

Only individuals with an organization -approved Principal Investigator (PI) role can initiate a new proposal in Research.gov. After the proposal has been created, the PI can add co-PIs, Other Senior Personnel, and Other Authorized Users (OAU), as well as share proposal access with Sponsored Project Officers (SPOs) and

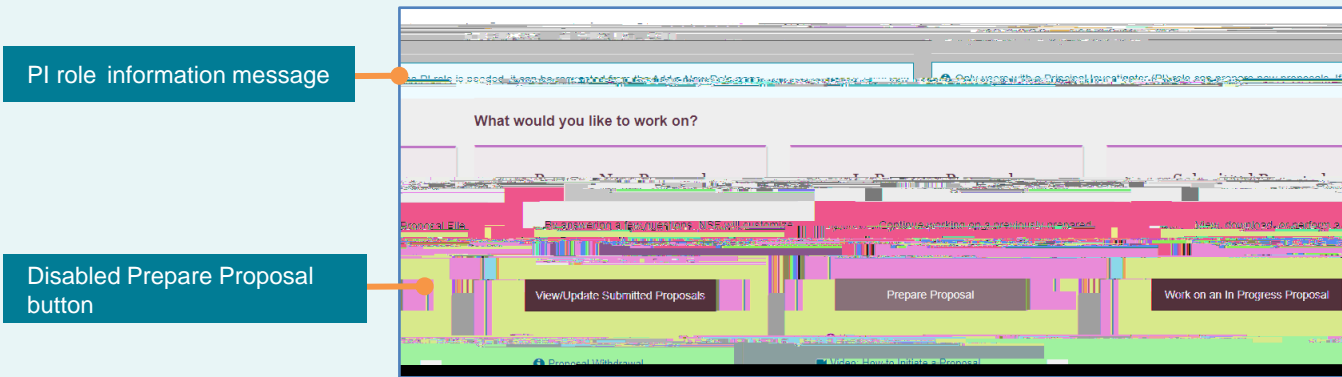
Accessing the Research.gov Proposal Submission System:

- ‡ Open [Research.gov](https://www.research.gov).
- ‡ Click Sign In located at the top right of the screen to enter credentials.
- ‡ From the My Desktop page, select the Prepare and Submit Proposals (Limited Proposal Types) link under the Prepare & Submit Proposals category.
- ‡ You will be navigated to the proposal preparation landing page.

Select the Prepare Proposal button located in the Principal Investigator. Initiates a New Proposal in Research.gov



i If the Prepare Proposal button is grayed out and a blue information message displays, then you must add an organization-approved PI role to proceed with initiating a new proposal. See page 7 for information about adding the PI role.



2 Step 2. Where to Apply : Select Where to Apply by choosing the Directorate(s), Division(s), and Program(s) for your proposal using the drop-down menus. Each drop-down menu will only list the pre-determined, available options for the specified funding opportunity selected in Step 1.

- ‡ When a funding opportunity has multiple options for the Directorate/Division/Program, you can repeat the steps to add more Units of Consideration using the drop-down menus. Adding multiple Units of Consideration means that the proposer is asking for co-review of the proposal by each Unit of Consideration (Directorate/Division/Program).
- ‡ Saved Unit of Consideration selections are displayed on the right side of the screen and can be prioritized by using the arrows to the right of the selections. A saved selection can be deleted by using the trash can icon.
- ‡ Select Next to continue.
- ‡ Once all five Proposal Setup Wizard steps are completed and the new proposal created, the where to apply details selected in this step cannot be edited by the proposing organization.

The screenshot displays the 'Prepare New Proposal' interface. At the top, it says 'Select Where to Apply'. Below this, there is a section for 'Funding Opportunity' with the text 'NSF 20-553 - Cyber-Physical Systems'. The main area is divided into two panels: 'Select Where to Apply' and 'Saved Selections'. The 'Select Where to Apply' panel has dropdown menus for 'Select Directorate' and 'Select Division'. The 'Saved Selections' panel shows a list of two selections: '1. Direct For Computer & Info Scie & Enginr (CSE), Division Of Computer and Network Systems (CNS), CPS,Cyber Physical Systems' and '2. Directorate For Engineering (ENG), Div Of Civil, Mechanical & Manufacturing (CMM), CPS,Cyber Physical Systems'. Each selection has a trash can icon to its right. At the bottom, there are 'Previous' and 'Next' buttons.

3 Step 3. Proposal Type : Select Proposal Type by clicking the appropriate radio button.

‡ Proposal Types that are grayed out are not yet available in Research.gov. View the [Research.gov Proposal Submission Capabilities](#) I R G H W D L O Z / K D E F X W L Q G H Y Q H G O Z K S P W Q W D K H D G

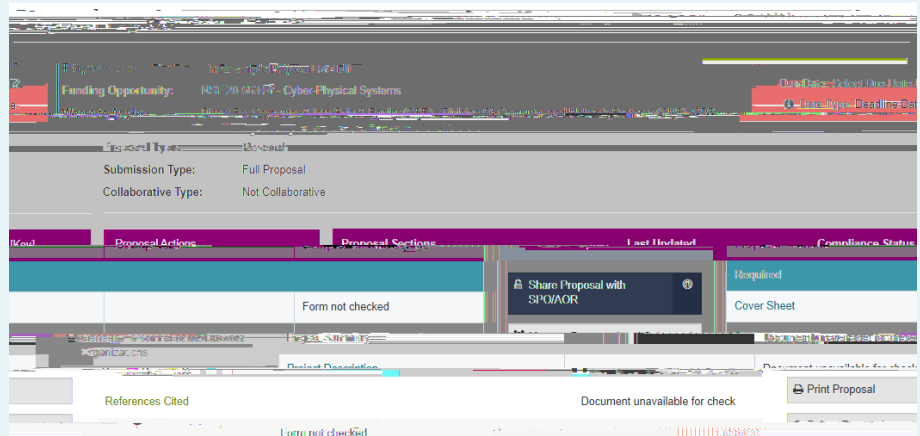
5 Step 5. Proposal Details : Enter Proposal Details.

- ‡ Click the appropriate radio button to indicate if you are submitting a single proposal (with or without subawards) or a separately submitted collaborative proposal. If a separately submitted collaborative proposal is selected, there is an additional question about whether the organization is -4 (t)-4 (o)13heb417 (oc

How a Principal Investigator Initiates a New Proposal



The system creates the new proposal and assigns a proposal Temporary ID Number. The proposal main page opens for you to add proposal sections and perform proposal actions such as adding co-PIs and OAU and sharing access with SPOs and AORs.



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.

‡ Proposal Preparation FAQs

Related guidance is available in the Frequently Asked Questions (FAQs) General topic on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

‡ Video Tutorial

The Research.gov Proposal Demo video on the [About Proposal Preparation and Submission](#) page [Video Tutorials](#) tab shows how to initiate a new proposal as well as other key proposal preparation steps.

‡ 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. This includes initiating proposals. 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.

‡ Adding and Managing User Roles

To work on proposals using NSF systems, a PI must have an organization-approved PI role. The PI role can be requested by following the steps on the [Add a New Role ±Principal Investigator PI/Co-PI](#) job aid. Information about adding and managing other user roles such as the AOR role required for proposal submission 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.