

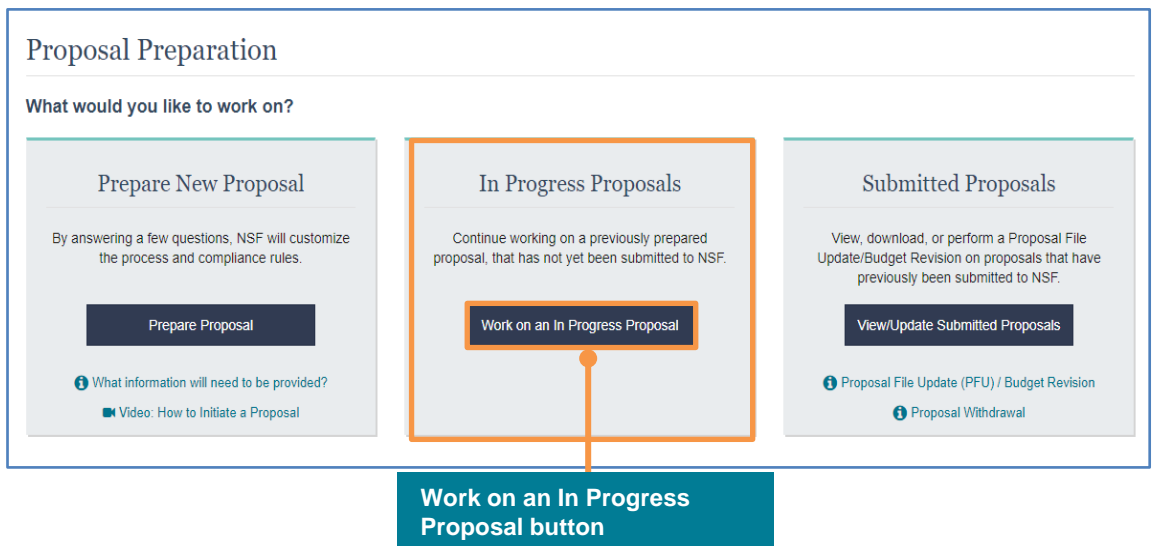
After the Principal Investigator (PI) has initiated a proposal or proposal file update/budget revision, the PI can share access with the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). If a co-PI has been added, the co-PI can also share the proposal or proposal file update/budget revision with the SPO and AOR. All affiliated SPOs and AORs at the PI's organization will receive a system-generated email notification when a proposal or proposal file update/budget revision access is shared.

## Accessing the Research.gov Proposal Submission System:

- Open [Research.gov](https://www.research.gov).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select the Prepare and Submit Proposals (Limited Proposal Types) 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.

## How a PI/co-PI Shares Proposal Access with the SPO/AOR

- 1 Select the **Work on an In Progress Proposal** button located in the In Progress Proposals tile.



**Proposal Preparation**

What would you like to work on?

**Prepare New Proposal**

By answering a few questions, NSF will customize the process and compliance rules.

Prepare Proposal

What information will need to be provided?  
Video: How to Initiate a Proposal

**In Progress Proposals**

Continue working on a previously prepared proposal, that has not yet been submitted to NSF.

Work on an In Progress Proposal

**Submitted Proposals**

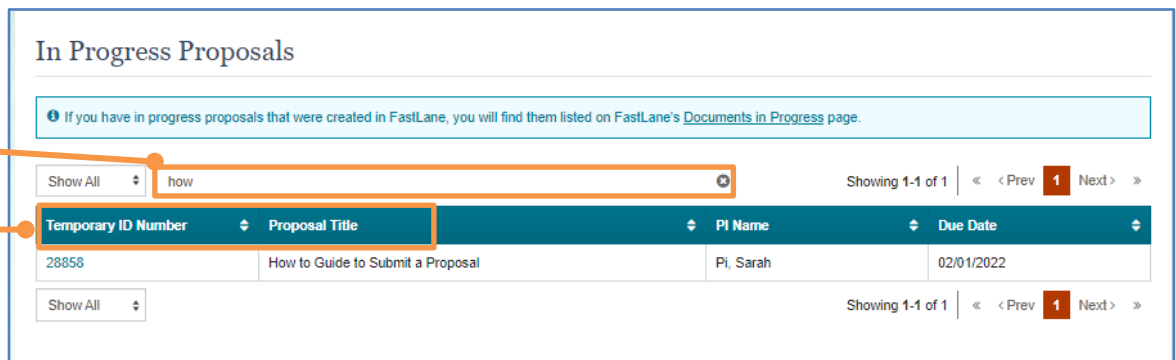
View, download, or perform a Proposal File Update/Budget Revision on proposals that have previously been submitted to NSF.

View/Update Submitted Proposals

Proposal File Update (PFU) / Budget Revision  
Proposal Withdrawal

**Work on an In Progress Proposal button**

- 2 Locate the proposal on the **In Progress Proposals** list and click on the corresponding Temporary ID Number to open the proposal.



**In progress proposal search field**

**Temporary ID Number and Proposal Title fields**

**In Progress Proposals**

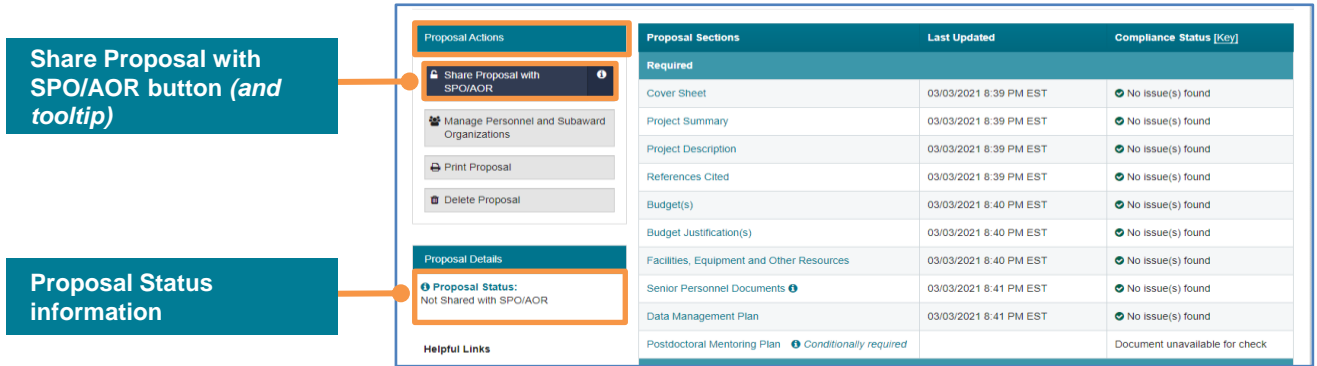
If you have in progress proposals that were created in FastLane, you will find them listed on FastLane's [Documents in Progress](#) page.

Show All | how | 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 >>

- 3** Select the **Share Proposal with SPO/AOR** button located in Proposal Actions section of the proposal main page.
- The system will run the current Research.gov [automated proposal compliance checks](#) after the Share Proposal with SPO/AOR button is clicked.
  - You will then be navigated to the Share Proposal with SPO/AOR screen.

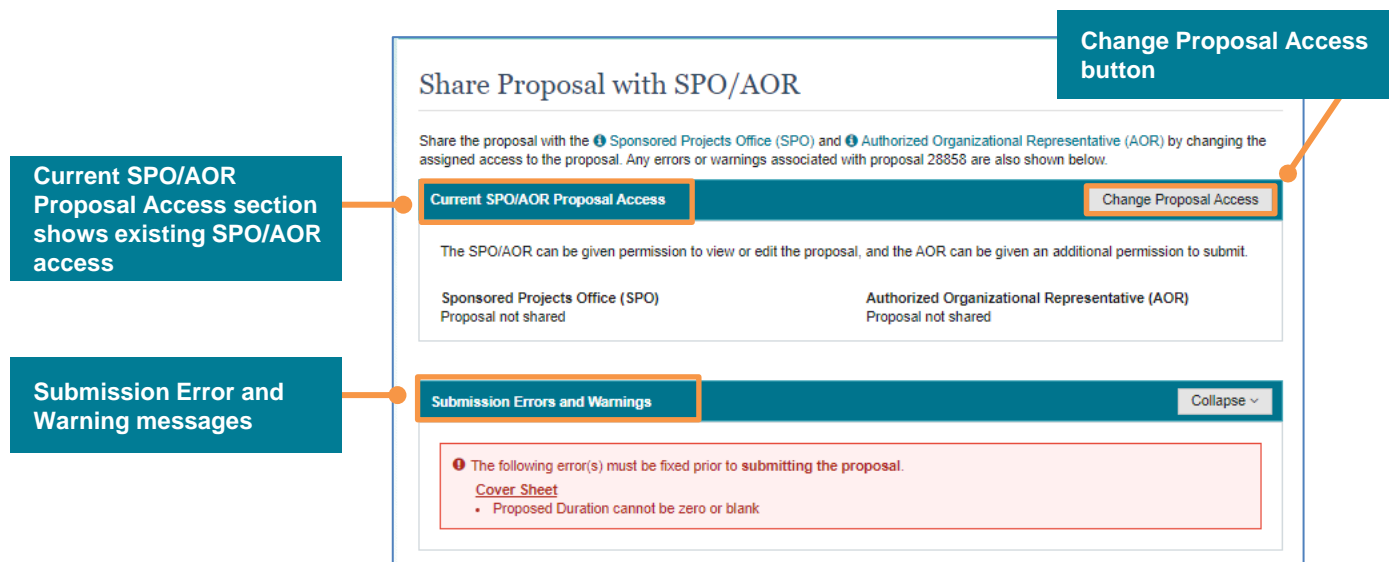


**Share Proposal with SPO/AOR button (and tooltip)**

**Proposal Status information**

| Proposal Sections                         | Last Updated           | Compliance Status [Key]        |
|---|------------------------|--------------------------------|
| 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               | Conditionally required | Document unavailable for check |

- 4** Select the **Change Proposal Access** button on the Share Proposal with SPO/AOR screen.
- This screen displays the current SPO/AOR proposal access as well as any submission error and warning compliance messages triggered when the automated proposal compliance checks were run.
  - Proposal access can be shared with the SPO/AOR even if there are unresolved submission error and warning messages.



**Change Proposal Access button**

**Current SPO/AOR Proposal Access section shows existing SPO/AOR access**

**Submission Error and Warning messages**

**Share Proposal with SPO/AOR**

Share the proposal with the **Sponsored Projects Office (SPO)** and **Authorized Organizational Representative (AOR)** by changing the assigned access to the proposal. Any errors or warnings associated with proposal 28858 are also shown below.

**Current SPO/AOR Proposal Access** Change Proposal Access

The SPO/AOR can be given permission to view or edit the proposal, and the AOR can be given an additional permission to submit.

**Sponsored Projects Office (SPO)**  
Proposal not shared

**Authorized Organizational Representative (AOR)**  
Proposal not shared

**Submission Errors and Warnings** Collapse

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

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

**5 Select the radio button for the level of proposal access** to share with the SPO and AOR.

- SPO/AOR proposal access permissions can be updated by the PI/co-PI as needed during proposal preparation using these same steps.
- Each selected SPO and AOR access option (i.e., proposal not shared, view only access, and edit access) will be granted to all SPO and AOR personnel affiliated with the PI's organization.
- When selected, the allow proposal submission option is granted to all AORs affiliated with the PI's organization.
- Allow proposal submission permission must be provided to the AOR in order for the AOR to submit the proposal to NSF.
- Select the Save Proposal Access button to continue.
- **A system-generated email notification will be sent to the SPO and AOR personnel who have been granted access to the proposal or when access is changed.** See page 4 for an example of the notification email.

### Change Proposal Access for SPO/AOR

Select the level of proposal access you would like to give to the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from [Manage Personnel](#).

| Personnel Type   | Proposal Access   | Actions                                |
|--|---|--|
| Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR) | <input type="radio"/> Proposal not shared<br><input type="radio"/> View only access<br><input checked="" type="radio"/> Edit access<br><input checked="" type="checkbox"/> Allow proposal submission (AOR only) | <a href="#">View SPO/AOR Personnel</a> |

**Save Proposal Access**    Cancel

**SPO/AOR Proposal Access options** (points to Proposal Access column)

**Save Proposal Access button** (points to Save Proposal Access button)

**List of SPO/AOR Personnel affiliated with the PI's organization** (points to View SPO/AOR Personnel button)

### Share Proposal with SPO/AOR

**Success message** (points to success message box): The proposal access has been successfully changed. An email notification has been sent to each person whose proposal access has been changed. AORs can now access the 'Initiate Proposal Submission' button from the main proposal page.

Share the proposal with the **Sponsored Projects Office (SPO)** and **Authorized Organizational Representative (AOR)** by changing the assigned access to the proposal. Any errors or warnings associated with proposal 28858 are also shown below.

| Current SPO/AOR Proposal Access  | Change Proposal Access   |
|--|--|
| The SPO/AOR can be given permission to view or edit the proposal, and the AOR can be given an additional permission to submit. |  |
| <b>Sponsored Projects Office (SPO)</b><br>Edit access  | <b>Authorized Organizational Representative (AOR)</b><br>Edit access with submit |

**Updated SPO/AOR Proposal Access is shown in this section** (points to the table above)

**Submission Errors and Warnings** (points to error box): The following error(s) must be fixed prior to submitting the proposal.

- [Cover Sheet](#)
  - Proposed Duration cannot be zero or blank

*Sample system-generated email notification sent to the SPOs/AORs to notify them when proposal access is shared:*

**To:** <SPO/AORs email addresses>

**Subject:** Proposal 14303 shared with SPO/AORs

All Sponsored Project Office (SPO) and Authorized Organizational Representatives (AOR) have been given **View/Edit access** to the following proposal. Additionally, AORs now have the ability to **submit** this proposal.

**Temporary Proposal ID:** 14303

**Proposal Title:** Test Proposal

**Date/Time Proposal Shared:** 10/05/2020 6:00 PM EDT

**Shared by:** John Doe

The following users are included:

**Authorized Organizational Representative (AOR)**

O'Furniture, Patty

O'Furniture, Paddy

Ye, Olive

Bugg, Aida

Biologist, Maureen

**Sponsored Projects Office (SPO)**

Dactyl, Teri

This proposal can be accessed from your listing of in-progress proposals within Research.gov.

[Sign into Research.gov](#)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

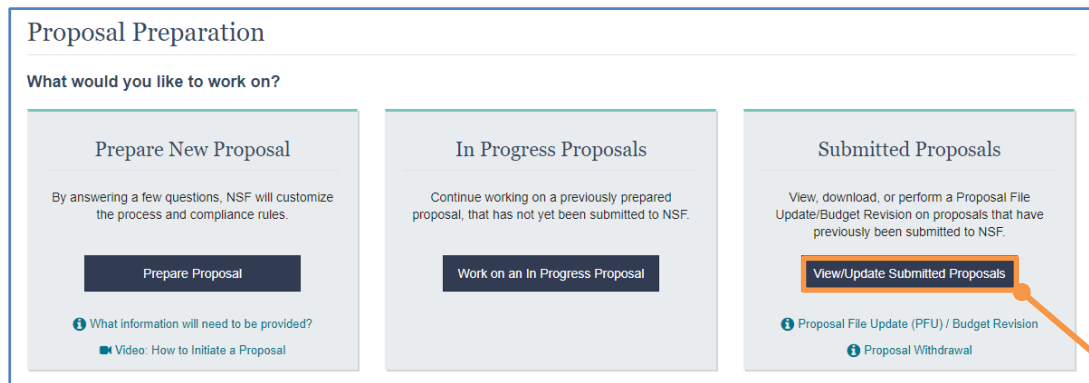
For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or [Rgov@nsf.gov](mailto:Rgov@nsf.gov).

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

## How a PI/co-PI Shares Proposal File Update/Budget Revision Access with the SPO/AOR

The PI/co-PI must share proposal access with the AOR specifically for the proposal file update/budget revision (i.e., shared access given to the AOR for the submitted proposal does not carry over to the proposal file update/budget revision).

- 1** Select the **View/Update Submitted Proposals** button located in the Submitted Proposals tile to access the proposal file update/budget revision.



**Proposal Preparation**

What would you like to work on?

**Prepare New Proposal**

By answering a few questions, NSF will customize the process and compliance rules.

Prepare Proposal

What information will need to be provided?

Video: How to Initiate a Proposal

**In Progress Proposals**

Continue working on a previously prepared proposal, that has not yet been submitted to NSF.

Work on an In Progress Proposal

**Submitted Proposals**

View, download, or perform a Proposal File Update/Budget Revision on proposals that have previously been submitted to NSF.

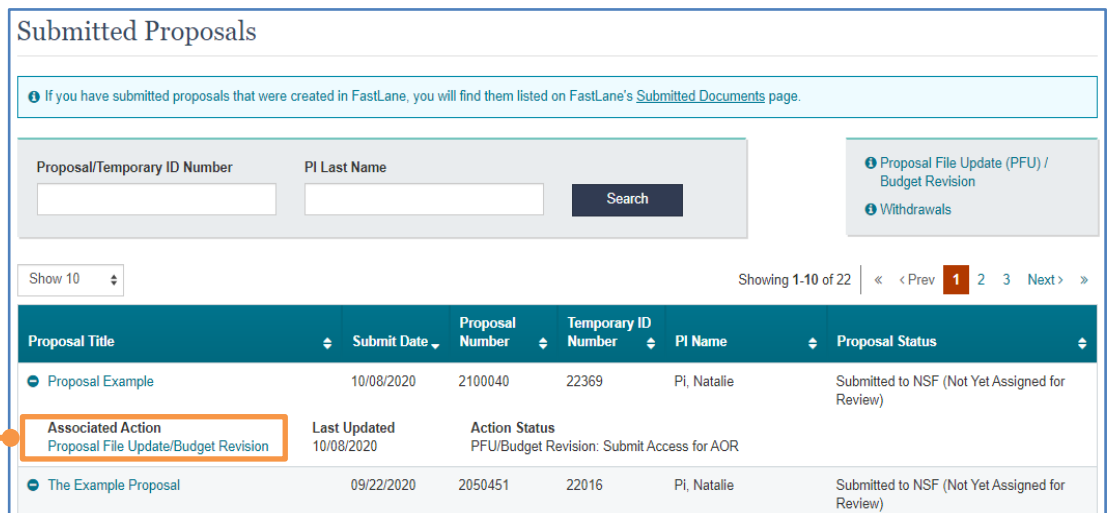
View/Update Submitted Proposals

Proposal File Update (PFU) / Budget Revision

Proposal Withdrawal

**View/Update Submitted Proposals button**

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



**Submitted Proposals**

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

Proposal/Temporary ID Number:  PI Last Name:  Search

Proposal File Update (PFU) / Budget Revision

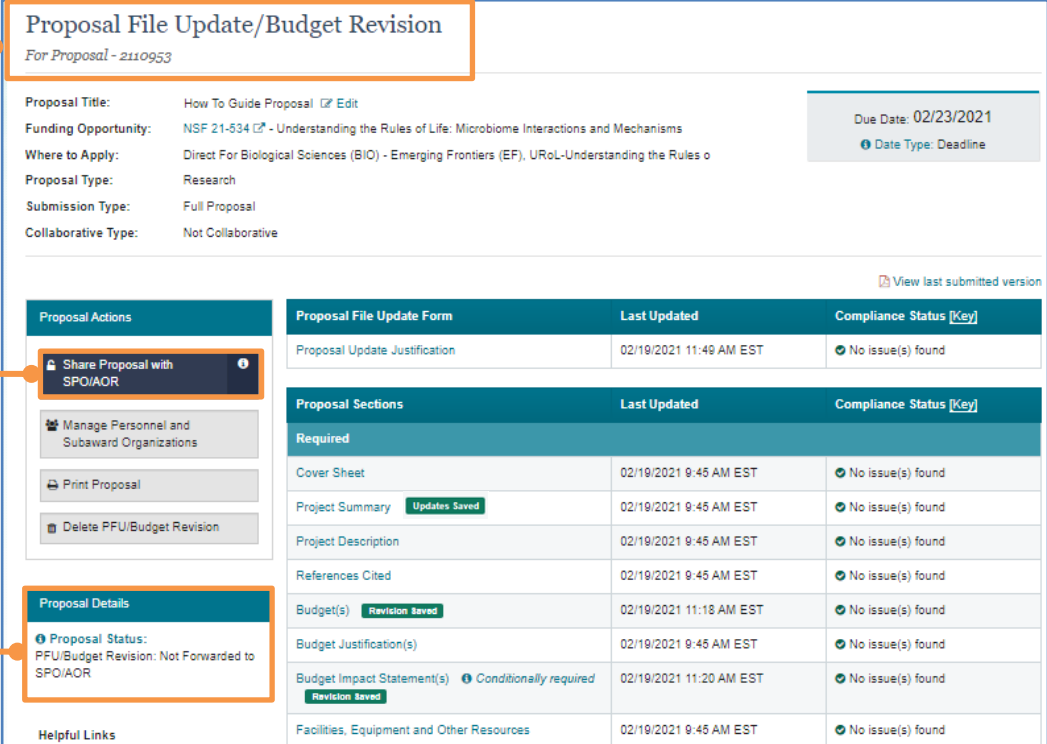
Withdrawals

Show 10 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) |
| <div style="border: 1px solid #ccc; padding: 2px;"> <b>Associated Action</b><br/> <span style="border: 1px solid red; background-color: #004a7c; color: white; padding: 2px;">Proposal File Update/Budget Revision</span> </div> |             | Last Updated    | Action Status                              |             |  |
|  |             | 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 Select the Share Proposal with SPO/AOR button for the proposal file update/budget revision.



**Header indicates proposal file update/budget revision**

**Share Proposal with SPO/AOR button**

**Proposal status will change after proposal access is updated**

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

Proposal Title: How To Guide Proposal  Edit  
 Funding Opportunity: NSF 21-534  - 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 <a href="#">[Key]</a>               |
|---|-------------------------------|-------------------------|---|
| <input checked="" type="checkbox"/> Share Proposal with SPO/AOR<br><input type="checkbox"/> Manage Personnel and Subaward Organizations<br><input type="checkbox"/> Print Proposal<br><input type="checkbox"/> Delete PFU/Budget Revision | Proposal Update Justification | 02/19/2021 11:49 AM EST | <input checked="" type="checkbox"/> No issue(s) found |

| Proposal Sections  | Last Updated            | Compliance Status <a href="#">[Key]</a>               |
|--|-------------------------|---|
| <b>Required</b>  |                         |   |
| Cover Sheet  | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |
| Project Summary <input checked="" type="checkbox"/> Updates Saved  | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |
| Project Description  | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |
| References Cited   | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |
| Budget(s) <input checked="" type="checkbox"/> Revision Saved   | 02/19/2021 11:18 AM EST | <input checked="" type="checkbox"/> No issue(s) found |
| Budget Justification(s)  | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |
| Budget Impact Statement(s) <input checked="" type="checkbox"/> Conditionally required <input checked="" type="checkbox"/> Revision Saved | 02/19/2021 11:20 AM EST | <input checked="" type="checkbox"/> No issue(s) found |
| Facilities, Equipment and Other Resources  | 02/19/2021 9:45 AM EST  | <input checked="" type="checkbox"/> No issue(s) found |

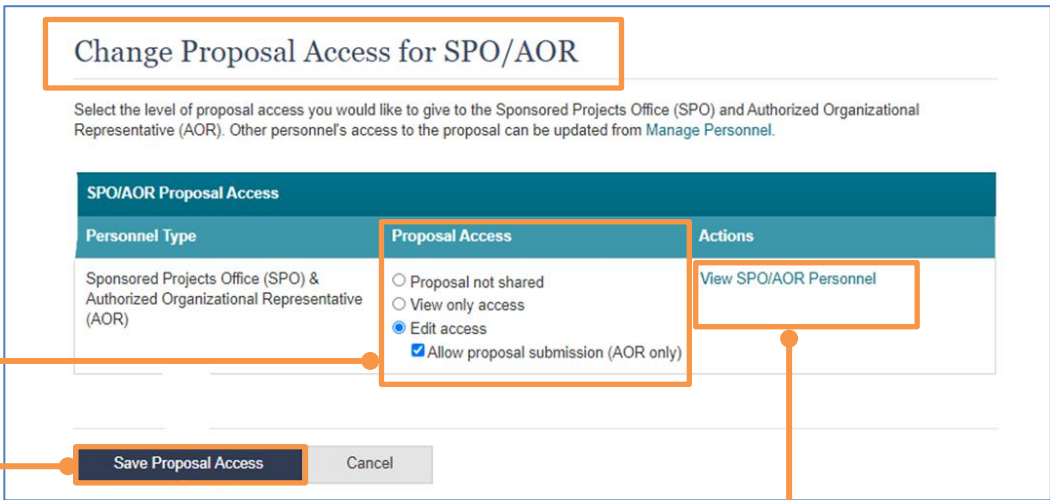
Proposal Details

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

Helpful Links

### 4 Select the SPO/AOR Proposal Access options for the proposal file update/budget revision.

- Click the Save Proposal Access button to continue.
- SPO/AOR proposal file update/budget revision access permissions can be updated by the PI/co-PI as needed during proposal preparation using these same steps.



**Change Proposal Access for SPO/AOR**

Select the level of proposal access you would like to give to the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from Manage Personnel.

| SPO/AOR Proposal Access | Proposal Access   | Actions  |
|-------------------------|---|--|
| Personnel Type          | <input type="radio"/> Proposal not shared<br><input type="radio"/> View only access<br><input checked="" type="radio"/> Edit access<br><input checked="" type="checkbox"/> Allow proposal submission (AOR only) | <input checked="" type="checkbox"/> View SPO/AOR Personnel |

Save Proposal Access Cancel

**Share Access with SPO/AOR options**

**Select Save Proposal Access to continue**

**List of SPO/AOR Personnel affiliated with the PI's organization**

- 5** After sharing access to the proposal file update/budget revision with the SPO/AOR, a success message will display. **A system-generated email notification will be sent to all SPOs/AORs associated with the PI's organization who are granted new or updated access to the proposal file update/budget revision.** See page 4 for an example of the notification email.

### Share Proposal with SPO/AOR

✔ The proposal access has been successfully changed. An email notification has been sent to each person whose proposal access has been changed. AORs can now access the 'Initiate Proposal Submission' button from the main proposal page. ✕

Share the proposal with the i Sponsored Projects Office (SPO) and i Authorized Organizational Representative (AOR) by changing the assigned access to the proposal. Any errors or warnings associated with proposal 27645 are also shown below.

**Current SPO/AOR Proposal Access** Change Proposal Access

The SPO/AOR can be given permission to view or edit the proposal, and the AOR can be given an additional permission to submit.

|  |   |
|--|---|
| Sponsored Projects Office (SPO)<br>Edit access | Authorized Organizational Representative (AOR)<br>Edit access with submit |
|--|---|

**Success message**

**Updated SPO/AOR Proposal Access is shown in this section**

- i** The Submitted Proposals page displays the proposal file update/budget revision under the associated submitted proposal, together with the status and date of the most recent update.

#### Submitted Proposals

i Proposal File Update (PFU) / Budget Revision  
i Proposal Withdrawal

| Proposal Title   | Submit Date  | Proposal Number                               | Temporary ID Number | PI Name     | Proposal Status                                |                   |              |               |                                      |            |   |
|--|--------------|---|---------------------|-------------|--|-------------------|--------------|---------------|--------------------------------------|------------|---|
| How To Guide Proposal  | 02/19/2021   | 2110953                                       | 27645               | PI, Natalie | Submitted to NSF (Not Yet Assigned for Review) |                   |              |               |                                      |            |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Associated Action</th> <th>Last Updated</th> <th>Action Status</th> </tr> </thead> <tbody> <tr> <td>Proposal File Update/Budget Revision</td> <td>02/19/2021</td> <td>PFU/Budget Revision: Not Forwarded to SPO/AOR</td> </tr> </tbody> </table> |              |   |                     |             |  | Associated Action | Last Updated | Action Status | Proposal File Update/Budget Revision | 02/19/2021 | PFU/Budget Revision: Not Forwarded to SPO/AOR |
| Associated Action  | Last Updated | Action Status                                 |                     |             |  |                   |              |               |                                      |            |   |
| Proposal File Update/Budget Revision   | 02/19/2021   | PFU/Budget Revision: Not Forwarded to SPO/AOR |                     |             |  |                   |              |               |                                      |            |   |

**Example in progress proposal file update/budget revision with access not shared with the SPO/AOR**

#### Submitted Proposals

i Proposal File Update (PFU) / Budget Revision  
i Proposal Withdrawal

| Proposal Title  | Submit Date  | Proposal Number                            | Temporary ID Number | PI Name     | Proposal Status                                |                   |              |               |                                      |            |  |
|---|--------------|--|---------------------|-------------|--|-------------------|--------------|---------------|--------------------------------------|------------|--|
| How To Guide Proposal   | 02/19/2021   | 2110953                                    | 27645               | PI, Natalie | Submitted to NSF (Not Yet Assigned for Review) |                   |              |               |                                      |            |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Associated Action</th> <th>Last Updated</th> <th>Action Status</th> </tr> </thead> <tbody> <tr> <td>Proposal File Update/Budget Revision</td> <td>02/19/2021</td> <td>PFU/Budget Revision: Submit Access for AOR</td> </tr> </tbody> </table> |              |  |                     |             |  | Associated Action | Last Updated | Action Status | Proposal File Update/Budget Revision | 02/19/2021 | PFU/Budget Revision: Submit Access for AOR |
| Associated Action   | Last Updated | Action Status                              |                     |             |  |                   |              |               |                                      |            |  |
| Proposal File Update/Budget Revision  | 02/19/2021   | PFU/Budget Revision: Submit Access for AOR |                     |             |  |                   |              |               |                                      |            |  |

**Example in progress proposal file update/budget revision with submit access granted to the AOR**

## 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.

- **Proposal Preparation FAQs**

Frequently Asked Questions (FAQs) organized by topic are available on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

- **Video Tutorial**

A 16-minute Research.gov Proposal Demo video is posted on the [About Proposal Preparation and Submission](#) page [Video Tutorials](#) section which shows key proposal preparation steps.

- **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 giving view, edit, and/or submit access to the SPO/AOR. However, the demo site does not include real SPO/AOR users, proposals cannot be submitted in the demo site, and no system-generated email notifications will be created or sent. 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.

- **Automated Proposal Compliance Checks**

Automated proposal compliance checks triggering an error message will prohibit proposal and proposal file update/budget revision submission to NSF, whereas checks triggering a warning message will still allow proposal and proposal file update/budget revision submission. Expanded compliance checking in Research.gov reduces 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 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 and proposal file update/budget revision 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](mailto:rgov@nsf.gov).