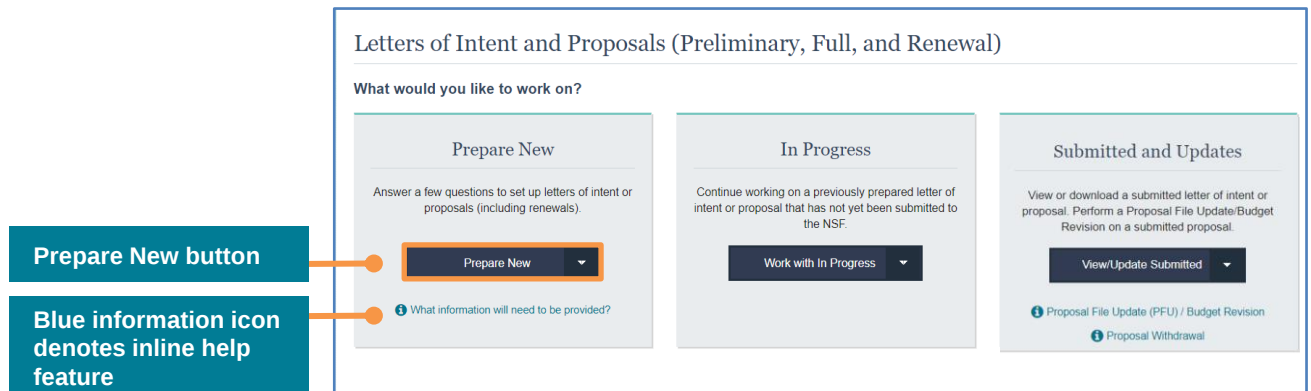


Only individuals with an organization-approved Principal Investigator (PI) role can initiate new proposals, including renewals, in Research.gov. After the proposal has been created, the PI can add co-PIs, Other Senior Personnel, and Other Authorized Users (OAUs), as well as share proposal access with the Sponsored Project Office (SPO) and Authorized Organizational Representative (AOR) to assist with proposal preparation. Only an AOR can submit the completed proposal in Research.gov to the U.S. National Science Foundation (NSF).

Accessing the Research.gov Proposal Submission System:

- Open [Research.gov](https://www.research.gov).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select the Letters of Intent and Proposals (Preliminary, Full, and Renewal) link under the Prepare & Submit Proposals category.
- Click the Continue to Proposal System button after reviewing the Welcome to NSF's Research.gov Proposal Submission System pop-up message.
- You will be navigated to the proposal preparation landing page.

Locate the Prepare New button in the Prepare New tile.



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

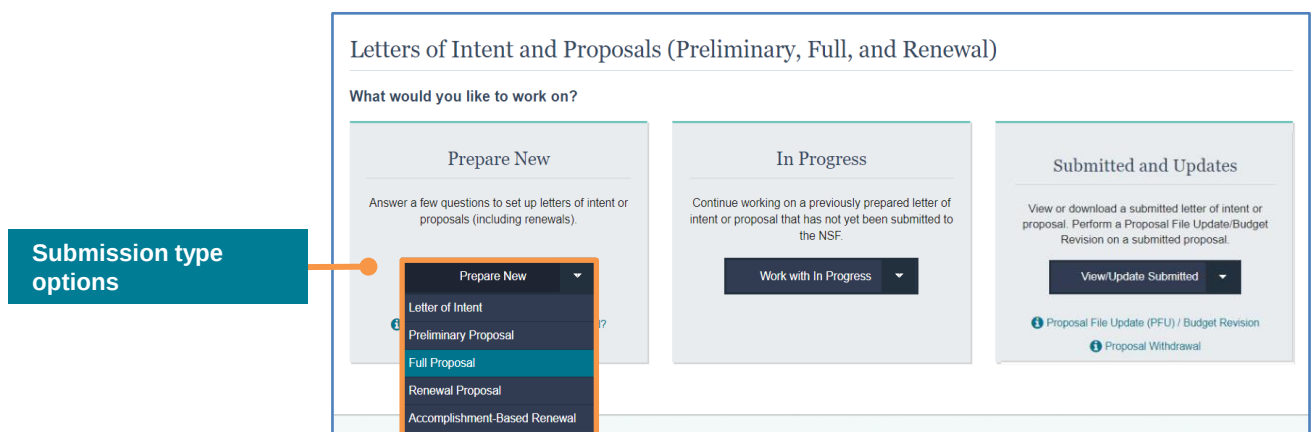
Submitted and Updates
View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.
View/Update Submitted

Prepare New button

Blue information icon denotes inline help feature

Select Submission Type:

- PIs first select the proposal submission type from the drop-down options in the Prepare New tile and then will follow the custom proposal setup wizard to initiate a new proposal.
- Once all proposal setup wizard steps are completed and the new proposal is created, the submission type selected cannot be edited by the proposing organization.



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 Submitted

Submission type options

- Letter of Intent
- Preliminary Proposal
- Full Proposal
- Renewal Proposal
- Accomplishment-Based Renewal

i Only users with a PI, SPO, or AOR role can initiate a letter of intent. See the letter of intent Frequently Asked Questions (FAQs) on the Research.gov [About Proposal Preparation and Submission](#) page for more information about preparing letters of intent in Research.gov.



If the Prepare New button is grayed out and a blue information message displays, then the user must add an organization-approved PI role to proceed with initiating a new proposal. See page 6 for information about adding the PI role.

PI role information message

Disabled Prepare New button

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

What would you like to work on?

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

Prepare New

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

Prepare New

What information will need to be provided?

In Progress

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

Work with In Progress

Submitted and Updates

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

View/Update Submitted

Proposal File Update (PFU) / Budget Revision
Proposal Withdrawal

Four-step Proposal Setup Wizard (Full and Renewal Proposals)

The proposal setup wizards for full and renewal proposals include a series of selection options and questions for the proposal being created. The answers provided by the PI in the proposal setup wizard dynamically drive questions in the next steps and the proposal sections that are required on subsequent screens. The top indicator on the page shows the proposal setup wizard workflow from left to right.

1 Step 1. Funding Opportunity: Select the Funding Opportunity by searching the available opportunities and clicking the radio button next to the desired funding opportunity number.

- Filter funding opportunities by entering the funding opportunity number, funding opportunity title, or key word(s).
- You can also browse through the list of funding opportunities by clicking the numbers at the top of the table to jump to a specific page or by selecting Next, also at the top of the table, to view the list page by page.
- Click Next at the bottom of the page after you have made a funding opportunity selection.
- Once all four proposal setup wizard steps are completed and the new proposal created, the funding opportunity selected in this step cannot be edited by the proposing organization.**

Proposal setup wizard steps and workflow

Search by entering the funding opportunity number or title or key word(s)

Select the radio button corresponding to the funding opportunity

Prepare New Full Proposal

1. Funding Opportunity ✓ 2. Where to Apply 3. Proposal Type 4. Proposal Details

Select Funding Opportunity Find Funding Opportunity Number

Select funding opportunities are not yet available in this system. If you do not see your funding opportunity, please check in [FastLane](#).

Show All career Showing 1-3 of 3 < Prev 1 Next >

Select	Funding Opportunity Number	Funding Opportunity Title
☒	NSF 22-503	Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences
☐	NSF 21-516	Mid-Career Advancement
☐	NSF 20-525	Faculty Early Career Development Program

Show All Showing 1-3 of 3 < Prev 1 Next >

Previous Next

Click Next to continue

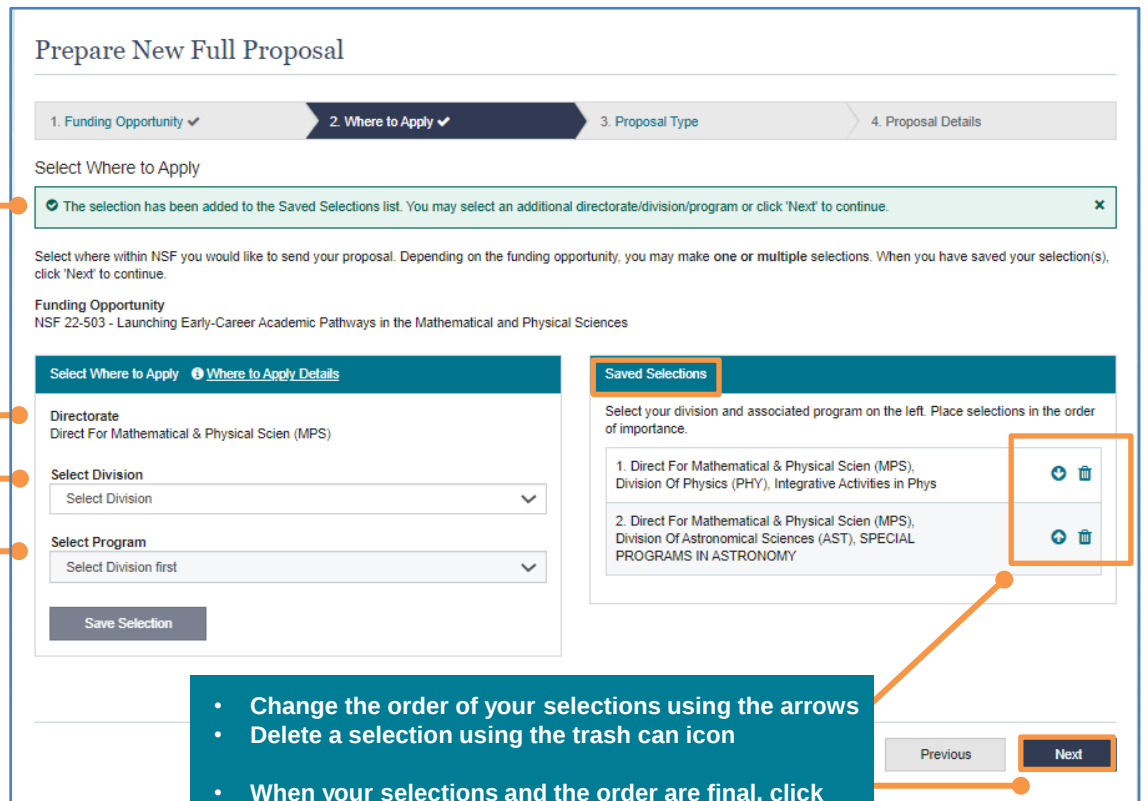


- NSF is migrating proposal preparation from FastLane to Research.gov in accordance with [Important Notice No. 147: Research.gov Implementation Update](#) by a target date of **December 31, 2022**.
- Program solicitations specify whether Research.gov is available or required.
- Program descriptions and program announcements utilizing the generic eligibility and proposal preparation guidelines specified in Part I of the [Proposal & Award Policies & Procedures Guide](#) (PAPPG) are supported in Research.gov.

2

Step 2. Where to Apply: Select Where to Apply by choosing the Directorate(s), Division(s), and Program(s) for the proposal using the drop-down menus. This is known as the “Unit of Consideration.” Each drop-down menu will **only** list the pre-determined, available options for the specified funding opportunity selected in Step 1.

- When a funding opportunity has multiple options for the Directorate/Division/Program, the steps can be repeated to add more Units of Consideration using the drop-down menus. Adding multiple Units of Consideration means that the proposer is asking for co-review of the proposal by each Unit of Consideration (Directorate/Division/Program).
- Saved Unit of Consideration selections are displayed on the right side of the screen and can be prioritized by using the arrows to the right of the selections. A saved selection can be deleted by using the trash can icon.
- Select Next to continue.
- **Once all four proposal setup wizard steps are completed and the new proposal created, the where to apply details selected in this step cannot be edited by the proposing organization.**



Success message

The selection has been added to the Saved Selections list. You may select an additional directorate/division/program or click 'Next' to continue.

Select where within NSF you would like to send your proposal. Depending on the funding opportunity, you may make one or multiple selections. When you have saved your selection(s), click 'Next' to continue.

Funding Opportunity
NSF 22-503 - Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences

Select Where to Apply [Where to Apply Details](#)

Directorate
Direct For Mathematical & Physical Scien (MPS)

Select Division
Select Division

Select Program
Select Division first

Save Selection

Saved Selections

Select your division and associated program on the left. Place selections in the order of importance.

1. Direct For Mathematical & Physical Scien (MPS), Division Of Physics (PHY), Integrative Activities in Phys
2. Direct For Mathematical & Physical Scien (MPS), Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY

Change the order of your selections using the arrows

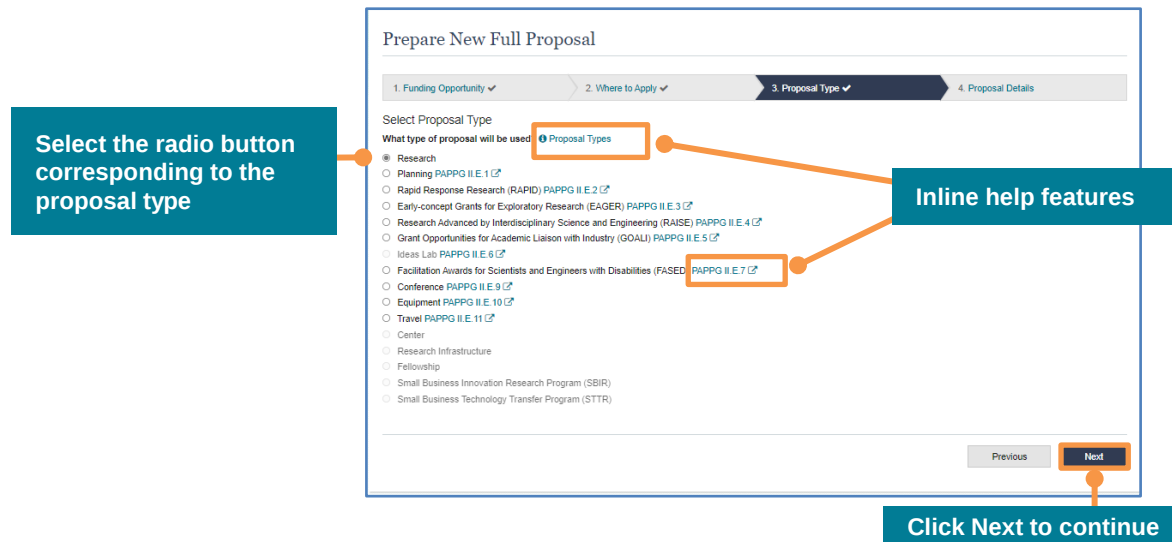
Delete a selection using the trash can icon

When your selections and the order are final, click Next to continue

Previous Next

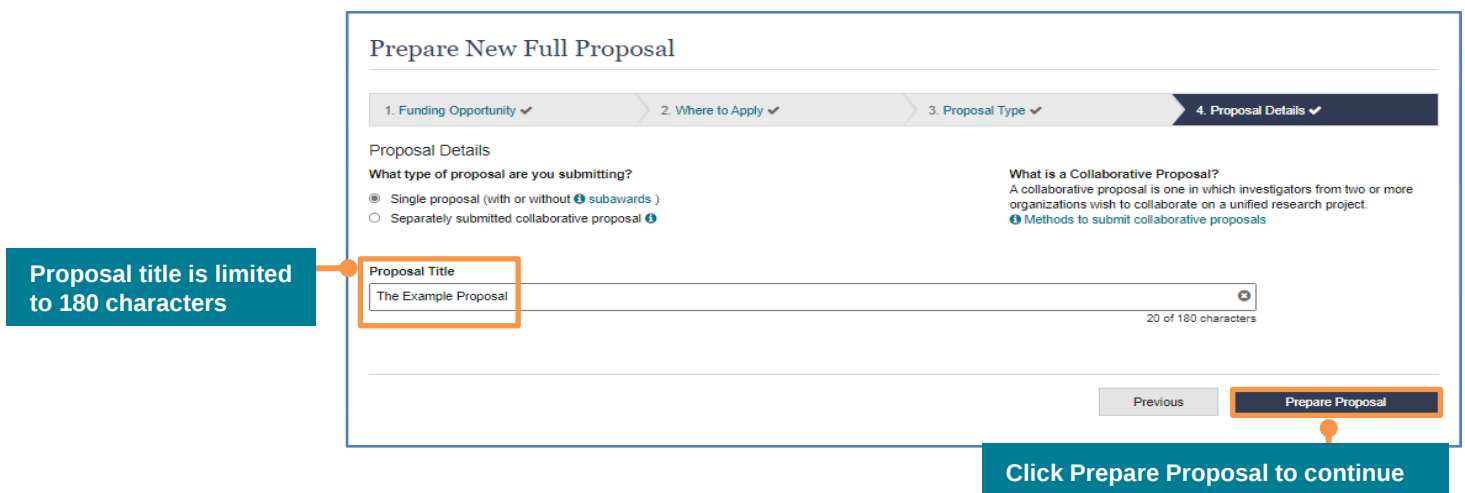
3 **Step 3. Proposal Type:** Select proposal type by clicking the appropriate radio button.

- Proposal types that are grayed out are not yet available in Research.gov.
- Select Next to continue.
- **Once all four proposal setup wizard steps are completed and the new proposal is created, the proposal type selected in this step cannot be edited by the proposing organization.**



4 **Step 4. Proposal Details:** Enter Proposal Details.

- Click the appropriate radio button to indicate if you are submitting a single proposal (with or without subawards) or a separately submitted collaborative proposal. If a separately submitted collaborative proposal is selected, there is an additional question about whether the organization is the lead or non-lead organization.
- Enter a proposal title in the space provided.
- **After this step is completed and the proposal is created, no changes to the proposal setup wizard selections can be made by the proposing organization, except for edits to the proposal title.** To change selections in an earlier step, select the Previous button to navigate back to that step.
- After this step is completed, a new proposal would need to be initiated to make changes to the submission type, funding opportunity, unit(s) of consideration, proposal type, and proposal details other than the proposal title. In progress proposals that will not be completed can be deleted.
- Select the Prepare Proposal button to create the proposal based on the selections made in the proposal setup wizard and to continue.





Research.gov creates the new proposal and assigns a proposal Temporary ID Number. The proposal main page opens for the PI to upload proposal documents and to perform proposal actions such as adding co-PIs and OAUs and sharing access with SPOs and AORs.

Proposal Temporary ID Number

Proposal - 5594

Proposal Title: The Example Proposal [Edit](#)
Funding Opportunity: NSF 22-503 [Edit](#) - Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences
Where to Apply: Direct For Mathematical & Physical Scien (MPS) - Division Of Physics (PHY), Integrative Activities in Phys
 Direct For Mathematical & Physical Scien (MPS) - Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY
Proposal Type: Research
Submission Type: Full Proposal
Collaborative Type: Not Collaborative

Due Date: Select Due Date [Edit](#)
Date Type: Deadline Date

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

Edit an in progress proposal by accessing it from the In Progress tile on the proposal preparation landing page.

- Only Research.gov proposals are listed in the In Progress tile. If a particular proposal is not listed, please check in FastLane.
- Proposals prepared in Research.gov can only be accessed and edited in Research.gov, and proposals prepared in FastLane can only be accessed and edited in FastLane.
- Proposal information cannot be transferred between FastLane and Research.gov.
- The proposal must be submitted in the system where it was prepared, and a proposal file update/budget revision also must use the same system as the original proposal.

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](#)

[What information will need to be provided?](#)

In Progress

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[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](#)

Work with In Progress button

Helpful Resources

- **Help within the Proposal System**

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

- **Research.gov 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. This includes initiating proposals. 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 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.

- **Adding and Managing User Roles**

To work on proposals using NSF systems, a PI must have an organization-approved PI role. The PI role can be requested by following the steps on the [Add a New Role – Principal Investigator PI/Co-PI](#) job aid. Information about adding and managing other user roles such as the AOR role required for proposal submission 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.