Navigating the National Science Foundation (NSF) Proposal Submission Process Part 2

Fran Stephens, University of Oklahoma
fran@ou.edu
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NSF Proposal Submission….

- Part 1: Background Information
  - NSF Website – 'who we are, what we do, how we work'
  - General information
  - Submission Portals
  - Take-a-Way
- Part 2: Proposal Contents
  - Format Guidance
  - Common Proposal Requirements and Issues-Tab by Tab
  - Take-a-Way
- Part 3: After Submission
  - Other Actions
  - Review
  - Special Notes and Take-a-Way

NSF Proposal Submissions….

- Part 2: Proposal Contents
  - Format Guidance
  - Common Proposal Requirements and Issues-Tab by Tab
  - Take-a-Way

NSF Proposal Submissions…Guidance

- Proposal and Award Policies and Procedures Guide (PAPPG)
  - NSF's general guidance; almost always used on submissions
  - Many times is used with additional, specific solicitations
  - Normally is issued every year
  - Latest effective date is October 4, 2021
  - NSF posts the draft for comments 3-4 months before effective date and they do listen to the field
- Please note the latest release – NSF 22-1 - has had data added to each of the submission content areas to explain how the information is used in review and/or what they expect to see included in the submission.

NSF Proposal Submissions….

- Format Guidance

  - Margins 1 inch all around; single-column format

  - Limited typefaces and font size

  - Measurements are also provided (and used by NSF)

  - Fastlane - each section must be individually paginated; Research.gov adds page numbers automatically

  - Usually best to pdf before loading but watch instructions; there are times the solicitation may instruct a certain format be uploaded or that Fastlane do the conversion.

    - If PDF conversion using Fastlane takes very long you should redistill or resave the pdf (this also usually resolves other file related issues)

    - if you are trying to load an EXCEL file make sure the print area is set.

ORS has seen proposals rejected for using the wrong font or font size

NSF Proposal Submissions….Fastlane

- Page with tabs is called the Form Preparation page
- Divided into basically 3 areas
  - Form
  - Supplementary Documents
  - Single Copy Documents
- Normally you will load items in each of these areas as needed for the type of proposal being submitted
- Most tabs will show you that a file is saved, and last date saved

Forms for Temp. Proposal #7818075
test 2

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	08/19/20	GO Project Summary	
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	
GO Budgets (Including Justification)		GO Current and Pending Support	
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan

GO Mentoring Plan[1]

GO GOALI - Industrial PI Confirmation Letter

GO Project Summary with Special Characters

GO RAPID, EAGER, RAISE - Program Officer Concurrence Emails

GO Other Supplementary Docs

Single Copy Documents

GO Collaborators and Other Affiliations		GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			
GO Nature of Natural or Anthropogenic Event			

Go Back

NSF Proposal Submissions….Research.gov

- Page with tabs is called the Proposal ### (temp. id) page
- Divided into basically 2 areas
  - Proposal Actions
  - Proposal Sections (Files [required & optional], last loaded, compliance)
  - Single Copy Documents
- Normally you will load items in each of these areas as needed for the type of proposal being submitted
- Most tabs will show you that a file is saved, and last date saved

Proposal - 33861

Proposal Title:	test 123 ✏ Edit
Funding Opportunity:	NSF 20-1 ☑ - Proposal & Award Policies & Procedures Guide - PAPPG
Where to Apply:	Directorate For Engineering (ENG) - Div Of Chem, Bioeng, Env, & Transp Sys (CBET), CFS-Combustion & Fire Systems
Proposal Type:	Research
Submission Type:	Full Proposal
Collaborative Type:	Not Collaborative

Due Date: **Accepted Anytime**

ℹ Date Types

Proposal Actions

🔒 **Share Proposal with SPO/AOR** ℹ

👥 Manage Personnel and Subaward Organizations

🖨 Print Proposal

🗑 Delete Proposal

Proposal Details

ℹ **Proposal Status:**
Not Shared with SPO/AOR

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents ℹ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check

Senior Personnel Documents ℹ		Document(s) unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan ℹ *Conditionally required*		Document unavailable for check
Optional		
Other Personnel Biographical Information ℹ		Document unavailable for check
Other Supplementary Documents		Document unavailable for check
List of Suggested Reviewers (Single Copy Document ℹ)		Document unavailable for check
List of Reviewers Not to Include (Single Copy Document ℹ)		Document unavailable for check
Deviation Authorization ℹ (Single Copy Document ℹ)		Document unavailable for check
Additional Single Copy Documents ℹ		Document unavailable for check

NSF Proposal Submissions….Tab by Tab

- Cover Sheet (R.gov steps through as creating proposal)

  - Cover Sheet must be done (select Program Announcement/Description Number [or general guidelines] and NSF Unit of Consideration); performance site must be filled in; (no access to continuation page until complete)

  - Cover Sheet continuation sheet must be done--includes title, Co-PIs, duration, <u>start date</u>, and other questions

    - Flag for proprietary info if needed

    - Human Subjects and Animal use flags (notation of pending usually acceptable)

    - International conference or work (indicate countries)

    - Collaborative (from single organization with subcontracts or multi-organization)

NSF Proposal Submissions....Tab by Tab

- Issues/Tips
    - Try not to enter budget amount as it clears link to budget tab entries
    - 4 CoPI allowed (anyone else use Senior Personnel tab)
        - CoPI can be OU CoPI or from a team perspective (for example if you have a subcontract, the lead PI at that organization might be a CoPI on the submission.
        - Not everyone has to be a CoPI or Senior Person
    - Beginning Investigator Box (only for Biological Sciences Directorate but if you qualify you have nothing to lose by checking it)
    - Make sure you title meets any special solicitation requirements

NSF Proposal Submissions....

- Table of Contents
  - Never loaded-Fastlane self-generates
- Issues/Tips
  - Normally not recommended to add a table of contents in project description
  - Sometimes supplementary documents can have a table of contents or list of sections/items
  - Collaborative proposal will have a generated TOC for each organization
  - Recommend check to ensure project summary doesn't have more than one page

- Special tab – Classification (not on picture)
  - Seen mainly on biological related proposals; contains questions/items the PI has to answer related to their research and the project. (this is going away/may be gone)

NSF Proposal Submissions….

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the Intellectual Merit criterion

Broader Impacts: Describe the potential of the proposed activity to meet the Broader Impacts criterion

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

Project Summary should be limited to 1 page in length. Please ensure that the Project Summary is limited to 1 page prior to submission.

What should I do if I have to use "special characters" ?

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.**

NSF Proposal Submissions….

Overview:

Intellectual Merit:

Broader Impacts:

Save   Reset

Go Back

NSF Proposal Submissions….

- Project Summary
    - Can be entered two ways - 3 block vs one page (can't do both)
    - Can't exceed one page (on either type of loading)
    - One page load **only** allowed if formulas or Greek symbols involved
    - Written 3rd person
- Issues/Tips
    - Circumventing use of the 3-block load
    - After loading and Save go back and check for conversion issues (there is a known issue of dashes and asterisks randomly changing to ?s; if it happens just correct and resave)
    - Solicitation may request other items be loaded such as title, key words, etc.

NSF Proposal Submissions….

Project Description

PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. PIs also are reminded to comply with the instructions contained in the PAPPG Chapter II.C.2.d (iii) on preparing the "Results from Prior NSF Support" section.

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of **Supported file formats** (Opens new window).

Follow this link for **New Upload Instructions** (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse…

Upload File

Go Back

Frequently Asked Questions About FastLane Proposal Preparation

COVER
INSTITUTI
ROUTING
DESCRIPT
DATA MGM
MENTORIN
DEVIATION
NNAE
FACILITIES
REFERENC
REVIEWER
SENIOR PI
SINGLE DC
COLLAB A
SUMMARY
SUPPORT
SUPP. DOC
RAISE
GOALI

NSF Proposal Submissions....

- Project Description

  - Usually, 15 pages but length can vary by type of submission and sometimes by solicitation) check PAPPG for specific info they are looking to see addressed

  - Broader Impacts **and** Intellectual Merit are required as separate sections

  - Results from Prior NSF Support (should have 2 sections-broader impacts **and** intellectual merit; also publications)

    - Include info for funding with start date within 5 years or most associated with proposal for each PI/CoPI; **if none say so**

  - No urls (unless solicitation specifically requests)

- Issues/Tips

  - Page limit not followed

  - Requirements not met on special items to cover (from solicitation)

  - Legibility of charts, figures, pictures (check print version)

NSF Proposal Submissions….

- Bio sketch

  - **SHIFT TO SCIENCV or use special pdf format (required since Oct 20; new pdf format issued in spring 21; ==NEW format effective 10/4/2021==)**

  - 3-page limit (effective 10/4/2021)

  - NEW publications can use 'et al' if numerous authors are in publications

  - Products vs Publications (Publications is okay if that is all listed; products includes things like patents)

  - Usually required for all PI, CoPI, and Senior Personnel but some solicitations may limit or may request additional Bio sketch in Supporting Docs

  - NEW – NSF has added a table on making disclosures on the Bio sketch (see significant changes in PAPPG)

- Issues/Tips

  - Making changes to form; some issues with MAC

  - Watch 'counts' (specific numbers for entries)

  - Don't use NIH format/forms

  - Synergistic Activities is limited to ONE specific item per entry – 5 entries total

  - Use FAQs on NSF website

US NSF - About

NSF Proposal Submissions....

Effective 10/04/2021	NSF BIOGRAPHICAL SKETCH			OMB-3145-0058

NAME:

POSITION TITLE & INSTITUTION:

A. PROFESSIONAL PREPARATION - (see **PAPPG Chapter II.C.2.f.(i)(a)**)

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR (YYYY)

B. APPOINTMENTS - (see **PAPPG Chapter II.C.2.f.(i)(b)**)

From - To	Position Title, Organization and Location

NSF Proposal Submissions....

- Current and Pending
  - Required for each person who is a PI, CoPI or Senior Personnel
  - Entry for 'this proposal' is needed
  - **SHIFT TO SCIENCV or use special pdf format (required since Oct 20; new format spring 21; <mark>NEW</mark> form 10/4/2021)**
  - Show all support/time spent (federal, non-federal, even internal funding, and unfunded)
  - Time is per year average
  - NEW- when loaded the system will remove blank pages so the file looks better; it is known that there will be page number gaps
  - NEW – NSF has added a table on making disclosures on the CP (see significant changes in PAPPG)

- Issues/Tips
  - Not having a 'this proposal entry'
  - Modifying the form; using MAC
  - NSF FAQs may be helpful

US NSF - About

*PI/co-PI/Senior Personnel Name:

*Required fields

Note: NSF has provided 15 project/proposal and 10 in-kind contribution entries for users to populate. Please leave any unused entries blank.

Project/Proposal Section:

Current and Pending Support includes all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value.[1] Information must be provided about all current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual. This includes, for example, Federal, State, local, foreign, public or private foundations, non-profit organizations, industrial or other commercial organizations, or internal funds allocated toward specific projects. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.[2]

[1] If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.
[2] The Biological Sciences Directorate exception to this policy is delineated in PAPPG Chapter II.D.2.

NSF Proposal Submissions….

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to Using Adobe Acrobat Reader for Printing for information on locating and installing the viewer.

Current and Pending Support

Users must submit Current and Pending Support 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 Current and Pending Support policy page.

This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for **New Upload Instructions** (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Choose File   No file chosen

Upload File

Go Back

NSF Proposal Submissions....

- Budget and Justification (ORS loads this tab)
  - Funds must be necessary, reasonable, allocable, and allowable
  - Only allowed to load Pi, CoPI, Senior Personnel receiving salary
  - Participant Support should have number of participants and can't be organization employees (or employed on proposal)
  - Unless instructed otherwise subcontracts are entered twice—once as a number in the primary budget and then their own entry as another organization with their year-by-year entries and budget justification
  - Clerical/Administrative support is allowed but very limited and has to meet all criteria in the PAPPG (especially not being covered in idc)
  - No voluntary cost share is allowed except for few proposals (like MRI)
  - Budget justification – 5 pages per organization allowed; total idc costs entry required.
  - Consultant info should provide reasonable compensation and their daily rate and number of days

NSF Proposal Submissions….

Budget (cont.)

- Issues/Tips

  - Save and when done check total on cover page continuation sheet (if not correct try resaving each tab; if still not correct type in block)

  - After award NSF allows movement of funds into Participant Support but normally not out (so be aware of this for budgeting purposes)

  - Save entire year before leaving form for that year

  - Add a year by copying

  - Equipment is 5k minimum per single item with a year's life (or fabrication with end-result a single taggable item, value 5k+, life of over a year) OR capitalization level established by proposer. Includes mods, attachments, accessories (usually training and installation costs; warranty depends on solicitation and quote; good to check with Program Officer)

  - Computer less than 5k for one unit is usually a supply; normally needs justification such as gra use, field use, etc. (most organization's idc covers office use computers)
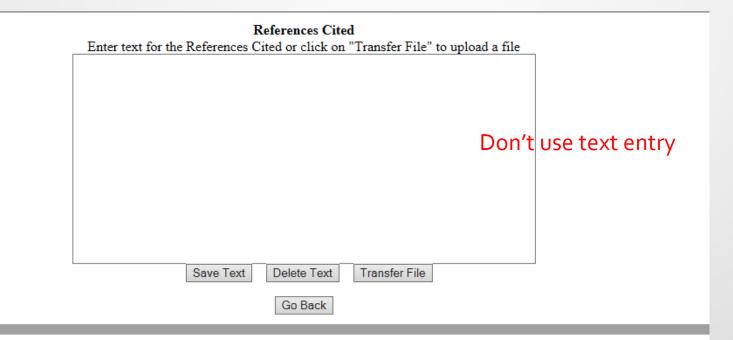
NSF Proposal Submissions....

- **Facilities and Other Resources**
  - No page limit usually but check solicitation.
  - Other resources section can include cost share and institutional commitments but should still not be quantified.
  - Subcontract facilities info should be consolidated with primary into one file (on a collaborative proposal each organization submits their own Facilities).
  - Be cognizant of support at (or near) the organization that may benefit the proposal but may not be readily apparent such as supercomputer access.

    Note ORS has some example files to start you if you haven't done one before; also talk to other active PI in your department.

- Issues/Tips
  - If you don't feel the proposal has facilities or other resources to support it then load a file saying that. (You must have a file loaded to prevent error but do please hesitate in saying you don't have anything to do the project with.)
  - Be comprehensive but concise.

NSF Proposal Submissions….

References Cited
Enter text for the References Cited or click on "Transfer File" to upload a file

Don't use text entry

Save Text   Delete Text   Transfer File

Go Back

quently Asked Questions About FastLane Proposal Preparation
Lane System Comments
hnical Support Service Request
p for Proposal Preparation (Opens new browser window)
osal & Award Policies & Procedures Guide

NSF Proposal Submissions….

- References cited
  - Use common, accepted scholarly citations that are norm of the scientific discipline
  - URLs are okay
  - List all authors
  - Recommend provide Prior NSF Support publications in reference
- Issues/Tips
  - Incorrectly formatted
  - To long (when page limit given)
  - Do not include parenthetical information to circumvent page limit
  - If including publications for Prior NSF support - identify them in some manner (separate section, asterisks, citation numbers, etc.)
  - Recommend NEVER cut and paste to load this section; always use a file upload (cut and paste may trigger the issue with the random '?'s being inserted in place of other punctuation)

NSF Proposal Submissions....

Supplementary Documents

- Postdoctoral Researcher Mentoring Plan
    - Plan is required if there is a budget entry on the post doc line of any budget involved in the proposal.
    - Must describe mentoring being offered to Post Docs supported by the project
        - Mentoring activities may include such things as: career counseling; training in grant preparation, publications, and presentations; guidance to improve teaching and mentoring skills; guidance on collaborating; training in responsible professional practices
- Issues/Tips
    - May not exceed one page limit
    - <u>One</u> per proposal (so if collaborative from multiple organization it is loaded with lead organization)
    - If post doc is listed in section A and funded as a Senior Person no mentoring plan is required   (recommend talk to PO)

NSF Proposal Submissions….

Supplementary Documents

- Data Management Plan

  - 2-page limit

  - PAPPG has general guidance on contents if specific instructions are not in the solicitation or NSF Division websites may have specific information (http://nsf/gov/bfa/dias/policy/dmp.jsp

  - May include a statement that no detailed plan is needed as long as it is clearly justified.

- Issues/Tips

  - Do not exceed page limit

  - Solicitations may include additional information on what to include, format, or loading in a different manner

  - Note at OU, the Library has some information and examples on their website.

NSF Proposal Submissions….

Supplementary Documents

- Two sections added to ensure they weren't overlooked (these won't concern you unless you are doing a GOALI or RAISE submission):

  - GOALI – Industrial PI Confirmation Letter

  - RAISE – Program Officer Concurrence Email

- Project Summary with Special Characters

  - Used to load summary as a one-page entry but only if it meets criteria (do not circumvent 3 block loading)

  - Do not exceed one-page limit

  - Ensure all sections of 3 block format are included

  - You cannot load two project summaries (one in the 3-block area and one in the one-page area) – it causes an Error at submission

NSF Proposal Submissions....

Supplementary Documents

- Other Supplementary Docs (this is where you can put a variety of information)

  - Quotes for equipment purchases.

  - Letter of Collaboration/Support

    - Recommended statement in PAPPG (but you can include more info if you want UNLESS prohibited by solicitation).

    - Must be specific to project; you cannot legally alter someone's letter without specific prior approval, **you can't re-use old letters.**

  - Survey/Data collection tool examples.

  - Specific files required by solicitation (Personnel List, MRI statements; PhD certification, transcripts, human subject info, etc.)

NSF Proposal Submissions....

Other Supplementary Documents (cont.)

- Issues/Tips

    - Not including required items from specific solicitation

    - Including items when specific solicitation says no 'other supplementary documents' are allowed.

    - Corrupted/illegible files/documents that don't display 'readable'.

    - Letters too long.

    - **Letters that are an endorsement and not a not support/collaboration letter (what do the letters say they are providing for the project).**

    - No appendices are allowed unless deviation authorized.

    - Using section to include info that should be in project description or other parts of proposal (i.e. circumventing page limits).

    - Loading excessive and/or repetitive information (what is loaded should have value to the reviewers to look at --don't just load something to have it there; If you are loading a quote see if the page is really needed --example don't load 10 pages of terms and conditions for purchase when what you are trying to show is the parts and purchase price of the equipment) .

NSF Proposal Submissions....

Single Copy Documents

- Collaborators and Other Affiliations

    - IDs everyone there are conflicts of interest with (section e. from old bio sketch format)

    - Loaded per person for all PI, CoPI, and Senior Personnel

    - Some solicitations provide additional areas of conflict such as finance, board involvement, marriage/family relationship

- Issues/Tips

    - You must use special form uploaded as XLS without pdfing (Fastlane/R.gov does the conversion)—make sure you have a new form

    - Instructions of the xls file say you MUST NOT modify or change the format other than adding additional lines.

    - Solicitation may say not to do this section or to do it AND a separate file or   excel worksheet with COI information (sometimes with submission sometimes after). Usually we don't see not having COA anymore, but we do see double requests on occasion.

NSF Proposal Submissions....

Single Copy Documents

- Deviations Authorizations (if applicable)
  - Permissions from PO to do something not in solicitation or not in compliance with the solicitation, etc.
- List of Suggested Reviewers (optional)
  - Some solicitations make an entry required
  - Many program officers like to see as it helps them build review panel
  - Reviewers probably not pulled for your panel
  - You can include people not to review; on the reason why listed you don't have to be very specific --you can put 'personal conflict; or 'competing area of research' etc.
- Additional Single Copy Documents
  - Normally only used if the solicitation tells you to load something special
  - Common item is a Conflict of Interest file (not to be confused with Collaborator file)
- Nature of Natural or Anthropogenic Event
  - Explanation/proof for deadline not being met (usually email from program officer giving the approval for not meeting deadline)

NSF Proposal Submissions....

Single Copy Documents

- Add/Delete Non Co-PI Senior Personnel
  - Cover page only allows 4 CoPI additional key personnel loaded here
  - Way to include biosketch for someone like consultant or advisor (if you don't want to use 'other supplementary docs or can't due to guidance)
    - It will drive loading Current & Pending and Collaborators tab also
- Change PI
  - For case where CoPI is taking over as PI
    - Must first load as CoPI then you can 'switch' roles (and if you need to then later drop the old PI who has changed to CoPI)
    - If proposal required an LOI or preliminary you may be limited on 'swapping' or adding personnel

- Issues/Tips (for both sections above)
  - Budget entries will erase for any person removed from Senior Personnel
  - Budget entries will erase for PI that is changed
  - On occasion the whole budget will erase
  - When you delete someone their bio, cp and collaborators files will delete too.

NSF Proposal Submissions....

Single Copy Documents

- Link Collaborative Proposals
  - Used for multi-organizational collaborative
  - Prime organization loads temporary proposal number and pin of non-lead organizations to link the proposals together (so essentially the non-lead organization starts their proposal first and assigns a pin; they give their proposal number and pin to the lead organization; the lead organization then creates their proposal and does the link for all the non-lead organizations.

- Issues
  - All collaboratives must submit by deadline on their Close of Business.
  - Any withdrawal 'kills' the collaborative.
  - Some organizations are extremely picky on the submission timing.
  - Check solicitation – some do not allow collaboratives but the system may allow one to be created

NSF Proposal Submissions….

Proposal Submission Actions—At OU

- Process for submitting a proposal starts with the PI submitting info sheet – we prefer you do one as soon as you think you are submitting (we can always cancel it if you change your mind).

- The PI gives their PDS the draft summary/abstract, budget on OU format, and draft budget justification (plus subcontract package if needed); PDS sends out routing package for internal permission to submit.

- PI and PDS load Fastlane/R.gov tabs (Grants.gov is not used for NSF submissions at OU); when the internal routing is done the PDS notifies the PI; Once everything is loaded the PI contacts the ORS office that they are ready;

  - If SRO access is allowed early (before all files are loaded which is preferred) the PI will usually see warnings and errors, just hit 'proceed'.

  - PI must give Fastlane/Rgov access to the proposal to ORS through the 'assign SRO access' button (to submit we need all three levels – read, edit, submit)

NSF Proposal Submissions….

- **Proposal Submission Actions - at OU**

  - Depending on time there may be actions ORS takes prior to submission (electronic check, spot check of tab contents, ensuring certifications or special permissions obtained, if full print will run, etc.)

  - ORS currently has no 'hard' internal deadlines prior to submission but we ask for routing documents 1-2 weeks before the deadline and submission documents ready/uploaded 2 days before deadline.

  - Special permission must be obtained if the proposal routing is not complete prior to submission.

  - NSF normally truncates submissions at 5 pm local on the day of a deadline.

  - ORS personnel are not allowed to work past their normal hours (normally 5 pm) in support of a submission without permission.

  - PDS does final electronic check (if possible) and submits the proposal then takes actions to close the routing package in Cayuse.

NSF Proposal Submissions….

Take-a-Way

- Expect the bio sketch and CP forms to take time (CFE has training and some assistance).

- Don't wait until submission date to make sure your team has Fastlane/Rgov accounts (personal and organizational).

- Load files as soon as you can, to see if they will load error free.

- Submit early so there may be time to correct an error discovered at submission.

- Get ORCID Id and establish SciENcv account- NSF does not intend for the pdf formats to remain a primary submission item.

- Start using Research.gov – especially on easier proposals. Watch solicitation as some are now requiring R.gov use.

- Fastlane ends Dec 31, 2022.

Contacts for Help

- RIS@ou.edu will answer questions or put you in contact with who can answer your questions for anything pre-award/Office of Research Services (ORS) related.

- Submit an info sheet [Office of Research Services - Proposal Information Sheet|| The University of Oklahoma (ou.edu)](#) and someone from ORS will contact you

- Center for Faculty Excellence (CFE) provides proposal assistance to include SciENcv training cfe@ou.edu

- If your question is related to post award then contact Research Financial Services (ReFS) refsinfo@ou.edu

NSF Proposal Submissions….

Questions?