Before submitting: please check the link here, to ensure the proposal can be submitted through research.gov

Creating a new proposal:

1. Sign into Research.gov (this will be the same username and password as Fastlane)
2. Hover over “Prepare & Submit Proposals” and select “New! Prepare Proposals”
3. Select “Prepare Proposal” from the three options on the screen. (If you are accessing a proposal that has already been created, select “In Progress Proposals”).

4. A Status bar will appear with the following five actions needed for routing the proposal:

   Prepare New Proposal

   a. Funding Opportunity:
      i. A list of funding opportunities will appear on the page
      ii. Select the funding opportunity you will be submitting too and select “Next”
b. Where to Apply:
   i. This screen will prompt various questions about the intended NSF program, such as: Directorate, Divisions, or Program
   ii. You can select more than one application program and prioritize them by clicking the arrow keys to move the programs up or down.
   iii. To remove a program, select the trash can icon.
   iv. Save your selections and then select “next”

   Select Where to Apply
   Select where within NSF you would like to send your proposal. Depending on the funding opportunity, you may make one or multiple selections. When you have saved your selection(s), click ‘Next’ to continue.

   Funding Opportunity
   NSF 19-1 - Proposal & Award Policies & Procedures Guide - PAPPG

   Saved Selections
   Select your directorate, associated division and program on the left. Place selections in the order of importance.
   1. Directorate For Geosciences (GEO), Antarctic Sciences (OPP), Major Research Instrumentation
   2. Directorate For Geosciences (GEO), ICER (ICER), CEI

   Previous Next

   c. Proposal Type:
   i. You will be prompted to select the proposal type (Research, RAPID, EAGER, etc.). PLEASE NOTE – currently, only Research proposals can be submitted
ii. Choose the accurate proposal type and select “next”

**Select Proposal Type**

What type of proposal will be used?

- Research
  - Rapid Response Research (RAPID) Proposals
  - Early-concept Grants for Exploratory Research (EAGER)
  - Research Advanced by Interdisciplinary Research and Engineering (RAISE)
  - Grant Opportunities for Academic Liaison with Industry (GOALI)
  - Ideas Lab
  - Facilitation Awards for Scientists and Engineers with Disabilities (FASED)
  - Conferences
  - Equipment
  - Travel
  - Center
  - Research Infrastructure
  - Fellowship

**d. Submission Type:**

i. This will ask you which type of proposal you would like to prepare (LOI, Full Proposal, Renewal, etc*). *Note – Currently only full proposals can be submitted

ii. Choose the proposal type and select “next”

**Select Submission Type**

What would you like to prepare?

- Letter of Intent
- Preliminary Proposal
- Full Proposal
- Full Proposal related to a Preliminary Proposal
- Renewal
- Accomplishment Based Renewal

**e. Proposal Details:**

i. This will ask whether the proposal is collaborative or non-collaborative:
   1. “No. A single proposal will be submitted (with or without subawards)”
   2. “Yes. Multiple proposals will be submitted separately”

ii. Select one of the 2 options and enter the proposal title.

iii. Select “Prepare Proposal”
5. Research.gov will create the proposal and bring you to the proposal page. This lists all the general proposal information, as well as, all the required sections.
## Proposal - 14525

**Proposal Title:** Example Proposal

**Funding Opportunity:** NSF 19-1 - Proposal & Award Policies & Procedures Guide - PAPPG

**Where to Apply:** Directorate For Geosciences (GEO) - Antarctic Sciences (OPP), Major Research Instrumentation

**Proposal Type:** Research

**Submission Type:** Full Proposal

**Collaborative Type:** Not Collaborative

### Proposal Actions
- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

### Proposal Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover Sheet</td>
<td></td>
<td>Form not checked</td>
</tr>
<tr>
<td>Project Summary</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>References Cited</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Budget(s)</td>
<td></td>
<td>Form not checked</td>
</tr>
<tr>
<td>Budget Justification(s)</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Senior Personnel Documents</td>
<td></td>
<td>Document(s) unavailable for check</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td></td>
<td><strong>Conditionally required</strong></td>
</tr>
</tbody>
</table>

| **Optional**                     |              |                         |
| Other Personnel Biographical Information |          | Document unavailable for check |
| Other Supplementary Documents    |              | Document unavailable for check |
| List of Suggested Reviewers      |              | Document unavailable for check |
| (Single-copy document)           |              |                         |
| List of Reviewers Not to Include |              | Document unavailable for check |
| (Single-copy document)           |              |                         |
Adding/Managing Personnel:

1. From the main proposal page select “Manage Personnel and Subaward Organizations”
   a. Lead PI is automatically listed when the proposal is created.

Manage Personnel and Subaward Organizations

<table>
<thead>
<tr>
<th>Prime Organization</th>
<th>DUNS Number</th>
<th>Principal Investigator</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California-Santa Barbara</td>
<td>094878394</td>
<td>Reese Raffo</td>
<td>Office of Research Rm 3227 Cheadle Hall Santa Barbara, CA 93106-2050 US</td>
<td>Manage Personnel</td>
</tr>
</tbody>
</table>

Subaward Organization(s)

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>DUNS Number</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
</table>

No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.

2. Adding a senior personnel:
   a. Select “Manage Personnel” next to the Lead PI’s information. The Manage Personnel page will appear with 3 options:

Manage Personnel (Prime Organization)

For University of California-Santa Barbara

Senior Personnel

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reese Raffo</td>
<td>Principal Investigator</td>
<td>University of California-Santa Barbara</td>
<td></td>
</tr>
</tbody>
</table>

Other Authorized User(s) - Data preparation only

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
</table>

There are currently no Other Authorized Users.

i. “Add Co-Principal Investigator”: You will be prompted to add the co-PI’s NSF ID or their email, and then select “search”.

Lead PI is automatically listed when the proposal is created.
1. Select the correct Co-PI from the list and click “add personnel”. They will be added to the Senior Personnel list.

ii. “Add Other Senior Personnel”: You will be prompted with two options:

   - Search for personnel registered at NSF by NSF ID or Email
   - Enter Personnel Name (if they do not have a registered NSF ID)

   a. Select one of the above options and enter the required information for the Other Senior Personnel and then select “Add Personnel”. They will be added to the Senior Personnel List.

iii. “Add Other Authorized User”: You will be prompted to add the co-PI’s NSF ID or their email, and then select “search”

   1. Select the accurate OAU from the list and click “Add Personnel” They will be added to the OAU table.
Uploading Proposal Sections:

1. **Cover Sheet:** From the main proposal page, select “cover sheet”, this will generate all the required fields on the cover sheet (some of these may be pre-populated based on the PIs institutional association). Once all the fields have been completed select “Save”.
2. **Project Summary:** From the left side panel or the main proposal page, select “Project Summary”.
   a. There will be instructions on how to upload the project summary and what should be included.
   b. Once a PDF has been uploaded that meets all the requirements, the screen will notify you that the file has been uploaded successfully.
      i. If the required sections are missing and/or the font is incorrect, there will be a warning message shown at the top of the screen.

3. **Project Description:** From the left side panel or the main proposal page, select “Project Description”.
   a. There will be instructions explaining what is needed for a project description and how to upload it.
   b. Once a PDF has been uploaded that meets all the requirements, the screen will notify you that the file has been uploaded successfully.
      i. If the required sections (intellectual merit & broader impacts) and/or the font is incorrect, and/or the file exceeds 15 pages; the screen will generate an error.
4. **References Cited**: From the left side column or the main proposal page, select “References Cited”
   a. There will be instructions on what the document should contain and how to upload it.
   b. Once the PDF has been uploaded according to the guidance, the screen will show that the upload was successful.

5. **Facilities, Equipment and Other Resources**: From the left side column or the main proposal page, select “Facilities, Equipment and Other Resources”.
   a. There will be instructions on what is required and how to upload the document.
   b. Once the PDF has been uploaded, the screen will show the document was uploaded successfully.
6. **Senior Personnel Documents**: From the left hand column or the main proposal page, select “Senior Personnel Documents”.
   a. A list of senior personnel will be shown with each required documents (Biographical Sketch, Current and Pending Support, and Collaborators and Other Affiliations).

   b. **Biographical Sketch**: Select “Biographical Sketch” from the list of documents.
      i. The screen will prompt the requirements and directions for uploading the document.
ii. Once a PDF has been uploaded according to the guidelines, the screen will show the PDF is uploaded successfully.

1. If the document is missing sections of the biosketch and/or exceeds maximum page requirement a message will be prompted.

c. Current and Pending Support: Select “Current and Pending Support” from the list of documents under the PI/Senior Personnel

   i. The screen will list the requirements and directions for uploading the document.

   ii. Once the document has been uploaded according to the requirements, the screen will show that the file has been uploaded successfully.

   d. Collaborators and Other Affiliates: Select “Collaborators and Other Affiliations” from the list of documents under the senior personnel.

   i. A two-step list of instructions will show on the screen.
ii. This section will only allow an excel document to be uploaded for review.

iii. Once the excel document is uploaded, Research.gov will pull the information from the excel document and display it on the screen asking you to review the information.

iv. If the information is correct, select “upload file” and the excel document will be successfully uploaded on the screen.

7. **Data Management plan**: Select “Data Management Plan” from the left hand column or the main proposal page.
   
a. A list of instructions including what is required and how to upload documents shows on the screen.
b. Once the PDF is uploaded according to the requirements the screen will show that the document has been successfully uploaded.
   i. If the document exceeds the page limit, there will be an error message on the screen.

8. Other: The left hand column and the main proposal page will have a list of optional documents to be uploaded. Each of these selections will generate instructions and success messages once the document has been uploaded.

Proposal Budget:
1. From the main proposal page, or the left hand column select “budget”
2. The budget page initially displays the different organizations involved in the proposal. Select “University of California-Santa Barbara” (or subaward institution) under the “Budget for” column.
3. Year 1 is the first budget period shown. The costs are broken down by “Personnel Direct Costs”, “Additional Direct Costs”, and “Indirect Costs”.
   a. Personnel Direct Costs & Additional Direct Costs: Enter the proper funding amounts into each category and the totals will be calculated on the right hand side.
      1. If the personnel will NOT be receiving funds: Select “manage” and remove the senior personnel from the budget.
      2. If there is equipment on the budget select “Add Equipment” and provide a brief description of the equipment and enter the funding amount.
## Budget (Prime Organization)

**For University of California - Santa Barbara**

**Total Requested Amount:** $52,893

### Personnel Direct Costs

<table>
<thead>
<tr>
<th>Section</th>
<th>Year 1</th>
<th>Total Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Senior Personnel (Manage)</strong></td>
<td>0.16</td>
<td>$3,838</td>
</tr>
<tr>
<td>Reese Rufus (PI)</td>
<td>0.16</td>
<td>$3,838</td>
</tr>
<tr>
<td><strong>B. Other Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Scholars</td>
<td>0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Other Professionals</td>
<td>0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>1</td>
<td>$32,266</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Administrative/Clincial</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>C. Fringe Benefits</strong></td>
<td></td>
<td>$967</td>
</tr>
</tbody>
</table>

**Total Salaries, Wages & Fringe Benefits (A-C):** $35,771

### Additional Direct Costs

<table>
<thead>
<tr>
<th>Section</th>
<th>Year 1</th>
<th>Total Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Equipment</strong></td>
<td></td>
<td>$11,000</td>
</tr>
<tr>
<td>1. Bioscience</td>
<td></td>
<td>$11,000</td>
</tr>
<tr>
<td><strong>E. Travel</strong></td>
<td></td>
<td>$3,122</td>
</tr>
<tr>
<td>US, territories, and possessions</td>
<td></td>
<td>$3,122</td>
</tr>
<tr>
<td>Foreign</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>F. Participant Support Costs</strong></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Number of Participants</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Stipends</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Subsistence</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>G. Other Direct Costs</strong></td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Publication Costs/Documentation/Distrib</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Consultant Services</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Computer Services</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>H. Total Direct Costs (A-G)</strong></td>
<td></td>
<td>$52,893</td>
</tr>
</tbody>
</table>

---

Note: The table above details the budget breakdown for different categories, including personnel and additional direct costs. Each section is itemized with specific costs and totals.
b. Indirect Costs: Select “Add Indirect Cost Item” enter “MTDC” in the line item, the IDC rate, and the base. The IDC total will be calculated on the right side column.

4. To add another year: select “Add Year”, you will see the following options:
   a. “Add Blank Year”
   b. “Copy from an existing year”, this will allow you to select the year you would like to copy
   c. Once you add a new year you can scroll through each budget year by selecting the arrows on the screen.

i. Budget months should be the total number of calendar months. The Academic and summer months fields have been removed (unlike in Fastlane).

5. **Budget Justification**: Once the budget is complete select “Budget Justification” from the left hand column or the main proposal page.
   a. The page will display the organizations listed in the project, select “University of California-Santa Barbara” (or subaward institution) under the “Budget Justification for” column.
b. The screen will show the instructions and requirements for uploading the budget justification.

c. Once the PDF has been uploaded according to the requirements, the screen will show that the budget justification has been uploaded successfully.

Routing a proposal to SPO/AOR:

1. From the main proposal page, select “share proposal with SPO/AOR”.
2. A list of errors and warnings will be displayed, the AOR can be granted access regardless of the errors and warnings present.

3. Select “Change Proposal Access” and select the type of access to provide the AOR and click “Save Proposal Access”:
   a. No Access
   b. View-only access
   c. Edit Access
   d. Edit Access with Allow proposal submission.
4. This will give the Sponsored Projects office permission to submit the proposal.

How to Submit:

1. Save AOR permission to submit email.

2. Log in and hover over “Prepare & Submit Proposals”

3. Select “New/Prepare Proposals”

4. Select “Work on an In Progress Proposal”
5. Select the proposal from the populated list.

<table>
<thead>
<tr>
<th>Temporary ID Number</th>
<th>Proposal Title</th>
<th>PI Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7849</td>
<td>CAREER: Engineering fluorescent protein biosensors and red-shifted reporters for anatomic imaging</td>
<td>Mukherjee, Anirb</td>
<td>07/15/2019</td>
</tr>
<tr>
<td>8580</td>
<td>High-dimensional asymptotics for empirical risk minimization: A unifying Gaussian Processes approach</td>
<td>Thrampoulidis, Christos</td>
<td>09/14/2019</td>
</tr>
<tr>
<td>11390</td>
<td>Analytic Torsion, Fundamental Gap, and Geometric Singularity</td>
<td>Dai, Xianzu</td>
<td>Accepted Anytime</td>
</tr>
<tr>
<td>15773</td>
<td>CSBR: A Collections Security Upgrade to Expand Research Opportunities for the UC Santa Barbara Vertebrae Zoology Collection</td>
<td>Setmann, Katja</td>
<td>Accepted Anytime</td>
</tr>
<tr>
<td>14525</td>
<td>Example Proposal</td>
<td>Raffs, Reese</td>
<td>Accepted Anytime</td>
</tr>
</tbody>
</table>

6. At the top of the proposal page select “Initiate Proposal Submission”: 
7. It will bring you to a “Submit Proposal” screen that lists any Errors and warnings, as well as, a message that will notify you that the proposal is ready for submission. Select “continue”.

8. This will bring you to a page with a “Submit Proposal” status bar with the following 3 steps:
a. Review Proposal Information:
   i. This page lists all the proposal information and allows you to export a full PDF of
      the proposal.
   ii. When your review is complete select “next”

b. Proposal Certifications:
i. Review the certifications

ii. Select an answer (yes or no) to the debarment question

iii. Select “I have read and agree to the certifications listed above”.

iv. Select “Next”

c. Sign and Submit:

i. This page displays information regarding the organization and the AOR.

ii. Once reviewed, select “sign and submit”.

9. The proposal has now been added to the list of submitted proposals.
Submitted Proposals

- The proposal has been submitted for processing. When processing is complete, a proposal ID number will be assigned. This proposal is now available from the Submitted Proposals page.

- If you have submitted proposals that were created in FastLane, you will find them listed on FastLane's Submitted Documents page.

<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Submit Date</th>
<th>Proposal Number</th>
<th>Temporary ID Number</th>
<th>PI Name</th>
<th>Proposal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBR: A Collections Security Upgrade to Expand Research Opportunities for the UC Santa Barbara Vertebrate Zoology Collection</td>
<td>05/07/2020</td>
<td>Pending</td>
<td>15/23</td>
<td>Seidman, Katja</td>
<td>Submitted to NSF (Not Yet Assigned for Review)</td>
</tr>
</tbody>
</table>