

Market Research bot Instructions

Step 1: Craft an email

- Create a new email
- Address the email to **btdac001@nsf.gov**
- In the subject line, you can include anything to help you reference your sent message later. The "returning" email response will have the subject: "UEI : ##### at MM/DD/YYYY HH:MM:SS" to indicate search completed. (Not necessary, but helpful)
- In the body of the email, enter **ONLY** the UEI number.
 - If you want to research more than one UEI number, separate the UEI numbers with a semicolon
 - Automation will return one email for every UEI number submitted
 - Remember to delete your email signature, if applicable.

Step 2: Review Response(s)

- Look for a response email from the following email address: btdac001@ad.nsf.gov or look for an email with the UEI number in the subject line
- Review the contents of the email.
- The email will contain the SAM, FAPIIS, and DSBS information.
- The response is designed to incorporate contents into your workflow.

Bot Schedule:

The bot runs at 9:30, 10:30, 12:00, 2:30, and 4:30 Monday – Friday.