National Science Foundation CAREER Proposal Submission Logistics Webinar

Presented by the NSF Division of Information Systems

May 19, 2021
Presenter

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Division of Information Systems
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Webinar Housekeeping Notes

• Attendees are in listen-only mode, but questions can be submitted using the Zoom Q&A feature. Questions submitted during the webinar will be answered as time permits

• The webinar is being recorded for subsequent on-demand viewing

• Today’s presentation and session recording will be posted. Links will be available on an advisory posted on the Research.gov and FastLane homepages

• Webinar questions may be directed to careerproposalprep@nsf.gov
Agenda

• CAREER Proposal Submission Timeline
• Key Account Management Milestones
• Advantages of Research.gov Proposal Preparation
• Research.gov Demo
• Key Proposal Submission Milestones
• NSF Help Desk and System Reminders
• Information Resources
• Q&A
CAREER Proposals Can Be Submitted in Research.gov, FastLane, or Grants.gov

- Faculty Early Career Development Program (CAREER) Program Solicitation 20-525
- Full proposal deadline: Monday, July 26 (5:00 p.m. submitter’s local time)
- Full Proposals submitted via Research.gov or FastLane: NSF Proposal and Award Policies and Procedures Guide (PAPPG) guidelines apply
CAREER Proposal Submission Timeline

- NSF strongly encourages Principal Investigators (PIs) and organizations to follow the CAREER Proposal Submission Timeline guidance for Program Solicitation 20-525

- Late proposals will not be accepted in NSF systems

- Timeline includes both account management and proposal submission milestones and is applicable to CAREER proposals submitted in Research.gov, FastLane, and Grants.gov

Before You Can Prepare Your CAREER Proposal in Research.gov, FastLane, or Grants.gov
CAREER Proposal Submission Timeline: Account Management Milestones

- Organizations must be registered with NSF to submit proposals to NSF in Research.gov, FastLane, or Grants.gov.
- Before a **new** organization can register with NSF, it must first be registered in the System for Award Management (SAM), which requires a Data Universal Numbering System (DUNS) Number.
- Refer to CAREER Proposal Submission Timeline page 4 for additional information and resource links.

### Key Milestone Summary – Registering a New Organization

<table>
<thead>
<tr>
<th>Target # of Days Before Deadline</th>
<th>Target Date</th>
<th>Milestone or Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 days (9 weeks)</td>
<td>Monday, May 24, 2021</td>
<td>✓ New organization obtains a DUNS Number (Administrator role)</td>
</tr>
<tr>
<td>28 days</td>
<td>Monday, June 28, 2021</td>
<td>✓ New organization checks SAM.gov to see if registration is active (Administrator role)</td>
</tr>
<tr>
<td>20 days</td>
<td>Tuesday, July 6, 2021</td>
<td>✓ New organization registers with NSF (Administrator role)</td>
</tr>
</tbody>
</table>
CAREER Proposal Submission Timeline: Account Management Milestones (cont’d)

- To apply to the CAREER program, a proposer must have an NSF ID and an organization-approved PI role at an organization registered with NSF
- The Authorized Organizational Representative (AOR) submits the proposal to NSF. The AOR role must be requested and is not assigned to any individual by default
- Refer to CAREER Proposal Submission Timeline pages 2-3 for additional information and resource links

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<th>Milestone or Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 days</td>
<td>Tuesday, July 6, 2021</td>
<td>✓ Users with existing NSF accounts confirm access with no account issues (e.g., multiple accounts/NSF IDs associated to one email) (PI and AOR roles)</td>
</tr>
<tr>
<td>20 days</td>
<td>Tuesday, July 6, 2021</td>
<td>✓ New users register for an NSF account and request a PI role (PI role)</td>
</tr>
<tr>
<td>14 days</td>
<td>Monday, July 12, 2021</td>
<td>✓ PI role request approved by organization’s Administrator (Administrator role)</td>
</tr>
<tr>
<td>14 days</td>
<td>Monday, July 12, 2021</td>
<td>✓ AOR role is established and request approved by organization’s Administrator (AOR and Administrator roles)</td>
</tr>
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Preparing Your CAREER Proposal in Research.gov
Why Prepare Your CAREER Proposal in Research.gov?

NSF encourages you to try its modernized and user-friendly proposal submission system which includes features to help reduce proposal preparation administrative burden:

• Improved user experience through intuitive and dynamic interfaces that provide only relevant proposal preparation options

• Immediate feedback within each proposal section and for each document upload rather than at proposal submission in FastLane

• Faster document uploads (a few seconds versus 30-90 seconds for each document upload in FastLane)

• Expanded automated compliance checking utilizing error messages (preventing proposal submission) and warning messages (allowing proposal submission)
  ▪ There are currently 104 compliance checks in Research.gov versus 56 compliance checks in FastLane
  ▪ Specific, actionable error and warning messages

• Higher quality proposal submissions (e.g., PDF uploads are not altered)

• Minimized Return without Reviews due to some proposal formatting issues
Recent Research.gov Enhancements: Font Warning Changes

• Effective in November 2020, the compliance checks and associated compliance warnings for **font type** and **font size** were removed in Research.gov to align with FastLane and NSF policy.

• NSF made these changes per feedback from the research community.

• PAPPG (NSF 20-1) *Chapter II.B.2.a.* proposal font requirements must be followed.

• Proposals may be returned without review if the font type or font size are not compliant with the PAPPG.
Recent Research.gov Enhancements: 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 Proposal Training Resources

Training resources on the Research.gov About Proposal and Submission page:

- FAQs by topic
- Links to video tutorials including new 16-minute demo video highlighting key proposal preparation features and preparing proposal file updates/budget revisions
- Link to Automated Compliance Checking of NSF Proposals page to view current Research.gov proposal compliance checks
- Links to topic-specific how-to guides (e.g., Initiating a Proposal and Sharing Access with Sponsored Projects Office/Authorized Organizational Representative)
Inline help features are available to proposers throughout the Research.gov proposal system and the proposal preparation demo site:

- Information tool tips indicated by the blue information icon: 

- Links to the PAPPG
- Links to FAQs
- Links to video tutorials
Research.gov Demo: CAREER Proposal

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

• Automated proposal compliance checks triggering an error message will prohibit proposal submission to NSF, whereas checks triggering a warning message will still allow proposal submission.

• Proposers receiving a compliance error or warning message should check the Automated Compliance Checking of NSF Proposals page and the CAREER solicitation for specific proposal requirements.

• Proposers should also review the topic-specific FAQs on the Research.gov About Proposal Preparation and Submission page:
  ▪ *Uploading Documents* topic includes margin and line spacing FAQs
  ▪ *Proposal Sections* topic includes Cover Sheet and budget FAQs
CAREER Proposal Submission Timeline: Submission Milestones

- Only one annual deadline (July 26) applies to all CAREER submissions, regardless of Directorate
- 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

### Key Milestone Summary – Proposal Submission

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<td>12 days</td>
<td>Wed., July 14, 2021</td>
<td>✓ Complete resolution of any SAM.gov certification issues <em>(Administrator role)</em></td>
</tr>
<tr>
<td>10 days</td>
<td>Friday, July 16, 2021</td>
<td>✓ Submit CAREER proposal through Grants.gov <em>(AOR role)</em></td>
</tr>
<tr>
<td>7 days</td>
<td>Monday, July 19, 2021</td>
<td>✓ Submit CAREER proposal through Research.gov or FastLane <em>(AOR role)</em></td>
</tr>
<tr>
<td>0 days</td>
<td>Monday, July 26, 2021 <em>(5 p.m. submitter's local time)</em></td>
<td>✓ Proposal submission deadline. The systems will prevent proposal submission after 5 p.m. submitter’s local time.</td>
</tr>
</tbody>
</table>
System 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 on the Research.gov and FastLane homepages 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 23 with Research.gov and FastLane outages expected until the morning (typically 8:00 AM) of Saturday, July 24
  - Sometimes the system outage windows must be extended due to unforeseen circumstances

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Maintenance Outage Window: July 16 PM – July 17 AM (check posted advisory for specific outage window)

Maintenance Outage Window: July 23 PM – July 24 AM (check posted advisory for specific outage window)
NSF Help Desk Reminders

• For IT system-related and technical questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov if you are using research.gov or fastlane@nsf.gov if you are using FastLane

• Program-related questions should be addressed to the program officer for the program you are applying to

• Keep track of your Help Desk ticket number and save all emails to/from the Help Desk about your issue
  ▪ If you email the Help Desk, it could take more than one business day for a ticket number depending on Help Desk volume
  ▪ If the issue is urgent, NSF recommends calling the Help Desk to get a ticket number

• Some issues do not have quick turnaround times to resolve. Please do not wait until July 26th deadline to request NSF account reconciliation
Grants.gov Proposal Submissions

Proposals submitted via Grants.gov must pass through multiple systems for processing.

• Expect three sequential proposal confirmation emails with the subject lines and content as shown in the example email screenshots

• If you do not receive all three emails within a few minutes, an issue has prevented your proposal from being fully processed into NSF systems and you should call the NSF Help Desk for assistance
  • 1st email – Grants.gov Grantor Agency Retrieval Receipt for Application confirming Grants.gov received your proposal
Grants.gov Proposal Submissions (cont’d)

- 2nd email – *Grants.gov Agency Tracking Number Assignment for Application* confirming Grants.gov assigned a Grants.gov tracking number

- 3rd email – *Application Successfully Inserted into FastLane* confirming NSF received the proposal and assigned a proposal ID. Success!
Information Resources

• Automated Compliance Checking of NSF Proposals page

• CAREER Proposal Submission Timeline

• NSF Biographical Sketch and Current and Pending Support websites with FAQs, as well as links to SciENcv video tutorials and reference resources with step-by-step instructions and screenshots

• Research.gov About Proposal Preparation and Submission page with FAQs organized by topic, how-to guides, and video tutorials

• Research.gov About Account Management page with FAQs, how-to guide, and video tutorials
Thank you for your participation today!
Questions

Ask Early, Ask Often!
Appendix
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 types available in the actual system are also available in the demo site. As proposal 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.
• 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 OAU. If you don’t add any users to the proposal, no one will else will be able to access, view, or edit your demo proposal.
Providing Research.gov Proposal Feedback

Why?

• Influence the future of proposal submission
• Help NSF continue to build Research.gov

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
Appendix: Research.gov Demo Screenshots
Demo: Proposal Setup Wizard

- User chooses the applicable proposal type
- The choices shown here will be customized to the funding opportunity

- Indicator shows required proposal setup process steps that address current frustrations with the FastLane Cover Sheet module
Demo: Proposal Main Page

- Inline edit of the title
- Quick view and access to the due date of the proposal
- Conditionally required sections become required after corresponding data is input
- Required and optional sections are driven dynamically based on the funding opportunity selected

- Add and Remove Co-PIs, Senior Personnel, and OAUs
- Quick access to link collaborative proposals
Demo: Document Upload and Compliance Error/Warning Messages

- Immediate feedback on compliance of all documents that are uploaded to the system
- Documents are inspected to ensure machine-readable text for analysis
- Documents are stored on cloud-hosted storage to ensure availability of proposals and scalability for future proposals
Demo: Senior Personnel Documents

- All documents required for senior personnel are consolidated on one screen

- Subaward Sr Personnel
### Demo: Budget

#### Budget(s)

<table>
<thead>
<tr>
<th>Prime Organization</th>
<th>Principal Investigator</th>
<th>Total Requested Amount</th>
<th>Compliance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornell University</td>
<td>Pt Test</td>
<td>$22,105</td>
<td>Not yet available</td>
</tr>
</tbody>
</table>

**Subaward Organization(s)**

<table>
<thead>
<tr>
<th>Budget for:</th>
<th>Subaward Requested Amount</th>
<th>Compliance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainstream Engineering Corporation</td>
<td>$100</td>
<td>Not yet available</td>
</tr>
</tbody>
</table>

- **Subaward organization budget listed here**
Demo: Budget

- All totals are dynamically summed and the total amount is placed on the Cover Sheet
- Multiple years displayed on one screen
- Rows expand and collapse for easy navigation
# Demo: Proposal File Update/Budget Revision

## Submitted Proposals

<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Submit Date</th>
<th>Proposal Number</th>
<th>Temporary ID Number</th>
<th>PI Name</th>
<th>Proposal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation test submit ready</td>
<td>01/24/2020</td>
<td></td>
<td>13303</td>
<td></td>
<td>Submitted to NSF (Due Date Passed ButPrior to Reviewer Assignment)</td>
</tr>
<tr>
<td>Automation test submit ready</td>
<td>12/12/2019</td>
<td></td>
<td>13297</td>
<td></td>
<td>Submitted to NSF (Due Date Passed or Assigned for Review)</td>
</tr>
<tr>
<td>Automation test submit ready</td>
<td>12/12/2019</td>
<td></td>
<td>13296</td>
<td></td>
<td>Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)</td>
</tr>
<tr>
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<td>12/12/2019</td>
<td></td>
<td>13295</td>
<td></td>
<td>Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)</td>
</tr>
<tr>
<td>Automation test submit ready</td>
<td>12/12/2019</td>
<td></td>
<td>13294</td>
<td></td>
<td>Recommended</td>
</tr>
<tr>
<td>Automation test submit ready</td>
<td>12/12/2019</td>
<td></td>
<td>13293</td>
<td></td>
<td>Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)</td>
</tr>
<tr>
<td>Automation test submit ready</td>
<td>12/09/2019</td>
<td></td>
<td>13282</td>
<td></td>
<td>Recommended</td>
</tr>
</tbody>
</table>

- **Prior to Review Assignment**
• Prepare Proposal File Update/Budget Revision
Demo: Proposal File Update/Budget Revision

• Budget Revision Status

• Proposal Update Justification is required if there is a change in proposal content, not budget content
Demo: Proposal File Update/Budget Revision

My Desktop » Proposal Preparation » Submitted Proposals

Submitted Proposals

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<td>13297</td>
<td></td>
<td>Submitted to NSF (Due Date Passed or Assigned for Review)</td>
</tr>
</tbody>
</table>

- Proposal File Update (PFU) / Budget Revision
- Withdrawals
Demo: Proposal File Update/Budget Revision

- Prepare Proposal File Update/Budget Revision
Demo: Proposal File Update/Budget Revision

- System will not enforce that the Budget Impact Statement exists if the budget is reduced by 10%