I don't have a DUNS ID…

Organizations must be registered with the National Science Foundation (NSF) to submit proposals using NSF's systems. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM - https://www.sam.gov) and have a DUNS number.

Days before Deadline	Date	Milestone or Action	Description
65 days or 9 weeks	Monday May 25, 2020	Register the DUNS Number for your organization.	This only applies to new organizations. If the user does not have a DUNS ID and the organization is not registered in NSF – they will need to register way in advance of starting the proposal: below are some steps and timeline: Register for a DUNs Number by accessing this link https://www.dnb.com/duns-number/get-a-duns.html follow the steps. (it may take up to 30 business days to get a DUNS number.)
28 days	Monday June 29, 2020	Register the DUNS Number for your organization at SAM.gov	This only applies to new organizations. Register the DUNS Number they received in the above step in SAM.gov by accessing this link: https://www.sam.gov/SAM/pages/public/loginFAQ.jsf - You will need to create a SAM.gov account. - It may take up 3 weeks for SAM.gov to complete their internal process - They will ask for SAM POC
21 days	Monday, July 6, 2020	Register your organization with NSF	Register the organization with NSF – by signing into Research.gov → Select My Profile → Select Add a New Role → Select the "Add and Manage Organization" tile (If you don't have an NSF ID, please follow the instructions outlined in "I don't have an NSF ID…")

I don't have a NSF ID and PI role to start preparing a proposal…

To work on proposal and award activities on National Science Foundation (NSF) systems, a user must have an organization-approved role at an organization registered with NSF. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it.

Days before Deadline	Date	Milestone or Action	Description
21 days	Monday, July 6, 2020	NSF ID is created.	If you do not have a NSF account, create one. For step by step instructions, please access: https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf
21 days	Monday, July 6, 2020	Submit PI Role request to your organization's administrator.	If you do not have the PI role for your organization, request it. To work on proposal and award activities on National Science Foundation (NSF) systems, a user must have an organization approved role at an organization registered with NSF. To request a role from your organization, you must sign in to Research.gov and select the "My Profile" link located on the top right of the screen. Select the "Add a New Role" option from the left navigation bar. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it.
14 days	Monday, July 13, 2020	PI role request is approved by the organization's administrator.	You should have the PI role for your organization by this date.

My Organization does not have an AOR to submit the proposal…

Days before Deadline	Date	Milestone or Action	Description
14 days	Monday, July 13, 2020	AOR role request is approved by the organization's administrator	Ensure that an AOR Role is established for your organization by this date. This should only apply to brand new registered organizations.

I have an NSF ID but have not signed in for an extended period of time…

To migrate your existing NSF account to NSF's new account management system, you must verify your account's primary email address and phone number. If you created your NSF account before March 23, 2018 and your email address is associated with more than one NSF account, you will be prompted to verify information.

Days before Deadline	Date	Milestone or Action	Description
21 days	Monday, July 6, 2020	Log into Research.gov and confirm if your account is suspended or is in danger of being suspended.	If you have a NSF account, please make sure your account is not suspended or is in danger of being suspended. Please be advised that on August 20, 2019, NSF started enforcing the 30-day grace period for NSF accounts and began expiring the grace period for users with an email address associated with more than one NSF account (NSF ID). To confirm your account is active, please log into Research.gov. If you receive a "Multiple Accounts Found" pop-up alert message when you sign in to NSF systems, you are subject to grace period expiration. If this applies to you, you must contact the NSF Help Desk to reconcile your accounts.

My Organization does not have an AOR to submit the proposal…

Days before Deadline	Date	Milestone or Action	Description
14 days	Monday, July 13, 2020	AOR role request is approved by the organization's administrator	Ensure that an AOR Role is established for your organization by this date. This should only apply to brand new registered organizations.

Proposal Submission Timeline

Days before Deadline	Date	Milestone or Action	Description
10 days	Friday, July 17, 2020	Submit proposal through Grants.gov	This allows you time to resolve system errors in advance of the deadline and avoid high volume delays at the Help desk.
7 days	Monday, July 20, 2020	Submit proposal through FastLane or Research.gov	This allows you time to resolve system errors in advance of the deadline and avoid high volume delays at the Help desk.
3 days	Friday, July 24, 2020	Resolve SAM certification issues with organization.	NEW - A proposal's primary organization must be actively certified in the System for Awards Management (SAM.gov). Failure for your organization to be actively certified in SAM.gov will prevent proposals from being forwarded to AOR or submitted to NSF in both FastLane and Research.gov. It may take 48 hours for your organization administrators to resolve. If your administrators have not resolved these issues prior to this date, you may be unable to submit by the deadline.
0 days	Monday, July 27, 2020	Deadline	Deadline