

Only individuals with an organization-approved Authorized Organizational Representative (AOR) role can submit proposal file updates/budget revisions to the National Science Foundation (NSF). See the last page of this guide for information about adding the AOR role.

- The Principal Investigator (PI)/co-PI must share edit access including proposal submission permission with the AOR, so the proposal file update/budget revision can be submitted by the AOR.
- AOR submit access from the proposal does not carry over to the proposal file update/budget revision.
- Once this access is shared with the AOR, all AORs affiliated with the PI's organization will receive a system-generated email confirming AOR access and will be granted access to submit the proposal file update/budget revision.

i Proposal file updates are automatically accepted until 5:00 PM submitter's local time on the due date. Proposal file updates submitted afterwards must be accepted by the program officer. Budget revisions (changes only to Budget, Budget Justification, Budget Impact) are automatically accepted until reviewer assignment.

Select the **View/Update Submitted drop-down** located in the Submitted and Updates tile to access the proposal file update/budget revision being submitted.

Locate the submitted letter of intent, preliminary proposal, or full or renewal proposal under the appropriate submission type tab by entering the proposal number or the PI's last name, and then click on the proposal file update/budget revision under the proposal Associated Action. You will be navigated to the Proposal File Update/Budget Revision main page.

Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
Proposed Example	10/08/2020	2100040	22369	Pi, Natalie	Submitted to NSF (Not Yet Assigned for Review)
Associated Action Proposal File Update/Budget Revision	Last Updated 10/08/2020	Action Status 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)

- i** If you do not see the proposal file update/budget revision for submission on your In Progress Proposals list:
- You may not be an AOR affiliated to the same organization as the PI. Check your affiliation by accessing My Profile at the top of the screen.
 - Confirm with the PI/co-PI that edit access with submission has been shared for the proposal file update/budget revision.
 - Ensure that the proposal file update/budget revision was created in Research.gov and not in FastLane. Research.gov proposal file updates/budget revisions can only be executed for proposals submitted in Research.gov.
 - To search for a proposal file update/budget revision created in FastLane, go to your My Desktop page and then click the Research Administration link in the Administration tile.

Select the **Initiate Proposal Submission** button on the Proposal File Update/Budget Revision main page to start the three-step submission process. Proposal sections with changes display either an "Updates Saved" indicator or a "Revision Saved" indicator.

Proposal File Update/Budget Revision

For Proposal - 2100040

Proposal Title: Proposal Example [🔗](#)

Funding Opportunity: NSF 20-596 [🔗](#) - Proposals for Community Instruments and Facilities

Where to Apply: Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHERIC OBSER FACILITY

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: 12/10/2020

[📅 Date Type: Deadline](#)

[View last submitted version](#)

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status [Key]																								
<div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px; background-color: #0070C0; color: white; text-align: center;"> ➔ Initiate Proposal Submission </div> <div style="margin-bottom: 5px;"> 👤 Manage Personnel and Subaward Organizations </div> <div style="margin-bottom: 5px;"> 🖨️ Print Proposal </div> <div> ↩️ Return to PI </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #0070C0; color: white;"> <th style="width: 60%;">Proposal Sections</th> <th style="width: 20%;">Last Updated</th> <th style="width: 20%;">Compliance Status [Key]</th> </tr> <tr style="background-color: #0070C0; color: white;"> <th colspan="3">Required</th> </tr> <tr> <td style="border: 1px solid #0070C0;">Cover Sheet Updates Saved</td> <td>10/08/2020 12:03 PM EDT</td> <td>🟢 No issue(s) found</td> </tr> <tr> <td>Project Summary</td> <td>10/08/2020 12:03 PM EDT</td> <td>🟢 No issue(s) found</td> </tr> <tr> <td>Project Description</td> <td>10/08/2020 12:03 PM EDT</td> <td>⚠️ Warning(s)</td> </tr> <tr> <td>References Cited</td> <td>10/08/2020 12:03 PM EDT</td> <td>🟢 No issue(s) found</td> </tr> <tr> <td style="border: 1px solid #0070C0;">Budget(s) Revision Saved</td> <td>10/08/2020 12:03 PM EDT</td> <td>🟢 No issue(s) found</td> </tr> <tr> <td>Budget Justification(s)</td> <td>10/08/2020 12:03 PM EDT</td> <td>🟢 No issue(s) found</td> </tr> </table>	Proposal Sections	Last Updated	Compliance Status [Key]	Required			Cover Sheet Updates Saved	10/08/2020 12:03 PM EDT	🟢 No issue(s) found	Project Summary	10/08/2020 12:03 PM EDT	🟢 No issue(s) found	Project Description	10/08/2020 12:03 PM EDT	⚠️ Warning(s)	References Cited	10/08/2020 12:03 PM EDT	🟢 No issue(s) found	Budget(s) Revision Saved	10/08/2020 12:03 PM EDT	🟢 No issue(s) found	Budget Justification(s)	10/08/2020 12:03 PM EDT	🟢 No issue(s) found		
Proposal Sections	Last Updated	Compliance Status [Key]																									
Required																											
Cover Sheet Updates Saved	10/08/2020 12:03 PM EDT	🟢 No issue(s) found																									
Project Summary	10/08/2020 12:03 PM EDT	🟢 No issue(s) found																									
Project Description	10/08/2020 12:03 PM EDT	⚠️ Warning(s)																									
References Cited	10/08/2020 12:03 PM EDT	🟢 No issue(s) found																									
Budget(s) Revision Saved	10/08/2020 12:03 PM EDT	🟢 No issue(s) found																									
Budget Justification(s)	10/08/2020 12:03 PM EDT	🟢 No issue(s) found																									

Proposal Details

📌

Proposal Status:

PFU/Budget Revision: Submit Access for AOR

Initiate Proposal Submission button

Proposal Details section shows PFU/Budget Revision Submit Access for AOR status

After clicking the **Initiate Proposal Submission** button, the system will run the current Research.gov [automated proposal compliance checks](#).

- Errors messages must be resolved before the proposal file update/budget revision can be submitted.
- Warning messages should be reviewed but do not stop proposal file update/budget revision submission.
- Proposal file updates/budget revisions without compliance errors will proceed to submission wizard Step 1 on page 3.

Three-step Submission

Submission of a proposal file update/budget revision includes a series of steps for the AOR to review, certify, and then sign and submit to NSF. The top indicator on the page shows the submission wizard workflow from left to right. The same three-step wizard is used for submission of letters of intent, proposals, and proposal file updates/budget revisions.

1 **Step 1. Review Proposal Information:** Verify the proposal information and then click Next to continue.

Submit Proposal

1. Review Proposal Information
2. Proposal Certifications
3. Sign and Submit

Review Proposal Information

✔ This proposal is ready for submission.

[View full proposal](#)

Proposal Information

Proposal Title Example Proposal of September 14		Temporary Proposal ID 21506	
Funding Opportunity NSF 20-596 - Proposals for Community Instruments and Facilities		Due Date 12/10/2020	
Where to Apply Directorate For Geosciences (GEO) - Div Atmospheric & Geospace Sciences (AGS), LOWER ATMOSPHER OBSER FACILITI		Other Federal Agencies to which this proposal will be submitted	
Total Requested Amount \$54,545	Requested Start Date 2021-08-24	Proposal Duration 12 months	Employer Identification Number <input type="text"/>

Prime Organization Information

Name of Organization to which award should be made <input type="text"/>	Prime Organization Address Office Research Administration <input type="text"/> US
---	---

PI/co-PI Information

Principal Investigator (PI) / PD Department <input type="text"/>	Principal Investigator (PI) / PD Address abc st Alexandria, VA 22314 US
--	---

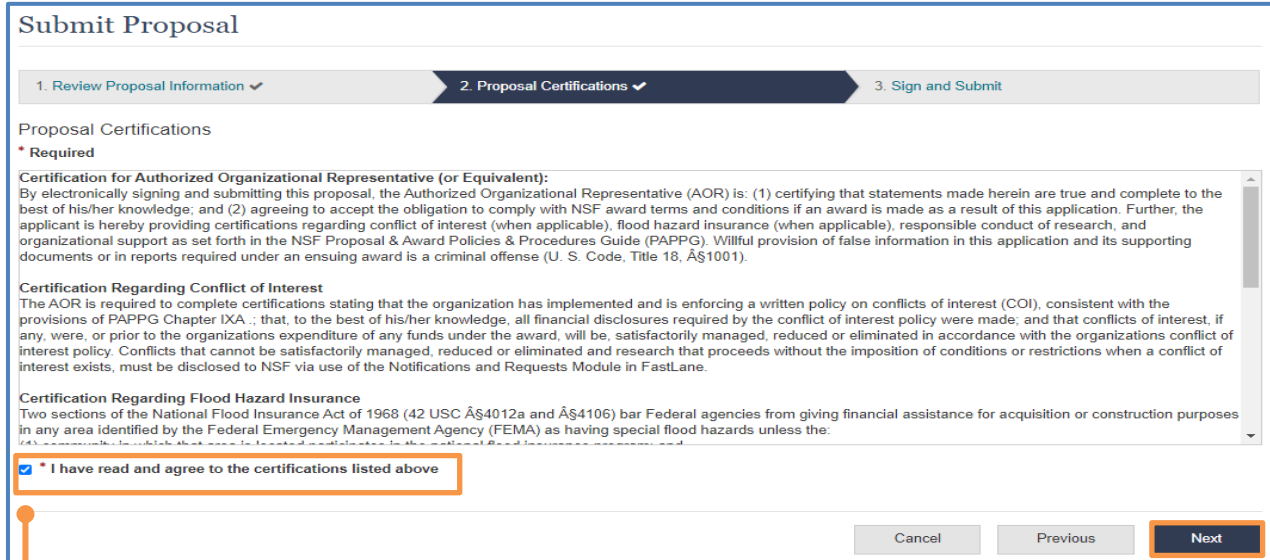
Name	Role	Email
Bennett PI	Principal Investigator	BennettPI@gmail.com

Access the full proposal PDF

Click Next to continue

2 Step 2. Review Certifications:

- Scroll down to review the certifications.
- Check the box to agree with the certifications.
- Click Next to continue.



Submit Proposal

1. Review Proposal Information ✓ 2. Proposal Certifications ✓ 3. Sign and Submit

Proposal Certifications
* Required

Certification for Authorized Organizational Representative (or Equivalent):
By electronically signing and submitting this proposal, the Authorized Organizational Representative (AOR) is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding conflict of interest (when applicable), flood hazard insurance (when applicable), responsible conduct of research, and organizational support as set forth in the NSF Proposal & Award Policies & Procedures Guide (PAPPG). Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U. S. Code, Title 18, Â§1001).

Certification Regarding Conflict of Interest
The AOR is required to complete certifications stating that the organization has implemented and is enforcing a written policy on conflicts of interest (COI), consistent with the provisions of PAPPG Chapter IXA ; that, to the best of his/her knowledge, all financial disclosures required by the conflict of interest policy were made; and that conflicts of interest, if any, were, or prior to the organizations expenditure of any funds under the award, will be, satisfactorily managed, reduced or eliminated in accordance with the organizations conflict of interest policy. Conflicts that cannot be satisfactorily managed, reduced or eliminated and research that proceeds without the imposition of conditions or restrictions when a conflict of interest exists, must be disclosed to NSF via use of the Notifications and Requests Module in FastLane.

Certification Regarding Flood Hazard Insurance
Two sections of the National Flood Insurance Act of 1968 (42 USC Â§4012a and Â§4106) bar Federal agencies from giving financial assistance for acquisition or construction purposes in any area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless the:

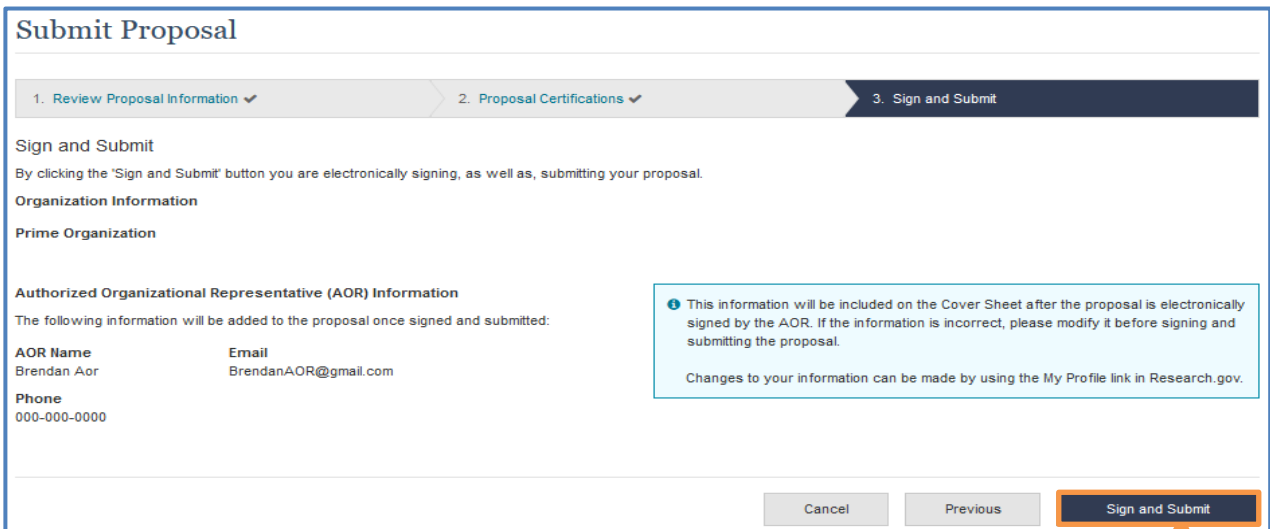
I have read and agree to the certifications listed above

Cancel Previous **Next**

Certification checkbox

Click Next to continue

3 Step 3. Sign and Submit: Click the **Sign and Submit** button to sign and submit the proposal file update/budget revision to NSF.



Submit Proposal

1. Review Proposal Information ✓ 2. Proposal Certifications ✓ 3. Sign and Submit

Sign and Submit
By clicking the 'Sign and Submit' button you are electronically signing, as well as, submitting your proposal.

Organization Information
Prime Organization

Authorized Organizational Representative (AOR) Information
The following information will be added to the proposal once signed and submitted:

AOR Name	Email
Brendan Aor	BrendanAOR@gmail.com
Phone	
000-000-0000	

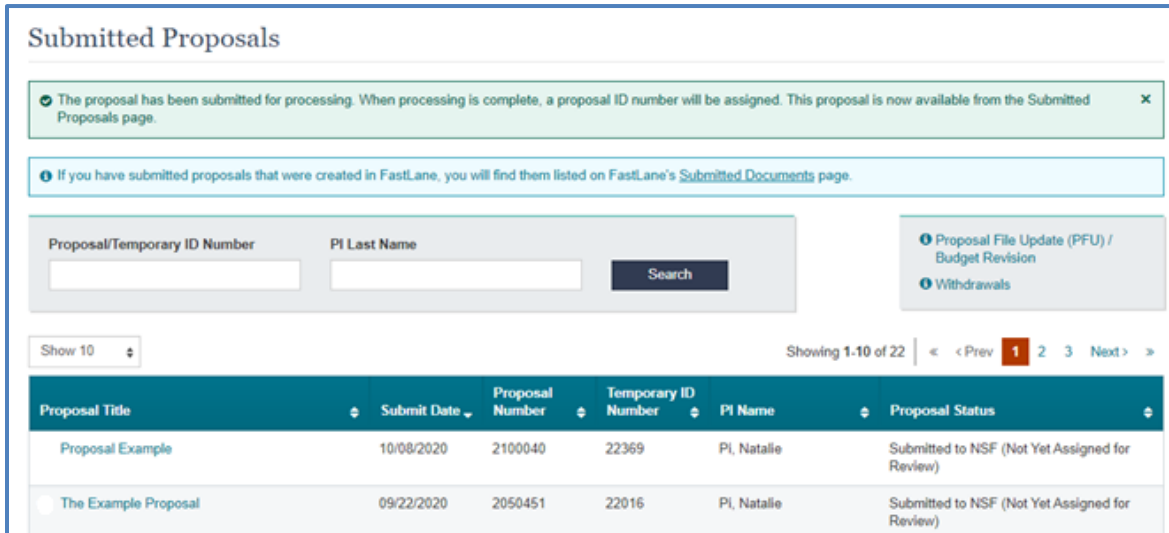
Information: This information will be included on the Cover Sheet after the proposal is electronically signed by the AOR. If the information is incorrect, please modify it before signing and submitting the proposal. Changes to your information can be made by using the My Profile link in Research.gov.

Cancel Previous **Sign and Submit**

Sign and Submit button

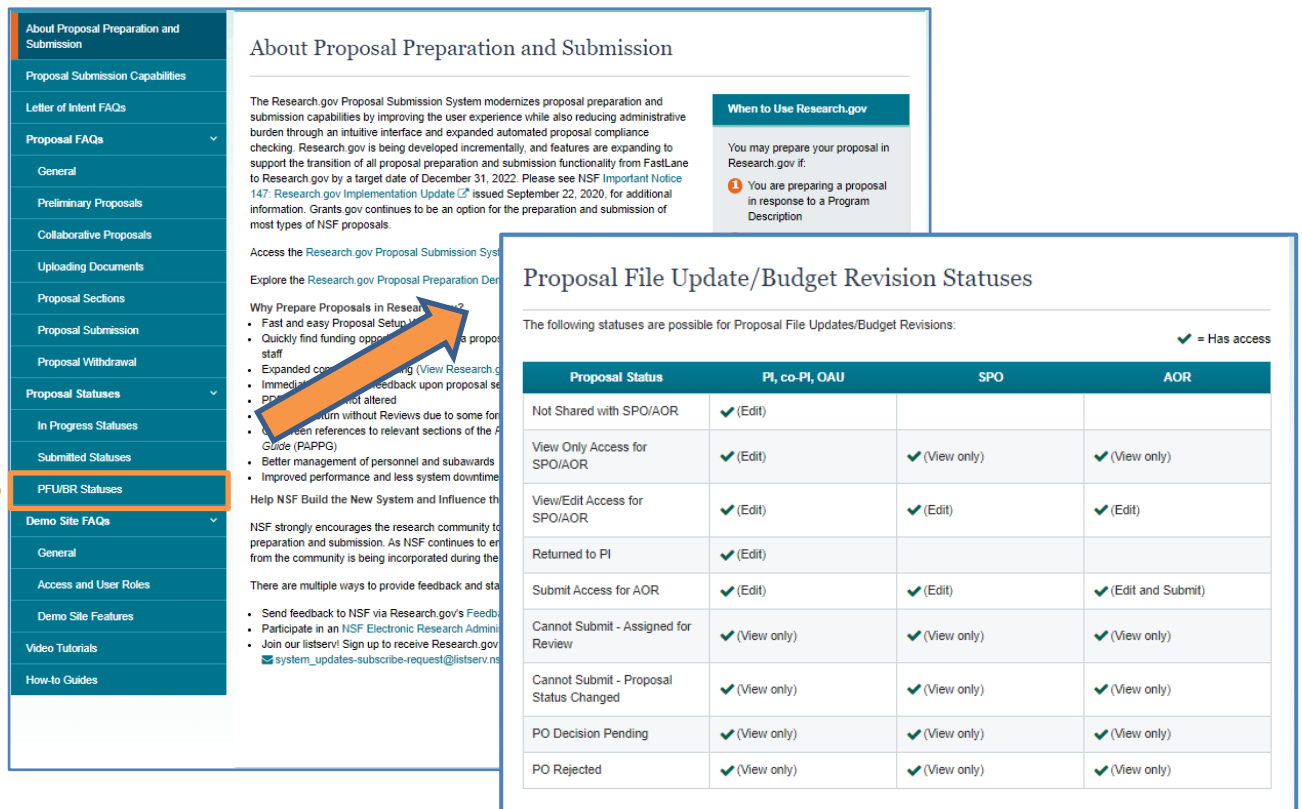
i After submission of a proposal file update/budget revision, a system-generated notification email will be sent to the PI, co-PIs, OAU, and AOR. For a collaborative proposal, the notification email is sent to the PI, co-PIs, OAU, and AOR of each participating organization.

The Submitted Proposals List shows the proposal with the submit date of the most recent proposal file update/budget revision. A new proposal number is not generated after submission of a proposal file update/budget revision.



Proposal File Update/Budget Revision Statuses

A list of proposal file update/budget revision statuses can be accessed from the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.



Access the list of PFU/BR Statuses

Proposal File Update/Budget Revision Statuses

The following statuses are possible for Proposal File Updates/Budget Revisions: ✓ = Has access

Proposal Status	PI, co-PI, OAU	SPO	AOR
Not Shared with SPO/AOR	✓ (Edit)		
View Only Access for SPO/AOR	✓ (Edit)	✓ (View only)	✓ (View only)
View/Edit Access for SPO/AOR	✓ (Edit)	✓ (Edit)	✓ (Edit)
Returned to PI	✓ (Edit)		
Submit Access for AOR	✓ (Edit)	✓ (Edit)	✓ (Edit and Submit)
Cannot Submit - Assigned for Review	✓ (View only)	✓ (View only)	✓ (View only)
Cannot Submit - Proposal Status Changed	✓ (View only)	✓ (View only)	✓ (View only)
PO Decision Pending	✓ (View only)	✓ (View only)	✓ (View only)
PO Rejected	✓ (View only)	✓ (View only)	✓ (View only)

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 About Proposal Preparation and Submission Page**
Bookmark <https://www.research.gov/research-web/content/aboutpsm> to quickly access Frequently Asked Questions (FAQs), video tutorials, and how-to guides.
- **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. Proposal submission is not enabled in the demo site. 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 organized 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.
- **Automated Proposal Compliance Checks**
Automated proposal compliance checks triggering an error message will stop proposal file update/budget revision submission to NSF, whereas checks triggering a warning message will still allow proposal file update/budget revision submission. Expanded compliance checking in Research.gov helps to reduce 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**
Only the organization's AOR can submit the proposal file update/budget revision to NSF. The AOR role must be requested and is not assigned to any person by default. To request the AOR role, please see the [Add a New Role job aid](#). After the AOR role is requested, the organization's Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles 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.