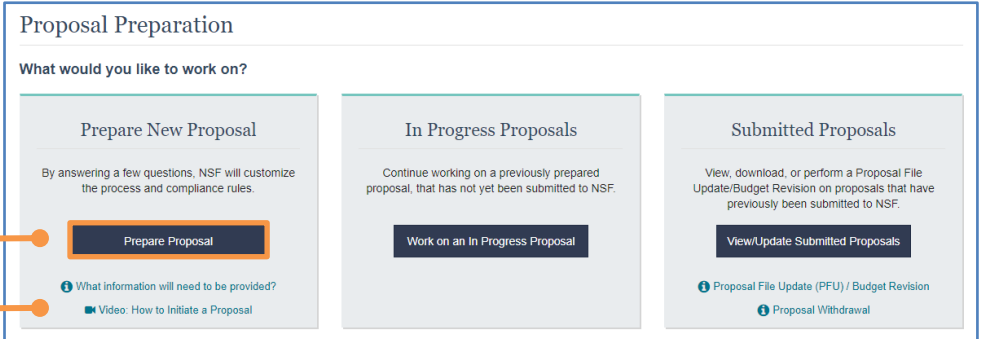**Only individuals with an organization-approved Principal Investigator (PI) role can initiate a new proposal in Research.gov.** After the proposal has been created, the PI can add co-PIs, Other Senior Personnel, and Other Authorized Users (OAUs), as well as share proposal access with Sponsored Project Officers (SPOs) and Authorized Organizational Representatives (AORs) to assist with proposal preparation. Only an AOR can submit the completed proposal in Research.gov to the National Science Foundation (NSF).
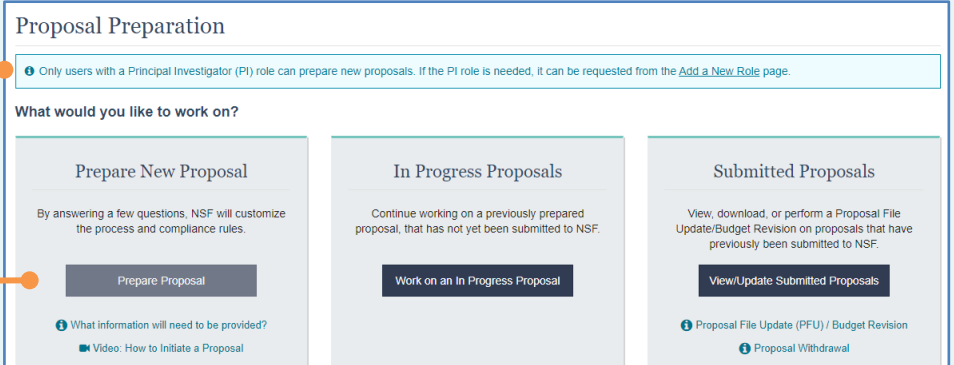
Accessing the Research.gov Proposal Submission System:

- Open Research.gov.
- Click Sign In located at the top right of the screen to enter credentials.
- **From the My Desktop page,** select the Prepare and Submit Proposals (Limited Proposal Types) link under the Prepare & Submit Proposals category.
- You will be navigated to the proposal preparation landing page.

Select the Prepare Proposal button located in the Prepare New Proposal tile.

If the Prepare Proposal button is grayed out and a blue information message displays, then you must add an organization-approved PI role to proceed with initiating a new proposal. See page 7 for information about adding the PI role.

Five-step Proposal Setup Wizard

The Proposal Setup Wizard includes 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 five 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)

Prepare New Proposal

| 1. Funding Opportunity | 2. Where to Apply | 3. Proposal Type | 4. Submission Type | 5. Proposal Details |

Select Funding Opportunity ℹ Find Funding Opportunity Number

ℹ Select funding opportunities are not yet available in this system. If you do not see your funding opportunity, please check in FastLane.

Show All ▼ | cyber | Showing 1-9 of 9 « ‹ Prev **1** Next › »

Select	Funding Opportunity Number ⬍	Funding Opportunity Title ⬍
○	NSF 20-592	Cyberinfrastructure for Sustained Scientific Innovation (CSSI):
◉	NSF 20-563	Cyber-Physical Systems
○	NSF 19-524	Training-based Workforce Development for Advanced Cyberinfrastructure
○	NSF 17-598	Cyberlearning for Work at the Human-Technology Frontier
○	PD 20-7684	Cyberinfrastructure for Emerging Science and Engineering Research
○	PD 20-139Y	Cyberinfrastructure Centers of Excellence
○	PD 19-7684	Cyberinfrastructure for Emerging Science and Engineering Research
○	PD 18-1165	Cyberinfrastructure for Biological Research
○	PD 17-7684	Cyberinfrastructure for Emerging Science and Engineering Research

Show All ▼ | Showing 1-9 of 9 « ‹ Prev **1** Next › »
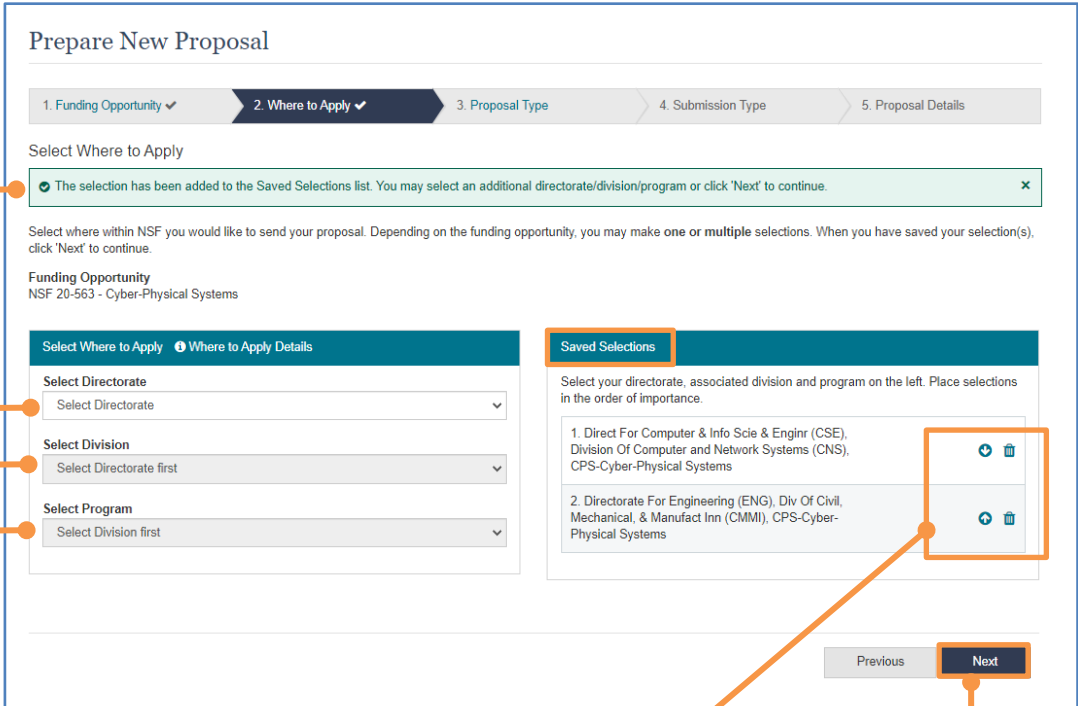
Previous **Next**

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, but not all funding opportunities are supported yet in Research.gov. If you do not see your funding opportunity listed, please check in FastLane or contact the NSF Help Desk if you need assistance.
- Program solicitations will 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 your 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, you can repeat the steps 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 five 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.**

Success message

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

- **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**

③ ___Step 3. Proposal Type___**: Select Proposal Type** by clicking the appropriate radio button.
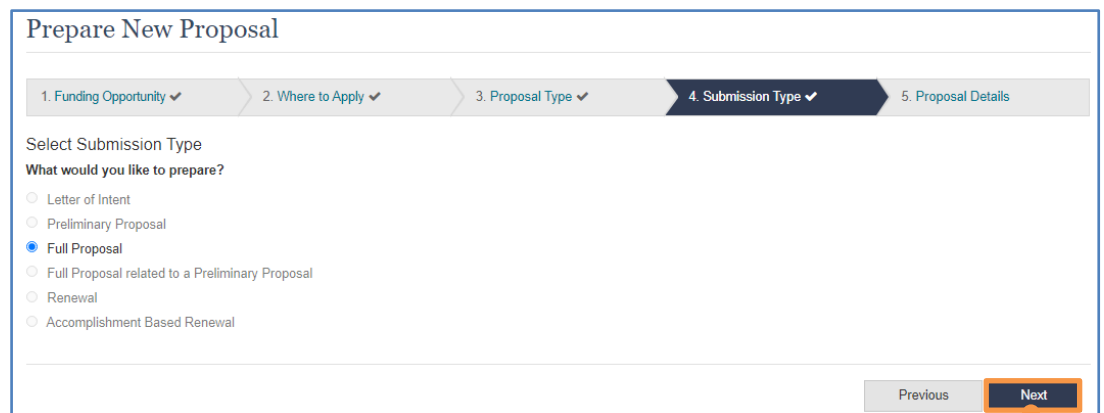
- Proposal Types that are grayed out are not yet available in Research.gov. View the [Research.gov Proposal Submission Capabilities](#) for details about what's in development and what's ahead.
- Select Next to continue.
- **Once all five Proposal Setup Wizard steps are completed and the new proposal is created, the Proposal Type selected in this step cannot be edited by the proposing organization.**

Prepare New Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type ✔ | 4. Submission Type | 5. Proposal Details |

Select Proposal Type
What type of proposal will be used? ⓘ Proposal Types

- ● Research
  - Small Business Innovation Research Program (SBIR)
  - Small Business Technology Transfer Program (STTR)
- ○ Rapid Response Research (RAPID) PAPPG II.E.1 ⧉
- ○ Early-concept Grants for Exploratory Research (EAGER) PAPPG II.E.2 ⧉
- ○ Research Advanced by Interdisciplinary Science and Engineering (RAISE) PAPPG II.E.3 ⧉
- ○ Grant Opportunities for Academic Liaison with Industry (GOALI)
- ○ Ideas Lab
- ○ Facilitation Awards for Scientists and Engineers with Disabilities (FASED)
- ○ Conferences
- ○ Equipment
- ○ Travel
- ○ Center
- ○ Research Infrastructure
- ○ Fellowship

Inline help features

Previous | Next

Click Next to continue

④ ___Step 4. Submission Type___**: Select Submission Type** by clicking the appropriate radio button.

- Submission Types that are grayed out are not yet available in Research.gov. View the [Research.gov Proposal Submission Capabilities](#) for details about what's in development and what's ahead.
- Select Next to continue.
- **Once all five Proposal Setup Wizard steps are completed and the new proposal is created, the Submission Type selected in this step cannot be edited by the proposing organization.**

Prepare New Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type ✔ | 4. Submission Type ✔ | 5. Proposal Details |

Select Submission Type
What would you like to prepare?

- ○ Letter of Intent
- ○ Preliminary Proposal
- ● Full Proposal
- ○ Full Proposal related to a Preliminary Proposal
- ○ Renewal
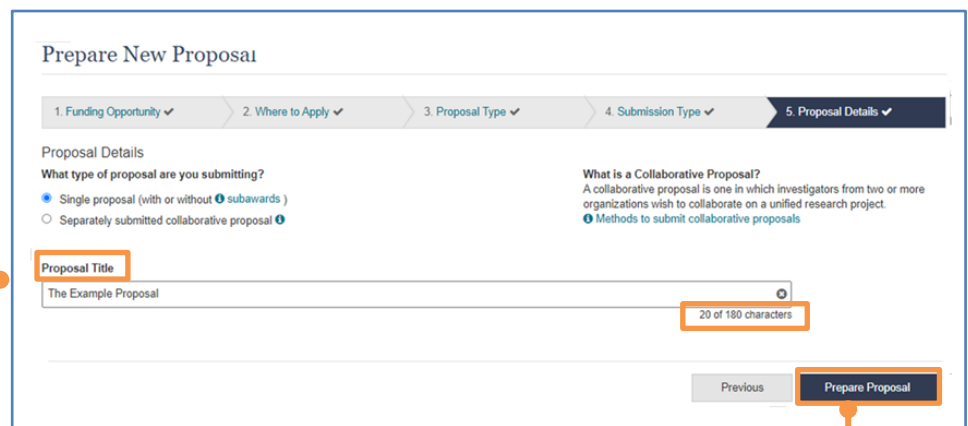- ○ Accomplishment Based Renewal

Previous | Next

Click Next to continue

5 _**Step 5. 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.
- **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 Funding Opportunity, Where to Apply, Proposal Type, Submission 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

The system creates the new proposal and assigns a proposal Temporary ID Number. The proposal main page opens for you to add proposal sections and perform proposal actions such as adding co-PIs and OAUs and sharing access with SPOs and AORs.

Proposal Temporary ID Number

Proposal - 23188

Proposal Title:	The Example Proposal ✎ Edit
Funding Opportunity:	NSF 20-563 ☑ - Cyber-Physical Systems
Where to Apply:	Direct For Computer & Info Scie & Enginr (CSE) - Division Of Computer and Network Systems (CNS), CPS-Cyber-Physical Systems
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

Due Date: Select Due Date ✎
ⓘ Date Type: Deadline Date

Proposal Actions

- 🔒 Share Proposal with SPO/AOR ⓘ
- 👥 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 Proposals tile on the proposal preparation landing page.

- Only Research.gov proposals are listed. If a particular proposal is not listed, please check in FastLane.
- If you prepare a proposal in Research.gov, you will not be able access or edit it in FastLane and vice versa. In addition, 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.

Proposal Preparation

What would you like to work on?

Prepare New Proposal	In Progress Proposals	Submitted Proposals
By answering a few questions, NSF will customize the process and compliance rules.	Continue working on a previously prepared proposal, that has not yet been submitted to NSF.	View, download, or perform a Proposal File Update/Budget Revision on proposals that have previously been submitted to NSF.
Prepare Proposal	**Work on an In Progress Proposal**	**View/Update Submitted Proposals**
ⓘ What information will need to be provided? ▶ Video: How to Initiate a Proposal		ⓘ Proposal File Update (PFU) / Budget Revision ⓘ Proposal Withdrawal

Work on an In Progress Proposal

Version 1.0 (March 2021)

6

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**
  Related guidance is available in the Frequently Asked Questions (FAQs) General topic on the Research.gov About Proposal Preparation and Submission page left navigation menu.

- **Video Tutorial**
  The Research.gov Proposal Demo video on the About Proposal Preparation and Submission page Video Tutorials tab shows how to initiate a new proposal as well as other 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 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.

- **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.