

How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov

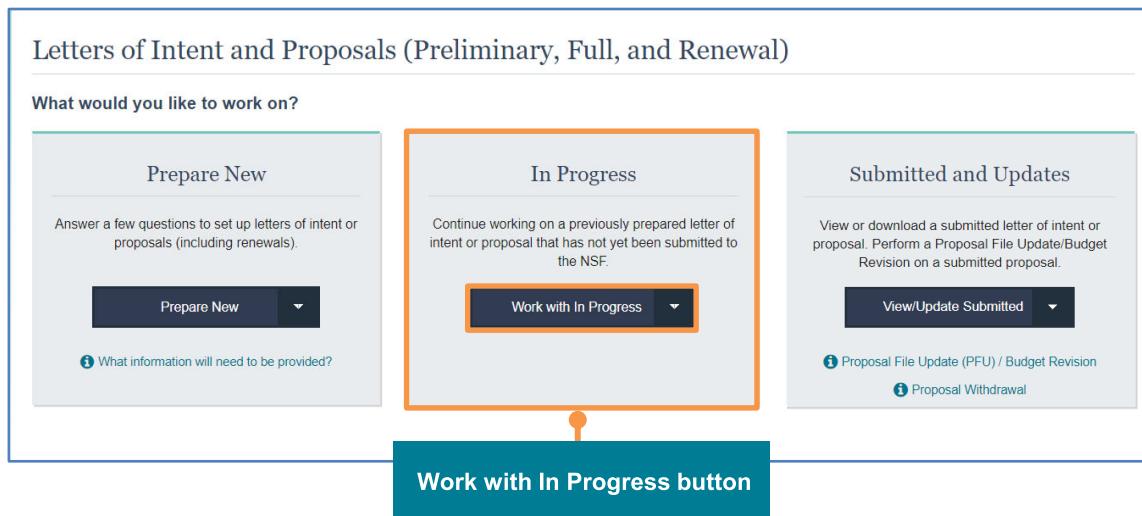
After the Principal Investigator (PI) has initiated a proposal or proposal file update/budget revision, the PI can share access with the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). If a co-PI has been added, the co-PI can also share the proposal or proposal file update/budget revision with the SPO and AOR. All affiliated SPO and AOR personnel at the PI's organization will receive a system-generated email notification when a proposal or proposal file update/budget revision access is shared.

Accessing the Research.gov Proposal Submission System:

- Open [Research.gov](#).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select the Letters of Intent and Proposals (Preliminary, Full, and Renewal) link under the Prepare & Submit Proposals category.
- Click the Continue to Proposal System button after reviewing the Welcome to NSF's Research.gov Proposal Submission System pop-up message.
- You will be navigated to the proposal preparation landing page.

How a PI/co-PI Shares Proposal Access with the SPO/AOR

- 1 Select the Work with In Progress button located in the In Progress tile.



Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

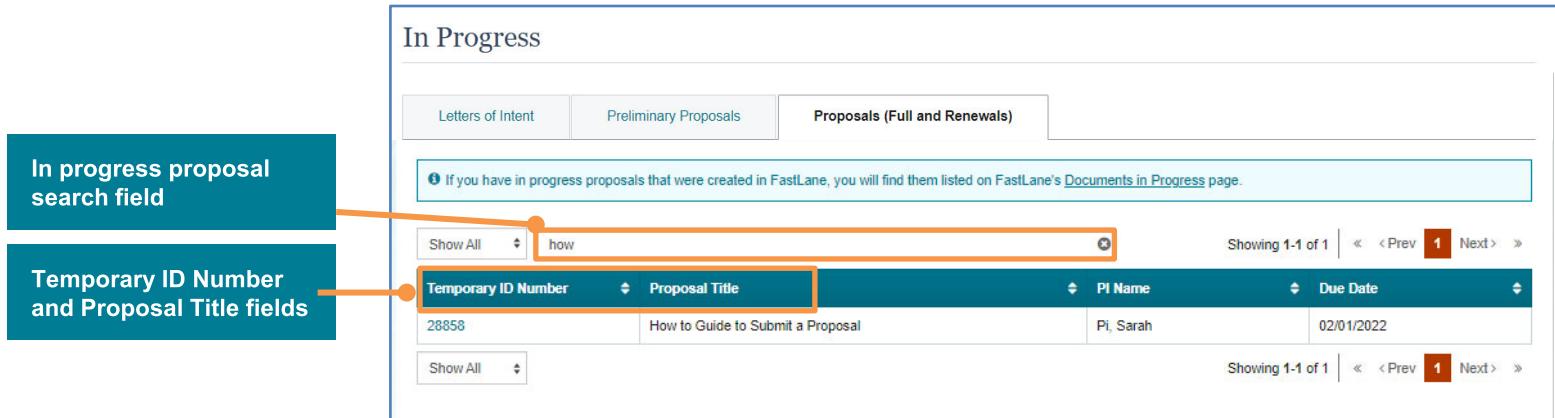
In Progress

Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.

Work with In Progress

Work with In Progress button

- 2 Locate the proposal on the In Progress Proposals list and click on the corresponding Temporary ID Number to open the proposal.



In Progress

Letters of Intent	Preliminary Proposals	Proposals (Full and Renewals)
ⓘ If you have in progress proposals that were created in FastLane, you will find them listed on FastLane's Documents in Progress page.		
Show All <input type="button" value="how"/> <input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 10px;" type="text" value="Temporary ID Number"/> <input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 10px;" type="text" value="Proposal Title"/> Showing 1-1 of 1 << < Prev 1 Next > >		
Temporary ID Number	Proposal Title	PI Name
28858	How to Guide to Submit a Proposal	PI: Sarah
02/01/2022		
Show All <input type="button" value="how"/> Showing 1-1 of 1 << < Prev 1 Next > >		

In progress proposal search field

Temporary ID Number and Proposal Title fields



How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov (cont'd)

3 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](#) after the Share Proposal with SPO/AOR button is clicked.
- You will then be navigated to the Share Proposal with SPO/AOR screen.

The screenshot shows the 'Proposal Actions' section with a button labeled 'Share Proposal with SPO/AOR'. A tooltip for this button indicates it is 'and tooltip'. Below this, the 'Proposal Status' information shows 'Proposal Status: Not Shared with SPO/AOR'. To the right is a table of 'Proposal Sections' with columns for 'Last Updated' and 'Compliance Status [Key]'. All sections show 'No issue(s) found' except for 'Postdoctoral Mentoring Plan' which is 'Document unavailable for check'.

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet	03/03/2021 8:39 PM EST	No issue(s) found
Project Summary	03/03/2021 8:39 PM EST	No issue(s) found
Project Description	03/03/2021 8:39 PM EST	No issue(s) found
References Cited	03/03/2021 8:39 PM EST	No issue(s) found
Budget(s)	03/03/2021 8:40 PM EST	No issue(s) found
Budget Justification(s)	03/03/2021 8:40 PM EST	No issue(s) found
Facilities, Equipment and Other Resources	03/03/2021 8:40 PM EST	No issue(s) found
Senior Personnel Documents	03/03/2021 8:41 PM EST	No issue(s) found
Data Management Plan	03/03/2021 8:41 PM EST	No issue(s) found
Postdoctoral Mentoring Plan	Conditionally required	Document unavailable for check

4 Select the Change Proposal Access button on the Share Proposal with SPO/AOR screen.

- This screen displays the current SPO/AOR proposal access as well as any submission error and warning compliance messages triggered when the automated proposal compliance checks were run.
- Proposal access can be shared with the SPO/AOR even if there are unresolved submission error and warning messages (e.g., when a PI shares access with the SPO/AOR immediately after initiating a proposal and before any proposal sections are completed or documents uploaded).

The screenshot shows the 'Share Proposal with SPO/AOR' screen. It includes a 'Current SPO/AOR Proposal Access' section indicating 'Sponsored Projects Office (SPO) Proposal not shared' and 'Authorized Organizational Representative (AOR) Proposal not shared'. A 'Change Proposal Access' button is located in the top right. Below this is a 'Submission Errors and Warnings' section containing a message about a required duration for the 'Cover Sheet' section.

Share Proposal with SPO/AOR

Change Proposal Access button

Current SPO/AOR Proposal Access

Change Proposal Access

Sponsored Projects Office (SPO)
Proposal not shared

Authorized Organizational Representative (AOR)
Proposal not shared

Submission Errors and Warnings

The following error(s) must be fixed prior to submitting the proposal.
Cover Sheet
• Proposed Duration cannot be zero or blank

Collapse ▾

How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov (cont'd)

5

Select the radio button for the level of proposal access to share with the SPO and AOR.

- SPO/AOR proposal access permissions can be updated by the PI/co-PI as needed during proposal preparation using these same steps.
- Each selected SPO and AOR access option (i.e., proposal not shared, view only access, and edit access) will be granted to all SPO and AOR personnel affiliated with the PI's organization.
- When selected, the allow proposal submission option is granted to all AORs affiliated with the PI's organization.
- Allow proposal submission permission must be provided to the AOR in order for the AOR to submit the proposal to NSF.
- Select the Save Proposal Access button to continue.
- A system-generated email notification will be sent to the SPO and AOR personnel who have been granted access to the proposal or when access is changed.** See page 4 for an example of the notification email.

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		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> Proposal not shared <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel

SPO/AOR Proposal Access options (highlighted in orange)

Save Proposal Access button (highlighted in orange)

List of SPO/AOR personnel affiliated with the PI's organization (highlighted in orange)

Share Proposal with SPO/AOR

Success message (highlighted in orange)

The proposal access has been successfully changed. An email notification has been sent to each person whose proposal access has been changed. AORs can now access the 'Initiate Proposal Submission' button from the main proposal page.

Updated SPO/AOR proposal access status (highlighted in orange)

Current SPO/AOR Proposal Access		Change 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.		
Sponsored Projects Office (SPO) Edit access	Authorized Organizational Representative (AOR) Edit access with submit	

Submission Errors and Warnings

The following error(s) must be fixed prior to submitting the proposal.

Cover Sheet

- Proposed Duration cannot be zero or blank

How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov (cont'd)

Sample system-generated email notification sent to the SPOs/AORs to notify them when proposal access is shared:

To: <SPO/AORs email addresses>

Subject: Proposal 14303 shared with SPO/AORs

All Sponsored Project Office (SPO) and Authorized Organizational Representatives (AOR) have been given **View/Edit access** to the following proposal. Additionally, AORs now have the ability to **submit** this proposal.

Temporary Proposal ID: 14303

Proposal Title: Test Proposal

Date/Time Proposal Shared: 10/05/2020 6:00 PM EDT

Shared by: John Doe

The following users are included:

Authorized Organizational Representative (AOR)

O'Furniture, Patty

O'Furniture, Paddy

Ye, Olive

Bugg, Aida

Biologist, Maureen

Sponsored Projects Office (SPO)

Dactyl, Teri

This proposal can be accessed from your listing of in-progress proposals within Research.gov.

[Sign into Research.gov](#)

Need Help?

You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov.

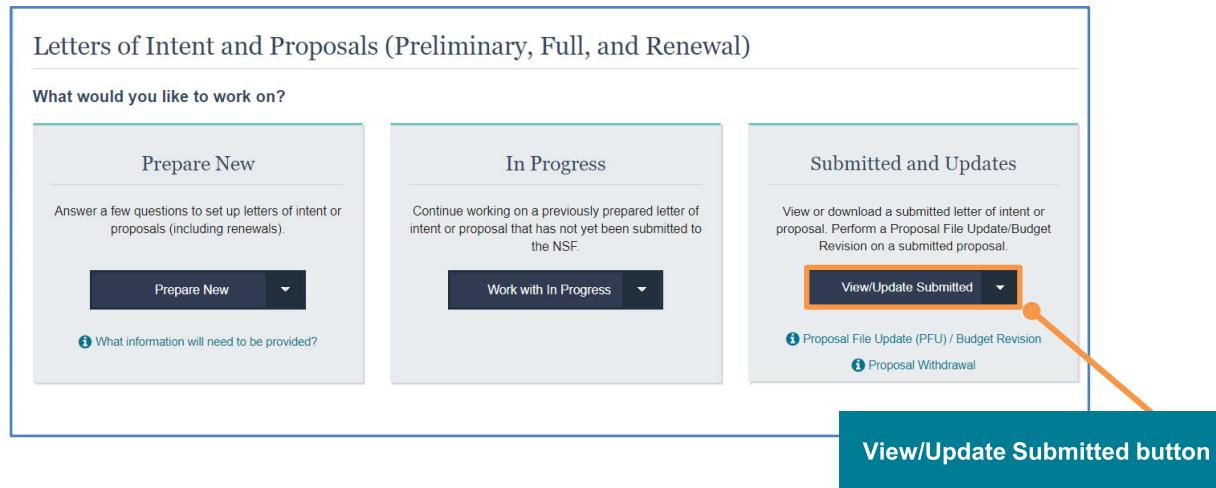
For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or Rgov@nsf.gov.

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

How a PI/co-PI Shares Proposal File Update/Budget Revision Access with the SPO/AOR

The PI/co-PI must share proposal access with the AOR specifically for the proposal file update/budget revision (i.e., shared access given to the AOR for the submitted proposal does not carry over to the proposal file update/budget revision).

- Select the Proposals (Full and Renewals) option from the View/Update Submitted drop-down located in the Submitted and Updates tile to access the proposal file update/budget revision functions.



Letters of Intent and Proposals (Preliminary, Full, and Renewal)

What would you like to work on?

Prepare New

Answer a few questions to set up letters of intent or proposals (including renewals).

In Progress

Continue working on a previously prepared letter of intent or proposal that has not yet been submitted to the NSF.

Submitted and Updates

View or download a submitted letter of intent or proposal. Perform a Proposal File Update/Budget Revision on a submitted proposal.

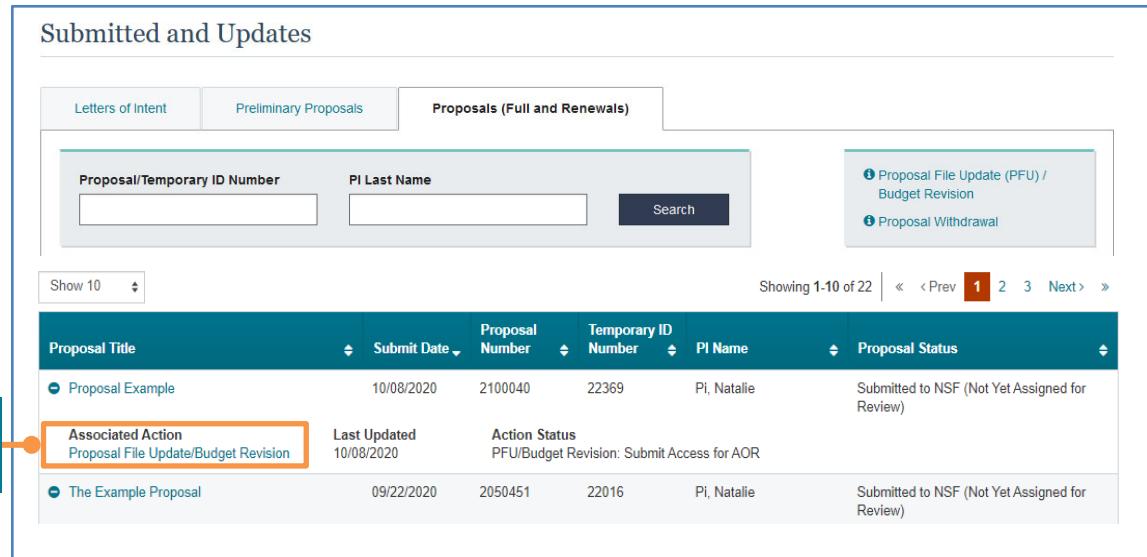
View/Update Submitted

Proposal File Update (PFU) / Budget Revision

Proposal Withdrawal

View/Update Submitted button

- Locate the proposal on the Submitted and Updates Proposals (Full and Renewals) tab and then click on the proposal file update/budget revision link under the Associated Action. You will be navigated to the Proposal File Update/Budget Revision Details page.



Submitted and Updates

Letters of Intent Preliminary Proposals Proposals (Full and Renewals)

Proposal/Temporary ID Number PI Last Name Search

Show 10

Showing 1-10 of 22 < < Prev 1 2 3 Next > >

Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
Proposal Example	10/08/2020	2100040	22369	Pi, Natalie	Submitted to NSF (Not Yet Assigned for Review)
Associated Action Proposal File Update/Budget Revision	Last Updated 10/08/2020		Action Status PFU/Budget Revision: Submit Access for AOR		
The Example Proposal	09/22/2020	2050451	22016	Pi, Natalie	Submitted to NSF (Not Yet Assigned for Review)

**Proposal File Update/
Budget Revision**

How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov (cont'd)

- 3 Select the Share Proposal with SPO/AOR button for the proposal file update/budget revision.

Header indicates proposal file update/budget revision

Proposal File Update/Budget Revision
For Proposal - 2110953

Proposal Title:	How To Guide Proposal <input type="checkbox"/> Edit	
Funding Opportunity:	NSF 21-534 View - Understanding the Rules of Life: Microbiome Interactions and Mechanisms	
Where to Apply:	Direct For Biological Sciences (BIO) - Emerging Frontiers (EF), URoL-Understanding the Rules o	
Proposal Type:	Research	
Submission Type:	Full Proposal	
Collaborative Type:	Not Collaborative	
View last submitted version		
<div style="background-color: #0070C0; color: white; padding: 5px; display: inline-block;"> Share Proposal with SPO/AOR </div>		
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Manage Personnel and Subaward Organizations Print Proposal Delete PFU/Budget Revision </div>		
<div style="border: 1px solid #ccc; background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;"> Proposal Details </div>		
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Proposal Status: ● PFU/Budget Revision: Not Forwarded to SPO/AOR </div>		
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Helpful Links </div>		

Share Proposal with SPO/AOR button

Proposal status will change after proposal access is updated

- 4 Select the SPO/AOR Proposal Access options for the proposal file update/budget revision.

- Click the Save Proposal Access button to continue.
- SPO/AOR proposal file update/budget revision access permissions can be updated by the PI/co-PI as needed during proposal preparation using these same steps.

Share Access with SPO/AOR options

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		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> Proposal not shared <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow proposal submission (AOR only)	View SPO/AOR Personnel

Save Proposal Access **Cancel**

Select Save Proposal Access to continue

List of SPO/AOR personnel affiliated with the PI's organization



How a PI/co-PI Shares Proposal and Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov (cont'd)

- 5 After sharing access to the proposal file update/budget revision with the SPO/AOR, a success message will display. A system-generated email notification will be sent to all SPO/AOR personnel associated with the PI's organization who are granted new or updated access to the proposal file update/budget revision. See page 4 for an example of the notification email.

Success message

The proposal access has been successfully changed. An email notification has been sent to each person whose proposal access has been changed. AORs can now access the 'Initiate Proposal Submission' button from the main proposal page.

Updated SPO/AOR proposal access status

Current SPO/AOR Proposal Access		Change Proposal Access
Sponsored Projects Office (SPO) Edit access	Authorized Organizational Representative (AOR) Edit access with submit	

i The Submitted Proposals page displays the proposal file update/budget revision under the associated submitted proposal, together with the status and date of the most recent update.

Submitted Proposals					
Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
How To Guide Proposal	02/19/2021	2110953	27845	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)
Associated Action Proposal File Update/Budget Revision	Last Updated 02/19/2021	Action Status PFU/Budget Revision: Not Forwarded to SPO/AOR			

Example in progress
proposal file update/
budget revision with
access not shared with
the SPO/AOR

Submitted Proposals					
Proposal Title	Submit Date	Proposal Number	Temporary ID Number	PI Name	Proposal Status
How To Guide Proposal	02/19/2021	2110953	27845	PI, Natalie	Submitted to NSF (Not Yet Assigned for Review)
Associated Action Proposal File Update/Budget Revision	Last Updated 02/19/2021	Action Status PFU/Budget Revision: Submit Access for AOR			

Example in progress
proposal file update/
budget revision with
submit access granted to
the AOR

Helpful Resources

- **Help within the Proposal System**

Inline help features such as tooltips and links to relevant [Proposal & Award Policies & Procedures Guide](#) sections are included throughout the Research.gov Proposal Submission System.

- **Research.gov Proposal Preparation Demo Site**

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. This includes sharing view, edit, and/or submit access with the SPO/AOR. However, the demo site does not include real SPO/AOR users, proposals cannot be submitted in the demo site, and no system-generated email notifications will be created or sent. See the demo site Frequently Asked Questions (FAQs) on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for information on demo site access and features.

- **Proposal Preparation FAQs**

FAQs by topic are available on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

- **Video Tutorials**

Videos demonstrating key proposal preparation steps are available on the Research.gov [About Proposal Preparation and Submission](#) page [Video Tutorials](#) section.

- **Automated Proposal Compliance Checks**

Automated proposal compliance checks triggering an error message will prohibit proposal and proposal file update/budget revision submission to NSF, whereas checks triggering a warning message will still allow proposal and proposal file update/budget revision submission. Expanded compliance checking in Research.gov reduces administrative burden for the research community and NSF staff, as well as minimizes Return Without Review proposals. Refer to the [Automated Compliance Checking of NSF Proposals](#) page for the current automated Research.gov proposal checks.

- **Adding and Managing User Roles**

To work on proposals using NSF systems, a PI must have an organization-approved PI role. The PI role can be requested by following the steps on the [Add a New Role – Principal Investigator PI/Co-PI](#) job aid.

Information about adding and managing other user roles such as the AOR role required for proposal and proposal file update/budget revision submission can be found on the Research.gov [About Account Management](#) page.

- **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.