

Submitting NSF Proposals in Research.gov

January 29, 2026

Research Administration Workshop

Presented by the

UC Davis Sponsored Programs Office



Learning Objectives

- Know how to determine the required elements of an NSF application
- Understand how to create an application in Research.gov
- Know where to find helpful resources

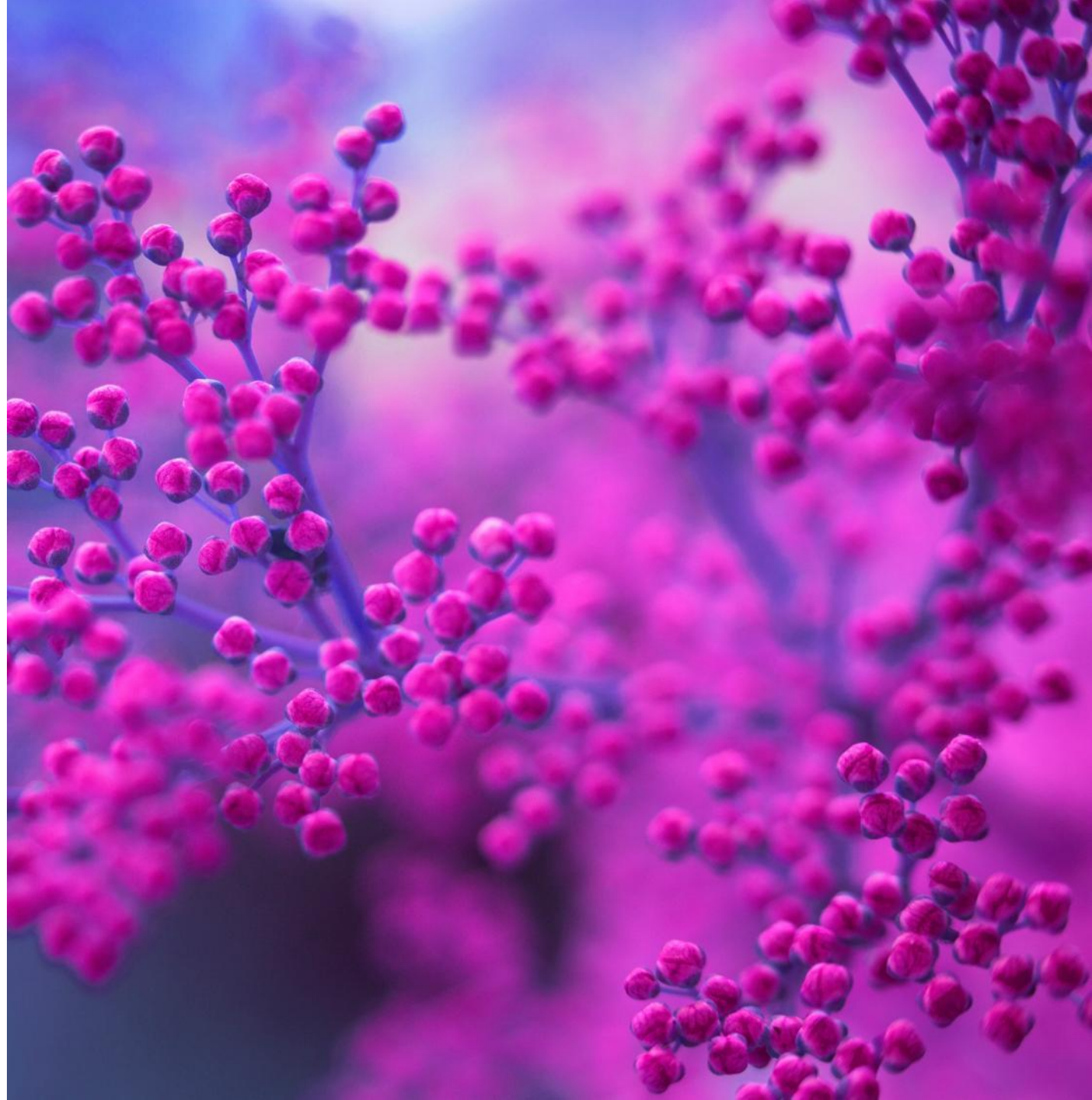
Training Outline

We will hop back and forth between:

- Research.gov instruction
- A hands-on activity

Course Materials

- [NSF RAW Scenario Budget.xlsx](#)



NSF Proposal Submission Overview

Find NSF Funding Opportunity Announcements (FOAs) in a variety of ways:

- [UC Davis Finding Funding page](#)
 - Weekly Campus-Wide Funding Newsletter (*click link on page above to subscribe*)
 - [Pivot](#)
 - [Grants.gov](#)
- NSF's [Funding Search](#)

Read the FOA guidelines carefully

- NSF proposals must also abide by the [NSF Proposal and Award Policies & Procedures Guide \(PAPPG\)](#)
 - [PAPPG 24-1, Supplement 1](#)



NSF Proposal Submission Overview

Tools to assist with NSF proposal preparation:

- Proposal Development Services (PDS) offers [NSF templates and tools](#) *(some sections require Kerberos login)*
 - This is part of their more comprehensive [Research Development Toolbox](#)
- SPO also offers general resources under [Proposal and Award Learning Resources](#)



NSF Proposal Submission Overview

First Step: Route IPF (Internal Processing Form; i.e., “Proposal”) in **Cayuse SP** for internal approvals.

The certified (by PIs & Co-PIs) and authorized (by dept/dean’s office) IPF (internal processing Form) should be received by SPO **at least 5 business days before NSF deadline.**

Minimum Documents to be included with IPF for SPO Review/Approval:

- **Budget** (spreadsheet)
- **Budget justification**
- **Scope of Work** (may submit a draft and provide the final before submission to sponsor)



Form 800

Required for **all NSF proposals**

Required for **all investigators**

Due **before** submission to NSF

Electronic Conflict of Interest (eCOI)

Online Form Submission

<https://or-forms.ucdavis.edu/> *(requires Kerberos login)*

Form 800 (Non-PHS Government Sponsors/Human Subject Research)

Must be filed at time of proposal, annually, and/or within 30 days of acquiring a new outside financial interest.

Required for all investigators (all persons who have responsibility for the design, conduct or reporting of the research). List of non-PHS government sponsors

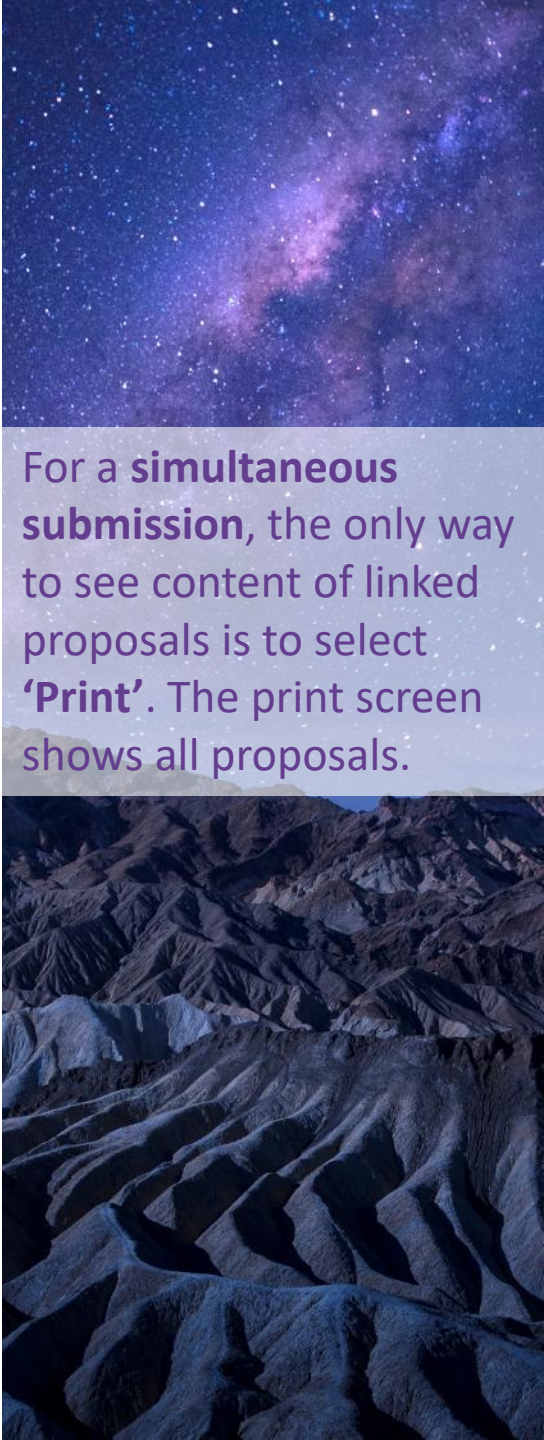
Need Assistance? Email or_coi@ad3.ucdavis.edu

NSF Collaborative Proposals

Collaborative proposals are those in which investigators from two or more organizations wish to collaborate on a unified research project.

There are two methods to submit these to NSF:

1. **Subaward:** A **single proposal** is submitted by the lead organization that includes subawards to non-leads.
2. **Simultaneous Submission:** Simultaneous proposals are submitted from different organizations, each requesting a **separate award**.
 - The lead institution uploads the main documents and links the separate awards in Research.gov.
 - Non-leads provide their proposal #s to the lead (to link) and enter their own budgets and personnel documents.
 - NSF then funds these as **separate but linked awards**.
 - [NSF PAPPG guidelines re: Collaborative Proposals](#)



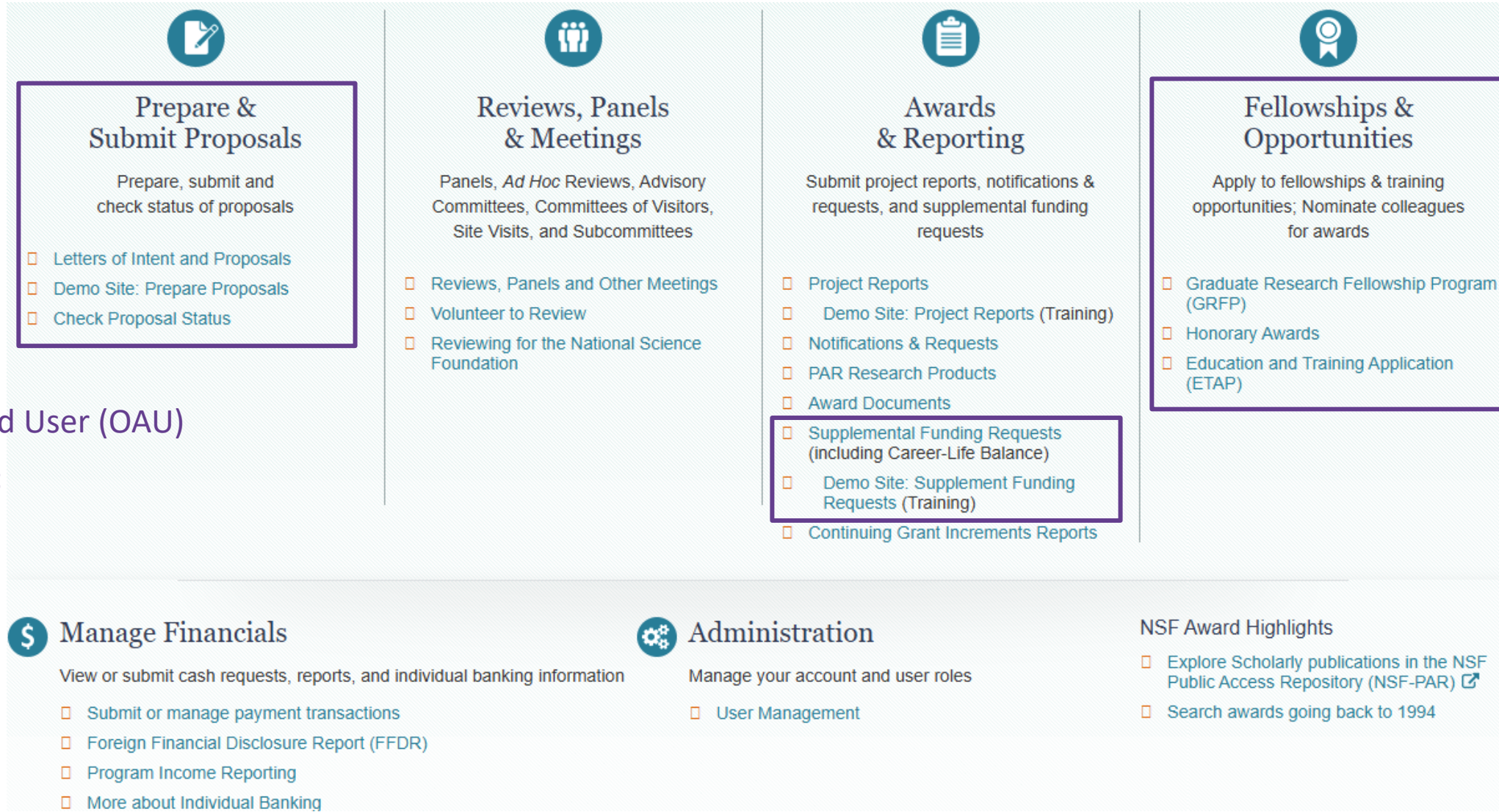
For a **simultaneous submission**, the only way to see content of linked proposals is to select **'Print'**. The print screen shows all proposals.

Research.gov

Research.gov provides quick access to research information and grants management services, all in one location.

Role: Other Authorized User (OAU)

- Allows a user to **assist a PI** with proposal preparation (and more)
- The **PI must initiate the proposal** and provide the OAU with the **proposal ID number**



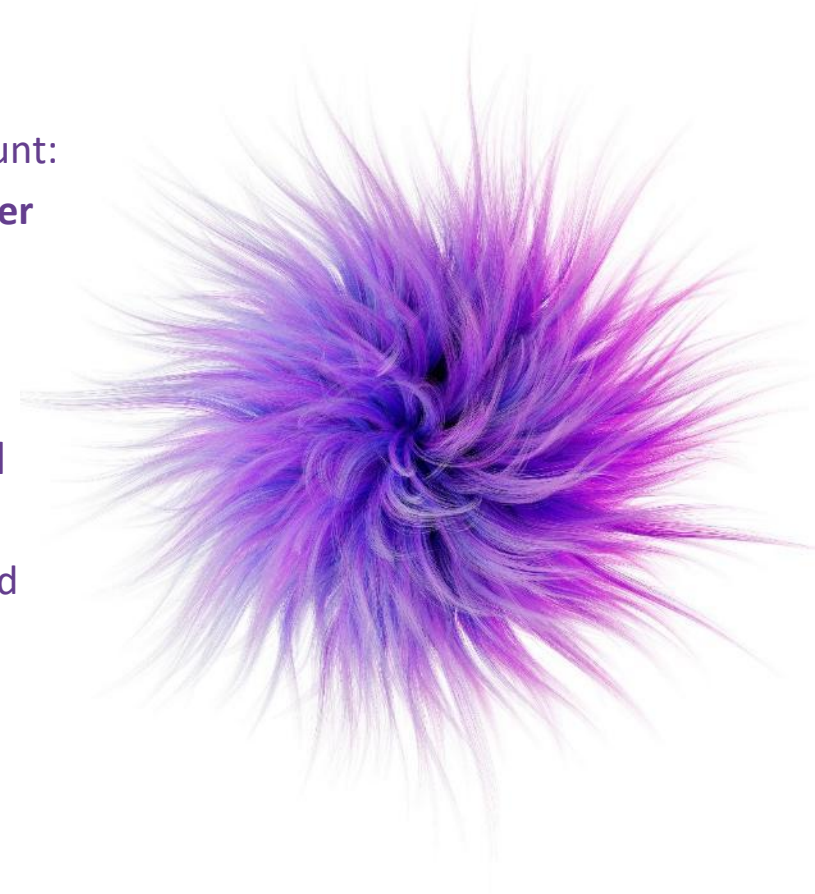
Research.gov Registration

Users must have an NSF ID and be affiliated with UC Davis

- Each user can have **only one NSF ID**. Confirm you don't already have an NSF Account:
 - Follow the instructions on the [NSF Account Management Guide](#) under **Register for a New NSF Account** (pg. 4).
 - Video tutorial: [Register for a New NSF Account](#)

There are only three roles available to prepare proposals: **PI (or Co-PI), OAU, and Postdoctoral Fellow**

- **Register for an NSF account** at <https://apps.research.gov/account/registration> and select the appropriate role.
- Request affiliation using UC Davis's UEI number (*TX2DAGQPENZ5; found on SPO's [Institutional Information](#) page*).
- UC Davis **SPO will be notified** to approve and grant access.
- **To expedite the process:** SPO recommends you **email your name, (UCD) email address and NSF ID** (found under "My Profile"), to spoerahelp@ucdavis.edu.



PI Responsibilities

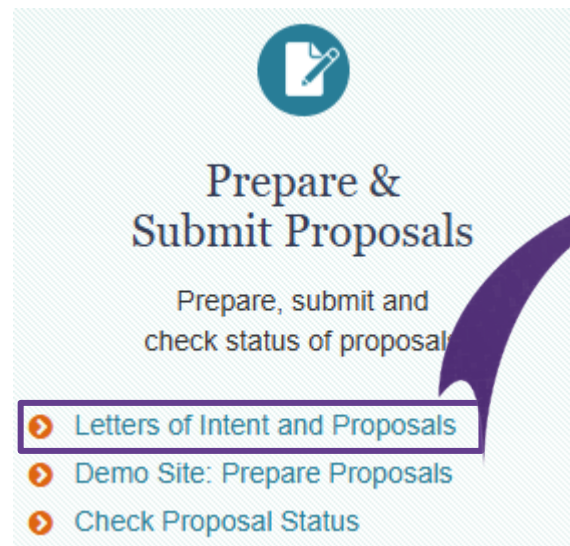
In Research.gov, the PI is required to take the lead on a number of key activities:

- Initiating a proposal
- Adding OAUs to a proposal
- Sharing the proposal with SPO



PI Initiates Proposal

From the **Research.gov** home page:

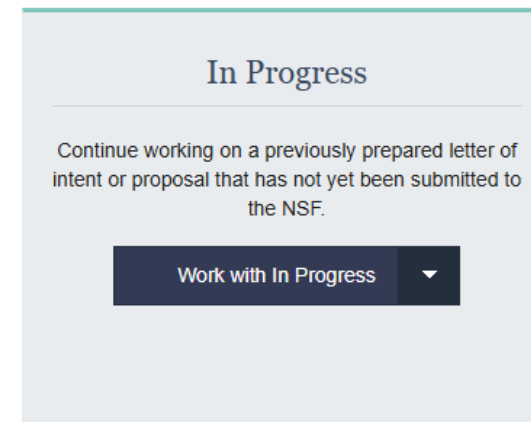
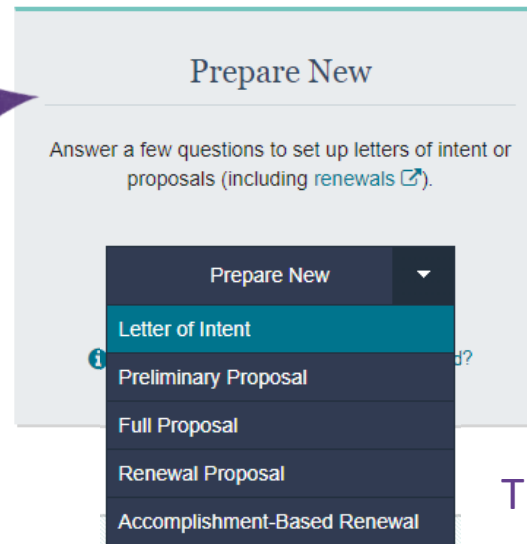


Prepare and Submit Proposals

Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships, and SBIR/STTR

What would you like to work on?

Only users with a Principal Investigator (PI) role can prepare new proposals (including renewals). Only users with a Principal Investigator (PI), Sponsored Projects Office (SPO), or Authorized Organizational Representative (AOR) role can prepare new letters of intent. Additional roles can be requested from the [Add a New Role](#) page. Once a role is approved, it may take up to 30 minutes for you to be able to prepare proposals or letters of intent.



This leads to a series of prompts to:

- Select the specific funding opportunity
- Further define the proposal being submitted

ACTIVITY: Begin a New Proposal (as PI)

These are the steps a PI would go through to begin a new proposal.

- By completing this process, you will be better able to advise them.

1. Log into **research.gov** (<https://www.research.gov/>)

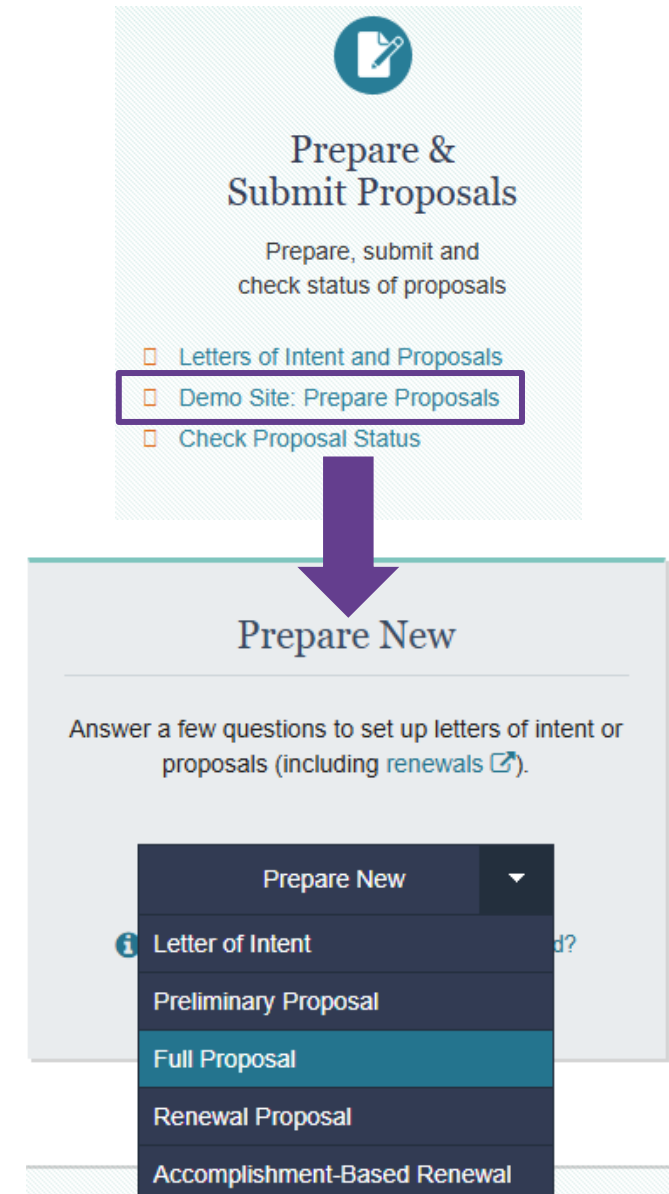
2. Select **Demo Site: Prepare Proposals**

*The **Demo Site** can be problematic. If you encounter an error message, try logging out of research.gov then back in.*

Scenario Details:

- You are preparing a **New Full Proposal (Single, not Collaborative)** for the **University of California-Davis**
- Funding Opportunity: **NSF 24-543**
- Select Program: **Evolutionary Processes**
- Proposal Type: **Research**

Type **Done** in chat when the proposal is prepared and you see a **5-digit proposal number** up top.



PI Adds You as OAU to Proposal

From the
initiated
proposal:

Proposal - 13478

[Give Feedback >](#)

Proposal Title: How many caipirinhas until a guitarist can no longer play wailing solos? [Edit](#)

Funding Opportunity: [NSF 23-573](#) - Archaeometry

Where to Apply: Direct For Social, Behav & Economic Scie (SBE) - Division Of Behavioral and Cognitive Sci (BCS),
ARCHAEOOMETRY
[Manage Where to Apply](#)

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Principal Investigator: Perry King

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

[Date Type:](#) Target Date

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
Share Proposal with SPO/AOR	Required		
☒ Check Error(s) and Warning(s)	Cover Sheet		Form not checked
Manage Personnel and Subaward Organizations	Project Summary		Document unavailable for check
Print Proposal	Project Description		Document unavailable for check
	References Cited		Document unavailable for check

PI Adds You as OAU to Proposal

Manage Personnel and Subaward Organizations

[Give Feedback >](#)

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
University of California-Davis View SAM Legal Business Name	TX2DAGQPENZ5	Perry King	1850 RESEARCH PARK DR STE 300 DAVIS, CA 95618-6153 US	Manage Personnel

Subaward Organization(s)				Add Subaward Organization
Organization Name	Unique Entity Identifier (UEI)	Address	Actions	
No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.				

PI Adds You as OAU to Proposal

While the PI can add **Co-PIs** or other **Senior Personnel**, an assigned OAU can also perform this function on the PI's behalf.

Methods to identify an OAU:

- NSF ID
- Email

Co-PIs or other **Senior Personnel** cannot also be assigned as OAU, so are limited in what they can access.

Manage Personnel (Prime Organization)

For National Science Foundation ⓘ

[Give Feedback >](#)

ⓘ Senior Personnel Roles

📺 Video: How to Manage Personnel

Show All ⌵

Showing 1-1 of 1

Senior Personnel

[Add co-Principal Investigator](#)

[Add Other Senior Personnel](#)

Personnel Name	Role	Organization	Actions
Perry King	Principal Investigator	National Science Foundation	

Show All ⌵

Showing 1-1 of 1

Other Authorized User(s) - Data preparation only ⓘ

[Add Other Authorized User](#)

Personnel Name	Organization	Actions
There are currently no Other Authorized Users.		

ACTIVITY: Add OAU to Proposal (as PI)

Again, these are the steps a PI would go through to add you as an OAU.

- By completing this process, you will be better able to advise them.

1. Add Perry King as OAU

- NSF ID: 000871242
- Email: pking@ucdavis.edu

2. When complete, type **Done** in chat

Add Other Authorized User (OAU)

Demo site information:

- OAU(s) added to this demo proposal can only access and edit the proposal when logged into the demo site
- No system-generated email notifications will be created or sent to the OAU(s) after they are added to the demo site proposal

Search for Other Authorized User:

NSF ID

Email

OR

Search

Add Personnel

Cancel

PI Gives SPO Access to Review/Submit Proposal

Proposal - 13478

The **Authorized Organizational Representative (AOR)** in SPO reviews and submits proposals on behalf of UC Davis.

[Give Feedback >](#)

Proposal Title: How many caipirinhas until a guitarist can no longer play wailing solos? [✎ Edit](#)

Funding Opportunity: [NSF 23-573](#)  - Archaeometry

Where to Apply: Direct For Social, Behav & Economic Scie (SBE) - Division Of Behavioral and Cognitive Sci (BCS),
ARCHAEOLOGY

 [Manage Where to Apply](#)

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Principal Investigator: Perry King

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

i Date Type: Target Date

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
 Share Proposal with SPO/AOR  ☒ Check Error(s) and Warning(s)  Manage Personnel and Subaward Organizations	Required		
	Cover Sheet		Form not checked
	Project Summary		Document unavailable for check
	Project Description		Document unavailable for check
	References Cited		Document unavailable for check

PI Gives SPO Access to Review/Submit Proposal

Share Proposal with SPO/AOR

Give Feedback >

Share the proposal with the ⓘ Sponsored Projects Office (SPO) and ⓘ Authorized Organizational Representative (AOR) by changing the assigned access to the proposal. Any errors or warnings associated with the proposal are also shown below.

Current SPO/AOR Proposal Access

Change Proposal Access

The SPO/AOR can be given permission to view or edit the proposal, and the AOR can be given an additional permission to submit.

Sponsored Projects Office (SPO) Proposal not shared	Authorized Organizational Representative (AOR) Proposal not shared
---	--

PI Gives SPO Access to Review/Submit Proposal

Change Proposal Access for SPO/AOR

[Give Feedback >](#)

Select the level of proposal access you would like to give to the [Sponsored Projects Office \(SPO\)](#) and [Authorized Organizational Representative \(AOR\)](#) . Other personnel's access to the proposal can be updated from [Manage Personnel](#).

SPO/AOR Proposal Access		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	☐ Proposal not shared ☐ View only access ☒ Edit access ☒ Allow proposal submission (AOR only)	View SPO/AOR Personnel ?

[Save Proposal Access](#)[Proposal Main Page](#)

ACTIVITY: Give SPO Access to Review/Submit Proposal (as PI)

By completing this process, you will be better able to advise the PI.

1. Give SPO access to review and submit the proposal
2. When complete, type **Done** in chat

SPO/AOR Proposal Access		
Personnel Type	Proposal Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	☒ Proposal not shared ☐ View only access ☐ Edit access ☐ Allow proposal submission (AOR only)	View SPO/AOR Personnel ⓘ

Proposal Sections: Form Not Checked

You are now able to prepare a proposal for the PI.

First, some helpful tips.

Proposal Title:

Funding Opportunity:

Where to Apply:

Proposal Type:

Submission Type:

Collaborative Type:

Proposal Actions

Share Proposal with SPO/AOR

Manage Personnel and Subaward Organizations

Print Proposal

Delete Proposal

Compliance Status Key

The following statuses may appear as your proposal is updated. View the specific proposal section to see specific errors and warning messages.

Form not checked: Initial status before any validation occurs on a data entry form

Document unavailable for check: A document has not been uploaded into the section

Error(s) will prevent submission: These errors can be forwarded to the SPO/AOR but will stop the submission of the proposal if not fixed

Warning(s): Items that should be manually checked before submission

No issues found: All compliance checks have been successfully met

Close

Give Feedback >

* Due Date: 09/14/2023

Date Type: Deadline

Compliance Status [Key]		
Cover Sheet	What does this mean?	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

Proposal Sections: Document unavailable for check

Proposal

Proposal Title:

Funding Opportunity:

Where to Apply:

Proposal Type:

Submission Type:

Collaborative Type:

Proposal Actions

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

Compliance Status Key

The following statuses may appear as your proposal is updated. View the specific proposal section to see specific errors and warning messages.

- Form not checked:** Initial status before any validation occurs on a data entry form
- Document unavailable for check:** A document has not been uploaded into the section
- Error(s) will prevent submission:** These errors can be forwarded to the SPO/AOR but will stop the submission of the proposal if not fixed
- Warning(s):** Items that should be manually checked before submission
- No issues found:** All compliance checks have been successfully met

Close

[Give Feedback >](#)

* Due Date: 09/14/2023 [📅](#)

[📘](#) Date Type: Deadline

Compliance Status [Key]		
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

Proposal Attachments

NSF proposals are attachment-heavy, so try your best to dedicate time to preparing the numerous proposals.

NSF has unique requirements for some of its attachments:

Section	NSF Expectation
Project Summary	Must contain three labeled headings: Overview , Intellectual Merit & Broader Impacts
Current & Pending	Must follow NSF-specific format , not NIH, not generic
Biosketch	Must use NSF template , specific sections, specific page limits
Data Management Plan	Required even when not mentioned in solicitation
Collaborators & Other Affiliations	NSF-specific definitions & template

Proposal Attachments

It is essential to follow PAPPG formatting requirements.

- E.g., “narrow” fonts, lines spaced too tightly, or graphics that spill into margins can cause a proposal to be rejected.

Common pitfalls to avoid:

- **Do not include headers or footers.** This includes page numbers.
 - Research.gov automatically generates headers and footers with essential information (like page numbers and tracking numbers) upon assembly of the final application PDF.
- **Do not use hyperlinks (URLs)** in the main body of the application (e.g., **Project Description, Research Strategy**).
 - The only exceptions are for full citations of publications in the **References Cited** section or **Products** section of the **Biographical Sketch**, if allowed by the specific solicitation.
 - Hyperlinks are seen as an attempt to circumvent page limits and reviewers are not obligated to view them.
- **Do not circumvent page limits** by adding information to sections without page restrictions (like the **Budget Justification** or **Appendix**).
 - All material necessary for the review must be self-contained within the specified page limits of the appropriate section.

Proposal Budget

Co-PIs and other **Senior Personnel** added under 'Manage Personnel and Subaward Organizations' automatically appear in the budget.

3478

[Give Feedback >](#)

Demo proposal for UCD NSF class 4/27/23 [Edit](#)

[NSF 23-507](#) - Experiential Learning for Emerging and Novel Technologies

Dir for Tech, Innovation, & Partnerships (TIP) - Innovation and Technology Ecosystems (ITE), ExLENT

[Manage Where to Apply](#)

Research

* Due Date: 09/14/2023 [Edit](#)

[Date Type: Deadline](#)

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

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

Proposal Budget

When you select '**Budget**', you arrive to this interim window.

Simply click the link under '**Budget for:**' to continue.

Budget(s)

Give Feedback >

Manage Personnel and Subaward Organizations

Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount ⓘ	Compliance Status [Key]
University of California-Davis	Perry King	\$0	Form not checked

Subaward Organization(s)

Budget for:	Subaward Requested Amount	Compliance Status [Key]
There are currently no Subaward Organizations. You may add a Subaward Organization from Manage Personnel and Subaward Organizations		

Proposal Budget

Note: the budget always starts on **Year 1** of the project only.

To remove personnel who will receive no funding, select **'Manage'**.

Budget (Prime Organization)

For University of California-Davis ⓘ

Give Feedback >

\$0
Total Requested Amount

Video: How to Work on a Proposal Budget

Expand all rows | Collapse all rows

Years in Budget: 1

Add Year

Delete Year

Personnel Direct Costs				
Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
⊖ A. Senior Personnel [Manage]	2	0.00	\$0	\$0
Perry King (PI)	0.00	\$0		\$0
Kassie M Obelleiro (co-PI)	0.00	\$0		\$0
⊖ B. Other Personnel ⓘ	0		\$0	\$0

Proposal Budget

Manage Senior Personnel Shown in Budget

For National Science Foundation

Any Senior Personnel with zero funds requested, should be removed from the budget, and instead noted in the Facilities, Equipment and Other Resources section.

Select personnel below, then use the >> button to remove the person from the budget. To select multiple personnel, hold the Ctrl key when selecting personnel.

Shown in Budget

Perry King (PI)

Kassie M Obelleiro (co-PI)

>>

<<

Removed from Budget

You can add additional senior personnel to your proposal, and make changes to personnel information by navigating to the [Manage Personnel and Subaward Organizations](#) page.

Update Budget Personnel

Cancel

Give Feedback >

\$0

Total Requested Amount

Any **senior personnel or postdoctoral researchers** for whom no funds are being requested in the budget should be removed from the **Budget** and have their role explained in the **Facilities, Equipment and Other Resources** section.

0.00	\$	0	\$0
0.00	\$	0	\$0

B. Other Personnel ⓘ	0	\$0	\$0
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Proposal Budget

Question:

Co-PI Obelleiro will have no effort charged during year 1 but will have effort in subsequent years. Should she be included on the first page of the budget?

Yes, with zero Months and Funds, since removing her from the first page will remove her from subsequent years.

Budget (Prime Organization)

For University of California-Davis ⓘ

[Give Feedback >](#)

\$0
Total Requested Amount

[Video: How to Work on a Proposal Budget](#)

[Expand all rows](#) | [Collapse all rows](#)

Years in Budget: 1

Add Year

Delete Year

Personnel Direct Costs				
Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
⊖ A. Senior Personnel ⓘ [Manage]	2	0.00	\$0	\$0
Perry King (PI)	0.00	\$	0	\$0
Kassie M Obelleiro (co-PI)	0.00	\$	0	\$0
⊖ B. Other Personnel ⓘ	0		\$0	\$0

Proposal Budget

Add individuals not considered **Senior Personnel** under **Other Personnel** by indicating the number involved.

For **multiple individuals** in a category row, **total all their months and funds**.

Personnel Direct Costs				
Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	2	0.00	\$0	\$0
Perry King (PI)		0.00	\$ 0	\$0
Kassie M Obelleiro (co-PI)		0.00	\$ 0	\$0
B. Other Personnel ⓘ	0		\$0	\$0
Postdoctoral Scholars ⓘ	0	0.00	\$ 0	\$0
Other Professionals	0	0.00	\$ 0	\$0
Graduate Students	0		\$ 0	\$0
Undergraduate Students	0		\$ 0	\$0
Administrative/Clerical	0		\$ 0	\$0
Other	0		\$ 0	\$0
Total Salaries and Wages for Senior and Other Personnel (A-B)			\$0	\$0

Proposal Budget

A **Postdoctoral Mentoring Plan** is required when postdocs are included in the budget.

There is a Proposal Section specifically for the **Postdoctoral Mentoring Plan**.

Personnel Direct Costs				
Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	2	0.00	\$0	\$0
Perry King (PI)		0.00	\$ 0	\$0
Kassie M Obelleiro (co-PI)		0.00	\$ 0	\$0
B. Other Personnel ⓘ	0		\$0	\$0
Postdoctoral Scholars ⓘ	0	0.00	\$ 0	\$0
Other Professionals	0	0.00	\$ 0	\$0
Graduate Students	0		\$ 0	\$0
Undergraduate Students	0		\$ 0	\$0
Administrative/Clerical	0		\$ 0	\$0
Other	0		\$ 0	\$0
Total Salaries and Wages for Senior and Other Personnel (A-B)			\$0	\$0

Proposal Budget

Participant Support Costs

While used by some other sponsors, this section is typically associated with NSF proposals.

Additional Direct Costs		
Section	Year 1	
	# Participants	Funds
+ D. Equipment ⓘ		\$0
+ E. Travel		\$0
+ F. Participant Support Costs		\$0
- G. Other Direct Costs		\$0
Materials and Supplies		\$ 0
Publication Costs/Documentation/Distrib		\$ 0
Consultant Services		\$ 0
Computer Services		\$ 0
Other		\$ 0
H. Total Direct Costs (A-G)		\$0

Proposal Budget

Participant Support Costs

“Participants” receive services or training from a workshop, conference, seminar, symposium or other short-term instructional or information sharing activity funded by a sponsored award. Participants do not perform work or provide services other than for their own benefit.

The following cannot be participants:

- UC Davis employees
- Students or project staff who receive compensation for work performed directly or indirectly from the grant
- Research subjects receiving incentive payments
- Federal employees
- Paid speakers or other invitees providing a service

Include costs such as:

- Stipends
- Subsistence allowances
- Travel allowances
- Registration fees for meetings, conferences, symposia or training projects

Question:

Which of these is considered **Participant Support Costs** according to the NSF definitions?

- a. Participant Study Incentives
- b. Program Participant Travel Costs**
- c. Employee Conference Registration

Proposal Budget

Question:

Where in the ‘**Additional Direct Costs**’ section of the budget should **GSR Tuition/Fees** be entered?

Additional Direct Costs			
Section	Year 1		Total Funds Requested
	# Participants	Funds	
+ D. Equipment ⓘ		\$0	\$0
+ E. Travel		\$0	\$0
+ F. Participant Support Costs		\$0	\$0
- G. Other Direct Costs		\$0	\$0
Materials and Supplies		\$ 0	\$0
Publication Costs/Documentation/Distrib		\$ 0	\$0
Consultant Services		\$ 0	\$0
Computer Services		\$ 0	\$0
Other		\$ 0	\$0
H. Total Direct Costs (A-G)		\$0	\$0

Proposal Budget

To add an additional year, select **'Add Year'**

Select **'Copy from an existing year'** to copy data entered in Year 1

Budget (Prime Organization)

Add Year

Add a new year to the budget by choosing a selection below.

Add New Year

☐ Add Blank Year

☐ Copy from an existing year

Select year to copy

--Select One--

Add Year

Cancel

Give Feedback >

\$0

Total Requested Amount

Video: How to Work on a Proposal Budget

Add Year

Delete Year

	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	2	0.00	\$0	\$0
Perry King (PI)		0.00	\$0	\$0
Kassie M Obelleiro (co-PI)		0.00	\$0	\$0
B. Other Personnel ⓘ	0		\$0	\$0

ACTIVITY: Prepare a Proposal

Use the Scenario Budget and project details below to prepare the **Cover Sheet** and **Budget**. All other sections require documents be attached.

Project Details:

- You will need to include yourself as PI.
- Co-PI (but consider as PI) Harris Lewin (lewin@ucdavis.edu), Department of Viticulture and Enology
- Co-PI Anthony Wexler (aswexler@ucdavis.edu), Department of Music (no summer effort)
- OAU: Terry Duperron (tpduperron@ucdavis.edu). Organization: University of California-Davis
- Research will be done on-campus: UC Davis Department of Viticulture & Enology, 1136 Robert Mondavi Institute North, 595 Hilgard Lane, Davis, CA 95616-5270
- The research involves human subjects
 - Approved IRB protocol #12345, approved 12/15/25
 - UC Davis Federal Wide Assurance Number: FWA00004557 (*found on UCD's Institutional information page*)
 - From PAPPG: "If available at the time of proposal submission, the [IRB] determination notice should be uploaded as an "Other Supplementary Document"."



Learning Objectives Recap

- Know how to determine the required elements of an NSF application
- Understand how to create an application in Research.gov
- Know where to find helpful resources

Contact Us

Let us know how we did:

https://ucdavis.co1.qualtrics.com/jfe/form/SV_4HhzAkhwupoqFTw



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NSF Resources

- [NSF's Funding Search](#)
- [NSF Proposal and Award Policies & Procedures Guide \(PAPPG\)](#)
 - [PAPPG 24-1, Supplement 1](#)
 - [PAPPG formatting requirements](#)
- [NSF Account Registration](#)
 - [Video tutorial: Register for a New NSF Account](#)
- [NSF Account Management Guide](#)
- [Research.gov Help \(About Proposal Preparation and Submission\)](#)
 - Includes **How-to Guides** and **Video Tutorials**
- [Research.gov System Help System](#) (library of articles)

UC Davis Resources

- UCD's Funding Opportunities page
 - PDS's NSF templates and tools (*some sections require Kerberos login*)
 - This is part of their more comprehensive Research Development Toolbox
 - Electronic Conflict of Interest page (eCOI): <https://or-forms.ucdavis.edu> (*requires Kerberos login*)
 - Institutional Information
 - UC Davis Sponsored Programs Office (SPO)
 - SPO's Proposal and Award Learning Resources
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- To expedite a new NSF account, email spoerahelp@ucdavis.edu (*incl. name, email and NSF ID*)
 - Proposal questions? Write proposals@ucdavis.edu