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.

- 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 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.

I do not 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	Thursday, July 6, 2023	New users register for an NSF account (NSF ID)	If you do not have an NSF account (NSF ID), 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 Register for a New NSF Account job aid. A Register for a New NSF Account video tutorial is also available.
20 days	Thursday, July 6, 2023	Register for a PI role and submit PI role request to your organization's Administrator	To work on proposal and award-related activities using NSF systems, a Principal Investigator (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 in the Add a New Organization-Approved Role -- Principal Investigator (PI)/Co-PI job aid. After requesting the PI role, your organization's Administrator will receive the request electronically to approve or disapprove it. Administrators may refer to the View My Users – Administrator Dashboard job aid for guidance on how to approve or disapprove a role request.
14 days	Wednesday, July 12, 2023	PI role request is approved by organization's Administrator	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 into Research.gov for an extended period of time…

If you have not signed into Research.gov in a while, you are strongly encouraged to confirm at least three weeks in advance that your NSF account (NSF ID) is active and does not have any account issues. For example, if your email address is associated with more than one NSF account, you will be prompted to verify information and will need assistance from the NSF Help Desk to reconcile your accounts.

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
20 days	Thursday, July 6, 2023	Confirm your NSF account (NSF ID) is active	If you have an existing NSF account (NSF ID), confirm that it 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 your email address). To confirm your account is active, please sign into Research.gov. If you receive a "Multiple Accounts Found" pop-up alert message when you sign into Research.gov, you must contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) to reconcile your accounts. Some issues require extended time to resolve. Please do not wait until the July 26th deadline to request NSF account reconciliation.

Proposal Submission Timeline

Target # of Days Before Proposal Submission Deadline	Target Date	Milestone or Action	Description
12 days	Friday, July 14, 2023	Organization completes resolution of any SAM.gov certification issues	In accordance with NSF *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 23-1) Chapter I.G.2.: 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. If a registration is not active, an organization will not be able to submit a proposal, nor will NSF be able to take approval actions on any submitted proposals or recommended awards. Additionally, payments will not be able to be processed and approved. **Note:** *Newly registered organizations should have verified active registration in SAM 21 days prior to the CAREER proposal submission deadline per page 4.*
9 days	Monday, July 17, 2023	Submit CAREER proposal through Grants.gov	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	Wednesday, July 19, 2023	Submit CAREER proposal through Research.gov	Aim to submit your proposal in Research.gov 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 (i.e., proposal file updates) are automatically accepted before the deadline.
0 days	Wednesday, July 26, 2023	Proposal submission deadline	Proposals are due by 5 p.m. submitter's local time. 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. Proposal file updates are automatically accepted before the 5 p.m. submitter's local time deadline.

My organization does not have a SAM UEI….

Organizations must be registered with NSF to submit proposals to NSF in Research.gov or via Grants.gov. Before a new organization can register with NSF, it must first register in the SAM and obtain a SAM-issued Unique Entity Identifier (UEI). 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
35 days (5 weeks)	Wednesday, June 21, 2023	New organization registers in SAM and obtains a SAM UEI	This action only applies to **new** organizations not already registered in the SAM to do business with the U.S. government. Organizations <u>must</u> be registered in the SAM and have a valid UEI in order to register with NSF. • To register in the SAM and obtain a SAM UEI, go to SAM.gov and select the green *Get Started* button on the Register Your Entity or Get a Unique Entity ID section in the upper right side of the page. • Entity validation is the first step in getting your UEI or registering in SAM.gov. Review time will depend on whether a match can be made from your original document submission or if additional documentation is needed. Less complex cases where documents matching the requirements have been provided may be resolved in as few as five days, where other cases may take several weeks. • <u>New organizations should start this process well in advance of the CAREER proposal submission deadline</u>.
21 days	Wednesday, July 5, 2023	New organization checks SAM.gov to see if registration is active	This action only applies to **new** organizations not already registered in the SAM to do business with the U.S. government. • You can check the status of your registration by going to SAM.gov and selecting the *Check Entity Status* button in the Register Your Entity or Get a Unique Entity ID section in the upper right side of the page. • If your registration has a status of Submitted for longer than 14 days and you have not been contacted to correct or update information, please reach out as soon as possible to the General Services Administration (GSA) Federal Service Desk (FSD) at 866-606-8220 or visit https://www.fsd.gov to submit a ticket or live chat with the GSA FSD. • Once your organization's new SAM registration is active and you have obtained a SAM UEI, it takes up to two business days for NSF to receive and process your SAM information. • <u>Organizations cannot register with NSF without a valid and active SAM UEI</u>.
20 days	Thursday, July 6, 2023	New organization registers with NSF	The organization's Administrator registers the **new** organization by signing in to Research.gov with their NSF ID and then follows the step-by-step instructions in the Register a New Organization job aid. A Register a New Organization with NSF video tutorial is also available. Administrators without an NSF ID should follow the instructions outlined in the "*I do not have an NSF ID…*" section on page 2. After entering the SAM UEI, the system will automatically detect that the organization is new and will walk the Administrator through setting up the organization and the Administrator role.