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

Presented by

Sponsored Research Services
Go to Research.gov – Homepage
https://www.research.gov/research-web/
Research.gov Proposal Submission System

Accessing the Research.gov Proposal Submission System:

- Open Research.gov.
- 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.

Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

Prepare New
- Answer a few questions to set up letters of intent or proposals (including renewal).

In Progress
- Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.

Submitted and Updates
- View or download a previously letter of intent or proposal. Proposal file updates (DTS/DRS) updates Budget(s) details and submitted proposal.

Prepare New button
Blue information icon denotes inline help feature

Presented by Sponsored Research Services
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 keyword(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.
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.

Success message:

Use the drop-down menus to select the Directorate(s), Division(s), and Program(s) for the funding opportunity chosen in the previous step.

- Change the order of your selections using the arrows
- Remove a selection using the trash can icon
- When your selections and the order are final, click Next to continue
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.
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.

Prepare New Full Proposal

Proposal Details

What type of proposal are you submitting?

- Single proposal (with or without subawards)
- Separately submitted collaborative proposal

Proposal Title

What is a Collaborative Proposal?

A collaborative proposal is one that involves two or more organizations who agree to collaborate on a unified research project.

Methods to submit collaborative proposals

Proposal title is limited to 180 characters

Click Prepare Proposal 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 OAUers and sharing access with SPOs and AORs.

Proposal - 5594

Proposal Title: The Example Proposal
Funding Opportunity: NSF 23.500 CF, Launching Early Career Academics Pathways in the Mathematical and Physical Sciences
Where to Apply: Direct For Mathematical & Physical Sciences (MPS), Division Of Physics (PHY), Integrative Activities in Physics Direct For Mathematical & Physical Sciences (MPS), Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY
Proposal Type: Research
Submission Type: Full Proposal
Collaborative Type: Not Collaborative

Proposal Actions

Proposal Status

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

<table>
<thead>
<tr>
<th>Personnel Type</th>
<th>Proposal Access</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Title</td>
<td>SRS Demo proposal on how to initiate a NSF proposal</td>
</tr>
<tr>
<td>Where to Apply</td>
<td>Direct For Biological Sciences (BIO) - Div Of Molecular and Cellular Bioscience (MCB), BIO Innovation Activities</td>
</tr>
<tr>
<td>Proposal Type</td>
<td>Research</td>
</tr>
<tr>
<td>Submission Type</td>
<td>Full Proposal</td>
</tr>
<tr>
<td>Collaborative Type</td>
<td>Not Collaborative</td>
</tr>
</tbody>
</table>

### Proposal Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Last Updated</th>
<th>Compliance Status</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
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<td></td>
</tr>
<tr>
<td>Cover Sheet</td>
<td></td>
<td>Form not checked</td>
</tr>
<tr>
<td>Project Summary</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>References Cited</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Budget(s)</td>
<td></td>
<td>Form not checked</td>
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<tr>
<td>Budget Justification(s)</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Senior Personnel Documents</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
</tbody>
</table>

| Optional                   |              |                   |

### Proposal Status

- Not Shared with SPO/AOR
## Manage Personnel

### Senior Personnel

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Researcher</td>
<td>Principal Investigator</td>
<td>University of California-Berkeley</td>
</tr>
</tbody>
</table>

### Other Authorized User(s)

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Organization</th>
</tr>
</thead>
</table>

- There are currently no Other Authorized Users
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
Project Description

Content Instructions for Project Description:
- The document must conform to solicitation specific instructions
- Please refer to the Format of the proposal (PAPPG) 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
References Cited

Content Instructions for References Cited:
- The document must conform to solicitation-specific and PAPG instructions
- Please refer to the Format of the proposal (PAPG) 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
# Budgets – Entered by SRS Proposal Administrator

## Personnel Direct Costs

<table>
<thead>
<tr>
<th>Section</th>
<th>Year 1</th>
<th>Total Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Personnel</td>
<td>Months</td>
</tr>
<tr>
<td>A. Senior Personnel [Manager]</td>
<td>1</td>
<td>1.00</td>
</tr>
<tr>
<td>David Hollingsworth (PI)</td>
<td>1.00</td>
<td>$10,000</td>
</tr>
<tr>
<td>B. Other Personnel</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Scholars</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Professionals</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Administrative/Clerical</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries and Wages for Senior and Other Personnel (A-B)</strong></td>
<td>Year 1 (A-B)</td>
<td>$37,000</td>
</tr>
<tr>
<td>C. Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries, Wages &amp; Fringe Benefits (A-C)</strong></td>
<td>Year 1 (A-C)</td>
<td>$46,276</td>
</tr>
</tbody>
</table>
Budget Justification (Prime Organization)

For Texas A&M University

Content Instructions for Budget Justification(s):

- 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 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
Facilities, Equipment and Other Resources

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
### Senior Personnel Documents

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Hollingsworth</td>
<td>Principal Investigator</td>
<td>Texas A&amp;M University</td>
</tr>
</tbody>
</table>

#### Documents

<table>
<thead>
<tr>
<th>Documents</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biographical Sketch</td>
<td>Document unavailable for check</td>
<td></td>
</tr>
<tr>
<td>Current and Pending Support</td>
<td>Document unavailable for check</td>
<td></td>
</tr>
<tr>
<td>Collaborators and Other Affiliations</td>
<td>Document unavailable for check</td>
<td></td>
</tr>
</tbody>
</table>
Biographical Sketch - David Hollingsworth

Step 1: Complete a SciENcv Biographical Sketch file

- Users must prepare Biographical Sketch files using SciENcv. Policy guidance is available at NSF-Approved Formats for Biographical Sketch policy page.
- 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
Current and Pending Support - David Hollingsworth

Step 1: Complete a SciENcv Current and Pending Support file
- 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...
Collaborators and Other Affiliations - David Hollingsworth

Step 1: Complete the Collaborators and Other Affiliations Template

- Download the required Collaborators and Other Affiliations template and follow the instructions
- View Frequently Asked Questions for additional information
- 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.

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

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.
Postdoctoral Mentoring Plan

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 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.
Additional Single Copy Documents

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

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
Check Error(s) and Warning(s)

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

- 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.
THANK YOU