Accessing Research.gov

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

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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 this information to link the proposals. Both institutions submit the proposal via FastLane in as close a timeframe as possible.