

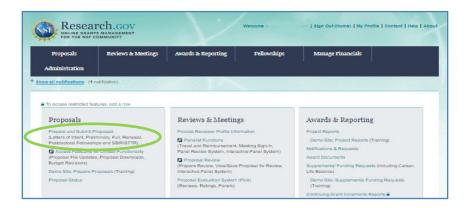
### How Pls/co-Pls Initiate and Prepare an Updated Current and Pending (Other) Support Document

Effective January 30, 2023, the cognizant NSF program officer will request that an updated version of Current and Pending (Other) Support be submitted via Research.gov prior to making a funding recommendation. The Research.gov Budget Revision feature is used to submit the requested update.

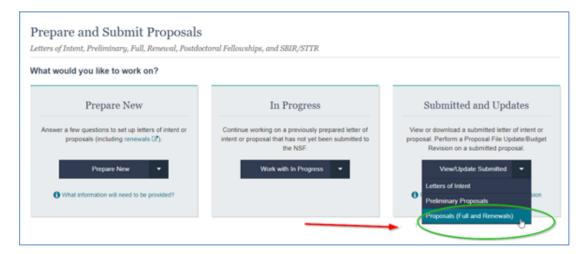
- Only the proposal's Principal Investigator (PI) and co-PI(s) can initiate updated Current and Pending (Other) documents for the submitted proposal.
- Sponsored Projects Offices (SPOs) and Authorized Organizational Representatives (AORs) associated with the submitted proposal can assist with preparation if proposal access with editing is shared by the PI/co-PI.
- The AOR submits the updated Current and Pending (Other) document for each individual named as senior personnel on the the submitted proposal.
- Refer to the NSF <u>Proposal & Award Policies & Procedures Guide</u> (PAPPG) Current and Pending (Other) Support section for requirements.

#### Accessing the Research.gov Proposal Submission System:

- Open <u>Research.gov</u>.
- 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.

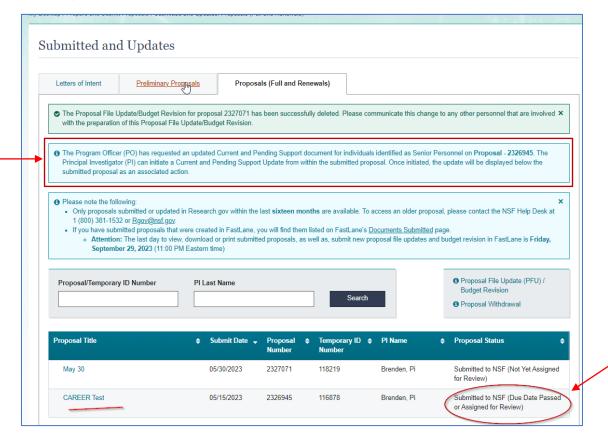


1 Click the View/Update Submitted drop-down button and select Proposals (Full and Renewals)





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- Locate your proposal and view the **Proposal Status column** on the right. The proposal status determines the actions available for the 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 one of two actions:
  - 1. Prepare a budget revision to update to the budget, budget justification, or budget impact statement
  - 2. Prepare a Current and Pending (Other) Support update after an NSF program officer has requested the document update
- An information message will display when the program officer has requested an updated Current and Pending (Other) Support document for individuals identified as Senior Personnel on the proposal
- · Click on the proposal title to start.

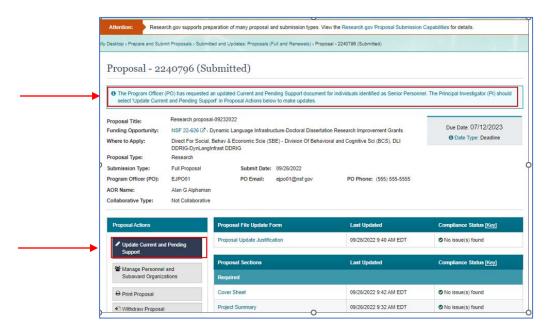


#### **IMPORTANT**

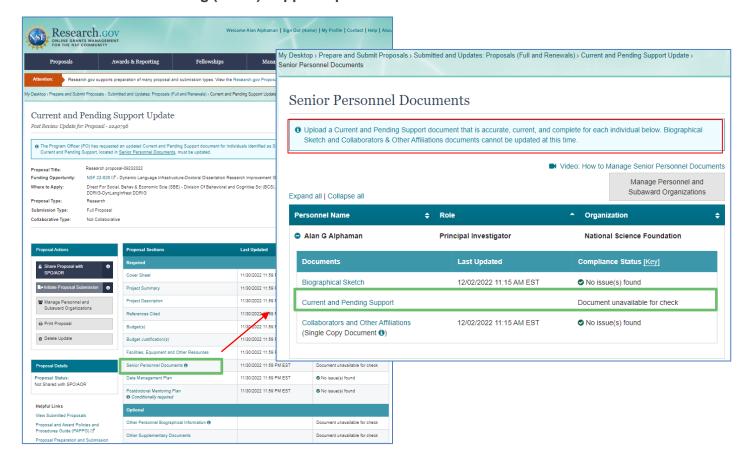
- If a program officer has initiated a Current and Pending (Other) Support update request, a budget revision cannot be started by the PI/co-PI. The Current and Pending (Other) Support update must be completed first and then a budget revision can be initiated by the PO/co-PI.
- If the PI/co-PI has already started a budget revision when the Current and Pending (Other)
   Support update is initiated by the program officer, the in-progress budget revision must be deleted so that the Current and Pending (Other) Support update can be completed and submitted.
- If a budget revision has already been submitted, a Current and Pending (Other) Support update cannot be submitted on the same day to allow time for processing.



Click the **Update Current and Pending Support button** under Proposal Actions on the proposal main page to be navigated to the Current and Pending Support Update screen.

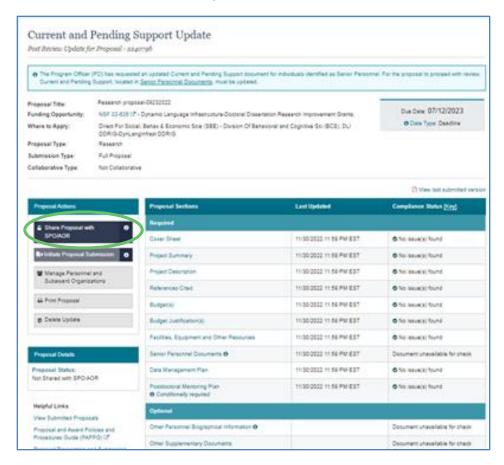


Only the Current and Pending (Other) Support document in the Senior Personnel section can be modified on the Current and Pending (Other) Support Update screen.





- Click the **Share Proposal with SPO/AOR button** to re-share access with the AOR after the Current and Pending (Other) Support update has been uploaded.
  - Proposal access must be shared with the AOR specifically for each Current and Pending (Other) Support
    update. Shared access given to the AOR for the submitted proposal does not carry over to the Current and
    Pending (Other) Support update.
  - The AOR submits the Current and Pending (Other) Support update to NSF.

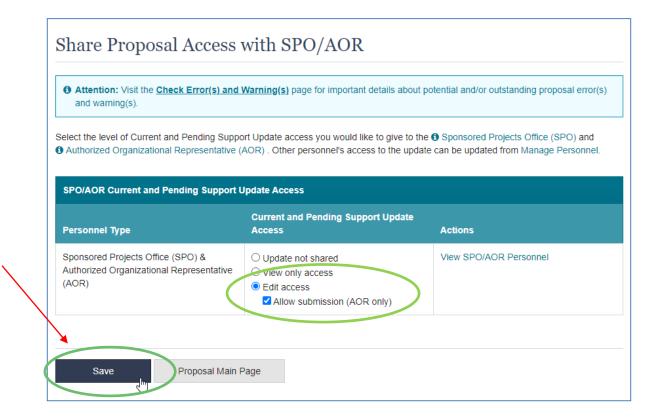


6 Click the **Change Proposal Access button** to share with the SPO/AOR and to allow the AOR to submit the budget revision.





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





### **Helpful Resources**

### Help within the Proposal System

Inline help features such as tooltips and links to relevant <u>Proposal & Award Policies & Procedures Guide</u> sections are included throughout the Research.gov Proposal Submission System.

### Research.gov About Proposal Preparation and Submission Page Bookmark <a href="https://www.research.gov/research-web/content/aboutpsm">https://www.research.gov/research-web/content/aboutpsm</a> to quickly access Frequently Asked Questions (FAQs) organized by topic, how-to guides, and video tutorials.

#### 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. See the demo site FAQs on the Research.gov <u>About Proposal Preparation and Submission</u> 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 submissions to NSF, whereas checks triggering a warning message will still allow proposal 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 <u>Automated Compliance Checking of NSF Proposals</u> 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.