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

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

June 7, 2024

Presenter

Stephanie Yee

IT Project Manager

Research.gov/FastLane/Grants.gov Integration Operations & Management Lead

Office of the Chief Information Officer

Division of Enterprise Services

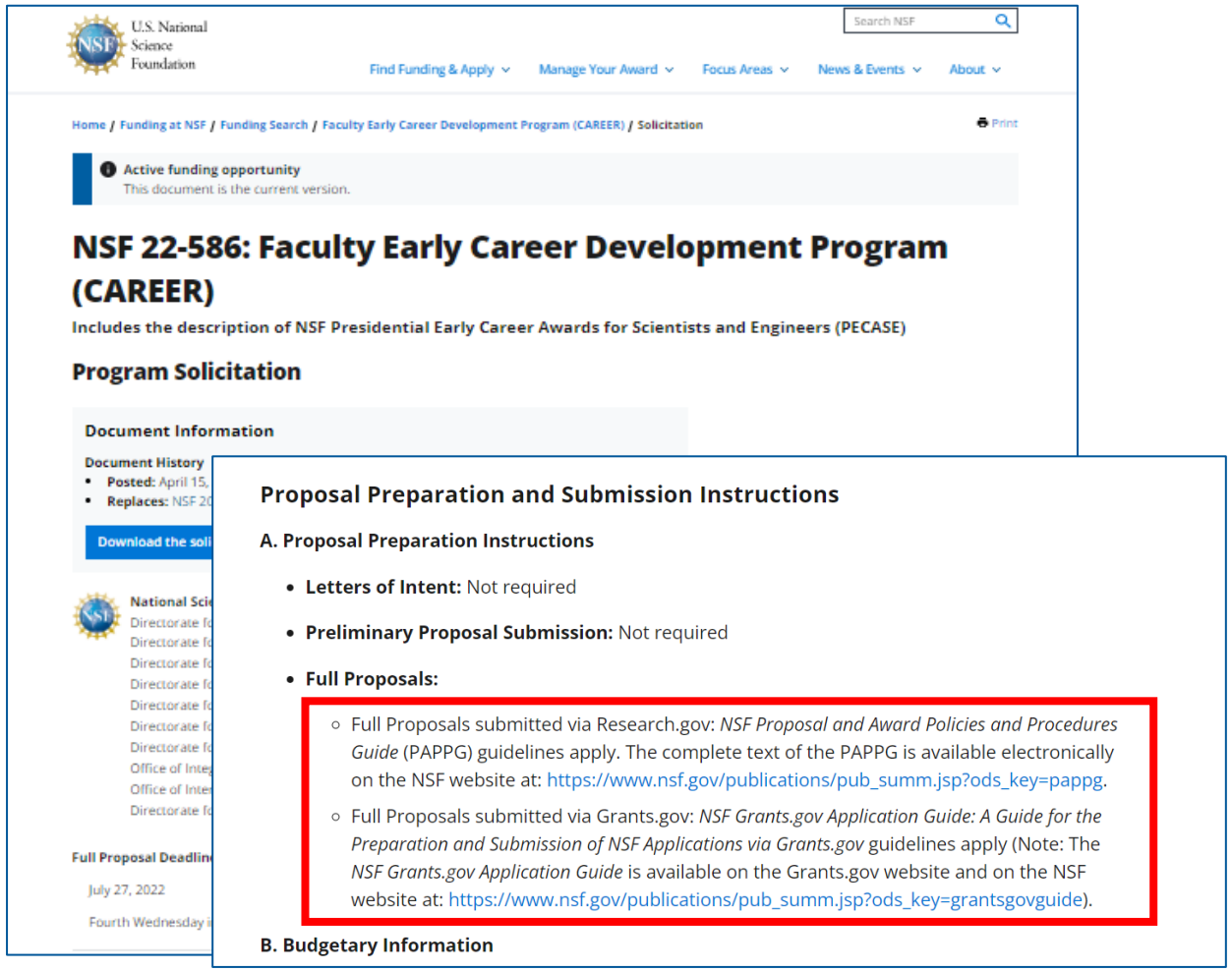
syee@nsf.gov

Agenda

- CAREER Proposal Submission in Research.gov or Grants.gov
- 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

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 24 (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



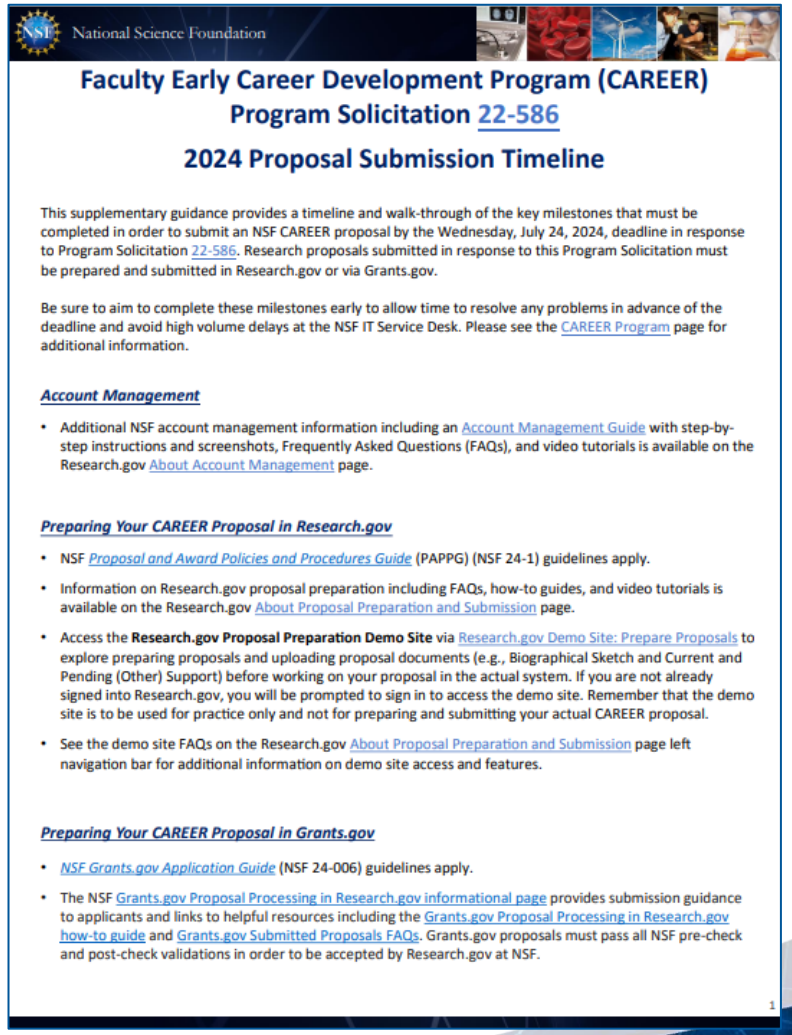
CAREER Proposal Submission Timeline

- NSF strongly encourages Principal Investigators (PIs) and organizations to follow the CAREER Proposal Submission Timeline guidance for Program Solicitation 22-586

- 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://www.research.gov/common/attachment/Common/Career_deadline.pdf



National Science Foundation

Faculty Early Career Development Program (CAREER)
Program Solicitation 22-586

2024 Proposal Submission Timeline

This supplementary guidance provides a timeline and walk-through of the key milestones that must be completed in order to submit an NSF CAREER proposal by the Wednesday, July 24, 2024, deadline in response to Program Solicitation 22-586. Research proposals submitted in response to this Program Solicitation must be prepared and submitted in Research.gov or via Grants.gov.

Be sure to aim to complete these milestones early to allow time to resolve any problems in advance of the deadline and avoid high volume delays at the NSF IT Service Desk. Please see the CAREER Program page for additional information.

Account Management

- Additional NSF account management information including an Account Management Guide with step-by-step instructions and screenshots, Frequently Asked Questions (FAQs), and video tutorials is available on the Research.gov About Account Management page.

Preparing Your CAREER Proposal in Research.gov

- NSF *Proposal and Award Policies and Procedures Guide* (PAPPG) (NSF 24-1) guidelines apply.
- Information on Research.gov proposal preparation including FAQs, how-to guides, and video tutorials is available on the Research.gov About Proposal Preparation and Submission page.
- Access the **Research.gov Proposal Preparation Demo Site** via Research.gov Demo Site: Prepare Proposals to explore preparing proposals and uploading proposal documents (e.g., Biographical Sketch and Current and Pending (Other) Support) before working on your proposal in the actual system. If you are not already signed into Research.gov, you will be prompted to sign in to access the demo site. Remember that the demo site is to be used for practice only and not for preparing and submitting your actual CAREER proposal.
- See the demo site FAQs on the Research.gov About Proposal Preparation and Submission page left navigation bar for additional information on demo site access and features.

Preparing Your CAREER Proposal in Grants.gov

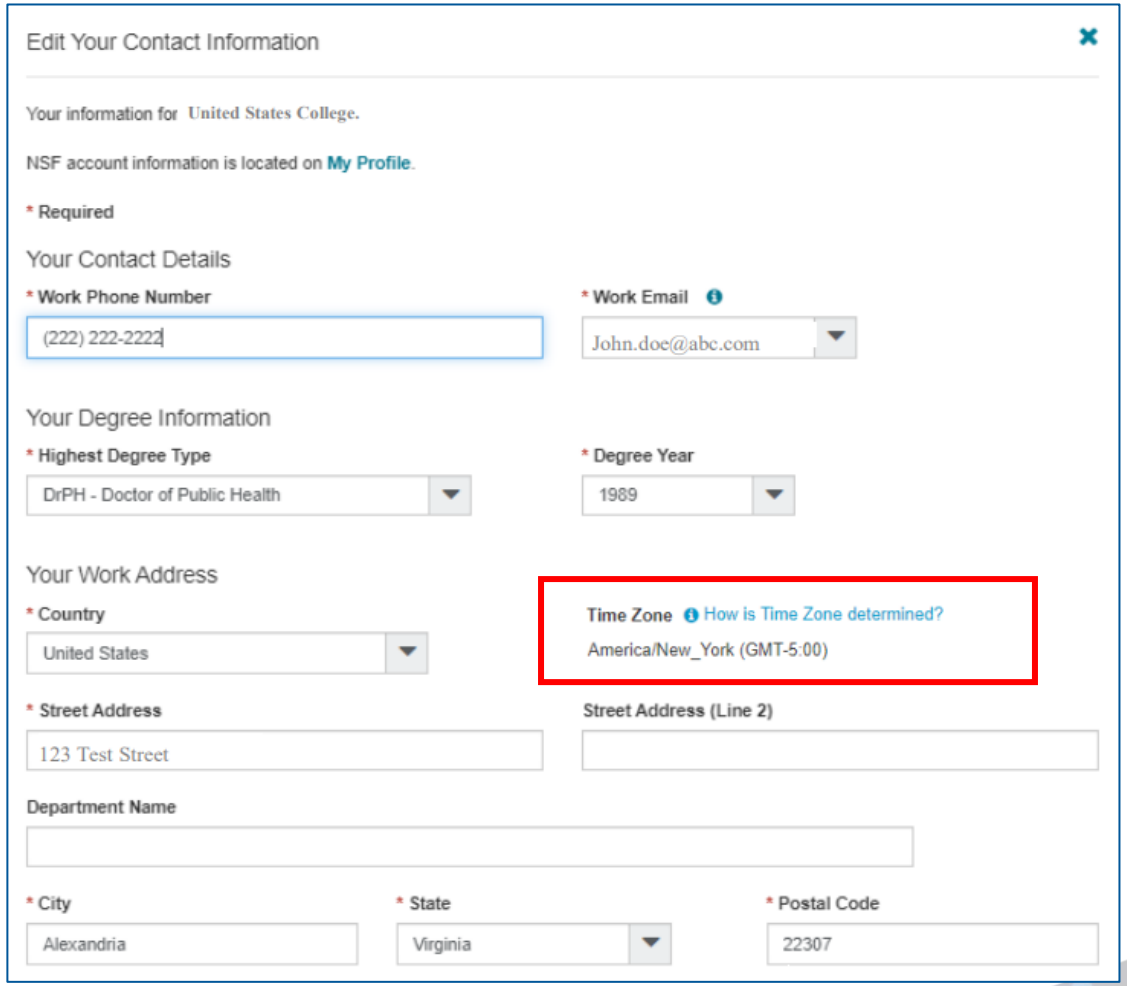
- *NSF Grants.gov Application Guide* (NSF 24-006) guidelines apply.
- The NSF Grants.gov Proposal Processing in Research.gov informational page provides submission guidance to applicants and links to helpful resources including the Grants.gov Proposal Processing in Research.gov how-to guide and Grants.gov Submitted Proposals FAQs. Grants.gov proposals must pass all NSF pre-check and post-check validations in order to be accepted by Research.gov at NSF.

1

How Time Zone Is Determined for 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



Note: A request for a proposal file update will automatically be accepted if submitted prior to the due date

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 CAREER Proposal Submission Timeline page 6 for additional information and resource links

Key Milestone Summary – *Registering a New Organization*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
35 days (5 weeks)	Wednesday, June 19, 2024	✓ New organization registers in SAM and obtains a SAM UEI ***(Administrator role)***
21 days	Wednesday, July 3, 2024	✓ New organization checks SAM.gov to see if registration is active ***(Administrator role)***
21 days	Wednesday, July 3, 2024	✓ New organization registers with NSF ***(Administrator role)***

CAREER Proposal Submission Timeline: Account Management Milestones

- 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 CAREER Proposal Submission Timeline page 3 for additional information and resource links

Key Milestone Summary – *NSF Account and User Roles*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
21 days	Wednesday, July 3, 2024	✓ 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)***
21 days	Wednesday, July 3, 2024	✓ New users (prospective PIs) register for an NSF account and request a PI role ***(PI role)***
14 days	Wednesday, July 10, 2024	✓ 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 CAREER Proposal Submission Timeline page 4

Key Milestone Summary – *Senior/Key Personnel Documents*

Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
14 days	Wednesday, July 10, 2024	✓ Prepare Senior/Key Personnel documents ***(All individuals designated as a senior/key person on the proposal)***

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
- See Documents Required for Senior Personnel, PAPPG Exhibit II.3,and PAPPG Chapter II.D.2.h.
- Research.gov and Grants.gov **ONLY** accept the current version of the Biographical Sketch and Current and Pending (Other) Support 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
- SciENcv Demo (2024 Spring NSF Grants Conference) – Recording from June 4th session will be available in the Policy Office Outreach Resource Center for on-demand viewing
- 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
- Proposal File Updates/Budget Revisions

CAREER Proposal Submission

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
- Refer to CAREER Proposal Submission Timeline page 4-5 for additional information and resource links

Key Milestone Summary – *Proposal Submission*

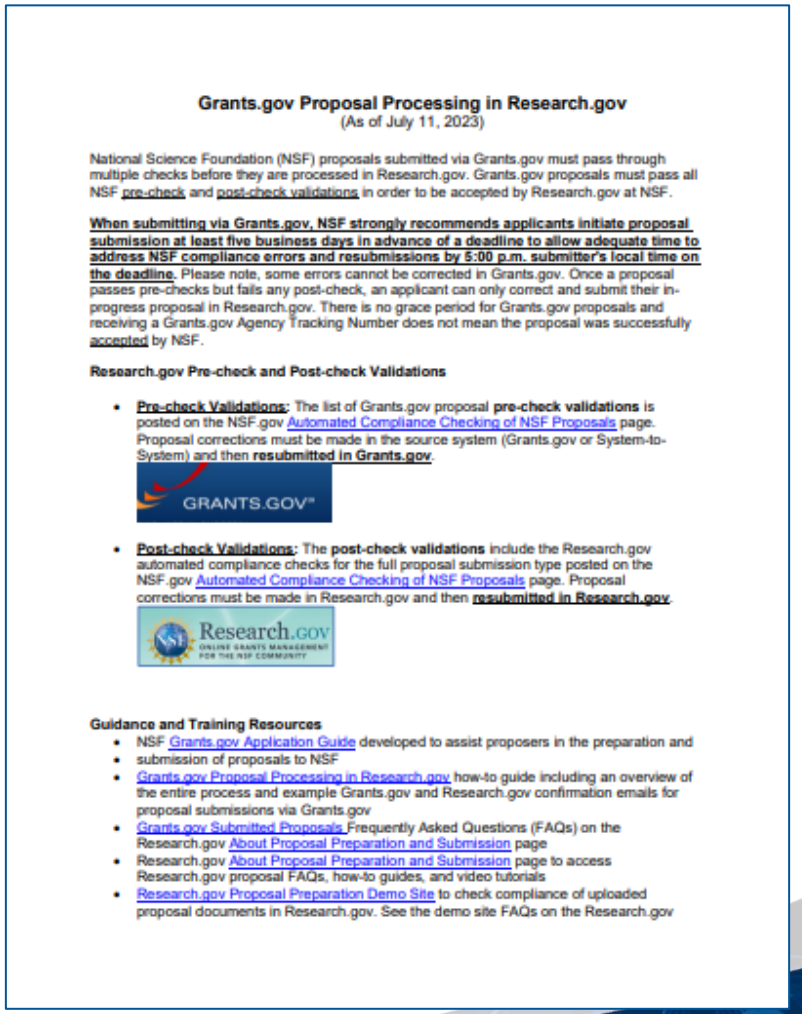
Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
12 days	Friday, July 12, 2024	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEI are active ***(Administrator role)***
9 days	Monday, July 15, 2024	✓ Submit CAREER proposal through Grants.gov ***(AOR role)***
7 days	Wednesday, July 17, 2024	✓ Submit CAREER proposal through Research.gov ***(AOR role)***
0 days	Wednesday, July 24, 2024 **(5:00 p.m. submitting organization's local time)**	✓ Proposals are due by 5:00 p.m. submitting organization's local time 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. 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.

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 typically 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. Additional time (i.e., nine days) is recommended for 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

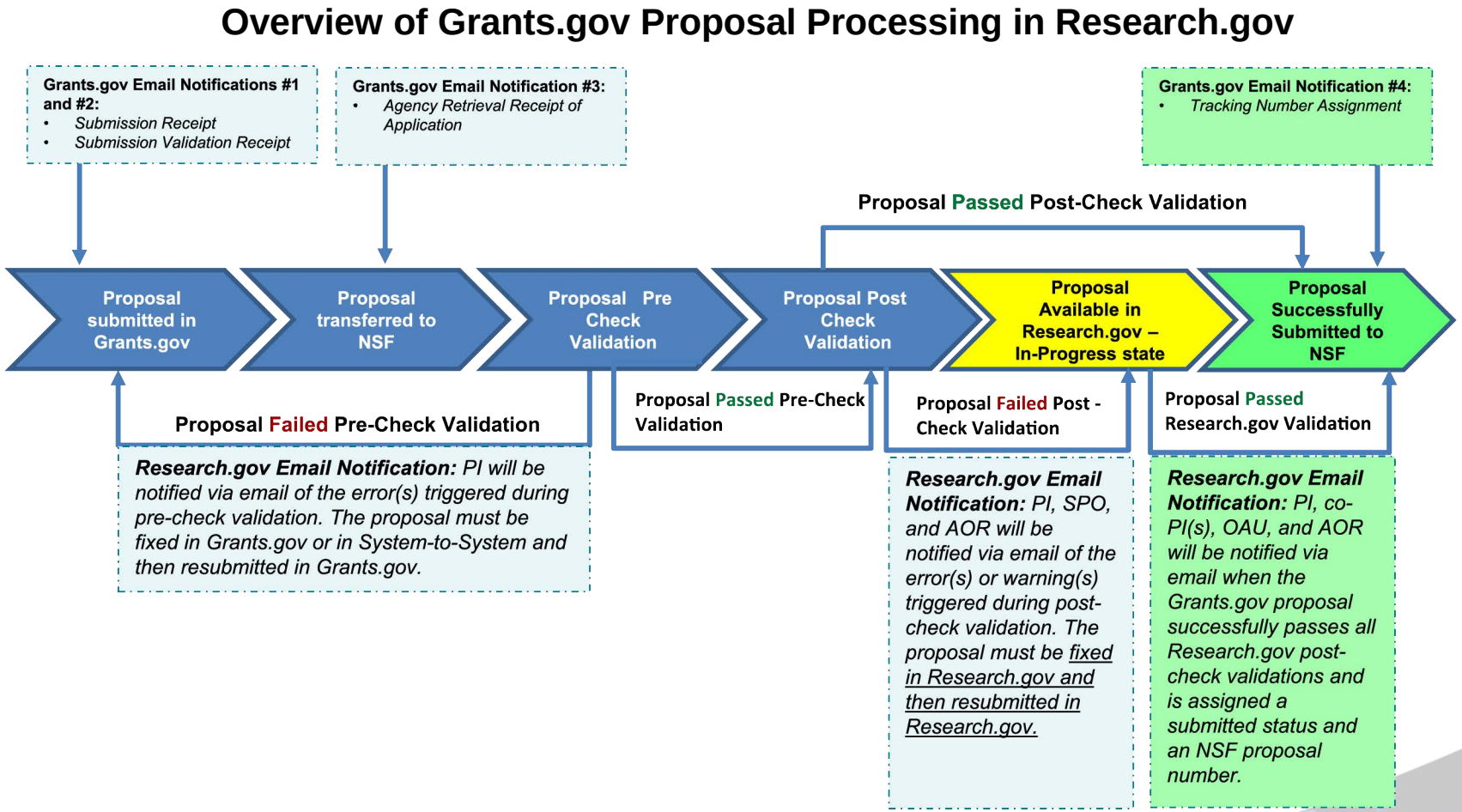
- **Pre-check Validations:** The list of Grants.gov proposal **pre-check validations** is posted on the NSF.gov Automated Compliance Checking of NSF Proposals page. Proposal corrections must be made in the source system (Grants.gov or System-to-System) and then **resubmitted in Grants.gov**.
- **Post-check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

- 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 24
- Grants.gov Proposal Processing in Research.gov how-to guide



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***

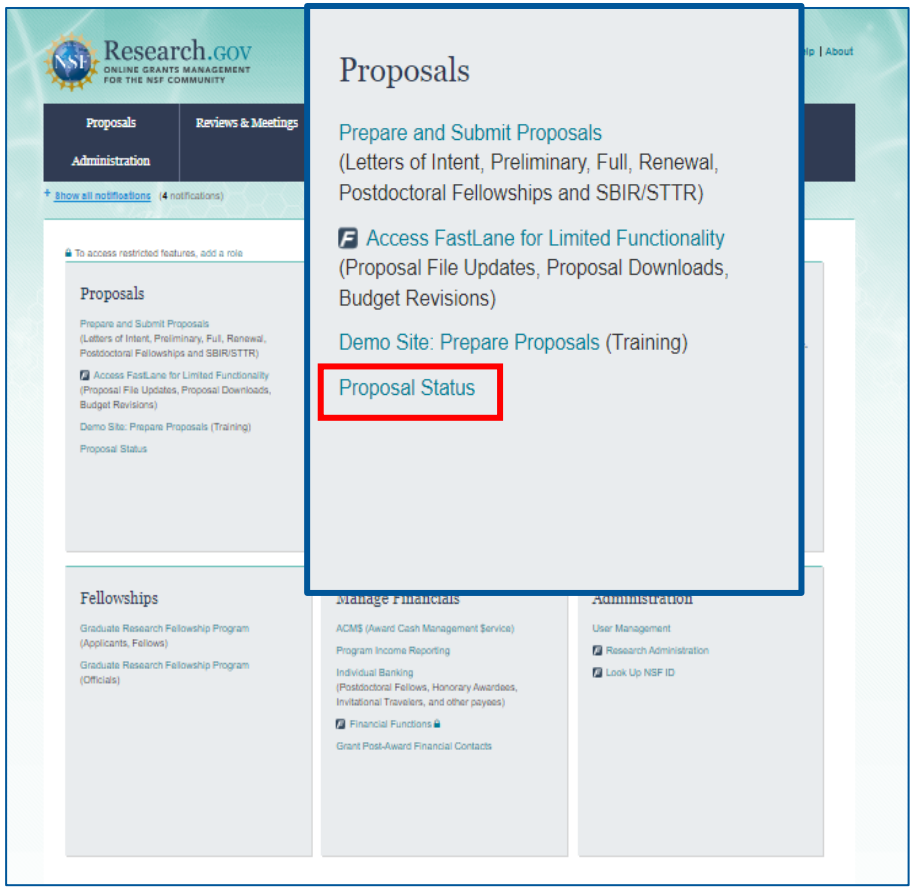
If the three Grants.gov confirmation emails listed above are not received within 10 minutes after submitting the proposal in Grants.gov, the PI should call the NSF IT Service Desk at 800-381-1532 for assistance.

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***

How Proposers Check Submitted Proposal Status in Research.gov

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 via 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 via 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 24th 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 homepage prior to the weekend for outage hours and details
- Maintenance will occur the weekend before the July 24th deadline—*plan accordingly*!
  - Maintenance on the night of Friday, July 19 with Research.gov outages expected until the morning (typically 8:00 a.m.) of Saturday, July 20
  - Sometimes the system outage windows must be extended due to unforeseen circumstances

Key Milestone Summary – *Proposal Submission*

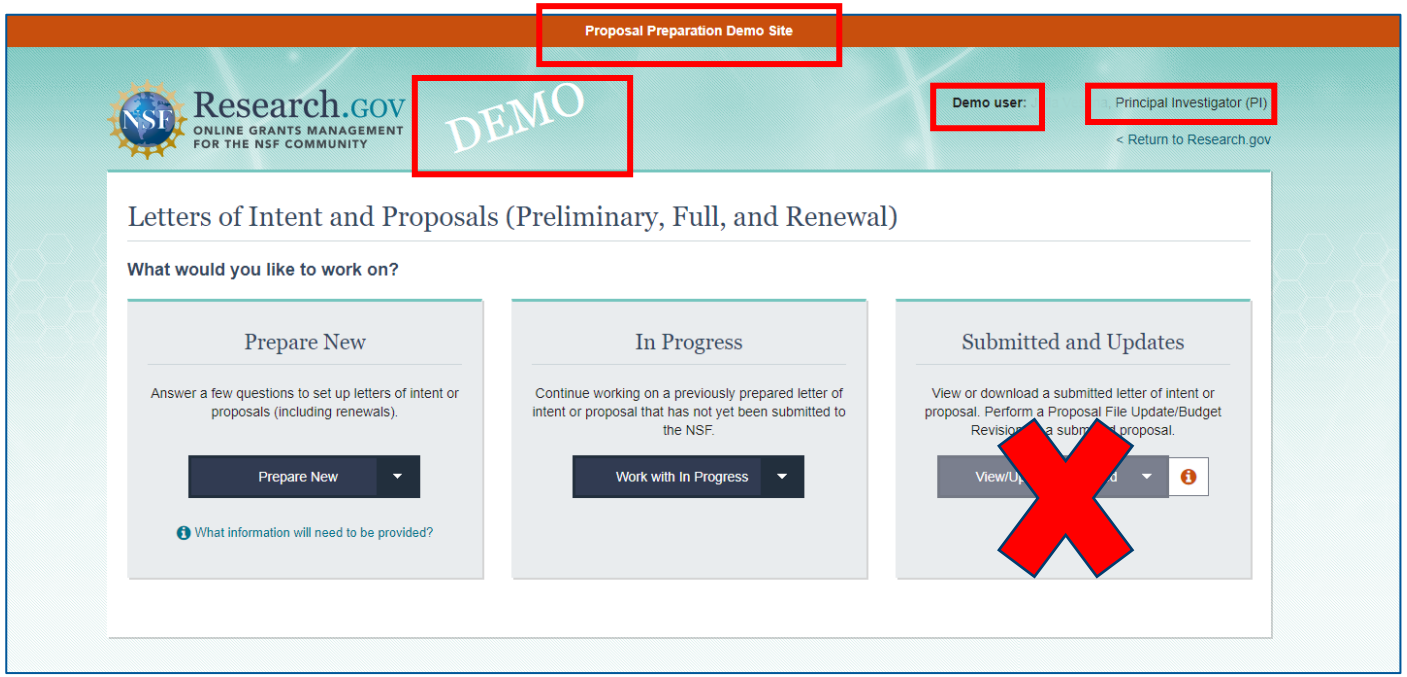
Suggested # of Days Before Deadline	Suggested Date	Milestone or Action
12 days	Friday, July 12, 2024	✓ Organization completes resolution of any SAM.gov certification issues and confirms SAM registration and UEI are active
Research.gov Maintenance Outage Window: July 12 p.m. – July 13 a.m. (check posted advisory for specific outage window)		
9 days	Monday, July 15, 2024	✓ Submit CAREER proposal through Grants.gov
7 days	Wednesday, July 17, 2024	✓ Submit CAREER proposal through Research.gov
Research.gov Maintenance Outage Window: July 19 p.m. – July 20 a.m. (check posted advisory for specific outage window)		
0 days	Wednesday, July 24, 2024 **(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



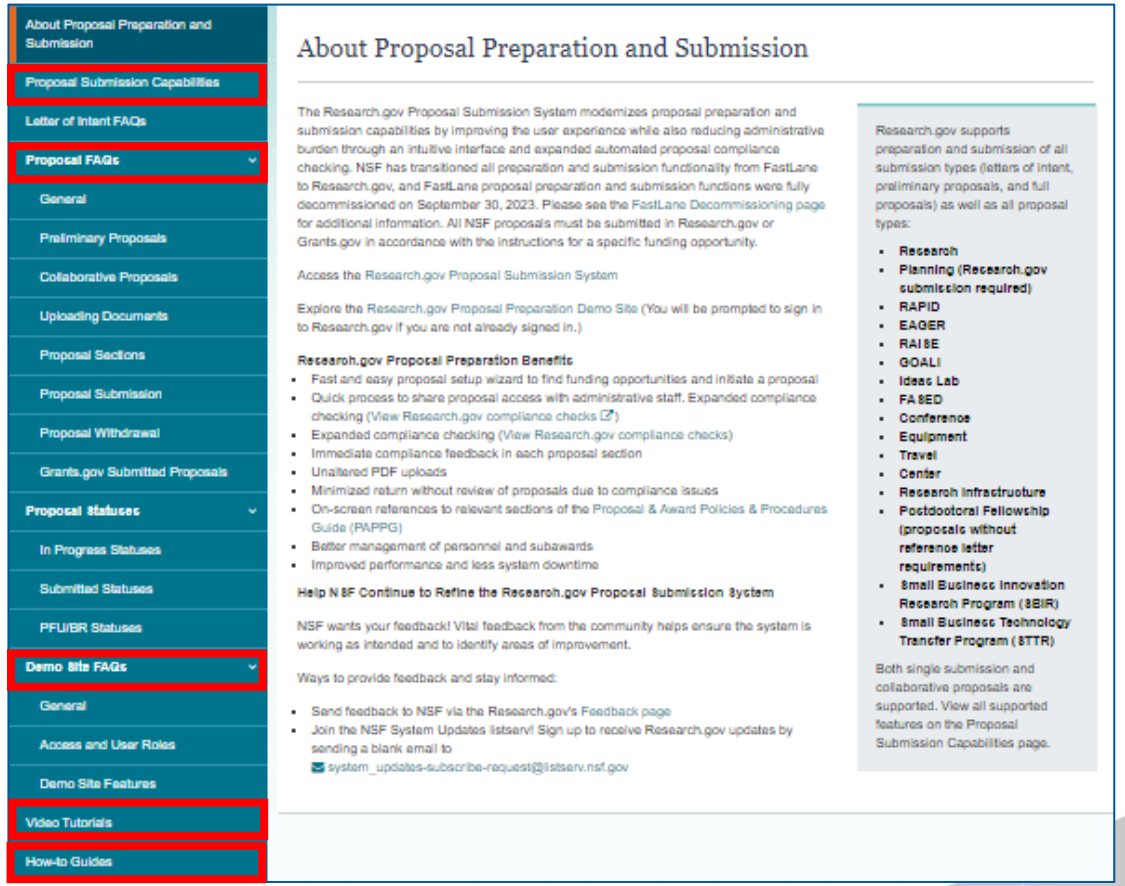
https://web.demo.research.gov/proposalprep/#/proposal-prep *(User will be prompted to sign into Research.gov if not already signed in)*

Note: See the appendix for demo site tips.

Research.gov About Proposal Preparation and Submission Page Training Resources

- **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

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



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
- 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)

Contacts for Questions

Ask Early, Ask Often!

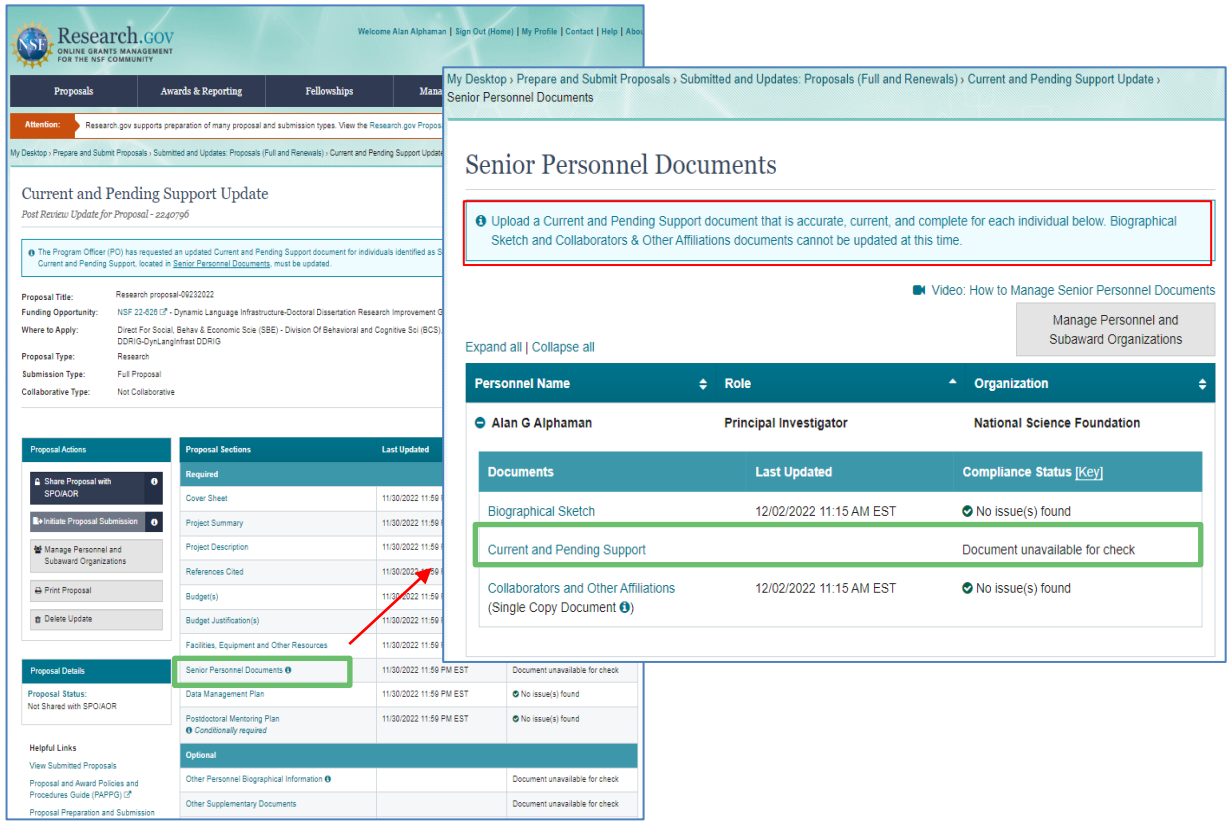
- For **program-specific questions**, please contact the Program Officer of the program to which you are interested in applying. Division CAREER contacts are listed at https://www.nsf.gov/crssprgm/career/contacts.jsp. If you need help with programs, please contact the CAREER Coordinating Committee at 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 via 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

Thank you for your participation today!

Appendix

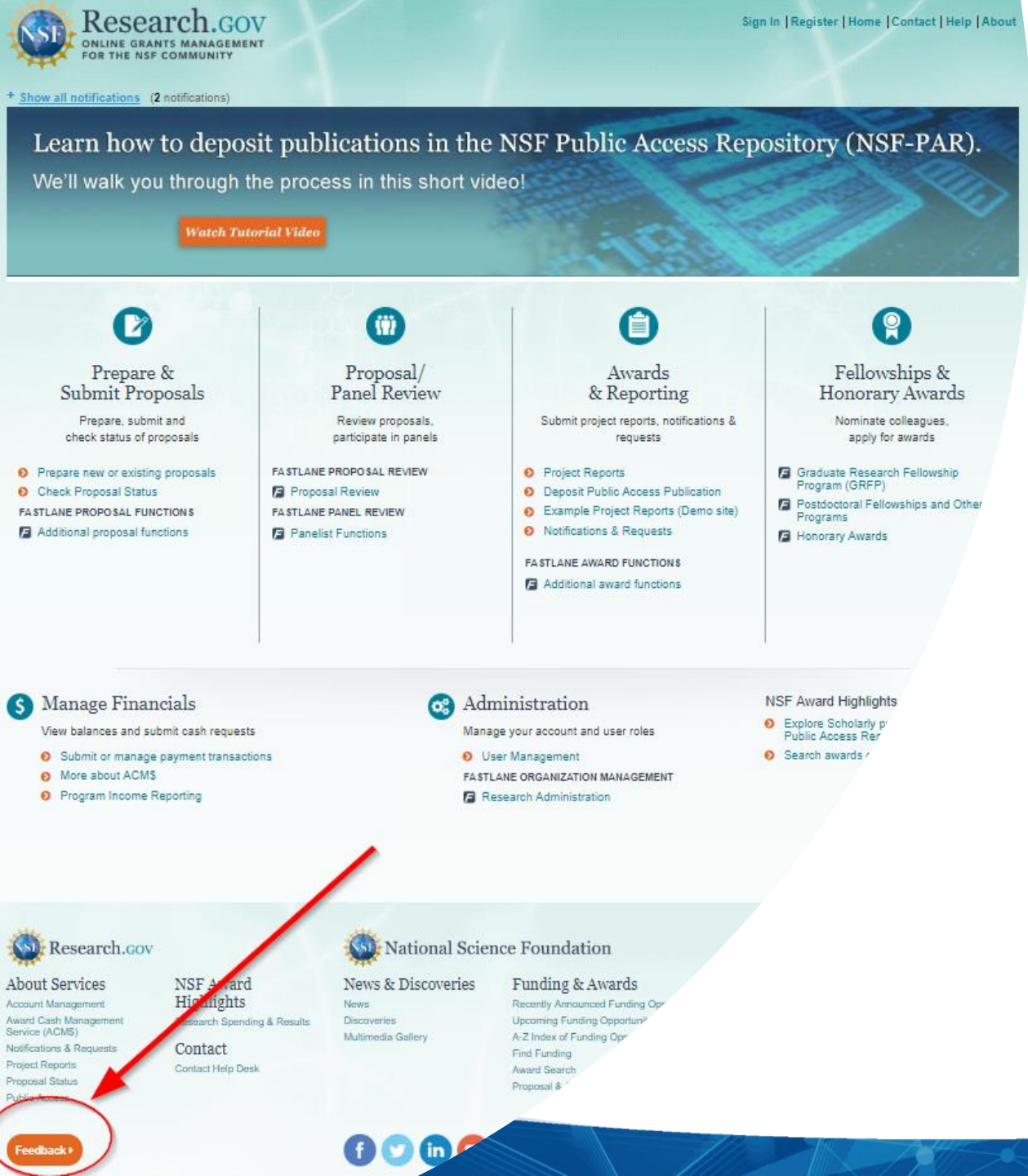
Post-Review: Current and Pending (Other) Support Update Requests

- 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



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



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" drop-down 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 (e.g., link requests for separately submitted collaborative proposals)
- 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 will 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

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 (cont'd)

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 (cont'd)

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

[EXTERNAL] - GRANT007[illegible] 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 (cont'd)

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

[EXTERNAL] - GRANT00[redacted] Grants.gov Agency Tracking Number Assignment for Application

Proposal **230**[redacted] 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 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 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 proposal resubmitted in Grants.gov

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

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: (
Grants.gov Submission Date/Time: 11/17/2022 3:58 PM EST
Temporary ID Number:
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 proposal resubmitted in Research.gov