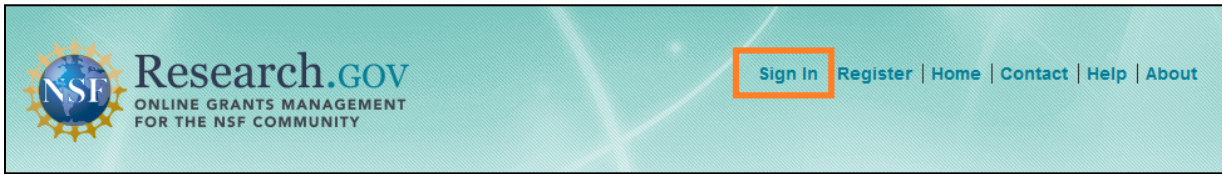


NSF – Research.gov Quick Tips

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 on Research.gov. It has a heading "Sign In" and a sub-heading "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 text input field labeled "NSF ID or Primary Email Address" and a blue "Next" button. There is an "or" separator. Below the separator are three buttons: "Sign in with InCommon(Org) Credentials" (highlighted with an orange box), "Sign in with Login.gov Credentials", and "Sign in with InCommon(Org) Credentials". At the bottom, there are links for "New to Research.gov? Register" and "Help".

>

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 instructions: "Find and choose your organization", "Directs you to sign in to your organization", and "Redirects you back to Research.gov". Below this is a search bar with a dropdown menu showing three options: "University of Maryland Baltimore", "University of Maryland Baltimore County", and "University of Maryland College Park" (highlighted with an orange box). At the bottom, there is a search input field containing "university of maryland" and a "Show all" button.

- Sign in with InCommon(org) Credentials are only working, when the primary email address is the UMD one.

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](#)

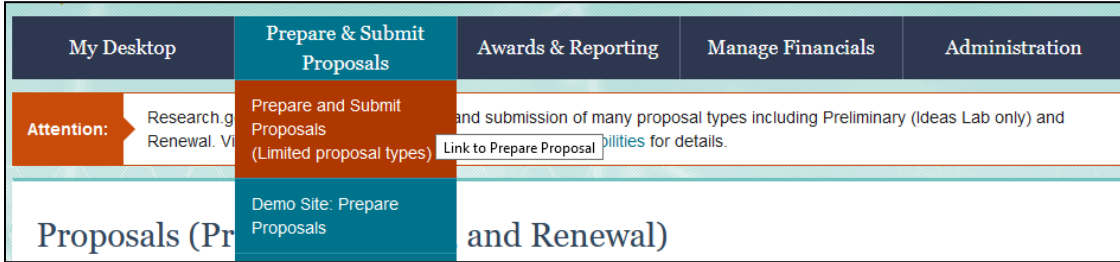
If you would like to know your proposal type is compatible with Research.gov, you may check from [here](#) > Proposal Submission Capabilities menu.

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](#)

Create a proposal

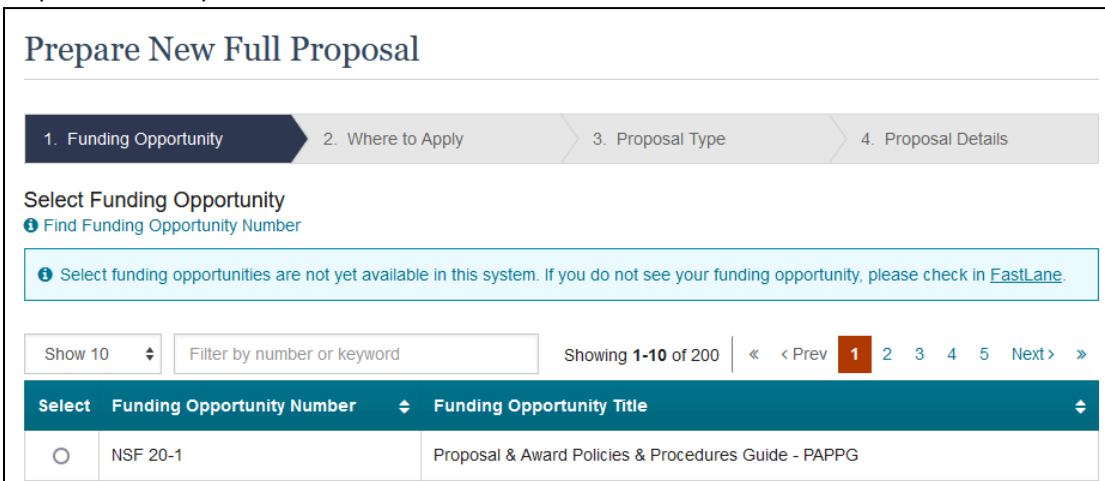
1. Sign into the research.gov.
2. Click on the Prepare & Submit Proposals > Prepare and Submit Proposals



3. Click on the Prepare New Proposal



4. Prepare New Proposal



- a. Select the Funding Opportunity
- b. Select location of applying (University of Maryland)
- c. Proposal Type
- d. Submission Type
- 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 >
 The second line will populate to add more than one item.

Indirect Costs			
Section	Year 1 Rate x Base		Total Funds Requested
I. Indirect Costs			\$0
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 View SAM Legal Business Name	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	Manage Personnel

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

Senior Personnel

Add co-Principal Investigator Add Other Senior Personnel

4. Once the search window appears,

Add co-Principal Investigator (co-PI)

Search for co-PI:

NSF ID OR

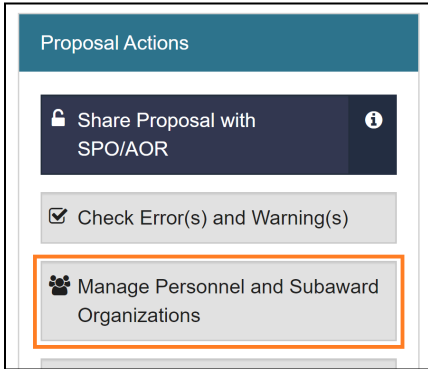
Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff	[REDACTED]	s*****@umd.edu	National Science Foundation

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 View SAM Legal Business Name	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	Manage Personnel

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



4. Once the search window appears,

The screenshot shows a search window titled 'Add co-Principal Investigator (co-PI)'. It has a search bar with 'NSF ID' and 'Email' options. The 'Email' field contains 's*****@umd.edu'. A 'Search' button is to the right. Below the search bar is a table with one row: Sally Egloff, NSF ID, s*****@umd.edu, National Science Foundation. An 'Add Personnel' button is at the bottom right. Numbered steps 1-4 are overlaid on the image: 1. Email field, 2. Search button, 3. Radio button in the table, 4. Add Personnel button.

Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff		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.