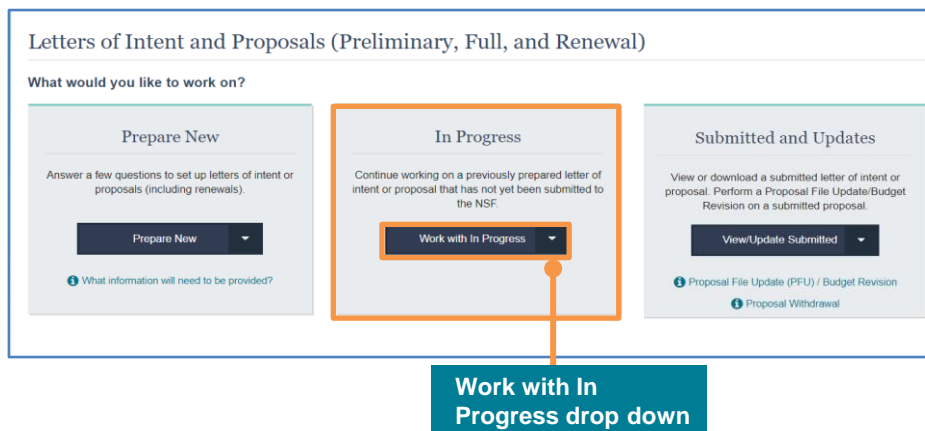


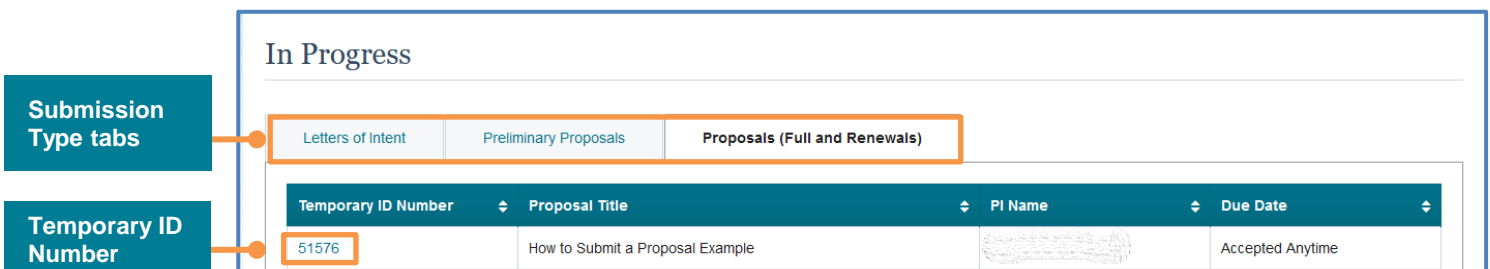
Only individuals with an organization-approved Authorized Organizational Representative (AOR) role can submit proposals to the National Science Foundation (NSF). In addition, some program solicitations require that letters of intent be submitted by an AOR. See the last page of this guide for information about adding the AOR role.

The Principal Investigator (PI)/co-PI must share edit access including proposal submission permission with the AOR, so the letter of intent or proposal can be submitted by the AOR. Once this access is shared with the AOR, all AORs affiliated with the PI's organization will receive a system-generated email confirming AOR access and will be granted access to submit the letter of intent or proposal.

Select the **Work with In Progress** drop-down located in the In Progress tile on the proposal preparation landing page to access the letter of intent, preliminary proposal, or full or renewal proposal being submitted.



Locate the **in progress** letter of intent, preliminary proposal, or full or renewal proposal for submission under the appropriate submission type tab. Click on the Temporary ID Number to open the main page for the selected letter of intent or proposal.



- i** If you do not see an expected letter of intent or proposal for submission on your In Progress list:
- You may not be an AOR affiliated to the same organization as the PI. Check your affiliation by accessing My Profile at the top of the screen.
 - Confirm with the PI/co-PI that edit access with submission has been shared.
 - Ensure that the letter of intent or proposal was created in Research.gov and not in FastLane.
 - Letters of intent and proposals prepared in FastLane can only be accessed and submitted in FastLane. To search for proposals in FastLane, go to your My Desktop page and then click the Research Administration link in the Administration tile.

Select the **Initiate Proposal Submission** button on the proposal main page to start the three-step submission process.

Initiate Proposal Submission button

Proposal Details section shows Submit Access for AOR status

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet	10/08/2020 11:39 AM EDT	✔ No issue(s) found
Project Summary	10/08/2020 11:35 AM EDT	✔ No issue(s) found
Project Description	10/08/2020 11:35 AM EDT	✔ No issue(s) found
References Cited	10/08/2020 11:35 AM EDT	✔ No issue(s) found
Budget(s)	10/08/2020 11:37 AM EDT	✔ No issue(s) found
Budget Justification(s)	10/08/2020 11:36 AM EDT	✔ No issue(s) found
Facilities, Equipment and Other Resources	10/08/2020 11:36 AM EDT	✔ No issue(s) found
Senior Personnel Documents	10/08/2020 11:38 AM EDT	✔ No issue(s) found

i Submit Access Not Shared: If the Initiate Proposal Submission button appears but is grayed out, this may mean the PI/co-PI has shared view or edit access with the AOR but not submit access. Contact the PI/co-PI to obtain submit access if needed. PI/co-PI names are shown on the Manage Personnel and Subaward Organizations page and can be accessed by clicking on the Manage Personnel and Subaward Organizations button. Individuals with Other Authorized User (OAU), Sponsored Projects Office (SPO), and AOR roles cannot change the proposal access settings.

Disabled Initiate Proposal Submission button

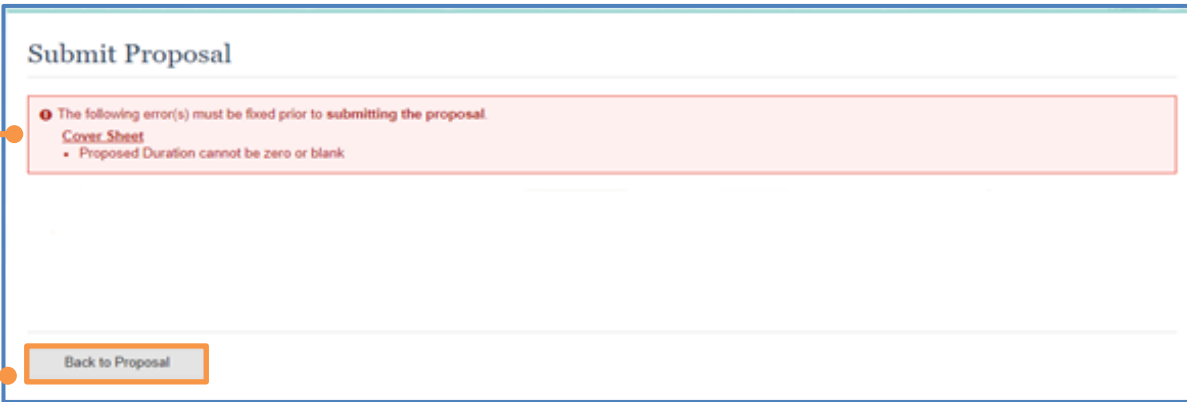
Manage Personnel and Subaward Organizations button

Due Date Has Passed (Applies to new submissions only): The Initiate Proposal Submission button will also appear but is grayed out in instances when the due date is in the past. The proposing organization must update the due date on any in progress letter of intent or proposal for the specified funding opportunity. If the due date is not manually updated to reflect the correct due date, the system will not allow submission. Due dates can be updated in the top right section of the proposal main page by clicking the Due Date.

Due Date updates are done on the proposal main page

After clicking the **Initiate Proposal Submission** button, the system will run the current Research.gov [automated proposal compliance checks](#).

- Error messages must be resolved before the proposal can be submitted.
- Warning messages should be reviewed but do not stop proposal submission.
- Click the **Back to Proposal** button to return to the proposal and fix any errors.
- Proposals without compliance errors will proceed to submission wizard Step 1 on page 4.



Submit Proposal

The following error(s) must be fixed prior to submitting the proposal.

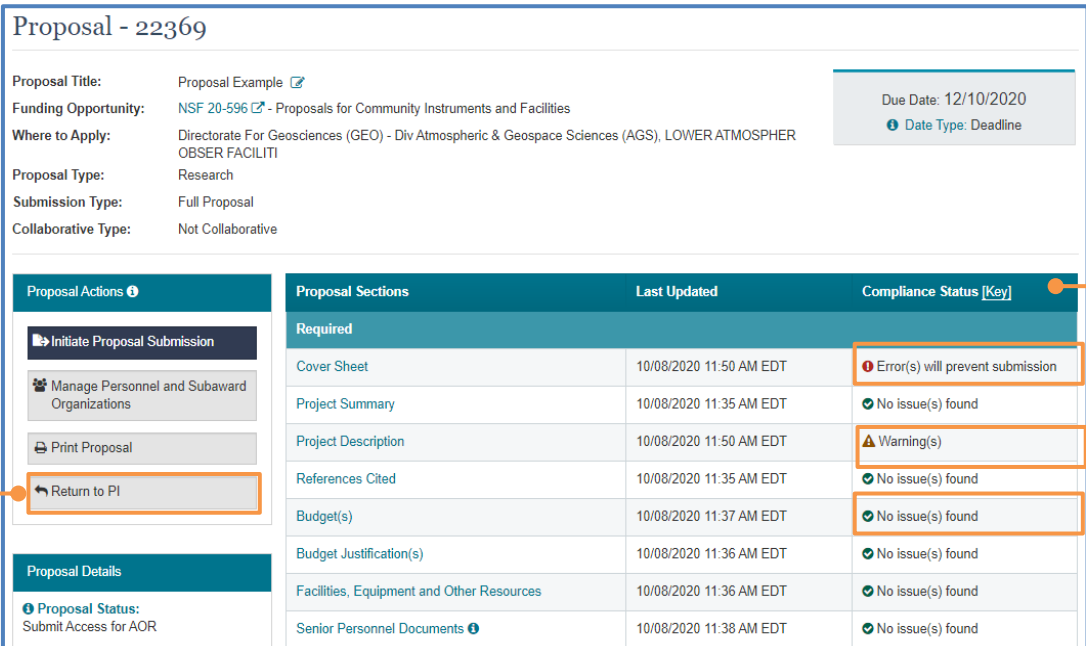
- Cover Sheet**
 - Proposed Duration cannot be zero or blank

[Back to Proposal](#)

Compliance error message example

Back to Proposal button

The proposal main page displays the identified compliance error and warning statuses in the Compliance Status column. The AOR can click the **Return to PI** button so the PI can make proposal updates; however, doing so will result in immediate loss of SPO/AOR access to the proposal until the PI/co-PI shares access again with the SPO/AOR. The **Return to PI** feature does not send a system-generated email message to the PI/co-PI regarding the return. You will want to contact the PI/co-PI regarding the reason for the return.



Proposal - 22369

Proposal Title: Proposal Example [✕](#)

Funding Opportunity: NSF 20-596 [✕](#) - Proposals for Community Instruments and Facilities

Where to Apply: Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHERIC OBSER FACILITI

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: 12/10/2020
Date Type: Deadline

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
Initiate Proposal Submission Manage Personnel and Subaward Organizations Print Proposal Return to PI	Required		
	Cover Sheet	10/08/2020 11:50 AM EDT	Error(s) will prevent submission
	Project Summary	10/08/2020 11:35 AM EDT	No issue(s) found
	Project Description	10/08/2020 11:50 AM EDT	Warning(s)
	References Cited	10/08/2020 11:35 AM EDT	No issue(s) found
	Budget(s)	10/08/2020 11:37 AM EDT	No issue(s) found
	Budget Justification(s)	10/08/2020 11:36 AM EDT	No issue(s) found
	Facilities, Equipment and Other Resources	10/08/2020 11:36 AM EDT	No issue(s) found
	Senior Personnel Documents	10/08/2020 11:38 AM EDT	No issue(s) found

Return to PI button

Compliance Status column

Three-step Submission

Submission of a letter of intent or proposal includes a series of steps for the submitter to review, certify, and then sign and submit to NSF. The top indicator on the page shows the submission wizard workflow from left to right. The same three-step wizard is used for submission of letters of intent and proposals.

i A user with the PI, SPO, or AOR role can initiate and submit a letter of intent in Research.gov. For a funding opportunity that requires AOR submission, the PI or SPO must share edit access including submission permission for the letter of intent with the AOR.

1 **Step 1. Review Proposal Information:** Verify the letter of intent or proposal information and then click Next to continue.

Submit Proposal

1. Review Proposal Information
2. Proposal Certifications
3. Sign and Submit

Review Proposal Information

✔ This proposal is ready for submission.
✕

Proposal Information

Proposal Title Example Proposal of September 14	Temporary Proposal ID 21906
Funding Opportunity NSF 20-596 - Proposals for Community Instruments and Facilities	Due Date 12/10/2020
Where to Apply Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHER OBSER FACILITI	Other Federal Agencies to which this proposal will be submitted
Total Requested Amount \$54,545	Requested Start Date 2021-06-24
Proposal Duration 12 months	Employer Identification Number <input type="text"/>

Prime Organization Information

Name of Organization to which award should be made <input type="text"/>	Prime Organization Address Office Research Administration <input type="text"/> US
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PI/co-PI Information

Principal Investigator (PI) / PD Department <input type="text"/>	Principal Investigator (PI) / PD Address abc st Alexandria, VA 22314 US
--	---

Name	Role	Email
Bennett PI	Principal Investigator	BennettPI@gmail.com

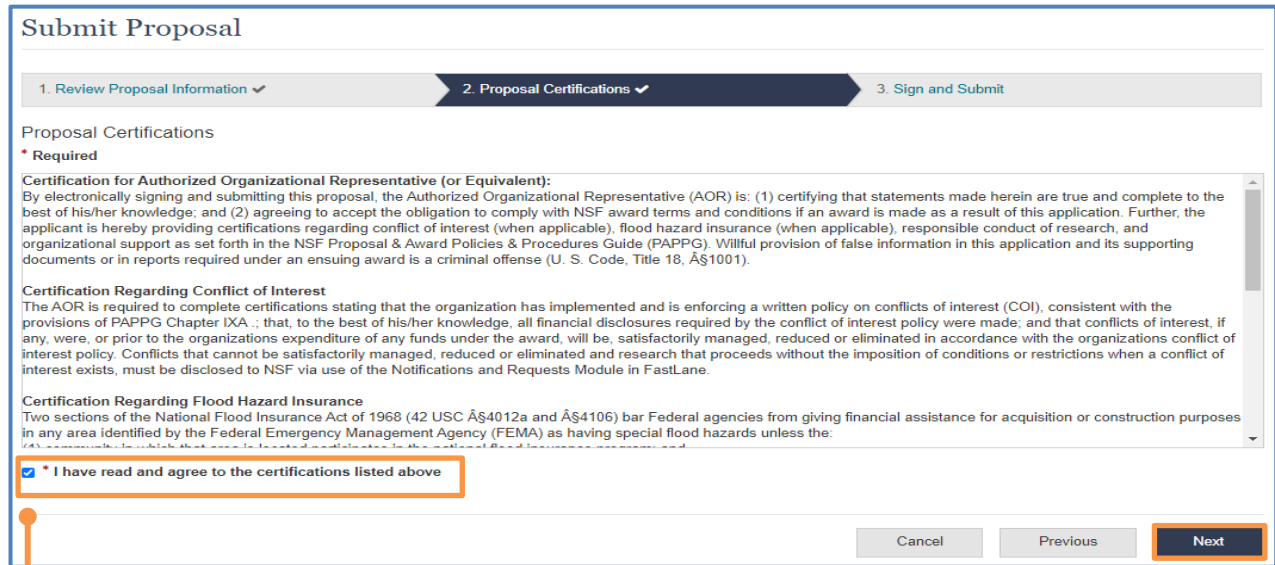
Cancel
Next

Access the full proposal PDF

Click Next to continue

2 Step 2. Review Certifications:

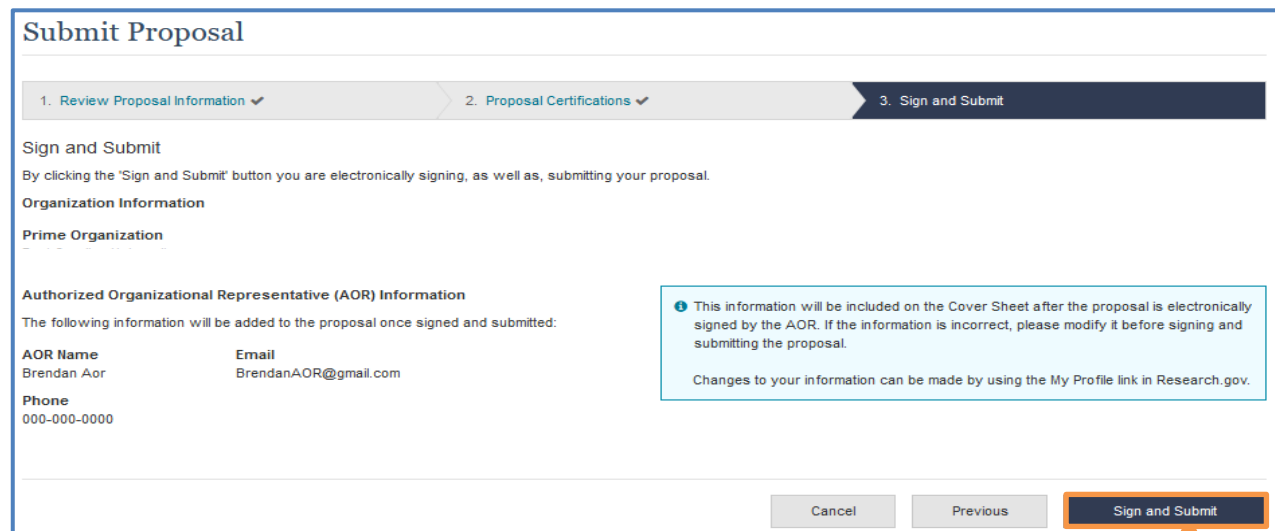
- Scroll down to review the certifications.
- Check the box to agree with the certifications.
- Click Next to continue.



Certification checkbox

Click Next to continue

3 Step 3. Sign and Submit: Click the **Sign and Submit** button to sign and submit the letter of intent or proposal to NSF.

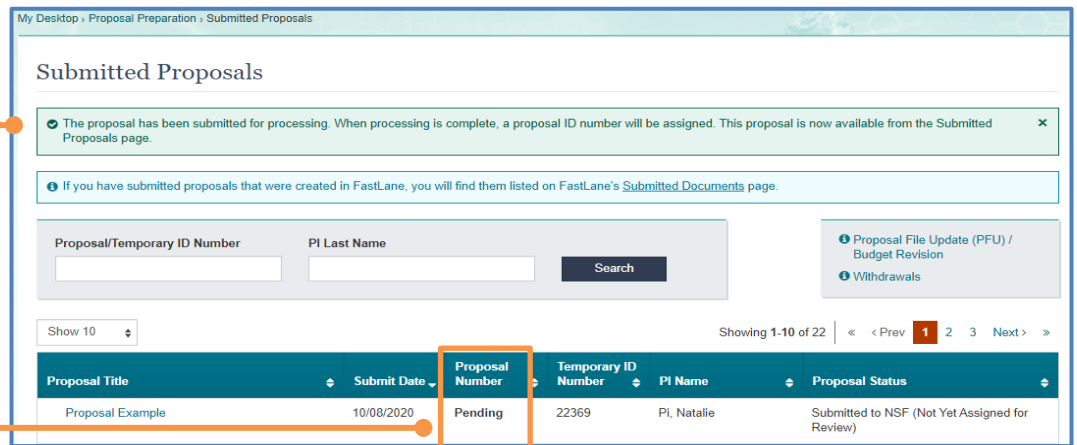


Sign and Submit button

Verify the letter of intent or proposal has been submitted. The letter of intent or proposal will close after submission, and the Submitted list will display. Research.gov records the date and time of the submitter signature for deadline compliance purposes.

- The submitted proposal will show the current date.
- **“Pending”** displays in the **Proposal Number** column while the system processes the new submission.
- Refresh the screen to display the new proposal number when processing is complete.
- For a separately submitted collaborative proposal, each proposal submitted in the collaboration will continue to display as "Pending" until all proposals in the collaboration have been submitted. Allow 30 minutes after all proposals in the collaboration have been submitted for the proposal number to update.

Submission success message example

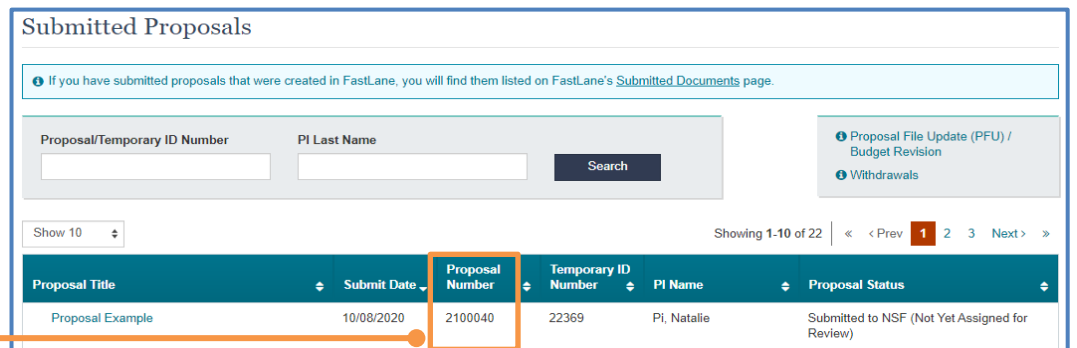


The screenshot shows the 'Submitted Proposals' page. At the top, there is a green success message: 'The proposal has been submitted for processing. When processing is complete, a proposal ID number will be assigned. This proposal is now available from the Submitted Proposals page.' Below this is a search bar and a table. The table has columns: Proposal Title, Submit Date, Proposal Number, Temporary ID Number, PI Name, and Proposal Status. The 'Proposal Number' column for the 'Proposal Example' row contains the word 'Pending'.

Proposal Number column displays "Pending" during proposal processing

After NSF processes the proposal, you should receive a confirmation email in 30 minutes with a proposal number that will also display in the Proposal Number column. If “Pending” continues to display in the Proposal Number column for more than 30 minutes, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) to follow up.

Proposal number displays after proposal processed into Research.gov



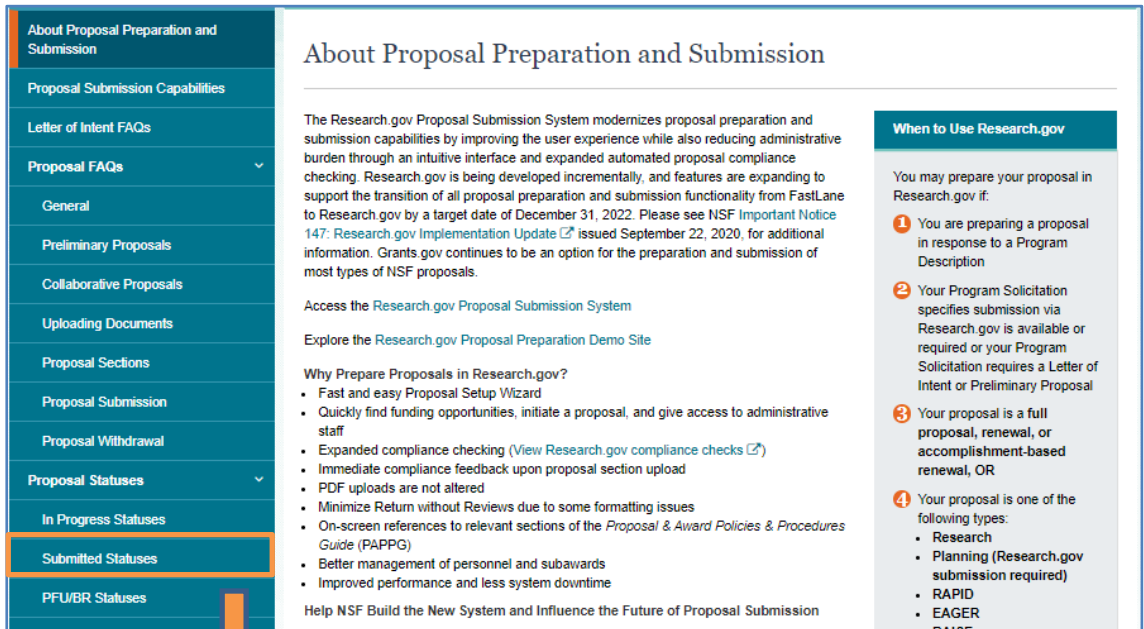
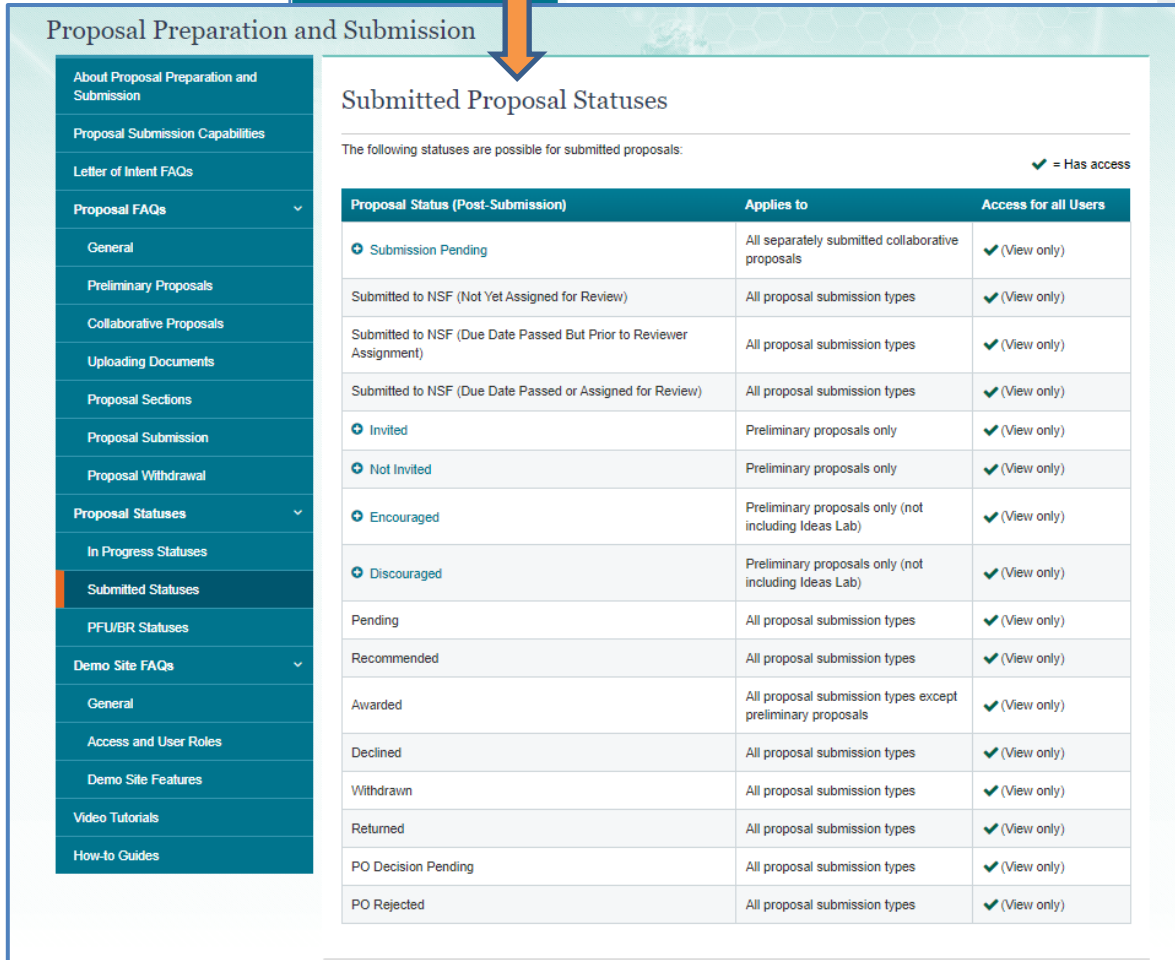
This screenshot is similar to the previous one, but the 'Proposal Number' column for the 'Proposal Example' row now displays the number '2100040' instead of 'Pending'.

- i** After a proposal number is generated, the following system-generated email notifications are sent:
- For a letter of intent, a notification email will be sent to the PI and to all SPOs and AORs affiliated with the PI's organization.
 - For a proposal, a notification email will be sent to the PI, co-PIs, OAU, and AOR. For a collaborative proposal, the notification email is sent to the PI, co-PIs, OAU, and AOR of each participating organization.

Submitted Proposal Statuses

A list of submitted proposal statuses can be accessed from the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

Access the list of submitted proposal statuses

Proposal Status (Post-Submission)	Applies to	Access for all Users
Submission Pending	All separately submitted collaborative proposals	✓ (View only)
Submitted to NSF (Not Yet Assigned for Review)	All proposal submission types	✓ (View only)
Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)	All proposal submission types	✓ (View only)
Submitted to NSF (Due Date Passed or Assigned for Review)	All proposal submission types	✓ (View only)
Invited	Preliminary proposals only	✓ (View only)
Not Invited	Preliminary proposals only	✓ (View only)
Encouraged	Preliminary proposals only (not including Ideas Lab)	✓ (View only)
Discouraged	Preliminary proposals only (not including Ideas Lab)	✓ (View only)
Pending	All proposal submission types	✓ (View only)
Recommended	All proposal submission types	✓ (View only)
Awarded	All proposal submission types except preliminary proposals	✓ (View only)
Declined	All proposal submission types	✓ (View only)
Withdrawn	All proposal submission types	✓ (View only)
Returned	All proposal submission types	✓ (View only)
PO Decision Pending	All proposal submission types	✓ (View only)
PO Rejected	All proposal submission types	✓ (View only)

When to Use Research.gov

You may prepare your proposal in Research.gov if:

- 1 You are preparing a proposal in response to a Program Description
- 2 Your Program Solicitation specifies submission via Research.gov is available or required or your Program Solicitation requires a Letter of Intent or Preliminary Proposal
- 3 Your proposal is a full proposal, renewal, or accomplishment-based renewal, OR
- 4 Your proposal is one of the following types:
 - Research
 - Planning (Research.gov submission required)
 - RAPID
 - EAGER
 - RAISE
 - GOALI
 - Ideas Lab
 - FA SED
 - Conference
 - Equipment
 - Travel
 - Center
 - Research Infrastructure

Both single submission and collaborative proposals are supported. View all supported features on the Proposal Submission Capabilities page.

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 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. Proposal submission is not enabled in the demo site. 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**
Only the organization's AOR can submit the proposal to NSF. In addition, some letters of intent are required to be submitted by an AOR. The AOR role must be requested and is not assigned to any person by default. To request the AOR 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.