NSF – Research.gov Quick Tips

Access NSF Research.gov

Go to Research.gov and then click on the sign in

If you do not have the NSF ID, please register from here.
If you already have the NSF ID, but NOT affiliated with the organization/assigned to a role, please follow the instruction.

General Guidelines for Proposal Preparation

Research.gov - Proposal Preparation Site Document Upload FAQ

If you would like to know your proposal type is compatible with Research.gov, you may check from here > Proposal Submission Capabilities menu.

Acceptable Fonts	Arial (not Arial Narrow), Courier New, Palatino, Palatino Linotype, or Helvetica at a font size of 10 points or larger Times New Roman at a font size of 10 points or larger; or Computer Modern family of fonts at a font size of 10 points or larger.
Margins	Margins, in all directions, must be at least an inch
Page number	Be sure that the document has no text in the header or footer including page numbers. The system will automatically paginate and add page numbers for you whenever the proposal PDF is generated.
Project Summary	Limited to 1 page; must include intellectual merit and broader impact statements
Place of performance	Your on campus building address; for the zipcode use zip+4. If it errors use 20742-1800
Project description	Typically 15 page limit
Bio-Sketch	Limited to 2 pages; must include one for each person identifies as Senior Project Personnel
Mentoring Plan	Required if funds used to support post-docs; attach in Supplemental Materials.

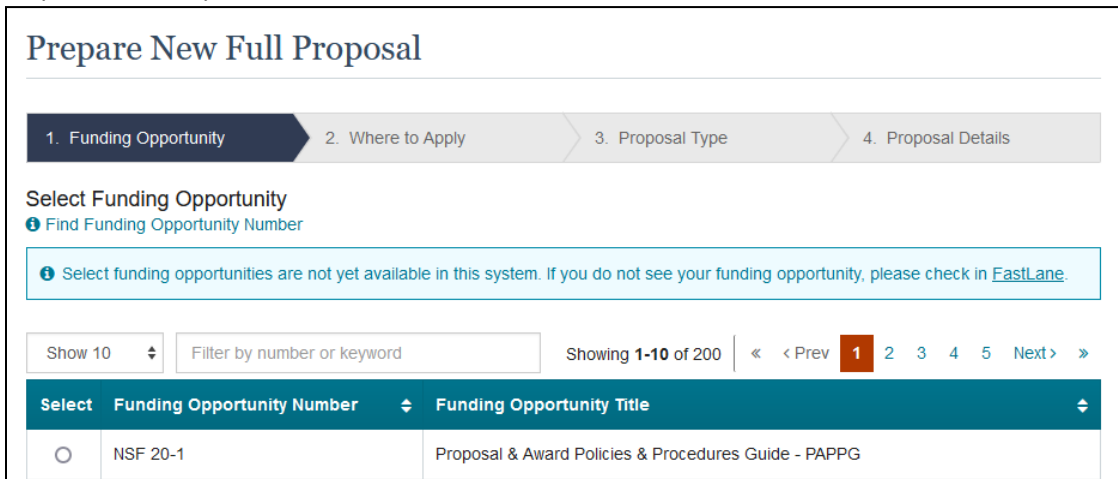Detail can be found on PAPPG

Create a proposal

1. Sign into the research.gov
2. Click on the Prepare & Submit Proposals   Prepare and Submit Proposals
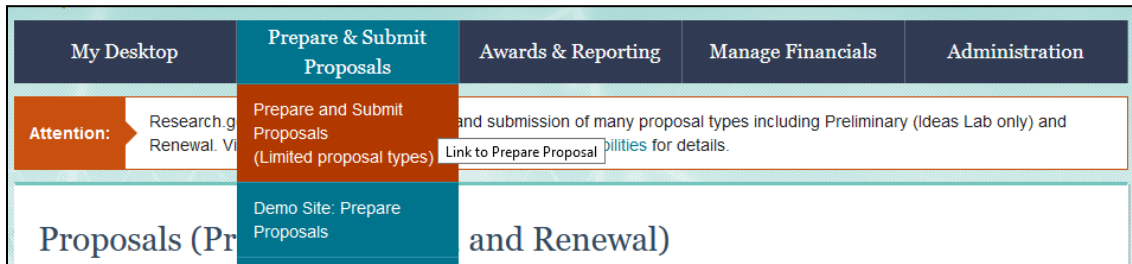
3. Click on the Prepare New Proposal

4. Prepare New Proposal

a. Select the Funding Opportunity
b. Select location of applying (University of Maryland)
c. Proposal Type (As of 11/22/21)

	Current Capability	Capability in Development	Future Capability
Type of Proposal (single proposals with or without subawards and separately submitted collaborative proposals)			
Research	✔		
Planning	✔		
Rapid Response Research (RAPID)	✔		
EArly-concept Grants for Exploratory Research (EAGER)	✔		
Research Advanced by Interdisciplinary Science and Engineering (RAISE)	✔		
Grant Opportunities for Academic Liaison with Industry (GOALI)	✔		
Ideas Lab	✔		
Facilitation Awards for Scientists and Engineers with Disabilities (FASED)	✔		
Conference	✔		
Equipment	✔		
Travel	✔		
Center	✔ New		
Research Infrastructure	✔ New		
Postdoctoral Fellowship (including Reference Letter Writer)		✔	
Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Phases I and II		✔	
Supplemental Funding Requests, including Career Life Balance Supplemental Funding Requests			✔

d. Submission Type (As of 9/21/2021)

|	Current Capability	Capability in Development	Future Capability
Type of Submission			
Full Proposal	✔		
Letter of Intent	✔		
Preliminary Proposal	✔ New		
Full Proposal related to a Preliminary Proposal	✔ New		
Renewal Proposal	✔		
Accomplishment Based Renewal Proposal	✔		

e. Proposal Details

5. Start input the details of the proposal

a. How to show more than one F&A rate in a budget period
   On the budget > Indirect costs > Click Add Indirect Cost Item >
   Second line will populate to add more than one item.

| Indirect Costs			
Section	**Year 1** **Rate x Base**		**Total Funds** **Requested**
⊖ I. **Indirect Costs**		$0	$0
1. F & A COSTS (7/1/22-6/30/23): 🗑	55 % X $	$0 funds	$0
2. F & A COSTS (7/1/23-6/30/26) 🗑	56 % X $ 0	$0 funds	$0
➕ Add Indirect Cost Item			

Add the Co-Principal Investigator(s)

1. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.
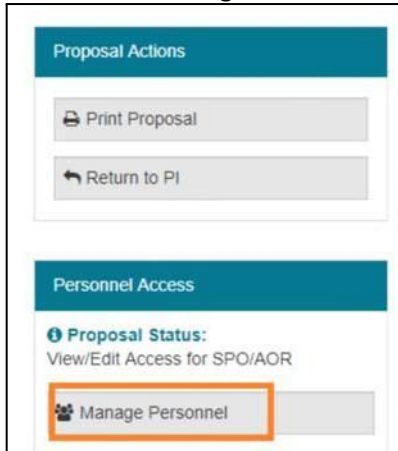
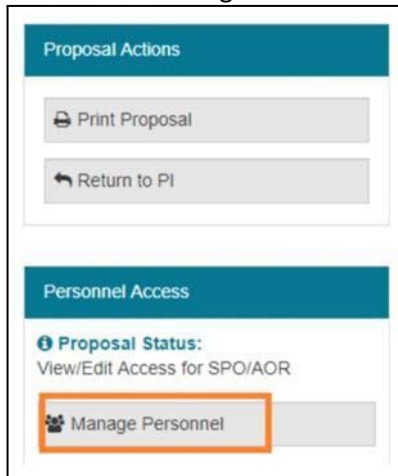2. Once the Mange Personnel Panel comes out, click on the Add co-Principal Investigator.
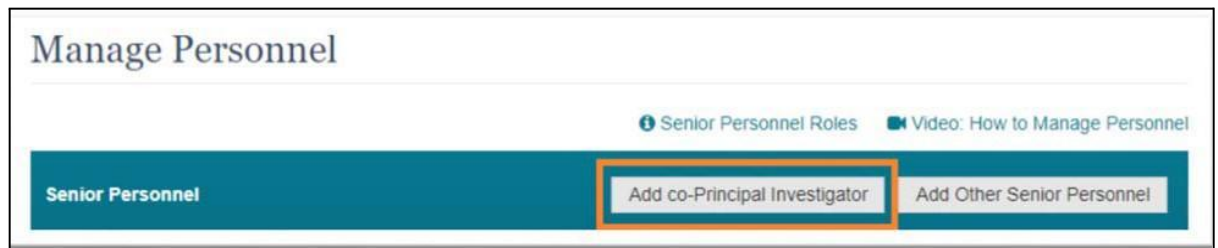
3. Search by the email or the NSF ID   click on the Search button   click on the Add Personnel to add the person as the Co-Principal Investigator.
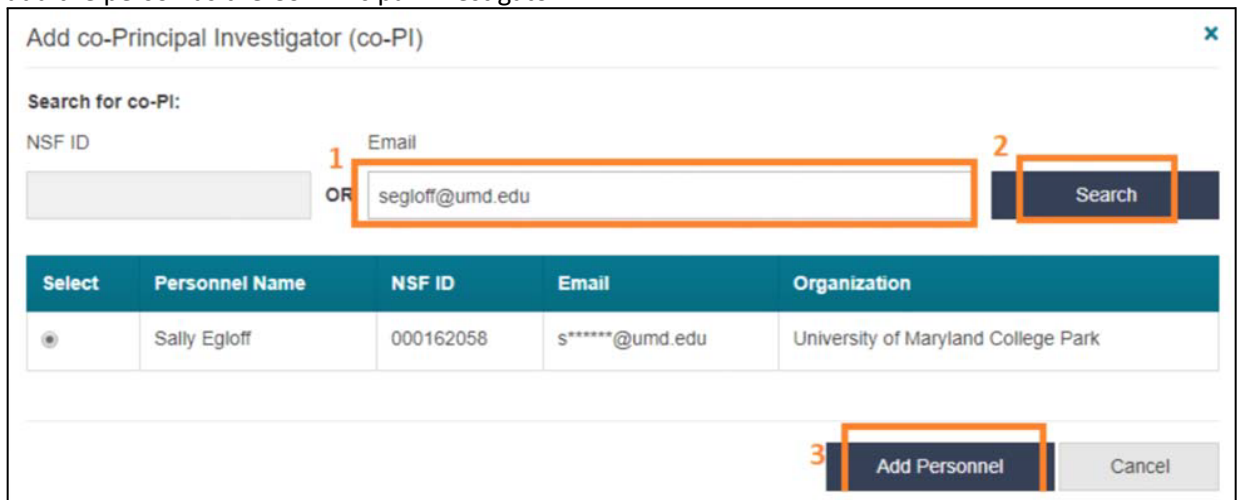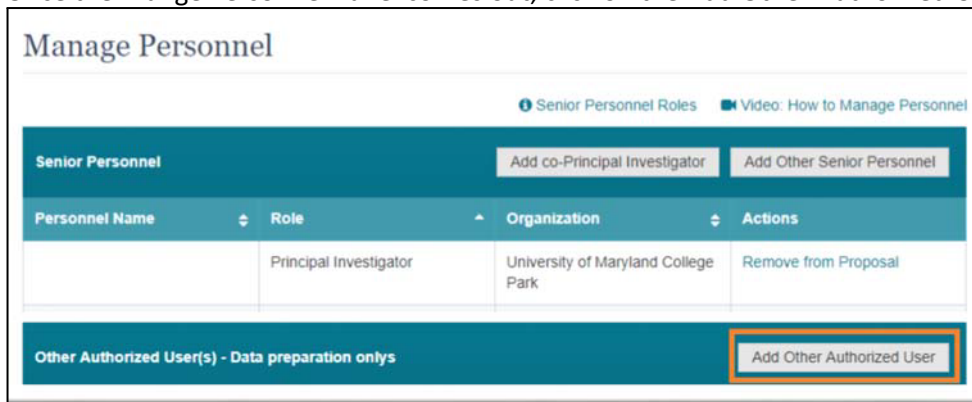
Add the OAU (Other Authorized User)

1. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.

2. Once the Mange Personnel Panel comes out, click on the Add Other Authorized User.

3. Search by the email or the NSF ID → click on the Search button → click on the Add Personnel to add the person as the OAU.