



National Science Foundation Research.gov Proposal Preparation and Submission



Centers of Research Excellence in Science and Technology (CREST Centers)

November 7, 2023





Presenter

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Agenda

- CREST Centers Proposal Submission – *Preliminary Proposal*
- How Time Zone Is Determined
- NSF-Approved Format for Biographical Sketch
- CREST Centers Solicitation-specific Requirements
- Research.gov Proposal Features & Preliminary Proposal Preparation Demo
- How Proposers Check Submitted Proposal Status in Research.gov
- Research.gov Proposal Preparation Training Resources
- Information Resources & Contacts for Questions



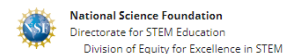
CREST Centers Proposal Submission – *Preliminary Proposal*

- CREST Centers Program Solicitation [23-595](#) and [Program page](#)
- **Next preliminary proposal deadline** (due by 5 p.m. submitter's local time): December 1, 2023
- **Preliminary proposals are required and must be submitted via Research.gov, even if full proposals will be submitted via Grants.gov**
- **Preliminary proposals submitted via Research.gov:** NSF [Proposal and Award Policies and Procedures Guide](#) (PAPPG) (NSF 23-1) guidelines apply

Centers of Research Excellence in Science and Technology (CREST Centers)

PROGRAM SOLICITATION NSF 23-595

REPLACES DOCUMENT(S):
NSF 18-509



Preliminary Proposal Due Date(s) (required) (due by 5 p.m. submitter's local time):

December 01, 2023

First Friday in December, Every Other Year Thereafter

Supplement Due Date(s) (due by 5 p.m. submitter's local time):

December 01, 2023

First Friday in December, Annually Thereafter

Full Proposal Deadline(s) (due by 5 p.m. submitter's local time):

December 06, 2024

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Preliminary Proposals (required): Preliminary proposals are required and must be submitted via Research.gov, even if full proposals will be submitted via Grants.gov.

Eligible parties intending to submit a preliminary proposal are encouraged to participate in informational webinars that will be webcast after the release of this solicitation. See the NSF CREST webpage for dates.

Submission of a preliminary proposal is required to be eligible to submit a full CREST Center proposal. Preliminary proposals that are not compliant with the guidelines may be returned without review, thus making the proposing team automatically ineligible to submit a full CREST Center proposal. It is the submitting organization's responsibility to ensure that the preliminary proposal is compliant with all applicable guidelines and that only one proposal is submitted by the institution. Following review of the preliminary proposal, notification will be provided to indicate whether a full CREST Center proposal will be invited for submission.



How Time Zone Is Determined



How Time Zone Is Determined

- In most cases, your time zone and deadlines are determined by the **submitting organization's time zone**, not your individual working location
- PIs and co-PIs can view their organization's time zone by signing into Research.gov
 - Select My Profile at the top of the screen
 - Select View My Roles
 - Choose the organization
 - Select Edit Your Contact Info

Edit Your Contact Information ✕

Your information for United States College.

NSF account information is located on [My Profile](#).

* Required

Your Contact Details

* Work Phone Number

* Work Email

Your Degree Information

* Highest Degree Type

* Degree Year

Your Work Address

* Country

Time Zone [How is Time Zone determined?](#)
America/New_York (GMT-5:00)

* Street Address

Street Address (Line 2)

Department Name

* City

* State

* Postal Code



NSF-Approved Format for Biographical Sketch



NSF-Approved Format for Biographical Sketch

- As of **October 23, 2023**, use of [SciENCv](#) is mandatory
- Refer to *Proposal & Award Policies & Procedures Guide* (PAPPG) Chapter [II.D.2.h.\(i\)](#), as well as the NSF [biographical sketch](#) page for policy guidance
- Research.gov and Grants.gov **ONLY** accept the 23-1 biographical sketch version **prepared in SciENCv**. Attempting to upload the NSF fillable PDF or a prior version of the document will generate a compliance error message
- 23-1 version includes the required certification per PAPPG [Chapter II.D.1.e.](#)
- ***Determining format version:***
 - Open the document in Adobe and right click anywhere in the SciENCv-generated PDF and select Document Properties
 - 23-1 biographical sketch version has the title "BGS 23-1" in Document Properties



SciENCv Training Resources

- [NSF Biographical Sketch video tutorial](#)
- [SciENCv Help Guide with NSF-specific section](#) (includes screenshots and step-by-step instructions)
- [Using SciENCv Frequently Asked Questions](#)
- NSF Biographical Sketch and Current and Pending (Other) Support: SciENCv and NSF Formats ([January 2023 Webinar](#))
- [SciENCv Demo](#) (*demo starts at 23:49 minute mark*) (Spring 2023 NSF Grants Conference)



CREST Centers Solicitation-specific Requirements



CREST Centers Solicitation-specific Requirements – *Preliminary Proposal*

Highlights of some requirements that are not enforced by the system or are PAPPG requirements not explicitly noted in the solicitation. This is not an exhaustive list. Please refer to the solicitation for more information.

- Title should begin with: “CREST Phase I Preliminary Proposal: Center for ” or “CREST Phase II Preliminary Proposal: Center for “
- Proposal cannot be a separately submitted collaborative proposal
- Single proposal with subawards is allowable
- Cover Page: Start date September 1, 2025
- Project Summary must have three headers: “Overview,” “Intellectual Merit,” and “Broader Impacts”
- Project Description must have header: “Broader Impacts.” Cannot exceed 8 pages
- References Cited - Cannot exceed 2 pages. System will not check page limit
- **Do not submit the following documents for preliminary proposals:** Results from Prior NSF Support; Facilities, Equipment and Other Resources; Budget and Budget Justification; Current and Pending Support; Collaborators and Other Affiliations Information; Data Management Plan; and Postdoctoral Researcher Mentoring Plan




Research.gov Proposal Features & Preliminary Proposal Preparation Demo



Research.gov Proposal Preparation Features

Features to help reduce proposal preparation administrative burden and to minimize return without review proposals due to compliance issues:

- Intuitive and dynamic interfaces that provide only relevant proposal preparation options
- Inline help features
 - Information tool tips indicated by the blue information icon: 
 - Links to applicable PAPPG sections
 - Links to Frequently Asked Questions (FAQs)
 - Links to video tutorials
- Fast document uploads and immediate feedback within each proposal section and for each document upload
- Expanded [automated compliance checking](#) utilizing warning messages (allowing proposal submission) and error messages (stopping proposal submission)
 - Currently ~85 compliance checks in Research.gov for preliminary proposals
 - Specific, actionable warning and error messages
- PDF uploads are not altered



Research.gov Preliminary Proposal Preparation Demo

- Proposal Setup Wizard – Preliminary Proposal CREST Centers (23-595)
- Proposal Main Page
- Document Upload and Compliance Error/Warning Messages
- Senior Personnel Documents

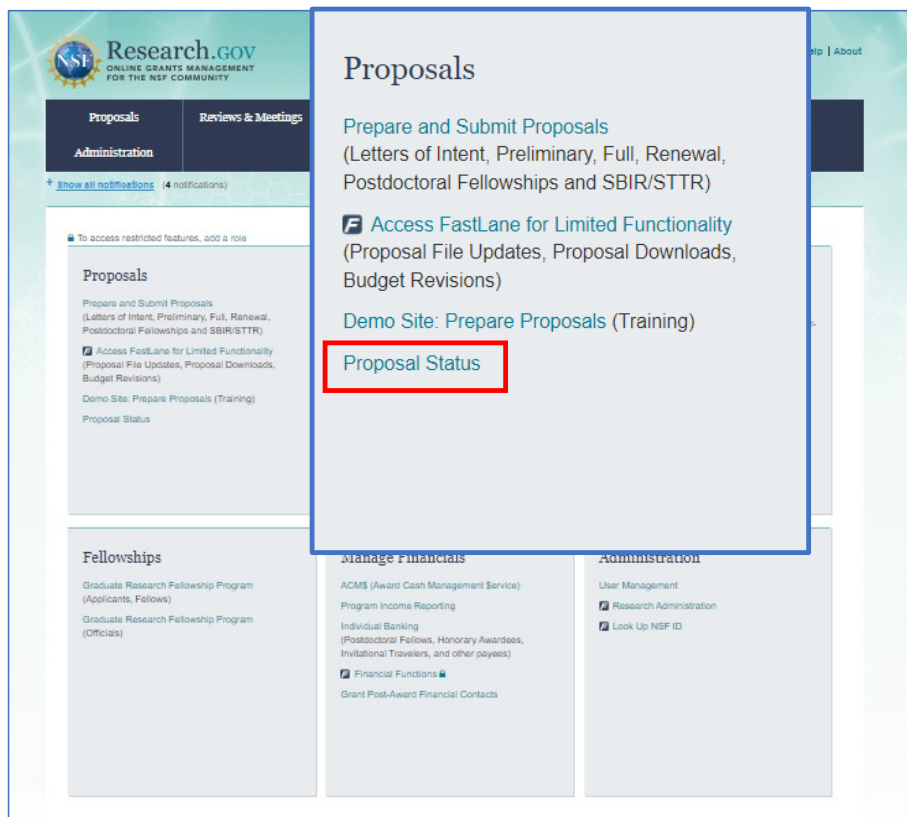




How Proposers Check Submitted Proposal Status in Research.gov



How Proposers Check Submitted Proposal Status in Research.gov



The screenshot shows the Research.gov homepage with a navigation menu. The 'Proposals' section is expanded, showing a list of links. The 'Proposals Status' link is highlighted with a red box. The list includes:

- Proposals
- Prepare and Submit Proposals (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)
- Access FastLane for Limited Functionality (Proposal File Updates, Proposal Downloads, Budget Revisions)
- Demo Site: Prepare Proposals (Training)
- Proposals Status

- Within 24 hours of proposal submission in Research.gov (including proposals submitted via Grants.gov and processed in Research.gov), the proposal will be listed on the Research.gov Proposal Status page
- Proposers can access the Proposal Status page using the Proposal Status link under Proposals on the Research.gov homepage
- If proposers do not see a submitted proposal listed on the Proposal Status page after 24 hours, the proposer should contact the NSF IT Service Desk at 1-800-381-1532 for assistance. The NSF IT Service Desk is available by phone from 7:00 AM to 9:00 PM ET Monday - Friday except federal holidays or via email to rgov@nsf.gov
- In addition, proposal reviews and if applicable, the panel summary, context statement, and site visit report will be available on the Proposal Status page using the Proposal Status link



Research.gov Proposal Preparation Training Resources



Research.gov Proposal Preparation Demo Site

- Demo site can be used to explore preparing proposals and to check compliance of uploaded proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch)
- All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. Proposal submission capability is disabled
- See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page for information on demo site access and features

Research.gov Demo Site: Proposal Preparation Homepage

<https://web.demo.research.gov/proposalprep/#/proposal-prep>

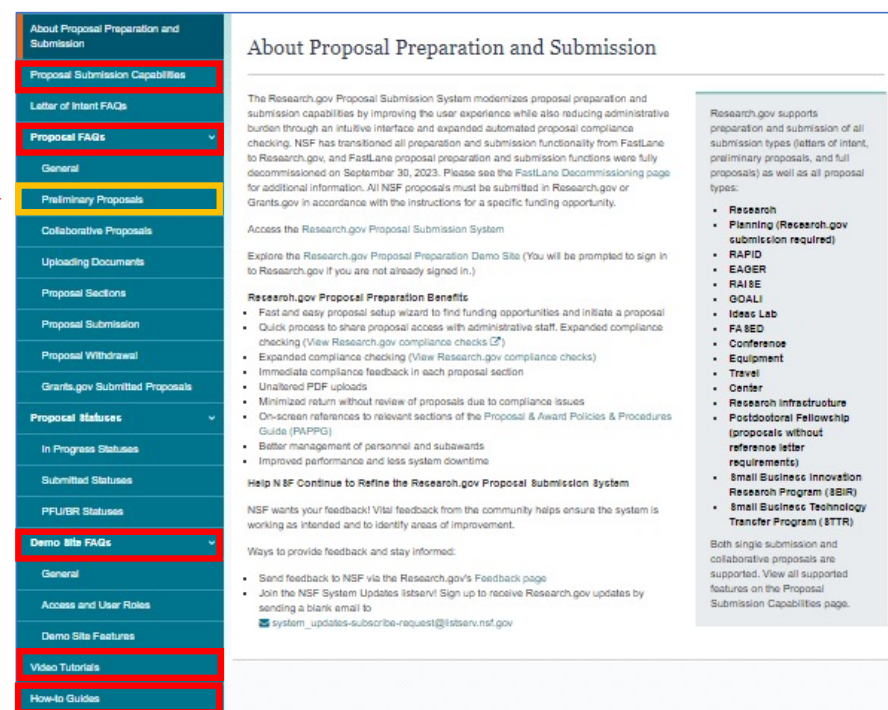
(You will be prompted to sign in to Research.gov if you are not already signed in)



Research.gov About Proposal Preparation and Submission Page Training Resources

- Frequently Asked Questions (FAQs) by topic including:
 - [Uploading Documents](#) topic for document formatting FAQs
 - [Proposal Sections](#) topic for Cover Sheet and budget FAQs
 - Preliminary Proposal FAQs
- How-to Guides
 - [Initiating a New Proposal](#)
 - [Adding or Removing an OAU](#)
 - [Sharing Proposal and Proposal File Update/Budget Revision Access with SPO/AOR](#)
 - [Entering Proposal Budgets](#)
 - [Adding or Removing Collaborators and Other Affiliations](#)
 - [Deleting an In Progress Letter of Intent, Proposal, or Proposal File Update/Budget Revision](#)
 - [Submitting Letters of Intent and Proposals](#)
 - [Submitting Proposal File Updates/Budget Revisions](#)

<https://www.research.gov/research-web/content/aboutpsm>



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. NSF has transitioned all preparation and submission functionality from FastLane to Research.gov, and FastLane proposal preparation and submission functions were fully decommissioned on September 30, 2023. Please see the FastLane Decommissioning page for additional information. All NSF proposals must be submitted in Research.gov or Grants.gov in accordance with the instructions for a specific funding opportunity.

Access the Research.gov Proposal Submission System

Explore the Research.gov Proposal Preparation Demo Site (You will be prompted to sign in to Research.gov if you are not already signed in.)

Research.gov Proposal Preparation Benefits

- Fast and easy proposal setup wizard to find funding opportunities and initiate a proposal
- Quick process to share proposal access with administrative staff. Expanded compliance checking (View Research.gov compliance checks [CF](#))
- Expanded compliance checking (View Research.gov compliance checks)
- Immediate compliance feedback in each proposal section
- Unaltered PDF uploads
- Minimized return without review of proposals due to compliance issues
- On-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 Continue to Refine the Research.gov Proposal Submission System

NSF wants your feedback! Your feedback from the community helps ensure the system is working as intended and to identify areas of improvement.

Ways to provide feedback and stay informed:

- Send feedback to NSF via the Research.gov's Feedback page
- Join the NSF System Updates listserve! Sign up to receive Research.gov updates by sending a blank email to system_updates-subscribe-request@listserv.nsf.gov

Research.gov supports preparation and submission of all submission types (letters of intent, preliminary proposals, and full proposals) as well as all proposal types:

- Research
- Planning (Research.gov submission required)
- RAPID
- EAQER
- RAISE
- GOALI
- Ideas Lab
- FA BED
- Conference
- Equipment
- Travel
- Center
- Research Infrastructure
- Postdoctoral Fellowship (proposals without reference letter requirements)
- Small Business Innovation Research Program (SBIR)
- Small Business Technology Transfer Program (STTR)

Both single submission and collaborative proposals are supported. View all supported features on the Proposal Submission Capabilities page.



Resources for LaTeX Users

- Open-source repository of compliant LaTeX/TeX sample input/output files for LaTeX/TeX users to reference for their own documents
- Repository link: <https://github.com/nsf-open/nsf-proposal-latex-samples>



Information Resources & Contacts for Questions



Information Resources

- Join our NSF **System Updates listserv** to receive the latest Research.gov system enhancement information and FastLane decommissioning news! Sign up by sending a blank email to: system_updates-subscribe-request@listserv.nsf.gov
- [Automated Compliance Checking of NSF Proposals](#) page
- [FastLane Decommissioning](#) page
- [Grants.gov Maintenance Calendar](#)
- [Grants.gov Proposal Processing in Research.gov](#) page
- NSF [Biographical Sketch](#) and [Current and Pending \(Other\) Support](#) pages
- Research.gov [About Account Management](#) page
- Research.gov [Account Management – Reviewer](#) page
- Research.gov [About Proposal Preparation and Submission](#) page
- Research.gov [About Supplemental Funding Request Preparation and Submission](#) page
- [Research.gov Proposal Preparation Demo Site](#) (*You will be prompted to sign into Research.gov if you are not already signed in.*)
- [Research.gov Supplemental Funding Request Demo Site](#) (*You will be prompted to sign into Research.gov if you are not already signed in.*)
- Resources for LaTeX Users: <https://github.com/nsf-open/nsf-proposal-latex-samples>



Contacts for Questions

- For program-specific questions, please contact the cognizant Program Officers listed in the solicitation
- For NSF technical questions or immediate assistance, please contact the NSF IT Service Desk 7:00 AM – 9:00 PM Eastern Time, Monday through Friday (except for federal holidays):
 - **Email** the NSF IT Service Desk at rgov@nsf.gov
 - **Call** the NSF IT Service Desk at **1-800-381-1532**
- For NIH SciENCv technical questions or immediate assistance, please **contact the NIH Help Desk** 7:30 AM – 5:30 PM Eastern Time, Monday through Friday (except for federal holidays):
 - **Email** the NIH Help Desk at info@ncbi.nlm.nih.gov
 - **Create a ticket:** <https://support.nlm.nih.gov/support/create-case/>
- Policy-related questions should be directed to policy@nsf.gov





Thank you for your participation today!



Appendix

Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help | About

Show all notifications (2 notifications)

Learn how to deposit publications in the NSF Public Access Repository (NSF-PAR).
We'll walk you through the process in this short video!

Watch Tutorial Video

Prepare & Submit Proposals
Prepare, submit and check status of proposals

- Prepare new or existing proposals
- Check Proposal Status

FASTLANE PROPOSAL FUNCTIONS

- Additional proposal functions

Proposal/ Panel Review
Review proposals, participate in panels

FASTLANE PROPOSAL REVIEW

- Proposal Review

FASTLANE PANEL REVIEW

- Panelist Functions

Awards & Reporting
Submit project reports, notifications & requests

- Project Reports
- Deposit Public Access Publication
- Example Project Reports (Demo site)
- Notifications & Requests

FASTLANE AWARD FUNCTIONS

- Additional award functions

Fellowships & Honorary Awards
Nominate colleagues, apply for awards

- Graduate Research Fellowship Program (GRFP)
- Postdoctoral Fellowships and Other Programs
- Honorary Awards

Manage Financials
View balances and submit cash requests

- Submit or manage payment transactions
- More about ACMS
- Program Income Reporting

Administration
Manage your account and user roles

- User Management

FASTLANE ORGANIZATION MANAGEMENT

- Research Administration

NSF Award Highlights

- Explore Scholarly p Public Access Rep
- Search awards

Research.gov

About Services

- Account Management
- Award Cash Management Service (ACMS)
- Notifications & Requests
- Project Reports
- Proposal Status
- Public Access

NSF Award Highlights

Research Spending & Results

Contact

- Contact Help Desk

National Science Foundation

News & Discoveries

- News
- Discoveries
- Multimedia Gallery

Funding & Awards

- Recently Announced Funding Op
- Upcoming Funding Opportun
- A-Z Index of Funding Op
- Find Funding
- Award Search
- Proposal &

Feedback



Providing Research.gov Proposal Feedback and Why It's Important

Why?

- Help NSF continue to refine Research.gov proposal preparation and submission
- Help ensure the system is working as intended and identify areas of improvement

How?

- Feedback may be submitted on the Research.gov [Feedback page](#) using these drop-down menu options:
 - Proposal Preparation & Submission
 - Proposal Preparation Demo Site
 - Supplemental Funding Request Preparation & Submission
 - Supplemental Funding Request Demo Site



Research.gov Proposal Preparation Demo Site Tips

- Demo site FAQs are available on the Research.gov [About Proposal Preparation and Submission](#) page via the left navigation menu. How-to guides with step-by-step instructions and screenshots are also available
- The demo site is available both to the research community and to NSF staff
- An orange "Proposal Preparation Demo Site" banner is at the top of each demo site page to indicate the user is on the demo site
- The demo site allows users to prepare and edit proposals before preparing them in the actual Research.gov site
- Demo site proposals are not visible or available in the actual Research.gov Proposal Submission System, and data cannot be transferred between the demo site and the actual proposal system
- All proposal and submission types available in the actual system are also available in the demo site
- All compliance checks enabled in the actual Research.gov Proposal Submission System are also in the demo site. Proposers can use the demo site as a resource to check document compliance before uploading them in the actual system



Research.gov Proposal Preparation Demo Site Tips (cont'd)

- Proposals created in the demo site will be available for six months and then will be deleted by NSF. Neither NSF nor users will be able to access deleted demo proposal data
- Demo site does not support proposal submission and will not trigger any system-generated email notifications (e.g., link requests for separately submitted collaborative proposals)
- The organization that you are affiliated with in your NSF account profile will be incorporated when you are in the proposal preparation demo site, but the user role(s) that you have will not be available in the demo site
 - All users who access the demo site will be given the role of PI and the mock organization “National Science Foundation”
 - This means that users from the research community will have the organization(s) they are affiliated with in their NSF account profile plus the “National Science Foundation” mock organization as available organizations in the demo site
- The only time other users will be able to view and/or edit any proposals that are created in the demo site is if the user adds them to the proposal as a co-PI or Other Authorized User (OAU). If the user doesn't add any co-PIs or OAUs to the proposal, no one will else will be able to access, view, or edit the demo proposal