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General Guidelines for Proposal Preparation

[Research.gov - Proposal Preparation Site Document Upload FAQ](#)

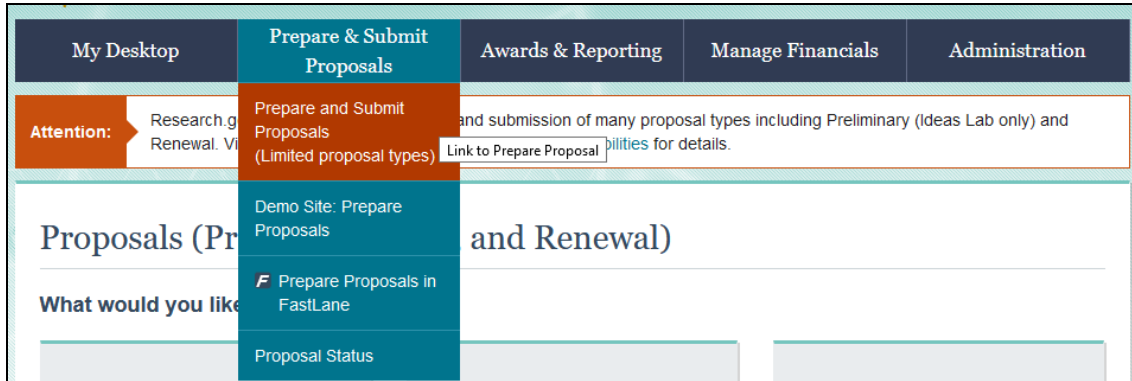
If you would like to know your proposal type is compatible with Research.gov, you may check from [here](#) > Proposal Submission Capabilities menu.

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
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: https://www.nsf.gov/pubs/policydocs/pappg19_1/index.jsp?org=NSF

Create a proposal

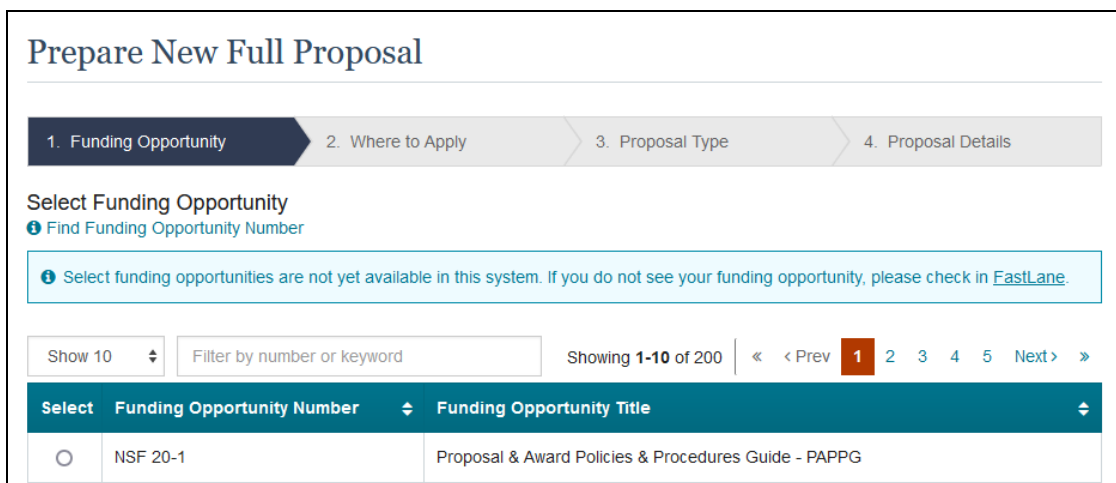
1. Sign into the research.gov
2. Click on the Prepare & Submit Proposals → Prepare and Submit Proposals



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 9/21/21)

	Current Capability	Capability in Development	Future Capability
Type of Proposal (single proposals with or without subawards and separately submitted collaborative proposals)			
Research	✓		
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 Preliminary Proposal	✓ New		
Facilitation Awards for Scientists and Engineers with Disabilities (FASED)	✓		
Conference	✓ New		
Equipment	✓		
Travel	✓		
Center		✓	
Research Infrastructure		✓	
Fellowship (Postdoctoral and Graduate Research Fellowship Program proposals)		✓	
Planning		✓	
Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Phases I and II		✓	
Proposals with Solicitation-specific Requirements (i.e., proposals with additional specified forms or documents, as well as those with an approved deviation from the NSF <i>Proposal & Award Policies & Procedures Guide</i> such as Project Descriptions exceeding 15 pages)			✓
Supplemental Funding Requests, including Career Life Balance Supplemental Funding Requests			✓

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

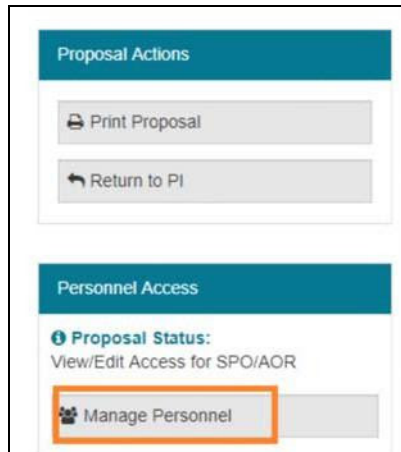
Type of Submission	Current Capability	Capability in Development
Full Proposal	✓	
Letter of Intent		✓
Preliminary Proposal	✓ (Ideas Lab only)	✓ (Other Program Solicitations)
Full Proposal related to a Preliminary Proposal		✓
Renewal Proposal	✓ New	
Accomplishment Based Renewal Proposal	✓ New	

e. Proposal Details

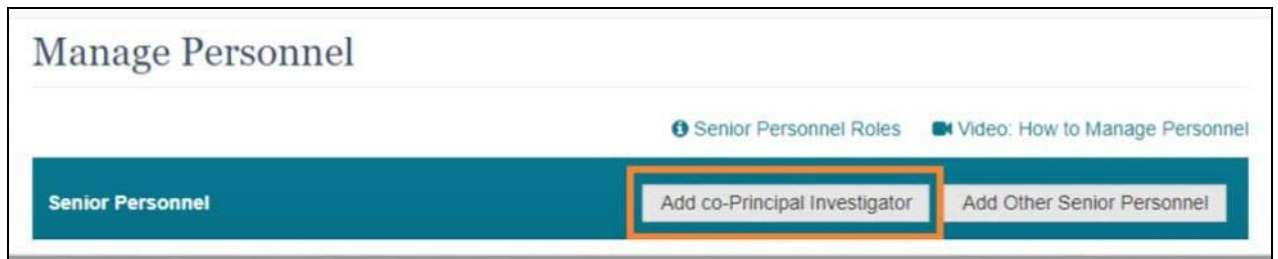
5. Start input the details of the proposal

Add the Co-Principal Investigator(s)

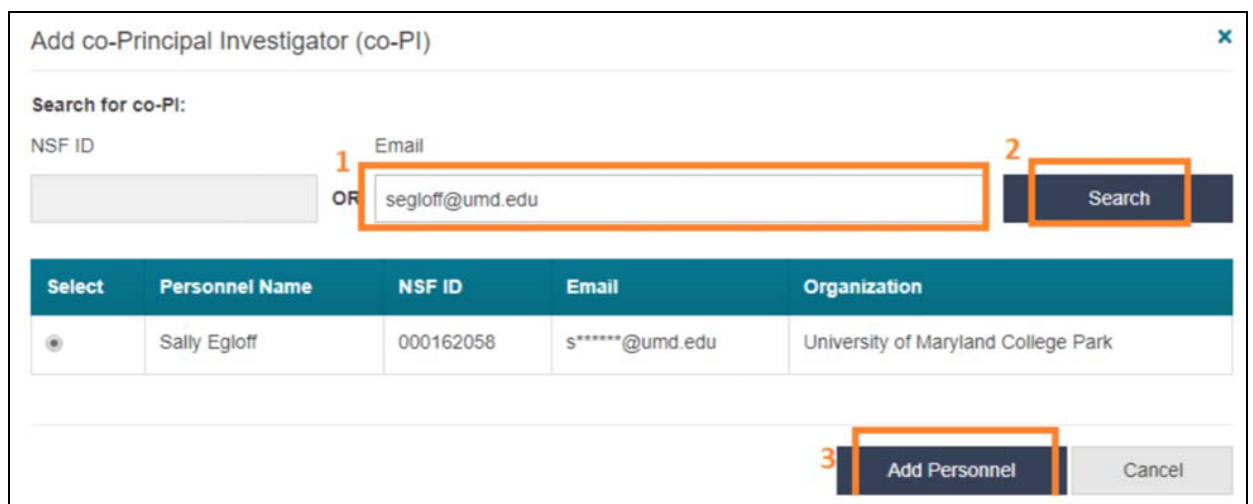
1. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.



2. Once the Manage Personnel Panel comes out, click on the Add co-Principal Investigator.

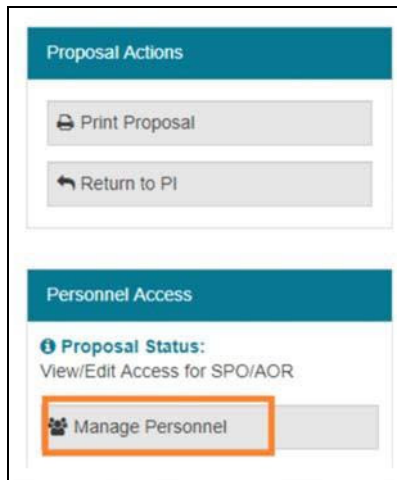


3. Search by the email or the NSF ID → click on the Search button → click on the Add Personnel to add the person as the Co-Principal Investigator.

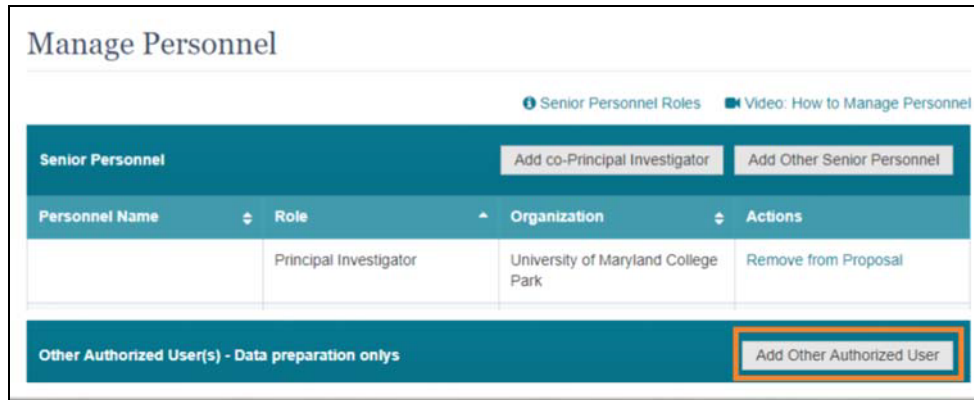


Add the OAU (Other Authorized User)

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



2. Once the Manage 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.

