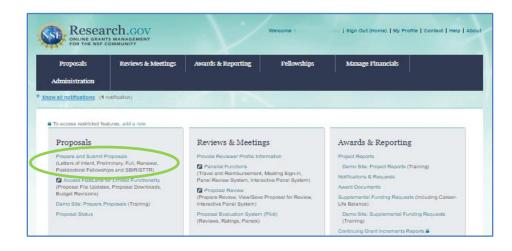


- The Proposal File Update/Budget Revision feature is used to prepare proposal file updates and budget revisions until the proposal due date (if any) has passed or NSF has assigned reviewers. After that point, only budget revisions can be submitted until NSF makes a funding decision for the proposal.
- Refer to the NSF <u>Proposal & Award Policies & Procedures Guide</u> (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 <u>Research.gov</u>.
- 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.



Click the View/Update Submitted button and select Proposals (Full and Renewals).

Answer a few questions to set up letters of intent or proposals (including renewals (2)). Continue working on a previously prepared letter of in proposal. Perform a Proposal File Update Revision on a submitted proposal. Revision on a submitted proposal.	ou like to work on?		
proposals (including renewals 2). intent or proposal that has not yet been submitted to the NSF. proposal. Perform a Proposal Pile Update Revision on a submitted proposal.	Prepare New	In Progress	Submitted and Updates
Prenare New Viewill Index Submitted		intent or proposal that has not yet been submitted to	View or download a submitted letter of intent o proposal. Perform a Proposal File Update/Budg Revision on a submitted proposal.
Property and a second	Prepare New 👻	Work with In Progress 💌	View/Update Submitted 💌

How to Initiate and Prepare a Proposal File Update (cont'd)



Locate your proposal and view the Proposal Status column on the right. The proposal status determines the proposal file update/budget revision actions available for each submitted proposal.

- If proposal status is "Submitted to NSF (Due Date Passed or Assigned for Review)," you must stop and cannot proceed with a proposal file update. Contact the cognizant NSF Program Officer for further guidance.
- If proposal status is "Submitted to NSF (Not Yet Assigned for Review)" or "Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)," you can proceed.
- Click on the proposal title to start.

Submitted and	d Updates						
Latters of Intent	Preliminary Proposals	Proposa	is (Pull and Re	newala)			
Attention: The	nd proposals that were created last day to view, download or p 2023 (11 CO PM Eastern time) y ID Number PI L	print submitted prop		n, submit new p			vision in FastLane is Priday, O Proposal File Update (PFU) / Budget Revision
Proposal Title		Submit Date 🖕	Proposal Number	t Temporary Number	ID 0 PiName	•	O Proposal Withdrawal Proposal Status 0
NSF Engines. type	2 months to suctored	12/18/2022	2329859	93119	₿,° [°]		Submitted to NSF (Due Date Passed Rut Prior to Reviewer Assignment)

3 Click the **Update Submitted Proposal button** under Proposal Actions on the proposal main page.

- Proposal status is displayed in the Proposal Details section and determines what can be edited. The following proposal information **cannot** be revised using a proposal file update: Funding Opportunity, Where to Apply, Proposal Type, Submission Type, Collaborative Type, and Due Date.
- Once you click the **Update Submitted Proposal button**, you will be navigated to the Proposal File Update/Budget Revision Screen.

Proposal - 23	27319 (Sub	omitted)		
Program Officer (PO)	information is not yet	available, but this page will be updated when th	e information becomes available.	×
Proposal Title: Funding Opportunity: Where to Apply:		isal June 28, 2023 aculty Early Career Development Program atical & Physical Scien (MPS) - Division Of Che		Due Date: 07/26/2023 Date Type: Deadline
Proposal Type: Submission Type:	Research Full Proposal	Submit Date: 06/28/2023	misuy (CHE), Chemical Synthesis	
Program Officer (PO): AOR Name: Collaborative Type:	Brooks Aor Not Collaborative	PO Email:	PO Phone:	
Proposal Actions		Proposal Sections Required	Last Updated	Compliance Status [Key]
Manage Personnel Organizations		Cover Sheet Project Summary	06/28/2023 10:47 AM EDT 06/27/2023 3:16 PM EDT	 No issue(s) found No issue(s) found
🖨 Print Proposal				A Warning(s)
 Withdraw Proposal 		References Cited Budget(s)	06/27/2023 3:17 PM EDT 06/27/2023 3:17 PM EDT	 No issue(s) found No issue(s) found
Proposal Details		Budget Justification(s)	06/27/2023 3:17 PM EDT	No issue(s) found
Proposal Status: Submitted to NSF (Due I Prior to Reviewer Assign		Facilities, Equipment and Other Resources Senior Personnel Documents	06/27/2023 3:18 PM EDT 06/27/2023 3:17 PM EDT	 No issue(s) found No issue(s) found
		Data Management Plan	06/27/2023 3:18 PM EDT	No issue(s) found

How to Initiate and Prepare a Proposal File Update (cont'd)



On the **Proposal File Update/Budget Revision screen**, click on the proposal section you want to update. In this example, the Biographical Sketch in the Senior Personnel Documents section will be updated.

Proposal File Update/ For Proposal - 2327319	Budget Revision								
Funding Opportunity: NSF 22-586	roposal June 28, 2023 C# Edit - Faculty Early Career Development Program nematical & Physical Scien (MPS) - Division Of Chemistr	y (CHE), Chemical Synthesis	S	enior Personnel Do	cu	ments			
Submission Type: Full Proposal Collaborative Type: Not Collaborativ	ve		Ev	pand all Collapse all		•	Video	: How to Manage Senior Personne Manage Personne Subaward Organiz	el and
Proposal Actions	Proposal File Update Form	Last Updated		Personnel Name	÷	Role	•	Organization	
Share Proposal with SPO/AOR	Proposal Update Justification			Pi Brenden		Principal Investigator		Michigan State University	
Check Error(s) and Warning(s)	Proposal Sections	Last Updated						·····,	
	Required			Documents		Last Updated		Compliance Status [Key]	
Manage Personnel and Subaward Organizations	Cover Sheet	08/02/2023 10:10 PM ED		Biographical Sketch		08/03/2023 1:05 PM EDT		No issue(s) found	
⊖ Print Proposal	Project Summary	08/02/2023 10:10 PM ED							
Delete PFU/Budget Revision	Project Description	08/02/2023 10:10 PM ED		Current and Pending Support		08/03/2023 1:05 PM EDT		No issue(s) found	
a bootorrobulgerronoon	References Cited	08/02/2023 10:10 PM ED		Collaborators and Other Affiliations		08/03/2023 1:05 PM EDT		No issue(s) found	
	Budget(s)	08/02/2023 10:10 PM ED		(Single Copy Document ())					
Proposal Details	Budget Justification(s)	08/02/2023 10:10 PM ED							5
Proposal Status: Not Forwarded to SPO/AOR	Budget Impact Statement(s) G Conditionally required	l							
Helpful Links	Facilities, Equipment and Other Resources	08/02/2023 10:10 PM EDT		No issue(s) found					
View Submitted Proposals	Senior Personnel Documents 0	08/02/2023 10:10 PM EDT		No issue(s) found					
Proposal and Award Policies and Procedures Guide (PAPPG) I	Data Management Plan	08/02/2023 10:10 PM EDT		⊘ No issue(s) found					
Proposal Preparation and Submission	Postdoctoral Mentoring Plan			Document unavailable for check					

Click the **Delete link** to replace the file with a new uploaded file. Repeat for all proposal sections you want to update.

Document for each individual identified as senior personnel tep 2: Upload the completed NSF-approved format file for Biographical Sketch • Only one file can be uploaded • Your file should not contain page numbers, as they will be added automatically by the system • Accepted file types include: PDF • Maximum file size permitted is 10 MB	 tep 1: Complete an NSF-approved format file for Biographical Sketch Users must submit Biographical Sketch documents in an NSF-approved format, such as SciENcv and A list of approved formats and policy guidance are available at the NSF-Approved Formats for Biographical Sketch and policy page. File cannot exceed three pages Collaborators and other affiliations should not be included in the Biographical Sketch, as in the Biographical Sketch. 	Biographical Sketch(es) (PAPPG)
Accepted file types include: PDF	tep 2: Upload the completed NSF-approved format file for Biographical Sketch Only one file can be uploaded	
	Accepted file types include: PDF	aem

4



6 Update the **Proposal Update Justification**.

Proposal Title:	My CAREER proposal June 28, 2023 🕼 Edit		
unding Opportunity:	NSF 22-586 C - Faculty Early Career Development	Program	* Due Date: 07/26/2023 🗷
Vhere to Apply:	Direct For Mathematical & Physical Scien (MPS) - Di	livision Of Chemistry (CHE), Chemical Synthesis	Date Type: Deadline
Proposal Type:			
Submission Type:	Full Proposal		
Collaborative Type:	Not Collaborative		
Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status [Key]
Proposal Actions Share Proposal wi SPO/AOR	th •		Form not checked
Share Proposal with the second sec	th O Proposal Update Justification Proposal Sections	Last Updated	
 Share Proposal wi SPO/AOR Check Error(s) and 	th O Proposal Update Justification Proposal Sections Required		Form not checked
Share Proposal wi SPO/AOR	th O Proposal Update Justification Proposal Sections Required		Form not checked
 Share Proposal wi SPO/AOR Check Error(s) and Granizations 	th O Proposal Update Justification Proposal Sections Required I and Subaward	Last Updated	Form not checked
 Share Proposal wi SPO/AOR Check Error(s) and Manage Personne 	th O Proposal Update Justification Proposal Sections Required Land Subaward Cover Sheet	Last Updated 08/02/2023 10:10 PM EDT	Compliance Status [Key]
 Share Proposal wi SPO/AOR Check Error(s) and Manage Personne Organizations 	th O Proposal Update Justification Proposal Sections Required Cover Sheet Project Summary Project Description	Last Updated 08/02/2023 10:10 PM EDT 08/02/2023 10:10 PM EDT 08/02/2023 10:10 PM EDT	Form not checked Compliance Status [Key] O No issue(s) found No issue(s) found A Warning(s)
 Share Proposal wi SPO/AOR Check Error(s) and Manage Personne Organizations Print Proposal 	th O Proposal Update Justification Proposal Sections Required Cover Sheet Project Summary Project Description	Last Updated 08/02/2023 10:10 PM EDT 08/02/2023 10:10 PM EDT	Form not checked Compliance Status [Key] O No issue(s) found No issue(s) found

7

When you are done with your proposal file update/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 proposal file update/budget revision.
 Shared access given to the AOR for the submitted proposal does not carry over to the proposal file update/budget revision.
- The AOR submits the proposal file update/budget revision to NSF.

Proposal File For Proposal - 2327319	- /	udget Revision		
Proposal Title: Funding Opportunity: Where to Apply: Proposal Type: Submission Type: Collaborative Type:	NSF 22-586 🗹 - F	iosal June 28, 2023 CP Edit aculty Early Career Development Program natical & Physical Scien (MPS) - Division Of Ch	emistry (CHE), Chemical Synthesis	* Due Date: 07/26/2023 Z Date Type: Deadline
				View last submitted version
Proposal Actions		Proposal File Update Form	Last Updated	Compliance Status [Key]
Share Proposal with SPO/AOR	h 9	Proposal Update Justification		Form not checked
Check Error(s) and Warning(s)		Proposal Sections	Last Updated	Compliance Status [Key]
		Required		
Manage Personnel Organizations	and Subaward	Cover Sheet	08/02/2023 10:10 PM EDT	No issue(s) found
Print Proposal Comparison		Project Summary	08/02/2023 10:10 PM EDT	No issue(s) found
		Project Description 08/02/2023 10:10 PM EDT		A Warning(s)
Delete Pro/Budgel	L REVISION	References Cited	08/02/2023 10:10 PM EDT	No issue(s) found
		Budget(s)	08/02/2023 10:10 PM EDT	No issue(s) found
Proposal Details		Budget Justification(s)	08/02/2023 10:10 PM EDT	No issue(s) found
Proposal Status: Not Forwarded to SPO/A	AOR	Budget Impact Statement(s)		

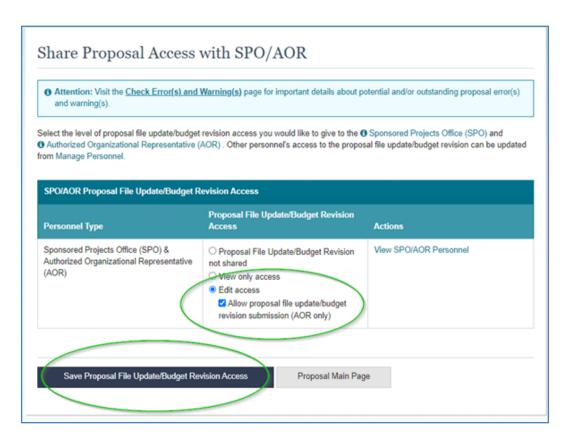


8

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

E Hide Menu		Updates: Proposals (Full and Renewals) > Proposal File Update/Budget Revision >		
PFU/Budget Revision	Share Proposal with SPO/AOR			
Manage Personnel and Subaward Organizations	Share Proposal with SPO/A	AOR		
Proposal Update Justification		Sponsored Projects Office (SPS) and Authorized Organizational		
Required 🗸	Representative (AOR) by changing the assigned acces the proposal file update/budget revision are also show	ss to the proposal file update/budget revision. Any errors or warnings associated wit n below.		
Cover Sheet	Current SPO/AOR Proposal Access Change Proposal Access			
Project Summary	The SPO/AOR can be given permission to view or	edit the proposal, and the AOR can be given an additional permission to submit.		
Project Description				
References Cited	Sponsored Projects Office (SPO) Proposal not shared	Authorized Organizational Representative (AOR) Proposal not shared		
Budget(s)				

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





Helpful Resources

• Help within the Proposal System

Inline help features such as tooltips and links to relevant <u>Proposal & Award Policies & Procedures Guide</u> sections are included throughout the Research.gov Proposal Submission System.

Research.gov About Proposal Preparation and Submission Page

Bookmark <u>https://www.research.gov/research-web/content/aboutpsm</u> 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 <u>About Proposal Preparation and Submission</u> 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 <u>Automated Compliance Checking of NSF Proposals</u> 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 <u>rgov@nsf.gov</u>.