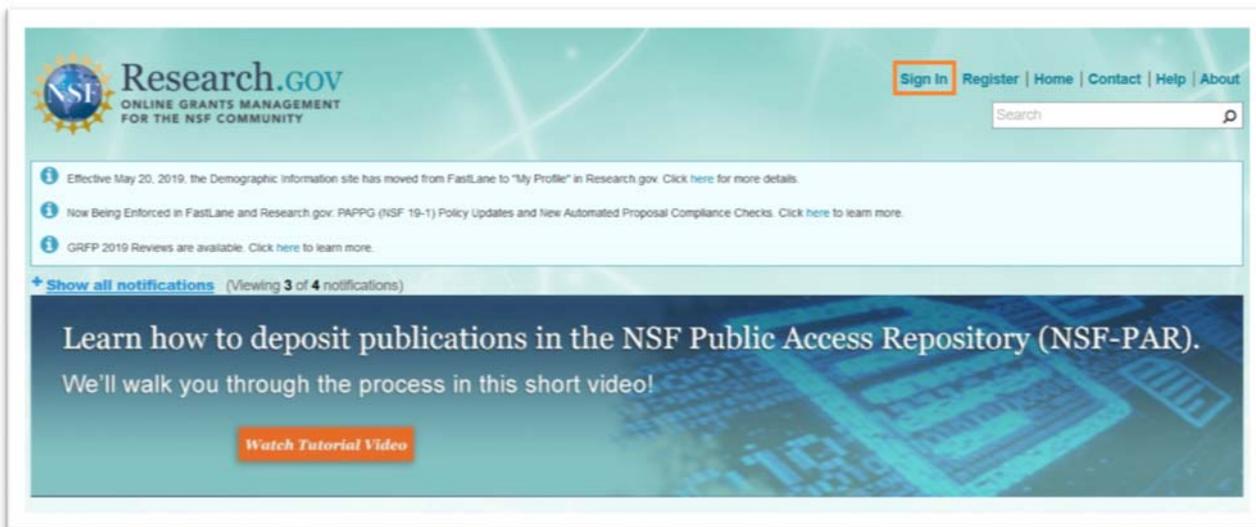


## Accessing [Research.gov](https://www.research.gov)

Go to [research.gov](https://www.research.gov) and then click on the sign in



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

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.

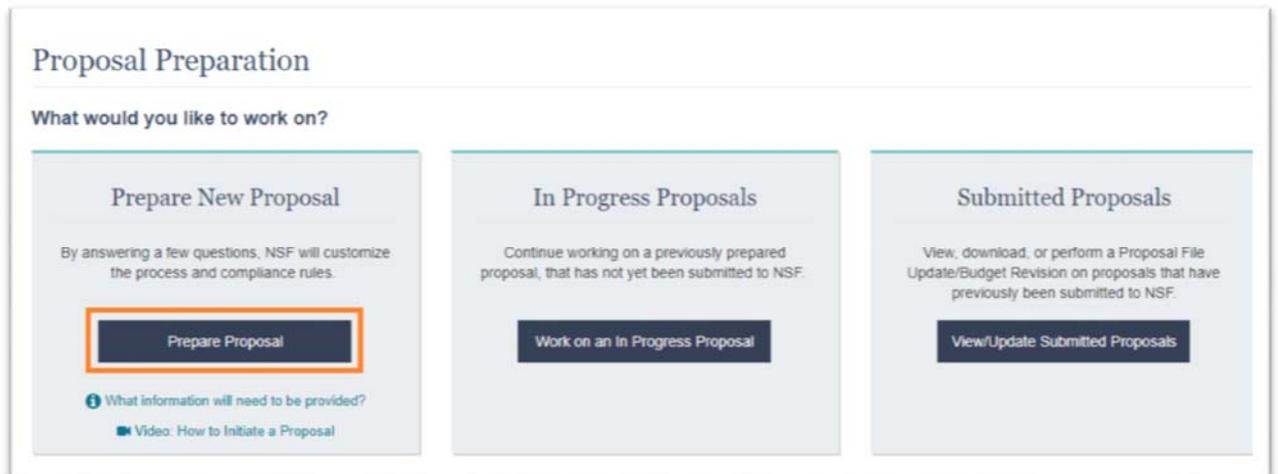
Detail can be found on: [https://www.nsf.gov/pubs/policydocs/pappg19\\_1/index.jsp?org=NSF](https://www.nsf.gov/pubs/policydocs/pappg19_1/index.jsp?org=NSF)

## Create a proposal

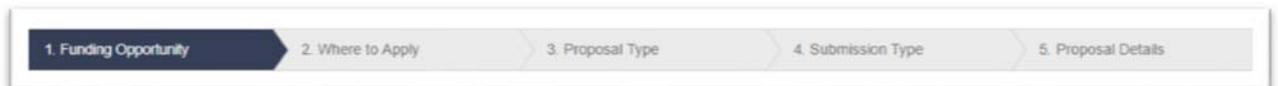
1. Sign into the research.gov
2. Click on the Prepare & Submit Proposals → New! Prepare proposals  
\*If you are submitting the Collaborative proposal, please use Fastlane.



3. Click on the Prepare New Proposal



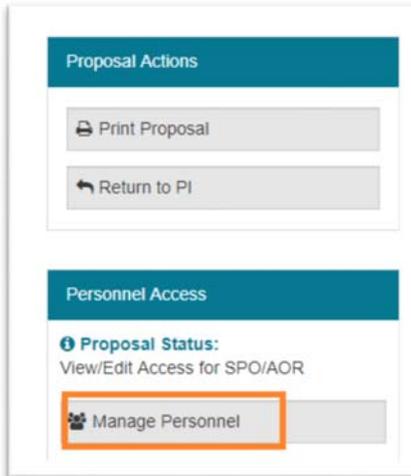
4. Prepare New Proposal



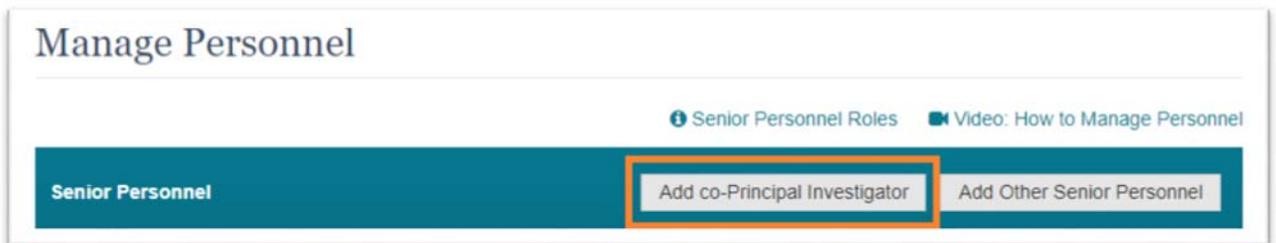
- a. Select the Funding Opportunity
  - b. Select location of applying (University of Maryland)
  - c. Proposal Type
  - d. Submission Type
  - e. Proposal Details
5. Start input the details of the proposal

## Adding someone on the proposal as the Co-Principal Investigator

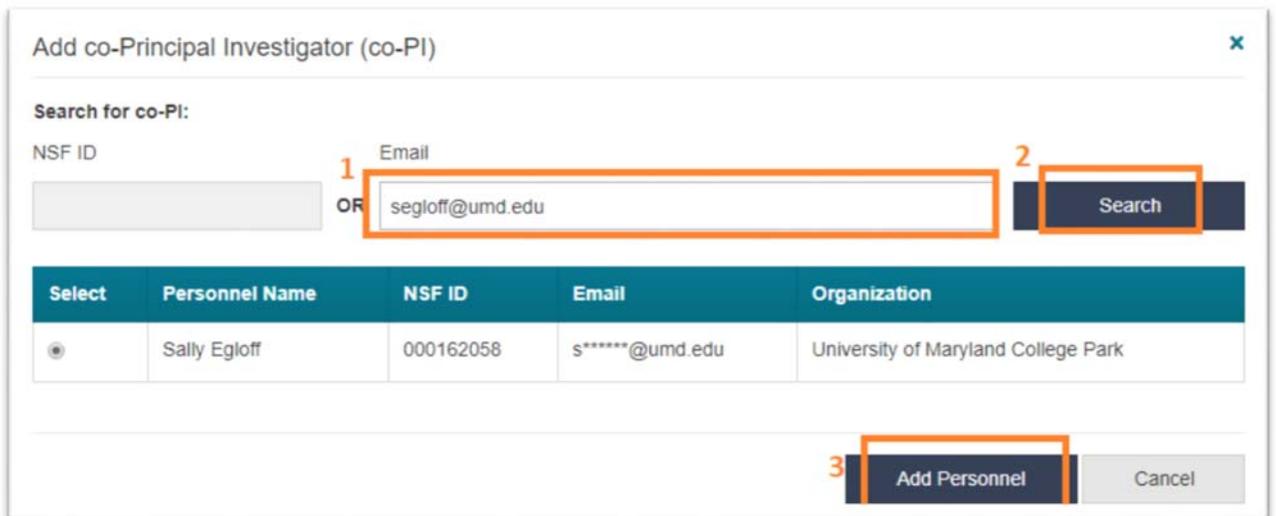
1. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.



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

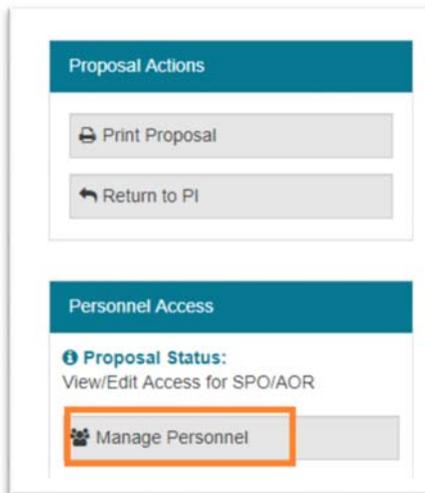


3. Search by the email or the NSF ID → click on the Search button → click on the Add Personnel to add the person as the Co-Principal Investigator.

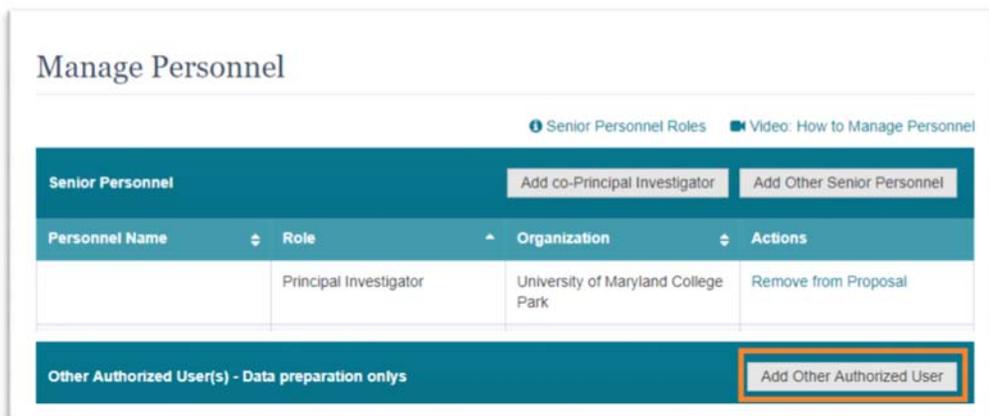


## Adding someone on the proposal as the OAU (Other Authorized User)

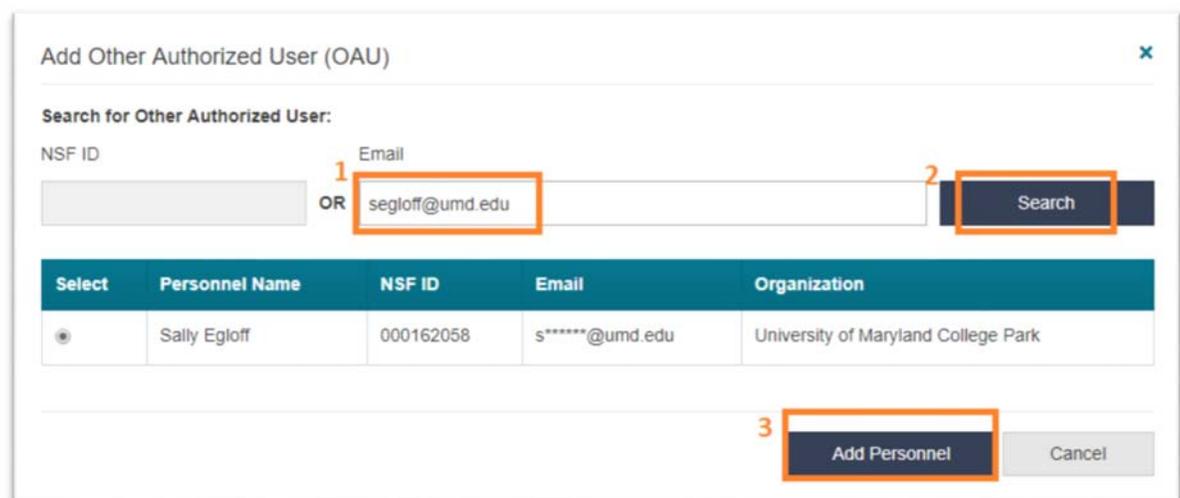
1. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.



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.



**Collaborative Proposals, Separately Submitted is NOT AVAILABLE via Research.gov**

If NSF issues multiple awards, then the proposals are a true collaborative. Each organization creates their own proposal, with the title "Collaborative Research:..." The non-lead organization assigns a PIN to the proposal and provides the PIN and the Temp Proposal ID to the lead organization. The Lead organization enters in this information to link the proposals. Both institutions submit the proposal via FastLane in as close a timeframe as possible.