

How to Add or Remove a Subaward Organization from a Proposal

Follow the steps below to add or remove a subaward organization from an in-progress Research.gov proposal. For information about registering a new organization with NSF, please visit the Research.gov [About Account Management](#) page.

Adding a Subaward Organization

- 1 Click the **Manage Personnel and Subaward Organizations** button on the proposal main page.

Proposal - 26793

Proposal Title: Collaborative Research: Example of a separately submitted collaborative proposal [Edit](#)

Funding Opportunity: NSF 20-582 [Edit](#) - Condensed Matter and Materials Theory

Where to Apply: Direct For Mathematical & Physical Scien (MPS) - Division Of Materials Research (DMR), CONDENSED MATTER & MAT THEORY

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Separately submitted by multiple organizations (Lead proposal)

Due Date: Accepted Anytime [Date Types](#)

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
Share Proposal with SPO/AOR Manage Personnel and Subaward Organizations Link/View Collaborative Proposals Print Proposal Delete Proposal	Required Cover Sheet Project Summary Project Description References Cited Budget(s) Budget Justification(s)		Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

Manage Personnel and Subaward Organizations button

- 2 Click the **Add Subaward Organization** button. In this example, a subaward organization has not been added to this proposal.

My Desktop > Proposal Preparation > Proposal - 26793 > Manage Personnel and Subaward Organizations

Manage Personnel and Subaward Organizations

Hide Menu

Proposal - 26793

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Required

Cover Sheet

Project Summary

Project Description

References Cited

Budget(s)

Budget Justification(s)

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
County University		Natalie PI	1000 Circle, MD 21250-0002 US	Manage Personnel

Subaward Organization(s)

[Add Subaward Organization](#)

Organization Name	Unique Entity Identifier (UEI)	Address	Actions
No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.			

Add Subaward Organization button

- 3 **Search for a subaward organization** registered with NSF by organization name or by Unique Entity Identifier (UEI). To add a subaward organization to a proposal by organization name, enter the full name or a partial name and click the Search button. To add a subaward organization to a proposal by the UEI, enter the organization's UEI and click the Search button.

Add Subaward Organization

Search for and add a subaward organization registered with NSF. If the subaward organization has not yet registered, please refer to the [registration instructions](#).

Organization Name

Unique Entity Identifier (UEI) What is a UEI?

OR

Search

Add Subaward Organization

- 4 **Select the radio button for the subaward organization in the search results** and then click the Add Subaward Organization button. In this example, we are adding U.S. National Science Foundation as the subaward organization.

Add Subaward Organization

Search for and add a subaward organization registered with NSF. If the subaward organization has not yet registered, please refer to the [registration instructions](#).

Organization Name

Unique Entity Identifier (UEI) What is a UEI?

National Science Foundation

OR

Search

Show All

Showing 1-1 of 1

Select	Organization Name	Unique Entity Identifier (UEI)	Address
☒	National Science Foundation View SAM Legal Business Name		2415 EISENHOWER AVE ALEXANDRIA, VA 22314-4684 US

Show All

Showing 1-1 of 1

Add Subaward Organization

Subaward Organization Radio Button

Add Subaward Organization Button

How to Add or Remove a Subaward Organization from a Proposal (cont'd)

- 5 A message indicates the subaward organization has been added. Click the **Manage Subaward Personnel** link to add personnel to the subaward.

Manage Personnel and Subaward Organizations

 You have successfully added a Subaward Organization. The Manage Subaward Personnel, Budget, and Budget Justification sections are now available for this organization.

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
County University		Natalie Pi	100 Circle Hill , MD 21250-0002 US	Manage Personnel

Showing 1 of 1

Subaward Organization(s)				Add Subaward Organization
Organization Name	Unique Entity Identifier (UEI)	Address	Actions	
National Science Foundation View SAM Legal Business Name	GGF7K5B4JSL5	2415 EISENHOWER AVE ALEXANDRIA, VA 22314-4684 US	Manage Subaward Personnel Delete Subaward Organization	

Success Message

Manage Subaward Personnel link

Removing a Subaward Organization

- 1 Click the **Delete Subaward Organization** link to remove the subaward from the proposal. In this example, the subaward organization is U.S. National Science Foundation.

Manage Personnel and Subaward Organizations

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
County University		Natalie Pi	100 Circle Hill , MD 21250-0002 US	Manage Personnel

Showing 1 of 1

Subaward Organization(s)				Add Subaward Organization
Organization Name	Unique Entity Identifier (UEI)	Address	Actions	
National Science Foundation View SAM Legal Business Name		2415 EISENHOWER AVE ALEXANDRIA, VA 22314-4684 US	Manage Subaward Personnel Delete Subaward Organization	

Delete Subaward Organization link

- 2 Click the **Delete** button to confirm.

Delete Subaward Organization

Are you sure you want to delete National Science Foundation ?

Please note: All personnel and associated documents, as well as, any budget or budget justification belonging to this Subaward Organization will also be deleted from the proposal. This action cannot be undone.

Delete
Cancel

Delete button

Helpful Resources

- **Help within the Proposal System**

Inline help features such as tooltips and links to relevant [Proposal & Award Policies & Procedures Guide](#) sections are included throughout the Research.gov Proposal Submission System.

- **Research.gov About Proposal Preparation and Submission Page**

Bookmark <https://www.research.gov/research-web/content/aboutpsm> to quickly access Frequently Asked Questions (FAQs), video tutorials, and how-to guides.

- **Research.gov Proposal Preparation Demo Site**

All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for information on demo site access and features.

- **Proposal Preparation FAQs**

FAQs organized 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.

- **Automated Proposal Compliance Checks**

Automated proposal compliance checks triggering an error message will stop proposal submission to NSF, whereas checks triggering a warning message will still allow proposal submission. Expanded compliance checking in Research.gov helps to reduce administrative burden for the research community and NSF staff, as well as minimizes return without review proposals. Refer to the [Automated Compliance Checking of NSF Proposals](#) page for the current automated Research.gov proposal checks.

- **Adding and Managing User Roles**

To request a user role, please see the [Add a New Role job aid](#). After a user role is requested, the organization's Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles can be found on the Research.gov [About Account Management](#) page.

- **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.