Directorate of Technology, Innovation, and Partnerships (TIP)

Proposal Submission Timeline for New Proposers

This supplementary guidance for organizations that are new to the National Science Foundation (NSF) provides a timeline and walkthrough of the key milestones that must be completed in order to submit proposals to NSF.

Additional 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 webpage.

Questions

- For IT system-related questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov . Program-related questions should be directed to the cognizant Program Office.

- 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) 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.

Preparing Your 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.

My organization doesn't have a UEI Number (or has an inactive UEI Number)…

Organizations must be registered with NSF to submit proposals to NSF using NSF's systems. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM), which requires a Unique Entity Identifier (UEI) Number that is active.

Target # of Days Before Proposal Submission Deadline	Action	Description
56 days (8 weeks)	Obtains a UEI Number and Registers in SAM	This action applies to **NEW ORGANIZATIONS**. Organizations must have a valid Unique Entity Identifier (UEI) Number and be registered in the System for Award Management (SAM) in order to register with NSF. Note that it may take up to a week to obtain a UEI Number and several weeks to complete the SAM registration process. Obtain a UEI Number and complete SAM registration at https://www.sam.gov by selecting the green Get Started button on the Register Your Entity or Get a Unique Entity ID section of the page. Entity validation is the first step in getting your UEI or registering in SAM.gov. Review time will depend on whether a match can be made from your original document submission or if additional documentation is needed. SAM processing times may vary. Organizations should check SAM.gov for any posted advisories about impacts to processing times. • You will need to create a SAM.gov account and provide the requested organization information. • It may take up to four weeks to complete the SAM registration process.
49 days (7 weeks)	Review SAM.gov to see if registration is active	This action applies to both **NEW ORGANIZATIONS** completing the SAM registration process and **CURRENT ORGANIZATIONS** already registered in SAM. If you are currently registered, please confirm that your UEI is active – you will have to renew it if it is inactive. Your UEI Number activation (and reactivation) must undergo TIN validation and CAGE validation – these steps are automatically done on SAM.gov after your UEI Number has been issued, or when a renewal is requested. <u>If a SAM registration is not active or UEI is not valid, an organization will not be able to register with NSF and submit a proposal</u>. • If your registration has a status of Submitted for longer than 14 days and you have not been contacted to correct or update information, please reach out as soon as possible to the General Services Administration (GSA) Federal Service Desk (FSD) at 866-606-8220 or visit https://www.fsd.gov/gsafsd_sp and scroll down to the bottom of the page to submit a ticket or live chat with the GSA FSD. • Once your new SAM registration is active, it takes up to two business days for NSF to receive and access your SAM information.
21 days (3 weeks)	New organization registers with NSF	Registration with NSF both at the organization level and at the individual user level is required to submit NSF proposals. The **new** organization registers with NSF by signing into Research.gov with their NSF ID* and then following the step-by-step instructions in the Register a New Organization job aid. A Register a New Organization with NSF video tutorial is also available. After entering the UEI Number, the system will automatically detect that the organization is new and will then provide instructions on setting up the organization and the Administrator role. *For step-by-step instructions to obtain an NSF ID, please see the Register for a New NSF Account job aid. A Register for a New NSF Account video tutorial is also available.

I don't have an NSF ID and a PI role to start preparing my proposal…

To apply for NSF funding, you must have an NSF ID and an organization-approved Principal Investigator (PI) role at an organization registered with NSF. You should apply for the PI role electronically, and the organization's Administrator is responsible for approving in advance.

Target # of Days Before Proposal Submission Deadline	Action	Description
21 days	New users register for an NSF account (NSF ID)	If you do not have an NSF account (NSF ID), you must register for one in order to prepare proposals and conduct other award-related activities using NSF systems. For step-by-step instructions, please see the Register for a New NSF Account job aid. A Register for a New NSF Account video tutorial is also available.
21 days	Submit PI role request to your organization's Administrator	To work on proposal and award-related activities on NSF systems, a PI/co-PI must have an organization-approved PI role. If you do not have a PI role at your organization, you must request this role to work on proposal and award-related activities. Please follow the steps on the Add a New Organization-Approved Role – Principal Investigator PI/Co-PI job aid. Note that an individual may have multiple roles at an organization, and the organization's Administrator can also have a PI role. After requesting a PI role, your organization's Administrator will receive the request electronically to approve or disapprove it. Administrators may refer to the View My Users – Administrator Dashboard job aid for guidance on how to approve or disapprove a role request.
14 days	PI role request is approved by organization's Administrator	You should have an approved PI role for your organization by this date to prepare your proposal.

I have an NSF ID but have not signed in for an extended period of time…

If you have not signed into Research.gov in a while, you are strongly encouraged to confirm at least three weeks in advance that your NSF account (NSF ID) is active and does not have any account issues. For example, if your email address is associated with more than one NSF account, you will be prompted to verify information and will need assistance from the NSF IT Service Desk to reconcile your accounts. Account reconciliation can take up to three days.

Target # of Days Before Proposal Submission Deadline	Action	Description
21 days	Confirm your existing NSF account (NSF ID) is active	If you have an existing NSF account, you should make sure your account is not suspended or is in danger of being suspended. To confirm your account is active, please sign into Research.gov. If you receive a "Multiple Accounts Found" pop-up alert message when you sign into Research.gov, you must contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) to reconcile your accounts. Some issues require extended time to resolve. Please do not wait until the proposal submission deadline to request NSF account reconciliation. Account reconciliation can take up to three days.

New organization must establish an AOR to submit the proposal...

Target # of Days Before Proposal Submission Deadline	Action	Description
14 days	AOR role is established, and request approved by organization's Administrator	The Authorized Organizational Representative (AOR) is responsible for submitting the proposal to NSF. Ensure that an AOR role is established for your organization by this date. This should only apply to brand new registered organizations. 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 Organizational Role job aid. After the AOR role is requested, your organization's Administrator will receive the request electronically to approve or disapprove it.

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Target # of Days Before Proposal Submission Deadline	Action	Description
21 days	Complete resolution of any SAM.gov certification issues	Organizations are responsible for maintaining the accuracy of their information in the System for Award Management (SAM). Prior to proposal submission, all proposing organizations are required to have reviewed and certified compliance with the government-wide financial assistance representations and certifications maintained in SAM. Failure to comply with SAM certification and registration requirements will impact the submission and processing of the proposal. For more information, please see the *Proposal & Award Policies & Procedures Guide* (PAPPG), Chapter I.G.2. *Note: This step only applies to organizations previously registered in SAM to do business with non-NSF entities of the U.S. government.*
14 days	Prepare Senior/Key Personnel Documents	Use the instructions at https://new.nsf.gov/funding/senior-personnel-documents to prepare four key documents: a) Biographical Sketch; b) Current and Pending (Other) Support; c) Collaborators and Other Affiliations; and d) Synergistic Activities. These are required for all Senior/Key Personnel named in the proposal. See PAPPG Exhibit II.3 and Chapter II.D.2.h.
3 days	Submit proposal in Research.gov	Aim to submit by this date to allow time to resolve any system errors in advance of the deadline and avoid high volume delays at the NSF IT Service Desk. Print the file to a PDF and view it online to make sure the correct version was submitted. Corrections are automatically accepted before the deadline. *Note: Proposers must follow the guidance specified in the Solicitation or Dear Colleague Letter regarding which system(s) (i.e., Research.gov, or Grants.gov) may be used to prepare and submit the proposal.*
0 days	Proposal submission Deadline: 5:00 PM Submitting Organization's Local Time	Proposals must be received by 5 p.m. submitting organization's local time on the deadline date specified in the funding opportunity. Proposals that arrive 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. Proposal file updates are automatically accepted before the 5 p.m. submitting organization's local time deadline.