How to Add or Remove a Subaward Organization from a Proposal

Follow the steps below to add or remove a subaward organization from an in-progress Research.gov proposal. For information about registering a new organization with NSF, please visit the Research.gov About Account Management page.

### Adding a Subaward Organization

1. **Click the Manage Personnel and Subaward Organizations button** on the proposal main page.

![Manage Personnel and Subaward Organizations button](image1)

2. **Click the Add Subaward Organization button.** In this example, a subaward organization has not been added to this proposal.

![Add Subaward Organization button](image2)
3. **Search for a subaward organization** registered with NSF by organization name or by Unique Entity Identifier (UEI). To add a subaward organization to a proposal by organization name, enter the full name or a partial name and click the Search button. To add a subaward organization to a proposal by the UEI, enter the organization’s UEI and click the Search button.

4. **Select the radio button for the subaward organization in the search results** and then click the Add Subaward Organization button. In this example, we are adding National Science Foundation as the subaward organization.
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5 A message indicates the subaward organization has been added. Click the Manage Subaward Personnel link to add personnel to the subaward.

Removing a Subaward Organization

1 Click the Delete Subaward Organization link to remove the subaward from the proposal. In this example, the subaward organization is National Science Foundation.

2 Click the Delete button to confirm.
Helpful Resources

- **Help within the Proposal System**
  Inline help features such as tooltips and links to relevant *Proposal & Award Policies & Procedures Guide* sections are included throughout the Research.gov Proposal Submission System.

- **Research.gov About Proposal Preparation and Submission Page**
  Bookmark [https://www.research.gov/research-web/content/aboutpsm](https://www.research.gov/research-web/content/aboutpsm) to quickly access Frequently Asked Questions (FAQs), video tutorials, and how-to guides.

- **Research.gov Proposal Preparation Demo Site**
  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. See the demo site FAQs on the Research.gov About Proposal Preparation and Submission page left navigation menu for information on demo site access and features.

- **Proposal Preparation FAQs**
  FAQs organized by topic are available on the Research.gov About Proposal Preparation and Submission page left navigation menu.

- **Video Tutorials**
  Videos demonstrating key proposal preparation steps are available on the Research.gov About Proposal Preparation and Submission page Video Tutorials section.

- **Automated Proposal Compliance Checks**
  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. Expanded compliance checking in Research.gov helps to reduce administrative burden for the research community and NSF staff, as well as minimizes return without review proposals. Refer to the Automated Compliance Checking of NSF Proposals page for the current automated Research.gov proposal checks.

- **Adding and Managing User Roles**
  To request a user role, please see the Add a New Role job aid. After a user role is requested, the organization’s Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles can be found on the Research.gov About Account Management page.

- **NSF Help Desk**
  IT system-related and technical questions may be directed to 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.