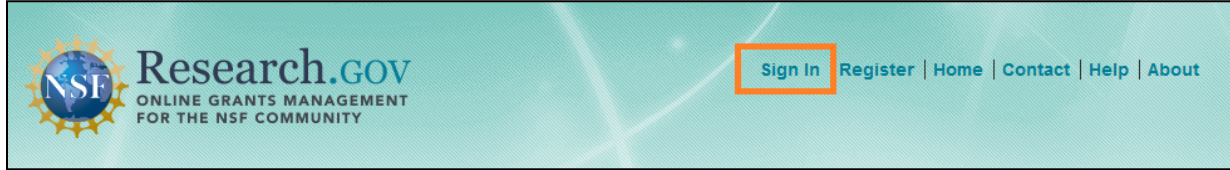


# NSF – Research.gov Quick Tips

## Access NSF Research.gov

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



Select the Sign in with InCommon(Org) Credentials > search/type in University of Maryland to select the University of Maryland College Park. This will lead you to UMD CAS login.

The image shows the "Sign In" page. It has a heading "Sign In" and a paragraph of instructions: "Choose one of the three methods below to sign in. If you use Login.gov or InCommon, make sure the email address is the same as your NSF primary email." Below this is a form field labeled "NSF ID or Primary Email Address" with a text input box. A blue "Next" button is below the input box. Below the button is a horizontal line with a circle containing the word "or" in the center. Below the line are two buttons: "Sign in with InCommon(Org) Credentials" (highlighted with an orange box) and "Sign in with Login.gov Credentials". At the bottom, there are links for "New to Research.gov? Register" and "Help" with an external link icon.

>

The image shows the "Sign In With InCommon (Organization) Credentials" page. It has a heading "Sign In With InCommon (Organization) Credentials" and a list of three bullet points: "Find and choose your organization", "Directs you to sign in to your organization", and "Redirects you back to Research.gov". Below the list is a search interface. It features a search bar with a dropdown menu showing three results: "University of Maryland Baltimore", "University of Maryland Baltimore County", and "University of Maryland College Park" (highlighted with an orange box). Below the search bar is another search input field containing the text "university of maryland" and a "Show all" button.

If you do not have the NSF ID, please register from [here](#).

If you already have the NSF ID, but NOT affiliated with the organization/assigned to a role, please follow the [instruction](#).

## General Guidelines for Proposal Preparation

[Research.gov - Proposal Preparation Site Document Upload FAQ](#)

If you would like to know your proposal type is compatible with Research.gov, you may check from [here](#)  
> Proposal Submission Capabilities menu.

Acceptable Fonts	Arial (not Arial Narrow), Courier New, Palatino, Palatino Linotype, or Helvetica at a font size of 10 points or larger Times New Roman at a font size of 10 points or larger; or Computer Modern family of fonts at a font size of 10 points or larger.
Margins	Margins, in all directions, must be at least an inch
Page number	Be sure that the document has no text in the header or footer including page numbers. The system will automatically paginate and add page numbers for you whenever the proposal PDF is generated.
Project Summary	Limited to 1 page; must include intellectual merit and broader impact statements
Place of performance	Your on campus building address; for the zipcode use zip+4. If it errors use 20742-1800
Project description	Typically 15 page limit
Bio-Sketch	SciENCv Only
Mentoring Plan	Required if funds used to support post-docs; attach in Supplemental Materials.

Detail can be found on [PAPPG](#)



- a. Select the Funding Opportunity
- b. Select location of applying (University of Maryland)
- c. Proposal Type (As of 5/1/24)

Type of Proposal (single proposals with or without subawards and separately submitted collaborative proposals)	
Research	✓
Planning	✓
Rapid Response Research (RAPID)	✓
EArly-concept Grants for Exploratory Research (EAGER)	✓
Research Advanced by Interdisciplinary Science and Engineering (RAISE)	✓
Grant Opportunities for Academic Liaison with Industry (GOALI)	✓
Ideas Lab	✓
Facilitation Awards for Scientists and Engineers with Disabilities (FASED)	✓
Conference	✓
Equipment	✓
Travel	✓
Center	✓
Research Infrastructure	✓
Postdoctoral Fellowship (proposals for fellowship solicitations without reference letter requirements)	✓
Postdoctoral Fellowship (proposals for fellowship solicitations with reference letter requirements)	✓
Small Business Innovation Research (SBIR)	✓
Small Business Technology Transfer (STTR)	✓
Supplemental Funding Requests, including Career Life Balance Supplemental Funding Requests	✓



- d. Submission Type (As of 5/1/2024)

Type of Submission	
Full Proposal	✓
Letter of Intent	✓
Preliminary Proposal	✓
Full Proposal related to a Preliminary Proposal	✓
Renewal Proposal	✓
Accomplishment Based Renewal Proposal	✓

- e. Proposal Details

5. Start input the details of the proposal
  - a. How to show more than one F&A rate in a budget period

On the budget > Indirect costs > Click Add Indirect Cost Item >  
 Second line will populate to add more than one item.

Indirect Costs			
Section	Year 1 Rate x Base		Total Funds Requested
I. Indirect Costs 1. F & A COSTS (7/1/22-6/30/23): 	55 %	x	\$0 \$0 funds
2. F & A COSTS (7/1/23-6/30/26) 	56 %	x	\$0 \$0 funds
<input type="button" value="+ Add Indirect Cost Item"/>			

## Add the Co-Principal Investigator(s)/Other Senior Personnel

1. Click on the “Manage Personnel and Subaward Organizations” under the Proposal Actions.

Proposal Actions

- Share Proposal with SPO/AOR
- Check Error(s) and Warning(s)
- Manage Personnel and Subaward Organizations**

2. Click the “Manage Personnel” under the Prime Organization.

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
University of Maryland, College Park <a href="#">View SAM Legal Business Name</a>	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	<b>Manage Personnel</b>

3. Select to click the appropriate roles for the project.

Senior Personnel

Add co-Principal Investigator    Add Other Senior Personnel

1. Once the search window appears,

Add co-Principal Investigator (co-PI)

Search for co-PI:

NSF ID  OR Email

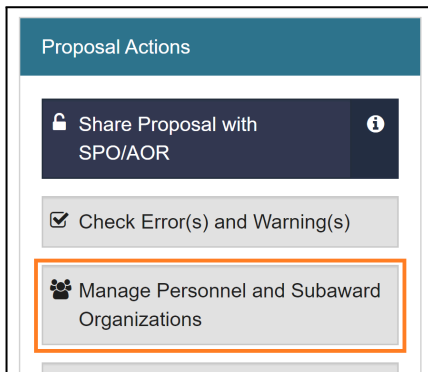
Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff	[REDACTED]	s*****@umd.edu	National Science Foundation

1. Enter the email address or NSF ID,
2. Click on the Search button,
3. Select the appropriate person,
4. Click on the Add Personnel to add the Person.

- Other Senior Personnel are not allowed to see the proposal unless the PI adds each one under the OAU. NSF requires that the names on the OAU be different from the Other Senior Personnel, so add either the title (Dr./Mr/Ms) OR manually put the middle name on the Other Senior Personnel. Then add the same person to the OAU by using their NSF ID or email address.

## Add the OAU (Other Authorized User)

1. Click on the “Manage Personnel and Subaward Organizations” under the Proposal Actions.



2. Click the “Manage Personnel” under the Prime Organization.

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
University of Maryland, College Park <a href="#">View SAM Legal Business Name</a>	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	<a href="#">Manage Personnel</a>

3. Click the “Add Other Authorized User” next to the Other Authorized User(s).



4. Once the search window appears,

The image shows a search window titled 'Add co-Principal Investigator (co-PI)'. It has a search bar with 'NSF ID' and 'Email' options. Step 1 points to the 'Email' input field containing 's\*\*\*\*\*@umd.edu'. Step 2 points to the 'Search' button. Below is a table with one row: Sally Egloff, NSF ID [redacted], Email s\*\*\*\*\*@umd.edu, Organization National Science Foundation. Step 3 points to the radio button in the 'Select' column. Step 4 points to the 'Add Personnel' button at the bottom right.

Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff	[redacted]	s*****@umd.edu	National Science Foundation

1. Enter the email address or NSF ID,
2. Click on the Search button,
3. Select the appropriate person,
4. Click on the Add Personnel to add the Person.