

# PIs: Initiating a New Proposal & Sharing Access in Research.gov

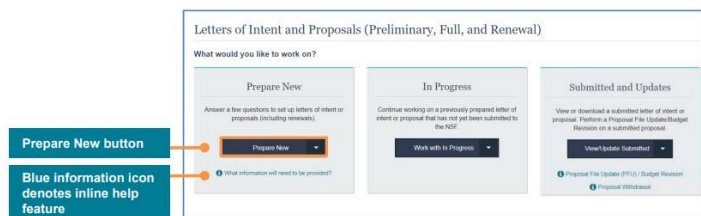
Initiating a new proposal within [research.gov](https://research.gov) is the first step of beginning a proposal. Only individuals with an organization-approved Principal Investigator (PI) role can initiate new proposals, including renewals, in [research.gov](https://research.gov). CALS Pre-Award Consultants are not able to complete this step on behalf of a PI. After the proposal has been created, the PI will be able to:

- Add Co-PIs, other Senior Personnel, and/or other Authorized Users (OAU),
- Share proposal access with the Sponsored Project Office (SPO),
- Share proposal access with an Authorized Organizational Representative (AOR) to assist with proposal preparation. **Note:** Only an AOR can submit the completed proposal in Research.gov to the National Science Foundation (NSF).

After the proposal has been created, the PI will be able to give access to their CALS Pre-Award Consultant which will allow them to assist with adding documents, review, and submission of the proposal. *It is recommended to begin initiating a new proposal within the system as soon as possible to provide the CALS Pre-Award Team time to assist with the proposal and work in the application system.*

## Accessing the Research.gov Proposal Submission System:

1. Begin by accessing the [research.gov](https://research.gov) website.
2. Next, click “**Sign In**” located at the top right of the screen to enter credentials.
3. Once on the “My Desktop” page, select the “**Letters of Intent and Proposals**” link under the Prepare & Submit Proposals category.
4. Now click the “**Continue to Proposal System**” button after reviewing the Welcome to NSF's Research.gov Proposal Submission System pop-up message.
5. Next you will be navigated to the “Proposal Preparation” landing page. Locate the “**Prepare New**” button.



6. Select the submission type from the drop-down options located under the “**Prepare New**” tile and follow the custom proposal setup wizard to initiate a new proposal.

**NOTE:** Once all the proposal setup wizard steps have been completed and the new proposal is created, the submission type cannot be edited by the proposing organization.

## HELPFUL REFERENCES

- [CALS Pre-Award Homepage](#)
- [How a PI Initiates a New Proposal in Research.gov](#)
- [Sharing Proposal Access with your Pre-Award Manager Detailed Information.](#)
- [Initiating a New Proposal Detailed Information.](#)
- [Research.gov- Proposal & Award Policies and Procedures Guide](#)
- [Proposal & Award Policies & Procedures Guide](#)
- [Proposal Preparation & Submission](#)
- [How a PI/ Co-PI Shares Proposal File Update/Budget Revision Access with the SPO/AOR](#)

## WHO TO CONTACT FOR ADDITIONAL INFORMATION

CALS Contracts & Grants  
Pre-Award Team  
[cals\\_preaward@ncsu.edu](mailto:cals_preaward@ncsu.edu)  
919.513.1743

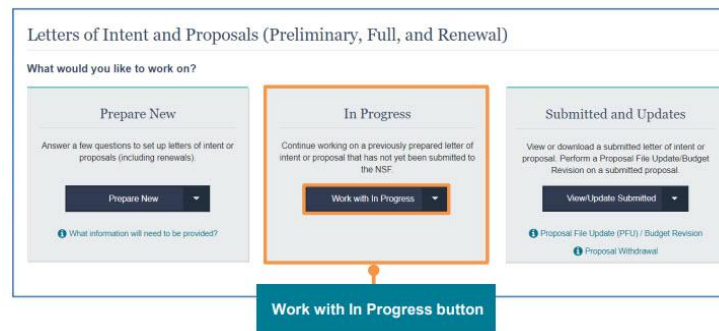
For detailed guidance on using the Proposal Set-Up Wizard (Full and renewal proposals) see page 2 of how a [Principal Investigator Initiates a New Proposal Guide](#).

## Sharing Proposal Access with your Pre-Award Consultant

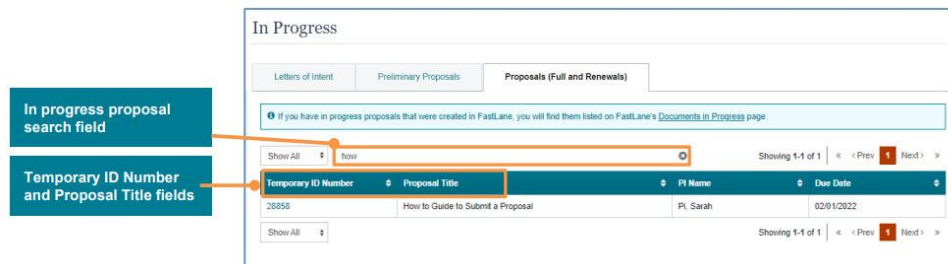
After the Principal Investigator (PI) has initiated a proposal or proposal file update/budget revision, the PI can share access with the Sponsored Projects Office (SPO) and Authorized Organizational Representative (AOR). All affiliated SPO and AOR personnel at the PI's organization will receive a system-generated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

### To share proposal access complete the following steps:

1. Begin by accessing the [research.gov](https://research.gov) website.
2. Next, click “**Sign In**” located at the top right of the screen to enter credentials.
3. Once on the “My Desktop” page, select the “**Letters of Intent and Proposals**” link under the Prepare & Submit Proposals category.
4. Now click the “**Continue to Proposal System**” button after reviewing the Welcome to NSF's Research.gov Proposal Submission System pop-up message. Next you will be navigated to the “Proposal Preparation” landing page.
5. Select the “**Work with In Progress**” button located in the “**In Progress**” tile.



6. Locate the proposal on the “**In Progress Proposals**” list and click on the corresponding “**Temporary ID Number**” to open the proposal.



7. Select the “**Share Proposal with SPO/AOR**” button located in “Proposal Actions” section of the proposal main page.
8. Next, click the “**Change Proposal Access**” button on the “Share Proposal with SPO/AOR” screen.
9. Then, choose the radio button for the level of proposal access to share with the SPO and AOR. Before CALS C&G can submit the proposal, the proposal **must** be in “**Submit Access for AOR**” status. CALS C&G can review the proposal if in “Submit Access for AOR,” “View/Edit Access for SPO/AOR,” and “View Only Access for SPO/AOR.”
10. 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.

**NOTE:** 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.

Please see the [How a PI/ Co-PI Shares Proposal File Update/Budget Revision Access with the SPO/AOR in Research.gov](#) guide for detailed instructions.