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 (OAUs), 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.

ℹ️ 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.

PI role information message →

Disabled Prepare New button →

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.**

Proposal setup wizard steps and workflow →

Search by entering the funding opportunity number or title or key word(s) →

Select the radio button corresponding to the funding opportunity →

Click Next to continue
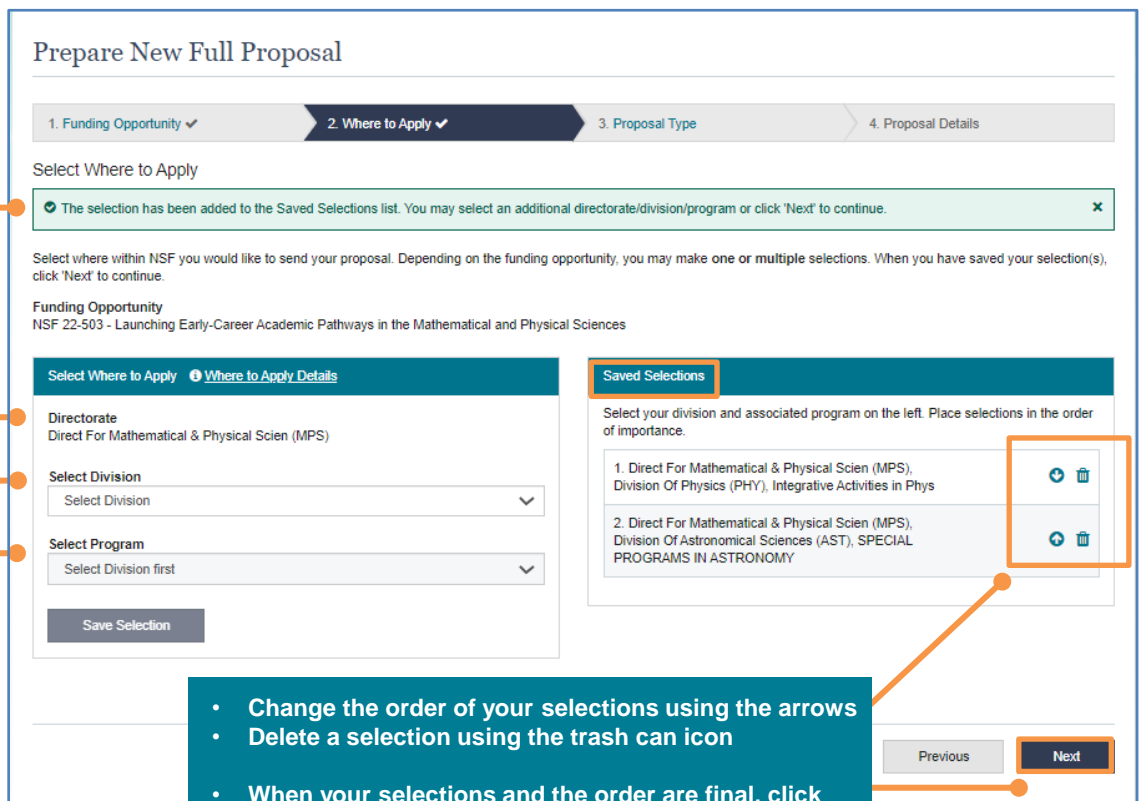
i
- NSF is migrating proposal preparation from FastLane to Research.gov in accordance with Important Notice No. 147: Research.gov Implementation Update **by a target date of December 31, 2022.**
- Program solicitations specify whether Research.gov is available or required.
- Program descriptions and 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.**

Prepare New Full Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type | 4. Proposal Details |

Select Where to Apply

Success message → ✓ The selection has been added to the Saved Selections list. You may select an additional directorate/division/program or click 'Next' to continue. ✕

Select where within NSF you would like to send your proposal. Depending on the funding opportunity, you may make **one** or **multiple** selections. When you have saved your selection(s), click 'Next' to continue.

Funding Opportunity
NSF 22-503 - Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences

Select Where to Apply ⓘ *Where to Apply Details*

Use the dropdown menus to select the Directorate(s), Division(s), and Program(s) for the funding opportunity chosen in the previous step

Directorate
Direct For Mathematical & Physical Scien (MPS)

Select Division
Select Division ⌄

Select Program
Select Division first ⌄

Save Selection

Saved Selections

Select your division and associated program on the left. Place selections in the order of importance.

1. Direct For Mathematical & Physical Scien (MPS), Division Of Physics (PHY), Integrative Activities in Phys ⬇ 🗑

2. Direct For Mathematical & Physical Scien (MPS), Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY ⬆ 🗑

- **Change the order of your selections using the arrows**
- **Delete a selection using the trash can icon**

- **When your selections and the order are final, click Next to continue**

Previous   Next

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.**
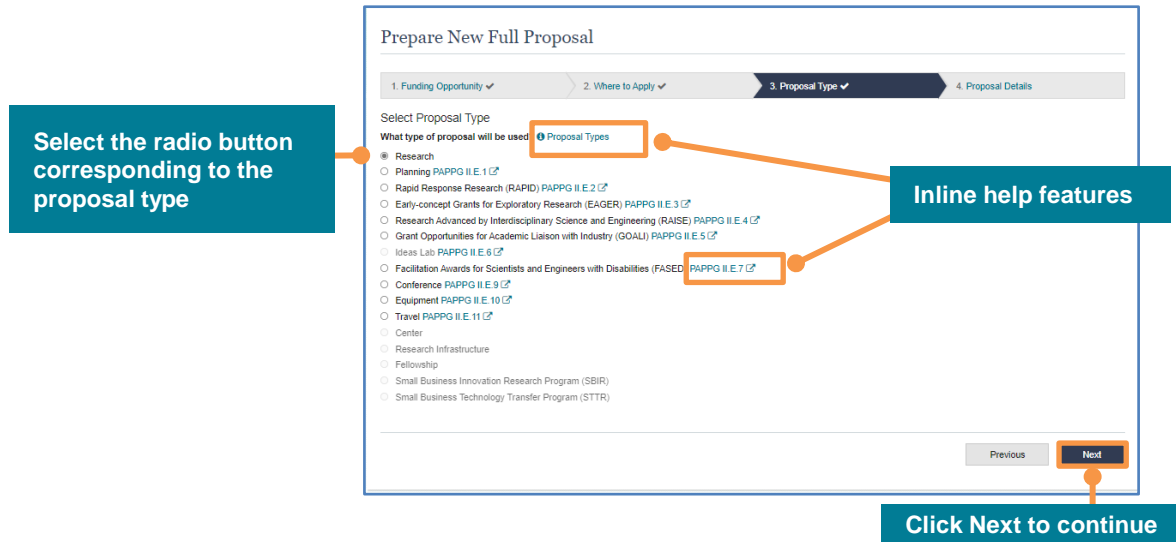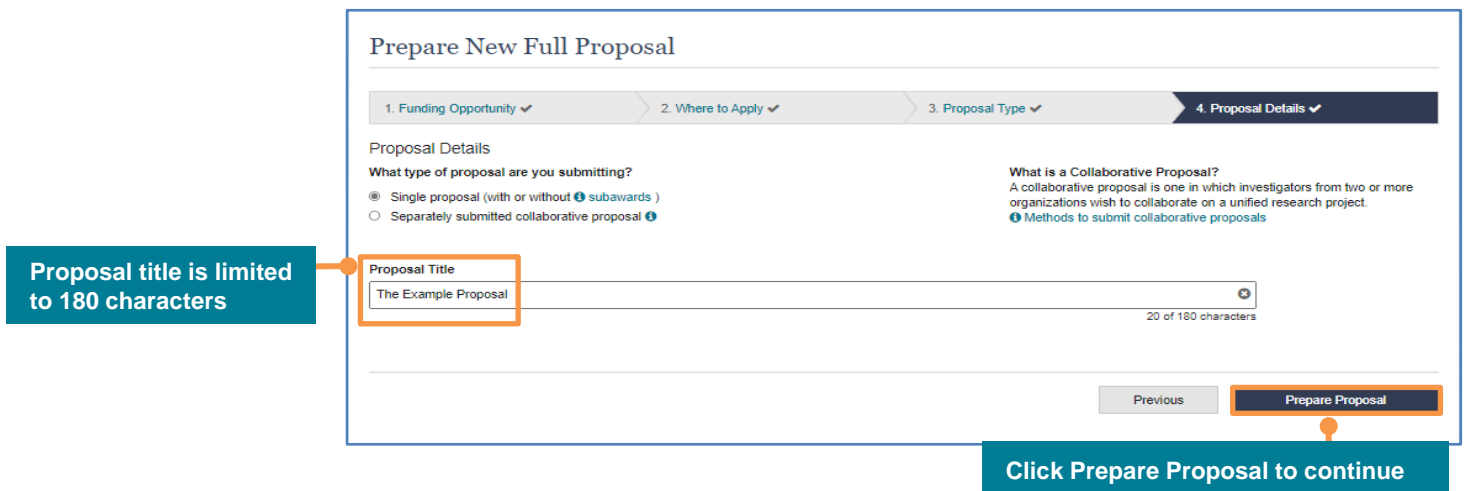
Select the radio button corresponding to the proposal type

Inline help features

Click Next to continue

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.

Proposal title is limited to 180 characters

Click Prepare Proposal 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 ☑ Edit
Funding Opportunity:	NSF 22-503 ☑ - Launching Early-Career Academic Pathways in the Mathematical and Physical Sciences
Where to Apply:	Direct For Mathematical & Physical Scien (MPS) - Division Of Physics (PHY), Integrative Activities in Phys
	Direct For Mathematical & Physical Scien (MPS) - Division Of Astronomical Sciences (AST), SPECIAL PROGRAMS IN ASTRONOMY
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

* Due Date: Select Due Date ☑
ℹ Date Type: Deadline Date

Proposal Actions

🔒 Share Proposal with SPO/AOR ℹ

👥 Manage Personnel and Subaward Organizations

🖨 Print Proposal

🗑 Delete Proposal

Proposal Sections	**Last Updated**	**Compliance Status [Key]**
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked

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.

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

What would you like to work on?

Prepare New	In Progress	Submitted and Updates
Answer a few questions to set up letters of intent or proposals (including renewals).	Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.	View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.
Prepare New ▼	Work with In Progress ▼	View/Update Submitted ▼
ℹ What information will need to be provided?		ℹ Proposal File Update (PFU) / Budget Revision
		ℹ Proposal Withdrawal

Work with In Progress button

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.