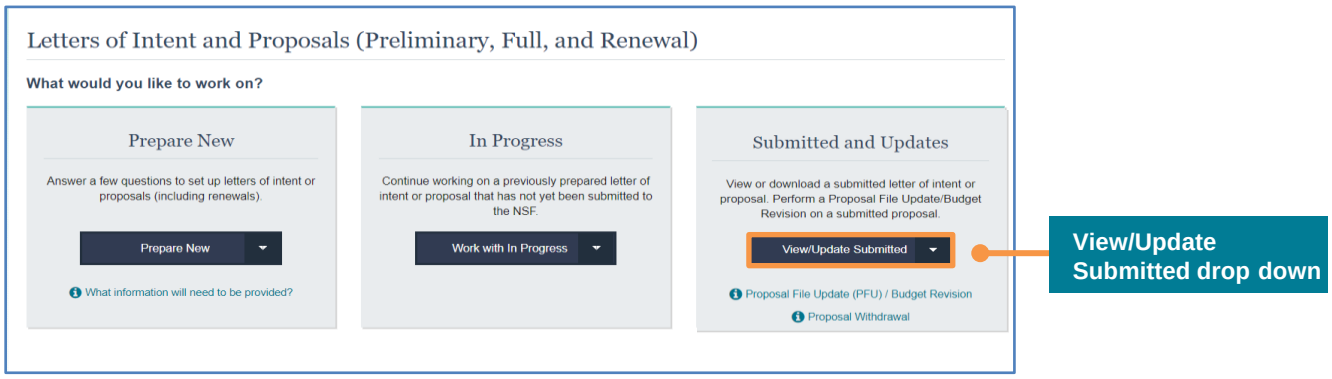
How to Submit Proposal File Updates/Budget Revisions

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.

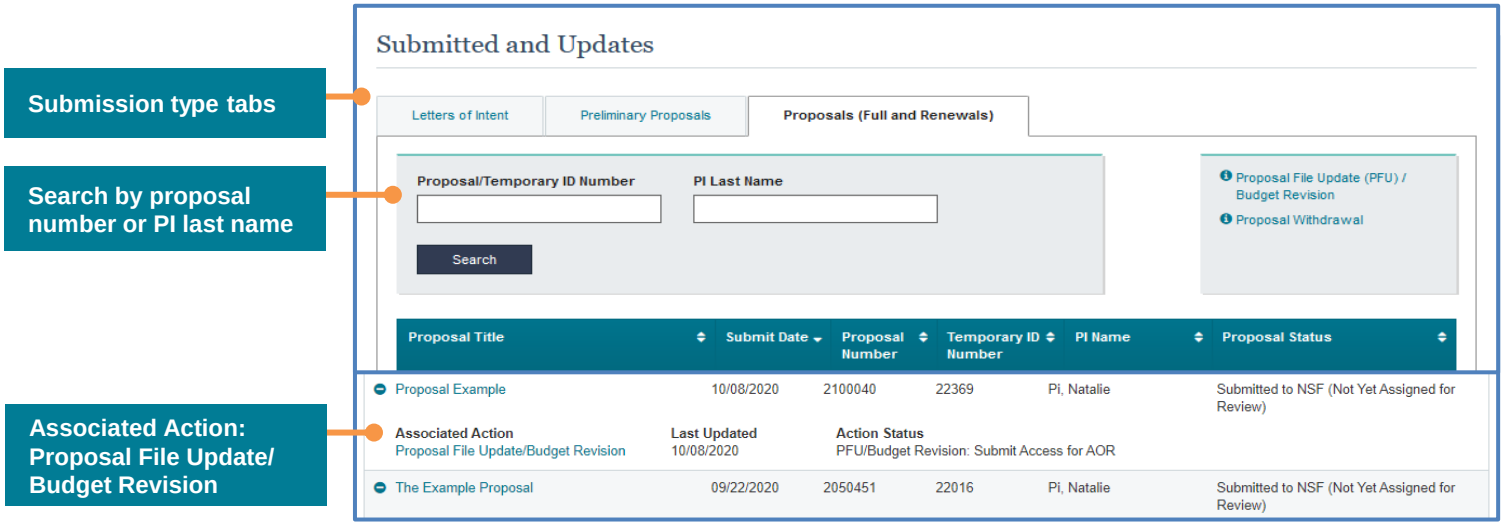
- The Principal Investigator (PI)/co-PI must share edit access including proposal submission permission with the AOR, so the proposal file update/budget revision can be submitted by the AOR.
- AOR submit access from the proposal does not carry over to the proposal file update/budget revision.
- Once 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.

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.

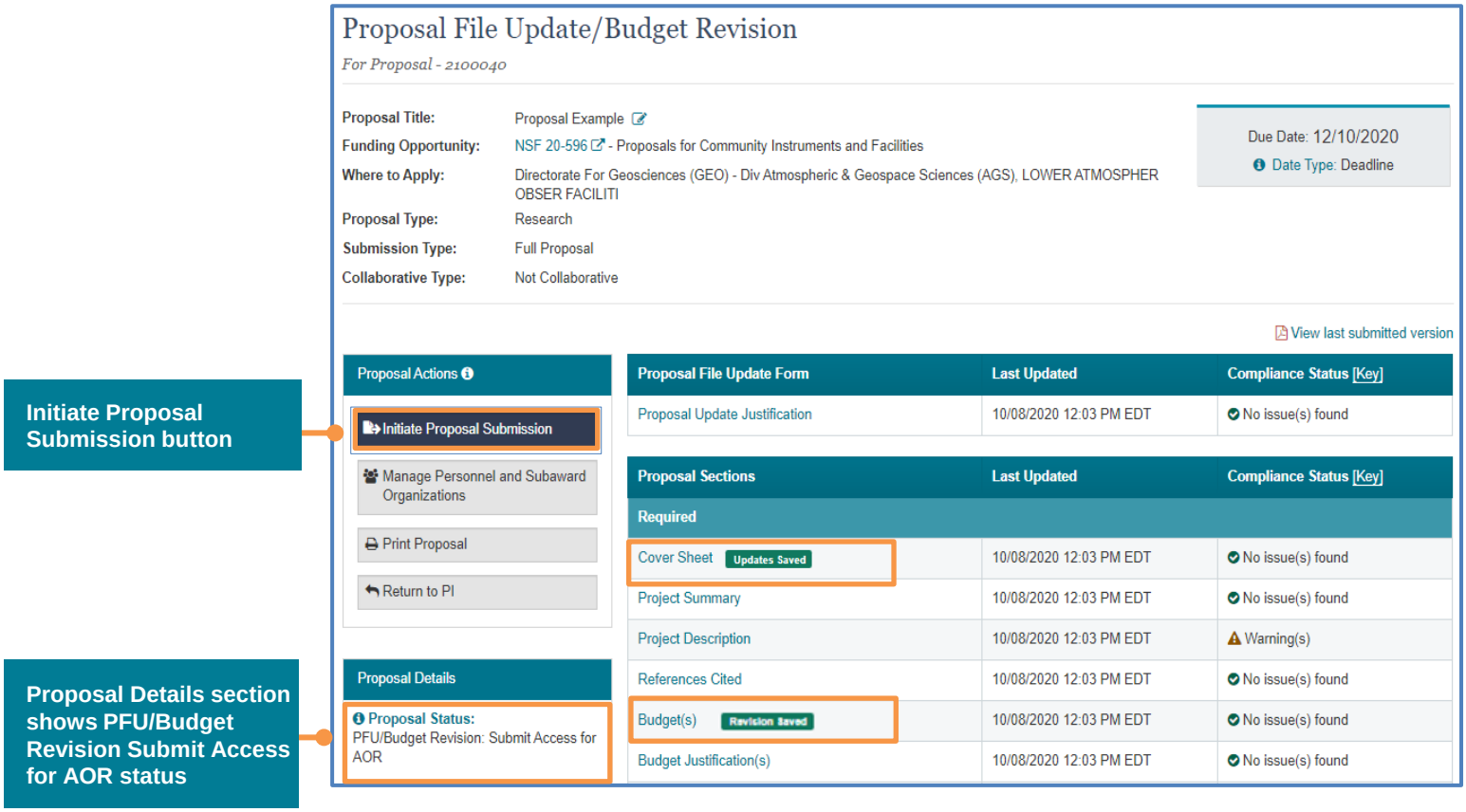


How to Submit Proposal File Updates/Budget Revisions (cont'd)

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.



After clicking the Initiate Proposal Submission button, the system will run the current Research.gov automated proposal compliance checks.

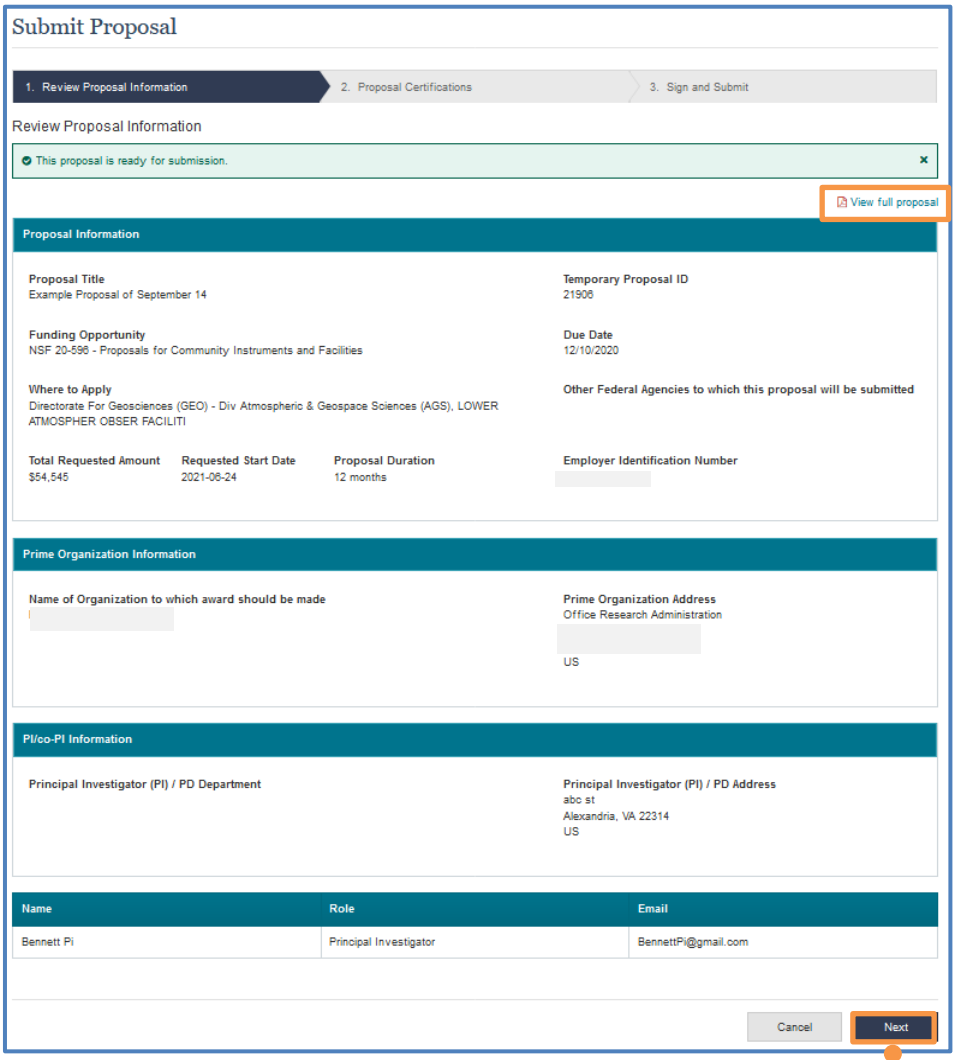
- Errors messages must be resolved before the proposal file update/budget revision can be submitted.
- Warning messages should be reviewed but do not stop proposal file update/budget revision submission.
- Proposal file updates/budget revisions without compliance errors will proceed to submission wizard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

How to Submit Proposal File Updates/Budget Revisions (cont'd)

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.

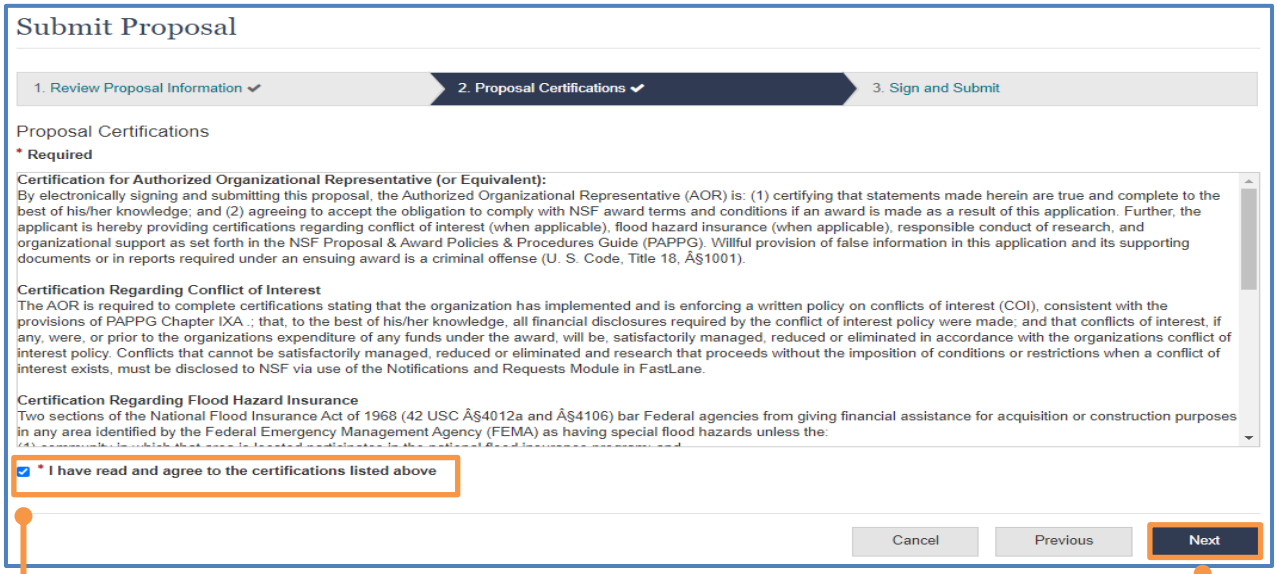
1 ***Step 1. Review Proposal Information:*** Verify the proposal information and then click Next to continue.



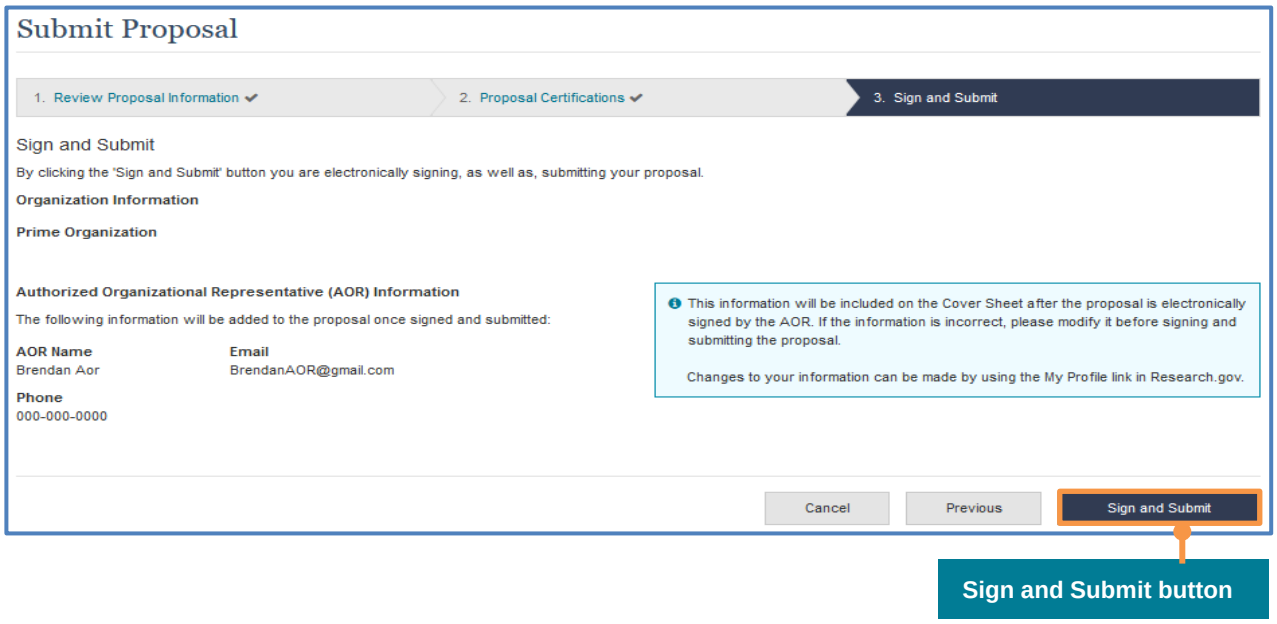
How to Submit Proposal File Updates/Budget Revisions (cont'd)

2 ***Step 2. Review Certifications:***

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



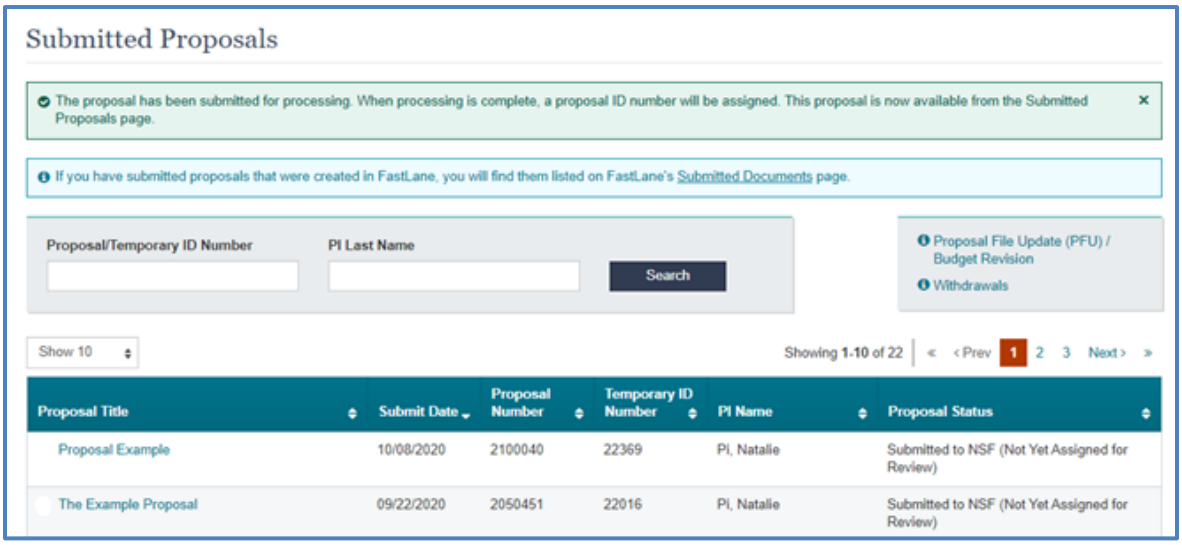
3 ***Step 3. Sign and Submit:*** Click the **Sign and Submit** button to sign and submit the proposal file update/budget revision to NSF.



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.

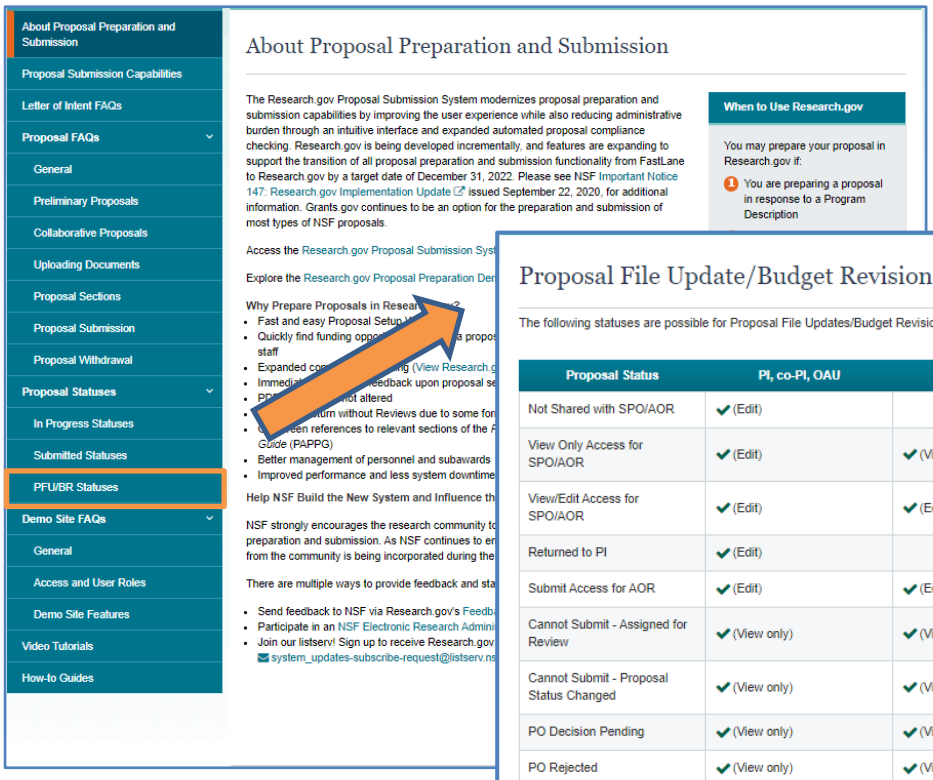
How to Submit Proposal File Updates/Budget Revisions (cont'd)

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.

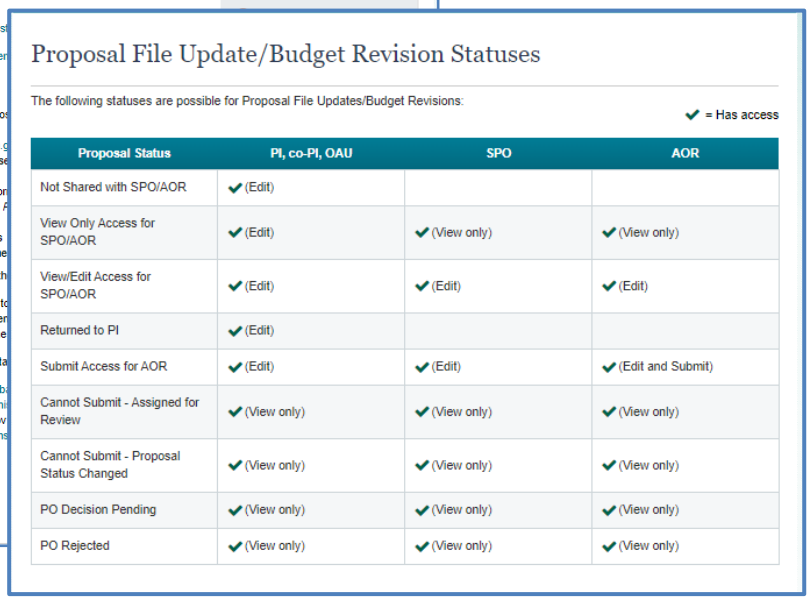


Proposal File Update/Budget Revision Statuses

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)

How to Submit Proposal File Updates/Budget Revisions (cont'd)

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.