

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.

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) 877-6339 | TDD: (800) 281-8749

- 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.

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[Already have an account?](#)

Existing Users

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

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- 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.

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

| 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 | View |
| DD-0000085 | | jellybean@mail7.io | 00045582 | LL-1002 | Test | Augmented and Virtual R... | | New | 8/22/2022 | View |

- 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**.

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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 |

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Due Diligence for America's Seed Fund

Company Information

- * first name
 - City
 - State
- * details
- * Pitch details

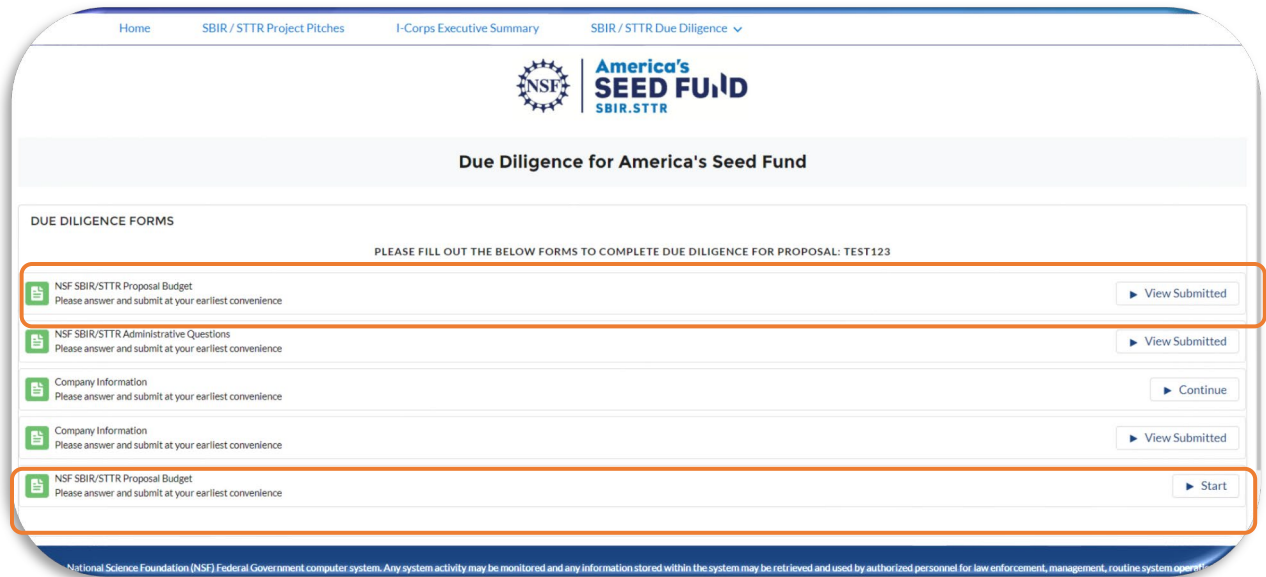
Finish and Submit

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

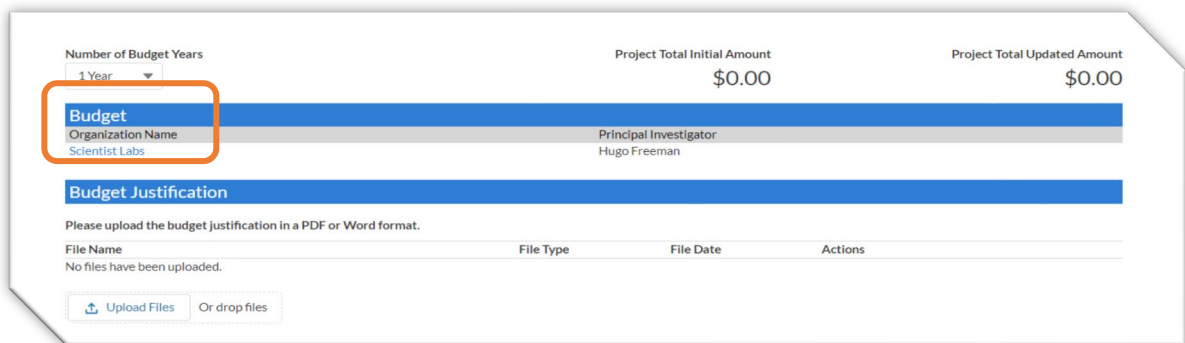
- The Due Diligence screen is displayed.
- Select **View** to view any record.

| 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 | |

- 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.



- Click on the **organization name**.



- 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 Name: Scientist Labs Principal Investigator: Hugo Freeman

| Section | Person Months | Requested Funds | Updated Funds |
|---|---------------|-----------------|---------------|
| A. Senior Personnel <input type="button" value="+ Add Personnel"/> | 0.00 | \$0.00 | \$0.00 |
| B. Other Personnel Other Professionals: <input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> | 0.00 | \$0.00 | \$0.00 |
| C. Fringe Benefits <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> | | \$0.00 | \$0.00 |
| Total Salaries, Wages, & Fringe Benefits (A+B+C) | | \$0.00 | \$0.00 |
| D. Equipment <input type="button" value="+ Add Equipment"/> | | \$0.00 | \$0.00 |

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.

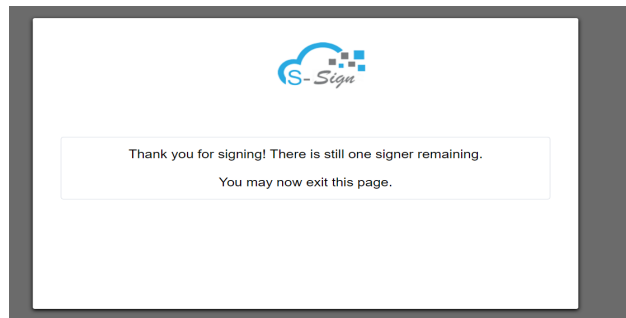
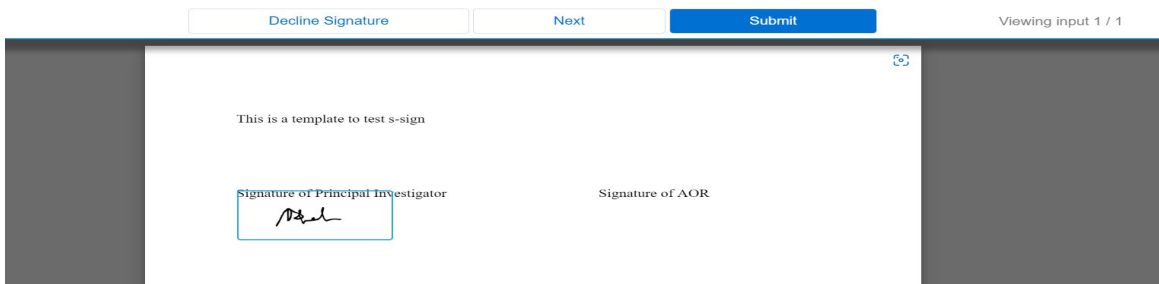
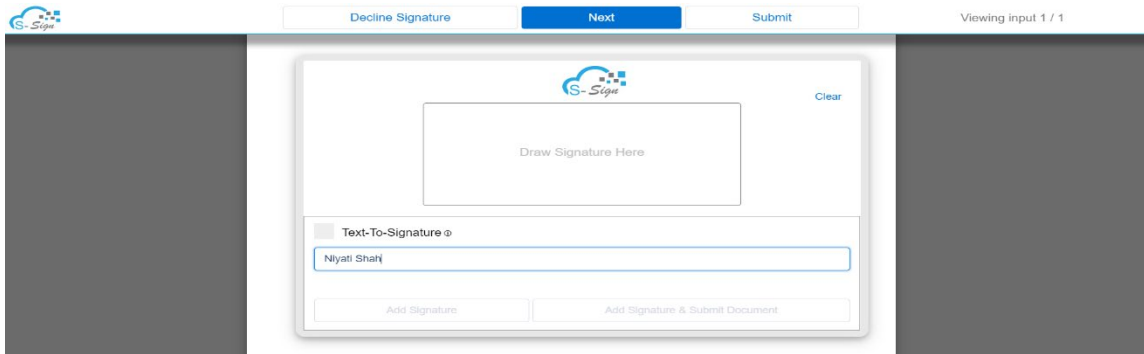
You are signer 1 of 2.
By continuing, you are consenting to do business electronically.

I consent to doing business electronically.

- 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”.

- 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”.

- 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.

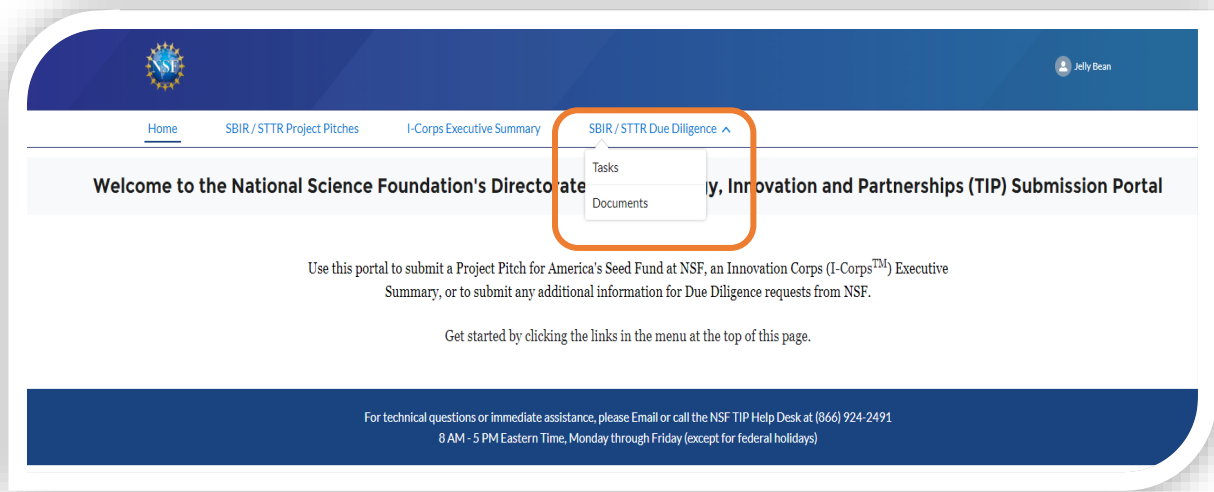


4. Submit Due Diligence Documents

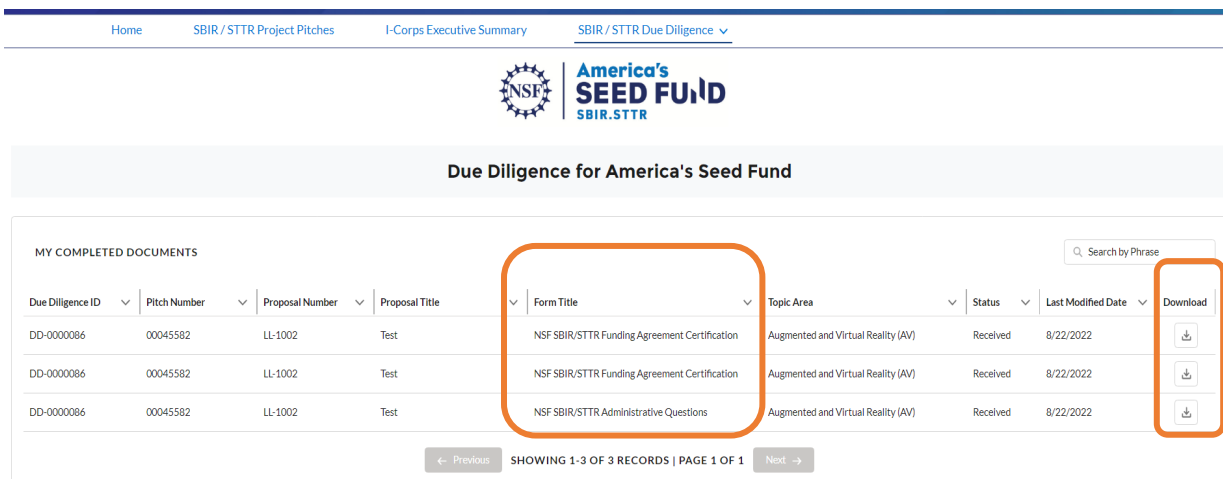
The steps below will guide the user on how to access and view the Due Diligence Documents and allow the user to view and submit their respective forms assigned to them.

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 prompted to download the pdf file.
- The pdf file will include the selected form details submitted.

