

How to Prepare and Edit Proposals in Research.gov

NSF currently has only certain proposal-types available to submit through Research.gov. When you first access the Prepare Proposals sections below, you will see a Welcome popup that will note which proposals can be submitted via this system.

Welcome to NSF's Research.gov Proposal Submission System ✕

Research.gov currently supports preparation and submission of **Research, RAPID, EAGER, and RAISE** proposal types, including collaborative proposals.

Other proposal types including conference, equipment, travel, fellowship, and additional non-research type proposals identified in the *Proposal & Award Policies & Procedures Guide* (PAPPG) are not yet available in Research.gov.

All NSF proposal and submission types continue to be available in FastLane. View the [Research.gov Proposal Submission Capabilities](#) for more information.

Continue to Proposal Preparation

(list as of 2020.12.16)

If you don't see your proposal-type in the list, you'll need to submit your project through Fastlane. Additionally, any current proposal that requires Disclosure of Lobbying Activities or Proprietary or Privileged Information will need to be submitted through FastLane.

1. Log on to Research.gov
2. Select Prepare & Submit Proposals



The screenshot shows the Research.gov navigation menu with five main categories: My Desktop, Prepare & Submit Proposals, Awards & Reporting, Manage Financials, and Administration. The 'Prepare & Submit Proposals' category is highlighted in orange. A blue arrow points to this category. Below the navigation menu, there are several notification banners. The first banner is yellow and contains an attention icon and text: 'ATTENTION: On August 20, 2019, NSF b...'. The second banner is light blue and contains an information icon and text: 'Now Available: NSF-approved Biographic...'. The third banner is light blue and contains an information icon and text: 'Research.gov Expanded: Separately sut...'. At the bottom left of the notification area, there is a '+ Show all notifications' link and a '(Viewing...)' indicator. The 'Prepare & Submit Proposals' dropdown menu is open, showing three options: 'New! Prepare Proposals (Limited proposal types)', 'Prepare Proposals in FastLane', and 'Proposal Status'. A blue arrow points to the 'New! Prepare Proposals (Limited proposal types)' option.

Part 1, Proposal Setup

- See Part 2 for Granting Access to your Proposal Analyst;
- See Part 3 for Setting up Personnel and Subaward Organizations;
- See Part 4 for Setting up Collaborative Proposals;
- See Part 5 for Document Upload Information;
- See Part 6 for Budget Forms Information

1. Select either **Prepare Proposal** or **Work on an In Progress Proposal**.

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

2. For an **In Progress Proposal**, select the Proposal you want to work on, and **proceed to Parts 2-6**.

3. For **Prepare New Proposal**, select the Opportunity Number, then **Next**.

Select	Funding Opportunity Number	Funding Opportunity Title
<input type="radio"/>	NSF 18-1	Proposal & Award Policies & Procedures Guide - PAPPG
<input type="radio"/>	NSF 19-545	Distributed Array of Small Instruments
<input type="radio"/>	NSF 19-544	Long Term Ecological Research
<input type="radio"/>	NSF 19-542	Mid-scale Research Infrastructure-2

4. **Select** the Directorate, Division and Program as appropriate, **Save**, then **Next**.

5. **Select** the Proposal Type. Select **Next**.

6. Full Proposal is currently the only option, select **Next**.

7. Select the proposal details:

- a. **Single proposal** for a submission from only our institution (this can include subawardees – **see Part 3** for how to add subawardees); or

Proposal Details

What type of proposal are you submitting?

- Single proposal (with or without subawards) 
- Separately submitted collaborative proposal 

- b. **Separately submitted collaborative proposal** for projects where multiple institutions are submitting their own pieces – **see Part 4** for how to add collaborative proposals
- i. Select whether our institution is the lead or non-lead. Leads will be responsible for uploading the proposal documents.

Proposal Details

What type of proposal are you submitting?

- Single proposal (with or without subawards)
- Separately submitted collaborative proposal 

What is your role on this project?  [How to link proposals](#)

- Lead proposer  [Details](#)
- Non-lead proposer

 Choose one

8. Enter the Title of the Project and select Prepare Proposal.

ONCE YOU'VE SELECTED THE PREPARE PROPOSAL BUTTON, NONE OF THE PRECEDING OPTIONS CAN BE CHANGED EXCEPT FOR THE TITLE.

Part 2, Granting Access to your Proposal Analyst

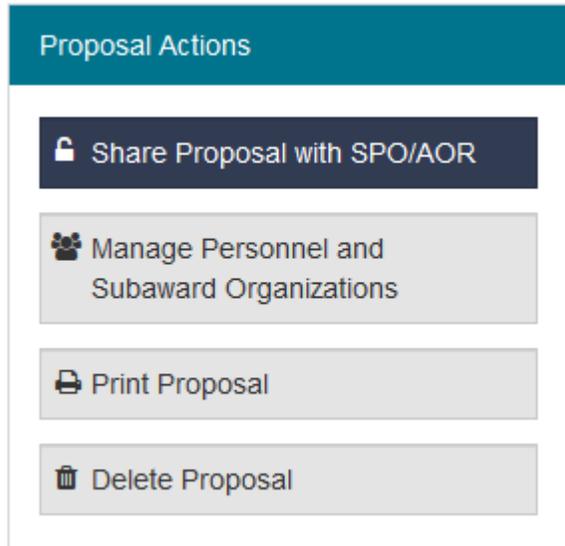
See Part 3 for Setting up Personnel and Subaward Organizations;

See Part 4 for Setting up Collaborative Proposals;

See Part 5 for Document Upload Information;

See Part 6 for Budget Forms Information

1. **Grant Access** to OCG so that your Proposal Analyst can work on the project with you; **notify** your Proposal Analyst that you have done so.

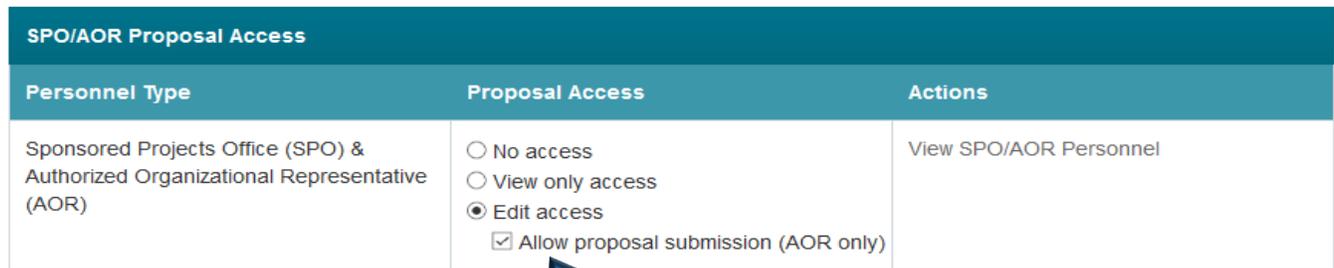


1

2 – at this stage you can collapse and ignore the warnings



Change Proposal Access Cancel



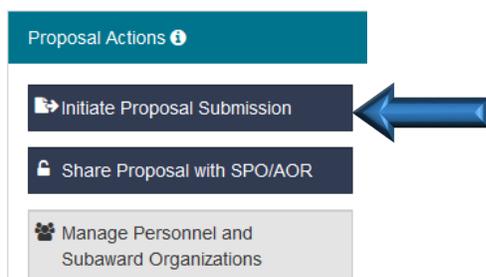
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> No access <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel

3



4

2. For AORs only – once the PI has granted submission access, this **Initiate Proposal Submission** button will appear.



Proposal Actions ⓘ

Initiate Proposal Submission

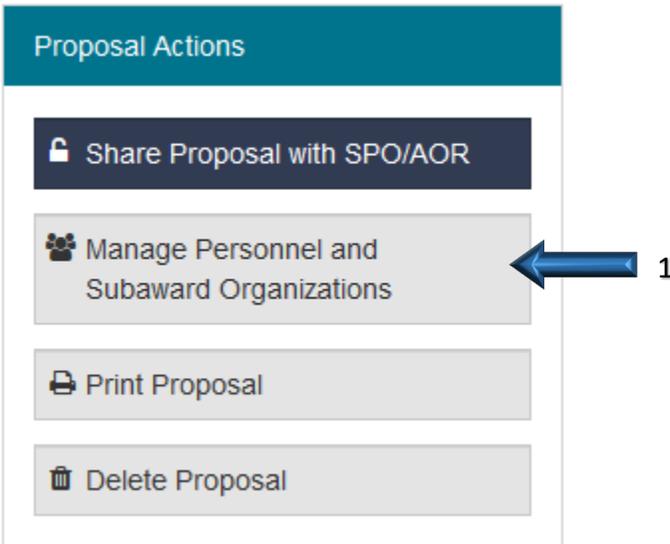
Share Proposal with SPO/AOR

Manage Personnel and Subaward Organizations

Part 3, Setting Up Personnel and Subaward Organizations

See Part 2 for Granting Access to your Proposal Analyst;
See Part 4 for Setting up Collaborative Proposals;
See Part 5 for Document Upload Information;
See Part 6 for Budget Forms Information

1. Add coPIs, Senior Personnel and other user access.



Manage Personnel and Subaward Organizations

2

Prime Organization				
Organization Name	DUNS Number	Principal Investigator	Address	Actions
University of Colorado at Boulder	007431505	Kristi L Winseck	3100 Marine Street, Room 481 572 UCB Boulder, CO 80303-1058 US	Manage Personnel

3a

Senior Personnel				
Personnel Name	Role	Organization	Actions	
Kristi L Winseck	Principal Investigator	University of Colorado at Boulder		

3b

Other Authorized User(s) - Data preparation only ⓘ			
Personnel Name	Organization	Actions	
There are currently no Other Authorized Users			

2. Add Subaward Organizations and their Personnel.

1

Subaward Organization(s) Add Subaward Organization

Organization Name	DUNS Number	Address	Actions
No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.			

2

Organization Name OR DUNS Number [Find DUNS](#) 3 Search

Showing 1-4 of 4

Select	Organization Name	DUNS Number	Address
<input type="radio"/>	SEADOG FISHING SOLUTIONS, INC.	081244520	1532 PERSHING DR APT A SAN FRANCISCO, CA 94129-1206 US
<input checked="" type="radio"/>	SMALL DOG ELECTRONICS, INC.	937933778	1673 MAIN ST STE B Waitsfield, VT 05673-8002 US
<input type="radio"/>	WILD DOG PHYSICS, LLC	093718777	110 TUGGER TRAIL NICHOLASVILLE, KY 40356-8039 US
<input type="radio"/>	White Dog Labs Inc	078431709	239 Lisa Drive New Castle, DE 19720-4193 US

Showing 1-4 of 4

4

Add Subaward Organization Cancel



5

Showing 1 of 1

Organization Name	DUNS Number	Address	Actions
SMALL DOG ELECTRONICS, INC.	937933778	1673 MAIN ST STE B Waitsfield, VT 05673-8002 US	Manage Subaward Personnel Delete Subaward Organization

6. See Section 1 above for adding Personnel.



Part 4, Linking Collaborative Organizations

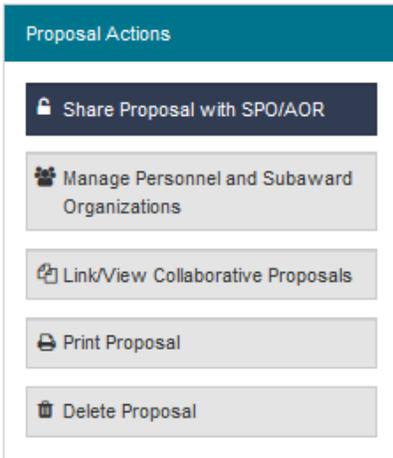
See Part 2 for Granting Access to your Proposal Analyst;

See Part 3 for Setting up Personnel and Subaward Organizations;

See Part 5 for Document Upload Information;

See Part 6 for Budget Forms Information

1. Link Collaborative Proposals when CU is the lead.



Proposal Actions

- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Link/View Collaborative Proposals
- Print Proposal
- Delete Proposal

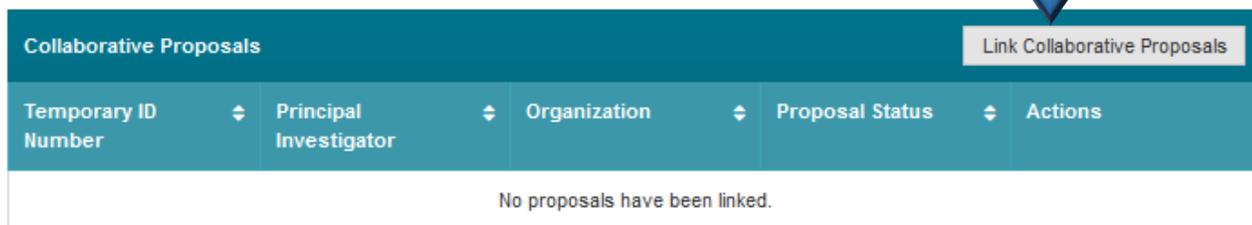


1

2



Link/View Collaborative Proposals



Collaborative Proposals

Link Collaborative Proposals

Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions
No proposals have been linked.				

Link Collaborative Proposals



Enter the Temporary ID Number of the non-lead proposal you want to link to:

Temporary ID Number



3. Enter the Proposal ID that the non-lead has shared with you.

Note: Once proposals are linked, the Principal Investigator's contact information will be shared.



Send Link Request

Cancel

✓ You have successfully invited Proposal - 15630 to link to this proposal. The proposals will become linked once the non-lead views their proposal and accepts the link. ✕

A **successfully linked** proposal will look like this (proposal 15630 is the non-lead proposal that has been linked to our lead proposal).

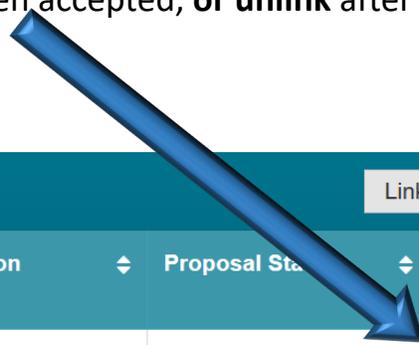
Link/View Collaborative Proposals

Collaborative Proposals					Link Collaborative Proposals
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions	
Linked Proposal: 15630	W [redacted] ng (303) [redacted] w [redacted] g@cuanschutz.edu	University of Colorado at Denver	Not Shared with SPO/AOR	Unlink Proposal	



2. To **cancel** before the invitation has been accepted, or **unlink** after the invitation has been accepted.

Collaborative Proposals					Link Collaborative Proposals
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions	
Link request pending: ⓘ 15630	W [redacted] ng	University of Colorado at Denver		Cancel Link Request	



- To have your proposal linked when another organization is the lead, the lead will **send you an invitation** to link.

In Progress Proposals

One or more requests to collaborate need attention. Please view the proposal(s) to accept or reject the link request(s).

Temporary ID Number	Proposal Title	PI Name	Due Date
Link request pending: 15630	Collaborative Research: Kristi test project #2	P. [redacted] ei	Date inherited from the Lead Proposal



- Click on the blue Temporary ID number

Link Collaborative Proposals Request

The following proposal is requesting to link to your proposal 15630:

Temporary ID Number: 15623
Proposal Title: Collaborative Research: Kristi test project #2
Principal Investigator: Kristi Winseck
Organization: University of Colorado at Boulder



2

A **successfully linked** proposal will look like this (proposal 15623 is the lead proposal that has been linked to our non-lead project).

Link/View Collaborative Proposals

✔ You have successfully linked to Proposal - 15623.

Collaborative Proposals				
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions
Linked Proposal (Lead): 15623	Kristi Winseck (303) 735-7821 kristi.winseck@colorado.edu	University of Colorado at Boulder	Submit Access for AOR	

NOTES:

- A Research.gov "Submission Pending" status informs the organization that their proposal submission is pending in a queue until all linked lead and non-lead proposals in the collaboration attain "Submission Pending" status and can be submitted to NSF as a set.
- Separately submitted collaborative proposals with a "Submission Pending" status can be edited, but the Authorized Organizational Representative (AOR) must resubmit the edited proposal to return it to a "Submission Pending" status.

PART 5, UPLOADING DOCUMENTS

See Part 2 for Granting Access to your Proposal Analyst;
 See Part 3 for Setting up Personnel and Subaward Organizations;
 See Part 4 for Setting up Collaborative Proposals;
 See Part 6 for Budget Forms Information

1. Select which document you want to upload, or, in the case of the Cover Sheet, fill out. As you upload documents they will be checked for compliance. Specific instructions for each document are included on the upload pages.

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
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents ⓘ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan ⓘ <i>Conditionally required</i>		
Optional		
Other Personnel Biographical Information ⓘ		Document unavailable for check
Other Supplementary Documents		Document unavailable for check
List of Suggested Reviewers (Single-copy document ⓘ)		Document unavailable for check
List of Reviewers Not to Include (Single-copy document ⓘ)		Document unavailable for check

 See 1a below

1a. Senior Personnel Documents (Biosketch, Current and Pending Support, Collaborators and Other Affiliations)

Senior Personnel Documents

 Video: How to Manage Senior Personnel Documents

Expand all | Collapse all

Show:

[Manage Personnel and Subaward Organizations](#)

Personnel Name	Role	Organization (Prime/Subaward)
 Kristi L Winseck	Principal Investigator	University of Colorado at Boulder (Prime)
 Travis Klempan	co-Principal Investigator	University of Colorado at Boulder (Prime)
 Meredith Swanson	Other Senior Personnel	SMALL DOG ELECTRONICS, INC. (Subaward)



Personnel Name	Role	Organization (Prime/Subaward)												
 Kristi L Winseck	Principal Investigator	University of Colorado at Boulder (Prime)												
<table border="1"> <thead> <tr> <th>Documents</th> <th>Last Updated</th> <th>Compliance Status [Key]</th> </tr> </thead> <tbody> <tr> <td>Biographical Sketch</td> <td></td> <td>Document unavailable for check</td> </tr> <tr> <td>Current and Pending Support</td> <td></td> <td>Document unavailable for check</td> </tr> <tr> <td>Collaborators and Other Affiliations (Single-copy document )</td> <td></td> <td>Document unavailable for check</td> </tr> </tbody> </table>			Documents	Last Updated	Compliance Status [Key]	Biographical Sketch		Document unavailable for check	Current and Pending Support		Document unavailable for check	Collaborators and Other Affiliations (Single-copy document )		Document unavailable for check
Documents	Last Updated	Compliance Status [Key]												
Biographical Sketch		Document unavailable for check												
Current and Pending Support		Document unavailable for check												
Collaborators and Other Affiliations (Single-copy document )		Document unavailable for check												

PART 6, BUDGET FORMS

See Part 2 for Granting Access to your Proposal Analyst;
 See Part 3 for Setting up Personnel and Subaward Organizations;
 See Part 4 for Setting up Collaborative Proposals;
 See Part 5 for Document Upload Information

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)  See below		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents 		Document(s) unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan  <i>Conditionally required</i>		
Optional		
Other Personnel Biographical Information 		Document unavailable for check
Other Supplementary Documents		Document unavailable for check
List of Suggested Reviewers (Single-copy document 		Document unavailable for check
List of Reviewers Not to Include (Single-copy document 		Document unavailable for check



Budget(s)

See #1
below



Manage Personnel and Subaward Organizations



Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount 	Compliance Status [Key]
University of Colorado at Boulder	Kristi Winseck	\$193,240	 No issue(s) found



Personnel Direct Costs				
Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
+ A. Senior Personnel [Manage]	2	0.00	\$0	\$0
+ B. Other Personnel ⓘ	0		\$0	\$0
+ C. Fringe Benefits			\$0	\$0
Total Salaries, Wages & Fringe Benefits (A-C)			\$0	\$0

Additional Direct Costs				
Section	Year 1			Total Funds Requested
	# Participants		Funds	
+ D. Equipment ⓘ			\$0	\$0
+ E. Travel			\$0	\$0
+ F. Participant Support Costs			\$0	\$0
+ G. Other Direct Costs ⓘ			\$0	\$0
H. Total Direct Costs (A-G)			\$0	\$0

Indirect Costs			
Section	Year 1 Rate x Base		Total Funds Requested
+ I. Indirect Costs			\$0
J. Total Amount Requested (H + I)			\$0

1. Set up Salaries first. Transfer information from the Budget Estimation that your Proposal Analyst has prepared. If you discover you've omitted any Senior Personnel, you can return to the Manage Personnel page, either by clicking on the gray box at the top of the Budgets page, or the Manage Personnel section from the blue Menu box on the left.

2. Once Salaries are set up, you can scroll down to fill in the rest of the form for Year 1, or you can set up the remaining years by **clicking the Add Year** button directly above the budget. If you choose to set up the remaining years at this point it will allow you to tab across the budget to fill in, rather than down. This will allow you to fill in each section (salaries, fringe, travel, etc.) completely before starting the next section, and follows our Budget Estimation tool.

Personnel Direct Costs							
Section	Year 1			Year 2			Total Funds Requested
	# Personnel	Months	Funds	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	1	1.00	\$2,000	1	1.00	\$2,000	\$4,000
Kristi L Winseck (PI)	<input type="text" value="1"/>	<input type="text" value="1.00"/>	<input type="text" value="\$ 2,000"/>	<input type="text" value="1"/>	<input type="text" value="1.00"/>	<input type="text" value="\$ 2,000"/>	\$4,000
B. Other Personnel	0		\$0	0		\$0	\$0
Postdoctoral Scholars	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0"/>	\$0
Other Professionals	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0"/>	\$0
Graduate Students	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	\$0
Undergraduate Students	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	\$0
Administrative/Clerical	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	\$0
Other	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	<input type="text" value="0"/>		<input type="text" value="\$ 0"/>	\$0

3. Note that Other Direct Costs differs from FastLane in that you will not add the funds for any subawards to the CU budget form; **these numbers will feed into our budget** once you enter the subawardees' budgets.

G. Other Direct Costs		\$0		\$0	\$0
Materials and Supplies	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	\$0
Publication Costs/Documentation /Distrib	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	\$0
Consultant Services	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	\$0
Computer Services	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	\$0
Other	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="0"/>	<input type="text" value="\$ 0"/>	\$0

4. Press Save before exiting the form.

J. Total Amount Requested (H + I)	\$81,620	\$81,620	\$163,240
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5. If you have a subaward, you'll need to repeat steps 1-4 above, using the budget form for each Subaward Organization.

Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount <small>i</small>	Compliance Status [Key]
University of Colorado at Boulder	Kristi Winseck	\$0	Form not checked

Subaward Organization(s)		
Budget for:	Subaward Requested Amount	Compliance Status [Key]
SMALL DOG ELECTRONICS, INC.	\$0	<input checked="" type="checkbox"/> No issue(s) found

