Research Administration Practices (RAP) Sessions

NSF Research.gov Demo and Tips

February 16, 2022

Marissa Clarkson, Team Manager, Contract Administration, RAS; MIT Liaison for NSF

Esmeralda Barreiro, Manager of Research and Sponsored Activities Administration, Department of Urban Studies and Planning

Carole Trainor, Senior Research Administration Support and Education Specialist, VPR
Agenda

- Introductions
- NSF transition to Research.gov
- Research.gov Demo Site and NSF ID
- Research.gov Proposal Setup Wizard
- Automated proposal compliance checking
- Sharing access with SPA/AOR
- Questions/Help
**Introductions**

**Marissa Clarkson,** *Team Manager, Contract Administration, RAS; MIT Liaison for NSF*

**Esme Barreiro,** *Manager of Research and Sponsored Activities Administration, Department of Urban Studies and Planning*
PAPPG NSF 22-1 is in effect for proposals submitted or due on or after October 4, 2021. It is available online as HTML or PDF and Research.gov links to PAPPG for proposal preparation guidance.

RAS provides guidance and checklists to help you prepare proposals that meet NSF compliance requirements and are updated for Research.gov. See the RAS National Science Foundation (NSF) page.
MIT RAS NSF Liaisons regularly update checklists and sponsor guidance to assist PIs and Research Administrators.

See the RAS webpage on:

- NSF Electronic Systems
- MIT Specific Guidance - Proposal Preparation Checklists
- National Science Foundation Disclosure Guidance
- NSF Policy Documentation

RAS: National Science Foundation (NSF) Resources

National Science Foundation (NSF)

Last updated: April 6, 2021

About the NSF

NSF’s goals—discovery, learning, research infrastructure and stewardship—provide an integrated strategy to advance the frontiers of knowledge, cultivate a world-class, broadly inclusive science and engineering workforce and expand the scientific literacy of all citizens, build the nation’s research capability through investments in advanced instrumentation and facilities, and support excellence in science and engineering research and education through a capable and responsive organization.

- National Science Foundation Disclosure Guidance - February 2021
- NSF Policy Documentation
- MIT Specific Guidance - Proposal Preparation Checklists
- New Guidance For NSF Personnel Documents
- NSF Proposals: Administrative Review Stage
- NSF Helpful Links
- NSF Electronic Systems
- NSF Reporting
- NSF Frequently Asked Questions
- Timely Submission of the NSF Project Outcomes Report is the Gating Factor in Review of New Proposals
RAS NSF Proposal Checklist

MIT checklist for standard NSF research proposals subject to PAPPG 21-1

Click here to access RAS checklist

Includes required components for Lead vs. Non-lead organizations, and links to pertinent NSF PAPPG and MIT policies.

Updated for Research.gov and FastLane
The National Science Foundation (NSF) has set a target date of December 31, 2022, for the transition of all proposal preparation and submission functionality from FastLane to Research.gov.

Research.gov provides quick access to research information and grants management services, all in one location.

See NSF Important Notice 147 issued September 22, 2020, for additional information and updates.
Innovating and migrating proposal preparation and submission capabilities from FastLane to Research.gov is part of the ongoing NSF information technology modernization efforts, as described in Important Notice No. 147. In support of these efforts, proposals submitted in response to this program solicitation must be prepared and submitted via Research.gov or via Grants.gov and may not be prepared or submitted via FastLane.

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised NSF Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 22-1), which is effective for proposals submitted, or due, on or after October 4, 2021.

Many NSF funding opportunities are supported in Research.gov and clearly specify whether submission via Research.gov is available or required.
The National Science Foundation (NSF) recently released a variety of system updates in Research.gov. A Demo site is available.
Research.gov Proposal Preparation Demo Site

About Proposal Preparation and Submission

The Research.gov Proposal Submission System modernizes proposal preparation and submission capabilities by improving the user experience while also reducing administrative burden through an intuitive interface and expanded automated proposal compliance checking. Research.gov is being developed incrementally, and features are expanding to support the transition of all proposal preparation and submission functionality from FastLane to Research.gov by a target date of December 31, 2022. Please see NSF Important Notice 147: Research.gov Implementation Update 2 issued September 22, 2020, for additional information. Grants.gov continues to be an option for the preparation and submission of most types of NSF proposals.

Access the Research.gov Proposal Submission System

Explore the Research.gov Proposal Preparation Demo Site

Why Prepare Proposals in Research.gov?
- Fast and easy Proposal Setup Wizard
- Quickly find funding opportunities, initiate a proposal, and give access to administrative staff
- Expanded compliance checking (View Research.gov compliance checks)
- Immediate compliance feedback upon proposal section upload
- PDF uploads are not altered
- Minimize Return without Reviews due to some formatting issues
- Screen references to relevant sections of the Proposal & Award Policies & Procedures Guide (PAPPG)
- Better management of personnel and subawards
- Improved performance and less system downtime

Help NSF Build the New System and Influence the Future of Proposal Submission

NSF strongly encourages the research community to use Research.gov for proposal preparation and submission. As NSF continues to enhance the new system, vital feedback from the community is being incorporated during the development process.

There are multiple ways to provide feedback and stay informed:
- Send feedback to NSF via Research.gov’s Feedback page
- Participate in an NSF Electronic Research Administration (ERA)
Accessing the **Research.gov Proposal Preparation Demo Site** prompts you to sign in using your NSF ID. If you do not yet have an NSF ID with an **Other Authorized User (OAU)** role, we recommend that you register for an account and use the Demo Site (all Demo Site users have the PI role role to initiate proposals).

---

**Need an NSF ID?**

Click the New to NSF? **Register** link on the User Sign In screen.
NSF ID for Research.gov, Demo Site (and FastLane)

NSF uses a unique identifier (NSF ID) as a single profile and sign-in to Research.gov and FastLane. An NSF ID is required for access to Research.gov and the Demo Site.

**NSF ID creation is self-service at:**
https://www.research.gov/accountmgmt/#/registration

**New NSF Users:**
Primary email (required), secondary email (optional)
Will receive **2 confirmation emails** from NSF:
  - NSF ID
  - Temporary Password

Follow instructions to update your password to complete the registration process.

**Affiliate account with MIT and Add Roles** (will need MIT’s DUNs #: 001425594)
# NSF ID Roles

## Principal Investigator (PI)

Individual designated by MIT who will be responsible for the scientific or technical direction of the project. **Only the PI can create a proposal (not Co-PIs or OAU) so many MIT Research Admins sign in as the PI.**

## Other Authorized User (OAU)

Individual who is not a PI or Co-PI but authorized to help prepare a budget, revise a submitted budget, perform a proposal file update, or a project report. The OAU must have the proposal PIN and ID number to access Proposals, Awards, and Status.

## SPO Authorized Organizational Representative (AOR)

RAS Contract Administrator/Liaison

To expedite a request for Principal Investigator role or Other Authorized User (OAU) role, email your RAS Contract Administrator.
After signing in to Research.gov, My Desktop and the menu bar provides easy access to functionality including Prepare & Submit Proposals.
The **Research.gov Demo Site** provides users the opportunity to initiate and edit proposals as well as check compliance of uploaded proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch) before preparing proposals in the actual Research.gov Proposal Submission System.
The Proposal Setup Wizard guides users through a series of questions for the proposal being created. The answers drive questions in the next steps and the proposal sections that are required on subsequent screens. The top of the page shows the Proposal Setup Wizard steps and workflow from left to right:

- **Submission Type**
  1. Funding Opportunity
  2. Where to Apply
  3. Proposal Type
  4. Proposal Details.

Gather proposal information prior to initiating a proposal. Once all Proposal Setup Wizard steps are completed and the new proposal created info entered cannot be changed (except the Title).

The system creates the new proposal and assigns a **Temporary ID Number**. The proposal opens for you to add proposal sections, add personnel, upload attachments, and share access with SPOs and AORs.
Select the Proposal Submission Method
Based on the type of New Proposal selected, relevant funding opportunities that are available for submission via Research.gov will display (if you do not see a proposal listed, check FastLane).

You may use the search function to narrow the results.

Once all Proposal Setup Wizard steps are completed and the new proposal created, the Funding Opportunity cannot be changed by the proposing organization.
From pull-down menus, select the one or more Directorate > Division where you want the proposal to be sent. If you select multiple, you may select the order of importance.

Once all Proposal Setup Wizard steps are completed and the new proposal created, the Where to Apply details cannot be edited by the proposing organization.
Select the radio button for the Proposal Type that will be used. Proposal Types that are grayed out are not yet available in Research.gov.

View the Research.gov Proposal Submission Capabilities for details about what’s in development and what’s ahead.

Once all Proposal Setup Wizard steps are completed and the new proposal is created, the Proposal Type selected in this step cannot be edited by the proposing organization.
Select a radio button to indicate if you are submitting a single proposal (with or without subawards) or a separately submitted collaborative proposal.

If a separately submitted collaborative proposal is selected, there is an additional question about whether the organization is the lead or non-lead organization.

Enter a Proposal Title.

Once all Proposal Setup Wizard steps are completed and the new proposal created, Proposal Details cannot be edited by the proposing organization EXCEPT the Title may be modified.
New proposal assigned a Temporary ID Number

Information saved in Proposal Setup Wizard (only Proposal Title may be edited)

Manage Personnel and Subaward Organizations

Select Due Date and click ☑️ to confirm.

See Proposal Sections FAQs

See Uploading Documents FAQs
NSF continues to invest in expanding auto-compliance checking.

Proposal preparation requirements as outlined in the NSF Proposal and Award Policies and Procedures Guide are checked during proposal preparation and submission activities.

See Automated Compliance Checking of NSF Proposals for updated details.
ERROR (hard stop) explains formatting that must be corrected.

Provides specific content and format requirements, including:

- Your file must include three separate section headers: Overview, Intellectual Merit, and Broader Impacts. **To be valid, a heading must be on its own line with no other text on that line.**
Project Summary Compliance Checking

Project Summary

ERROR (hard stop) explains the file exceeds page limit.

Provides specific content and format requirements, including:

- File cannot exceed one page
- File should **not** contain page numbers, as they will be added automatically by the system
- Accepted file type: PDF
- Maximum file size permitted is 10 MB
Project Description Compliance Checking

Project Description

ERROR (hard stop) explains formatting that must be corrected.
Provides links to NSF PAPPG and solicitation specific requirements.

• Your file must include a separate section header for Broader Impacts. To be valid, a heading must be on its own line with no other text on that line.

• Hyperlinks (URLs) must not be used in the Project Description

• Accepted file type: PDF

Content Instructions for Project Description:
- The document must conform to solicitation-specific and PAPPG instructions
- Please refer to the Format of the proposal (PAPPG) for all margin, spacing, font type and size requirements
- Your file must include a separate section header for Broader Impacts. To be valid, a heading must be on its own line with no other text on that line.
- Refer to the funding opportunity for page limit guidance. The system will enforce the page limit requirements identified in the funding opportunity. If the funding opportunity does not provide a page limit for the project description, the 15-page limit will be enforced.
- Hyperlinks (URLs) must not be used in the Project Description

File Instructions for Project Description:
- Only one file can be uploaded
- Your file should not contain page numbers, as they will be added automatically by the system
- Accepted file types include: PDF
- Maximum file size permitted is 10 MB

Upload file
Add Co-Principal Investigator(s) and Other Authorized User (OAU) by searching by NSF ID or email address.

<table>
<thead>
<tr>
<th>Select</th>
<th>Personnel Name</th>
<th>NSF ID</th>
<th>Email</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Esmeralda Barreiro</td>
<td>000861396</td>
<td>b********@mit.edu</td>
<td>Massachusetts Institute of Technology</td>
</tr>
<tr>
<td></td>
<td>Esmeralda Barreiro</td>
<td>000861396</td>
<td>b********@mit.edu</td>
<td>National Science Foundation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Personnel Name</th>
<th>NSF ID</th>
<th>Email</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ian Cariolo</td>
<td>000518602</td>
<td>i********@mit.edu</td>
<td>Massachusetts Institute of Technology</td>
</tr>
<tr>
<td></td>
<td>Ian Cariolo</td>
<td>000518602</td>
<td>i********@mit.edu</td>
<td>National Science Foundation</td>
</tr>
</tbody>
</table>
Manage Personnel (Prime Organization)

For Massachusetts Institute of Technology

An Other Authorized User has been successfully added to the proposal and will now have the ability to make changes to any section. An email has been sent with instructions for accessing the proposal. All other personnel with access to the proposal will also be notified by email.

Senior Personnel Roles

Video: How to Manage Personnel

Showing 1-2 of 2

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carole Trainor</td>
<td>Principal Investigator</td>
<td>Massachusetts Institute of Technology</td>
<td>Remove from Proposal</td>
</tr>
<tr>
<td>Esmeralda Barreiro</td>
<td>co-Principal Investigator</td>
<td>Massachusetts Institute of Technology</td>
<td>Remove from Proposal</td>
</tr>
</tbody>
</table>

Showing 1-2 of 2

Other Authorized User(s) - Data preparation only

Add Other Authorized User

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ian Carloo</td>
<td>Massachusetts Institute of Technology</td>
<td>Remove from Proposal</td>
</tr>
</tbody>
</table>
For each Senior Personnel, expand to view and upload documents.

Click on a Senior Personnel Document type to upload a PDF. Automated Proposal Compliance Checking will be completed and either specify an error or indicate *No issue(s) found.*
Biographical Sketch Compliance Checking

Biographical Sketch

Checks for NSF-approved format. Will error and not allow upload if not approved format or correct version.

Provides links to download NSF-Approved Formats for Biographical Sketch and SciENcv for creating a document in the approved formats.

• File cannot exceed three pages
• Collaborators and other affiliations should not be included in the Biographical Sketch, as it is now provided as a Single Copy Document for each individual identified as senior personnel.

Step 1: Complete an NSF-approved format file for Biographical Sketch
- Users must submit Biographical Sketch documents in an NSF-approved format, such as SciENcv. A list of approved formats and policy guidance are available at the NSF-Approved Formats for Biographical Sketch policy page.
- File cannot exceed three pages
- Collaborators and other affiliations should not be included in the Biographical Sketch, as it is now provided as a Single Copy Document for each individual identified as senior personnel

Step 2: Upload the completed NSF-approved format file for Biographical Sketch
- Only one file can be uploaded
- Your file should not contain page numbers, as they will be added automatically by the system
- Accepted file types include: PDF
- Maximum file size permitted is 10 MB

Upload file
C&PS Compliance Checking

Current & Pending Support

Checks for NSF-approved format. Will error and not allow upload if not approved format or correct version.

Provides step-by-step instructions and link to PAPPG section on Current and Pending Support

Any blank pages will be removed from display

Reminder: For consistency, 0.00 should not be used (please use 0.01)
**Budget**

Inline help including a video *How to Work on a Proposal Budget*

Add Year

View budget Years side by side

Enter Personnel Direct Costs, Additional Direct Costs, and Indirect Costs.

Scroll down to Save, Preview/Print, or Cancel

---

<table>
<thead>
<tr>
<th>Section</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Senior Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carole Trainor (PI)</td>
<td>2</td>
<td>2</td>
<td>$24,360</td>
</tr>
<tr>
<td>Esmeralda Barreiro (co-PI)</td>
<td>1.25</td>
<td>1.25</td>
<td>$15,225</td>
</tr>
<tr>
<td>B. Other Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Scholars</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Professionals</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Administrative/Clerical</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>C. Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries, Wages &amp; Fringe Benefits (A-C)</td>
<td>$12,000</td>
<td>$12,360</td>
<td>$24,360</td>
</tr>
</tbody>
</table>
Select the Share Proposal with SPO/AOR button located in Proposal Actions section of the proposal main page.

- The system will run the current Research.gov automated proposal compliance checks.
- You will then be navigated to the Share Proposal with SPO/AOR screen.
Sharing Proposal with SPO/AOR

On each Temp Proposal, Lead and Non-Lead organizations allow SPO/AOR to View, Edit and Submit.

Change Proposal Access for SPO/AOR

Select the level of proposal access you would like to give to the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). Other personnel's access to the proposal can be updated from Manage Personnel.

SPO/AOR Proposal Access

<table>
<thead>
<tr>
<th>Personnel Type</th>
<th>Proposal Access</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Projects Office (SPO) &amp; Authorized Organizational Representative (AOR)</td>
<td></td>
<td>View SPO/AOR Personnel</td>
</tr>
<tr>
<td></td>
<td>○ Proposal not shared</td>
<td>View only access</td>
</tr>
<tr>
<td></td>
<td>○ View only access</td>
<td>Edit access</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Allow proposal submission (AOR only)</td>
</tr>
</tbody>
</table>

Share Proposal with SPO/AOR

Share the proposal with the 1 Sponsored Projects Office (SPO) and 1 Authorized Organizational Representative (AOR) by changing the assigned access to the proposal. Any errors or warnings associated with proposal are also shown below.

Current SPO/AOR Proposal Access

The SPO/AOR can be given permission to view or edit the proposal, and the AOR can be given an additional permission to submit.

<table>
<thead>
<tr>
<th>Sponsored Projects Office (SPO)</th>
<th>Authorized Organizational Representative (AOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal not shared</td>
<td>Proposal not shared</td>
</tr>
</tbody>
</table>

Submission Errors and Warnings

[Expand]
Print Proposal & Upload Attachment to KC

Proposal Title: Cocoa Bioactives and Short-term Memory enhancement

Funding Opportunity: NSF 22-570 (I - Solar, Heliospheric, and Interplanetary Environment)

Where to Apply: Directorate for Geosciences (GEO) - Div Atmosphere & Geospace Sciences (AGS), SOLAR-TERRESTRIAL

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Ty... Not Collaborative

Proposal Actions

- Share Proposal with Sponsor
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

Proposal Sections

- Cover Sheet: 02/13/2022 11:33 PM EST
- Project Summary
- Project Description

Proposal Details

- Proposal Status: Not Shared with Sponsor

Helpful Links

- View submitted proposals
- Proposal and Award Policies and Procedures Guide (PARPPQ)
- Senior Personnel Documents
- Data Management Plan

Print Proposal to download a PDF

Review the printed proposal prior to uploading to KC

Research Administration Practices (RAP) Sessions
KC System of Record

**PI must create proposal**
PI can add a PIN so that OAUs can edit
As soon as created, the PI should give
AOR Access to View, Edit and Submit.

**Research.gov**
- Export
- Upload to KC as Attachment

**Merit Review & Processing**

**KC Institute Proposal (Pending)**

**APPROVED & SUBMITTED**

**RAS CA / Liaison**

**Proposal Development**
- PI and Co-I certification
- Subaward organization(s)
- Upload FastLane export as Attachment
- Summary budget or Detailed Budget
- Compliance / Special reviews
- Route for internal approval
Welcome to the Research.gov Help System

There are three ways to get the precise help you need in Research.gov Help System:

- **Search for the Help You Need**
- **Look in the Table of Contents**
- **Check the Index**

New Guidance on Account Registration, My Profile, User Management etc. can be found on the About Account Management Page

**Search for the Help You Need**

1. In the **Search** box (**Figure 1**), type the action you need help for.
Resources address Proposal Preparation, Merit Review, Award Policy, and more …

https://nsfpolicyoutreach.com/resource-center/
To stay informed about NSF Proposal & Award-Related News and Upcoming Events, Click the link below and register for updates on NSF webinars, newsletters, and conferences:

NSF Policy Outreach - Get Notified
Feedback

We are providing a QR Code for you to access a RAP learning session feedback survey via your phone or mobile device.

I will also provide the link https://mit.co1.qualtrics.com/jfe/form/SV_0U50Cn0YWfVSaDc to access the form via the web and in a follow up email.
NSF Resources

- NSF Important Notice 147
- NSF Proposal & Award Policies & Procedures Guide
- Proposal Preparation FAQs
  Frequently Asked Questions (FAQs) on the Research.gov About Proposal Preparation and Submission page left navigation menu.
- Video Tutorials
  The Research.gov Proposal Demo video on the About Proposal Preparation and Submission page Video Tutorials tab shows how to initiate a new proposal, manage Personnel, work on a Budget, as well as other key proposal preparation steps.
- Register for an NSF Account (Video) and Register for an NSF Account to Begin Using FastLane and Research.gov - Account Management Guide (PDF)
- Research.gov Proposal Preparation Demo Site
- NSF Help Desk
  IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.
MIT RAS Helpful Resources

RAS National Science Foundation (NSF) page
RAS NSF Collaborations
MIT VPR/RAS National Science Foundation Disclosure Guidance
RAS MIT Specific Guidance - Proposal Prep Checklists
RAS NSF FAQs

MIT Libraries – Data Management Plan Guidance
https://libraries.mit.edu/data-management/plan/
NCURA Agency Updates with OMB, NSF and NIH
March 17th 11:15 am – 4:45 pm via Zoom https://mit.zoom.us/j/94002706823

• 2:00 - 3:15 pm EDT. NSF Update: Jean Feldman, Head, Policy Office, Division of Institution and Award Support, Office of Budget, Finance & Award Mgmt, National Science Foundation

Description: This session will cover new developments related to proposal and award policy at NSF. NSF staff will provide a comprehensive review of recent policy changes as well as major updates to NSF’s proposal system modernization efforts.

Participants will learn and be able to ask questions about NSF proposal and award policies and procedures, agency priorities, and advances with proposal submission modernization and Research.gov.
RAP Sessions

• SciENcv Document Creation and Management [PDF] [Video] — May 21, 2021
• NSF Personnel Forms [PDF] [Video] — September 15, 2020
• NSF Proposal Resources and Updates [PDF] [Video] — June 2, 2020
Questions – Help

- RAS Contract Administrator
- RA-Help@mit.edu