



U.S. National Science Foundation CAREER Proposal Submission Logistics Webinar

**Presented by the Office of the Chief Information Officer,
Division of Enterprise Services**

June 25, 2025

Presenter

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Housekeeping Notes

- Webinar is being recorded for subsequent on-demand viewing. Slide presentation and session recording will be posted on an advisory on the [Research.gov homepage](#)

A screenshot of the Research.gov homepage. The header includes the NSF logo, the text "Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY", and navigation links: "Sign In | Register | Home | Contact | Help". The main content area contains three informational messages: 1. An update about the implementation of a 15% indirect cost rate for NSF grants, effective May 5, 2025. 2. A maintenance notice for Research.gov functions, including Meeting Registration, Travel and Reimbursement, No Cost Extension and PI Transfer N & Rs, and Individual Banking, with specific unavailability dates and times. 3. An alert for users signing in with InCommon credentials, effective 6/7/25, requiring their NSF account primary email to match their organization email. Below these messages are two additional notices: one for CAREER Proposers & Research Administrators to join a webinar on June 25th, and another for signing up to join NSF's proposal reviewer pool.

- Submit questions using the Zoom Q&A feature
- For program-specific questions, please contact the Program Officer of the program to which you are interested in applying. Division CAREER contacts are listed at <https://www.nsf.gov/crssprgm/career/contacts.jsp>. If you need help with programs, please contact the CAREER Coordinating Committee at ccc-nsf@nsf.gov



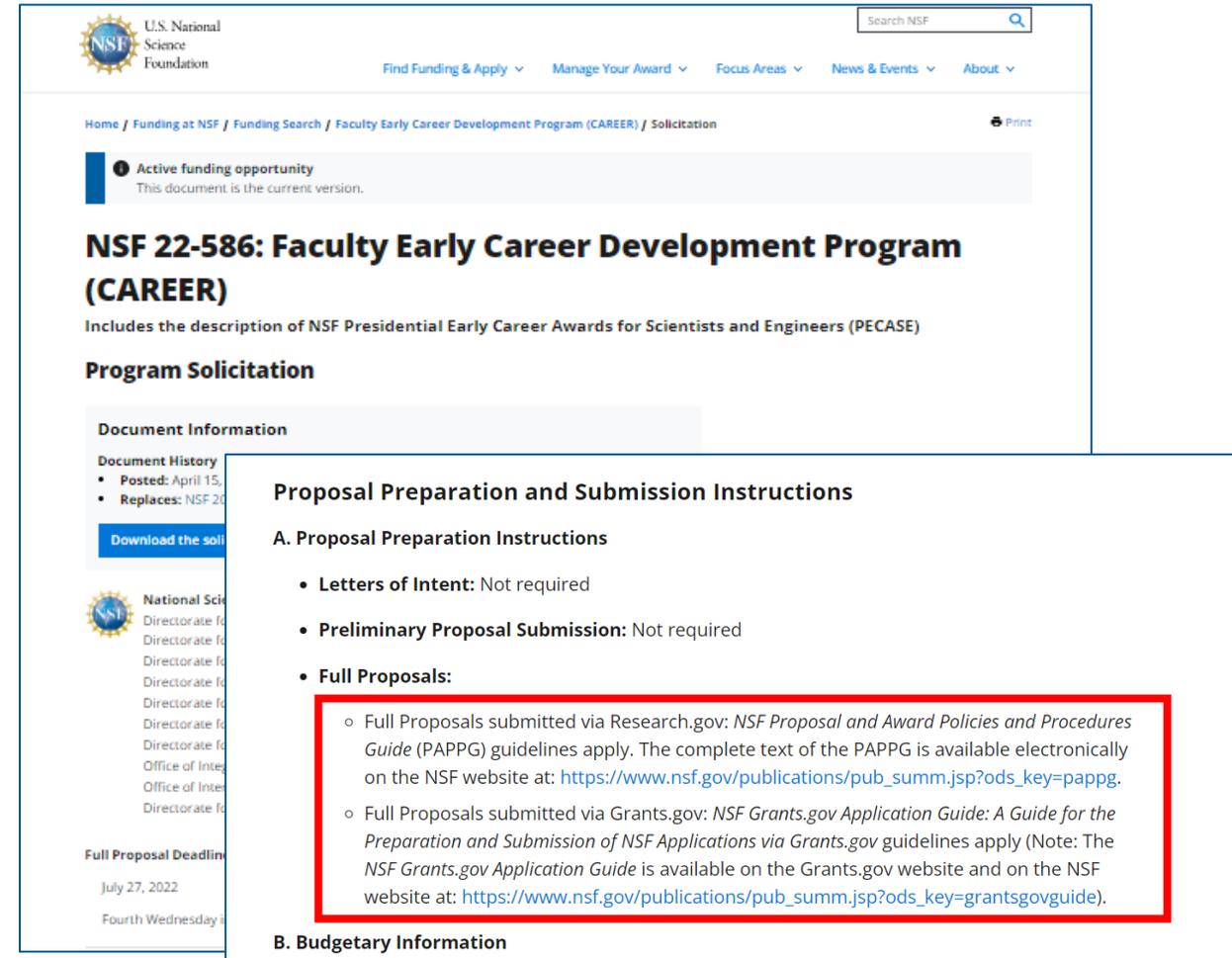
Agenda

- CAREER Proposal Submission in Research.gov or Grants.gov
- Multifactor Authentication for Research.gov Sign-in
- Key Account Management Milestones
- Senior/Key Personnel Documents
- Research.gov Proposal Preparation Features & Demo
- Key Proposal Submission Milestones
- How Proposers Check Submitted Proposal Status in Research.gov
- IT Service Desk Reminders & System Maintenance Outages
- Research.gov Proposal Preparation Training Resources
- Information Resources & Contacts for Questions
- Volunteer to Review Proposals for NSF



CAREER Proposals Can Be Submitted in Research.gov or Grants.gov

- Faculty Early Career Development Program (CAREER) Program Solicitation [22-586](#) and [Program page](#)
- **Full proposal deadline:** Wednesday, July 23 (5:00 p.m. **submitting organization's** local time)
- **Full Proposals submitted via Research.gov:** NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG) guidelines apply
- **Full proposals submitted via Grants.gov:** NSF [Grants.gov Application Guide](#) (NSF 24-006) guidelines apply. See the appendix for additional guidance
- [CAREER proposal system-related FAQs](#)



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Home / Funding at NSF / Funding Search / Faculty Early Career Development Program (CAREER) / Solicitation

Active funding opportunity
This document is the current version.

NSF 22-586: Faculty Early Career Development Program (CAREER)

Includes the description of NSF Presidential Early Career Awards for Scientists and Engineers (PECASE)

Program Solicitation

Document Information

Document History

- Posted: April 15, 2022
- Replaces: NSF 20-586

Download the solicitation

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- **Letters of Intent:** Not required
- **Preliminary Proposal Submission:** Not required
- **Full Proposals:**
 - Full Proposals submitted via Research.gov: *NSF Proposal and Award Policies and Procedures Guide* (PAPPG) guidelines apply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.
 - Full Proposals submitted via Grants.gov: *NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov* guidelines apply (Note: The *NSF Grants.gov Application Guide* is available on the Grants.gov website and on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide).

B. Budgetary Information

National Science Foundation
Directorate for Biological Sciences
Directorate for Computer and Information Sciences
Directorate for Earth and Atmospheric Sciences
Directorate for Engineering
Directorate for Education and Human Resources
Directorate for Mathematical and Physical Sciences
Office of International Science and Technology
Office of Policy and Administration
Directorate for Social, Behavioral, and Economic Sciences

Full Proposal Deadline
July 27, 2022
Fourth Wednesday of July



CAREER Proposal Submission Timeline

- NSF strongly encourages Principal Investigators (PIs) and organizations to follow the [Supplementary Proposal Submission Timeline](#) guidance
- Proposals submitted after the deadline will not be accepted or will be returned without review unless the submission meets the special exceptions to NSF's deadline date policy per PAPPG [Chapter I.F.](#)
- Timeline includes both account management and proposal submission milestones and is applicable to CAREER proposals submitted in Research.gov and Grants.gov

https://nsf.gov-resources.nsf.gov/files/proposal_timeline.pdf

Supplementary Proposal Submission Timeline Guidance for Proposers



This supplementary guidance for proposers provides a timeline and walkthrough of the key account management and other milestones that must be completed in order to submit a proposal to the U.S. National Science Foundation. Be sure to aim to complete these milestones early to allow time to resolve any problems in advance of your proposal submission deadline and to avoid high volume delays at the NSF IT Service Desk.

All NSF proposals must be submitted in Research.gov or Grants.gov in accordance with the instructions for the specific funding opportunity. See the [Resources](#) listing at the end of this guide for additional information.

[Guidance Contents](#)

I do not have an NSF ID and a Principal Investigator role to start preparing my proposal.....	page 2
I have an NSF ID but have not signed into Research.gov for an extended period of time.....	page 2
Proposal submission timeline.....	page 3
My organization does not have a SAM Unique Entity ID (UEI) number or has an inactive UEI number.....	page 4
My organization must establish or change the organizational Administrator.....	page 5
My organization needs to register with NSF.....	page 5
My newly registered organization must establish an Authorized Organizational Representative (AOR) to submit proposals	page 5
Resources.....	page 6

[Questions](#)

- For IT system-related questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM Eastern Time; Monday - Friday except federal holidays) or rgov@nsf.gov.
- For [SciENCv](#) technical questions related to the Biographical Sketch and Current and Pending (Other) Support sections of the proposal, please contact the National Institutes of Health (NIH) Help Desk (7:30 AM – 5:30 PM Eastern Time, Monday through Friday except for federal holidays) at NLMSciency@mail.nih.gov or create a ticket at <https://support.nlm.nih.gov/support/create-case/>. The NIH Help Desk cannot be reached by telephone.
- Program-related questions should be directed to the cognizant Program Office.



Multifactor Authentication for Research.gov Sign-in



Multifactor Authentication for Research.gov Sign-in Overview

- NSF implemented mandatory multifactor authentication (MFA) for Research.gov sign-in as of October 2024
- MFA is a layered security measure that requires two or more authentication methods to verify a user's identity
- MFA protects both research community users and NSF
- Users with administrative or financial roles signing into Research.gov with NSF credentials must use a phishing-resistant MFA. Users with a PI role can use a standard MFA
- All users must use MFA each time they sign into Research.gov
- See [Dear Colleague Letter \(NSF 25-011\)](#) and the [About Signing Into Research.gov](#) page for details



Multifactor Authentication for Research.gov Sign-in Part 1

Step 1: Determine how you will sign into Research.gov. Multifactor authentication (MFA) enrollment depends on how you access Research.gov (NSF credentials, organization credentials, or Login.gov credentials)

Research.gov Sign-in Option	MFA Enrollment	Prerequisites
<p>NSF Credentials</p> <ul style="list-style-type: none"> NSF ID + Password NSF Account Primary Email + Password 	<p>Through Research.gov:</p> <ul style="list-style-type: none"> Users must enroll in MFA method in Research.gov See the About Signing Into Research.gov page for a how-to enroll guide and video tutorial for each MFA method 	<ul style="list-style-type: none"> Users with administrative or financial roles must use a phishing-resistant MFA method Other users such as PIs can use a standard MFA method* <p><i>*However, NSF encourages all users to use a phishing-resistant MFA method</i></p>
<p>Organization-Issued Credentials**</p> <p><i>**InCommon Federation participating organizations only</i></p>	<ul style="list-style-type: none"> Through InCommon Federation participating organization Users redirected to sign into their organization and then are redirected back to Research.gov 	<ul style="list-style-type: none"> InCommon organization must enforce MFA for system access on the organization's side NSF account primary email must match organization email
<p>Login.gov Credentials</p>	<ul style="list-style-type: none"> Through Login.gov Users redirected to sign into Login.gov and then are redirected back to Research.gov 	<ul style="list-style-type: none"> Users must use a phishing-resistant MFA in Login.gov NSF account primary email must match registered Login.gov email



Multifactor Authentication for Research.gov Sign-in Part 2

Step 2: Users signing into Research.gov with NSF credentials determine their available MFA options based on their user role in Research.gov.

	User Role	MFA Options Set Up in Research.gov
Phishing-resistant MFA	<p>Users with Administrative or Financial Roles:</p> <ul style="list-style-type: none"> • Administrator • Awardee Preparer • Awardee Certifier • Awardee Financial Representative • Proposed Postdoctoral Fellow • Authorized Organizational Representative (AOR) • Sponsored Projects Officer (SPO) • Foreign Financial Disclosure Report (FFDR) Preparer • View Only (View Reports) 	<ul style="list-style-type: none"> • Passkey • PIN • Fingerprint (biometric) • Facial Recognition (biometric) • Security Key
Standard MFA	<p>Other Users:</p> <ul style="list-style-type: none"> • Principal Investigator (PI) or co-PI Other Authorized User (OAU) • Reviewers (includes <i>ad hoc</i> reviewers, panelists, and other meeting participants) • Graduate Research Fellowship Program (GRFP) Applicant • GRFP Fellow • GRFP Coordinating Official (CO) • GRFP Alternate Coordinating Official (Alt. CO) • GRFP Financial Official (FO) • Users without roles including newly registered users, and Education & Training Application (ETAP) participants 	<ul style="list-style-type: none"> • Google Authenticator • Okta Verify <p><i>Google Authenticator or Okta Verify app must be downloaded and installed to mobile device.</i></p>

Note: Users with administrative or financial roles must use a phishing-resistant MFA. Other users can opt to use a phishing-resistant MFA.



Research.gov MFA Help Resources

Step 3: Users follow the relevant step-by-step guide and video tutorial to enroll in the selected MFA method in Research.gov.

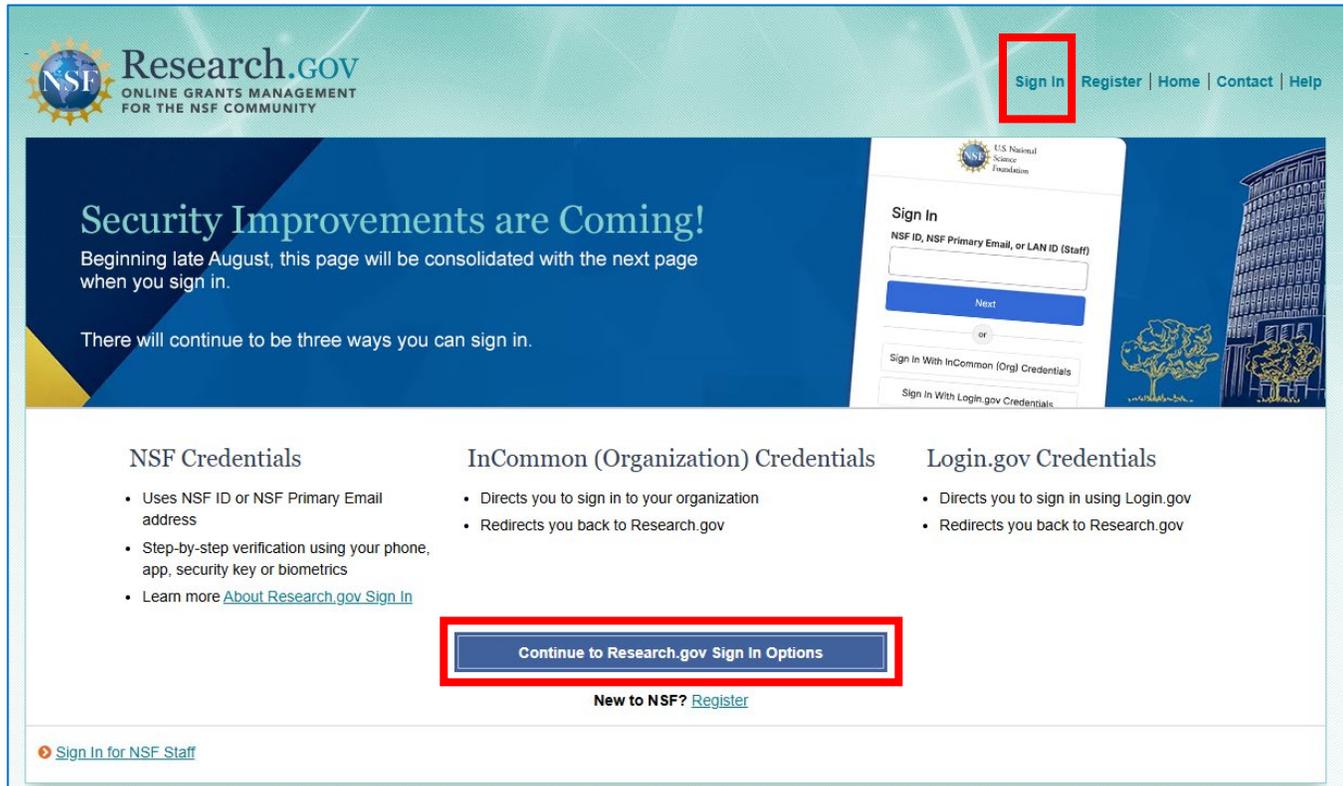
- [MFA Options Overview](#)
- [MFA Quick Reference Guide](#)
- [MFA Frequently Asked Questions](#)
- [About Signing Into Research.gov page](#) resources for each MFA method:
 - How-to guides
 - Video tutorials
 - Physical device and operating system requirements
 - Installation requirements (e.g., Google Authenticator and Okta Verify apps)

Screenshot from [About Signing Into Research.gov page](#)

	Security Methods	How to Guides	Video Tutorials	Requirements			Allows Sign-in from Multiple Devices?
				Physical Devices	Operating System	Installation	
Phishing-resistant MFA	PassKey		 PassKey Tutorial	Mobile device (smartphone or tablet)	<ul style="list-style-type: none"> Windows 10/11 Mac 12/13/14 		Yes
	PIN		 PIN Setup Tutorial	Windows computer with Windows Hello for Business + PIN <i>(PIN option not available on MAC computers)</i>	<ul style="list-style-type: none"> Windows 10/11 		No
	Fingerprint		 Fingerprint Scanning Tutorial	Windows or Mac computer with Windows Hello for Business + Fingerprint reader	<ul style="list-style-type: none"> Windows 10/11 Mac 12/13/14 		No
	Facial Recognition		 Facial Recognition Tutorial	Windows computer with Windows Hello for Business + Built-in Camera <i>(Facial recognition option not available on MAC computers)</i>	<ul style="list-style-type: none"> Windows 10/11 		No
	Security Key		 Security Key Tutorial	Windows or Mac computer with FIDO2 token (e.g., YubiKey)	<ul style="list-style-type: none"> Windows 10/11 Mac 12/13/14 		Yes
MFA	Google Authenticator		 Google Authenticator Tutorial	Mobile device (smartphone or tablet)	<ul style="list-style-type: none"> Android 10+ iOS 16/17 	Google Authenticator app	Yes
	Okta Verify		 Okta Verify Tutorial	Mobile device (smartphone or tablet)	<ul style="list-style-type: none"> Android 10+ iOS 16/17 	Okta Verify app	Yes



Research.gov New User Sign In Page



Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

[Sign In](#) | [Register](#) | [Home](#) | [Contact](#) | [Help](#)

Security Improvements are Coming!

Beginning late August, this page will be consolidated with the next page when you sign in.

There will continue to be three ways you can sign in.

NSF Credentials

- Uses NSF ID or NSF Primary Email address
- Step-by-step verification using your phone, app, security key or biometrics
- Learn more [About Research.gov Sign In](#)

InCommon (Organization) Credentials

- Directs you to sign in to your organization
- Redirects you back to Research.gov

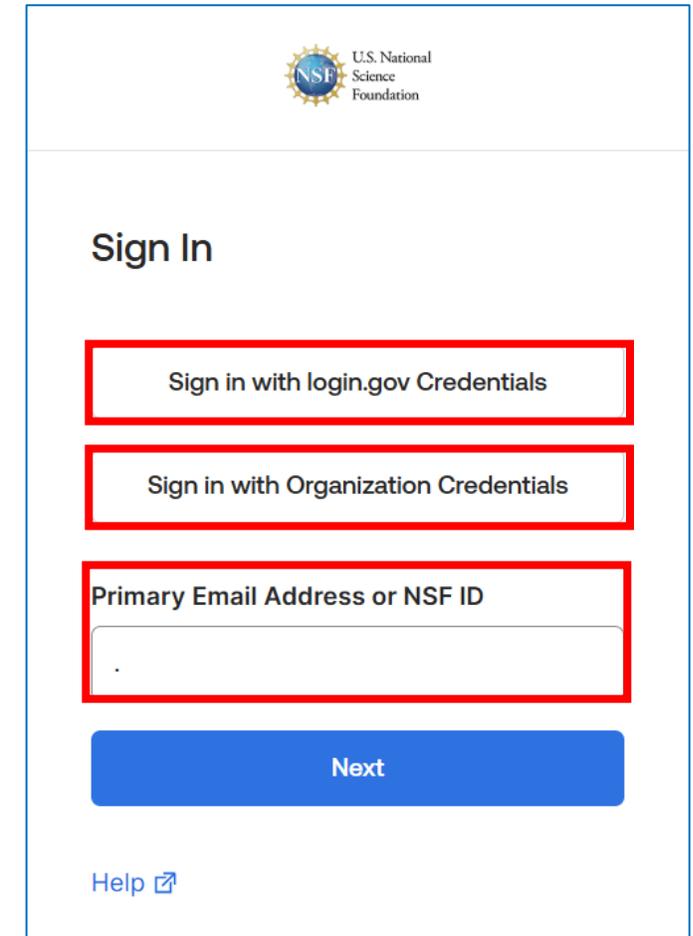
Login.gov Credentials

- Directs you to sign in using Login.gov
- Redirects you back to Research.gov

[Continue to Research.gov Sign In Options](#)

New to NSF? [Register](#)

[Sign In for NSF Staff](#)



U.S. National Science Foundation

Sign In

[Sign in with login.gov Credentials](#)

[Sign in with Organization Credentials](#)

Primary Email Address or NSF ID

[Next](#)

[Help](#)



Research.gov MFA Tips

- Set up MFA as far in advance as possible of CAREER proposal deadline to avoid unexpected MFA enrollment issues. Some issues can take more than one business day to resolve
- There is **no cost** to enroll in MFA in Research.gov. Do not attempt to enroll in MFA with a generic QR scanning app, as these apps may divert users to webpages with payment walls not associated with NSF
- If you are using the Google Authenticator or Okta Verify MFA method, do not delete the app after you set up your MFA method. You will need to use the app each time you sign into Research.gov
- Avoid the NSF IT Service Desk! Many MFA questions are answered in the [MFA Frequently Asked Questions](#), how-to guides, and video tutorials on the [About Signing Into Research.gov page](#)
- If your Research.gov MFA issue will prevent you from submitting your proposal, communicate to the cognizant Program Officer as soon as possible. Provide screenshots of your issue



Contacting the NSF IT Service Desk for Research.gov MFA Assistance

- A screenshot of errors you encounter is helpful so that the IT Service Desk can identify the problem faster
- Additional information to provide to the NSF IT Service Desk:
 - Description of the issue
 - Full name
 - NSF ID
 - Research.gov role (or intended role) at the organization (e.g., PI, AOR, Administrator)
 - Email address that is currently associated to your NSF account or phone number registered to your NSF account If you don't know the email address
 - Organization your NSF account is affiliated with
 - Proposal deadline, program solicitation number, and your proposal number



Before You Can Prepare Your Proposal in
Research.gov or Grants.gov



CAREER Proposal Submission Timeline: Account Management Milestones

- Organizations must be registered with NSF to submit proposals to NSF in Research.gov or Grants.gov
- Before a **new** organization can register with NSF, it must first register in the System for Award Management (SAM) and obtain a SAM-issued Unique Entity ID (UEI)
- Refer to [Supplementary Proposal Submission Timeline](#) guidance pages 4-5 for additional information and resource links

Key Milestone Summary – Registering a New Organization

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
15 business days	Tuesday, July 1, 2025	✓ New organization registers in SAM and obtains a SAM UEI (<i>Administrator role</i>)
15 business days	Tuesday, July 1, 2025	✓ New organization checks SAM.gov to see if registration is active (<i>Administrator role</i>)
15 business days	Tuesday, July 1, 2025	✓ New organization registers with NSF (<i>Administrator role</i>)



CAREER Proposal Submission Timeline: Account Management Milestones (cont'd)

- To apply to the CAREER program, a proposer must have an NSF account (NSF ID) in Research.gov and an organization-approved PI role affiliated with an organization registered with NSF. This requirement is also applicable to Grants.gov proposers
- Grants.gov proposers must have both an NSF account (NSF ID) **and** a Grants.gov account
 - Proposers who previously submitted a postdoctoral fellowship proposal to NSF in Grants.gov or registered as an unaffiliated individual in their Grants.gov account can inadvertently attempt to apply to the CAREER program as an individual unless their Grants.gov account profile is updated. NSF CAREER proposals cannot be submitted by an individual
 - Grants.gov proposers should contact Grants.gov to update their Grants.gov account profile as necessary before starting their CAREER proposal to ensure that they are not applying as an individual
- Authorized Organizational Representative (AOR) submits the proposal to NSF. This requirement also applies to proposals submitted via Grants.gov
- Refer to [Supplementary Proposal Submission Timeline](#) guidance page 2 for additional information and resource links

Key Milestone Summary – NSF Account and User Roles

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
15 business days	Tuesday, July 1, 2025	✓ Users with existing NSF accounts confirm their account (NSF ID) is active and does not have any account issues (e.g., suspended or is in danger of being suspended due to multiple accounts associated with one email address) (PI and AOR roles)
15 business days	Tuesday, July 1, 2025	✓ New users (prospective PIs) register for an NSF account and request a PI role (PI role)
10 business days	Wednesday, July 9, 2025	✓ PI role request approved by organization's Administrator (Administrator role)



Senior/Key Personnel Documents



CAREER Proposal Submission Timeline: Senior/Key Personnel Documents

- Senior/key personnel documents must be submitted for each individual identified as a senior/key person on the proposal. See [Documents Required for Senior Personnel](#), PAPPG [Exhibit II.3](#), and PAPPG [Chapter II.D.2.h](#).
- Senior/key personnel documents:
 - **Biographical Sketch** (Create and download in [SciENcv](#))
 - **Current and Pending (Other) Support** (Create and download in [SciENcv](#))
 - **Collaborators and Other Affiliations** ([Download COA template](#) and edit in Microsoft Excel)
 - **Synergistic Activities** (Upload one-page PDF. This document is not created in SciENcv)
- Synergistic Activities section was removed from the Biographical Sketch. This information must be uploaded as a separate document in Research.gov and Grants.gov. See PAPPG [Chapter II.D.2.h\(iv\)](#)
- Policy-related questions regarding the content of the senior/key personnel documents should be directed to policy@nsf.gov
- Refer to [Supplementary Proposal Submission Timeline](#) guidance page 3

Key Milestone Summary – Senior/Key Personnel Documents

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Wednesday, July 9, 2025	✓ Prepare Senior/Key Personnel documents (<i>All individuals designated as a senior/key person on the proposal</i>)



Biographical Sketch and Current and Pending (Other) Support

- Use of [SciENCv](#) is mandatory for preparation of the Biographical Sketch and Current and Pending (Other) Support proposal sections
- Research.gov and Grants.gov **ONLY** accept the current version of the Biographical Sketch and Current and Pending (Other) Support documents prepared in SciENCv. Attempting to upload a prior SciENCv version or the NSF fillable PDF will generate a compliance error message preventing proposal submission
- Current version of Biographical Sketch has “SCV Biographical Sketch v.2024-1” in the document footer
- Current version of Current and Pending (Other) Support has “SCV C&P(O)S v.2024-1” in the document footer



SciENcv Training Resources

- [NSF Biographical Sketch video tutorial](#)
- [NSF Current and Pending \(Other\) Support video tutorial](#)
- [SciENcv Help Manual with NSF-specific sections](#) (includes screenshots and step-by-step instructions)
- [Using SciENcv Frequently Asked Questions](#)
- Implementing the Common Forms for the Biographical Sketch and Current and Pending (Other) Support ([April 2024 NSF/NIH webinar with SciENcv demo](#))



Research.gov Proposal Preparation Features & Demo



Research.gov Proposal Preparation Features

Features to help reduce proposal preparation administrative burden and to minimize return without review proposals due to some formatting issues:

- Intuitive and dynamic interfaces that provide only relevant proposal preparation options
- Inline help features
 - Information tool tips indicated by the blue information icon: 
 - Links labeled "key" in column headers which open a window to explain the statuses used in the column
 - Links to applicable [Proposal & Award Policies & Procedures Guide](#) (PAPPG) sections
 - Links to Frequently Asked Questions (FAQs)
 - Links to video tutorials
- Fast document uploads and immediate feedback within each proposal section and for each document upload
- Expanded [automated compliance checking](#) utilizing error messages (stopping proposal submission) and warning messages (allowing proposal submission)
 - Currently ~200 automated compliance checks in Research.gov for full proposals
 - Specific, actionable error and warning messages
- PDF uploads are not altered



Research.gov Proposal Document Upload Reminders

Fonts

- Compliant fonts per PAPPG:
 - Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger
 - Times New Roman at a font size of 11 points or larger
 - Computer Modern family of fonts at a font size of 11 points or larger

Line Spacing Warnings

- Per PAPPG, there should be no more than six lines of text within a vertical space of one inch
- Some known Research.gov line spacing issues with documents originating in LaTeX. Please refer to <https://github.com/nsf-open/nsf-proposal-latex-samples> for information on how to resolve
- Some known Research.gov issues with documents using Arial font size 10. Issues do not appear for font sizes Arial 10.5 and Arial 11



Research.gov Proposal Document Upload Reminders (cont'd)

URL Errors

- Per PAPPG, URLs must not be used in the Project Description
- Hidden or embedded URLs can be prevalent when using citations. Proposers should also search for "www" or "http" text

Resources for More Information

- [Uploading Documents](#) FAQs on the Research.gov [About Proposal Preparation and Submission](#) page
- [Automated Compliance Checking of NSF Proposals](#) page



Research.gov Proposal Preparation Demo

- Proposal Setup Wizard
- Proposal Main Page
 - Changing Proposal Duration on Cover Sheet
- Document Upload and Compliance Error/Warning Messages
 - Uploading Departmental Letter to Other Supplementary Documents Section
- Senior/Key Personnel Documents
- Budget



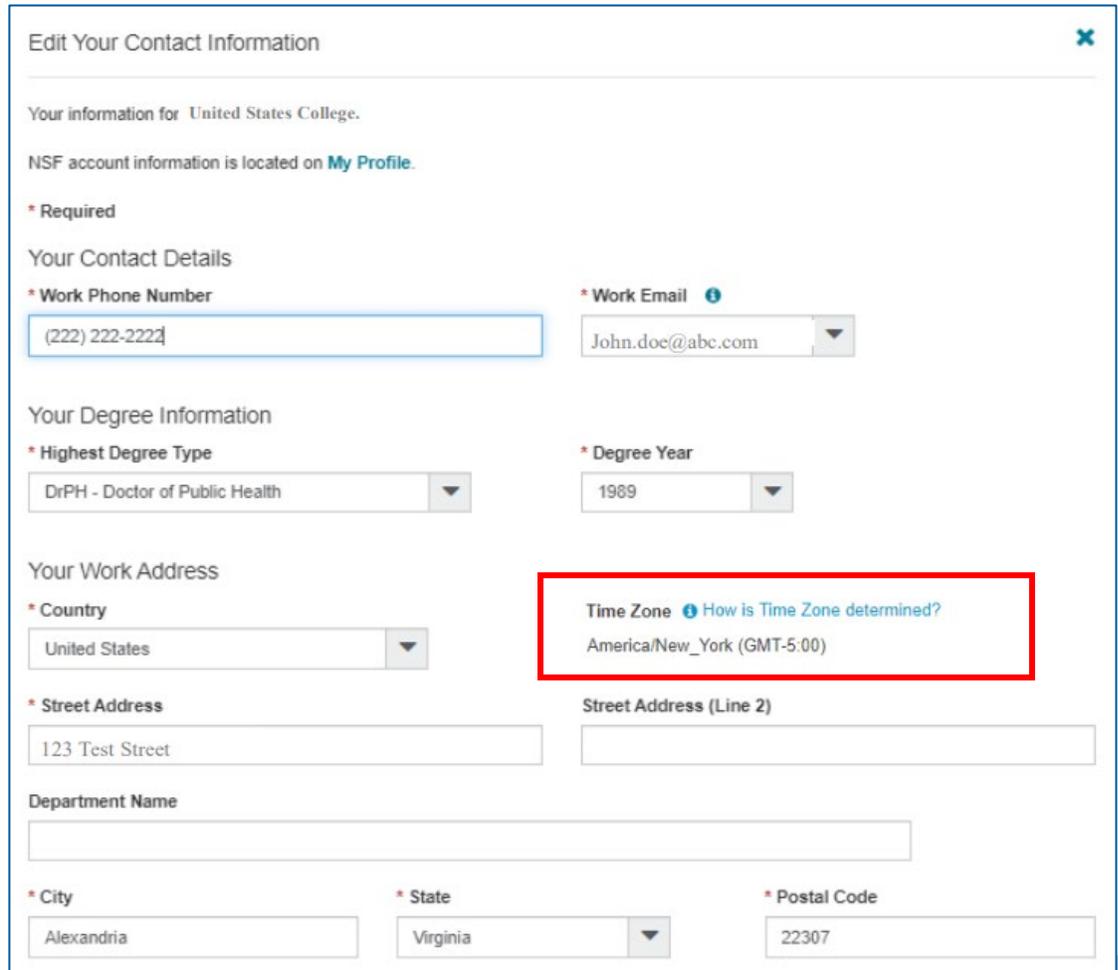
CAREER Proposal Submission



How Time Zone Is Determined for Proposal Submission

- The 5:00 PM submission time is determined by the **submitting organization's time zone**, not the PI's individual working location
- PIs can view their organization's time zone by signing into Research.gov
 - Select My Profile at the top of the screen
 - Select View My Roles
 - Choose the organization
 - Select Edit Your Contact Info to view Time Zone field

Note: A request for a proposal file update will automatically be accepted if submitted prior to the due date. A proposal file update can be initiated by individuals with a PI, SPO, or AOR role.



Edit Your Contact Information

Your information for United States College.

NSF account information is located on [My Profile](#).

* Required

Your Contact Details

* Work Phone Number
(222) 222-2222

* Work Email
John.doe@abc.com

Your Degree Information

* Highest Degree Type
DrPH - Doctor of Public Health

* Degree Year
1989

Your Work Address

* Country
United States

Time Zone [How is Time Zone determined?](#)
America/New_York (GMT-5:00)

* Street Address
123 Test Street

Street Address (Line 2)

Department Name

* City
Alexandria

* State
Virginia

* Postal Code
22307



CAREER Proposal Submission Timeline: Submission Milestones

- Proposers are **strongly** encouraged to submit their CAREER proposals well in advance of the deadline to allow time to correct any problems that may occur in the submission process and to avoid high-traffic delays at the NSF IT Service Desk
- A request for a proposal file update will automatically be accepted if submitted prior to the deadline date. A proposal file update can be initiated by individuals with a PI, SPO, or AOR role.
- Refer to [Supplementary Proposal Submission Timeline](#) guidance page 3 for additional information and resource links

Key Milestone Summary – Proposal Submission

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Wednesday, July 9, 2025	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEI are active (<i>Administrator role</i>)
5 business days	Wednesday, July 16, 2025	✓ Submit CAREER proposal through Grants.gov (<i>AOR role</i>)
3 business days	Friday, July 18, 2025	✓ Submit CAREER proposal through Research.gov (<i>AOR role</i>)
0 business days	Wednesday, July 23, 2025 (5:00 p.m. submitting organization's local time)	<p>✓ Proposals are due by 5:00 p.m. submitting organization's local time</p> <p>Proposals submitted in Research.gov after the deadline will not be accepted or will be returned without review unless the submission meets the special exceptions to NSF's deadline date policy per PAPPG Chapter I.F.</p> <p>Proposals submitted in Grants.gov prior to the deadline but received or processed at NSF after the deadline will not be accepted or will be returned without review unless the submission meets the special exceptions to NSF's deadline date policy per PAPPG Chapter I.F.</p>



Grants.gov Proposal Submission



Grants.gov Proposal Processing in Research.gov Informational Resource

- [Grants.gov Proposal Processing in Research.gov](#) page
- When submitting via Grants.gov, NSF recommends proposers initiate proposal submission at least **five** business days in advance of a deadline to allow adequate time to address NSF compliance errors and resubmissions by 5:00 p.m. submitting organization's local time on the deadline. However, CAREER proposers may consider submitting proposals in Grants.gov up to **nine** business days before the CAREER proposal submission deadline due to the high volume of expected submissions
- Grants.gov proposals must pass all NSF pre-check and post-check validations in order to be accepted by Research.gov at NSF
- Some errors cannot be corrected in Grants.gov. Once a proposal passes pre-checks but fails any post-check, the proposer can only correct and submit their in-progress proposal in Research.gov
- Receiving a Grants.gov Agency Tracking Number does not mean the proposal was successfully accepted by NSF

https://www.research.gov/common/attachment/Common/Grants_govProposal Processing in Research.pdf

Grants.gov Proposal Processing in Research.gov
(As of July 11, 2023)

National Science Foundation (NSF) proposals submitted via Grants.gov must pass through multiple checks before they are processed in Research.gov. Grants.gov proposals must pass all NSF pre-check and post-check validations in order to be accepted by Research.gov at NSF.

When submitting via Grants.gov, NSF strongly recommends applicants initiate proposal submission at least five business days in advance of a deadline to allow adequate time to address NSF compliance errors and resubmissions by 5:00 p.m. submitter's local time on the deadline. Please note, some errors cannot be corrected in Grants.gov. Once a proposal passes pre-checks but fails any post-check, an applicant can only correct and submit their in-progress proposal in Research.gov. There is no grace period for Grants.gov proposals and receiving a Grants.gov Agency Tracking Number does not mean the proposal was successfully accepted by NSF.

Research.gov Pre-check and Post-check Validations

- **Pre-check Validations:** The list of Grants.gov proposal pre-check validations is posted on the NSF.gov Automated Compliance Checking of NSF Proposals page. Proposal corrections must be made in the source system (Grants.gov or System-to-System) and then resubmitted in Grants.gov.



- **Post-check Validations:** The post-check validations include the Research.gov automated compliance checks for the full proposal submission type posted on the NSF.gov Automated Compliance Checking of NSF Proposals page. Proposal corrections must be made in Research.gov and then resubmitted in Research.gov.



Guidance and Training Resources

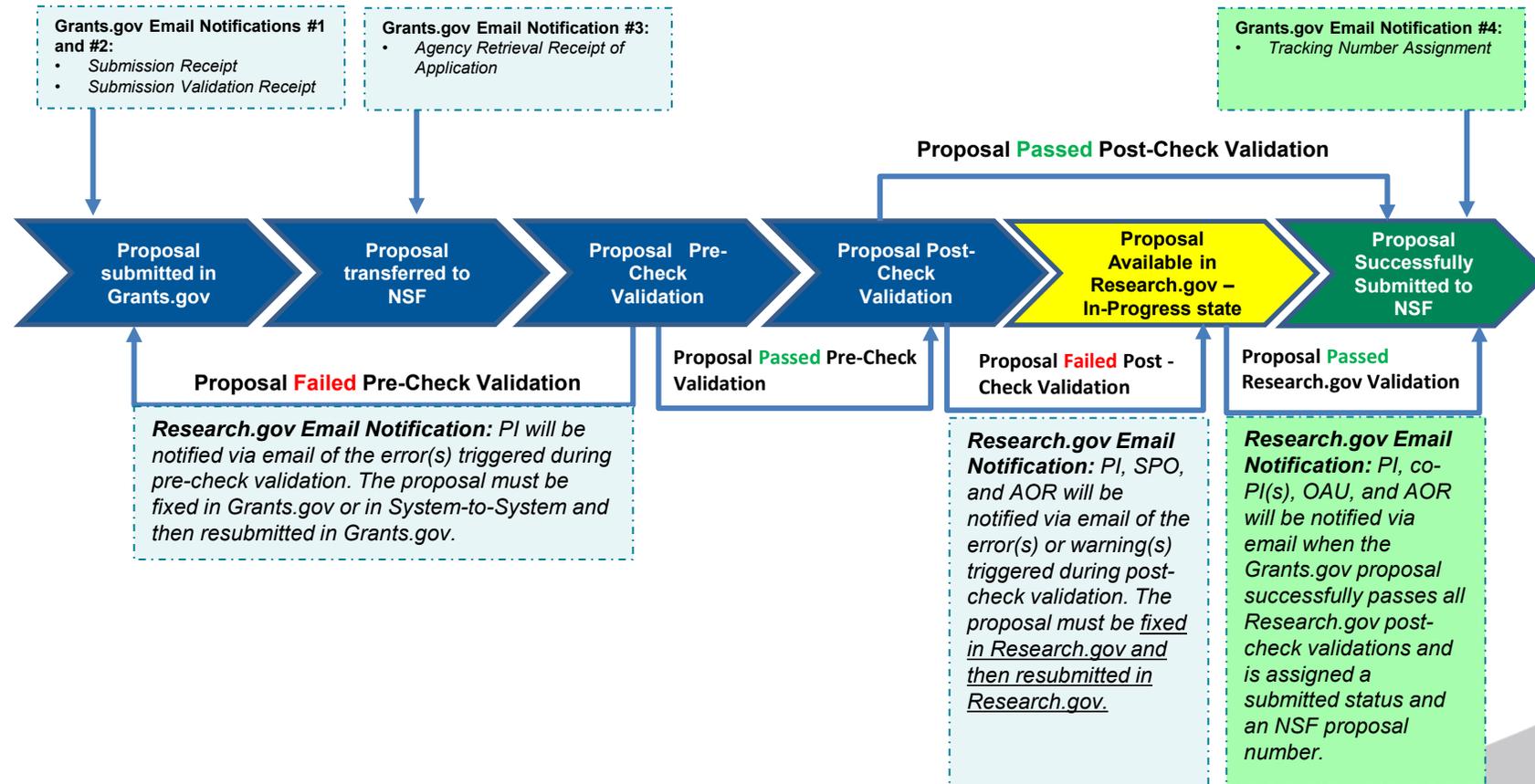
- NSF Grants.gov Application Guide developed to assist proposers in the preparation and submission of proposals to NSF
- Grants.gov Proposal Processing in Research.gov how-to guide including an overview of the entire process and example Grants.gov and Research.gov confirmation emails for proposal submissions via Grants.gov
- Grants.gov Submitted Proposals Frequently Asked Questions (FAQs) on the Research.gov About Proposal Preparation and Submission page
- Research.gov About Proposal Preparation and Submission page to access Research.gov proposal FAQs, how-to guides, and video tutorials
- Research.gov Proposal Preparation Demo Site to check compliance of uploaded proposal documents in Research.gov. See the demo site FAQs on the Research.gov



Grants.gov Proposal Submission Process

- Proposals submitted via Grants.gov must pass through multiple systems for processing
- Each Grants.gov proposal successfully submitted to NSF triggers **four** Grants.gov confirmation emails and **one** Research.gov confirmation email. Additional Research.gov emails requiring action by the proposer are possible
- Grants.gov proposals must pass all Research.gov pre-check and post-check validations and be successfully submitted to NSF by 5:00 p.m. submitting organization's local time on Wednesday, July 23
- [Grants.gov Proposal Processing in Research.gov](#) how-to guide

Overview of Grants.gov Proposal Processing in Research.gov



Note: See the appendix for example notification email screenshots.



Grants.gov Proposal Submission: Grants.gov Confirmation Emails

After a proposal is submitted to NSF in Grants.gov, four Grants.gov confirmation emails will be sent to the PI:

- 1. *Submission Receipt***
- 2. *Submission Validation Receipt***
- 3. *Agency Retrieval Receipt of Application***

If the three Grants.gov confirmation emails listed above are not received within 10 minutes after submitting the proposal in Grants.gov, the PI should call the NSF IT Service Desk at 800-381-1532 for assistance.

The fourth Grants.gov confirmation email is sent to the PI after the proposal has been successfully submitted to NSF and a proposal number is assigned. The proposal has not been successfully accepted by NSF until the PI receives the Research.gov confirmation email

- 4. *Tracking Number Assignment***

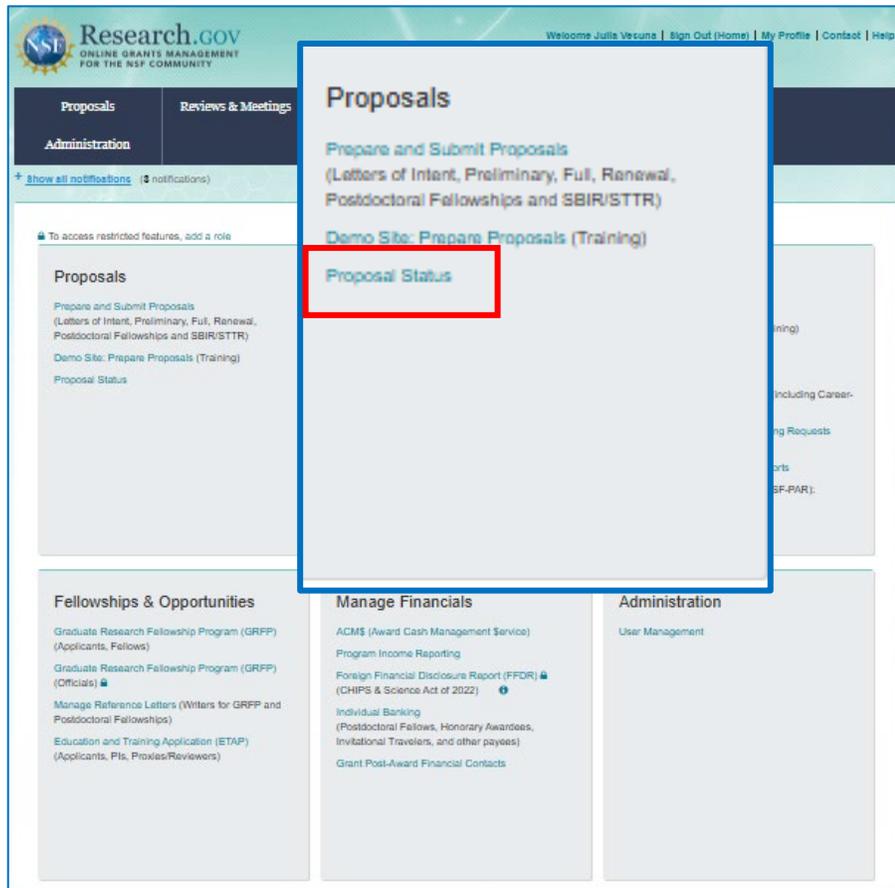
Note: See the appendix for example notification email screenshots.



How Proposers Check Submitted Proposal Status in Research.gov Overview



How Proposers Check Submitted Proposal Status in Research.gov



- Within 24 hours of proposal submission in Research.gov (including proposals submitted via Grants.gov and processed in Research.gov), the proposal will be listed on the Research.gov Proposal Status page
- Proposers can access the Proposal Status page using the Proposal Status link under Proposals on the Research.gov homepage after signing in
- If proposers do not see a submitted proposal listed on the Proposal Status page after 24 hours, the proposer should contact the NSF IT Service Desk at 1-800-381-1532 for assistance. The NSF IT Service Desk is available by phone from 7:00 AM to 9:00 PM ET Monday - Friday except federal holidays or email to rgov@nsf.gov
- In addition, proposal reviews and if applicable, the panel summary, context statement, and site visit report will be available on the Proposal Status page using the Proposal Status link



IT Service Desk Reminders & System Maintenance Outages



IT Service Desk Reminders

- For IT system-related and technical questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 a.m. - 9:00 p.m. Eastern Time; Monday - Friday except federal holidays) or rgov@nsf.gov
- Keep track of your NSF IT Service Desk ticket number and save all emails to/from the NSF IT Service Desk about your issue
 - If you email the NSF IT Service Desk, it could take more than one business day for a ticket number depending on NSF IT Service Desk volume
 - If the issue is urgent, NSF recommends calling the NSF IT Service Desk to get a ticket number
- Some issues do not have quick turnaround times to resolve. Please do not wait until the July 23rd deadline to request NSF account reconciliation
- For [SciENCv](#) technical questions related to Biographical Sketch and Current and Pending (Other) Support documents, please contact the National Institutes of Health (NIH) Help Desk (7:30 a.m. – 5:30 p.m. Eastern Time, Monday through Friday except for federal holidays) via email at NLMSciencv@mail.nih.gov or create a ticket at <https://support.nlm.nih.gov/support/create-case/>. The NIH Help Desk cannot be reached by telephone
- For program-specific questions, please contact the Program Officer of the program to which you are interested in applying. Division CAREER contacts are listed at <https://www.nsf.gov/crssprgm/career/contacts.jsp>. If you need help with programs, please contact the CAREER Coordinating Committee at ccc-nsf@nsf.gov



System Maintenance Outages

- NSF performs regular system maintenance over the weekends which *may* impact services
 - Typical maintenance outage window is Friday night to Saturday morning
 - Please review the advisories at the top of on the [Research.gov](https://www.research.gov) homepage prior to the weekend for outage hours and details
- Maintenance will occur the weekend before the July 23rd deadline—*plan accordingly!*
 - Maintenance on the night of Friday, July 18 with Research.gov outages expected until the morning (typically 8:00 a.m.) of Saturday, July 19
 - Sometimes the system outage windows must be extended due to unforeseen circumstances

Key Milestone Summary – Proposal Submission



Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
10 business days	Wednesday, July 9, 2025	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEI are active
Research.gov Maintenance Outage Window	July 11 p.m. – July 12 a.m.	(Check posted advisory for specific outage window)
5 business days	Wednesday, July 16, 2025	✓ Submit CAREER proposal through Grants.gov
3 business days	Friday, July 18, 2025	✓ Submit CAREER proposal through Research.gov
Research.gov Maintenance Outage Window	July 18 p.m. – July 19 a.m.	(Check posted advisory for specific outage window)
0 business days	Wednesday, July 23, 2025 (5:00 p.m. submitting organization's local time)	✓ Proposals are due by 5:00 p.m. submitting organization's local time. Proposals submitted after the deadline will not be accepted or will be returned without review.



Research.gov Proposal Preparation Demo Site and Training Resources



Research.gov Proposal Preparation Demo Site

- Demo site can be used to explore preparing proposals and to check compliance of uploaded proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch)
- 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. Proposal submission capability is disabled
- See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page for information on demo site access and features

Research.gov Demo Site: Proposal Preparation Homepage

Proposals Preparation Demo Site

Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

DEMO

Demo user: Principal Investigator (PI)
< Return to Research.gov

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 renewals).
Prepare New

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

<https://web.demo.research.gov/proposalprep/#/proposal-prep> (User will be prompted to sign into Research.gov if not already signed in)

Note: See the appendix for demo site tips.



Research.gov About Proposal Preparation and Submission Page Training Resources

<https://www.research.gov/research-web/content/aboutpsm>

- **FAQs by topic including:**
 - [Uploading Documents](#) topic for document formatting FAQs
 - [Proposal Sections](#) topic for Cover Sheet and budget FAQs
- **How-to Guides (see <https://www.research.gov/research-web/content/aboutpsm#howtoguides> for full list of guides)**
 - [Initiating a New Proposal](#)
 - [Adding or Removing an OAU](#)
 - [Sharing Proposal and Proposal File Update/Budget Revision Access with SPO/AOR](#)
 - [Entering Proposal Budgets](#)
 - [Adding or Removing Collaborators and Other Affiliations](#)
 - [Submitting Letters of Intent and Proposals](#)
 - [Preparing Proposal File Updates](#)
 - [Preparing Budget Revisions](#)
 - [Submitting Proposal File Updates/Budget Revisions](#)
 - [Preparing Updated Current and Pending \(Other\) Support](#)

About Proposal Preparation and Submission

The Research.gov Proposal Submission System modernizes proposal preparation and submission capabilities by improving the user experience while also reducing administrative burden through an intuitive interface and expanded automated proposal compliance checking. NSF transitioned all preparation and submission functionality from FastLane to Research.gov, and FastLane proposal preparation and submission functions were turned off on September 30, 2023. Please see the FastLane Decommissioning page for additional information. All NSF proposals must be submitted in Research.gov or Grants.gov in accordance with the instructions for a specific funding opportunity.

Proposals submitted via Grants.gov are processed in Research.gov. See the Grants.gov Proposal Processing in Research.gov page and Grants.gov Proposal Processing in Research.gov how-to guide for additional information. When submitting via Grants.gov, NSF strongly recommends proposers initiate proposal submission **at least five business days** in advance of a deadline to allow adequate time to address NSF compliance errors and resubmissions by 5:00 p.m. submitting organization's local time on the deadline. Please note that some errors cannot be corrected in Grants.gov. Once a proposal passes pre-checks but fails any post-check, the proposer can only correct and submit the in-progress proposal in Research.gov.

Access the Research.gov Proposal Submission System

Explore the Research.gov Proposal Preparation Demo Site (User prompted to sign in to Research.gov if not already signed in.)

Research.gov Proposal Preparation Benefits

- Fast and easy proposal setup wizard to find funding opportunities and initiate a proposal
- Quick process to share proposal access with administrative staff. Expanded compliance checking (View Research.gov compliance checks (C))
- Expanded compliance checking (View Research.gov compliance checks)
- Immediate compliance feedback in each proposal section
- Unaltered PDF uploads
- Minimized return without review of proposals due to compliance issues
- On-screen references to relevant sections of the Proposal & Award Policies & Procedures Guide (PAPP3)
- Better management of personnel and subawards
- Improved performance and less system downtime

Help NSF Continue to Refine the Research.gov Proposal Submission System

NSF wants your feedback! Vital feedback from the community helps ensure the system is working as intended and to identify areas of improvement.

Ways to provide feedback and stay informed:

- Send feedback to NSF via the Research.gov's Feedback page
- Join the NSF System Updates listserve! Sign up to receive Research.gov updates by sending a blank email to system_updates_subscribe-request@listserv.nsf.gov

Contacts for Questions

- For program-specific questions, please contact the cognizant NSF Program Officer
- For NSF technical questions or immediate assistance, please contact the NSF IT Service Desk 7:00 AM – 9:00 PM Eastern Time, Monday through Friday (except for federal holidays):
 - **Email** the NSF IT Service Desk at rgov@nsf.gov
 - **Call** the NSF IT Service Desk at **1-800-251-1622**
- For SCIEncv technical questions or immediate assistance related to the Biographical Sketch and Current and Pending (Other) Support proposal sections, please contact the National Institutes of Health (NIH) Help Desk 7:30 AM – 5:30 PM Eastern Time, Monday through Friday (except for federal holidays):
 - **Email** the NIH Help Desk at NIHMSciencv@mail.nih.gov

Research.gov supports preparation and submission of all submission types (letters of intent, preliminary proposals, and full proposals) as well as all proposal types:

- Research
- Planning*
- RAPID
- EAGER
- RAISE
- GOALI
- Ideas Lab
- FA/ED
- Conference
- Equipment
- Travel
- Center
- Research Infrastructure
- Postdoctoral Fellowship**
- Small Business Innovation Research Program (SIRI)*
- Small Business Technology Transfer Program (STTR)*

*Proposal preparation and submission not supported in Grants.gov

**Preparation and submission of proposals with reference letter requirements not supported in Grants.gov

Both single submission and collaborative proposals are supported. View all supported features on the Proposal Submission Capabilities page.



Resources for LaTeX Users

- Open-source repository of compliant LaTeX/TeX sample input/output files for LaTeX/TeX users to reference for their own documents
- Repository link: <https://github.com/nsf-open/nsf-proposal-latex-samples>



Information Resources & Contacts for Questions



Information Resources

- Join our NSF **System Updates listserv** to receive the latest Research.gov system enhancement information! Sign up by sending a blank email to: system_updates-subscribe-request@listserv.nsf.gov
- [Automated Compliance Checking of NSF Proposals](#) page
- [CAREER proposal system-related FAQs](#)
- [Grants.gov Maintenance Calendar](#)
- [Grants.gov Proposal Processing in Research.gov](#) page
- NSF [Biographical Sketch](#) and [Current and Pending \(Other\) Support](#) pages
- NSF [Grants.gov Application Guide](#) (NSF 24-006)
- NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG) (NSF 24-1)
- Research.gov [About Account Management](#) page
- Research.gov [About Proposal Preparation and Submission](#) page
- Research.gov [Proposal Preparation Demo Site](#) (*User will be prompted to sign into Research.gov if not already signed in*)
- Resources for LaTeX Users: <https://github.com/nsf-open/nsf-proposal-latex-samples>
- [SciENCv](#) (for preparation of Biographical Sketch and Current and Pending (Other) Support documents)
- [Supplementary Proposal Submission Timeline](#) guidance



Contacts for Questions



Ask Early, Ask Often!

- For **program-specific questions**, please contact the Program Officer of the program to which you are interested in applying. Division CAREER contacts are listed at <https://www.nsf.gov/crssprgm/career/contacts.jsp>. If you need help with programs, please contact the CAREER Coordinating Committee at ccc-nsf@nsf.gov
- For **IT system-related questions or technical questions**, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 a.m. - 9:00 p.m. Eastern Time; Monday - Friday except federal holidays) or rgov@nsf.gov
- For **SciENCv technical questions**, please contact the NIH Help Desk (7:30 a.m. – 5:30 p.m. Eastern Time, Monday through Friday except for federal holidays) via email at NLMSciencv@mail.nih.gov or create a ticket at <https://support.nlm.nih.gov/support/create-case/>. The NIH Help Desk cannot be reached by telephone
- **Policy-related questions** should be directed to policy@nsf.gov



Volunteer to Review Proposals for NSF Overview



Volunteer to Review Proposals for NSF

- Researchers can now join NSF's reviewer pool using the [Volunteer to Review](#) feature without being invited by program staff to join a panel or complete an *ad hoc* review
- Complete the one-time [Volunteer to Review](#) process in Research.gov to provide your Reviewer Profile including identifying areas of expertise to be eligible to review if requested by NSF staff
- Use NSF's Volunteer to Review process if you have never reviewed for NSF and would like to be considered for future review activities or if you reviewed for NSF on or before March 24, 2023. If you completed the one-time process to provide reviewer profile information in Research.gov after March 24, 2023, then you are already part of NSF's reviewer pool and do not need to complete the Volunteer to Review process
- See the [Reviewing for the National Science Foundation page](#) and the [How to Volunteer to Review Proposals for NSF tip sheet](#) for details
- As a reviewer, your experience and up-to-date knowledge provides helpful recommendations to NSF Program Officers
- Reviewers benefit from reviewing and serving on panels by:
 - Meeting colleagues and NSF Program Officers managing programs related to their interests
 - Discovering strategies to write strong proposals
 - Gaining first-hand knowledge of the peer review process
 - Learning about the common nuances of proposals

Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

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show all notifications notifications

Reviewing for the National Science Foundation

Learn more about Reviewing at NSF
Integration of Reviewers into Research.gov
Why You Should Volunteer to Serve As An NSF Reviewer (NSF.gov)
Merit Review Process
Proposal and Award Policies and Procedures Guide (PAPPG)
How to Volunteer to Review

Volunteer Now

Become a Peer Reviewer to Benefit Science and You!

The success of the peer review process, which enables NSF to make wise investments in all fields of science and engineering research and education, depends on the willingness of qualified reviewers like you to share your time and expertise.

Review Activities and Time Commitment

NSF reviewers may evaluate proposals through an ad hoc review, or through a panel, which may be virtual or in-person at the NSF. Depending on the exact review activity, the entire process may involve a time commitment of up to 40 hours. In general, you should plan for at least 5-10 days to dedicate per NSF review.

Qualify to Become a Reviewer

Selected reviewers are considered subject matter experts in their fields, and usually have advanced degrees (Ph.D., M.D., etc.), along with substantial research experience in academia, government, industry. To become a reviewer for NSF, sign into Research.gov and visit Volunteer to Review. If this is your first visit to Research.gov, register for an account. Then you can [Volunteer to Review](#).

What Happens After I Sign Up?

After you have completed the one-time Volunteer to Review process, you will receive an invitation to participate in a review based on your qualifications. If selected, you may need to complete NSF administered training on the review process. You will then receive email communications from NSF about next steps.



Thank you for your participation today!



Appendix



Post-Review: Current and Pending (Other) Support Update Requests

- Cognizant NSF Program Officer will request that an updated version of Current and Pending (Other) Support be submitted for all senior/key personnel named on the proposal prior to making a funding recommendation
- SciENcv will produce an NSF-compliant PDF version
- AOR submits the updated document using the Research.gov budget revision feature for each individual named as senior/key personnel on the submitted proposal
- See the [Preparing Updated Current and Pending \(Other\) Support](#) how-to guide for step-by-step instructions

The screenshot displays the Research.gov interface for a user named Alan G. Alphaman. The main content area is titled 'Senior Personnel Documents' and contains a message: 'Upload a Current and Pending Support document that is accurate, current, and complete for each individual below. Biographical Sketch and Collaborators & Other Affiliations documents cannot be updated at this time.' Below this message is a table with columns for 'Personnel Name', 'Role', and 'Organization'. The table lists Alan G. Alphaman as the Principal Investigator at the National Science Foundation. Underneath, there is a table of documents with columns for 'Documents', 'Last Updated', and 'Compliance Status [Key]'. The 'Current and Pending Support' document is highlighted with a green box and shows a status of 'Document unavailable for check'. A red arrow points to the 'Senior Personnel Documents' link in the sidebar.

Personnel Name	Role	Organization
Alan G Alphaman	Principal Investigator	National Science Foundation

Documents	Last Updated	Compliance Status [Key]
Biographical Sketch	12/02/2022 11:15 AM EST	No issue(s) found
Current and Pending Support		Document unavailable for check
Collaborators and Other Affiliations (Single Copy Document)	12/02/2022 11:15 AM EST	No issue(s) found



Post-review: Current and Pending (Other) Support Update Requests (cont'd)

- Current and Pending (Other) Support update documents cannot be edited or corrected after submission. Research.gov does not allow resubmission
- Research.gov reminders for Current and Pending (Other) Support updates:
 - If a Program Officer has initiated a Current and Pending (Other) Support update request, a budget revision cannot be initiated by the PI. The Current and Pending (Other) Support update must be completed first and then a budget revision can be started by the PI
 - If the PI has already started a budget revision when the Current and Pending (Other) Support update is initiated by the Program Officer, the in-progress budget revision must be deleted so that the Current and Pending (Other) Support update can be completed and submitted
 - If a budget revision has already been submitted, a Current and Pending (Other) Support update cannot be submitted on the same day to allow time for processing



Show all notifications (2 notifications)

Learn how to deposit publications in the NSF Public Access Repository (NSF-PAR). We'll walk you through the process in this short video!

Watch Tutorial Video

- Prepare & Submit Proposals**
Prepare, submit and check status of proposals
 - Prepare new or existing proposals
 - Check Proposal Status**FASTLANE PROPOSAL FUNCTIONS**
 - Additional proposal functions
- Proposal/ Panel Review**
Review proposals, participate in panels
FASTLANE PROPOSAL REVIEW
 - Proposal Review**FASTLANE PANEL REVIEW**
 - Panelist Functions
- Awards & Reporting**
Submit project reports, notifications & requests
 - Project Reports
 - Deposit Public Access Publication
 - Example Project Reports (Demo site)
 - Notifications & Requests**FASTLANE AWARD FUNCTIONS**
 - Additional award functions
- Fellowships & Honorary Awards**
Nominate colleagues, apply for awards
 - Graduate Research Fellowship Program (GRFP)
 - Postdoctoral Fellowships and Other Programs
 - Honorary Awards

- Manage Financials**
View balances and submit cash requests
 - Submit or manage payment transactions
 - More about ACMS
 - Program Income Reporting
- Administration**
Manage your account and user roles
 - User Management**FASTLANE ORGANIZATION MANAGEMENT**
 - Research Administration
- NSF Award Highlights**
 - Explore Scholarly p Public Access Re
 - Search awards

Research.gov National Science Foundation

- About Services
 - Account Management
 - Award Cash Management Service (ACMS)
 - Notifications & Requests
 - Project Reports
 - Proposal Status
 - Public Access
- NSF Award Highlights
 - Research Spending & Results
- Contact
 - Contact Help Desk
- News & Discoveries
 - News
 - Discoveries
 - Multimedia Gallery
- Funding & Awards
 - Recently Announced Funding Op
 - Upcoming Funding Opportuni
 - A-Z Index of Funding Op
 - Find Funding
 - Award Search
 - Proposal #

Feedback

Providing Research.gov Proposal Feedback and Why It's Important

Why?

- Help NSF continue to refine Research.gov proposal preparation and submission
- Help ensure the system is working as intended and identify areas of improvement

How?

- Feedback may be submitted on the Research.gov [Feedback page](#) using the "Prepare and Submit Proposals" dropdown menu option

Research.gov Proposal Preparation Demo Site Tips

- Demo site FAQs are available on the Research.gov [About Proposal Preparation and Submission](#) page via the left navigation bar. How-to guides with step-by-step instructions and screenshots are also available
- The demo site is available both to the research community and to NSF staff
- An orange "Proposal Preparation Demo Site" banner is at the top of each demo site page to indicate the user is on the demo site
- The demo site allows users to prepare and edit proposals before preparing them in the actual Research.gov site
- Demo site proposals are not visible or available in the actual Research.gov Proposal Submission System, and data cannot be transferred between the demo site and the actual proposal system
- All proposal and submission types available in the actual system are also available in the demo site. As proposal and submission types are added to the Research.gov Proposal Submission System, they will also be added to the demo site
- All compliance checks enabled in the actual Research.gov Proposal Submission System are also in the demo site. Proposers can use the demo site as a resource to check document compliance before uploading them in the actual system



Research.gov Proposal Preparation Demo Site Tips (cont'd)

- Proposals created in the demo site will be available for six months and then will be deleted by NSF. Neither NSF nor users will be able to access deleted demo proposal data
- Demo site does not support proposal submission and will not trigger any system-generated email notifications
- The organization that you are affiliated with in your NSF account profile will be incorporated when you are in the proposal preparation demo site, but the user role(s) that you have will not be available in the demo site
 - All users who access the demo site will be given the role of PI and the mock organization “National Science Foundation”
 - This means that users from the research community will have the organization(s) they are affiliated with in their NSF account profile plus the “National Science Foundation” mock organization as available organizations in the demo site
- The only time other users will be able to view and/or edit any proposals that you create in the demo site is if you add them to the proposal as a co-PI or Other Authorized User (OAU). If you don't add any users to the proposal, no one else will be able to access, view, or edit your demo proposal



Grants.gov Proposal Submission Appendix



Grants.gov Proposal Submission: Grants.gov Confirmation Emails (1/4)

Example **Grants.gov Confirmation Email #1: Submission Receipt**

[EXTERNAL] - GRANT00783 **Grants.gov Submission Receipt**

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at Nov 14, 2022 11:48:29 AM EST

Validation may take up to 2 business days. To check the status of your application please click here https://training.grants.gov/applicants/track-my-application.html?tracking_num

Type: GRANT

Grants.gov Tracking Number: GRANT00783

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.

UEI: R28EKN92:

AOR name: gi test

Application Name: Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



Grants.gov Proposal Submission: Grants.gov Confirmation Emails (2/4)

Example **Grants.gov Confirmation Email #2: Submission Validation Receipt**

[EXTERNAL] - GRANT00:

Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

UEI: R28EK

AOR name: gi test

Application Name - Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

<https://trainingapply.grants.gov/apply/login.faces?cleanSession=1>

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



Grants.gov Proposal Submission: Grants.gov Confirmation Emails (3/4)

Example **Grants.gov Confirmation Email #3: Agency Retrieval Receipt of Application**

[EXTERNAL] - GRANT007:

Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT0078

UEI: R28EKN9.

AOR name: gi test

Application Name: \ - Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



Grants.gov Proposal Submission: Grants.gov Confirmation Emails (4/4)

Example **Grants.gov Confirmation Email #4: Tracking Number Assignment**

[EXTERNAL] - GRANT00782413

Grants.gov Agency Tracking Number Assignment for Application

Proposal 230 has been successfully submitted to the National Science Foundation (NSF) via Grants.gov.

Grants.gov ID: GRANT00782413

Grants.gov Submission Date/Time: 10/26/2022 3:36 PM EDT

Proposal Title: GI - Integration: PD 21-178Y 2 Target Dates 10/28/2022 (Target Date) 04/28/2023 (Target Date)

Submission Type: Full Proposal

Received by NSF: 10/26/2022 3:37 PM EDT

Organization: NSF University

SAM Legal Business Name: NSF University

The proposal can be accessed from your listing of submitted proposals within Research.gov. If updates are needed, navigate to the proposal main page and select the "Prepare Proposal File Update/Budget Revision" button to submit changes.

[Access your proposal in Research.gov](#) (sign-in required)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or Rgov@nsf.gov.

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.



Grants.gov Proposal Submission: Research.gov Confirmation Email

Example **Research.gov Email**: Successful Grants.gov Proposal Submission to NSF

Proposal 2300 has been successfully submitted to the National Science Foundation (NSF) via Grants.gov.

Grants.gov ID: GRANT0078

Grants.gov Submission Date/Time: 10/26/2022 3:36 PM EDT

Proposal Title: NSF Proposal

Submission Type: Full Proposal

Received by NSF: 10/26/2022 3:37 PM EDT

Organization: NSF University

SAM Legal Business Name: NSF University

The proposal can be accessed from your listing of submitted proposals within Research.gov. If updates are needed, navigate to the proposal main page and select the "Prepare Proposal File Update/Budget Revision" button to submit changes.

[Access your proposal in Research.gov](#) (sign-in required)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or Rgov@nsf.gov.

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

- ❖ **Email Sender:**
proposalprep@nsf.gov
- ❖ **Email Recipients:** PI,
co-PI, AOR, and SPO



Grants.gov Proposal Submission: Potential Research.gov Notification Email

Example *Research.gov Email*: Proposal Failed Pre-Check Validation

Proposal Errors Need Correction in your Proposal Preparation Source System

The National Science Foundation (NSF) did **not** receive the proposal you submitted via Grants.gov because it failed initial checks against content quality or completion.

Grants.gov ID: GRANT0078

Submitted via Grants.gov: 11/18/2022 12:25 PM EST

Sign-in to your proposal preparation source system (i.e., [Grants.gov](#), S2S) to access your proposal, resolve all proposal errors listed below, and re-submit the proposal. **Ensure your proposal is successfully submitted via Grants.gov before the 5 p.m local time zone deadline.** NSF may return without review proposals that do not meet NSF proposal preparation requirements and deadlines.

The following **error(s)** must be fixed prior to re-submitting the proposal in your proposal preparation source system:

- The Division/Program entered in the Cover Page form does not correspond to the funding opportunity listed in your proposal. Please correct the Division Code/Program Code in the Cover Page form and re-submit via Grants.gov.

Note: Once your proposal enters Research.gov via Grants.gov, further checks will be run against it.

For additional assistance from Grants.gov, please contact the Grants.gov contact center at 1-800-518-4276 or support@grants.gov.

- ❖ **Email Sender:**
proposalprep@nsf.gov
- ❖ **Email Recipients:** PI,
co-PI, AOR, and SPO

- List of Grants.gov proposal pre-check validations are posted on the NSF.gov [Automated Compliance Checking of NSF Proposals](#) page
- Proposal corrections must be made in source system (Grants.gov or System-to-System) and the proposal must be resubmitted in Grants.gov



Grants.gov Proposal Submission: Potential Research.gov Notification Email (cont'd)

Example *Research.gov Email: Proposal Failed Post-Check Validation*

Proposal Errors Need Correction in Research.gov

The National Science Foundation (NSF) did **not** receive the proposal you submitted via Grants.gov. The proposal will remain in "In-Progress" status within Research.gov until the following errors are resolved and the proposal is re-submitted through Research.gov.

Grants.gov ID: GRANT007
Grants.gov Submission Date/Time: 11/17/2022 3:58 PM EST
Temporary ID Number: 7
Proposal Title: NSF Proposal
Organization: NSF University
SAM Legal Business Name: NSF University

The proposal can be accessed from your listing of in progress proposals within Research.gov. **Ensure your proposal is successfully submitted in Research.gov before the 5 p.m. local time zone deadline.** The SPO can edit the proposal, while the AOR can edit and submit the proposal in Research.gov. NSF may return without review proposals that do not meet NSF proposal preparation requirements and deadlines.

The following **error(s)** must be fixed prior to re-submitting the proposal:

Manage Personnel and Subaward Organizations

- GOALI proposals must have at least one Industrial co-PI associated with the prime organization personnel in the proposal. Add an Industrial co-PI from the proposal's prime organization [Manage Personnel](#) page.

Action Needed: Final Review. To ensure all data submitted via Grants.gov is accurate and complete, review all proposal information prior to submission in Research.gov. This includes all personnel, subaward(s), proposal documents, and budget data.

- Note: Non-PI personnel and budget funds entered for Equipment and Indirect Costs **will not transfer** to Research.gov as they were entered in your proposal preparation source system (Grants.gov, S2S) **and will need to be updated:**
 - Please ensure all personnel are properly assigned in Research.gov by uploading senior personnel documents and adding budget data for each of the non-PI personnel on the proposal. Additionally, please ensure the budget data is entered correctly in the Equipment (Section D) and Indirect Costs (Section I) sections, if applicable, of the budget.

[Access your proposal in Research.gov](#) (sign-in required)

❖ **Email Sender:**
proposalprep@nsf.gov

❖ **Email Recipients:** PI, co-PI, AOR,
and SPO

- Post-check validations include the Research.gov automated compliance checks for the full proposal submission type posted on the NSF.gov [Automated Compliance Checking of NSF Proposals](#) page
- Proposal corrections must be made in Research.gov and the proposal must be resubmitted in Research.gov

