Convergence Accelerator (CA)

CA Proposal Submission Timeline

This supplementary guidance for organizations that are new to the National Science Foundation (NSF) provides a timeline and walkthrough of the key milestones that must be completed in order to submit a CA proposal to NSF.

Additional account management information, including an Account Management Guide with step-by-step instructions and screenshots, Frequently Asked Questions (FAQs), and video tutorials, is available on the Research.gov About Account Management webpage.

For IT system-related questions, please contact the NSF Help Desk at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via Fastlane@nsf.gov. CA program-related questions should be directed to the CA Program Office at C-Accel@nsf.gov.

My organization doesn't have a DUNS Number.....

Organizations must be registered with NSF to submit proposals to NSF using NSF's systems or via Grants.gov. Before a new organization can register with NSF, it must first be registered in the System for Award Management (SAM), which requires a Data Universal Numbering System (DUNS) Number. Note that the vast majority of universities are already registered with NSF.

Target # of Days Before Proposal Submission Deadline	Milestone or Action	Description
65 days (9 weeks)	New organization obtains a DUNS Number	This action only applies to **new** organizations. Organizations must have a valid Data Universal Numbering System (DUNS) Number and be registered in the System for Award Management (SAM) in order to register with NSF. Note that it may take up to 30 business days to obtain a DUNS Number. You cannot complete the next step without a DUNS number. Register for a DUNS Number via https://www.dnb.com/duns-number/get-a-duns.html and follow the steps.
28 days	New organization checks SAM.gov to see if registration is active	This action only applies to **new** organizations not already registered in SAM to do business with the U.S. government. Register the DUNS Number received in the above step in SAM.gov via https://www.sam.gov/SAM/pages/public/loginFAQ.jsf. Please see the Register a New Entity in the System for Award Management (SAM) video tutorial for additional information. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser. • You will need to create a SAM.gov account and provide requested organization information. • It may take up two weeks to complete the SAM registration process and can take longer if the registration information provided in SAM is incomplete or inaccurate. • All organization information MUST BE IDENTICAL in SAM and in your DUNS Number/Dun & Bradstreet (D&B) record. • Make sure the organization address registered in SAM matches the address listed in your DUNS Number/D&B record. Mismatched addresses can result in significant SAM registration activation delays. • You will be asked to provide a SAM Point of Contact. • Once your new SAM registration is active, it takes up to two business days for NSF to receive and process your SAM information.
21 days	New organization registers with NSF	Registration with NSF both at the organization level and at the individual user level is required to prepare and submit NSF proposals. The organization's Administrator registers the **new** organization by signing into Research.gov with their NSF ID* and then following the step-by-step instructions in the Register a New Organization job aid. A Register a New Organization with NSF video tutorial is also available. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser. After entering the DUNS Number, the system will automatically detect that the organization is new and will walk the Administrator through setting up the organization and the Administrator role. *For step-by-step instructions to obtain an NSF ID, please see the Register for an NSF Account to Begin Using FastLane and Research.gov job aid. A Register for an NSF Account video tutorial is also available. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser.

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

To apply to the CA program, you must have an NSF ID and an organization-approved Principal Investigator (PI) role at an organization registered with NSF. You should apply for the PI role electronically, and the organization's Administrator is responsible for approving in advance.

Target # of Days Before Proposal Submission Deadline	Milestone or Action	Description
21 days	New users register for an NSF account	If you do not have an NSF account, you must register for one in order to prepare proposals and conduct other award-related activities using NSF systems. For step-by-step instructions, please see the Register for an NSF Account to Begin Using FastLane and Research.gov job aid. A Register for an NSF Account video tutorial is also available. If you experience issues opening the video tutorial in Internet Explorer, please try viewing it using another browser.
21 days	Submit PI role request to your organization's Administrator	To work on proposal and award-related activities on NSF systems, a PI/co-PI must have an organization-approved PI role. If you do not have a PI role at your organization, you must request this role to work on CA proposal and award-related activities. Please follow the steps on the Add a New Role – Principal Investigator PI/Co-PI job aid. Note that an individual may have multiple roles at an organization, and the organization's Administrator can also have a PI role. After requesting a PI role, your organization's Administrator will receive the request electronically to approve or disapprove it. Administrators may refer to the View My Users – Administrator Dashboard job aid for guidance on how to approve or disapprove a role request.
14 days	PI role request is approved by organization's Administrator	You should have an approved PI role for your organization by this date to prepare your CA proposal.

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.

Target # of Days Before Proposal Submission Deadline	Milestone or Action	Description
21 days	Confirm your NSF account is not suspended or is in danger of being suspended	If you have an NSF account, you should 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 in to Research.gov. If you receive a "Multiple Accounts Found" pop-up alert message when you sign into NSF systems, you are subject to grace period expiration. If this applies to you, you must contact the NSF Help Desk at 1-800-673-6188 to reconcile your accounts.

New organization must establish an AOR to submit the proposal…

Target # of Days Before Proposal Submission Deadline	Milestone or Action	Description
14 days	**AOR role is established and request approved by organization's Administrator**	The Authorized Organizational Representative (AOR) is responsible for submitting the proposal to NSF. Ensure that an AOR role is established for your organization by this date. This should only apply to brand new registered organizations. The AOR role must be requested and is not assigned to any person by default. To request the AOR role, please see the Add a New Role job aid. After the AOR role is requested, your organization's Administrator will receive the request electronically to approve or disapprove it.

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Target # of Days Before Proposal Submission Deadline	Milestone or Action	Description
12 days	**Complete resolution of any SAM.gov certification issues**	**NEW and effective with implementation of the *Proposal and Award Policies and Procedures Guide* (PAPPG) (NSF 20-1) on June 1, 2020:** Organizations are responsible for maintaining the accuracy of their information in the System for Award Management (SAM) and utilizing SAM to submit government-wide representations and certifications. Prior to proposal submission, all proposing organizations are required to have reviewed and certified compliance with the government-wide financial assistance representations and certifications maintained in SAM. Failure to comply with SAM certification and registration requirements will impact the submission and processing of the proposal. <u>If a registration is not active, an organization will not be able to submit a proposal</u>. For more information, please see PAPPG (NSF 20-1), Chapter I.G.2. *Note: This step should only apply to organizations previously registered in SAM to do business with non-NSF entities of the U.S. government. Newly registered organizations should have verified active registration in SAM 28 days prior to the CA proposal submission deadline per page 2 of this supplementary guidance.*
10 days	**Submit CA proposal through Grants.gov**	Proposals submitted via Grants.gov must go through additional processing before they are accepted at NSF. For this reason, if submitting via Grants.gov, we recommend allowing extra time to resolve any system errors and avoid high volume delays at the NSF Help Desk if problems arise.
7 days	**Submit CA proposal through FastLane or Research.gov**	Aim to submit by this date to allow time to resolve any system errors in advance of the deadline and avoid high volume delays at the NSF Help Desk. Print the file to a PDF and view it online to make sure the correct version was submitted. Corrections are automatically accepted before the deadline. *Note: Proposers must follow the guidance specified in the Solicitation or Dear Colleague Letter regarding which system(s) (i.e., FastLane, Research.gov, or Grants.gov) may be used to prepare and submit the CA proposal.*
0 days	**Proposal submission deadline**	Proposals are due by 5 p.m. submitter's local time on the date specified in the funding opportunity. Proposals that arrive after the deadline will not be accepted or will be returned without review.