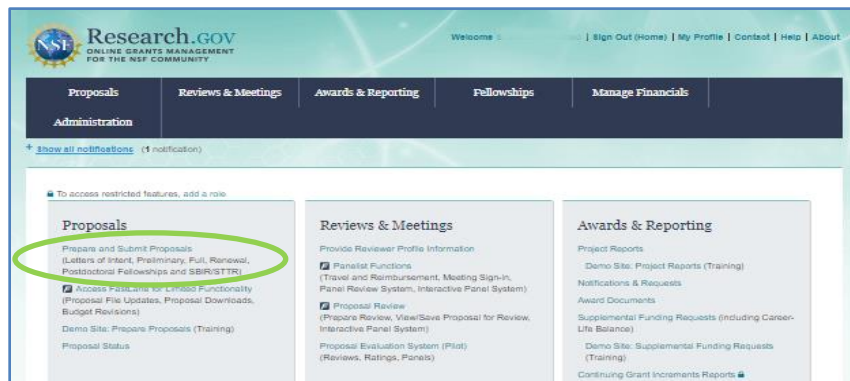The **Proposal File Update/Budget Revision** feature is used to prepare proposal file updates and budget revisions until the proposal due date (if any) has passed or NSF has assigned reviewers. After that point, only budget revisions can be submitted until NSF makes a funding decision for the proposal. This guide focuses on budget revisions after the proposal due date has passed or reviewers have been assigned.

Refer to the NSF *Proposal & Award Policies & Procedures Guide* (PAPPG) *Proposal File Updates* section and *Revisions to Proposals Made During the Review Process* section for requirements.

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 Research.gov homepage, select the **Prepare and Submit Proposals link** under Proposals.
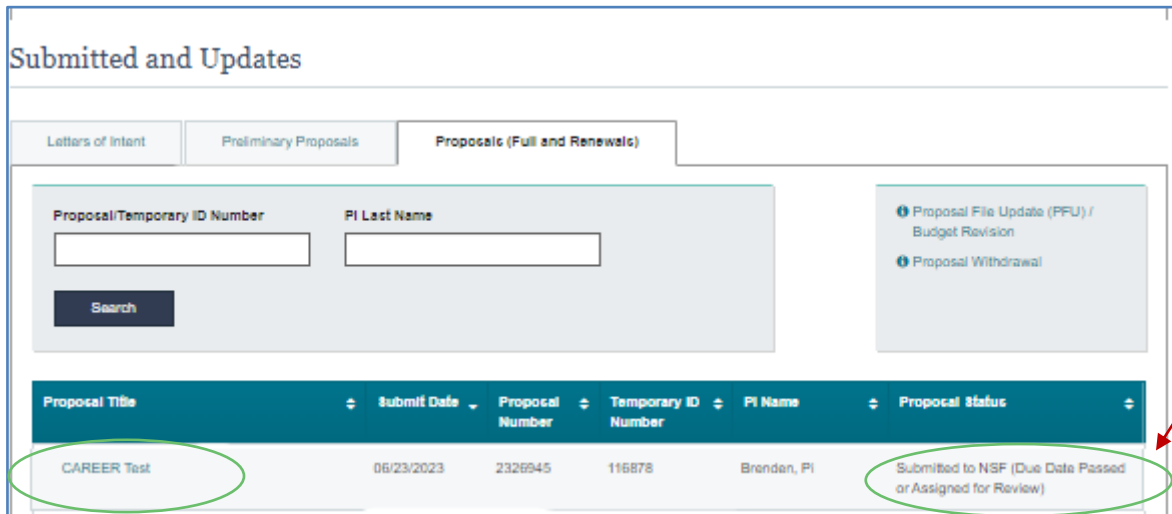- You will be navigated to the proposal preparation landing page.

1 Click the **View/Update Submitted button** and select **Proposals (Full and Renewals)**.
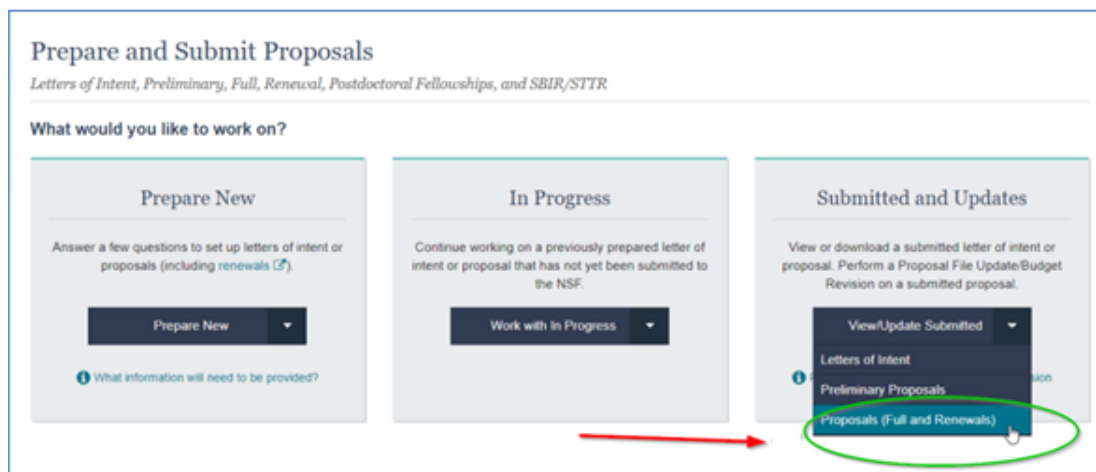
2 **Locate your proposal and view the Proposal Status column on the right.** The proposal status determines the budget revision actions available for each submitted proposal.

- If the status is "Submitted to NSF (Due Date Passed or Assigned for Review)," this means the PI/co-PI can proceed with a budget, budget justification, or budget impact statement update.
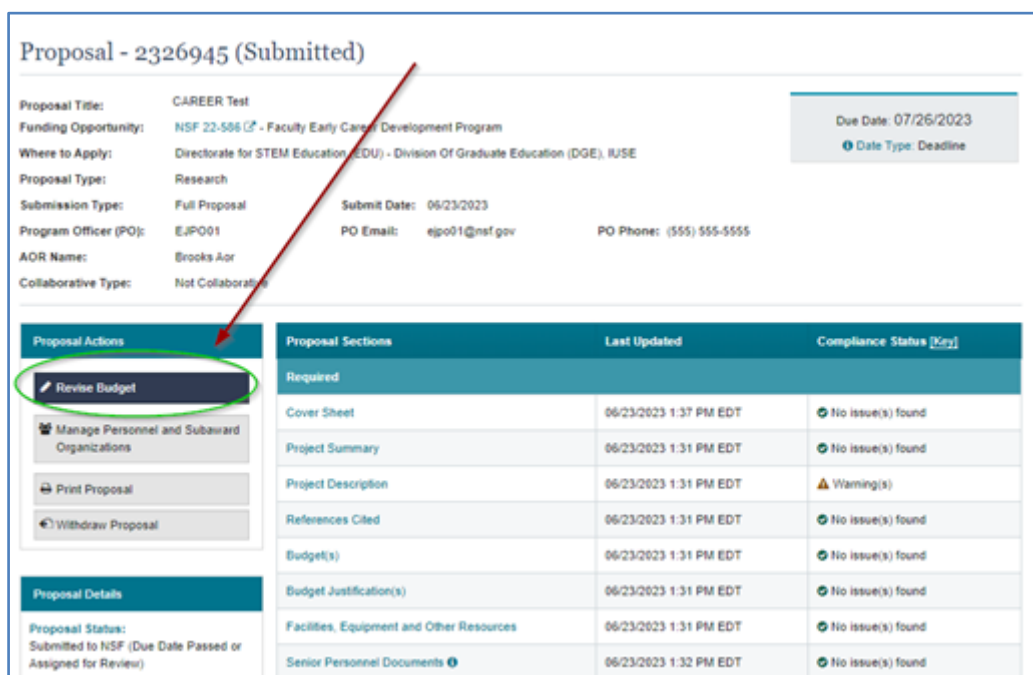- Click on the proposal title to start.

3 Click the **Revise Budget button** under Proposal Actions on the proposal main page to be navigated to the Budget Revision screen.

4 On the **Budget Revision screen**, the only sections you can modify are the Budget, Budget Justification, and Budget Impact Statement. Click on the section to make updates.

5 After the Budget, Budget Justification, or Budget Impact Statement is updated and saved, a "Revision Saved" indicator will display for each revised section.

6 When you are done with your budget revision, **click the Share Proposal with SPO/AOR button** to re-share access.

- Proposal access must be shared with the AOR specifically for the budget revision. Shared access given to the AOR for the submitted proposal does not carry over to the budget revision.
- The AOR submits the budget revision to NSF.

7 Click the **Change Proposal Access button** to share with the SPO/AOR and to allow the AOR to submit the budget revision.

8 Select the **Edit access radio button** which automatically enables the **Allow proposal file update/budget revision submission (AOR only)** option.
  - Click the **Save Budget Revision Access button.**
  - A system-generated email will be sent to the AOR to notify that the budget revision is ready for submission.

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 system-related Frequently Asked Questions (FAQs) organized by topic, 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. The demo site can also be used to check compliance of proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch) prior to uploading them 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 bar for information on demo site access and features.

- **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.

- **NSF IT Service Desk**
  IT system-related and technical questions may be directed to the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.