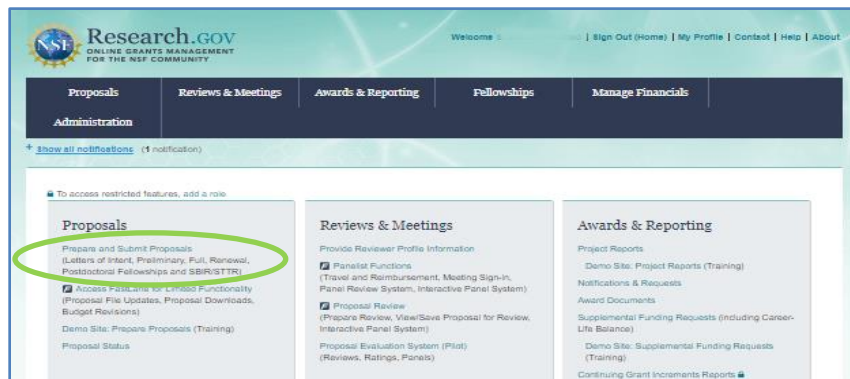


The **Proposal File Update/Budget Revision** feature is used to prepare proposal file updates and budget revisions until the proposal due date (if any) has passed or NSF has assigned reviewers. After that point, only budget revisions can be submitted until NSF makes a funding decision for the proposal. This guide focuses on budget revisions after the proposal due date has passed or reviewers have been assigned.

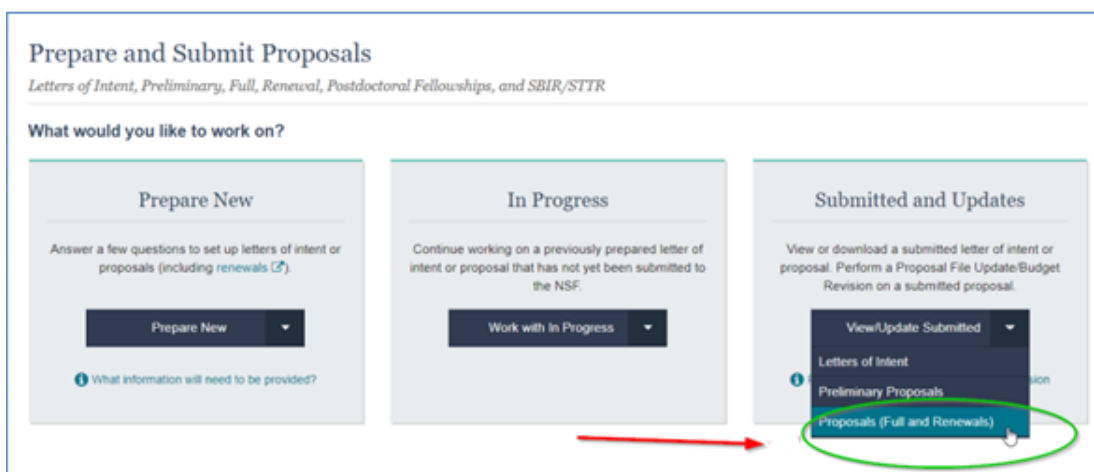
Refer to the NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG) *Proposal File Updates* section and *Revisions to Proposals Made During the Review Process* section for requirements.

## Accessing the Research.gov Proposal Submission System:

- Open [Research.gov](#).
- Click Sign In located at the top right of the screen to enter credentials.
- From the Research.gov homepage, select the **Prepare and Submit Proposals** link under Proposals.
- You will be navigated to the proposal preparation landing page.

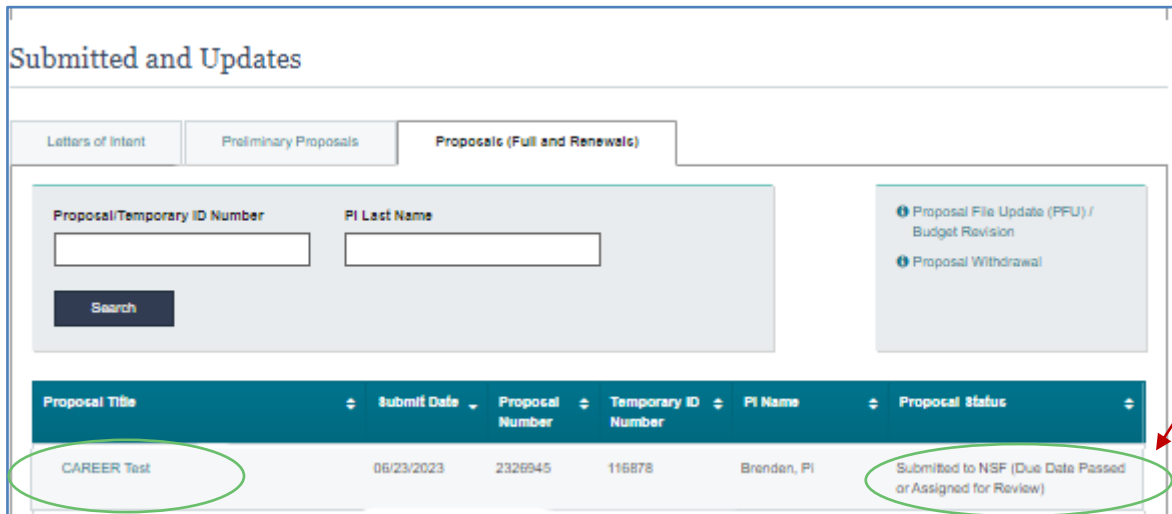


- 1 Click the **View/Update Submitted** button and select **Proposals (Full and Renewals)**.



**2** Locate your proposal and view the **Proposal Status** column on the right. The proposal status determines the budget revision actions available for each submitted proposal.

- If the status is "Submitted to NSF (Due Date Passed or Assigned for Review)," this means the PI/co-PI can proceed with a budget, budget justification, or budget impact statement update.
- Click on the proposal title to start.



**Submitted and Updates**

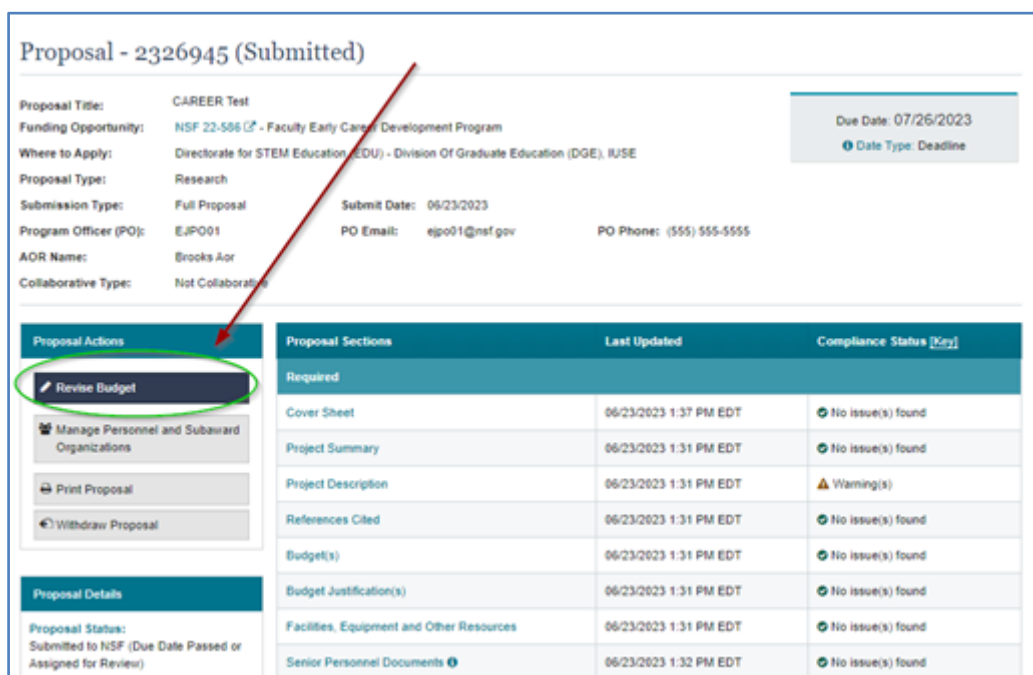
Letters of Intent | Preliminary Proposals | **Proposals (Full and Renewals)**

Proposal/Temporary ID Number:  PI Last Name:  Search

Proposal File Update (PFU) / Budget Revision  
Proposal Withdrawal

Proposal Title	Submit Date	Proposal Number	Temporary ID	PI Name	Proposal Status
CAREER Test	06/23/2023	2326945	116878	Brenden, PI	Submitted to NSF (Due Date Passed or Assigned for Review)

**3** Click the **Revise Budget** button under Proposal Actions on the proposal main page to be navigated to the Budget Revision screen.



**Proposal - 2326945 (Submitted)**

Proposal Title: CAREER Test  
Funding Opportunity: NSF 22-506 (Faculty Early Career Development Program)  
Where to Apply: Directorate for STEM Education (EDU) - Division Of Graduate Education (DGE), IUSE  
Proposal Type: Research  
Submission Type: Full Proposal  
Program Officer (PO): EJP001  
AOR Name: Brooks Aor  
Collaborative Type: Not Collaborative

Submit Date: 06/23/2023  
PO Email: ejp001@nsf.gov  
PO Phone: (555) 555-5555  
Due Date: 07/26/2023  
Date Type: Deadline

**Proposal Actions**

- Revise Budget**
- Manage Personnel and Subaward Organizations
- Print Proposal
- Withdraw Proposal

**Proposal Details**

Proposal Status: Submitted to NSF (Due Date Passed or Assigned for Review)

Proposal Sections	Last Updated	Compliance Status [Key]
<b>Required</b>		
Cover Sheet	06/23/2023 1:37 PM EDT	No issue(s) found
Project Summary	06/23/2023 1:31 PM EDT	No issue(s) found
Project Description	06/23/2023 1:31 PM EDT	Warning(s)
References Cited	06/23/2023 1:31 PM EDT	No issue(s) found
Budget(s)	06/23/2023 1:31 PM EDT	No issue(s) found
Budget Justification(s)	06/23/2023 1:31 PM EDT	No issue(s) found
Facilities, Equipment and Other Resources	06/23/2023 1:31 PM EDT	No issue(s) found
Senior Personnel Documents	06/23/2023 1:32 PM EDT	No issue(s) found

- 4 On the **Budget Revision** screen, the only sections you can modify are the Budget, Budget Justification, and Budget Impact Statement. Click on the section to make updates.

**Budget Revision**  
For Proposal - 2326945

Proposal Title: CAREER Test  
 Funding Opportunity: NSF 22-586 - Faculty Early Career Development Program  
 Where to Apply: Directorate for STEM Education (EDU) - Division Of Graduate Education (DGE), IUOE  
 Proposal Type: Research  
 Submission Type: Full Proposal  
 Collaborative Type: Not Collaborative

Due Date: 07/26/2023  
Date Type: Deadline

[View last submitted version](#)

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status <a href="#">[Key]</a>
<ul style="list-style-type: none"> <li>Share Proposal with SPO/AOR</li> <li>Check Error(s) and Warning(s)</li> <li>Manage Personnel and Subaward Organizations</li> <li>Print Proposal</li> <li>Delete Budget Revision</li> </ul>	Proposal Update Justification		Form not checked
	Proposal Sections	Last Updated	Compliance Status <a href="#">[Key]</a>
	<b>Required</b>		
	Cover Sheet	06/23/2023 1:39 PM EDT	No issue(s) found
	Project Summary	06/23/2023 1:39 PM EDT	No issue(s) found
	Project Description	06/23/2023 1:39 PM EDT	Warning(s)
	References Cited	06/23/2023 1:39 PM EDT	No issue(s) found
	Budget(s)	06/23/2023 1:39 PM EDT	No issue(s) found
	Budget Justification(s)	06/23/2023 1:39 PM EDT	No issue(s) found
	Budget Impact Statement(s)		Conditionally required

- 5 After the Budget, Budget Justification, or Budget Impact Statement is updated and saved, a “Revision Saved” indicator will display for each revised section.

**Budget Revision**  
For Proposal - 2326945

Proposal Title: CAREER Test  
 Funding Opportunity: NSF 22-586 - Faculty Early Career Development Program  
 Where to Apply: Directorate for STEM Education (EDU) - Division Of Graduate Education (DGE), IUOE  
 Proposal Type: Research  
 Submission Type: Full Proposal  
 Collaborative Type: Not Collaborative

Due Date: 07/26/2023  
Date Type: Deadline

[View last submitted version](#)

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status <a href="#">[Key]</a>
<ul style="list-style-type: none"> <li>Share Proposal with SPO/AOR</li> <li>Check Error(s) and Warning(s)</li> <li>Manage Personnel and Subaward Organizations</li> <li>Print Proposal</li> <li>Delete Budget Revision</li> </ul>	Proposal Update Justification		Form not checked
	Proposal Sections	Last Updated	Compliance Status <a href="#">[Key]</a>
	<b>Required</b>		
	Cover Sheet	06/23/2023 1:39 PM EDT	No issue(s) found
	Project Summary	06/23/2023 1:39 PM EDT	No issue(s) found
	Project Description	06/23/2023 1:39 PM EDT	Warning(s)
	References Cited	06/23/2023 1:39 PM EDT	No issue(s) found
	Budget(s)	06/23/2023 1:41 PM EDT	No issue(s) found
	Budget Justification(s)	06/23/2023 1:42 PM EDT	No issue(s) found
	Budget Impact Statement(s)	06/23/2023 1:42 PM EDT	No issue(s) found

- 6** When you are done with your budget revision, **click the Share Proposal with SPO/AOR button** to re-share access.
- Proposal access must be shared with the AOR specifically for the budget revision. Shared access given to the AOR for the submitted proposal does not carry over to the budget revision.
  - The AOR submits the budget revision to NSF.

Proposal File Update/Budget Revision  
For Proposal - 2327319

Proposal Title: My CAREER proposal June 28, 2023 [Edit](#)  
 Funding Opportunity: NSF 22-586 [Edit](#) - Faculty Early Career Development Program \* Due Date: 07/26/2023 [Edit](#)  
Date Type: Deadline  
 Where to Apply: Direct For Mathematical & Physical Scien (MPS) - Division Of Chemistry (CHE), Chemical Synthesis  
 Proposal Type: Research  
 Submission Type: Full Proposal  
 Collaborative Type: Not Collaborative

[View last submitted version](#)

Proposal Actions	Proposal File Update Form	Last Updated	Compliance Status <a href="#">[Key]</a>
<input checked="" type="checkbox"/> Share Proposal with SPO/AOR <input checked="" type="checkbox"/> Check Error(s) and Warning(s) <input type="checkbox"/> Manage Personnel and Subaward Organizations <input type="checkbox"/> Print Proposal <input type="checkbox"/> Delete PFU/Budget Revision	Proposal Update Justification		Form not checked

Proposal Sections	Last Updated	Compliance Status <a href="#">[Key]</a>
<b>Required</b>		
Cover Sheet	08/02/2023 10:10 PM EDT	<span style="color: green;">✔</span> No issue(s) found
Project Summary	08/02/2023 10:10 PM EDT	<span style="color: green;">✔</span> No issue(s) found
Project Description	08/02/2023 10:10 PM EDT	<span style="color: orange;">⚠</span> Warning(s)
References Cited	08/02/2023 10:10 PM EDT	<span style="color: green;">✔</span> No issue(s) found
Budget(s)	08/02/2023 10:10 PM EDT	<span style="color: green;">✔</span> No issue(s) found
Budget Justification(s)	08/02/2023 10:10 PM EDT	<span style="color: green;">✔</span> No issue(s) found
Budget Impact Statement(s)		

Proposal Details  
Proposal Status: Not Forwarded to SPO/AOR

- 7** Click the **Change Proposal Access button** to share with the SPO/AOR and to allow the AOR to submit the budget revision.

My Desktop > Prepare and Submit Proposals > Submitted and Updates: Proposals (Full and Renewals) > Proposal File Update/Budget Revision > Share Proposal with SPO/AOR

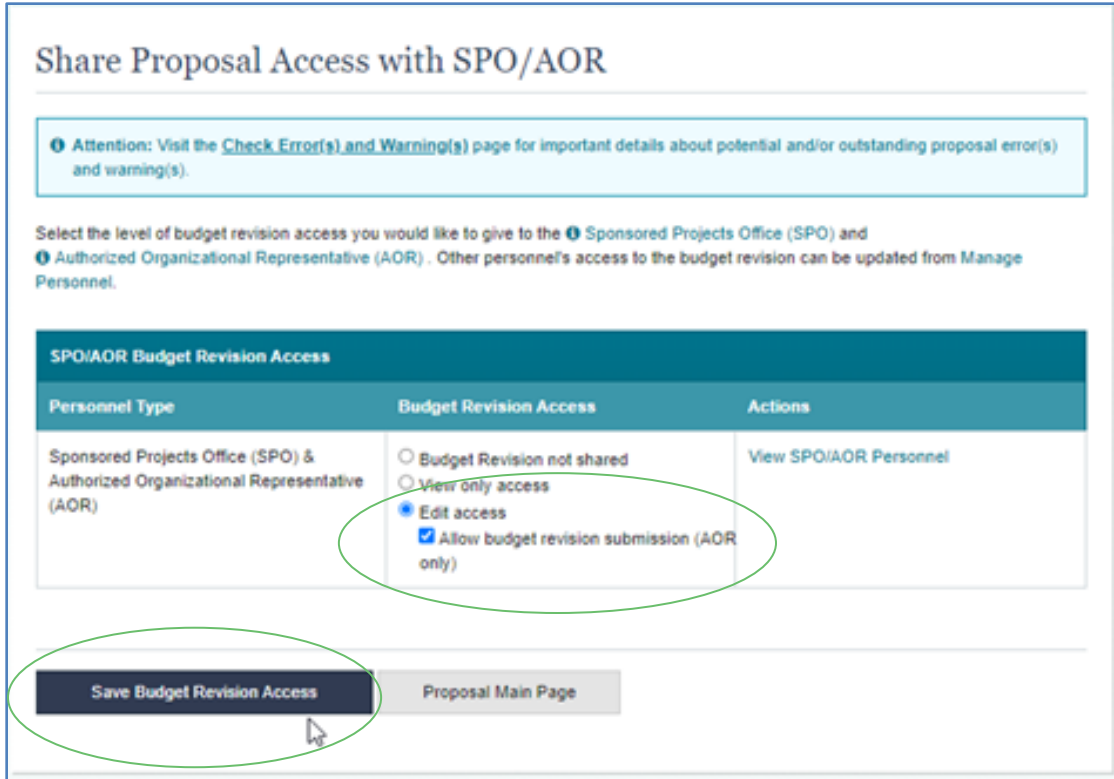
## Share Proposal with SPO/AOR

Share the proposal file update/budget revision with the [Sponsored Projects Office \(SPO\)](#) and [Authorized Organizational Representative \(AOR\)](#) by changing the assigned access to the proposal file update/budget revision. Any errors or warnings associated with the proposal file update/budget revision are also shown below.

Current SPO/AOR Proposal Access	
<b>Sponsored Projects Office (SPO)</b> Proposal not shared	<b>Authorized Organizational Representative (AOR)</b> Proposal not shared

[Change Proposal Access](#)

- 8 Select the **Edit access radio button** which automatically enables the **Allow proposal file update/budget revision submission (AOR only)** option.
- Click the **Save Budget Revision Access** button.
  - A system-generated email will be sent to the AOR to notify that the budget revision is ready for submission.



**Share Proposal Access with SPO/AOR**

**Attention:** Visit the [Check Error\(s\) and Warning\(s\)](#) page for important details about potential and/or outstanding proposal error(s) and warning(s).

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

Personnel Type	Budget Revision Access	Actions
Sponsored Projects Office (SPO) & Authorized Organizational Representative (AOR)	<input type="radio"/> Budget Revision not shared <input type="radio"/> View only access <input checked="" type="radio"/> Edit access <input checked="" type="checkbox"/> Allow budget revision submission (AOR only)	View SPO/AOR Personnel

**Save Budget Revision Access**    Proposal Main Page

## Helpful Resources

- **Help within the Proposal System**

Inline help features such as tooltips and links to relevant [Proposal & Award Policies & Procedures Guide](#) sections are included throughout the Research.gov Proposal Submission System.

- **Research.gov About Proposal Preparation and Submission Page**

Bookmark <https://www.research.gov/research-web/content/aboutpsm> to quickly access system-related Frequently Asked Questions (FAQs) organized by topic, video tutorials, and how-to guides.

- **Research.gov Proposal Preparation Demo Site**

All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. The demo site can also be used to check compliance of proposal documents (e.g., Collaborators and Other Affiliations and Biographical Sketch) prior to uploading them in the actual system. Proposal submission is not enabled in the demo site. See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation bar for information on demo site access and features.

- **Automated Proposal Compliance Checks**

Automated proposal compliance checks triggering an error message will stop proposal file update/budget revision submission to NSF, whereas checks triggering a warning message will still allow proposal file update/budget revision submission. Expanded compliance checking in Research.gov helps to reduce administrative burden for the research community and NSF staff, as well as minimizes return without review proposals. Refer to the [Automated Compliance Checking of NSF Proposals](#) page for the current automated Research.gov proposal checks.

- **NSF IT Service Desk**

IT system-related and technical questions may be directed to the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov).