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 organiza on/assigned to a role, please follow the instruc on .

General Guidelines for Proposal Prepara on

Research.gov - Proposal Prepara on Site Document Upload FAQ

If you would like to know your proposal type is compa ble with Research.gov, you may check from here > Proposal Submission Capabili es menu.

Acceptable Fonts	Arial (not Arial Narrow), Courier New, Pala no, Pala no Linotype, or Helve ca 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 direc ons, 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 automa cally 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 descrip on	Typically 15 page limit	
Bio-Sketch	Limited to 2 pages; must include one for each person iden fies as Senior Project Personnel	
Mentoring Plan	Required if funds used to support post-docs; a ach in Supplemental Materials.	

Detail can be found on PAPPG

Create a proposal

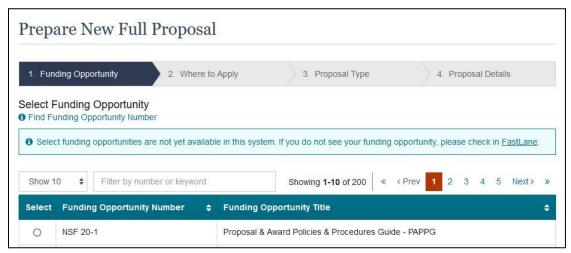
- 1. Sign into the research.gov
- 2. Click on the Prepare & Submit Proposals → Prepare and Submit Proposals



3. Click on the Prepare New Proposal



4. Prepare New Proposal



- a. Select the Funding Opportunity
- b. Select loca on of applying (University of Maryland)
- c. Proposal Type (As of 5/1/24)

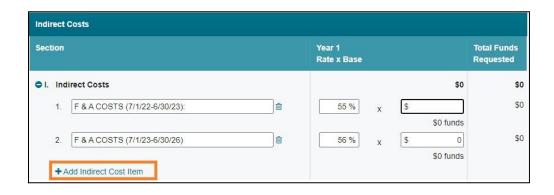
Research	~
Planning	~
Rapid Response Research (RAPID)	~
Arly-concept Grants for Exploratory Research (EAGER)	~
Research Advanced by Interdisciplinary Science and Engineering (RAISE)	~
Grant Opportunities for Academic Liaison with Industry (GOALI)	~
deas Lab	~
acilitation Awards for Scientists and Engineers with Disabilities (FASED)	~
Conference	~
equipment	~
ravel	~
Center	~
Research Infrastructure	~
Postdoctoral Fellowship (proposals for fellowship solicitations without reference letter equirements)	~
Postdoctoral Fellowship (proposals for fellowship solicitations with reference letter equirements)	~
Small Business Innovation Research (SBIR)	~
small Business Technology Transfer (STTR)	~
supplemental Funding Requests, including Career Life Balance Supplemental Funding	

Submission Type (As of 5/1/2024)

Type of Submission		
Full Proposal	~	
Letter of Intent	•	
Preliminary Proposal	~	
Full Proposal related to a Preliminary Proposal	~	
Renewal Proposal	•	
Accomplishment Based Renewal Proposal	~	

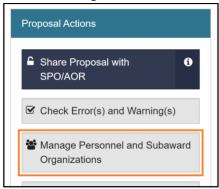
d. e. Proposal Details

- 5. Start input the details of the proposal
 - a. How to show more than one Indirect Costs in a budget period On the budget > Indirect costs > Click Add Indirect Cost Item > Second line will populate to add more than one item.



Add the Co-Principal Inves gator(s)/Other Senior Personnel

1. Click on the "Manage Personnel and Subaward Organiza ons" under the Proposal Ac ons.



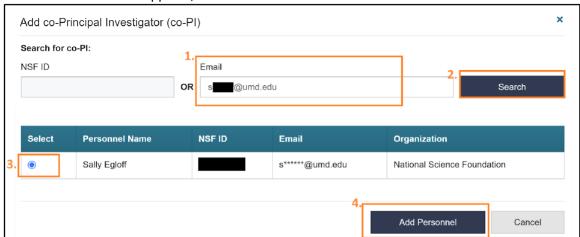
Click the "Manage Personnel" under the Prime Organization.



2. 3. Select to click the appropriate roles for the project.



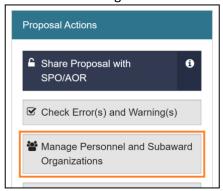
1. Once the search window appears,



- 1. Enter the email address or NSF ID,
- 2. Click on the Search button,
- 3. Select the appropriate person,
- 4. Click on the Add Personnel to add the Person.
- Other Senior Personnel are not allowed to see the proposal unless the PI adds each one under the OAU. NSF requires that the names on the OAU be different from the Other Senior Personnel, so add either the tle (Dr./Mr/Ms) OR manually put the middle name on the Other Senior Personnel. Then add the same person to the OAU by using their NSF ID or email address.

Add the OAU (Other Authorized User)

1. Click on the "Manage Personnel and Subaward Organiza ons" under the Proposal Ac ons.



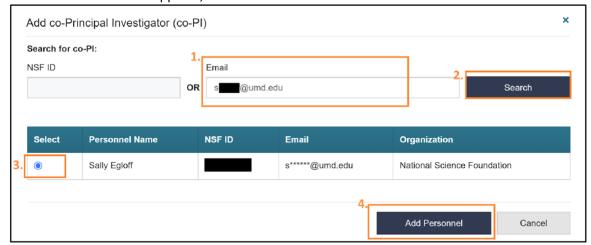
2. Click the "Manage Personnel" under the Prime Organiza on.



3. Click the "Add Other Authorized User" next to the Other Authorized User(s).



4. Once the search window appears,



- 1. Enter the email address or NSF ID,
- 2. Click on the Search button,
- 3. Select the appropriate person,
- 4. Click on the Add Personnel to add the Person.