

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.

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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 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.
- Program-related questions should be directed to the cognizant Program Office.

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I do not 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 request the PI role electronically, and your organization's Administrator is responsible for approving it in advance.

Suggested # of Business Days Before Submission Deadline	Action	Description
15 business days	New users register for an NSF account (NSF ID) and enroll in multifactor authentication	<p>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 and to prepare NSF proposals in Grants.gov. See the Register for a New NSF Account job aid for step-by-step instructions. A Register for a New NSF Account video tutorial is also available.</p> <p>NSF requires multifactor authentication (MFA) to sign into Research.gov. See the Resources listing in this guide for MFA enrollment information and links to help documentation.</p>
15 business days	Register for a PI role and submit PI role request to your organization's Administrator	<p>To work on proposal and award-related activities using NSF systems and to prepare NSF proposals in Grants.gov, a Principal Investigator (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 in 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.</p> <p>After requesting the 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.</p>
10 business 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 into Research.gov 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 of the proposal deadline 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.

Suggested # of Business Days Before Submission Deadline	Milestone or Action	Description
15 business days	Confirm your existing NSF account (NSF ID) is active	If you have an existing NSF account, please make sure it is active and not in danger of being suspended due to multiple accounts associated with your email address. 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 to reconcile your accounts. Some issues require extended time to resolve. Please do not wait until the proposal submission deadline date to request NSF account reconciliation. Account reconciliation can take up to three days.

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Proposal submission timeline

Suggested # of Business Days Before Submission Deadline	Action	Description
10 business days	Prepare Senior/Key Personnel Documents	Use the instructions at https://new.nsf.gov/funding/senior-personnel-documents to prepare the four required senior/key personnel documents: 1) Biographical Sketch; 2) Current and Pending (Other) Support; 3) Collaborators and Other Affiliations; and 4) Synergistic Activities. This information is required for all individuals designated as a senior/key person on the proposal. See PAPPG (NSF 24-1) Exhibit II.3 and Chapter II.D.2.h .
10 business days	Organization completes resolution of any SAM.gov certification issues and makes sure SAM registration and UEI number are active	In accordance with NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 24-1) Chapter I.G.2: Organizations are responsible for utilizing the System for Award Management (SAM) to submit government-wide representations and certifications. 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. <u>If a registration is not active, an organization will not be able to submit a proposal, nor will NSF be able to take approval actions on any submitted proposals or recommended awards. Additionally, payments will not be able to be processed and approved.</u> An expired registration will impact an organization's ability to submit proposals and/or receive award payments. Note that if an organization's registration lapses, it will take longer to reactivate the registration than if the registration is still active when doing the revalidation and recertification.
5 business days	Submit proposal through Grants.gov	Proposals submitted via Grants.gov must go through additional processing before they are accepted at NSF and processed in Research.gov. For this reason, NSF recommends allowing extra time when submitting via Grants.gov to resolve any system errors and to avoid high volume delays at the NSF IT Service Desk if problems arise. NSF recommends submitting proposals in Grants.gov five business days in advance of the proposal deadline, but extra days are recommended for some programs such as the Faculty Early Career Development Program (CAREER) due to the large number of expected CAREER proposal submissions leading up to and on the deadline date.
3 business days	Submit proposal through Research.gov	Aim to submit your proposal in Research.gov three business days in advance of the proposal deadline to allow time to resolve any system errors in advance of the deadline and to avoid high volume delays at the NSF IT Service Desk. This timeline is especially recommended for some programs such as CAREER due to the large number of expected CAREER proposal submissions leading up to and on the deadline date. Print the file to a PDF and view it online to make sure the correct version was submitted. Corrections (i.e., proposal file updates) are automatically accepted before the deadline.
0 business days	Proposal submission deadline: 5:00 p.m. submitting organization's local time	Proposals must be received by 5:00 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 5:00 p.m. submitting organization's local time deadline.

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My organization does not have a SAM UEI number or has an inactive UEI number.....

Organizations must be registered with NSF to submit proposals to NSF in Research.gov or via Grants.gov. Before a new organization can register with NSF, it must first register in SAM and obtain a SAM-issued Unique Entity Identifier (UEI) number. The vast majority of universities are already registered in SAM and with NSF.

Suggested # of Business Days Before Submission Deadline	Action	Description
15 business days	New organization registers in SAM and obtains a SAM UEI number	<p>This action only applies to NEW ORGANIZATIONS not already registered in the SAM to do business with the U.S. government. Organizations <u>must</u> be registered in the SAM and have a valid UEI number in order to register with NSF.</p> <ul style="list-style-type: none"> To register in the SAM and obtain a SAM UEI, go to SAM.gov and select the green <i>Get Started</i> button on the Register Your Entity or Get a Unique Entity ID section on the upper right side of the page. Entity validation is the first step in getting your UEI number 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. Less complex cases where documents matching the requirements have been provided may be resolved in as few as five days, where other cases may take several weeks. SAM review time is subject to change and processing times may vary. Organizations should monitor SAM.gov for any posted advisories about impacts to processing times. NSF recommends organizations build in additional time to allow for extra verification steps.
15 business days	<p>New organization checks SAM.gov to see if registration is active</p> <p>Current organization renews inactive UEI number</p>	<p>This section applies to both NEW ORGANIZATIONS completing the initial SAM registration process and CURRENT ORGANIZATIONS already registered in SAM but which have an inactive UEI number. 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 taxpayer identification number (TIN) validation and Commercial and Government Entity (CAGE) code validation – these steps are automatically done on SAM.gov after your UEI number has been issued or when a renewal is requested. <u>If your SAM registration is not active or UEI is not valid, an organization will not be able to register with NSF or submit a proposal.</u></p> <ul style="list-style-type: none"> You can check the status of your registration by going to SAM.gov and selecting the <i>Check Entity Status</i> button in the Register Your Entity or Get a Unique Entity ID section in the upper right side of the page. If your registration has a status of Submitted for longer than 15 business 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 or UEI number renewed, it takes up to two business days for NSF to receive and access your SAM information.

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My organization must establish or change the organizational Administrator...

Suggested # of Business Days Before Submission Deadline	Action	Description
15 business days	New organizational Administrator registers for an NSF account	Each organization must have at least one individual with the organizational Administrator role. This individual approves/disapproves organizational user roles and adds/removes organizational user roles. In order for a new organization to register with NSF, an individual from the organization must set themselves up as the Administrator by first registering for an NSF account (NSF ID). See the Register for a New NSF Account job aid for step-by-step instructions. A Register for a New NSF Account video tutorial is also available.
	Existing organization changes their organizational Administrator	Existing organizations wishing to change their organizational Administrator can do so at any time but the process to establish a new Administrator includes an NSF verification step which can take five or more business days to complete.

My organization needs to register with NSF.....

Registration with NSF both at the organization level and at the individual user level is required to submit NSF proposals.

Suggested # of Business Days Before Submission Deadline	Action	Description
15 business days	New organization registers with NSF	The process to register a NEW organization with NSF begins with the individual who will be the organization's Administrator signing into Research.gov with their NSF credentials and selected multifactor authentication (MFA) method. For MFA enrollment instructions, see the Resources page. Follow 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 provide instructions on setting up the organization and the Administrator role.

My newly registered organization must establish an AOR to submit proposals...

The Authorized Organizational Representative (AOR) is responsible for submitting proposals to NSF.

Suggested # of Business Days Before Submission Deadline	Action	Description
10 business days	AOR role is established and role request approved by organizational Administrator	<p>Ensure that an AOR role is established for your organization by this date. This should only apply to brand new registered organizations.</p> <p>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.</p>

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Resources

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.

Multifactor Authentication

All users must use multifactor authentication (MFA) each time they sign into Research.gov. Research.gov MFA enrollment instructions:

- **Step 1:** User reviews [MFA Options Overview](#) Table 1 and determines how they will sign into Research.gov. MFA enrollment depends on how the user accesses Research.gov (NSF credentials, organization-issued credentials for InCommon Federation participating organizations, or Login.gov credentials).
- **Step 2:** Users signing into Research.gov with NSF credentials determine their available MFA options based on their user role in Research.gov. See [MFA Options Overview](#) Table 2. Users such as PIs can use Google Authenticator or Okta Verify for MFA, if they do not also have an administrative or financial role in Research.gov.
- **Step 3:** Users follow the relevant step-by-step guide and video tutorial to enroll in the selected MFA method in Research.gov.

Visit the [About Signing Into Research.gov](#) page for how-to guides, video tutorials, and [MFA FAQs](#).

Preparing Your Proposal in Research.gov

- NSF [Proposal and Award Policies and Procedures Guide](#) (PAPPG) 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 proposal.
- See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page from the left navigation bar for additional information on demo site access and features.

Preparing Your Proposal in Grants.gov

- [NSF Grants.gov Application Guide](#) 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.