

How to Prepare and Edit Proposals in Research.gov

NSF currently has only certain proposal-types available to submit through Research.gov. When you first access the Prepare Proposals sections below, you will see a Welcome popup that will note which proposals can be submitted via this system.

The chart below indicates the availability of proposal functions in Research.gov. For additional details of the recent releases view the General FAQs.

New = New update as of 11/22/2021

Type of Submission	Current Capability	Capability in Development	Future Capability
Full Proposal	✓		
Letter of Intent	✓		
Preliminary Proposal	✓ New		
Full Proposal related to a Preliminary Proposal	✓ New		
Renewal Proposal	✓		
Accomplishment Based Renewal Proposal	✓		

(list as of 2021.11.22)

If you don't see your proposal-type in the list, you'll need to submit your project through Fastlane. Additionally, any current proposal that requires Disclosure of Lobbying Activities or Proprietary or Privileged Information will need to be submitted through FastLane.

1. Log on to Research.gov
2. Select Prepare & Submit Proposals



My Desktop Prepare & Submit Proposals Awards & Reporting Manage Financials Administration

ATTENTION: On August 20, 2019, NSF b... multiple NSF accounts. Click [here](#) for information to avoid systems access suspension if you have multiple accounts.

Now Available: NSF-approved Biographic... ats. Click [here](#) to learn more about these formats required for proposal submission beginning June 1, 2020.

Research.gov Expanded: Separately sut... nizations now available Click [here](#) for details.

+ Show all notifications (Viewing...)

Prepare Proposals (Limited proposal types)

Prepare Proposals in FastLane

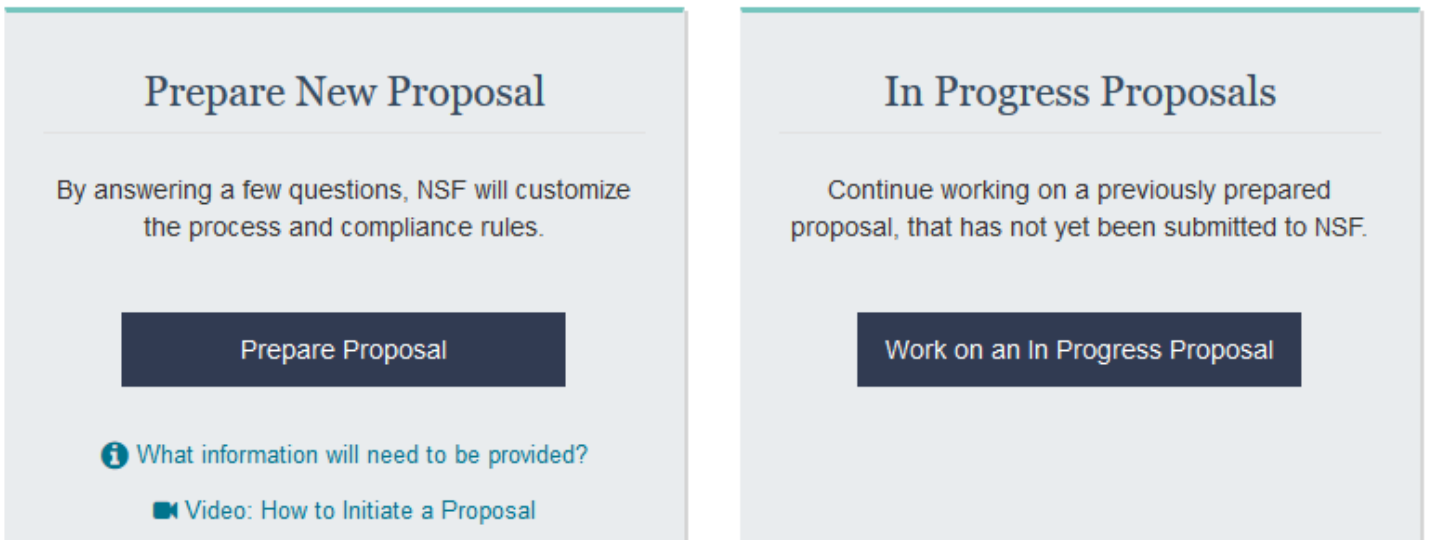
Proposal Status

Confirm with your solicitation that it can be submitted through research.gov instead of FastLane. All Solicitations should be available and submitted through research.gov by 12/31/2022. At which point FastLane will no longer be used.

Part 1, Proposal Setup

- See Part 2 for Granting Access to your Proposal Analyst;
- See Part 3 for Setting up Personnel and Subaward Organizations;
- See Part 4 for Setting up Collaborative Proposals;
- See Part 5 for Document Upload Information;
- See Part 6 for Budget Forms Information

1. Select either **Prepare Proposal** or **Work on an In Progress Proposal**.



2. For an **In Progress Proposal**, select the Proposal you want to work on, and **proceed to Parts 2-6**.

3. For **Prepare New Proposal**, select the Opportunity Number, then **Next**.

Select	Funding Opportunity Number	Funding Opportunity Title
<input type="radio"/>	NSF 18-1	Proposal & Award Policies & Procedures Guide - PAPPG
<input type="radio"/>	NSF 19-545	Distributed Array of Small Instruments
<input type="radio"/>	NSF 19-544	Long Term Ecological Research
<input type="radio"/>	NSF 19-542	Mid-scale Research Infrastructure-2

4. **Select** the Directorate, Division and Program as appropriate, **Save**, then **Next**.

5. **Select** the Proposal Type. Select **Next**.



6. Full Proposal is currently the only option, select **Next**.

7. Select the proposal details:

- a. **Single proposal** for a submission from only our institution (this can include subawardees – **see Part 3** for how to add subawardees); or

Proposal Details


What type of proposal are you submitting?


- Single proposal (with or without subawards) 
- Separately submitted collaborative proposal 


- b. **Separately submitted collaborative proposal** for projects where multiple institutions are submitting their own pieces – **see Part 4** for how to add collaborative proposals
- i. Select whether our institution is the lead or non-lead. Leads will be responsible for uploading the proposal documents.

Proposal Details

What type of proposal are you submitting?

- Single proposal (with or without subawards)
- Separately submitted collaborative proposal 

What is your role on this project?  [How to link proposals](#)

- Lead proposer  [Details](#)
- Non-lead proposer

 Choose one

8. Enter the Title of the Project and select Prepare Proposal.

ONCE YOU'VE SELECTED THE PREPARE PROPOSAL BUTTON, NONE OF THE PRECEDING OPTIONS CAN BE CHANGED EXCEPT FOR THE TITLE.

Part 2, Granting Access to your Proposal Analyst

See Part 3 for Setting up Personnel and Subaward Organizations;

See Part 4 for Setting up Collaborative Proposals;

See Part 5 for Document Upload Information;

See Part 6 for Budget Forms Information

1. **Grant Access** to OCG so that your Proposal Analyst can work on the project with you; **notify** your Proposal Analyst that you have done so.

Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

1

2 – at this stage you can collapse and ignore the warnings

Change Proposal Access Cancel

Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> No access <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel

3

4

Save Proposal Access Cancel

2. For AORs only – once the PI has granted submission access, this **Initiate Proposal Submission** button will appear.

Proposal Actions ⓘ

- Initiate Proposal Submission
- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations

Part 3, Setting Up Personnel and Subaward Organizations

See Part 2 for Granting Access to your Proposal Analyst;
See Part 4 for Setting up Collaborative Proposals;
See Part 5 for Document Upload Information;
See Part 6 for Budget Forms Information

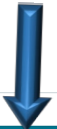
1. Add coPIs, Senior Personnel and other user access.

Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations** ← 1
- Print Proposal
- Delete Proposal

Manage Personnel and Subaward Organizations

2



Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
University of Notre Dame View SAM Legal Business Name	FPU6XGFXMBE9	Monisha Ghosh	940 Grace Hall NOTRE DAME, IN 46556-5708 US	Manage Personnel

3a

Senior Personnel			
		Add co-Principal Investigator	Add Other Senior Personnel ← 3a
Personnel Name	Role	Organization	Actions
Monisha Ghosh	Principal Investigator	University of Notre Dame	

2. Add Subaward Organizations and their Personnel.

1

Subaward Organization(s) Add Subaward Organization

Organization Name	DUNS Number	Address	Actions
No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.			

2

Organization Name OR DUNS Number [Find DUNS](#) 3 Search

4

Showing 1-4 of 4

Select	Organization Name	DUNS Number	Address
<input type="radio"/>	SEADOG FISHING SOLUTIONS, INC.	081244520	1532 PERSHING DR APT A SAN FRANCISCO, CA 94129-1206 US
<input checked="" type="radio"/>	SMALL DOG ELECTRONICS, INC.	937933778	1673 MAIN ST STE B Waitsfield, VT 05673-8002 US
<input type="radio"/>	WILD DOG PHYSICS, LLC	093718777	110 TUGGER TRAIL NICHOLASVILLE, KY 40356-8039 US
<input type="radio"/>	White Dog Labs Inc	078431709	239 Lisa Drive New Castle, DE 19720-4193 US

Showing 1-4 of 4

5

Add Subaward Organization Cancel

6. See Section 1 above for adding Personnel.

Showing 1 of 1

Organization Name	DUNS Number	Address	Actions
SMALL DOG ELECTRONICS, INC.	937933778	1673 MAIN ST STE B Waitsfield, VT 05673-8002 US	Manage Subaward Personnel Delete Subaward Organization

Part 4, Linking Collaborative Organizations

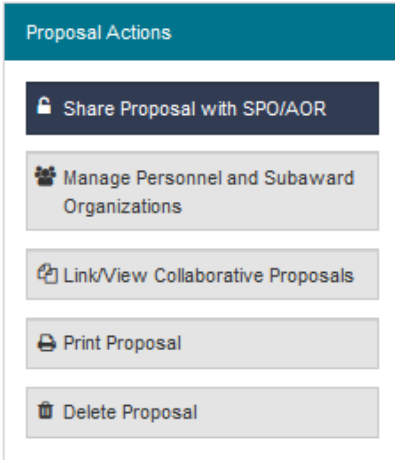
See Part 2 for Granting Access to your Proposal Analyst;

See Part 3 for Setting up Personnel and Subaward Organizations;

See Part 5 for Document Upload Information;

See Part 6 for Budget Forms Information

1. Link Collaborative Proposals when CU is the lead.



Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Link/View Collaborative Proposals
- Print Proposal
- Delete Proposal

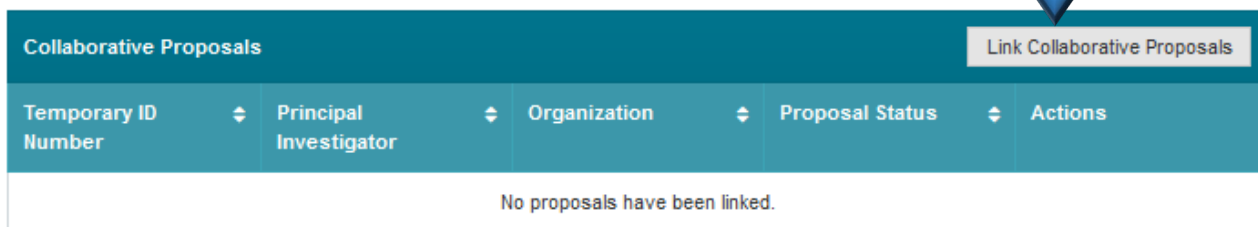


1

2



Link/View Collaborative Proposals



Collaborative Proposals

Link Collaborative Proposals

Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions
No proposals have been linked.				

Link Collaborative Proposals



Enter the Temporary ID Number of the non-lead proposal you want to link to:

Temporary ID Number



3. Enter the Proposal ID that the non-lead has shared with you.

Note: Once proposals are linked, the Principal Investigator's contact information will be shared.



Send Link Request


Cancel

✓ You have successfully invited Proposal - 15630 to link to this proposal. The proposals will become linked once the non-lead views their proposal and accepts the link. ✕

A **successfully linked** proposal will look like this (proposal 65635 is the non-lead proposal that has been linked to our lead proposal).

My Desktop > Letters of Intent and Proposals > In Progress: Proposals (Full and Renewals) > Proposal - 65409 > Link/View Collaborative Proposals

Collaborative Proposals					Link Collaborative Proposals
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions	
Linked Proposal: 65635	[REDACTED]	University of Chicago	Submit Access for AOR	Unlink Proposal	

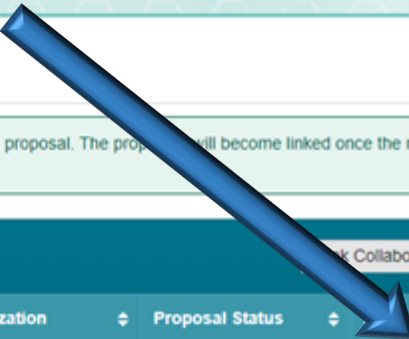


2. To **cancel** before the invitation has been accepted, **or unlink** after the invitation has been accepted.

Add Subaward Organization

✔ You have successfully invited Proposal - 65635 to link to this proposal. The proposal will become linked once the non-lead views their proposal and accepts the link. ✕

Collaborative Proposals					Link Collaborative Proposals
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions	
Link request pending: ⓘ 65635	William Payne	University of Chicago		Cancel Link Request	



- To have your proposal linked when another organization is the lead, the lead will **send you an invitation** to link.

In Progress Proposals

One or more requests to collaborate need attention. Please view the proposal(s) to accept or reject the link request(s).

Temporary ID Number	Proposal Title	PI Name	Due Date
Link request pending: 15630	Collaborative Research: Kristi test project #2	P. [redacted] ei	Date inherited from the Lead Proposal



- Click on the blue Temporary ID number

Link Collaborative Proposals Request

The following proposal is requesting to link to your proposal 15630:

Temporary ID Number: 15623
Proposal Title: Collaborative Research: Kristi test project #2
Principal Investigator: Kristi Winseck
Organization: University of Colorado at Boulder



-

A **successfully linked** proposal will look like this (proposal 15623 is the lead proposal that has been linked to our non-lead project).

Link/View Collaborative Proposals

✔ You have successfully linked to Proposal - 15623.

Collaborative Proposals				
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions
Linked Proposal (Lead): 15623	Kristi Winseck (303) 735-7821 kristi.winseck@colorado.edu	University of Colorado at Boulder	Submit Access for AOR	

How to give SPO/AOR Proposal Access in Research.gov

To give SPO/AOR Proposal Access to RSSP within Research.gov please follow the instructions below.

1. On the Proposal Forms page, click on **Proposal Access for SPO/AOR**.

Proposal - 2790

Proposal Title: [edit icon]

Funding Opportunity: F 18-1 - Proposal & Award Policies & Procedures Guide - PAPPG

Where to Apply: Office Of The Director (O/D) - EPSCoR Section (OIA), EPSCoR Co-Funding

Proposal Type: search

Submission Type: Proposal

Due Date: Accepted Anytime
Date Types

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
Proposal Access for SPO/AOR	Required		
Print Proposal	Cover Sheet		Form not checked
	Project Summary		Document unavailable for check

2. Scroll past any error(s)/warning(s) and select the type of access to provide the RSSP SPO/AOR:
 - No access
 - View only access
 - Edit access
 - **PREFERRED - Edit access with Allow proposal submission (AOR only)**

Change Proposal Access for SPO/AOR

Select the level of proposal access you would like to give to the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from [Manage Personnel](#).

SPO/AOR Proposal Access		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> No access <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel

Save Proposal Access Cancel

NOTE: RSSP will never submit a proposal before you are ready. Allowing submission access at the beginning of the proposal process enables your Grant Specialist to submit when you are ready and alleviates the last-minute rush.

NOTES:

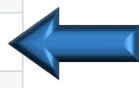
- A Research.gov "Submission Pending" status informs the organization that their proposal submission is pending in a queue until all linked lead and non-lead proposals in the collaboration attain "Submission Pending" status and can be submitted to NSF as a set.
- Separately submitted collaborative proposals with a "Submission Pending" status can be edited, but the Authorized Organizational Representative (AOR) must resubmit the edited proposal to return it to a "Submission Pending" status.

PART 5, UPLOADING DOCUMENTS

See Part 2 for Granting Access to your Pre-Award Manager;
 See Part 3 for Setting up Personnel and Subaward Organizations;
 See Part 4 for Setting up Collaborative Proposals;
 See Part 6 for Budget Forms Information

1. Select which document you want to upload, or, in the case of the Cover Sheet, fill out. As you upload documents they will be checked for compliance. Specific instructions for each document are included on the upload pages.

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents ⓘ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan ⓘ <i>Conditionally required</i>		
Optional		
Other Personnel Biographical Information ⓘ		Document unavailable for check
Other Supplementary Documents		Document unavailable for check
List of Suggested Reviewers (Single-copy document ⓘ)		Document unavailable for check
List of Reviewers Not to Include (Single-copy document ⓘ)		Document unavailable for check

 See 1a below

1a. Senior Personnel Documents (Biosketch, Current and Pending Support, Collaborators and Other Affiliations)

Senior Personnel Documents

 Video: How to Manage Senior Personnel Documents




Expand all | Collapse all

Show:

[Manage Personnel and Subaward Organizations](#)

Personnel Name	Role	Organization (Prime/Subaward)
+ Kristi L Winseck	Principal Investigator	University of Colorado at Boulder (Prime)
+ Travis Klempan	co-Principal Investigator	University of Colorado at Boulder (Prime)
+ Meredith Swanson	Other Senior Personnel	SMALL DOG ELECTRONICS, INC. (Subaward)



Personnel Name	Role	Organization (Prime/Subaward)												
● Kristi L Winseck	Principal Investigator	University of Colorado at Boulder (Prime)												
<table border="1"> <thead> <tr> <th>Documents</th> <th>Last Updated</th> <th>Compliance Status [Key]</th> </tr> </thead> <tbody> <tr> <td>Biographical Sketch</td> <td></td> <td>Document unavailable for check</td> </tr> <tr> <td>Current and Pending Support</td> <td></td> <td>Document unavailable for check</td> </tr> <tr> <td>Collaborators and Other Affiliations (Single-copy document )</td> <td></td> <td>Document unavailable for check</td> </tr> </tbody> </table>			Documents	Last Updated	Compliance Status [Key]	Biographical Sketch		Document unavailable for check	Current and Pending Support		Document unavailable for check	Collaborators and Other Affiliations (Single-copy document )		Document unavailable for check
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