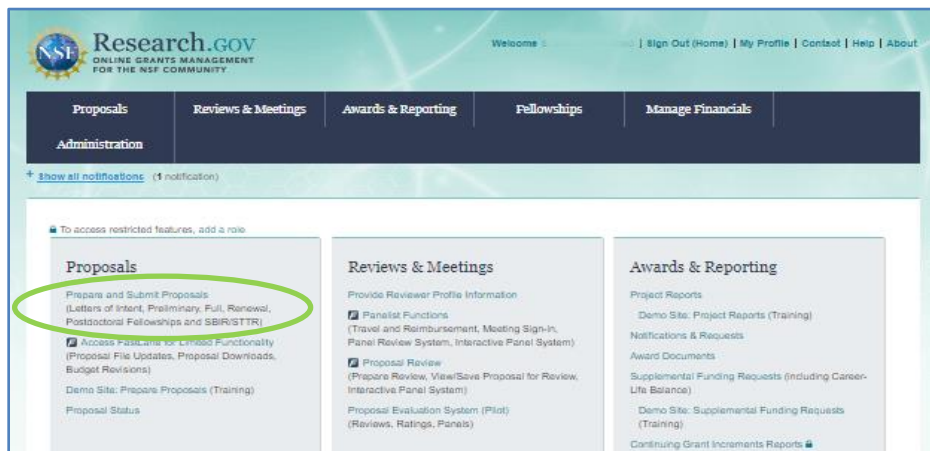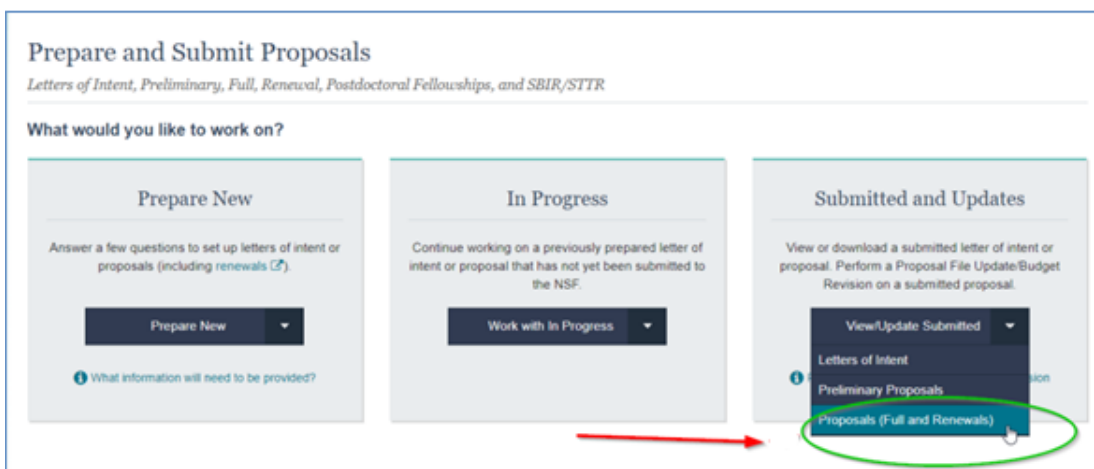- The **Proposal File Update/Budget Revision** feature is used to prepare proposal file updates and budget revisions until the proposal due date (if any) has passed or NSF has assigned reviewers. After that point, only budget revisions can be submitted until NSF makes a funding decision for the proposal.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


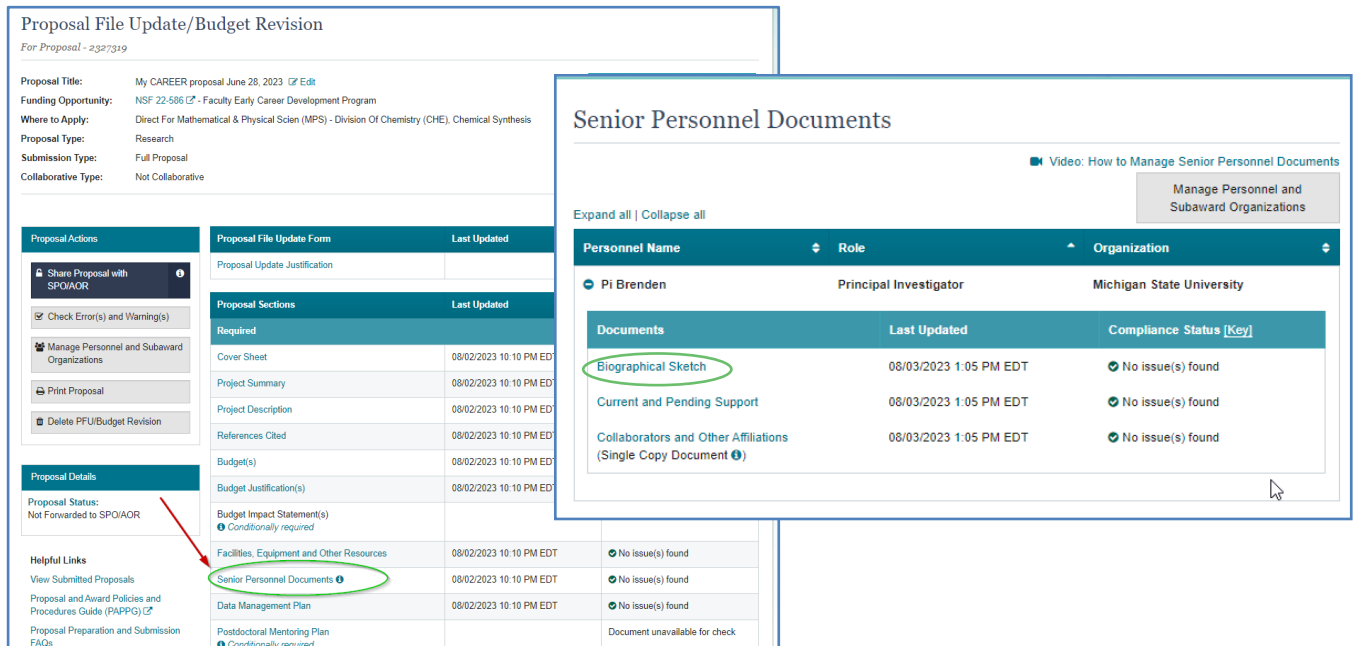1. Click the **View/Update Submitted button** and select **Proposals (Full and Renewals)**.

2 **Locate your proposal and view the Proposal Status column on the right.** The proposal status determines the 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.
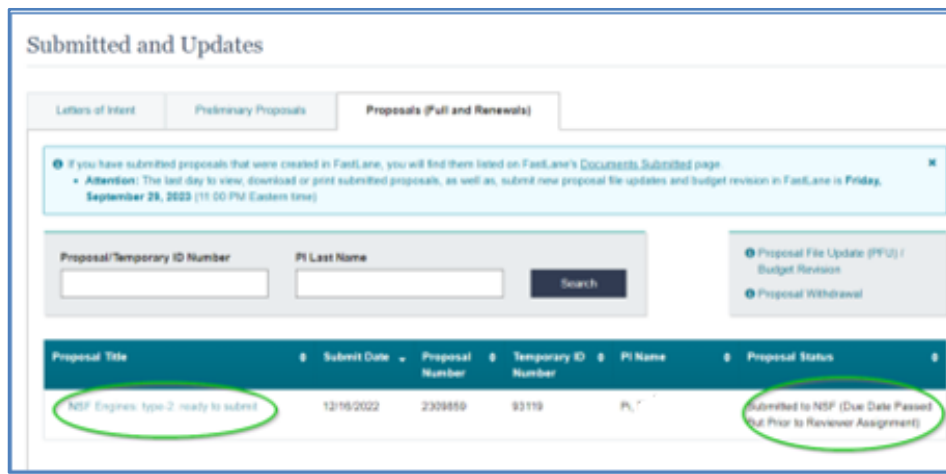
3 Click the **Update Submitted Proposal button** under Proposal Actions on the proposal main page.
  - Proposal status is displayed in the Proposal Details section and determines what can be edited. The following proposal information **cannot** be revised using a proposal file update: Funding Opportunity, 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.
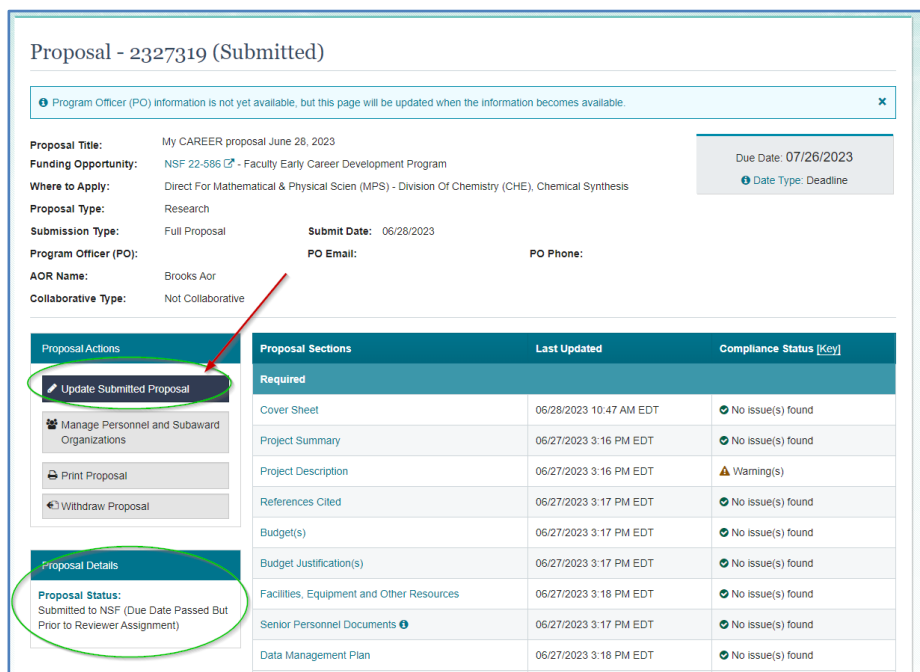
4 On the **Proposal File Update/Budget Revision screen**, click on the proposal section you want to update. In this example, the Biographical Sketch in the Senior Personnel Documents section will be updated.

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

6   Update the **Proposal Update Justification**.

Proposal File Update/Budget Revision
For Proposal - 2327319

Proposal Title:	My CAREER proposal June 28, 2023 ✎ Edit
Funding Opportunity:	NSF 22-586 ↗ - Faculty Early Career Development Program
Where to Apply:	Direct For Mathematical & Physical Scien (MPS) - Division Of Chemistry (CHE), Chemical Synthesis
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

* Due Date: 07/26/2023 ✎
ⓘ Date Type: Deadline

📄 View last submitted version

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status [Key]
🔒 Share Proposal with SPO/AOR ⓘ	Proposal Update Justification		Form not checked
☑ Check Error(s) and Warning(s)			
👥 Manage Personnel and Subaward Organizations			
🖨 Print Proposal			
🗑 Delete PFU/Budget Revision			

	Proposal Sections	Last Updated	Compliance Status [Key]
	Required		
	Cover Sheet	08/02/2023 10:10 PM EDT	✔ No issue(s) found
	Project Summary	08/02/2023 10:10 PM EDT	✔ No issue(s) found
	Project Description	08/02/2023 10:10 PM EDT	⚠ Warning(s)
	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

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 Update/Budget Revision
For Proposal - 2327319

Proposal Title:	My CAREER proposal June 28, 2023 ✎ Edit
Funding Opportunity:	NSF 22-586 ↗ - Faculty Early Career Development Program
Where to Apply:	Direct For Mathematical & Physical Scien (MPS) - Division Of Chemistry (CHE), Chemical Synthesis
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

* Due Date: 07/26/2023 ✎
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Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status [Key]
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	Proposal Sections	Last Updated	Compliance Status [Key]
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	Budget(s)	08/02/2023 10:10 PM EDT	✔ No issue(s) found
	Budget Justification(s)	08/02/2023 10:10 PM EDT	✔ No issue(s) found
	Budget Impact Statement(s)		

Proposal Details

Proposal Status:
Not Forwarded to SPO/AOR

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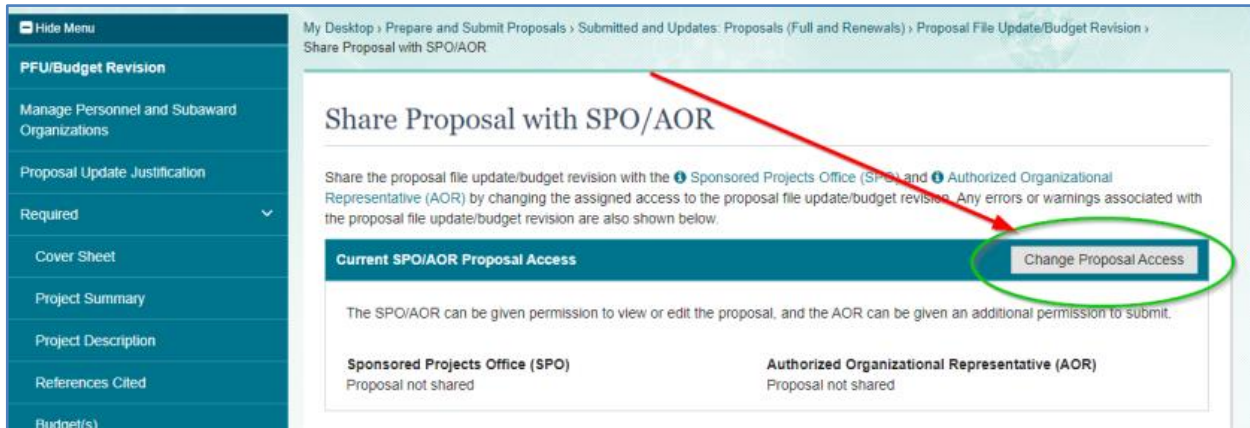
9 Select the **Edit access radio button** which automatically enables the **Allow proposal file update/budget revision submission (AOR only)** option.
- Click the **Save Proposal File Update/Budget Revision Access button.**
- A system-generated email will be sent to the AOR to notify that the proposal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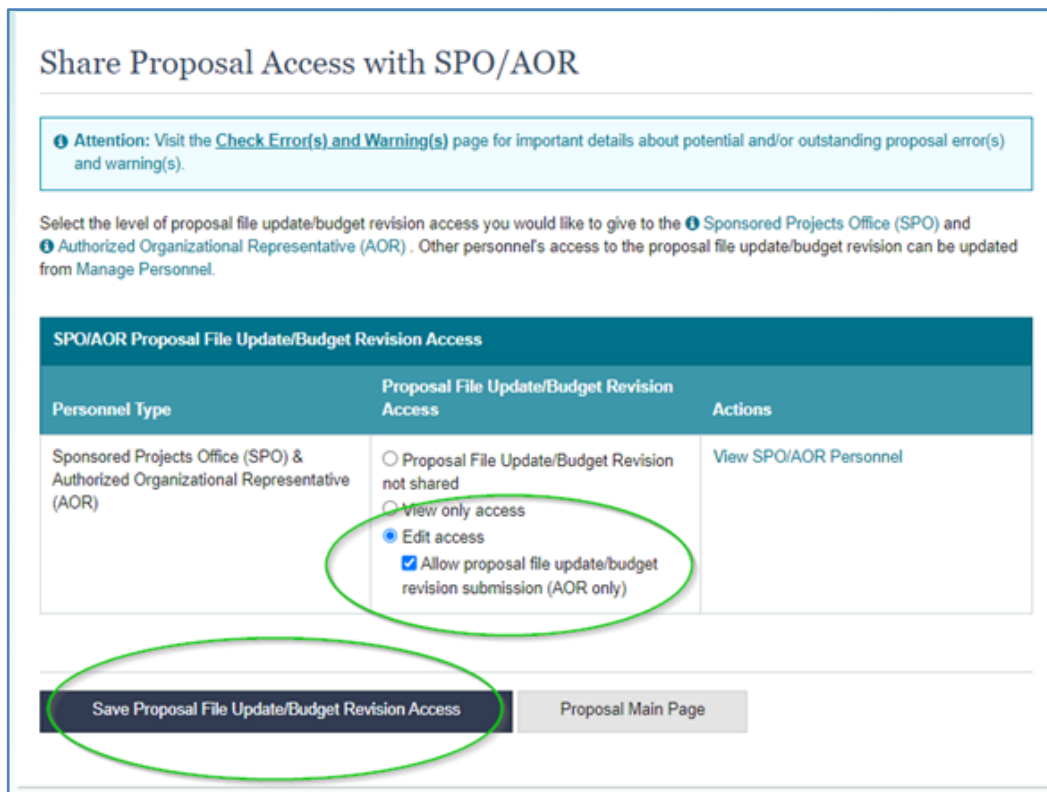
Helpful Resources

- **Help within the Proposal System**
  Inline help features such as tooltips and links to relevant *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.