



# Faculty Early Career Development Program (CAREER) Program Solicitation 20-525

## 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 July 26, 2021 deadline in response to Program Solicitation [20-525](#). 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***

- Information on Research.gov proposal preparation, including FAQs 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 in to 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.

### ***Questions***

- For IT system-related 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](mailto:rgov@nsf.gov).
- CAREER program-related questions should be directed to the Directorate or Division contacts listed at <http://www.nsf.gov/crssprgm/career/contacts.jsp>.



## I don't have an NSF ID and a PI role to start preparing my proposal...

To apply to the CAREER program, you must have an NSF ID and an organization-approved Principal Investigator (PI) role at an organization registered with NSF. You request the PI role electronically, and your organization's Administrator is responsible for approving it in advance.

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
20 days	Tuesday, July 6, 2021	<b>New users register for an NSF account</b>	If you do not have an NSF account, you must register for one in order to prepare proposals and conduct other award-related activities using NSF systems. For step-by-step instructions, please see the <a href="#">Register for an NSF Account to Begin Using FastLane and Research.gov</a> job aid. A <a href="#">Register for an NSF Account video tutorial</a> is also available. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser.
20 days	Tuesday, July 6, 2021	<b>Register for a PI role and submit PI role request to your organization's Administrator</b>	To work on proposal and award-related activities using NSF systems, a Principal Investigator (PI)/co-PI must have an organization-approved PI role. If you do not have a PI role at your organization, you must request this role. Please follow the steps on the <a href="#">Add a New Role – Principal Investigator PI/Co-PI</a> job aid.  After requesting a PI role, your organization's Administrator will receive the request electronically to approve or disapprove it. Administrators may refer to the <a href="#">View My Users – Administrator Dashboard</a> job aid for guidance on how to approve or disapprove a role request.
14 days	Monday, July 12, 2021	<b>PI role request is approved by organization's Administrator</b>	You should have an approved PI role for your organization by this date to prepare your CAREER proposal.

## I have an NSF ID but have not signed in for an extended period of time...

To migrate an existing NSF account to NSF's account management system launched in March 2018, you must verify your account's primary email address and phone number. If you created your NSF account prior to March 2018 and your email address is associated with more than one NSF account, you will be prompted to verify information.

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
20 days	Tuesday, July 6, 2021	<b>Confirm your NSF account is not suspended or is in danger of being suspended due to multiple accounts associated with your email address</b>	If you have an existing NSF account, you should make sure it is not suspended or is in danger of being suspended due to multiple accounts associated with your email address. In August 2019 NSF started enforcing the 30-day grace period for NSF accounts and began expiring the grace period for users with an email address associated with more than one NSF account (NSF ID). To confirm your account is active, please sign in to <a href="#">Research.gov</a> . If you receive a "Multiple Accounts Found" pop-up alert message when you sign in to NSF systems, you are subject to grace period expiration. If this applies to you, you must contact the NSF Help Desk at 1-800-381-1532 to reconcile your accounts.



## My organization does not have an AOR to submit the proposal...

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
14 days	Monday, July 12, 2021	<b>AOR role is established and request approved by organization's Administrator</b>	<p>The Authorized Organizational Representative (AOR) is responsible for submitting the proposal to NSF. Ensure that an AOR role is established for your organization by this date. This should only apply to brand new registered organizations.</p> <p>The AOR role must be requested and is not assigned to any person by default. To request the AOR role, please see the <a href="#">Add a New Role</a> job aid. After the AOR role is requested, your organization's Administrator will receive the request electronically to approve or disapprove it.</p>

## Proposal Submission Timeline

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
12 days	Wed., July 14, 2021	<b>Complete resolution of any SAM.gov certification issues</b>	<p><b>In accordance with NSF <a href="#">Proposal and Award Policies and Procedures Guide</a> (PAPPG) (NSF 20-1) <a href="#">Chapter I.G.2.</a>:</b></p> <p>Organizations are responsible for maintaining the accuracy of their information in the System for Award Management (SAM) and utilizing SAM to submit government-wide representations and certifications. Prior to proposal submission, all proposing organizations are required to have reviewed and certified compliance with the government-wide financial assistance representations and certifications maintained in SAM. Failure to comply with SAM certification and registration requirements will impact the submission and processing of the proposal. <u>If a registration is not active, an organization will not be able to submit a proposal.</u></p> <p><b>Note:</b> <i>This step should only apply to organizations previously registered in SAM to do business with non-NSF entities of the U.S. government. Newly registered organizations should have verified active registration in SAM 28 days prior to the CAREER proposal submission deadline per page 4.</i></p>
10 days	Friday, July 16, 2021	<b>Submit CAREER proposal through Grants.gov</b>	Proposals submitted via Grants.gov must go through additional processing before they are accepted at NSF. For this reason, if submitting via Grants.gov, we recommend allowing extra time to resolve any system errors and avoid high volume delays at the NSF Help Desk if problems arise.
7 days	Monday, July 19, 2021	<b>Submit CAREER proposal through Research.gov or FastLane</b>	Aim to submit your proposal by this date to allow time to resolve any system errors in advance of the deadline and avoid high volume delays at the NSF Help Desk. Print the file to a PDF and view it online to make sure the correct version was submitted. Corrections are automatically accepted before the deadline.
0 days	Monday, July 26, 2021	<b>Proposal submission deadline</b>	Proposals are due by 5 p.m. submitter's local time. Proposals that arrive after the deadline will be returned without review.



## My organization doesn't have a DUNS Number.....

Organizations must be registered with NSF to submit proposals to NSF using NSF's systems or via 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. Note that the vast majority of universities are already registered with NSF.

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
65 days (9 weeks)	Monday, May 24, 2021	<b>New organization obtains a DUNS Number</b>	This action only applies to <b>new</b> organizations. Organizations must have a valid Data Universal Numbering System (DUNS) Number and be registered in the System for Award Management (SAM) in order to register with NSF. Register for a DUNS Number via <a href="https://www.dnb.com/duns-number/get-a-duns.html">https://www.dnb.com/duns-number/get-a-duns.html</a> and follow the steps. Note that it may take up to 30 business days to obtain a DUNS Number. Organizations cannot complete the next step without a DUNS number. <u>New organizations should start this process well in advance of the CAREER proposal submission deadline.</u>
28 days	Monday, June 28, 2021	<b>New organization checks SAM.gov to see if registration is active</b>	This action only applies to <b>new</b> organizations not already registered in SAM to do business with the U.S. government. Register the DUNS Number received in the above step in SAM.gov via <a href="https://www.sam.gov/SAM/pages/public/loginFAQ.jsf">https://www.sam.gov/SAM/pages/public/loginFAQ.jsf</a> . Please see the <a href="#">Register a New Entity in the System for Award Management (SAM) video tutorial</a> for additional information. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser. <ul style="list-style-type: none"> <li>You will need to create a SAM.gov account and provide requested organization information.</li> <li>It may take up to two weeks to complete the SAM registration process and can take longer if the registration information provided in SAM is incomplete or inaccurate.</li> <li>All organization information MUST BE IDENTICAL in SAM and in your DUNS Number/Dun &amp; Bradstreet (D&amp;B) record.</li> <li>Make sure the organization address registered in SAM matches the address listed in your DUNS Number/D&amp;B record. Mismatched addresses can result in significant SAM registration activation delays.</li> <li>You will be asked to provide a SAM Point of Contact.</li> <li>Once your new SAM registration is active, it takes up to two business days for NSF to receive and process your SAM information.</li> </ul>
20 days	Tuesday, July 6, 2021	<b>New organization registers with NSF</b>	The organization's Administrator registers the <b>new</b> organization by signing in to <a href="https://www.research.gov">Research.gov</a> with their NSF ID and then follows the step-by-step instructions in the <a href="#">Register a New Organization</a> job aid. A <a href="#">Register a New Organization with NSF video tutorial</a> is also available. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser. Administrators without an NSF ID should follow the instructions outlined in the " <i>I don't have an NSF ID...</i> " section on page 2. <p>After entering the DUNS Number, the system will automatically detect that the organization is new and will walk the Administrator through setting up the organization and the Administrator role.</p>