

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 <u>including proposal submission permission</u> 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 systemgenerated 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.

at would you like to work on?			
Prepare New	In Progress	Submitted and Updates	
Answer a few questions to set up letters of intent or proposals (including renewals).	Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.	View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.	
Prepare New 🗸	Work with In Progress	View/Update Submitted	View/Update Submitted drop d
What information will need to be provided?		Proposal File Update (PFU) / Budget Revision	

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.







- 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.



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.



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.	x	
Proposal Information	Cress the full prop PDF	osal
Proposal Title Example Proposal of September 14	Temporary Proposal ID 21908	
Funding Opportunity NSF 20-596 - Proposals for Community Instruments and Facilities	Due Date 12/10/2020	
Where to Apply Directorate For Geosciences (GEO) - Div Atmospherio & Geospace Sciences (AGS), LOWER ATMOSPHER OBSER FACILITI	Other Federal Agencies to which this proposal will be submitted	
Total Requested Amount Requested Start Date Proposal Duration \$54,545 2021-08-24 12 months	Employer Identification Number	
Prime Organization Information Name of Organization to which award should be made	Prime Organization Address	
	US	
PI/co-PI Information		
Principal Investigator (PI) / PD Department	Principal Investigator (PI) / PD Address abo st Alexandria, VA 22314 US	
Name Role	Email	
Bennett Pi Principal Investigator	BennettPi@gmail.com	
	Cancel	

Click Next to continue



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 Sul	bmit	
Proposal Certifications * Required				
Certification for Authorized Organizational Representati By electronically signing and submitting this proposal, the Au best of his/her knowledge; and (2) agreeing to accept the ob applicant is hereby providing certifications regarding conflict organizational support as set forth in the NSF Proposal & Au documents or in reports required under an ensuing award is	ive (or Equivalent): uthorized Organizational Representative (AOR) is: (1) bigation to comply with NSF award terms and conditio of interest (when applicable), flood hazard insurance ward Policies & Procedures Guide (PAPPG), Wilful pro- a criminal offense (U. S. Code, Title 18, ŧ1001).	certifying that statements mad ns if an award is made as a re: (when applicable), responsible ovision of false information in th	e herein are true and co sult of this application. F conduct of research, an his application and its su	mplete to the urther, the ad upporting
Certification Regarding Conflict of Interest The AOR is required to complete certifications stating that th provisions of PAPPG Chapter IXA. that, to the best of his/h any, were, or prior to the organizations expenditure of any fu- interest policy. Conflicts that cannot be satisfactorily manage interest exists, must be disclosed to NSF via use of the Noti	ne organization has implemented and is enforcing a wr er knowledge, all financial disclosures required by the unds under the award, will be, satisfactorily managed, ad, reduced or eliminated and research that proceeds fications and Requests Module in FastLane.	ritten policy on conflicts of inter conflict of interest policy were reduced or eliminated in accor without the imposition of condi	rest (COI), consistent wit made; and that conflicts dance with the organizat tions or restrictions when	th the s of interest, if tions conflict of n a conflict of
Certification Regarding Flood Hazard Insurance Two sections of the National Flood Insurance Act of 1968 (4 in any area identified by the Federal Emergency Manageme	2 USC §4012a and §4106) bar Federal agencies fr nt Agency (FEMA) as having special flood hazards un	rom giving financial assistance iless the:	for acquisition or constru	uction purposes
* I have read and agree to the certifications listed about the certifications listed about the certifications listed about the certification of the certi	ove			
		Cancel	Previous	Next
				•
Certification checkbox			Click Next to	o continue

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

1. Review Proposal In	formation 🛩	2. Proposal Certification	3. Sign and Submit
Sign and Submit By clicking the 'Sign and Organization Informat Prime Organization	Submit' button you are electro ion	iically signing, as well as, submitting y	rour proposal.
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			 This information will be included on the Cover Sheet after the proposal is electronical 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



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 <u>not</u> generated after submission of a proposal file update/budget revision.

ubmitted Proposal	s							
 The proposal has been submitted Proposals page. 	for processing. W	/hen processing is	complete, a p	ropos	sal ID number w	ill be assigned.	This proposal is	now available from the Submitted
If you have submitted proposals the submitted proposal to submitted proposa	at were created i	n FastLane, you w	ill find them lis	sted o	on FastLane's St	ubmitted Docum	<u>nents</u> page.	
Proposal/Temporary ID Number	PI Las	it Name			Search			 O Proposal File Update (PFU) / Budget Revision O Withdrawais
Show 10 ¢							Showing 1-10 of	22 « < Prev 1 2 3 Next>
Proposal Title	٠	Submit Date 🚽	Proposal Number	٠	Temporary ID Number) PI Name	٠	Proposal Status
Proposal Example		10/08/2020	2100040		22369	Pi, Natalie		Submitted to NSF (Not Yet Assigned for Review)
The Example Proposal		09/22/2020	2050451		22016	Pi, Natalie		Submitted to NSF (Not Yet Assigned for Review)

Proposal File Update/Budget Revision Statuses

A list of proposal file update/budget revision statuses can be accessed from the Research.gov <u>About Proposal</u> <u>Preparation and Submission</u> page left navigation menu.

	About Proposal Preparation and Submission	About Proposal Preparation							
	Proposal Submission Capabilities			_					
	Letter of Intent FAQs	The Research.gov Proposal Submission System mode submission canabilities by improving the user experien	ernizes proposal preparation and nee while also reducing administrative When to Use Research.gov						
	Proposal FAQs ×	burden through an intuitive interface and expanded aut checking. Research gov is being developed incrementa	omated proposal compliance ally, and features are expanding to	You may prepare your proposal in					
	General	support the transition of all proposal preparation and su to Research.gov by a target date of December 31, 202	ubmission functionality from FastLane 2. Please see NSF Important Notice	Research.gov if:					
	Preliminary Proposals	147: Research.gov Implementation Update C issued S information. Grants.gov continues to be an option for the	September 22, 2020, for additional ne preparation and submission of	in response to a Program					
	Collaborative Proposals	most types of NSF proposals.							
	Uploading Documents	Explore the Research.gov Proposal Submission Syst	Proposal File Up	date/Budget Revis	sion Statuses				
	Proposal Sections	Why Prepare Proposals in Resear		anto, Daugot Hora					
	Proposal Submission	Fast and easy Proposal Setup Quickly find funding opport a propos	The following statuses are possible	e for Proposal File Updates/Budget	Revisions:	ions: 🗸 = Has access			
	Proposal Withdrawal	staff Expanded community in the staff Expanded community in the staff Expanded community in the staff of the	Proposal Status	PI, co-PI, OAU	SPO	AOR			
	Proposal Statuses ~		Not Shared with SPO/AOP	(Edit)					
e list	In Progress Statuses			• ()					
	Submitted Statuses		View Only Access for SPO/AOR	✓ (Edit)	✓ (View only)	✓ (View only)			
	PFU/BR Statuses		View/Edit Access for	✔ (Edit)	✔(Edit)	✔ (Edit)			
	Demo Site FAQs Y		SPO/AOR						
	General		Returned to PI	✔ (Edit)					
	Access and User Roles		Submit Access for AOR	✔ (Edit)	✔ (Edit)	 (Edit and Submit) 			
	Demo Site Features		Cannot Submit - Assigned for	✓ (View only)	✓ (View only)	✓ (View only)			
	Video Tutorials	 Join our listserv! Sign up to receive Research.gov system_updates-subscribe-request@listserv.ns 	Review						
	How-to Guides		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)			

Access th of PFU/BI Statuses



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 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 <u>About Proposal Preparation and Submission</u> 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 <u>About Proposal Preparation and Submission</u> page left navigation menu.

• Video Tutorials

Videos demonstrating key proposal preparation steps are available on the Research.gov <u>About Proposal</u> <u>Preparation and Submission</u> page <u>Video Tutorials</u> 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 <u>Automated Compliance Checking of NSF Proposals</u> 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 <u>Add a</u> <u>New Role job aid</u>. 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 <u>About Account Management</u> 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 <u>rgov@nsf.gov</u>.