



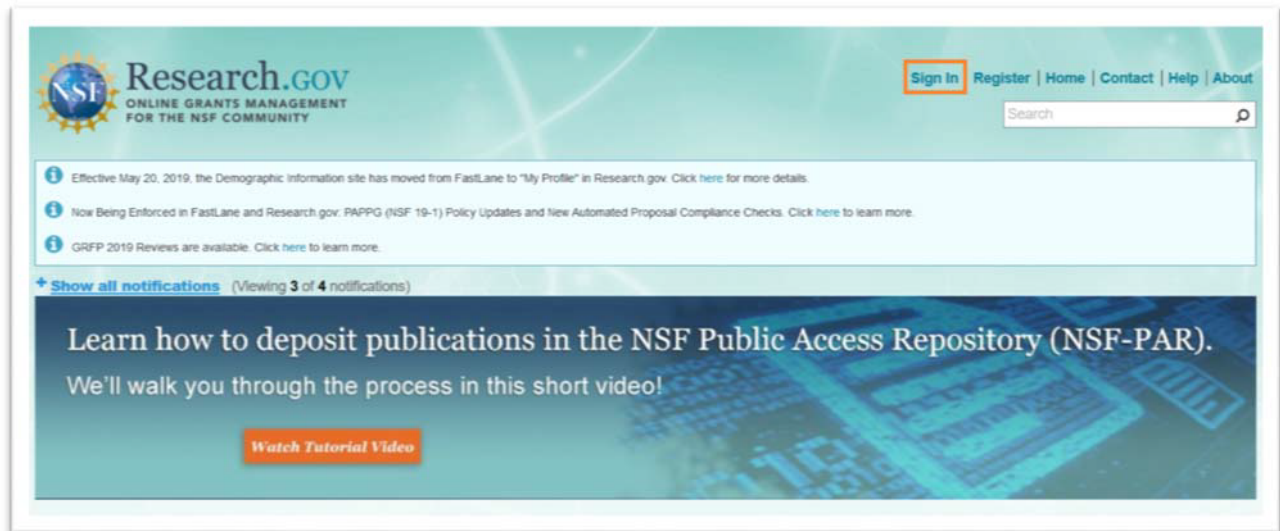
Learning with Purpose

600 Suffolk Street, Suite 212
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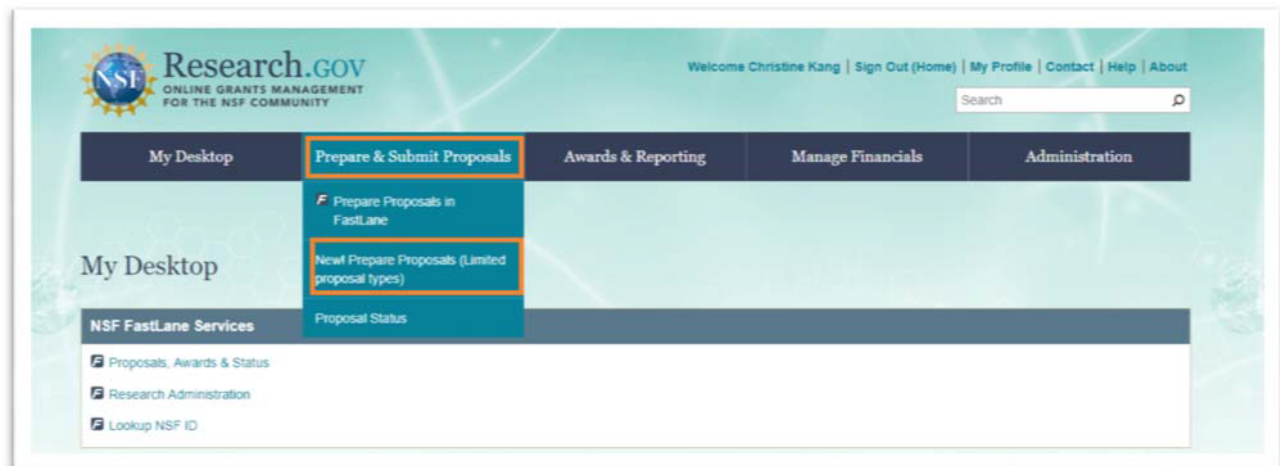
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HOW TO CREATE A PROPOSAL IN REASECH.GOV

1. Go to research.gov and then click **Sign In**



2. Click on **Prepare & Submit Proposals - New! Prepare proposals**





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3. Click on **Prepare New Proposal**

4. In the **Prepare New Proposal** screen, follow the steps below

- Select the Funding Opportunity
- Select Where to Apply and select the appropriate Program
- Proposal Type
- Submission Type
- Proposal Details (Here is where you would indicate whether this is or is not a collaborative proposal)

Prepare New Proposal



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- Click Prepare Proposal
- Start uploading and data entering proposal content by clicking each section. As documents are uploaded, please be mindful of the Compliance Status in the right-most column.

[Research.gov - Proposal Preparation and Submission FAQs](#)

Proposal - 1383

Proposal Title: Collaborative Research: Making a Kinder World

Funding Opportunity: [NSF 20-589](#) - Division of Materials Research: Topical Materials Research Programs: Biomaterials (BMAT), Condensed Matter Physics (CMP), Metals and Metallic Nanostructures (MMN), Polymers (POL)

Where to Apply: Direct For Mathematical & Physical Scien (MPS) - Division Of Materials Research (DMR), BIOMATERIALS PROGRAM

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Separately submitted by multiple organizations (Lead proposal)

* Due Date: [Select Due Date](#)

Date Type: Window

Proposal Actions

Share Proposal with SPO/AOR

Manage Personnel and Subaward Organizations

Link/View Collaborative Proposals

Print Proposal

Delete Proposal

Proposal Details

Proposal Status:
Not Shared with SPO/AOR

Helpful Links

[View submitted proposals](#)

[Proposal and Award Policies and Procedures Guide \(PAPPG\)](#)

[Demo Site FAQs](#)

[Video: How to Upload a Collaborators and Other Affiliations Document](#)

[Video: How to Submit a Research Proposal](#)

Proposal Sections

Last Updated

Compliance Status [\[Key\]](#)

Required

Cover Sheet

Form not checked

Project Summary

Document unavailable for check

Project Description

Document unavailable for check

References Cited

Document unavailable for check

Budget(s)

Form not checked

Budget Justification(s)

Document unavailable for check

Facilities, Equipment and Other Resources

Document unavailable for check

Senior Personnel Documents

Document(s) unavailable for check

Data Management Plan

Document unavailable for check

Postdoctoral Mentoring Plan *Conditionally required*

Document unavailable for check

Optional

Other Personnel Biographical Information

Document unavailable for check

Other Supplementary Documents

Document unavailable for check

List of Suggested Reviewers (Single Copy Document)

Document unavailable for check

List of Reviewers Not to Include (Single Copy Document)

Document unavailable for check

Deviation Authorization (Single Copy Document)

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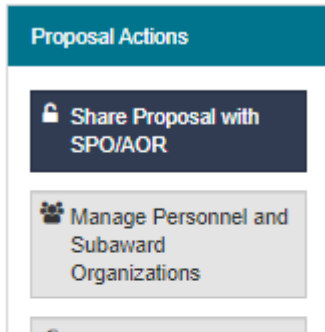
Additional Single Copy Documents

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***ADDING CO-PRINCIPAL INVESTIGATORS AND SENIOR PERSONNEL
TO A PROPOSAL IN RESEARCH.GOV***

1. Click **Manage Personnel and Subaward Organizations** under **Proposal Actions** on the left menu of the proposal.



2. Once you get to the Mange Personnel and Subaward Organizations screen, click **Manage Personnel** under the Actions column.

Prime Organization				
Organization Name	DUNS Number	Principal Investigator	Address	Actions
University of Massachusetts Lowell	956072490	Holly Norton	Office of Research Admin. 600 Suffolk Street - Suite 212 Lowell, MA 01854-3692 US	Manage Personnel

3. Click the **Add Co-Principal Investigator** or **Add Other Senior Personnel** button
4. Search by the email or the NSF ID. Click on the **Search** button. Click on the **Add Personnel** button.

Add co-Principal Investigator (co-PI)

Search for co-PI:

NSF ID

1
Email

OR

2

3

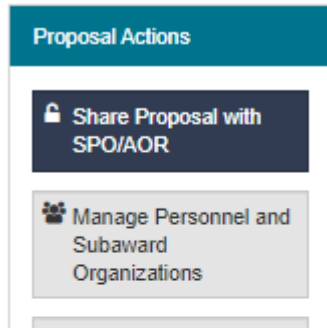
Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff	000162058	s*****@umd.edu	University of Maryland College Park

Add Personnel
Cancel

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ADDING SUBAWARD TO A PROPOSAL IN RESEARCH.GOV

1. Click **Manage Personnel and Subaward Organizations** under **Proposal Actions** on the left menu of the proposal.



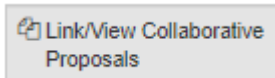
2. Once you get to the Manage Personnel and Subaward Organizations screen, click **Add Subaward Organization** button.
3. Search for the Subaward by Organization Name or DUNS Number. Select the Sub organization and click **Add Subaward Organization** button.
4. After adding the Sub Organization you will be able to Manage Subaward Personnel from the Action Column the same was as you would for the Lead organization.

Subaward Organization(s)			Add Subaward Organization
Organization Name ^	DUNS Number ⇅	Address	Actions
University of Massachusetts Amherst	153926712	Research Administration Building 100 Venture Way, Suite 201 Hadley, MA 01035-9450 US	Manage Subaward Personnel Delete Subaward Organization

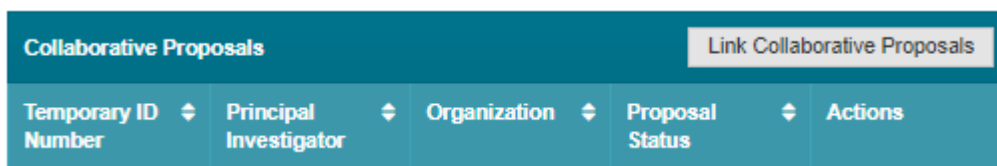
5. Sub documents can be uploaded in the same way, utilizing the same sections as the Lead proposal.

LINKING COLLABORATIVE PROPOSAL IN RESEARCH.GOV

1. The Lead institution must be the organization that initiates the proposal linking.
2. Click **Link/View Collaborative Proposals** under **Proposal Actions** on the left menu of the proposal.

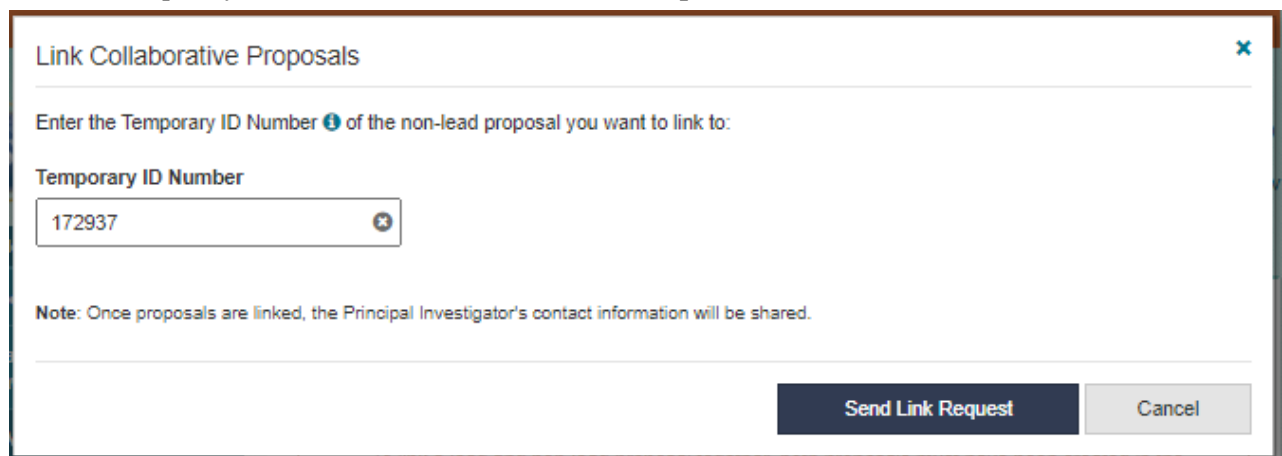


3. Click the Link Collaborative Proposals button

A screenshot of a web interface showing a table titled "Collaborative Proposals". The table has five columns: "Temporary ID Number", "Principal Investigator", "Organization", "Proposal Status", and "Actions". Each column header has a small up/down arrow icon. To the right of the table is a button labeled "Link Collaborative Proposals".

Collaborative Proposals					Link Collaborative Proposals
Temporary ID Number	Principal Investigator	Organization	Proposal Status	Actions	

4. Add the Temporary ID Number and click **Send Link Request**

A screenshot of a web form titled "Link Collaborative Proposals". It contains a text input field labeled "Temporary ID Number" with the value "172937" entered. Below the input field is a note: "Note: Once proposals are linked, the Principal Investigator's contact information will be shared." At the bottom right are two buttons: "Send Link Request" and "Cancel".

Link Collaborative Proposals

Enter the Temporary ID Number ⓘ of the non-lead proposal you want to link to:

Temporary ID Number

172937

Note: Once proposals are linked, the Principal Investigator's contact information will be shared.

Send Link Request Cancel

5. The request must be accepted by the non-lead organization proposal.

The lead organization will see the non-lead organizations that have accepted or rejected link requests as well as any pending link requests. The non-lead organization(s) will only be able to view the status of the linked lead proposal on the Link/View Collaborative Proposals page.