National Science Foundation
CAREER Proposal Submission Logistics Webinar

Presented by the NSF Division of Information Systems
May 26, 2022
Presenter

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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 in an advisory at the top of the Research.gov homepage.

• Webinar questions after today’s session may be sent to careerproposalprep@nsf.gov.
Agenda

- CAREER Proposal Submission in Research.gov or Grants.gov
- CAREER Proposal Submission Timeline
- Key Account Management Milestones
- Research.gov Proposal Preparation Features and Demo
- Key Proposal Submission Milestones
- NSF Help Desk Reminders and System Maintenance Outages
- Research.gov Proposal Preparation Demo Site and Training Resources
- Information Resources
- Providing Research.gov Proposal Feedback
National Science Foundation

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

• Faculty Early Career Development Program (CAREER) Program Solicitation 22-586

• Full proposal deadline: Wednesday, July 27 (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
CAREER Proposal Submission Timeline

• NSF strongly encourages Principal Investigators (PIs) and organizations to follow the [CAREER Proposal Submission Timeline](https://www.research.gov/common/attachment/Common/Career_deadline.pdf) guidance for Program Solicitation 22-586.

• Proposals submitted after the deadline will not be accepted or will be returned without review.

• Timeline includes both account management and proposal submission milestones and is applicable to CAREER proposals submitted in Research.gov and Grants.gov.
Before You Can Prepare Your CAREER Proposal in Research.gov or 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 Identifier (UEI).
- 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>
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</thead>
<tbody>
<tr>
<td>35 days (5 weeks)</td>
<td>Wednesday, June 22, 2022</td>
<td>✓ New organization registers in SAM and obtains a SAM UEI (Administrator role)</td>
</tr>
<tr>
<td>21 days</td>
<td>Wednesday, July 6, 2022</td>
<td>✓ New organization checks SAM.gov to see if registration is active (Administrator role)</td>
</tr>
<tr>
<td>20 days</td>
<td>Thursday, July 7, 2022</td>
<td>✓ New organization registers with NSF (Administrator role)</td>
</tr>
</tbody>
</table>
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.

Refer to the CAREER Proposal Submission Timeline pages 2-3 for additional information and resource links.

### Key Milestone Summary – NSF Account and User Roles

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<tbody>
<tr>
<td>20 days</td>
<td>Thursday, July 7, 2022</td>
<td>✓ 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) <em>(PI and AOR roles)</em></td>
</tr>
<tr>
<td>20 days</td>
<td>Thursday, July 7, 2022</td>
<td>✓ New users (prospective PIs) register for an NSF account and request a PI role <em>(PI role)</em></td>
</tr>
<tr>
<td>14 days</td>
<td>Wednesday, July 13, 2022</td>
<td>✓ PI role request approved by organization’s Administrator <em>(Administrator role)</em></td>
</tr>
</tbody>
</table>
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 PAPPG
  - 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 141 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

• Only one annual deadline (July 27) 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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<tr>
<td>12 days</td>
<td>Friday, July 15, 2022</td>
<td>✓ Complete resolution of any SAM.gov certification issues <em>(Administrator role)</em></td>
</tr>
<tr>
<td>9 days</td>
<td>Monday, July 18, 2022</td>
<td>✓ Submit CAREER proposal through Grants.gov <em>(AOR role)</em></td>
</tr>
<tr>
<td>7 days</td>
<td>Wednesday, July 20, 2022</td>
<td>✓ Submit CAREER proposal through Research.gov <em>(AOR role)</em></td>
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<tr>
<td>0 days</td>
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<td>✓ 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.</td>
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*(Submitter's local time)*
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 below

• 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

  ![Grants.gov Agency Tracking Number Assignment for Application](image)

  This email originated from outside of the National Science Foundation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

  Grantor agency has assigned the following Agency Tracking Number to your application: ***111111***.

  You will need the Agency Tracking Number when corresponding with the Grantor agency about your application.

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

  ![Application Successfully Inserted into FastLane](image)

  Organization Name: University of Pennsylvania

  Grants.gov ID: [Redacted]

  NSF Proposal ID: [Redacted]

  The application (proposal) referenced above was successfully inserted into the National Science Foundation’s (NSF) FastLane system.
NSF Help Desk Reminders and System Maintenance Outages
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

• 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

• 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 the July 27th deadline to request NSF account reconciliation
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 on the Research.gov homepage prior to the weekend for outage hours and details
- Maintenance will occur the weekend before the July 27th deadline—*plan accordingly*!
  - NSF’s monthly application release is on the night of Friday, July 22 with Research.gov outages expected until the morning (typically 8:00 AM) of Saturday, July 23
  - Sometimes the system outage windows must be extended due to unforeseen circumstances

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<td>Maintenance Outage Window: July 15 PM – July 16 AM (check posted advisory for specific outage window)</td>
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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 in to Research.gov if you are not already signed in)
Research.gov About Proposal Preparation and Submission Page

Training Resources

- Proposal FAQs organized by topic
- Demo site FAQs
- Video tutorials
- How-to guides
  - Initiating a New Proposal
  - 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
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 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 and how-to guide
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

• For IT system-related questions or 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

• Policy-related questions should be directed to policy@nsf.gov
Appendix
Research.gov Proposal Compliance Error and Warning Messages

• Automated proposal compliance checks triggering an error message will **stop** 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 document formatting FAQs
  - *Proposal Sections* topic includes Cover Sheet and budget FAQs
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
- Navigate to your list of Submitted Proposals
- Click the title of the CAREER proposal to be updated
- Click the Prepare Proposal File Update/Budget Revision button on the 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 main proposal 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.
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.