

NSF Proposal Submission through Research.GOV

Limited Initial Release
Go-Live: April 30, 2018



Office of Contracts and Grants
UNIVERSITY OF COLORADO **BOULDER**

Agenda

Notice of NSF Changes

- > Research.gov Registration
- > Proposal Submission through Research.gov

Release Timeline

- > Initial Release: Qualifying projects
- > Subsequent Releases: TBA

Proposal System Overview

- > Highlights of System Functionality
- > FastLane VS. Research.gov

Starting a Proposal

- > Initiating Application Demonstration
- > Proposal and Personnel Access

Proposal Sections

- > Required Sections
- > Optional Sections

Supplemental Guidance

- > NSF Slide Presentation on Key Features
- > OCG NSF Checklists



Notice of NSF Changes: Registration

NSF's New Centralized and Streamlined Account Registration Process

- Effective March 26, 2018
- Account registration done in Research.gov
- Single user profile and unique identifier for FastLane and Research.gov
- Established accounts will be migrated upon Login.

➤ What this means:

- Account registration initiated by the Researcher
- Affiliation with CU Boulder confirmed by OCG
- Researchers responsible for maintaining/resetting passwords
- Account holders with duplicate IDs, will need to have their accounts reconciled ASAP
- NSF discourages sharing credentials
- OCG will still provide assistance *as needed* for account registration and application initiation



Notice of NSF Changes: Roles

NSF's Updated Roles and Capabilities

- OCG represents SPO/AOR role
- Only PI role has the capability to create applications, and initiate updates and revisions
- Other Authorized User (OAU) when added to the proposal has the capability to edit application and upload documents

- What this means: **OCG Process Change for NSF Proposal Initiation**
- PI initiate application and grant OCG (SPO/AOR) the appropriate access
- OR
- Proposal Analyst (PA) initiate proposal through PA login and add PI
- AND
- PA or PI will grant OAU access to Department Administrators who have registered NSF ID



Notice of NSF Changes: Proposals

Research.gov Proposal Preparation

- As of February 26, 2018, preview available until April 27, 2018
- As of April 30, 2018, limited Research.gov proposal preparation

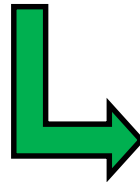
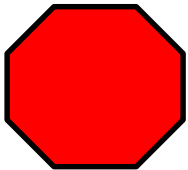
➤ What this means:

- We're excited about the new system!!
- OCG has been testing the functionality of the system since 2/26/2018
- Research.gov can be use for non-collaborative proposals as of 4/30/2018
- Beginning 4/30/2018, OCG will *request* PIs submit through Research.gov for qualifying projects
 - Note: Proposal actions, including submission and any applicable updates or revisions will need to be completed through the system that the proposal was generated in.



Release Timeline

Types of Proposals	Preview	Initial	Subsequent
Research Proposals	✓	✓	✓
Proposal types other than Research (RAPID, EAGER, Fellowship, etc)	✗	✗	✓
Non-collaborative Proposals	✓	✓	✓
Collaborative Proposals	✗	✗	✓
Full Proposals	✓	✓	✓
Proposal Submission types other than Full Proposal (Letter of Intent, Preliminary, Renewal, etc.)	✗	✗	✓
PAPPG Submissions	✓ (Full Research only)	✓ (Full Research only)	✓ (All types)
SBIR/STTR Submissions	✗	✗	✓



Collaborative Submissions or
Projects with Subcontracts
NOT eligible for initial release

Preview Release: February 2018

Initial Release: April 30, 2018

Subsequent Releases: TBD

<https://www.research.gov/proposalprep/#/release-timeline>

Release Timeline

Proposal Features	Preview	Initial	Subsequent
Proposal Submission	✗	✓	✓
Automated compliance checking (New section by section approach)	✓	✓	✓
Proposal access for PIs, co-PIs, Other Senior Personnel, Other Authorized Users (OAUs)	✓	✓	✓
Proposal Access for SPOs and AORs	✓	✓	✓
Support for multiple fonts	✓ (Times New Roman, Symbol only)	✓ (Times New Roman, Symbol only)	✓ (Additional fonts)
Proposal File Updates / Budget Revisions	✗	✓	✓
Email Notifications	✗	✓	✓
Improved error/warning messages	✗	✓	✓
Single Sign On links directly into FastLane's Research Administration module	✗	✓	✓
Print Proposal	✗	✓	✓
Delete Proposal	✗	✗	✓
Withdraw Proposal	✗	✗	✓
Copy (Clone) Proposal	✗	✗	✓

Release Timeline

Proposal Sections	Preview	Initial	Subsequent
Proposal Setup Wizard (<i>New</i>)	✓	✓	✓
Main Proposal page	✓ (Improved organization)	✓ (Improved organization)	✓ (Tailored by solicitation)
Budget (New consolidated format)	✓	✓	✓
Manage Personnel (<i>New</i>) (PI, co-PI, Other Senior Personnel, OAUs)	✓	✓	✓
Project Summary (Standardized upload format)	✓	✓	✓
Senior Personnel Documents (New format) (Biosketch, COA, Current and Pending)	✓	✓	✓
All other Research Proposal sections	✓	✓	✓
Submitted Proposals list view	✗	✓	✓
Other Supplementary Documents	✗	✓ (Single upload)	✓ (Improved upload)
Single Copy Documents	✗	✗	✓ (Separate forms)
Biological Classification Form	✗	✗	✓
DUE Form	✗	✗	✓

FastLane vs. Research.gov

So where should you submit?



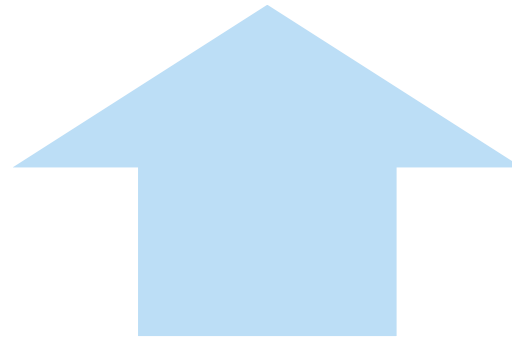
FastLane

- Collaborative Submissions
- Participating Subcontracts
- RAPID, EAGER, Fellowship Type Proposals
- Preliminary Proposals or Letters of Intent



Research.gov

- Research Proposal
- Single Organization participants



FastLane vs. Research.gov

Same

- NSF credentials
- Access levels for project Personnel and SPO/AOR
- Assignment of PI
- Individual document uploads for required sections

Research.gov

- Document validation
- Embedded links to PAPPG and FOA
- Single section for Senior Personnel documents
- Visible menu bar
- Sections compliance status indicated
- Proposal setup *wizard*

FastLane

- Allows PI discretion of contents & formatting of proposal documents
- Individual files for Other Supplementary documents
- Utilization of other fonts
- Text fields for required elements



Research.gov System Icons



Information that proposer should be aware of, or guidance on how to complete the field



Pop-up window for additional guidance as stated in PAPPG on requirement for proposal section or document



Field or Document is required by the system and/or FOA



Section passes system validation



Validation has identified a proposal warning
This will not prevent submission



Research.gov Document Uploads

Browse for file to upload

Browse ...

Accepted File Type

- Adobe PDF only; Word versions no longer accepted
- Exception for Collaborators and Other Affiliations which must be in Excel format

Accepted fonts

- Times New Roman and Symbol, font size of 11 or larger
- Captions for figures must be embedded into the image or meet font requirements
- Other fonts may be supported in the future

Headers and Footers

- Do not include any information, including page numbers
- System will auto generate page numbers in print preview

Validation

- If file does not meet the system validations, it will not upload

Updated Document

- If a document has been uploaded to a field, it must be deleted before new version can be uploaded



Create New Proposal

Research.gov Demonstration



1. Log in to Research.gov
2. Prepare & Submit Proposals > Prepare Proposals
3. Walk through Prepare New Proposal wizard
4. Proposal Access: Allow AOR/SPO Access, add Co-PIs and other personnel, add Other Authorized User
5. Prepare Cover Page
6. Upload documents
7. PA uploads budget
8. Review



Create New Proposal

Information for Create New Proposal Wizard

Funding Opportunity

- Current PAPPG and Live Funding Opportunities will be available
- > Proposals being submitted to FOAs not included in list, must be submitted through FastLane

Where to Apply

- Directorate, Division, & Program will prepopulate if FOA is specific
- Otherwise selections must be made per the PI's discretion

Proposal Type

- Currently only Research Proposals can be submitted through Research.gov

Submission Type

- Currently only Full Proposals can be submitted through Research.gov

Title & Collaborative Info

- Currently only non-Collaborative (single organization) Proposals can be submitted through Research.gov

NOTE: *Currently these selections are not editable, with the exception of the title.*



Proposal Access

Recommend granting Proposal Access for SPO/AOR **immediately** to assist with proposal development and review.

Personnel on project will still be able to edit information and documents. PAs hold on submission until PI approves.

 Proposal Access for SPO/AOR

Ignore
Errors and
Warnings

Click
“Change
Proposal
Access”

Choose “Edit
Access”

Choose
“Allow
proposal
submission”
[preferred access]

Click “ Save
Proposal
Access”



Personnel Access

 Proposal Status: [Preferred] Submit Access for AOR

 Manage Personnel

Individual's NSF ID or Email is required

- Add Co-Principal Investigator(s)
- Add Other Senior Personnel
- Add Other Authorized Users – assists with proposal preparation but not a member of the project team

NOTE: Personnel Access for Co-PIs and Senior Personnel must be updated prior to uploading Senior Personnel documents.



Proposal Sections

Required

Cover Sheet

Project Summary

Project Description

References cited

Budget(s)

Budget Justifications(s)

Facilities/Other Resources

Senior Personnel Docs

Data Management Plan

Postdoc Mentoring Plan**

Optional

Other Personnel BioSketch

Other Supplementary Documents

List of Suggested Reviewers

List of Reviewers Not to Include

** Postdoc Mentoring Plan is *conditionally* required



Cover Page

Primary Place of Performance pre-populates to CU information. Keep this default unless significant portion of activity is conducted off campus.

Other Information

- ❖ *Proprietary & Privileged Information*: Check boxes are currently not operational.
 - > If applicable, may need to submit through FastLane.
- ❖ *Vertebrate Animals and Human Subjects*: if applicable, indicate Approved or Pending.
 - > If approved, provide Approval Date and Assurance Number
- ❖ *International Activities*: research, training, and/or education carried out in cooperation with international counterparts either overseas or in the US using virtual technologies; project participants will engage and/or travel to attend international conferences.
 - > If applicable, select the country/countries from drop down list; if unknown, select worldwide



Technical Documents

Summary

- ❖ Upload document rather than enter in separate text boxes.
- ❖ Compliance Check for separate required headings:
 - Overview
 - Intellectual Merit
 - Broader Impacts

Project Description

- ❖ Compliance check for separate required headings:
 - Broader Impacts
 - Intellectual Merit
- ❖ Hyperlinks (URLs) must not be used in the Project Description- this will cause a warning but not an error

References

- ❖ No change



Budget and Justification

Budget Details

- ❖ Proposal Analyst will continue to enter final budget details into the appropriate budget categories
- ❖ Visual and Functionality improvements: budget details for all periods now visible together; able to collapse and expand budget categories
- ❖ Personnel person months reflected by Calendar Months only
- ❖ Not able to add Other Organizations/Subcontracts with current release *

Justification

- ❖ Recent PAPPG change: Page limit 5 pages

* Process may change in subsequent releases



Senior Personnel Documents



Required documents are now uploaded in a single section!

Biographical Sketch

- ❖ Four specific headings must be indicated on their own line with no other text: *Professional Preparation*, *Appointments*, *Products (or) Publications*, and *Synergistic Activities*

Current and Pending Support

- ❖ Tables used for previous submissions *may not* validate in Research.gov
- ❖ Tables must be formatted to 1" margins and font: 11" Times New Roman

Collaborators and Other Affiliations

- ❖ NSF Excel template required: [OCG-Forms NSF Collaborator Template](#)
- ❖ Do not covert to PDF prior to uploading
- ❖ Excel tables convert within system and able to preview upon upload



Other Required and Optional Documents

Facilities, Equipment and Other Resources

- ❖ No change

Data Management Plan

- ❖ No change

Postdoctoral Mentoring Plan

- ❖ Conditionally required when funds are indicated in budget section for Postdoctoral Scholars

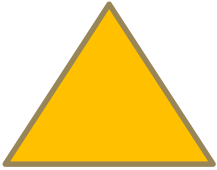
Other Supplementary Documents

- ❖ All required supplementary documents and/or letters of collaboration must be combined into a single PDF prior to upload *

* Process may change in subsequent releases



Proposal Submission



In Preview Release, we are not able to test submission process.

What We Don't know

- Initiate Proposal Submission – Investigator Function or AOR Function?
- Warning and Error messages preventing submission – What is *preview* system bug and what is *purposefully* system developed?

What we DO know

- Submit Access for AOR is still required
- Warnings and Errors will still be identified with Errors preventing submission
- Print Proposal still available to preview prior to submission



Supplemental Guidance

Research.gov Registration

NSF is currently finalizing new account management training resources and will soon be available on Research.gov “About Account Management” page.

https://www.research.gov/research-portal/appmanager/base/desktop?nfpb=true&pageLabel=research_node_display&_nodePath=/researchGov/Service/Desktop/InstitutionAndUserManagement.html

Additional OCG guidance: <https://www.colorado.edu/ocg/2018/03/22/new-nsf-account-registration-process-effective-march-26-2018>

OCG Point of Contact for NSF Account Registration Assistance:

Lyn Milken, lyn.milliken@colorado.edu



Supplemental Guidance

NSF ERA Forum Webinar

NSF held a webinar on 4/12/2018 to discuss updates to their Electronic Research Administration, including Account Management, Proposal Preparation, and Awards Management System. A copy of the presentation can be found at the link below:

https://www.nsf.gov/bfa/dias/policy/era_forum/forum5_presentation.pdf

NSF Checklist and Templates

OCG resources to assist with NSF submissions that are compliant with both FastLane and Research.gov submissions available through OCG NSF Proposal Essentials page: <https://www.colorado.edu/ocg/prepare-proposals/proposal-essentials-sponsor/nsf-proposal-essentials>



Take Aways

- ✓ PI: Login to Research.gov to validate/migrate your NSF account ASAP
- ✓ DRA: Register for NSF account and request OAU role with Lyn Milliken, lyn.milliken@colorado.edu
- ✓ Update biosketch and current and pending documents to be compliant with Research.gov validations
- ✓ Prepare technical proposal documents to be compliant with Research.gov validations – key headings, no headers/footers, font type and size
- ✓ Determine how to submit, FastLane or Research.gov. The two systems do not share proposals.
- ✓ Proposal Analysts are here for support.
- ✓ To avoid complications: Prepare and submit early!



Questions



Please contact your assigned Proposal Analyst for any questions regarding preparing proposals through Research.gov.

[OCG Staff Directory- Unit Assignment](#)

[OCG Staff Directory- Proposal Team Contacts](#)

OCG will continue to provide updates to the process and subsequent releases as they NSF makes them available.

