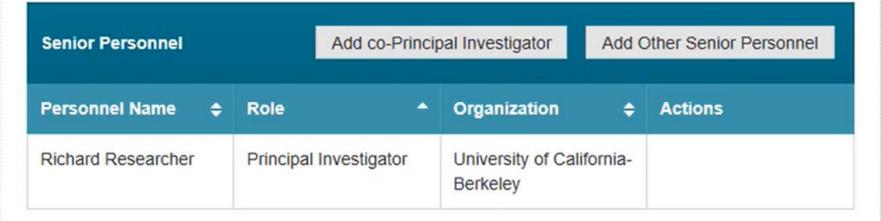
Proposal Details	
Proposal Status:	
Not Shared with SI	PO/AOR

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents 6		Document unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan Conditionally required		Document unavailable for check
Optional		



Manage Personnel

Senior Personnel Roles





Project Summary

Content Instructions for Project Summary:

- · The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG) for all margin, spacing, font type and size requirements
- Your file must include three separate section headers: Overview, Intellectual Merit, and Broader Impacts. To be valid, a heading must be on its own line with no other text on that line.
- · File cannot exceed one page

File Instructions for Project Summary:

- · Only one file can be uploaded
- Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Project Summary (PAPPG) 2

Data Management Plan

Project Description

Give Feedback >

Content Instructions for Project Description:

- · The document must conform to solicitation-specific instructions
- Please refer to the Format of the proposal (PAPPG) of for all margin, spacing, font type and size requirements
- Your file must include a separate section header for Broader Impacts. To be valid, a
 heading must be on its own line with no other text on that line.
- File cannot exceed 15 pages. (Please note: Certain solicitations may provide different guidance to follow. In these cases, please follow the solicitation to prepare the proposal)
- . Hyperlinks (URLs) must not be used in the Project Description

File Instructions for Project Description:

- · Only one file can be uploaded
- Your file should **not** contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Project Description (PAPPG)
Funding Opportunity - NSF 23-1

References Cited

Give Feedback >

Content Instructions for References Cited:

- The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG)

 for all margin, spacing, font type and size requirements
- · Follow accepted scholarly practices in providing citations for source materials
- · References should avoid the use of et al. (except for large consortia papers)

File Instructions for References Cited:

- · Only one file can be uploaded
- . Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

References Cited (PAPPG)

Budgets – Entered by SRS Proposal Administrator

Personnel Direct Costs		
Section	Year 1	Total Funds Requested
○ A. Senior Personnel [Manage]	1 1.00 \$10,00	\$10,000
David Hollingsworth (PI)	1.00 \$ 10,000	\$10,000
● B. Other Personnel ③	1 \$27,00	927,000
Postdoctoral Scholars (1)	0 0.00 \$	\$0
Other Professionals	0 0.00 \$	\$0
Graduate Students	1 \$ 27,000	\$27,000
Undergraduate Students	0 \$	\$0
Administrative/Clerical	0 \$	\$0
Other	0 \$	\$0
Total Salaries and Wages for Senior and Other Personnel (A-B)	Year 1 (A-B) \$37,00	0 \$37,000
○ C. Fringe Benefits	\$9,27	\$9,276
	\$ 9,276	
Total Salaries, Wages & Fringe Benefits (A-C)	Year 1 (A-C) \$46,27	\$46,276





Budget Justification (Prime Organization)

Give Feedback >

For Texas A&M University 1

Content Instructions for Budget Justification(s):

Budget Justification (PAPPG)

- The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG) of for all margin, spacing, font type and size requirements
- · File cannot exceed five pages
- · Every line in the budget where funds are indicated must be itemized in the budget justification
- The file should include any letters of collaboration from organizations proposed as subawardees or individuals proposed as consultants in the effort

File Instructions for Budget Justification(s):

- · Only one file can be uploaded
- · Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Facilities, Equipment and Other Resources

Give Feedback >

Content Instructions for Facilities, Equipment and Other Resources:

- . The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG) for all margin, spacing, font type and size requirements
- This section should be narrative in nature and include internal and external resources (both physical and personnel)
- . This section should include any senior personnel or postdoctoral researchers for whom no funds are being requested in the budget
- . The section must not include any quantifiable financial information

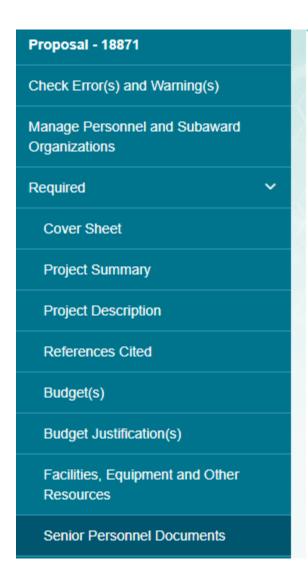
File Instructions for Facilities, Equipment and Other Resources:

- · Only one file can be uploaded
- . Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Facilities, Equipment and Other Resources (PAPPG) ☑



Senior Personnel Documents

Give Feedback >

■ Video: How to Manage Senior Personnel Documents

Manage Personnel and Subaward Organizations

Expand all | Collapse all

ersonnel Name	\$	Role	△ Organization	
David Hollingsworth		Principal Investigator	Texas A&M University	
Documents		Last Updated	Compliance Status [Key]	
Biographical Sketch			Document unavailable for check	
Current and Pending Support			Document unavailable for check	
Collaborators and Other Affiliations (Single Copy Document 6)			Document unavailable for check	

Biographical Sketch - David Hollingsworth

Give Feedback >

Step 1: Complete a SciENcv Biographical Sketch file

Biographical Sketch(es) (PAPPG)

- · File cannot exceed three pages
- Collaborators and other affiliations should not be included in the Biographical Sketch, as it is now provided as a Single Copy
 Document for each individual identified as senior personnel

Step 2: Upload the completed SciENcv Biographical Sketch file

- · Only one file can be uploaded
- . Your file should **not** contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Current and Pending Support - David Hollingsworth

Give Feedback >

Step 1: Complete a SciENcv Current and Pending Support file

- Users must prepare Current and Pending Support files using SciENcv ☑. Policy guidance is available at NSF-Approved Formats for Current and Pending Support ☑.
- Current and Pending Support must include ongoing projects and proposals (including this project), and any subsequent funding in the case of continuing grants

Step 2: Upload the completed SciENcv Current and Pending Support file

- · Only one file can be uploaded
- . Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Current and Pending Support (PAPPG) ☑

Collaborators and Other Affiliations - David Hollingsworth

Give Feedback >

Step 1: Complete the Collaborators and Other Affiliations Template

- Download the required Collaborators and Other Affiliations template and follow the instructions
- NSF uses the information in this Single Copy Document to manage reviewer selection, and it is not seen by reviewers. For more on potential review conflicts see the PAPPG.

Collaborators and Other Affiliations (PAPPG) ☑

Video: How to Upload a Collaborators and Other Affiliations Document

Step 2: Upload the completed Collaborators and Other Affiliations Template

- · Only one file can be uploaded
- · Your file should not contain page numbers, as they will be added automatically by the system
- · Accepted file types include: .xlsx
- After selecting your template file, a preview will be displayed for your confirmation
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Data Management Plan

Give Feedback >

Content Instructions for Data Management Plan:

- Data management requirements and plans specific to the Directorate, Office, Division, Program or Other NSF unit must be followed. If guidance specific to the program is not available, the data management requirements established in the PAPPG apply.
- Please refer to the Format of the proposal (PAPPG) for all margin, spacing, font type and size requirements
- File cannot exceed two page(s); however, if more space is needed, the Project Description can be used. Proposers are advised that
 the Data Management Plan must not be used to circumvent the Project Description page limitation listed in the funding opportunity.
 Hyperlinks (URLs) must not be used in the Project Description.
- The plan should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results 🗗
- A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification

File Instructions for Data Management Plan:

- · Only one file can be uploaded
- . Your file should not contain page numbers, as they will be added automatically by the system
- Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Postdoctoral Mentoring Plan

Give Feedback >

Content Instructions for Postdoctoral Mentoring Plan:

- · The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG)

 for all margin, spacing, font type and size requirements
- File cannot exceed one page. Proposers are advised that the Postdoctoral Mentoring Plan must not be used to circumvent the Project Description page limitation listed in the funding opportunity. Hyperlinks (URLs) must not be used in the Project Description.
- Each proposal that requests funding to support postdoctoral researchers must upload a description of the 1 mentoring activities that will be provided for such individuals
- · A Postdoctoral Mentoring Plan is **not** required in the following situations:
 - When a postdoctoral researcher is listed in Section A of the NSF Budget, and is functioning in a Senior Personnel capacity
 - When funds for a postdoctoral researcher are not included in the budget, the researcher's contribution to the project should be included in the Facilities, Equipment and Other Resources section

File Instructions for Postdoctoral Mentoring Plan:

- · Only one file can be uploaded
- . Your file should **not** contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted is 10 MB

Browse for file to upload

Browse ...

Funding Opportunity - NSF 23-1
Postdoctoral Mentoring Plan
(PAPPG)

Additional Single Copy Documents

Give Feedback >

Content Instructions for Additional Single Copy Documents:

- This section is for Single Copy Documents. Reviewers will not see these documents.
 They are for NSF use only.
- Each document must conform to solicitation-specific and PAPPG instructions
- · Single Copy Documents include:
 - AOR designation of a substitute negotiator
 - Other documents as specified in the relevant program description or funding opportunity
 - · Documents without their own, separate section 6

File Instructions for Additional Single Copy Documents:

- Multiple files can be uploaded in this section. After uploading a file you may use the 'Browse for another...' button to upload another file.
- · When viewing the full proposal, files will be displayed in the order they are uploaded
- . Each file should **not** contain page numbers, as they will be added automatically by the system
- · Accepted file types include: PDF
- · Maximum file size permitted per upload is 10 MB

Browse for file to upload

Browse ...

Additional Single Copy Documents (PAPPG) ☑

Check Error(s) and Warning(s)

Give Feedback >

Submission Errors and Warnings

• The following error(s) must be fixed prior to submitting the proposal.

Project Summary

. The Project Summary has not been provided and is required before submission

Project Description

The Project Description has not been provided and is required before submission

References Cited

The References Cited has not been provided and is required before submission

Budget(s)

An Individual(s) identified in the senior personnel category needs months and funds entered for at least one year. Please
remove them from the budget if you will not be requesting funds for them (Texas A&M University)

Budget Justification(s)

The Budget Justification(s) has not been provided and is required before submission (Texas A&M University)

Facilities, Equipment and Other Resources

. The Facilities, Equipment and Other Resources has not been provided and is required before submission

Biographical Sketch

 The Biographical Sketch has not been provided for David Hollingsworth and is required for each Senior Personnel before submission

Current and Pending Support

 The Current and Pending Support has not been provided for David Hollingsworth and is required for each Senior Personnel before submission

Collaborators and Other Affiliations

 The Collaborators and Other Affiliations has not been provided for David Hollingsworth and is required for each Senior Personnel before submission

Data Management Plan

· The Data Management Plan has not been provided and is required before submission

Helpful Resources – About Proposal Preparation and Submission

Research.gov - Proposal Preparation and Submission

- Start with your SRS Proposal Administrator
- Proposal Preparation FAQs FAQs by topic are available on the Research.gov About Proposal Preparation and Submission page left navigation menu.
- Video Tutorials Videos demonstrating key proposal preparation steps are available on the Research.gov About Proposal Preparation and Submission page Video Tutorials section
- NSF Help Desk IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM -9:00 PM ET; Monday -Friday except federal holidays) or via rgov@nsf.gov.

ANSWEDS FOR VOI



THANK YOU

