How a Principal Investigator Initiates a New Proposal in Research.gov

Only individuals with an organization-approved Principal Investigator (PI) role can initiate new proposals, including renewals, in Research.gov. After the proposal has been created, the PI can add co-PIs, Other Senior Personnel, and Other Authorized Users (OAU), as well as share proposal access with the Sponsored Project Office (SPO) and Authorized Organizational Representative (AOR) to assist with proposal preparation. Only an AOR can submit the completed proposal in Research.gov to the National Science Foundation (NSF).

Accessing the Research.gov Proposal Submission System:

- Open Research.gov.
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select the Letters of Intent and Proposals (Preliminary, Full, and Renewal) link under the Prepare & Submit Proposals category.
- Click the Continue to Proposal System button after reviewing the Welcome to NSF’s Research.gov Proposal Submission System pop-up message.
- You will be navigated to the proposal preparation landing page.

Locate the Prepare New button in the Prepare New tile.

Select Submission Type:

- PIs first select the proposal submission type from the drop-down options in the Prepare New tile and then will follow the custom proposal setup wizard to initiate a new proposal.
- Once all proposal setup wizard steps are completed and the new proposal is created, the submission type selected cannot be edited by the proposing organization.

Only users with a PI, SPO, or AOR role can initiate a letter of intent. See the letter of intent Frequently Asked Questions (FAQs) on the Research.gov About Proposal Preparation and Submission page for more information about preparing letters of intent in Research.gov.
If the Prepare New button is grayed out and a blue information message displays, then the user must add an organization-approved PI role to proceed with initiating a new proposal. See page 6 for information about adding the PI role.

Four-step Proposal Setup Wizard (Full and Renewal Proposals)

The proposal setup wizards for full and renewal proposals include a series of selection options and questions for the proposal being created. The answers provided by the PI in the proposal setup wizard dynamically drive questions in the next steps and the proposal sections that are required on subsequent screens. The top indicator on the page shows the proposal setup wizard workflow from left to right.

1. **Step 1. Funding Opportunity: Select the Funding Opportunity** by searching the available opportunities and clicking the radio button next to the desired funding opportunity number.
   - Filter funding opportunities by entering the funding opportunity number, funding opportunity title, or key word(s).
   - You can also browse through the list of funding opportunities by clicking the numbers at the top of the table to jump to a specific page or by selecting Next, also at the top of the table, to view the list page by page.
   - Click Next at the bottom of the page after you have made a funding opportunity selection.
   - **Once all four proposal setup wizard steps are completed and the new proposal created, the funding opportunity selected in this step cannot be edited by the proposing organization.**
How a Principal Investigator Initiates a New Proposal in Research.gov (cont’d)

- NSF is migrating proposal preparation from FastLane to Research.gov in accordance with Important Notice No. 147: Research.gov Implementation Update by a target date of December 31, 2022.
- Program solicitations specify whether Research.gov is available or required.
- Program descriptions and program announcements utilizing the generic eligibility and proposal preparation guidelines specified in Part I of the Proposal & Award Policies & Procedures Guide (PAPPG) are supported in Research.gov.

2 Step 2. Where to Apply: Select Where to Apply by choosing the Directorate(s), Division(s), and Program(s) for the proposal using the drop-down menus. This is known as the “Unit of Consideration.” Each drop-down menu will only list the pre-determined, available options for the specified funding opportunity selected in Step 1.

- When a funding opportunity has multiple options for the Directorate/Division/Program, the steps can be repeated to add more Units of Consideration using the drop-down menus. Adding multiple Units of Consideration means that the proposer is asking for co-review of the proposal by each Unit of Consideration (Directorate/Division/Program).
- Saved Unit of Consideration selections are displayed on the right side of the screen and can be prioritized by using the arrows to the right of the selections. A saved selection can be deleted by using the trash can icon.
- Select Next to continue.
- Once all four proposal setup wizard steps are completed and the new proposal created, the where to apply details selected in this step cannot be edited by the proposing organization.
How a Principal Investigator Initiates a New Proposal in Research.gov (cont’d)

**3 Step 3. Proposal Type:** Select proposal type by clicking the appropriate radio button.
- Proposal types that are grayed out are not yet available in Research.gov.
- Select Next to continue.
- Once all four proposal setup wizard steps are completed and the new proposal is created, the proposal type selected in this step cannot be edited by the proposing organization.

**4 Step 4. Proposal Details:** Enter Proposal Details.
- Click the appropriate radio button to indicate if you are submitting a single proposal (with or without subawards) or a separately submitted collaborative proposal. If a separately submitted collaborative proposal is selected, there is an additional question about whether the organization is the lead or non-lead organization.
- Enter a proposal title in the space provided.
- After this step is completed and the proposal is created, no changes to the proposal setup wizard selections can be made by the proposing organization, except for edits to the proposal title. To change selections in an earlier step, select the Previous button to navigate back to that step.
- After this step is completed, a new proposal would need to be initiated to make changes to the submission type, funding opportunity, unit(s) of consideration, proposal type, and proposal details other than the proposal title. In progress proposals that will not be completed can be deleted.
- Select the Prepare Proposal button to create the proposal based on the selections made in the proposal setup wizard and to continue.
Research.gov creates the new proposal and assigns a proposal Temporary ID Number. The proposal main page opens for the PI to upload proposal documents and to perform proposal actions such as adding co-PIs and OAUs and sharing access with SPOs and AORs.

**Proposal Temporary ID Number**

Proposal - 5594

- **Proposal Title:** The Example Proposal
- **Running Opportunity:** NSF 22-033: Launching Early-Career Academic Partnerships in the Mathematical and Physical Sciences
- **Where to Ask:** Direct For Mathematical & Physical Science (MPS) - Division Of Physics (PHY), Integrative Activities in Phys Direct For Mathematical & Physical Science (MPS) - Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY
- **Proposal Type:** Research
- **Submission Type:** Full Proposal
- **Collaborative Type:** Not Collaborative

**Proposal Actions**

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

**Proposal Reddit**

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**Edit an in progress proposal** by accessing it from the In Progress tile on the proposal preparation landing page.

- Only Research.gov proposals are listed in the In Progress tile. If a particular proposal is not listed, please check in FastLane.
- Proposals prepared in Research.gov can only be accessed and edited in Research.gov, and proposals prepared in FastLane can only be accessed and edited in FastLane.
- Proposal information cannot be transferred between FastLane and Research.gov.
- The proposal must be submitted in the system where it was prepared, and a proposal file update/budget revision also must use the same system as the original proposal.
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 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. This includes initiating proposals. 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 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.

• Adding and Managing User Roles
  To work on proposals using NSF systems, a PI must have an organization-approved PI role. The PI role can be requested by following the steps on the Add a New Role – Principal Investigator PI/Co-PI job aid. Information about adding and managing other user roles such as the AOR role required for proposal submission 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.