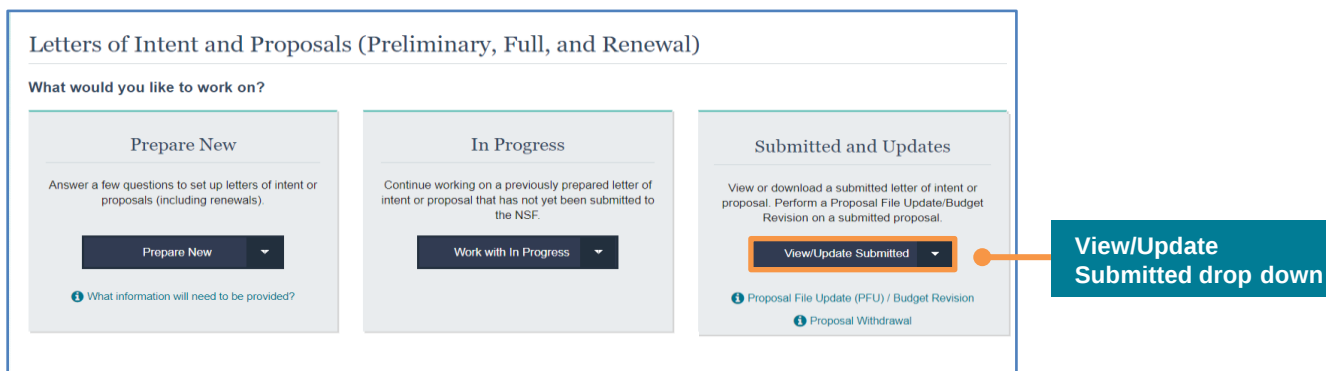


Only individuals with an organization-approved Authorized Organizational Representative (AOR) role can submit proposal file updates/budget revisions to the U.S. National Science Foundation (NSF). See the last page of this guide for information about adding the AOR role.

- The Principal Investigator (PI)/co-PI must share edit access including proposal submission permission with the AOR, so the proposal file update/budget revision can be submitted by the AOR.
- AOR submit access from the proposal does not carry over to the proposal file update/budget revision.
- Once this access is shared with the AOR, all AORs affiliated with the PI's organization will receive a system-generated email confirming AOR access and will be granted access to submit the proposal file update/budget revision.

i Proposal file updates are automatically accepted until 5:00 PM submitter's local time on the due date. Proposal file updates submitted afterwards must be accepted by the program officer. Budget revisions (changes only to Budget, Budget Justification, Budget Impact) are automatically accepted until reviewer assignment.

Select the **View/Update Submitted drop-down** located in the Submitted and Updates tile to access the proposal file update/budget revision being submitted.



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 Now

What information will need to be provided?

In Progress

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

Work with In Progress

Submitted and Updates

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

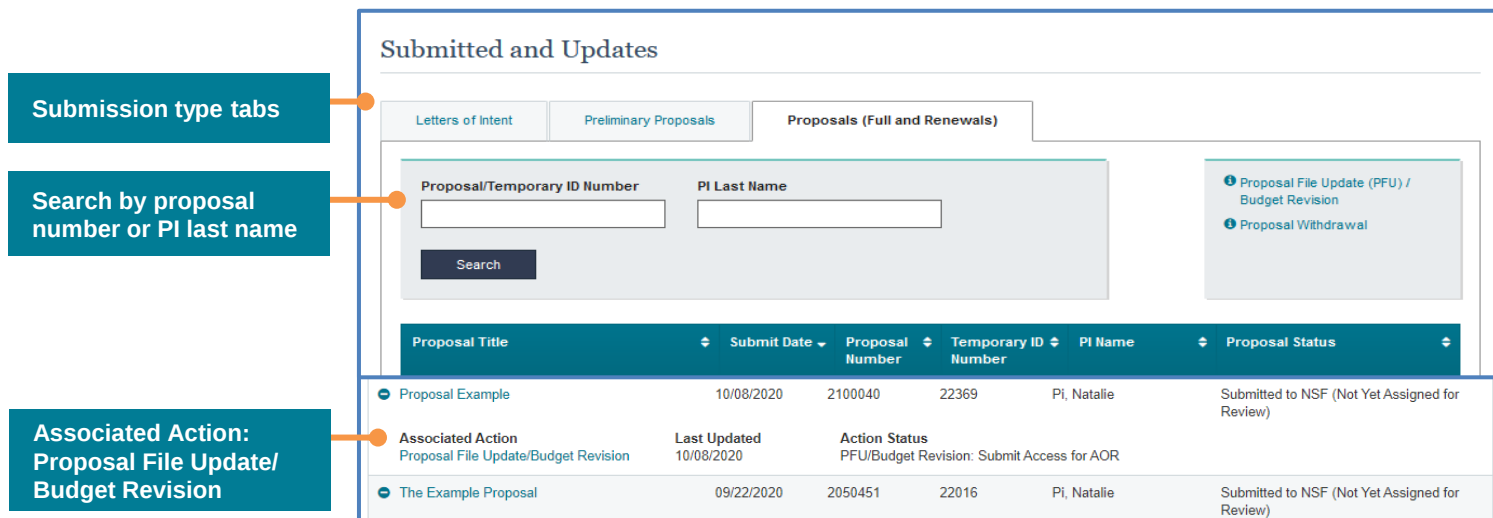
View/Update Submitted

Proposal File Update (PFU) / Budget Revision

Proposal Withdrawal

View/Update Submitted drop down

Locate the submitted letter of intent, preliminary proposal, or full or renewal proposal under the appropriate submission type tab by entering the proposal number or the PI's last name, and then click on the proposal file update/budget revision under the proposal Associated Action. You will be navigated to the Proposal File Update/Budget Revision main page.



Submitted and Updates

Letters of Intent Preliminary Proposals Proposals (Full and Renewals)

Proposal/Temporary ID Number PI Last Name

Search

Proposal File Update (PFU) / Budget Revision

Proposal Withdrawal

Proposal Title	Submit Date	Proposal Number	Temporary ID	PI Name	Proposal Status
Proposal Example	10/08/2020	2100040	22369	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)
Associated Action	Last Updated	Action Status			
Proposal File Update/Budget Revision	10/08/2020	PFU/Budget Revision: Submit Access for AOR			
The Example Proposal	09/22/2020	2050451	22016	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)

Submission type tabs

Search by proposal number or PI last name

Associated Action: Proposal File Update/Budget Revision

- i** If you do not see the proposal file update/budget revision for submission on your In Progress Proposals list:
- You may not be an AOR affiliated to the same organization as the PI. Check your affiliation by accessing My Profile at the top of the screen.
 - Confirm with the PI/co-PI that edit access with submission has been shared for the proposal file update/budget revision.
 - Ensure that the proposal file update/budget revision was created in Research.gov and not in FastLane. Research.gov proposal file updates/budget revisions can only be executed for proposals submitted in Research.gov.
 - To search for a proposal file update/budget revision created in FastLane, go to your My Desktop page and then click the Research Administration link in the Administration tile.

Select the Initiate Proposal Submission button on the Proposal File Update/Budget Revision main page to start the three-step submission process. Proposal sections with changes display either an "Updates Saved" indicator or a "Revision Saved" indicator.

Proposal File Update/Budget Revision

For Proposal - 2100040

Proposal Title: Proposal Example

Funding Opportunity: NSF 20-596 - Proposals for Community Instruments and Facilities

Where to Apply: Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHERIC OBSERVATORY FACILITY

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: 12/10/2020

Date Type: Deadline

Proposal Actions

Initiate Proposal Submission

Manage Personnel and Subaward Organizations

Print Proposal

Return to PI

Proposal Details

Proposal Status: PFU/Budget Revision: Submit Access for AOR

Proposal File Update Form	Last Updated	Compliance Status [Key]
Proposal Update Justification	10/08/2020 12:03 PM EDT	No issue(s) found

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet Updates Saved	10/08/2020 12:03 PM EDT	No issue(s) found
Project Summary	10/08/2020 12:03 PM EDT	No issue(s) found
Project Description	10/08/2020 12:03 PM EDT	Warning(s)
References Cited	10/08/2020 12:03 PM EDT	No issue(s) found
Budget(s) Revision Saved	10/08/2020 12:03 PM EDT	No issue(s) found
Budget Justification(s)	10/08/2020 12:03 PM EDT	No issue(s) found

Initiate Proposal Submission button

Proposal Details section shows PFU/Budget Revision Submit Access for AOR status

After clicking the Initiate Proposal Submission button, the system will run the current Research.gov [automated proposal compliance checks](#).

- Errors messages must be resolved before the proposal file update/budget revision can be submitted.
- Warning messages should be reviewed but do not stop proposal file update/budget revision submission.
- Proposal file updates/budget revisions without compliance errors will proceed to submission wizard Step 1 on page 3.

Three-step Submission

Submission of a proposal file update/budget revision includes a series of steps for the AOR to review, certify, and then sign and submit to NSF. The top indicator on the page shows the submission wizard workflow from left to right. The same three-step wizard is used for submission of letters of intent, proposals, and proposal file updates/budget revisions.

1 **Step 1. Review Proposal Information:** Verify the proposal information and then click Next to continue.

Submit Proposal

1. Review Proposal Information
2. Proposal Certifications
3. Sign and Submit

Review Proposal Information

This proposal is ready for submission.

View full proposal

Proposal Information

Proposal Title Example Proposal of September 14		Temporary Proposal ID 21506	
Funding Opportunity NSF 20-596 - Proposals for Community Instruments and Facilities		Due Date 12/10/2020	
Where to Apply Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHER OBSER FACILITY		Other Federal Agencies to which this proposal will be submitted	
Total Requested Amount \$54,545	Requested Start Date 2021-06-24	Proposal Duration 12 months	Employer Identification Number

Prime Organization Information

Name of Organization to which award should be made 	Prime Organization Address Office Research Administration US
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PI/co-PI Information

Principal Investigator (PI) / PD Department 	Principal Investigator (PI) / PD Address abc st Alexandria, VA 22314 US
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Name	Role	Email
Bennett PI	Principal Investigator	BennettPI@gmail.com

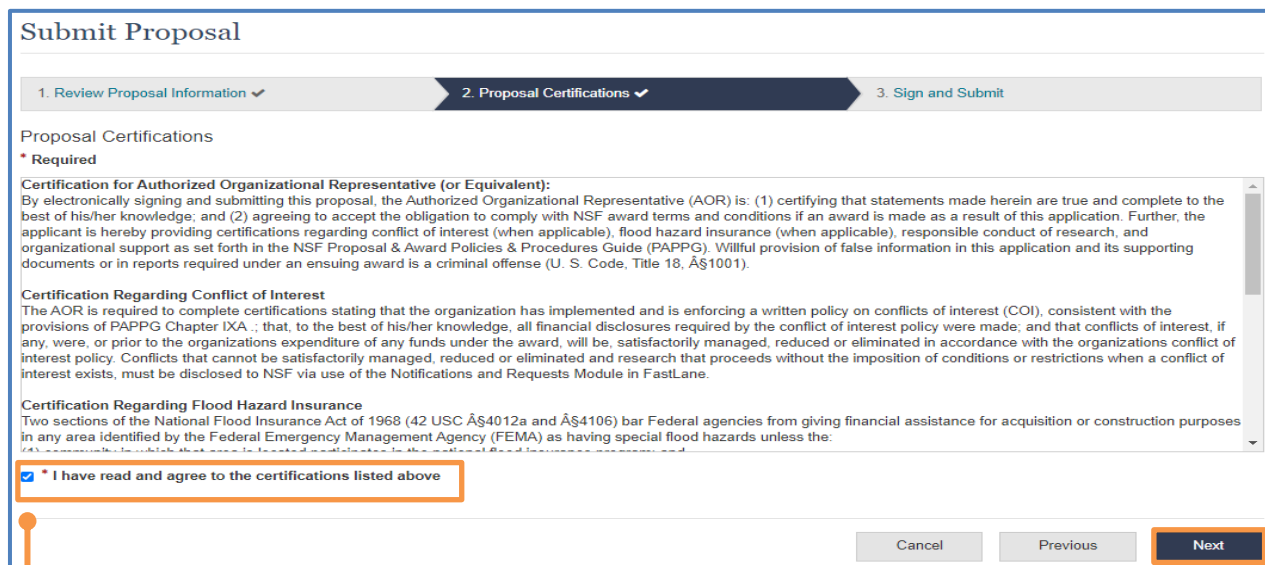
Cancel
Next

Access the full proposal PDF

Click Next to continue

2 Step 2. Review Certifications:

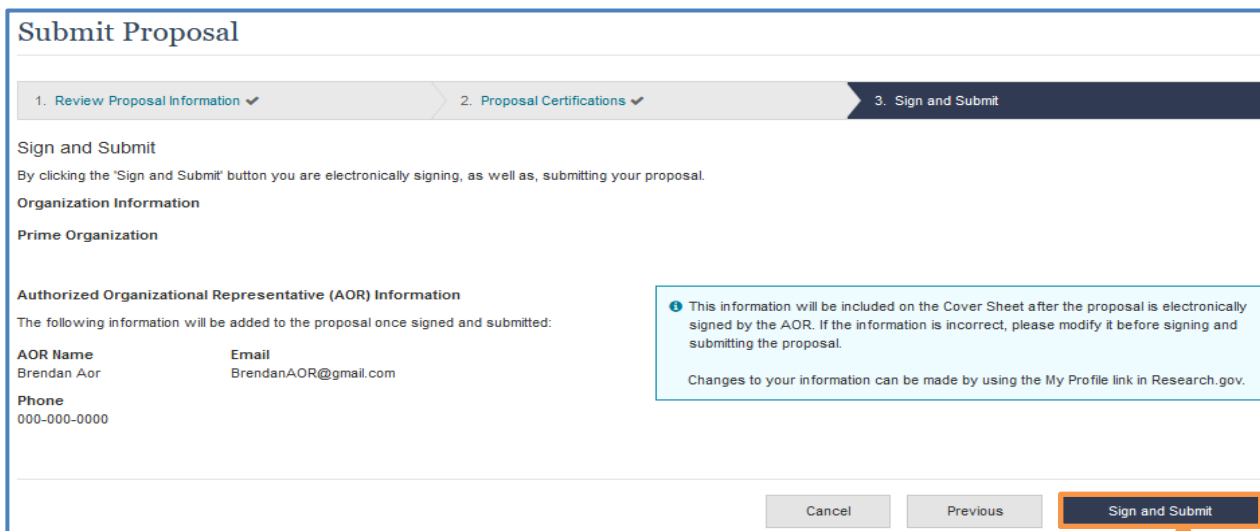
- Scroll down to review the certifications.
- Check the box to agree with the certifications.
- Click Next to continue.



Certification checkbox

Click Next to continue

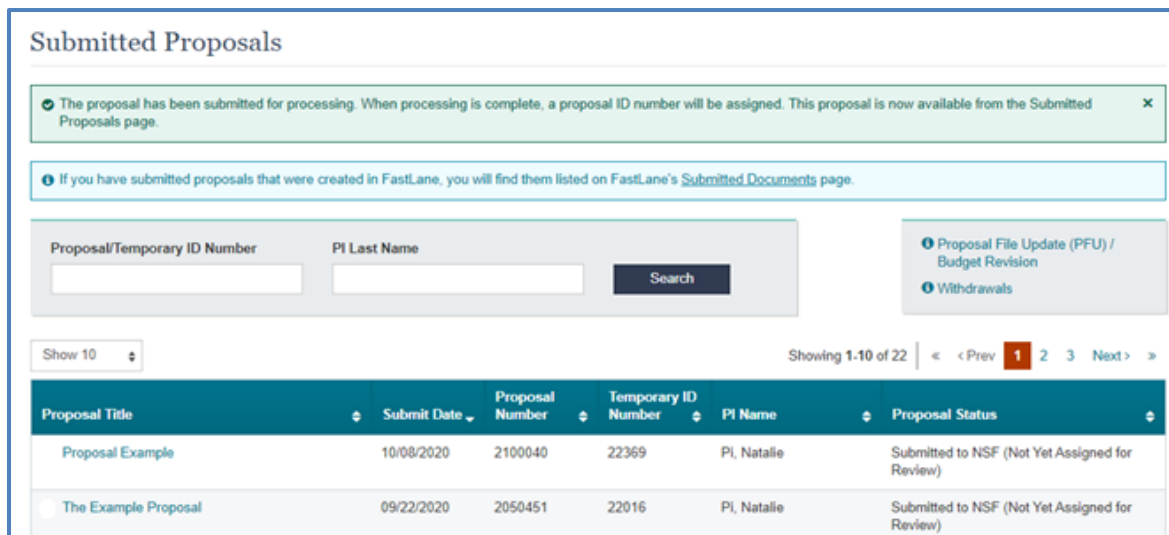
3 Step 3. Sign and Submit: Click the **Sign and Submit** button to sign and submit the proposal file update/budget revision to NSF.



Sign and Submit button

i After submission of a proposal file update/budget revision, a system-generated notification email will be sent to the PI, co-PIs, OAU, and AOR. For a collaborative proposal, the notification email is sent to the PI, co-PIs, OAU, and AOR of each participating organization.

The Submitted Proposals List shows the proposal with the submit date of the most recent proposal file update/budget revision. A new proposal number is not generated after submission of a proposal file update/budget revision.



Submitted Proposals

✓ The proposal has been submitted for processing. When processing is complete, a proposal ID number will be assigned. This proposal is now available from the Submitted Proposals page.

ℹ If you have submitted proposals that were created in FastLane, you will find them listed on FastLane's [Submitted Documents](#) page.

Proposal/Temporary ID Number: PI Last Name:

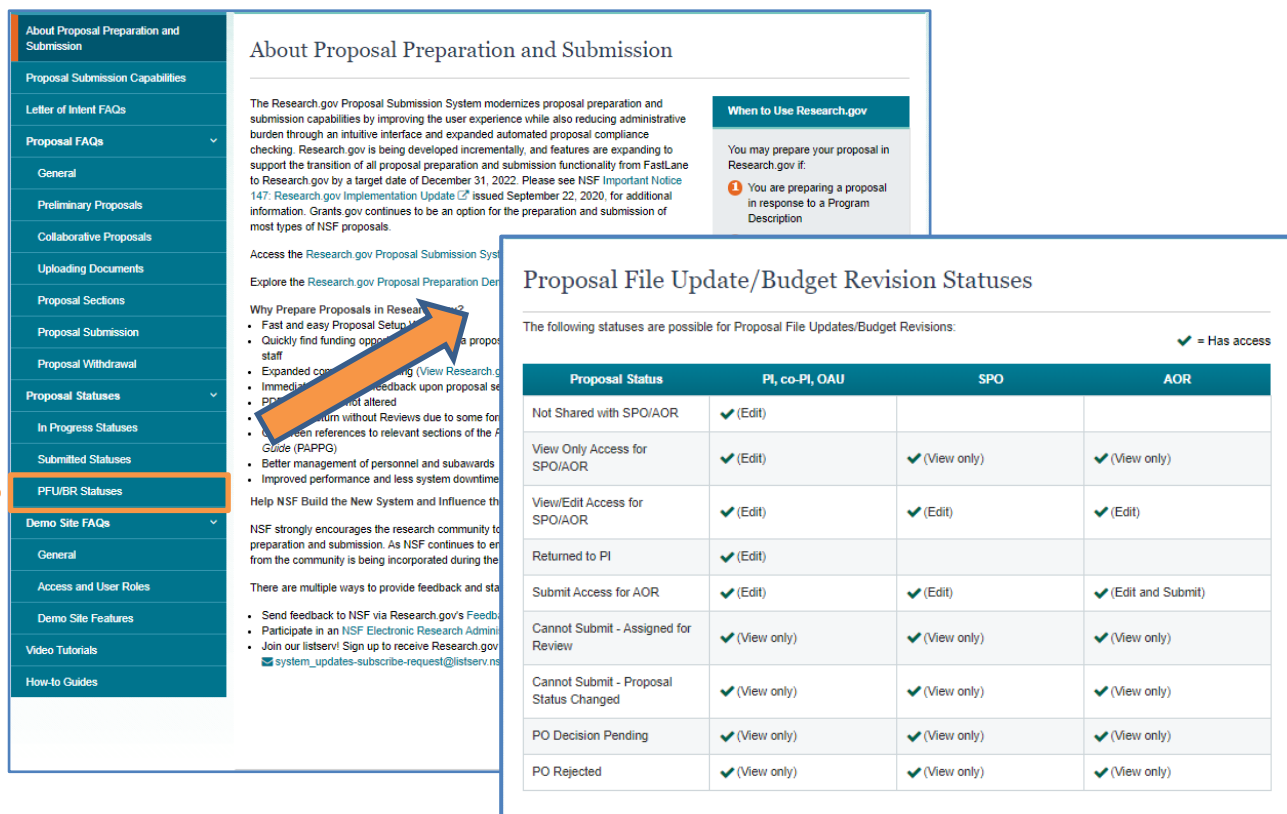
ⓘ Proposal File Update (PFU) / Budget Revision
ⓘ Withdrawals

Show 10 Showing 1-10 of 22 < Prev 1 2 3 Next >

Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
Proposal Example	10/08/2020	2100040	22369	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)
The Example Proposal	09/22/2020	2050451	22016	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)

Proposal File Update/Budget Revision Statuses

A list of proposal file update/budget revision statuses can be accessed from the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.



Access the list of PFU/BR Statuses

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. Research.gov is being developed incrementally, and features are expanding to support the transition of all proposal preparation and submission functionality from FastLane to Research.gov by a target date of December 31, 2022. Please see [NSF Important Notice 147: Research.gov Implementation Update](#) issued September 22, 2020, for additional information. Grants.gov continues to be an option for the preparation and submission of most types of NSF proposals.

When to Use Research.gov

You may prepare your proposal in Research.gov if:

- 1 You are preparing a proposal in response to a Program Description

Proposal File Update/Budget Revision Statuses

The following statuses are possible for Proposal File Updates/Budget Revisions: ✓ = Has access

Proposal Status	PI, co-PI, OAU	SPO	AOR
Not Shared with SPO/AOR	✓ (Edit)		
View Only Access for SPO/AOR	✓ (Edit)	✓ (View only)	✓ (View only)
View/Edit Access for SPO/AOR	✓ (Edit)	✓ (Edit)	✓ (Edit)
Returned to PI	✓ (Edit)		
Submit Access for AOR	✓ (Edit)	✓ (Edit)	✓ (Edit and Submit)
Cannot Submit - Assigned for Review	✓ (View only)	✓ (View only)	✓ (View only)
Cannot Submit - Proposal Status Changed	✓ (View only)	✓ (View only)	✓ (View only)
PO Decision Pending	✓ (View only)	✓ (View only)	✓ (View only)
PO Rejected	✓ (View only)	✓ (View only)	✓ (View only)

Helpful Resources

- **Help within the Proposal System**

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

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

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

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

All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. Proposal submission is not enabled in the demo site. See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for information on demo site access and features.

- **Proposal Preparation FAQs**

FAQs organized by topic are available on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

- **Video Tutorials**

Videos demonstrating key proposal preparation steps are available on the Research.gov [About Proposal Preparation and Submission](#) page [Video Tutorials](#) section.

- **Automated Proposal Compliance Checks**

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

- **Adding and Managing User Roles**

Only the organization's AOR can submit the proposal file update/budget revision to NSF. The AOR role must be requested and is not assigned to any person by default. To request the AOR role, please see the [Add a New Role job aid](#). After the AOR role is requested, the organization's Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles can be found on the Research.gov [About Account Management](#) page.

- **NSF Help Desk**

IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.