

### RESEARCH.GOV SYSTEM INFORMATION

NOTE: As of March 30, 2020, Research.gov currently supports the preparation and submission of **full, research proposals including collaborative proposals from multiple organizations**.

If you are preparing a collaborative proposal, all parties must choose either Research.gov or FastLane. The systems do not talk to each other.

Other proposal types including conference, equipment, travel, fellowship, and additional non-research type proposals identified in the *Proposal & Award Policies & Procedures Guide (PAPPG)* are **NOT** yet available in Research.gov.

All NSF proposal and submission types continue to be available in FastLane. View the [Research.gov Proposal System Release Timeline](#) for more information.

LISTSERV: To stay up-to-date in important information and future enhancements to Research.gov, you can subscribe to NSF System Updates by sending a blank email to [system\\_updates-subscribe-request@listserv.nsf.gov](mailto:system_updates-subscribe-request@listserv.nsf.gov) and you will be automatically enrolled.

### RELEASE TIMELINE

[Click here](#) to track the release time for proposal features.

### FREQUENTLY ASKED QUESTIONS (FAQS)

[Click here](#) for FAQs for Account Management

### NSF HELP DESK

1-800-381-1532 or [rgov@nsf.gov](mailto:rgov@nsf.gov). Policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov).

### DEMO SITE

[Click here](#) to access demo site as a PI, Co-PI or the Sponsored Programs Office.

### GUIDE FOR PRINCIPAL INVESTIGATORS (PI)

To prepare a New proposal, review In-Progress proposal or view and update a Submitted proposal as the PI, you must log into research.gov and under My Desktop, click [New! Prepare Proposals](#). On the Proposal Preparation page, you will see options to prepare, work on, or view/update proposals.

**Prepare New Proposal** – There is a video tutorial under the Prepare Proposal button to walk you through the process. In the application, the proposal elements are broken up into two parts: Required and Optional. Play close attention to the specific Funding Opportunity Announcement to see if you are required to upload any documentation in Optional.

**In Progress Proposals** – Once you click on [In Progress Proposals](#), you will see a list of your proposals with their respective temporary ID number, proposal title and due dates. Once you're inside your proposal, you can edit your proposal elements, update your personnel and subaward organizations, grant different levels of access to view and/or edit your proposal, print the proposal to PDF and attach in UFIRST Submission Documents, or delete your proposal.

**Submitted Proposals** – Here you will find the submission information of each submitted proposals, such as: Dates, Proposal Number, Temporary ID Number, PI Name and Proposal Status. PIs may also perform a file update, budget revision or with can also perform a proposal file update or budget

**Proposal File Updates (PFUs) and Budget Revisions** links can be found on the Submitted Proposals page. They are allowed if submitted *prior* to the deadline date, initiation of external peer review in cases where a target date is utilized; and initiation of external peer review in case of an unsolicited proposal. If the criteria are met, the option to prepare a PFU/Budget Revision will be displayed within the specific submitted proposal.

**NOTE:** In FastLane there were two different submission portals for PFUs and Budget Revisions, however, in Research.gov the PFU and Budget Revision are now in one portal. To do the budget revision once you are in the PFU menu, you must go to the budget, make the necessary changes, and then upload the budget impact statement if it applies.

**Withdrawals** are not yet available in Research.gov. If a withdrawal is needed on a proposal prepared in Research.gov, please reach out to DSP.

### PROPOSAL SECTIONS

In each section, or proposal element, PIs will see instructions and requirements for the document that is to be uploaded. There will also be hyperlinks to provide more detailed information from NSF.

### NOTES

\*As you prepare your proposal, depending on the length of time, you may get a timer notifying you when your session will expire in 15 minutes, regardless if you are active in the application.

\*You cannot add a co-PI unless that individual has an NSF ID or a registered email with NSF.

\*You cannot edit Senior Personnel information; you can only remove them.

\*To create the budget, you must click on the University of Florida.

\*The system will present a warning in yellow if certain required fields such as Headings or Font Sizes are not included in submission documents (e.g., biosketches).

\*Red messages mean you must correct your uploaded file before submission. Yellow messages mean it is recommended to update, but not required (see following image).

### Proposal Access for SPO/AOR

Below is the current proposal access for the SPO and AOR, as well as any errors that will prevent submission and/or warnings for proposal 13100.

<p><b>Sponsored Projects Office (SPO)</b> No access</p>	<p><b>Authorized Organizational Representative (AOR)</b> No access</p>
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**Submission Errors and Warnings**
Collapse ▾

**❗** The following error(s) must be fixed prior to **submitting the proposal**.

**Data Management Plan**

- The Data Management Plan has not been provided and is required before submission

**⚠** The following warning(s) are recommended to be checked prior to **submitting the proposal**.

**Biographical Sketch**

- Your file does not include the document section heading(s) of [Appointments, Products or Publications, Professional Preparation, Synergistic Activities] for [Khalid Snowden]
- Your file contains font size(s) that are not supported for [Khalid Snowden]. For details about font sizes currently supported in the system, please refer to the [Proposal Preparation Document Upload FAQs](#). NSF may return a proposal without review if it includes font sizes other than those specified in the Proposal Preparation Site Document Upload FAQs.
- Your file does not include the document section heading(s) of [Appointments, Products or Publications, Professional Preparation, Synergistic Activities] for [Albert Gator]
- Your file contains font size(s) that are not supported for [Albert Gator]. For details about font sizes currently supported in the system, please refer to the [Proposal Preparation Document Upload FAQs](#). NSF may return a proposal without review if it includes font sizes other than those specified in the Proposal Preparation Site Document Upload FAQs.
- Your file does not include the document section heading(s) of [Appointments, Products or Publications, Professional Preparation, Synergistic Activities] for [Alberta Gator]
- Your file contains font size(s) that are not supported for [Alberta Gator]. For details about font sizes currently supported in the system, please refer to the [Proposal Preparation Document Upload FAQs](#). NSF may return a proposal without review if it includes font sizes other than those specified in the Proposal Preparation Site Document Upload FAQs.

### 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. The new system is being developed incrementally and as capabilities are migrated from FastLane to Research.gov, the system features will expand until it eventually replaces FastLane for proposal preparation and submission.

Access the [Research.gov Proposal Submission System](#)

#### Current and Future Capabilities

Now supporting Full, Research proposals that are:

- Single submissions from one organization
- Single submission collaborative proposals from one organization (collaborative proposals with subawards)
- Separately submitted collaborative proposals from multiple organizations

View the [Research.gov Proposal Submission System Current and Future Capabilities](#) to see what's ahead.

#### Why Prepare Proposals in Research.gov?

- Fast and easy Proposal Setup Wizard
- Less than five minutes to quickly find funding opportunities, initiate a proposal, and give access to administrative staff
- Expanded compliance checking ([View Research.gov compliance checks](#) )
- Immediate compliance feedback upon proposal section upload
- Higher quality proposal submissions (e.g., PDF uploads are not altered)
- Avoidance of Return without Reviews due to formatting issues
- On-screen references to relevant sections of the *Proposal & Award Policies & Procedures Guide* (PAPPG)
- Reduced need to call the NSF Help Desk for proposal assistance
- Better management of personnel and subawardees
- Less clutter, more organization
- Improved performance
- Less system downtime

### **Help NSF Build the New System and Influence the Future of Proposal Submission**

NSF encourages the research community to use Research.gov for proposal preparation and submission. As NSF continues to enhance the new system, vital feedback from the community is being incorporated during the development process.

There are multiple ways to provide feedback and stay informed:

- Send feedback to NSF via Research.gov's [Feedback page](#)
- Participate in an [NSF Electronic Research Administration \(ERA\) Forum](#)
- Join our listserv! Sign up to receive Research.gov updates by sending a blank email to [system\\_updates-subscribe-request@listserv.nsf.gov](mailto:system_updates-subscribe-request@listserv.nsf.gov)