

Due Diligence: My Work Community Portal

This user guide will provide information on accessing the [MyWork Community portal](#) and assist new and existing users on how to view the Due Diligence Tasks and submit their respective forms assigned to them.

1. Log in and access Diligence Tasks

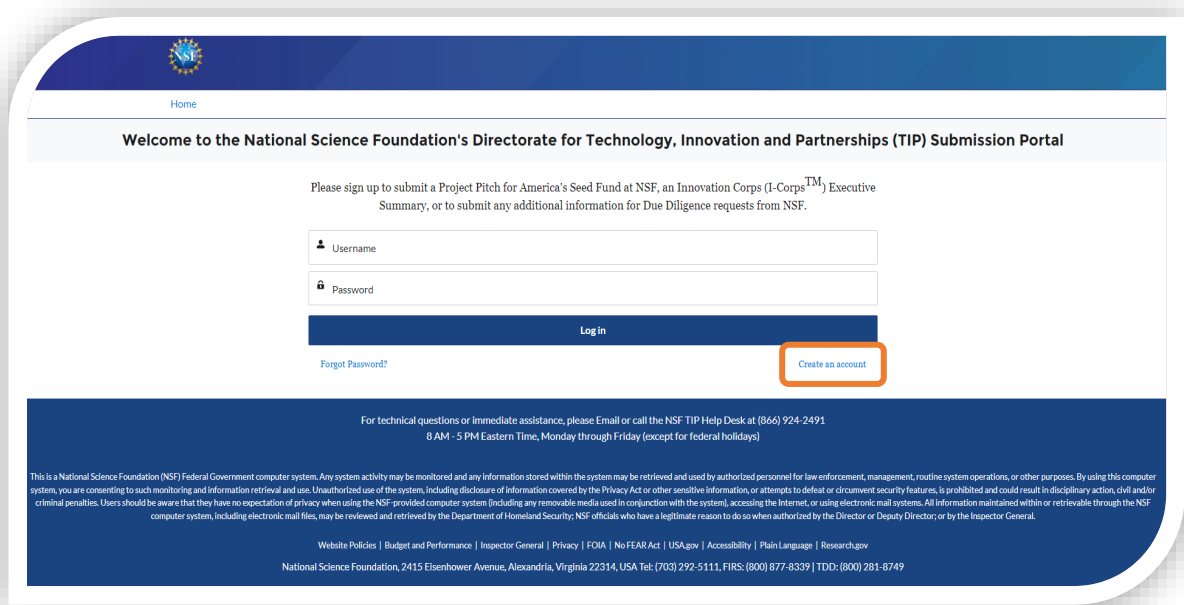
The Due Diligence Tasks and Documents option in the MyWork Community portal navigation bar is only available if the Program Investigator (PI) have Due Diligence initiated.

New User

Account Creation

Go to <https://nsfiip.force.com/mywork>

- Select “**Create an account**” to register.

The screenshot shows the login page for the National Science Foundation's Directorate for Technology, Innovation and Partnerships (TIP) Submission Portal. At the top, there is a blue header with the NSF logo and a 'Home' link. Below the header, a welcome message reads: 'Welcome to the National Science Foundation's Directorate for Technology, Innovation and Partnerships (TIP) Submission Portal'. The main content area prompts the user to 'Please sign up to submit a Project Pitch for America's Seed Fund at NSF, an Innovation Corps (I-Corps™) Executive Summary, or to submit any additional information for Due Diligence requests from NSF.' There are two input fields: 'Username' and 'Password'. Below these fields is a blue 'Log in' button. To the left of the button is a link for 'Forgot Password?'. To the right of the button is a blue button labeled 'Create an account', which is highlighted with an orange rectangle. At the bottom of the page, there is a footer with contact information for the NSF TIP Help Desk and a disclaimer about the system's use.

- Fill in:
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Create Password
 - e. Confirm Password
- Click on “**Sign Up**” to be routed to the MyWork Communities Home page.

Welcome to the National Science Foundation's Directorate for Technology, Innovation and Partnerships (TIP) Submission Portal

Please register to submit a Project Pitch for America's Seed Fund at NSF, an Innovation Corps (I-CorpsTM) Executive Summary, or to submit any additional information for Due Diligence requests from NSF.

	First Name
	Last Name
	Email
	Create Password
	Confirm Password
Sign Up	

[Already have an account?](#)

Existing Users

- Go to the Salesforce link for UAT (User Acceptance Testing) environment:
<https://uat-nsfiip.cs32.force.com/PIDashboard>


Home

Welcome to the National Science Foundation's Directorate for Technology, Innovation and Partnerships (TIP) Submission Portal

Please sign up to submit a Project Pitch for America's Seed Fund at NSF, an Innovation Corps (I-CorpsTM) Executive Summary, or to submit any additional information for Due Diligence requests from NSF.

	Username
	Password
Log In	

[Forgot Password?](#) [Create an account](#)

For technical questions or immediate assistance, please Email or call the NSF TIP Help Desk at (866) 924-2491
8 AM - 5 PM Eastern Time, Monday through Friday (except for federal holidays)

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use. Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security; NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director; or by the Inspector General.

Website Policies | Budget and Performance | Inspector General | Privacy | FOIA | No FEAR Act | USA.gov | Accessibility | Plain Language | Research.gov

National Science Foundation, 2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA Tel: (703) 292-5111, FIRS: (800) 877-8339 | TDD: (800) 281-8749

- Enter “**Username**” and “**Password**” (existing credentials).
- Click on “**Log In**” to be routed to the MyWork Communities Home page.
- Select **SBIR/STTR Due Diligence**.
- Select **Tasks** from the drop-down menu.

Home SBIR / STTR Project Pitches I-Corps Executive Summary **SBIR / STTR Due Diligence** ▾

Tasks
Documents

Welcome to the National Science Foundation's Directorate for Small Business Innovation and Partnerships (TIP) Submission Portal

Use this portal to submit a Project Pitch for America's Seed Fund at NSF, an Innovation Corps (I-Corps™) Executive Summary, or to submit any additional information for Due Diligence requests from NSF.

Get started by clicking the links in the menu at the top of this page.

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- The Due Diligence screen is displayed.
- Select **View** to view any record.

Home SBIR / STTR Project Pitches I-Corps Executive Summary **SBIR / STTR Due Diligence** ▾

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Due Diligence for America's Seed Fund

MY TASKS Search by Phrase

DD Name	PI Name	PI Email	Pitch Number	Proposal Number	Proposal Title	Topic Area	Institution	Status	Submitted Date	View
DD-0000086	jellybean@mail7.io	jellybean@mail7.io	00045582	LL-1002	Test	Augmented and Virtual R...	New	New	8/22/2022	View
DD-0000085	jellybean@mail7.io	jellybean@mail7.io	00045582	LL-1002	Test	Augmented and Virtual R...	New	New	8/22/2022	View

← Previous SHOWING 1-2 OF 2 RECORDS | PAGE 1 OF 1 Next →

- The Due Diligence Forms screen is displayed.
- Select **View Submitted** to view the submitted forms in a read only mode.
- Select **Continue** to complete the form.
- Enter the details.
- Select **Finish and Submit**.

[Home](#)[SBIR / STTR Project Pitches](#)[I-Corps Executive Summary](#)[SBIR / STTR Due Diligence](#) ▾



Due Diligence for America's Seed Fund

DUE DILIGENCE FORMS

PLEASE FILL OUT THE BELOW FORMS TO COMPLETE DUE DILIGENCE FOR PROPOSAL: TEST123

 NSF SBIR/STTR Proposal Budget
Please answer and submit at your earliest convenience

▶ View Submitted

 NSF SBIR/STTR Administrative Questions
Please answer and submit at your earliest convenience

▶ View Submitted

 Company Information
Please answer and submit at your earliest convenience

▶ Continue

 Company Information
Please answer and submit at your earliest convenience

▶ View Submitted

[Home](#)[SBIR / STTR Project Pitches](#)[I-Corps Executive Summary](#)[SBIR / STTR Due Diligence](#) ▾

Due Diligence for America's Seed Fund

Company Information

1) *first name

☒ City

☐ State

2) *details

Testing

3) *Pitch details

Finish and Submit

- ## 2. Budget Proposal Submission
- Select **SBIR/STTR Due Diligence**.
 - Select **Tasks** from the drop-down menu.

Home SBIR / STTR Project Pitches I-Corps Executive Summary **SBIR / STTR Due Diligence**

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- The Due Diligence screen is displayed.
- Select **View** to view any record.

Home SBIR / STTR Project Pitches I-Corps Executive Summary SBIR / STTR Due Diligence

Due Diligence for America's Seed Fund

MY TASKS Search by Phrase

DD Name	PI Name	PI Email	Pitch Number	Proposal Number	Proposal Title	Topic Area	Institution	Status	Submitted Date	View
DD-0000086		jellybean@mail7.io	00045582	LL-1002	Test	Augmented and Virtual R...		New	8/22/2022	
DD-0000085		jellybean@mail7.io	00045582	LL-1002	Test	Augmented and Virtual R...		New	8/22/2022	

← Previous SHOWING 1-2 OF 2 RECORDS | PAGE 1 OF 1 Next →

- The Due Diligence forms screen is displayed.
- Select **Start** next to the Proposal Budget to begin submission OR select **View Submitted** to view the submitted Budget form.

Home SBIR / STTR Project Pitches I-Corps Executive Summary SBIR / STTR Due Diligence

NSF | **America's SEED FUND**
SBIR.STTR

Due Diligence for America's Seed Fund

DUE DILIGENCE FORMS

PLEASE FILL OUT THE BELOW FORMS TO COMPLETE DUE DILIGENCE FOR PROPOSAL: TEST123

NSF SBIR/STTR Proposal Budget Please answer and submit at your earliest convenience	▶ View Submitted
NSF SBIR/STTR Administrative Questions Please answer and submit at your earliest convenience	▶ View Submitted
Company Information Please answer and submit at your earliest convenience	▶ Continue
Company Information Please answer and submit at your earliest convenience	▶ View Submitted
NSF SBIR/STTR Proposal Budget Please answer and submit at your earliest convenience	▶ Start

National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operation.

- Click on the **organization name**.

Number of Budget Years 1 Year	Project Total Initial Amount \$0.00	Project Total Updated Amount \$0.00
Budget		
Organization Name Scientist Labs	Principal Investigator Hugo Freeman	
Budget Justification		
Please upload the budget justification in a PDF or Word format.		
File Name	File Type	File Date
No files have been uploaded.		
Upload Files Or drop files		

- Enter all the financial information, upload any files as required.
- Check the **"consent box"** and select **"Save"**.
- The status on the Dashboard is updated.

Budget

For Scientist Labs

Budget Total Initial Amount

\$0.00

Budget Total Updated Amount

\$0.00

Organization Information

Organization Name

Scientist Labs

Principal Investigator

Hugo Freeman

Personnel Direct Costs

Section	Person Months	Requested Funds	Updated Funds
A. Senior Personnel + Add Personnel	0.00	\$0.00	\$0.00
B. Other Personnel Other Professionals 0 0.00	0.00	\$0.00	\$0.00
C. Fringe Benefits \$0.00	\$0.00	\$0.00	\$0.00
Total Salaries, Wages, & Fringe Benefits (A+B+C)		\$0.00	\$0.00
D. Equipment + Add Equipment		\$0.00	\$0.00

Cancel

Save

3. E-Signature

Follow the steps below to sign documents requested from the Program Director.

- Select **click here to sign** from the email you have received from your Program Director

The document Test template for s-sign_SD-177.pdf is ready for your electronic signature.

Please [Click Here to Sign](#)

Thank you,
NSF Team

- Users are navigated to the verification screen.
- Select **"Send Email"** from the verification email.

This is an E-Signature request from Niyati Shah (niyati.shah@agilitytechinc.com).

This E-Signature request is intended for the owner of the following email address: jennyshah@mail7.io

Please click the button below and the following email address will be emailed a verification code: jennyshah@mail7.io

By continuing, you are confirming that you are the owner of this email address.

Send Email

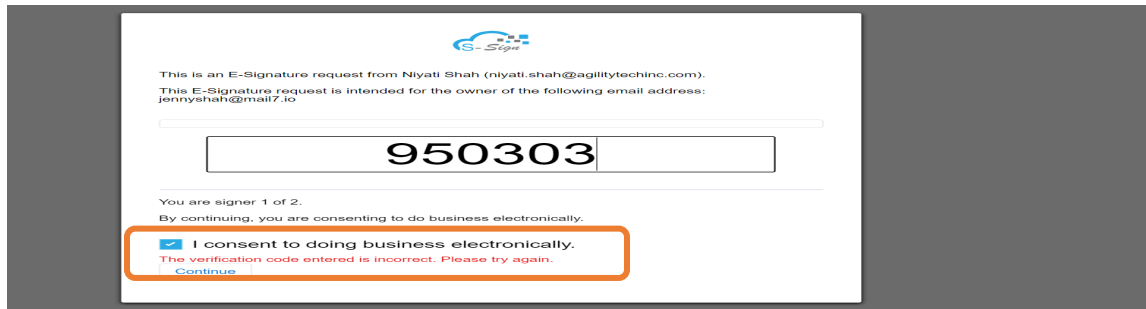
You are signer 1 of 2.

By continuing, you are consenting to do business electronically.

☐ I consent to doing business electronically.

Continue

- User will receive one time verification code via email.
- Enter the code received and check the box “*I consent*” to doing business electronically”.
- Select “**Continue**”.



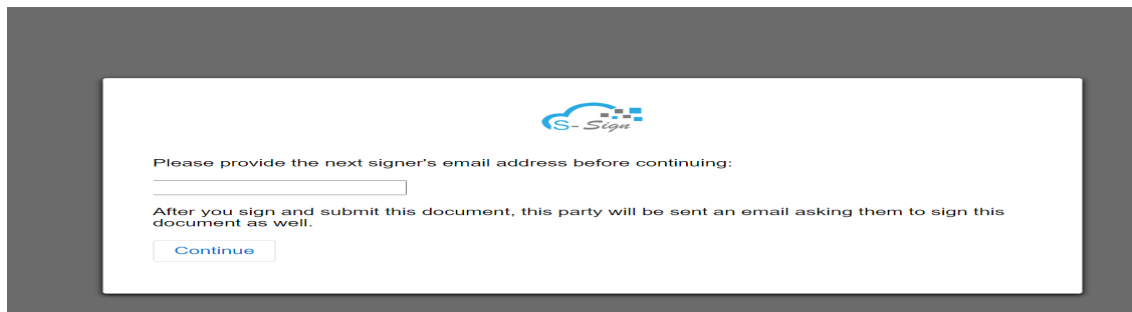
This is an E-Signature request from Niyati Shah (niyati.shah@agilitytechinc.com).
This E-Signature request is intended for the owner of the following email address:
jennyshah@mail7.io

950303

You are signer 1 of 2.
By continuing, you are consenting to do business electronically.

☒ I consent to doing business electronically.
The verification code entered is incorrect. Please try again.
Continue

- Once completed, user will be asked to enter the second signer if needed.
- Enter the email address of the “Authorized Organizational Representative – AOR”.
- Click “**Continue**”.

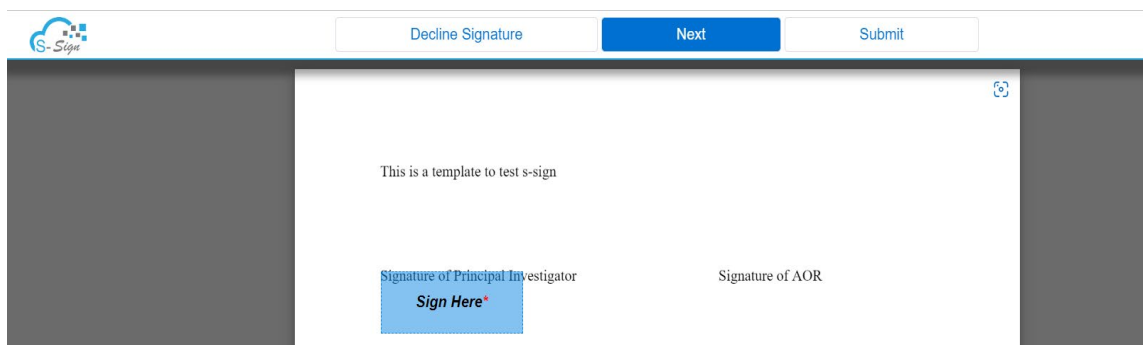


Please provide the next signer's email address before continuing:

After you sign and submit this document, this party will be sent an email asking them to sign this document as well.

Continue

- Signature document will open.
- Signer 1 must sign by clicking on Sign Here.
- Enter the name or draw your signature or decline your signature.
- Select Next and submit.



Decline Signature Next Submit

This is a template to test s-sign

Signature of Principal Investigator
Sign Here*

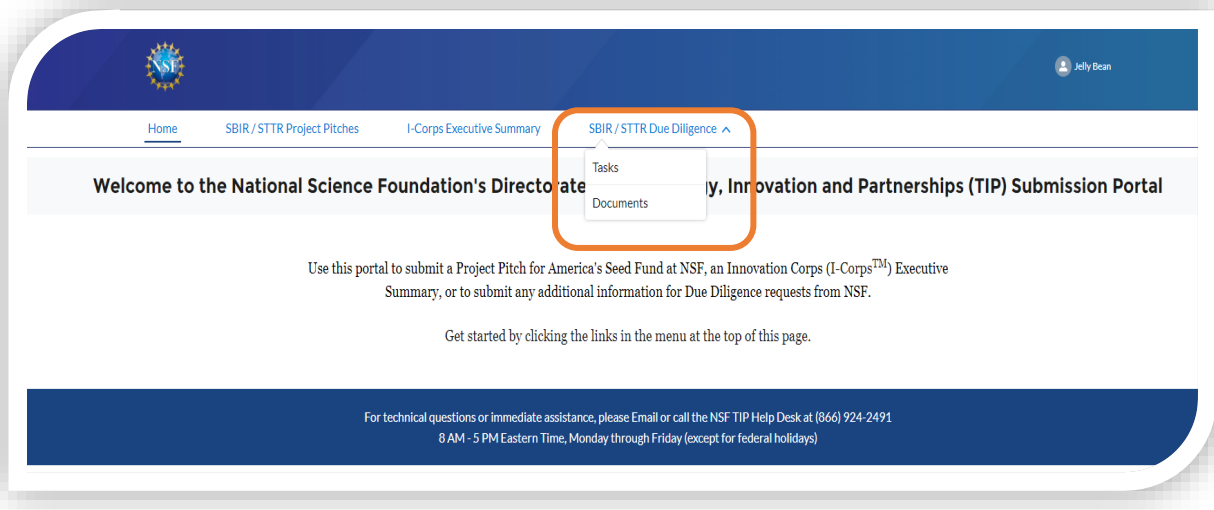
Signature of AOR

4. Submit Due Diligence Documents

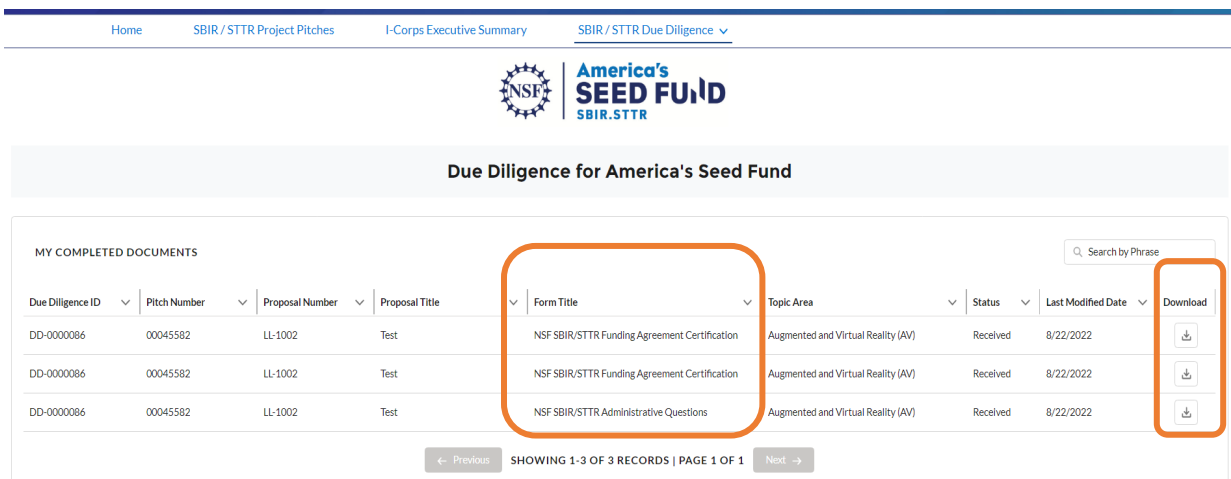
The steps below will guide the user on how to access and view the Due Diligence Documents and allow the user to view and submit their respective forms assigned to them.

NOTE: The Due Diligence Tasks and Documents option on the navigation bar is only available if the users have Due Diligence initiated.

- From the Home page, select **SBIR/STTR Due Diligence**.
- Select **Documents** from the drop-down menu.



- User will be redirected to the DUE DILIGENCE Documents page.
- Select **“Download”** to save the document.
 - The **Form title column** will list different forms (ex. Admin, Funding, or Custom) assigned and available to download.



- The user will be prompt to download the pdf file.
- The pdf file will include the selected form details submitted.

