Briefing:
Submitting Proposals Through Research.gov

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Briefing: Submitting Proposals Through Research.Gov

- If you need basic information about doing a proposal submission, please go to the training website and watch the recording on Navigating an NSF Proposal Submission at Training (ou.edu)
- Intent of today's briefing is to cover some basic information related to:
  - Shutdown of Fastlane
  - Similarities/differences in using Research.gov for a proposal submission vs Fastlane.

Briefing: Submitting Proposals Through Research.Gov

OVERVIEW

- Fastlane replacement with Research.Gov (Rgov) including timing
- What kind of log-in is needed?
- General Guidance and Basic Information
- Submission Portals
- Differences/Notes for Proposal Files Including Uploads
- Differences in Other Actions
- Special Notes, Avoiding Issues, and Takeaways

Briefing: Submitting Proposals Through Research.Gov

Research.gov is replacing Fastlane

Essentially it is "Fastlane, Part 2" – many of the features are the same or similar but there is improved file handling and error checking.

Reporting has been done in Research.gov for a couple of years now.

Most submissions can now be done in either Fastlane or Research.gov; some <u>must</u> be done in Research.gov. There will be an increasing push for only Research.gov to be used. Check your guidelines.

A submission started in one system is not visible in the other system.

NSF has announced Fastlane will end December 2022.

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If you have a log-in for Fastlane it should work for Research.gov.
◦ If you did not respond to email from Fastlane on your account, you should see if your information works. If it doesn't you may need to reset the password or open a ticket to resolve issues with your account.

If you need a log-in or password reset, there is a link on the ORS webpage with information.

Proposal Submission (ou.edu)

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General Guidance– no difference

- Most recent update to NSF Proposal & Award Policies & Procedures Guide (PAPPG) is NSF 22-1 effective 10/04/2021
- Must follow PAPPG unless specific solicitation deviates or written approval from NSF assistant directors/Office head or designee
- Be aware when writing your proposal that you will need to use the specific solicitation and general guidance; make sure most current versions are used.
- Unsolicited proposals fall under PAPPG
- Who may submit—Organization is normally considered the submitter except on a few proposals that are paid to individuals like some fellowships
- Organization must have DUNS/UEI and SAM registration (which OU has).

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Basic Information

- Funding Announcements - No difference
- Types of Proposals – No difference
- Formatting of Proposal Content – No difference
- Deadlines – No difference

ALSO

- Review Process – No difference
- Program Officer and Help Desk contact – No difference
- Any general operations impacting proposal submission, review, and award – No difference

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Basic Information

What is different?

Filling out the Cover Page

Appearance of Screens

Level of Error Checking

Some File Loading

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Submission Portals – No difference until Dec 2022

- Grants.gov (actually pushes submission into NSF systems; you still need NSF account)
- Fastlane (has been primary focus; ends Dec 2022)
- Research.gov (replacing Fastlane)

Expect a continuing push to use Research.gov as the year goes on; many solicitations will not allow Fastlane submissions as we get closer to Dec.

OU does not use grants.gov for submissions to NSF with rare exception.

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Submission Portals

PI Starts Proposal in Research.gov

- PI needs NSF ID number, password, affiliation with organization (only one id; multiple organizations)

- Organizations usually have a point of contact for limited Fastlane assistance such as affiliation and account set up

- All other Co-PIs will also need an NSF ID and password – the PI will use that ID (or their email) to add the Co-PIs to the Cover Sheet (they must set their ID up and affiliate with their organization)

- When you log into Research.gov 'Prepare New Proposal' will step you through all the entries to create the proposal

🔒 NSF User Sign In

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

NSF Account

Primary Email Address or NSF ID

Forgot ID

Password

Forgot Password

Sign In

New to NSF? Register

Organization Credentials ℹ️

Pick Your Organization

Select an Option ▼

Sign In

Don't see your organization? Learn more / Register for InCommon

Login.gov Credentials

🛡️ **LOGIN.GOV**

Sign In

or

or

❯ Sign In for NSF Staff

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⚠ **ANNOUNCEMENT:** NSF establishes new Directorate for Technology, Innovation and Partnerships to accelerate discovery, innovation and impact across the United States. Click here for the exciting details.

ℹ NSF to begin requiring use of Research.gov for preparation and submission of proposals in response to program descriptions. Click here for more information.

ℹ Now Effective: Use of the new System for Award Management (SAM) Unique Entity Identifier (UEI) in NSF systems in place of DUNS number. Click here for additional information.

- **Hide all notifications**   (Viewing **3** of **3** notifications)

My Desktop

Prepare & Submit Proposals

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

Awards & Reporting

Notifications & Requests

Project Reports

Fellowships & Honorary Awards

Graduate Research Fellowship Program
(GRFP Officials only)

Prepare & Submit Proposals

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

Demo Site: Prepare Proposals

Proposal Status

Awards & Reporting

Notifications & Requests

Project Reports

Fellowships & Honorary Awards

Graduate Research Fellowship Program
(GRFP Officials only)

Manage Financials

Program Income Reporting

Grantee Cash Management Section Contacts

Administration

User Management

🄵 Research Administration

🄵 Look Up NSF ID

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Attention: Research.gov supports preparation of many proposal and submission types. View the Research.gov Proposal Submission Capabilities for details. If you do not see an expected in progress proposal, contact the PI at your organization to initiate the proposal and provide the SPO/AOR access.

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

What would you like to work on?

ⓘ Only users with a Principal Investigator (PI), Sponsored Projects Office (SPO), or Authorized Organizational Representative (AOR) role can prepare new letters of intent. Only users with a Principal Investigator (PI) role can prepare new proposals (including renewals). Additional roles can be requested from the Add a New Role page.

Prepare New

Answer a few questions to set up letters of intent or proposals (including renewals).

Prepare New ▼

ⓘ What information will need to be provided?

In Progress

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

Work with In Progress ▼

Submitted and Updates

View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.

View/Update Submitted ▼

ⓘ Proposal File Update (PFU) / Budget Revision

ⓘ Proposal Withdrawal

Proposal - 33861

Proposal Title:	test 123 ✎ Edit
Funding Opportunity:	NSF 20-1 ☐ - Proposal & Award Policies & Procedures Guide - PAPPG
Where to Apply:	Directorate For Engineering (ENG) - Div Of Chem, Bioeng, Env, & Transp Sys (CBET), CFS-Combustion & Fire Systems
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

Due Date: **Accepted Anytime**

ℹ **Date Types**

Proposal Actions

🔒 Share Proposal with SPO/AOR ℹ

👥 Manage Personnel and Subaward Organizations

🖨 Print Proposal

🗑 Delete Proposal

Proposal Details

ℹ **Proposal Status:**
Not Shared with SPO/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 ℹ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check

Senior Personnel Documents ℹ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan ℹ *Conditionally required*		Document unavailable for check
Optional		
Other Personnel Biographical Information ℹ		Document unavailable for check
Other Supplementary Documents		Document unavailable for check
List of Suggested Reviewers (Single Copy Document ℹ)		Document unavailable for check
List of Reviewers Not to Include (Single Copy Document ℹ)		Document unavailable for check
Deviation Authorization ℹ (Single Copy Document ℹ)		Document unavailable for check
Additional Single Copy Documents ℹ		Document unavailable for check

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Differences/Notes for Proposal Files Including Uploads

Cover Sheet
- Process is different (Rgov steps through content as the proposal is created) but information is the same.

Table of Contents
- No difference – is generated by the system

Page Numbering
- DIFFERENT – system numbers pages; do not include headers or footers

Briefing: Submitting Proposals Through Research.Gov

Differences/Notes for Proposal Files Including Uploads

Project Summary

- Content requirements are the SAME.
- Loading of information is DIFFERENT
  - There is no 3 block entry; you load a one-page file
  - File MUST contain the required 3 sections; sections must be labeled.
  - Anything specified by solicitation must also be included
  - Error check should spot the 3 blocks but may not any specialized information

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Attention: Research.gov supports preparation of many proposal and submission types. View the Research.gov Proposal Submission Capabilities for details. If you do not see an expected in progress proposal, contact the PI at your organization to initiate the proposal and provide the SPO/AOR access.

☐ Hide Menu

My Desktop › Letters of Intent and Proposals › In Progress: Proposals (Full and Renewals) › Proposal - 59484 › Project Summary

Proposal - 59484

Manage Personnel and Subaward Organizations

Required ⌄

  Cover Sheet

  Project Summary

  Project Description

  References Cited

  Budget(s)

  Budget Justification(s)

  Facilities, Equipment and Other Resources

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) ⧉

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Differences/Notes for Proposal Files Including Uploads

Project Description
- Content requirements are the SAME.
- Loading of information is SAME

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Briefing: Submitting Proposals Through Research.Gov

Differences/Notes for Proposal Files Including Uploads

Bio sketch, Current & Pending, Collaborators & Other Affiliations
- Content requirements are the SAME.
- Loading of information is SAME
- Where it is located is DIFFERENT

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SENIOR PERSONNEL DOCUMENTS (Research.gov)
- ◦ Biographical sketch
- ◦ Current and Pending
- ◦ Collaborators and Other Affiliations

Budget(s)	**Documents**	**Last Updated**	**Compliance Status** [Key]
Budget Justification(s)	Biographical Sketch		Document unavailable for check
Facilities, Equipment and Other Resources	Current and Pending Support		Document unavailable for check
Senior Personnel Documents	Collaborators and Other Affiliations (Single Copy Document ⓘ)		Document unavailable for check

==Delegation of filling the form out does NOT delegate responsibility for form contents.==

Bio-sketch
- **SHIFT TO SCIENCV or use special pdf format (required since Oct 20)**
- 3-page limit; Professional Preparation, Appointments, Products, Synergistic Activities
- Products are publications and things like patents
- Usually required for all PI, CoPI, and Senior Personnel but some solicitations may limit or may request additional Bio sketch in Supporting Docs

Issues/Tips
- Making changes to form; some issues with MAC
- Watch 'counts' (specific numbers for entries)
- Don't use NIH format/forms
- Synergistic Activities is limited to ONE specific item per entry – 5 entries total
- Use FAQs on NSF website

NSF BIOGRAPHICAL SKETCH OMB-3145-0058

NAME:

POSITION TITLE & INSTITUTION:

A. PROFESSIONAL PREPARATION - (see PAPPG Chapter II.C.2.f.(i)(a))

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR (YYYY)

B. APPOINTMENTS - (see PAPPG Chapter II.C.2.f.(i)(b))

From - To	Position Title, Organization and Location

Briefing: Submitting Proposals Through Research.Gov

Current and Pending
- Required for each person who is a PI, CoPI or Senior Personnel
- Entry for 'this proposal' is needed
- **SHIFT TO SCIENCV or use special pdf format (required since Oct 20)**
- Show all support/time spent (federal, non-federal, even internal funding, and unfunded)
- Time is per year average

Issues/Tips
- Not having a 'this proposal entry'
- Modifying the form; using MAC
- NSF FAQs may be helpful
- Allow time
- Auto delete of blank pages

*PI/co-PI/Senior Personnel Name:

*Required fields

Note: NSF has provided 15 project/proposal and 10 in-kind contribution entries for users to populate. Please leave any unused entries blank.

Project/Proposal Section:

Current and Pending Support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value.[1] Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. This includes, for example, Federal, State, local, foreign, public or private foundations, non-profit organizations, industrial or other commercial organizations, or internal funds allocated toward specific projects. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.[2]

[1] If the time commitment or dollar value is not readily ascertainable, reasonable estimates

Projects/Proposals

1.*Project/Proposal Title :

*Status of Support : ○ Current ○ Pending ○ Submission Planned ○ Transfer of Support

Proposal/Award Number (if available):

*Source of Support:

*Primary Place of Performance :

Project/Proposal Start Date (MM/YYYY) (if available) :

Project/Proposal End Date (MM/YYYY) (if available) :

*Total Award Amount (including Indirect Costs): $

*Person-Month(s) (or Partial Person-Months) Per Year Committed to the Project

*Year (YYYY)	*Person Months (##.##)	Year (YYYY)	Person Months (##.##)
1.		4.	
2.		5.	
3.			

*Overall Objectives :

*Statement of
Potential Overlap :

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Collaborators and Other Affiliations
- IDs everyone there are conflicts of interest with (section e. from old bio sketch)
- Loaded per person for all PI, CoPI, and Senior Personnel

Issues/Tips
- You must use special form uploaded as XLS <u>without</u> pdf'ing (NSF system does the conversion)—make sure you have a new form
- Instructions of the .xls file say you MUST NOT modify or change the format other than adding additional lines.
- Solicitation may say not to do this section(rare) or to do it AND a separate file or Excel worksheet with COI information (sometimes with submission, sometimes after).

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Differences/Notes for Proposal Files Including Uploads

Budget and Justification

- Content requirements are the SAME.
- Loading of information is SIMILAR with one notable exception
  - Subcontracts are not entered in the lead budget – the entry is pulled into the form from the loading of the Subcontract tabs

Manage Personnel and Subaward Organizations

Required ⌄

Cover Sheet

Project Summary

Project Description

References Cited

Budget(s)

Budget Justification(s)

Facilities, Equipment and Other Resources

Senior Personnel Documents

Budget(s)

Manage Personnel and Subaward Organizations

Prime Organization			
Budget for:	**Principal Investigator**	**Total Requested Amount** ❶	**Compliance Status** [Key]
University of Oklahoma Norman Campus	Martha F Stephens	$0	Form not checked

Subaward Organization(s)		
Budget for:	**Subaward Requested Amount**	**Compliance Status** [Key]
There are currently no Subaward Organizations. You may add a Subaward Organization from Manage Personnel and Subaward Organizations		

Budget (Prime Organization)

For University of Oklahoma Norman Campus

$0
Total Requested Amount

■ Video: How to Work on a Proposal Budget

Expand all rows | Collapse all rows

Years in Budget: **1**

Add Year   Delete Year

Personnel Direct Costs

Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
⊖ A. Senior Personnel [Manage]	1	0.00	$0	$0
Martha F Stephens (PI)		0.00	$ 0	$0
⊖ B. Other Personnel ⓘ	0		$0	$0
Postdoctoral Scholars ⓘ	0	0.00	$ 0	$0
Other Professionals	0	0.00	$ 0	$0
Graduate Students	0		$ 0	$0
Undergraduate Students	0		$ 0	$0
Administrative/Clerical	0		$ 0	$0

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Differences/Notes for Proposal Files Including Uploads

Facilities and Other Resources
- No difference (do be sure to include uncommitted cost share when applicable).

References Cites
- No difference – except can only be loaded as one file.

Post Doc Mentoring Plan

No difference other than not under Supplementary Documents

Data Management Plan
- No difference other than not under Supplementary Documents

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Briefing: Submitting Proposals Through Research.Gov

Proposal - 61172

- Manage Personnel and Subaward Organizations
- Link/View Collaborative Proposals
- Required ⌄
  - Cover Sheet
  - Project Summary
  - Project Description
  - References Cited
  - Budget(s)
  - Budget Justification(s)
  - Facilities, Equipment and Other Resources
  - Senior Personnel Documents
  - Data Management Plan
  - **Postdoctoral Mentoring Plan**
- Optional ⌄
  - Other Personnel Biographical Information
  - Other Supplementary Documents

Postdoctoral Mentoring Plan

Step 1: Determine Organizations in Need of a Postdoctoral Mentoring Plan

- The Postdoctoral Mentoring Plan in the **lead organization proposal** must describe the ℹ mentoring activities for any organization in the collaboration requesting funds to support postdoctoral scholars

Postdoctoral Mentoring Plan (PAPPG) ⧉

Funding Opportunity - NSF 22-550 ⧉

Organizations that must be included in this proposal's mentoring plan ℹ

Temporary ID Number	Organization
Currently, no organizations are requesting funding for postdoctoral scholars	

Step 2: Complete and Upload the Postdoctoral Mentoring Plan

Content Instructions

- 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.

File Instructions

- 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
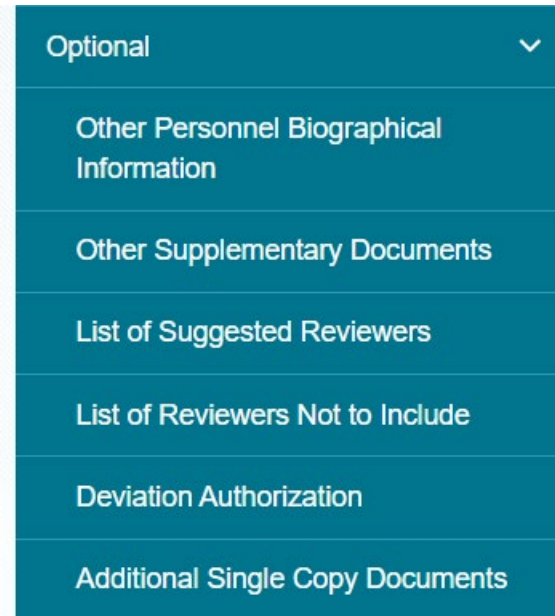- Maximum file size permitted is 10 MB

Browse for file to upload   Browse ...

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Hide Menu

Proposal - 61172

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Required ⌄

Cover Sheet

Project Summary

Project Description

References Cited

Budget(s)

Budget Justification(s)

Facilities, Equipment and Other Resources

Senior Personnel Documents

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

Data Management Plan (PAPPG) ☐

Funding Opportunity - NSF 22-550 ☐

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Differences/Notes for Proposal Files Including Uploads

- **Optional area** includes a variety of information from Supplementary Information to Additional Single Copy Documents. Content is the SAME, loading may be DIFFERENT.

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Proposal - 61172

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Required ⌄

Cover Sheet

Project Summary

Project Description

References Cited

Budget(s)

Budget Justification(s)

Facilities, Equipment and Other Resources

List of Reviewers Not to Include

Content Instructions for List of Reviewers Not to Include:

- This is a Single Copy Document. Reviewers will not see this document. It is for NSF use only.
- 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
- For reviewers not to include, provide the first name, middle initial, last name, e-mail address, organization affiliation, and the reason not to include them
- To confirm reviewers who may have a conflict of interest with you or your organization, see Potentially Disqualifying Conflicts of Interest (PAPPG) ⧉, which may be of use in preparation of your list

File Instructions for List of Reviewers Not to Include:

- 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

List of Reviewers Not to Include (PAPPG) ⧉

Browse for file to upload   Browse ...

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Proposal - 61172

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Required ⌄

  Cover Sheet

  Project Summary

  Project Description

  References Cited

  Budget(s)

  Budget Justification(s)

  Facilities, Equipment and Other Resources

  Senior Personnel Documents

Deviation Authorization

- The Deviation Authorization can be used if there is a need to deviate from the standard proposal preparation requirements, and approval has been received
- Deviations may be authorized in advance of proposal submission by the following:
  - The written approval of the cognizant NSF Assistant Director/Office Head or designee
    - Note: These approvals to deviate from NSF proposal preparation instructions may cover a particular program or programs or, in rare instances, an individual deviation for a particular proposal
- NSF will not accept or will return without review proposals that are not consistent with these instructions. See the Proposal Not Accepted or Returned Without Review (PAPPG) ⧉ section for additional information.
- For more information about individuals that need a request for special accommodations or accessibility in NSF systems, please refer to the Requests for Reasonable and Accessibility Accommodations (PAPPG) ⧉ section

Deviation Authorization (PAPPG) ⧉

Approval Details
Provide the name, date and title of the NSF official authorizing the deviation in the Details field below.

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■ Hide Menu

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Proposal - 61172

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Required ⌄

  Cover Sheet

  Project Summary

  Project Description

  References Cited

  Budget(s)

  Budget Justification(s)

  Facilities, Equipment and Other Resources

  Senior Personnel Documents

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

Additional Single Copy Documents (PAPPG) ⤢

Browse for file to upload   Browse ...

Differences in Other Actions

UPDATE, REVISION, WITHDRAWAL
- Usage, Timing, and Content requirements are the SAME.
- Loading of information is SIMILAR

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Attention: Research.gov supports preparation of many proposal and submission types. View the Research.gov Proposal Submission Capabilities for details. If you do not see an expected in progress proposal, contact the PI at your organization to initiate the proposal and provide the SPO/AOR access.

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

What would you like to work on?

ⓘ Only users with a Principal Investigator (PI), Sponsored Projects Office (SPO), or Authorized Organizational Representative (AOR) role can prepare new letters of intent. Only users with a Principal Investigator (PI) role can prepare new proposals (including renewals). Additional roles can be requested from the Add a New Role page.

Prepare New

Answer a few questions to set up letters of intent or proposals (including renewals).

Prepare New ▼

ⓘ What information will need to be provided?

In Progress

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

Work with In Progress ▼

Submitted and Updates

View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.

View/Update Submitted ▼

ⓘ Proposal File Update (PFU) / Budget Revision

ⓘ Proposal Withdrawal

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Proposal File Update (PFU)/Budget Revision   ✖

Proposal File Update/Budget Revision functionality is available for submitted proposals meeting any of the following criteria:

- Prior to the due date in cases where a deadline or window date is utilized OR
- Prior to the initiation of external peer review in cases when a target date is utilized OR
- Prior to the initiation of external peer review in the case of an unsolicited proposal OR
- Prior to the assignment of reviewers and after a due date has passed where a deadline or window date is utilized

If the criterion is met, the option to prepare a PFU/Budget Revision will be displayed on the main proposal page of the submitted proposal, for the Principal Investigator (PI) and co-PI(s) associated with the proposal.

Close

Proposal Withdrawal

A submitted proposal may be withdrawn at any time before a funding recommendation is made by the cognizant NSF Program Officer. Once a proposal is withdrawn, no updates can be made to the proposal.

Only users who have a **Principal Investigator (PI), Sponsored Project Officer (SPO), or Authorized Organizational Representative (AOR)** role on the proposal can initiate withdrawal of the proposal from NSF. Additionally, all proposal types except for preliminary Ideas Lab proposals have the withdrawal feature. On the main proposal page, there is a "Withdraw Proposal" or "Withdraw Collaborative Proposal" button in the Proposals Action section.

A separately submitted collaborative proposal can be withdrawn by either the lead organization or by any of the linked non-lead organizations. A withdrawal request must be approved by the requesting organization's AOR. If a proposal withdrawal is submitted for a proposal that is part of a collaborative effort, regardless of whether the organization is the lead or non-lead, the system will withdraw that proposal along with the other remaining proposals that are identified as part of the collaborative effort.

Note: If additional assistance is required, please contact the NSF Help Desk at Rgov@nsf.gov or 1 (800) 381-1532.

Close

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Special Notes, Avoiding Issues, and Takeaways

Special Notes--Common Submission Issues – SAME except last items

- Title incorrect (collaborative; special types of proposals may specify certain information that must be in title)

- Incorrect file type uploaded (may not display or print after submission is done—Check print entire proposal before submit if you can – if it won't generate you may have a problem)

- Items (especially charts and tables) not legible after submission

- Follow the guidelines; Make sure you are using a current copy (even a few months can be important to recheck for updates)

- Some solicitations require submission of files or ppt soon after the submission via email or hard copy—usually with special instructions on format and with a deadline

- Collaborative proposals from multiple organizations – final proposal number usually not assigned until all organizations are submitted

- Error checking is more robust in Rgov

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Special Notes, Avoiding Issues, and Takeaways

Organizational/Internal Considerations
- Permission to submit is by completion of the internal routing process

- Be cognizant of submitting accurate subcontract and consultant information – is what you are submitting officially approved?

- Who has what level of access/authority in Fastlane/Rgov for submission, reports, agreements, etc. (at OU, submission and agreements are done by ORS, most technical reports are done by the PI, most financial reports are done by ReFS)

- Who is responsible for loading what parts of a Fastlane/Rgov submission? At OU the PI is responsible for loading all the parts except the Budget tab; however, we may assist with loading other files developed by the PI as we are able (depending on timing of request and workload)

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Special Notes, Avoiding Issues, and Takeaway

- Make sure your log-in works.
- If you don't have an ORCID account create one.
- If you don't have a sciENcv account create one.
- If you are doing a proposal between now and the end of the year, make sure you check the solicitation for the system to use and try to use research.gov.
- If you have a collaborative submission from multiple organizations everyone must use the same system for submission.

Questions or Discussion?