

# How a PI/co-PI Deletes an In Progress Letter of Intent, Proposal or Proposal File Update/Budget Revision

The Research.gov Proposal Submission System allows the Principal Investigator (PI) or co-PI listed on an in progress letter of intent, proposal, or a proposal file update/budget revision to delete these items if they have not been submitted to NSF.

- A submitted letter of intent, proposal, or proposal file update/budget revision cannot be deleted and must be withdrawn. Refer to the Research.gov [About Proposal Preparation and Submission](#) page Proposal Withdrawal topic Frequently Asked Questions (FAQs) on the left navigation menu for guidance on withdrawing a letter of intent, proposal, or proposal file update/budget revision.
- Once a deletion action has been completed, it cannot be undone.
- The Other Authorized User (OAU), Sponsored Programs Office (SPO), and Authorized Organizational Representative (AOR) roles cannot delete in progress letters of intent, proposals, and proposal file updates/budget revisions. The delete button is not available on the proposal main page for individuals with these roles.

## How a PI/co-PI Deletes an In Progress Letter of Intent or Proposal

- 1 Select the **Work with In Progress** button located in the In Progress tile.



Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

**Prepare New**

Answer a few questions to set up letters of intent or proposals (including renewals).

Prepare New ▾

i What information will need to be provided?

**In Progress**

Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.

Work with In Progress ▾

Work with In Progress button

**Submitted and Updates**

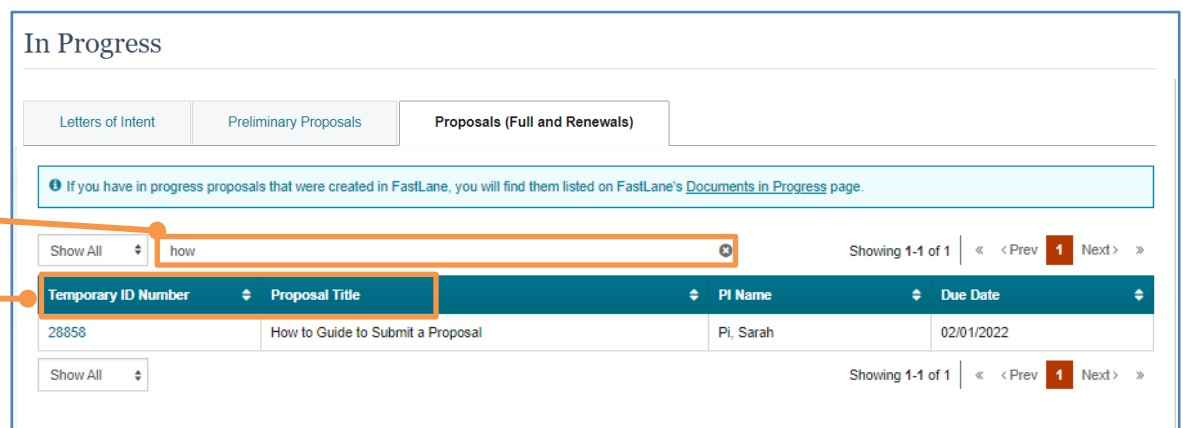
View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.

View/Update Submitted ▾

i Proposal File Update (PFU) / Budget Revision

i Proposal Withdrawal

- 2 Locate the **in progress letter of intent or proposal** under the appropriate submission type tab. Click on the corresponding Temporary ID Number to open the letter of intent or proposal to be deleted.



In Progress

Letters of Intent | Preliminary Proposals | **Proposals (Full and Renewals)**

i If you have in progress proposals that were created in FastLane, you will find them listed on FastLane's [Documents in Progress](#) page.

Show All ▾ | how [X]

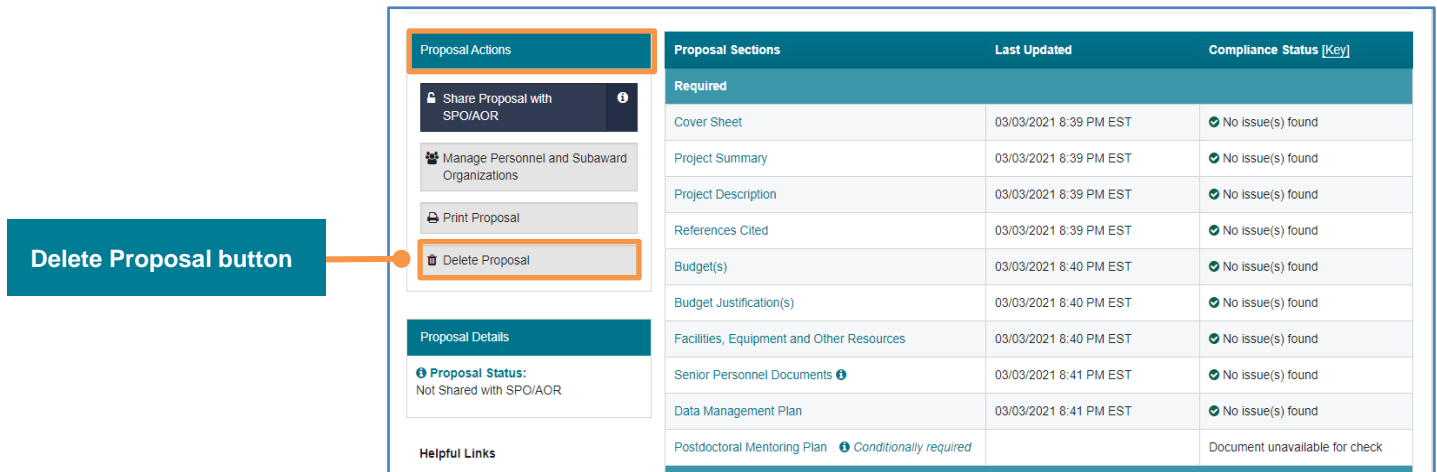
Showing 1-1 of 1 | << Prev 1 Next >>

Temporary ID Number	Proposal Title	PI Name	Due Date
28858	How to Guide to Submit a Proposal	Pi, Sarah	02/01/2022

Show All ▾ | Showing 1-1 of 1 | << Prev 1 Next >>

# How a PI/co-PI Deletes an In Progress Letter of Intent, Proposal or Proposal File Update/Budget Revision (cont'd)

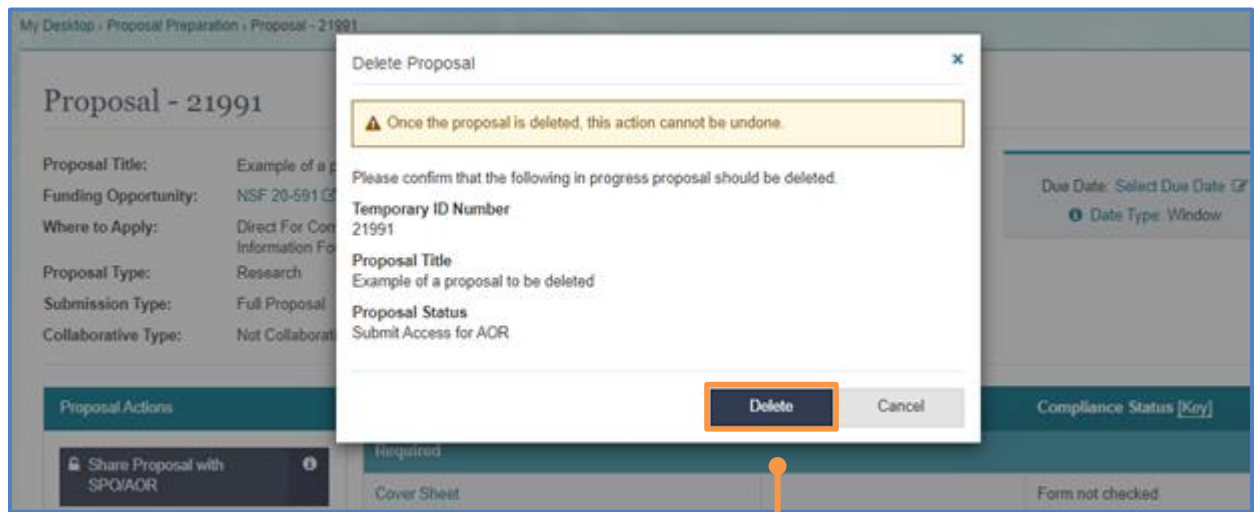
**3** Click the **Delete Proposal** button located in Proposal Actions section of the proposal main page.



**Delete Proposal button**

Proposal Sections	Last Updated	Compliance Status [Key]
<b>Required</b>		
Cover Sheet	03/03/2021 8:39 PM EST	✔ No issue(s) found
Project Summary	03/03/2021 8:39 PM EST	✔ No issue(s) found
Project Description	03/03/2021 8:39 PM EST	✔ No issue(s) found
References Cited	03/03/2021 8:39 PM EST	✔ No issue(s) found
Budget(s)	03/03/2021 8:40 PM EST	✔ No issue(s) found
Budget Justification(s)	03/03/2021 8:40 PM EST	✔ No issue(s) found
Facilities, Equipment and Other Resources	03/03/2021 8:40 PM EST	✔ No issue(s) found
Senior Personnel Documents ⓘ	03/03/2021 8:41 PM EST	✔ No issue(s) found
Data Management Plan	03/03/2021 8:41 PM EST	✔ No issue(s) found
Postdoctoral Mentoring Plan ⓘ <i>Conditionally required</i>		Document unavailable for check

**4** Click the **Delete** button to confirm the deletion. A deletion action cannot be undone, and the NSF Help Desk cannot retrieve a deleted letter of intent or proposal.



**Delete Proposal**

⚠ Once the proposal is deleted, this action cannot be undone.

Please confirm that the following in progress proposal should be deleted.

Temporary ID Number  
21991

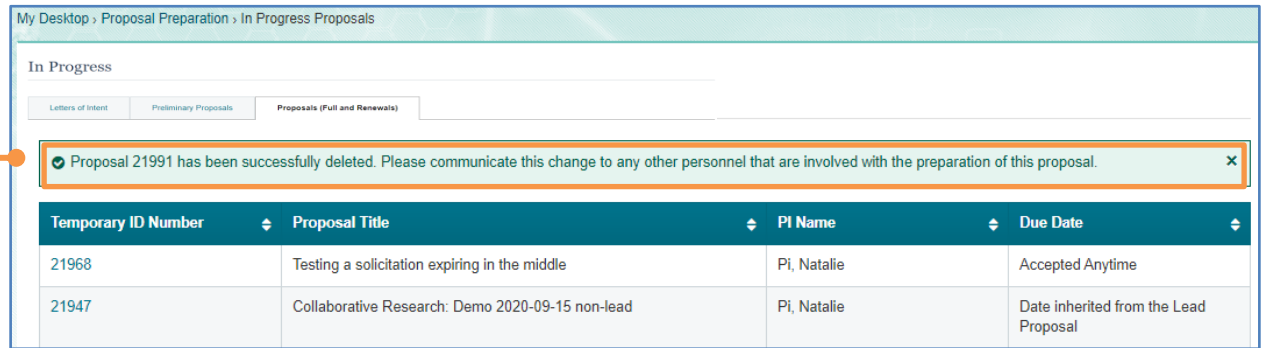
Proposal Title  
Example of a proposal to be deleted

Proposal Status  
Submit Access for AOR

**Delete** Cancel

**PI/co PI must confirm deletion before the action is completed**

# How a PI/co-PI Deletes an In Progress Letter of Intent, Proposal or Proposal File Update/Budget Revision (cont'd)



My Desktop > Proposal Preparation > In Progress Proposals

In Progress

Letters of Intent | Preliminary Proposals | **Proposals (Full and Renewals)**

✓ Proposal 21991 has been successfully deleted. Please communicate this change to any other personnel that are involved with the preparation of this proposal. ✕

Temporary ID Number	Proposal Title	PI Name	Due Date
21968	Testing a solicitation expiring in the middle	Pi, Natalie	Accepted Anytime
21947	Collaborative Research: Demo 2020-09-15 non-lead	Pi, Natalie	Date inherited from the Lead Proposal

**Success message**

The In Progress Proposals list shows a success message after the letter of intent or proposal has been deleted. You may want to notify the OAU, SPO, and AOR of the deleted letter of intent or proposal. The system does not send an automatic notification when a letter of intent or proposal is deleted.

## How a PI/co-PI Deletes a Proposal File Update/Budget Revision

- 1 **Select the Proposals (Full and Renewals) option from the View/Update Submitted drop-down** located in the Submitted and Updates tile to access the proposal file update/budget revision functions.



Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

**Prepare New**

Answer a few questions to set up letters of intent or proposals (including renewals).

**Prepare New** ▾

What information will need to be provided?

**In Progress**

Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.

**Work with In Progress** ▾

**Submitted and Updates**

View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.

**View/Update Submitted** ▾

Proposal File Update (PFU) / Budget Revision

Proposal Withdrawal

**View/Update Submitted button**

# How a PI/co-PI Deletes an In Progress Letter of Intent, Proposal or Proposal File Update/Budget Revision (cont'd)

- 2 **Locate the proposal on the Submitted and Updates Proposals (Full and Renewals) tab** and then click on the proposal file update/budget revision link under the Associated Action. You will be navigated to the Proposal File Update/Budget Revision Details page.

Submitted and Updates

Letters of Intent | Preliminary Proposals | **Proposals (Full and Renewals)**

Proposal/Temporary ID Number:  PI Last Name:  Search

Showing 1-10 of 22 | << Prev 1 2 3 Next >>

Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
Proposal Example	10/08/2020	2100040	22369	Pi, Natalie	Submitted to NSF (Not Yet Assigned for Review)
<b>Associated Action</b>		<b>Last Updated</b>		<b>Action Status</b>	
Proposal File Update/Budget Revision		10/08/2020		PFU/Budget Revision: Submit Access for AOR	
The Example Proposal	09/22/2020	2050451	22016	Pi, Natalie	Submitted to NSF (Not Yet Assigned for Review)

Proposal File Update/  
Budget Revision

- 3 **Click the Delete PFU/Budget Revision button** for the proposal file update/budget revision. A deletion action cannot be undone, and the NSF Help Desk cannot retrieve a deleted proposal file update/budget revision.

Header indicates proposal file update/budget revision

**Proposal File Update/Budget Revision**  
For Proposal - 2110953

Proposal Title: How To Guide Proposal [Edit](#)  
 Funding Opportunity: NSF 21-534 [View](#) - Understanding the Rules of Life: Microbiome Interactions and Mechanisms  
 Where to Apply: Direct For Biological Sciences (BIO) - Emerging Frontiers (EF), URoL-Understanding the Rules of  
 Proposal Type: Research  
 Submission Type: Full Proposal  
 Collaborative Type: Not Collaborative

Due Date: 02/23/2021  
Date Type: Deadline

View last submitted version

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status [Key]
<a href="#">Share Proposal with SPO/AOR</a> <a href="#">Manage Personnel and Subaward Organizations</a> <a href="#">Print Proposal</a> <a href="#">Delete PFU/Budget Revision</a>	Proposal Update Justification	02/19/2021 11:49 AM EST	No issue(s) found
	Proposal Sections	Last Updated	Compliance Status [Key]
	<b>Required</b>		
	Cover Sheet	02/19/2021 9:45 AM EST	No issue(s) found
	Project Summary <b>Updates Saved</b>	02/19/2021 9:45 AM EST	No issue(s) found
	Project Description	02/19/2021 9:45 AM EST	No issue(s) found
	References Cited	02/19/2021 9:45 AM EST	No issue(s) found
	Budget(s) <b>Revision Saved</b>	02/19/2021 11:18 AM EST	No issue(s) found
	Budget Justification(s)	02/19/2021 9:45 AM EST	No issue(s) found
	Budget Impact Statement(s) <b>Revision Saved</b> <small>Conditionally required</small>	02/19/2021 11:20 AM EST	No issue(s) found
	Facilities, Equipment and Other Resources	02/19/2021 9:45 AM EST	No issue(s) found

Proposal Details

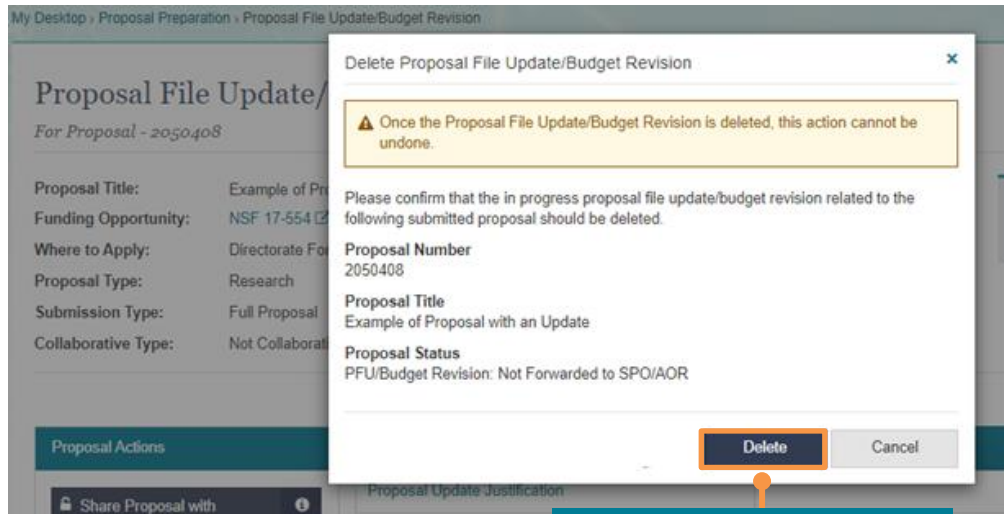
Proposal Status: PFU/Budget Revision: Not Forwarded to SPO/AOR

Helpful Links

Delete PFU/Budget Revision button

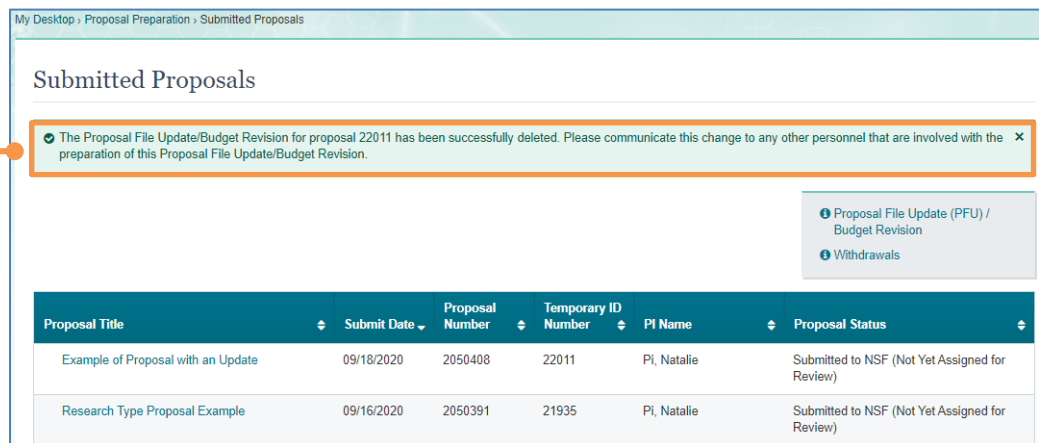
# How a PI/co-PI Deletes an In Progress Letter of Intent, Proposal or Proposal File Update/Budget Revision (cont'd)

- 4** Click the **Delete** button to confirm the deletion. A deletion action cannot be undone, and the NSF Help Desk cannot retrieve a deleted proposal file update/budget revision.



**PI/co PI must confirm deletion before the action is completed**

**Success message**



A success message displays, indicating the proposal file update/budget revision has been deleted. If a prior proposal file update/budget revision exists, it will display here, and the proposal will apply that proposal file update/budget revision. You may want to notify the OAU, SPO, and AOR of the deleted proposal file update/budget revision. The system does not send an automatic notification when a proposal file update/budget revision is deleted.

## 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> to quickly access 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 the AOR 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](mailto:rgov@nsf.gov).