



# Faculty Early Career Development Program (CAREER) – Proposal Submission Logistics



*Presented by the Division of Information Systems*

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## Presenter

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# Agenda

- CAREER Proposal Submission in Research.gov or Grants.gov
- Key Account Management Milestones
- NSF-Approved Formats for Biographical Sketch and Current and Pending (Other) Support
- Research.gov Proposal Preparation Features and Demo
- Key Proposal Submission Milestones
- How Proposers Check Submitted Proposal Status in Research.gov
- Help Desk Reminders and System Maintenance Outages
- Research.gov Proposal Preparation Demo Site and Training Resources
- Information Resources
- Providing Research.gov Proposal Feedback



# CAREER Proposals Can Be Submitted in Research.gov or Grants.gov

- Faculty Early Career Development Program (CAREER) Program Solicitation [22-586](#) and [Program page](#)
- **Full proposal deadline:** Wednesday, July 26 (5:00 p.m. submitter's local time)
- **Full Proposals submitted via Research.gov:** NSF [Proposal and Award Policies and Procedures Guide](#) (PAPPG) guidelines apply
- **Full Proposals submitted via Grants.gov:** [NSF Grants.gov Application Guide](#) guidelines apply

**Faculty Early Career Development Program (CAREER)**  
Includes the description of NSF Presidential Early Career Awards for Scientists and Engineers (PECASE)


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**PROGRAM SOLICITATION**  
NSF 22-586

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REPLACES DOCUMENT(S):  
NSF 20-525

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 National Science Foundation

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**V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

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**A. Proposal Preparation Instructions**

**Full Proposal Preparation Instructions:** Proposers may opt to submit proposals in response to this Program Solicitation via Research.gov or Grants.gov.

- Full Proposals submitted via Research.gov: Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the general guidelines contained in the *NSF Proposal and Award Policies and Procedures Guide* (PAPPG). The complete text of the PAPPG is available electronically on the NSF website at: [https://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=pappg](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg). Paper copies of the PAPPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-8134 or by e-mail from [nsfpubs@nsf.gov](mailto:nsfpubs@nsf.gov). The Prepare New Proposal setup will prompt you for the program solicitation number.
- Full proposals submitted via Grants.gov: Proposals submitted in response to this program solicitation via Grants.gov should be prepared and submitted in accordance with the *NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov*. The complete text of the *NSF Grants.gov Application Guide* is available on the Grants.gov website and on the NSF website at: [https://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=grantsgovguide](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide). To obtain copies of the Application Guide and Application Forms Package, click on the Apply tab on the Grants.gov site, then click on the Apply Step 1: Download a Grant Application Package and Application Instructions link and enter the funding opportunity number, (the program solicitation number without the NSF prefix) and press the Download Package button. Paper copies of the Grants.gov Application Guide also may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-8134 or by e-mail from [nsfpubs@nsf.gov](mailto:nsfpubs@nsf.gov).

See PAPPG Chapter II.C.2 for guidance on the required sections of a full research proposal submitted to NSF. Please note that the proposal preparation instructions provided in this program solicitation may deviate from the PAPPG instructions.



# CAREER Proposal Submission Timeline

- NSF strongly encourages Principal Investigators (PIs) and organizations to follow the [CAREER Proposal Submission Timeline](#) guidance for Program Solicitation [22-586](#)
- Proposals submitted 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.](#)
- Timeline includes both account management and proposal submission milestones and is applicable to CAREER proposals submitted in Research.gov and Grants.gov

[https://www.research.gov/common/attachment/Common/Career\\_deadline.pdf](https://www.research.gov/common/attachment/Common/Career_deadline.pdf)

National Science Foundation

**Faculty Early Career Development Program (CAREER)  
Program Solicitation 22-586  
2023 Proposal Submission Timeline**

This supplementary guidance provides a timeline and walk-through of the key milestones that must be completed in order to submit an NSF CAREER proposal by the Wednesday, July 26, 2023, deadline in response to Program Solicitation [22-586](#). Research proposals submitted in response to this Program Solicitation must be prepared and submitted in Research.gov or via Grants.gov.

Be sure to aim to complete these milestones early to allow time to resolve any problems in advance of the deadline and avoid high volume delays at the NSF Help Desk. Please see the [CAREER Program](#) page for additional information.

**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.

**Preparing Your CAREER Proposal in Research.gov**

- NSF [Proposal and Award Policies and Procedures Guide](#) (PAPPG) (NSF 23-1) 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.
- Access the [Research.gov Proposal Preparation Demo Site](#) via [Research.gov Demo Site: Prepare Proposals](#) to explore the system before working on your proposal. If you are not already signed into Research.gov, you will be prompted to sign in to access the demo site.
- See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for additional information on demo site access and features.

**Preparing Your CAREER Proposal in Grants.gov**

- [NSF Grants.gov Application Guide](#) (NSF 23-006) guidelines apply. Please also see the [Grants.gov Proposal Processing in Research.gov](#) how-to guide.

**Questions**

- For NSF IT system-related or technical questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM Eastern Time, Monday - Friday except federal holidays) or via email at [rgov@nsf.gov](mailto:rgov@nsf.gov).
- For [SciENcv](#) technical questions related to the NSF-approved format for 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 [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov) or create a ticket at <https://support.nlm.nih.gov/support/create-case/>.
- CAREER program-related questions should be directed to the Directorate or Division contacts listed at <http://www.nsf.gov/crssprgm/career/contacts.jsp>. Contact the Faculty Early Career Program via email at [nsf-ccc@nsf.gov](mailto:nsf-ccc@nsf.gov).





# **Before You Can Prepare Your CAREER Proposal in [Research.gov](https://www.research.gov) or [Grants.gov](https://www.grants.gov)**



# CAREER Proposal Submission Timeline: Account Management Milestones

- Organizations must be registered with NSF to submit proposals to NSF in Research.gov or Grants.gov
- Before a **new** organization can register with NSF, it must first register in the System for Award Management (SAM) and obtain a SAM-issued Unique Entity ID (UEI)
- Refer to [CAREER Proposal Submission Timeline](#) page 4 for additional information and resource links

## Key Milestone Summary – Registering a New Organization

Target # of Days Before Deadline	Target Date	Milestone or Action
35 days (5 weeks)	Wednesday, June 21, 2023	✓ New organization registers in SAM and obtains a SAM UEI ( <b>Administrator role</b> )
21 days	Wednesday, July 5, 2023	✓ New organization checks SAM.gov to see if registration is active ( <b>Administrator role</b> )
20 days	Thursday, July 6, 2023	✓ New organization registers with NSF ( <b>Administrator role</b> )



# CAREER Proposal Submission Timeline: Account Management Milestones

- To apply to the CAREER program, a proposer must have an NSF account (NSF ID) in Research.gov and an organization-approved PI role affiliated with an organization registered with NSF. This requirement is also applicable to Grants.gov proposers
- Grants.gov proposers must have both an NSF account (NSF ID) **and** a Grants.gov account
  - Proposers who previously submitted a postdoctoral fellowship proposal to NSF in Grants.gov or registered as an unaffiliated individual in their Grants.gov account can inadvertently attempt to apply to the CAREER program as an individual unless their Grants.gov account profile is updated. NSF CAREER proposals cannot be submitted by an individual
  - Grants.gov proposers should contact Grants.gov to update their Grants.gov account profile as necessary before starting their CAREER proposal to ensure that they are not applying as an individual
- The Authorized Organizational Representative (AOR) submits the proposal to NSF. This requirement also applies to proposals submitted via Grants.gov
- Refer to [CAREER Proposal Submission Timeline](#) pages 2-3 for additional information and resource links

## Key Milestone Summary – NSF Account and User Roles

Target # of Days Before Deadline	Target Date	Milestone or Action
20 days	Thursday, July 6, 2023	✓ Users with existing NSF accounts confirm their account (NSF ID) is active and does not have any account issues (e.g., suspended or is in danger of being suspended due to multiple accounts associated with one email address) <b>(PI and AOR roles)</b>
20 days	Thursday, July 6, 2023	✓ New users (prospective PIs) register for an NSF account and request a PI role <b>(PI role)</b>
14 days	Wednesday, July 12, 2023	✓ PI role request approved by organization’s Administrator <b>(Administrator role)</b>





# NSF-Approved Formats for Biographical Sketch and Current and Pending (Other) Support



## NSF-Approved Formats: SciENCv and NSF Fillable PDFs

- Revised biographical sketch and current and pending (other) support formats are in [SciENCv](#), and the fillable PDFs are available on the NSF [biographical sketch](#) and [current and pending \(other\) support](#) websites. Proposers currently may use either SciENCv or the fillable PDFs. Beginning October 23, 2023, use of SciENCv will become mandatory
- Research.gov and Grants.gov **ONLY** accept the revised biographical sketch and current and pending (other) support versions as of January 30, 2023. Attempting to upload a prior version of either document will generate a compliance error message
- 23-1 versions include the required certification per PAPPG [Chapter II.D.1.e.](#)
- ***Determining format version:***
  - Open the document in Adobe and right click anywhere in the SciENCv-generated PDF or NSF fillable PDF and select Document Properties
  - Revised biographical sketch versions have the titles "BGS 23-1" or "NSF BGS 23-1" in Document Properties
  - Revised current and pending other support versions have the titles "CP(O)S 23-1" or "NSF CP(O)S 23-1" in Document Properties
- View the [NSF Biographical Sketch and Current and Pending \(Other\) Support: SciENCv and NSF Formats webinar](#)



# NSF-Approved Formats: NSF Fillable PDFs

## Revised Version of Biographical Sketch:

- Displays "Effective 01/30/2023" and "NSF BIOGRAPHICAL SKETCH" in the title line on the first page
- Identifies the revision date (rev. 01/19/2023) at the bottom of each page
- Certification on page 3 has fields for the individual's typed signature and date. Certified signatures are not supported and should not be used. The individual should type in their name and date to certify that the information is accurate, current, and complete

## Revised Version of Current and Pending (Other) Support:

- Displays "Effective 01/30/2023" and "NSF CURRENT AND PENDING (OTHER) SUPPORT" in the title line on the first page
- Identifies the revision date (rev. 01/19/2023) at the bottom of each page
- Certification on page 1 has fields for the individual's typed signature and date. Certified signatures are not supported and should not be used. The individual should type in their name and date to certify that the information is accurate, current, and complete

Effective 01/30/2023	NSF BIOGRAPHICAL SKETCH	OMB-3145-0058
*NAME	<input type="text"/>	*Required fields
ORCID ID (Optional)	<input type="text"/>	
*POSITION TITLE	<input type="text"/>	
*PRIMARY ORGANIZATION & LOCATION	<input type="text"/>	

*Top of Fillable PDF: Revised Biographical Sketch*

Effective 01/30/2023	NSF CURRENT AND PENDING (OTHER) SUPPORT	OMB-3145-0058
*Name:	<input type="text"/>	
ORCID ID (Optional):	<input type="text"/>	
*Position Title :	<input type="text"/>	
*Organization:	<input type="text"/>	
*Location:	<input type="text"/>	

*Top of Fillable PDF: Revised Current and Pending (Other) Support*



# NSF-Approved Current and Pending (Other) Support Fillable PDF Trimming Service

- Research.gov and Grants.gov will remove any pages that do not contain data entered by users (i.e., blank pages) from the 27-page NSF-approved current and pending (other) support fillable PDF
- Trimming service is triggered in Research.gov at document upload and in Grants.gov at proposal submission
- Trimming service only applies to the NSF-approved current and pending (other) support fillable PDF and not to any other uploaded PDFs. Current and pending (other) support PDFs generated in SciENCv do not include blank pages
- Page numbers are not updated during the trimming process. This means that it is possible for the trimmed PDF to have skipped page numbers corresponding to the blank pages removed from the fillable PDF




# Research.gov Proposal Preparation Features and Demo





# Research.gov Proposal Preparation Features

Features to help reduce proposal preparation administrative burden and to minimize return without review proposals due to some formatting issues:

- Intuitive and dynamic interfaces that provide only relevant proposal preparation options
- Inline help features
  - Information tool tips indicated by the blue information icon: 
  - Links to the application PAPPG sections
  - Links to Frequently Asked Questions (FAQs)
  - Links to video tutorials
- Fast document uploads and immediate feedback within each proposal section and for each document upload
- Expanded [automated compliance checking](#) utilizing error messages (stopping proposal submission) and warning messages (allowing proposal submission)
  - There are currently ~180 Research.gov full proposal automated compliance checks
  - Specific, actionable error and warning messages
- PDF uploads are not altered



# Research.gov Proposal Preparation Demo

- Proposal Setup Wizard
- Proposal Main Page
- Changing Proposal Duration on Cover Sheet
- Document Upload and Compliance Error/Warning Messages
  - Uploading Departmental Letter to Other Supplementary Documents Section
- Senior Personnel Documents
- Budget
- Proposal File Updates/Budget Revisions





# CAREER Proposal Submission



# CAREER Proposal Submission Timeline: Submission Milestones

- Proposers are **strongly** encouraged to submit their CAREER proposals well in advance of the deadline to allow time to correct any problems that may occur in the submission process and to avoid high-traffic delays at the NSF Help Desk
- A request for a proposal file update automatically will be accepted if submitted prior to the deadline date
- Refer to [CAREER Proposal Submission Timeline](#) page 3 for additional information and resource links

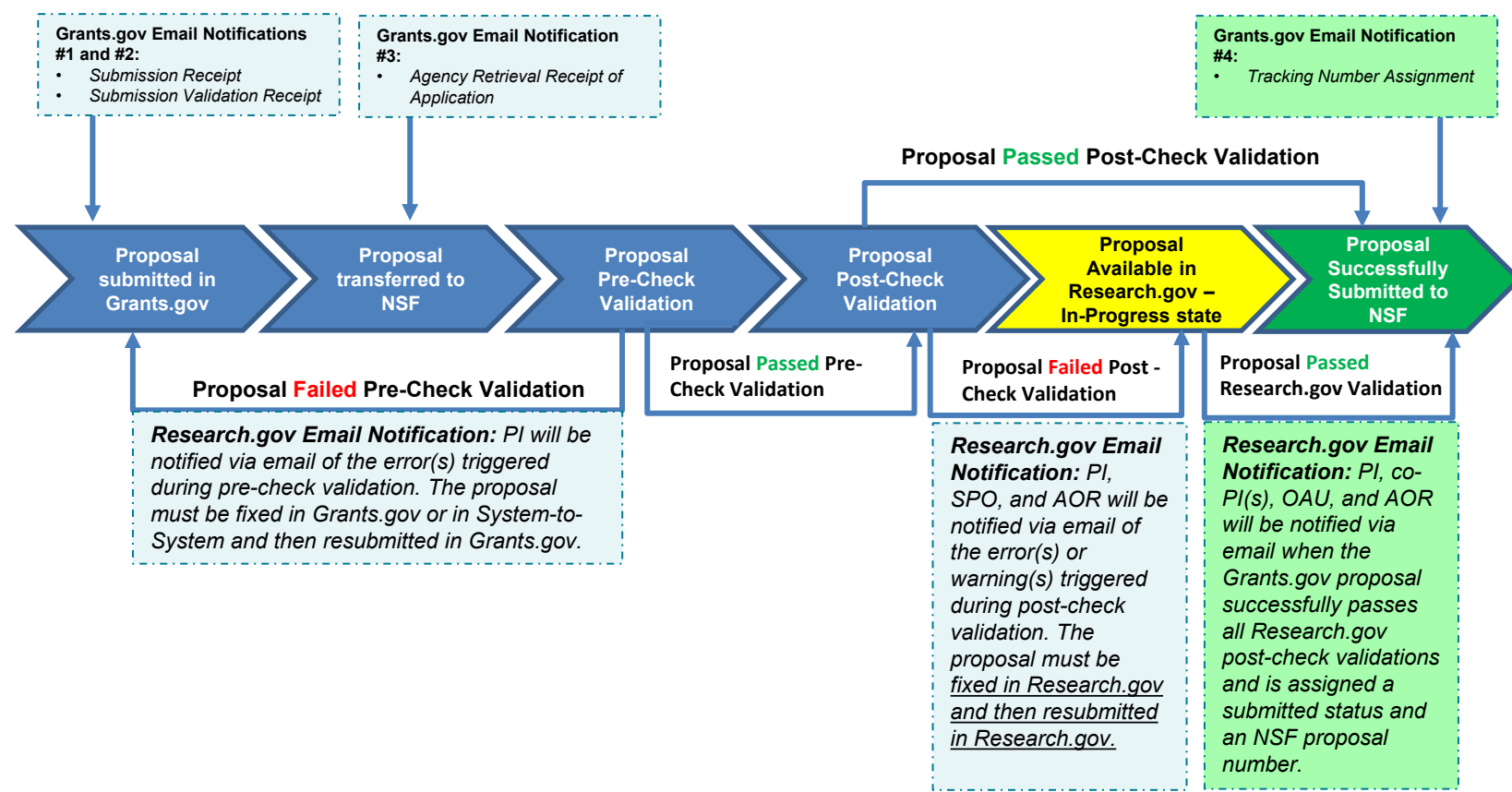
Target # of Days Before Deadline	Target Date	Milestone or Action
12 days	Friday, July 14, 2023	✓ Organization completes resolution of any SAM.gov certification issues ( <i>Administrator role</i> )
9 days	Monday, July 17, 2023	✓ Submit CAREER proposal through Grants.gov ( <i>AOR role</i> )
7 days	Wednesday, July 19, 2023	✓ Submit CAREER proposal through Research.gov ( <i>AOR role</i> )
0 days	Wednesday, July 26, 2023 <b>(5:00 p.m. submitter's local time)</b>	<p>✓ Proposals are due by 5:00 p.m. submitter's local time.</p> <p>Proposals submitted in Research.gov 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.</p> <p>Proposals submitted in Grants.gov <b>prior</b> to the deadline but received or processed at NSF <b>after</b> 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.</p>



# Grants.gov Proposal Submissions

- Proposals submitted via Grants.gov must pass through multiple systems for processing
- Each Grants.gov proposal successfully submitted to NSF triggers **four** Grants.gov confirmation emails and **one** Research.gov confirmation email. Additional Research.gov emails requiring action by the proposer are possible
- Grants.gov proposals must pass all Research.gov pre-check and post-check validations and be successfully submitted to NSF by 5:00 p.m. submitter's local time on Wednesday, July 26. Receiving a Grants.gov Agency Tracking Number does not mean the proposal was successfully accepted by NSF
- [Grants.gov Proposal Processing in Research.gov](#) how-to guide is available

## Overview of Grants.gov Proposal Processing in Research.gov



Note: See the appendix for example notification email screenshots.





## Grants.gov Proposal Submissions: Grants.gov Confirmation Emails

After a proposal is submitted to NSF in Grants.gov, four Grants.gov confirmation emails will be sent to the PI:

- 1. Submission Receipt*
- 2. Submission Validation Receipt*
- 3. Agency Retrieval Receipt of Application*

If the three Grants.gov confirmation emails listed above are not received within 10 minutes after submitting the proposal in Grants.gov, the PI should call the NSF Help Desk at 800-381-1532 for assistance.

The fourth Grants.gov confirmation email is sent to the PI after the proposal has been successfully submitted to NSF and a proposal number is assigned.

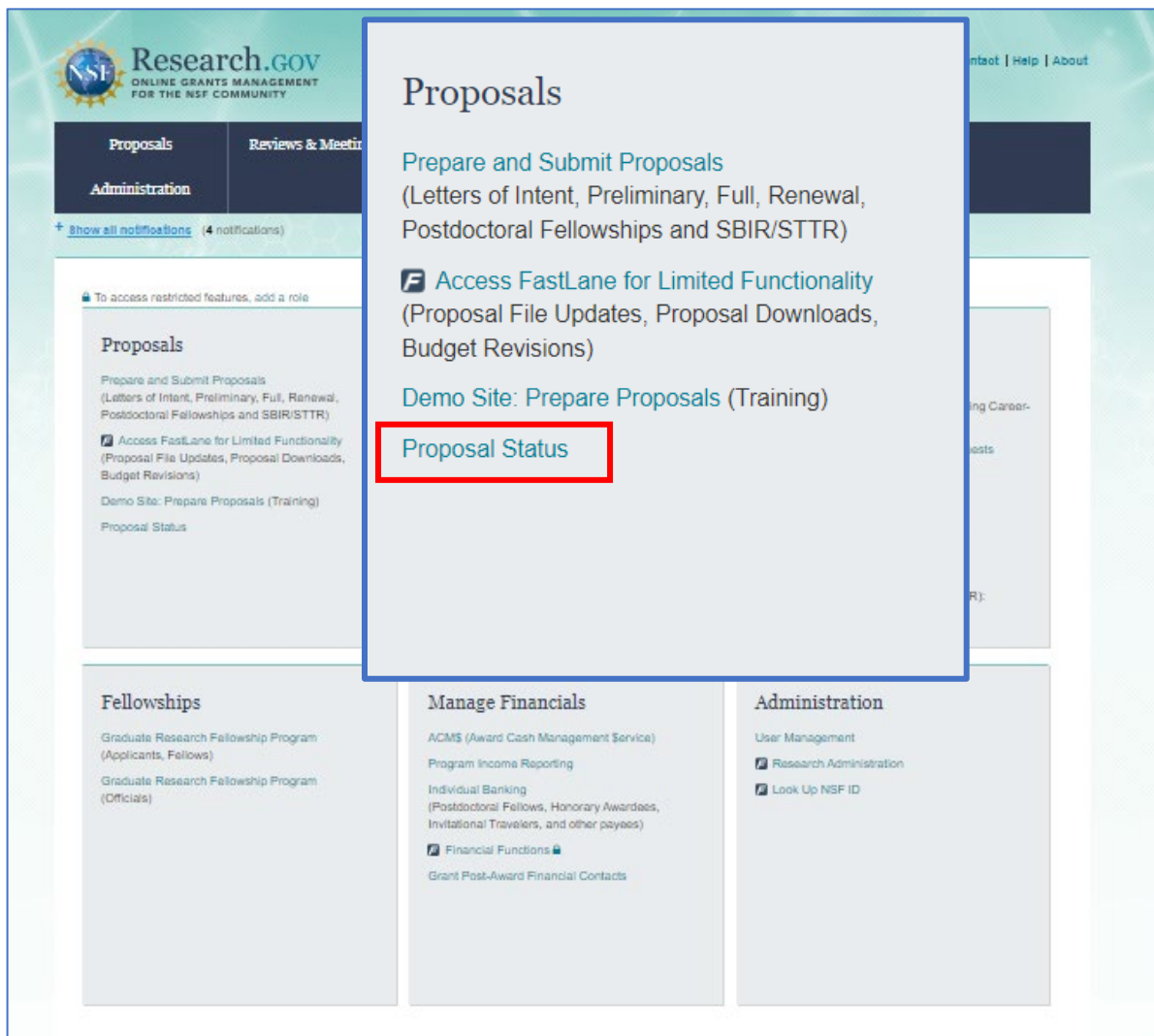
- 4. Tracking Number Assignment*



# How Proposers Check Submitted Proposal Status in Research.gov



# How Proposers Check Submitted Proposal Status in Research.gov



- Within 24 hours of proposal submission in Research.gov (including proposals submitted via Grants.gov and processed in Research.gov), the proposal will be listed on the Research.gov Proposal Status page
- Proposers can access the Proposal Status page using the Proposal Status link under Proposals on the Research.gov homepage
- If proposers do not see a submitted proposal listed on the Proposal Status page after 24 hours, the proposer should contact the NSF Help Desk at 1-800-381-1532 for assistance. The NSF Help Desk is available by phone from 7:00 a.m. to 9:00 p.m. ET Monday - Friday except federal holidays or via email to [rgov@nsf.gov](mailto:rgov@nsf.gov)



# Help Desk Reminders and System Maintenance Outages



## Help Desk Reminders

- For IT system-related and technical questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 a.m. - 9:00 p.m. **Eastern Time**; Monday - Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov)
- Keep track of your NSF Help Desk ticket number and save all emails to/from the NSF Help Desk about your issue
  - If you email the NSF Help Desk, it could take more than one business day for a ticket number depending on NSF Help Desk volume
  - If the issue is urgent, NSF recommends calling the NSF Help Desk to get a ticket number
- Some issues do not have quick turnaround times to resolve. Please do not wait until the July 26<sup>th</sup> deadline to request NSF account reconciliation
- For [SciENCv](#) technical questions related to the NSF-approved format for 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 a.m. – 5:30 p.m. **Eastern Time**, Monday through Friday except for federal holidays) via email at [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov) or create a ticket at <https://support.nlm.nih.gov/support/create-case/>
- Program-related questions should be addressed to the program officer for the program to which you are applying. Division CAREER contacts are listed at <https://www.nsf.gov/crssprgm/career/contacts.jsp>





# System Maintenance Outages

- NSF performs regular system maintenance over the weekends which *\*may\** impact services
  - Typical maintenance outage window is Friday night to Saturday morning
  - Please review the advisories at the top of on the [Research.gov](https://www.research.gov) homepage prior to the weekend for outage hours and details
- Maintenance will occur the weekend before the July 26th deadline—*plan accordingly!*
  - NSF’s monthly application release is on the night of Friday, July 21 with Research.gov outages expected until the morning (typically 8:00 a.m.) of Saturday, July 22
  - Sometimes the system outage windows must be extended due to unforeseen circumstances

**Key Milestone Summary – Proposal Submission**



Target # of Days Before Deadline	Target Date	Milestone or Action
12 days	Friday, July 14, 2023	✓ Organization completes resolution of any SAM.gov certification issues
<b>Maintenance Outage Window: July 14 p.m. – July 15 a.m. (check posted advisory for specific outage window )</b>		
9 days	Monday, July 17, 2023	✓ Submit CAREER proposal through Grants.gov
7 days	Wednesday, July 19, 2023	✓ Submit CAREER proposal through Research.gov
<b>Maintenance Outage Window: July 21 p.m. – July 22 a.m. (check posted advisory for specific outage window)</b>		
0 days	Wednesday, July 26, 2023 <b>(5:00 p.m. submitter's local time)</b>	✓ Proposals are due by 5:00 p.m. submitter's local time. Proposals submitted after the deadline will not be accepted or will be returned without review.



# Research.gov Proposal Preparation Demo Site and Training Resources



# Research.gov Proposal Preparation Demo Site

- Demo site can be used to explore preparing proposals and to check compliance of uploaded proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch)
- 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. Proposal submission capability is disabled
- See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page for information on demo site access and features

*Research.gov Demo Site: Proposal Preparation Homepage*

<https://web.demo.research.gov/proposalprep/#/proposal-prep>

*(You will be prompted to sign into Research.gov if you are not already signed in)*



# Research.gov About Proposal Preparation and Submission Page Training Resources

- **Frequently Asked Questions (FAQs) by topic including:**
  - [Uploading Documents](#) topic for document formatting FAQs
  - [Proposal Sections](#) topic for Cover Sheet and budget FAQs
  
- **How-to Guides**
  - [Initiating a New Proposal](#)
  - [Adding or Removing an OAU](#)
  - [Sharing Proposal and Proposal File Update/Budget Revision Access with SPO/AOR](#)
  - [Entering Proposal Budgets](#)
  - [Adding or Removing Collaborators and Other Affiliations](#)
  - [Deleting an In Progress Letter of Intent, Proposal, or Proposal File Update/Budget Revision](#)
  - [Submitting Letters of Intent and Proposals](#)
  - [Submitting Proposal File Updates/Budget Revisions](#)

<https://www.research.gov/research-web/content/aboutpsm>

**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. NSF is transitioning all preparation and submission functionality for **new** proposals from FastLane to Research.gov when the **Proposal & Award Policies & Procedures Guide (PAPPG)** (NSF 23-1) is effective in late January 2023. Research.gov proposal preparation and submission capabilities have been developed incrementally, and Research.gov is very near the point where it can support all of FastLane's proposal preparation and submission tasks. Please see NSF Important Notice 147: Research.gov Implementation Update [?] issued in September 2020 for additional information. Grants.gov continues to be an option for the preparation and submission of most types of NSF proposals.

**Important FastLane Proposal Preparation and Submission Decommissioning Deadlines:**

- Last day to submit **new proposals** in FastLane: January 27, 2023 (5:00 PM submitter's local time)
- Last day to submit **proposal file updates/budget revisions** in FastLane: September 29, 2023 (5:00 PM submitter's local time)
- Last day to download **FastLane submitted proposals** and print **FastLane in-progress proposal PDFs**: September 29, 2023 (11:00 PM Eastern Time)

Access the Research.gov Proposal Submission System

Explore the Research.gov Proposal Preparation Demo Site

**Research.gov Proposal Preparation Benefits**

- Fast and easy Proposal Setup Wizard to find funding opportunities and initiate a proposal
- Quick process to share proposal access with administrative staff. Expanded compliance checking (View Research.gov compliance checks [?])
- Immediate compliance feedback in each proposal section
- Unaltered PDF uploads
- Minimized return without review of proposals due to some formatting issues
- On-screen references to relevant sections of the PAPPG
- Better management of personnel and subawards
- Improved performance and less system downtime

**Help NSF Continue to Build and Refine the New System**

NSF strongly encourages the research community to use Research.gov for proposal preparation and submission now, to facilitate completion of the transition from FastLane to Research.gov when the PAPPG (NSF 23-1) is effective in late January 2023. As NSF continues to enhance and refine the new system, vital feedback from the community helps ensure the system is working as intended and to identify areas of improvement.

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 Webinar [?]
- 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)

**When to Use Research.gov**

You may prepare your proposal in Research.gov if:

- 1 You are preparing a proposal in response to a Program Description
- 2 Your Program Solicitation specifies submission via Research.gov is available or required or your Program Solicitation requires a Letter of Intent or Preliminary Proposal
- 3 Your proposal is a **full proposal, renewal, or accomplishment-based renewal, OR**
- 4 Your proposal is one of the following types:
  - Research
  - Planning (Research.gov submission required)
  - RAPID
  - EAQER
  - RAISE
  - GOALI
  - Ideas Lab
  - FA SED
  - Conference
  - Equipment
  - Travel
  - Center
  - Research Infrastructure
  - Postdoctoral Fellowship (proposals without reference letter requirements)
  - Small Business Innovation Research Program (SBIR)
  - Small Business Technology Transfer Program (STTR)

Both single submission and collaborative proposals are supported. View all supported features on the Proposal Submission Capabilities page.





## Resources for LaTeX Users

- Open-source repository of compliant LaTeX/TeX sample input/output files for LaTeX/TeX users to reference for their own documents
- Repository link: <https://github.com/nsf-open/nsf-proposal-latex-samples>



## Information Resources

- [Automated Compliance Checking of NSF Proposals](#) page
- CAREER Program Solicitation [22-586](#)
- [CAREER Proposal Submission Timeline](#)
- NSF [Biographical Sketch](#) and [Current and Pending \(Other\) Support](#) websites with FAQs, as well as links to SciENCv video tutorials and reference resources with step-by-step instructions and screenshots
- Resources for LaTeX Users: <https://github.com/nsf-open/nsf-proposal-latex-samples>
- Research.gov [About Proposal Preparation and Submission](#) page with FAQs organized by topic, video tutorials, and how-to guides
- Research.gov [About Account Management](#) page with FAQs, video tutorials, and how-to guides





Show all notifications (2 notifications)

Learn how to deposit publications in the NSF Public Access Repository (NSF-PAR). We'll walk you through the process in this short video!

[Watch Tutorial Video](#)

**Prepare & Submit Proposals**  
Prepare, submit and check status of proposals

- Prepare new or existing proposals
- Check Proposal Status

FASTLANE PROPOSAL FUNCTIONS

- Additional proposal functions

**Proposal/ Panel Review**  
Review proposals, participate in panels

FASTLANE PROPOSAL REVIEW

- Proposal Review

FASTLANE PANEL REVIEW

- Panelist Functions

**Awards & Reporting**  
Submit project reports, notifications & requests

- Project Reports
- Deposit Public Access Publication
- Example Project Reports (Demo site)
- Notifications & Requests

FASTLANE AWARD FUNCTIONS

- Additional award functions

**Fellowships & Honorary Awards**  
Nominate colleagues, apply for awards

- Graduate Research Fellowship Program (GRFP)
- Postdoctoral Fellowships and Other Programs
- Honorary Awards

**Manage Financials**  
View balances and submit cash requests

- Submit or manage payment transactions
- More about ACMS
- Program Income Reporting

**Administration**  
Manage your account and user roles

- User Management

FASTLANE ORGANIZATION MANAGEMENT

- Research Administration

**NSF Award Highlights**

- Explore Scholarly p Public Access Re
- Search awards

**About Services**

- Account Management
- Award Cash Management Service (ACMS)
- Notifications & Requests
- Project Reports
- Proposal Status
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Research.gov National Science Foundation

Feedback

# Providing Research.gov Proposal Feedback and Why It's Important

## Why?

- Help NSF continue to build and refine Research.gov
- Help ensure the system is working as intended and identify areas of improvement

## How?

- Feedback may be submitted on the Research.gov [Feedback page](#)
  - Select "Proposal Preparation & Submission" under the Site Area dropdown menu to provide feedback on the Research.gov Proposal Submission System
  - Select "Proposal Preparation Demo Site" under the Site Area dropdown menu to provide feedback on the demo site



**Thank you for your participation today!**



## Questions

### Ask Early, Ask Often!



- For program-specific questions, please contact the Program Officer of the program to which you are interested in applying. If you need help with programs, please contact the CAREER Coordinating Committee at [ccc-nsf@nsf.gov](mailto:ccc-nsf@nsf.gov)
- For IT system-related questions or technical questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 a.m. - 9:00 p.m. Eastern Time; Monday - Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov)
- For [SciENcv](#) technical questions, please contact the NIH Help Desk (7:30 a.m. – 5:30 p.m. Eastern Time, Monday through Friday except for federal holidays) via email at [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov) or create a ticket at <https://support.nlm.nih.gov/support/create-case/>
- Policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov)



# Appendix





# Updating Submitted Research.gov Proposals Using a Proposal File Update

Below are the steps to change a ***submitted*** CAREER proposal in Research.gov using a Proposal File Update (PFU). PFUs are automatically accepted before the deadline.

- Sign in to [Research.gov](https://www.research.gov)
- Navigate to your list of **Submitted Proposals**
- Click the title of the CAREER proposal to be updated
- Click the **Update Submitted Proposal** button on the proposal main page left navigation bar to start the PFU/Budget Revision
- Click the section(s) you want to update and save updates or delete/upload a new file
- Click the **Proposal Update Justification** link under the Proposal File Update Form section at the top
- Add a justification and click **Save**
- Click the **PFU/Budget Revision** button on the left navigation bar to return to the proposal main page
- Click the **Share Proposal with SPO/AOR** button on the left navigation bar
- Click the **Change Proposal Access** button
- Set the access to **Edit access** and check the box for **Allow proposal submission (AOR only)**
- Click the **Save Proposal Access** button



## Research.gov Proposal Preparation Demo Site Tips

- Demo site FAQs are available on the Research.gov [About Proposal Preparation and Submission](#) page via the left navigation menu. How-to guides with step-by-step instructions and screenshots are also available
- The demo site is available both to the research community and to NSF staff
- An orange "Proposal Preparation Demo Site" banner is at the top of each demo site page to indicate the user is on the demo site
- The demo site allows users to prepare and edit proposals before preparing them in the actual Research.gov site
- Demo site proposals are not visible or available in the actual Research.gov Proposal Submission System, and data cannot be transferred between the demo site and the actual proposal system
- All proposal and submission types available in the actual system are also available in the demo site. As proposal and submission types are added to the Research.gov Proposal Submission System, they will also be added to the demo site
- All compliance checks enabled in the actual Research.gov Proposal Submission System are also in the demo site. Proposers can use the demo site as a resource to check document compliance before uploading them in the actual system





## Research.gov Proposal Preparation Demo Site Tips (cont'd)

- Proposals created in the demo site will be available for six months and then will be deleted by NSF. Neither NSF nor users will be able to access deleted demo proposal data
- Demo site does not support proposal submission and will not trigger any system-generated email notifications (e.g., link requests for separately submitted collaborative proposals)
- The organization that you are affiliated with in your NSF account profile will be incorporated when you are in the proposal preparation demo site, but the user role(s) that you have will not be available in the demo site
  - All users who access the demo site will be given the role of PI and the mock organization “National Science Foundation”
  - This means that users from the research community will have the organization(s) they are affiliated with in their NSF account profile plus the “National Science Foundation” mock organization as available organizations in the demo site
- The only time other users will be able to view and/or edit any proposals that you create in the demo site is if you add them to the proposal as a co-PI or Other Authorized User (OAU). If you don't add any users to the proposal, no one else will be able to access, view, or edit your demo proposal



# Grants.gov Proposal Submissions: Grants.gov Confirmation Emails

## *Example Grants.gov Confirmation Email #1: Submission Receipt*

[EXTERNAL] - GRANT00783

Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.  
Your submission was received at Nov 14, 2022 11:48:29 AM EST

Validation may take up to 2 business days. To check the status of your application please click here [https://training.grants.gov/applicants/track-my-application.html?tracking\\_num](https://training.grants.gov/applicants/track-my-application.html?tracking_num)

Type: GRANT

Grants.gov Tracking Number: GRANT00783

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.

UEI: R28EKN92:

AOR name: gi test

Application Name: Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

Thank you.  
Grants.gov  
If you have questions please contact the Grants.gov Contact Center:  
[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



# Grants.gov Proposal Submissions: Grants.gov Confirmation Emails (cont'd)

## Example Grants.gov Confirmation Email #2: Submission Validation Receipt

[EXTERNAL] - GRANT00:

Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

UEI: R28EK

AOR name: gi test

Application Name - Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

<https://trainingapply.grants.gov/apply/login.faces?cleanSession=1>

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



# Grants.gov Proposal Submissions: Grants.gov Confirmation Emails (cont'd)

## *Example Grants.gov Confirmation Email #3: Agency Retrieval Receipt of Application*

[EXTERNAL] - GRANT0078

Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT0078

UEI: R28EKN9.

AOR name: gi test

Application Name: \ - Accepted Anytime Testing

Opportunity Number: 22-610

Opportunity Name: Condensed Matter and Materials Theory

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.



# Grants.gov Proposal Submissions: Grants.gov Confirmation Emails (cont'd)

## Example Grants.gov Confirmation Email #4: Tracking Number Assignment

[EXTERNAL] - GRANT00782413

Grants.gov Agency Tracking Number Assignment for Application

Proposal 230 has been successfully submitted to the National Science Foundation (NSF) via Grants.gov.

Grants.gov ID: GRANT00782413

Grants.gov Submission Date/Time: 10/26/2022 3:36 PM EDT

Proposal Title: GI - Integration: PD 21-178Y 2 Target Dates 10/28/2022 (Target Date) 04/28/2023 (Target Date)

Submission Type: Full Proposal

Received by NSF: 10/26/2022 3:37 PM EDT

Organization: NSF University

SAM Legal Business Name: NSF University

The proposal can be accessed from your listing of submitted proposals within Research.gov. If updates are needed, navigate to the proposal main page and select the "Prepare Proposal File Update/Budget Revision" button to submit changes.

[Access your proposal in Research.gov](#) (sign-in required)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or [Rgov@nsf.gov](mailto:Rgov@nsf.gov).

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.





# Grants.gov Proposal Submissions: Research.gov Confirmation Email

## *Example Research.gov Email: Successful Grants.gov Proposal Submission to NSF*

Proposal 2300 has been successfully submitted to the National Science Foundation (NSF) via Grants.gov.

**Grants.gov ID:** GRANT0078L \_\_\_\_

**Grants.gov Submission Date/Time:** 10/26/2022 3:36 PM EDT

**Proposal Title:** NSF Proposal

**Submission Type:** Full Proposal

**Received by NSF:** 10/26/2022 3:37 PM EDT

**Organization:** NSF University

**SAM Legal Business Name:** NSF University

The proposal can be accessed from your listing of submitted proposals within Research.gov. If updates are needed, navigate to the proposal main page and select the "Prepare Proposal File Update/Budget Revision" button to submit changes.

[Access your proposal in Research.gov](#) (sign-in required)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or [Rgov@nsf.gov](mailto:Rgov@nsf.gov).

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.





# Grants.gov Proposal Submissions: *Potential* Research.gov Notification Email

## *Example Research.gov Email: Proposal Failed Pre-Check Validation*

### Proposal Errors Need Correction in your Proposal Preparation Source System

The National Science Foundation (NSF) did **not** receive the proposal you submitted via Grants.gov because it failed initial checks against content quality or completion.

Grants.gov ID: GRANT0078

Submitted via Grants.gov: 11/18/2022 12:25 PM EST

Sign-in to your proposal preparation source system (i.e., [Grants.gov](#), S2S) to access your proposal, resolve all proposal errors listed below, and re-submit the proposal. **Ensure your proposal is successfully submitted via Grants.gov before the 5 p.m local time zone deadline.** NSF may return without review proposals that do not meet NSF proposal preparation requirements and deadlines.

The following **error(s)** must be fixed prior to re-submitting the proposal in your proposal preparation source system:

- The Division/Program entered in the Cover Page form does not correspond to the funding opportunity listed in your proposal. Please correct the Division Code/Program Code in the Cover Page form and re-submit via Grants.gov.

**Note:** Once your proposal enters Research.gov via Grants.gov, further checks will be run against it.

For additional assistance from Grants.gov, please contact the Grants.gov contact center at 1-800-518-4276 or [support@grants.gov](mailto:support@grants.gov).

- List of Grants.gov proposal pre-check validations are posted on the NSF.gov [Automated Compliance Checking of NSF Proposals](#) page
- Proposal corrections must be made in source system (Grants.gov or System-to-System) and proposal resubmitted in Grants.gov



# Grants.gov Proposal Submissions: *Potential* Research.gov Notification Email

## Example Research.gov Email: Proposal Failed Post-Check Validation

**Proposal Errors Need Correction in Research.gov**

The National Science Foundation (NSF) did **not** receive the proposal you submitted via Grants.gov. The proposal will remain in "In-Progress" status within Research.gov until the following errors are resolved and the proposal is re-submitted through Research.gov.

Grants.gov ID: GRANT007  
Grants.gov Submission Date/Time: 11/17/2022 3:58 PM EST  
Temporary ID Number: 7  
Proposal Title: NSF\_Proposal  
Organization: NSF University  
SAM Legal Business Name NSF University

The proposal can be accessed from your listing of in progress proposals within Research.gov. **Ensure your proposal is successfully submitted in Research.gov before the 5 p.m. local time zone deadline.** The SPO can edit the proposal, while the AOR can edit and submit the proposal in Research.gov. NSF may return without review proposals that do not meet NSF proposal preparation requirements and deadlines.

The following **error(s)** must be fixed prior to re-submitting the proposal:  
**Manage Personnel and Subaward Organizations**

- GOALI proposals must have at least one Industrial co-PI associated with the prime organization personnel in the proposal. Add an Industrial co-PI from the proposal's prime organization [Manage Personnel](#) page.

**Action Needed: Final Review.** To ensure all data submitted via Grants.gov is accurate and complete, review all proposal information prior to submission in Research.gov. This includes all personnel, subaward(s), proposal documents, and budget data.

- Note: Non-PI personnel and budget funds entered for Equipment and Indirect Costs **will not transfer** to Research.gov as they were entered in your proposal preparation source system (Grants.gov, S2S) **and will need to be updated:**
  - Please ensure all personnel are properly assigned in Research.gov by uploading senior personnel documents and adding budget data for each of the non-PI personnel on the proposal. Additionally, please ensure the budget data is entered correctly in the Equipment (Section D) and Indirect Costs (Section I) sections, if applicable, of the budget.

[Access your proposal in Research.gov](#) (sign-in required)

- Post-check validations include the Research.gov automated compliance checks for the full proposal submission type posted on the NSF.gov [Automated Compliance Checking of NSF Proposals](#) page
- Proposal corrections must be made in Research.gov and proposal resubmitted in Research.gov