

FastLane Help

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Welcome to the FastLane Help System

Note: Click here for the [508-compliant version of the FastLane Help System](#).

All help for FastLane users is located in the FastLane Help System.

Inside FastLane's applications, links to help topics now go directly to the relevant topic in the FastLane Help System.

All other links and help topics on the FastLane Help Page are fully incorporated into the FastLane Help System. The help system contains quick links to the *Grant Proposal Guide*, the *Award & Administration Guide*, News and Updates, and to any help on the **FastLane Help Page** that takes the user outside the FastLane system.

The purpose of this change is to enable you to find the specific help you need—*fast!*

You can [search the entire FastLane Help System](#) to quickly locate the help topic that you need. You can also find relevant help topics through the system-wide Table of Contents or by searching for a keyword in the system-wide Index.

We will continually update the FastLane Help System in step with changes to FastLane applications.

Search for FastLane Help

There are three ways to get the precise help you need in the FastLane Help for Proposal Functions:

- Search for specific help with a keyword
- Look in the Table of Contents
- Check the Index for keywords

Contact FastLane for Help

The FastLane Help System is the centralized location for all the guidance you need in your interaction with NSF through FastLane. See [Search for Help](#) to learn how to find the help you need—*fast*.

The FastLane Help Desk is also available to help you: 7 AM to 9 PM Eastern Time, Monday through Friday (except for federal holidays):

- Email the Help Desk at fastlane@nsf.gov.
- If your inquiry is an emergency or requires a response in the near term to meet deadlines, call 1-800-673-6188.

To hear the recording on FastLane availability, call 1-800-437-7408. To give

feedback or comments, see [FastLane System Comments](#).

To request support, see [Technical Support Service Request](#).

Note: Don't use FastLane System Comments or the Technical Support Service Request to submit FastLane text or files.

Proposal & Award Policies & Procedures Guide (PAPPG)

Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#), for all of your questions on NSF policy regarding preparing a proposal and NSF policy on awards.

This link takes you outside of FastLane.

NSF Updates

[Sign up for NSF Updates](#) to receive notifications about new content posted on the NSF website. Notification can be received via the system, "NSF Update".

News and Updates

Click a link to find out what's new in FastLane and also access current or recent FastLane Advisories.

- [Current Advisories \(FastLane Homepage\)](#)

Introduction to FastLane

Introduction to FastLane

[Print contents of the Introduction to FastLane book.](#)

FastLane is the National Science Foundation's (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations.

In collaboration with NSF, more than 400,000 people use FastLane each year. See [Activities Overview](#) for a brief description of the many activities that researchers carry out in FastLane.

Most work in FastLane is carried out in the modules that are displayed in the menu at the top of the FastLane Home Page screen (Figure 1).



Figure 1 FastLaneHome Page screen. The links to FastLane's modules are circled. The

FastLane modules are:

- [Proposals, Awards, and Status](#)
- [Proposal Review](#)

- [Panelist Functions](#)
- [Research Administration](#)
- [Financial Functions](#)
- [Honorary Awards](#)
- [Graduate Research Fellowship Program](#)
- [Postdoctoral Fellowship and Other Programs](#)

Click on a link above to find out:

- The roles that work in the module's applications
- Purposes and activities of each module and its applications

For detailed guidance for proposals and awards, see the NSF [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#)

Activities Overview

FastLane covers the full range of transactions between a research organization, its researchers, and NSF. Below are the major activities you can conduct in FastLane, depending upon your role and objective.

For the Public and First-Time User

- Search NSF Awards and Funding Trends
-
- Submit nominations and letters of references for awards
- Register with FastLane
- Work on the FastLane Demonstration Site

For the Researcher and Educator

- Prepare a letter of intent in response to an NSF solicitation
- Prepare and update a proposal
- Check on proposal status
- Prepare post-award notifications and requests to NSF
- Sponsor a proposal for a postdoctoral fellowship
- Submit letters of reference for a proposal

For NSF Reviewers and Panelists

- Review a proposal
- Participate in a panel to make proposal-funding recommendations to NSF
- Make travel and EFT arrangements to participate in a panel

For Your Organization's Sponsored Project Office

- Review and edit letters of intent, proposals, proposal file updates, revised budgets and post-award requests
- Manage the NSF accounts for members of your research organization

For Your Organization's Business Office

- Request electronic funds transfers from NSF for an award
- Prepare and submit the required quarterly Financial Cash Transaction Report

For Your Organization's Authorized Organizational Representative

Certify, sign, and submit letters of intent, proposals, proposal file updates, revised budgets and post-award requests

Withdraw a proposal that has already been submitted to NSF

Proposals, Awards, and Status

Proposals, Awards, and Status

Proposals, Awards, and Status is the module where the Principal Investigator (PI) and Co-PIs do the following:

- Carry out all activities associated with proposal preparation
- Carry out all administrative activities associated with an award.

Working in Proposals, Awards, and Status requires [registration](#) with FastLane.

Roles

The following persons work in Proposals, Awards, and Status:

- **(co) Principal Investigator(s)**

The individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project. See PAPPG Exhibit II-7 for further information.

- **Other Authorized User (OAU)**

An individual who is not a PI or Co-PI but is authorized to help prepare a budget, a revised budget or a proposal file update. The OAU must have the proposal PIN and ID number to access Proposals, Awards, and Status.

Table 1 describes the applications in Proposals, Awards, and Status and the roles that use them.

Table 1 *Proposal, Awards, and Status Applications*

FastLane Application	Who	Activity
Change PI Information	PI, Co-PI	Change your profile information that NSF has on file.
Proposal Functions		
Letters of Intent	PI, Co-PI	<ul style="list-style-type: none"> • Prepare a Letter of Intent in response to an NSF solicitation. • Forward a Letter of Intent to the AOR for submission.

Proposal Preparation	PI, Co-PI, OAU	<ul style="list-style-type: none"> • Prepare and edit a proposal. • Delete a proposal. • Forward a proposal to the AOR for submission.
Proposal Status	PI, Co-PI	<ul style="list-style-type: none"> • Check the status of a submitted proposal. • View any existing reviews of a submitted proposal.

Revise Proposal Budget	PI, Co-PI, OAU	Revise the budget of a submitted proposal at the request of the NSF Program Officer and forward for AOR approval.
Proposal File Update		Revise a proposal after it has been submitted in accordance with <i>Proposal and Award Policies and Procedures Guide(PAPPG)</i> Chapter III.C. and forward for AOR approval
Award Functions		

Notifications and Requests	PI, Co-PI	<ul style="list-style-type: none"> • Prepare notifications and requests for changes in the award. • Forward most requests to the AOR for submission. (See the Proposal & Award Policies & Procedures Guide (PAPPG), Chapter X.A.3 for details on Requests for Prior Written Approvals and Chapter VII.A.2 for details on Grantee Notifications.)
Continuation Funding Status		Check the status of continuation funding for an award.
View/Print Award Documents		View and print award documents, including cooperative agreements.
Update Supplemental Funding Request	PI, Co-PI	Prepare a request for supplemental funding for an award and forward for AOR approval. (See Proposal & Award Policies & Procedures Guide (PAPPG) Chapter VI.E.4 for NSF policy on supplemental funding.)

Accessing Proposals, Awards, and Status

Role	What You Need for Access	Registration Required?
<ul style="list-style-type: none"> • Principal Investigator (PI) • Co-PI 	<ul style="list-style-type: none"> • Registration with NSF as PI (see your SPO) • Password 	Yes

Other Authorized User (OAU)	<ul style="list-style-type: none"> Initial password from SPO Proposal ID from PI Proposal PIN from PI or Password Award Number from PI Award PIN from PI 	
Independent Researcher	Password	Yes, as independent researcher

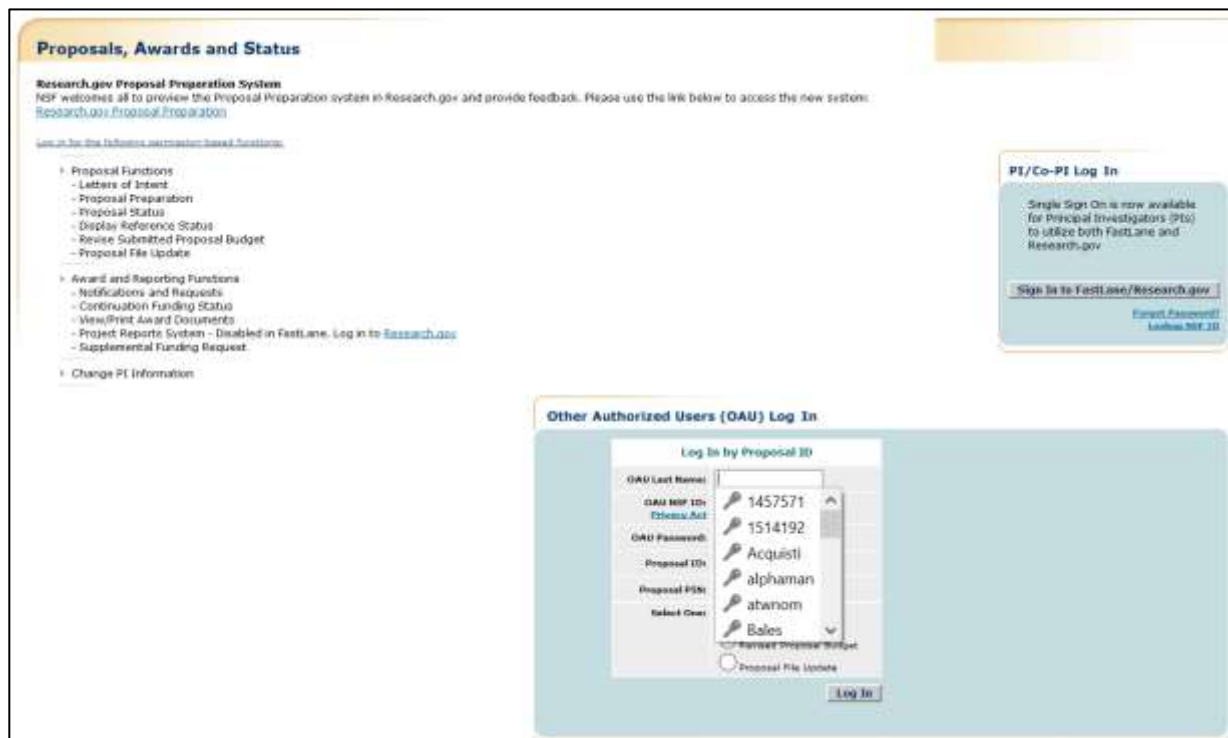


Figure 1 Proposals, Awards, and Status Home Page screen.

Proposal Review

Proposal Review

Proposal Review is the module where an individual gains access to a proposal, for purposes of evaluation, and prepares and submits a review of the proposal to NSF (Table 1).

Proposals are assigned to reviewers by an NSF Program Officer.

Table 1 Proposal Review Applications

Application	Who	Activity
-------------	-----	----------

Prepare Review	Proposal Reviewer	Complete and submit the form for review of a proposal.
Download/Save Proposal		Download and save a proposal to your PC for reference.
View Proposal		View a proposal online in PDF format.
Print Proposal at NSF and Mail		Request NSF to print and mail a proposal to you for your review.
Create CD at NSF and Mail		Request NSF to make a CD of a proposal and mail the CD to you for your review.
Edit Reviewer Information		Change your profile information that NSF has on file.

See [Accessing Proposal Review](#).

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Proposals are assigned to reviewers by an NSF Program Officer.

Table 1 Proposal Review Applications

See [Accessing Proposal Review](#).

Accessing Proposal Review

Role	What You Need for Access	Registration Required?
Reviewer	<ul style="list-style-type: none"> Proposal number from NSF Program Officer Proposal PIN from NSF Program Officer 	No

Proposal Review

Log in for the following permission-based functions:

- Reviewer Information
- Prepare Review
- View Proposal
- Download/Save Proposal
- Print Proposal at NSF
- Create CD at NSF

RULES OF BEHAVIOR

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

By logging in, you are accepting the rules above.

Log In

Proposal Number: (7 digits) 9627996

Reviewer Last Name: hofherr

Pin: (8 digits) *****

Login

Reset Record

Figure 1 Proposal Review Home Page screen.

Panelist Functions

Panelist Functions

Panelists are qualified individuals NSF calls upon to deliberate and provide advice as a group to the program officer on funding recommendations for a set of proposals (Table 1).

Table 1 Panelist Functions Applications

Application	Who	Activity
Interactive Panel System	Panel member	Work with fellow participants in a virtual conference or in a meeting at NSF, or a combination of both, to review proposals and make recommendations for their funding priority. (NSF appoints a Lead Panelist, who presents the proposals to the meeting, and a panel Scribe, who drafts the final Summary of the deliberations and conclusions reached by the panel.)
Panel Review System		Prepare and submit a review of a proposal that is before the meeting.
Travel and Reimbursement System		<ul style="list-style-type: none"> Make travel arrangements to attend a meeting at NSF. Submit requests for NSF reimbursement of costs incurred for travel to the meeting.

See [Accessing Panelist Functions](#).

Panelist Functions

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Table 1 Panelist Functions Applications

Application	Who	Activity
Interactive Panel System	Panel member	Work with fellow participants in a virtual conference or in a meeting at NSF, or a combination of both, to review proposals and make recommendations for their funding priority. (NSF appoints a Lead Panelist, who presents the proposals to the meeting, and a panel Scribe, who drafts the final Summary of the deliberations and conclusions reached by the panel.)
Panel Review System		Prepare and submit a review of a proposal that is before the meeting.
Travel and Reimbursement System		<ul style="list-style-type: none"> • Make travel arrangements to attend a meeting at NSF. • Submit requests for NSF reimbursement of costs incurred for travel to the meeting.

Accessing Panelist Functions

Role	What You Need for Access	Registration Required?
Panelist	<ul style="list-style-type: none"> • Panel ID from NSF • Password from NSF 	No

Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System** requires that JavaScript be enabled on your browser.

Log In

If you are using a screen reader, please check this box to disable the automatic refresh function:

☐

Panel ID: P050765

Panelist Last Name: Helfand

[Privacy Act](#)

Password: *****

(Admin, Users: Use your ITAS User ID)

(Admin, Users: Use your ITAS Password)

Log In

[Forgot Password?](#)

Figure 1 Panelist Functions Home Page screen.

Research Administration

Research Administration

Research Administration is the module where the Sponsored Project Office, the Authorized Organizational Representative, and the Financial Administrator of a registered organization conduct transactions with NSF and manage organizational activities (Table 1).

Working in Research Administration

The following persons work in Research Administration:

Sponsored Project Office (SPO)

The individual or group at your organization responsible for management of FastLane and/or Research.gov functions

Authorized Organizational Representative (AOR)

The administrative official who on behalf of the proposing organization is empowered to make certifications and assurances and can commit the organization to the conduct of a project that NSF is being asked to support as well as to adhere to various NSF policies and grant requirements

Table 1 Research Administration Applications

Application	Who	Activity
Accounts Management	Institutional Administrator and SPO and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Register new users with NSF. • Set passwords. • Assign user permissions. • Assign Financial Administrator Permissions.
Letters of Intent	SPO/AOR and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Prepare a Letter of Intent in response to an NSF solicitation. • Return a forwarded Letter of Intent to the PI.
	AOR	Submit forwarded and SPO authored Letters of Intent to NSF
Proposals/File Updates/Supplements/Withdrawals	SPO/AOR and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Edit forwarded proposals, Proposal File Updates, Supplemental Funding Requests, and Withdrawals. • Return forwarded documents to PI.
	AOR	Electronically sign and submit and provide the required certifications for forwarded Proposals, Proposal File Updates, Supplemental Funding Requests and Withdrawals.
Award Documents	SPO/AOR and other users with permissions to carry out any one or more of these activities	View and print award documents, including cooperative agreements.
Forwarded/Submitted Revised Budgets	SPO/AOR and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Edit forwarded revised budget to NSF. • Return a forwarded revised budget to PI

	AOR	Electronically sign and submit and provide the required certifications for forwarded revised budgets to NSF
--	-----	---

Notifications and Requests	SPO/AOR and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Prepare notifications and requests for changes in an award. • Return forwarded requests to the PI. (See the Proposal & Award Policies & Procedures Guide (PAPPG), Chapter X.A.3 for details on Requests for Prior Written Approvals and Chapter VII.A.2 for details on Grantee Notifications.)
	AOR	Electronically sign and submit, and provide the required certifications for notifications and requests for changes in an award
Organizational Reports	SPO/AOR and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • View active awards documents. • View the organization permissions report. • View the list of submitted documents waiting for electronic signature. • Check the status of recent proposals. • Check continuation funding. • Check submission of final project reports for an expired award.

Research Administration

Research Administration is the module where the Sponsored Project Office, the Authorized Organizational Representative, and the Financial Administrator of a registered organization conduct transactions with NSF and manage organizational activities (Table 1).

Working in Research Administration requires [registration](#) with FastLane.

Accessing Research Administration

Role	What You Need for Access	Registration Required?
Sponsored Project Office (SPO) Representative	Initial password from registration email from NSF	Yes

<ul style="list-style-type: none"> • Authorized Organizational Representative (AOR) • Financial Administrator 	Initial password from SPO
---	---------------------------



Figure 1 Research Administration Home Page screen.

Honorary Awards

Honorary Awards

In the Honorary Awards module, an individual submits a new nomination or writes and submits a reference for an already-submitted nominee for any of the following awards:

- **Alan T. Waterman Award**
Annual award to recognize an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- **National Medal of Science**
Award to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences"
- **Vannevar Bush Award**
Annual award to recognize an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- **National Science Board Public Service Award**
Annual award to recognize people and organizations who have increased the public understanding of science or engineering

Honorary Awards

In the Honorary Awards module, an individual submits a new nomination or writes and submits a reference for an already-submitted nominee for any of the following awards:

- **Alan T. Waterman Award**
Annual award to recognize an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- **National Medal of Science**

Award to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences"

- **Vannevar Bush Award**
Annual award to recognize an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- **National Science Board Public Service Award**
Annual award to recognize people and organizations who have increased the public understanding of science or engineering

Accessing Honorary Awards



Figure 1 Honorary Awards Home Page screen. The Register Here link for Honorary Awards and the "Register and create your Honorary Awards user account" text link is circled.

Postdoctoral Fellowship and Other Programs

Postdoctoral Fellowship and Other Programs

Postdoctoral Fellowship and Other Programs is the module where applicants and sponsoring scientists acquire an overview of the postdoctoral programs NSF offers (Table 1).

Working in Postdoctoral Fellowship and Other Programs does not require registration with FastLane; however, preparing and submitting a proposal for a postdoctoral fellowship does require [registration](#) in Research.gov.

Roles

The following persons work in Proposals, Awards, and Status:

- **Applicant**
Individual with a doctoral degree who is seeking funding for a research project under the aegis of an NSF program (see below for program listing)
- **Sponsoring Scientist**
- **Letter of Reference Writer**
Individual who has been asked by an applicant to submit a letter of reference to NSF concerning the applicant and/or proposed Postdoctoral Fellowship project

Table 1 Postdoctoral Fellowship and Other Programs Applications

Application	Who	Activity
I am an Applicant	Applicant	Find the information on one of the postdoctoral and other programs, including instructions for applying.
I am a Sponsoring Scientist	Sponsoring Scientist	Find the information on one of the postdoctoral and other programs and special information for Sponsoring Scientists.
I am a Letter of Reference Writer	Letter of Reference Writer	Prepare and submit to NSF a Letter of Reference for a postdoctoral Fellowship applicant.
Individual Registration	Applicant	Register in Research.gov as an individual (required for preparing a proposal for a Postdoctoral Fellowship).
PI/Co-PI Login Page	Applicant	Log in to Proposals, Awards, and Status to prepare a proposal, once you have registered with FastLane.
Available Programs	Applicant and Sponsoring Scientist	Find information on all available programs with Postdoctoral Fellowships.
Analysis of Available Programs		View analyses of available programs in PDF format for downloading.

Accessing Postdoctoral Fellowships and Other Programs

Role	What You Need	Registration Required?
Researcher Applicant	No password required, but to prepare and submit a proposal, you must work in Proposals, Awards, and Status , where registration is required.	No
Sponsoring Scientist	Initial password from applicant	No
Letter of Reference Writer	Initial password from applicant	No

Glossary

AOR - Authorized Organizational Representative

The administrative official who, on behalf of the proposing organization is empowered to make certifications and assurances, to commit the organization to the conduct of a project that NSF is being asked to support, as well as adhere to various NSF policies and grant requirements.

DUNS Number - Data Universal Numbering System Number

The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. If your organization does not have a DUNS number, you may obtain one by calling Dun and Bradstreet at (866) 705-5711 or at <http://fedgov.dnb.com/webform>

EFT- Electronic Fund Transfer

When the EFT information is submitted, it is transferred securely to the NSF financial management system for use in making payments to panelists and to organizations.

Financial Administrator

The FastLane user who has been given authority to grant Financial Functions permissions. Financial Users must now log into Research.gov to access the following Financial Services: Cash Requests, Cash Request History, Grantee EFT Update and Grantee EFT Update History

Proposal & Award Policies & Procedures Guide (PAPPG)

The NSF *Proposal & Award Policies & Procedures Guide (PAPPG)* contains NSF's proposal preparation and submission guidelines. Some NSF programs have program solicitations that modify the general provisions of the PAPPG, and, in such cases, the guidelines provided in the solicitation must be followed.

The *PAPPG* also sets forth NSF policies and procedures regarding the award and management of grants and cooperative agreements and in conjunction with the award terms and conditions, implements 2 CFR §200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. If the PAPPG is silent on a specific area covered by 2 CFR200, the requirements specified in 2 CFR 200 must be followed. The PAPPG also implements other Public Laws, Executive Orders (E.O.) and other directives insofar as they apply to grants, and is issued pursuant to the authority of Section 11(a) of the [NSF Act](#) (42 USC §1870).

Password

A password is a 8-20 character authentication and access code used to log into PI/Co-PI Functions, Panelist Functions, Research Administration, Financial Functions, and Honorary Awards.

PIN - Personal Identification Number

A six-character alphanumeric that reviewers use to access Proposal Review (see [Accessing Proposal Review](#)) and that an Other Authorized User uses to access Proposals, Awards, and Status (see [Accessing Proposals, Awards, and Status](#)).

PDF - PDF Portable Document Format

NSF converts your proposal and other documents that you create in FastLane into PDF files to ensure accurate viewing across all platforms. You need Adobe Reader to view any files that have already been submitted to NSF through FastLane (see [Adobe Reader for FastLane](#)). You can also create and upload your own PDF files to FastLane (see [Generate PDF Files](#)).

PI/co-PI – Principal Investigator/Co-Principal Investigator(s)

The individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project. See PAPPG Exhibit II-7 for further information. A proposal can have at most four

Co-PIs. Other Senior Personnel can be added to the proposal as non Co-PI Senior Personnel.

SPO - Sponsored Projects Office

The individual or group at an organization responsible for management of FastLane or Research.gov functions.

Proposal Deadlines

For a list of proposal submission deadlines for current funding opportunities, see [Active Funding Opportunities](#). (This link takes you out of the FastLane system.)

Role	What You Need for Access	Registration Required?
Public User	Registration on Honorary Awards System Home Page screen for login account and password	Registration only for Honorary Awards

Proposal Functions

Proposal Functions Introduction

FastLane Help for Proposal Functions covers proposal activities for all of the following roles:

- Principal Investigator (PI)
- Co-PI
- Other Authorized User
- Sponsored Project Office (SPO)
- Authorized Organizational Representative (AOR)

Proposal activities include the following:

- [Create and Submit Letters of Intent](#)
- [Prepare a Proposal](#)
- [Submit and Sign a Proposal](#)
- [Update a Submitted Proposal](#)
- [Check the Status of a Submitted Proposal](#)
- [View and Print a Submitted Proposal](#)
- [Revise a Submitted Proposal Budget](#)
- [Withdraw a Proposal](#)

Log in to Proposal Functions

Proposal Functions Login Introduction

[Print the contents of the Log In to Proposal Functions book.](#)

Log in to FastLane's Proposal System by role:

- [PI and Co-PI Login](#)
- [Other Authorized User \(OAU\) Login](#)
- [SPO and AOR Login](#)

Principal Investigator (PI) or Co-Principal Investigator (Co-PI) Login to Proposal Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

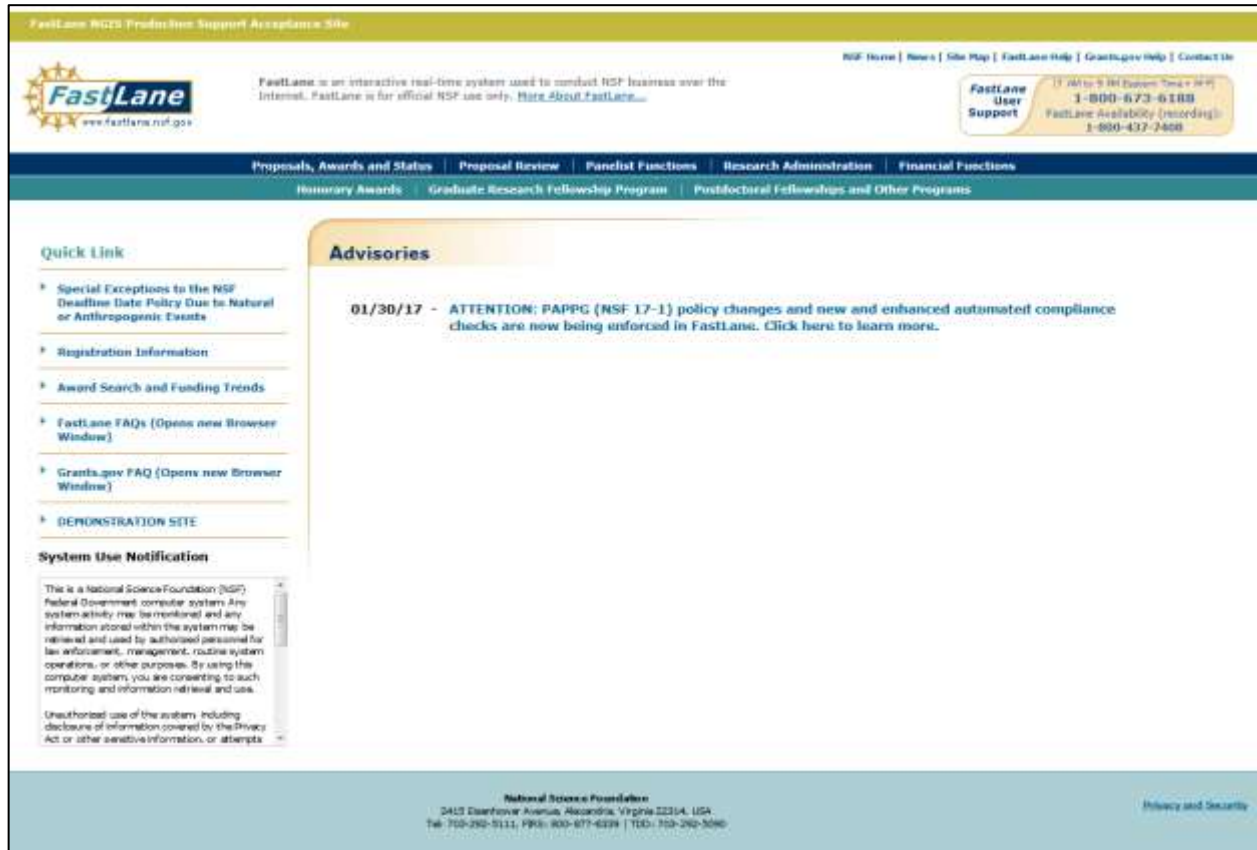


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

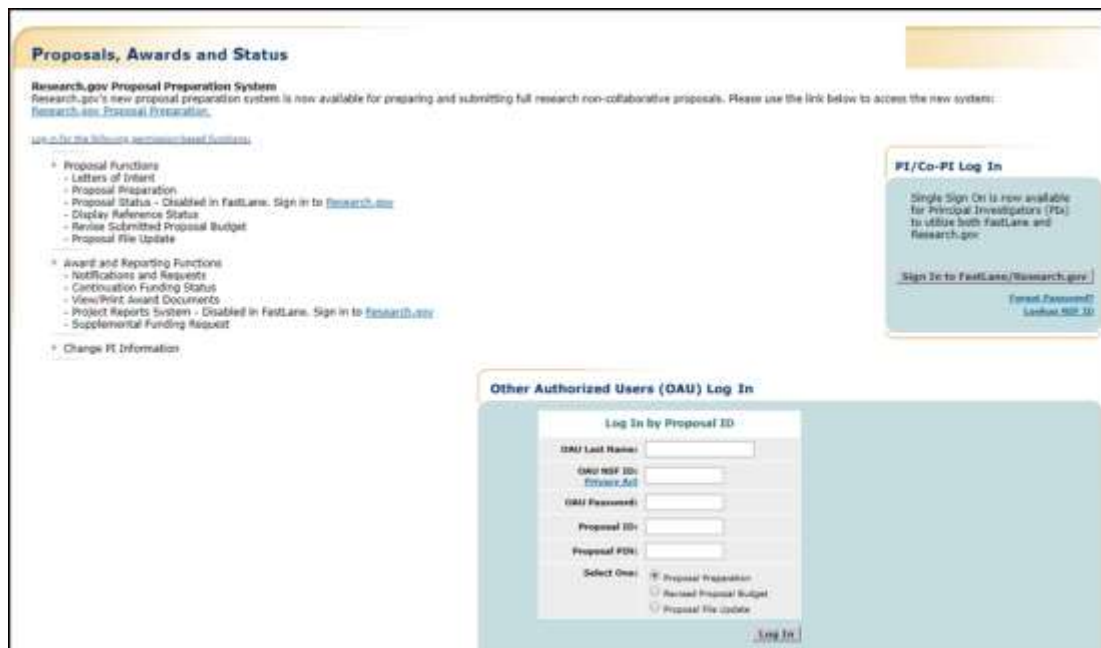


Figure 2 Proposals, Awards, and Status screen.

2. In the **PI/Co-PI Login** section (Figure 2), Click on **Sign In to Fastlane/Research.gov** button,
3. You will be redirected to Research.gov Sign In page. Type in the boxes the following information:
 - **NSF ID**
Your National Science Foundation Identification number
 - **Password**Click the **Sign In** Button.
4. The Research.gov My Desktop page will be displayed. Click on **Proposals, Awards and Status** link under NSF FastLane Services.
5. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

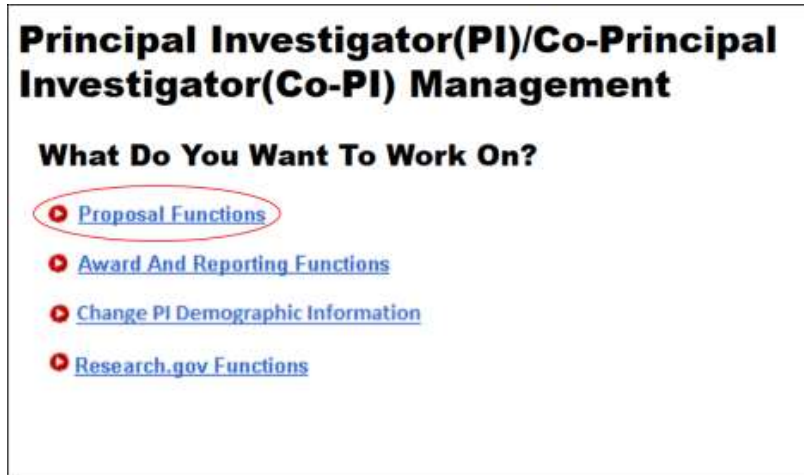


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

6. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

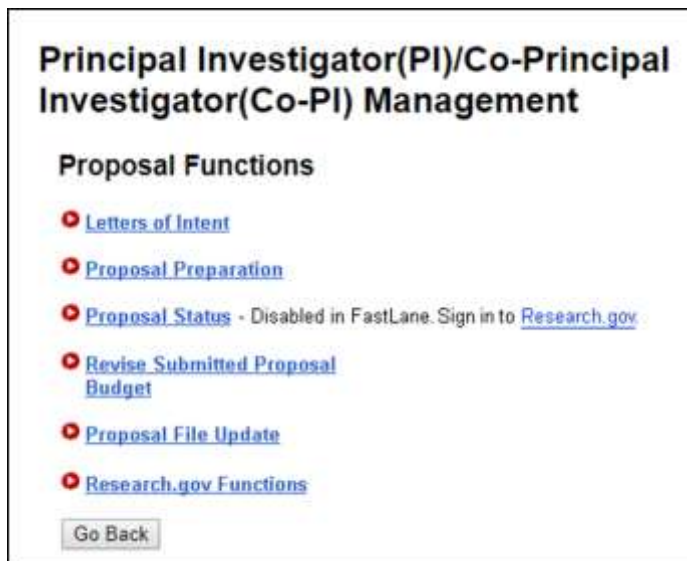


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen.

Other Authorized User (OAU) Login to Proposal Functions

1. On the **FastLane Home Pages** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

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FastLane User Support
 7 AM to 5 PM Eastern Time • M-F
 1-800-673-6188
 FastLane Availability (recording)
 1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
- Grants.gov FAQ (Opens new Browser Window)
- DEMONSTRATION SITE

System Use Notification

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

Advisories

- 10/05/12** - NSF Issues New Proposal & Award Policies & Procedures Guide (PAPPG): The new PAPPG includes revisions to the NSF Merit Review Criteria as well as other significant changes (Opens new browser window)
- 10/03/12** - FastLane will be unavailable Sunday, October 7, 12:01AM to 8:00AM ET for scheduled maintenance. We apologize for any inconvenience.
- 09/18/12** - Attention FastLane Users: Project Reports now excludes ability for PI/CO-PIs to enter demographics for project participants; the privacy protected information may be entered only by the participant:
- 09/14/12** - *Note Update* to Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) solicitation (NSF 11-550): The official deadline for all STEP proposals has changed to Dec. 10, 2012:
- 09/14/12** - Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDRIG) Applicants
- 04/27/12** - Special Instructions for use by PIs and Sponsored Projects Offices in preparation and submission of CAREER Career-Life Balance (CLB) Supplemental Funding Requests
- 03/21/12** - Enforcement of Project Outcomes Report submission coming in May 2012 - Are you overdue on your Project Outcomes Report? See how you will be impacted!
- 06/11/09** - Having Trouble With Your FastLane Login?

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Research.gov Proposal Preparation System
 Research.gov's new proposal preparation system is now available for preparing and submitting full research non-collaborative proposals. Please use the link below to access the new system:
[Research.gov Proposal Preparation](#)

Log In to the following services-based systems:

- Proposal Functions**
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status - Enabled in FastLane. Sign in to [Research.gov](#)
 - Copy Reference Status
 - Review Submitted Proposal Budget
 - Proposal File Update
- Award and Reporting Functions**
 - Notifications and Receipts
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Enabled in FastLane. Sign in to [Research.gov](#)
 - Supplemental Funding Request
- Change PI Information**

PE/Co-PI Log In

Single Sign On is now available for Principal Investigators (PIs) to utilize both FastLane and Research.gov

[Sign In to FastLane/Research.gov](#)

Speed Forward!
 (within 300.2s)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:

OAU Username:

Proposal ID:

Proposal PIID:

Select Date:

☒ Proposal Preparation
☐ Revised Proposal Budget
☐ Proposal File Update

[Log In](#)

Figure 2 Proposals, Awards, and Status screen.

2. In the **OAU Login** section (Figure 1), type the following information in the boxes:
 - **Last Name**
 - **NSF ID**
Your National Science Foundation Identification number
 - **Password**
 - **Proposal ID**
The Proposal ID number that you received from the Principal Investigator (PI)
 - **Proposal PIN**
The Proposal PIN that you received from the PI OR
 - **Award Number**
 - **NSF ID**
Your National Science Foundation Identification number
 - **Award PIN**
The Award ID that you received from the Principal Investigator (PI)
3. Click the radio button for one of the following for the function you want to perform (Figure 2):
 - Proposal Preparation
 - Revised Proposal Budget
 - Proposal File Update
 - Project Report
4. Click the **Log In** button (Figure 2).

If you selected **Proposal Preparation**, the **Form Preparation** screen displays (Figure 3) for the proposal whose ID and PIN you entered. See [Prepare Proposal Forms](#) for instructions.

Forms for Temp. Proposal #9022522

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	11/29/12	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 3 Form Preparation screen for the proposal.

If you selected **Revised Proposal Budget**, the **Proposal Revised Budget** screen displays (Figure 4) for the proposal whose ID and PIN you entered. See [View the Budget](#), [Edit the Submitted Budget](#), and [Refresh to the Last Submitted Budget](#) for instructions.

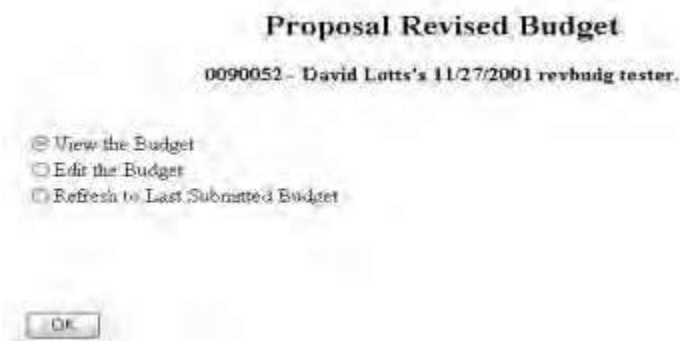


Figure 4 Proposal Revised Budget screen for the proposal.

If you selected **Proposal File Update**, the **Proposal File Update Control** screen displays (Figure 5) for the proposal whose ID and PIN you entered. See [Create a Proposal Update](#), [View and Edit an Update](#), [View an Update Summary](#), [Delete an Update](#), and [Create an Update PIN](#) for instructions.



Figure 5 Proposal File Update Control screen for the proposal.

Sponsored Project Office (SPO) Representative and Authorized Organizational Representative (AOR) Login to Proposal Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.

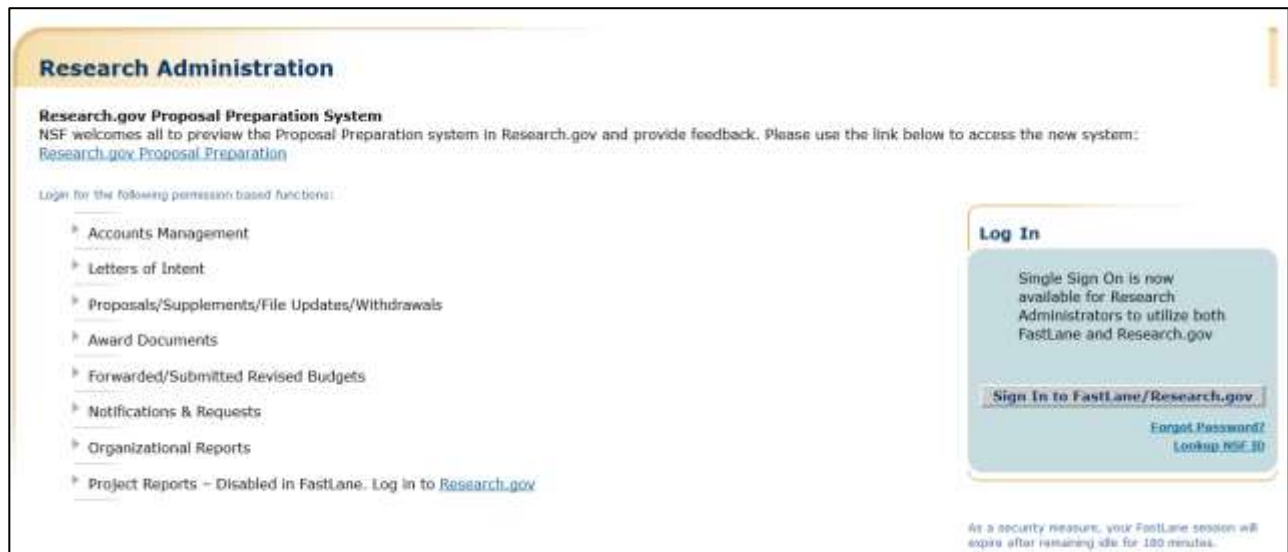


Figure 2 Research Administration screen.

2. In the **Login** section (Figure 2), Click on **Sign In to Fastlane/Research.gov** button,
3. You will be redirected to Research.gov Sign In page. Type in the boxes the following information:
 - **NSF ID**
Your National Science Foundation Identification number
 - **Password**
Click the **Sign In** button.
4. The Research.gov My Desktop page will be displayed. Click on **Research Administration** link under NSF FastLane Services.

5. The Research Administration page will be displayed.



Figure 3 Research Administration screen.

Letters of Intent

Letters of Intent Introduction

[Print the contents of the Letters of Intent book.](#)

Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. The predominant reason for its use is to help NSF program staff to gauge the size and range of the competition, enabling earlier selection and better management of reviewers and panelists. The requirement to submit an LOI will be identified in the program solicitation. Failure to submit a required LOI identified in a program solicitation may result in a full proposal not being accepted or returned without review. See PAPPG Chapter I.D.1 for further information.

You can create more than one Letter of Intent for a single program solicitation. However, a warning message displays that a Letter of Intent has already been submitted for that solicitation.

Roles

The PI can do the following:

- Create a Letter of Intent for any solicitation that has requested or required it
- Submit directly to the NSF Letters of Intent for certain types of solicitations
- Forward a Letter of Intent to the SPO for those types of solicitations that require AOR approval

The Sponsored Project Office (SPO)/ Authorized Organizational Representative (AOR) can do the following:

- Create a Letter of Intent for certain types of solicitations
- View all Letters of Intent created by PIs in their organization, including those the PI directly submitted to

NSF

- Edit Letters of Intent forwarded by the PI
- Submit a Letter of Intent (AOR only)
- Return a Letter of Intent to a PI

To work on Letters of Intent, see one of the following for instructions:

- [Create a Letter of Intent Introduction](#)
- [Work on Saved and Submitted Letters of Intent](#)

Create a New Letter of Intent

Create a Letter of Intent Introduction

The process of creating a Letter of Intent involves four steps:

1. **Access the Letters of Intent screen on the Create New LOI from Solicitation tab.**
See [Access the Letters of Intent Screen as a PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#) for instructions.
2. Find the solicitation that you want to prepare a Letter of Intent in response to.
See [Step 2 Find a Solicitation](#).
3. Access and complete the Letter of Intent.
See [What Information is Requested in the Letter of Intent?](#) and [Complete the Letter of Intent](#) for instructions.
4. Process the Letter of Intent.
See one of the following for instructions:
 - [Save a New Letter of Intent](#)
 - [Forward a New Letter of Intent to the SPO](#)
 - [Submit a New Letter of Intent](#)

Create a Letter of Intent Introduction

The process of creating a Letter of Intent involves four steps:

1. **Access the Letters of Intent screen on the Create New LOI from Solicitation tab.**
See [Access the Letters of Intent Screen as a PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#) for instructions.
2. Find the solicitation that you want to prepare a Letter of Intent in response to.
See [Step 2 Find a Solicitation](#).
3. Access and complete the Letter of Intent.
See [What Information is Requested in the Letter of Intent?](#) and [Complete the Letter of Intent](#) for instructions.
4. Process the Letter of Intent.
See one of the following for instructions:
 - [Save a New Letter of Intent](#)
 - [Forward a New Letter of Intent to the SPO](#)
 - [Submit a New Letter of Intent](#)

Step 1 Access the Letters of Intent Screen

Access the **Letters of Intent** screen by role:

- [As a PI](#)
- [As an SPO](#)

Access the Letters of Intent Screen as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

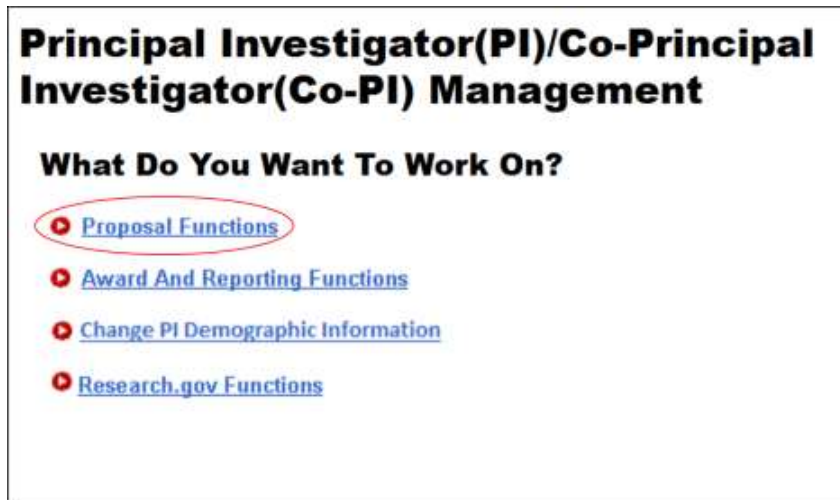


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

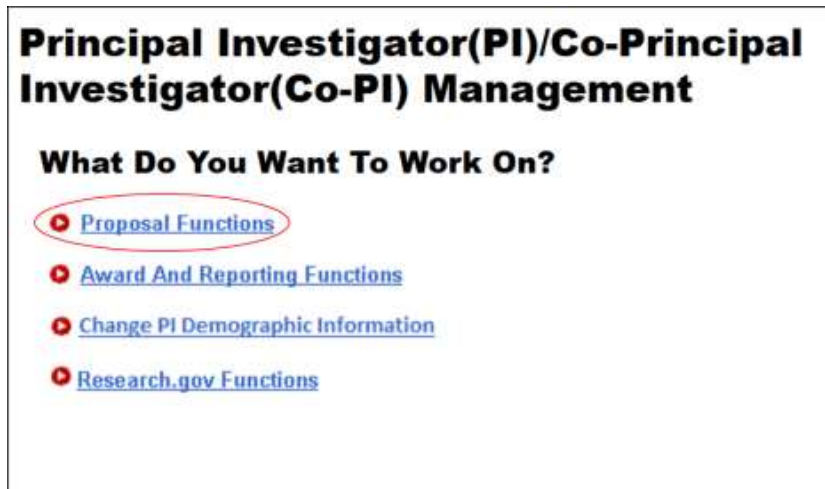


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

- Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 3) with a listing of the available solicitations. You have these options on this screen:
 - [View all program solicitations](#)
 - [Search for solicitations](#)
 - [View a program solicitation](#)
 - [Complete the Letter of Intent](#)



Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

Access the Letters of Intent Screen as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2).



Figure 2 Letters of Intent screen on the Edit/View LOI tab. The Create New LOI from Program Solicitation tab is circled.

3. Click the **Create New LOI from Program Solicitation** tab (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 3) with a listing of available solicitations. You have these options:
 - [View all program solicitations](#)
 - [Search for solicitations](#)
 - [View a program solicitation](#)
 - [Complete the Letter of Intent](#)

Letters of Intent | MAIN ▶ Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy): From: To:

Program Solicitation Title:

NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID and (e.g. NSP-04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

4 Program Solicitations found, displaying 1 to 3

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSP-04-001	Research in Disabilities Education (RDE)	03/02/2005	Directorate for Education & Human Resources	LOI205
NSP-04-020	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	04/30/2004	Division of Engineering, Education and Centers	LOI206
NSP-04-002	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	04/22/2004	Division of Biomechanics & Environmental Systems	LOI208

Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

Step 2 Find a Solicitation

There are three ways to find a solicitation:

- [View all solicitations](#)
- [Search for a solicitation](#)
- [View a solicitation](#)

View All Program Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#)).

Letters of Intent | MAIN ▶ Organization: NSP

Create New LOI from Program Solicitation Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy): From: To:

Program Solicitation Title:

NSF Organization:

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab, with all program solicitations listed in the **Available Program Solicitations** section (Figure 2). You have these options:
 - [View a program solicitation](#)
 - [Complete the Letter of Intent](#)

Letters of Intent | NSF | Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy): From: To:

Program Solicitation Title:

NSF Organization:

Search View All

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g., NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

4 Program Solicitations found, displaying 1 to 6

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Organization	LOI Action
NSF 04-001	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Click
NSF 04-002	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	09/30/2004	Division of Engineering Education and Centers	Click
NSF 04-007	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Engineering & Environmental Systems	Click
NSF 04-008	Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)	09/30/2004	Division of Human Resource Development	Click
NSF 04-009	Centers for Ocean Science Education Excellence (COSEE)	03/04/2004	Division of Ocean Sciences	Click
NSF 04-010	Informal Science Education (ISE)	11/05/2004	Directorate for Education & Human Resources	Click

Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. All the available solicitations are listed.

Search for Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#)).

Letters of Intent | NSF | Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date by range (mm/dd/yyyy): From: To:

Program Solicitation Title:

NSF Organization:

Search View All

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Search button is circled.

2. In the **Search for Program Solicitations** section (Figure 1), you can search for solicitations by any one or a combination of the following:
 - **Program Solicitation ID**
In the **Program Solicitation ID** box (Figure 1), type the Program Solicitation ID.
 - **Program Solicitation Title**
In the **Program Solicitation Title** box (Figure 1), type the Program Solicitation title.
 - **NSF Organization**
In the **NSF Organization** box (Figure 1), type the name of the NSF organization. See http://www.nsf.gov/funding/research_edu_community.jsp for a listing of NSF organizations.
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range. In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 2) with the results of your search listed in the **Available Program Solicitations** section.

Letters of Intent | NAVY

Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: NSF 04-007

Program Solicitation Title:

NSF Organization:

LOT Due Date by range (mm/dd/yyyy): From: To: Search View All

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g., NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

1 Program Solicitation found:

Program Solicitation ID	Program Solicitation Title	LOT Due Date	LOT Organization	LOT Action
NSF 04-007	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Bioengineering & Environmental Systems	Create

Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The search results are listed in the Available Program Solicitations section.

See also:

- [View All Program Solicitations](#)
- [View a Program Solicitation](#)
- [Step 3 Complete the Letter of Intent](#)

View a Program Solicitation

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#)).

Letters of Intent | NAVY

Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID:

Program Solicitation Title:

NSF Organization:

LOT Due Date by range (mm/dd/yyyy): From: To: Search View All

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g., NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

4 Program Solicitations found, displaying 1 to 4

Program Solicitation ID	Program Solicitation Title	LOT Due Date	LOT Organization	LOT Action
NSF 04-001	Research in Disabilities Education (RDE)	03/07/2005	Directorate for Education & Human Resources	Create
NSF 04-010	Engineering Research Centers (ERC) Partnerships in Transforming Research, Education and Technology	01/15/2004	Division of Engineering Education and Centers	Create
NSF 04-007	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems	09/22/2004	Division of Bioengineering & Environmental Systems	Create

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Program Solicitation ID is circled for a solicitation.

2. In the **Available Program Solicitation** section, click the Program Solicitation ID (Figure 1) on the row of the Program Solicitation you want to view. The link for the solicitation displays in a new window (Figure 2).



Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). You can also click on the link for the HTML or the text version to view the solicitation in either of those formats.



Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen.

See also:

- [View All Program Solicitations](#)
- [Search for Solicitations](#)
- [Step 3 Complete the Letter of Intent](#)

Step 3 Complete Letter of Intent Form

See [What Information is Requested in the Letter of Intent?](#) for an overview of the requested or required information.

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see [Access the Letters of Intent Screen as PI](#) or [Access the Letters of Intent Screen as an SPO/AOR](#)).

Letters of Intent | WAF | Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit: View LOI

Search for Program Solicitations by any of the following:

Program Solicitation ID: LOI Due Date By Range (mm/dd/yyyy) From: To: Search View All

Program Solicitation Title:

NSF Organization:

Available Program Solicitations

Program Solicitations listed are only those that mandate a required or optional LOI. LOIs do not apply for Program Solicitations not included in this list. Click on the Program Solicitation ID link (e.g. NSF 04-002) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Program Solicitations found, displaying 1 to 3

Program Solicitation ID	Program Solicitation Title	LOI Due Date	NSF Division	LOI Action
NSF 04-002	Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biosocial, and Behavioral Systems	09/20/2004	Division of Undergraduate Education	Create
NSF 04-544	Evaluative Research and Evaluation Capacity Building (EREC) and Research on Learning and Education (ROLE)	01/14/2005	Division of Research, Evaluation and Contribution	Create
NSF 04-521	George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)	02/01/2005	Division of Civil and Mechanical Systems	Create

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Create link is circled.

2. Determine which solicitation you want to create a Letter of Intent for (see [Search for Solicitations](#), [View All Program Solicitations](#), and [View a Program Solicitation](#)).
3. In the **Available Program Solicitations** section of the **Letters of Intent** screen on the **Create New LOI from Program Solicitations** tab (Figure 1), click **Create** on the row for the solicitation that you want to create a Letter of Intent for. The **Create New LOI** screen displays (Figure 2).

FastLane 6.0.0.0
Required fields are indicated by an asterisk (*)

Proposed Project Office Information:

LOI Due Date: 09/10/2004
Program Solicitation ID: HLT-04-007
Program Solicitation Title: Interagency Capabilities in Multi-Scale Modeling of Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: AGW

* Project Title:

* Synopsis: (max 2,500 chars)

Organizational Attribute:

NAME OF OUTREACH PARTNER ORGANIZATION: (max 255 chars)

TITLE OF RESEARCH PARTNER: (max 255 chars)

EMAIL ADDRESS OF THE PI: (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan
Middle Initial:
Last Name: Chapman
Telephone Number: 713.992.1000
Email Address: alan.chapman@nsf.gov
Department: Division of Information Systems

☐ Use this (alternate) name as point of contact

* First Name:
* Middle Initial:
* Last Name:
* Telephone Number:
* Email Address:
* Department:

Project PI:

* First Name:
* Middle Initial:
* Last Name:

* Organization Name:

Other Senior Project Personnel:

No Personnel Found.

(Min of 0 required for this LOI, Max of 10)

Participating Organizations:

No Organizations Found.

(Min of 0 required for this LOI, Max of 10)

Figure 2 Create LOI screen.

4. In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
5. In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
6. From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
7. Type messages to any or all of the following (Figure 2):
 - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)
 - NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)
 - The Program Officer who has expressed interest in the project (optional)
8. In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
 - Use this user as point of contact (individual's information is displayed already)
 - Use (alternate) name as point of contact
9. *If you use the alternate point of contact:*
 - In the **First Name** box (Figure 2), type the alternate's first name.
 - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).
 - In the **Last Name** box (Figure 2), type the alternate's last name.
 - In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
 - In the **Email Address** box (Figure 2), type the alternate's email address.
10. In the **Project PI** section (Figure 2), type the following:
 - In the **First Name** box, type the PI's first name.

- In the **Middle Initial** box, type the PI's middle initial (optional).
 - In the **Last Name** box, type the PI's last name.
 - In the **Organization** box, type the name of your organization.
11. In the **Other Senior Project Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See [Add/Edit Personnel](#) for instructions.
 12. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See [Add/Edit Organizations](#) for instructions.
 13. After you have completed the Letter of Intent, you have these options:
 - [Save the Letter of Intent](#)
 - [Forward the Letter of Intent to the SPO](#) (PI only)
 - [Submit the Letter of Intent](#) (AOR for all Letters of Intent and PI for some types of Letters of Intent)

What Information is Requested in the Letter of Intent?

Solicitations vary in their requirements for a Letter of Intent. FastLane displays only those information fields that are required for the solicitation you are creating the Letter of Intent for.

All Letters of Intent request this information:

- Title of the project
- Synopsis of the project
- Confirmation of the point of contact for NSF inquiries
- The name and relevant information of the project PI

The Letters of Intent for some Solicitations may also display fields for any or all of the following:

- Comments other than the Synopsis (always optional)
- Answers to one to three questions that the Program Officer presents for that solicitation
- Selection of an organizational attribute for your organization
- Selection of Primary Division, Secondary Division, and Tertiary Division for cross- directorate/multi-disciplinary Letters of Intent
- Sending messages to the Program Officer
- Sending messages to relevant NSF divisions or other agencies for the primary and second assignment

The Letter of Intent also may provide the opportunity to do the following:

- Add or edit the information for Senior Personnel
- Add or edit the information for organizations

Add/Edit Personnel

1. Access the **Create New LOI** screen (Figure 1)

Create New LOI
Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: NSF 04-601
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOT ID: N/A
 * Project Title: Type the Project Title here.
 * Synopsis: (max 2,000 chars) Type the synopsis here.

Organizational Attribute: Academic Institutions (colleges, universities) +

Write an NSF division, NIH institute, NASA or DOE for the primary assignment: (max 255 chars) Type here.
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment: (max 255 chars) Type here.
 Write the program officer who has expressed interest in the project: (max 255 chars) Type here.

Point of Contact for NSF Inquiries:

☒ Use this essay as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan * First Name:
 Middle Initial: Middle Initial:
 Last Name: alphaman * Last Name:
 Telephone Number: 7032921000 * Telephone Number:
 Email Address: aalphaman@nsf.gov * Email Address:
 Department: Division of Information Systems * Department:

Project #1:

* First Name: Alan * Organization Name: NSF
 Middle Initial: A
 * Last Name: alphaman

Other Senior Project Personnel: **Participating Organizations:**

No Personnel found No Organizations found

Add / Edit Personnel **Add / Edit Organizations**
 (Min of 0 required for this LOI, Max of 5) (Min of 0 required for this LOI, Max of 5)

Figure 1 Create LOI screen. The Add/Edit Personnel button is circled.

2. In the **Other Senior Personnel** section (Figure 1), click the **Add/Edit Personnel** button. The **Create LOI—Add/Edit Other Senior Personnel** screen displays (Figure 2).
3. In the **Other Senior Personnel** section (Figure 2), complete the following:
 - In the **First Name** box, type the Senior Person's first name.
 - In the **Middle Initial** box, type the Senior Person's middle initial (optional).
 - In the **Last Name** box, type the Senior Person's last name.
 - In the **Organization Name** box, type the Senior Person's organization.
 - In the **Department** box, type the Senior Person's department.
 - In the **City** box, type the city of the Senior Person's organization.
 - In the **State** box, select the state of the organization from the drop-down list (required for United States only).
 - In the **Country** box, select the country of the organization from the drop-down list.

Create LOI – Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name: Jack
 Middle Initial: A
 * Last Name: Jackman
 * Organization Name: NSF
 * Department: BIO
 * City: McLean
 State: Virginia
 (State is required for US)
 * Country: United States

Add to List [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

Personnel Name	Action
None Entered Yet	

Figure 2 Create LOI—Add/Edit Other Senior Personnel screen. The Add to List button is circled.

- Click the **Add to List** button (Figure 2). The **Create the LOI—Add/Edit Other Senior Personnel** screen displays (Figure 3) again with the name of the added individual listed in the **Existing Personnel** section. You have two new options:
 - [Edit the Senior Person's information](#)
 - [Delete a Senior Person](#)

Create LOI – Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

Add to List [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 3 Create LOI—Add/Edit Other Senior Personnel screen. The Edit link is circled.

Edit the Senior Person's Information

1. On the **Create LOI—Add/Edit Other Senior Personnel** screen ([Figure 3](#)), click **Edit**. The **Create LOI—Add/Edit Other Senior Personnel** screen displays ([Figure 4](#)) with the Senior Person's information.

Create LOI—Add/Edit Other Senior Project Personnel
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: U0150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
 FastLane Personnel Search (Add FastLane Users as Sr. Personnel)

* First Name: Jack
 Middle Initial: A
 * Last Name: Jackman
 * Organization Name: NSF
 * Department: BSO
 * City: Lynchburg
 State: Virginia
 (State is required for US)
 * Country: United States

Save Changes **Cancel**
 (No of 0 required for this LOI, Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.
 1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 4 Create LOI—Add/Edit Other Senior Personnel screen. The **Save Changes** button is circled.

2. Edit the information as you require (see [Step 3, Add/Edit Personnel](#)).
3. Click the **Save Changes** button ([Figure 4](#)). The **Create LOI—Add/Edit Other Senior Personnel** screen displays again.

Delete the Senior Person

On the **Create LOI—Add/Edit Other Senior Personnel** screen ([Figure 5](#)), click **Delete** in the row for the Senior Person whose name you want to delete. The **Create LOI—Add/Edit Other Senior Personnel** screen displays ([Figure 6](#)) with the Senior Person's name no longer listed in the **Existing Personnel** section.

Create LOI - Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

 (Min of 0 required for this LOI; Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.
 1 Person found

Personnel Name	Action
Jackman, Jack	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 5 Create LOI—Add/Edit Other Senior Personnel screen. The Delete link is circled.

Create LOI - Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: L00150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

 (Min of 0 required for this LOI; Max of 5)

Existing Personnel:
 If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

Personnel Name	Action
None Entered Yet	

Figure 6 Create LOI—Add/Edit Other Senior Personnel screen with the Senior Person's name no longer listed in the Existing Personnel section.

Add/Edit Organizations

Access the Create New LOI screen (Figure 1)

Create New LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/10/2004
 Program Solicitation ID: NSFO4-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis: (max 2,500 chars)
 Organizational Attribute:
 NAME OF OUTREACH PARTNER INSTITUTIONS: (max 255 chars)
 TITLES OF RESEARCH THOUGHTS: (max 255 chars)
 EMAIL ADDRESS OF THE PI: (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan
 Middle Initial:
 Last Name: Alghamdi
 Telephone Number: 7032921000
 Email Address: aalghamdi@nri.gov
 Department: Division of Informatics Systems

* First Name:
 * Middle Initial:
 * Last Name:
 * Telephone Number:
 * Email Address:
 * Department:

Project PI:

* First Name:
 * Middle Initial:
 * Last Name:
 * Organization Name:

Other Senior Project Personnel:

No Personnel found
 Add / Edit Personnel
 (Min of 0 required for this LOI, Max of 10)

Participating Organizations:

No Organizations found
 Add / Edit Organizations
 (Min of 0 required for this LOI, Max of 4)

Save Submit Cancel

Figure 1 Create New LOI screen. The Add/Edit Organizations button is circled.

1. In the **Participating Organizations** section (Figure 1), click the **Add/Edit Organizations** button. The **Create LOI—Add/Edit Participating Organizations** screen displays (Figure 2).

Create LOI - Add/Edit Participating Organization
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: LO0150761
 Program Solicitation ID: NSF 04-607
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)
 * Organization Name:
 Add to List
 (Min of 0 required for this LOI, Max of 5)

[Return to LOI form](#)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will no longer be visible.

Organization Name	Action
None Entered Yet	

Figure 2 Create LOI—Add/Edit Participating Organizations screen. The FastLane Organization Search link is circled.

2. Click **FastLane Organization Search** (Figure 2) to find the name of the participating organization as it is registered with FastLane. The **FastLane Organization Search** screen displays (Figure 3).



The screenshot shows the 'FastLane Organization Search' screen. At the top, it says 'Required Fields are preceded by an asterisk (*)'. Below this, there is a label '* Organization Name: (At least 3 letters)' next to a text input field containing 'Marquette'. To the right of the input field are three radio buttons: 'Begins with' (selected), 'Ends with', and 'Contains'. At the bottom of the form, there are two buttons: 'Search Organization' and 'Cancel'. The 'Search Organization' button is circled in red.

Figure 3 FastLane Organization Search screen. The Search Organization button is circled.

3. In the **Organization Name** box (Figure 3), type at least three letters of the organization you are searching for.
4. Click the radio button for one of the following search criteria (Figure 3):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
5. Click the **Search Organization** button (Figure 3). The **FastLane Organization Search Result** screen displays (Figure 4) with a list of the organizations that meet your search criteria.



The screenshot shows the 'FastLane Organization Search Result' screen. At the top, it says 'Required Fields are preceded by an asterisk (*)'. Below this, it says '5 organizations found'. There is a table with two columns: '* Select One' and 'Organization Name'. The table contains five rows of organizations, each with a radio button in the 'Select One' column. The organizations are: Marquette Electronics Inc, Marquette Elementary School, Marquette General Hospital, Marquette University, and Marquette-Alger Intermediate School District. The radio button for 'Marquette University' is selected. At the bottom of the table, there are two buttons: 'Select' and 'Cancel'. The 'Select' button is circled in red.

Figure 4 FastLane Organization Search Result screen. The Select button is circled.

6. Click the radio button next to an organization name to select an organization (Figure 4).
7. Click the **Select** button (Figure 4). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 5) with the name of the organization in the **Organization Name** box.

Create LOI - Add/Edit Participating Organization
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-507
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)

* Organization Name:

Add to List [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will in List" is pressed.

Organization Name	Action
None Entered Yet	

Figure 5 Create LOI—Add/Edit Participating Organization screen. The Add to List button is circled.

8. Click the **Add to List** button (Figure 5). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 6) with the name of the organization listed in the **Existing Organizations** section. You now have the option to [delete the organization](#).

Create LOI - Add/Edit Participating Organization
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00150761
 Program Solicitation ID: NSF 04-507
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:

[FastLane Organization Search](#)

* Organization Name:

Add to List [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 5)

Existing Organizations:

If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will in List" is pressed.

1 Organization found

Organization Name	Action
Marquette University	Delete

Figure 6 Create LOI—Add/Edit Participating Organization screen. The Delete button is circled.

Delete an Organization

On the **Create LOI—Add/Edit Participating Organization** screen (Figure 6), in the **Existing Organizations** section, click **Delete** on the row of the organization you want to delete. The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 7) with the organization's name removed from the **Existing Organizations** section.

Create LOI - Add/Edit Participating Organization
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:
 LOI ID: LOI150751
 Program Solicitation ID: NSF 04-067
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Participating Organization:
[FastLane Organization Search](#)
 * Organization Name:

 (Min of 0 required for this LOI, Max of 5)

Existing Organizations:
 If you have added new organization above, click "Add to List" before deleting existing organization below. Data entered above will not list" is pressed.

Organization Name	Action
None Entered Yet	

Figure 7 Create LOI—Add/Edit Participating Organization screen with the name of the organization no longer listed in the Existing Organizations section.

Step 4 Process a New Letter of Intent

There are three ways to process a newly created Letter of Intent:

- [Save a new Letter of Intent](#)
- [Forward a new Letter of Intent to the SPO](#) (PI only)
- [Submit a Letter of Intent](#) (AOR only)

Save a New Letter of Intent

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent information (see [Complete the Letter of Intent](#)).

Create New LOI
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 03/07/2005
 Program Solicitation ID: NSF 04-610
 Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
 * Project Title:
 * Synopsis: (max 2,500 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alim * First Name:
 Middle Initial: Middle Initial:
 Last Name: alphanan * Last Name:
 Telephone Number: 7032921000 * Telephone Number:
 Email Address: alphanan@nsf.gov * Email Address:

Project PI:

* First Name: * Organization Name:
 Middle Initial:
 * Last Name:

Figure 1 Create New LOI screen. The Save button is circled.

2. Click the **Save** button (Figure 1). The **Confirmation LOI Saved** screen displays (Figure 2) with the message that the Letter of Intent is now saved. The Letter of Intent is now listed in the **LOI Work in Progress** section of the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 3). To work on the Letter of Intent again, see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#).

CONFIRMATION
LOI SAVED

Thu Nov 18 14:50:43 EST 2004

Thank you, the Letter of Intent has been successfully saved.

LOI ID: L00150763
Program Solicitation ID: NSF 04-610

◀ [Create New LOI from Program Solicitation List Page](#)
 ◀ [Edit LOI List Page](#)

Figure 2 Confirmation LOI Saved screen.

Letters of Intent | [Help](#) | [Edit/View LOI](#)

Organization: [National Science Foundation](#)

[Create New LOI from Program Solicitation](#) | [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From To

LOI Title:

LOI Status:

[Search](#) [View All](#)

LOI Work in Progress

Click on the LOI ID (e.g. L2022001) to **view a HTML version** of the LOI. Click on the Program Solicitation ID (e.g. NSF-24-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

10 Letters of Intent found, displaying 1 to 10

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L20140220	David's test	NSF-24-010	03/07/2005	Submitted	View HTML
L20140720	Type the Project Title	NSF-24-010	03/07/2005	Submitted	View HTML
L20150720	Project Title	NSF-24-010	03/07/2005	Saved	Edit HTML Delete HTML View HTML
L20150720	Testing change-ing submit as PI	NSF-24-010	03/07/2005	Submitted	View HTML

Figure 3 Letters of Intent screen on the Edit/View LOI tab. In the LOI Work in Progress section, the newly saved Letter of Intent is circled.

Forward a New Letter of Intent to the SPO

Only the PI has the option to forward a Letter of Intent to the SPO.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent

FOR LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSF-IBN-012](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: LOI150761
 * Project Title: Type the Project Title here.
 * Synopsis: Type the synopsis here.
 (max 2,500 chars)

Organizational Attributes:

Academic Institutions (colleges, universities) ☒ ☐
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment: Type here.
 (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment: Type here.
 (max 255 chars)
 Write the program officer who has expressed interest in the project: Type here.
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan
Middle Initial:
Last Name: Alphonse
Telephone Number: 7032921000
Email Address: wjalphonse@nsf.gov
Department: Division of Information Systems

* First Name:
 * Middle Initial:
 * Last Name:
 * Telephone Number:
 * Email Address:
 * Department:

Project PI:

* First Name: Alan
 * Middle Initial: A
 * Last Name: Alphonse

* Organization Name: NSF

Other Senior Project Personnel:

1 Person found
 Jackman, Jack
 Organizational Name:
 Add / Edit Personnel
 (Min of 0 required for this LOI, Max of 5)

Participating Organizations:

1 Organization found
 Marquette University
 Organizational Name:
 Add / Edit Organizations
 (Min of 0 required for this LOI, Max of 5)

Save Forward to SPO Cancel

Figure 1 Create LOI screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to the SPO.

Confirm LOI

Required fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Forward to SPO" again will forward this LOI to your Sponsored Project Office (SPO).
Click "Cancel" to return to the previous screen.

Forward to SPO **Cancel**

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: [NSC 34-527](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: 10010761
 * Project Title: Type the Project Title here.
 * Synopsis: Type the synopsis here.
 (max 2,500 chars.)

Organizational Attribute: Academic Institutions (colleges, universities).
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment.
 (max 255 chars.) Type here.
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment.
 (max 255 chars.) Type here.
 Write the program officer who has expressed interest in the project.
 (max 255 chars.) Type here.

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan	* First Name:
Middle Initial:	* Middle Initial:
Last Name: Alphaman	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: walphaman@nsf.gov	* Email Address:
Department: Division of Information Systems	* Department:

Project PI:

* First Name: Alan	* Organization Name: NSF
Middle Initial: A	
* Last Name: Alphaman	

Other Senior Project Personnel:

1 Person found	Personnel Name:
Jackman, Jack	

Participating Organizations:

1 Organization found	Organization Name:
Marquette University	

Figure 2 Confirm LOI screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.



Figure 3 Confirmation LOI Forwarded to SPO screen.

Submit a New Letter of Intent

An AOR may submit any Letter of Intent.

A PI may directly submit Letters of Intent for certain types of solicitations. If a PI can submit a Letter of Intent, the **Submit to NSF** button displays, rather than the **Forward to SPO** button, on the **Create New LOI** screen.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent information

Create New LOI
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 01/07/2005
 Program Solicitation ID: NSF 04-610
 Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
 * Project Title: Project Title
 * Synopsis (max 2,500 chars): Synopsis

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact ☐ Use this (alternate) name as point of contact

First Name: Alan
Middle Initial:
Last Name: Alphonse
Telephone Number: 7032921000
Email Address: aa@himan@nsf.gov

*** First Name:**
Middle Initial:
*** Last Name:**
*** Telephone Number:**
*** Email Address:**

Project PI:

*** First Name:** Alan
Middle Initial:
*** Last Name:** Alphonse

*** Organization Name:** NSF

Figure 1 Create New LOI screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to submit the Letter of Intent to NSF.

Confirm LOI
Required Fields are preceded by an asterisk ()*

ARE YOU SURE?

Clicking "**Submit**" again will **submit this LOI to NSF**.
 Click "Cancel" to return to the previous screen.

Submit **Cancel**

Program Solicitation Information:

LOI Due Date: 03/07/2005
Program Solicitation ID: [NSF 04-610](#)
Program Solicitation Title: Research in Disabilities Education (RDE)

Project Information:

LOI ID: N/A
*** Project Title:** Type the Project Title.
*** Synopsis:** Type a synopsis of the project here.
 (max 2,500 chars)

Point of Contact for NSF Inquiries:

☒ *Use this user as point of contact*

First Name: Alan	* First Name:
Middle Initial:	Middle Initial:
Last Name: alphaman	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: aalphaman@nsf.gov	* Email Address:

Project PI:

* First Name: Jack	* Organization Name: NSF
Middle Initial: A	
* Last Name: Alphaman	

Figure 2 Confirm LOI screen. The Submit button is circled.

3. Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.



Figure 3 Confirmation LOI Submitted to NSF screen.

Work on Saved and Submitted Letters of Intent

Work on Saved and Submitted Letters of Intent

You have these options in working on saved and submitted Letters of Intent:

- [Search for Letters of Intent](#)
- [View Letters of Intent](#)
- [View a Program Solicitation for a Letter of Intent](#)
- [Edit a Letter of Intent](#)
- [Forward a Letter of Intent to the SPO](#) (PI only)
- [Submit a Letter of Intent to NSF](#) (AOR only)
- [Return a Letter of Intent to the PI](#)
- [Delete a Letter of Intent](#)

See [Access Saved and Submitted Letters of Intent as a PI](#) or [Access Saved and Submitted Letters of Intent as an SPO/AOR](#) to begin working.

Access Saved and Submitted Letters of Intent

Access Saved or Submitted Letters of Intent as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

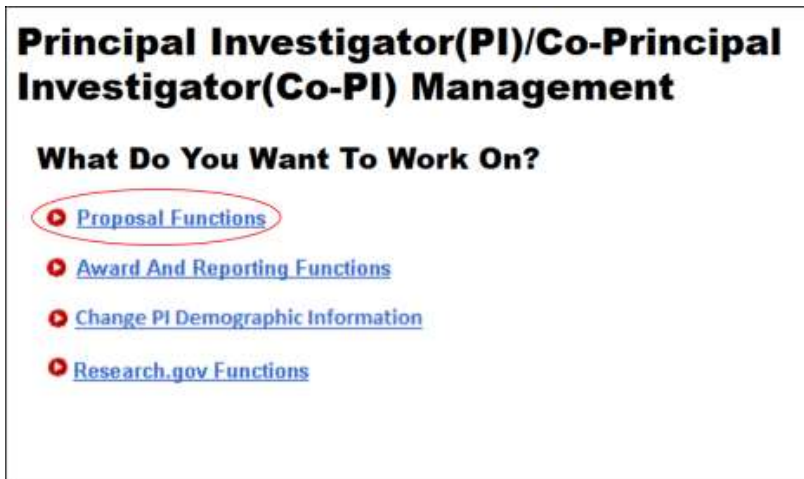


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

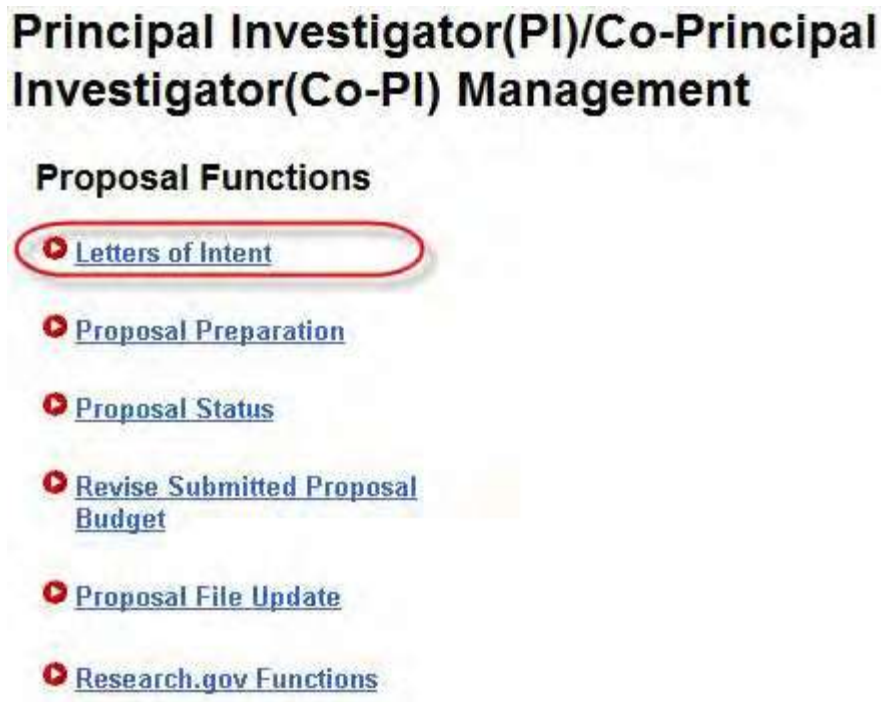


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

3. Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 3).



Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

- Click the **Edit/View LOI** tab (Figure 3). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 4). You have these options, depending upon the status of the Letter of Intent:
 - [Search for Letters of Intent](#)
 - [Edit a Letter of Intent](#)
 - [Forward a Letter of Intent to the SPO](#) or [Submit a Letter of Intent to NSF](#)
 - [View a Letter of Intent in HTML format](#)
 - [View a Letter of Intent in PDF format](#)
 - [View a Program Solicitation for a Letter of Intent](#)
 - [Delete a Letter of Intent](#)
 (Click on any link above to see instructions for that action.)



Figure 4 Letters of Intent screen on the Edit/View LOI tab.
Access Saved or Submitted Letters of Intent as an SPO/AOR

- On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2). You have these options on this screen:

- [Search for Letters of Intent](#)
- [Edit a Letter of Intent](#)
- [Submit a Letter of Intent to NSF \(AOR only\)](#)
- [Return a Letter of Intent to the PI](#)
- [View a Letter of Intent in HTML format](#)
- [View a Letter of Intent in PDF format](#)
- [View a Program Solicitation for a Letter of Intent](#)
- [Delete a Letter of Intent](#)

(Click on any link above to see instructions for that action.)



Figure 2 Letters of Intent screen on the Edit/View LOI tab.

Search for Saved and Submitted Letters of Intent Search for Saved and Submitted Letters of Intent

Search for Saved and Submitted Letters of Intent

Search for saved and submitted Letters of Intent by role:

- [As a PI](#)
- [As an SPO/AOR](#)

Search for Letters of Intent as a PI

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as PI](#)).

The screenshot shows the 'Letters of Intent' screen with the 'Edit/View LOI' tab selected. The 'Search for LOIs by any of the following:' section contains input fields for 'LOI ID', 'LOI Title', 'LOI Status' (set to 'Forwarded to SPO'), and 'LOI Due Date by range (mm/dd/yyyy)' with 'From' and 'To' sub-fields. A 'Search' button is circled in red, and a 'View All' button is also visible.

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
 - **Letter of Intent ID**
In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
 - **Letter of Intent Title**
In the **LOI Title** box (Figure 1), type the Letter of Intent title.
 - **LOI Status**
Select the status you want to search for from the drop-down list (Figure 1).
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range. In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

The screenshot shows the 'Letters of Intent' screen with search results displayed in the 'LOI Work in Progress' section. A message states: 'Click on the LOI ID (e.g. 20200001) to view a HTML version of the LOI. Click on the Program Solicitation ID (e.g. RFP-04-002) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.' Below this, a table shows one result:

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Link(s)
20150229	Alphaman forward 11/16	NSF-04-002	09/22/2016	Forwarded	LOI 1 Details View LOI

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

Progress section.

Search for Letters of Intent as an SPO/AOR

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as SPO/AOR](#)).

Letters of Intent | MAIN • Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: **Search** View All

LOI Title: Project PI Last Name:

LOI Status: Forwarded to SPO

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
 - **Letter of Intent ID**
In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
 - **Letter of Intent Title**
In the **LOI Title** box (Figure 1), type the Letter of Intent title.
 - **LOI Status**
Select the status you want to search for from the drop-down list (Figure 1).
 - **Letter of Intent Due Date Range**
In the **From** box (Figure 1), type the start date for the date range. In the **To** box (Figure 1), type the end date for the date range.
 - **Project PI Last Name**
In the **Project PI Last Name** box (Figure 1), type the last name of the PI who forwarded the Letter of Intent.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

Letters of Intent | MAIN • Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: **Search** View All

LOI Title: Project PI Last Name:

LOI Status: Forwarded to SPO

LOI Work in Progress

Click on the LOI ID (e.g., L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g., NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

1 Letter of Intent found.

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L015023	Alphaman forward 11/16	Alphaman, Alan	NSF 04-501	09/22/2004	Forwarded	Edit Return Submit View PDF

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

View Saved and Submitted Letters of Intent

There are three ways to view Letters of Intent:

- [View all Letters of Intent](#)
- [View a Letter of Intent in HTML format](#)
- [View a Letter of Intent in PDF format](#)

See also [Search for Saved and Submitted Letters of Intent](#)

View All Letters of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).

The screenshot shows the 'Letters of Intent' interface with the 'Edit/View LOI' tab selected. Below the search bar, there are input fields for 'LOI ID', 'LOI Title', and 'LOI Status'. To the right, there are fields for 'LOI Due Date by range (mm/dd/yyyy)' with 'From' and 'To' dropdowns. A 'Search' button and a 'View All' button (circled in red) are located on the right side of the search area.

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with a full listing of all Letters of Intent in the **LOI Work in Progress** section:
 - For the PI, all Letters of Intent created by the PI, including Letters of Intent that have been forwarded to the SPO or submitted to NSF
 - For the SPO/AOR, all Letters of Intent created by the SPO's organization

The screenshot shows the 'Letters of Intent' interface with the 'Edit/View LOI' tab selected. Below the search bar, there is a section titled 'LOI Work in Progress' with a table listing all Letters of Intent. The table has columns for LOI ID, LOI Title, Program Solicitation ID, LOI Due Date, LOI Status, and Actions. There are 7 Letters of Intent listed.

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI00000	David's test	NSF 04-611	02/07/2005	Submitted	View PDF
LOI00001	testing change org submit as PI	NSF 04-610	09/10/2004	Submitted	View PDF
LOI00002	testing change org	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF
LOI00003	test	NSF 04-605	09/22/2004	Submitted	View PDF
LOI00004	Alphaman forward 11/10	NSF 04-602	09/22/2004	Forwarded	Edit Delete View PDF
LOI00005	Test LOI for DIS10625	NSF 05-550	11/04/2004	Submitted	View PDF
LOI00006	NSF 04-579 verification	NSF 04-579	11/05/2004	Saved	Edit Submit Delete View PDF

Figure 2 Letters of Intent screen on the Edit/View tab with a full listing of all Letters of Intent.

- [View a Letter of Intent in HTML Format](#)
- [View a Letter of Intent in PDF Format](#)

View a Letter of Intent in HTML Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).

Letters of Intent - MyLOI

Organization: National Science Foundation

Create New LOI from Program Solicitation Edit/view LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From: To:

LOI Title:

LOI Status:

Search View All

[LOI Work in Progress](#)

Click on the LOI ID (e.g. LOI00000001) to view a **HTML** version of the LOI. Click on the Program Solicitation ID link (e.g. NSF-04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

10 Letters of Intent found, displaying 1 to 10

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI00000001	David's test	NSF-04-510	03/07/2005	Submitted	view PDF
LOI00000002	Title the Project Title	NSF-04-510	03/07/2005	Submitted	view PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The LOI ID number is circled for a Letter of Intent.

2. In the **LOI Work in Progress** section (Figure 1), click the LOI ID number on the row for the Letter of Intent that you want to view in HTML format. The Letter of Intent displays (Figure 2).

Letters of Intent: AMN + Created by Wiley-Blackwell Program Solicitation Editor		Organization Name: <input type="text"/>	
LOI Due Date: 03/07/2005 Program Solicitation ID: NSF-05-111 Program Solicitation Title: Research in Disabilities Education (RDE)		LOI ID: L00100090 Project Title: david e test	
Synopsis: (max 2,000 chars)			
Diatoms are unicellular plants belonging to the plant class Bacillariophyceae of the phylum Bacillariophyta. Individual diatoms range from a few micrometers to a few millimeters. Diatoms are found throughout the world in aquatic, semi-aquatic, and moist habitats, and their growth is responsible for about 20% of the world's primary food production of organic carbon. A feature that is distinctive to diatoms is their cell wall (i.e. frustules). The silica frustules are intricately designed, including pores at nanometer level. Frustules provide protection for the single-cell against mechanical attacks, transport various chemical agents while stopping the viruses to enter the diatom protoplasm. Although the diatoms play a large role in our ecosystem, profound knowledge about some of their crucial characteristics is still missing. Recently, their unique features attracted attention of the scientists from various fields. In this proposal we aim to investigate the relation with their environment, mainly the transport of their nutrition from their surroundings, the flow of water around them, and their mobility in water. The following problems will be investigated in the project: How transport through the pores? Silica shells provide a protection to the one-called microorganism, and allow the transfer of nutrients and O2. Although it is believed that the material transfer through frustules is dominantly diffusion, there is no rigorous analysis on this issue. Transport through such extremely fine pores is a rare phenomenon, because of increased wall surfaces. This problem can be approached both by molecular dynamics: we believe that higher order theories of fluids can be used as well. How around diatoms is an important factor for their survivability. Their nutrition intake heavily depends on the flow no matter what the main mechanism is in the process. In this project, flow around porous particles will be analyzed with the conventional fluid mechanics, as well as nonlocal fluid mechanics. Understanding the motion of a fluid with solid particles is important for understanding mass sedimentation of diatoms. Although it is known that small changes in density have a large impact on the motion of water bodies, the impact of phytoplankton particles such as diatoms is not known. Conventional and novel averaging techniques will be used to model the behavior of a fluid that contains diatoms. 1234567890 1234567890 1234567890 1234567890 1234567890 12			
Point of Contact for NSF Inquiries:			
<input checked="" type="checkbox"/> Use this user as point of contact			
First Name: Alan Middle Initial: Last Name: Alphonse Telephone Number: 1032921000 Email Address: wslpheme@ind.gov	* First Name: Middle Initial: * Last Name: * Telephone Number: * Email Address:		
Project PI:			
* First Name: test Middle Initial: * Last Name: test	* Organization Name: test.edu		

Figure 2 Screen with the Letter of Intent displayed.

View a Letter of Intent in PDF Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).

Letters of Intent | NCST

Organization: National Science Foundation

Create New LOI from Program Solicitation [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy):
 From: To:
 LOI Title:
 LOI Status: None

LOI Work in Progress

Click on the LOI ID (e.g., [LOI04-001](#)) to view a **HTML** version of the LOI. Click on the Program Solicitation ID link (e.g., [NSF04-001](#)) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI04-020	dev's test	NSF04-010	03/07/2005	Submitted	View PDF
LOI04-018	testing change.org submit at FI	NSF04-010	09/10/2004	Submitted	View PDF
LOI04-019	testing change.org	NSF04-002	09/22/2004	Saved	Edit Cancel Delete View PDF

Figure 1 Letters of Intent screen on the Edit/View tab. The View PDF link is circled for a Letter of

- | | | | |
|--|---|----------------------------|--|
| <h2 style="text-align: center;">LETTER OF INTENT (LOI) TO THE NATIONAL SCIENCE FOUNDATION</h2> | | | |
| LOI ID
<h3 style="text-align: center;">L00100390</h3> | LOI SUBMITTED DATE
11/15/04 2:04:00 PM EST | LOI DUE DATE
04/07/2005 | PROGRAM SOLICITATION ID
<h3 style="text-align: center;">NSF 04-610</h3> |
| PROGRAM SOLICITATION TITLE
Research in Disabilities Education (RDE) | | | |
| FOR CONSIDERATION BY NSF LOI ASSOCIATION UNIT(S)
PRIMARY ORGANIZATION(S) Directorate for Education & Human Resources | | | |
| PROJECT INFORMATION | | | |
| PROJECT TITLE
David's test | | | |
| KEYWORDS | | | |
| <p>Diabetes are one-celled plants belonging to the phylum Rhodophyta, one of the phyla. The rhizopodia, individual diatoms range from a few micrometers to a few millimeters. Diatoms are found throughout the world in aquatic, semi-aquatic, and marine habitats, and their growth is responsible for about 25% of the world's primary food production of marine carbon. A feature that is distinctive to diatoms is their cell wall (i.e. frustule). The silica frustules are intricately designed, including pores at nanometer level. Frustules provide protection for the single-cell against mechanical attacks, transport various chemical signals while stopping the viruses to enter the diatom protoplasm. Although the diatoms play a large role in our ecosystem, profound knowledge about some of their crucial characteristics is still missing. Recently, their unique silica-encrusted anatomy of the skeletons from various fields. In this proposal we aim to investigate the</p> | | | |

Letters of Intent | Home »

Create New LOI from Program Solicitation Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy)
 From: To:

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID to go to LOI000000 to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g., NSF-04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Action
LOI000001	David's test	NSF-04-001	03/07/2004	Submitted	View PDF
LOI000002	testing change ing submit as PI	NSF-04-001	09/20/2004	Submitted	View PDF
LOI000003	testing change org	NSF-04-001	09/22/2004	Saved	Edit Forward Delete View PDF
LOI000004	test	NSF-04-001	09/22/2004	Submitted	View PDF
LOI000005	Alphaman forward 11/16	NSF-04-001	09/22/2004	Forwarded	Edit Delete View PDF
LOI000006	First LOI for DIS20025	NSF-04-001	11/04/2004	Submitted	View PDF
LOI000007	NSF 04-579 verification	NSF-04-001	11/05/2004	Saved	Edit Submit Undo View PDF

Download [Adobe Acrobat Reader](#) for viewing PDF files.

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View the Program Solicitation for a Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).



Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Program Solicitation ID is circled for a Letter of Intent.

2. In the **LOI in Progress** section, click the Program Solicitation ID in the row for the Letter of Intent that you want to view the program solicitation for (Figure 1). The link for the solicitation displays in a new window (Figure 2).



Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). (You can also click the link for the HTML or the text version to view the solicitation in either of those formats.)



Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen (Figure 4).

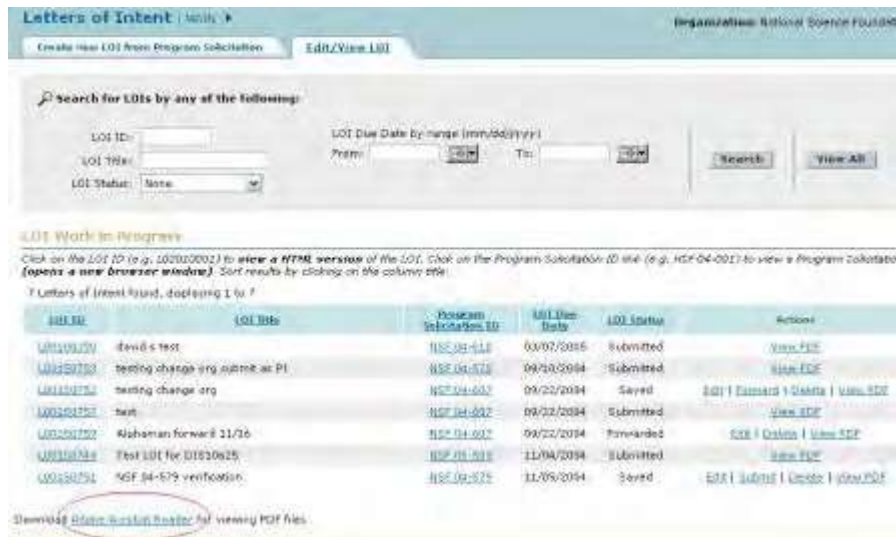


Figure 4 Letters of Intent screen on the Edit/View LOI tab. The Adobe Acrobat Reader link is circled.

Edit a Saved Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).

Letters of Intent | [Home](#) | [Organization: National Science Foundation](#)

[Create New LOI from Program Solicitation](#) | [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L0010002) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

8 Letters of Intent found, displaying 1 to 5

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L0010029	david a test	NSF 04-001	03/07/2005	Submitted	View PDF
L0010030	Type the Project Title	NSF 04-001	03/07/2005	Submitted	View PDF
L0010032	testing change.org submit as #1	NSF 04-001	09/10/2004	Submitted	View PDF
L0010033	testing change.org	NSF 04-001	09/22/2004	Saved	Edit Resubmit Delete View PDF
L0010034	test	NSF 04-001	09/22/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI. The Edit link is circled.

- Click **Edit** (Figure 1) on the row for the Letter of Intent that you want to edit. The **Edit LOI** screen displays (Figure 2), and you can change any of the fields in the following steps.

Edit LOI
Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI Due Date: 09/22/2004
 Program Solicitation ID: NSF 04-507
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150792
 * Project Title: testing change.org
 * Synopsis: (max 2,500 chars) testing change.org

Organizational Attribute: Academic Institutions (colleges, universities) ☒

Write an NSF division, NIH Institute, NASA or DOE for the primary assignment: (max 255 chars) testing change.org
 Write an NSF division, NIH Institute, NASA or DOE for the secondary assignment: (max 255 chars) testing change.org
 Write the program officer who has expressed interest in the project: (max 255 chars) testing change.org

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan
 Middle Initial:
 Last Name: Aghaman
 Telephone Number: 7032921000
 Email Address: alaghaman@nd.gov
 Department: Division of Information Systems

☐ Use this (alternate) name as point of contact

* First Name:
 * Middle Initial:
 * Last Name:
 * Telephone Number:
 * Email Address:
 * Department:

Project PI:

* First Name: jeehne
 * Middle Initial:
 * Last Name: jester

* Organization Name: test.org

Other Senior Project Personnel:

No Personnel found

(Min of 0 required for this LOI, Max of 5)

Participating Organizations:

1 Organization found

test organization

(Min of 0 required for this LOI, Max of 5)

Figure 2 Edit LOI screen.

3. In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
4. In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
5. From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
6. Type messages to any or all of the following (Figure 2):
 - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)
 - NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)
 - The Program Officer who has expressed interest in the project (optional)

7. In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
 - Use this user as point of contact (individual's information is displayed already)
 - Use (alternate) name as point of contact
8. *If you use the alternate point of contact:*
 - In the **First Name** box (Figure 2), type the alternate's first name.
 - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).
 - In the **Last Name** box (Figure 2), type the alternate's last name.
 - In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
 - In the **Email Address** box (Figure 2), type the alternate's email address.
9. In the **Project PI** section (Figure 2), type the following:
 - In the **First Name** box, type the PI's first name.
 - In the **Middle Initial** box, type the PI's middle initial (optional).
 - In the **Last Name** box, type the PI's last name.
 - In the **Organization** box, type the name of your organization.
10. In the **Other Senior Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See [Add/Edit Personnel](#) for instructions.
11. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See [Add/Edit Organizations](#) for instructions.

Forward a Saved Letter of Intent to the SPO/AOR

Only a PI may forward a Letter of Intent to the SPO.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#)).

Letters of Intent | 10/16/2004 | Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy): From: To: Search View All

LOI Title: LOI Status: None

LOI Work in Progress

Click on the LOI ID (e.g. LOI010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF-04-001) to view a Program Solicitation. (opens a new browser window). Sort results by clicking on the column title.

11 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI010001	david's test	NSF-04-001	03/07/2005	Submitted	View PDF
LOI010002	Type the Project Title.	NSF-04-001	03/07/2005	Submitted	View PDF
LOI010003	healing change.org submit as PI	NSF-04-001	09/10/2004	Submitted	View PDF
LOI010004	healing change.org	NSF-04-001	09/22/2004	Submitted	View PDF
LOI010005	test	NSF-04-001	09/22/2004	Submitted	View PDF
LOI010006	Type the Project Title here.	NSF-04-001	09/22/2004	Forwarded	Edit Delete View PDF
LOI010007	Project Title	NSF-04-001	09/22/2004	Saved	Edit Forward Delete View PDF
LOI010008	Test LOI for DIS10625	NSF-04-001	11/04/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Forward link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Forward** on the row for the Letter of Intent that you want to forward to the SPO. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to the SPO.

Confirm LOI
Required fields are preceded by an asterisk (*).

ARE YOU SURE?

Clicking "Forward to SPO" again will forward this LOI to your Sponsored Project Office (SPO).
Click "Cancel" to return to the previous screen.

Forward to SPO **Cancel**

Program Solicitation Information:

LOI Due Date: 09/10/2004
 Program Solicitation ID: **NSF 04-607**
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems.

Project Information:

LOI ID: L00150762
 * Project Title: Project Title
 * Synopsis: Type synopsis
 (max 2,500 chars)

Organizational Attribute: Academic Institution (colleges, universities)

Write an NSF division, NIH institute, NASA or DOE for the primary assignment
 (max 255 chars)

Write an NSF division, NIH institute, NASA or DOE for the secondary assignment
 (max 255 chars)

Write the program officer who has expressed interest in the project
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: **Ali** * First Name:
 Middle Initial: Middle Initial:
 Last Name: **Alphaman** * Last Name:
 Telephone Number: **703601000** * Telephone Number:
 Email Address: **alphaman@net.gov** * Email Address:
 Department: **Division of Information Systems** * Department:

Project PI:

* First Name: **Ali** * Organization Name: **NSF**
 Middle Initial: **A**
 * Last Name: **Alphaman**

Other Senior Project Personnel: **Participating Organizations:**

No Personnel Found **Personnel Name** No Organizations Found **Organization Name**

Figure 2 Confirm LOI screen with the message for you to confirm that you want to forward the Letter of Intent to the SPO. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.

CONFIRMATION
LOI FORWARDED TO SPO

Thu Nov 18 14:48:12 EST 2004

Thank you, the Letter of Intent has been successfully forwarded to your SPO.

LOI ID: L00150762
Program Solicitation ID: NSF 04-607

[◀ Create New LOI from Program Solicitation List Page](#)
[◀ Edit LOI List Page](#)

Figure 3 Confirmation LOI Forwarded to SPO screen.**Submit a Letter of Intent to NSF**

A PI may submit certain types of Letters of Intent to NSF directly. An AOR may submit any Letter of Intent.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).

Letters of Intent | MAIN Organization: National Science Foundation

Create New LOI from Program Solicitation **Edit/View LOI**

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search View All

LOI Title: LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

9 Letters of Intent found, displaying 1 to 9

LOI ID	LOI Title	Project PI	Program Solicitation ID	LOI Due Date	LOI Status	Action
L0100000	David a test	test, test	NSF 04-010	03/07/2005	Submitted	View PDF
L0100001	Type the Project Title.	Alphaman, Jack	NSF 04-011	03/07/2005	Submitted	View PDF
L0100002	testing change org submit as Pj	tester, Jeanne	NSF 04-010	09/10/2004	Submitted	View PDF
L0100003	testing change org	tester, Jeanne	NSF 04-007	09/22/2004	Saved	Edit Submit Cancel View PDF
L0100004	test.	test, test	NSF 04-010	09/22/2004	Submitted	View PDF

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Submit link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Submit** on the row for the Letter of Intent you want to submit. The **Confirm LOI** screen displays (Figure 2) with the message for you to confirm that you want to submit the Letter of Intent.

Confirm LOI
Required fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Submit" again will submit this LOI to NSF.
Click "Cancel" to return to the previous screen.

Program Solicitation Information:

LOI Due Date: 09/22/2008
 Program Solicitation ID: [NSF 08-537](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomolecular, Biological, and Behavioral Systems

Project Information:

LOI ID: L00150751

* Project Title:
 * Synopsis:
 (max 2,500 chars)

Organizational Attributes: Academic Institutions (colleges, universities)
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment:
 (max 255 chars)
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment:
 (max 255 chars)
 Write the program officer who has expressed interest in the project:
 (max 255 chars)

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: <input type="text" value="Alan"/>	* First Name: <input type="text"/>
Middle Initial: <input type="text"/>	* Middle Initial: <input type="text"/>
Last Name: <input type="text" value="Alphaman"/>	* Last Name: <input type="text"/>
Telephone Number: <input type="text" value="7032921000"/>	* Telephone Number: <input type="text"/>
Email Address: <input type="text" value="alphaman@nist.gov"/>	* Email Address: <input type="text"/>
Department: <input type="text" value="Division of Information Systems"/>	* Department: <input type="text"/>

Project PI:

* First Name: <input type="text" value="jeanne"/>	* Organization Name: <input type="text" value="test.org"/>
Middle Initial: <input type="text"/>	
* Last Name: <input type="text" value="Satter"/>	

Other Senior Project Personnel:	Participating Organizations:
<input type="button" value="No Personnel found"/> <input type="button" value="Personnel Names"/>	<input type="button" value="1 Organization found"/> <input type="button" value="Organization Names"/>
	<input type="text" value="test organization"/>

Figure 2 Confirm LOI screen with a message for you to confirm that you want to submit the Letter of Intent to NSF.

- Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.



Figure 3 Confirmation LOI Submitted to NSF screen.

Return a Letter of Intent to the PI

Only an SPO may return a Letter of Intent to the PI.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).



Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Return link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Return** on the row for the Letter of Intent that you want to return to the PI. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to return the Letter of Intent to the PI.

Confirm LOI
Required fields are preceded by an asterisk (*)

ARE YOU SURE?

Clicking "Return to PI" agent will return this LOI to the PI.
Click "Cancel" to return to the previous screen.

Comments for PI: (max 1,000 chars)

Return to PI
Cancel

Program Solicitation Information:

LOI Due Date: 05/22/2004
 Program Solicitation ID: [NSF-04-502](#)
 Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: L00100709
 * Project Title: Alphamex forward 11/15
 * Synopsis: (max 2,000 chars) na
 Organizational Attribute: Industry
 Write an NSF division, NIH institute, NASA or DOE for the primary assignment (max 255 chars) na
 Write an NSF division, NIH institute, NASA or DOE for the secondary assignment (max 255 chars) na
 Write the program officer who has expressed interest in the project (max 255 chars) na

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan	* First Name:
Middle Initial:	* Middle Initial:
Last Name: Alphamex	* Last Name:
Telephone Number: 7032921000	* Telephone Number:
Email Address: aalphan@nsf.gov	* Email Address:
Department: Division of Information Systems	* Department:

Project PI:

* First Name: Alan	* Organization Name: NSF
Middle Initial:	
* Last Name: Alphamex	

Office Senior Project Personnel:

No Personnel found

Participating Organizations:

No Organizations found

Figure 2 Confirm LOI screen with the message for you to confirm that you want to return the Letter of Intent to the PI. The Return to PI button is circled.

3. In the **Comments for PI** box (Figure 2), type a note to the PI on why you are returning the Letter of Intent (optional).
4. Click the **Return to PI** button (Figure 2). The **Confirmation LOI Returned to PI** screen displays (Figure 3) with the message that the Letter of Intent has been returned.



Figure 3 Confirmation LOI Returned to PI screen.

Delete a Letter of Intent

An SPO/AOR may only delete a Letter of Intent that the SPO/AOR has created. An SPO cannot delete a Letter of Intent a PI has created.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see [Access Saved or Submitted Letters of Intent as a PI](#) or [Access Saved or Submitted Letters of Intent as an SPO/AOR](#)).



Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Delete link is circled.

2. Click **Delete** (Figure 1) on the row for the Letter of Intent that you want to delete. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to delete the Letter of Intent.
3. Click the **Delete** button (Figure 2). The Letter of Intent is deleted, and the **Letters of Intent** screen displays on the **Edit/View LOI** tab.

Letters of Intent Home + Organization: National Science Foundation

Create New LOI from Program Solicitation: Edit/View LOI

Confirm LOI
Required fields are preceded by an asterisk (*)

ARE YOU SURE?
Clicking "Delete" again will **delete this LOI** from the "Edit LOI" list.
Click "Cancel" to return to the previous screen.

Delete **Cancel**

Program Solicitation Information:

LOI Due Date: 09/22/2004
Program Solicitation ID: [NSF 04-872](#)
Program Solicitation Title: Interagency Opportunities in Multi-Scale Modeling in Biomedical, Biological, and Behavioral Systems

Project Information:

LOI ID: 10010759
* Project Title: Alphanumeric 11/16
* Synopsis: na
(max 2,500 chars)

Organizational Attribute: Industry

Write an NSF division, NIH institute, NASA or DOE for the primary assignment
(max 255 chars) na

Write an NSF division, NIH institute, NASA or DOE for the secondary assignment
(max 255 chars) na

Write the program officer who has expressed interest in the project
(max 255 chars) na

Point of Contact for NSF Inquiries:

☒ Use this user as point of contact

First Name: Alan * First Name:
Middle Initial: * Middle Initial:
Last Name: Alphanan * Last Name:
Telephone Number: 7032921000 * Telephone Number:
Email Address: alphanan@nsf.gov * Email Address:
Department: Division of Information Systems * Department:

Project PI:

* First Name: Alan * Organization Name: NSF
Middle Initial: * Middle Initial:
Last Name: Alphanan * Last Name:

Other Senior Project Personnel: **Participating Organizations:**

No Personnel found (Personal Name) No Organizations found (Organization Name)

Figure 2 Confirm LOI screen with a message for you to confirm that you want to delete the Letter of Intent. The Delete button is circled.

Prepare a Proposal

Prepare a Proposal Introduction

You must electronically prepare and submit a proposal to the NSF through either FastLane or Grants.gov. For instructions on submitting via Grants.gov, see the [Grants.gov Application Guide](#).

For all instructions on the contents of a proposal, see the [Proposal & Award Policies & Procedures Guide \(PAPPG\), Chapter II](#).

Who Prepares and Submits Proposals?

These individuals may have roles in preparing and submitting a proposal:

- Principal Investigator (PI)
- Co-PIs
- Other Authorized Users (OAUs)
- Sponsored Project Office (SPO) representative
- Authorized Organizational Representative (AOR)

If you are a PI, you may take these actions in preparing and submitting a proposal:

- [Create a proposal](#)
- [Edit a proposal](#)
- [Give your SPO access to view and edit the proposal](#)
 - [Give your AOR access to view, edit and submit the proposal](#)

If you are an SPO, you may take these actions:

- [View and edit a proposal forwarded by a PI](#)

If you are an Authorized Organizational Representative (AOR), you may take these actions:

- [View, edit and submit the proposal forwarded by a PI](#)

An AOR must sign the proposal in the process of submitting it to NSF. See [Submit and Sign a Proposal Introduction](#) for instructions.

Prepare a Proposal Introduction

You must electronically prepare and submit a proposal to the NSF through either FastLane or Grants.gov. For instructions on submitting via Grants.gov, see the [Grants.gov Application Guide](#).

For all instructions on the contents of a proposal, see the [Proposal & Award Policies & Procedures Guide \(PAPPG\), Chapter II](#).

Who Prepares and Submits Proposals?

These individuals may have roles in preparing and submitting a proposal:

- Principal Investigator (PI)
- Co-PIs
- Other Authorized Users (OAUs)
- Sponsored Project Office (SPO) representative
- Authorized Organizational Representative (AOR)

If you are a PI, you may take these actions in preparing and submitting a proposal:

- [Create a proposal](#)
- [Edit a proposal](#)
- [Give your SPO access to view and edit the proposal](#)
 - [Give your AOR access to view, edit and submit the proposal](#)

If you are an SPO, you may take these actions:

- [View and edit a proposal forwarded by a PI](#)

If you are an Authorized Organizational Representative (AOR), you may take these actions:

- [View, edit and submit the proposal forwarded by a PI](#)

An AOR must sign the proposal in the process of submitting it to NSF. See [Submit and Sign a Proposal Introduction](#) for instructions.

Prepare a Proposal Functions

Proposal Functions Introduction

[Print the contents of the Prepare a Proposal Functions book.](#)

You have these options for working on proposals:

- [Create a new proposal](#)
- [Edit a proposal](#)
- [Assign a PIN to a proposal](#)
- [Check a proposal for completeness](#)
- [Allow or Remove SPO access to a proposal](#)
- [Copy a submitted proposal](#)

Create a New Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

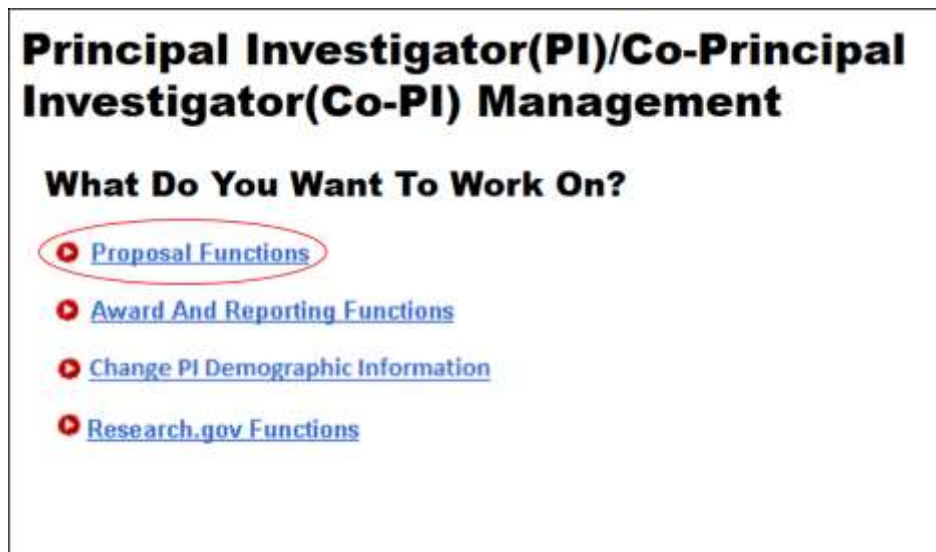


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)
- [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal - Deadline Date	
7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I	

Edit
Delete
Check
Allow SPO Access
Proposal PIN
Print
Submit SBIR
Submit STTR

Create New Proposal

Create Blank Proposal

SBIR Phase I

SBIR Phase II

STTR Phase I

STTR Phase II

Go Back

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions**

screen displays (Figure 4).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter ILC.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

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Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7577434	- SE ProdValid Jenkins Test	03/08/2016
7577433	- SE ProdValid Jenkins Test	03/08/2016
7577430	-	
7577428	- ACPT Validation - pradeep DNT	
7577427	- SBIR Phase I	

Edit
Delete
Check
Allow SPO Access
Proposal PIN
Print
Submit SBIR
Submit STTR

Create New Proposal

Create Blank Proposal

SBIR Phase I

SBIR Phase II

STTR Phase I

STTR Phase II

Go Back

Figure 4 Proposal Actions screen. The Create Blank Proposal button is circled.

- Click the **Create Blank Proposal** button (Figure 4). The **Form Preparation** screen displays (Figure 5). See [Prepare Proposal Forms](#) for instructions on how to work on all the proposal forms on the **Form Preparation** screen.

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 5 Form Preparation screen.

Edit a Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

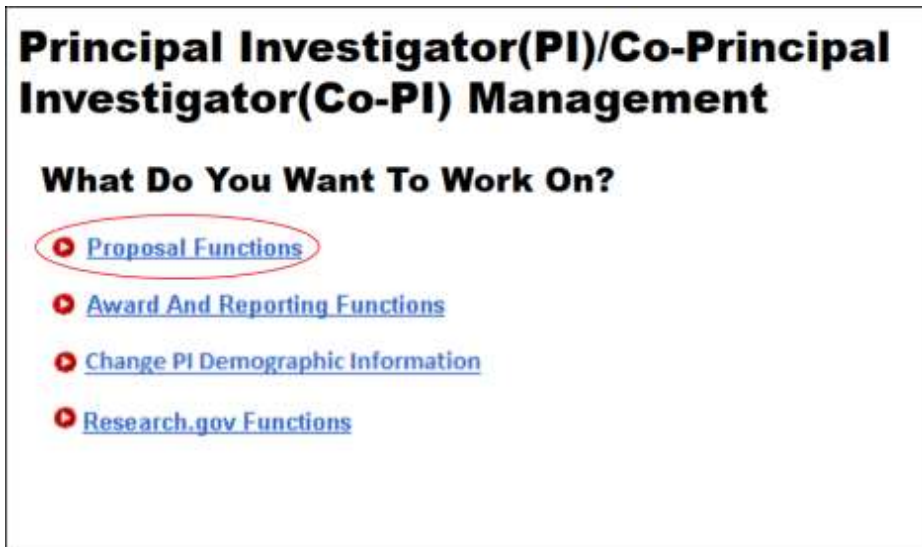


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).



Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

[Edit PI Information](#)
[Prepare Proposal](#)
[View Submitted](#)
[Go Back](#)

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems		
Address	4201 Wilson BoulevardO. DIS ESB Arlington, VA 22230	Phone	(703) 292-7777
		Fax	(703) 292-9999
		E-Mail	gblock@nsf.gov
Country	US		

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

- Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7577434	SE ProdValid Jenkins Test	03/08/2016
7577433	SE ProdValid Jenkins Test	03/08/2016
7577430		
7577428	ACPT Validation - pradeep DNT	
7577427	SBIR Phase I	

[Edit](#)
[Delete](#)
[Check](#)
[Allow SPO Access](#)
[Proposal PIN](#)
[Print](#)
[Submit SBIR](#)
[Submit STTR](#)

Create New Proposal

[Create Blank Proposal](#)

[SBIR Phase I](#)
[SBIR Phase II](#)
[STTR Phase I](#)
[STTR Phase II](#)

[Go Back](#)

Figure 4 Proposal Actions screen. The Edit button is highlighted

- Highlight the proposal you want to edit from the **Temporary Proposals in Progress** list (Figure 4).

6. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5) for that proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms on the **Form Preparation** screen.

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 5 Form Preparation screen for the proposal you have selected to edit.

Assign a PIN to a Proposal

You can assign a Personal Identification Number (PIN) to a proposal. An Other Authorized User (OAU), who is not a PI or Co-PI, needs a proposal's PIN to log in to Proposals, Awards, and Status and work on the proposal (see [OAU Login](#)).

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress
 Temporary Proposal # - Title of the Proposal - Deadline Date

7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

Edit
Delete
Check
Allow SPO Access
Proposal PIN
Print
Submit SBIR
Submit STTR

Create New Proposal
 Create Blank Proposal

SBIR Phase I
SBIR Phase II
STTR Phase I
STTR Phase II

Go Back

Figure 1 Proposal Actions screen. The Proposal PIN button is circled.

2. In the **Temporary Proposals in Progress** list (Figure 1), highlight the proposal that you want to assign a PIN to.
3. Click the **Proposal PIN** button (Figure 1). The **Proposal PIN Control** screen displays (Figure 2) for that proposal.

Proposal PIN control for 6337168

Type in the PIN number you want to assign to the proposal:

Please type the PIN again:

OK
Go Back

Figure 2 Proposal PIN Control screen.

4. Type the PIN in the boxes provided (Figure 2).
5. Click the **OK** button (Figure 2). The **PIN Changed for Proposal** screen displays (Figure 3).

PIN changed for proposal 6337186

OK

Figure 3 PIN Changed for Proposal screen.

- Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1). See also:
 - [Create a new proposal](#)
 - [Edit a proposal](#)
 - [Check a proposal for completeness](#)
 - [Allow or Remove SPO access to a proposal](#)
 - [Copy a submitted proposal](#)

Check a Proposal for Completeness

You can check the progress of a proposal's preparation through the **Check** function. This is especially helpful if a number of people—Co-PIs and Other Authorized Users—are working on the proposal.

The results tell you what documents are missing and which of those missing documents are required for NSF consideration of the proposal.

- Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress
 Temporary Proposal # - Title of the Proposal - Deadline Date

7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

Edit
Delete
Check
Allow SPO Access
Proposal PIN
Print
Submit SBIR
Submit STTR

Create New Proposal

SBIR Phase I
SBIR Phase II
STTR Phase I
STTR Phase II

Go Back

Figure 1 **Proposal Actions screen. The Check button is circled.**

- Highlight the proposal that you want to check from the **Temporary Proposals in Progress** list (Figure 1).
- Click the **Check** button (Figure 1).
- The **Proposal Errors/Warnings** screen (Figure 2) is displayed with a list of proposal items that have not been completed.

Proposal Errors/Warnings For Temporary Proposal Id 7742431

Proposal Errors
<p>Items listed here <u>will prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.</p>
<ul style="list-style-type: none"> • Deadline has passed - It is past 5 PM (America/New_York) on the deadline date (12/14/2016) as established on the Cover Sheet. Per the Proposal and Award Policies and Procedures Guide, proposals must be received by 5 PM submitter's local time on the established deadline date. • International Activities Country Name(s) box on the "Remainder of the Cover Sheet" is not checked - The International Activities Country Name(s) box is not checked on the "Remainder of the Cover Sheet" but the Primary Place of Performance on the Cover Sheet is outside the U.S., its territories or possessions. To correct this error, please check the International Activities Country Name(s) box on the "Remainder of the Cover Sheet" and list the country where the primary place of performance is located. • Duration Exceeds 12 months - A duration greater than 12 months has been entered for the Proposal Duration on the "Remainder of the Cover Sheet". The duration of a RAPID proposal cannot exceed 12 months. To correct this error, please update the duration on the "Remainder of the Cover Sheet".
Proposal Warnings
<p>Items listed here <u>will not prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.</p>
<ul style="list-style-type: none"> • Invalid Requested Starting Date - Enter a Requested Starting Date that is later than today's date on the Budget and Duration section of the Remainder of the Cover Sheet form.

[Go Back](#)

Figure 2 **Proposal Errors/Warnings screen.**

Allow or Remove Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal - Deadline Date

7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

Create New Proposal

Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

- Highlight the proposal you want to give the SPO access to in the **Temporary Proposals in Progress** list (Figure 1).
- Click the **Allow SPO Access** button (Figure 1).
- The **Proposal Errors/Warnings Screen** is displayed (Figure 2).
- Click the **Proceed** button (Figure 2).

Proposal Errors/Warnings For Temporary Proposal Id 7742431

Proposal Errors

Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- Deadline has passed - It is past 5 PM (America/New_York) on the deadline date (12/14/2016) as established on the Cover Sheet. Per the Proposal and Award Policies and Procedures Guide, proposals must be received by 5 PM submitter's local time on the established deadline date.
- International Activities Country Name(s) box on the "Remainder of the Cover Sheet" is not checked - The International Activities Country Name(s) box is not checked on the "Remainder of the Cover Sheet" but the Primary Place of Performance on the Cover Sheet is outside the U.S., its territories or possessions. To correct this error, please check the International Activities Country Name(s) box on the "Remainder of the Cover Sheet" and list the country where the primary place of performance is located.
- Duration Exceeds 12 months - A duration greater than 12 months has been entered for the Proposal Duration on the "Remainder of the Cover Sheet". The duration of a RAPID proposal cannot exceed 12 months. To correct this error, please update the duration on the "Remainder of the Cover Sheet".

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- Invalid Requested Starting Date - Enter a Requested Starting Date that is later than today's date on the Budget and Duration section of the Remainder of the Cover Sheet form.

Figure 2 Proposal Errors/Warnings screen.

6. The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 3) with these control options:
- [Allow SPO to view proposal](#)
 - [Allow SPO to view and edit the proposal](#)
 - [Allow AOR to view, edit, and submit proposal](#)

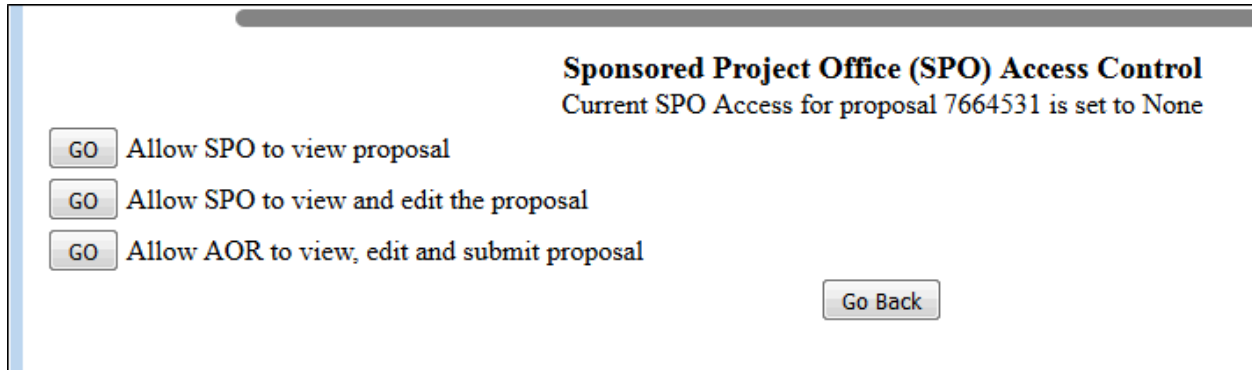


Figure 3 Sponsored Project Office (SPO) Access Control screen.

*If the SPO already has access to a proposal, the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 4 with these options:*

- [Allow SPO to view the proposal](#)
- [Allow AOR to view, edit, and submit proposal](#)
- [Remove all SPO access to this proposal](#)

Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7664531 is set to Edit and View

Allow SPO to view proposal

Allow AOR to view, edit and submit proposal

Remove all SPO access to this proposal

Figure 4 Sponsored Projects Office (SPO) Access Control screen if the SPO already has access to the proposal.

Allow Sponsored Project Office (SPO) to Only View a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1)

Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7577428 is set to None

Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to Only View Proposal .

2. Click the **Go** button for Allow SPO to Only View Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view but not edit or submit the proposal.

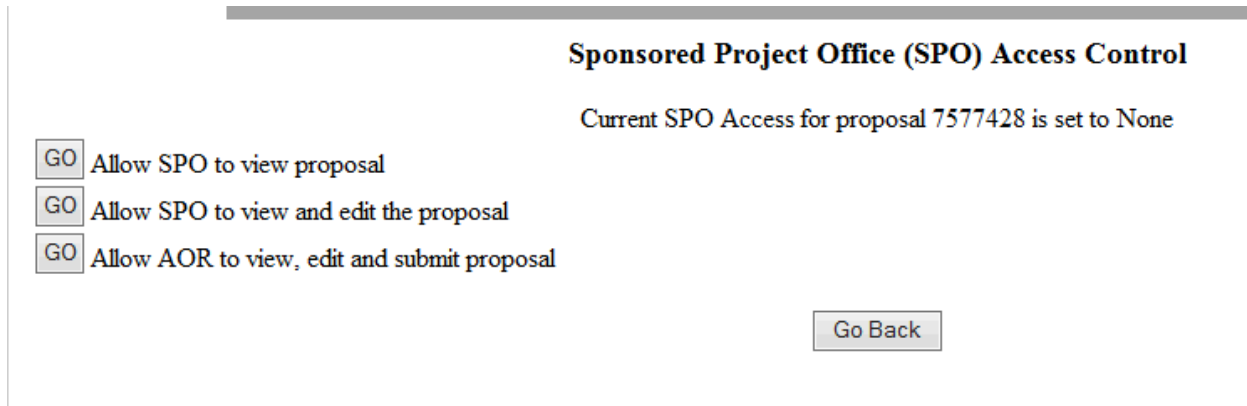
The SPO can now view (but not edit or submit) proposal 7577428

Figure 2 Screen with the message that the SPO can now view but not edit or submit the proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays. See also:
 - [Allow AOR to view, edit, and submit a proposal](#)
 - [Allow SPO to view and edit the proposal](#)
 - [Remove all SPO access to this proposal](#)

Allow Sponsored Project Office (SPO) to View and Edit the Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).



Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7577428 is set to None

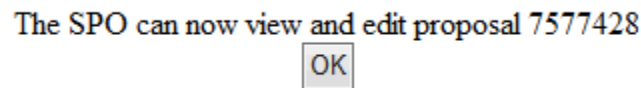
Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

Figure 1 Sponsored Research Office (SPO) Access Control screen with the Go button for Allow SPO to View and Edit Proposal

2. Click the **Go** button for Allow SPO to View and Edit But Not Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view and edit but not submit the proposal.



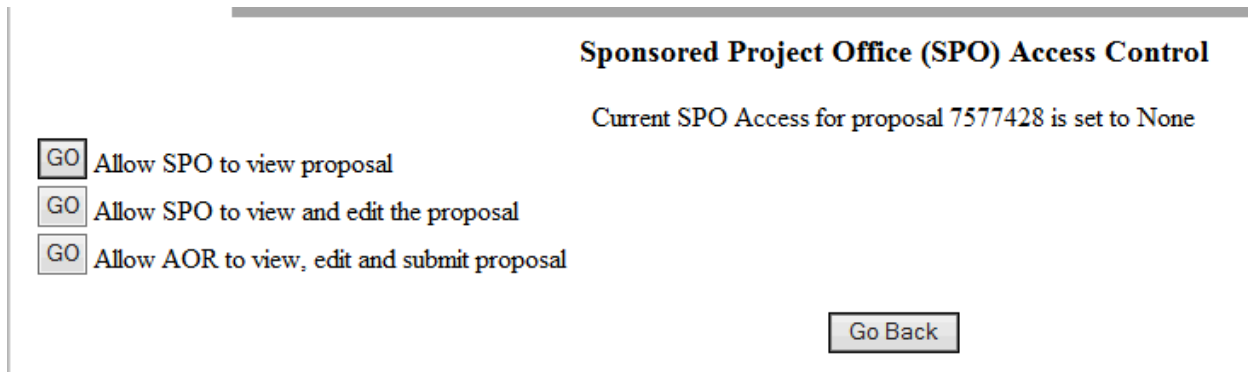
The SPO can now view and edit proposal 7577428

Figure 2 Screen with the message that the SPO can now view and edit proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

Allow Authorized Organizational Representative (AOR) to View, Edit, and Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).



Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7577428 is set to None

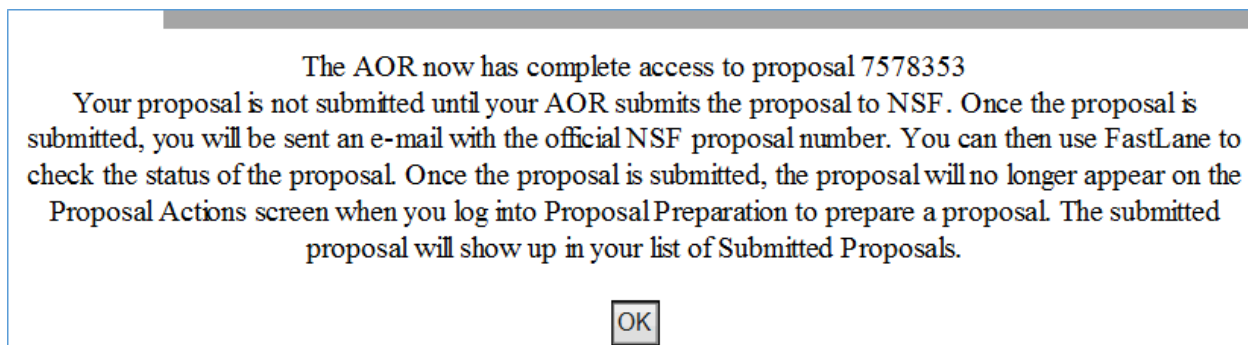
Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

- Click the **Go** button for Allow AOR to View, Edit, and Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the AOR now has full access to the proposal and with a list of the individuals who will receive emails from FastLane on the proposal's new access status.



The AOR now has complete access to proposal 7578353

Your proposal is not submitted until your AOR submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

Figure 2 Screen with the message that the SPO now has full access to the proposal and with the list of people the NSF will notify of the SPO's access.

- Click the **OK** button (Figure 2). The **Proposal Actions** screen displays. See also:
 - [Allow SPO to only view proposal but not submit](#)
 - [Allow SPO to view and edit the proposal](#)
 - [Remove all SPO access to this proposal](#)

Remove Sponsored Project Office (SPO) Access to a Proposal

- Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1)

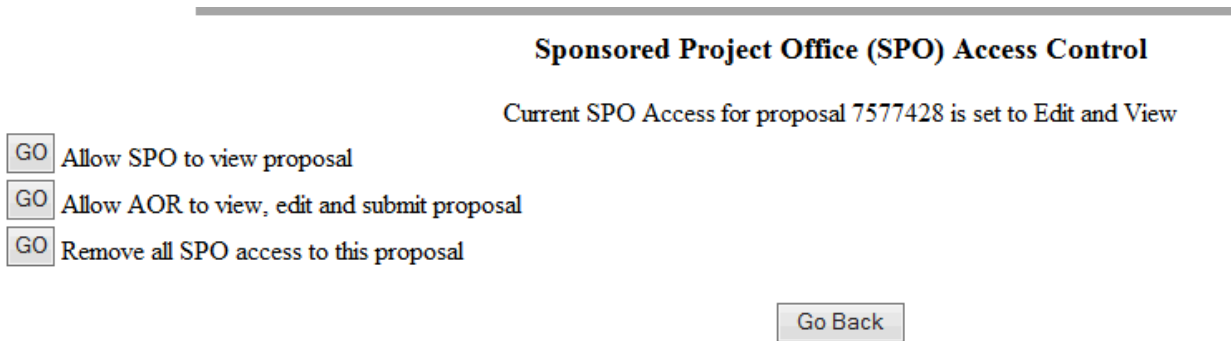


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Remove All SPO Access to This Proposal is circled.

2. On the **Sponsored Research Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Remove All SPO Access to This Proposal. A screen displays (Figure 2) with the message that SPO access to the proposal is blocked.

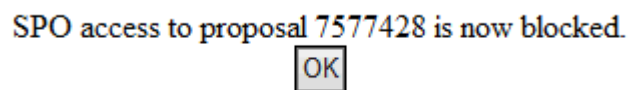


Figure 2 Screen with the message that SPO access to the proposal is blocked.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays. See also:
 - [Allow SPO to only view proposal but not submit](#)
 - [Allow SPO to view and edit the proposal](#)
 - [Allow AOR to view, edit, and submit proposal](#)

Copy a Submitted Proposal

1. On the **FastLane Home Page** screen, log in to Proposals, Awards and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

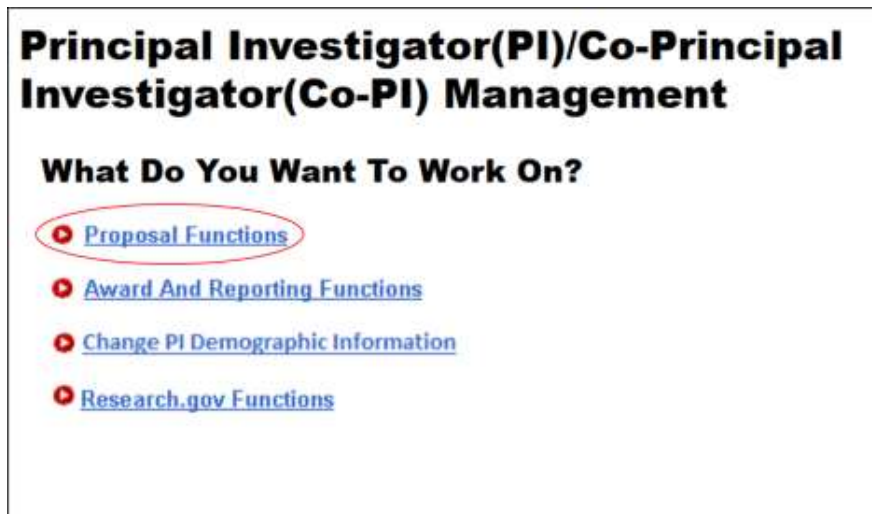


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).



Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Figure 3 Principal Investigator (PI) Information screen. The View Submitted buttons are circled.

- Click either of the **View Submitted** buttons (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709	0342137	alan alphaman - edi_4010_test_proposal	- Withdrawn
X000300	0201603	alan alphaman	-
X000003	0073349	alan alphaman - edi_4010_test_proposal	-
7200391	0420099	alan alphaman - gpg 04-23 - do not delete	-
7200295	0420087	alan alphaman - mts 04022603	-
7200288	0420100	alan alphaman - richs sbir supplemental funding request	-
7200249	0420081	alan alphaman - sbir phase i: test for affab #5	-
7200248	0420072	alan alphaman - sbir phase i: test for affab #4	-
7200247	0420071	alan alphaman - sbir phase i: test for affab #3	-
7200246	0420070	alan alphaman - sbir phase i: test for affab #2	-
7200245	0420069	alan alphaman - sbir phase i: test for affab #1	- Withdrawn
7200234	0420065	alan alphaman - career: nsf02-111 testing	- Withdrawn

[Return to PI Information Page](#)

Figure 4 Submitted Proposals screen. The Copy button is circled.

- Highlight the proposal you want to copy from the **Submitted Proposals** list (Figure 4).
- Click the **Copy** button (Figure 4). If the proposal that is selected was submitted to the current PAPPG version, the screen displays (Figure 5) a message that the proposal you selected is now copied to a new work in progress with a Temporary Proposal Number. If the proposal was submitted to an older PAPPG version, screen displays (Figure 5.1) a message that the proposal that you selected cannot be copied as it does not belong to current the PAPPG. A new Proposal can be created via the "Prepare Proposal" process.

Proposal X000003 copied to new work in progress proposal# 7200398

Figure 5 Screen with the message that the proposal is copied as a new proposal in progress with a Temporary Proposal Number. The OK button is circled.

Proposal 2220192 cannot be copied. Please note that only proposals with the current GPG version can be copied. Please create a new proposal through the 'Prepare Proposal' process.

Figure 5.1 Screen with message that proposal cannot be copied as selected proposal does not belong to current PAPPG.

- Click the **OK** button (Figure 5 or 5.1). The **Submitted Proposals** screen displays (Figure 6).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709	0342137	alan alphaman - edi_4010_test_proposal	Withdrawn
X000300	0201603	alan alphaman -	-
X000003	0073349	alan alphaman - edi_4010_test_proposal	-
7200391	0420099	alan alphaman - gpg 04-23 - do not delete	-
7200295	0420087	alan alphaman - mls 04022603	-
7200268	0420100	alan alphaman - nchs sbir supplemental funding request	-
7200249	0420081	alan alphaman - sbir phase i test for atfab #5	-
7200248	0420072	alan alphaman - sbir phase i test for atfab #4	-
7200247	0420071	alan alphaman - sbir phase i test for atfab #3	-
7200246	0420070	alan alphaman - sbir phase i test for atfab #2	-
7200245	0420069	alan alphaman - sbir phase i test for atfab #1	Withdrawn
7200234	0420065	alan alphaman - career nsf 02-111 testing	Withdrawn

Figure 6 Submitted Proposals screen. The Return to PI Information Page button is circled.

8. To edit the copied proposal, click the **Return to PI Information Page** button (Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems		
Address	4201 Wilson BoulevardO. DIS ESB Arlington, VA 22230	Phone	(703) 292-7777
		Fax	(703) 292-9999
		E-Mail	gblock@nsf.gov
Country	US		

Figure 7 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

9. Click one of the **Prepare Proposal** buttons (Figure 7). The **Proposal Actions** screen displays (Figure 8).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

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7577433 - SE ProdValid Jenkins Test	03/08/2016	
7577430 -		
7577428 - ACPT Validation - pradeep DNT		

Create New Proposal

Figure 8 Proposal Actions screen with the newly copied proposal highlighted. The Edit button is circled.

10. Highlight the copied proposal in the **Temporary Proposals in Progress** list (Figure 8).
11. Click the **Edit** button (Figure 8). The **Form Preparation** screen displays (Figure 9) for the copied proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen.

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/28/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Limits
- Other Supplementary Docs

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

N/A

Figure 9 Form Preparation screen for the copied proposal.

Proposal Forms

Prepare Proposal Forms

To complete the necessary information for a proposal, access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#)). The **Form Preparation** screen lists all the proposal formats (click on a link below to see instructions):

- [Cover Sheet](#)
- [Table of Contents](#)
- [References Cited](#)
- [Budgets \(Including Justification\)](#)
- [Facilities, Equipment, and Other Resources](#)
- [Deviation Authorization](#)
- [List of Suggested Reviewers](#)
- [Additional Single Copy Documents](#)
- [Project Summary](#)
- [Project Description](#)
- [Biographical Sketches](#)
- [Current and Pending Support](#)
- [Supplementary Docs](#)
- [Add/Delete Non-Co-PI Senior Personnel](#)
- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 1 Form Preparation screen.

Prepare Proposal Forms

[Print the contents of the Proposal Forms book.](#)

To complete the necessary information for a proposal, access the **Form Preparation** screen (Figure 1). The **Form Preparation** screen lists all the proposal formats (click on a link below to see instructions):

- [Cover Sheet](#)
- [Table of Contents](#)
- [References Cited](#)
- [Budgets \(Including Justification\)](#)
- [Facilities, Equipment, and Other Resources](#)
- [Deviation Authorization](#)
- [List of Suggested Reviewers](#)
- [Additional Single Copy Documents](#)
- [Project Summary](#)
- [Project Description](#)
- [Biographical Sketches](#)
- [Current and Pending Support](#)
- [Supplementary Docs](#)
- [Add/Delete Non-Co-PI Senior Personnel](#)
- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

Collaborators and other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 1 Form Preparation screen.

Cover Sheet

What Is the Cover Sheet?

There are four major components to the proposal Cover Sheet, and you must complete them in the order that they appear in the **Cover Sheet Components Form** screen, as follows:

1. [Awardee & Project/Performance Site Primary Location](#)
2. [Program Description/Announcement/Solicitation/ No.](#)
3. [NSF Unit of Consideration](#)
4. [Remainder of the Cover Sheet](#)

You may want to [print the Cover Sheet](#) to gain a quick overview of its components.

What Is the Cover Sheet?

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2. [Program Description/Announcement/Solicitation/ No.](#)
3. [NSF Unit of Consideration](#)
4. [Remainder of the Cover Sheet](#)

You may want to [print the Cover Sheet](#) to gain a quick overview of its components.

Access and Print the Cover Sheet

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#)).

Forms for Temp. Proposal #7577448
SE ProdValid Jenkins Test

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/15/15	<input type="button" value="GO"/> Project Summary	12/15/15
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations	12/15/15	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 1 **Form Preparation screen.**

2. Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/28/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- GOALI - Industrial PI Confirmation Letter
- Project Summary with Special Characters
- RAISE - Program Officer Concurrence Emails
- Other Supplementary Docs

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization (if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

N/A

Figure 2 Cover Sheet Components Form screen. The Print link is circled.

- Click **Print** in the right navigation bar (Figure 2). The **Print Menu** screen (Figure 3) displays.

Print Menu

Please click on the appropriate "GO" button to display the document.
You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.
Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending

Figure 3 Print Menu screen. The Go button for Cover Sheet is circled.

- Click the **Go** button for Cover Sheet (Figure 3). The Cover Sheet displays (Figure 4) in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION					
PROGRAM ANNOUNCEMENT/SOLICITATION NO./DUE DATE NSF 15-537 03/08/16		<input type="checkbox"/> Special Exception to Deadline Date Policy		FOR NSF USE ONLY NSF PROPOSAL NUMBER	
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.) DRL - STEM - Computing Partnerships					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System) 0748118034567	FILE LOCATION
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN) 530206152		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S)	

Figure 4 **Cover Sheet in PDF format. The Print icon is circled.**

5. Click the **Print** icon in the toolbar of the PDF Cover Sheet (Figure 4). The Cover Sheet prints.
6. Click the back button on the browser. The **Print Menu** screen displays (Figure 3).

Awardee & Project/Performance Site Primary Location

You may change both the Awardee Organization and Project/Performance Site Primary Location as necessary.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

<input type="button" value="GO"/>	Awardee Organization/Primary Place Of Performance Selection	
	Awardee Organization	Primary Place of Performance
	National Science Foundation	
	Address	
	Arlington, VA 222301000	
	Time Zone	US-America/New_York(GMT-5:00)
	Inst. Code	4102852000
	DUNS #	074811803
<input type="button" value="GO"/>	Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).	
	No Program Announcement has been selected yet.	
	*You <u>must</u> select one or the PAPPG prior to filling out the rest of the Cover Sheet	
<input type="button" value="GO"/>	NSF Unit Consideration	
	No NSF Units have been selected yet.	
	*You <u>must</u> select one prior to filling out the rest of the Cover Sheet	
<input type="button" value="GO"/>	*Remainder of the Cover Sheet	
	<input type="button" value="Go Back"/>	

Figure 1 Cover Sheet Components Form. The Go button for Awardee & Project/Performance [Site Primary Location Selection](#) is circled.

- Click the **Go** button for Awardee & Primary Performance Site Primary Location (Figure 1). The **Institutions for This Proposal** screen displays (Figure 2) with the information on the Awardee & Primary Performance Site Primary Location. You have these options:
 - [Change Awardee](#)
 - [Add/Change Project /Performance Site Primary Location](#)

Institutions for this proposal

Awardee Organization		Primary Place of Performance	
Address:	National Science Foundation 4201 Wilson Boulevard Arlingtons, VA 222301000	Address:	National Science Foundation
Time Zone:	US-America/New_York(GMT-5:00)		AO
Institution Code:	4102852000	<input type="button" value="Add/Change Primary Place of Performance"/>	
DUNS Number:	074811803		
<input type="button" value="Change Awardee"/>			
<input type="button" value="Go Back"/>			

Figure 2 **Institutions for This Proposal screen.**

Awardee & Project/Performance Site Primary Location Selection

You may change both the Awardee Organization and Project/Performance Site Primary Location as necessary.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

<input type="button" value="GO"/>	Awardee Organization/Primary Place Of Performance Selection	
	Awardee Organization	Primary Place of Performance
	National Science Foundation	
	Address	
	Arlington, VA 222301000	
	Time Zone	US-America/New_York(GMT-5:00)
	Inst. Code	4102852000
	DUNS #	074811803
<input type="button" value="GO"/>	Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).	
	No Program Announcement has been selected yet.	
	*You <u>must</u> select one or the PAPPG prior to filling out the rest of the Cover Sheet	
<input type="button" value="GO"/>	NSF Unit Consideration	
	No NSF Units have been selected yet.	
	*You <u>must</u> select one prior to filling out the rest of the Cover Sheet	
<input type="button" value="GO"/>	*Remainder of the Cover Sheet	
	<input type="button" value="Go Back"/>	

Figure 1 Cover Sheet Components Form. The Go button for Awardee & Project/Performance [Site Primary Location Selection](#) is circled.

- Click the **Go** button for Awardee & Primary Performance Site Primary Location (Figure 1). The **Institutions for This Proposal** screen displays (Figure 2) with the information on the Awardee & Primary Performance Site Primary Location. You have these options:
 - [Change Awardee](#)
 - [Add/Change Project /Performance Site Primary Location](#)

Institutions for this proposal

Awardee Organization		Primary Place of Performance	
Address:	National Science Foundation 4201 Wilson Boulevard Arlingtons, VA 222301000	Address:	National Science Foundation AO
Time Zone:	US-America/New_York(GMT-5:00)	<input type="button" value="Add/Change Primary Place of Performance"/>	
Institution Code:	4102852000		
DUNS Number:	074811803		
<input type="button" value="Change Awardee"/>			
<input type="button" value="Go Back"/>			

Figure 2 **Institutions for This Proposal screen.**

Add/Change Project/Performance Site Primary Location

1. Access the **Institutions for This Proposal** screen (Figure 1) (see [Awardee & Project/ Performance Site Primary Location](#)).

Institutions for this proposal

Awardee Organization		Primary Place of Performance	
Address:	National Science Foundation 4201 Wilson Boulevard Arlingtons, VA 222301000	Address:	National Science Foundation AO
Time Zone:	US-America/New_York(GMT-5:00)	<input type="button" value="Add/Change Primary Place of Performance"/>	
Institution Code:	4102852000		
DUNS Number:	074811803		
<input type="button" value="Change Awardee"/>			
<input type="button" value="Go Back"/>			

Figure 1 Institutions for This Proposal screen. The **Add/Change Primary Place of Performance** button is circled.

2. Click the **Add/Change Primary Place of Performance** button (Figure 1). The **Add/Change Primary Place of Performance** screen displays (Figure 2), where you enter the Primary Place of Performance.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or ☐ Same as Awardee Organization

Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Figure 2 Add/Change Primary Place of Performance screen. The **Save Primary Place of Performance** button is circled.

3. Either enter the Organization Name or click Same as Awardee Organization (Figure 2):
 - If the Same as Awardee Organization box is clicked, the Organization Name will match the Awardee Organization.
 - Enter the full address for the Primary Place of Performance
 - If the Country selected is the United States, a State must be selected.
4. Click the **Add/Change Primary Place of Performance** button (Figure 2). A screen displays (Figure 3) with the message that the Primary Place of Performance has successfully been saved.

Primary Place of Performance Successfully Saved.

Figure 3 Screen with message that the Primary Place of Performance has been successfully saved.

5. Click the **Go Back** button (Figure 3). The **Institutions for This Proposal** screen displays (Figure 4) with the information for the organization you selected.

Institutions for this proposal

Awardee Organization		Primary Place of Performance	
Address:	National Science Foundation 4201 Wilson Boulevard	Address:	National Science Foundation
	Arlingtons, VA 222301000		AO
Time Zone:	US-America/New_York(GMT-5:00)	<div>Add/Change Primary Place of Performance</div>	
Institution Code:	4102852000		
DUNS Number:	074811803		
<div>Change Awardee</div>			
<div>Go Back</div>			

Figure 4 Institutions for This Proposal screen. The Primary Place of Performance section is boxed.

Change Awardee

1. Access the **Institutions for This Proposal** screen (Figure 1) (see [Awardee & Project/Performance Site Primary Location](#)).

Institutions for this proposal

Awardee Organization		Primary Place of Performance	
Address:	National Science Foundation 4201 Wilson Boulevard	Address:	National Science Foundation
	Arlingtons, VA 222301000		AO
Time Zone:	US-America/New_York(GMT-5:00)	<div>Add/Change Primary Place of Performance</div>	
Institution Code:	4102852000		
DUNS Number:	074811803		
<div>Change Awardee</div>			
<div>Go Back</div>			

Figure 1 Institutions for This Proposal screen. The Change Awardee button is circled.

2. Click the **Change Awardee** button (Figure 1). The **Institution Search** screen displays (Figure 2), where you can search for and select the organization.



The screenshot shows the 'Institution Search' interface. At the top is the title 'Institution Search'. Below it is a prompt: 'Please type as much of the Institution name as you know (at least 3 letters)'. A text input field contains the word 'stanford'. Below the input field are three radio button options: 'Begins With' (which is selected), 'Ends With', and 'Contains'. At the bottom of the form are two buttons: 'Locate Awardee' and 'Go Back'. The 'Locate Awardee' button is circled in red.

Figure 2 Institution Search screen. The Locate Awardee button is circled.

3. Select the type of search option (Figure 2):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
4. Type in the text box the search string (at least three characters) to search for (Figure 2).
5. Click the **Locate Awardee** button (Figure 2). The **Institutions Located** screen displays (Figure 3).



The screenshot shows the 'Institutions Located' screen. At the top is the title 'Institution Search', followed by the subtitle 'Institutions Located'. Below this is a list of search results in a scrollable box. The results are: 'Stanford Instructional Television Network -5300007667', 'Stanford Research Corporation -5300001556', 'Stanford Research Systems -5300010738', 'Stanford Research Systems Inc -4002517000', 'Stanford Technical Group -7203576799', 'Stanford Telecommunications Inc Mc Lean -4079943000', 'Stanford Telecommunications Inc Santa Clara Headquarters -4047981000', and 'Stanford University -0013052000'. The last item, 'Stanford University -0013052000', is highlighted in blue. Below the list is a button labeled 'Select Awardee', which is circled in red. At the bottom is a 'Go Back' button.

Figure 3 Institutions Located screen. The Select Awardee button is circled.

6. Highlight the organization on the **Institutions Located** list (Figure 3).
7. Click the **Select Awardee** button (Figure 3). A screen displays (Figure 4) with the message that the Awardee Organization has been changed.

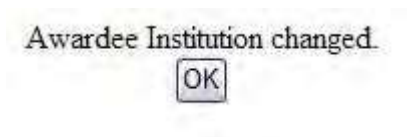


Figure 4 Screen with the message that the Awardee Organization has been changed.

8. Click the **OK** button (Figure 4). The **Institutions for This Proposal** screen displays (Figure 5) with the information for the organization you selected.

Institutions for this proposal

<p>Awardee Organization</p> <p>Address: NSF NSF Mc Murdo Station McMurdo, Antarctica</p> <p>Time Zone:</p> <p>Institution Code: 7203576347</p> <p>DUNS Number:</p>	<p>Primary Place of Performance</p> <p>Address: National Science Foundation</p> <p>AO</p> <p style="text-align: center;">Add/Change Primary Place of Performance</p>
---	---

Go Back

Figure 5 Institutions for This Proposal screen. The Awardee Organization section is boxed.

Program Description/Announcement/Solicitation Number

You must select the applicable program description, announcement, or solicitation to which the proposal is responding. If you are not submitting the proposal in response to any of these options, highlight — **Proposal & Award Policies & Procedures Guide (PAPPG)** on the **Program Announcements and Solicitation Number** list.

Compliance with this requirement is critical to NSF's ability to determine the relevant guidelines for processing the proposal.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee Organization/Primary Place Of Performance Selection

Awardee Organization National Science Foundation	Primary Place of Performance
--	------------------------------

Address
Arlington, VA 222301000

Time Zone
US-America/New_York(GMT-5:00)

Inst. Code
4102852000

DUNS #
074811803

GO Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

No Program Announcement has been selected yet.
*You must select one or the PAPPG prior to filling out the rest of the Cover Sheet

GO NSF Unit Consideration

No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

GO *Remainder of the Cover Sheet

Go Back

Figure 1 Cover Sheet Components Form screen. The Go button for Program Announcement/Solicitation/Program Description No. is circled.

- Click the **Go** button for Program Announcement/Solicitation/Program Description No. (Figure 1). The **Program Announcements/Solicitation Number Selection** screen displays (Figure 2) with a listing of every current NSF Program Announcement or Solicitation.

Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose 'GPG: Not in response to a program announcement/solicitation'. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 193 Program Announcements/Program Descriptions

Program Announcement / Solicitation Number
NSF 03-601 Digital Society and Technologies (DST)
NSF 03-605 Math and Science Partnership Program - MSP
NSF 03-578 NSF Astronomy and Astrophysics Postdoctoral Fellowships - AA
NSF 03-568 NSF-NIST Interaction in Chemistry, Bioengineering, and Chemi...
NSF 03-563 Chemistry Research Instrumentation and Facilities: Departmen...
NSF 03-560 Biomedical Engineering Program and Research to Aid Persons w...
NSF 03-557 Highly Dependable Computing and Communication Systems Resear...
NSF 03-554 Research Experiences for Teachers - RET
NSF 03-535 Small Business Innovation Research and Small Business Techno...
NSF 03-531 Cultural Anthropology Research Experience for Graduates (REG...
NSF 03-525 NSF/EDA Scholar-in-Residence at EDA

Select
Go Back

NAVIGATION

PROPOSALS

PRINT

FORMS

BIO SKETCH

BUDGET

COLLAB.

COVER

INST.

ROUTING

DESCRIPT.

DEVIATION

FACILITIES

REFERENCE

REVIEWERS

SENIOR PER.

SINGLE DOCS

SUMMARY

SUPPORT

SUPP. DOCS.

PI INFO.

LOGON

Figure 2 Program Announcement/Solicitation Number Selection screen. The Select button is circled.

- Highlight the Program Announcement or Solicitation Number for the proposal from the **Program**

Announcement/Solicitation Number list (Figure 2). If the proposal is not in response to a Program Announcement, highlight — **Proposal & Award Policies & Procedures Guide**

- Click the **Select** button (Figure 2). The **Unit Selection Lists** (Figure 3) screen displays.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).
Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division within NSF 03-560
 Directorate: ENG-Directorate for Engineering
BES-Division of Bioengineering & Environmental Systems

Programs

Select a Program within NSF 03-560
 BIOMEDICAL ENGINEERING
 BIOPHOTONICS PROGRAM
 RESEARCH TO AID THE DISABLED

NAVIGATION

PROPOSALS
 PRINT
 FORMS
 BIO SKETCH
 BUDGET
 COLLAB.
 COVER
 INST.
 ROUTING
 DESCRIPT.
 DEVIATION
 FACILITIES
 REFERENCE
 REVIEWERS
 SENIOR PER.
 SINGLE DOCS
 SUMMARY
 SUPPORT
 SUPP. DOCS.
 PI INFO.
 LOGON

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet

Figure 3 Unit Selection Lists screen.

NSF Unit of Consideration

You must select the NSF Unit associated with your selection for Program Description/Announcement/Solicitation Number.

You cannot enter the NSF Unit of Consideration component on the Cover Sheet, until you have completed the Program Description/Announcement/Solicitation Number component (see [Program Description/Announcement/Solicitation Number](#) for instructions).

Access the **Unit Selection Lists** screen (Figure 1) in either of these ways:

- Choose a Program Announcement or Solicitation for the proposal (see [Program Description/Announcement/Solicitation Number](#) for instructions). The **Unit Selection List** screen displays automatically.

- On the **Cover Sheet Components Form** screen, click the **Go** button for NSF Unit Consideration. The **Unit Selection Lists** screen if you have already completed the *Program Description/Announcement/Solicitation Number* section.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select)

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

[Up] [Down]

[Select Division] Show the programs in this division.

Programs

Select a Program

- Biological Info Rich Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

[Up] [Down]

[Select Program] Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the 'Move to Top' button.

No NSF units have been selected yet

[Move to Top] [Remove]

Figure 1 Unit Selection Lists screen.

On the **Unit Selection Lists** screen (Figure 1), you can do the following:

- [Select the NSF Division](#)
- [Select the NSF Primary Program](#)
- [Remove a Selected NSF Unit](#)

Select the NSF Primary Program

- Access the **Unit Selection Lists** screen (Figure1) (see [NSF Unit of Consideration](#)).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select)

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

DBI-Division of Biological Infrastructure

Programs

BE GENOME-ENABLE ENVIR SCI&EN
 BE INSTRUM DEVELOP FOR ENV AC
 BE Non-Announcement Research
 BIO INFOR POSTDOCT RSCH FELLOW
 Biological Field Stations & Marine Labs
 Biological Research Collections
 Collaborative Research at Undergraduate Institutions
 Computational Biological Activities
 Database Activities
 DDOP SEED FUNDS

Note: you must choose a program.

Show all divisions and programs without limiting to the current program announcement

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

BES-BIOCHEMICAL & BIOMASS ENG

Figure 1 Unit Selection Lists screen. The Select Program button is circled.

2. In the **Programs** list (Figure 1), highlight the program to select it.
3. Click the **Select Program** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the division and program you selected at the bottom of the screen.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).
Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions:

Select a Division:

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

Programs:

Select a Program:

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The unit was added.

SES - BIOCHEMICAL & BIOMASS ENG

DBI - Biological Research Collections

Figure 2 Unit Selections List showing the NSF unit, which was added automatically once the program was selected.

4. You can continue on the **Unit Selections Lists** screen to select secondary divisions and programs as you require. Each time, FastLane will show the appropriate NSF unit in the **Current List of Selected NSF Units** section.

Remove a Selected NSF Unit

You can only remove a unit if more than one unit displays in the **Current List of Selected NSF Units**.

1. Access the **Unit Selection Lists** screen (Figure 1) (see [NSF Unit of Consideration](#)).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division:

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

Programs

Select a Program:

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The Unit was added. This program is associated with only one division.

BES- BIO-CHEMICAL & BIOMASS ENG

PHY-ATOMIC & MOLECULAR DYNAMICS

Figure 1 Current List of Selected NSF Units screen. The Remove button is circled.

2. From the **Current List of Selected NSF Units** (Figure 1), highlight the unit to be removed.
3. Click the **Remove** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the message that the unit has been removed.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division:

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

Programs

Select a Program:

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The unit was removed.

BES- BIO-CHEMICAL & BIOMASS ENG

Figure 2 Unit Selection Lists screen with the unit now removed.

Remainder of Cover Sheet

Remainder of the Cover Sheet

You cannot enter the Remainder of the Cover Sheet component until you have completed the first three components of the Cover Sheet.

The Remainder of the Cover Sheet component consists of:

- Information pertinent to this proposal specifically:
 - [Proposal Title](#)
 - [Budget and Duration Information](#)
 - [Announcement and Consideration](#)
 - PI Information (automatically displayed)
 - [Co-PI Information](#)
 - [Previous NSF Awards](#)
 - [Other Federal Agencies](#)
 - [Awardee Organization](#)
 - Primary Place of Performance (automatically displayed)
 - [Other Information](#)
- Certifications the Authorized Organizational Representative (AOR) signs by electronically signing the proposal
 - Certification for Authorized Organizational Representative (or Equivalent) or Individual Applicant
 - Drug-Free Workplace Certification
 - Conflict of Interest Certification
 - Debarment and Suspension Certification (the AOR must complete this section)
 - Certification Regarding Lobbying (see "[Disclosing Lobbying Activities](#)")
 - Certification for Contracts, Grants, Loans, and Cooperative Agreements
 - Certification Regarding Nondiscrimination
 - Certification Regarding Flood Hazard Insurance
 - Certification Regarding Responsible Conduct of Research (RCR)
 - Certification Regarding Organizational Support
 - Certification Regarding Federal Tax Obligations
 - Certification Regarding Unpaid Federal Tax Liability
 - Certification Regarding Criminal Convictions
 - Certification Regarding Dual Use Research of Concern
- Authorized Organizational Representative Information (which is automatically added when the AOR electronically signs the proposal)

Work on the Remainder of the Cover Sheet

This document shows you how to:

- [Access](#) the **Remainder of the Cover Sheet** screen
- [Print](#) the **Remainder of the Cover Sheet** screen
- [Navigate](#) the **Remainder of the Cover Sheet** screen
- [Save your work](#) on the **Remainder of the Cover Sheet** screen

Access the Remainder of the Cover Sheet Screen

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization National Science Foundation	Primary Place of Performance
--	------------------------------

Address
Arlington, VA 222301000

Time Zone
US-America/New_York(GMT-5:00)

Inst. Code
4102852000

DUNS #
074811803

Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

No Program Announcement has been selected yet.
*You must select one or the PAPPG prior to filling out the rest of the Cover Sheet

NSF Unit Consideration

No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

*Remainder of the Cover Sheet

Figure 1 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

2. Click the **Go** button for Remainder of the Cover Sheet (Figure 1). The **Remainder of the Cover Sheet** screen displays (Figure 2) with these sections for you to work on:
 - [Proposal Title](#)
 - [Budget and Duration](#)
 - [Announcement and Consideration](#)
 - PI Information
 - [Co-PI Information](#)
 - [Previous NSF Awards](#)
 - [Other Federal Agencies](#)
 - [Awardee Organization](#)
 - Primary Place of Performance
 - [Other Information](#)
 - Certification
 - Authorized Representative

Click on a link above for the instructions for that section.

Not for distribution

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Title of Proposed Project

Enter the Title of Your Proposed Project:

SE ProdValid Jenkins Test

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Budget And Duration Information

Requested Amount: \$ 4444.00 (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): 24 Requested Starting Date (MM/DD/YYYY): 12/12/2016

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Announcement And Consideration Information

Program Announcement/Solicitation Number: NSF 15-537

Deadline/Target Date: Deadline Date 03/08/2016 ▼

For consideration by the following listed NSF Organization Unit(s):

- DRL - STEM - Computing Partnerships

Figure 2 Upper portion of the Remainder of the Cover Sheet screen. The navigation links are circled that appear at the top of each section.

Print the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen (Figure 2), use the **Print** command on your browser to print the entire screen.

Navigate the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen, use the navigation links at the top of each section to go from section to section (Figure 2 and Figure 3). These also include links to go to the top and bottom of the screen.

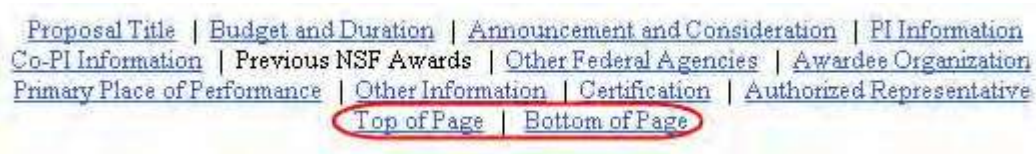


Figure 3 Navigation links at the top of each section on the Remainder of the Cover Sheet screen. The Top of Page and Bottom of Page links are circled.

Save Your Work on the Remainder of the Cover Sheet Screen

Click the **OK** button (Figure 4) at the bottom of the **Remainder of the Cover Sheet** screen every time you leave the **Remainder of the Cover Sheet** form screen to save newly entered information. (You have to type in only the **Proposal Title** to save the **Remainder of the Cover Sheet**.) A screen displays (Figure 5) with the message that the Cover Sheet has been saved.



Figure 4 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

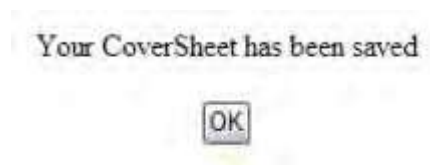


Figure 5 Screen with the message that the Cover Sheet has been saved.

Proposal Title

The title of the proposal must be brief, scientifically or technically valid, intelligible to scientifically or technically literate readers, and suitable for use in the public press. NSF may edit the title of the project before making an award. The title is limited to 180 characters.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Title of Proposed Project

Enter the Title of Your Proposed Project:

Figure 1 Proposal Title section of the Remainder of the Cover Sheet screen.

2. Type the proposal title. See

also:

- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Budget and Duration Information

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)). Click **Budget and Duration** (Figure 1). The **Budget and Duration** section displays (Figure 2).

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Budget And Duration Information

Requested Amount: \$ (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): Requested Starting Date (MM/DD/YYYY):

Figure 1 Remainder of the Cover Sheet screen. The Budget and Duration link is circled.

Figure 2 Budget and Duration Information section of the Remainder of the Cover Sheet screen.

2. In the **Requested Amount** box (Figure 2), type the requested amount only if you are not filling out the Budget form. If you have filled out the Budget form, the amount you requested on the Budget form

automatically displays in this box.

3. In the **Proposal Duration** box (Figure 2), type the duration in months for which you have requested NSF support.
4. In the **Requested Start Date** box (Figure 2), type the requested start date in mm/dd/yyyy format with the slashes. Please allow at least 6 months for the NSF review, processing, and decision process, except in special situations.

Announcement and Consideration

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).



Figure 1 Remainder of the Cover Sheet screen. The Announcement and Consideration link is circled.

2. Click **Announcement and Consideration** (Figure 1). The **Announcement and Consideration** section displays (Figure 2). FastLane automatically displays these sections:
 - Program Announcement/Solicitation Number
 - Listed NSF Organization Unit



Figure 2 Announcement and Consideration section of the Remainder of the Cover Sheet screen.

3. Select the closing date from the **Closing Date** menu (Figure 2). You must submit the proposal on or before this date.

Co-PI Information

NSF permits a maximum of four Co-PIs on a proposal. The Co-PI must already be registered with FastLane as a PI or Co-PI.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

Remainder of the Cover Sheet



Figure 1 Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

- Click **Co-PI Information** (Figure 1). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 2).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 2 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

- Type only the email address for each Co-PI that you want to add (Figure 2).
- Click the **OK** button at the bottom of the **Remainder of the Cover Sheet** screen. When the information is saved, the **Co-Principal Investigator (Co-PI) Information** section displays as in Figure 3. You can remove a Co-PI by clicking in the check mark box for that Co-PI.

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 3 The Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen with a check mark box to remove a Co-PI.

- [Other Information](#)
Previous NSF Awards

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

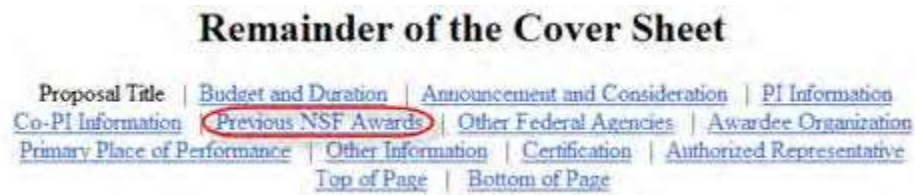


Figure 1 Remainder of the Cover Sheet screen. The Previous NSF Awards link is circled.

2. Click **Previous NSF Awards** (Figure 1). The **Previous NSF Awards** section displays (Figure 2).

Previous NSF Award

If this proposal is a ☐ **Renewal** or an ☐ **Accomplishment Based Renewal**

Then select the previous Award Number:

Otherwise ☒ **Deselect**

If this is a **preliminary proposal** then check here: ☐

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here:

Figure 2 Previous NSF Awards section of the Remainder of the Cover Sheet screen.

3. Click the radio button for either **Renewal** or **Accomplishment-Based Renewal** if the proposal fits either of these categories (Figure 2).
4. In the previous **Award Number** box (Figure 2), type in the previous NSF Award Number if you have a previous award.
5. Click the check mark box for preliminary proposal (Figure 2) if the proposal is preliminary and not a full proposal (Figure 2).
6. Type the Preproposal ID if the proposal is a full proposal related to that preproposal (Figure 2).

Other Federal Agencies Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

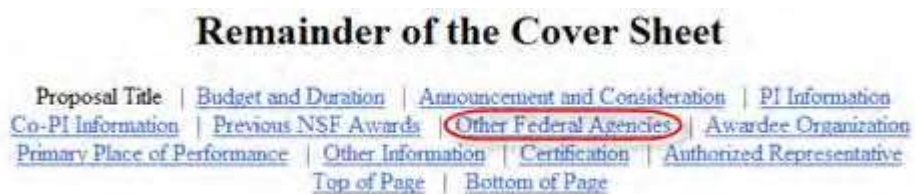


Figure 1 Remainder of the Cover Sheet screen. The Other Federal Agencies link is circled.

1. Click **Other Federal Agencies** on the **Remainder of the Cover Sheet** screen (Figure 1). The **Other Federal Agencies** section displays (Figure 2).

Other Federal Agencies

If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in space below:

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.

Figure 2 Other Federal Agencies section of the Remainder of the Cover Sheet screen.

2. In the boxes provided (Figure 2), type the abbreviated name (10 characters maximum) of any other federal agencies that you are submitting the proposal to.

Awardee Organization

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

Remainder of the Cover Sheet

Proposal Title	Budget and Duration	Announcement and Consideration	PI Information
Co-PI Information	Previous NSF Awards	Other Federal Agencies	Awardee Organization
Primary Place of Performance	Other Information	Certification	Authorized Representative
Top of Page		Bottom of Page	

Figure 1 Remainder of the Cover Sheet screen. The Awardee Organization link is circled.

2. Click **Awardee Organization** (Figure 1). The **Awardee Organization** section displays (Figure 2).

Awardee Organization Information

Organization: National Science Foundation
 Address: 4201 Wilson Blvd.
 North Arlington, VA 22201000
 US

Organization Code: 4102852000
 DUNS Number: 074811803
 EIN⁹ or ITIN⁹: 324328498

Employer Identification Number: / Taxpayer Identification Number:

Check all that apply to the Awardee Organization (See GPG for Definitions):

☐ For Profit ☐ Small Business

☐ Minority Business ☐ Women-owned Business

Figure 2 Awardee Organization Information section of the Remainder of the Cover Sheet screen.

The Awardee Organization information automatically displays if you submitted this information when you or another person registered your organization. The cover requires the following information:

- Organization name
- Address
- Organization code
- Data Universal Numbering System (DUNS) number

- Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)

The Office of Management and Budget (OMB) issued a policy directive which requires proposers to provide a DUNS number when applying for a new award or renewal of an award under Federal grants or cooperative agreements. In accordance with this mandate, NSF requires that institutions registering to use NSF's electronic systems have a valid and active System for Award Management (SAM) registration and an active DUNS number. *If your organization does not have a unique nine-digit DUNS number, contact Dun and Bradstreet at (866) 705-5711 or <http://fedgov.dnb.com/webform>. Dun and Bradstreet will provide a DUNS number by telephone at no charge. If the DUNS number is not on the Cover Sheet, you can add it when you submit the proposal.*

If your organization is a profit-making entity, you must certify this status by checking each of the organization type boxes that apply. The options and the guidelines for each are as follows:

- **For Profit**

A U.S. commercial organization, especially small business with strong capabilities in scientific or engineering research or education

- **Small Business**

For profit, privately owned, no more than 500 employees, and not dominant in its field (Check this box also when the proposal involves a cooperative effort between an academic organization and a small business.)

- **Minority Business**

At least 51% owned by one or more minority or disadvantaged individuals (If a publicly owned business, at least one or more minority or disadvantaged individuals must own 51% of the voting stock. One or more such individuals must also control the management and daily business operations.)

- **Woman-Owned Business**

At least 51% owned by a woman or women who also control it and operate it

Other Information

1. Access the **Remainder of the Cover Sheet** screen (see [Access the Remainder of the Cover Sheet Screen](#)).

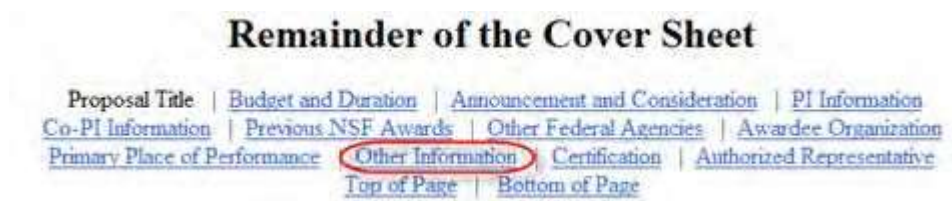


Figure 1 **Remainder of the Cover Sheet screen. The Other Information link is circled.**

2. Click **Other Information** (Figure 1). The **Other Information** section displays (Figure 2).

Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

☒ Beginning Investigator (PAPPG II.D.2)
☐ Disclosure of Lobbying Activities (PAPPG II.D.1)
☐ Proprietary & Privileged Information (PAPPG II.C.1.c & II.D.1)
☐ Historic Places (PAPPG II.C.2.j)
☐ Vertebrate Animals (PAPPG II.E.5)
 IACUC App. Date (MM/DD/YY)
 PHS Animal Welfare Assurance Number
☐ Human Subjects (PAPPG II.D.4)
 Exemption Subsection
 IRB App. Date (MM/DD/YY)
 Human Subjects Assurance Number
☒ International Activities Country Name (PAPPG II.C.2.j)
 Country 1. Country 2. Country 3.
 Country 4. Country 5.

Type of Proposal (select one)

GOALI

☒ This proposal is being submitted under the Special Exception to the Deadline Date Policy (see PAPPG I.F)

Collaborative Status (select one)

- ☐ A collaborative proposal from one organization (PAPPG II.E.6.a)
☐ A collaborative proposal from multiple organizations (PAPPG II.E.6.b)
☒ Not a collaborative proposal

Figure 2 Other Information section of the Remainder of the Cover Sheet screen.

3. 1. Check the appropriate boxes (Figure 2), if the proposal includes any of the items of Other Information. See the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) chapter and section noted at the end of each item line for more information. The categories of Other Information are:
 - Beginning Investigator
 - Disclosure of Lobbying Activities (see "[Disclosing Lobbying Activities](#)")
 - Proprietary and Privileged Information
 - Historic Places
 - Vertebrate Animals with IACUC App. Date or PHS Animal Welfare Assurance Number.(PAPPG Chapter II.D.4)
 - Human Subjects with Exemption Subsection, IRB App. Date or Human Subjects Assurance Number. (PAPPG Chapter II.D.5)
 - International Activities Country Name (select countries involved) in the boxes (Figure 2)

Table of Contents

FastLane automatically generates the Table of Contents for you. You cannot edit the Table of Contents.

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#)).

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with *Proposal & Award Policies & Procedures Guide (PAPPG)* instructions described in Chapter II.C.2. The PAPPG requires submission of: Project Summary, Project Description, References Cited, Biographical Sketch(es), Budget, Budget Justification, Current and Pending Support, Facilities, Equipment & Other Resources, Data Management Plan, and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the PAPPG instructions.

Forms for Temp. Proposal #7739011
Copied GOALI to Changed To RAISE 1

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
GO Cover Sheet	12/09/16	GO Project Summary	12/09/16
GO Table of Contents	N/A	GO Project Description	12/09/16
GO References Cited	12/09/16	GO Biographical Sketches	12/09/16
GO Budgets (Including Justification)	12/09/16	GO Current and Pending Support	12/09/16
GO Facilities, Equipment, and Other Resources	12/08/16		
		Supplementary Documents:	
		GO Data Management Plan	12/09/16
		GO Mentoring Plan ¹	
		GO GOALI - Industrial PI Confirmation Letter	
		GO Project Summary with Special Characters	
		GO RAISE - Program Officer Concurrence Emails	12/09/16
		GO Other Supplementary Docs	
Single Copy Documents		GO Add/Delete Non-Co-PI Senior Personnel	N/A
GO Collaborators and Other Affiliations		GO Change PI	
GO Deviation Authorization(if applicable)		GO Link Collaborative Proposals	
GO List of Suggested Reviewers (optional)	N/A		
GO Additional Single Copy Documents		GO Nature of Natural or Anthropogenic Event	

[Go Back](#)

Figure 1 Form Preparation screen. The Go button for Table of Contents is circled.

2. Click the **Go** button for the **Table of Contents** (Figure 1). The **Table of Contents** screen displays (Figure 2).

Table Of Contents	
	Total No. of Pages
Cover Sheet for Proposal to the National Science Foundation	
Project Summary (not to exceed 1 page)	1
Table of Contents	1
Project Description (Including Results from Prior NSF Support) (not to exceed 15 pages) (Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	0
References Cited	0
Biographical Sketches (Not to exceed 2 pages each)	0
Budget (Plus up to 3 pages of budget justification)	0
Current and Pending Support	0
Facilities, Equipment and Other Resources	0
Special Information/Supplementary Documents (Data Management Plan, Mentoring Plan and Other Supplementary Documents)	0
Appendix (List Below)(Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	
<input type="button" value="Go Back"/>	

Figure 2 Table of Contents screen. This is a view-only form.

References Cited

What Are References Cited?

References Cited is a listing of the references that you want to cite for a proposal. You may only include bibliographic citations and may not add parenthetical information outside of the 15- page Project Description. See PAPPG Chapter II.C.2.e for further information.

Work on References Cited

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#) or [Edit a Proposal](#)) _____

—

Forms for Temp. Proposal #7742436

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

GOALI - Industrial PI Confirmation

Letter

Project Summary with Special Characters

RAISE - Program Officer Concurrence

Emails

Other Supplementary Docs

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional) N/A

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Figure 1 Form Preparation screen. The Go button for References Cited is circled.

- Click the **Go** button for References Cited (Figure 1). The **References Cited** screen displays (Figure 2).



Figure 2 **References Cited screen.**

You have these options:

- [Enter References Cited in the text box](#)
- [Upload References Cited](#)

Enter References Cited in the Text Box

1. Access the **References Cited** screen (Figure 1) (see [Work on References Cited](#)).

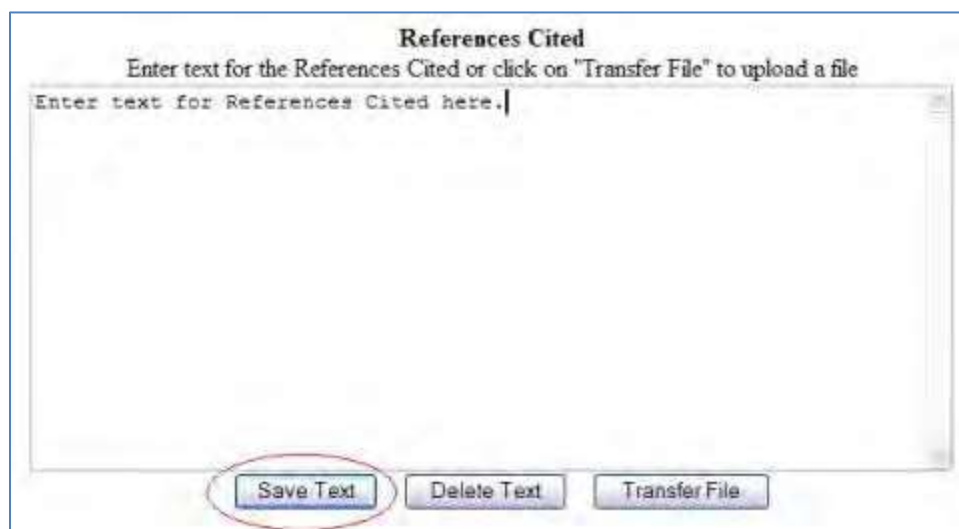


Figure 1 **References Cited screen. The Save Text button is circled.**

2. Type in or copy and paste the References Cited in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the confirmation message that the References Cited data is saved.

Data for References Cited form saved.

Figure 2 Screen with the message that the References Cited text is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload References Cited

1. Access the **References Cited** screen (Figure 1) (see [Work on References Cited](#)).

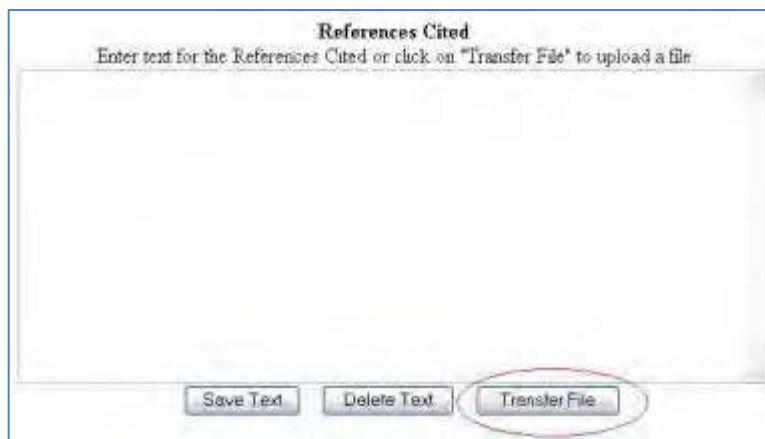


Figure 1 References Cited screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **References Cited File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



Figure 2 References Cited File Upload screen.

*If References Cited have already been uploaded, when you click the **Go** button for References Cited on the **Form Preparation** screen, the **References Cited File Upload** screen displays (Figure 3) with these options:*

- [Display Current References Cited](#)
- [Delete Current References Cited](#)
- [Upload a New References Cited](#) (This option automatically replaces the already uploaded file.)



Figure 3 **References Cited File Upload screen if a file has already been uploaded.**

Display Current References Cited

Click the **Display Current References Cited** button (Figure 3). The previously uploaded References Cited displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current References Cited

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New References Cited

Follow the directions in [Upload a File](#). Uploading a new References Cited document automatically replaces the previously uploaded file.

Enter a New References Cited in the Text Box

If a References Cited has already been uploaded and you want to enter a new References Cited in the text box, do the following:

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **References Cited File Upload** screen displays (Figure 2).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for References Cited. The **References Cited** screen displays with the text box (Figure 1).

See [Enter References Cited in the Text Box](#) for instructions.

Budgets (Including Justification)

What Are Budgets (Including Justification)?

A proposal must have a budget for each year that you are requesting NSF support. It must also have a cumulative budget for the full term of support you request from NSF.

See the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.g](#) for details including information on the various budget categories.

You must also justify the proposed budget in the Budgets (Including Justification) component.

The Budget Justification is limited to three pages per proposal.

In the Budgets (Including Justification) component you can do the following:

- [Add a year for which you will submit a yearly budget](#)
- [Enter the budget data for a year, either online](#) or on a [downloaded spreadsheet](#)
- [Justify the budget](#)
- [Copy a budget from one year for another year](#)
- [Edit a budget](#)
- [Add or change your organization's personnel](#) for whom you are requesting funds

You can add a sub recipient organization for the proposal and do the following for that organization:

- [Add a year for which you will submit a yearly budget for that organization](#)
- [Create a budget for that organization](#)
- [Copy a budget from one year for another year for that organization](#)
- [Justify that organization's budget](#)
- [Change the PI for that organization](#)
- [Change the sub recipient organization](#), and transfer the personnel and budget from the old organization to the new

You can also:

- [Add or delete personnel](#) for whom you are requesting funds for any organization
- [Delete a budget year for any organization](#)
- [Delete a sub recipient organization](#)

(Click on a link above for the instructions for that function.)

To begin working on Budgets (Including Justification), see [Create a Budget](#) for instructions.

Note: The sub recipient organization can access the budget either through the proposal PIN, a Co-PI at the sub recipient organization, or circulation of the budget as a spreadsheet.

What Is the Budget Year Form?

The yearly budget form presents the sections for information that are listed below. In no section are you required to supply information.

Senior Personnel

Supply the following for each Senior Person:

- Title
- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project
- Total funds you are requesting for that individual

Other Personnel

List the number of personnel under the following categories:

- Postdoctoral Scholars
- Other Professionals
- Graduate Students
- Undergraduate Students
- Secretarial and Clerical
- Other

For the Postdoctoral Scholars and Other Professionals, enter:

- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project Enter the total

funds you are requesting for each category.

Fringe Benefits

Enter any funds you are requesting for fringe benefits.

Equipment

List each piece of equipment costing more than \$5,000 that you propose to use for the project and the total funds you are requesting for each piece of equipment you list.

Travel

Enter the funds you are requesting for any travel you propose for the project in these categories:

- Domestic travel (United States, Canada, Mexico, and U.S. Possessions)
- International travel

Participant Support Costs

List the total participant costs by:

- Stipend
- Travel
- Subsistence
- Other

Enter the number of participants.

Other Direct Costs

Enter the amount of funds requested in any of these categories:

- Materials and supplies
- Publication costs/documentation/dissemination
- Consultant services
- Computer services
- Subawards
- Other

Indirect Costs

Enter the following for indirect costs:

- Item
- Rate as a percentage
- Base amount in dollars

Residual Funds

Enter the total amount of residual funds. If you are requesting further support for a current project, see the [Proposal & Award Policies & Procedures Guide Chapter VI.E.2](#).

Cost Sharing

Inclusion of voluntary committed cost sharing is prohibited and, in almost all cases, Line M on the proposal budget will not be available for use by the proposer.

Mandatory cost sharing will only be required for NSF programs when explicitly authorized by legislation, the National Science Board, or the NSF Director. In those rare instances, cost sharing requirements will be clearly identified in the solicitation and must be included on Line M of the proposal budget. Proposers are advised not to exceed the mandatory cost sharing level or amount specified in the solicitation.

Consult [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.g.xii](#) for a full description.

Create a Budget

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. Click the **Go** button for Budgets (Including Justification) (Figure 1). The **Project Budget** screen displays (Figure 2). The **Project Budget** screen is the gateway for creating a

budget for your organization or for a partnering organization for the proposal. There are three steps for creating a budget:

- Step 1 [Add a year](#) for which you will create the budget
- Step 2 [Enter the budget data](#)—either in the online form or offline in an Excel spreadsheet
- Step 3 [Justify the budget](#)

Click on a link above for instructions for that step.

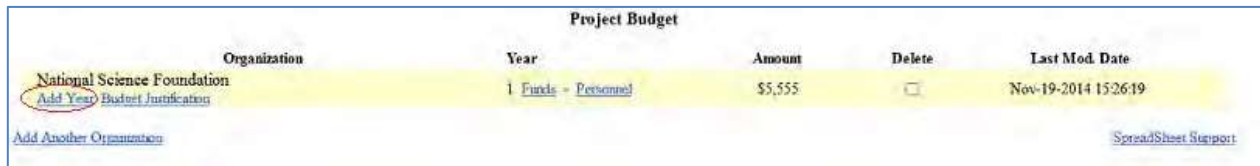
Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
NSF				
Add Year Budget justification				
Add Another Organization				
SpreadSheet Support				
<input type="button" value="Delete Checked Year(s)"/>				
<input type="button" value="Go Back"/>				

Figure 2 Project Budget screen.

Step 1 Add a Year

1. Access the **Project Budget** screen (Figure1) (see [Create a Budget](#)).

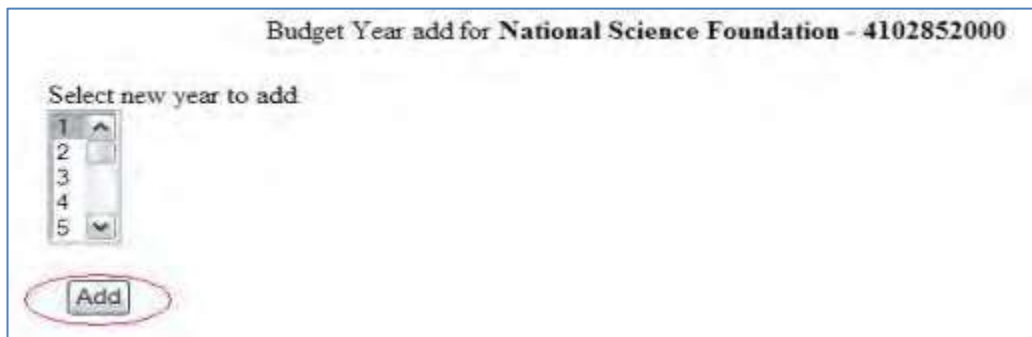


Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$5,555	<input type="checkbox"/>	Nov-19-2014 15:26:19

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under the name of your organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for your organization.



Budget Year add for National Science Foundation - 4102852000

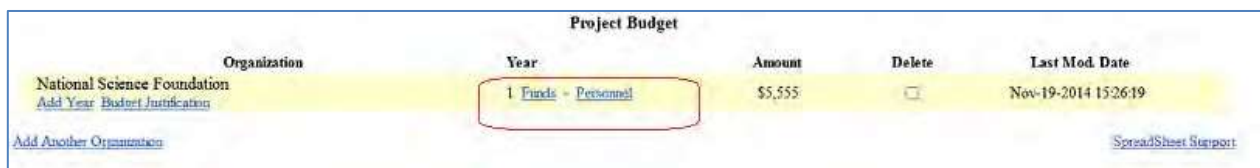
Select new year to add

1
2
3
4
5

Add

Figure 2 Budget Year Add screen. The Add button is circled.

3. Highlight a year to add from the **Select New Year to Add** drop-down list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for your organization. The screen also displays **Funds** and **Personnel** links for that budget year. Now you are ready to [enter the budget data](#) for that year.



Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$5,555	<input type="checkbox"/>	Nov-19-2014 15:26:19

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with Year 1 added for creating a budget. The Funds link and the Personnel link are circled.

Step 2 Enter the Budget Data

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$5,555	<input type="checkbox"/>	Nov-19-2014 15:26:19	
Add Another Organization				SpreadSheet Support	

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

- Complete [Step 1 Add a Year](#). Now you are ready to enter the budget data. You have these options for entering the budget data:
 - On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to [complete the budget offline](#).
 - On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year to [enter the budget data online](#).

Complete the Budget Offline

- Access the **Project Budget** screen (Figure 1) (see [Step 2 Enter the Budget Data](#)).

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$5,555	<input type="checkbox"/>	Nov-19-2014 15:26:19	
Add Another Organization				SpreadSheet Support	

Figure 1 Project Budget screen. The Spreadsheet Support link is circled.

- Click **Spreadsheet Support** (Figure 1). The **Spreadsheet Support Select Organization** screen displays (Figure 2).

SpreadSheet Support - Select Organization

Select the budget organization for which the spreadsheet upload is to be done

☒ National Science Foundation

[Continue](#)

Figure 2 Spreadsheet Support Select Organization screen. The Continue button is circled.

- Click the radio button for the organization for which you are creating the budget (Figure 2).
- Click the **Continue** button (Figure 2). The **Spreadsheet Support** screen displays (Figure 3).

Spread Sheet Support

Name of the file to Upload from your computer to FastLane:

Download Spreadsheet Template from FastLane to your computer

Name
This is the name of the spreadsheet file that has the budget data that you want to add to your proposal (#T200441) on FastLane. Examples would be "Form1030.xls", "Budget.xls" or "MyData.xls". By pressing the browse button you can select the file to upload from your system, otherwise you will need to type the name of the file into the empty box.

Upload
Transfers the data from your computer directly to the FastLane computer and saves with your FastLane proposal. Only the values of certain cells in the uploaded spreadsheet are saved. The spreadsheet itself is not saved. This process will erase any existing budget information for the performing institution of National Science Foundation on Proposal T200441. Budget data for other performing institutions (if any) will not be affected. A single year budget takes around 9 seconds to process and multiple year budgets can take up to 30 to 40 seconds to process, depending on the server load.

Download
Transfers the designated file to your computer. If you have your browser configured to run Excel when file types with .xls extension are downloaded then Excel will start when you click on the "Download" button. Otherwise you will be prompted for an action to take with the downloaded file.

Template
This is an Excel Budget spreadsheet. This spreadsheet has all the necessary labels already in it. It has the capability to automatically generate multiple budget years, additional PI/CoPI, Indirect Cost and Equipment rows. Downloading this spreadsheet, filling in the data and uploading it back to your proposal is by far the easiest way to submit an Excel type budget to your proposal.

Figure 3 Spreadsheet Support screen. The Download link and the Upload link are circled.

5. Click the **Download** button to download the Spreadsheet template (Figure 3).
6. Save the Excel spreadsheet to your computer with a new name.
7. Enter the budget data into the Excel spreadsheet offline using the instructions accompanying the template.
8. When finished, on the **Spreadsheet Support** screen (Figure 3), upload the completed spreadsheet to FastLane. See [Upload a File](#).

Enter Budget Data Online

Enter the Budget Data Online

1. Access the **Project Budget** screen (Figure 1) (see [Step 2 Enter the Budget Data](#)).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds Personnel	\$5,555	<input type="checkbox"/>	Nov-19-2014 15:26:19
Add Another Organization SpreadSheet Support				

Figure 1 Project Budget screen with the Funds link circled.

2. Click **Funds** on the line for the year for which you want to create a budget (Figure 1). The **Budget Year** screen displays (Figure 2).

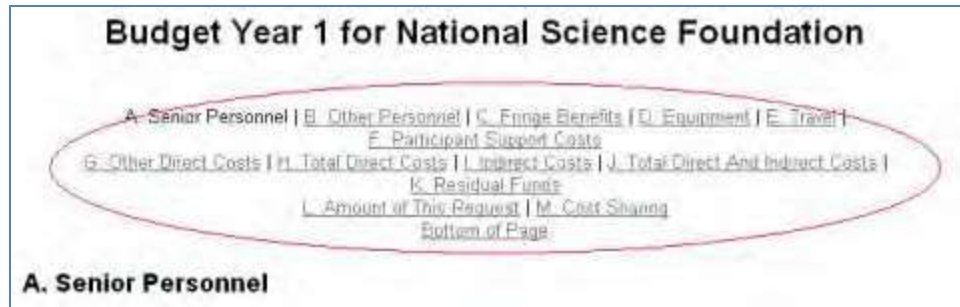


Figure 2 Upper portion of the Budget Year screen with the navigating links for the Budget sections.

Navigate the Budget Year Screen

- The top of the **Budget Year** screen has links to all sections of the budget. To navigate the **Budget Year** screen (Figure 2), click on any of the links to sections that you want to view or work on:
 - [Senior Personnel](#)
 - [Other Personnel](#)
 - [Fringe Benefits](#)
 - [Equipment](#)
 - [Travel](#)
 - [Participant Support Costs](#)
 - [Other Direct Costs](#)
 - [Indirect Costs](#)
 - [Cost Sharing](#)

(Click on a link above for instructions on how to complete that section of the **Budget Year** screen.)

- In each section, you can click the **Calculate** button (Figure 3), and FastLane will calculate the totals for that section.

Description	Costs	Funds Requested By Proposer
1. Stipends	0	
2. Travel	0	
3. Subsistence	0	
4. Other	0	

Number of Participants: 0

Total Participant Support Costs: \$0

Calculate

Figure 3 Calculate button, for example, in the Participant Support Costs section of the Budget Year screen.

- Click the **Calculate and Save** button often at the bottom of the screen (Figure 4), to save the data as you work through the different sections of the **Budget Year** screen.

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	0

Figure 4 Calculate and Save button at the bottom of the Budget Year screen.

See also [Save and Calculate the Budget](#).

Senior Personnel

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

Figure 1 Budget Year screen. The Senior Personnel link is circled.

2. Click **Senior Personnel** (Figure 1). The **Senior Personnel** section of the **Budget Year** screen displays (Figure 2) with a listing of the Senior Personnel assigned to the proposal.

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Alan Alphaman	none	0.0	0.0	0.0	0
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0

Figure 2 Senior Personnel section of the Budget Year screen.

3. For each individual listed (Figure 2), enter the following:
 - In the **Title** box, type the individual's title.
 - In the **Calendar Months** box, type the number of calendar months the person will work on the project.
 - In the **Academic Months** box, type the number of academic months the person will work on the project.
 - In the **Summer Months** box, type the number of summer months the person will work on the project.

- In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).
4. When you have finished typing the information for all senior personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all senior personnel listed.

All fields are optional.

If you need to add or delete personnel to the **Senior Persons** list, click the **Add/Remove Senior Personnel** button (Figure 2). The **Budget Personnel** screen displays (Figure 3). See [Add a Senior Person](#) or [Delete a Senior Person](#) for instructions on adding or removing a senior person.

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

<p>Personnel available to add Check to add</p> <p><input type="checkbox"/> Jack B Nimble</p> <p><input type="checkbox"/> Roy S Quick</p>	<p>Personnel currently assigned to budget year Check to remove</p> <p>None Available to Remove</p>
--	---

Figure 3: Budget Personnel screen

Other Personnel

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

A. Senior Personnel | **B. Other Personnel** | C. Fringe Benefits | D. Equipment | E. Travel | F. Participant Support Costs
 G. Other Direct Costs | H. Total Direct Costs | I. Indirect Costs | J. Total Direct And Indirect Costs | K. Residual Funds
 L. Amount of This Request | M. Cost Sharing

Bottom of Page

Figure 1 Budget Year screen. The Other Personnel link is circled.

2. Click **Other Personnel** (Figure 1). The **Other Personnel** section of the **Budget Year** screen displays (Figure 1).

B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
1	Post Doctoral Associates	12	9	3	1000
1	Other Professionals (Technicians, etc.)	0.0	0.0	0.0	1000
3	Graduate Students				600
4	Undergraduate Students				700
5	Secretarial - clerical				800
1	Other				900
Total Other Personnel: 0					\$ 0
Total Salaries and Wages (A * B):					\$ 12000

Calculate

Figure 2: Other Personnel section of the Budget Year screen.

In the Number of Personnel box, type the number of personnel in that category.

In the Calendar Months box, type the number of calendar months the person will work on the project.

- In the **Academic Months** box, type the number of academic months the person will work on the project.
- In the **Summer Months** box, type the number of summer months the person will work on the project
- In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).

Consistent with 2 CFR § 200.413, the salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Inclusion of such costs on a proposal budget may be appropriate only if all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity.
 - Individuals involved can be specifically identified with the project or activity.
 - Such costs are explicitly included in the approved budget or have the prior written approval of the cognizant NSF Grants Officer; and
 - The costs are not also recovered as indirect costs.
3. When you have finished typing the information for all types of other personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all other personnel.

All fields are optional.

Fringe Benefits

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) |
 [B. Other Personnel](#) |
 [C. Fringe Benefits](#) |
 [D. Equipment](#) |
 [E. Travel](#) |
 [F. Participant Support Costs](#) |
 [G. Other Direct Costs](#) |
 [H. Total Direct Costs](#) |
 [I. Indirect Costs](#) |
 [J. Total Direct And Indirect Costs](#) |
 [K. Residual Funds](#) |
 [L. Amount of This Request](#) |
 [M. Cost Sharing](#)

Bottom of Page

Figure 1 Budget Year screen. The Fringe Benefits link is circled.

Description	Funds Requested By Proposer
Fringe Benefits (If charged as direct costs)	5,000

Total Salaries, Wages and Fringe Benefits (A + B + C): \$ 0

Calculate

In the Funds Requested by Proposer box (Figure 2), type the amount of funds you are requesting for fringe benefits (no dollar signs, no commas). See 2 CFR § 200.431 for the definition and allowability of inclusion of fringe benefits on a proposal budget.

Click the Calculate button (Figure 2) to total the amount of total salaries, wages, and fringe benefits you are requesting.

Travel

Access the Budget Year screen.

Budget Year 1 for National Science Foundation

A. Senior Personnel | B. Other Personnel | C. Fringe Benefits | D. Equipment | E. Travel | F. Participant Support Costs
 G. Other Direct Costs | H. Total Direct Costs | I. Indirect Costs | J. Total Direct and Indirect Costs | K. Residual Funds
 L. Amount of This Request | M. Cost Sharing
 Bottom of Page

Figure 1: Budget Year screen. The Travel link is circled.

Click Travel (Figure 1). The Travel section of the Budget Year screen displays (Figure 2).

Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	12000
2. Travel Foreign	30000

Total Travel: \$ 0

Calculate

Figure 2: Travel section of the Budget Year form screen.

In the Travel Domestic box (Figure 2), type the amount of total funds you are requesting for all domestic travel for the project (no dollar signs, no commas). Domestic travel includes travel within and between the U.S., its territories and possessions.

1. In the **Travel Foreign** box (Figure 2), type the amount of total funds you are requesting for all international travel for the project (no dollar signs, no commas).
2. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all travel.

Participant Support Costs

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

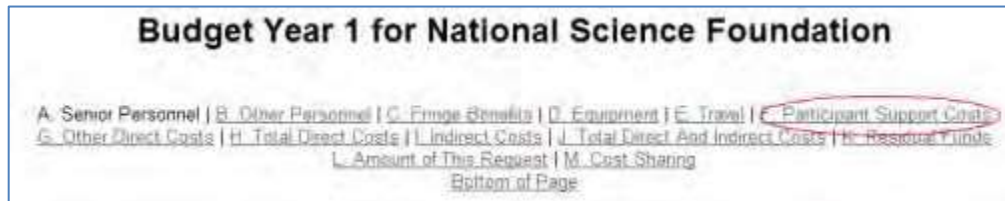


Figure 1 Budget Year screen. The Participant Support Costs link is circled.

- Click **Participant Support Costs** (Figure 1). The **Participant Support Costs** section of the **Budget Year** screen displays (Figure 2).

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	
2. Travel	<input type="text" value="0"/>	
3. Subsistence	<input type="text" value="0"/>	
4. Other	<input type="text" value="0"/>	

Number of Participants:

Total Participant Support Costs: \$ 0

Figure 2 Participant Support Costs section of the Budget Year screen.

- Under the **Costs** column (Figure 2), type the amounts you are requesting for costs of those who are participants or trainees (but not employees) in connection with NSF- sponsored conferences. :
 - In the **Stipends** box, type the amount of funds for stipends for participants (no dollar signs, no commas).
 - In the **Travel** box, type the amount of funds for travel for participants (no dollar signs, no commas).
 - In the **Subsistence** box, type the amount of funds for subsistence for participants (no dollar signs, no commas).
 - In the **Other** box, type the amount of funds for other costs associated with participant support costs (no dollar signs, no commas).

Any additional categories of participant support costs such as incentives, gifts, souvenirs, t-shirts and memorabilia must receive the prior written approval of the cognizant NSF Grants Officer per 2 CFR § 200.456.

Consistent with 2 CFR § 200.68, indirect costs (F&A) are not allowed on participant support costs.
- In the **Number of Participants** box (Figure 2), type the number of participants for whom you are requesting the funds.
- Click the **Calculate** button (Figure 2) to calculate the total amount of funds for participant support costs.

Other Direct Costs

- Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

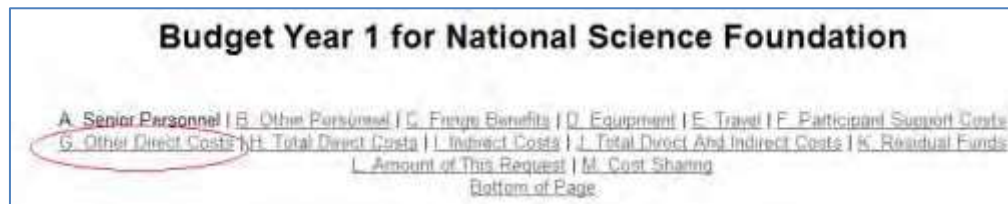


Figure 1 Budget Year screen. The Other Direct Costs link is circled.

- Click **Other Direct Costs** (Figure 2). The **Other Direct Costs** section of the **Budget Year** screen displays (Figure 2).

Description	Funds Requested By Proposer
1. Materials and Supplies	(600)
2. Publication Costs/Documentation/distrib	(800)
3. Consultant Services	(900)
4. Computer (ADPE) Services	(500)
5. Subcontracts	(20000)
6. Other	(1)
Total Other Direct Costs: \$ 0	

Calculate

Figure 2 Other Direct Costs section of the Budget Year screen.

Type in the amounts you are requesting under the Funds Requested by Proposer column (Figure 2):

In the Materials and Supplies box, type the amount of funds for materials and supplies (no dollar signs, no commas), including the costs of computing devices. See 2 CFR § 200.20 for a definition of computing device.

- In the Publication Costs/Documentation/Dissemination box, type the amount of funds for publication costs, documentation, and distribution (no dollar signs, no commas).
 - In the **Consultant Services** box, type the amount of funds for consultant services (also referred to as Professional Service Costs, the allowability of which is outlined in 2 CFR § 200.459) (no dollar signs, no commas).
 - In the **Computer Services** box, type the amount of funds for the cost of computer services where it is institutional policy to charge such costs as direct charges (no dollar signs, no commas).
 - In the **Subrecipients** box, type the amount of funds for any subawards (no dollar signs, no commas).
 - In the **Other** box, type the amount of funds for any other direct costs (no dollar signs, no commas).
- Click the **Calculate** button (Figure 2) to calculate the total amount of funding for other direct costs.

Indirect Costs

For instructions on Indirect Costs, go to the PAPPG II.C.2.g (viii)

Cost Sharing

The ability to enter cost sharing will only be available for those solicitations where cost sharing is required.

Budget Year 1 for NSF

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#) | [G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#) | [L. Amount of This Request](#) | [M. Cost Sharing](#)

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Access the Budget Year screen (Figure 1)

Figure 1 Budget Year screen. The Cost Sharing link is circled.

1. Click **Cost Sharing** (Figure 1). The **Cost Sharing** section of the **Budget Year** screen displays (Figure 1).

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	<input type="text" value="0"/>

Figure 2 Cost Sharing section of the Budget Year form screen.

2. In the **Proposed Level** box (Figure 2), type the proposed level of cost sharing (no dollar signs, no commas).

Save and Calculate the Budget

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#) | [G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#) | [L. Amount of This Request](#) | [M. Cost Sharing](#)

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A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Alan Alphaman	<input type="text" value="none"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0

Figure 1 Upper portion of the Budget Year screen.

2. Whenever you finish a session or when you have finished entering the budget data, click the **Calculate and Save** button at the bottom of the **Budget Year** screen (Figure 2). The calculated amount for the entire budget for that year displays in the **Amount of This Request** section of the **Budget Year** screen (Figure 3).

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	0

Figure 2 Calculate and Save button (circled) at the bottom of the Budget Year screen.

L. Amount of This Request

Funds Requested By Proposer

Amount of this Request: \$ 37110

Figure 3 Amount of This Request section of the Budget Year screen with the total amount of the budget for that year displayed.

- Click the **Go Back** button (Figure 2) at the bottom of the **Budget Year** screen. The **Project Budget** screen displays (Figure 4) with the budget total for that year shown.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$37,110	<input type="checkbox"/>	Sep-09-2004 16:04:54
Add Another Organization				

[SpreadSheet Support](#)

Figure 4 Project Budget screen. The budget total is circled for the year you entered data.

Step 3 Justify the Budget

- Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$1,555	<input type="checkbox"/>	Nov-18-2014 15:06:19
Add Another Organization				

[SpreadSheet Support](#)

Figure 1 Project Budget screen. The Budget Justification link is circled.

- Click **Budget Justification** (Figure 1).

Upload the Budget Justification

The **Budget Justification File Upload** screen displays (Figure 3). See [Upload a File](#) for directions.

Figure 2 Budget Justification File Upload screen.

When a Budget Justification has been uploaded, the **Budget Justification File Upload** screen displays as in Figure 5. This screen gives you three options:

- [Display Current Budget Justification](#)
- [Delete Current Budget Justification](#)
- [Upload a New Budget Justification](#) (This option automatically replaces the already uploaded Budget Justification.)

Figure 5 Budget Justification File Upload screen if a Justification has been uploaded.

Display Current Justification

On the **Budget Justification File Upload** screen (Figure 5), click the **Display Current Budget Justification** button.

The previously uploaded Budget Justification displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Budget Justification

1. On the **Budget Justification File Upload** screen (Figure 5), click the **Delete Current Budget Justification** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **Yes** button. The **Budget Justification File Upload** screen displays as in Figure 4.

Upload a New Budget Justification

Follow the directions in [Upload a File](#). Uploading a new Budget Justification automatically replaces the previous one.

Copy a Budget from One Year for Another Year

If you have completed a budget for one year, you can copy that budget for another year. If you need to edit the copied budget, see [Edit a Budget](#).

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:23:33

[Add Year Budget Justification](#) (circled in red)
[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under your organization's name (Figure 1). The **Add Year** screen displays (Figure 2) for your organization with two lists on the page:
 - The list of budget years you can add to create a budget
 - The list of budget years for which a budget exists

Budget Year add for National Science Foundation - 4102852000

Select new year to add

2
3
4
5
6

If you want to copy the data FROM an existing year, please check the year you want copied below (optional)

☒ 1
☐ Un-Select

(circled in red)

Figure 2 Budget Year Add screen with a list of years to add (left) and a list of years for which a budget exists (right). The Add button and the radio button for a year are circled.

- Highlight a year to add from the **Select New Year to Add** list (Figure 2).
- On the right side of the **Budget Year Add** screen (Figure 2), click the radio button for the year you want to copy the budget from.
- Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the copied budget listed for the year you selected.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:23:33
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:34:21
Add Another Organization		Spreadsheet Support		
<div>Delete Checked Year(s)</div>				

Figure 3 Project Budget screen with the new budget listed for the newly selected year.

Edit a Budget

- Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1/ <u>Funds</u> - <u>Personnel</u>	\$19,000	<input type="checkbox"/>	Sep-09-2004 23:45:11
Add Another Organization		Spreadsheet Support		
<div>Delete Checked Year(s)</div>				

Figure 1 Project Budget screen. The Funds link is circled for a budget year.

- Click **Funds** for the budget year that you want to edit. The **Budget Year** screen displays (Figure 2) for that year's budget.

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Equipment Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of Time Requested](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Alan Alphaman	none	0.0	0.0	0.0	\$000
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 5000

Figure 2 Budget Year screen.

3. Edit the budget as you require (see [Enter Budget Data Online](#) for instructions).
4. Click the **Calculate and Save** button at the bottom of the screen (Figure 3) when you are finished.

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	0

Figure 3 Calculate and Save button (circled) at the bottom of the Budget Year screen.

Add or Delete Senior Personnel

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:23:33
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:34:21

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The **Personnel** link is circled.

2. Click **Personnel** for the organization and budget year for which you want to add or delete the personnel. The **Budget Personnel** screen displays (Figure 2).

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

<p>Personnel available to add Check to add</p> <p><input checked="" type="checkbox"/> Jack B Quick</p> <p><input checked="" type="checkbox"/> Bill R Williams</p>	<p>Personnel currently assigned to budget year Check to remove</p> <p><input type="checkbox"/> Alan Alphaman</p>
---	--

Figure 2 Budget Personnel screen with check marks next to the two senior persons. The Save button is circled.

Add a Senior Person

1. On the **Budget Personnel** screen (Figure 2), click the check mark box of the person in the **Personnel Available to Add** list that you want to add as a senior person for whom you are requesting funds.
2. Click the **Save** button (Figure 2). The **Project Budget** screen displays (Figure 1).

Delete a Senior Person

1. On the **Budget Personnel** screen (Figure 3), click the check mark box of the person in the **Personnel Currently Assigned to Budget Year** list that you want to delete.

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

<p>Personnel available to add Check to add</p> <p>None Available to Add</p>	<p>Personnel currently assigned to budget year Check to remove</p> <p><input type="checkbox"/> Alan Alphaman</p> <p><input type="checkbox"/> Jack B Quick</p> <p><input checked="" type="checkbox"/> Bill R Williams</p>
--	--

Figure 3 Budget Personnel screen with the check mark by the name of a senior person. The Save button is circled.

2. Click the **Save** button (Figure 3). The **Project Budget** screen displays (Figure 1). See also:

- [Create a Budget](#)
- [Copy a Budget from One Year for Another Year](#)
- [Edit a Budget](#)
- [Delete a Budget Year](#)
- [Work on a Budget for a Sub recipient Organization](#)

Delete a Budget Year

You can delete a budget year and all the data entered for it.

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input checked="" type="checkbox"/>	Sep-09-2004 20:34:21
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

[Delete Checked Year\(s\)](#)

Figure 1 Project Budget screen. The Delete Checked Year(s) button is circled.

2. In the **Delete** column (Figure 1), click the check mark box for the budget year you want to delete.
3. Click the **Delete Checked Year(s)** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this budget year.

Please confirm that you want to delete the checked budget years. Click "Yes" to DELETE or "No" to CANCEL the delete.

[Yes](#) [No](#)

Figure 2 Screen with a message for you to confirm that you want to delete the checked budget year. The Yes button is circled.

4. Click the **Yes** button (Figure 2). The **Project Budget** screen budget screen displays (Figure 3) without that budget year.

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

[Delete Checked Year\(s\)](#)

Figure 3 Project Budget screen without the deleted budget year.

Work on Budget for Subrecipient Organization

Add a Subrecipient Organization

A separate budget should be provided for each subrecipient along with a description of the work performed.

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Another Organization link is circled.

2. Click **Add Another Organization** (Figure 1). The **Current Budget Organizations** screen displays (Figure 2) with all the budget organizations listed at the top. At the bottom of the screen is the link to search for the organization you want to add.

Name	Org. Id.
National Science Foundation	4102852000

Add Organization - use any one of the following:

Name Search (as Cornell) ☒ Begins With ☐ Ends With ☐ Contains

DUNS# (ex. 872612445)

Figure 2 Current Budget Organizations screen.

You have two options for searching for the organization you want to add:

- [Search by name](#)
- [Search by DUNS \(Data Universal Numbering System\) number](#)

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see [Select the Organization from the Results](#)).



Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). *If the organization has a registered PI(s), the **Principal Investigation Designation** screen displays (Figure 4).*

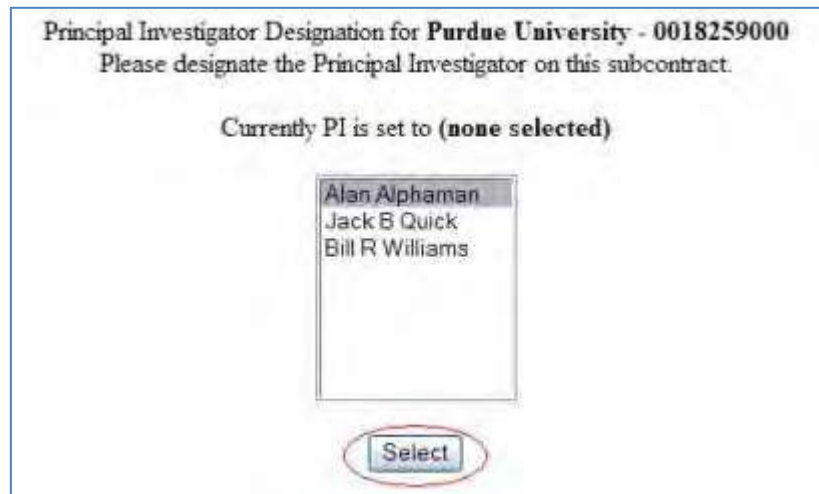


Figure 4 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 4), highlight the name of the person designated as the PI for the proposal.
4. Click the **Select** button (Figure 4). The **Project Budget** screen displays (Figure 5) with the subrecipient

organization added and the first budget year added for the organization, although the budget has not yet been completed. You can now take the following actions for this organization:

- [Add a year for the subrecipient organization](#)
- [Create a budget for the subrecipient organization for a year](#)
- [Copy a budget from one year to another year](#) for the subrecipient organization
- [Justify the budget](#) for the subrecipient organization
- [Change the PI for the subrecipient organization](#)
- [Change the subrecipient organization](#) and transfer the personnel and budget from the old to the new organization

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 21:30:37
Add Year Change PI Change Org. Budget Justification				
Add Another Organization			SpreadSheet Support	
<input type="button" value="Delete Checked Organization(s)"/>			<input type="button" value="Delete Checked Year(s)"/>	

Figure 5 Project Budget screen. The subrecipient organization section is circled.

Add a Subrecipient Organization

A separate budget should be provided for each subrecipient along with a description of the work performed.

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
Add Another Organization			SpreadSheet Support	
<input type="button" value="Delete Checked Year(s)"/>				

Figure 1 Project Budget screen. The Add Another Organization link is circled.

2. Click **Add Another Organization** (Figure 1). The **Current Budget Organizations** screen displays (Figure 2) with all the budget organizations listed at the top. At the bottom of the screen is the link to search for the organization you want to add.

Name	Org. Id.
National Science Foundation	4102852000

Add Organization - use any one of the following

Name Search (ex. Cornell) ☒ Begins With ☐ Ends With ☐ Contains

DUNS# (ex. 872612445)

Search by Name Search by DUNS

Figure 2 Current Budget Organizations screen.

You have two options for searching for the organization you want to add:

- [Search by name](#)
- [Search by DUNS \(Data Universal Numbering System\) number](#)

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see [Select the Organization from the Results](#)).

Name - Inst ID

- Purdue University - 0018259000
- Purdue Research Foundation - 0018259001
- Purdue University Agricultural Experiment Station - 0018259010
- Purdue University North Central Campus - 0018267000
- Purdue University Calumet - 0018275000
- Purdue Elec Eng Indust Insti - 4001773000
- Purdue University Press - 5300011328
- PURDUE UNIVERSITY - 9000002047

Select Cancel

Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). *If the organization has a registered PI(s), the **Principal Investigation Designation** screen displays (Figure 4).*

Principal Investigator Designation for **Purdue University - 0018259000**
Please designate the Principal Investigator on this subcontract.

Currently PI is set to **(none selected)**

Alan Alphaman
 Jack B Quick
 Bill R Williams

Select

Figure 4 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 4), highlight the name of the person designated as the PI for the proposal.
4. Click the **Select** button (Figure 4). The **Project Budget** screen displays (Figure 5) with the subrecipient organization added and the first budget year added for the organization, although the budget has not yet been completed. You can now take the following actions for this organization:
 - [Add a year for the subrecipient organization](#)
 - [Create a budget for the subrecipient organization for a year](#)
 - [Copy a budget from one year to another year](#) for the subrecipient organization
 - [Justify the budget](#) for the subrecipient organization
 - [Change the PI for the subrecipient organization](#)
 - [Change the subrecipient organization](#) and transfer the personnel and budget from the old to the new organization

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input checked="" type="checkbox"/> Purdue University	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 21:30:37

[Add Year](#) [Budget Justification](#) [Change PI](#) [Change Org.](#) [Budget](#) [Justification](#)

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 5 Project Budget screen. The subrecipient organization section is circled.

Add a Year for the Subrecipient Organization

1. Access the **Project Budget** screen (Figure 1) (see [Add a Subrecipient Organization](#)).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
<input type="checkbox"/> Purdue University	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Year link for the subrecipient organization is circled.

2. Click **Add Year** under the name of the subrecipient organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for that organization.

Budget Year add for **Purdue University - 0018259000**

Select new year to add

2 3 4 5 6

If you want to copy the data FROM an existing year, please check the year you want copied below (optional)

☐ I ☐ Un-Select

Figure 2 Budget Year Add screen. The Add button is circled.

3. Select a year to add from the **Select New Year to Add** list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for that organization. The screen also displays **Funds** and **Personnel** options for that budget year.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with Years 1 and 3 added for creating a budget for a subrecipient organization.

Create a Budget for the Subrecipient Organization

Access the **Project Budget** screen (Figure 1) (see [Add a subrecipient Organization](#)).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 21:30:37

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The **Funds** link and the **Spreadsheet Support** link are circled.

To create a budget for a selected year, you have these options:

- On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year and [enter the budget data online](#) in the form provided.
- On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to [complete the budget offline](#).

After you have completed the budget for the subrecipient organization, you must also [justify the budget](#).

You can also [copy a budget from one year to another](#) for a subrecipient organization.

Change the PI for a Subrecipient Organization

1. Access the **Project Budget** screen (Figure 1) (see [Add a subrecipient Organization](#)).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input checked="" type="checkbox"/> Purdue University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
Add Year Change PI Change Org Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Change PI link is circled.

- Under the name of the subrecipient organization, click **Change PI** (Figure 1). The **Principal Investigator Designation** screen displays (Figure 2).

Principal Investigator Designation for **Purdue University - 0018259000**
Please designate the Principal Investigator on this subcontract.

Currently PI is set to **Alan Alphaman**

Alan Alphaman
 Jack B Quick
 Bill R Williams

Figure 2 Principal Investigator Designation screen. The Select button is circled.

- In the **Currently PI Is Set To** list (Figure 2), highlight the name of the person you are designating as the new PI.
- Click the **Select** button (Figure 2). The **Project Budget** screen displays (Figure 1).

subrecipient Change the Subrecipient Organization

- Access the **Project Budget** screen (Figure 1) (see [Add a subrecipient Organization](#)).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 11:05:38
<input type="checkbox"/> Purdue University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
Add Year Change PI Change Org. Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Another Organization](#) [Spreadsheet Support](#)

Figure 1 Project Budget screen. The Change Org. link is circled.

- Click **Change Org.** under the name of the subrecipient organization you want to change (Figure 1). The **Change Organization** screen displays (Figure 2).

Change Organization - use any one of the following:

Name Search (ex. Cornell) ☒ Begins With ☐ Ends With ☐ Contains

DUNS# (ex. B72612443)

Figure 2 Change Organization screen.

You have two options for searching for the organization you want to add:

- [Search by name](#)
- [Search by DUNS \(Data Universal Numbering System\) number](#)

Search by Name

- On the **Current Budget Organizations** screen (Figure 2), select the search type option:
 - Begins with** returns all organizations whose name begins with the text entered.
 - Ends with** returns all organizations whose name ends with the text entered.
 - Contains** returns all organizations whose name contains the text entered.
- Type in the box the string (at least three characters) to search for.
- Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see [Select the Organization from the Results](#)).



Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see [Select the Organization from the Results](#)).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). The **Project Budget** screen displays (Figure 4) with the name of the new organization added and the name of the original subrecipient organization deleted.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input checked="" type="checkbox"/> Lincoln University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
Add Year Change PI Change Org. Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 4 Project Budget screen with the name of the new subrecipient organization.

- [Copy a budget from one year to another year for the subrecipient organization](#)
 - [Justify the budget](#)
 - [Change the PI for the subrecipient organization](#)
 - [Delete a subrecipient organization](#)

Delete a Subrecipient Organization

1. Access the **Project Budget** screen (Figure 1) (see [Add a subrecipient Organization](#)).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Lincoln University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
Add Year Change PI Change Org. Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29
<input checked="" type="checkbox"/> Purdue University	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:26:07
Add Year Change PI Change Org. Budget Justification				

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Delete Checked Organization(s) button is circled.

- On the **Project Budget** screen (Figure 1), click the check mark box to the left of the organization that you want to delete from the proposal.
- Click **Delete Checked Organization(s)** (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this organization.

Please confirm that you want to delete the checked budget organizations. Click "Yes" to DELETE or "No" to CANCEL the delete

Figure 2 Screen with a message for you to confirm that you want to delete the organization. The Yes button is circled.

- Click the **Yes** button (Figure 1). The **Project Budget** screen displays (Figure 3) without the name of the organization you deleted.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Lincoln University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
Add Year Change PI Change Org. Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with the name of the deleted organization removed.

Facilities, Equipment, and Other Resources

What Are Facilities, Equipment, and Other Resources?

In the Facilities, Equipment, and Other Resources section, you describe the resources available to

perform the effort you are proposing. Consult the *Proposal & Award Policies & Procedure's Guide (PAPPG)* Chapter II.C.2.i for a full description.

Work on Facilities, Equipment, and Other Resources

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#),).

Forms for Temp. Proposal #7742233

Form Preparation

To prepare a form, click on the appropriate button below:

<p>Form</p> <p>GO Cover Sheet</p> <p>GO Table of Contents</p> <p>GO References Cited</p> <p>GO Budgets (Including Justification)</p> <p>GO Facilities, Equipment, and Other Resources</p>	<p>Saved</p> <p>12/28/16</p> <p>N/A</p>	<p>Form</p> <p>GO Project Summary</p> <p>GO Project Description</p> <p>GO Biographical Sketches</p> <p>GO Current and Pending Support</p>	<p>Saved</p>
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Supplementary Documents

<p>GO Data Management Plan</p> <p>GO Mentoring Plan¹</p> <p>GO OALJ - Industrial PI Confirmation Letter</p> <p>GO Project Summary with Special Characters</p> <p>GO RAISE - Program Officer Concurrence Email</p> <p>GO Other Supplementary Docs</p>	<p>N/A</p>
---	------------

Single Copy Documents

<p>GO Collaborators and Other Affiliations</p> <p>GO Deviation Authorization (if applicable)</p> <p>GO List of Suggested Reviewers (optional)</p> <p>GO Additional Single Copy Documents</p> <p>GO Nature of Natural or Anthropogenic Event</p>	<p>N/A</p>
---	------------

GO Back

Figure 1 Form Preparation screen. The Go button for Facilities, Equipment, and Other Resources is circled.

2. Click the **Go** button for Facilities, Equipment, and Other Resources (Figure 1). The **Facilities, Equipment, and Other Resources** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Facilities, Equipment, and Other Resources

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 2 Facilities, Equipment, and Other Resources form screen.

You have this option:

- [Upload Facilities, Equipment, and Other Resources](#)
- [Additional Single Copy Documents](#)
- [Project Summary](#)
- [Project Description](#)
- [Biographical Sketches](#)
- [Current and Pending Support](#)
- [Supplementary Docs](#)
- [Add/Delete Non-Co-PI Senior Personnel](#)
- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

What Are Facilities, Equipment, and Other Resources?

In the Facilities, Equipment, and Other Resources section, you describe the resources available to

perform the effort you are proposing. Consult the *Proposal & Award Policies & Procedure's Guide (PAPPG)* Chapter II.C.2.i for a full description.

Work on Facilities, Equipment, and Other Resources

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#)).

Forms for Temp. Proposal #7742233

Form Preparation

To prepare a form, click on the appropriate button below.

<p>Form</p> <p>GO Cover Sheet</p> <p>GO Table of Contents</p> <p>GO References Cited</p> <p>GO Budgets (Including Justification)</p> <p>GO Facilities, Equipment, and Other Resources</p>	<p>Saved</p> <p>12/28/16</p> <p>N/A</p>	<p>Form</p> <p>GO Project Summary</p> <p>GO Project Description</p> <p>GO Biographical Sketches</p> <p>GO Current and Pending Support</p>
---	--	--

Saved

Single Copy Documents

GO Collaborators and Other Affiliations

GO Deviation Authorization (if applicable)

GO List of Suggested Reviewers (optional)

GO Additional Single Copy Documents

GO Nature of Natural or Anthropogenic Event

Supplementary Documents

GO Data Management Plan

GO Mentoring Plan¹

GO GOALJ - Industrial PI Confirmation Letter

GO Project Summary with Special Characters

GO RAISE - Program Officer Concurrence Email

GO Other Supplementary Docs

GO Add/Delete Non Co-PI Senior Personnel

GO Change PI

GO Link Collaborative Proposals

N/A

[Go Back](#)

Figure 1 Form Preparation screen. The Go button for Facilities, Equipment, and Other Resources is circled.

- Click the **Go** button for Facilities, Equipment, and Other Resources (Figure 1). The **Facilities, Equipment, and Other Resources** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Facilities, Equipment, and Other Resources

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse...** button to select the file to upload

[Browse...](#) No file selected.

[Upload File](#)

[Go Back](#)

Figure 2 Facilities, Equipment, and Other Resources form screen.

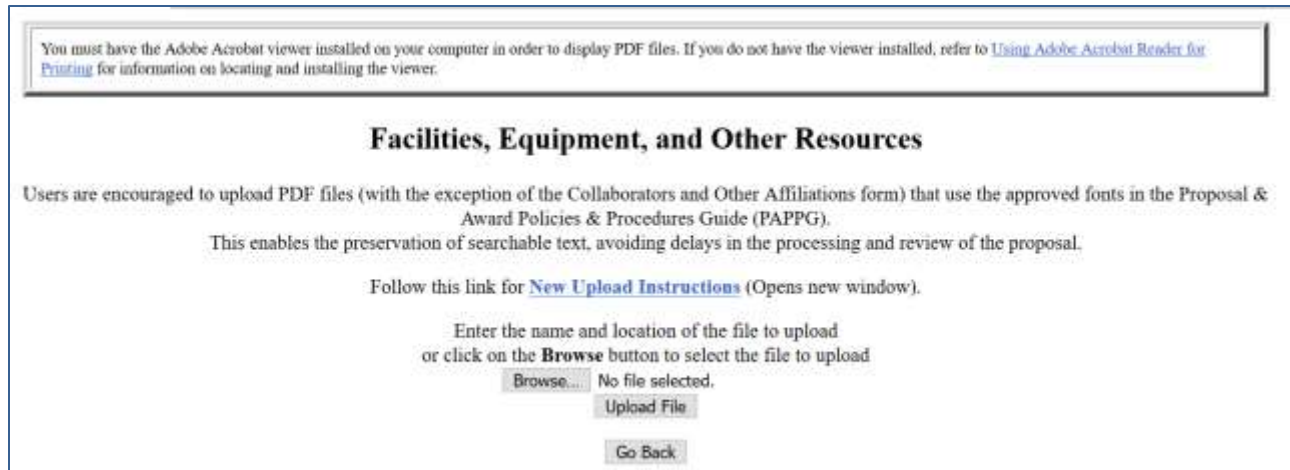
You have this option:

- [Upload Facilities, Equipment, and Other Resources](#)

Upload Facilities, Equipment, and Other Resources

- Access the **Facilities, Equipment, and Other Resources** screen (Figure 1) (see [Work on Facilities, Equipment,](#)

[and Other Resources](#)).



You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Facilities, Equipment, and Other Resources

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

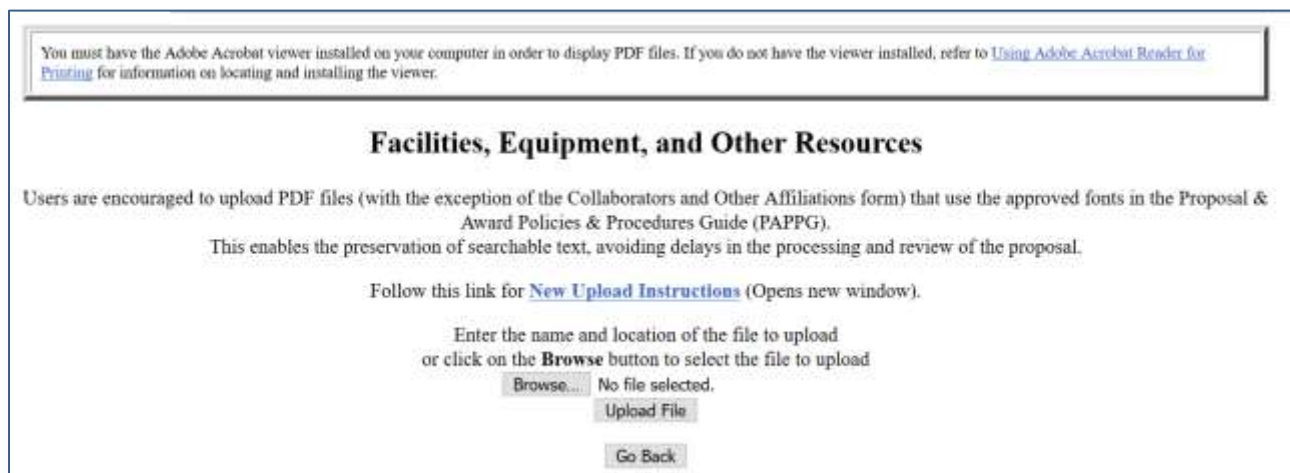
Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 1 Facilities, Equipment, and Other Resources form screen. The Upload File button is circled.

2. Click the Upload File button (Figure 1). The **Facilities, Equipment, and Other Resources File Upload** screen displays (Figure 2). See [Upload a File](#).



You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Facilities, Equipment, and Other Resources

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 2 Facilities, Equipment, and Other Resources File Upload screen.

If a file on Facilities, Equipment, and Other Resources has already been uploaded, when you click the Go button for Facilities, Equipment, and Other Resources on the Form Preparation screen, the Facilities, Equipment, and Other Resources File Upload screen displays (Figure 3) with these options:

- [Display Current Facilities, Equipment, and Other Resources](#)
- [Delete Current Facilities, Equipment, and Other Resources](#)
- [Upload a New Facilities, Equipment, and Other Resources](#) (This option automatically replaces the already uploaded file.)

Facilities, Equipment, and Other Resources

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).

This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Facilities, Equipment, and Other Resources button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Facilities, Equipment, and Other Resources

Delete Current Facilities, Equipment, and Other Resources

Size:251015 Last mod:Tue Nov 27 14:20:04 EST 2018 Pages:3

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse No file selected.

Upload File

Go Back

Figure 3 Facilities, Equipment, and Other Resources File Upload screen after a file has been uploaded.

Display Current Facilities, Equipment, and Other Resources

Click the **Display Current Facilities, Equipment, and Other Resources** button (Figure 3). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Facilities, Equipment, and Other Resources

1. Click the **Delete Current Facilities, Equipment, and Other Resources** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Facilities, Equipment, and Other Resources

Follow the directions in [Upload a File](#). Uploading a new **Facilities, Equipment, and Other Resources** file automatically replaces the previous one.

What Is a Deviation Authorization?

A Deviation Authorization grants you exceptions to the requirements of the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#). See [PAPPG Chapter II.A](#) for more on deviations.

In this form, you provide either one of the following:

- Program Solicitation number, in the appropriate block on the Cover Sheet
- Name and title of the NSF official who authorized the deviation and the date of authorization

Work on Deviation Authorization

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Figure 1 Form Preparations screen. The Go button for Deviation Authorization is circled.

2. Click the **Go** button for Deviation Authorization (Figure 1). The **Deviation Authorization** screen displays (Figure 2).

Deviation Authorization (If Applicable)

Deviation Authorization: It is important that all proposals conform to the instructions provided in the PAPPG. **Conformance is required and will be strictly enforced unless a deviation has been approved.** Proposals that are not consistent with these instructions may not be considered by NSF. Particular attention is given to proposal length, content and formatting, including the page limitation on the Project Description and other proposal sections, such as the use of Appendices and required content of the Biographical Sketches. Any deviations from these instructions must be authorized in advance by NSF. Deviations may be authorized in one of two ways:

1. through specification of different requirements in an NSF Announcement; or
2. by the written approval of the cognizant NSF Assistant Director/Office Head or designee.

Such deviations may be a "blanket deviation" for a particular program or programs, or in rare instances, an "individual" deviation for a particular proposal. Proposers may deviate from these instructions only to extent authorized. Proposals must identify the deviation in one of the following ways as appropriate: (a) by identifying the program announcement number in the appropriate block on the NSF Form 1207; or (b) by identifying the name, date and title of the NSF official authorizing the deviation in the space provided below.

Type the Deviation Authorization information in this box (if applicable)

Figure 2 Deviation Authorization screen. The Save Text button is circled.

3. Type in or copy and paste either one of the following into the text box (Figure 2):
 - Program Solicitation number, in the appropriate block on the Cover Sheet
 - Name and title of the NSF official who authorized the deviation and the date of authorization
4. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Deviation Authorization has been saved.

Data for Deviation Authorization form saved

Figure 3 Screen with message that the text has been saved.

5. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1). See also:
 - [Cover Sheet](#)
 - [Table of Contents](#)
 - [References Cited](#)
 - [Budgets \(Including Justification\)](#)
 - [Facilities, Equipment, and Other Resources](#)
 - [List of Suggested Reviewers](#)
 - [Additional Single Copy Documents](#)
 - [Project Summary](#)
 - [Project Description](#)
 - [Biographical Sketches](#)
 - [Current and Pending Support](#)
 - [Supplementary Docs](#)
 - [Add/Delete Non-Co-PI Senior Personnel](#)

- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

What Is the List of Suggested Reviewers?

Proposers may enter the names of reviewers whom you recommend as reviewers for the proposal. You may also enter the names of reviewers whom you recommend not review the proposal along with the reason why they should not. The *Proposal & Award Policies & Procedures Guide (PAPPG)* Exhibit II-2 contains information on conflicts of interest that may be useful in the preparation of this list.

Providing information for the List of Suggested Reviewers is optional.

Create a List of Suggested Reviewers

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#).)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional) N/A
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel N/A
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparations screen. The Go button for List of Suggested Reviewers is circled.

2. Click the **Go** button for **List of Suggested Reviewers** (Figure 1). The **List of Suggested Reviewers** screen displays (Figure 2).

List Of Suggested Reviewers Optional

In order to avoid suggesting reviewers who may have a conflict of interest with you or your organization, see Proposal & Award Policies & Procedures Guide Exhibit II-2, [Potentially Disqualifying Conflicts of Interest \(opens new window\)](#). The information contained in this appendix may be of use in preparation of your list.

Suggested Reviewers:

Provide the First, Middle, and Last Name including email address and institutional affiliation of suggested reviewers that you believe are especially well qualified to review this proposal.

Reviewers Not to Include:

Designate persons you would prefer not review this proposal and indicate why.

Figure 2 List of Suggested Reviewers screen. The Save Text button is circled.

3. In the **Suggested Reviewers** box (Figure 2), type in or copy and paste the first and last names and middle initials of those who you think are especially qualified to review the proposal (optional).
4. In the **Reviewers Not to Include** box (Figure 2), type in or copy and paste the names of those you think should not review the proposal and your reasons why (optional).
5. Click the **Save Text** button (Figure 2). A screen displays with a confirmation message that FastLane has saved the data.

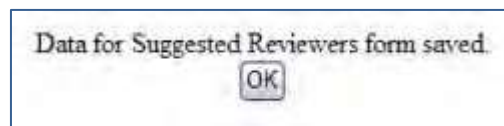


Figure 3 Screen with a message that the lists have been saved.

6. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1). See also:
 - [Cover Sheet](#)
 - [Table of Contents](#)
 - [References Cited](#)
 - [Budgets \(Including Justification\)](#)
 - [Facilities, Equipment, and Other Resources](#)
 - [Deviation Authorization](#)
 - [Additional Single Copy Documents](#)
 - [Project Summary](#)
 - [Project Description](#)

- [Biographical Sketches](#)
- [Current and Pending Support](#)
- [Supplementary Docs](#)
- [Add/Delete Non-Co-PI Senior Personnel](#)
- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

Additional Single Copy Documents

What Are Additional Single Copy Documents?

Additional single copy documents ([PAPPG Chapter II.C](#)) may be documents such as the following:

- Collaborators and Other Affiliations Information ([PAPPG Chapter II.C.1.e](#))
- Proprietary or Privileged Information included in your proposal as a separate statement ()
- Certification Regarding Lobbying ([PAPPG Exhibit II-5](#))
- Confidential Budgetary Information ([PAPPG Chapter II.C.2.g\(i\)\(d\)](#)).
- Nature of Natural or Anthropogenic Event ([PAPPG Chapter I.F](#))
- Substitute Negotiator ([PAPPG Chapter II.C.1.f](#))

NSF does not give these documents to the reviewers of the proposal.

Information you enter here is not considered as part of the 15-page limit for the Project Description or as an appendix.

For instructions on how to upload single copy documents, see [Work on Additional Single Copy Documents](#).

Work on Additional Single Copy Documents

1. Access the **Form Preparation** screen (Figure 1)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

GOALI – Industrial PI Confirmation Letter

RAISE – Program Officer Concurrence

Emails

Add/Delete Non Co-PI Senior Personnel N/A

Change PI

Link Collaborative Proposals

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional) N/A

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Figure 1 Form Preparation screen. The Go button for Additional Single Copy Documents is circled.

- Click the **Go** button next to Additional Single Copy Documents (Figure 1). The **Additional Single Copy Documents** screen displays (Figure 2).

Additional Single Copy Documents

Enter text for the Additional Single Copy Documents or click on "Transfer File" to upload a file

Figure 2 Additional Single Copy screen.

You have these options for submitting an Additional Single Copy Document:

- [Enter an Additional Single Copy Document in the text box](#)
- [Upload an Additional Single Copy Document](#)

Enter an Additional Single Copy Document in the Text Box

1. Access the **Additional Single Copy Documents** screen (Figure 1) (see [Work on Additional Single Copy Documents](#)).



Figure 1 Additional Single Copy screen. The Save Text button is circled.

2. Type in or copy and paste the Additional Single Copy Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays with a message that the Additional Single Copy Document data is saved.

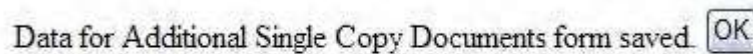


Figure 2 Screen with the message that the Additional Single Copy Document data is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.
- ### Upload an Additional Single Copy Document

1. Prepare a word-processing document for the Additional Single Copy Document. See [Acceptable Formats for FastLane](#) to see a listing of the many formats FastLane accepts.
 2. Access the **Additional Single Copy Documents** screen (Figure 1)



Additional Single Copy Documents

Enter text for the Additional Single Copy Documents or click on "Transfer File" to upload a file

Save Text Delete Text **Transfer File**

Figure 1 Additional Single Copy screen. The Transfer File button is circled.

3. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Additional Single Copy Documents

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse... No file selected.
Upload File
Go Back

Figure 2 Additional Single Copy Documents File Upload screen.

*If an Additional Single Copy Document has already been uploaded, when you click the **Go** button for Additional Single Copy Documents on the **Form Preparation** screen, the **Additional Single Copy Documents File Upload** screen displays (Figure 3).*



Figure 3 Additional Single Copy Documents File Upload screen after a file has been uploaded.

This screen gives you these options:

- [Display Current Single Copy Documents](#)
- [Delete Current Single Copy Documents](#)
- [Upload a Single Copy Document](#)

Note: Uploading a new Single Copy Document will not result in deleting a previously uploaded file.

Display Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to view from the **Current Documents to Display** list (Figure 3).
2. Click the **Display Current Additional Single Copy Documents** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to delete from the **Current Documents to Delete** list (Figure 3).
2. Click the **Delete Current Additional Single Copy Documents** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Single Copy Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If an Additional Single Copy Document has already been uploaded and you want to write a new Additional Single Copy Document in the text box, do the following:

1. Highlight all the documents in the **Current Documents to Delete** list (Figure 3).
2. Click the **Delete Current Additional Single Copy Document** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button.
4. Return to the **Form Preparation** screen.
5. Click the **Go** button for Additional Single Copy Document. The **Additional Single Copy Document** screen displays with the text box. See [Enter an Additional Single Copy Document in the Text Box](#).

Project Summary

What Is the Project Summary?

The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.b](#) for a full description.

Work on the Project Summary

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), OR [Edit a Proposal](#)). You have these options:
 - Enter the Project Summary in the text boxes
 - Only if [special characters](#) are required, upload the Project Summary as a Supplementary Document
 - a. Enter the Project Summary in the text boxes: This option should be used in most cases. If your Project Summary requires the use of special characters, see Upload the Project Summary as a Supplementary Document.

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Project Summary is circled.

- Click the **Go** button for Project Summary (Figure 1). See [Enter the Project Summary in the Text Boxes](#).

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#).

Broader Impacts: Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#).

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

Project Summary should be limited to 1 page in length. Please ensure that the Project Summary is limited to 1 page prior to submission.

[What should I do if I have to use "special characters"?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.**

Figure 2 Project Summary Preparation Instructions screen.

What Is the Project Summary?

The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.b](#) for a full description.

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1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), OR [Edit a Proposal](#)). You have these options:
 - Enter the Project Summary in the text boxes
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To prepare a form, click on the appropriate button below.

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<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Project Summary is circled.

- Click the **Go** button for Project Summary (Figure 1). See [Enter the Project Summary in the Text Boxes](#).

Project Summary

*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

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Project Summary should be limited to 1 page in length. Please ensure that the Project Summary is limited to 1 page prior to submission.

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Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.**

Figure 2 Project Summary Preparation Instructions screen.

Enter the Project Summary in the Text Boxes

1. Access the **Project Summary** screen (Figure 1) (see [Work on the Project Summary](#)).

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

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Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

Project Summary should be limited to 1 page in length. Please ensure that the Project Summary is limited to 1 page prior to submission.

[What should I do if I have to use "special characters"?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.**

Figure 1 Project Summary screen.

2. Type in or copy and paste the Project Summary in the boxes, per the instructions displayed on screen. (Figure 1).
3. Click the **Save Text** button. A screen displays (Figure 2) with a confirmation message that the Project Summary data is saved.

Data for Project Summary form saved

Figure 2 Screen with the message that the Project Summary has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays (Figure 1).

Upload the Project Summary with Special Characters

1. Access the **Project Summary** screen (Figure 1) (see [Work on the Project Summary](#)).

Project Summary

***Instructions for Preparation of the Project Summary in FastLane**

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#).

Broader Impacts: Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#).

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

Project Summary should be limited to 1 page in length. Please ensure that the Project Summary is limited to 1 page prior to submission.

[What should I do if I have to use "special characters"?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **Project Summaries submitted as a PDF must be formatted with separate headings for the overview, statement on the intellectual merit of the proposed activity, and statement on the broader impacts of the proposed activity. Failure to include these headings may result in the proposal being returned without review.**

Figure 1 Project Summary screen. The check box for a Project Summary uploaded as a Supplementary Document is circled.

2. If the Project Summary requires the use of special characters, then click the checkbox on this screen next to the sentence, "Check here if your Project Summary is uploaded as a Supplementary Document." Proceed to the **Form Preparation** screen, Supplementary Documents section to upload the **Project Summary with Special Characters** (Figure 2).

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Mentoring Plan ¹
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> GOALI – Industrial PI Confirmation Letter
<input type="button" value="GO"/> RAISE – Program Officer Concurrence

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

Emails

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	

Figure 2 The Form Preparation screen. Project Summary with Special Characters is circled.

- Click on the **Go** button for the Project Summary with Special Characters on the **Form Preparation** screen. The **Project Summary with Special Characters File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

The Project Summary should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.

The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. Project Summaries submitted as a PDF must be formatted with separate headings for the overview, intellectual merit, and broader impacts. Failure to include these headings may result in the proposal being returned without review.

Project Summary with Special Characters

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).

This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 3 Project Summary with Special Characters File Upload screen.

If a Project Summary has already been uploaded, when you click the **Go** button for Project Summary with Special Characters on the **Form Preparation** screen, the **Project Summary with Special Characters File Upload** screen displays as in Figure 3 with these options:

- [Display Current Project Summary with Special Characters](#)
- [Delete Current Project Summary with Special Characters](#)
- [Upload a New Project Summary with Special Characters](#) (This option automatically replaces the already uploaded file.)

Display Current Project Summary with Special Characters

Click the **Display Current Project Summary with Special Characters** button (Figure 3). The previously uploaded Project Summary with Special Characters displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Project Summary with Special Characters

Click the **Delete Current Project Summary with Special Characters** button (Figure 3). A screen displays with a

message for you to confirm that you want to delete the file.
Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Summary with Special Characters

Follow the directions in [Upload a File](#). Uploading a new Project Summary with Special Characters automatically replaces the previous one.

Enter a New Project Summary in the Text Boxes

If a Project Summary with Special Characters has already been uploaded and you want to enter a new Project Summary in the text boxes, do the following:

1. Click the **Delete Current Project Summary with Special Characters** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Project Summary with Special Characters File Upload** screen displays (Figure 4).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Project Summary. The **Project Summary** screen displays with the text boxes (Figure 1). Uncheck the checkbox next to the sentence, "Check here if your Project Summary is uploaded as a Supplementary Document." See [Enter the Project Summary in the Text Boxes](#)

What Is the Project Description?

The Project Description is a clear statement of the work you propose to undertake. Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.d](#) for a full description.

The Project Description should outline the general plan of work and the broad design of the proposed activities.

The Project Description *must* include:

- Objectives for the period of the proposed work and expected significance
- The proposed activities' relation to:
 - Longer-term goals of the project
 - The present state of knowledge in the field
 - The PI's work in progress under other support
 - Work in progress elsewhere

Where appropriate, clearly describe experimental methods and procedures. Proposers should address:

- what they want to do;
- why they want to do it;
- how they plan to do it;
- how they will know if they succeed; and
- what benefits could accrue if the project is successful.

The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well-justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

It *must* contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to, the project. NSF values the advancement of scientific knowledge and activities that contribute to the

achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

If any PI or co-PI identified on the project has received any NSF support (including current funding) with a start date in the past five years, information on the award(s) is required. See [PAPPG Chapter II.C.2.d\(iii\)](#) for further instructions on Results from Prior NSF Support.

Work on the Project Description

1. Prepare a word-processing document with the Project Description. See [Acceptable Formats for FastLane](#) to see all the formats that FastLane can accept.
2. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional) N/A
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel N/A
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Project Description is circled.

3. Click the **Go** button for Project Description (Figure 1). The **Project Description File Upload** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Please ensure that the total number of pages for the Project Description complies with the established page limitations identified in the Proposal & Award Policies & Procedures Guide or the relevant solicitation, as appropriate.

Project Description

PIs are cautioned that the Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the reviewers are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of review. PIs also are reminded to comply with the instructions contained in the PAPPG Chapter II.C.2.d (iii) on preparing the "Results from Prior NSF Support" section.

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 2 Project Description File Upload screen.

4. Upload the Project Description. See [Upload a File](#) for instructions.

When you have accepted the upload, the **Project Description File Upload** screen displays (Figure 3) with these options:

- [Display Current Project Description](#)
- [Delete Current Project Description](#)
- [Upload a New Project Description](#) (This option automatically replaces the already uploaded file.)

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Please ensure that the total number of pages for the Project Description complies with the established page limitations identified in the Proposal & Award Policies & Procedures Guide or the relevant solicitation, as appropriate.

Project Description

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Project Description button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 251027 Last mod: Tue Nov 27 22:09:40 EST 2018 Pages: 3

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 3 Project Description Upload screen after a document has been uploaded.

Display Current Project Description

Click the **Display Current Project Description** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Project Description

1. Click the **Delete Current Project Description** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Description

Follow the directions in [Upload a File](#). Uploading a new Project Description automatically replaces the file that was previously uploaded.

Biographical Sketches

What Are Biographical Sketches?

A Biographical Sketch is required for all Senior Personnel and each individual's biographical sketch must be uploaded as a PDF file. This information must be separately provided for each individual identified as senior project personnel. Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter II.C.2.f](#), for a full description of a Biographical Sketch.

Work on Biographical Sketches

1. Access the **Form Preparation** screen (Figure 1)

Figure 1 Form Preparation screen. Select the Biographical Sketches Go button.

2. Click the **Go** button for Biographical Sketches (Figure 1). The **Personnel Assigned** screen displays (Figure 2). This screen shows all people assigned to the proposal. To the right of the individual's name is the status of the Biographical Sketch:
 - **Nothing** if no Sketch has yet been entered
 - **Text** and number of characters if a Sketch was entered in the text box
 - **PDF** and number of pages if a Sketch was uploaded as a file

IMPORTANT NOTE: A Biographical Sketch is required for all Senior Personnel and each individual's Biographical Sketch must be uploaded as a single PDF file associated with that individual. The text box entry function for Biographical Sketch information has been disabled, therefore you should upload a Biographical Sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the PAPPG Chapter II.C.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the PAPPG Chapter II.C.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Figure 2 Assigned Personnel screen.

If an individual assigned to the proposal is not listed:

1. Return to the **Form Preparation** screen (Figure 1).
2. Click the **Go** button for Add/Delete Senior Personnel to add the person's name to the proposal (see [Add/Delete Non-Co-PI Senior Personnel](#) for instructions).

From the **Assigned Personnel** screen (Figure 2), you have to:

- [Submit each Biographical Sketch separately](#)

What Are Biographical Sketches?

A Biographical Sketch is required for all Senior Personnel and each individual's biographical sketch must be uploaded as a PDF file. This information must be separately provided for each individual identified as senior project personnel. Consult the [Proposal & Award Policies & Procedures Guide \(PAPPG\), Chapter II.C.2.f](#) for a full description of a Biographical Sketch.

Work on Biographical Sketches

1. Access the **Form Preparation** screen (Figure 1)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. Select the Biographical Sketches Go button.

2. Click the **Go** button for Biographical Sketches (Figure 1). The **Personnel Assigned** screen displays (Figure 2). This screen shows all people assigned to the proposal. To the right of the individual's name is the status of the Biographical Sketch:
 - **Nothing** if no Sketch has yet been entered
 - **Text** and number of characters if a Sketch was entered in the text box
 - **PDF** and number of pages if a Sketch was uploaded as a file

IMPORTANT NOTE: A Biographical Sketch is required for all Senior Personnel and each individual's Biographical Sketch must be uploaded as a single PDF file associated with that individual. The text box entry function for Biographical Sketch information has been disabled, therefore you should upload a Biographical Sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the PAPPG Chapter II.C.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the PAPPG Chapter II.C.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7742436

<input type="button" value="Go"/>	Alan Alphaman	PI	Nothing
-----------------------------------	---------------	----	---------

Figure 2 Assigned Personnel screen.

If an individual assigned to the proposal is not listed:

1. Return to the **Form Preparation** screen (Figure 1).
2. Click the **Go** button for Add/Delete Senior Personnel to add the person's name to the proposal (see [Add/Delete Non-Co-PI Senior Personnel](#) for instructions).

From the **Assigned Personnel** screen (Figure 2), you have to:

- [Submit each Biographical Sketch separately](#)

Submit Each Biographical Sketch Separately

1. Access the **Assigned Personnel** screen (Figure 1) (see [Work on Biographical Sketches](#)).

IMPORTANT NOTE: A Biographical Sketch is required for all Senior Personnel and each individual's Biographical Sketch must be uploaded as a single PDF file associated with that individual. The text box entry function for Biographical Sketch information has been disabled, therefore you should upload a Biographical Sketch for each Senior Personnel by clicking on the Senior Personnel's button and then clicking on "Transfer File". On that screen click on the Browse button to select the file and then click on the "Upload File" button and follow the instructions.

For the "Other Personnel" categories listed in the PAPPG Chapter II.C.2.f(ii), their biographical sketch(es) should be clearly identified as "Other Personnel" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

For the "Equipment Proposals" category listed in the PAPPG Chapter II.C.2.f(iii), biographical sketch(es) for each auxiliary user should clearly be identified as "Equipment Proposal" biographical information and uploaded as a single pdf file in the Other Supplementary Documents section of the proposal.

Personnel assigned to proposal 7742436

<input type="button" value="Go"/>	Alan Alphaman	PI	Nothing
-----------------------------------	---------------	----	---------

Figure 1 Assigned Personnel screen. The **Go** button for a Senior Person is circled.

2. Click the **Go** button next to the name of the person whose Biographical Sketch you are submitting. The **Biographical Sketch** screen provides the option to upload a Biographical Sketch

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Bio Sketch

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Bio Sketch button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Bio Sketch

Delete Current Bio Sketch

Size:251031 Last mod:Tue Nov 27 22:16:15 EST 2018 Pages:3

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

No file selected.

Upload File

Go Back

Figure 2 Bio Sketch File Upload screen after a Sketch has been uploaded.

Upload the Biographical Sketch

1. Access the **Biographical Sketch** screen (Figure 1) (see [Submit Each Biographical Sketch Separately](#)).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Bio Sketch

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

No file selected.

Upload File

Go Back

Figure 1 Biographical Sketch screen. Select the 'Browse' and then the 'Upload' button

2. Click the **Transfer File** button (Figure 1). The **Bio Sketch File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.

When you have accepted the upload, the **Bio Sketch File Upload** screen displays (Figure 2) with these new options:

1. Display Current Bio Sketch
2. Delete Current Bio Sketch

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Bio Sketch

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Bio Sketch button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size:251031 Last mod:Tue Nov 27 22:16:15 EST 2018 Pages:3

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 2 Bio Sketch File Upload screen after a Sketch has been uploaded.

Current and Pending Support

What Is Current and Pending Support?

NSF requires that you submit information on any current and pending support for the project and proposals, including this project, and any subsequent funding for continuing grants. All current project support from whatever source (e.g. Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed, in accordance with PAPPG Chapter II.C.2.h.

Work on Current and Pending Support

1. Access the **Form Preparation** screen (Figure 1)

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

GOALI – Industrial PI Confirmation Letter

RAISE – Program Officer Concurrence

Emails

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Figure 1 Form Preparation screen. Select the Go button for Current and Pending Support.

- On the **Form Preparation** screen (Figure 1), click the **Go** button for Current and Pending Support (Figure 1). The **Current and Pending Support** screen displays (Figure 2). The right side of the screen lists the PI, Co-PIs, and other Senior Personnel assigned to the proposal. You must report on current and pending support for each individual listed.

Current and Pending Support

IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
No forms have been created yet.	<input checked="" type="radio"/> Alan Alphaman <input type="button" value="New Form"/>

Figure 2 Upper portion of the Current and Pending Support form screen.

You have these options for submitting Current and Pending Support:

- [Upload a single file for all Current and Pending Support information for all the individuals](#)
- [Submit Current and Pending Support information for each individual separately](#)

What Is Current and Pending Support?

NSF requires that you submit information on any current and pending support for the project and proposals, including this project, and any subsequent funding for continuing grants. All current project support from whatever source (e.g. Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations, or internal funds allocated toward specific projects) must be listed, in accordance with PAPPG Chapter II.C.2.h.

Work on Current and Pending Support

1. Access the **Form Preparation** screen (Figure 1) FastLane Help

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional) N/A
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel N/A
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. Select the Go button for Current and Pending Support.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Current and Pending Support (Figure 1). The **Current and Pending Support** screen displays (Figure 2). The right side of the screen lists the PI, Co-PIs, and other Senior Personnel assigned to the proposal. You must report on current and pending support for each individual listed.

Current and Pending Support	
<p>IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.</p>	
<p>Existing Support Forms</p> <p>No forms have been created yet.</p>	<p>Current PI, Co-PIs, and Senior Personnel</p> <p><input checked="" type="radio"/> Alan Alphaman</p> <p><input type="button" value="New Form"/></p>
<p><input type="button" value="Go Back"/></p>	

Figure 2 Upper portion of the Current and Pending Support form screen.

You have these options for submitting Current and Pending Support:

- [Upload a single file for all Current and Pending Support information for all the individuals](#)
- [Submit Current and Pending Support information for each individual separately](#)

Submit Current and Pending Support for Each Individual Separately

1. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support	
<p>IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.</p>	
<p>Existing Support Forms</p> <p>Alan Alphaman - Sample</p> <p><input type="button" value="Edit"/></p> <p><input type="button" value="Delete"/></p>	<p>Current PI, Co-PIs, and Senior Personnel</p> <p><input checked="" type="radio"/> Alan Alphaman</p> <p><input type="button" value="New Form"/></p>
<p><input type="button" value="Go Back"/></p>	

Figure 1 Current and Pending Support form screen. The New Form button is circled.

2. Click the radio button for the person whose support you want to report (Figure 1).

- Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2). You have two options for submitting the report:
 - [Enter the information on the Current and Pending Support form](#)
 - [Upload a file with all the Current and Pending Support information for that individual](#)

Current and Pending Support
for Casey Batt on proposal# 7200408

Form Specific Instructions:
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CuPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):

Ending Date (MM/DD/YY):

Support Type

☒ Current ☐ Submission Planned in Near Future
☒ Pending ☐ Transfer of Support (See [FastLane User Manual](#))

Person-months Per Year Committed to the Project

Calendar (cc aa): Academic (cc aa): Summer (cc aa):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 2 Current and Pending Support form for a Senior Person.
Enter the Information in the Current and Pending Support Form

- Access the **Current and Pending Support Form** screen (Figure 1)

Current and Pending Support
for Casey Batt on proposal# 7200408

Form Specific Instructions:
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CuPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):

Ending Date (MM/DD/YY):

Support Type

☐ Current ☐ Submission Planned in Near Future
☒ Pending ☐ Transfer of Support (See [FastLane User Manual](#))

Person-months Per Year Committed to the Project

Calendar (cc aa): Academic (cc aa): Summer (cc aa):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 1 Current and Pending Support Form screen for a Senior Person. The Save Text button is circled.

2. In the **Project Proposal Title** box (Figure 1), type the proposal title.
3. In the **Source of Support** box (Figure 1), type the source of support.
4. In the **Project Location** box (Figure 1), type the location of the project.
5. In the **Total Award Amount** (Figure 1), type the total amount of the award (no dollar sign, no commas).
6. In the **Start Date** box (Figure 1), type the start date (in mm/dd/yyyy format).
7. In the **End Date** box (Figure 1), type the end date (in mm/dd/yyyy format).
8. Under **Support Type** (Figure 1), click the radio button for the type of support.
9. Under **Person-Months Per Year Committed to the Project** (Figure 1), type the Calendar months, the Academic months, and the Summer months in the boxes.
10. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with confirmation that FastLane has saved the data.

Data for Current and Pending Support form for Casey Batt saved

Figure 2 Screen with the message that the data has been saved.

11. Click the **OK** button (Figure 2). The **Current and Pending Support** screen displays (Figure 3) with the report listed in the **Existing Support Forms** section.

Current and Pending Support					
<p>IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px 5px;">Existing Support Forms</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: center;">No forms have been created yet.</td> </tr> </tbody> </table>	Existing Support Forms	No forms have been created yet.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px 5px;">Current PI, Co-PIs, and Senior Personnel</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> <input checked="" type="radio"/> Alan Alphaman <div style="margin-left: 20px;"><input type="button" value="New Form"/></div> </div> </td> </tr> </tbody> </table>	Current PI, Co-PIs, and Senior Personnel	<div style="display: flex; align-items: center;"> <input checked="" type="radio"/> Alan Alphaman <div style="margin-left: 20px;"><input type="button" value="New Form"/></div> </div>
Existing Support Forms					
No forms have been created yet.					
Current PI, Co-PIs, and Senior Personnel					
<div style="display: flex; align-items: center;"> <input checked="" type="radio"/> Alan Alphaman <div style="margin-left: 20px;"><input type="button" value="New Form"/></div> </div>					
<input type="button" value="Go Back"/>					

Figure 3 Current and Pending Support screen with the report for a Senior Person highlighted under Existing Support Forms.

12. Repeat the process for each project that a listed individual is involved in.

Edit a Current and Pending Support Form

1. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
<div> <div>Alan Alphaman - Sample</div> <div> <div>Edit</div> <div>Delete</div> </div> </div>	<div> <div>Alan Alphaman</div> <div>New Form</div> </div>

Go Back

Figure 1 Current and Pending Support screen. The Edit button is circled.

- In the **Existing Support Forms** section (Figure 1), highlight the report that you want to edit that was entered in the **Current and Pending Support Form** screen (Project Title).
- Click the **Edit** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Current and Pending Support
for Casey Batt on proposal# 720040E

Form Specific Instructions:
Enter all dates in the format mm/dd/yy
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project Proposal Title:

Source of Support:

Project Location:

Total Award Amount: (amount)

Starting Date (MM/DD/YY):

Ending Date (MM/DD/YY):

Support Type

☐ Current ☐ Submission Planned at Near Future
☒ Pending ☐ Transfer of Support (See [COLLADO Transfer](#))

Person-months Per Year Committed to the Project

Calendar (per year): Academic (per year): Summer (per year):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period:

Figure 2 Current and Pending Support Form screen. The Save Text button is circled.

- Edit the report as you require (Figure 2).
- Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with confirmation that FastLane has saved the data.

Data for Current and Pending Support form for Casey Batt saved.

Figure 3 Screen with the message that the data has been saved.

- Click the **OK** button (Figure 3). The **Current and Pending Support** screen displays (Figure 1).

Upload a File with Current and Pending Support for an Individual

- Create a word-processing document that lists the current and pending support by project/proposal for an individual (see [Acceptable Formats for FastLane](#) for a listing of all the formats FastLane accepts). We encourage you to report using these fields for each project/proposal for a person:
 - Project/proposal title
 - Source of support
 - Project location
 - Total award amount
 - Starting date
 - Ending date
 - Support type—current, pending, submission planned in near future, or transfer of support
 - Person-months per year committed to the project—calendar, academic, and summer
- Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px; background-color: #f0f0f0;"> Alan Alphaman - Sample </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>	<div style="margin-bottom: 10px;"> <input checked="" type="radio"/> Alan Alphaman </div> <div style="text-align: center;"> <input type="button" value="New Form"/> </div>

Figure 1 Current and Pending Support screen. The **New Form** button is circled.

- In the **Current PI, Co-PIs, and Senior Personnel** section (Figure 1), click the radio button for the individual's name.
- Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Current and Pending Support
for Jack Quick on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(*****) Ending Date (MM/DD/YY):

Support Type

☒ Current ☐ Submission Planned in Near Future
☐ Pending ☐ Transfer of Support (See [Data On Transfer](#))

Person-months Per Year Committed to the Project

Calendar (###): Academic (###): Summer (###):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

Back to Support List

Figure 2 Current and Pending Support Form screen. The Transfer File button is circled.

- Click the **Transfer File** button (Figure 2). The **Current and Pending Support File Upload** screen displays (Figure 3).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Current and Pending Support

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 3 Current and Pending Support File Upload screen.

6. Upload the file. See [Upload a File](#) for directions.

When you have accepted the upload, the **Current and Pending Support File Upload** screen displays (Figure 4) with these new options:

- [Display Current Current and Pending Support](#)
- [Delete Current Current and Pending Support](#)

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Current and Pending Support

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Current and Pending Support button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Current and Pending Support

Delete Current Current and Pending Support

Size:251044 Last mod:Tue Nov 27 22:28:47 EST 2018 Pages:3

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

No file selected.

Upload File

Go Back

Figure 4 Current and Pending Support File Upload screen with options to Display and Delete current files.

Display Current Current and Pending Support

Click the **Display Current Current and Pending Support** button (Figure 4). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Current and Pending Support

1. Click the **Delete Current Current and Pending Support** button (Figure 4). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

To change the report, you have these options:

- Upload a new file, which will automatically delete the old file
- Delete the file and enter the information on the **Current and Pending Support Form** screen (see [Enter the Information in the Current and Pending Support Form](#)).

Edit an Uploaded Current and Pending Support Form

1. On a word-processor, edit the document that you originally uploaded.
2. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

IMPORTANT NOTE: Each individual's Current and Pending Support information must be uploaded as a single PDF file or inserted as text associated with that individual.

Existing Support Forms

Alan Alphaman - Sample

Edit

Delete

Current PI, Co-PIs, and Senior Personnel

Alan Alphaman

New Form

Go Back

Figure 1 Current and Pending Support screen. The Edit button is circled.

3. In the **Existing Support Forms** section (Figure 1), highlight the uploaded report you want to edit (PDF File).
4. Click the **Edit** button (Figure 1). The **Current and Pending Support File Upload** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Current and Pending Support

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Current and Pending Support button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Current and Pending Support

Delete Current Current and Pending Support

Size:251044 Last mod:Tue Nov 27 22:28:47 EST 2018 Pages:3

Enter the name and location of the file to upload or click on the **Browse** button to select the file to upload

Browse... No file selected.

Upload File

Go Back

Figure 2 Current and Pending Support File Upload screen.

5. Upload the edited document. See [Upload a File](#). This will automatically replace the original document with the edited document.

Supplementary Documents

What Are Supplementary Documents?

This area allows for entering Mentoring Plans and Other Supplementary Documents that either your Sponsored Projects Office or the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) specifies for the proposal. Each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. If a Postdoctoral Researcher Mentoring Plan is required, FastLane will not permit submission of a proposal if the Plan is missing. See the PAPPG Chapter II.C.2.j for further guidance. In very limited circumstances, that is, ONLY when the use of special characters is required, may you upload the Project Summary in this area. See [Upload the Project Summary with Special Characters](#) for guidance

Work on Data Management Plan

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Data Management Plan is circled.

- Click the **Go** button for Data Management Plan on the **Form Preparation** screen (Figure 1). The **Data Management Plan Upload** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Per the NSF Proposal & Award Policies & Procedures Guide (PAPPG) Chapter ILC.2.j, a data management plan of up to two pages is required. Unless otherwise specified in the solicitation, the data management plan may not exceed the two page limitation. Proposals containing data management plans that exceed two pages may be returned without review if this issue is not corrected prior to proposal submission.

While the supplementary document containing the data cannot exceed two pages, proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information.

Data Management Plan

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 2 Data Management Plan Upload screen with browse field.

- See [Upload a File](#) instructions to upload a Data Management Plan.

Work on Mentoring Plan

- Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> Mentoring Plan ¹
<input type="button" value="GO"/> Project Summary with Special Characters
<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> GOALI – Industrial PI Confirmation Letter
<input type="button" value="GO"/> RAISE – Program Officer Concurrence

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

Emails

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	

Figure 3 Form Preparation screen. The Go button for Mentoring Plan is circled.

- Click the **Go** button for Mentoring Plan on the **Form Preparation** screen (Figure 3). The

Mentoring Plan Upload screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Notice: Mentoring plans are not required for conference, symposia or workshop proposals. When submitting this type of proposal, a document must be uploaded, in place of the Mentoring Plan, stating only 'Not applicable - Conference, symposia or workshop proposal.' For further information on proposal preparation instructions for these types of proposals, please refer to the PAPPG chapter IID.5

Per the NSF Proposal & Award Policies & Procedures Guide (PAPPG) Chapter II.C.2.j, each proposal that requests funding to support postdoctoral researchers must include a mentoring plan of up to one page. Unless otherwise specified in the solicitation, the mentoring plan may not exceed the one page limitation. Proposals containing mentoring plans that exceed one page may be returned without review if this issue is not corrected prior to proposal submission.

Mentoring Plan

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 4 Mentoring Plan Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a Mentoring Plan.

Work on GOALI - Industrial PI Confirmation Letter

1. Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Forms for Temp. Proposal #7742436

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	01/12/17
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

GOALI - Industrial PI Confirmation Letter

Project Summary with Special Characters

RAISE - Program Officer Concurrence

Emails

Other Supplementary Docs

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional) N/A

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Add/Delete Non Co-PI Senior Personnel N/A

Change PI

Link Collaborative Proposals

Figure 3 Form Preparation screen.

- Click the **Go** button for GOALI - Industrial PI Confirmation Letter on the **Form Preparation** screen (Figure 3). The GOALI - Industrial PI Confirmation Letter Upload screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

GOALI - Industrial PI Confirmation Letter

A GOALI-Industrial PI Confirmation Letter from the industrial partner that confirms the participation of a co-PI from industry must be submitted with the proposal. All GOALI-related confirmation letters must be uploaded under "GOALI-Industrial PI Confirmation Letter" in the supplementary documentation section of FastLane. If there are multiple Industrial co-PIs, it is NSF's expectation that a GOALI-Industrial PI Confirmation Letter will be provided for each Industrial co-PI.

Reminder: You are required to identify at least one industrial co-PI on the Cover Sheet at the time of submission.

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).

This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 4 GOALI - Industrial PI Confirmation Letter Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a GOALI - Industrial PI Confirmation Letter

Work on RAISE - Program Officer Concurrence Emails

1. Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Forms for Temp. Proposal #7742436

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	01/12/17
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

GOALI - Industrial PI Confirmation Letter

Project Summary with Special Characters

RAISE - Program Officer Concurrence Emails

Other Supplementary Docs

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Figure 3 Form Preparation screen.

2. Click the **Go** button for RAISE - Program Officer Concurrence Emails on the **Form Preparation** screen (Figure 3). The RAISE - Program Officer Concurrence Emails Upload screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

RAISE - Program Officer Concurrence Emails

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 4 RAISE - Program Officer Concurrence Emails Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a RAISE - Program Officer Concurrence Emails

Work on Other Supplementary Documents

The types of Other Supplementary Documents are described in the PAPPG Chapter II.C.2.j.

1. Access the **Form Preparation** screen (Figure 5) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs**
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 5 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

- Click the **Go** button for Other Supplementary Docs on the **Form Preparation** screen (Figure 5). The **Other Supplementary Docs** screen displays (Figure 6).

Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Figure 6 Other Supplementary Docs screen with text box.

You have these options:

- [Enter the Other Supplementary Document in the text box](#)
- [Upload the Other Supplementary Document](#)

What Are Supplementary Documents?

This area allows for entering Mentoring Plans and Other Supplementary Documents that either your Sponsored Projects Office or the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) specifies for the proposal. Each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. If a Postdoctoral Researcher Mentoring Plan is required, FastLane will not permit submission of a proposal if the Plan is missing. See the PAPPG Chapter II.C.2.j for further guidance. In very limited circumstances, that is, ONLY when the use of special characters is required, may you upload the Project Summary in this area. See [Upload the Project Summary with Special Characters](#) for guidance

Work on Data Management Plan

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 1 Form Preparation screen. The Go button for Data Management Plan is circled.

2. Click the **Go** button for Data Management Plan on the **Form Preparation** screen (Figure 1). The **Data Management Plan Upload** screen displays (Figure 2).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Per the NSF Proposal & Award Policies & Procedures Guide (PAPPG) Chapter II.C.2.j, a data management plan of up to two pages is required. Unless otherwise specified in the solicitation, the data management plan may not exceed the two page limitation. Proposals containing data management plans that exceed two pages may be returned without review if this issue is not corrected prior to proposal submission.

While the supplementary document containing the data cannot exceed two pages, proposers who feel that the plan cannot fit within the supplement limit of two pages may use part of the 15-page Project Description for additional data management information.

Data Management Plan

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

No file selected.

Upload File

Go Back

Figure 2 Data Management Plan Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a Data Management Plan.

Work on Mentoring Plan

1. Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
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- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 3 Form Preparation screen. The Go button for Mentoring Plan is circled.

- Click the **Go** button for Mentoring Plan on the **Form Preparation** screen (Figure 3). The **Mentoring Plan Upload** screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Notice: Mentoring plans are not required for conference, symposia or workshop proposals. When submitting this type of proposal, a document must be uploaded, in place of the Mentoring Plan, stating only 'Not applicable - Conference, symposia or workshop proposal.' For further information on proposal preparation instructions for these types of proposals, please refer to the PAPPG chapter IID.5

Per the NSF Proposal & Award Policies & Procedures Guide (PAPPG) Chapter II.C.2.j, each proposal that requests funding to support postdoctoral researchers must include a mentoring plan of up to one page. Unless otherwise specified in the solicitation, the mentoring plan may not exceed the one page limitation. Proposals containing mentoring plans that exceed one page may be returned without review if this issue is not corrected prior to proposal submission.

Mentoring Plan

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG). This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

No file selected.

Upload File

Go Back

Figure 4 **Mentoring Plan Upload screen with browse field.**

3. See [Upload a File](#) instructions to upload a Mentoring Plan.

Work on GOALI - Industrial PI Confirmation Letter

1. Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Forms for Temp. Proposal #7742436**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	01/12/17
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> RAISE - Program Officer Concurrence	

Emails

<input type="button" value="GO"/> Other Supplementary Docs	
--	--

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	

Figure 3 Form Preparation screen.

- Click the **Go** button for GOALI - Industrial PI Confirmation Letter on the **Form Preparation** screen (Figure 3). The GOALI - Industrial PI Confirmation Letter Upload screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

GOALI - Industrial PI Confirmation Letter

A GOALI-Industrial PI Confirmation Letter from the industrial partner that confirms the participation of a co-PI from industry must be submitted with the proposal. All GOALI-related confirmation letters must be uploaded under "GOALI-Industrial PI Confirmation Letter" in the supplementary documentation section of FastLane. If there are multiple Industrial co-PIs, it is NSF's expectation that a GOALI-Industrial PI Confirmation Letter will be provided for each Industrial co-PI.

Reminder: You are required to identify at least one industrial co-PI on the Cover Sheet at the time of submission.

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).

This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 4 GOALI - Industrial PI Confirmation Letter Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a GOALI - Industrial PI Confirmation Letter

Work on RAISE - Program Officer Concurrence Emails

1. Access the **Form Preparation** screen (Figure 3) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Forms for Temp. Proposal #7742436**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	01/12/17
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

GOALI - Industrial PI Confirmation

Letter

Project Summary with Special Characters

RAISE - Program Officer Concurrence

Emails

Other Supplementary Docs

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Figure 3 Form Preparation screen.

- Click the **Go** button for RAISE - Program Officer Concurrence Emails on the **Form Preparation** screen (Figure 3). The RAISE - Program Officer Concurrence Emails Upload screen displays (Figure 4).

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

RAISE - Program Officer Concurrence Emails

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

No file selected.

Figure 4 RAISE - Program Officer Concurrence Emails Upload screen with browse field.

3. See [Upload a File](#) instructions to upload a RAISE - Program Officer Concurrence Emails

Work on Other Supplementary Documents

The types of Other Supplementary Documents are described in the PAPPG Chapter II.C.2.j.

1. Access the **Form Preparation** screen (Figure 5) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs**
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional)
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Figure 5 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

- Click the **Go** button for Other Supplementary Docs on the **Form Preparation** screen (Figure 5). The **Other Supplementary Docs** screen displays (Figure 6).

Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Figure 6 Other Supplementary Docs screen with text box.

You have these options:

- [Enter the Other Supplementary Document in the text box](#)
- [Upload the Other Supplementary Document](#)

Enter Your Other Supplementary Document in the Text Box

1. Access the **Other Supplementary Docs** screen (Figure 1) (see [Work on Supplementary Documents](#)).

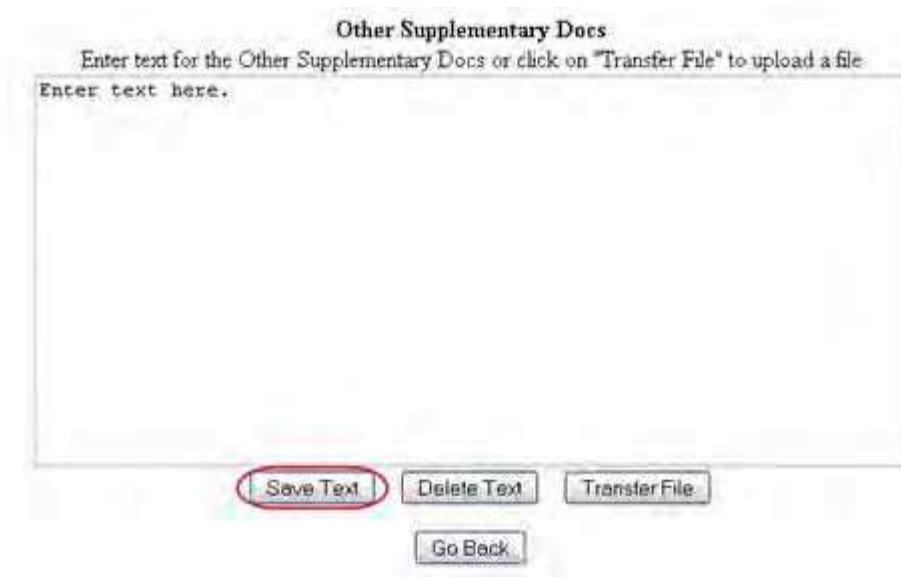


Figure 1 Other Supplementary Docs screen. The Save Text button is circled.

2. Type in or copy and paste the Supplementary Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the message that the Supplementary Document data is saved.

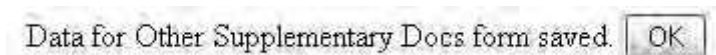
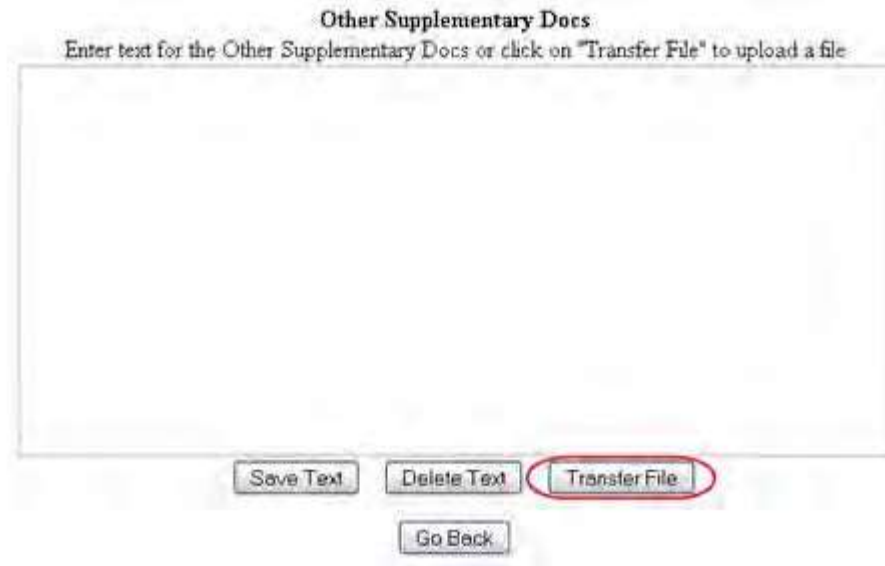


Figure 2 Screen with the message that the Other Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Your Other Supplementary Document

1. Access the **Other Supplementary Docs** screen (Figure 1) (see [Work on Supplementary Documents](#)).



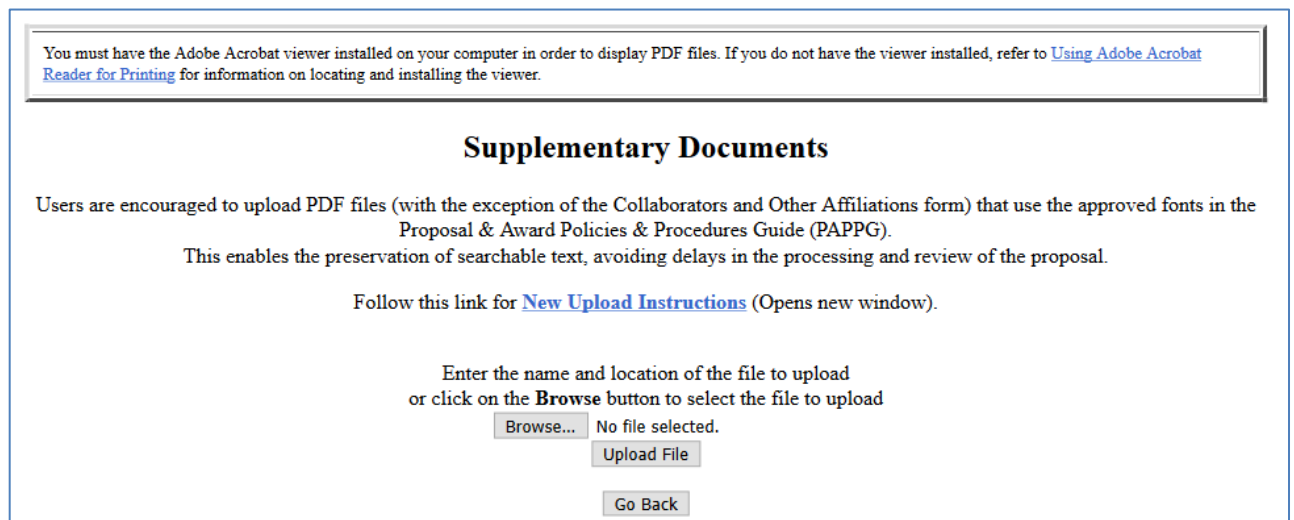
Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Save Text Delete Text Transfer File Go Back

Figure 1 Other Supplementary Docs screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

Supplementary Documents

Users are encouraged to upload PDF files (with the exception of the Collaborators and Other Affiliations form) that use the approved fonts in the Proposal & Award Policies & Procedures Guide (PAPPG).
This enables the preservation of searchable text, avoiding delays in the processing and review of the proposal.

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse... No file selected.
Upload File
Go Back

Figure 2 Supplementary Documents File Upload screen.

*If a Supplementary Document has already been uploaded, when you click the **Go** button for Other Supplementary Document on the **Form Preparation** screen, the **Supplementary Document File Upload** screen displays as in Figure 3.*



Figure 3 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- [Display Current Supplementary Docs](#)
- [Delete Current Supplementary Docs](#)
- [Upload a Supplementary Document](#)

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

Enter a New Other Supplementary Document in the Text Box

If a Supplementary Document has already been uploaded and you want to write a new Supplementary Document in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 3), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 3).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Other Supplementary Docs. The **Other Supplementary Docs** screen displays with the text box. See [Enter the Supplementary Document in the Text Box](#).

Add/Delete Non-Co-PI Senior Personnel

What Is Add/Delete Non-Co-PI Senior Personnel?

You can add Senior Personnel to the proposal or delete Senior Personnel from the proposal.

You *must* add the name of a Senior Person in this section for their name to display in the list of Senior Personnel for whom you can request NSF funds in the [Budgets \(Including Justification\)](#) form.

Conversely, deleting an individual as a Senior Person removes their name from the list of persons for whom you can request funding in the Budgets (Including Justification) and

removes their Biographical Sketch from the proposal if a sketch has been entered or uploaded.

In this form, you can take these actions:

- [Add a Senior Person](#)
- [Delete a Senior Person](#)

What Is Add/Delete Non-Co-PI Senior Personnel?

You can add Senior Personnel to the proposal or delete Senior Personnel from the proposal.

You *must* add the name of a Senior Person in this section for their name to display in the list of Senior Personnel for whom you can request NSF funds in the [Budgets \(Including Justification\)](#) form.

Conversely, deleting an individual as a Senior Person removes their name from the list of persons for whom you can request funding in the Budgets (Including Justification) and removes their Biographical Sketch from the proposal if a sketch has been entered or uploaded.

In this form, you can take these actions:

- [Add a Senior Person](#)
- [Delete a Senior Person](#)
- [Project Description](#)
- [Biographical Sketches](#)
- [Current and Pending Support](#)
- [Supplementary Docs](#)
- [Change PI](#)
- [Link Collaborative Proposals](#)
- [Proposal Classification Form](#)

Add a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

Single Copy Documents

Collaborators and other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Performer/Awardee Organization Selection

Figure 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

- Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7200408

To Add a new Non Co-PI Senior Personnel to proposal #7200408, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name:

First Name:

Middle Initial:

Last Name:

Figure 2 Add/Delete Non Co-PI Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

- In the **First Name** box (Figure 2), type the person's first name.
- In the **Middle Initial** box (Figure 2), type the person's middle initial.

5. In the **Last Name** box (Figure 3), type the person's last name.
6. Click the **Add Non Co-PI Senior Person to Proposal** button (Figure 2). The **Add/Delete Non-Co-PI Senior Personnel** screen displays (Figure 3). The name of the added Senior Person now displays in a list at the top of the screen. The person's name also displays in the Budgets (Including Justification) in the list of people for whom you can request funds from NSF in the proposal budget.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #7200408, select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel:

Jack B Herbin

Delete Non Co-PI Senior Person From Proposal

To Add a new Non Co-PI Senior Personnel to proposal #7200408, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name:

First Name:

Middle Initial:

Last Name:

Add Non Co-PI Senior Person to Proposal

Figure 3 Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal screen with the name of the newly added Senior Person in the list of Senior Personnel at the top.

Delete a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

- Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #7200408 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel:

To Add a new Non Co-PI Senior Personnel to proposal #7200408, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button:

Enter the first name, middle initial, and last name:

First Name:

Middle Initial:

Last Name:

Figure 2 Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Highlight the name of the Senior Person you want to delete from the list of Senior Persons (Figure 2).
3. Click the **Delete Non-Senior Person From Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to delete this Senior Person from the proposal.



Figure 3 Screen with a message for you to confirm that you want to delete this Senior Person from the proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with a message that the name you selected has been deleted.

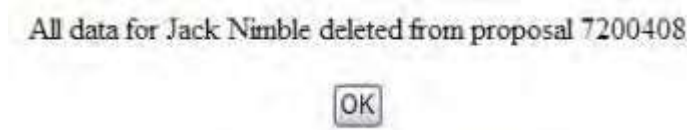


Figure 4 Screen with a message that the Senior Person has been deleted.

5. Click the **OK** button (Figure 4). The **Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal** screen displays with the person's name no longer on the list of Senior Persons.

What Is Change PI?

In this section, you can designate a Co-PI as a PI for the proposal. The former PI then becomes a Co-PI.

The person being made a PI for the proposal *must* meet these conditions:

- Be registered with NSF
If not, request your SPO to register the person.
- Be listed as a Co-PI for the proposal
If the person is not currently listed as a Co-PI on the proposal, they should be added as a Co-PI in the Co-PI Information section of the [Remainder of the Cover Sheet](#) component of the Cover Sheet.

Work on Change PI

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

Single Copy Documents

Collaborators and other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Performer/Awardee Organization Selection

Figure 1 Form Preparation screen. The Go button next to Change PI is circled.

- Click the **Go** button for Change PI (Figure 1). The **Change PI on Proposal** screen displays (Figure 2) and lists all the Co-PIs on the proposal.

Change PI On Proposal

Select the person that you want to be the PI, from this list.

Aftab Bukhari

Figure 2 Change PI on Proposal screen. The Change PI button is circled.

- Highlight the name of the person you want to designate PI from the list of Co-PIs (Figure 2).
- Click the **Change PI** button (Figure 2). A screen displays (Figure 3) with a warning that you are about to change the PI of the proposal.

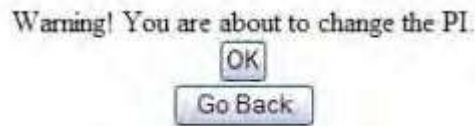


Figure 3 Screen with a warning that you are about to change the PI.

- Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the PI on the proposal is now changed.

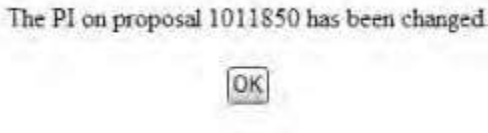


Figure 4 Screen with the message that the PI has been changed.

- Click the **OK** button (Figure 4). The **Change PI on Proposal** screen displays (Figure 5). This time, the former PI is on the list of Co-PIs, and the new PI's name is no longer on the list.



Figure 5 Change PI on Proposal screen with the original PI now listed as the Co- PI.

Link Collaborative Proposals

What Is Link Collaborative Proposals?

In this section, you can link your temporary proposal with other temporary proposals. This gives NSF the ability to evaluate and consider the lead and non-lead proposals together.

Linking your proposal to another temporary proposal results in the deletion in the non-lead linked proposal of:

- Project Summary
- Project Description
- References Cited

You may link your proposal to as many other temporary proposals as you require. You have these

options in Link Collaborative Proposals:

- [Link a temporary proposal](#)
- [Delete a link between proposals](#)

What Is Link Collaborative Proposals?

In this section, you can link your temporary proposal with other temporary proposals. This gives NSF the ability to evaluate and consider the lead and non-lead proposals together.

Linking your proposal to another temporary proposal results in the deletion in the non-lead linked proposal of:

- Project Summary
- Project Description
- References Cited

You may link your proposal to as many other temporary proposals as you require. You have these options

in Link Collaborative Proposals:

- [Link a temporary proposal](#)
- [Delete a link between proposals](#)

Link a Temporary Proposal

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#) or [Edit a Proposal](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and other Affiliations	
<input type="button" value="GO"/> Deviation Authorization (if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A

Figure 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

2. Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals**

screen displays (Figure 2).

Figure 2 Link Collaborative Temporary Proposals screen. The Add Collaborative TPI to Proposal button is circled.

3. In the **Enter the TPI of a Proposal to Link** box (Figure 2), type the Temporary Proposal ID (TPI) of the temporary proposal to link.
4. In the **Enter the PIN of a Proposal to Link** box (Figure 2), type the PIN, which is provided by the PI for the collaborating proposal, of the collaborating temporary proposal to link.
5. Click the **Add Collaborative TPI to Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to link the proposals.

Figure 3 Screen with a message for you to confirm that you want to link a non- lead temporary proposal. The Yes button is circled.

6. Click the **Yes** button (Figure 3). The **Temp. Proposal Added** screen displays (Figure 4) with a message that the proposal is now linked.

Figure 4 Temp. Proposal Added screen.

7. Click the **OK** button (Figure 4). The **Link Collaborative Temporary Proposals** screen displays (Figure 5) with the linked proposal now in a list of linked temporary proposals at the bottom of the screen. You now have the option to [delete the link](#) between the proposals.

Link Collaborative Temporary Proposals

Lead Temporary Proposal ID (TPI): 7200407

To link a non-lead collaborative temporary proposal to this lead proposal, type the non-lead Temporary Proposal ID (TPI) and the non-lead Proposal PIN and click the 'Add Collaborative TPI to Proposal' button. The TPI is found on the list of Proposals In Progress.

Enter the TPI of a proposal to link.

Enter the PIN of the above proposal.

Add Collaborative TPI to Proposal

To Delete a link between proposal #7200407 and a Non-lead Collaborative Proposal, select the TPI from the list below and press the 'Delete' button.

Select a proposal to delete the link:

7200402

Delete

Figure 5 Link Collaborative Temporary Proposals screen after you have linked a proposal. The section listing linked proposals is boxed.

Delete a Link Between Proposals

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

Single Copy Documents

Collaborators and other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Performer/Awardee Organization Selection

Figure 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

- Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals** screen displays (Figure 2).

Link Collaborative Temporary Proposals

Lead Temporary Proposal ID (TPI): 7200407

To link a non-lead collaborative temporary proposal to this lead proposal, type the non-lead Temporary Proposal ID (TPI) and the non-lead Proposal PIN and click the 'Add Collaborative TPI to Proposal' button. The TPI is found on the list of Proposals In Progress.

Enter the TPI of a proposal to link

Enter the PIN of the above proposal

To Delete a link between proposal #7200407 and a Non-lead Collaborative Proposal, select the TPI from the list below and press the 'Delete' button.

Select a proposal to delete the link.

7200402

Figure 2 Link Collaborative Temporary Proposals screen with the Temporary Proposal ID of a linked

proposal highlighted. The Delete button is circled.

2. Highlight the Temporary Proposal ID of the proposal you want to delete (Figure 2).
3. Click the **Delete** button (Figure 2). The **Warning** screen displays (Figure 3) with a message for you to confirm that you want to delink the proposals.



Figure 3 Warning screen with a message for you to confirm that you want to remove the proposal as a collaborative temporary proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been delinked.



Figure 4 Screen with the message that the proposal has been delinked.

5. Click the **OK** button (Figure 3). The **Link Collaborative Temporary Proposals** screen displays with the unlinked proposal no longer in the list of linked proposals.

Proposal Classification Form

What Is the Proposal Classification Form?

If you are preparing an unsolicited proposal and designated an organizational unit in the Directorate for Biological Sciences (BIO) as your first or only choice of NSF organizational units, you must complete the Proposal Classification Form.

Note: The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first fill out the first three components of the Cover Sheet for the **Proposal Classification Form** screen to become accessible. See [Access the Proposal Classification Form](#).

The Proposal Classification Form provides data for the accelerated processing of the proposal for the purpose of generating reports about the research that BIO reviews.

The table below indicates what information the Proposal Classification Form requires and why NSF needs the information. (Click on a link below for instructions for that part of the form.)

No.	Category Title	What Is It?	Why Does NSF Need It?
I	Investigator Status	Select the current status of the PI or Co-PI on federal grants.	Assists analysis of research requests as they may relate to current or past federal funding
II	Fields of Science Other Than Biology	Select major scientific fields, in addition to biology, involved in the proposed research.	Indicates the type and extent of interdisciplinary research reviewed in BIO
III	Substantive Area	Select broad or thematic areas or experimental systems related to the proposed research; BIO has no preference.	Enables BIO to monitor activity in these areas for generating reports on the research reviewed
IV	Infrastructure	Select infrastructure, including material, intellectual, and human resources necessary to facilitate progress in the biological research.	Assists analysis of the adequacy of current infrastructure and identifying future infrastructural needs
V	Habitat	Indicate the habit in which the experimental system being studied is normally found.	Assists analysis of the environmental breadth of the research reviewed in BIO
VI	Geographic Area of Research	Indicate research-related region (not the location of your organization).	Provides data on geographic distribution of regions and organisms involved in research reviewed in BIO
VII	Classification of Organisms	Indicate the most specific taxonomic category represented in the research. Check the next- higher level if the appropriate taxonomic level is absent.	Assists analysis of the biological diversity of research reviewed in BIO
VIII	Model Organism	Indicate traditional laboratory model species.	Gives an estimate of how frequently traditional laboratory species are used in research requests

You must choose at least one descriptor in each of the categories listed unless the form indicates **No Selection Required**. Choose the most specific descriptors.

*If no descriptors apply for the proposal, select **Not Appropriate** or **None of the Above**. If you have further*

questions, direct your queries to BIO as follows:

- For procedural questions on instructions for the Proposal Classification Form, contact the Information and Automation Resources Unit, BIO at biofl@nsf.gov.
- For questions on the substance and scientific review of the proposal, contact the relevant NSF Program Officer.
- For information on BIO, its staff, and related programs, click <http://www.nsf.gov/bio> to go to the BIO Web site.

What Is the Proposal Classification Form?

If you are preparing an unsolicited proposal and designated an organizational unit in the Directorate for Biological Sciences (BIO) as your first or only choice of NSF organizational units, you must complete the Proposal Classification

Form.

Note: The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first fill out the first three components of the Cover Sheet for the **Proposal Classification Form** screen to become accessible. See [Access the Proposal Classification Form](#).

The Proposal Classification Form provides data for the accelerated processing of the proposal for the purpose of generating reports about the research that BIO reviews.

The table below indicates what information the Proposal Classification Form requires and why NSF needs the information. (Click on a link below for instructions for that part of the form.)

No.	Category Title	What Is It?	Why Does NSF Need It?
I	Investigator Status	Select the current status of the PI or Co-PI on federal grants.	Assists analysis of research requests as they may relate to current or past federal funding
II	Fields of Science Other Than Biology	Select major scientific fields, in addition to biology, involved in the proposed research.	Indicates the type and extent of interdisciplinary research reviewed in BIO
III	Substantive Area	Select broad or thematic areas or experimental systems related to the proposed research; BIO has no preference.	Enables BIO to monitor activity in these areas for generating reports on the research reviewed
IV	Infrastructure	Select infrastructure, including material, intellectual, and human resources necessary to facilitate	Assists analysis of the adequacy of current infrastructure and

		progress in the biological research.	identifying future infrastructural needs
V	Habitat	Indicate the habit in which the experimental system being studied is normally found.	Assists analysis of the environmental breadth of the research reviewed in BIO
VI	Geographic Area of Research	Indicate research-related region (not the location of your organization).	Provides data on geographic distribution of regions and organisms involved in research reviewed in BIO
VII	Classification of Organisms	Indicate the most specific taxonomic category represented in the research. Check the next- higher level if the appropriate taxonomic level is absent.	Assists analysis of the biological diversity of research reviewed in BIO
VIII	Model Organism	Indicate traditional laboratory model species.	Gives an estimate of how frequently traditional laboratory species are used in research requests

You must choose at least one descriptor in each of the categories listed unless the form indicates **No Selection Required**. Choose the most specific descriptors.

*If no descriptors apply for the proposal, select **Not Appropriate** or **None of the Above**. If you have further*

questions, direct your queries to BIO as follows:

- For procedural questions on instructions for the Proposal Classification Form, contact the Information and Automation Resources Unit, BIO at biofl@nsf.gov.
- For questions on the substance and scientific review of the proposal, contact the relevant NSF Program Officer.
- For information on BIO, its staff, and related programs, click <http://www.nsf.gov/bio> to go to the BIO Web site.

Access the Proposal Classification Form

The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first establish that the proposal is for an organizational unit of the Directorate for Biological Sciences (BIO). To do this, you must [complete the first three components of the Cover Sheet](#) for the proposal:

- Awardee Organization/Primary Place of Performance
- Program Announcement/Solicitation Number Selection
- NSF Unit Consideration

After you have filled out these required parts of the Cover Sheet, the Proposal Classification Form displays on the **Form Preparation** screen. You can then access the form and complete it.

Complete the Three Required Cover Sheet Components

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Form	Saved	Form	Saved
GO Cover Sheet		GO Project Summary	11/27/12
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	
GO Budgets (Including Justification)	11/05/12	GO Current and Pending Support	
GO Facilities, Equipment, and Other Resources			

Single Copy Documents

Form	Saved
GO PI/Co-PI Information	N/A
GO Deviation Authorization(if applicable)	
GO List of Suggested Reviewers (optional)	N/A
GO Additional Single Copy Documents	

Supplementary Documents

Form	Saved
GO Data Management Plan	02/26/12
GO Mentoring Plan ¹	
GO Project Summary with Special Characters	
GO Other Supplementary Docs	
GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Change PI	
GO Link Collaborative Proposals	

[Go Back](#)

Figure 1 Form Preparation screen. The Go button for the Cover Sheet is circled.

- Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee Organization/Primary Place Of Performance Selection

Awardee Organization
National Science Foundation

Address
Arlington, VA 222301000

Time Zone US-America/New_York(GMT-5:00)

Inst. Code 4102852000

DUNS # 074811803

Primary Place of Performance

GO Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

No Program Announcement has been selected yet.
*You must select one or the PAPPG prior to filling out the rest of the Cover Sheet

GO NSF Unit Consideration

No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

GO *Remainder of the Cover Sheet

Go Back

Figure 2 Cover Sheet Components Form screen. Boxed are the three components you must complete to access the Proposal Classification Form.

- Click the **Go** button for Awardee Organization/Primary Place of Performance (Figure 2).
- See [Awardee Organization/Primary Place of Performance](#) for instructions on how to complete the Awardee Organization/Primary Place of Performance component.
- Click the **Go** button for Program Announcement/Solicitation Number Selection (Figure 2). The **Program Announcement Solicitation Number Selection** screen displays (Figure 3).

Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose 'NSF 17-1 PAPPG: Not in response to a program announcement/solicitation'. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 291 Program Announcements/Program Descriptions.

Program Announcement / Solicitation Number

Select one of the items below:

- NSF 17-1 Proposal and Award Policies and Procedures Guide -PAPPG
- NSF 17-513 Long Term Research in Environmental Biology
- NSF 17-512 Division of Environmental Biology (core programs)
- NSF 17-511 EarthScope
- NSF 17-510 Algorithms for Threat Detection
- NSF 17-509 EPSCoR Research Infrastructure Improvement Track 4: EPSCoR R...
- NSF 17-508 Division of Integrative Organismal Systems
- NSF 17-507 Training-based Workforce Development for Advanced Cyberinf...
- NSF 17-506 Biological Anthropology Program - Doctoral Dissertation Rese...

Warning:
If you change your choice of Program Announcement, currently selected units will be cleared.
Your choice of Program Announcement determines what units you can select to consider your proposal.

Figure 3 Program Announcement/Solicitation Number Selection screen. The Proposal & Award Policies & Procedures Guide (PAPPG) Selection and the Select button are circled.

6. Highlight **Proposal & Award Policies & Procedures Guide (PAPPG)** in the **Program Announcement/Solicitation Number** list (Figure 3).
7. Click the **Select** button (Figure 3). The **Unit Selection Lists** screen displays (Figure 4).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division:

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

Show the programs in this division

Programs

Select a Program:

- Biological Info Rsrch Starter
- AOC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Figure 4 Unit Selection Lists screen. The Directorate BIO and the Select Division button are circled.

8. In the **Divisions** list (Figure 4), scroll through the divisions to highlight your division under the Directorate BIO heading from the **Divisions** list.
9. Click the **Select Division** button (Figure 4). The division you selected displays in the **Divisions** list, and the **Programs** list for that division displays (Figure 5).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).
Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

DEB-Division of Environmental Biology

Programs

Select a Program within the selected division:

- BE: COUPLED BIOGEOCHEMICAL CYC
- BE: DYN COUPLED NATURAL HUMAN
- BE: GENOME-ENABLE ENVIR SCIEN
- BE: INSTRUM DEVELO FOR ENV AC
- ECOLOGICAL STUDIES**
- ECOSYSTEM SCIENCE CLUSTER
- LIFE IN EXTREME ENVIRONMENTS
- SPECIAL PROGRAMS-RESERVE
- SYST BIOLOGY & BIOM INV CLUS

Note: you must choose a program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Figure 5 Unit Selection Lists screen with a program highlighted. The Select Program button is circled.

10. Highlight a program from the **Programs** list (Figure 5).
11. Click the **Select Program** button (Figure 5). The **Current List of Selected NSF Units** screen displays (Figure 6) showing the unit that was selected for the program.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select)

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

[Select Division] Show the programs in this division

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

[Select Program] Show the divisions in this program

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The unit was added.

DEB - ECOLOGICAL STUDIES

[Move to Top]
[Remove]

[Go Back]

Figure 6 Unit Selections List screen. Current List of Selected NSF Units section is boxed.

12. Click the **Go Back** button (Figure 6). The **Cover Sheet Components Form** screen displays (Figure 7) with your selections displayed.

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Reminder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization Primary Place Of Performance Selection

Awardee Organization Primary Place of Performance

National Science Foundation

Address Adlington, VA 222301000

Time Zone US-America/New_York(GMT-5:00)

Inst. Code 4102852000

DUNS # 074811803

Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

No Program Announcement has been selected yet.
 *You must select one or the PAPPG prior to filling out the rest of the Cover Sheet

NSF Unit Consideration

No NSF Units have been selected yet.
 *You must select one prior to filling out the rest of the Cover Sheet

*Reminder of the Cover Sheet

Figure 7 Cover Sheet Components Form screen. The Go Back button is circled.

13. Click the **Go Back** button (Figure 7). The **Form Preparation** screen displays (Figure 8) with the Proposal Classification form now in the list of proposal forms.

Forms for Temp. Proposal #7742263

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/28/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Proposal Classification	
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Email	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Figure 8 Form Preparation screen. The Go button for Proposal Classification form is circled.

- Click the **Go** button for Proposal Classification (Figure 8). The **Proposal Classification Form** screen displays (Figure 9). See [Work on the Proposal Classification Form](#).

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies
Proposal Classification Form**

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

[Worksheet](#) [Display a blank version of this form for printing](#)

Click here for [Instructions for Completing the Proposal Classification Form](#).

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Proposing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE) [What?](#) [Why?](#)

☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.

☐ Prior Federal support only

☐ Current Federal support only

☐ Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) [What?](#) [Why?](#)

☐ Astronomy ☐ Engineering ☐ Psychology

Figure 9 Upper portion of the Proposal Classification Form screen.
Work on the Proposal Classification Form

The Proposal Classification form is a long form. To help you complete the form, you have these options on the Proposal Classification Form:

- [Print the Proposal Classification Form](#) to gain an overview of the form and what you need to complete it.
- [Check the What and Why](#) for each category.
- [Save the Proposal Classification Form](#) for the proposal for further work in the future

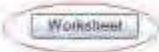
Print the Proposal Classification Form

- Access the **Proposal Classification Form** screen (Figure 1) (see [Access the Proposal Classification Form](#)).

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.


 Display a blank version of this form for printing.

Click here for [Instructions for Completing the Proposal Classification Form](#).

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE)		What?	Why?
<input type="checkbox"/>	Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.		
<input type="checkbox"/>	Prior Federal support only		
<input type="checkbox"/>	Current Federal support only		
<input type="checkbox"/>	Current & prior Federal support		

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3)		What?	Why?
<input type="checkbox"/>	Astronomy		
<input type="checkbox"/>	Engineering		
<input type="checkbox"/>	Psychology		

Figure 1 Upper portion of the Proposal Classification Form screen. The **Worksheet** button is circled.

- Click the **Worksheet** button (Figure 1). The entire form displays in PDF format (Figure 2). If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

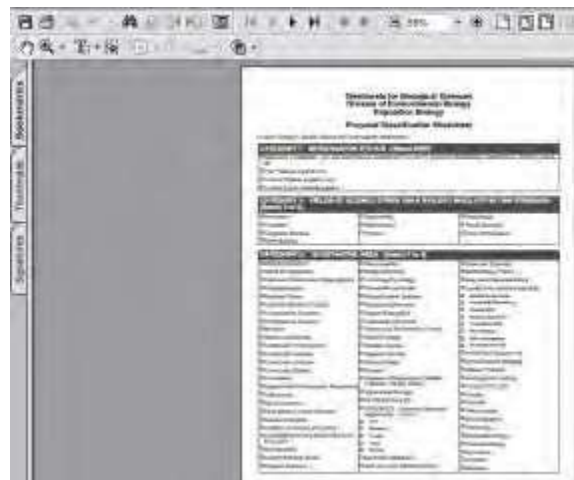


Figure 2 Proposal Classification Form in PDF format.

- Click the **Print** icon on the upper left of the PDF toolbar (Figure 2). The Proposal Classification form prints.
- Click the browser back button to return to the **Proposal Classification Form** screen (Figure 1).

Check the What and Why for Each Category

The eight categories of the Proposal Classification Form display in succession on the **Proposal Classification Form** screen. For each category, you can:

- Click the **What** button to find out what information NSF is seeking for that category (as for Category IV shown in Figure 3).
- Click the **Why** button to find out why NSF needs the information (as for Category IV shown in Figure 3).

Figure 3 Category IV section of the Proposal Classification screen. The **What** button and the **Why** button are circled.

Save the Proposal Classification Form

When you are finished working on the form, at the bottom of the **Proposal Classification Form** screen (Figure 4), you have these options:

- [Save the responses](#)
- [Cancel changes](#)
- [Clear all entries](#)

Figure 4 Lower portion of the Proposal Classification Form screen with the option buttons. The **OK** button is circled.

Save the Responses

At the bottom of the **Proposal Classification Form** screen ([Figure 4](#)), click the **OK** button. FastLane saves the changes. If you have not completed the form, the **Proposal Classification** screen displays (Figure 5) with a message at the top of the screen on what you must do to complete the form for submission.

There are errors in the data entered on the classification form. This form will not be saved until the errors listed below are corrected. The links in the list below take you to the categories on this page. Make these changes on the form, then try to save again.

Error Description	Category
No selections were made. If none are applicable, select 'None of the above'	CATEGORY VI GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2)
No selections were made. If none are applicable, select 'None of the above'	CATEGORY VII CLASSIFICATION OF ORGANISMS (Select 1 to 4)
No selections were made, choose at least one	CATEGORY VIII MODEL ORGANISM (Select ONE)

**Directorate for Biological Sciences
Division of Environmental Biology
Population Biology**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Display a blank version of this form for printing.

Figure 5 Upper portion of the Proposal Classification Form screen with a message on any changes that must be made for the form to be ready for submission to NSF.

Cancel Changes

1. At the bottom of the **Proposal Classification Form** screen ([Figure 4](#)), click the **Cancel** button. A screen displays with a message that the form has been saved, although any new changes you have made in this session are deleted.
2. Click the **OK** button. The **Form Preparation** screen displays.

Clear All Entries

1. At the bottom of the **Proposal Classification Form** screen ([Figure 4](#)), click the **Delete** button. A screen displays with the message that the form has been cleared of all entries.
2. Click the **OK** button. The **Form Preparation** screen displays.

Fill Out the Proposal Classification Form

1. Access the **Proposal Classification Form** screen (Figures 1 through 9)

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Display a blank version of this form for printing.

[Click here for Instructions for Completing the Proposal Classification Form.](#)

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.

☐ Prior Federal support only

☐ Current Federal support only

☐ Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?

☐ Astronomy ☐ Engineering ☐ Psychology

Figure 1 Upper portion of the Proposal Classification Form screen.

2. For Category I (Figure 2), click the radio button for the appropriate selection for investigator status. Select one item.

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.

☐ Prior Federal support only

☐ Current Federal support only

☐ Current & prior Federal support

Figure 2 Category I: Investigator Status.

3. For Category II (Figure 3), select the radio button for the appropriate selection for fields of science other than biology involved in the research. You may select one to three items.

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?

<input type="checkbox"/> Astronomy <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> Earth Science	<input type="checkbox"/> Engineering <input type="checkbox"/> Mathematics <input type="checkbox"/> Physics	<input type="checkbox"/> Psychology <input type="checkbox"/> Social Sciences <input type="checkbox"/> None of the Above
---	--	---

Figure 3 Category II: Fields of Science Other Than Biology.

4. For Category III (Figure 4), select the radio button for the appropriate selection for substantive area. You

may select one to four items.

CATEGORY III: SUBSTANTIVE AREA (Select 1 to 4) What? Why?		
<input type="checkbox"/> BIOMATERIALS	<input type="checkbox"/> Fungal	<input type="checkbox"/> Gene/Genome Mapping
<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> Plant	<input type="checkbox"/> Natural Products
<input type="checkbox"/> Animal Biotechnology	<input type="checkbox"/> Animal	<input type="checkbox"/> NANOSCIENCE
<input type="checkbox"/> Plant Biotechnology	<input type="checkbox"/> INFORMATICS	<input type="checkbox"/> PHOTOSYNTHESIS
<input type="checkbox"/> Environmental Biotechnology	<input type="checkbox"/> MARINE MAMMALS	<input type="checkbox"/> PLANT BIOLOGY
<input type="checkbox"/> Marine Biotechnology	<input type="checkbox"/> MOLECULAR APPROACHES	<input type="checkbox"/> Arabidopsis-Related Plant Research
<input type="checkbox"/> Metabolic Engineering	<input type="checkbox"/> Molecular Evolution	<input type="checkbox"/> POPULATION DYNAMICS & LIFE HISTORY
<input type="checkbox"/> CHROMOSOME STUDIES	<input type="checkbox"/> Methodology/Theory	<input type="checkbox"/> POPULATION GENETICS & BREEDING
<input type="checkbox"/> COGNITIVE NEUROSCIENCE	<input type="checkbox"/> Isozymes/ Electrophoresis	
	<input type="checkbox"/> Nucleic Acid Analysis	

Figure 4 Category III: Substantive Area.

5. For Category IV (Figure 5), select the radio button for the appropriate selection for infrastructure. You may select one to three items.

CATEGORY IV: INFRASTRUCTURE (Select 1 to 3) What? Why?		
<input type="checkbox"/> COLLECTIONS/STOCK CULTURES	<input type="checkbox"/> Field Stations	<input type="checkbox"/> Analytical Algorithms Development
<input type="checkbox"/> Collection Enhancement	<input type="checkbox"/> Field Facility Structure	<input type="checkbox"/> Other Software Development
<input type="checkbox"/> Collection Refurbishment	<input type="checkbox"/> Field Facility Equipment	<input type="checkbox"/> Informatics Tool Development
<input type="checkbox"/> Living Organism Stock Cultures	<input type="checkbox"/> GENOME SEQUENCING	<input type="checkbox"/> TRACKING SYSTEMS
<input type="checkbox"/> Natural History Collections	<input type="checkbox"/> Arabidopsis Genome Sequencing	<input type="checkbox"/> Geographic Information Systems
<input type="checkbox"/> DATABASES	<input type="checkbox"/> Other Plant Genome Sequencing	<input type="checkbox"/> Remote Sensing
<input type="checkbox"/> Database Initiation	<input type="checkbox"/> INDUSTRY PARTICIPATION	<input type="checkbox"/> TRAINING
<input type="checkbox"/> Database Enhancement	<input type="checkbox"/> INSTRUMENTATION	<input type="checkbox"/> Multi-, Cross-, Interdisciplinary Training
<input type="checkbox"/> Database Maintenance & Curation	<input type="checkbox"/> Instrument Development	<input type="checkbox"/> Undergraduate Training
<input type="checkbox"/> Database Methods	<input type="checkbox"/> Instrument Acquisition	<input type="checkbox"/> Predoctoral Training
<input type="checkbox"/> FACILITIES	<input type="checkbox"/> Computational Hardware Development/Acquisition	<input type="checkbox"/> Postdoctoral Training
<input type="checkbox"/> Controlled Environment Facilities	<input type="checkbox"/> TOOLS DEVELOPMENT	

Figure 5 Category IV: Infrastructure.

6. For Category V (Figure 6), select the radio button for the appropriate selection for habitat. You may select one to two items.

CATEGORY V: HABITAT (Select 1 to 2) What? Why?		
TERRESTRIAL HABITATS		
<input type="checkbox"/> GENERAL TERRESTRIAL	<input type="checkbox"/> Savanna	<input type="checkbox"/> CHAPPARAL/ SCLEROPHYLL/ SHRUBLANDS
<input type="checkbox"/> TUNDRA	<input type="checkbox"/> Thornwoods	<input type="checkbox"/> ALPINE
<input type="checkbox"/> BOREAL FOREST	<input type="checkbox"/> Deciduous Forest	<input type="checkbox"/> MONTANE
<input type="checkbox"/> TEMPERATE	<input type="checkbox"/> Coniferous Forest	<input type="checkbox"/> CLOUD FOREST
<input type="checkbox"/> Deciduous Forest	<input type="checkbox"/> Desert	<input type="checkbox"/> RIPARIAN ZONES
<input type="checkbox"/> Coniferous Forest	<input type="checkbox"/> TROPICAL	<input type="checkbox"/> ISLANDS (except Barrier Islands)
<input type="checkbox"/> Rain Forest	<input type="checkbox"/> Rain Forest	
<input type="checkbox"/> Mixed Forest	<input type="checkbox"/> Seasonal Forest	
<input type="checkbox"/> Mixed Shrublands		

Figure 6 Category V: Habitat.

7. For Category VI (Figure 7), select the radio button for the appropriate selection for geographic area of the research. You may select one to two items.

CATEGORY VI: GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2) What? Why?		
<input type="checkbox"/> WORLDWIDE	<input type="checkbox"/> Eastern South America (Guyana, Fr. Guiana, Suriname, Brazil)	<input type="checkbox"/> North Africa
<input type="checkbox"/> NORTH AMERICA	<input type="checkbox"/> Northern South America (Colombia, Venezuela)	<input type="checkbox"/> African South of the Sahara
<input type="checkbox"/> United States	<input type="checkbox"/> Southern South America (Chile, Argentina, Uruguay, Paraguay)	<input type="checkbox"/> East Africa
<input type="checkbox"/> Northeast US (CT, MA, ME, NH, NJ, NY, PA, RI, VT)	<input type="checkbox"/> Western South America (Ecuador, Peru, Bolivia)	<input type="checkbox"/> Madagascar
<input type="checkbox"/> Northcentral US (IA, IL, IN, MI, MN, ND, NE, OH, SD, WI)	<input type="checkbox"/> EUROPE	<input type="checkbox"/> South Africa
<input type="checkbox"/> Northwest US (ID, MT, OR, WA, WY)		<input type="checkbox"/> West Africa
		<input type="checkbox"/> AUSTRALASIA
		<input type="checkbox"/> Australia
		<input type="checkbox"/> New Zealand
		<input type="checkbox"/> Pacific Islands

Figure 7 Category VI: Geographic Area of the Research.

8. For Category VII (Figure 8), select the radio button for the appropriate selection for classification of organisms. You may select one to four items.

CATEGORY VII: CLASSIFICATION OF ORGANISMS (Select 1 to 4) What? Why?		
<input type="checkbox"/> VIRUSES	<input type="checkbox"/> ALGAE	<input type="checkbox"/> Osteichthyes (Bony Fishes)
<input type="checkbox"/> Bacterial	<input type="checkbox"/> PLANTS	<input type="checkbox"/> AMPHIBIA
<input type="checkbox"/> Plant	<input type="checkbox"/> NON-VASCULAR PLANTS	<input type="checkbox"/> REPTILIA
<input type="checkbox"/> Animal	<input type="checkbox"/> VASCULAR PLANTS	<input type="checkbox"/> AVES (Birds)
<input type="checkbox"/> PROKARYOTES	<input type="checkbox"/> GYMNOSPERMS	<input type="checkbox"/> MAMMALIA
<input type="checkbox"/> Archaeobacteria	<input type="checkbox"/> ANGIOSPERMS	<input type="checkbox"/> Primates
<input type="checkbox"/> Cyanobacteria	<input type="checkbox"/> ANIMALS	<input type="checkbox"/> Hominans
<input type="checkbox"/> Eubacteria	<input type="checkbox"/> INVERTEBRATES	<input type="checkbox"/> Rodentia
<input type="checkbox"/> PROTISTA (PROTOZOA)	<input type="checkbox"/> Hexapoda (Insecta)	<input type="checkbox"/> Marine Mammals (Seals, Walrus, Whales, Otters, Dolphins, Porpoises)
<input type="checkbox"/> FUNGI	<input type="checkbox"/> Insecta (Insecta)	<input type="checkbox"/> TRANSGENIC ORGANISMS
<input type="checkbox"/> LICHENS	<input type="checkbox"/> VERTEBRATES	<input type="checkbox"/> NO ORGANISMS
<input type="checkbox"/> SLIME MOLDS	<input type="checkbox"/> FISHES	
	<input type="checkbox"/> Chondrichthyes (Cartilaginous Fishes) (Sharks, Rays, Batfish)	

Figure 8 Category VII: Classification of Organisms.

9. For Category VIII (Figure 9), select the radio button for the appropriate selection for model organism. Select one.

CATEGORY VIII: MODEL ORGANISM (Select ONE) What? Why?		
<input type="checkbox"/> NO MODEL ORGANISM	<input type="checkbox"/> Mouse-Ear Cress (<i>Arabidopsis thaliana</i>)	<input type="checkbox"/> Human (<i>Homo sapiens</i>)
<input type="checkbox"/> MODEL ORGANISM (Choose from the list or input up to 9 characters)	<input type="checkbox"/> Fruitfly (<i>Drosophila melanogaster</i>)	[Enter your own model organism - up to 9 characters]
<input type="checkbox"/> <i>Escherichia coli</i>		<input type="text"/>

Figure 9 Category VIII: Model Organism.

Submit and Sign a Proposal

Sign and Submit a Proposal Introduction

[Print the contents of the Submit and Sign a Proposal book.](#)

Submitting a proposal to NSF

(AOR) to provide the proposal certifications concurrently with submission of the proposal.

Reviewing a Proposal

In Research Administration, the Sponsored Projects Office (SPO) can View/Edit or Return the Proposal back to the PI.

In Research Administration, the Authorized Organizational Representative (AOR) signs and submits the proposal to NSF electronically.

In Research Administration, the SPO can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- [Check a proposal for completeness](#)
- [Edit a proposal](#)
- [Return a proposal to the PI](#)
- [View and print a submitted proposal](#)

Signing and Submitting a Proposal

In Research Administration, the Authorized Organizational Representative (AOR) can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- [Check a proposal for completeness](#)
- [Edit a proposal](#)
- [Return a proposal to the PI](#)
- [View and print a submitted proposal](#)
- [Submit a proposal](#)

Submitting a proposal to NSF

(AOR) to provide the proposal certifications concurrently with submission of the proposal.

Reviewing a Proposal

In Research Administration, the Sponsored Projects Office (SPO) can View/Edit or Return the Proposal back to the PI.

In Research Administration, the Authorized Organizational Representative (AOR) signs and submits the proposal to NSF electronically.

In Research Administration, the SPO can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- [Check a proposal for completeness](#)
- [Edit a proposal](#)
- [Return a proposal to the PI](#)
- [View and print a submitted proposal](#)

Check a Proposal for Completeness as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research and Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ **Organization:** National Science Foundation

[Documents in Progress](#) | [Withdrawals In Progress](#) | [Submitted Documents](#)

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) [Search](#)

All Documents

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

106 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [[Next 10 >](#)]

Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Return to PI
1066049	10/20/2015	Proposal	View/Edit/Submit	Miller, Carolyn	Bio Test Proposal	Check	Edit	Return to PI
1074362		Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	Check	Edit	Return to PI
1078749		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	Check	Edit	Return to PI
1083808		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	Check	Edit	Return to PI
1083810	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	Check	Edit	Return to PI
6034412		Proposal	View/Edit/Submit	Steinberg, Elizabeth	Beths Proposal Class	Check	Edit	Return to PI
6038664	06/04/2001	Proposal	View/-/-	Mody, Purvi	PPM EBClass Proposal	Check		Return to PI
6038694	06/04/2001	Proposal	View/Edit/Submit	Livingston, Robert	DML's EB Class Proposal	Check	Edit	Return to PI

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.

- Find the proposal whose readiness you want to check (Figure 2). You can sort the documents by clicking on one of the column heads:
 - Temp ID** groups the documents in succession by Temp ID number.
 - Type** groups the documents by type, proposals, supplements, file updates, and withdrawals.
 - Access Level** groups the documents by the access level the PI has granted to you.
 - PI Name** groups the documents by the PI assigned to the document.
 - Proposal Title** groups the documents alphabetically by title.
- Click the **Check** link on the row for the proposal you want to check (Figure 2). The **Proposal Errors/Warnings** screen (Figure 3) is displayed with a list of proposal items that have not been completed. To make changes, see [Edit a Proposal as an SPO/AOR](#).

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors
Items listed here **will prevent** submission.
 Print this page for reference before returning to the Form Preparation screen.

- **No Title** - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- **Project Summary** - You must enter information on all three last boxes on the Project Summary Page.
- **No Data Management Plan** - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents, Data Management Plan section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- **The Budget Substitution for the Proposing Organization has not been provided.** The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the Feature form, or upload a PDF file that indicates "Not Applicable".
- **No Biographical Sketches** - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Feature form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- **No Budget** - The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.
- **No Facilities, Equipment, and Other Resources** - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- **No Project Description** - The Project Description has not been provided and is required. A Project Description must be uploaded.
- **No References Cited** - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the Feature form, or upload a PDF file that indicates "Not Applicable".
- **No Current and Pending Support** - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Feature form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings
Items listed here **will not prevent** submission.
 Print this page for reference before returning to the Form Preparation screen.

- **No Program Announcement/OPG Selected** - A Program Announcement or Grant Proposal Guide (OPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- **No NSF Unit Selection** - An NSF Unit has not been selected on the Cover Sheet form.
- **Insufficient Amount Requested** - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- **Insufficient Duration Requested** - A duration less than 1 month has been entered for the Requested Duration on the Remainder of the Cover Sheet form.
- **No Starting Date** - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 3 Proposal Errors/Warnings screen.

Edit a Proposal as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).

Research Administration

Select a Research Administration function for **National Science Foundation** :

- ▶ **Accounts Management**
- ▶ **Letters of Intent**
- ▶ **Proposals/Supplements/File Updates/Withdrawals**
- ▶ **Award Documents**
- ▶ **Forwarded/Submitted Revised Budgets**
- ▶ **Notifications & Requests - Disabled in FastLane. Log in to Research.gov**
- ▶ **Organizational Reports**
- ▶ **Project Reports - Disabled in FastLane. Log in to Research.gov**

Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The

Proposals/Supplements/File Updates/Withdrawals screen displays at the **Documents in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ **Organization:** National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) **Search**

All Documents
FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

106 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [[Next 10 >](#)]

Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Return to PI
1066049	10/20/2015	Proposal	View/Edit/Submit	Miller, Carolyn	Bio Test Proposal	Check	Edit	Return to PI
1074362		Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	Check	Edit	Return to PI
1078749		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	Check	Edit	Return to PI
1083808		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	Check	Edit	Return to PI
1083810	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	Check	Edit	Return to PI
6034412		Proposal	View/Edit/Submit	Steinberg, Elizabeth	Beths Proposal Class	Check	Edit	Return to PI
6038664	06/04/2001	Proposal	View/-/-	Mody, Purvi	PPM EBClass Proposal	Check		Return to PI
6038694	06/04/2001	Proposal	View/Edit/Submit	Livingston, DML	DML's EB Class Proposal	Check	Edit	Return to PI

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the **Documents in Progress** tab. Select the **Edit** link.

- Click **Edit** in the row for the proposal you want to edit (Figure 2). The **Form Preparation** screen displays (Figure 3) for that proposal.

Forms for Temp. Proposal #7742436

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	01/12/17	<input type="button" value="GO"/> Project Summary	01/12/17
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	01/12/17
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation	
Letter	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> RAISE - Program Officer Concurrence	
Emails	
<input type="button" value="GO"/> Other Supplementary Docs	

Figure 3 Form Preparation screen for the proposal you selected to edit.

- See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen (Figure 3).

Submit a Proposal to NSF (AOR only)

If a proposal is ready for submission to NSF, the AOR may submit it via NSF's electronic systems. (See [Check a Proposal for Completeness](#) for instructions on how to check the proposal for its readiness for submission.)

- On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

🔍 Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents
FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

106 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
1066049	10/20/2015	Proposal	View/Edit/Submit	Miller, Carolyn	Bio Test Proposal	Check	Edit	Submit	Return to PI
1074362		Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	Check	Edit	Submit	Return to PI
1078749		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	Check	Edit	Submit	Return to PI
1083808		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	Check	Edit	Submit	Return to PI
1083810	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	Check	Edit	Submit	Return to PI

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

- Click **Submit** in the row for the proposal you want to submit (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) giving you the capability to submit the proposal, if there are no errors that prohibit submission. You can either [submit the proposal](#) or [submit and also sign the proposal](#).

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors
Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- **No Title** - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- **Project Summary** - You must enter information in all three last boxes on the Project Summary Page.
- **No Data Management Plan** - A Data Management Plan has not been completed. Please upload a Data Management Plan in the "Supplementary Documents, Data Management Plan" section. Your proposal may be returned to OIR review if this issue is not amended prior to proposal submission.
- **The Budget Justification for the Proposing Organization has not been provided.** The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- **No Biographical Sketches** - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- **No Budget** - The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.
- **No Facilities, Equipment, and Other Resources** - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- **No Project Description** - The Project Description has not been provided and is required. A Project Description must be uploaded.
- **No References Cited** - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- **No Current and Pending Support** - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings
Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- **No Program Announcement/OPG Selected** - A Program Announcement or Grant Proposal Guide (OPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- **No NID Unit Selection** - An NID Unit has not been selected on the Cover Sheet form.
- **Insufficient Amount Requested** - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- **Insufficient Duration Requested** - A duration less than 1 month has been entered for the Requested Duration on the Remainder of the Cover Sheet form.
- **No Starting Date** - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 3 Upper portion of the Proposal Errors/Warnings screen for the proposal if the proposal is ready for submission.

Sign and Submit the Proposal

If you have AOR permissions, you have the capability to sign and submit the proposal.

- In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 4), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No

☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Figure 4 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.

- If you answered Yes, in the text box under the radio buttons (Figure 4), type an explanation.*
- In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 5), check the

accuracy of the information for your organization.

Institution Information

DUNS Number: DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: **Alan Alphaman**
 Phone: **7032925000**
 Fax: **7032925500**
 E-mail: **kchelta@nsf.gov**

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

Figure 5 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.

4. At the bottom of the **Proposal Errors/Warnings** screen (Figure 5), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 6) with a message that the proposal has been successfully submitted to NSF. It also displays the official NSF number for the proposal.

PROPOSAL SUBMISSION CONFIRMATION

Proposal 9008911 has been successfully submitted to NSF

This proposal has now been assigned the following NSF Proposal Number:
0612913

Please make a note of this number, it is the official NSF proposal number.
Your Signature has been recorded

Figure 6 Proposal Submission Confirmation screen with the message that the proposal has been submitted to NSF and with the NSF number for the proposal.

5. Write down the NSF proposal number.
6. Click the **OK** button (Figure 6). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Return a Proposal to the PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).

Research Administration

Select a Research Administration function for **National Science Foundation** :

- ▶ **Accounts Management**
- ▶ **Letters of Intent**
- ▶ **Proposals/Supplements/File Updates/Withdrawals**
- ▶ **Award Documents**
- ▶ **Forwarded/Submitted Revised Budgets**
- ▶ **Notifications & Requests - Disabled in FastLane. Log in to Research.gov**
- ▶ **Organizational Reports**
- ▶ **Project Reports - Disabled in FastLane. Log in to Research.gov**

Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | **FAST** | **Organization: National Science Foundation**

Documents in Progress | **Withdrawals in Progress** | **Submitted Documents**

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) | PI Last Name: (Enter at least first two characters) | **Search**

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

71 Documents found. Displaying 1 to 10. [> Previous ID: 1, 2, 3, 4, 5, 6, 7, 8 (New ID <)]

Temp ID	Type	Account Label	PI Name	Proposal Title	Check	Edt	Submit	Return to PI
1000005	Proposal	View/Edit/Submit	Hoffman, Daniel	SDIR/OTTR Phase I: Dan's Test	Check	Edt	Submit	Return to PI
0000000	Proposal	View/Edit/Submit	student11, student1	Not Assigned	Check	Edt	Submit	Return to PI
0000010	Proposal	View/Edit/Submit	Hoffman, Daniel	Dan Test: This is my test 4:05	Check	Edt	Submit	Return to PI
0000000	Proposal	View/Edit/Submit	Hoffman, Daniel	CAREER: My Test	Check	Edt	Submit	Return to PI

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

3. Click **Return to PI** (Figure 2) on the row for the proposal you want to return. A screen displays (Figure 3) with a message for you to confirm this action.

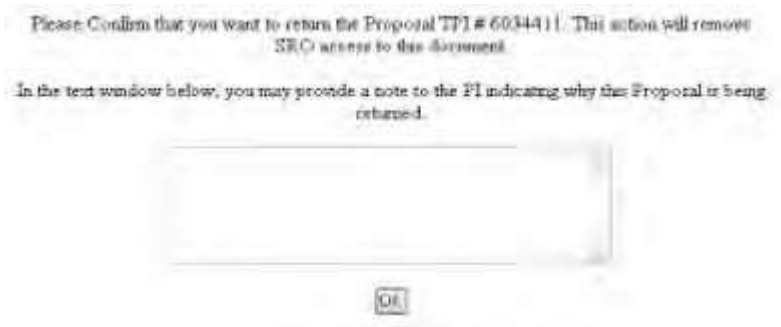


Figure 3 Screen with the message for you to confirm that you want to return the proposal to the PI.

4. Write a note to the PI in the text box (Figure 3) (optional). Once you return the proposal to the PI, you no longer have access to the proposal as an SPO.
5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been returned to the PI.

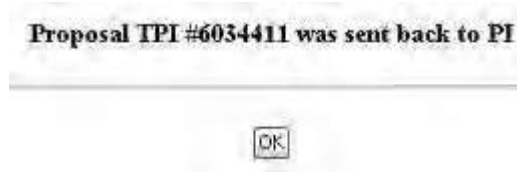


Figure 4 Screen with a message that the proposal has been returned to the PI.

6. Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

AOR Functions

Access AOR Functions

1. *If you are an Authorized Organizational Representative (AOR) and need to sign a proposal that has been submitted to NSF, on the **FastLane Home Page** screen, log in to Research Administration (see [SPO AOR Login](#)). The **Research Administration** screen displays (Figure 1).*



Figure 1 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

- Click **Authorized Organizational Representative Functions** (Figure 1). The **Authorized Organizational Representative Functions** screen displays (Figure 2) with a listing of all the documents that require your electronic signature.

Authorized Organizational Representative Functions | MAIN | Institution: National Science Foundation

Verify Signature Information:

Name: Alan Aghamanian
 Phone Number: 7032921099
 Fax Number: 7032923000
 E-Mail: dsullivan@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed:

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal/Award Number	Principal Investigator	Title	Submitting Date
<input type="checkbox"/>	Proposal/Supplement	0520029	Trudy Sell	MTS 04032401	03/24/2004

Figure 2 Authorized Organizational Representative Functions screen.

- Verify that the Signature Information in the upper left of the screen is correct (Figure 3). If the information is not correct, click **Account Management** to change the information.

Authorized Organizational Representative Functions | MAIN | Institution: National Science Foundation

Verify Signature Information:

Name: alan. aghamanian
 Phone Number: 9146343103
 Fax Number:
 E-Mail: bsteinbg@egc0.fc.up.pt

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

Figure 3 Verify Signature Information section of the Authorized Organizational Representative Functions screen. The Account Management link is circled.

You have these options on the **Authorized Organizational Representative Functions** screen:

- [Sign a single proposal](#)
- [Sign several documents at once](#)

Access AOR Functions

1. If you are an Authorized Organizational Representative (AOR) and need to sign a proposal that has been submitted to NSF, on the **FastLane Home Page** screen, log in to Research Administration (see [SPO AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

2. Click **Authorized Organizational Representative Functions** (Figure 1). The **Authorized Organizational Representative Functions** screen displays (Figure 2) with a listing of all the documents that require your electronic signature.



Figure 2 Authorized Organizational Representative Functions screen.

3. Verify that the Signature Information in the upper left of the screen is correct (Figure 3). If the information is not correct, click **Account Management** to change the information.

Authorized Organizational Representative Functions | MAIN | Institution: National Fou

Verify Signature Information:

Name: alan alphaman
 Phone Number: 9146343183
 Fax Number:
 E-Mail: bsteinbg@egc6.fc.up.pt

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using Account Management.

Documents To Be Signed

Figure 3 Verify Signature Information section of the Authorized Organizational Representative Functions screen. The Account Management link is circled.

You have these options on the **Authorized Organizational Representative Functions** screen:

- [Sign a single proposal](#)
- [Sign several documents at once](#)

Sign a Single Proposal

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

Authorized Organizational Representative Functions | MAIN | Institution: National Fou

Verify Signature Information:

Name: Alan alphaman
 Phone Number: 7032921001
 Fax Number: 7032923000
 E-Mail: tdemo@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using Account Management.

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission
<input checked="" type="checkbox"/>	Proposal/Supplement	605557E	Alan Alphaman	PWL Testing Post Doc	03/08/200

Export Options: Excel

Sign **Cancel**

Figure 1 Authorized Organizational Representative Functions screen. The check box for signing a proposal is circled.

2. Click the check box next to the proposal you want to electronically sign (Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Drug Free Work Place Certification
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug Free Work Place Certification contained in Exhibit II-3 of the Grant Proposal Guide.

Debarment and Suspension Certification
Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

Certification Regarding Lobbying
This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification Regarding Unpaid Federal Tax Liability
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal Tax Liability:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Certification Regarding Criminal Convictions
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Criminal Convictions:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has not been convicted of a felony criminal violation under any Federal law within the 24 months preceding the date on which the certification is signed.

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section is boxed, and the Sign button is circled.

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposal has been signed.

CONFIRMATION
The Following Documents Have Been Signed:

Document Type	Proposal Award Number	Title
Proposal/Supplement	0455558	PWL Testing Post Doc

[Return to AOR Functions Main](#)

Figure 3 Confirmation screen with a message that the proposal has been signed.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative**

Functions screen displays (Figure 1). Sign Several Documents at Once

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

Authorized Organizational Representative Functions | Home

Organization: University of California-San Diego

Verify Signature Information:

Name: Nancy Hunt
Phone Number: 2223334445
Fax Number: 2223335555
E-Mail: ref@ucsd.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

40 Documents found, displaying 1 to 10 [Previous 10] 1, 2, 3, 4, 5 [Next 10]

Sign	Document Title	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	0417118	Robert Zucke	Modulation of Transcription Release	01/02/2004
<input type="checkbox"/>	Proposal/Supplement	0418678	George Odor	Mathematical models for bacterial population and pattern for	01/03/2004
<input type="checkbox"/>	Proposal/Supplement	0419477	Richard Bauman	Multimodal (speech plus handwriting) Communication of Mathem	01/07/2004
<input type="checkbox"/>	Proposal/Supplement	0419781	Rudens Balcev	THE FUTURES OF OUR PASTS: Three-Dimensional Representations	01/07/2004
<input type="checkbox"/>	Proposal/Supplement	0419956	Catherine Koshland	Laser Interactions with Combustion Generated Nano-Particles	01/07/2004
<input type="checkbox"/>	Proposal/Supplement	0419977	George Smoot	Information and Data Management in the Emerging Field of Site	01/08/2004
<input type="checkbox"/>	Proposal/Supplement	0419978	Avideh Zakhor	Video Similarity Search in Very Large Databases	01/08/2004
<input type="checkbox"/>	Proposal/Supplement	0419998	Anastasios Melis	Photosynthetic hydrogen metabolism in unicellular green alga	01/08/2004
<input type="checkbox"/>	Proposal/Supplement	0419999	Evan Williams	Ion Hydration and New Structural Methods in X-ray Spectroscop	01/08/2004
<input type="checkbox"/>	Proposal/Supplement	0419999	Jeffrey Long	Cluster-Expanded Solids: A Strategy for Assembling Functions	01/08/2004

Export Options: Excel

Sign Cancel

Figure 1 Authorized Organizational Representative Functions screen. The **Sign** button is circled.

2. Select the documents you want to sign by any one of the following options (Figure 1):
 - Click the box next to **Check to Select All Proposals/Supplements** to sign only the proposals and supplements listed.
 - Click the box next to **Check to Select All Documents** to sign all documents listed.
 - Click the check mark box next to each document that you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Drug Free Work Place Certification
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug Free Work Place Certification contained in Exhibit II-3 of the Grant Proposal Guide.

Debarment and Suspension Certification
Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

Certification Regarding Lobbying
This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification Regarding Unpaid Federal Tax Liability
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal Tax Liability:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Certification Regarding Criminal Convictions
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Criminal Convictions:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has not been convicted of a felony criminal violation under any Federal law within the 24 months preceding the date on which the certification is signed.

Sign **Cancel**

Figure 2 Electronic Signature Notice screen. The Sign button is circled.

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposals have been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release
Proposal/Supplement	0414039	Mathematical models for bacterial propulsion and pattern for
Proposal/Supplement	0414470	Multimodal (speech plus handwriting) Communication of Mathem
Proposal/Supplement	0414495	THE FUTURES OF OUR PASTS: Three-Dimensional Representations
Proposal/Supplement	0414496	Laser Interactions with Combustion Generated Nano-Particles
Proposal/Supplement	0415027	Information and Data Management in the Emerging field of Gra
Proposal/Supplement	0415210	Video Similarity Search in Very Large Databases
Proposal/Supplement	0415258	Photosynthetic hydrogen metabolism in unicellular green alga
Proposal/Supplement	0415293	Ion Hydration and New Structural Methods in Mass Spectrometr
Proposal/Supplement	0415295	Cluster/Expanded Solids: A Strategy for Assembling Functions

Figure 3 Confirmation screen with a message that the proposals have been signed.

Update a Submitted Proposal

Update a Submitted Proposal Introduction

It is the responsibility of the proposing organization to thoroughly review each proposal before the proposal's submission. On occasion, however, a problem is identified with a portion of the proposal after the proposal has been submitted electronically to NSF.

The FastLane Proposal File Update Module allows the organization to request the replacement of files or revision of other Proposal Attributes, associated with a previously submitted proposal. Further information on this process can be found in the PAPPG

Roles in Proposal File Update

As a PI, you can:

- [Create a Proposal File Update](#)
- [View and edit an update](#)
- [View the Update Summary](#)
- [Create an update PIN](#)
- [Allow SPO access to an update](#)
- [Delete an update](#)

As an SPO, you can:

- [View the Update Summary](#)
- [Check an update for completeness](#)
- [Edit an update](#)
- [Return an update to the PI](#)

As an AOR you can do all of the above and

- [Sign and Submit an update](#)
- [Withdraw an update](#)

Create a Proposal File Update

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co- PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [➤ Proposal Functions](#)
- [➤ Award And Reporting Functions](#)
- [➤ Change PI Information](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [➤ Letters of Intent](#)
- [➤ Proposal Preparation](#)
- [➤ Proposal Status](#)
- [➤ Display Reference Status](#)
- [➤ Revise Submitted Proposal Budget](#)
- [➤ Proposal File Update](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers

(Click on the column title to sort by that column.)

Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
0420099	N/A	GPG 04-23 - Do NOT Delete
0420102	N/A	Test for Sept 1
0420108	N/A	Funds for Children of the Corn
0420115	N/A	this title put in by me prior to switch over to nsf 01-150

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal you want to work on in the **List of Proposals Eligible for Update** (Figure 3).
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

There are no updates in progress for this Proposal.
Please click on the "Create Update" button to proceed.

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal

Figure 4 Proposal Update Control screen for the selected proposal. The Create Update button is circled.

6. Click the **Create Update** button (Figure 4). The **Proposal Update Control** screen for the proposal displays (Figure 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.



Figure 5 Proposal Update Control screen. The View/Edit Update button is circled.

7. Click the **View/Edit Update** button (Figure 5). The **Proposal Update Form Preparation** screen displays (Figure 6). This screen lists all the sections of the proposal; you can update any section except the Postdoctoral Mentoring Plan. .

Form Preparation

To prepare a form, click on the appropriate button below.

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	11/29/16	<input type="button" value="GO"/> Project Summary	11/29/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	11/29/16
<input type="button" value="GO"/> References Cited	11/29/16	<input type="button" value="GO"/> Biographical Sketches	11/29/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/29/16

Budgetary updates are available through Revise Submitted Proposal Budget module. Please click [here](#) for more information.

<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	11/29/16	Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	11/29/16
		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
		<input type="button" value="GO"/> Other Supplementary Docs	11/29/16

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<i>Contact your Program Office for Pre-Award Personnel changes. Please click here for more information.</i>	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Figure 6 Proposal Update Form Preparation screen. The Go button for Project Summary is circled.

8. Click the **Go** button for the section that you want to update (Figure 6). See [Prepare Proposal Forms](#) for the instructions for any section.
9. Type or copy and paste text in the text box for the section. Or, for a Project Summary with Special Characters, upload a new file to replace the old file in the Supplementary Documents section. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for instructions. After you have accepted the uploaded section or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 7). The updated section (the Project Summary in Figure 7 as an example) now displays in red and is marked as Changed with the date of the change.

Form Preparation

To prepare a form, click on the appropriate button below.

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	11/29/16	<input type="button" value="GO"/> Project Summary	11/29/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	11/29/16
<input type="button" value="GO"/> References Cited	11/29/16	<input type="button" value="GO"/> Biographical Sketches	11/29/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/29/16

Budgetary updates are available through Revise Submitted Proposal Budget module. Please click [here](#) for more information.

Form	Saved
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	11/29/16

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	11/29/16
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
<input type="button" value="GO"/> Other Supplementary Docs	11/29/16

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	

Add/Delete Non Co-PI Senior Personnel
*Contact your Program Office for Pre-Award Personnel changes.
 Please click [here](#) for more information.*

Change PI

Proposal Update Justification Note

Go Back

Figure 7 Proposal Update Form Preparation screen. The updated section (circled) is in red and marked as Changed with the date of the change. The Proposal Update Justification Note button is circled.

10. Repeat Step 9 for any sections you want to replace.
11. Click the **Proposal Update Justification Note** button (Figure 7). The **Justification Note** screen displays (Figure 8) with a text box for entering the justification for the Proposal File Update.

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type your justification here.

OK

Figure 8 Justification Note screen. The OK button is circled.

12. Type or copy and paste the Justification in the text box (Figure 8).
13. Click the **OK** button (Figure 8). A screen displays (Figure 9) with the message that the Justification Note has been saved.



Figure 9 Screen with the message that the Justification Note has been saved.

14. Click the **OK** button (Figure 9). The **Proposal Update Form Preparation** screen displays (Figure 7).
- ### View and Edit a Proposal File Update

If a Proposal File Update has already been created, you may view and also edit it.

1. On the **FastLane Home Page** screen, log in as a PI or Co-PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?



Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions



Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click the **Proposal File Update** link (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers

(Click on the column title to sort by that column.)

<u>Proposal ID</u>	<u>Received Date</u>	<u>Proposal Title</u>
Select a Proposal to Work with:		
0420099 - N/A - GPG 04-23 - Do NOT Delete		
0420102 - N/A - Test for Sept 1		
0420108 - N/A - Funds for Children of the Corn		
0420115 - N/A - this title put in by me prior to switch over to nsf 01-150		

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal you want to work on in the **List of Proposals Eligible for Update** (Figure 3).
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 4 Proposal Update Control screen. The View/Edit Update button is circled.

6. Click the **View/Edit Update** button (Figure 4). The **Proposal Update Form Preparation** screen displays (Figure 5) with these options:
 - [View a section of an updated proposal](#)
 - [Update a section or edit an updated section](#)
 - [View and edit the Justification Note](#)

Form Preparation

To prepare a form, click on the appropriate button below.

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	11/29/16	<input type="button" value="GO"/> Project Summary	11/29/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	11/29/16
<input type="button" value="GO"/> References Cited	11/29/16	<input type="button" value="GO"/> Biographical Sketches	11/29/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/29/16

Budgetary updates are available through Revise Submitted Proposal Budget module. Please click [here](#) for more information.

<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	11/29/16	Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	11/29/16
		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
		<input type="button" value="GO"/> Other Supplementary Docs	11/29/16

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<i>Contact your Program Office for Pre-Award Personnel changes. Please click here for more information.</i>	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Figure 5 Proposal Update Form Preparation screen. The Go button for the updated section and the Proposal Update Justification Note button are circled.

View a Section of an Updated Proposal

1. On the **Proposal Update Form Preparation** screen (Figure 5), click the **Go** button for the updated section that you want to view. The **File Upload** screen displays for that section, for example, the Project Summary, as in Figure 6.

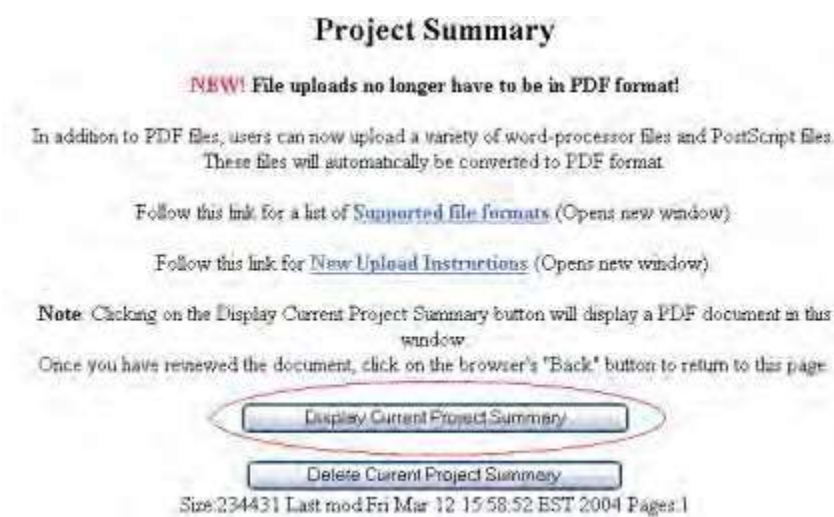


Figure 6 Project Summary File Upload screen. The Display Current Project Summary button is circled.

2. Click the **Display Current** section button for that section, as in Figure 6 for the Project Summary. The updated file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the browser back button to return to the **Proposal Update Form Preparation** screen (Figure 5).

Update a Section or Edit the Updated Section

1. On the **Proposal Update Form Preparation** screen (Figure 5), click the **Go** button for the section you want to edit (see [Prepare Proposal Forms](#) for instructions for any proposal section). The text box screen or the **File Upload** screen for that section displays.
2. Type or copy and paste text in the text box or upload a new file to replace the old file. See [Acceptable Formats for FastLane](#) and [Upload a File](#) for instructions. After you have accepted the upload or saved the text in the text box, the **Proposal Update Form Preparation** screen displays (Figure 5).

View and Edit the Justification Note

1. On the **Proposal Update Form Preparation** screen (Figure 5), click the **Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 7).

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type your justification here.

OK

Figure 7 Justification Note screen. The OK button is circled.

2. View and edit the Justification as you require (Figure 7).
3. Click the **OK** button (Figure 7). A screen displays (Figure 8) with the message that FastLane has saved the Justification Note.



Figure 8 Screen with the message that the Justification Note has been saved.

4. Click the **OK** button (Figure 8). The **Proposal Update Form Preparation** screen displays (Figure 5).

View the Update Summary

1. Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

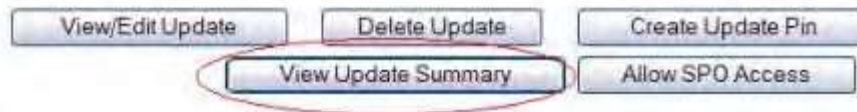


Figure 1 Proposal Update Control screen. The View Update Summary button is circled.

2. Click the **View Update Summary** button (Figure 1). The **Proposal Update Summary** screen displays (Figure 2) with the status of the update and a listing of the updated sections. You have these options:
 - [View the current section](#), the section as it was submitted to NSF
 - [View the proposed replacement section](#), the section as it has been updated
 - [View the Justification Note](#) for the update

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Initiated, SPO Access Not Allowed**

PI Name: Alan Alphaman

AOR Name: Electronically Signed Date:

Update Submitted to NSF on:

Program Officer: Not yet assigned.

Phone: N/A Email:

Update Processed by NSF on:

☒ Project Summary (Addition Requested)

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 2 **Proposal Update Summary screen. The View Current Section button is circled.**

View the Current Section

1. On the **Proposal Update Summary** screen ([Figure 2](#)), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button ([Figure 2](#)). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen ([Figure 2](#)).

View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen ([Figure 3](#)), in the box listing the updated sections, click the radio button for the updated section that you want to view.

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: Initiated, SPO Access Not Allowed

PI Name: Alan Alphaman

AOR Name: _____ Electronically Signed Date: _____

Update Submitted to NSF on: _____

Program Officer: Not yet assigned.

Phone: N/A _____ Email: _____

Update Processed by NSF on: _____

© Project Summary (Addition Requested)

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 3). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Initiated, SPO Access Not Allowed**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

© Project Summary (Addition Requested)

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Justification Note for the Requested Update

Type your justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

Create an Update PIN

1. Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 1 Proposal Update Control screen. The Create Update PIN button is circled.

- Click the **Create Update PIN** button (Figure 1). The **Proposal File Update PIN Control** screen displays (Figure 2).

Proposal File Update PIN Control for Proposal No. 0420108

Type the PIN number you want to assign to the Proposal File Update:

Please type the PIN again:

Figure 2 Proposal File Update PIN Control screen. The OK button is circled.

- Type the PIN number in the boxes (Figure 2).
- Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the PIN number has been changed.
- Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 1).

Delete a Proposal File Update

- Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

View/Edit Update **Delete Update** Create Update Pin

View Update Summary Allow SPO Access

Figure 1 Proposal Update Control screen. The Delete Update button is circled.

2. Click the **Delete Update** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete that Proposal File Update and a warning that the update cannot be restored.

Please confirm that you wish to delete the Proposal File Update for Proposal No. 0420108. This action is irreversible.

OK

Figure 2 Screen with a message for you to confirm that you want to delete the Proposal File Update. The OK button is circled.

3. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the update is deleted.

The Proposal File Update Request has been deleted.

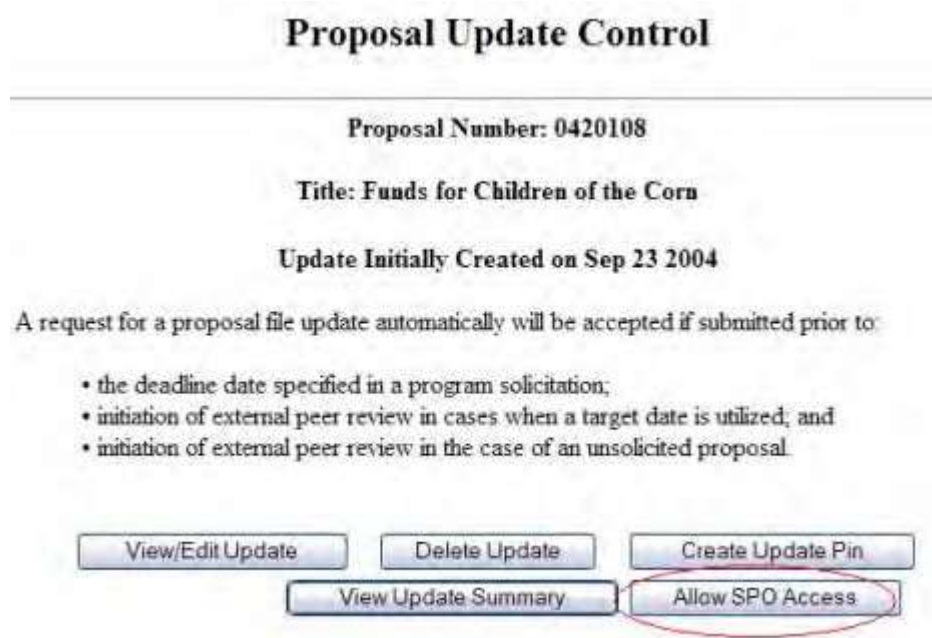
OK

Figure 3 Screen with the message that the update has been deleted.

4. Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 1).

Allow SPO Access to a Proposal File Update

1. Access the **Proposal Update Control** screen (Figure 1) (see [View and Edit a Proposal File Update](#), Step 1 through Step 5).



Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Initially Created on Sep 23 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

View/Edit Update Delete Update Create Update Pin

View Update Summary **Allow SPO Access**

Figure 1 **Proposal Update Control screen. The Allow SPO Access button is circled.**

2. Click the **Allow SPO Access** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to allow SPO access to the Proposal File Update.



Please confirm that you wish to grant access to the Proposal File Update 1 for Proposal No. 0420108. PIs may no longer edit an update after granting access to the SPO.

OK

Figure 2 **Screen with message for you to confirm that you want to grant the SPO access to the update. The OK button is circled.**

3. Click the **OK** button (Figure 2). The **Access to Proposal File Update Has Been Given to Your SPO** screen displays (Figure 3) with the message that the SPO has access to the Proposal File Update. The screen also lists the names of people to whom FastLane has sent emails to notify them of the SPO's access.



Figure 3 Access to Proposal File Update Has Been Given to Your SPO screen.

- Click the **OK** button (Figure 3). The **Proposal Update Control** screen displays (Figure 4) with the update now listed as a Forwarded Update.

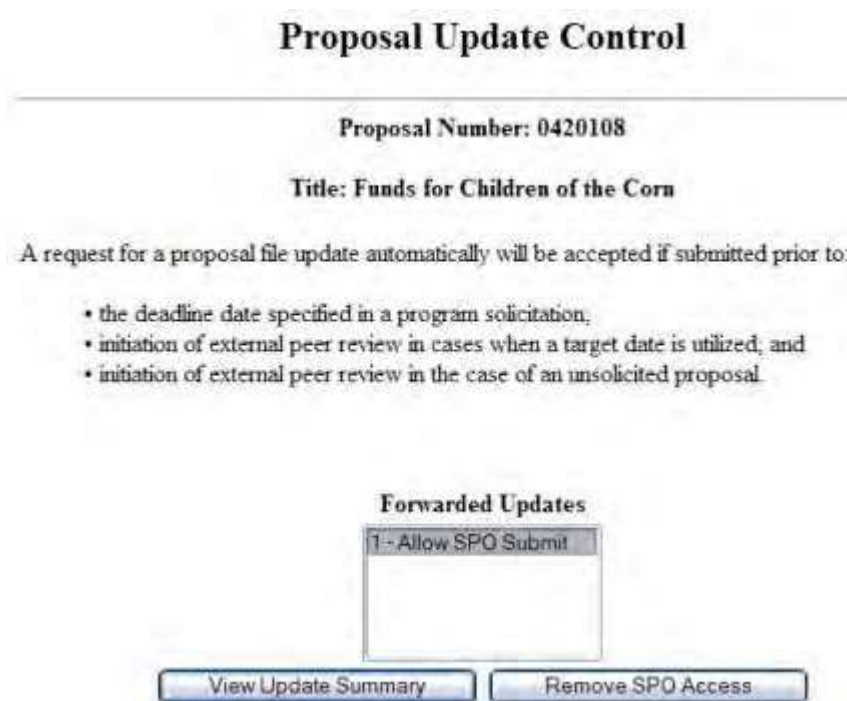


Figure 4 Proposal Update Control screen after you have given the SPO access to the Proposal File Update.

Work with Forwarded Updates

Work with Forwarded Proposal File Updates

- On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)).

The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?





-  [Proposal Functions](#)
-  [Award And Reporting Functions](#)
-  [Change PI Information](#)
-  [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

-  [Letters of Intent](#)
-  [Proposal Preparation](#)
-  [Proposal Status](#)
-  [Revise Submitted Proposal Budget](#)
-  [Proposal File Update](#)
-  [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers.

(Click on the column title to sort by that column.)

Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
0420099	N/A	GPG 04-23 - Do NOT Delete
0420102	N/A	Test for Sept 1
0420108	N/A	Funds for Children of the Corn
0420115	N/A	this title put in by me prior to switch over to nsf 01-150

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal whose update you want to view in the **List of Proposals Eligible for Update** (Figure 3)
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4) with a list of the updates that the SPO has access to in the **Forward Updates** list, along with their NSF acceptance status. You have these options for working with updates that the SPO has access to:
 - [View the Update Summary for a forwarded update](#)
 - [Remove SPO access to an update](#)
 - [View and print an updated proposal](#) if the update has automatically approved status

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation,
- initiation of external peer review in cases when a target date is utilized, and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates

1 - Allow SPO Submit

Figure 4 Proposal Update Control screen after the SPO has been given access to a Proposal File Update.

Work with Forwarded Proposal File Updates

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- ▶ [Letters of Intent](#)
- ▶ [Proposal Preparation](#)
- ▶ [Proposal Status](#)
- ▶ [Revise Submitted Proposal Budget](#)
- ▶ [Proposal File Update](#)
- ▶ [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers.

(Click on the column title to sort by that column.)

Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
0420099	N/A	GPG 04-23 - Do NOT Delete
0420102	N/A	Test for Sept 1
0420108	N/A	Funds for Children of the Corn
0420115	N/A	this title put in by me prior to switch over to nsf 01-150

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

4. Highlight the proposal whose update you want to view in the **List of Proposals Eligible for Update** (Figure 3)
5. Click the **Continue** button (Figure 3). The **Proposal Update Control** screen for that proposal displays (Figure 4) with a list of the updates that the SPO has access to in the **Forward Updates** list, along with their NSF acceptance status. You have these options for working with updates that the SPO has access to:

- [View the Update Summary for a forwarded update](#)
- [Remove SPO access to an update](#)
- [View and print an updated proposal](#) if the update has automatically approved status

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation,
- initiation of external peer review in cases when a target date is utilized, and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates

1 - Allow SPO Submit

View Update Summary

Remove SPO Access

Figure 4 Proposal Update Control screen after the SPO has been given access to a Proposal File Update.

View the Update Summary for a Forwarded Update

1. Access the **Proposal File Update Control** screen (Figure 1) (see [Work with Forwarded Updates](#)).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.



Figure 1 Proposal Update Control screen with the Forwarded Updates list. The View Update Summary button is circled.

2. Highlight in the **Forwarded Updates** list (Figure 1) the update whose Update Summary you want to view.
3. Click the **View Update Summary** button (Figure 1). The **Proposal Update Summary** screen displays (Figure 2). You have these options:
 - [View the current section](#), the section as it was first submitted to NSF
 - [View the proposed replacement section](#), the section as it has been updated
 - [View the Justification Note](#) for the update

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

☒ Project Summary (Addition Requested)

Figure 2 Proposal Update Summary screen. The View Current Section button is circled.

View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), in the box listing the updated sections, click the radio button for the updated section that you want to view.

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

⊙ **Project Summary (Addition Requested)**

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Update Status: Allow SPO Submit

PI Name: Alan Alphaman	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on:	

☒ Project Summary (Addition Requested)

[View Current Section](#)

[View Proposed Replacement Section](#)

[View Proposal Update Justification Note](#)

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420108

Title: Funds for Children of the Corn

Update Number: 1

Justification Note for the Requested Update

Type your justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

2. Click the **OK** button (Figure 4). The **Proposal Update Summary** screen displays (Figure 4).

View and Print an Updated Proposal

*If the Proposal File Update has the status of Automatically Accepted, on the **Proposal Update Summary** screen, you have an option to view and print the updated proposal.*

1. Access the **Proposal Update Control** screen (Figure 1) (see [Work with Forwarded Updates](#)).

Proposal Update Control

Proposal Number: 0242855

Title: EPW - NORMAL WITHDRAWAL CASE 2

Update Initially Created on Aug 11 2004

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

View/Edit Update

Delete Update

Create Update Pin

View Update Summary

Allow SPO Access

Forwarded Updates

1 - Automatically Accepted

View Update Summary

Remove SPO Access

Figure 1 Proposal Update Control screen with an Automatically Accepted update highlighted. The View Update Summary button is circled.

2. Highlight the Automatically Accepted update in the **Forwarded Updates** list (Figure 1).
3. Click the **View Update Summary** button (Figure 1).The **Update Summary Log** screen displays (Figure 2).

Update Summary Log

Proposal Number: 0242855

Title: EPW - NORMAL WITHDRAWAL CASE 2

Update Number: 1

File Update Status: **Automatically Accepted**

PI Name : **Alan Alphaman**

AOR Name : **Alan alphaman** Electronically Signed Date : **May 20 2003**

File Update Submitted to NSF on : **May 20 2003**

Program Officer : **Not yet assigned.**

Phone : Email :

File Update Processed by NSF on: **May 20 2003**

Figure 2 **Update Summary Log screen. The View/Print Proposal button is circled.**

4. Click the **View/Print Proposal** button (Figure 2). The **View Submitted Proposal** screen displays (Figure 3).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the "**Print Entire Proposal**" option.

Please be patient and do not continually click the "**GO**" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 3 View Submitted Proposal screen.

- Click the **Go** button for the section you want to view. The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
- Click the **Print** icon on the Adobe toolbar to print the section.
- Click the browser back button to return to the **View Submitted Proposal** screen (Figure 3).
- To print the entire proposal, on the **View Submitted Proposal** screen (Figure 3), click the **Go** button for Print Entire Proposal. FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

View Submitted Updates

- On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [▶ Proposal Functions](#)
- [▶ Award And Reporting Functions](#)
- [▶ Change PI Information](#)
- [▶ Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [▶ Letters of Intent](#)
- [▶ Proposal Preparation](#)
- [▶ Proposal Status](#)
- [▶ Revise Submitted Proposal Budget](#)
- [▶ Proposal File Update](#)
- [▶ Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. Click **Proposal File Update** (Figure 2). The **List of Proposals Eligible for Update** screen displays (Figure 3).

List of Proposals Eligible for Update

Principal Investigator's Name: Alan Alphaman

Proposals are eligible for update after they have been submitted to the NSF but before they are sent to reviewers

(Click on the column title to sort by that column.)

<u>Proposal ID</u>	<u>Received Date</u>	<u>Proposal Title</u>
Select a Proposal to Work with:		
0071349	N/A	EDI_4016_TEST_PROPOSAL
0242855	N/A	EPW - NORMAL WITHDRAWAL CASE 2
0413532	N/A	SBIR Phase I test for Altab2
0413532	N/A	NSF East Asia Summer Institutes for US Graduate Students

Figure 3 List of Proposals Eligible for Update screen. The Display Submitted Updates button is circled.

4. Click the **Display Submitted Updates** button (Figure 3). The **Submitted Proposal File Updates** screen displays (Figure 4).

Submitted Proposal File Updates

Principal Investigator's Name: Alan Alphaman

(Click on the column title to sort by that column.)

<u>Proposal ID</u>	<u>Sequence Number</u>	<u>Status</u>	<u>Proposal Title</u>
Select a Proposal to Work with:			
0234742	3	Withdrawn	lina bio name test
0234742	4	Accepted by NSF	lina bio name test
0234742	1	Automatically Accepted	lina bio name test
0242847	2	Automatically Accepted	EPW - NORMAL WITHDRAWAL CASE Test

Figure 4 Submitted Proposal File Updates screen. The Continue button is circled.

5. Highlight the proposal whose update you want to check from the **Submitted Proposal File Updates** list (Figure 4).
6. Click the **Continue** button (Figure 4). The **Update Summary Log** screen displays (Figures 5) with the status of the Proposal File Update and a listing of the updated sections. You have these options:
 - [View the initial file](#), the file as it was originally submitted to NSF
 - [View the replacement file](#), the file as it has been updated
 - [View the Justification Note](#) for the update
 - [View/print the updated proposal](#) (if the Proposal File Update has Automatically Accepted status)

Update Summary Log

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

File Update Status: **Automatically Accepted**

PI Name : Alan Alphaman
AOR Name : Alan alphaman Electronically Signed Date : May 20 2003
File Update Submitted to NSF on : May 20 2003
Program Officer : Not yet assigned.
Phone : Email :
File Update Processed by NSF on: May 20 2003

☐ Project Description

Figure 5 **Update Summary Log screen. The View Initial File button is circled.**

View the Initial File

1. On the **Update Summary Log** screen (Figure 5), in the box listing the updated file, click the radio button for the initial file you want to view.
2. Click the **View Initial File** button (Figure 5). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Update Summary Log** screen (Figure 5).

View the Replacement File

1. On the **Update Summary Log** screen (Figure 6), in the box listing the updated sections, click the radio button for the replacement file you want to view.

Update Summary Log

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

File Update Status: **Automatically Accepted**

PI Name : Alan Alphaman

AOR Name : Alan alphaman

File Update Submitted to NSF on : May 20 2003

Program Officer : Not yet assigned.

Phone :

Electronically Signed Date : May 20 2003

Email :

File Update Processed by NSF on: May 20 2003

Project Description

View Initial File

View Replacement File

View Proposal Update Justification Note

View/Print Proposal

Figure 6 Update Summary Log screen. The View Replacement File button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 6). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Update Summary Log** screen (Figure 6).

View the Justification Note

1. On the **Update Summary Log** screen (Figure 7), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 8).

Update Summary Log

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

File Update Status: **Automatically Accepted**

PI Name : Alan Alphaman
AOR Name : Alan alphaman Electronically Signed Date : May 20 2003
File Update Submitted to NSF on : May 20 2003
Program Officer : Not yet assigned.
Phone : Email :
File Update Processed by NSF on : May 20 2003

Project Description

View Initial File

View Replacement File

View Proposal Update Justification Note

View/Print Proposal

Figure 7 Update Summary Log screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

Justification Note for the Requested Update

Needed to make change,

OK

Figure 8 Justification Note screen. The OK button is circled.

2. Click the **OK** button (Figure 8). The **Update Summary Log** screen displays (Figure 7).

View and Print a Submitted Proposal File Update

*If a Proposal File Update has the status of Automatically Accepted, on the **Update Summary Log** screen, you have the option to view and print the updated proposal.*

1. Access the **Update Summary Log** screen (Figure 1) (see [View Submitted Updates](#), Step 1 through Step 6).



Update Summary Log

Proposal Number: 0242847

Title: EPW - NORMAL WITHDRAWAL CASE Test

Update Number: 2

File Update Status: **Automatically Accepted**

PI Name : Alan Alphaman
AOR Name : Alan alphaman
File Update Submitted to NSF on : May 20 2003
Program Officer : Not yet assigned.
Phone :
Electronically Signed Date : May 20 2003
Email :
File Update Processed by NSF on : May 20 2003

Project Description

View Initial File: View Replacement File:

View Proposal Update Justification Note

View/Print Proposal

Figure 1 Update Summary Log screen. The View/Print Proposal button is circled.

2. Click the **View/Print Proposal** button (Figure 2). The **View Submitted Proposal** screen displays (Figure 3).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the "**Print Entire Proposal**" option.

Please be patient and do not continually click the "**GO**" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 2 View Submitted Proposal screen.

- Click the **Go** button for any section you want to view. The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
- Click the **Print** icon on the Adobe toolbar to print the section.
- To print the entire proposal, click the **Go** button for Print Entire Proposal (Figure 2). FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

SPO Functions

Work on Proposal File Updates as SPO

[Print the contents of the SPO Functions for Updating a Submitted Proposal book.](#)

As an SPO, you work with two kinds of Proposal File Updates:

- [Updates forwarded to you by a PI](#)
- [Updates that the AOR has submitted to NSF](#)

Work on Proposal File Updates as SPO

[Print the contents of the SPO Functions for Updating a Submitted Proposal book.](#)

As an SPO, you work with two kinds of Proposal File Updates:

- [Updates forwarded to you by a PI](#)
- [Updates that the AOR has submitted to NSF](#)

Work with Forwarded Proposal File Updates

Work on Forwarded Proposal File Updates as an SPO

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 2) with these tabs:
 - The **Documents in Progress** tab screen shows all the documents of your organization that are now in progress.
 - The **Withdrawals in Progress** tab screen shows any proposal withdrawals that have been forwarded to the SPO.
 - The **Submitted Documents** tab screen shows all the documents that have been submitted to NSF, including submitted Proposal File Updates.



Figure 2 Proposals/Supplements/File Updates/Withdrawals screen showing the tabs for Documents in Progress, Withdrawals in Progress, and Submitted Documents. The Type column header is circled.

- Click the **Type** column header to group all updates together (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 3) with the updates grouped together. You have these options for working with Proposal File Updates:

- [View the Update Summary](#)
- [Check an update for completeness for submission to NSF](#)
- [Edit an update](#)
- [Submit an update](#) (AOR only)
- [Return an update to the PI](#)



Figure 3 Documents in Progress tab on the Proposals/Supplements/File Updates/Withdrawals screen with the updates (boxed in red) now grouped together.

Work on Forwarded Proposal File Updates as an SPO

- On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 2) with these tabs:
 - The **Documents in Progress** tab screen shows all the documents of your organization that are now in progress.
 - The **Withdrawals in Progress** tab screen shows any proposal withdrawals that have been forwarded to the SPO.
 - The **Submitted Documents** tab screen shows all the documents that have been submitted to NSF, including submitted Proposal File Updates.



Figure 2 **Proposals/Supplements/File Updates/Withdrawals** screen showing the tabs for **Documents in Progress**, **Withdrawals in Progress**, and **Submitted Documents**. The **Type** column header is circled.

3. Click the **Type** column header to group all updates together (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 3) with the updates grouped together. You have these

options for working with Proposal File Updates:

- [View the Update Summary](#)
- [Check an update for completeness for submission to NSF](#)
- [Edit an update](#)
- [Submit an update](#) (AOR only)
- [Return an update to the PI](#)

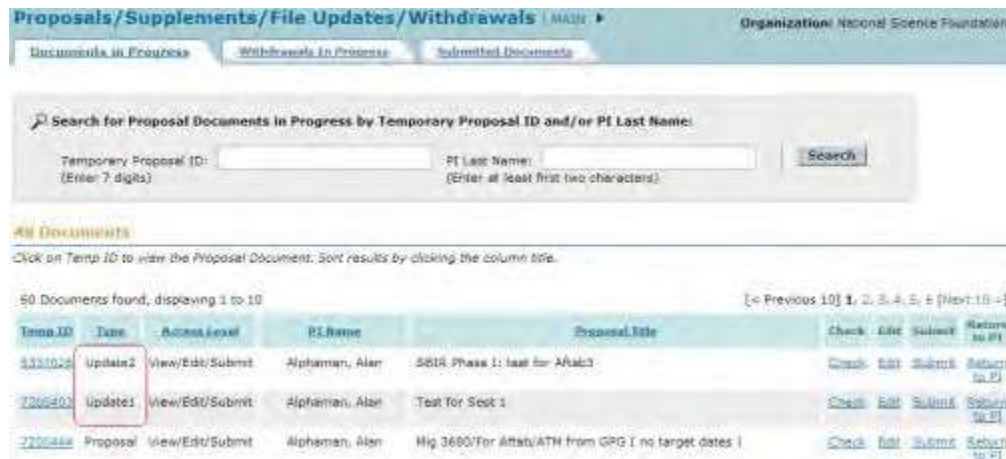


Figure 3 Documents in Progress tab on the Proposals/Supplements/File Updates/Withdrawals screen with the updates (boxed in red) now grouped together.

View the Update Summary as an SPO/AOR

1. Access the Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab (Figure 1)



Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Temp ID for a Proposal File Update is circled.

2. Click the Temp ID number (Figure 1) for the Proposal File Update that you want to view the Update Summary for. The Proposal Update Summary screen displays (Figure 2) with the status of the update. On the Proposal Update Summary screen, you have these options:
 - [View the current section](#), the section as it was originally submitted to NSF
 - [View the proposed replacement section](#), the section as it has been updated
 - [View the Justification Note](#) for the update

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: **Alan Alphaman**

AOR Name: _____ Electronically Signed Date: _____

Update Submitted to NSF on: _____

Program Officer: **Not yet assigned.**

Phone: **N/A** Email: _____

Update Processed by NSF on: _____

☒ **Cover Sheet**

Figure 2 Proposal Update Summary screen. The View Current Section button is circled.

View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen.

View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: Allow SPO Submit

PI Name: **Alan Alphaman**

AOR Name: _____ Electronically Signed Date: _____

Update Submitted to NSF on: _____

Program Officer: **Not yet assigned.**

Phone: **N/A** Email: _____

Update Processed by NSF on: _____

☐ **Cover Sheet**

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: Allow SPO Submit

PI Name: **Alan Alphaman**

AOR Name: _____ Electronically Signed Date: _____

Update Submitted to NSF on: _____

Program Officer: **Not yet assigned.**

Phone: **N/A** Email: _____

Update Processed by NSF on: _____

 **Cover Sheet**

[View Current Section](#)

[View Proposed Replacement Section](#)

[View Proposal Update Justification Note](#)

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Justification Note for the Requested Update

Type justification here:

OK

Figure 5 Justification Note screen. The OK button is circled.

- Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

Check a Proposal File Update for Completeness

- Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | Home > Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: [Enter 7 digits] PI Last Name: [Enter at least first two characters] Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

80 Documents found, displaying 3 to 10 [< Previous (10) 1, 2, 3, 4, 5, 6 (Next 10) >]

Temp ID	Type	Action/Link	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
7303964	Update2	View/Edit/Submit	Alphaman, Alan	BBR Phase 1: test for Affab2	Check	Edit	Submit	Return to PI
7303964	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7303964	Proposal	View/Edit/Submit	Alphaman, Alan	Msg 3660/for Affab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.

- Click **Check** (Figure 1) in the row for the Proposal File Update you want to check. The **Proposal File Update Errors/Warnings** screen is displayed with a list of proposal items that have not been completed.

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors

Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary - You must enter information on all three last boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents, Data Management Plan section. Your proposal may be rejected without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketches - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A Budget must be provided for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings

Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- No Program Announcement/GPG Selected - A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No RFP Unit Selection - An RFP Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposed Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposal File Update Errors/Warnings screen.

3. Click **Return to List** to return to the **Proposals/Supplements/File Updates/Withdrawals** screen.

Edit a Proposal File Update as an SPO/AOR

1. Access the **Proposals/Supplements/File Updates/Withdrawal** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | Home

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10

Temp ID	Type	Action Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6127023	Update2	View/Edit/Submit	Alpheman, Alan	SBR Phase 1: test for ATab3	Check	Edit	Submit	Return to PI
7205802	Update2	View/Edit/Submit	Alpheman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7205444	Proposal	View/Edit/Submit	Alpheman, Alan	Wp 3660/for ATab/ATM from GPS (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawal screen on the **Documents in Progress** tab. The **Edit** link is circled.

2. Click the **Edit** link (Figure 1) on the row for the Proposal File Update you want to work on. The **Proposal Update Form Preparation** screen displays (Figure 2) with the proposal as updated. You have these options for editing:
 - [View the updated proposal](#)
 - [Edit a section](#) (either an original section or an updated section)
 - [Edit the Justification Note](#)

Proposal Update

Proposal Number: 0707552
Original Title: PRS 11/18/06 Release Functional Verification 16

Created Date: Feb 16 2016

Form Preparation

To prepare a form, click on the appropriate button below.

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	02/16/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	

Budgetary updates are available through Revise Submitted Proposal Budget module. Please click [here](#) for more information.

Facilities, Equipment, and Other Resources

Supplementary Documents

Data Management Plan

Project Summary with Special Characters

Other Supplementary Docs

GOALI – Industrial PI Confirmation Letter

RAISE – Program Officer Concurrence Emails

Single Copy Documents

Collaborators and Other Affiliations (Changed) 02/19/16

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional) N/A

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Add/Delete Non Co-PI Senior Personnel
Contact your Program Office for Pre-Award Personnel changes. Please click [here](#) for more information.

Change PI

Figure 2 Proposal Update Form Preparation screen. The Go button for the Project Summary is circled.

View the Updated Proposal

1. On the **Proposal Update Form Preparation** screen (Figure 2), click the **Go** button for any section. (The updated sections display in red on the **Proposal Update Form Preparation** screen.) The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the back button on the browser to return to the **Proposal Update Form Preparation** screen (Figure 2).

Edit a Section

1. Prepare on a word processor the replacement file for the section you want to replace. See [Acceptable Formats for FastLane](#) for the formats FastLane accepts.
2. On the **Proposal Change Form Preparation** screen (Figure 2), click the **Go** button for the section you want to replace. The **File Upload** screen displays for the section you selected, as the **Project Summary File Upload**

screen displays as an example (Figure 3). (See [Prepare Proposal Forms](#) for instructions for a section.)

The screenshot shows a web interface titled "Project Summary". At the top, a red banner reads "NEW! File uploads no longer have to be in PDF format!". Below this, a message states: "In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF." Two links are provided: "Follow this link for a list of Supported file formats (Opens new window)." and "Follow this link for New Upload Instructions (Opens new window).". A note follows: "Note: Clicking on the Delete Current Project Summary button will display a PDF document in this window. Once you have reviewed the document, click on the browser's 'Back' button to return to this page." There are two buttons: "Display Current Project Summary" and "Delete Current Project Summary". Below the buttons, the file details are shown: "Size: 234532 Last modified: Aug 27 17:16:33 EDT 2004 Pages: 1". The upload section prompts the user to "Enter the name and location of the file to upload or click on the Browse button to select the file to upload". It includes a text input field, a "Browse..." button, and an "Upload File" button.

Figure 3 File Upload screen for the form you want to replace.

3. Upload the new file to replace the original file. See [Upload a File](#) for instructions. After you have accepted the upload, the **Proposal Update Form Preparation** screen displays (Figure 4) with the updated section displayed in red with the date of the update.

Proposal Update
Proposal Number: 0707552
 Original Title: PRS 11/18/06 Release Functional Verification 16
 Created Date: Feb 16 2016
Form Preparation
 To prepare a form, click on the appropriate button below.

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	02/16/16	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<i>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click here for more information.</i>			
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		Supplementary Documents <input type="button" value="GO"/> Data Management Plan <input type="button" value="GO"/> Project Summary with Special Characters <input type="button" value="GO"/> Other Supplementary Docs <input type="button" value="GO"/> GOALI – Industrial PI Confirmation Letter <input type="button" value="GO"/> RAISE – Program Officer Concurrence Emails	
Single Copy Documents <input type="button" value="GO"/> Collaborators and Other Affiliations (Changed)		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <i>Contact your Program Office for Pre-Award Personnel changes. Please click here for more information.</i>	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Figure 4 Proposal Update Form Preparation screen with the updated Proposal Summary displayed in red and with the date that the Project Summary was changed.

Edit the Justification Note

1. On the **Proposal Change Form Preparation** screen (Figure 4), click the **Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5) with a text box for entering your justification for the Proposal File Update.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type justification here:



OK

Figure 5 Justification Note screen. The OK button is circled.

2. Edit the Justification Note or copy and paste a new Justification in the text box (Figure 5).
3. Click the **OK** button (Figure 5). A screen displays (Figure 6) with the message that the update to the Justification Note is saved.

Justification Note for the update has been saved.



Figure 6 Screen with the message that the update to the Justification Note has been saved. The OK button is circled.

4. Click the **OK** button (Figure 6). The **Proposal Update Form Preparation** screen displays (Figure 4).

Submit a Proposal File Update (AOR Only)

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1)

Proposals/Supplements/File Updates/Withdrawals | Home

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) | PI Last Name: (Enter at least first two characters) | Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

40 Documents found, displaying 1 to 10 | [< Previous 10 | 1 | 2 | 3 | 4 | 5 | 6 | Next 10 >]

Temp ID	Item	Access/Status	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
730396	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase 1: test for ATab3	Check	Edit	Submit	Return to PI
730396	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
730396	Proposal	View/Edit/Submit	Alphaman, Alan	Nig 3680/For ATab/ATM from GPG (no target dates)	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

- Click **Submit** in the row for the Proposal File Update you want to submit (Figure 1). The **Proposal Warnings** screen displays (Figure 2).

Note: If the Proposal File Update cannot be submitted because a decision has been made on the proposal or because it has passed the update deadline, a message displays telling you that you cannot submit the update.

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors

Items listed here **will prevent** submission.
Read this page for reference before returning to the Form Preparation screen.

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary - You must enter information in all three text boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents, Data Management Plan section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the Features form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Features form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A Budget must be provided for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the Features form, or upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Features form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings

Items listed here **will not prevent** submission.
Read this page for reference before returning to the Form Preparation screen.

- No Program Announcement/GPG Selected - A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NID Unit Selection - An NID Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposal File Update Errors/Warnings screen.

- In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 3), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

- ☒ No
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Figure 3 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.

4. If you answered Yes, in the text box under the radio buttons (Figure 3), type an explanation.
5. In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 4), check the accuracy of the information for your organization.

Institution Information

DUNS Number: DUNS Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: Alan Alphaman
 Phone: 7032925000
 Fax: 7032925500
 E-mail: kchelta@nsf.gov

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

Figure 4 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.

6. At the bottom of the **Proposal Errors/Warnings** screen (Figure 4), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with a message that the Proposal File Update has been successfully submitted to NSF.

PROPOSAL SUBMISSION CONFIRMATION

Proposal 6557745 has been successfully submitted to NSF

This proposal has now been assigned the following NSF Proposal Number:
0613738

Please make a note of this number, it is the official NSF proposal number.
Your Signature has been recorded

Figure 5 Proposal Submission Confirmation screen with the message that the Proposal File Update has been submitted to NSF.

Return a Proposal File Update to the PI

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).



Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

2. Click **Return to PI** on the row for the update you want to return. A screen displays (Figure 2) with a message for you to confirm that you want to return the update to the PI.



Figure 2 Screen with a message for you to confirm that you want to return the update to the PI with the text box for the note to the PI (optional). The OK button is circled.

3. Type or copy and paste in the text box a note for the PI on why you are returning the update (Figure 2) (optional).
4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the update has been returned to the PI.

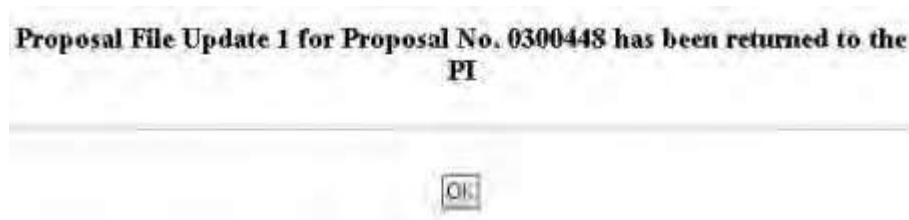


Figure 3 Screen with the message that the update has been returned to the PI.

5. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Work with Submitted Updates

Work with Submitted Proposal File Updates

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

- Click the **Submitted Documents** tab (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).
- Click the **Type** column header (Figure 3) to group all updates together. You have these options for working on a Proposal File Update that has already been submitted to NSF:
 - [View the Update Summary for a submitted Proposal File Update](#)
 - [Withdraw a submitted Proposal File Update from NSF consideration \(AOR only\)](#)



Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Type column header is circled.

Work with Submitted Proposal File Updates

- On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO/AOR Login](#)). The **Research Administration** screen (Figure 1) displays.



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

3. Click the **Submitted Documents** tab (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).
4. Click the **Type** column header (Figure 3) to group all updates together. You have these options for working on a Proposal File Update that has already been submitted to NSF:
 - [View the Update Summary for a submitted Proposal File Update](#)
 - [Withdraw a submitted Proposal File Update from NSF consideration \(AOR only\)](#)

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy):
 (Enter 7 digits) From: To: Search

PI Last Name:
 (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [< Previous 10 1 2 3 4 5 Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
7200403	0420102	Update1	Alcherman, Alan	Test for Sept 1	09/27/2004	Withdraw
7200440	0500006	Proposal	Alcherman, Alan	EPW Withdrawal Testing	09/27/2004	Withdraw
6050234	0420119	Proposal	Hoffman, Daniel	CAREER: My Test	09/21/2004	Withdraw
7086652	0500001	Proposal	student13, student13	Susan's Class Proposal	09/21/2004	Withdraw

Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Type column header is circled.

View the Update Summary for a Submitted Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Work with Submitted Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy):
 (Enter 7 digits) From: To: Search

PI Last Name:
 (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [< Previous 10 1 2 3 4 5 Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
6160421	0242847	update:4	Alcherman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/16/2004	Withdraw
7200152	0420058	Update1	Alcherman, Alan	SBIR Phase 1: test by rich 06/09/04	07/29/2004	Withdraw
6327024	0413539	Update1	Alcherman, Alan	STTR test4	08/30/2004	Withdraw
6130042	0413532	update1	Alcherman, Alan	SBIR Phase 1: test for Affab2	08/30/2004	Withdraw
7200403	0420102	Update1	Alcherman, Alan	Test for Sept 1	09/27/2004	Withdraw
7200145	0420047	Supplement	Alcherman, Alan	Rich's SBIR supplemental funding request	05/03/2004	Withdraw

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Temp ID number is circled.

2. Click the **Temp ID** number (Figure 1) on the row of the submitted Proposal File Update you want to view. The **Proposal Update Summary** screen displays (Figure 2) with the status of the update. On the **Proposal Update Summary** screen, you have these options:
 - [View the initial section](#), as it was first submitted to NSF
 - [View the replacement section](#), as it was submitted in the Proposal File Update
 - [View the Justification Note](#) for the Proposal File Update
 - [View/print the updated proposal](#)

Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman
AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004
Program Officer: Not yet assigned.
Phone: N/A Email:
Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 2 **Proposal Update Summary screen. The View Initial Section button is circled.**

View the Initial Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the section you want to view.
2. Click the **View Initial Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

View the Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept I

Update Number: 1

Update Status: **Automatically Accepted**

PI Name: Alan Alphaman

AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004

Update Submitted to NSF on: Sep 27 2004

Program Officer: Not yet assigned.

Phone: N/A Email:

Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet

☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 3 **Proposal Update Summary screen. The View Proposed Replacement Section button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman
AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004
Program Officer: Not yet assigned.
Phone: N/A Email:
Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

View Initial Section

View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1

Justification Note for the Requested Update

Type justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

View and Print an Updated Proposal as an SPO/AOR

1. Access the **Proposal Update Summary** screen (Figure 1) (see [View the Update Summary of a Submitted Proposal File Update](#)).



Proposal Update Summary

Proposal Number: 0420102
Title: Test for Sept 1
Update Number: 1
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman
AOR Name: Alan alphaman Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004
Program Officer: Not yet assigned.
Phone: N/A Email:
Update Processed by NSF on: Sep 27 2004

☒ Cover Sheet
☐ Project Summary

View Initial Section View Replacement Section

View Proposal Update Justification Note

View/Print Proposal

Figure 1 Proposal Update Summary screen. The View/Print Proposal button is circled.

2. Click the **View/Print Proposal** button (Figure 2). The **View Proposal** screen displays (Figure 3).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have
selected the **"Print Entire Proposal"** option.
Please be patient and do not continually click the **"GO"** button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 2 View Proposal screen. The Go button for Print Entire Proposal is circled.

3. Click the **Go** button for any section you want to view. The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
4. Click the **Print** icon on the Adobe toolbar to print the section.
5. To print the entire proposal, click the **Go** button for Print Entire Proposal (Figure 2). FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

Withdraw a Proposal File Update (AOR Only)

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Work with Submitted Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | ADD + Organization: National Science Foundation

Documents in Progress | **Withdrawals in Progress** | Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range (mm/dd/yyyy)
 (Enter 7 digits) From: To:

PI Last Name:
 (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 100 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

19 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
0113531	0342847	Update14	Alpheman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/26/2004	Withdraw
0113532	0420058	Update1	Alpheman, Alan	SBK Phase I test by nsh 06/09/04	07/29/2004	Withdraw
0113533	0413539	Update1	Alpheman, Alan	STTR test4	08/30/2004	Withdraw
0113534	0413532	Update1	Alpheman, Alan	SBK Phase II test for Afb02	08/30/2004	Withdraw

Figure 1 The Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

- Click the **Withdraw** link on the row of the Proposal File Update you wish to withdraw. A screen displays (Figure 2) with a message for you to confirm that you want to remove the update from NSF consideration.



Figure 2 Screen with a message for you to confirm that you want to withdraw the submitted update. The OK button is circled.

- Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the Proposal File Update has been withdrawn.

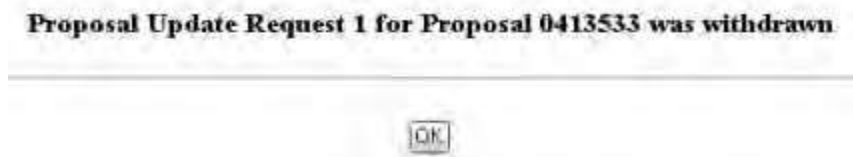


Figure 3 Screen with the confirmation message that the Proposal File Update has been withdrawn from NSF consideration.

- Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab displays (Figure 1).

If NSF has already processed the update, you may no longer withdraw it. When you click **Withdraw** on the row for that proposal on the **Submitted Documents** tab of the **Proposals/Supplements/File Updates/Withdrawals** screen, a screen displays (Figure 4) with the message that the update has already been processed.



Figure 4 Screen with the message that NSF has already processed the update. The OK button is circled.

Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Sign a Proposal File Update

1. On the **FastLane Home Page** screen, log into Research Administration as an Authorized Organizational Representative (see [AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

2. Click **Authorized Organizational Representative Functions**. The Authorized Organizational Representative Functions screen displays (Figure 2).

Authorized Organizational Representative Functions | MAIN | Institution: National Science Foundation

Verify Signature Information:

Name: Alan alphonso
 Phone Number: 7032921001
 Fax Number: 7032823006
 E-Mail: tdemo@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Document

1 Document found

Sign	Document Type	Principal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposed File Update	0300139-1	Alan o'cool	Test PP	01/17/2003

Export Options: Excel

Sign **Cancel**

Figure 2 Authorized Organizational Representative Functions screen. The check mark box for the Proposed File Update to sign and the Sign button are circled.

3. Verify that the Signature Information is correct. If you need to change it, click **Account Management** (Figure 2) (see [Access Accounts Management, Step 2](#) for instructions).
4. Click the check mark box in the **Sign** column (Figure 2) on the row for the Proposal File Update that you want to sign.
5. Click the **Sign** button (Figure 2). The **Electronic Signature Notice** screen displays (Figure 3) with the Certification Information for the AOR.

Electronic Signature Notice | Institution: National Science Foundation

Documents Selected To Sign

1 Document found

Document Type	Proposal Award Number	Title
Proposed File Update	0300139-1	Test PP

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is:

1. certifying that statements made herein are true and complete to the best of his/her knowledge; and
2. agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Sign **Cancel**

Figure 3 Electronic Signature Notice screen. The Sign button is circled.

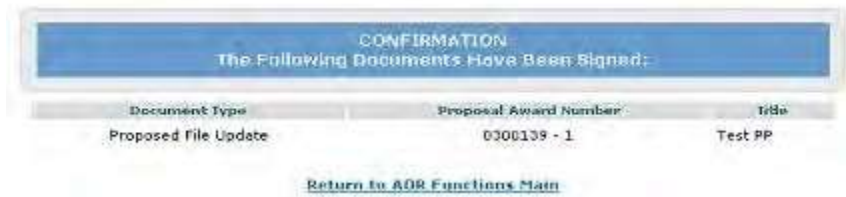


Figure 4 Confirmation screen.

6. Click the **Sign** button (Figure 3). The **Confirmation** screen displays (Figure 4) with the message that the Proposed File Update has been signed.
7. Click the **Return to AOR Functions Main** link. The **Authorized Organizational Representative Functions** screen displays (Figure 2).

Check Status of a Proposal

Check Status of a Proposal Introduction

Check the Status of a Proposal As a PI

Once your proposal has been assigned to a program officer you will be able to use Research.gov to track the status of your proposal.

1. To track the status of your proposal, visit www.research.gov click on 'Sign In' and enter your NSF ID and password.
2. Once authenticated, in the desktop menu under 'Prepare & Submit Proposals', select 'Proposal Status.'
3. In the Proposal Status page, click on the 'Agency Tracking Number' for details about the status of that proposal, including panel reviews and overdue reports.

Users attempting to check the status of their proposal through Proposals, Awards and Status will be redirected to Research.gov

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

1. On the **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen (Figure 1), click **Proposal Functions**. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

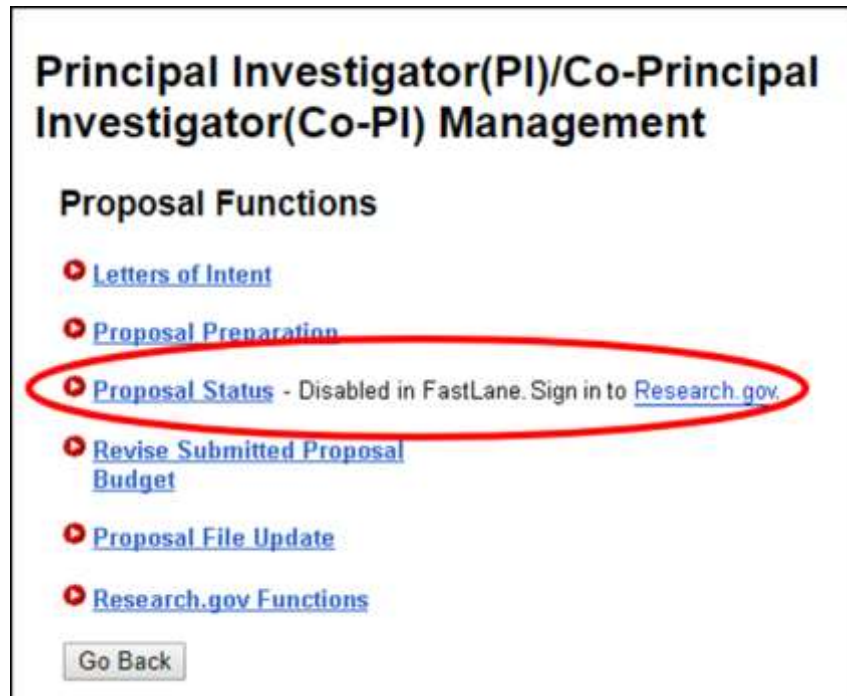


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Status link is circled.

2. Click **Proposal Status** (Figure 2). Users will be redirected to the Proposal Status page in Research.gov.

View the Panel Summary and Reviews of a Proposal

1. Access the **Proposal Status** screen of Research.gov and click on the Agency Tracking number. Panel summaries and reviews, if released, will be available at the bottom of the page.

Check the Status of a Submitted Proposal as an SPO/AOR

1. To track the status of a proposal, visit www.research.gov click on 'Sign In' and enter your NSF ID and password.
2. Once authenticated, in the desktop menu under 'Prepare & Submit Proposals', select 'Proposal Status.'
3. In the Proposal Status page, click on the 'Agency Tracking Number' for details about the status of that proposal, including panel reviews and overdue reports.

Users attempting to check the status of their proposal by accessing the Recent Proposals report in Organizational Reports will be redirected to the Research.gov Proposal Status page



Figure 1 Research Administration screen. The Organizational Reports link is circled.

1. Click **Organizational Reports** (Figure 1). The **Organizational Reports** screen displays (Figure 2).

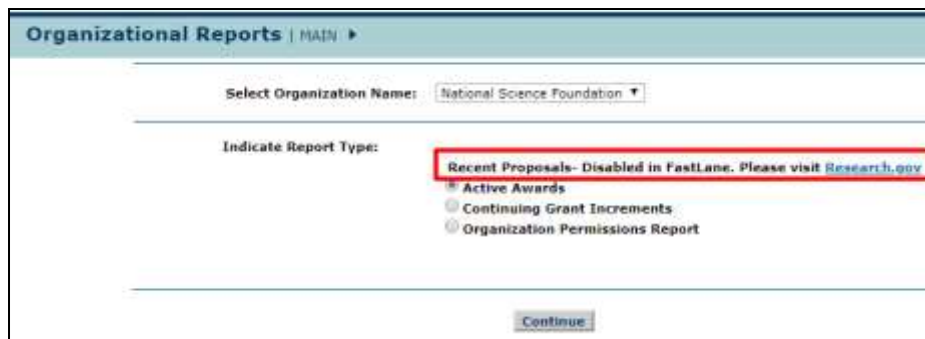


Figure 2 Organizational Reports screen with Recent Proposals radio button removed and text referring users to visit Research.gov

1. Click on the Research.gov hyperlink
2. A new tab will open and load the Research.gov Proposal Status page and display the AOR/SPO's proposals

View/Print a Submitted Proposal

View and Print a Submitted Proposal Introduction

View and print a submitted proposal by role:

- [As a PI](#)
- [As an SPO/AOR](#)

View and Print a Submitted Proposal Introduction

View and print a submitted proposal by role:

- [As a PI](#)
- [As an SPO/AOR](#)

View and Print a Submitted Proposal as a PI

1. On the **FastLane Home Page** screen, log in to Proposals, Awards and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#) - Disabled in FastLane. Sign in to [Research.gov](#).
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)
- [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).



Figure 3 Principal Investigator (PI) Information screen. The View Submitted button is circled.

- Click the **View Submitted** button (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

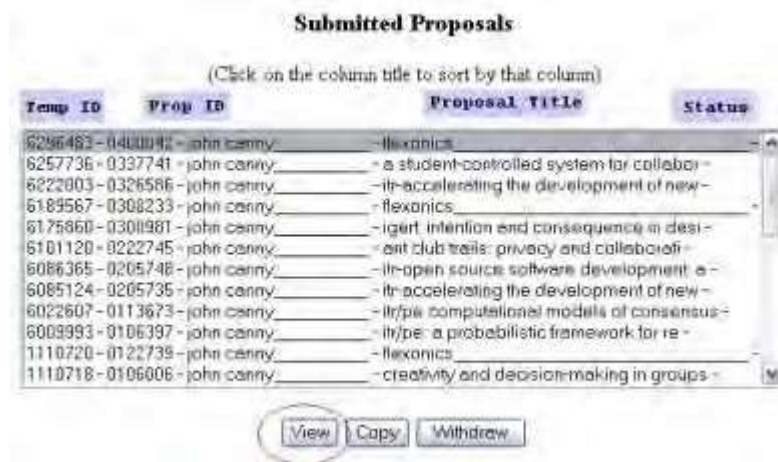


Figure 4 Submitted Proposals screen. The View button is circled.

- Highlight the proposal you want to view in the **Submitted Proposals** list (Figure 4).
- Click the **View** button (Figure 4). The **View Submitted Proposal** screen displays (Figure 5) with all the section of the submitted proposal. From this screen, you can [view the proposal](#) and [print the proposal](#).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents. Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the "**Print Entire Proposal**" option.

Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 5 View Submitted Proposal screen.

View a Submitted Proposal

1. On the **View Submitted Proposal** screen (Figure 5), click the **Go** button next to any section to view it. If the section has been uploaded, the section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the back button on the browser of the PDF file to return to the **View Submitted Proposal** screen (Figure 5).

Print a Submitted Proposal

1. On the **View Submitted Proposal** screen (Figure 6), click the **Go** button for Print Entire Proposal. FastLane concatenates the proposal's sections and displays the entire proposal in a single file in PDF format (Figure 7). If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Print Menu

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.

Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 6 View Submitted Proposals screen. The Print Entire Proposal button is circled.

02 INFORMATION ABOUT PRINCIPAL INVESTIGATORS/PROJECT DIRECTORS(P/PI) and co-PRINCIPAL INVESTIGATORS/co-PROJECT DIRECTORS

Send only ONE copy of this form for each P/PI and co-P/PI identified on the proposal. The form(s) should be clearly marked as specified in GPP Section II. Submission of this information is voluntary and is not a precondition of award. It will be disclosed to external peer reviewers. DO NOT INCLUDE THIS FORM WITH ANY OF THE OTHER COPIES OF SO THIS MAY COMPROMISE THE CONFIDENTIALITY OF THE INFORMATION.

P/PI Name: Alan A. Hoffman

Gender: ☐ Male ☐ Female

Ethnicity (Choose one response): ☐ Hispanic or Latin ☐ Not Hispanic or Latin

Race: (Select one or more)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

Figure 7 PDF format display of the submitted proposal. The Print icon is circled.

- Click the **Print** icon on the PDF screen (Figure 7). The document prints.
- Click the back button on the PDF screen to return to the **View Submitted Proposals** screen (Figure 6).

View and Print a Submitted Proposal as an SPO/AOR

- On the **FastLane Home Page** screen, log in as an SPO to Research Administration (see [SPO/AOR Login](#)). The

Research Administration screen displays (Figure 1).



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/ File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



Figure 2 Proposals/Withdrawals/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

3. Click the **Submitted Documents** tab (Figure 2). The **Proposals/Withdrawals/File Updates/Withdrawals** screen on the **Submitted Documents** tab displays (Figure 3) with a listing of the documents your organization has submitted to NSF.

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mm/dd/yyyy) From: To: Search

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 100 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

48 Documents found, displaying 1 to 10. < Previous 10 1 2 3 4 5 (Next 10 >)

Temp ID	Proposal ID	Title	PI Name	Proposal Title	Submit Date	Withdraw
<u>5225022</u>	0420115	Proposal	Geary, Karen	this title put in by me prior to switch over to nsf 01-150	09/16/2004	Withdraw
5099913	0420116	Proposal	Hofman, Daniel	Can Test: This is my test 4:0E	09/16/2004	Withdraw

Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Temp ID number is circled.

- Click the Temp ID number (Figure 3) in the row of the proposal you want to view. The **View Submitted Proposal** screen displays (Figure 4) with all the sections for that proposal. From this screen, you can [view the proposal](#) and [print the proposal](#).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.

Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Mentoring Plan	<input type="button" value="GO"/> Data Management Plan
<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	<input type="button" value="GO"/> Collaborators and Other Affiliations
<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event	<input type="button" value="GO"/> Print Entire Proposal

Figure 4 View Submitted Proposal screen for the proposal you selected to view.

View a Submitted Proposal

1. On the **View Submitted Proposal** screen (Figure 4), click the **Go** button next to any section to view it. If the section has been uploaded, the section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the back button on the browser of the PDF file to return to the **View Submitted Proposal** screen (Figure 4).

section

Print a Submitted Proposal

1. On the **View Submitted Proposal** screen (Figure 5), click the **Go** button for Print Entire Proposal (Figure 5). FastLane concatenates the proposal's sections and displays the entire proposal in a single file in PDF format (Figure 6). If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

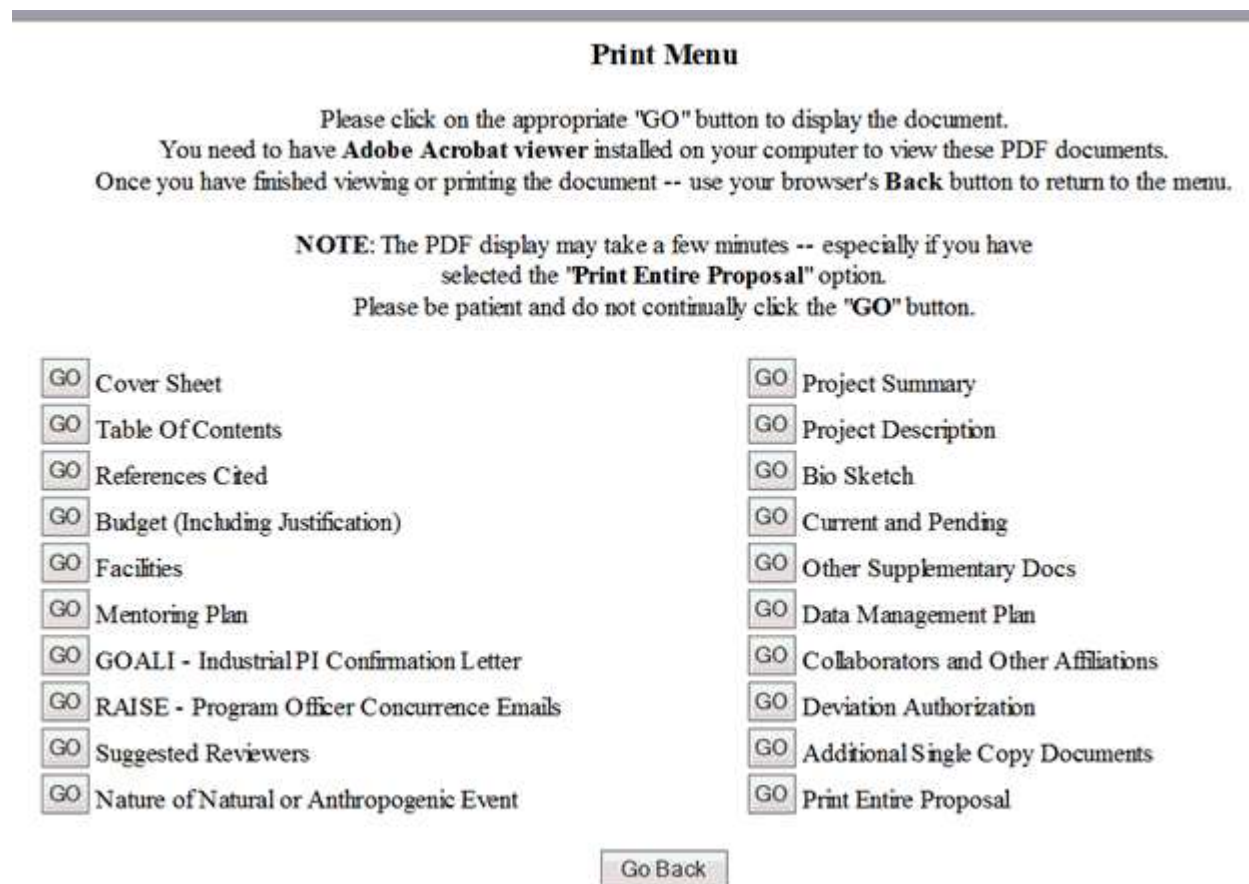


Figure 5 View Submitted Proposals screen. The Go button for Print Entire Proposal is circled.

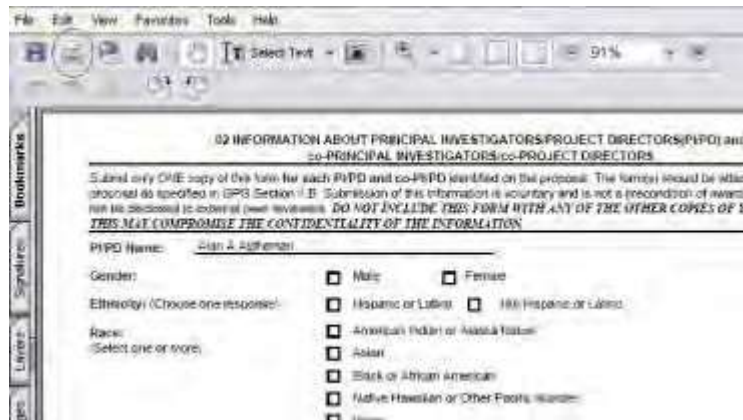


Figure 6 PDF format display of the submitted proposal. The Print icon is circled.

2. Click the **Print** icon on the PDF screen (Figure 6). The document prints.
3. Click the back button on the browser of the PDF file to return to the **View Submitted Proposals** screen (Figure 5).

Revise a Submitted Proposal Budget

Revise a Submitted Proposal Budget

[Print the contents of the Revise a Submitted Proposal Budget book.](#)

In the process of making an award recommendation for a proposal, the cognizant NSF Program Officer may ask you to submit a Revised Proposal Budget for the proposed project. You can revise a Proposal Budget in this module.

If you are reducing the proposal budget by more than 10%, you must submit a Budget Impact Statement with the Revised Proposal Budget.

If you are reducing the proposal budget by less than 10%, you may still submit a Budget Impact Statement, but NSF does not require it.

Note: If an NSF Program Officer has not asked you to submit a Revised Budget but you need to correct a submitted budget, use the [Proposal File Update](#) module to correct the submitted budget.

Roles in Revising a Submitted Proposal Budget

The Principal Investigator (PI) *initiates* the revised submitted budget and forwards the revised budget to the Sponsored Project Office (SPO).

The AOR *submits* the revised budget to NSF. As a PI, you

can:

- [Access the Proposal Revised Budget screen](#)
- [View a budget](#)
- [Edit a submitted budget](#)
- [Prepare a Budget Impact Statement](#)

- [Refresh to the last submitted budget](#)
- [Assign a PIN to a Revised Proposal Budget](#)
- [Forward a Revised Proposal Budget to the SPO](#)
- [Add/delete Senior Personnel](#)

As an SPO, you can do the following:

- [View and print a revised budget forwarded by a PI](#)
- [Edit a Revised Proposal Budget](#)
- [Prepare a Budget Impact Statement](#)
- [Refresh to the last submitted budget](#)
- [View and print a revised budget that has been submitted to NSF](#)

As an AOR, you can do all of the above and the following:

- [Submit a revised budget to NSF](#)

Click on a link above for instructions for that action.

Revise a Submitted Proposal Budget

[Print the contents of the Revise a Submitted Proposal Budget book.](#)

In the process of making an award recommendation for a proposal, the cognizant NSF Program Officer may ask you to submit a Revised Proposal Budget for the proposed project. You can revise a Proposal Budget in this module.

If you are reducing the proposal budget by more than 10%, you must submit a Budget Impact Statement with the Revised Proposal Budget.

If you are reducing the proposal budget by less than 10%, you may still submit a Budget Impact Statement, but NSF does not require it.

Note: If an NSF Program Officer has not asked you to submit a Revised Budget but you need to correct a submitted budget, use the [Proposal File Update](#) module to correct the submitted budget.

PI Functions

Access the Proposal Revised Budget Screen

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [➤ Proposal Functions](#)
- [➤ Award And Reporting Functions](#)
- [➤ Change PI Information](#)
- [➤ Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [➤ Letters of Intent](#)
- [➤ Proposal Preparation](#)
- [➤ Proposal Status](#) - Disabled in FastLane. Sign in to [Research.gov](#).
- [➤ Revise Submitted Proposal Budget](#)
- [➤ Proposal File Update](#)
- [➤ Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The [Revise Submitted Proposal Budget](#) link is circled.

- Click **Revise Submitted Proposal Budget** (Figure 2). The **List of Proposals** screen displays (Figure 3) with the list of your organization's proposals.



Figure 3 List of Proposals screen. The [View](#) button is circled.

- Highlight the proposal whose budget you want to revise from the **List of Proposals** (Figure 3).
- Click the **View** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 4) with the following options:
 - [View the budget](#)
 - [Edit the budget](#)
 - [Refresh to the last submitted budget](#)
 - [Assign a PIN to the Revised Proposal Budget](#)
 - [Forward a Revised Proposal Budget to the Sponsored Project Office \(SPO\)](#)
 - [Add/Delete Senior Personnel](#)
 (Click on a link above for instructions for that action.)

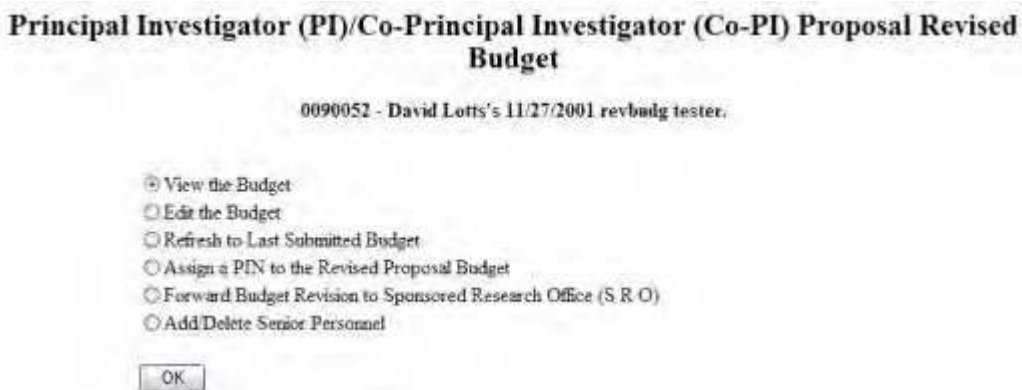


Figure 4 Proposal Revised Budget screen.

View the Budget

1. Access the **Proposal Revised Budget** screen (Figure 1)

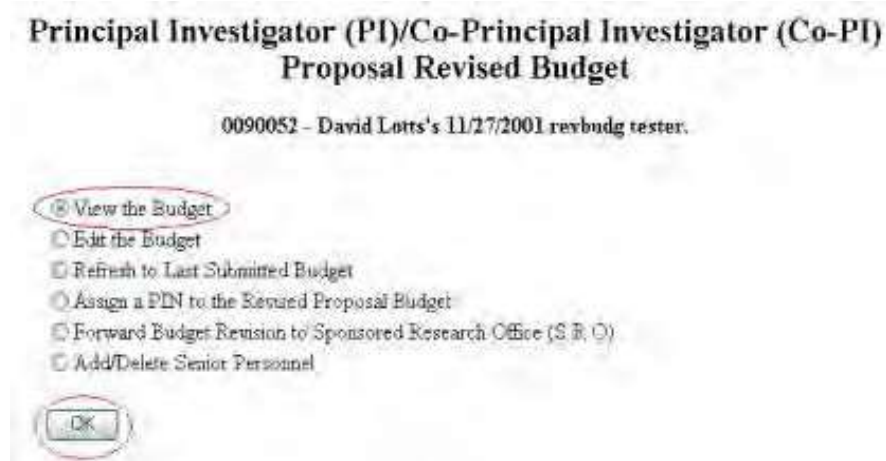


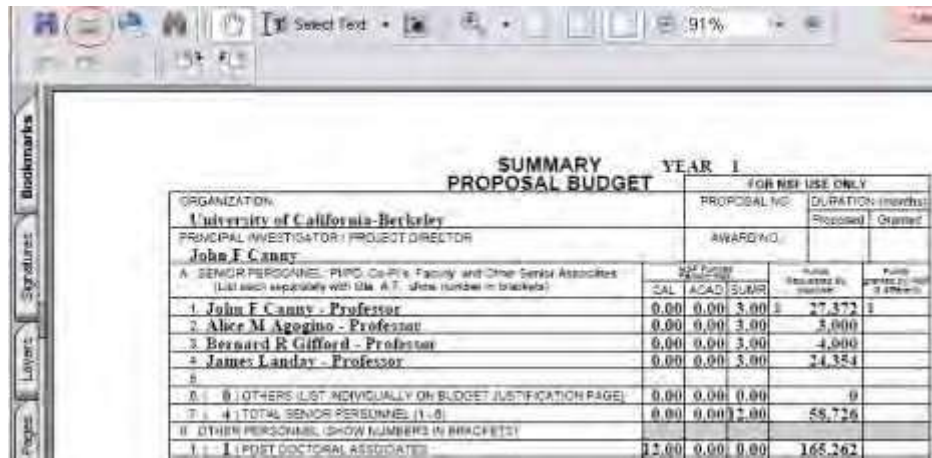
Figure 1 Proposal Revised Budget screen. The radio button for View the Budget and the OK button are circled.

2. On the **Proposal Revised Budget** screen (Figure 1), click the radio button for View the Budget.
3. Click the **OK** button (Figure 1). The **View/Print Revised Budget(s)** screen displays (Figure 2).



Figure 2 View/Print Revised Budget(s) screen. The View/Print button is circled.

4. Highlight the budget that you want to view from the **Revision Number** list (Figure 2).
5. Click the **View/Print** button (Figure 2). The budget you selected displays (Figure 3) in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).



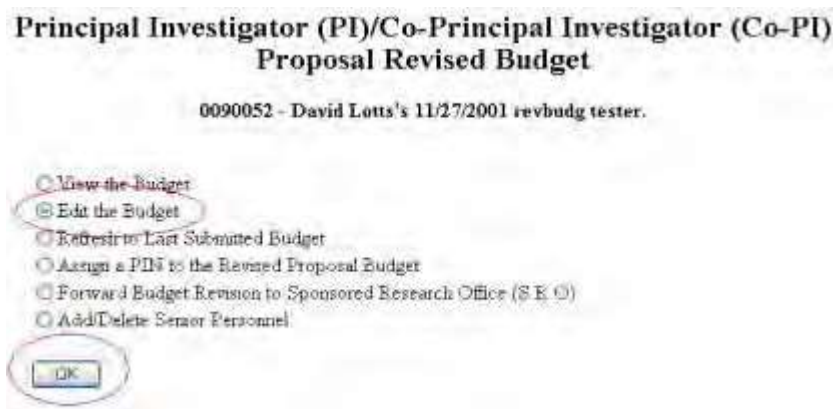
SUMMARY PROPOSAL BUDGET YEAR 1				FOR REF. USE ONLY	
ORGANIZATION: University of California-Berkeley				PROPOSAL NO.	DURATION (months)
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR: John F. Canny				AWARD NO.	
A. SENIOR PERSONNEL: PI/PO, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.T. show number in brackets)				SUM FUNDING	FUNDING BY SOURCE
				CAL	ACAD
1. John F. Canny - Professor				0.00	3.00
2. Alice M. Agostino - Professor				0.00	3.00
3. Bernard R. Gifford - Professor				0.00	3.00
4. James Landay - Professor				0.00	3.00
5.				0.00	0.00
6. 0 OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00
7. 4 TOTAL SENIOR PERSONNEL (1-6)				0.00	12.00
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. 1 POST DOCTORAL ASSOCIATES				12.00	0.00

Figure 3 Budget displayed in PDF format. The Print icon is circled.

- To print the displayed budget, click the **Printer** icon (Figure 3) on the **Budget** display screen. The budget prints.
- Click the browser back button to return to the **View/Print Revised Budget(s)** screen (Figure 2).

Edit the Submitted Budget

- Access the **Proposal Revised Budget** screen (Figure 1) (see [Access the Proposal Revised Budget Screen](#)).



Principal Investigator (PI)/Co-Principal Investigator (Co-PI)
Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

☐ View the Budget
☒ **Edit the Budget**
☐ Refresh to Last Submitted Budget
☐ Assign a PIN to the Revised Proposal Budget
☐ Forward Budget Revision to Sponsored Research Office (SRO)
☐ Add/Delete Senior Personnel

Figure 1 Proposal Revised Budget screen. The radio button for **Edit the Budget** and the **OK** button are circled.

- Click the radio button for **Edit the Budget** (Figure 1).
- Click the **OK** button (Figure 1). The **Project Budget** screen displays (Figure 2). For instructions for editing any budget year, see [Budgets \(Including Justification\)](#) and [Enter the Budget Data Online](#).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year	1 Funds - Personnel	\$1,514,416	<input type="checkbox"/>	Sep-03-2004 15:21:00
	2 Funds - Personnel	\$137,284	<input type="checkbox"/>	Sep-03-2004 15:21:00
	3 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-03-2004 15:21:00
	4 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-03-2004 15:21:00
	5 Funds - Personnel	\$285,426	<input type="checkbox"/>	Sep-03-2004 15:21:00
<input type="checkbox"/> Towson University Add Year Change PI Change Org.	1 Funds - Personnel	\$22,222	<input type="checkbox"/>	Sep-03-2004 15:21:00

[Add Another Organization](#) [SpreadSheet Support](#)

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.
[Budget Impact Statement](#)

Figure 2 Project Budget screen.

Once you have calculated and saved the edited budget, it is listed as the Working Budget on the **View/Print Revised Budget(s)** screen (Figure 3).

View/Print Revised Budget(s)

0076739 - ITR/EWF: Support for small team collaborative learning

Please select a revision you wish to view/print and click on the View/Print button

Note: When you select View/Print button, a PDF form will be displayed in this window. When you are finished printing/viewing the form, use your browser's BACK button to return to this page.

Revision Number

Original Budget

Working Budget

Figure 3 View/Print Revised Budget(s) screen with the new Revised Proposal Budget now listed as the Working Budget (circled).

Prepare a Budget Impact Statement

If you are reducing the budget by more than 10%, you must submit a Budget Impact Statement with the revised budget.

1. Access the **Project Budget** screen (Figure 1) (see [Edit the Budget](#), Step 1 through Step 3).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year	1 Funds - Personnel	\$1,514,416	<input type="checkbox"/>	Sep-03-2004 15:21:00
	2 Funds - Personnel	\$137,284	<input type="checkbox"/>	Sep-03-2004 15:21:00
	3 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-03-2004 15:21:00
	4 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-03-2004 15:21:00
	5 Funds - Personnel	\$285,426	<input type="checkbox"/>	Sep-03-2004 15:21:00
<input type="checkbox"/> Towson University Add Year Change PI Change Org.	1 Funds - Personnel	\$22,222	<input type="checkbox"/>	Sep-03-2004 15:21:00

[Add Another Organization](#) [SpreadSheet Support](#)

If the budget is being reduced by 10% or more, a Budget Impact Statement must be submitted with the Revised Proposal Budget. If the reduction is less than 10%, a Budget Impact Statement can be supplied but it is not required.

[Budget Impact Statement](#)

Figure 1 Project Budget screen. The Budget Impact Statement link is circled.

- Click **Budget Impact Statement** (Figure 1). The **Budget Impact Statement** screen displays (Figure 2).

Budget Impact Statement

Figure 2 Budget Impact Statement screen.

You have these options:

- [Enter the Budget Impact Statement in the text box](#)
- [Upload the Budget Impact Statement](#)

Enter the Budget Impact Statement in the Text Box

- Type or copy and paste the Budget Impact Statement in the text box (Figure 2).
- When finished, click the **Save Text** button under the text box (Figure 2). The **Project Budget** screen

displays (Figure 1).

Upload the Budget Impact Statement

On the **Budget Impact Statement** screen (Figure 2), click the **Transfer File** button. The **Budget Impact Statement File Upload** screen displays (Figure 3). See [Upload a File](#) for instructions for uploading the Budget Impact Statement.

Figure 3 Budget Impact Statement File Upload screen.

When you have accepted the upload, the **Budget Impact Statement File Upload** screen displays (Figure 4) with these new options:

- [Display Current Budget Impact Statement](#)
- [Delete Current Budget Impact Statement](#)

Figure 4 Budget Impact Statement screen after you have uploaded a file.

Display Current Budget Impact Statement

Click the **Display Current Budget Impact Statement** button (Figure 4). The previously uploaded Budget Impact Statement displays in PDF format. See [Adobe Reader for FastLane](#), if you need to download Adobe Reader.

Delete Current Budget Impact Statement

1. Click the **Delete Current Budget Impact Statement** button (Figure 4). A screen displays with a message for you to confirm the deletion.
2. Click the **Yes** button. The **Budget Impact Statement File Upload** screen displays as in Figure 3.

Refresh to the Last Submitted Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see [Access the Proposal Revised Budget Screen](#)).

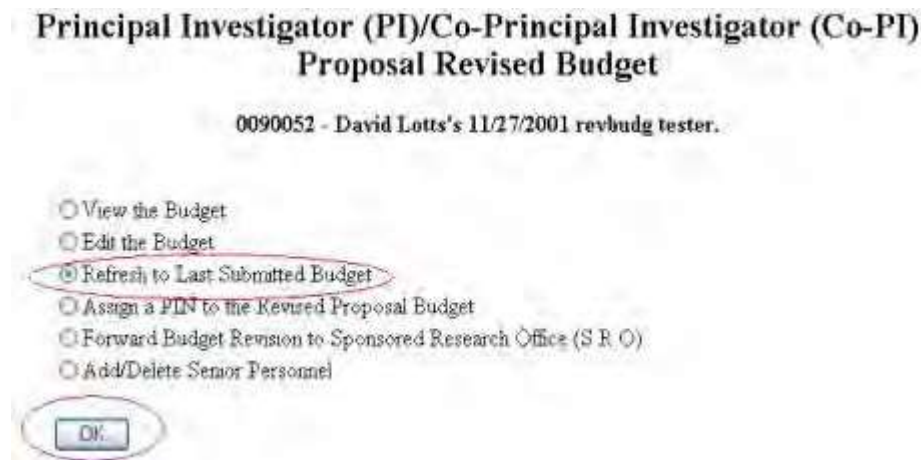


Figure 1 Proposal Revised Budget screen. The radio button for Refresh to Last Submitted Budget and the OK button are circled.

2. Click the radio button for Refresh to Last Submitted Budget (Figure 1).
3. Click the **OK** button (Figure 1). The **Refresh to Last Submitted Budget** screen displays (Figure 2) with a warning that refreshing to the last submitted budget results in the deletion of the Working Budget.

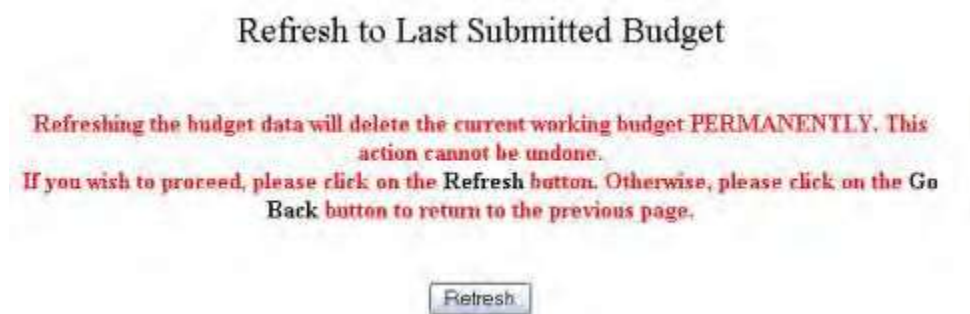


Figure 2 Refresh to Last Submitted Budget screen with the message that refreshing to the last submitted budget deletes the Working (revised) Budget.

4. Click the **Refresh** button (Figure 2). A screen displays (Figure 3) with a message that the refresh was successful.

The budget refresh was successful.
The current working budget has been deleted.

Go Back

Figure 3 Screen with message that the budget refresh was successful.

5. Click the **Go Back** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 1).

Assign a PIN to a Revised Proposal Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see [Access the Proposal Revised Budget Screen](#)).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI)
Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

☐ View the Budget

☐ Edit the Budget

☐ Refresh to Last Submitted Budget

☒ Assign a PIN to the Revised Proposal Budget

☐ Forward Budget Revision to Sponsored Research Office (S R O)

☐ Add/Delete Senior Personnel

OK

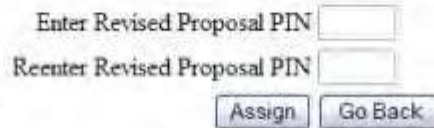
Figure 1 Proposal Revised Budget screen. The radio button for Assign a PIN to the Revised Proposal Budget and the OK button are circled.

2. Click the radio button for Assign a PIN to the Revised Proposal Budget (Figure 1).
3. Click the **OK** button (Figure 1). The **Assign or Change Revised Proposal Budget PIN** screen displays (Figure 2).

Assign or Change Revised Proposal Budget PIN

This screen lets you assign a 4-digit PIN to a Revised Proposal Budget. Another FastLane user to whom you provide this "Revised Proposal Budget PIN" can use it to gain entry and perform all functions for the Revised Proposal Budget.

You can also change an existing Revised Proposal Budget PIN.



Enter Revised Proposal PIN

Reenter Revised Proposal PIN

Figure 2 Assign or Change Revised Proposal Budget PIN screen.

4. In the **Enter Revised Proposal PIN** box (Figure 2), type the new PIN.
5. In the **Reenter Revised Proposal PIN** box (Figure 2), type the new PIN again.
6. Click the **Assign** button (Figure 2). The **Revised Proposal Budget PIN** screen displays (Figure 3) with the message that the PIN has been changed for the Revised Proposal Budget.

Revised Proposal Budget PIN

The PIN has been changed for the Revised Proposal Budget.

[Return to Revised Budget Options Page](#)

Figure 3 Revised Proposal Budget PIN screen.

7. Click the **Return to Revised Budget Options Page** button (Figure 3). The **Proposal Revised Budget** displays (Figure 1).

Forward a Revised Proposal Budget to the SPO

1. Access the **Proposal Revised Budget** screen (Figure 1) (see [Access the Proposal Revised Budget screen](#)).

Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

☐ View the Budget
☐ Edit the Budget
☐ Refresh to Last Submitted Budget
☐ Assign a PIN to the Revised Proposal Budget
☒ Forward Budget Revision to Sponsored Research Office (S R O)
☐ Add/Delete Senior Personnel

Figure 1 Proposal Revised Budget screen. The radio button for Forward Budget Revision to Sponsored Project Office (SPO) and the OK button are circled.

2. Click the radio button for Forward Revised Submitted Budget to Sponsored Project Office (SPO) (Figure 1).
3. Click the **OK** button (Figure 1). The **Forward Budget Revision to SPO** screen displays (Figure 2).

Forward Budget Revision to SRO

Note: This is testing environment. The message listing email addresses is just for testing. Email will go only to the test addresses.

Please click on the **Forward** button. To cancel this action and return to the previous page, please click on the **Go Back** button.

Figure 2 Forward Budget Revision to SPO screen.

4. Click the **Forward** button (Figure 2). The **Forward Budget Revision** screen displays (Figure 3) with a message that the Revised Submitted Budget has been sent to your SPO.

Forward Budget Revision

Your notification of a revised budget has been forwarded to your SRO.

Note: This is testing environment. The message listing email addresses is just for testing. Email will go only to the test addresses.

Email was sent to
chaden@uclink.berkeley.edu lmarik@uclink.berkeley.edu lindac@uclink4.berkeley.edu nathan@uclink4.berkeley.edu
shelley@uclink.berkeley.edu

Figure 3 Forward Budget Revision screen.

5. Click the **Return to Revised Budget Options Page** button (Figure 3). The **Proposal Revised Budget** screen displays (Figure 1).

Add/Delete Senior Personnel for Revised Budget

1. Access the **Proposal Revised Budget** screen (Figure 1) (see [Access the Proposal Revised Budget Screen](#)).

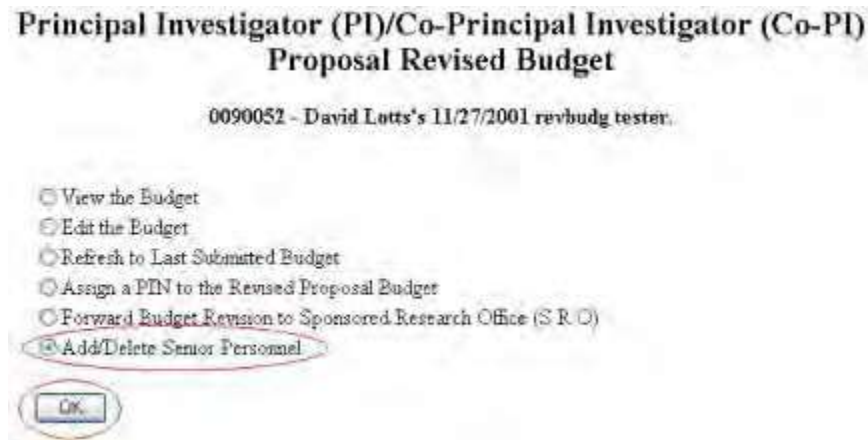


Figure 1 Proposal Revised Budget screen. The radio button for Add/Delete Senior Personnel and the OK button are circled.

2. Click the radio button for Add/Delete Senior Personnel (Figure 1).
3. Click the **OK** button (Figure 1). The **Add/Delete Non-Co-Principal Investigator (PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2).



Figure 2 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal.

4. See [Add a Senior Person, Step 3](#) and [Delete a Senior Person, Step 2](#) for instructions.

SPO Functions

Revise Submitted Proposal Budget as SPO Introduction

As an SPO, you have these options for working on a Revised Proposal Budget:

- [View and print a revised budget forwarded by a PI](#)
- [Edit a Revised Proposal Budget](#)
- [Prepare a Budget Impact Statement](#)
- [Refresh to the last submitted budget](#)
- [View and print a revised budget that has been submitted to NSF](#)

As an AOR, you can do all of the above and the following:

- [Submit a revised budget to NSF](#)

Revise Submitted Proposal Budget as SPO Introduction

As an SPO, you have these options for working on a Revised Proposal Budget:

- [View and print a revised budget forwarded by a PI](#)
- [Edit a Revised Proposal Budget](#)
- [Prepare a Budget Impact Statement](#)
- [Refresh to the last submitted budget](#)
- [View and print a revised budget that has been submitted to NSF](#)

As an AOR, you can do all of the above and the following:

- [Submit a revised budget to NSF](#)

View and Print a Revised Budget Forwarded by a PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).



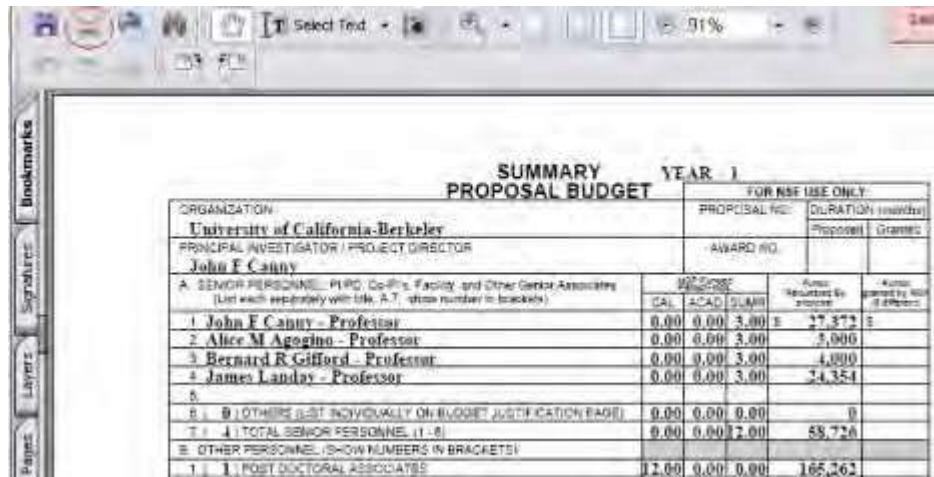
Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Proposal ID link is circled for a revised budget.

3. In the **All Forwarded Documents** list on the **Forwarded by PI** tab (Figure 2), click the Proposal ID number on the row for the proposal whose budget you want to view. The **View/Print Revised Budget(s)** screen displays (Figure 3).



Figure 3 View/Print Revised Budget(s) screen. The View/Print button is circled.

4. Highlight the budget that you want to view in the **Revision Number** list (Figure 3). The Original Budget is the budget submitted with the original proposal. The Working Budget is the latest revised submitted budget.
5. Click the **View/Print** button (Figure 3). The **Summary Proposal Budget** screen displays (Figure 4) with the budget in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).



SUMMARY PROPOSAL BUDGET YEAR 1

ORGANIZATION		FOR NSF USE ONLY	
University of California-Berkeley		PROPOSAL NO.	DURATION (months)
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR		AWARD NO.	Proposed Grants
John F Canny			
A. SENIOR PERSONNEL: PI/PO, Co-PI's, Faculty, and Other Senior Associates (List each separately with title, A.T. phone number in brackets)		MO/GRANT	Amount Requested by PI/PO
1	John F Canny - Professor	0.00 0.00 3.00	27,372
2	Alice M Agogino - Professor	0.00 0.00 3.00	5,000
3	Bernard R Gifford - Professor	0.00 0.00 3.00	4,000
4	James Landay - Professor	0.00 0.00 3.00	24,354
5			
6	OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00 0.00 0.00	0
7	TOTAL SENIOR PERSONNEL (1-6)	0.00 0.00 12.00	58,726
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)			
1	1 POST DOCTORAL ASSOCIATES	0.00 0.00 0.00	165,262

Figure 4 Summary Proposal Budget screen in PDF format. The Print icon is circled.

- To print the displayed budget, click the **Print** icon (Figure 4) on the **Summary Proposal Budget** screen (Figure 4). The budget prints.
- Click the back button of your browser to return to the **View/Print Revised Budget(s)** screen (Figure 3).

Edit a Revised Proposal Budget

- On the **FastLane Home Page** screen, log in to Research Administration (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

- Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

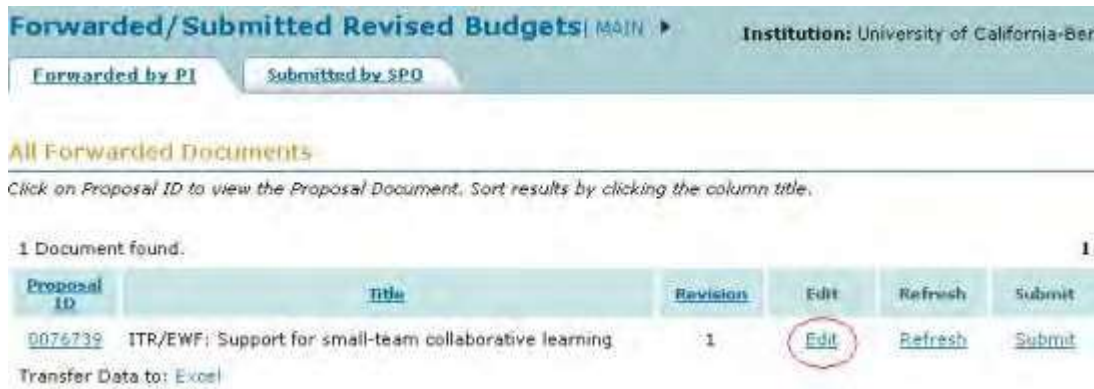


Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab screen. The Edit link is circled for a revised submitted budget.

- Click **Edit** on the row for the proposal whose revised budget you want to edit (Figure 2). The **Project Budget** screen displays (Figure 3).

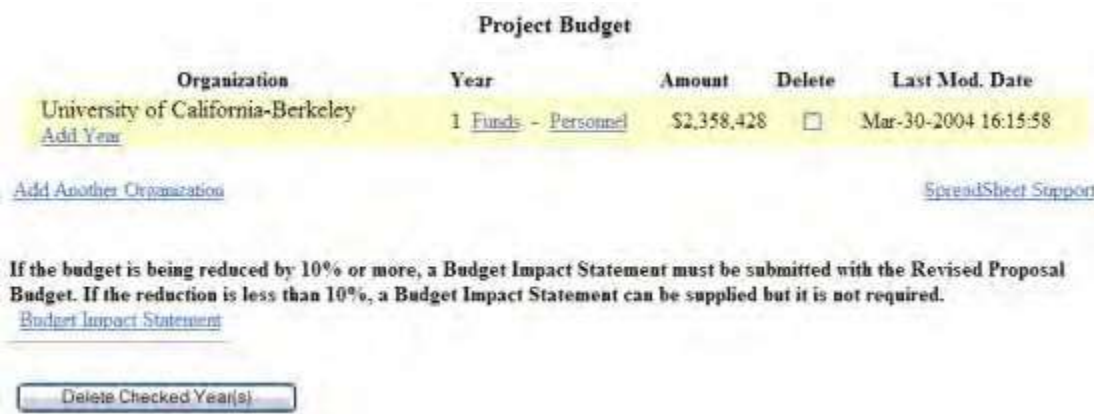


Figure 3 Project Budget screen.

- To edit any budget year, see [Budgets \(Including Justification\)](#) and [Enter the Budget Data Online](#) for instructions.

Once you have calculated and saved the edited budget, it is listed as the Working Budget on the **View/Print Revised Budget(s)** screen (Figure 4).

To access the **View/Print Revised Budget(s)** screen:

- Return to the **Forwarded/Submitted Revised Budget** screen on the **Forwarded by PI** tab (Figure 2).
- Click the Proposal ID number on the row for the proposal budget you are working on. The **View/Print Budget(s)** screen displays (Figure 4).

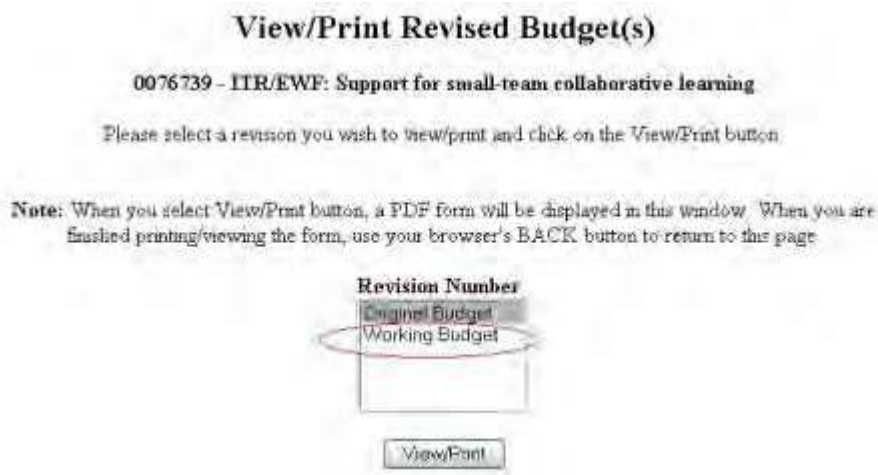


Figure 4 View/Print Revised Budget(s) screen with the edited Revised Budget listed as the Working Budget (circled).

Prepare a Budget Impact Statement as an SPO/AOR

If you are reducing the budget by more than 10%, you must also submit a Budget Impact Statement with the Revised Submitted Budget.

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).



Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab screen. The Edit link is circled for a revised submitted budget.

- Click **Edit** on the row for the proposal whose revised budget you want to edit (Figure 2). The **Project Budget** screen displays (Figure 3).

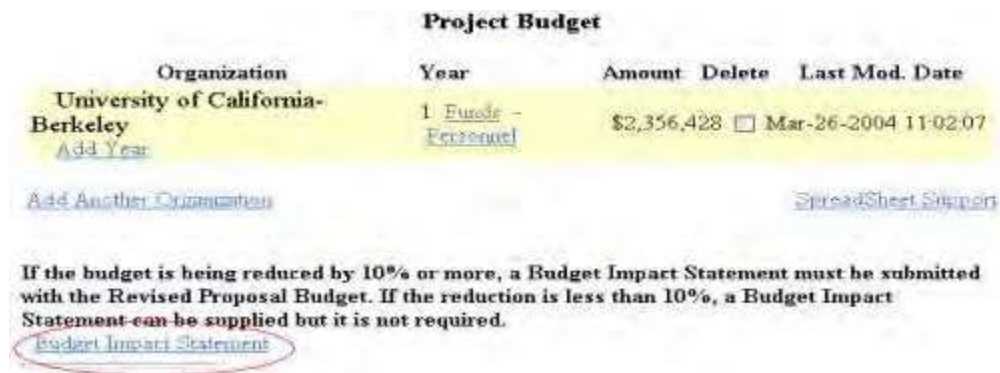


Figure 3 Project Budget screen. The Budget Impact Statement link is circled.

- On the **Project Budget** screen (Figure 3), click **Budget Impact Statement**. The **Budget Impact Statement** screen displays (Figure 4).



Figure 4 Budget Impact Statement screen.

You have these options:

- [Enter the Budget Impact Statement in the text box](#)
- [Upload the Budget Impact Statement](#)

Enter the Budget Impact Statement in the Text Box

1. Type or copy and paste the Budget Impact Statement in the text box (Figure 4).
2. Click the **Save Text** button (Figure 4). A screen displays with the confirmation message that FastLane has saved the data.
3. Click the **OK** button. The **Project Budget** screen displays (Figure 3).

Upload the Budget Impact Statement

On the **Budget Impact Statement** screen (Figure 4), click the **Transfer File** button. The **Budget Impact Statement File Upload** screen displays (Figure 5). See [Upload a File](#) for instructions.

**Figure 5 Budget Impact Statement File Upload screen.**

When you have accepted the upload, the **Budget Impact Statement File Upload** screen displays (Figure 6) with these new options:

- [Display Current Budget Impact Statement](#)
- [Delete Current Budget Impact Statement](#)

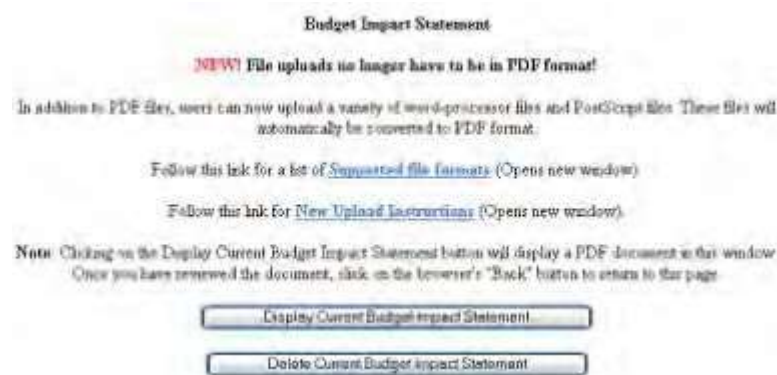


Figure 6 Budget Impact Statement File Upload screen after you have uploaded a file.

Display Current Budget Impact Statement

1. On the **Budget Impact Statement File Upload** screen (Figure 6), click the **Display Current Budget Impact Statement** button. The uploaded Budget Impact Statement displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the browser back button to return to the **Budget Impact Statement File Upload** screen (Figure 6).

Delete Current Budget Impact Statement

1. On the **Budget Impact Statement File Upload** screen (Figure 6), click the **Delete Current Budget Impact Statement** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Budget Impact Statement File Upload** screen displays as in Figure 5.

Refresh to the Last Submitted Budget as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

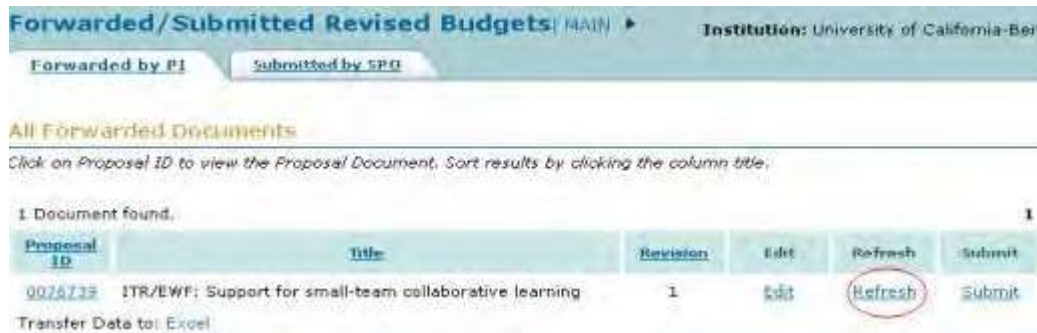


Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Refresh link is circled.

- Click **Refresh** for the Revised Proposal Budget you want to refresh (Figure 2). The **Refresh to Last Submitted Budget** screen displays (Figure 3) with a warning that refreshing to the last submitted budget deletes the Working Budget, which is the latest revised budget.



Figure 3 Refresh to Last Submitted Budget screen. The Refresh button is circled.

- Click the **Refresh** button (Figure 3). A screen displays (Figure 4) with the message that the refresh was successful.

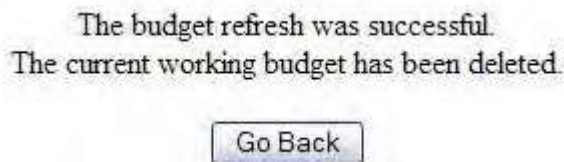


Figure 4 Screen with the message that the refresh was successful and that the Working Budget has been deleted.

- Click the **Go Back** button (Figure 4). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

Submit a Revised Submitted Budget (AOR only)

- On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research**

Administration screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

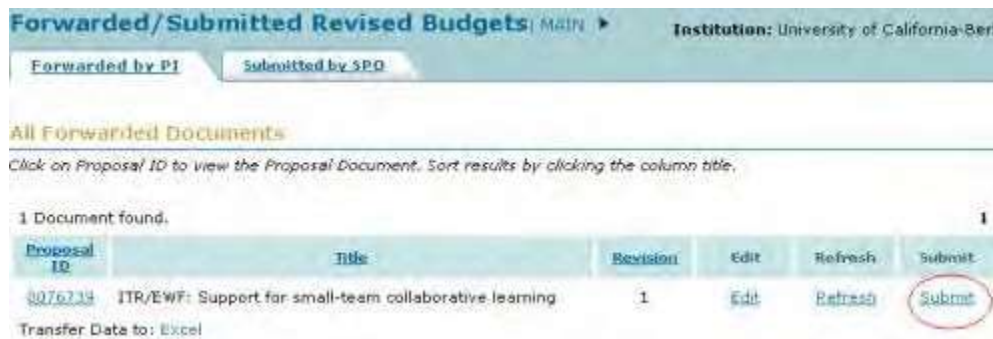


Figure 2 Forwarded/Submitted Revised Budgets screen on the Forwarded by PI tab. The Submit link is circled.

3. Click **Submit** (Figure 2) in the row of the proposal for which you want to submit a Revised Proposal Budget. The **Submit the Revised Budget** screen displays (Figure 3) with the Certification for Authorized Organizational Representative.

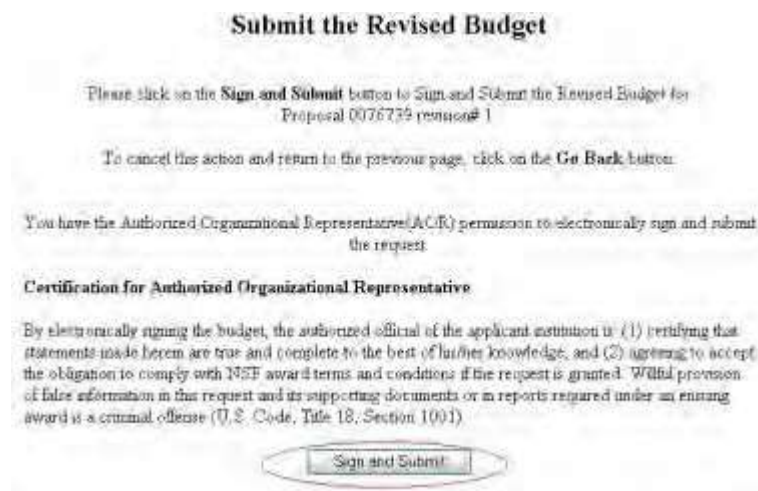


Figure 3 Submit the Revised Budget screen. The Sign and Submit button is circled.

4. Click the **Sign and Submit** button (Figure 3). The **Revised Budget Submitted** screen displays (Figure 4) with the message that the Revised Proposal Budget has been submitted to NSF.

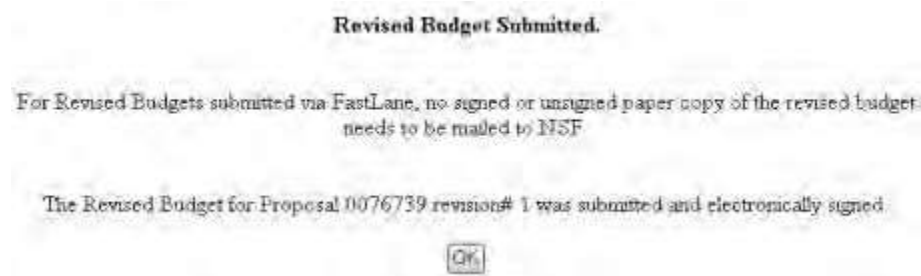


Figure 4 Revised Budget Submitted screen.

5. Click the **OK** button (Figure 4). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

View and Print a Revised Proposal Budget that has been Submitted

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Forwarded/Submitted Revised Budgets link is circled.

2. Click **Forwarded/Submitted Revised Budgets** (Figure 1). The **Forwarded/Submitted Revised Budgets** screen displays on the **Forwarded by PI** tab (Figure 2).

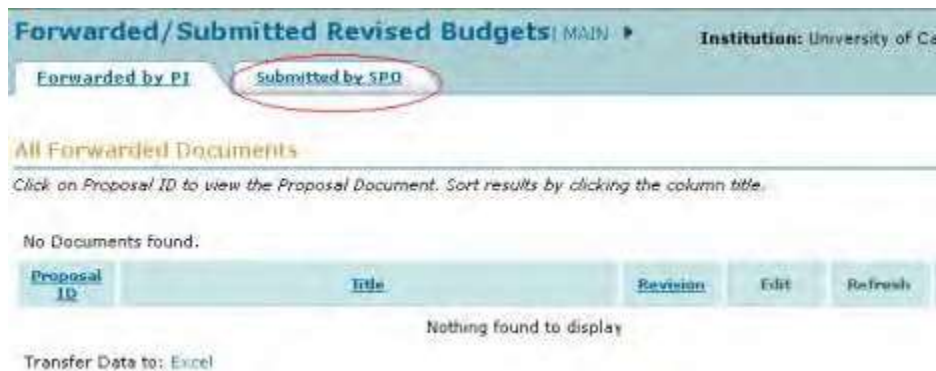


Figure 2 Forwarded/Submitted Revised Budgets screen. The Submitted by SPO tab is circled.

3. Click the **Submitted by SPO** tab on the **Forwarded/Submitted Revised Budgets** screen (Figure 2). The **Forwarded/Submitted Revised Budgets** screen displays on the **Submitted by SPO** tab (Figure 3) with two options:
 - [Search by date range for submitted revised budgets](#)
 - [View and print a revised budget](#)

Forwarded/Submitted Revised Budgets | MAIN ▶ **Institution:** University of California-Berkeley

Forwarded by PI **Submitted by SPO**

View by Budget Submission Date

From: To: **Search**

Submitted Budgets

Click on Proposal ID to view the Proposal Document. Sort results by clicking the column title.

315 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [[Next 10 >](#)]

Document ID	Title	Revisions
0411313	Transposon-Mediated Functional Genomics in Barley	1
0154372	EMSW21-RTG: Research Training in Mathematical Logic	1
0351970	Judicial Deference to Institutionalized Employment Practices	1

Figure 3 Forwarded/Submitted Revised Budgets screen on the Submitted by SPO tab. The Proposal ID number for a proposal is circled.

Search by Date Range for Submitted Revised Budgets

1. On the **Forwarded/Submitted Revised Budgets** screen on the **Submitted by SPO** tab (Figure 3), type the date ranges in the **From** and **To** boxes in mm/dd/yyyy format.
2. Click the **Search** button (Figure 3). The Submitted Revised Budgets in that date range display in the **Submitted Budgets** section of the screen.

View and Print a Revised Budget

1. On the **Forwarded/Submitted Revised Budgets** screen on the **Submitted by SPO** tab (Figure 3), click the Proposal ID number on the row for the proposal whose budget you want to view. The **View/Print Revised Budget(s)** screen displays (Figure 4).

View/Print Revised Budget(s)

0411313 - Transposon-Mediated Functional Genomics in Barley

Please select a revision you wish to view/print and click on the View/Print button.

Note: When you select View/Print button, a PDF form will be displayed in this window. When you are finished printing/viewing the form, use your browser's BACK button to return to this page.

Revision Number

Original Budget
Submitted Revision #1

View/Print

Figure 4 View/Print Revised Budget(s) screen. The View/Print button is circled.

2. In the **Revision Number** box (Figure 4), highlight the budget that you want to view.
3. Click the **View/Print** button (Figure 4). The **Summary Proposal Budget** screen displays you selected displays (Figure 5) with the budget in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

SUMMARY PROPOSAL BUDGET YEAR 1				FOR REF USE ONLY	
ORGANIZATION: University of California-Berkeley				PROPOSAL NO.:	DURATION (months):
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR: John F. Canny				AWARD NO.:	Proposed / Granted
A. SENIOR PERSONNEL: PI, PIs, Co-PIs, Faculty, and Other Senior Associates (List each separately with title, A.T. show number in brackets)				SALARY	
	CAL	ACAD	SUM	Number	Amount
1. John F. Canny - Professor	0.00	0.00	3.00	1	27,372
2. Alice M. Agogino - Professor	0.00	0.00	3.00	1	5,000
3. Bernard R. Gifford - Professor	0.00	0.00	3.00	1	4,000
4. James Landay - Professor	0.00	0.00	3.00	1	24,354
B. OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00
C. TOTAL SENIOR PERSONNEL (1-4)				0.00	0.00
D. OTHER PERSONNEL (SHOW NUMBERS IN BRACKET)				0.00	0.00
E. TOTAL POSTDOCTORAL ASSOCIATES				12.00	0.00

Figure 5 Summary Proposal Budget screen. The Print icon is circled.

4. To print the displayed budget, click the **Print** icon on the **Summary Proposal Budget** screen (Figure 5). The budget prints.
5. Click the browser back button to return to the **View/Print Revised Budget(s)** screen (Figure 4).

Withdraw a Proposal

Withdraw a Proposal (AOR only)

[Print the contents of the Withdraw a Proposal book.](#)

If the cognizant NSF Program Officer has not made a funding recommendation on a proposal, you may withdraw it through FastLane.

If the cognizant NSF Program Officer has made a funding recommendation on a proposal and you then try to withdraw it, a screen displays with a warning that this action is not allowed. You must then contact your NSF Program Officer for assistance to withdraw the proposal.

When you withdraw a proposal, you must select the type of withdrawal:

- Withdrawal of a duplicate proposal, in which case also give the Proposal Number of the proposal you want NSF to retain
- Withdrawal because of funding received from elsewhere
- Other type

NSF also requests that you provide a detailed reason for the Proposal Withdrawal.

If you are withdrawing the lead or non-lead proposal from a collaborative proposal, NSF does the following:

- Withdraws the entire collaborative proposal
- Notifies the PI and SPO of the organizations for the other proposals that:
 - The collaborative proposal has been withdrawn.
 - They must submit a new collaborative proposal for NSF to consider the project.

For withdrawing a proposal, the PI can:

- [Initiate a Proposal Withdrawal](#)
- [Forward a Proposal Withdrawal to the SPO](#)

The SPO can:

- [Initiate a Proposal Withdrawal](#)

The AOR can:

- [Initiate a Proposal Withdrawal](#)
- [Submit a Proposal Withdrawal](#)
- [Submit a Proposal Withdrawal forwarded by a PI](#)

PI Functions

Withdraw a Proposal as PI

As a PI, you have these options for withdrawing a proposal:

- [Initiate a Proposal Withdrawal](#)
- [Forward a Proposal Withdrawal to the SPO](#)
- [Save a Proposal Withdrawal](#)
- [Delete a saved Proposal Withdrawal](#)

Initiate a Proposal Withdrawal

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)
- [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 1). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

[Edit PI Information](#) [Prepare Proposal](#) [View Submitted](#)

[Go Back](#)

Figure 3 Principal Investigator (PI) Information screen. The View Submitted button is circled.

4. Click the **View Submitted** button (Figure 3). The **Submitted Proposals** screen displays (Figure 4).


Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709	0342137	- alan alphaman - edi_4010_test_proposal	-
X000300	0201603	- alan alphaman -	-
X000003	0073349	- alan alphaman - edi_4010_test_proposal	-
6337128	0420007	- alan alphaman - richs sbii supplemental funding request	-
6337106	0420001	- alan alphaman - test	-
6337083	0413559	- alan alphaman - test test test 4	-
6337082	0413560	- alan alphaman - test test test 3	-
6337081	0413558	- alan alphaman - test test test 2	-
6337080	0413557	- alan alphaman - test test test 1	-
6337075	0413556	- alan alphaman - test proposal for affab	-
6337056	0413545	- alan alphaman - non-lead proposal 2c	-
6337054	0413544	- alan alphaman - non-lead proposal 2b	-

Figure 4 Submitted Proposals screen. The Withdraw button is circled.

5. Highlight the proposal that you want to withdraw from the **Submitted Proposals** list (Figure 4).
6. Click the **Withdraw** button (Figure 4). The **Proposal Withdrawal** screen displays (Figure 5).

 **Proposal Withdrawal**

Proposal Information PAPPG

Proposal Number to be Withdrawn: **1708575**
 Title: **testing PAPPG**

Withdrawal Type (Choose one)

☒ **Withdraw Duplicate Proposal**
 You must enter the proposal number that you wish NSF to retain:

☐ **Funding Elsewhere**

☐ **Other (Please Explain)**

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or **cut and paste** from another application.

Rationale for Withdrawal

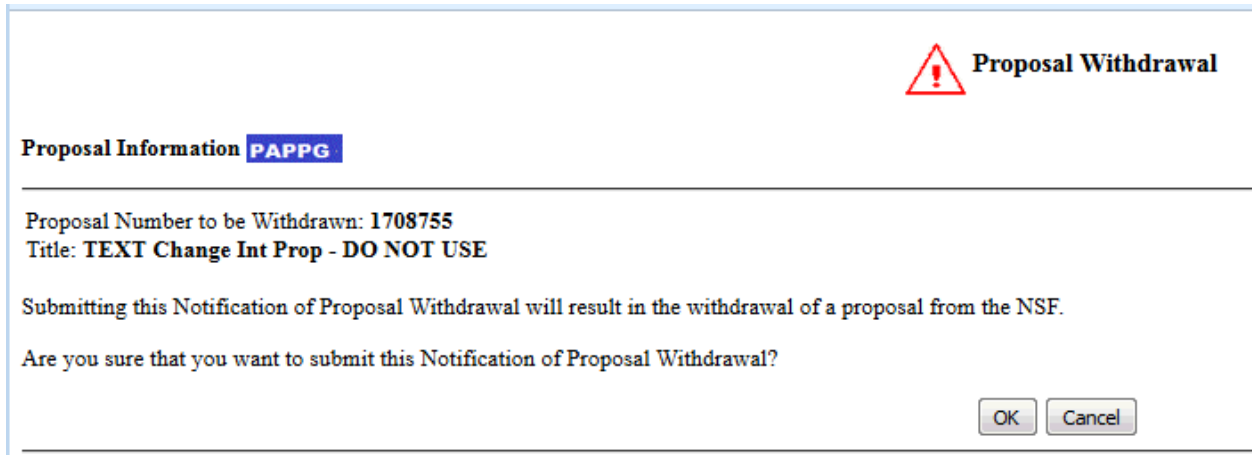
Figure 5 Proposal Withdrawal screen. The Forward to SPO button is circled.


7. Select the **Withdrawal Type** by clicking the radio button for one of the following (Figure 5):
 - **Withdraw Duplicate Proposal**
 Also type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**

- **Other**

8. In the **Rationale for Withdrawal** text box (Figure 5), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
9. Click the **Forward to SPO** button to send the Proposal Withdrawal to the SPO (see [Forward a Proposal Withdrawal to the SPO](#) for further instructions). Or, *if you do not want to forward the Withdrawal Request immediately to the SPO*, you can save the Proposal Withdrawal (see [Save a Proposal Withdrawal, Step 4](#)).

*If you select a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Withdraw** button on the **Submitted Proposals** screen (Figure 4), a screen displays (Figure 6) with a message for you to confirm that you want to continue to withdraw the proposal.*



 **Proposal Withdrawal**

Proposal Information PAPPG

Proposal Number to be Withdrawn: **1708755**
 Title: **TEXT Change Int Prop - DO NOT USE**

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.


Are you sure that you want to submit this Notification of Proposal Withdrawal?

Figure 6 Warning screen for withdrawal of collaborative proposals.

1. Click the **Yes** button (Figure 6). The **Proposal Withdrawal** screen displays (Figure 5).
2. Go to [Step 7](#) above to complete the Proposal Withdrawal.

Forward a Proposal Withdrawal to the SPO

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 8).

 **Proposal Withdrawal**

Proposal Information PAPPG

Proposal Number to be Withdrawn: 2220192
 Title: Test Proposal - Rgov GAPPs

Warning: The proposal you are attempting to withdraw does not have the same Title and PI/CoPI(s) as the proposal you identified as its duplicate; therefore the withdrawal for duplicate option is not allowed. Enter a different proposal number, or select a different withdrawal type.

Withdrawal Type (Choose one)

☐ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:

☒ Funding Elsewhere

☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or **cut and paste** from another application.

Rationale for Withdrawal

test

Figure 1 Proposal Withdrawal screen. The Forward to SPO button is circled.

2. Click the **Forward to SPO** button (Figure 1) to send the Proposal Withdrawal to your SPO for submission to NSF. The **Your Notification Was Forwarded** screen displays (Figure 2) with the message that the Proposal Withdrawal is forwarded to your SPO.

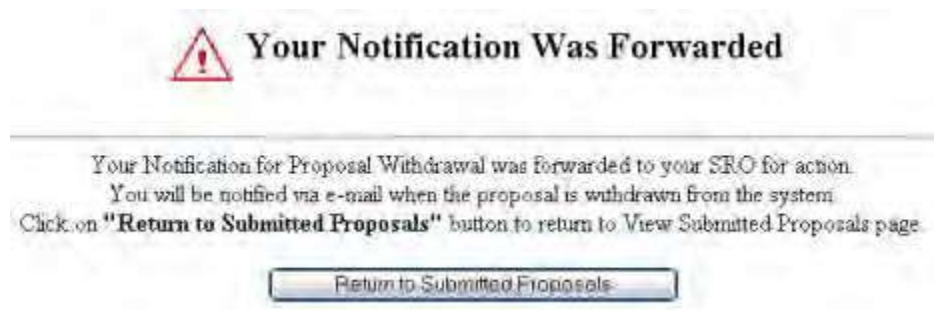


Figure 2 Your Notification Was Forwarded screen with the message that the Proposal Withdrawal was forwarded to the SPO.

3. Click the **Return to Submitted Proposals** button (Figure 2). The **Submitted Proposals** screen displays (Figure 3).

Submitted Proposals			
(Click on the column title to sort by that column)			
Temp ID	Prop ID	Proposal Title	Status
x000209 - 0342197	alan alphaman	edc 4010 test proposal	
x000300 - 0201603	alan alphaman		
x000003 - 0073349	alan alphaman	edc 4010 test proposal	
6337172 - 0420014	alan alphaman	shades testing	- Withdrawn
6337143 - 0420008	alan alphaman	karun's test	- Withdrawn
6337128 - 0420007	alan alphaman	nichs sbir supplemental funding request	- Withdrawn
6337186 - 0420001	alan alphaman	- test	
6337083 - 0413559	alan alphaman	- test test test 4	
6337082 - 0413560	alan alphaman	- test test test 3	- Withdrawn
6337081 - 0413558	alan alphaman	- test test test 2	
6337080 - 0413557	alan alphaman	- test test test 1	
6337075 - 0413556	alan alphaman	- test proposal for affix	

View

Copy

Withdraw

Figure 3 Submitted Proposals screen.

If you selected a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Forward to SPO** button, the **Your Notification Was Forwarded** screen displays (Figure 4) with the message that NSF will notify the SPO and PI of the participating organizations that the collaborative proposal is withdrawn. Click the **Return to Submitted Proposals** button (Figure 4). The **Submitted Proposals** screen displays (Figure 3).

**Your Notification Was Forwarded**

Your Notification for Proposal Withdrawal was forwarded to your SRO for action.

After submission of the Proposal Withdrawal to NSF by the SRO, NSF will send notification of this withdrawal to the SRO of the other collaborative organization(s). If the remaining organizations in the collaborative determine that the proposal still proceed, they must submit a new collaborative proposal.

You will be notified via e-mail when the proposal is withdrawn from the system.

Click on "Return to Submitted Proposals" button to return to View Submitted Proposals page.

Return to Submitted Proposals

Figure 4 Your Notification Was Forwarded screen with the message that the collaborating organizations will be notified that the collaborative proposal was withdrawn.

Save a Proposal Withdrawal

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 8).

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 2220192
Title: Test Proposal - Rgov GAPPS

Warning: The proposal you are attempting to withdraw does not have the same Title and PI/CoPI(s) as the proposal you identified as its duplicate; therefore the withdrawal for duplicate option is not allowed. Enter a different proposal number, or select a different withdrawal type.

Withdrawal Type (Choose one)

☐ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☒ Funding Elsewhere

☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

test

Figure 1 Proposal Withdrawal screen. The Save button is circled.

2. Select the **Withdrawal Type** by clicking on the radio button for one of the following (Figure 1):
 - **Withdraw Duplicate Proposal**
Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
3. In the **Rationale for Withdrawal** text box (Figure 1), type in or copy and paste a detailed reason or reasons for withdrawing the proposal.
4. Click the **Save** button (Figure 1). The **Your Notification Was Saved Successfully** screen displays (Figure 2) with the message that the Proposal Withdrawal was saved.



Figure 2 Your Notification Was Saved Successfully screen with the message that the Proposal Withdrawal was saved.

5. Click the **Return to Submitted Proposals** button (Figure 2). The **Submitted Proposals** screen displays (Figure 3) with the proposal in the **Submitted Proposals** list.

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137	- alan alphaman	- edi_4010_test_proposal	-
X000300 - 0201603	- alan alphaman	-	-
X000003 - 0073349	- alan alphaman	- edi_4010_test_proposal	-
6337128 - 0420007	- alan alphaman	- richs sbir supplemental funding request	-
6337106 - 0420001	- alan alphaman	- test	-
6337083 - 0413559	- alan alphaman	- test test test 4	-
6337082 - 0413560	- alan alphaman	- test test test 3	-
6337081 - 0413558	- alan alphaman	- test test test 2	-
6337080 - 0413557	- alan alphaman	- test test test 1	-
6337075 - 0413556	- alan alphaman	- test proposal for atfab	-
6337056 - 0413545	- alan alphaman	- non-lead proposal 2c	-
6337054 - 0413544	- alan alphaman	- non-lead proposal 2b	-

View Copy **Withdraw**

Figure 3 Submitted Proposals screen. The Withdraw button is circled.

- To work on the saved Proposal Withdrawal again, on the **Submitted Proposals** screen (Figure 3), highlight the proposal in the **Submitted Proposals** list
- Click the **Withdraw** button (Figure 3). The **Proposal Withdrawal** screen displays (Figure 1) with the saved Proposal Withdrawal.

Delete a Saved Proposal Withdrawal

- Access the **Submitted Proposals** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 4).

Submitted Proposals

(Click on the column title to sort by that column)

Temp ID	Prop ID	Proposal Title	Status
X000709 - 0342137	- alan alphaman	- edi_4010_test_proposal	-
X000300 - 0201603	- alan alphaman	-	-
X000003 - 0073349	- alan alphaman	- edi_4010_test_proposal	-
6337128 - 0420007	- alan alphaman	- richs sbir supplemental funding request	-
6337106 - 0420001	- alan alphaman	- test	-
6337083 - 0413559	- alan alphaman	- test test test 4	-
6337082 - 0413560	- alan alphaman	- test test test 3	-
6337081 - 0413558	- alan alphaman	- test test test 2	-
6337080 - 0413557	- alan alphaman	- test test test 1	-
6337075 - 0413556	- alan alphaman	- test proposal for atfab	-
6337056 - 0413545	- alan alphaman	- non-lead proposal 2c	-
6337054 - 0413544	- alan alphaman	- non-lead proposal 2b	-

View Copy **Withdraw**

Figure 1 Submitted Proposals screen. The Withdraw button is circled.

- Highlight the proposal from the **Submitted Proposals** list that you saved a Proposal Withdrawal for (Figure 1).
- Click the **Withdraw** button (Figure 1). The **Proposal Withdrawal** screen displays (Figure 2) with the saved Proposal Withdrawal.

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 2220192
Title: Test Proposal - Rgov GAPPs

Warning: The proposal you are attempting to withdraw does not have the same Title and PI/CoPI(s) as the proposal you identified as its duplicate; therefore the withdrawal for duplicate option is not allowed. Enter a different proposal number, or select a different withdrawal type.

Withdrawal Type (Choose one)

☐ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☒ Funding Elsewhere

☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

test

Figure 2 Proposal Withdrawal screen. The Delete button is circled.

4. Click the **Delete** button (Figure 2). The **Your Notification Was Deleted** screen displays (Figure 3) with the message that the Proposal Withdrawal was deleted.

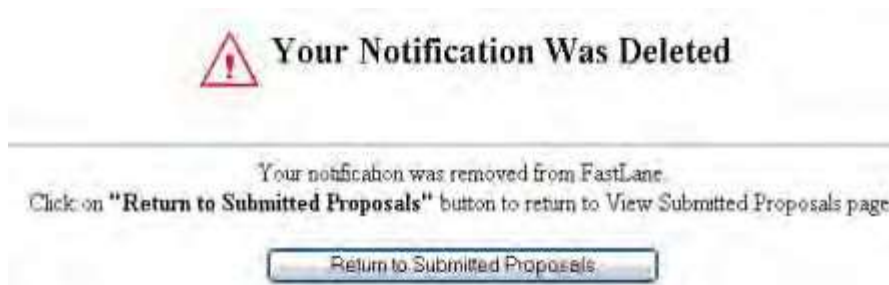


Figure 3 Your Notification Was Deleted screen.

5. Click the **Return to Submitted Proposals** button (Figure 3). The **Submitted Proposals** screen displays (Figure 1). You still have the option of initiating a new Proposal Withdrawal.

SPO Functions

Withdraw a Proposal as SPO

As an SPO, you have these options for withdrawing a proposal:

- [Edit/Save a Proposal Withdrawal](#)
- [Delete a saved Proposal Withdrawal](#)

As an AOR, you can do all of the above and the following:

- [Initiate a Proposal Withdrawal](#)
- [Submit a Proposal Withdrawal](#)
- [Submit a Proposal Withdrawal forwarded by a PI to NSF](#)

Initiate a Proposal Withdrawal as an AOR

1. On the **FastLane Home Page** screen, log in as an SPO to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/ File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

71 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
0420006	Proposal	View/Edit/Submit	Hofherr, Daniel	SBIR/STTR Phase I: Dan's Test	Check	Edit	Submit	Return to PI
0420009	Proposal	View/Edit/Submit	student11, student11	Not Assigned	Check	Edit	Submit	Return to PI
0420012	Proposal	View/Edit/Submit	Hofherr, Daniel	Dan Test! This is my test 4:05	Check	Edit	Submit	Return to PI
0420004	Proposal	View/Edit/Submit	Hofherr, Daniel	CAREER: My Test	Check	Edit	Submit	Return to PI

Figure 2 Proposals/Withdrawals/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.

- Click the **Submitted Documents** tab (Figure 2). The **Proposals/Withdrawals/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3) with a list of submitted proposals.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: (Enter 7 digits) Submitted Date Range(mm/dd/yyyy) From: To:

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals, which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
0420006	0420015	Proposal	Geary, Karen	this title put in by me prior to switch over to nsl 01-150	09/16/2004	Withdraw
0420006	0420014	Proposal	Johnson, Clarissa	CI's Clear Proposal	09/15/2004	Withdraw
0420010	0420013	Proposal	Pentroy, Jonette	SBIR/STTR Phase I Administrative and Records Management System	09/03/2004	Withdraw
0420009	0420007	Proposal	student5, student5	TE's Class Proposal	08/31/2004	Withdraw
0420018	0420008	Proposal	Alphaman, Alan	Funds for Children of the Com	08/31/2004	Withdraw

Figure 3 Proposals/Withdrawals/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

- Click **Withdraw** (Figure 3) on the row for the proposal you want to withdraw. The **Proposal Withdrawal** screen displays (Figure 4).

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708575
Title: testing PAPPG

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Figure 4 **Proposal Withdrawal screen.**

5. Select the **Withdrawal Type** by clicking the radio button (Figure 4) for one of the following:
 - **Withdraw Duplicate Proposal**
Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
6. In the **Rationale for Withdrawal** text box (Figure 4), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
7. To submit the Proposal Withdrawal to NSF, see [Submit a Proposal Withdrawal to NSF, Step 3](#). Or, if you do not want to submit the Withdrawal request immediately to NSF, you can save the Proposal Withdrawal ([Save a Proposal Withdrawal, Step 4](#)).

If you select a non-lead or lead proposal of a collaborative proposal to withdraw, a screen displays (Figure 5) with a message for you to confirm that you want to continue to withdraw the collaborative proposal.

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708755
Title: TEXT Change Int Prop - DO NOT USE

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.

Are you sure that you want to submit this Notification of Proposal Withdrawal?

Figure 5 Warning screen for withdrawal of collaborative proposals.

1. Click the **Yes** button (Figure 5). The **Proposal Withdrawal** screen displays (Figure 4).
2. Go to [Step 6](#) above and proceed to complete the Proposal Withdrawal.

Save a Proposal Withdrawal as an SPO/AOR

1. Access the **Proposal Withdrawal** screen (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 4).

Figure 1 Proposal Withdrawal screen. The Save button is circled.

2. Select the **Withdrawal Type** by clicking on the radio button for either one of the following (Figure 1):
 - **Withdraw Duplicate Proposal**
Type in the box the Proposal Number for the temporary proposal you wish NSF to retain.
 - **Funding Elsewhere**
 - **Other**
3. In the **Rationale for Withdrawal** text box in the lower portion of the **Proposal Withdrawal** screen (Figure 1), type or copy and paste a detailed reason or reasons for withdrawing the proposal.
4. Click the **Save** button (Figure 1). The **Your Notification Was Saved Successfully** screen displays (Figure 2) with the message that the request was saved.



Figure 2 Your Notification Was Saved Successfully screen.

- Click the **Return to SPO Submission** button (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range(mn/dd/yyyy)
 (Enter 7 digits) From: To:
 PI Last Name:
 (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

48 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date
7483364	1632133	Proposal	Jacobstestpi2, Bevttestpi2	SBIR Phase I:Test SBIR I-NSF 14-539	02/17/2016
7664265	1632095	Proposal	Alphaman, Alan	ACPT Validation - pradeep DNT 4	02/12/2016
7664441	1632094	Proposal	Alphaman, Alan	PlsDontTouch CC Prop1	02/11/2016
7664418	1632083	Proposal	Lamm, Monica	ACPT Validation - ChangePI	02/10/2016
7664423	1632087	Proposal	Mann, Michael	collab non-lead	02/10/2016
7664424	1632088	Proposal	Alphaman, Alan	collab lead	02/10/2016
7664426	1632092	Proposal	Mann, Michael	Defect testing	02/10/2016
7664416	1632092	Update1	Alphaman, Alan	Defect testing	02/10/2016
7664417	1632083	Update1	Alphaman, Alan	ACPT Validation - ChangePI	02/10/2016
7664419	1632087	Update1	Alphaman, Alan	collab non-lead	02/10/2016

Transfer Data to: [Excel](#)

Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab.

- To work on the saved Proposal Withdrawal again, on the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in progress** tab (Figure 3), click the **Edit** icon on the row of the proposal. The **Proposal Withdrawal** screen displays (Figure 1) with the saved Proposal Withdrawal.

Submit a Proposal Withdrawal (AOR only)

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 3).

Proposals/Supplements/File Updates/Withdrawals NSF **Organization: National Science Foundation**

Documents in Progress Withdrawals in Progress **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: (Enter 7 digits) Submitted Date Range(mm/dd/yyyy): From: To: Search

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 200 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

47 Documents found, displaying 1 to 10 [< Previous ID] 1, 2, 3, 4, 5 [Next ID >]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
0420105	0420105	Proposal	Gohry, Karen	this title put in by me prior to switch over to nsf 01-150	08/16/2004	Withdraw
0420114	0420114	Proposal	Johnson, Christie	CI's Class Proposal	08/15/2004	Withdraw
0420113	0420113	Proposal	Fantroy, Jonita	SSIS/STIS Phase I Administrative and Records Management System	09/05/2004	Withdraw
0420107	0420107	Proposal	students, student8	TE's Class Proposal	08/11/2004	Withdraw
0420108	0420108	Proposal	Alphaman, Alep	Funds for Children of the Com	08/11/2004	Withdraw

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

2. Click **Withdraw** on the row for the proposal you saved a Proposal Withdrawal for (Figure 1). The **Proposal Withdrawal** screen displays (Figure 2) with the Proposal Withdrawal.

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708575
Title: testing PAPPG

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

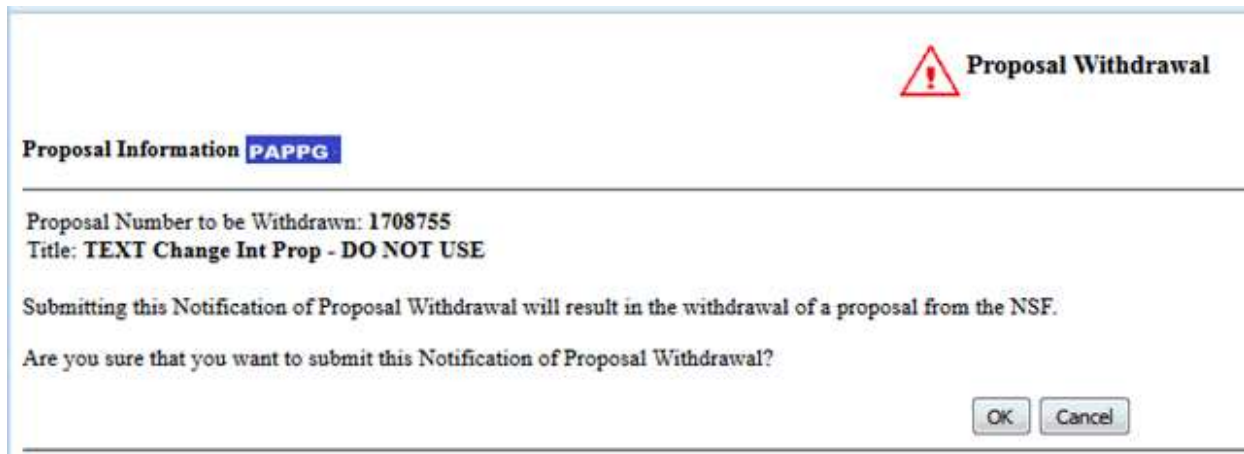
In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Save Forward to SRO Cancel

Figure 2 Proposal Withdrawal screen. The Submit button is circled.

3. Click the **Submit** button (Figure 2) to submit the Proposal Withdrawal to NSF. A screen displays (Figure 3) with a message for you to confirm that you want to submit the Proposal Withdrawal to NSF.



Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708755
 Title: TEXT Change Int Prop - DO NOT USE


Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.

Are you sure that you want to submit this Notification of Proposal Withdrawal?

OK Cancel

Figure 3 Screen with message for you to confirm that you want to submit the **Proposal Withdrawal** to NSF.

- Click the **OK** button (Figure 3). The **Proposal Withdrawal Successful** screen displays (Figure 4) with the message that the Proposal Withdrawal has been submitted to NSF.



Proposal Withdrawal Successful

The proposal was successfully withdrawn from FastLane, and your notification was submitted.
 Click on "**Return to Submissions**" button to return to the Submissions screen.

Return to Submissions

Figure 4 **Proposal Withdrawal Successful** screen.

- Click the **Return to Submissions** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

*If you selected a non-lead or lead proposal of a collaborative proposal to withdraw, when you click the **Submit** button (Figure 2), a screen displays (Figure 5) with a message for you to confirm that you want to submit the Proposal Withdrawal for a collaborative proposal.*



Proposal Withdrawal

Proposal Information PAPPG

Proposal Number to be Withdrawn: **1708593**

Title: **Non lead prop**

Warning: The proposal that you are attempting to withdraw is part of a collaborative proposal. Withdrawing this proposal will automatically withdraw all other proposals that belong to the collaborative. Do you wish to continue with the Withdrawal?

Yes

No

Figure 5 Screen with message for you to confirm that you want to withdraw a proposal that is part of a collaborative proposal.

1. Click the **OK** button (Figure 5). The **Proposal Withdrawal Successful** screen displays with the message that the Proposal Withdrawal has been submitted to NSF.
2. Click the **Return to Submission** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Delete a Saved Proposal Withdrawal as an SPO/AOR

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 3).

Proposals/Supplements/File Updates/Withdrawals | NSF | Organization: National Science Foundation

Documents in Progress | **Withdrawals in Progress** | Submitted Documents

Search for Submitted Documents by any of the following:

Proposal ID: Submitted Date Range (mm/dd/yyyy) From: To: Search

PI Last Name: (Enter at least first two characters)

Submitted Documents Results

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

87 Documents found, displaying 1 to 10

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submitted Date	Withdrawal
2416209	0420115	Proposal	Geary, Karen	this title put in by me prior to switch over to nsf 01-150	09/16/2004	Withdraw
6060568	0420114	Proposal	Johnson, Clarence	IC's Class Proposal	09/15/2004	Withdrawn
1003110	0420113	Proposal	Tantroy, Jonette	SSR/STTR Phase I Administrative and Records Management System	09/03/2004	Withdrawn
6110892	0420107	Proposal	studentB, studentB	TE's Class Proposal	08/31/2004	Withdraw
7210419	0420106	Proposal	Alphaman, Alan	Funds for Children of the Com	08/31/2004	Withdrawn

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The **Withdraw** button is circled.

2. Click **Withdraw** on the row of the proposal that you saved a Proposal Withdrawal for (Figure 1). The

Proposal Withdrawal screen displays (Figure 2) with the Proposal Withdrawal.



Proposal Withdrawal

Proposal Information PAPPG

Proposal Number to be Withdrawn: 1708575
Title: testing PAPPG

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

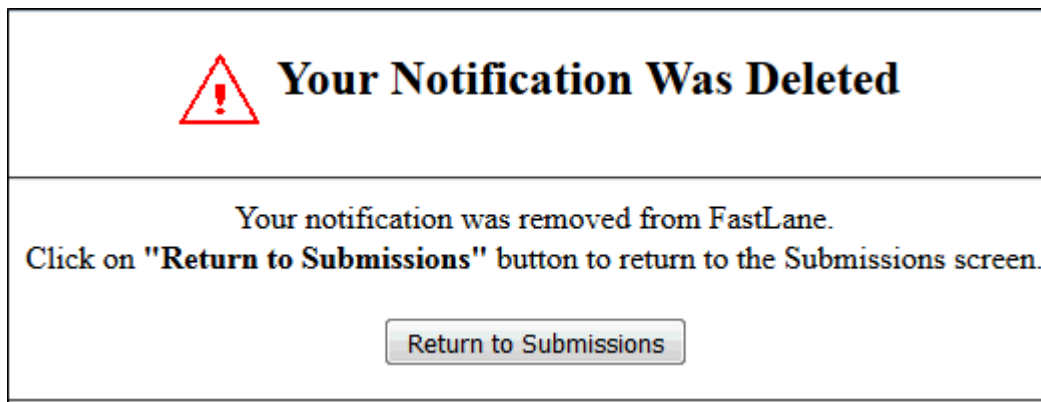
In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.

Rationale for Withdrawal

Save Forward to SRO Cancel

Figure 2 Proposal Withdrawal screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The **Your Notification Was Deleted** screen displays (Figure 3) with the message that the Proposal Withdrawal was removed from FastLane.



! Your Notification Was Deleted

Your notification was removed from FastLane.
Click on "Return to Submissions" button to return to the Submissions screen.

Return to Submissions

Figure 3 Your Notification Was Deleted screen.

4. Click the **Return to SPO Submission** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1). You still have the option of initiating a new Proposal Withdrawal.

Submit a Proposal Withdrawal Forwarded by a PI

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab

(Figure 1) (see [Initiate a Proposal Withdrawal](#), Step 1 through Step 2).

Proposals/Supplements/File Updates/Withdrawals | HOME

Organization: National Science Foundation

Documents in Progress | **Withdrawals in Progress** | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

71 Documents found, displaying 1 to 10

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
105530	Proposal	View/Edit/Submit	Hofherr, Daniel	SBIR/STTR Phase I: Dan's Test	Check	Edit	Submit	Return to PI
106590	Proposal	View/Edit/Submit	student11, student11	Not Assigned	Check	Edit	Submit	Return to PI
107815	Proposal	View/Edit/Submit	Hofherr, Daniel	Dan Test: This is my test 4:05	Check	Edit	Submit	Return to PI
108034	Proposal	View/Edit/Submit	Hofherr, Daniel	CAREER: My Test	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Withdrawals in Progress tab is circled.

- Click the **Withdrawals in Progress** tab (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Withdrawals in Progress** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | HOME

Organization: National Science Foundation

Documents in Progress | **Withdrawals in Progress** | Submitted Documents

Search for Withdrawals in Progress by any of the following:

Proposal ID: (Enter 7 digits) Last Modified Date Range (mm/dd/yyyy) From: To:

PI Last Name: (Enter at least first two characters)

Withdrawals in Progress Results

The Withdrawals in Progress Results will default to your organization's submitted proposal withdrawals that have either been forwarded by PI or prepared by SRQ within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found.

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Last Modified Date	Edit
1033078	0407679	Proposal	Alphaman, Alan	Network Infrastructure (NU Test)	08/03/2004	Edit

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Withdrawals in Progress tab. The Edit link is circled.

- Click **Edit** on the row for the Proposal Withdrawal that you want to submit (Figure 2). The **Proposal Withdrawal** screen displays (Figure 3) with the PI's Proposal Withdrawal.

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708575
Title: testing PAPPG

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere
☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or cut and paste from another application.
Rationale for Withdrawal

Figure 3 Proposal Withdrawal screen. The Submit button is circled.

4. You may edit the Proposal Withdrawal. For instructions, see [Initiate a Proposal Withdrawal, Step 5 through Step 7](#).
5. To submit the Proposal Withdrawal, click the **Submit** button (Figure 3). A screen displays (Figure 4) with a message for you to confirm that you want to submit the Proposal Withdrawal.

Proposal Withdrawal

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1708755
Title: TEXT Change Int Prop - DO NOT USE

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.
Are you sure that you want to submit this Notification of Proposal Withdrawal?

Figure 4 Screen with a message for you to confirm that you want to submit the Proposal Withdrawal to NSF. The OK button is circled.

6. Click the **OK** button (Figure 4). The **Proposal Withdrawal Successful** screen displays (Figure 5).

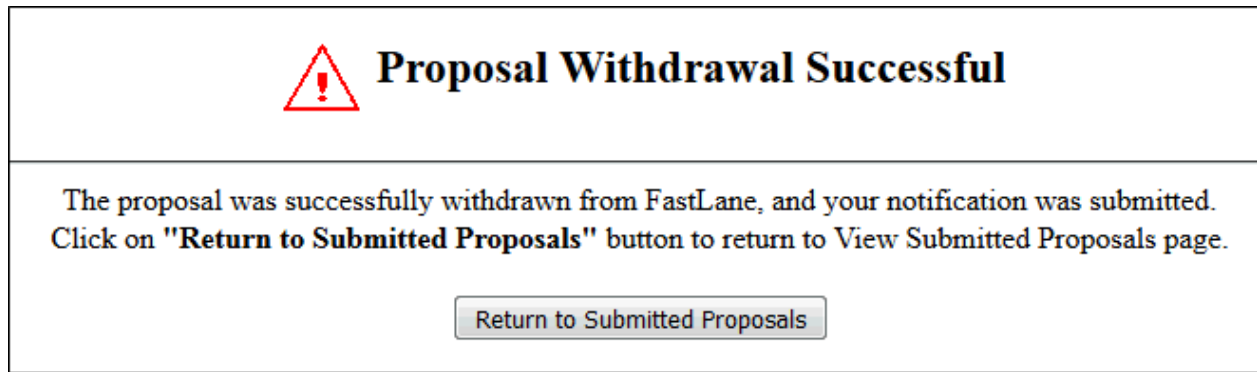


Figure 5 Proposal Withdrawal Successful screen.

7. Click the **Return to SPO Submission** button (Figure 5). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Withdrawals in Progress** tab.

Letters of Intent Introduction

[Print the contents of the Letters of Intent book.](#)

Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. The predominant reason for its use is to help NSF program staff to gauge the size and range of the competition, enabling earlier selection and better management of reviewers and panelists. The requirement to submit an LOI will be identified in the program solicitation. Failure to submit a required LOI identified in a program solicitation may result in a full proposal not being accepted or returned without review. See PAPPG Chapter I.D.1 for further information.

You can create more than one Letter of Intent for a single program solicitation. However, a warning message displays that a Letter of Intent has already been submitted for that solicitation.

Roles

The PI can do the following:

- Create a Letter of Intent for any solicitation that has requested or required it
- Submit directly to the NSF Letters of Intent for certain types of solicitations
- Forward a Letter of Intent to the SPO for those types of solicitations that require AOR approval

The Sponsored Project Office (SPO)/ Authorized Organizational Representative (AOR) can do the following:

- Create a Letter of Intent for certain types of solicitations
- View all Letters of Intent created by PIs in their organization, including those the PI directly submitted to NSF
- Edit Letters of Intent forwarded by the PI
- Submit a Letter of Intent (AOR only)
- Return a Letter of Intent to a PI

To work on Letters of Intent, see one of the following for instructions:

- [Create a Letter of Intent Introduction](#)
- [Work on Saved and Submitted Letters of Intent](#)

Award Functions

Award Functions

Look to the FastLane Help System for Award Functions, if you are conducting award functions in one of these roles:

- Principal Investigator (PI)
- Co-PI (follow instructions for the PI)
- Sponsored Project Office (SPO)
- Authorized Organizational Representative (AOR)

FastLane Help for Award Functions covers these award activities:

- [Prepare and Submit a Notification or Request](#)
- [Prepare and Submit a Supplemental Funding Request](#)
- [View and/or Print an Award Document](#)
- [Check the Continuation Funding Status for an Award](#)

Award Functions

Look to the FastLane Help System for Award Functions, if you are conducting award functions in one of these roles:

- Principal Investigator (PI)
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FastLane Help for Award Functions covers these award activities:

- [Prepare and Submit a Notification or Request](#)
- [Prepare and Submit a Supplemental Funding Request](#)
- [View and/or Print an Award Document](#)
- [Check the Continuation Funding Status for an Award](#)

Log In for Award Functions

Award Functions Login

[Print the contents of the Log In for Award Functions book.](#)

Log in to Award Functions by role:

- [Principal Investigator \(PI\)](#)
- [Sponsored Project Office Representative \(SPO\)](#)
- [Sponsored Project Office Representative \(AOR\)](#)

Principal Investigator or Co-Principal Investigator Login to Award Functions

1. Use the General Log In procedure to log in to the system.
2. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[▶ Proposal Functions](#)

[▶ Award And Reporting Functions](#)

[▶ Change PI Information](#)

[▶ Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

3. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[▶ Notifications and Requests - Disabled In FastLane, Log In to Research.gov](#)

[▶ Continuation Funding Status](#)

[▶ View/Print Award Documents](#)

[▶ Project Reports - Disabled In FastLane, Log In to Research.gov](#)

[▶ Supplemental Funding Request](#)

[▶ Research.gov Functions](#)

Go Back

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen.

Sponsored Project Office Representative Login to Award Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.

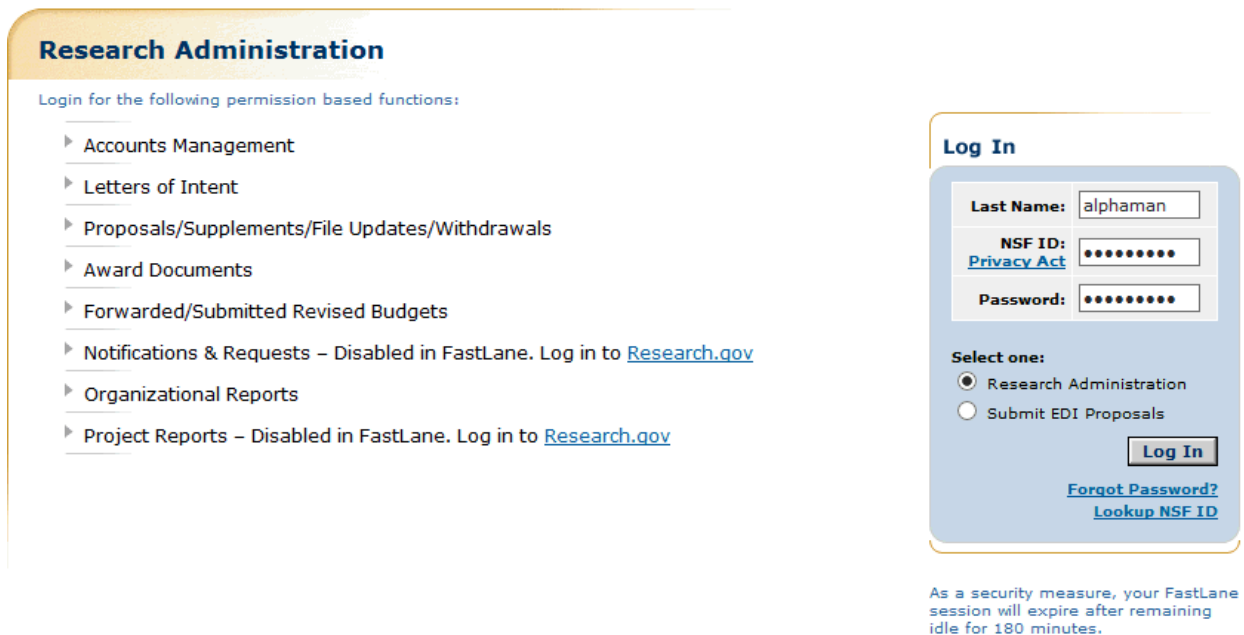


Figure 2 Research Administration screen. The Login section is circled.

2. In the **Last Name** box (Figure 2), type your last name.

3. In the **NSF ID** box (Figure 2), type your National Science Foundation Identification number (no spaces, no hyphens).
4. In the **Password** box (Figure 2), type your password.
5. Click the radio button for **Research Administration** (Figure 2).
6. Click the **Login** button (Figure 2). The **Research Administration** screen displays (Figure 3) with the following options for Awards Functions:
 - Supplements in Proposals/Supplements/File Updates/Withdrawals
 - Award Documents
 - Notifications and Requests



Figure 3 Research Administration screen.

Notifications and Requests

Notifications and Requests

FastLane's Notifications and Requests is an application you use during the period of an award. Through this application, you can prepare and submit to NSF:

- Required notifications
- Requests to NSF

(Notifications and Requests does *not* include the Supplemental Funding Request, which is in a separate application. See [Supplemental Funding Request](#).)

Notifications and Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit Research.gov Notifications and Requests for more information.

The roles that use Notifications and Requests are:

- The Principal Investigator (PIs) and Co-PIs (see [PI Functions](#))

- The Sponsored Project Office (SPO) representative (see [SPO Functions](#))
- The Authorized Organizational Representative (AOR)

Here are the different types of notifications and requests. Unless otherwise noted, you complete a notification or request by completing the screen displayed for that action. (**Note:** You cannot submit notifications or requests for an award with an approved Final Project Report or if your award has expired. Overdue Annual Project Reports and Final Project Reports will block further action on an award as well.) In the table below, click on the link for a notification or request to find the instructions for that action.+

Notifications	Special Notes	Requests	Special Notes
Annual and Final Cost Share Notification by Recipient	AOR only	Subawarding, Transferring or Contracting Out Part of an NSF Award	<ul style="list-style-type: none"> • Requires completion of more than one action • For the functions of this request, see the instructions for this action.
		PI/PD or co-PI/co-PD Transfer from One Organization to Another	<ul style="list-style-type: none"> • Requires AOR of both the new and original organizations • New AOR submits to NSF • Requires AOR permissions to submit • Requires completion of more than one action • For the functions of this request, see the instructions for this request.
		Change PI/PD and Add/Change co-PI/co-PD	<ul style="list-style-type: none"> • Requires AOR permissions to submit • Requires completion of more than one action. • For the functions of this request, see the instructions for this request. • Cannot be submitted if there is an overdue project report associated with the PI or Co-PIs on the award

PI Functions

Prepare a New Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)). You must be on the **Prepared by PI** tab to prepare a new notification or request.

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare New

Award #: 0707551

Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Status Changed (mm/dd/yyyy)

Award #: Select

From: To:

Search

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Forward to SPO or Delete records using the links in the Action column.
Sort results by clicking column title.

50 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
--------------	---------	------------------------	---------------------------	------------	--------

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Prepare New section is circled.

2. In the **Prepare New** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), select the award number from the **Award #** drop-down list for the award you want to prepare a notification or request for.
3. Click the **Prepare New** button (Figure 1). The **Prepare a New Notification or Request** screen displays (Figure 2).

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
End Date: 12/31/2007
Division: Division Of Information Systems
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Prepare Cancel

Figure 2 Prepare a New Notification or Request screen.

The screen lists the different types of Notifications and Requests you can prepare. Click on a form link below for instructions on preparing that form.

For requests, select from:

- [Subawarding, Transferring or Contracting Out Part of an NSF Award](#)
- [Change PI/PD and Add/Change co-PI/co-PD](#)

Prepare a New Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)). You must be on the **Prepared by PI** tab to prepare a new notification or request.

Notifications & Requests | MAIN ▶ PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare New

Award #: 0707551 ▼

Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Status Changed (mm/dd/yyyy)

Award #: Select ▼

From: To:

Search

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Forward to SPO or Delete records using the links in the Action column.
Sort results by clicking column title.

50 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
--------------	---------	------------------------	---------------------------	------------	--------

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Prepare New section is circled.

2. In the **Prepare New** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), select the award number from the **Award #** drop-down list for the award you want to prepare a notification or request for.
3. Click the **Prepare New** button (Figure 1). The **Prepare a New Notification or Request** screen displays (Figure 2).

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
 End Date: 12/31/2007
 Division: Division Of Information Systems
 Award Title: PRS 11/18/06 Release Functional Verification 15
 Awardee Organization: National Science Foundation
 PI/PD: Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

[Prepare](#) [Cancel](#)

Figure 2 Prepare a New Notification or Request screen.

The screen lists the different types of Notifications and Requests you can prepare. Click on a form link below for instructions on preparing that form.

For requests, select from:

- [Subawarding, Transferring or Contracting Out Part of an NSF Award](#)
- [Change PI/PD and Add/Change co-PI/co-PD](#)

Access Notifications and Requests as a PI

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI or Co-PI (see [PI Co-PI Login to Award Functions](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

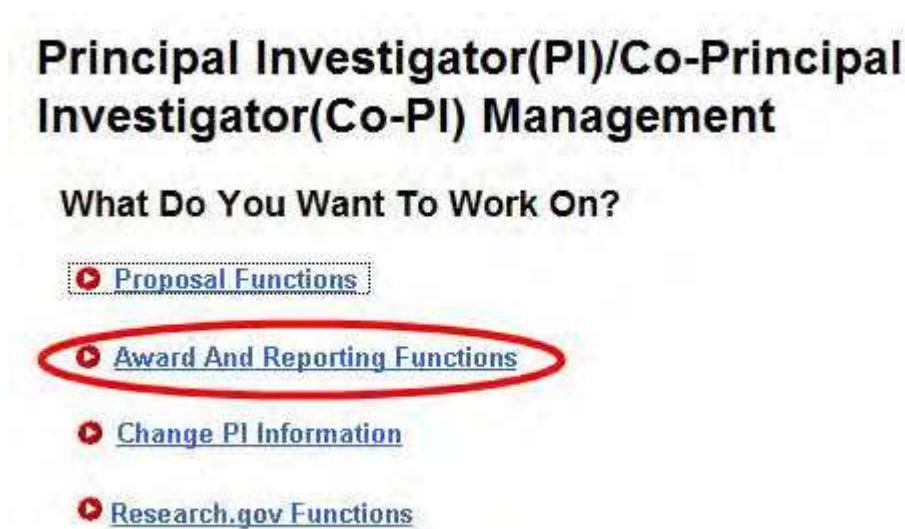


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen.

The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- ▶ [Notifications and Requests - Disabled In FastLane, Log In to Research.gov](#)
- ▶ [Continuation Funding Status](#)
- ▶ [View/Print Award Documents](#)
- ▶ [Project Reports - Disabled In FastLane, Log In to Research.gov](#)
- ▶ [Supplemental Funding Request](#)
- ▶ [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Notifications and Requests link is circled.

3. On clicking the Notifications and Request Link, the user is routed to Research.gov. Upon logging into Research.gov the user will see the below screen to prepare a New notification/Request

Prepare New Notification / Request

Back to Notifications & Requests

National Science Foundation

Policy Guidance

Prepare New

Step 1: Select type of change

☐ All

☐ Budget Activities

☐ No-Cost Extensions

☐ Changes in Objectives, Scope, or Methodology and other Significant Changes

☐ Changes in PI/PD and co-PI/co-PD

☒ Other

Step 2: Select notification / request

Subawarding, Transferring or Contracting Out Part of an NSF Award

Go

Step 3: Navigate to FastLane, enter award number and click 'Prepare new'.

Note: This notification/request has not yet been integrated into Research.gov.

[Continue to FastLane](#)

Figure 3 Research.gov Prepare new Notification/Request Screen.

4. The user will be routed to Fastlane for the following Notifications/Request:
 - Subawarding/Transferring Part of an NSF Award
 - Conflicts of Interest

- PI Transfer
 - Change PI and Add/Change Co-PI
5. The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 4). There are two tabs on the Notifications and Requests screen:
- **Prepared by PI** tab
Prepare notifications and requests on this tab.
 - **All by Status** tab
Check the status of notifications and requests that have already been initiated on this tab.

The **Notifications and Requests** screen displays first on the **Prepared by PI** tab.

The screenshot shows the 'Notifications & Requests' screen for the 'National Science Foundation' institution. It has two tabs: 'Prepared by PI' (selected) and 'All by Status'. On the left, there is a 'Prepare New' section with an 'Award #: Select' dropdown and a 'Prepare New' button. The main area contains a search bar with the text 'Search for Notifications / Requests for National Science Foundation by any of the following:'. Below the search bar are fields for 'Last Modified (mm/dd/yyyy)', 'Award #: Select', 'From:', 'To:', and a 'Search' button. Below the search bar, there is a message: '<Work in Progress> Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the link in the Action column. Sort results by clicking column title. 39 Notifications/Requests found, displaying 1 to 10'. At the bottom, there is a table with columns: 'Award number', 'PI Name', 'PI Division/Department', 'Notification/Request Type', 'Award Date', and 'Action'.

Figure 4 Notifications and Requests screen on the Prepared by PI tab.

You have these options for working on Notifications and Requests:

- [Prepare a new notification or request](#)
- [Search for notifications and requests](#)
- [View a notification or request](#)
- [Modify a notification or request](#)
- [Forward a notification or request to the SPO](#)
- [Delete a notification or request](#)
- [Check the status of a notification or request](#)
- [View a forwarded or submitted notification or request](#)
- [View the award amendment for an approved notification or request](#) (Click on a link above for instructions for that option.)

Search for Notifications and Requests Prepared by the PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** screen (Figure 1) (see [Access Notifications and Requests as a PI](#)).

Notifications & Requests | MAIN »

Organization: University of California-Berkeley

Prepared by PI | All by Status

Prepare New
Award #: Select ▾
Prepare New

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Award #: Select ▾ Last Modified (mm/dd/yyyy):
From: To: **Search**

<Work in Progress>
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to SPO or Delete records using the links in the Action column.
Sort results by clicking column title.
14 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0222745	Carny,John	Computer Science	N - Grants Approved No Cost Extension	09/15/2002	Forward Delete
0222745	Carny,John	Computer Science	N - N/R Awarded No-Cost Extension	09/15/2002	Forward Delete
0222745	Carny,John	Computer Science	N - Grants Approved No Cost Extension	09/15/2002	Forward Delete

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Search for Notifications/Requests section and the Search button are circled.

- In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 1), search for the notifications or requests by any of these criteria:
 - Award number**
Select the award number from the **Award #** drop-down list.
 - Date range**
 - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
 - In the **To** box, type the end date for the search (in mm/dd/yyyy format).
- Click the **Search** button (Figure 1). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 2).

Notifications & Requests | MAIN »

PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare New
Award #: Select ▾
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select ▾ Status Changed (mm/dd/yyyy):
From: To: **Search**

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to SPO or Delete records using the links in the Action column.
Sort results by clicking column title.
54 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Grants Approved No Cost Extension	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete

Export options: Excel

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FastLane 6018 Production Support Acceptance Site

Figure 2 Notifications and Requests screen on the Prepared by PI tab. Work in Progress section.

- Find the notification or request you want to work on. You have these options for working on notifications and requests that you have prepared:
 - [View a notification or request](#)
 - [Modify a notification or request](#)
 - [Forward a notification or request to the SPO](#)

- [Submit a notification to NSF prepared by the PI](#)
 - [Delete a notification or request](#)
- (Click on a link above for instructions for that option.)

View a Notification or Request Prepared by the PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

Prepared by PI | All by Status

Prepare New
Award #: Select
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Status Changed (mm/dd/yyyy)
Award #: Select
From: [] To: [] Search

Work in Progress
Click on the Notifications/Requests link to continue to administer h/t functions. Forward to SPO or Delete records using the links in the Action column.
Sort results by clicking column title.
54 Notification/Requests found, displaying 1 to 10

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman, Alan	Information Systems	N - Grantor Approved No Cost Extension	03/15/2009	Forward Delete
0700000	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (Up to Three Months)	03/15/2009	Forward Delete

Export options: Excel

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Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Notification/Request Type link is circled for a notification.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the notification (or request) you want to view. The **View Notification** screen displays (Figure 2) with the text of the notification. (The **View Request** screen displays if you are viewing a request.) You have these options on the **View Notification** (or **View Request**) screen (Figure 2):

- [Modify the notification or request](#)
- [Forward the notification or request to the SPO](#)
- [Submit the notification to NSF](#)
- [Delete the notification or request](#)

(Click on a link above for instructions for that option.)

View Notification for Award : 0217745
Grantor Approved No Cost Extension
Required fields are preceded by an asterisk (*)

Status: Work in Progress

Award Title: Ant Club Trails: Privacy and Collaboration in an Ubiquitous Computing World

Expiration Date: 08/31/2004

* Revised Expiration Date: 9/2004

* Justification for Grantee Approved No-Cost Extension:
(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

Type in on copy and paste your justification here.

Modify
Forward to SPO
Delete
Cancel

Figure 2 View Notification screen.
Modify a Notification or Request Prepared by the PI

1. Access the **View Request** or (**View Notification**) screen (Figure 1) (see [View a Notification or Request Prepared by the PI](#)).

View Notification for Award# : 1208F32
Cost Sharing

Required Fields are preceded by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress

End Date: 07/31/2017

Award Title: A/TAN innovative Urban Transitions and Androgen hydro-sustainability

***Start Date:** 06/01/2014

***End Date:** 06/30/2014

***Cost Sharing Amount for the reporting period:** \$13,000.00

***Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period):** \$1,887,840.13

***Cost Sharing Notification Type:** Annual Cost Sharing Notification

Explanation: Reporting Cost Sharing for period 6/01/2014-6/30/2014

Buttons: **Modify** (highlighted), Submit to NSF, Delete, Cancel

Annual Cost Sharing History:

Period	Cost Share	Start Date	End Date	Period Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Hunter, Kimber	06/01/2013	05/31/2013	2013	06/01/2013	05/31/2013	\$791,941.44	\$791,941.44
2	Madri, Katie	06/01/2014	05/31/2014	2014	06/01/2013	05/31/2014	\$1,095,898.69	\$1,887,840.13

Cumulative Budgeted Line H Amount: \$4,000,000.00

Difference: \$2,112,159.87

(This amount does not include any cost sharing amounts previously reported to NSF in Fastlane.)

Figure 1 View Request screen.

2. On the **View Request** (or **View Notification**) screen (Figure 1), click the **Modify** button. The **Modify Request** (or **Modify Notification**) screen displays (Figure 2).

Modify Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
Required Fields are preceded by an asterisk (*)

Status: New

End Date: 09/30/2017

Award Title: Actively Building the Drive to Achieve through Everyday Engineering Learning

***From Date:** 06/10/2015 (mm/dd/yyyy)

***To Date:** 07/29/2015 (mm/dd/yyyy)

***Justification for Short-Term Absence of the PI/PD:**

***Arrangements for Conduct of Project During PIs Absence:**

Buttons: Save, Cancel

Figure 2 Modify Request screen. Select the Save button.

3. Modify the request as you require. Click on a link below for the instructions for the type of notification or request you are modifying:
 - For notifications:

- [Cost Sharing](#)
 - For requests:
 - [Subawarding, Transferring, of Contracting Out Part of an NSF Award](#)
 - [PI Transfer](#)
 - [Change PI Add/Change co-PI](#)
4. Click the **Save** button (Figure 2). The **View Request** (or **View Notification**) screen displays (Figure 3) with the changed information.

View Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
 Required Fields are preceded by an asterisk (*)

Topic Guidance: [AAG](#)

Status:	Work in Progress	
End Date:	09/30/2017	<input type="button" value="Modify"/>
Award Title:	Actively Building the Drive to Achieve through Everyday Engineering Learning	
*From Date:	06/10/2015	<input type="button" value="Submit to NSF"/>
*To Date:	07/29/2015	<input type="button" value="Delete"/>
*Justification for Short-Term Absence of the PI/PD:	Unexpected Travel	<input type="button" value="Cancel"/>
*Arrangements for Conduct of Project During PIs Absence:	Dr.Dan shall supervise research activities	

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Figure 3 View Request screen with the modifications displayed.
Forward a Notification or Request to the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

Notifications & Requests | MAIN

Prepared by PI | All by Status | PI Organization: National Science Foundation

Prepare New
Award #: Select

Search for Notifications / Requests for National Science Foundation by any of the following:
 Status Changed (mm/dd/yyyy)
 Award #: Select From: To:

Work in Progress
 Click on the Notifications/Requests link to continue to administer NIT functions. Forward to SPO or Delete records using the links in the Action column.
 Sort results by clicking column title.
 54 Notification/Requests found, displaying 1 to 10

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Ormex Approved for Cost Extension	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PD (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PD (Up to Three Months)	03/15/2009	Forward Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PD (Up to Three Months)	03/15/2009	Forward Delete

Export options: Excel

Download [Adobe Acrobat Reader](#) for viewing PDF files

FastLane NITR Prediction Support Acceptance Site

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Forward link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Forward** in the row for the notification (or request) you want to forward to the SPO. The **Forward Notification** screen displays (Figure 2) with a message at the top for you to confirm that you want to forward the notification (or request) to NSF. (The **Forward Request** screen displays if you chose to forward a request.)

Forward Notification for Award #: 9114446
 Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater)
 Required fields are preceded by an asterisk (*)

ARE YOU SURE?
 Clicking "Forward to SPO" will forward Notification to NSF. You cannot modify it once it is forwarded.
 Click "Cancel" to return to previous screen.

Status: Work in Progress

Expiration Date: 11/30/1993

Award Amount: \$308,000.00

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

*Excess Funds: \$6,200.00 (in whole dollar amount)

*Justification for Anticipated Residual Funds: None

Forward to SPO

Cancel

Figure 2 Forward Notification screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with a message that the notification (or request) has been submitted to NSF.

FORWARDED
 Forwarded Anticipated Residual Funds in excess of \$5,000 or 5% to SPO
 Award #:9114446

Mon Oct 11 22:42:01 EDT 2004

The Request for a **Anticipated Residual Funds in excess of \$5,000 or 5%** has been successfully **Forwarded** to SPO

◀ Search Prepared By PI List

Figure 3 Forwarded screen. The Search Prepared by PI List link is circled.

- Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab.

Delete a Notification or Request Prepared by the PI

- Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

Notifications & Requests | [Help](#) | [Organization: University of California-Berkeley](#)

Prepared by PI | [All by Status](#)

Prepare New
Award #: [Select](#)
[Prepare New](#)

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Last Modified (mm/dd/yyyy)
Award #: [Select](#) From: To: [Search](#)

<Work in Progress>
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the action column.
Sort results by clicking column title.
14 Notification/Requests found, displaying 1 to 10 [Prev] 1 2 [Next]

Award Number	PI Name	PI Institution/Department	Notification/Request Type	Award Date	Action
0222745	Carry, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Carry, John	Computer Science	N - NSF Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Carry, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Delete link is circled for a request.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the request (or notification) you want to delete. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request. (The **Delete Notification** screen displays if you are deleting a notification.)

Delete Request for Award: 0222745
NSF Approved No - Cost Extension
Required Fields are preceded by an asterisk (*)

ARE YOU SURE?
Clicking "Delete" will remove this Request from the FastLane database.
Click "Cancel" to return to previous screen.

Status: Work in Progress

Expiration Date: 08/31/2004

Award Amount: \$262,501.00

Award Title: Ant-Club Travels Privacy and Collaboration in an Ubiquitous Computing World

Prepared By: Carry, John

Submitted By:

*** Revised Expiration Date:** 10/2004

*** Remaining Funds (in Whole dollar amount):** \$24,000.00

*** Justification:** Type your justification here.

*** Plan for use of unobligated funds (plan must comply with previously approved objectives):** Type how you plan to use the unobligated funds.

*** Explanation for late request:**

Must be received By NSF Program Office 45 days prior to the expiration of the grant

[Delete](#) [Cancel](#)

Figure 2 Delete Request screen. The message for you to confirm that you want to delete the request and the Delete button are circled.

- Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the request (or notification) has been deleted.

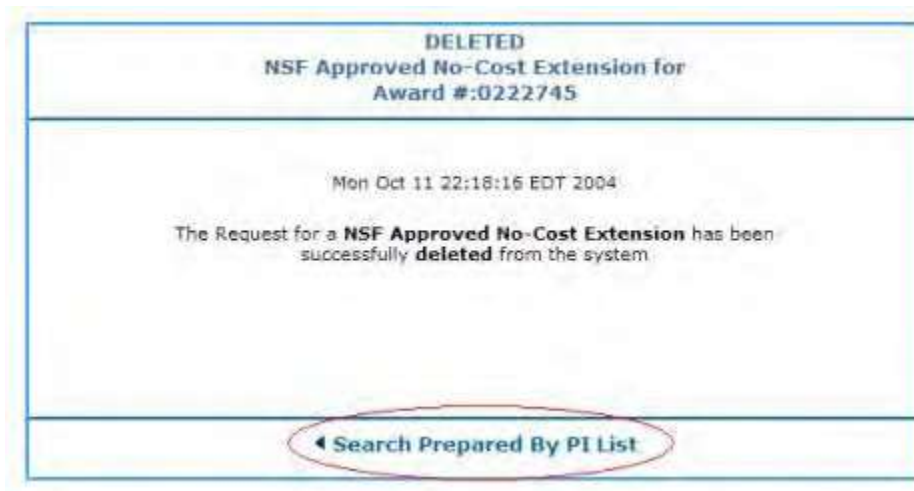


Figure 3 Deleted screen. The Search Prepared by PI List link is circled.

- Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 1).

Check the Status of Notifications and Requests as a PI

- Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).



Figure 1 Notifications and Requests screen on the Prepared by PI tab. The All by Status tab is circled.

- On the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), click the **All by Status** tab. The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 2). You can search for notifications and requests by either of these criteria:

- [Award number](#)
- [Date last modified](#)

On this screen, you can also:

- [View a forwarded, submitted, or approved notification or request](#)
- [View a notification or request that is in progress](#) (Click on a link above for instructions for that option.)

Notifications & Requests | N/A | Organization: University of California-Berkeley

Prepared by PJ All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: 9114446 [Search]

Last Modified (mm/dd/yyyy)
 From: [] To: [] [Search]

All by Status
 Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 No Notification/Requests found.

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	View
Nothing found to display							

Figure 2 Notifications and Requests screen on the All by Status tab. The Search by Award # section is circled.

Search by Award Number for Notifications and Requests

1. In the **Award #** box of the **Notifications and Requests** screen on the **All by Status** tab (Figure 2), type the award number for the award whose notifications and requests you want to find.
2. Click the **Search** button (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 3). All notifications and requests, including those in progress, are listed in the **All by Status** section with their status.

Notifications & Requests | N/A | Organization: University of California-Berkeley

Prepared by PJ All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: 9114446 [Search]

Last Modified (mm/dd/yyyy)
 From: [] To: [] [Search]

All by Status
 Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 11 Notification/Requests found, displaying 1 to 10.

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	N - Significant Changes/Changes in Budget or Unusual Interest	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	N - Anticipated Request Funds in excess of \$5,000 or 5%	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	N - Anticipated Request Funds in excess of \$5,000 or 5%	04/16/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	N - Changes in Objective or Scope	08/23/2004	Forwarded to SPO
9114446	Canny, John	04/16/2004	Computer Science	N - Significant Changes in Methods/Procedures	04/16/2004	Submitted to NSF
9114446	Canny, John	N/A	Computer Science	N - Short-Term Absence of the PI (Up to Three Months)	04/16/2004	Work in Progress

Figure 3 Notifications and Requests screen on the All by Status tab. The Status column is circled.

Search by the Date the Notification or Request Was Last Modified

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 4), in the **From** box, type the start date for the date range you want to search for.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Prepared by PI | All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #:

Last Modified (mm/dd/yyyy)
 From: 01/01/2002 To: 10/14/2004

Figure 4 Notifications and Requests screen on the All by Status tab. The Search button is circled for a search by the date last modified.

2. In the **To** box (Figure 4), type the end date for the date range you want to search for.
3. Click the **Search** button (Figure 4). The **Notifications and Requests** screen displays (Figure 5) on the **All by Status** tab. All the notifications and requests in that date range and their statuses are listed in the **All by Status** section.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Prepared by PI | All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #:

Last Modified (mm/dd/yyyy)
 From: 01/01/2002 To: 10/14/2004

All by Status:
 Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

17 Notification/Requests found, displaying 1 to 10

Award Number	Prepared By	Submit Date	Division/Department	Notification/Request Type	Status/Date	Status
9114446	Canny,John	N/A	Computer Science	R - Significant Changes/Release of Terms of Initial Award	10/11/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	R - Anticipated Renewal Funds in excess of \$5,000 or 5%	10/11/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	R - Anticipated Renewal Funds in excess of \$5,000 or 5%	04/16/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	R - Changes in Objectives or Scope	08/23/2004	Forwarded to SPO
6726309	Canny,John	N/A	Industrial Eng'g & Operations Research	R - Changes in Objectives or Scope	06/07/2004	Forwarded to SPO
0223745	Canny,John	N/A	Computer Science	R - Change PI and Add/Change Co-PI	10/09/2004	Forwarded to SPO
9114448	Canny,John	04/16/2004	Computer Science	R - Significant Changes in Methods/Procedures	04/16/2004	Submitted to NSP

Figure 5 Notifications and Requests screen on the All by Status tab. The Status column is circled.

View a Forwarded, Submitted, or Approved Notification or Request

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 6), click the **Notification/Request Type** link on the row of the notification or request you want to view. The **View Notification** (or **View Request**) screen displays (Figure 7) with the

contents of the notification or request. You can no longer work on a notification or request that has been forwarded, submitted, or approved.

Notifications & Requests | [Help](#) | **Organization:** University of California

[Prepared by PI](#) | [All by Status](#)

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search.

Last Modified (mm/dd/yyyy)

Award #: From: 01/01/2002 To: 10/14/2004

All by Status

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 17 Notification/Requests found, displaying 1 to 10: [Prev] 1.

Award Number	Prepared By	Submit Date	PI	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	N - Significant Changes/Delays or Events of Unusual Interest	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	N - Significant Changes/Delays or Events of Unusual Interest	10/11/2004	Forwarded to SPO

Figure 6 Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a notification.

View Notification for Award : 9114446

Significant Changes/Delays or Events of Unusual Interest
 (Other than changes in objective or scope)
 Required fields are preceded by an asterisk (*)

Status: Forwarded to SPO

Expiration Date: 11/30/1993

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

*** Description of Changes/Delays or Event:** Fas

*** Impact on the Project:** asdf

Figure 7 View Notification screen.

- Click the **Cancel** button (Figure 7). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 6).

View a Notification or Request in Progress

On the **Notifications and Requests** screen on the **All by Status** tab (Figure 8), click the **Notification/Request Type** link on the row of the in-progress notification or request you want to view. The **View Request** (or **View Notification**) screen displays (Figure 9) with the contents of the notification or request. You have these options on this screen:

- [Modify the notification or request](#)
- [Forward the notification or request to the SPO](#)
- [Delete the notification or request](#)

(Click on a link above for instructions for that option.)

Notifications & Requests | MAIN

Organization: University of California

Prepared by: PI All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search.

Award #: Last Modified (mm/dd/yyyy) From: To:

All by Status

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 17 Notification/Requests found, displaying 1 to 10 [Prev] 1

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	6 - Addition of Subaward	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	6 - Rearrangement/Alteration \$25,000 or over	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	6 - Relocation of Funds Budgeted for Permanent or Term Support Costs	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	6 - Long-Term Biogen of the PI/PO (Over Three Months)	04/16/2004	Work in Progress

Figure 8 Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a request.

View Request for Award : 9114446
Rearrangement/Alteration \$25,000 or over (Construction)
 Required fields are preceded by an asterisk (*)

Status: Work in Progress

Expiration Date: 11/30/1993

Award Amount: \$308,000.00

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

*Construction Amount: \$28000.00 (in whole dollar amount)

*Description of Construction Activity: Describe the activity here.

Figure 9 View Request screen for an in-progress request.
 View the Award Amendment for an Approved Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **All by Status** tab and search for notifications and requests as you require (see [Check the Status of Notifications and Requests](#)). The **Notifications and Requests** screen displays (Figure 1) with all notifications and requests.

Notifications & Requests | MAIN

Organization: University of Maryland College Park

Processed by PI | All by Status

Search for Notifications / Requests for University of Maryland College Park:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: Last Modified (mm/dd/yyyy): From: 01/01/1999 To: 10/01/2004

All by Status

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

5 Notification/Requests found, displaying 1 to 3.

Award Number	Created By	Submit Date	PI	Division/Department	Notification/Request Type	Status Date	Status	Amd
9994138	Zachariah, Michael	07/01/2003		Mechanical Engineering and Chemistry	NSF Approved No-Cost Extension	07/31/2003	Approved by Grants Official	002
9996148	Zachariah, Michael	10/15/1999		Mechanical Engineering and	NSF Approved No-Cost Extension	12/17/2002	Previously Processed	

Figure 1 Notifications and Requests screen on the All by Status tab. The status and Amd (Amendment) number are circled for an approved request.

- Find a notification or request that has the status “Approved by Grants Official” (Figure 1).
- Click the amendment number in the **Amd** column in the row for the approved notification or request (Figure 1). The **National Science Foundation** screen displays (Figure 2).

National Science Foundation
 4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

View Print Friendly Version | Return to Search Results

Award Dates: July 31, 2004
 Award No: 002-9994138
 Amendment No: 002

Mr. Edward T. Wase
 Associate Vice President for Research
 University of Minnesota
 450 University Gateway
 200 Jay Street SE
 Minneapolis, MN 55415-1226

Dear Mr. Wase:

By letter dated June 16, 2004, as Amended, the sum of \$200,000 was awarded to University of Minnesota, under the direction of Michael A. Zachariah for support of the project entitled:

Figure 2 National Science Foundation screen with the amendment text. The Return to Search Results link is circled.

- Click **Return to Search Results** (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 1).

SPO Functions

SPO/AOR Functions Introduction for Notifications and Requests

As an SPO/AOR, you have these options for working on Notifications and Requests in FastLane:

- [Access Notifications and Requests as a SPO](#)
- Prepare a new notification or request as a SPO
- [Work on notifications and requests prepared by an SPO](#)
- [Work on notifications and requests forwarded by the PI](#)
- [Check the status of submitted notifications and requests](#)
- [View the award amendment for an approved notification or request](#)

Note: Many of the Notifications and Requests functions of FastLane have been migrated to Research.gov

Access Notifications and Requests as an SPO

1. On the **FastLane Home Page** screen, log in to **Research Administration** as an SPO (see [SPO/AOR Login to Award Functions](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen.

2. Click **Notifications and Requests** (Figure 1). The **Notifications and Requests** screen displays (Figure 2). There are three tabs on the **Notifications and Requests** screen:
 - **Forwarded by PI** tab
Perform functions for notifications and requests forwarded to you by your organization's PIs on this tab.
 - **Prepared by SPO** tab
Prepare new notifications and requests on this tab.
 - **Submitted to NSF** tab
View notifications and requests that have been submitted to NSF on this tab.

The **Notifications and Requests** screen first displays (Figure 2) on the **Forwarded by PI** tab. Click on a tab title to go to that tab.

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name:

PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division / Department	Notification/Request Type	Forwarded Date	Action
0413531	Alhama, Alan	Division of Information Systems	N - Anticipated Review Endowment: \$5,000,000	03/24/2004	Submit Delete

Figure 2 Notifications and Requests screen on the Forwarded by PI tab.
Prepare a New Notification or Request as an SPO

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Last Modified (mm/dd/yyyy) From: To: Search

PI Last Name:

PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division / Department	Notification/Request Type	Forwarded Date	Action
0413531	Alhama, Alan	Division of Information Systems	N - Anticipated Review Endowment: \$5,000,000	03/24/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Prepared by SPO tab is circled.

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Prepared by SPO** tab. The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 2). You must be on the **Prepared by SPO** tab to prepare a new notification or request.

Notifications & Requests | MAIN ▶ Organization: National Science Foundation

Forwarded by PI | **Prepared by SPO** | Submitted to NSF

Prepare New
 Award #: 0707551
 Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (mm/dd/yyyy):
 PI Last Name: Select From: To: Search

PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

37 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
--------------	----------	------------------------	---------------------------	------------	--------

Figure 2 Notifications and Requests screen on the Prepared by SPO tab. The Prepare New section is circled.

- In the **Prepare New** section (Figure 2), select the award number from the **Award #** drop-down list (Figure 2) for the award that you want to prepare either a notification or a request for.
- Click the **Prepare New** button (Figure 2). The **Prepare a New Notification or Request** screen displays (Figures 3).

Notifications & Requests | MAIN ▶ Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NSF

Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit research.gov/notifications-and-requests for more information.

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
End Date: 12/31/2007
Division: Division Of Information Systems
Award Title: IRS 11/18/06 Release Functional Verification 15
Award Organization: National Science Foundation
PI/PO: Algham, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input checked="" type="radio"/> Cost Sharing	AAG	<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	AAG
		<input type="radio"/> PI Transfer	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Prepare Cancel

Figure 3 Prepare a New Notification or Request screen.

The screen lists the different types of notifications and requests you can prepare.

For notifications, select from:

- [Annual and Final Cost Sharing Notification by Recipient](#)

For requests, select from:

- [Subawarding, Transferring or Contracting Out Part of an Award](#)
- [PI Transfer](#)
- [Change PI Add/Change Co-PI](#)

Work on Notifications and Requests Prepared by SPO

Work on Notifications and Requests Prepared by the SPO

1. Access **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | MAIN ▶ Organization: National Science Foundation

Forwarded by PI **Prepared by SPO** Submitted to NUP

Prepare New
Award #: Select
PI Last Name: Select
PI Division/Dept:
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
Award #: Select
Status Changed (mm/dd/yyyy) From: To: **Search**

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.
36 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman, Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman, Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman, Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete

Export options: Excel
Download [Adobe Acrobat Reader](#) for viewing PDF files
FastLane NUP Production Support Acceptance Site

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Prepared by SPO tab is circled.

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Prepared by SPO** tab. The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 2). On this tab you work on notifications and requests that you have prepared. You have these options:
 - [Search for notifications and requests](#)
 - [View a notification or request](#)
 - [Modify a notification or request](#)
 - [Submit a notification or request](#) (AOR only)
 - [Delete a notification or request](#)
 (Click on a link above for instructions for that option.)

Notifications & Requests | MAIN ▶ Organization: National Science Foundation

Forwarded by PI **Prepared by SPO** Submitted to NUP

Prepare New
Award #: Select
PI Last Name: Select
PI Division/Dept:
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
Award #: Select
Last Modified (mm/dd/yyyy) From: To: **Search**

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.
397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete

Figure 2 Notifications and Requests screen on the Prepared by SPO tab.

- [Delete a notification or request](#)
(Click on a link above for instructions for that option.)

Notifications & Requests | [Help](#) | Organization: National Science Foundation

Forwarded by PI | **Prepared by SPO** | Submitted by PI

Prepare New
Award #:

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Last Modified (mm/dd/yyyy) From: To:

PI Last Name:

PI Division/Dept:

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete

Figure 2 Notifications and Requests screen on the Prepared by SPO tab.

Search for Notifications and Requests Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by the SPO](#)).

Notifications & Requests | [Help](#) | Organization: National Science Foundation

Forwarded by PI | **Prepared by SPO** | Submitted by PI

Prepare New
Award #:

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Last Modified (mm/dd/yyyy) From: To:

PI Last Name:

PI Division/Dept:

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

397 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0413531	Alphaman, Alan	Division of Information System	N - Significant Changes in Methods/Procedures	02/18/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The Search for Notifications/Requests section and the Search button are circled.

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 1), search for the notifications or requests by any of these criteria:
 - **Award number**
Select the award number from the **Award #** drop-down list.
 - **PI name**
Select the PI's last name from the **PI Last Name** drop-down list.
 - **PI division or department**

- In the **PI Division/Dept.** box, type the PI's division or department.
- **Date range**
 - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
 - In the **To** box, type the end date for the search (in mm/dd/yyyy format).
3. Click the **Search** button (Figure 1). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 2).

Notifications & Requests | MAIN

Forwarded by PI | Prepared by SPO | Submitted to NLF

Organization: National Science Foundation

Prepare New
Award #: Select
PI Last Name: Select
PI Division/Dept:
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
Award #: Select
Status Changed (mm/dd/yyyy): From: To:
PI Last Name: Select
PI Division/Dept:
Search

Work in Progress

Click on the Notifications/Requests link to continue to administer A/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

36 Notification/Requests found, displaying 1 to 10

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research2go
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI(SPO) (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI(SPO) (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete

Export options: [Excel](#)

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FastLane NLF Production Support Acceptance Site

Figure 2 Notifications and Requests screen on the Prepared by SPO tab. The Work in Progress section is circled.

4. Find the notification or request you want to work on. You have these options:
- [View the notification or request](#)
 - [Modify the notification or request](#)
 - [Submit the notification or request](#) (AOR only)
 - [Delete the notification or request](#)
- (Click on a link above for instructions for that form.)

View a Notification or Request Prepared by the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by SPO/AOR](#)).

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NIN

Prepare New
Award #: Select
PI Last Name: Select
PI Division/Dept:
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
Award #: Select
Status Changed (mm/dd/yyyy):
From: To:
Search

Work in Progress
Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.
36 Notification/Requests found, displaying 1 to 10

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete

Export options: Excel

Download [Adobe Acrobat Reader](#) for viewing PDF files

FastLane NIN Production Support Acceptance Site

Figure 1 Notifications and Requests screen on the Prepared by SPO tab.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the notification (or request) you want to view. The **View Notification** screen displays (Figure 2) with the text of the notification. (The **View Request** screen displays if you are viewing a request.) You have these options on the **View Notification** (or **View Request**) screen:

- [Modify the notification \(or request\)](#)
- [Submit the notification \(or request\)](#) (AOR only)
- [Delete the notification \(or request\)](#)

(Click on a link above for instructions for that option.)

View Notification for Award: 0217745
Grantor Approved No Cost Extension
Required Fields are preceded by an asterisk (*)

Status: Work in Progress

Award Title: Ant. Club Trails: Privacy and Collaboration in an Ubiquitous Computing World

Expiration Date: 08/31/2004

* Revised Expiration Date: 9/2004

* Justification for Grantor Approved No-Cost Extension:
(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

Type in or copy and paste your Justification here.

Modify
Forward to SPO
Delete
Cancel

Figure 2 View Notification screen.

Modify a Notification or Request Prepared by the SPO

- Access the **View Notification** (or **View Request**) screen (Figure 1) (see [View a Notification or Request Prepared by the SPO](#)).

View Notification for Award : 1308732
Cost Sharing
 Required Fields are preceded by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing amount for the reporting period.
 Enter the Cumulative Cost Sharing amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress
End Date: 07/31/2017
Award Title: A/Am innovative Urban Transitions and Andregion hydro-sustainability
***Start Date:** 06/03/2014
***End Date:** 06/30/2014
***Cost Sharing Amount for the reporting period:** \$13,000.00
***Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period):** \$1,847,845.13
***Cost Sharing Notification Type:** Annual Cost Sharing Notification
Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Annual Cost Sharing History:

Period	PI/PD Name	PI/PD Role	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Worley, Clinton	06/03/2013	06/03/2013	06/03/2013	\$91,941.44	\$91,941.44
2	Worley, Clinton	06/03/2014	06/03/2014	06/03/2014	\$1,081,860.88	\$1,173,802.32

Cumulative Budgeted Line # Amount: \$4,000,000.00
(Difference): \$2,344,198.87
 (This amount does not include any cost sharing amounts previously reported to NSF in Narrative)

Buttons: **Modify** (circled), Submit to NSF, Delete, Cancel

Figure 1 View Notification screen. The Modify button is circled.

- On the **View Notification** screen (Figure 1), click the **Modify** button (Figure 1). The **Modify Notification** (or **Modify Request**) screen displays (Figure 2).

Modify Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
 Required Fields are preceded by an asterisk (*)

Status: New
End Date: 09/30/2017
Award Title: Actively Building the Drive to Achieve through Everyday Engineering Learning

***From Date:** 06/10/2015 (mm/dd/yyyy)
***To Date:** 07/29/2015 (mm/dd/yyyy)

***Justification for Short-Term Absence of the PI/PD:**

***Arrangements for Conduct of Project During PIs Absence:**

Buttons: Save, Cancel

Figure 2 Modify Notification screen.

- Modify the notification (or request) as you require. Click on a link below for the instructions for the kind of notification or request you are modifying:

For notifications, select from:

- [Annual and Final Cost Sharing Notification by Recipient](#)

For requests, select from:

- [Subawarding, Transferring or Contracting Out Part of an Award](#)
- [PI Transfer](#)

- [Change PI Add/Change PI/Co-PI](#)

(Click on a link above for instructions for that form.)

- Click the **Save** button (Figure 2). The **View Notification** screen displays (Figure 3) with the changed information.

View Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
 Required Fields are preceded by an asterisk (*)

Topic Guidance: [AAG](#)

Status:	Work in Progress	Modify
End Date:	09/30/2017	
Award Title:	Actively Building the Drive to Achieve through Everyday Engineering Learning	Submit to NSF
*From Date:	06/10/2015	Delete
*To Date:	07/29/2015	Cancel
*Justification for Short-Term Absence of the PI/PD:	Unexpected Travel	
*Arrangements for Conduct of Project During PIs Absence:	Dr.Dan shall supervise research activities	

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Figure 3 View Notification screen with the new information.

Submit a Notification or Request Prepared by the SPO (AOR only)

- Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by the SPO](#)).

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI | **Prepared by SPO** | Submitted to NSF

Prepare New
 Award #: Select
 Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
 Award #: Select
 PI Last Name: Select
 PI Division/Dept:
 Status Changed (mm/dd/yyyy)
 From: To:
 Search

Work in Progress
 Click on the Notifications/Requests link to continue to administer A/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.
 36 Notification/Requests found, displaying 1 to 10

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PD (Up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PD (Up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete

Export options: Excel

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FastLane NGLS Production Support Acceptance Site

Figure 1 Notifications and Requests screen on the Prepared by SPO tab. The **Submit** link is circled for a request.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Submit** in the row for the request (or notification) you want to submit to NSF. The **Submit Request** screen displays (Figure 2) with a message at the top for you to

confirm that you want to submit the request (or notification) to NSF. (The **Submit Notification** screen displays if you are submitting a notification.)

Submit Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
 Required Fields are preceded by an asterisk (*)

Topic Guidance: [AAG](#)

ARE YOU SURE?

Clicking "Submit to NSF" will **submit this Notification** to NSF. You cannot modify it once **submitted to NSF**.
 Click "Cancel" to return to previous screen.

Status: Work in Progress
End Date: 09/30/2017
Award Title: Actively Building the Drive to Achieve through Everyday Engineering Learning
***From Date:** 06/10/2015
***To Date:** 07/29/2015
***Justification for Short-Term Absence of the PI/PD:** Unexpected Travel
***Arrangements for Conduct of Project During PIs Absence:** Dr.Dan shall supervise research activities

Submit to NSF

Cancel

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Figure 2 Submit Request screen.

- Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with a message that the request (or notification) has been submitted to NSF.

SUBMITTED	
Submit Short-Term Absence of the PI/PD (Up to Three Months) to NSF for Award #:1431879	
Wed Jun 17 15:16:09 EDT 2015	
The Request for a Short-Term Absence of the PI/PD (Up to Three Months) has been successfully Submitted to NSF	
◀ Search Prepared by SPO List	

Figure 3 Submitted screen.

- Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 1).

Delete a Notification or Request Prepared by the SPO

- Access the **Notifications and Requests** screen on the **Prepared by SPO** tab (Figure 1) (see [Work on Notifications and Requests Prepared by the SPO/AOR](#)).

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NIN

Prepare New
Award #: Select
PI Last Name: Select
PI Division/Dept:
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:
Award #: Select
Status Changed (mm/dd/yyyy)
From: To:
PI Last Name: Select
PI Division/Dept:
Search

Work in Progress
Click on the Notifications/Requests link to continue to administer NIN functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.
36 Notification/Requests found, displaying 1 to 10

Award Number	SPO Name	PI Division/Department	Notification/Request Type	Award Date	Action
0700000	Alphaman,Alan	Information Systems	N - Significant Changes in Methods/Procedures	03/15/2009	View in Research.gov
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete
0700000	Alphaman,Alan	Information Systems	N - Cost Sharing	03/15/2009	Submit Delete

Export options: Excel

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FastLane NIN Production Support Acceptance Site

Figure 1 Notifications and Requests screen on the Prepared by SPO tab.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the notification (or request) you want to delete. The **Delete Notification** screen displays (Figure 2) with a message for you to confirm that you want to delete the notification. (The **Delete Notification** screen displays if you chose to delete a notification.)

Delete Notification for Award : 0700000
Short-Term Absence of the PI/PO (Up to Three Months)
Required fields are preceded by an asterisk (*)

ARE YOU SURE?
Clicking "Delete" will remove this Request from the FastLane database.
Click "Cancel" to return to previous screen.

Status: Work in Progress

Expiration Date: 03/15/2010

Award Title: Rules

*From Date: 10/10/2003

*To Date: 11/29/2003

*Justification for Short-Term Absence of the PI/PO: test

*Arrangements for Conduct of Project During PIs Absence: test

Delete | **Cancel**

Figure 2 Delete Notification screen. The Delete button is circled.

- Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the notification (or request) has been deleted.

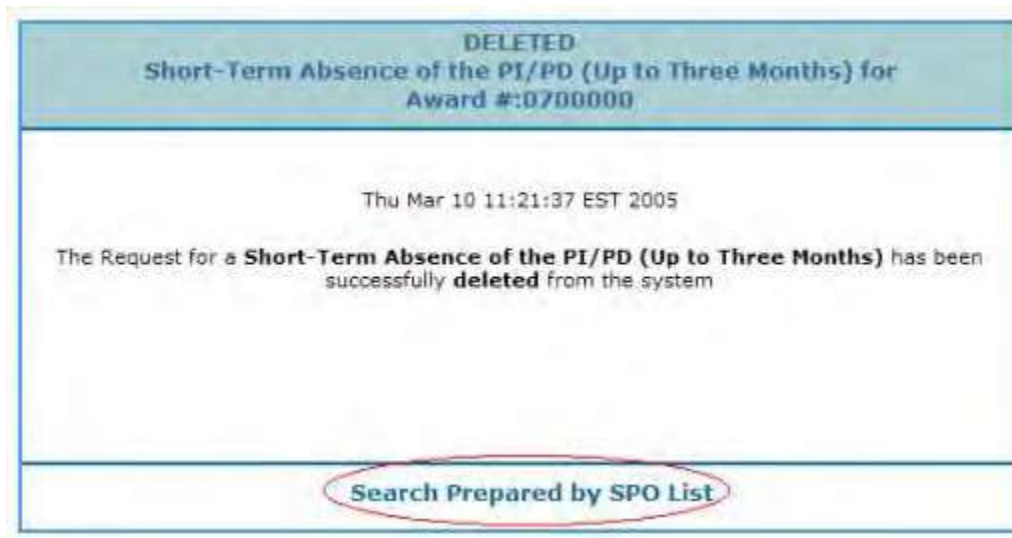


Figure 3 Deleted screen. The Search Prepared by SPO List link is circled.

4. Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab (Figure 1).

Work on Notifications and Requests Forwarded by PI

Work on Notifications and Requests Forwarded by the PI

Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

Notifications & Requests | MAIN Institution: National Science Foundation

Forwarded by PI Prepared by SPO Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Last Modified (mm/dd/yyyy) From: To:

PI Last Name:

PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0413531	Alphaman, Alan	Division of Information System	N - Anticipated Residual Funds in excess of \$5,000 or 5%	03/24/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab.

On this tab you work on notifications and requests that have been forwarded by PIs. You have these options:

- [Search for notifications and requests](#)
- [View the notification or request](#)

- [Modify the notification or modify the request](#)
- [Submit the notification or request](#)
- [Return the notification or request to the PI](#)
- [Delete the notification or request](#)

(Click on a link above for instructions for that option.)

Click on a link below for the instructions for modifying that notification or request form:

For notifications, select from:

- [Annual and Final Cost Sharing Notification by Recipient](#)

For requests, select from:

- [Subawarding, Transferring or Contracting Out Part of an Award](#)
- [PI Transfer](#)
- [Change PI Add/Change PI/Co-PI](#)

View a Notification or Request Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

Notifications & Requests | MAIN »

Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept: Select

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R Functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

8 Notification/Requests found, displaying 1 to 8

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0707553	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	07/05/2007	View in Research.gov
0700000	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	12/20/2003	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	07/13/2007	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	08/29/2007	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Withdrawal of PI/Co-PI	01/14/2004	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Change PI and Add/Change Co-PI	03/12/2003	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	03/14/2002	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	10/21/2005	Submit Delete

Export options: Excel

Figure 1 Notifications and Requests screen on the Forwarded by PI tab.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the request (or notification) you want to view. The **View Request** screen displays (Figure 2) with the text of the request. (The **View Notification** screen displays if you are viewing a notification.)

View Request for Award (041353)
Withdrawal of PI/Co-PI
Required Fields are preceded by an asterisk (*)

Status: Forwarded to SPO

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

*Rationale for Withdrawal: Richs SBIR supplemental funding request

*Impact on the Project: Richs SBIR supplemental funding request

Modify

Return To PI

Submit To NSF

Delete

Cancel

Figure 2 View Request screen with the text of the request displayed.
Search for Notifications and Requests Forwarded by the PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

8 Notification/Requests found, displaying 1 to 8

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0707553	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	07/05/2007	View Research.gov
0700000	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	12/20/2003	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	07/13/2007	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	08/29/2007	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Withdrawal of PI/Co-PI	01/16/2004	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Change PI and Add/Change Co-PI	03/12/2003	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	03/14/2002	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	10/21/2005	Submit Delete

Export options: Excel

Figure 1 Notifications and Requests screen on the Forwarded by PI tab.

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 2), search for the requests that you want to work on by any of these categories:
 - **Award number**
Select the award number from the **Award #** drop-down list.
 - **PI name**
Select the PI's last name from the **PI Last Name** drop-down list.
 - **PI division or department**
In the **PI Division/Dept.** box, type the PI's division or department.
 - **Date range**
 - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
 - In the **To** box, type the end date for the search (in mm/dd/yyyy format).

Notifications & Requests | MAIN ▶

Institution: University of California-Berkeley

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Award #: Select Last Modified (mm/dd/yyyy):

PI Last Name: Select From: To:

PI Division/Dept:

Search

Figure 2 Notifications and Requests screen on the Forwarded by PI tab. The Search for Notifications/Requests section and the Search button are circled.

- Click the **Search** button (Figure 2). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 3).

Notifications & Requests | MAIN ▶

Organization: National Science Foundation

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (mm/dd/yyyy):

PI Last Name: Select From: To:

PI Division/Dept:

Search

Work in Progress

Click on the Notifications/Requests link to continue to administer A/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

8 Notification/Requests found, displaying 1 to 8

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0707551	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	07/05/2007	View Research.gov
0700000	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	12/20/2003	Submit Delete
0707551	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	07/13/2007	Submit Delete
0707551	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	08/29/2007	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Withdrawal of PI/Co-PI	01/16/2004	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Change PI and Add/Change Co-PI	03/12/2003	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	03/14/2002	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	10/21/2005	Submit Delete

Export options: Excel

Figure 3 Notifications and Requests screen on the Forwarded by PI tab. The Work in Progress section is circled.

- Find the notification or request you want to work on. You have these options:

- [View the notification or request](#)
- [Modify the notification](#) or [modify the request](#)
- [Submit the notification or request \(AOR only\)](#)
- [Delete the notification or request](#)
- [Return the notification or request to the PI](#)

(Click on a link above for instructions for that option.)

Submit to NSF a Notification or Request Forwarded by the PI

- Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)). The screen displays with a

listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

Notifications & Requests | MAIN

Forwarded by PI Prepared by SPO Submitted to NSF Organization: National Science Foundation

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (from/dd/yyyy): From: To: Search

PI Last Name: Select PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

8 Notification/Requests found, displaying 1 to 8

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0707553	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	07/05/2007	View in Research.gov
0700000	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	12/20/2003	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	07/13/2007	Submit Delete
0707553	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PD (up to Three Months)	08/29/2007	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Withdrawal of PI/Co-PI	03/16/2004	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Change PI and Add/Change Co-PI	03/12/2003	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	03/14/2002	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	10/21/2005	Submit Delete

Export options: [Excel](#)

Figure 1 Notifications and Requests screen on the Forwarded by PI tab.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Submit** in the row for the request (or notification) you want to submit to NSF. The **Submit Request** screen displays (Figure 2) with a message for you to confirm that you want to submit the request (or notification) to NSF. (The **Submit Notification** screen displays if you are submitting a notification.)

Submit Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
 Required Fields are preceded by an asterisk (*)

Topic Guidance: [AAG](#)

ARE YOU SURE?

Clicking "Submit to NSF" will submit this Notification to NSF. You cannot modify it once submitted to NSF.
 Click "Cancel" to return to previous screen.

Status: Work in Progress

End Date: 09/30/2017

Award Title: Actively Building the Drive to Achieve through Everyday Engineering Learning

***From Date:** 06/10/2015

***To Date:** 07/29/2015

***Justification for Short-Term Absence of the PI/PD:** Unexpected Travel

***Arrangements for Conduct of Project During PIs Absence:** Dr.Dan shall supervise research activities

Submit to NSF

Cancel

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Figure 2 Submit Request screen with a message for you to confirm that you want to submit the request to NSF.

- Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with a message that the request (or notification) has been submitted to NSF.

request (or notification) you want to return. The **View Request** screen displays (Figure 2) with the request you want to return to the PI. (The **View Notification** screen displays if you are returning a notification.)

View Request for Award # : 0700000
Withdrawal of PI/Co-PI
Required Fields are preceded by an asterisk (*)

Status: Forwarded to SPQ

Expiration Date: 03/15/2010

Award Title: Rules

*Rationale for Withdrawal: testing

*Impact on the Project: nothing

Buttons: Modify, Return To PI, Submit to NSF, Delete, Cancel

Figure 2 View Request screen. The Return to PI button is circled.

3. Click the **Return to PI** button (Figure 2). The **Return Request** screen displays (Figure 3). (The **Return Notification** screen displays if you are returning a notification).

Return Request for Award # : 0700000
Withdrawal of PI/Co-PI to PI
Required Fields are preceded by an asterisk (*)

Enter Reason for returning Request to PI
Type a reason here (optional)

Buttons: Return To PI, Cancel

After clicking "Return to PI" the Notification/Request will no longer be seen.

Status: Forwarded to SPQ

Expiration Date: 03/15/2010

Award Title: Rules

*Rationale for Withdrawal: testing

*Impact on the Project: nothing

Figure 3 Return Request screen. The Return to PI button is circled.

4. In the **Reasons for Returning to PI** box (Figure 3), type or copy and paste the reasons you are returning the request (or notification) to the PI. Once you return the request (or notification) to the PI, it is no longer available for you to work on.
5. Click the **Return to PI** button (Figure 3). The **Returned** screen displays (Figure 4) with a message that the request (or notification) has been returned to the PI.



Figure 4 Returned screen. The Search Forwarded by PI List link is circled.

- Click **Search Forwarded by PI List** (Figure 4). The **Notifications and Requests** screen displays on the **Forwarded by PI** tab (Figure 1).

Delete a Notification or Request Forwarded by the PI

- Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)). The screen displays with a listing of the notifications and requests that have been forwarded by PIs but have not been submitted to NSF.

Notifications & Requests | MAIN

Forwarded by PI | Prepared by SPO | Submitted to NSF

Organization: National Science Foundation

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: Select Status Changed (mm/dd/yyyy) From: To: Search

PI Last Name: Select

PI Division/Dept: Select

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

8 Notification/Requests found, displaying 1 to 8

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
0707551	Alphaman, Alan	Information Systems	N - Significant Changes in Methods/Procedures	07/05/2007	View in Research.gov
0700000	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	12/20/2009	Submit Delete
0707551	Alphaman, Alan	Information Systems	N - Significant Changes/Delays or Events of Unusual Interest	07/13/2007	Submit Delete
0707551	Alphaman, Alan	Information Systems	N - Short-Term Absence of the PI/PO (up to Three Months)	08/29/2007	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Withdrawal of PI/Co-PI	03/16/2004	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Change PI and Add/Change Co-PI	03/12/2003	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	03/14/2002	Submit Delete
0700000	Alphaman, Alan	Information Systems	R - Subawarding, Transferring or Contracting Out Part of an NSF Award	10/21/2005	Submit Delete

Export options: Excel

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Delete link is circled for a request.

- In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the request (or notification) you want to delete. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request. (The **Delete Notification** screen displays if you are deleting a notification.)

Delete Notification for Award : 1431879
Short-Term Absence of the PI/PD (Up to Three Months)
Required Fields are preceded by an asterisk ()*

ARE YOU SURE?

Clicking "**Delete**" will remove this **Request** from the FastLane database.
 Click "**Cancel**" to return to previous screen.

Status:	Work in Progress	
End Date:	09/30/2017	<input type="button" value="Delete"/>
Award Title:	Actively Building the Drive to Achieve through Everyday Engineering Learning	
*From Date:	06/10/2015	<input type="button" value="Cancel"/>
*To Date:	07/29/2015	
*Justification for Short-Term Absence of the PI/PD:	Unexpected Travel	
*Arrangements for Conduct of Project During PIs Absence:	Dr.Dan shall supervise research activities	

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Figure 2 Delete Request screen with a message for you to confirm that you want to delete the request.

- Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the request (or notification) has been deleted.

DELETED
Short-Term Absence of the PI/PD (Up to Three Months) for
Award #:1431879

Wed Jun 17 17:53:11 EDT 2015

The Request for a **Short-Term Absence of the PI/PD (Up to Three Months)** has been
 successfully **deleted** from the system

◀ **Search Prepared by SPO List**

Figure 3 Deleted screen.

- Click **Search Forwarded by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Forwarded by PI** tab.

Check the Status of Submitted Notifications and Requests

- Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | HADN +

Organization: University of California-Berkeley

Forwarded by PI | Prepared by NSF | **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley by any of the following:

Award #: Last Modified (mm/dd/yyyy): From: To:

PI Last Name: PI Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer A/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

24 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Forwarded Date	Action
9821043	Osterieg, Claudia	Civil Engineering	S - Graduate Agreement for Cost Extension	06/22/2000	Submit Delete
9828306	Rubin, Yoram	Department of Civil Engineering	S - Graduate Agreement for Cost Extension	06/07/1998	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Submitted to NSF tab is circled.

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), click the **Submitted to NSF** tab. The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 2). You can search for notifications and requests by any of these criteria:

- [Award number](#)
- [PI Last name and/or PI Division/Dept.](#)
- [Date last modified](#)

On this screen, you can also:

- [View a submitted notification or request](#)
- [View the award amendment to an approved notification or request](#) (Click on a link above for instructions for that option.)

Notifications & Requests | HADN +

Organization: University of New Hampshire

Forwarded by PI | Prepared by NSF | **Submitted to NSF**

Search for Notifications / Requests for University of New Hampshire:

Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Status Changed Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: PI Last Name: Status Changed (mm/dd/yyyy): From: To:

PI Division / Dept:

Submitted to NSF

Click on the Notifications/Requests link to continue to administer A/R functions. Sort results by clicking column title.

12 Notification/Requests found, displaying 11 to 12 [Prev] 1, 2 [Next]

Award Number	Forwarded By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Action
1101248	Gardner, Kevin	01/04/2015	Vice Provost Research & Public Service	S - Subawarding, Transferring or Cancelling Out Part of an NSF Award	01/29/2015	Approved by Grants Official	Add
1101248	Nisbet, Jane	04/13/2015	Vice Provost Research & Public Service	S - Services of Administrative or Clerical Staff... View in Research.org	04/13/2015	Submitted to NSF	

Export options: Excel

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FastLane NSD Production Support Acceptance Site

National Science Foundation
4301 Wilson Boulevard, Arlington, Virginia 22206 USA
Tel: 703-293-5111, FRA: 800-671-6339 | Fax: 703-293-5069

Privacy and Security

Figure 2 Notifications and Requests screen on the Submitted to NSF tab.

Search by Award Number for Submitted Notifications and Requests

1. In the **Award #** box of the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 3), type the award number for the award whose notifications and requests you want to find.

The screenshot shows the 'Notifications & Requests' screen for the University of California-Berkeley. The 'Submitted to NSF' tab is selected. The search section has three main input areas: 'Award #', 'PI Last Name', and 'PI Division / Dept'. The 'Award #' field contains '9114446' and is circled in red. Below it is a 'Search' button, also circled in red. There are also date range selectors for 'Last Modified' and 'From' to 'To'.

Figure 3 Notifications and Requests screen on the Submitted to NSF tab. The Award # box and the Search button are circled.

2. Click the **Search** button (Figure 3). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 4). The submitted notifications and requests for that award are listed in the **Submitted to NSF** section with their status.

The screenshot shows the same screen as Figure 3, but now displaying search results. The 'Submitted to NSF' section is active. It shows a table with one row of results. The 'Status' column in the table is circled in red.

Award Number	Entered By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	04/18/2004	Computer Science	U - Synchrotron Changes in Protein Structure	04/18/2004	Submitted to NSF

Figure 4 Notifications and Requests screen on the Submitted to NSF tab. The Status column is circled.

Search by the PI and/or PI Division/Dept.

On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 5), you can search for submitted notifications and requests by either one or both of the following criteria:

- PI Last Name
- PI Division/Dept.

1. In the **PI Last Name** box (Figure 5), type the last name of the PI whose submitted requests and notifications you want to check.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Forwarded by PI | Processed by NSF | Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:

PI Last Name:

PI Division / Dept:

Last Modified (mm/dd/yyyy)
 From: To:

Search Search Search

Figure 5 Notifications and Requests screen on the Submitted to NSF tab. The section for PI Last Name and PI Division/Dept. are circled.

2. In the **PI Division/Dept.** box (Figure 5), type the name of the PI's division or department.
3. Click the **Search** button (Figure 5). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 6) with the submitted notifications and requests that meet your search criteria.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Forwarded by PI | Processed by NSF | Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:

PI Last Name:

PI Division / Dept:

Last Modified (mm/dd/yyyy)
 From: To:

Search Search Search

Submitted to NSF

Click on the Notifications/Requests link to continue to administer A/R functions. Sort results by clicking column title.

5 Notifications/Requests found. displaying 1 to 5

Award Number	Processed By	Submitted Date	PI Division / Department	Notification/Request Item	Status Date	Status
9812428	Canny, John	04/14/1999	Computer Science	1 - Grantee Approved for Cost Extension	12/17/2002	Renewed by PO
9873759	Canny, John	08/16/1999	Computer Science	4 - Grantee Approved for Cost Extension	12/17/2002	Reviewed by PO
9814446	Canny, John	04/16/2004	Computer Science	1 - Subgrant Changes in Method/Procedures	04/16/2004	Submitted to NSF
9873759	Canny, John	03/01/2004	Computer Science	5 - Change PI and Add/Change Co-PI	03/01/2004	Submitted to NSF
0222748	Canny, John	08/31/2004	Computer Science	2 - Change PI and Add/Change Co-PI	08/31/2004	Submitted to NSF

Export options: Excel

Figure 6 Notifications and Requests screen on the Submitted to NSF tab. The Status column is circled.

Search by the Date the Notification or Request Was Last Modified

1. On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 7), in the **From** box, type the start date for the date range you want to search for.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Forwarded by PI | Processed by NSF | Submitted to NSF

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #:

PI Last Name:

PI Division / Dept:

Last Modified (mm/dd/yyyy)
 From: To:

Search Search Search

Figure 7 Notifications and Requests screen on the Submitted to NSF tab. The section for a search by the date last modified is circled.

2. In the **To** box (Figure 7), type the end date for the date range you want to search for.
3. Click the **Search** button (Figure 7). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 8). The notifications and requests in that date range are listed in the **Submitted to NSF** section.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Forwarded by PI | Prepared by SPO | **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: PI Last Name: Last Modified (mm/dd/yyyy) From: 01/02/2002 To: 10/14/2004

PI Division / Dept:

Submitted to NSF

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 353 Notification/Requests found, displaying 1 to 10

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Amount
9987276	Backen,Donald	07/14/2003	Astronomy Department	S - NSF Approved No-Cost Extension	08/01/2003	Approved by Grants Official.	002
9930662	Becker,Donald	07/14/2003	Astronomy Department	S - NSF Approved No-Cost Extension	07/25/2003	Approved by Grants Official.	002
9970392	Vojta,Paul	06/19/2003	Center for Pure & Applied Mathematics	S - NSF Approved No-Cost Extension	07/22/2003	Approved by Grants Official.	003
9710634	Stacy,Angelica	04/01/2003	Department of Chemistry	S - NSF Approved No-Cost Extension	04/24/2003	Approved by Grants Official.	000

Figure 8 Notifications and Requests screen on the Submitted to NSF tab. The Status column is circled.

View a Submitted Notification or Request

1. On the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 9), click the **Notification/Request Type** link on the row of the notification or request you want to view. The **View Notification** (or **View Request**) screen displays (Figure 10) with the contents of the submitted notification or request.

Notifications & Requests | MAIN

Organization: University of California-Berkeley

Forwarded by PI | Prepared by SPO | **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: PI Last Name: Last Modified (mm/dd/yyyy) From: To:

PI Division / Dept:

Submitted to NSF

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 5 Notification/Requests found, displaying 1 to 5

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9812428	Canny,John	04/14/1999	Computer Science	A - Grants Approved No-Cost Extension	12/17/2002	Reviewed by PO.
9873759	Canny,John	08/16/1999	Computer Science	A - Grants Approved No-Cost Extension	12/17/2002	Reviewed by PO.

Figure 9 Notifications and Requests screen on the Submitted to NSF tab. The Notification/Request Type link is circled for a notification.

View Notification for Award : 9812428
Grantee Approved No Cost Extension
 Required fields are preceded by an asterisk (*)

Status: Reviewed by PO

Award Title: NSF-US/Europe Workshop on Personal Robotics **Cancel**

Expiration Date: 04/30/2000

*** Revised Expiration Date:** 4/28/00

*** Justification for Grantee Approved No-Cost Extension:** To fund participants to attend the ICRA personal robotics workshop in May 1999. Several of the US participants who could not attend the Toulouse workshop will be coming to this one under the terms and conditions of the Federal Demonstration Partnership III.
 (Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation)

Figure 10 View Notification screen.

- Click the **Cancel** button to return to the **Notifications and Requests** screen on the **Submitted to NSF** tab (Figure 9).

View the Award Amendment for an Approved Notification or Request as an SPO/AOR

- Access the **Notifications and Requests** screen on the **Submitted to NSF** tab and search for notifications and requests as you require (see [Check the Status of Submitted Notifications and Requests](#)). The **Notifications and Requests** screen displays (Figure 1) with the notifications and requests you searched for.

Notifications & Requests | Home | Organization: University of California-Berkeley

Forwarded by PI | Requested by SPO | **Submitted to NSF**

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, PI Last Name, PI Division/Dept, Last Modified Date. However, PI Last Name must be entered in order to search by PI Division/Dept. Click on the Search button only under one desired search field.

Award #: PI Last Name: Last Modified (mm/dd/yyyy):
 PI Division / Dept: From: 01/02/2002 To: 10/14/2004

Submitted to NSF

Click on the Notifications/Requests link to continue to administer w/ff functions. Sort results by clicking column title.

353 Notification/Requests found, displaying 1 to 10. [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Award Number	Requested By	Submit Date	PI Division/Department	Notification/Request Title	Status Date	Status	Amd
9812428	Backer,Donald	07/14/2003	Astronomy Department	E-USF Approved No-Cost Extension	08/01/2003	Approved by Grants Official	1014
9820562	Backer,Donald	07/14/2003	Astronomy Department	E-USF Approved No-Cost Extension	07/25/2003	Approved by Grants Official	1013

Figure 1 Notifications and Requests screen on the Submitted to NSF tab. The Amd (Amendment) number is circled for an approved request.

- Find a notification or request that has the status of "Approved by Grants Official" (Figure 1).
- Click the number in the **Amd** column on the row for the approved notification or request (Figure 1). The **National Science Foundation** screen displays (Figure 2) with the text of the amendment.

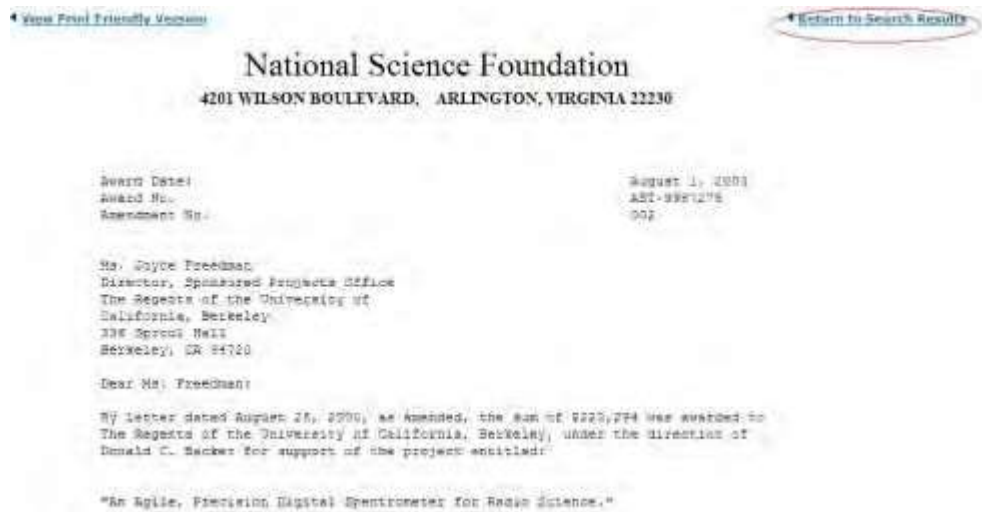


Figure 2 National Science Foundation screen. The Return to Search Results link is circled.

4. Click **Return to Search Results** (Figure 2). The **Notifications and Requests** screen displays on the **Submitted to NSF** tab (Figure 1).

Notifications

Notifications

[Print the contents of the Notifications book.](#)

You can prepare the following types of notifications:

- [Annual Cost Share Notification by Recipient](#) (SPO/AOR only)

After you have initiated a notification, you have these options for working:

- [Modify a notification](#)
- [Forward a notification to the SPO](#)
- [Submit a notification to NSF](#) (AOR only)
- [Delete a notification](#)

What Is the Annual and Final Cost Share Notification by Recipient?

Only an SPO/AOR may prepare a Cost Sharing Notification and only an AOR may submit.

If an award involves cost sharing, the amount of cost sharing is reflected on line M of the approved budget. Consistent with the guidance in 2 CFR 200.306, the commitment of these funds is legally binding and is subject to audit.

The notification *must* contain:

- The start and end dates of the reporting period
- The amount of cost sharing for the current reporting period
- The cumulative amount of cost sharing reported to date, including the amount of cost sharing for the reporting period
- The cost sharing notification type (annual or final)
- An explanation for the cost sharing

Prepare an Annual or Final Cost Share Notification by Recipient

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as an SPO/AOR](#)).

Notifications & Requests | MAIN ▶

Organization: National Science Foundation

Forwarded by PI | **Prepared by SPO** | Submitted to NSF

Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit [research.gov Notifications and Requests](#) for more information.

Prepare a New Notification or Request for Award #: 0702551

Award Amount: \$0.00
 End Date: 12/31/2007
 Division: Division Of Information Systems
 Award Title: IRS 11/18/06 Release Functional Verification 15
 Awardee Organization: National Science Foundation
 PI/PDI: Alghamdi, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input checked="" type="radio"/> Cost Sharing	AAG	<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	AAG
		<input type="radio"/> PI Transfer	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Prepare **Cancel**

Figure 1 Prepare a New Notification or Request screen. Select the radio button for Cost Sharing and then the Prepare button.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Cost Sharing.
3. Click the **Prepare** button (Figure 1). The **Notification for Award Cost Sharing** screen displays (Figure 2).

Notifications & Requests | MAIN ▶

Organization: Utah State University

Forwarded by PI | **Prepared by SPO** | Submitted to NSF

Notification for Award - 1200732
 Cost Sharing
 Required fields are provided by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
 Enter the Cumulative Cost Sharing amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: New

End Date: 07/31/2017

Award Title: 4/TAN-innovative Urban Transitions and Andragon Hydro-sustainability

*Start Date: 06/03/2014 (mm/dd/yyyy)

*End Date: 6/30/2014 (mm/dd/yyyy)

*Cost Sharing Amount for the reporting period: 10000

*Cumulative Cost Sharing amount reported to date (including the Cost Sharing Amount for this reporting period): 1667840.13

*Cost Sharing Notification Type: ☒ Annual Cost Sharing Notification ☐ Final Cost Sharing Notification

Reporting Cost Sharing For period 6/3/2014-6/30/2014

Explanation:

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Horta, Clinton	05/08/2013	05/16/2013	2013	05/01/2012	05/07/2013	\$561,941.44	\$561,941.44
2	Hedin, Kalle	06/03/2014	06/12/2014	2014	05/08/2013	06/02/2014	\$1,095,898.69	\$1,657,840.13

Cumulative Budgeted Line N Amount: \$4,000,000.00
 Difference: \$3,342,159.87

(This amount does not include any cost sharing amounts previously reported to NSF in history.)

Figure 2 Notification for Cost Sharing.

4. In the **Start Date** box (Figure 2), type the start date for the reporting period (in mm/dd/yyyy format).
5. In the **End Date** box (Figure 2), type the end date for the reporting period (in mm/dd/yyyy format).
6. In the **Cost Sharing Amount for the Reporting Period** box (Figure 2), type the amount of cost sharing for this reporting period (no dollar sign, no commas).
7. In the **Cumulative Cost Sharing Amount Reported to Date** (Figure 2), type the cumulative amount of cost

sharing for the award, including for this reporting period (no dollar sign, no commas).

8. For **Cost Sharing Notification Type** (Figure 2), click the radio button for either of the following:

- Annual Cost Sharing Notification
- Final Cost Sharing Notification

9. In the **Explanation** box (Figure 2), type an explanation for the.

10. Click the **Save** button (Figure 2). The **View Notification for Cost Sharing** screen displays (Figure 3). You have these options:

- [Modify the notification](#)
- [Submit the notification to NSF](#) (AOR only)
- [Delete the notification](#)

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Organization: Utah State University

Notifications & Requests | MAIN »

Forwarded by PI | Prepared by SPO | Submitted to NSF

View Notification for Award : \$208,732
Cost Sharing

Required Fields are provided by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress **Modify**

End Date: 07/31/2017 **Submit to NSF**

Award Title: A/TAN innovative Urban Transitions and And-region Hydro-sustainability **Delete**

***Start Date:** 06/03/2014 **Cancel**

***End Date:** 06/30/2014

***Cost Sharing Amount for the reporting period:** \$10,000.00

***Cumulative Cost Sharing Amount reported to date:** (including the Cost Sharing Amount for this reporting period) \$1,667,840.13

***Cost Sharing Notification Type:** Annual Cost Sharing Notification

Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Received Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Horton, Clinton	05/08/2013	05/10/2013	2013	05/01/2012	05/01/2013	\$581,941.44	\$581,941.44
2	Heidin, Katie	06/03/2014	06/12/2014	2014	05/06/2013	06/02/2014	\$1,085,898.69	\$1,667,840.13

Cumulative Budgeted Line # Amount: \$4,000,000.00

Difference: \$2,342,159.87

(This amount does not include any cost sharing amounts previously reported to NSF in Nerdberry)

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Figure 3 View Notification for Cost Sharing.

- If you are a PI, see [View a Notification Prepared by the PI](#).
- If you are an SPO, see [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI](#).

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Organization: Utah State University

Notifications & Requests | MAIN »

Forwarded by PI | Prepared by SPO | Submitted to NSF

View Notification for Award : \$208,732
Cost Sharing

Required Fields are provided by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress **Modify**

End Date: 07/31/2017 **Submit to NSF**

Award Title: A/TAN innovative Urban Transitions and And-region Hydro-sustainability **Delete**

***Start Date:** 06/03/2014 **Cancel**

***End Date:** 06/30/2014

***Cost Sharing Amount for the reporting period:** \$10,000.00

***Cumulative Cost Sharing Amount reported to date:** (including the Cost Sharing Amount for this reporting period) \$1,667,840.13

***Cost Sharing Notification Type:** Annual Cost Sharing Notification

Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Received Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Horton, Clinton	05/08/2013	05/10/2013	2013	05/01/2012	05/01/2013	\$581,941.44	\$581,941.44
2	Heidin, Katie	06/03/2014	06/12/2014	2014	05/06/2013	06/02/2014	\$1,085,898.69	\$1,667,840.13

Cumulative Budgeted Line # Amount: \$4,000,000.00

Difference: \$2,342,159.87

(This amount does not include any cost sharing amounts previously reported to NSF in Nerdberry)

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Figure 1 View Notification screen. The Modify button is circled.

2. Modify the notification as you require (see the instructions for the type of notification you are working on).
3. Click the **Save** button. The **View Notification** screen displays the changed information. Only a PI or Co-PI can forward a notification to the SPO.
4. On the **View Notification** screen, click the **Forward to SPO** button. The **Forward Notification** screen displays. At the top of the screen is a message for you to confirm that you want to forward the notification to the SPO.
5. Click the **Forward to SPO** button. The **Forwarded** screen displays the message that the notification has been sent to the SPO.
6. Click **Search Prepared by PI List**. The **Notifications and Requests** screen displays on the **Prepared by PI** tab.

Submit a Notification to NSF (AOR only)

An AOR may submit to NSF *all* notification types.

1. Access the **View Notification** screen. See one of the following:
 - Instructions for the type of notification you are working on
 - If you are a PI, [View a Notification Prepared by the PI](#).
 - If you are an SPO/AOR, [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI](#).

FastLane Research Administration - HOME

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Organization: Utah State University

Notifications & Requests | MAIN

Forwarded by PI | Prepared by SPO | Submitted to NSF

View Notification for Award : \$208,732

Cost Sharing

Required fields are preceded by an asterisk (*)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress

End Date: 07/31/2013

Award Title: UTAH Innovative Urban Transitions and Andregion Hydro-sustainability

*Start Date: 06/03/2014

*End Date: 06/30/2014

*Cost Sharing Amount for the reporting period: \$10,000.00

*Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period): \$1,637,840.13

*Cost Sharing Notification Type: Annual Cost Sharing Notification

Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Buttons: Modify, Submit to NSF, Delete, Cancel

Annual Cost Sharing History:

Period	AOR Name	AOR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Hedin, Clinton	05/08/2013	05/10/2013	2013	05/01/2012	05/01/2013	\$582,941.44	\$582,941.44
2	Hedin, Katie	06/12/2014	06/12/2014	2014	05/06/2013	06/02/2014	\$1,054,898.69	\$1,637,840.13

Cumulative Budgeted Line PI Amount: \$4,989,000.00

Difference: \$2,341,159.87

(This amount does not include any cost sharing amounts previously reported to NSF in Periods)

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Figure 1 View Notification screen. Click on the Submit to NSF button

2. On the **View Notification** screen (Figure 1), click the **Submit to NSF** button. The **Submit Notification** screen displays (Figure 2). At the top of the screen is a message for you to confirm that you want to submit the notification to NSF.

Submit Notification for Award : 1208732
Cost Sharing
Required Fields are preceded by an asterisk (*)

ARE YOU SURE?
Clicking "Submit to NSF" will submit this Notification to NSF. You cannot modify it once submitted to NSF.
Click "Cancel" to return to the previous screen.

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: Work in Progress
End Date: 07/31/2017
Award Title: iUTAn-innovative Urban Transitions and Andregion Hydro-sustainability
***Start Date:** 06/03/2014
***End Date:** 06/30/2014
***Cost Sharing Amount for the reporting period:** \$10,000.00
***Cumulative Cost Sharing Amount reported to date:** (including the Cost Sharing Amount for the reporting period) \$1,657,840.13
***Cost Sharing Notification Type:** Annual Cost Sharing Notification
Explanation: Reporting Cost Sharing for period 6/03/2014-6/30/2014

Annual Cost Sharing History:

Serial	ADN Name	ADN Date Signed	NSF Received Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	Hoflin, Clinton	05/08/2013	05/10/2013	2013	05/01/2012	05/01/2013	\$561,841.44	\$561,841.44
2	Hoflin, Katie	06/03/2014	06/12/2014	2014	05/08/2013	06/30/2014	\$1,095,898.69	\$1,657,840.13

Cumulative Budgeted Line H Amount: \$4,000,000.00
Difference: \$2,342,159.87
(This amount does not include any cost sharing amounts previously reported to NSF in hardcopy)

Submit to NSF **Cancel**

Figure 2 Submit Notification screen with a message for you to confirm that you want to submit the notification to NSF.

- Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with the message that the notification has been submitted to NSF.

Verify Signature Information:
Name: Kevin Peterson
Phone Number: 4357971223
Fax Number: 4357972543
E-Mail: kevin.peterson@utah.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Parameters](#).

Document Selected to Sign

Document Type	Proposed Award Number	Title
Notification	1208732	Cost Sharing

CERTIFICATION INFORMATION
Certification for Authorized Organizational Representative:
By electronically signing the Cost Sharing notification, the Authorized Organizational Representative is:
1. certifying that statements made herein are true and complete to the best of his/her knowledge; and
2. agreeing that false information in this notification is a criminal offense (U.S. Code, Title 18, Section 1001).
(This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered)

Sign **Cancel**

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FastLane 10.25 Production Support Acceptance Site

National Science Foundation
4301 Wilson Boulevard, Arlington, Virginia 22206, USA
Tel: 703-293-5111, FAX: 800-877-8339 | TDD: 703-293-5036

[Privacy and Security](#)

Figure 3 Submitted screen.

- Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab. (If you are a PI, the **Search Prepared by PI List** link displays on the **Submitted** screen. When you click on the link, the **Notifications and Requests** screen displays on the **Prepared by PI** tab.)

Delete a Notification

- Access the **View Notifications** Screen. See one of the following:

- Instructions for the type of notification you are working on
 - If you are a PI, see [View a Notification Prepared by the PI](#).
 - If you are an SPO, see [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI](#).
2. On the **View Notification** screen (Figure 1), click the **Delete** button (Figure 1). The **Delete Notification** screen displays (Figure 2). At the top of the screen is a message for you to confirm that you want to delete the notification.
 3. Click the **Delete** button. The **Deleted** screen displays the message that the notification has been deleted.
 4. Click the **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab. (If you are a PI, the **Search Prepared by PI List** link displays on the **Deleted** screen. When you click the link, the **Notifications and Requests** screen displays on the **Prepared by PI** tab.)

Subawarding, Transferring or Contracting Out a Part of an NSF Award Request

What Is the Subawarding, Transferring or Contracting Out a Part of an NSF Award Request?

Consistent with the Proposal & Award Policies & Procedures Guide (PAPPG) Chapter VII.B.3, if you are contracting out part of a project or transferring the project effort to another organization, you must submit a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request for any subaward under an NSF grant. You must have NSF authorization before any subaward is contracted.

The Subawarding, Transferring or Contracting Out a Part of an NSF Award Request must contain:

- A clear description of the work to be performed
- The basis for selection of the subrecipient organization (except for collaborative or joint arrangements)
- A separate budget and budget justification for each subaward

NSF indicates authorization by an amendment to the grant that the NSF Grants Officer signs. As outlined in the Proposal & Award Policies & Procedures Guide (PAPPG Chapter VII.B.3, NSF grant conditions identify which articles flow down to subrecipients.

The subaward organization can access the budget through a Co-PI at the subaward organization or circulation of the budget as a spreadsheet.

Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO/AOR](#)).

Notifications & Requests | MAIN

Organization: National Science Foundation

Forwarded by PI Prepared by SRQ Submitted to NSF

Notifications & Requests is in the process of moving from FastLane to Research.gov. Some types of notifications and requests are only available in Research.gov. Please visit [Research.gov Notifications and Requests](#) for more information.

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
 End Date: 12/31/2007
 Division: Division Of Information Systems
 Award Title: IIRIS 11/18/06 Release Functional Verification 15
 Awardee Organization: National Science Foundation
 PI/PO: Alghaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Cost Sharing	AAG	<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	AAG
		<input type="radio"/> PI Transfer	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

[Prepare](#) [Cancel](#)

Figure 1 Prepare a New Notification or Request screen.

- On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Subawarding, Transferring or Contracting Out a Part of an NSF Award.
- Click the **Prepare** button (Figure 1). The **Request for Subawarding, Transferring or Contracting Out a Part of an NSF Award** screen displays (Figure 2) with the number and title of the award. It also shows if there are any pending Subawarding, Transferring or Contracting Out a Part of an NSF Award Request for that award.

Request for Addition of SubAward

Award Number: 0700000
 Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Adding of SubAward Request

SubAward Request - Forwarded to SRQ on 02/17/2004
 SubAward Request - Forwarded to SRQ on 02/17/2004
 SubAward Request - In Progress
 SubAward Request - Submitted on 12/30/2003
 SubAward Request - In Progress

[Use](#) [View/Print](#)

Create New SubAward Request

Figure 2 Request for Subawarding, Transferring or Contracting Out a Part of an NSF Award screen. The Create New Subaward Request button is circled.

- Click the **Create New Subaward Request** button (Figure 2). The Subawarding, Transferring or Contracting Out a Part of an NSF Award **Form Preparation** screen displays (Figure 3) with the following forms:
 - [Description of Work to be Performed](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [Add/Delete Senior Personnel \(other than PI/Co-PI\)](#)
 - [Justification for Subrecipient Selections](#) (required)
 - [Supplementary Documents](#)
 (Click on a link for the instructions for that form.)

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A	

Figure 3 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen.

The **Subawarding, Transferring or Contracting Out a Part of an NSF Award Request Form Preparation** screen (Figure 3) also gives you these options:

- [Forward a subaward request to the SPO](#) (for PI only)
- [Delete a subaward request](#) (for both PI and SPO)
- [Submit a subaward request](#) (for AOR only)

(Click on a link above for instructions for that option.)

To modify a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request, on the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 3), click the **Go** button for any form and modify the form as you require.

Forward a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request to the SPO

Only a PI can forward a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request to the SPO.

1. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PNCs-PI)	N/A	N/A

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Forward to SPO button is circled.

- On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the **Forward to SPO** button. The **Subaward Request Was Forwarded** screen displays (Figure 2) with the message that FastLane has forwarded the request to the SPO.

SubAward Request was forwarded.

Tue Apr 27 15:11:08 EDT 2004

Figure 2 Subaward Request Was Forwarded screen.

- Click the **Go Back** button (Figure 2). The **Request for Subawarding, Transferring or Contracting Out a Part of an NSF Award** screen displays.

Submit a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request (AOR only)

Only the AOR may submit a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request to NSF.

- Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	04/20/10	<input type="button" value="GO"/> Justification for Subawardee selection *	04/20/10
<input type="button" value="GO"/> Budgets (Including Justification) *	10/03/07	<input type="button" value="GO"/> Other Supplementary Docs	03/31/10
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Sign and Submit button is circled.

- On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the **Sign and Submit** button. The **Subaward Request was Submitted and Signed** screen displays (Figure 2) with the message that the Subaward Request was submitted and signed.

SubAward Request was submitted and signed.

Tue Apr 20 21:25:44 EDT 2010

Figure 2 Subaward Request was Submitted and Signed screen.

- Click the **Go Back** button (Figure 2). The **Request for Subawarding, Transferring or Contracting Out a Part of an NSF Award** screen displays.

Delete an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request

1. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0700000
Title: Doctoral Dissertation Research The Greater Yellowstone Coalition and Environmental Politics in the New West

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Supplementary Docs N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A	

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Delete This Request button is circled.

2. On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the **Delete This Request** button. The

ubaward Request Was Deleted screen displays (Figure 2) with the message that FastLane has deleted the request.

SubAward Request was deleted.

Tue Apr 27 15:16:21 EDT 2004

Figure 2 Subaward Request Was Deleted screen.

3. Click the **Go Back** button (Figure 2). The **Request for Subawarding, Transferring or Contracting Out a Part of an NSF Award** screen displays.

Forms for Subawarding, Transferring or Contracting Out a Part of an NSF Award Request

Forms for Subawarding, Transferring or Contracting Out a Part of an NSF Award

The Subawarding, Transferring or Contracting Out a Part of an NSF Award has the following forms for completion:

- [Description of Work to be Performed](#) (required)

- [Budgets \(Including Justification\)](#) (required)
- [Add/Delete Senior Personnel](#)
- [Justification for Recipient Selection](#) (required)
- [Supplementary Documents](#)

Forms for Subawarding, Transferring or Contracting Out a Part of an NSF Award

The Subawarding, Transferring or Contracting Out a Part of an NSF Award has the following forms for completion:

- [Description of Work to be Performed](#) (required)
- [Budgets \(Including Justification\)](#) (required)
- [Add/Delete Senior Personnel](#)
- [Justification for Recipient Selection](#) (required)
- [Supplementary Documents](#)

Description of Work to be Performed for Subawarding, Transferring or Contracting Out a Part of an NSF Award

1. Prepare a word-processing document with the Description of Work to be Performed. See [Acceptable Formats for FastLane](#) for the many formats FastLane accepts for uploading.
2. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PNC or PI)	N/A	N/A

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Preparation screen. The Go button for Description of Work to be Performed is circled.

3. On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the Go button for Description of Work to be Performed. The **Description of Work to be Performed File Upload** screen displays (Figure 2).



Figure 2 Description of Work to Be Performed File Upload screen.

4. See [Upload a File](#) for instructions on how to upload the description. When you have accepted the upload, the **Description of Work To Be Performed File Upload** screen (Figure 3) displays with these options:
- [Display Current Description of Work to Be Performed](#)
 - [Delete Current Description of Work to Be Performed](#)
 - [Upload a New Description of Work to Be Performed](#)

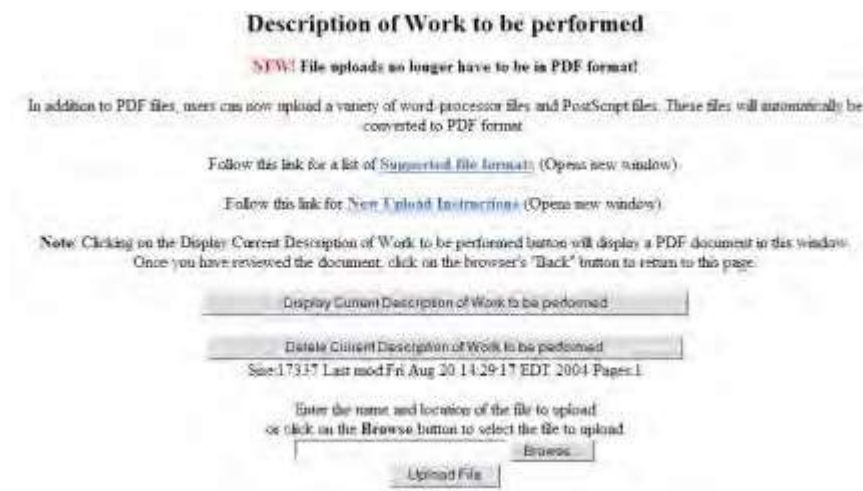


Figure 3 Description of Work to Be Performed File Upload screen with options for viewing or deleting the Description of Work to be Performed.

Display Current Description of Work to Be Performed

Click the **Display Current Description of Work to Be Performed** button (Figure 3). The file will display in PDF format. See [Adobe Reader for FastLane](#), if you need to download Adobe Reader.

Delete Current Description of Work to Be Performed

1. Click the **Delete Current Description of Work to Be Performed** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The document is deleted.

Upload a New Description of Work to Be Performed

Follow the directions in [Upload a File](#). Uploading a new Description of Work to Be Performed automatically replaces the file that was previously uploaded.

Budgets (Including Justification) for Subawarding, Transferring or Contracting Out a Part of an NSF Award

1. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Request Form Preparation** screen (Figure 1) (see [Prepare a Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PNC/PT)	N/A	

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Request Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
University of Kentucky Research Foundation				

[Add Year](#) [Budget Justification](#) [Add Another Organization](#) [SpreadSheet Support](#)

Figure 2 Project Budget screen.

See [Budgets \(Including Justification\)](#) and [Create a Budget, Step 2](#) for instructions on how complete a budget for the recipient organization. NOTE: When adding a subaward to an award, the Budget Justification must be added as a

separate PDF file.

Add/Delete Senior Personnel for Subawarding, Transferring or Contracting Out a Part of an NSF Award

1. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0700000
 Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PACo-PI)	N/A	

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Go button for Add/Delete Senior Personnel is circled.

2. On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the **Go** button for Add/Delete Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2).

Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7200347

To Add a new Non Co-PI Senior Personnel to proposal #7200347, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button

Enter the first name, middle initial, and last name.

First Name: _____
 Middle Initial: _____
 Last Name: _____

Figure 2 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

3. See [Add/Delete Senior Personnel](#) for instructions on adding or deleting Non-Co-PI Senior Personnel.

Justification for Subawardee Selection for Subawarding, Transferring or Contracting Out a Part of an NSF Award

1. Prepare a word-processing document with the justification. See [Acceptable Formats for FastLane](#) for the many formats FastLane accepts for uploading.
2. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PNC-Co-PI)	N/A	N/A

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Go button for Justification for Subrecipient Selection is circled.

3. On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1), click the **Go** button for Justification for Subrecipient Selection. The **Justification for Subrecipient Selection File Upload** screen displays (Figure 2).

Justification for SubAwardee selection

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window)

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 2 Justification for Subrecipient Selection File Upload screen.

4. Follow the directions in [Upload a File](#) to upload the Justification. When you have accepted the upload, the

Justification for Subrecipient Selection File Upload screen (Figure 3) displays with these options:

- [Display Current Justification for Subrecipient Selection](#)
- [Delete Current Justification for Subrecipient Selection](#)
- [Upload a New Justification for Subrecipient Selection](#)

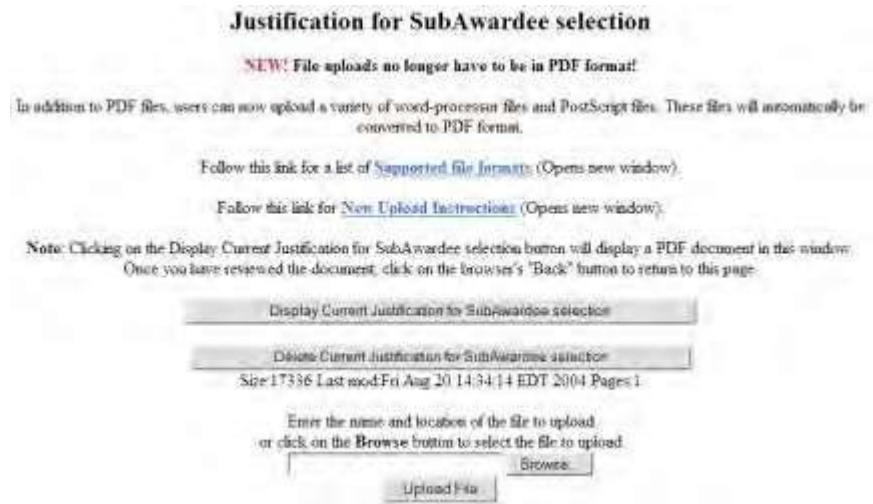


Figure 3 Justification for Subrecipient Selection File Upload screen with options viewing or deleting the justification.

Display Current Justification for Subrecipient Selection

Click the **Display Current Justification for Subrecipient Selection** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Justification for Subrecipient Selection

1. Click the **Delete Current Justification for Subrecipient Selection** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
2. Click the **OK** button.

Upload a New Justification for Subrecipient Selection

See [Upload a File](#) for instructions on uploading a file. Uploading a new Justification for Subrecipient Selection automatically replaces the file that was previously uploaded.

Supplementary Documents for Subawarding, Transferring or Contracting Out a Part of an NSF Award

1. Access the **Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation** screen (Figure 1) (see [Prepare an Subawarding, Transferring or Contracting Out a Part of an NSF Award Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PNCs-PI)	N/A	

Figure 1 Subawarding, Transferring or Contracting Out a Part of an NSF Award Form Preparation screen. The Go button for Other Supplementary Docs is circled.

- On the **Subawarding, Transferring or Contracting Out a Part of an NSF Award form Preparation** screen (Figure 1), click the **Go** button for Other Supplementary Documents. The **Supplementary Documents File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.

Supplementary Documents

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 2 Supplementary Documents File Upload screen.

*If a Supplementary Document has already been uploaded, when you click the **Go** button for Supplementary Document on the **Form Preparation** screen, the **Supplementary Document File Upload** screen displays as in Figure 3.*



Figure 3 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- [Display Current Supplementary Docs](#)
- [Delete Current Supplementary Docs](#)
- [Upload a Supplementary Document](#)

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

What Is the NSF-Approved No-Cost Extension Request?

Consistent with the Proposal & Award Policies & Procedures Guide (PAPPG) Chapter VI.D.3.c, if you require additional time for a project beyond the extension provided by the Grantee-Approved No- Cost Extension and if exceptional circumstances warrant, you must submit an NSF-Approved No-Cost Extension Request.

You must submit the NSF-Approved No-Cost Extension Request to NSF at least 45 days before the grant's expiration date.

The request *must* contain:

- The revised expiration date
- The funds remaining for the grant
- The justification for the extension
- A plan for using the unobligated funds

NSF issues the extension in the form of an amendment to the grant.

Prepare an NSF-Approved No-Cost Extension Request

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: D797551

Award Amount: \$1.00
Expiration Date: 05/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PBS 11/18/06 Release Functional Verification LS
Awardee Organization: National Science Foundation
PI/PO: Dolein, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 3%	AAG
<input type="radio"/> Grantee Approved No-Cost Extension	GPG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG
<input type="radio"/> Cost Sharing Issue To or Greater Than \$300,000	AAG
<input type="radio"/> Conflicts of Interest	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG
<input type="radio"/> Short-Term Absence of the PI/PO (Up to Three Months)	AAG

GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Addition of Subaward	AAG
<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Long-Term Absence of the PI/PO (Over Three Months)	AAG
<input checked="" type="radio"/> NSF-Approved No-Cost Extension	GPG
<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Pre-Award Costs in Excess of 90 Days	AAG
<input type="radio"/> Reorganization/Relocation \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
<input type="radio"/> Change PI and Add/Change Co-PI	AAG
<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
<input type="radio"/> Changes in Objective or Scope	AAG
<input type="radio"/> Reallocation of Funds Budgeted for Personnel or Travel Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

[Prepare](#) [Cancel](#)

Figure 1 Prepare a New Notification or Request screen. The radio button for NSF- Approved No-Cost Extension and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for NSF- Approved No-Cost Extension.
3. Click the **Prepare** button (Figure 1). The **Modify Request for NSF-Approved No-Cost Extension** screen displays (Figure 2).
4. If no Grantee Approved No-Cost Extension (GANCE) has been submitted and you are eligible to submit a GANCE and all of the requirements to submit a GANCE have been met, then you will be automatically redirected to the GANCE preparation screen. Eligibility requirements for a GANCE can be found in the PAPPG Chapter VI.D.3.
5. If a Grantee Approved No-Cost Extension (GANCE) has been submitted or if all of the requirements to submit a GANCE have not been met, then the **Modify Request for NSF-Approved No-Cost Extension** screen displays (Figure 2).

Modify Request for Award : 0222745
NSF Approved No - Cost Extension
 Required fields are preceded by an asterisk (*)

Topic Guidance

Status: New

Expiration Date: 08/31/2004

Award Amount: \$262,501.00

Award Title: Ant Clab Trails: Privacy and Collaboration in an Ubiquitous Computing World

Prepared By: Cammy, John

Submitted By:

* Revised Expiration Date: 10/2004 (MM/YYYY - always expire on the last day of the month)

* Remaining Funds (in whole dollar amount): 25000

* Justification: Type the justification here.

* Plan for use of unobligated funds (plan must comply with previously approved objectives): Indicate your plan for using the unobligated funds.

* Explanation for late request: Give an explanation of your late request.

Must be received by NSF Program Office 45 days prior to the expiration of the grant.

Save Cancel

Figure 2 Modify Request for NSF-Approved No-Cost Extension screen. The Save button is circled.

6. In the **Revised End Date** box (Figure 2), type the newly projected expiration date for the grant (in mm/yyyy format).
7. In the **Remaining Funds** box (Figure 2), type the amount of funds remaining in the grant (no dollar sign, no commas).
8. In the **Justification** box (Figure 2), type or copy and paste the justification for the extension of the grant.
9. In the **Plan for Use of Unobligated Funds** box (Figure 2), type or copy and paste your organization's plan for expending the funds for the project up to the revised expiration date.
10. In the **Explanation for Late Request** box (Figure 2) type or copy and paste your explanation. Click the **Save** button (Figure 2). The **View Request for NSF-Approved No-Cost Extension** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to NSF](#)
 - [Delete the request](#)
 (Click on a link above for instructions for that option.)

View Request for Award : 0222745
NSF Approved No - Cost Extension
 Required fields are preceded by an asterisk (*)

Topic Guidance

Status: Work in Progress

Expiration Date: 08/31/2004

Award Amount: \$262,501.00

Award Title: Ant Clab Trails: Privacy and Collaboration in an Ubiquitous Computing World

Prepared By: Cammy, John

Submitted By:

* Revised Expiration Date: 10/2004

* Remaining Funds (in whole dollar amount): \$25,000.00

* Justification: Type the justification here.

* Plan for use of unobligated funds (plan must comply with previously approved objectives): Indicate your plan for using the unobligated funds.

* Explanation for late request: Give an explanation of your late request.

Must be received by NSF Program Office 45 days prior to the expiration of the grant.

Modify

Submit to NSF

Delete

Cancel

Figure 3 View Request for NSF-Approved No-Cost Extension screen.
PI/PD or co-PI/co-PD Transfer Request What Is
the PI Transfer Request?

Consistent with the *Proposal & Award Policies & Procedures Guide (PAPPG)* Chapter VII.B.2.f, if a PI plans to leave an organization during the course of a grant, you must submit to NSF a PI Transfer Request.

NSF permits the PI to transfer the grant to a new organization, if both the new and the original research organization agree and the new organization meets the eligibility requirements of the grant. Questions about the eligibility requirements can be directed to the cognizant Program Officer or the Grants Official. Therefore, the successful submission of a PI Transfer Request involves both the new and the original organizations.

The PI and/or the SPO of the original organization prepares the request, but the AOR of the original organization does not submit the PI Transfer Request directly to NSF. Instead:

- The AOR of the original organization indicates agreement with the transfer by forwarding the PI Transfer Request to the SPO of the new organization.
- The AOR of the new organization then indicates agreement with the PI Transfer Request, by submitting the request to NSF.

The main roles and responsibilities for the PI Transfer Request break down like this:

- The PI may:
 - Prepare a PI Transfer Request
 - Forward the PI Transfer Request to the SPO of the original organization
 - Edit the organization's budget in collaboration with the new SPO
- The SPO/AOR of the original organization may:
 - Prepare a PI Transfer Request
 - Edit a PI Transfer Request
 - Return a PI Transfer Request to the PI
 - Submit a PI Transfer Request to the SPO of the new organization (AOR only)
- The SPO/AOR of the new organization may:
 - Edit the request as needed and edit the budget in collaboration with the PI
 - Return the PI Transfer Request to the SPO of the original organization
 - Submit the request to NSF (AOR only)

Each PI Transfer Request *must* contain the following:

- **Grant Transfer Request**
A form that includes the total estimated disbursements to date and any anticipated costs yet to be incurred against the original grant
- **Progress Summary**
A brief description of the progress to date on the project in the original organization
- **Description of Work to be Accomplished**
A description of the work that will be carried out on the project in the new organization
- **Budget (Including Justification)**
A budget showing the allocation of the remaining award funds for use in the new organization and a justification of how the funds will be expended

These forms are completed through the PI Transfer Request application. To begin working

on a PI Transfer Request:

- If you are a PI, see [Prepare a PI Transfer Request as a PI](#).
- If you are the original SPO, see [Prepare a PI Transfer Request as an SPO/AOR](#) or [Work on a PI Request Forwarded by the PI](#).
- If you are the new SPO, see [Work on a PI Transfer Forwarded by the Original AOR](#).

What Is the PI Transfer Request?

Consistent with the *Proposal & Award Policies & Procedures Guide (PAPPG)* Chapter VII.B.2.f, if a PI plans to leave an organization during the course of a grant, you must submit to NSF a PI Transfer Request.

NSF permits the PI to transfer the grant to a new organization, if both the new and the original research organization agree and the new organization meets the eligibility requirements of the grant. Questions about the eligibility requirements can be directed to the cognizant Program Officer or the Grants Official. Therefore, the successful submission of a PI Transfer Request involves both the new and the original organizations.

The PI and/or the SPO of the original organization prepares the request, but the AOR of the original organization does not submit the PI Transfer Request directly to NSF. Instead:

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The main roles and responsibilities for the PI Transfer Request break down like this:

- The PI may:
 - Prepare a PI Transfer Request
 - Forward the PI Transfer Request to the SPO of the original organization
 - Edit the organization's budget in collaboration with the new SPO
- The SPO/AOR of the original organization may:
 - Prepare a PI Transfer Request
 - Edit a PI Transfer Request
 - Return a PI Transfer Request to the PI
 - Submit a PI Transfer Request to the SPO of the new organization (AOR only)
- The SPO/AOR of the new organization may:
 - Edit the request as needed and edit the budget in collaboration with the PI
 - Return the PI Transfer Request to the SPO of the original organization
 - Submit the request to NSF (AOR only)

Each PI Transfer Request *must* contain the following:

- **Grant Transfer Request**
A form that includes the total estimated disbursements to date and any anticipated costs yet to be incurred against the original grant
- **Progress Summary**
A brief description of the progress to date on the project in the original organization
- **Description of Work to be Accomplished**
A description of the work that will be carried out on the project in the new organization
- **Budget (Including Justification)**
A budget showing the allocation of the remaining award funds for use in the new organization and a justification of how the funds will be expended

These forms are completed through the PI Transfer Request application. To begin working

on a PI Transfer Request:

- If you are a PI, see [Prepare a PI Transfer Request as a PI](#).
- If you are the original SPO, see [Prepare a PI Transfer Request as an SPO/AOR](#) or [Work on a PI Request Forwarded by the PI](#).
- If you are the new SPO, see [Work on a PI Transfer Forwarded by the Original AOR](#).

PI Functions

Prepare a PI Transfer Request as a PI

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#)).

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

[Prepared by PI](#)
[All by Status](#)

Prepare a New Notification or Request for Award #: 0707551

Award Amount:	\$0.00
End Date:	12/31/2007
Division:	Division Of Information Systems
Award Title:	PRS 11/18/06 Release Functional Verification 15
Awardee Organization:	National Science Foundation
PI/PD:	Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Figure 1 Prepare a New Notification or Request screen.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for PI Transfer in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019

Title : Local Inverse Problems

Original Grantee Name : Purdue University

and Address : Young Hall
155 S Grant Street
West Lafayette, IN 479072114
US

Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy)

12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory
Lincoln Lab
244 Wood Street
Lexington, MA 02420-9108

MIT Lincoln Laboratory

(View contact information)

AL

US-America/New_York(GMT-5:00)

Add/Change New Primary Place Of Performance

Select New Awardee Organization

Original Grant Amount

\$250,000.00

(including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at start date of transfer)

15071

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance

\$234,929.00

(Amount to be Transferred)

Calculate

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments:

Save & Continue

Go Back



Send Comments to NSF

Figure 2 Grant Transfer Request screen.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization that you are transferring the grant to. The

Institution Search screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details

Effective Date of Transfer (mm/dd/yyyy) 03/02/2011

Transfer Organization [New Awardee Organization] [New Primary Place of Performance]

(Nothing selected) (Nothing selected)

Select New Awardee Organization Add/Change New Primary Place Of Performance

Figure 3 Request Details section of the Grant Transfer Request screen. The **Select New Awardee Organization** button is circled.

Institution Search

Please type as much of the Institution name as you know (at least 3 letters)

Purdue

☒ Begins With
☐ Ends With
☐ Contains

Locate

Figure 4 Institution Search screen.

5. Type in the box the string (at least three characters) to search for (Figure 4).
6. Select the search type option (Figure 4):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
7. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University -CDODINS004

Select

Figure 5 Institutions Located screen. The **Select** button is circled.

8. Highlight the name of the new awardee organizations (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016
 Transfer Organization [New Awardee Organization] [New Primary Place of Performance]
 MIT Lincoln Laboratory MIT Lincoln Laboratory
 Lincoln Lab AL
 244 Wood Street Add/Change New Primary Place Of Performance
 Lexington, MA 02420-9108
 (View contact information)
 US-America/New_York(GMT-5:00)
 Select New Awardee Organization
 Original Grant Amount \$250,000.00
 (including amendments actually awarded, if any)
 Total Disbursements and Unpaid Obligations(at start date of transfer) 15071
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]
 Unobligated Balance \$234,929.00 Calculate
 (Amount to be Transferred)
 This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.
 The proposal requested for transfer includes any of the items listed below:
 Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No
 FY2018: \$125,000.00 Outstanding Increments

Save & Continue Go Back



Send Comments to NSF

Figure 6 Request Details section of the Grant Transfer Request screen. The View Contact Information link is circled.

10. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University

FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaL.Walls	ref2@test.com	2223334444	2223335000
LuanneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen.

11. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen (Figure 9) is displayed.

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
Purdue University
Young Hall
155 S Grant Street
West Lafayette, IN 47907-2114
[\(View contact information\)](#)

Figure 8 Request Details section of the Grant Transfer Request screen. The **Add/Change New Primary Place of Performance** button is circled.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or ☐ Same as Awardee Organization
 Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Save Primary Place of Performance

Go Back

Figure 9 Add/Change Primary Place of Performance screen. The Save Primary Place of Performance button is circled.

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**
 - Enter the **City**
 - Select the **State** from the drop down list if the Country is United States
 - Enter the **Zip Code** (9 digit)
 - Select the **Country** from the drop down list
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
Title : Local Inverse Problems
Original Grantee Name : Purdue University
and Address : Young Hall
155 S Grant Street
West Lafayette, IN 479072114
US
Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy)

12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory

Lincoln Lab

244 Wood Street

Lexington, MA 02420-9108

(View contact information)

US-America/New_York(GMT-5:00)

Select New Awardee Organization

MIT Lincoln Laboratory

AL

Add/Change New Primary Place Of Performance

Original Grant Amount

(including amendments actually awarded, if any)

\$250,000.00

Total Disbursements and Unpaid Obligations(at start date of transfer)

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

15071

Unobligated Balance

(Amount to be Transferred)

\$234,929.00

Calculate

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments

Save & Continue

Go Back



Send Comments to NSF

Figure 10 Request Details section of the Grant Transfer Request screen with the names of the New

Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Start Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

The screenshot shows the lower portion of the Grant Transfer Request screen. It includes the following fields and text:

- Original Grant Amount** (including amendments actually awarded, if any): \$230,000.00
- Total Disbursements and Unpaid Obligations**(at effective date of transfer): 200000. [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]
- Unobligated Balance** (Amount to be Transferred): \$30,000.00 [Calculate button]
- A red warning message: "This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount."
- A section titled "The proposal requested for transfer includes any of the items listed below:" with three radio buttons:
 - Human subjects: No
 - Vertebrate animals: No
 - Disclosure of lobbying activities: No
- A section titled "No Outstanding Increments" with a radio button.
- At the bottom, there are two buttons: "Save & Continue" (circled in red) and "Go Back".

Figure 11 Lower portion of the Grant Transfer Request screen. The Save and Continue button is circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "[Disclosing Lobbying Activities](#)")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you have these options:
 - [Update contact information](#)
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Forward the PI Transfer Request to the original SPO](#)
 - [Cancel \(delete\) the PI Transfer Request](#)



Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer. See [Edit Transfer Request Forms Introduction](#) for instructions.

Prepare a PI Transfer Request as a PI

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#)).

Notifications & Requests | MAIN ▶ PI Organization: National Science Foundation

[Prepared by PI](#) [All by Status](#)

Prepare a New Notification or Request for Award #: 0707551

Award Amount:	\$0.00
End Date:	12/31/2007
Division:	Division Of Information Systems
Award Title:	PRS 11/18/06 Release Functional Verification 15
Awardee Organization:	National Science Foundation
PI/PD:	Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

[Prepare](#) [Cancel](#)

Figure 1 Prepare a New Notification or Request screen.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for PI Transfer in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019

Title : Local Inverse Problems

Original Grantee Name : Purdue University

Address : Young Hall
155 S Grant Street
West Lafayette, IN 479072114
US

Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory
Lincoln Lab
244 Wood Street
Lexington, MA 02420-9108

MIT Lincoln Laboratory

(View contact information)

US-America/New_York(GMT-5:00)

AL

Add/Change New Primary Place Of Performance

Select New Awardee Organization

Original Grant Amount

(including amendments actually awarded, if any)

\$250,000.00

Total Disbursements and Unpaid Obligations(at start date of transfer)

15071

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance

(Amount to be Transferred)

\$234,929.00

Calculate

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments:

Save & Continue

Go Back



Send Comments to NSF

Figure 2 Grant Transfer Request screen.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization

that you are transferring the grant to. The **Institution Search** screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details

Effective Date of Transfer (mm/dd/yyyy) 03/02/2011

Transfer Organization [New Awardee Organization] [New Primary Place of Performance]

(Nothing selected) (Nothing selected)

Select New Awardee Organization Add/Change New Primary Place Of Performance

Figure 3 Request Details section of the Grant Transfer Request screen. The **Select New Awardee Organization** button is circled.

Institution Search

Please type as much of the Institution name as you know (at least 3 letters)

Purdue

☒ Begins With
☐ Ends With
☐ Contains

Locate

Figure 4 Institution Search screen.

5. Type in the box the string (at least three characters) to search for (Figure 4).
6. Select the search type option (Figure 4):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
7. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University-CDODINS004

Select

Figure 5 Institutions Located screen. The **Select** button is circled.

8. Highlight the name of the new awardee organizations (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy)

12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory

MIT Lincoln Laboratory

Lincoln Lab

AL

244 Wood Street

Lexington, MA 02420-9108

Add/Change New Primary Place Of Performance

[\(View contact information\)](#)

US-America/New_York(GMT-5:00)

Select New Awardee Organization

Original Grant Amount

\$250,000.00

(including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at start date of transfer)

15071

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance

\$234,929.00

(Amount to be Transferred)

Calculate

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments:

Save & Continue

Go Back



Send Comments to NSF

Figure 6 Request Details section of the Grant Transfer Request screen. Click on the the View Contact Information link

10. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University			
FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaL.Walls	ref2@test.com	2223334444	2223335000
LuanneM.Flynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeR.Ludwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen.

11. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen (Figure 9) is displayed.

Request Details
Effective Date of Transfer (mm/dd/yyyy)
Transfer Organization
[New Awardee Organization]

Purdue University
Purdue University
Young Hall
155 S Grant Street
West Lafayette, IN 47907-2114
[\(View contact information\)](#)

(Nothing selected)

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place of Performance button is circled.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or ☐ Same as Awardee Organization
 Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Save Primary Place of Performance

Go Back

Figure 9 Add/Change Primary Place of Performance screen. The Save Primary Place of Performance button is circled.

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**
 - Enter the **City**
 - Select the **State** from the drop down list if the Country is United States
 - Enter the **Zip Code** (9 digit)
 - Select the **Country** from the drop down list
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016
 Transfer Organization [New Awardee Organization] [New Primary Place of Performance]
 MIT Lincoln Laboratory MIT Lincoln Laboratory
 Lincoln Lab AL
 244 Wood Street Add/Change New Primary Place Of Performance
 Lexington, MA 02420-9108
 (View contact information)
 US-America/New_York(GMT-5:00)
 Select New Awardee Organization

Original Grant Amount \$250,000.00
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at start date of transfer) 15071
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance \$234,929.00 Calculate
 (Amount to be Transferred)

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments

Save & Continue Go Back



Send Comments to NSF

Figure 10 Request Details section of the Grant Transfer Request screen with the names of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Start Date Of Transfer** box on the

Grant Transfer Request screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount
(including amendments actually awarded, if any) \$230,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer) 200000
 [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
(Amount to be Transferred) \$30,000.00

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

No Outstanding Increments

Figure 11 Lower portion of the Grant Transfer Request screen. The Save and Continue button is circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "[Disclosing Lobbying Activities](#)")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you have these options:
 - [Update contact information](#)
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Forward the PI Transfer Request to the original SPO](#)
 - [Cancel \(delete\) the PI Transfer Request](#)

Click on a Link to Work

- ☐ [Update Contact Information](#)
- ☐ [Edit Transfer Request Forms](#)
- ☐ [Check for Completeness](#)
- Route the Request:
 - ☐ [Forward Transfer Request to Original SRO](#)
 - ☐ [Cancel Transfer Request](#)

Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer. See [Edit Transfer Request Forms Introduction](#) for instructions.

Update Contact Information

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI/PD or co-PI/co-PD Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The Update Contact Information link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Update Contact Information**. The **Principal Investigator (PI) Information** screen displays (Figure 2).

Principal Investigator (PI) Information

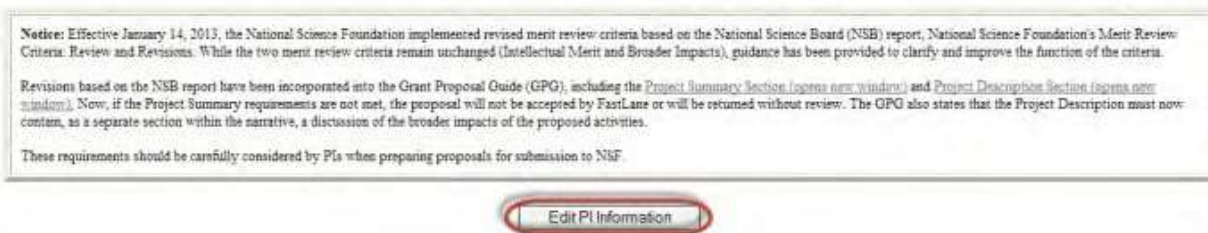


Figure 2 Principal Investigator (PI) Information screen. The Edit PI Information button is circled.

3. Click the **Edit PI Information** button (Figure 2). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 3).

Edit Principal Investigator's (PI) Information

View this information is being requested

Warning !

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields

First Name: Middle Initial: Last Name:

Organization: **National Science Foundation** Institution Identification Number: **4102852000**

Department:

Street:
 Additional:
 City: State: (Foreign address: Skip it)
 Zip: (Foreign address: Skip it)
 Country:

Phone: Fax Number:
 Degree Year: Degree Type:
 E-Mail Addr:

Gender: ☐ Female ☒ Male ☐ Do not wish to provide

Disability (select one or more)

☐ Hearing Impairment
☐ Visual Impairment
☐ Mobility/Orthopedic Impairment
☐ Other (Enter Description)
☒ None

Ethnicity (choose one)

Ethnicity Definitions
☐ Hispanic or Latino
☐ Not Hispanic or Latino
☒ Do not wish to provide

Race (select one or more)

Race Definitions
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White

Citizenship (choose one)

☐ U.S. Citizen
☐ Permanent Resident
☐ Other non-U.S. Citizen
☒ Do not wish to provide

☐ Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

Figure 3 Edit Principal Investigator's (PI) Information screen. The Change Institution button is circled.

- To change your organization, click the **Change Institution** button (Figure 3). The **Institution Search** screen displays (Figure 4).



Institution Search

Please type as much of the Institution name as you know (at least 3 letters)

☒ Begins With
☐ Ends With
☐ Contains

Figure 4 Institution Search screen.

5. Select the search type option (Figure 4):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
6. Enter the string (at least three characters) to search for (Figure 4).
7. Click the **Locate** button (Figure 4). The **Institution Search** screen displays (Figure 5).



Institution Search

Institutions Located

MERLIN TECHNICAL SOLUTIONS -5300017923
MERS, LLC -6200000669
MerEnCo Inc -5300000508
Merced College -0012377000
Mercedes Independent School District -6250003374
Mercenaria Manufacturing -4074704000
Mercer County Community College -0047407000
Mercer Island High School -4304200000

Figure 5 Institution Search screen. The **Select** button is circled.

8. Highlight the organization in the **Institutions Located** list (Figure 5).
9. Click the **Select** button (Figure 5). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 3) with the name of the selected organization and the Institution Identification Number displaying in the appropriate boxes.
10. On the **Edit Principal Investigator's (PI) Information** screen (Figure 6), when you are finished changing the PI information, click the **Save Changes** button. A screen displays (Figure 7) with confirmation that the PI Information has been saved.

☐ Mobility/Orthopedic Impairment
☐ Other (Enter Description)
☐ None

☒ Not Hispanic or Latino
☐ Do not wish to provide

Race (select one or more)

Race Definitions

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White

Citizenship (choose one)

☐ U.S. Citizen
☒ Permanent Resident
☐ Other non-U.S. Citizen
☐ Do not wish to provide

☒ Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

Figure 6 Lower portion of the Edit Principal Investigator's (PI) Information screen. The Save Changes button is circled.

PI Information successfully saved

Click on the OK button to continue.



Figure 7 Screen with the message that the changed PI information has been saved.

1. Click the **OK** button (Figure 7). The **Principal Investigator (PI) Information** screen displays (Figure 8).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

[Edit PI Information](#)

Figure 8 Principal Investigator (PI) Information screen.

Check for Completeness of a PI Transfer Request as a PI

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).

Click on a Link to Work	
Update Contact Information	
Edit Transfer Request Forms	
Check for Completeness	
Route the Request:	
Forward Transfer Request to Original SRO	
Cancel Transfer Request	

Figure 1 Click on a Link to Work screen. The Check for Completeness link is circled.

- On the Click on a Link to Work screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

If the PI/PD or co-PI/co-PD Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2, with a message on which forms still require completion before submission to NSF.

Completeness Checking of Request for Grant Transfer	
Award Information:	
Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick
Please complete Description of work.	

Figure 2 Completeness Checking of Request for Grant Transfer screen. The message on what form is required for submission is circled.

If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be forwarded to the original SPO (see [Forward to Original SPO](#)).

Completeness Checking of Request for Grant Transfer

Award Information:

Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Forward a PI Transfer Request to Original SPO

Only the PI can forward a PI Transfer Request to the original SPO.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).

Click on a Link to Work

<input type="radio"/> Update Contact Information
<input type="radio"/> Edit Transfer Request Forms
<input type="radio"/> Check for Completeness
Route the Request:
<input type="radio"/> Forward Transfer Request to Original SPO
<input type="radio"/> Cancel Transfer Request

Figure 1 Click on a Link to Work screen. The Forward Transfer Request to Original SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click the **Forward Transfer Request to Original SPO** button. The **Forward the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to forward the PI Transfer Request to the original SPO.

Forward the Grant Transfer Request for the following award to Original SPO ?

Award Information:

Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick

Figure 2 Forward the Grant Transfer Request to Original SPO screen with the message for you to confirm that you want to forward the request to the original SPO. The Forward button is circled.

3. Click the **Forward** button (Figure 2). The **Grant Transfer Request Forwarded to Original SPO** screen displays (Figure 3).



Figure 3 Grant Transfer Request Forwarded to Original SPO screen. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The PI Transfer Request is forwarded to the original SPO, and the **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [Update the contact information](#)
 - [View the transfer request forms](#)
 - [Cancel \(or delete\) the request](#)



Figure 4 Click on a Link to Work screen after you have forwarded the PI/PD or co-PI/co-PD Transfer Request to the original SPO.

Delete a PI Transfer Request as a PI

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI/PD or co-PI/co-PD Transfer Request.

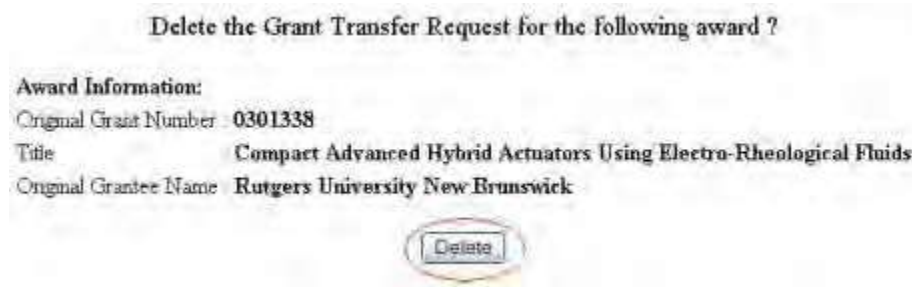


Figure 2 Delete the Grant Transfer Request screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The PI/PD or co-PI/co-PD Transfer Request is deleted.

View PI Transfer Request Forms as a PI

After you have forwarded a PI/PD or co-PI/co-PD Transfer Request to the original SPO, the **Click on a Link to Work** screen displays with the option to view the PI Transfer Request forms.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request Forms button is circled.

2. On the **Click on a Link to Work** screen (Figure1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

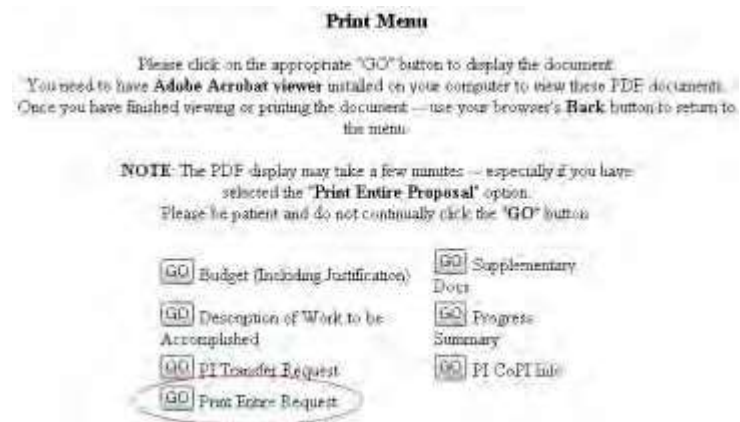


Figure 2 Print Menu screen. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI/PD or co-PI/co-PD Transfer Request, click the **Go** button for Print Entire Request (Figure 2). The **NSF Grant Transfer Request** screen displays in PDF format (Figure 3).

NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER	SES-0124167
EXPIRATION DATE OF GRANT	12/31/2004
EFFECTIVE DATE OF TRANSFER	01/01/2007 (becomes effective date of transferred award)
NEW PROPOSAL NUMBER	Not Yet Assigned

Check the appropriate box(es) if the proposal (requested for transfer) includes any of the items listed below:

☐ Human Subjects

☐ Vertebrate Animals

☐ Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any)	\$ 217,852
2. Total Disbursements and Unpaid Obligations (at effective date of transfer)	(less) \$ 90,000
3. Unobligated Balance (Amount to be Transferred)	(equals) \$ 127,852

Figure 3 NSF Grant Transfer Request screen. The Printer icon in the upper left corner of the screen is circled.

5. To print the PI Transfer Request, click the **Printer** icon on the top left of the **NSF Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

Edit the Budget

Once the SPO of the old awardee organization has sent the PI Transfer Request to the SPO of the new awardee organization, FastLane sends an email to the PI. The PI's **Click on a Link to Work** screen now displays a new option: to edit the budget.

The purpose of this option is to enable the PI and the SPO of the new organization to collaborate on formulating the budget for the project before the AOR submits the PI Transfer Request to the NSF.

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

The screenshot shows the 'Notifications & Requests' interface for Princeton University. It features a 'Prepare New' section with an 'Award #' dropdown menu (showing '040764') and a 'Prepare New' button, which is circled in red. To the right is a search bar with fields for 'Award #', 'Last Modified (mm/dd/yyyy)', 'From', and 'To', along with a 'Search' button. Below the search bar, a message states 'No notification/Requests found.' and a table with columns: Award Number, PI Name, PI Division/Department, Notification/Request Type, Award Date, and Action. The table is currently empty, displaying 'Nothing found to display'.

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Prepare New button is circled.

2. In the **Prepare New** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), select the proposal award number for the project from the **Award #** drop-down list.
3. Click the **Prepare New** button (Figure 1). The **Prepare a New Notification or Request** screen displays (Figure 2).

The screenshot shows the 'Prepare a New Notification or Request for Award #: 0707551' screen for the National Science Foundation. It displays project details: Award Amount (\$0.00), End Date (12/31/2007), Division (Division Of Information Systems), Award Title (PRS 11/18/06 Release Functional Verification 15), Awardee Organization (National Science Foundation), and PI/PD (Alphaman, Alan). Below this is a section titled 'Select the Notification or Request Type:' with two columns: 'GRANTEE NOTIFICATION TYPES' and 'GRANTEE REQUEST TYPES (Requires NSF Approval)'. The 'GRANTEE REQUEST TYPES' column has three radio buttons: 'Subawarding, Transferring or Contracting Out Part of an NSF Award', 'PI Transfer' (circled in red), and 'Change PI and Add/Change Co-PI'. Each radio button has a 'Topic Guidance' link (PAPPG). At the bottom, there are 'Prepare' and 'Cancel' buttons, with the 'Prepare' button circled in red.

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Figure 2 Prepare a New Notification or Request screen. The radio button for PI Transfer and the Prepare button are circled.

4. Click the radio button for PI Transfer (Figure 2).
5. Click the **Prepare** button (Figure 2). The **Grant Transfer Request** screen displays (Figure 3) with the status message at the top of the screen that the PI Transfer Request is now with the SPO of the new awardee

organization.

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information PAPPG

Original Grant Number : DMS-1600327

End Date of Grant: 06/30/2019

Title : Local Inverse Problems

Original Grantee Name : Purdue University

and Address : Young Hall

155 S Grant Street

West Lafayette, IN 479072114

US

Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy)

12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory

Lincoln Lab

244 Wood Street

Lexington, MA 02420-9108

(View contact information)

US-America/New_York(GMT-5:00)

Select New Awardee Organization

AL

Add/Change New Primary Place Of Performance

Original Grant Amount

(including amendments actually awarded, if any)

\$250,000.00

Total Disbursements and Unpaid Obligations(at start date of transfer)

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

15071

Unobligated Balance

(Amount to be Transferred)

\$234,929.00

Calculate

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00

Outstanding Increments:

Save & Continue

Go Back


 [Send Comments to NSF](#)

Figure 3 Grant Transfer Request screen. The status message that the new SPO is working on the request and the Continue button are circled.

- Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with the new option to edit the budget.



Figure 4 Click on a Link to Work screen. The Edit Budget link is circled.

- Click **Edit the Budget** (Figure 4). The **Project Budget** screen displays (Figure 5).

Organization	Project Budget			Last Mod. Date
	Year		Amount	
Yale University Budget Justification	1	Funds - Personnel	\$244,150	Jun-27-2006 16:42:02
	2	Funds - Personnel	\$12,600	Jun-27-2006 16:41:37

Figure 5 Project Budget screen.

- See [Budgets \(Including Justification\)](#) for instructions on how to work on the budget for the new awardee organization. See [Enter Budget Data Online](#) for instruction on how to complete the Project Budget form.

Original SPO Functions

Original SPO/AOR Functions

As the original SPO, you have these options for working on a PI Transfer Request:

- [Prepare a PI Transfer Request](#)
- [Work on a PI Transfer Request forwarded by a PI](#)
- [Edit PI Transfer Request forms](#)
- [Check for completeness](#)
- [Forward a PI Transfer Request to the new SPO](#) (AOR only)
- [Return a PI Transfer Request to the PI](#)
- [Delete a PI Transfer Request](#)
- [View PI Transfer Request forms](#)

Prepare a PI Transfer Request as an SPO

- Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as an SPO/AOR](#)).

Notifications & Requests | MAIN ▶

PI Organization: National Science Foundation

[Prepared by PI](#)
[All by Status](#)

Prepare a New Notification or Request for Award #: 0707551

Award Amount:	\$0.00
End Date:	12/31/2007
Division:	Division Of Information Systems
Award Title:	PRS 11/18/06 Release Functional Verification 15
Awardee Organization:	National Science Foundation
PI/PD:	Alphaman, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Figure 1 Prepare a New Notification or Request screen.

- On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for PI/PD or co-PI/co-PD Transfer in the **Grantee Request Types** list.
- Click the **Prepare** button (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm dd/yyyy)

12/30/2016

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

MIT Lincoln Laboratory
 Lincoln Lab
 244 Wood Street
 Lexington, MA 02420-9108

[\(View contact information\)](#)

US-America/New_York(GMT-5:00)

MIT Lincoln Laboratory

AL

[Add/Change New Primary Place Of Performance](#)[Select New Awardee Organization](#)

Original Grant Amount

(including amendments actually awarded, if any)

\$250,000.00

Total Disbursements and Unpaid Obligations(at start date of transfer)

15071

[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance

(Amount to be Transferred)

\$234,929.00

[Calculate](#)

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No

Vertebrate animals: No

Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments:

[Save & Continue](#)[Go Back](#)[Send Comments to NSF](#)

Figure 2 Grant Transfer Request screen.

4. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization

that you are transferring the grant to. The **Institution Search** screen displays (Figure

- 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details

Effective Date of Transfer (mm/dd/yyyy) 03/01/2011

Transfer Organization [New Awardee Organization] [New Primary Place of Performance]

(Nothing selected) (Nothing selected)

Select New Awardee Organization Add/Change New Primary Place Of Performance

Figure 3 Request Details section of the Grant Transfer Request screen. The Select New Awardee Organization button is circled.

Institution Search

Please type as much of the Institution name as you know (at least 3 letters)

Purdue

☒ Begins With
☐ Ends With
☐ Contains

Locate

Figure 4 Institution Search screen. The Locate button is circled.

5. In the box (Figure 4), type the string (at least three characters) to search for.
6. Select the search type option (Figure 4):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
7. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University -CDODINS004

Select

Figure 5 Institutions Located screen. The Select button is circled.

8. Highlight the name of the new awardee organization (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

FastLane Help

Request Details

Effective Date of Transfer (mm/dd/yyyy)

03/01/2011

[Transfer Organization](#)

[\[New Awardee Organization\]](#)

[\[New Primary Place of Performance\]](#)

Purdue University
Purdue University
Young Hall
155 S Grant Street
West Lafayette, IN 47907-2114

(Nothing selected)

[\(View contact information\)](#)

Add/Change New Primary Place Of Performance

Select New Awardee Organization

Figure 6 Request Details section of the Grant Transfer Request screen. The View Contact Information link is circled.

10. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University			
FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaL Walls	ref2@test.com	2223334444	2223335000
LuanneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen for the new awardee organization.

11. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen displays (Figure 9).

Request Details

Effective Date of Transfer (mm/dd/yyyy)

03/01/2011

[Transfer Organization](#)

[\[New Awardee Organization\]](#)

[\[New Primary Place of Performance\]](#)

Purdue University
Purdue University
Young Hall
155 S Grant Street
West Lafayette, IN 47907-2114

(Nothing selected)

[\(View contact information\)](#)

Add/Change New Primary Place Of Performance

Select New Awardee Organization

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place Of Performance button is circled.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or ☐ Same as Awardee Organization

Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Figure 9 Add/Change Primary Place of Performance screen. The Save Primary Place of Performance button is circled.

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**.
 - Enter the **City**.
 - Select the **State** from the drop down list if the Country is United States.
 - Enter the **Zip Code** (9 digit).
 - Select the **Country** from the drop down list.
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

Request Details	
Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/01/2011"/>
<u>Transfer Organization</u>	<u>[New Primary Place of Performance]</u>
<u>[New Awardee Organization]</u>	
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114 (View contact information)	National Science Foundation 4201 Wilson Blvd. Arlington, VA, US 222300020
<input type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>

Figure 10 Request Details section of the Grant Transfer Request screen with the name of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Start Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount
(including amendments actually awarded, if any) \$15,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer) 5000
[Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance (Amount to be Transferred) \$10,000.00

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
Vertebrate animals: No
Disclosure of lobbying activities: No

No Outstanding Increments

Figure 11 Grant Transfer Request screen. The Total Estimated Disbursements and Unpaid Obligations box, the Calculate button, and the Save and Continue button are circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "[Disclosing Lobbying Activities](#)")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you can take the following actions:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Forward the PI Transfer Request to the new SPO](#) (AOR only)
 - [Return the PI Transfer Request to the PI](#)
 - [Cancel \(delete\) the PI Transfer Request](#)

(Click on a link above for instructions for that option.)

Click on a Link to Work
<input type="radio"/> Edit Transfer Request Forms
<input type="radio"/> Check for Completeness
Route the Request:
<input type="radio"/> Forward Transfer Request to New SRO
<input type="radio"/> Return Transfer Request to PI
<input type="radio"/> Cancel Transfer Request

Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI/PD or co- PI/co-PD Transfer. See [Edit Transfer Request Forms Introduction](#).

Work on a PI Transfer Request Forwarded by a PI

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | MAINT | Institution: Rutgers University New Brunswick

Forwarded by PI | Prepared by SPO | Submitted to NSF

Search for Notifications / Requests for Rutgers University New Brunswick by any of the following:

Award #: 0301338 | Last Modified (mm/dd/yyyy):
 PI Last Name: Select | From: | To: | Search

PI:
 Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

1 Notification/Request found.

Award Number	PI Name	PI Division / Department	Notification/Request Type	Encashed Date	Action
0301338	Mavroidis, Constantinos	Mechanical, Industrial & Manuf. Eng.	2 - PI Transfer	05/28/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Notification/Request Type link is circled for a PI/PD or co-PI/co-PD Transfer Request.

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), find the PI Transfer Request you want to work on (see [Search for Notifications and Requests](#)).
3. Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016
 Transfer Organization [New Awardee Organization] [New Primary Place of Performance]
 MIT Lincoln Laboratory MIT Lincoln Laboratory
 Lincoln Lab AL
 244 Wood Street Add/Change New Primary Place Of Performance
 Lexington, MA 02420-9108
 (View contact information)
 US-America/New_York(GMT-5:00)
 Select New Awardee Organization

Original Grant Amount \$250,000.00
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at start date of transfer) 15071
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance \$234,929.00 Calculate
 (Amount to be Transferred)

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments

Save & Continue Go Back



Send Comments to NSF

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

4. Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 3). You

have these options on the **Click on a Link to Work** screen:

- [Edit transfer request forms](#)
- [Check for completeness](#)
- [Forward transfer request to new SPO](#)
- [Return transfer request to PI](#)
- [Cancel transfer request](#)
(Click on a link above for instructions for that option.)



Figure 3 Click on a Link to Work screen with the options for work on the PI/PD or co-PI/co-PD Transfer Request.

Edit Transfer Request Forms as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - [Progress Summary](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [PI/Co-PI Information](#)
 - [Description of Work to Be Accomplished](#) (required)
 - [Supplementary Documents](#)
 - [Add/Delete Senior Personnel](#)

(Click on a link above for the instructions for that form.)

Forms for Temp. Proposal #A113255

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	02/26/12
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	

Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Figure 2 Form Preparation screen.
Check for Completeness as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).

Click on a Link to Work

- ☐ [Edit Transfer Request Forms](#)
- ☒ [Check for Completeness](#)

Route the Request:

- ☐ [Submit Transfer Request to NSF](#)
- ☐ [Return Transfer Request to Original SRO](#)
- ☐ [Cancel Transfer Request](#)

Figure 1 Click on a Link to Work screen. The Check for Completeness link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

If the PI Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2 with a message on which forms still require completion for NSF submission.

Completeness Checking of Request for Grant Transfer

Award Information:

Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick

• Please complete Description of work

Figure 2 Completeness Checking of Request for Grant Transfer screen. The message of what form still requires completion for submission is circled.

If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be forwarded to the new SPO (see [Forward a PI Transfer Request to the New SPO](#)).

Completeness Checking of Request for Grant Transfer

Award Information:

Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Forward a PI/PD or co-PI/co-PD Transfer Request to the New SPO

Only the original SPO can forward a PI/PD or co-PI/co-PD Transfer Request to the new SPO.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI/PD or co-PI/co-PD Transfer Request](#) or [Work on a PI/PD or co-PI/co-PD Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Forward Transfer Request to New SPO link is circled.

- On the **Click on a Link to Work** screen (Figure 1), click **Forward Transfer Request to New SPO**. The **Forward the Grant Transfer Request to New SPO** screen displays (Figure 2) with a message for you to confirm that you want to forward the PI Transfer Request to the new SPO and that thereby your organization agrees with the transfer of the award to the new organization.

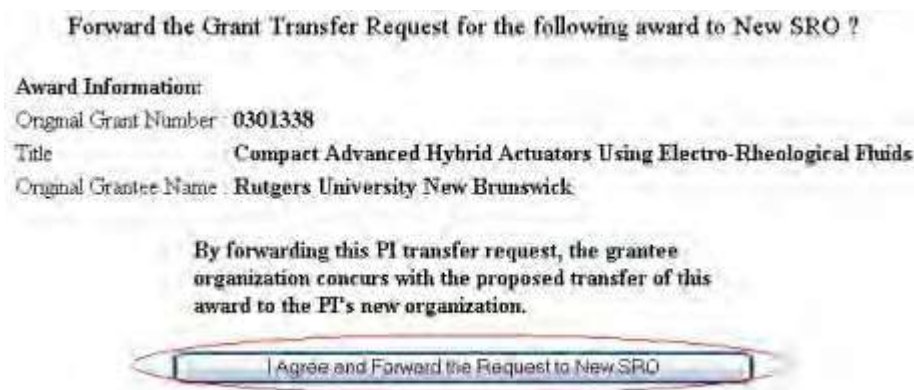


Figure 2 Forward the Grant Transfer Request to New SPO screen. The I Agree and Forward the Request to New SPO button is circled.

- Click the **I Agree and Forward the Request to New SPO** button (Figure 2). The **Grant Transfer Request Forwarded to New SPO** screen displays (Figure 3) with confirmation that the PI Transfer Request has been forwarded to the new SPO.



Figure 3 Grant Transfer Request Forwarded to New SPO screen. The Continue button is circled.

- Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [View transfer request forms](#)
 - [Cancel \(delete\) the transfer request](#)



Figure 4 Click on a Link to Work screen after you have forwarded the PI/PD or co-PI/co-PD Transfer Request to the new SPO.

Return a PI Transfer Request to the PI

- Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Return Transfer Request to PI link is circled.

- On the **Click on a Link to Work** screen (Figure 1), click **Return Transfer Request to PI**. The **Return the Grant Transfer Request to PI** screen displays (Figure 2) with a message for you to confirm that you want to return the request to the PI.



Figure 2 Return the Grant Transfer Request to PI screen with a message for you to confirm that you want to return the request to the PI. The Return button is circled.

- Click the **Return** button (Figure 2). The **Grant Transfer Request Returned to PI** screen displays (Figure 3).

Grant Transfer Request for the following award returned to PI

Award Information:	
Original Grant Number	0208682
Title	Probing the Mechanism and Structure-Function Relations Phenylalanine Hydroxylase
Original Grantee Name	University of California-Los Angeles
E-Mail sent to PI:	
Name:Mahdi Abu-Omar	
EMail:mabumar@purdue.edu	

Figure 3 Grant Transfer Request Returned to PI screen. The Continue button is circled.

- Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with options to:
 - [View transfer request forms](#)
 - [Cancel \(delete\) the transfer request](#)

Click on a Link to Work

<input type="radio"/>	View Transfer Request Forms
<input type="radio"/>	Cancel Transfer Request

Figure 4 Click on a Link to Work screen after you have returned the PI Transfer Request to the PI.
Delete a PI Transfer Request as Original SPO

- Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).

Click on a Link to Work

<input type="radio"/>	Edit Transfer Request Forms
<input type="radio"/>	Check for Completeness
Route the Request:	
<input type="radio"/>	Forward Transfer Request to New SRO
<input type="radio"/>	Return Transfer Request to PI
<input type="radio"/>	Cancel Transfer Request

Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

- On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI Transfer Request.

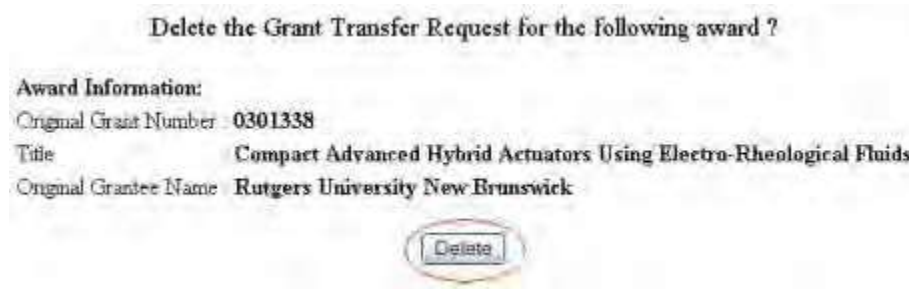


Figure 2 Delete the Grant Transfer Request screen. The Delete button screen is circled.

3. Click the **Delete** button (Figure 2). The PI Transfer Request is deleted.

View PI Transfer Request Forms as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Forward a PI Transfer Request to the New SPO](#) or [Return a PI Transfer Request to the PI](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request Forms button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

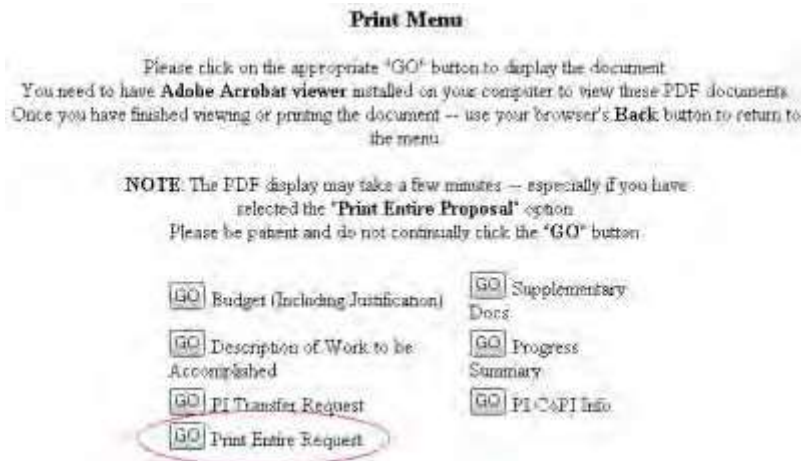


Figure 2 Print Menu screen. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI Transfer Request, click the **Go** button for **Print Entire Request** (Figure 2). The **Grant Transfer Request** screen displays in PDF format (Figure 3).

NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER: SES-0124197
 EXPIRATION DATE OF GRANT: 12/31/2004
 EFFECTIVE DATE OF TRANSFER: 01/01/2007 (becomes effective date of transferred award)
 NEW PROPOSAL NUMBER: Not Yet Assigned

Check the appropriate box(es) if the proposal requested for transfer includes any of the items listed below:

☐ Human Subjects
☐ Vertebrate Animals
☐ Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any) \$ 217,850
 2. Total Disbursements and Unpaid Obligations (at effective date of transfer) (less) \$ 90,000
 3. Unobligated Balance(Amount to be Transferred) (equals) \$ 127,850

Figure 3 NSF Grant Transfer Request screen. The Printer icon is circled.

5. To print the PI Transfer Request, click the **Printer** icon on the upper left of the **Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

New SPO Functions

Work on a PI Transfer Request Forwarded by the Original AOR

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab displays (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | MAIN

Institution: Rutgers University New Brunswick

Forwarded by PI | Requested by SPO | Submitted to NSF

Search for Notifications / Requests for Rutgers University New Brunswick by any of the following:

Award #: 0301338
 PI Last Name: Select
 PI Division/Dept:
 Last Modified (mm/dd/yyyy) From: To: Search

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

1 Notification/Request found.

Award Number	PI Name	PI Division/Department	Notification/Request Type	Entered Date	Action
0301338	Mavroidis,Constantinos	Mechanical, Industrial & Manuf. Eng.	R - PI Transfer	05/28/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Notification/Request Type link is circled for a PI Transfer Request.

2. Find the PI Transfer Request you want to work on (see [Search for Notifications and Requests Forwarded by the PI](#)).
3. Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
Title : Local Inverse Problems
Original Grantee Name : Purdue University
and Address : Young Hall
155 S Grant Street
West Lafayette, IN 479072114
US
Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016
Transfer Organization [New Awardee Organization] [New Primary Place of Performance]
MIT Lincoln Laboratory MIT Lincoln Laboratory
Lincoln Lab AL
244 Wood Street Add/Change New Primary Place Of Performance
Lexington, MA 02420-9108
(View contact information)
US-America/New_York(GMT-5:00)
Select New Awardee Organization
Original Grant Amount \$250,000.00
(including amendments actually awarded, if any)
Total Disbursements and Unpaid Obligations(at start date of transfer) 15071
[Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]
Unobligated Balance \$234,929.00 Calculate
(Amount to be Transferred)
This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.
The proposal requested for transfer includes any of the items listed below:
Human subjects: No
Vertebrate animals: No
Disclosure of lobbying activities: No
FY2018: \$125,000.00 Outstanding Increments

Save & Continue Go Back

 Send Comments to NSF

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

4. On the lower portion of the **Grant Transfer Request** screen (Figure 3), *if the project involves any of the following*, click the radio button next to the category:
 - Human subjects
 - Vertebrate animals
 - Disclosure of lobbying activities (see "[Disclosing Lobbying Activities](#)")

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below:

<input type="checkbox"/> Human subjects (see 4.11)	Exemption Subsection <input type="text"/>	or IRB App. Date (mm/dd/yyyy) <input type="text"/>
<input type="checkbox"/> Vertebrate animals	IACUC App. Date (mm/dd/yyyy) <input type="text"/>	
<input type="checkbox"/> Disclosure of lobbying activities		

Figure 3 Lower portion of the Grant Transfer Request screen.

5. On the lower portion of the **Grant Transfer Request** screen (Figure 3), do either of the following:
 - In the **Exemption Subsection** box, type the exemption number.
 - In the **IRB APP Date** box, type the IRB date (in mm/dd/yyyy format).
6. In the lower portion of the **Grant Transfer Request** screen (Figure 3), in the **IACUC App. Date** box, type the date (in mm/dd/yyyy format).
7. Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 4). You have these options on the **Click on a Link to Work** screen:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Submit transfer request to NSF\(AOR only\)](#)
 - [Return transfer request to the original SPO](#)
 - [Cancel \(delete\) transfer request](#)

Click on a Link to Work	
<input type="radio"/>	Edit Transfer Request Forms
<input type="radio"/>	Check for Completeness
Route the Request:	
<input type="radio"/>	Submit Transfer Request to NSF
<input type="radio"/>	Return Transfer Request to Original SRO
<input type="radio"/>	Cancel Transfer Request

Figure 4 Click on a Link to Work screen with the new SPO's options for working on the PI Transfer Request.

Work on a PI Transfer Request Forwarded by the Original AOR

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab displays (Figure 1) (see [Access Notifications and Requests as an SPO/AOR](#)).

Notifications & Requests | MAIN ▶ Institution: Rutgers University New Brunswick

Forwarded by PI Requested by SPD Submitted to NSF

Search for Notifications / Requests for Rutgers University New Brunswick by any of the following:

Award #: 0301338 Last Modified (mm/dd/yyyy)

PI Last Name: Select From: To: Search

PI: Division/Dept:

Work in Progress

Click on the Notifications/Requests link to continue to administer N/R functions. Submit or Delete records using the links in the Action column. Sort results by clicking column title.

1 Notification/Request found.

Award Number	PI Name	PI Division / Department	Notification/Request Type	Forwarded Date	Action
0301338	Mavroidis, Constantinos	Mechanical, Industrial & Manuf. Eng.	R - PI Transfer	05/28/2004	Submit Delete

Figure 1 Notifications and Requests screen on the Forwarded by PI tab. The Notification/Request Type link is circled for a PI Transfer Request.

- Find the PI Transfer Request you want to work on (see [Search for Notifications and Requests Forwarded by the PI](#)).
- Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request.

Award Information **PAPPG**

Original Grant Number : DMS-1600327 End Date of Grant: 06/30/2019
 Title : Local Inverse Problems
 Original Grantee Name : Purdue University
 and Address : Young Hall
 155 S Grant Street
 West Lafayette, IN 479072114
 US
 Time Zone : US-America/New_York(GMT-5:00)

Request Details

Start Date of Transfer (mm/dd/yyyy) 12/30/2016
 Transfer Organization [New Awardee Organization] [New Primary Place of Performance]
 MIT Lincoln Laboratory MIT Lincoln Laboratory
 Lincoln Lab AL
 244 Wood Street Add/Change New Primary Place Of Performance
 Lexington, MA 02420-9108
 (View contact information)
 US-America/New_York(GMT-5:00)
 Select New Awardee Organization

Original Grant Amount \$250,000.00
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at start date of transfer) 15071
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance \$234,929.00 Calculate
 (Amount to be Transferred)

This is the single opportunity to provide the correct dollar amount to be transferred, please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

FY2018: \$125,000.00 Outstanding Increments

Save & Continue Go Back



Send Comments to NSF

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

- On the lower portion of the **Grant Transfer Request** screen (Figure 3), if the project involves any of the following, click the radio button next to the category:

- Human subjects
- Vertebrate animals
- Disclosure of lobbying activities (see "[Disclosing Lobbying Activities](#)")

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below.

☐ Human subjects (SPS II C.11) Exemption Subsection or IRB App. Date (mm/dd/yyyy)

☐ Vertebrate animals IACUC App. Date (mm/dd/yyyy)

☐ Disclosure of lobbying activities

Figure 3 Lower portion of the Grant Transfer Request screen.

- On the lower portion of the **Grant Transfer Request** screen (Figure 3), do either of the following:
 - In the **Exemption Subsection** box, type the exemption number.
 - In the **IRB APP Date** box, type the IRB date (in mm/dd/yyyy format).
- In the lower portion of the **Grant Transfer Request** screen (Figure 3), in the **IACUC App. Date** box, type the date (in mm/dd/yyyy format).
- Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 4). You have these options on the **Click on a Link to Work** screen:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Submit transfer request to NSF](#) (AOR only)
 - [Return transfer request to the original SPO](#)
 - [Cancel \(delete\) transfer request](#)

Click on a Link to Work
Edit Transfer Request Forms
Check for Completeness
Route the Request:
Submit Transfer Request to NSF
Return Transfer Request to Original SRO
Cancel Transfer Request

Figure 4 Click on a Link to Work screen with the new SPO's options for working on the PI Transfer Request.

Edit Transfer Request Forms as New SPO

- Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Transfer Request Forwarded by the Original AOR](#)).



Figure 1 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
- [Progress Summary](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [Description of Work to Be Accomplished](#) (required)
 - [Supplementary Documents](#)
 - [Add/Delete Senior Personnel](#)
- (Click on a link above for the instructions for that form.)

Forms for Temp. Proposal #7664560
SE ProdValid Jenkins Test

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	02/17/16	<input type="button" value="GO"/> Project Summary	02/17/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	02/17/16
<input type="button" value="GO"/> References Cited	02/17/16	<input type="button" value="GO"/> Biographical Sketches	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification)	02/17/16	<input type="button" value="GO"/> Current and Pending Support	02/17/16
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	02/17/16	<input type="button" value="GO"/> Proposal Classification	

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	02/17/16
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	

Single Copy Documents

<input type="button" value="GO"/> Collaborators and Other Affiliations	
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Figure 2 Form Preparation screen.

Check for Completeness as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Transfer Request Forwarded by the Original AOR](#)).

Click on a Link to Work	
•	Edit Transfer Request Forms
•	Check for Completeness
Route the Request:	
•	Submit Transfer Request to NSF
•	Return Transfer Request to Original SRO
•	Cancel Transfer Request

Figure 1 Click on a Link to Work screen. The Check for Completeness button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

If the PI Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2 with a message on which forms still require completion for submission.

Completeness Checking of Request for Grant Transfer	
Award Information:	
Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> • Please complete Description of work </div>	

Figure 2 Completeness Checking of Request for Grant Transfer screen. Circled is the message of what form requires completion for submission.

If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be submitted to NSF (see [Submit a PI Transfer Request](#)).

Completeness Checking of Request for Grant Transfer

Award Information:	
Original Grant Number	0301338
Title	Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name	Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Submit a PI Transfer Request to NSF (AOR only)

Only the new SPO can submit the PI Transfer Request to NSF.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Transfer Request Forwarded by the Original AOR](#)).

Click on a Link to Work

<input type="radio"/> Edit Transfer Request Forms
<input type="radio"/> Check for Completeness
Route the Request:
<input type="radio"/> Submit Transfer Request to NSF
<input type="radio"/> Return Transfer Request to Original SRO
<input type="radio"/> Cancel Transfer Request

Figure 1 Click on a Link to Work screen. The Submit Transfer Request to NSF link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Submit Transfer Request to NSF**.

*If the request is not complete, the **Completeness Checking of Request for Grant Transfer** screen displays (Figure 2) with a message on what forms require completion for submission to NSF.*

Completeness Checking of Request for Grant Transfer

Award Information:

Original Grant Number : 0407644

Title : Quantum Dynamics in Random Media, QED and Renormalization

Original Grantee Name : New York University

• Please complete Budget Justification for Inst.Id:0026278000

Figure 2 Completeness Checking of Request for Grant Transfer screen with the message on what needs to be completed for submission.

Click the **Go Back** button to return to the **Click on a Work to Link** screen (Figure 3) to complete the required forms (see [Edit Transfer Budget Form Introduction](#)).

*If the request is complete, the **Grant Transfer Request Is Ready for Submission to NSF** screen displays (Figure 3).*

Grant Transfer Request is ready for submission to NSF
Click 'Continue' button to proceed with submission

Award Information:

Original Grant Number : 0407644

Title : Quantum Dynamics in Random Media, QED and Renormalization

Original Grantee Name : New York University

Continue

Figure 3 Grant Transfer Request Is Ready for Submission screen. The Continue button is circled.

3. Click the **Continue** button (Figure 3). The **Submit Grant Transfer Request to NSF** screen displays (Figure 4).

Drug Free Work Place Certification
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug Free Work Place Certification contained in Exhibit II-3 of the Grant Proposal Guide.

Debarment and Suspension Certification
Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No
☐ Yes (If "yes" please provide an explanation below)

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

Certification Regarding Lobbying
This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification Regarding Unpaid Federal Tax Liability
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal Tax Liability:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Certification Regarding Criminal Convictions
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Criminal Convictions:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has not been convicted of a felony criminal violation under any Federal law within the 24 months preceding the date on which the certification is signed.

Sign **Cancel**

Figure 4 Submit Grant Transfer Request to NSF screen. The Debarment and Suspension Certification section and the Submit button are circled.

4. In the **Debarment and Suspension Certification** section (Figure 4), click the radio button for Yes or No.
5. If you clicked the radio button for Yes, type an explanation in the box (Figure 4).
6. Click the **Sign and Submit** button (Figure 6). The **Grant Transfer Request Submitted to NSF** screen displays (Figure 5) with a list of the people who will receive an email that the request has been submitted to NSF.

Grant Transfer Submitted to NSF

Award Information:	
Original Grant Number:	0407644
Title:	Quantum Dynamics in Random Media: QED and Renormalization
Original Grantee Name:	New York University

E-Mail sent to PI:

Name: Thomas Chen EMail: tchen@math.princeton.edu

E-Mail sent to Original SPO:

Name: Mauro Kathleen EMail: kthleen.mauro@nyu.edu
 Name: Louth Richard EMail: richard.louth@nyu.edu
 Name: Thompson Kenneth EMail: kthomp@cis.nyu.edu
 Name: Schulman Kimberly EMail: kschulman@nyu.edu
 Name: Bury Susan EMail: sbury@nyu.edu
 Name: O'Hara Amy EMail: amy.ohara@nyu.edu
 Name: Taloomi Clavin EMail: ctaloomi@nyu.edu
 Name: Marino Carmine EMail: carmine.marino@cis.nyu.edu
 Name: Childress W. Stephen EMail: wchildress@math3.nyu.edu
 Name: Kirby Tim EMail: tim.kirby@nyu.edu
 Name: Garrison Alexandra EMail: alexgarrison@nyu.edu
 Name: Dunne Martha EMail: osp.agency@nyu.edu
 Name: Swan Hiro EMail: hswan@nyu.edu
 Name: Kramer Deborah EMail: deborah.kramer@nyu.edu
 Name: Newman Charles EMail: newman@cis.nyu.edu
 Name: Hayes Joseph EMail: joseph.hayes@nyu.edu

E-Mail sent to NSF Program Offices:

EMail: fmal@nsf.gov
 EMail: hward@nsf.gov

[Continue](#)

Figure 5 Grant Transfer Request Submitted to NSF screen with the list of the individuals who will be notified on the new status of the PI Transfer Request. The **Continue** button is circled.

- Click the **Continue** button (Figure 5). The **Click on a Link to Work** screen displays (Figure 6) with only the option to view the transfer request.

Click on a Link to Work

[View Transfer Request Forms](#)

[Go Back to Transfer Request Start Page](#)

[Go Back to Notifications & Requests](#)

Figure 6 Click on a Link to Work screen after you have submitted the PI Transfer Request to NSF.

Return a PI Transfer Request to the Original SPO

- Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Transfer Request Forwarded by the Original AOR](#)).



Figure 1 Click on a Link to Work screen. The Return Transfer Request to Original SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Return Transfer Request to Original SPO**. The **Return the Grant Transfer Request to Original SPO** screen displays (Figure 2).



Figure 2 Return the Grant Transfer Request to Original SPO screen. The Return button is circled.

3. Click the **Return** button (Figure 2). The **Grant Transfer Request Returned to Original SPO** screen displays (Figure 3) with a list of the recipients of an email communicating that the PI Transfer Request has been returned to the original SPO.

Grant Transfer Request for the following award returned to Original SPO

Award Information:	
Original Grant Number	0407644
Title	Quantum Dynamics in Random Media: QED and Renormalization
Original Grantee Name	New York University

E-Mail sent to PI

Name Thomas Chen EMail tchen@math.princeton.edu

E-Mail sent to Original SPO

Name Mauro Raffaele EMail raffaele.mauro@nyu.edu
 Name Lorch Richard EMail richard.lorch@nyu.edu
 Name Thompson Kenneth EMail kthomp@uic.edu
 Name Schulman Kimberly EMail kschulm@nyu.edu
 Name Burke Susan EMail susan.burke@nyu.edu
 Name O'Hara Katy EMail kathy.ohara@nyu.edu
 Name Zolotarev Vadim EMail vadim.zolotarev@nyu.edu
 Name Marini Camille EMail marini@uic.edu
 Name Childress W. Stephen EMail childress@math3.nyu.edu
 Name Kirby Tim EMail tim.kirby@nyu.edu
 Name Garrison Alexandra EMail alex.garrison@nyu.edu
 Name Durso Martha EMail mdp_agency@nyu.edu
 Name Dinan Erol EMail erol@nyu.edu
 Name Kramer Deborah EMail deborah.kramer@nyu.edu
 Name Newman Charles EMail charlesnewman@uic.edu
 Name Hayes Joseph EMail joseph.hayes@nyu.edu

Continue

Figure 3 Grant Transfer Request Returned to Original SPO screen with a list of the individuals who will be notified of the status of the PI Transfer Request. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [View transfer request forms](#)
 - [Cancel \(delete\) the transfer request](#)

Click on a Link to Work

 View Transfer Request Forms
 Cancel Transfer Request

Figure 4 Click on a Link to Work screen after you have returned a PI Transfer Request to the original SPO.

Delete a PI Transfer Request as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Request Forwarded by the Original AOR](#)).



Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI Transfer Request.



Figure 2 Delete the Grant Transfer Request screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The **Grant Transfer Request Deleted** screen displays (Figure 3) with the message that the PI Transfer Request has been deleted and with a list of people who will be notified by email of the deletion.



Figure 3 Grant Transfer Request Deleted screen.

View a PI Transfer Request as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Submit a PI Transfer to NSF](#) (AOR only) or [Return a PI Transfer Request to the Original SPO](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

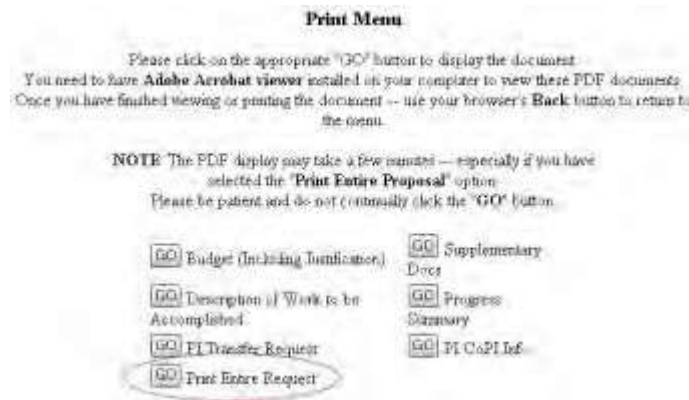
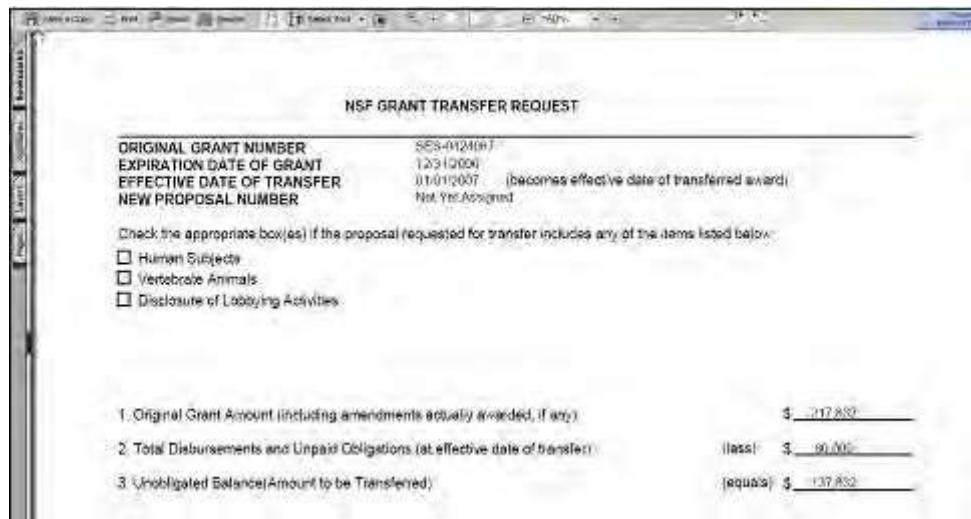


Figure 2 Print Menu screen for the PI Transfer Request. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI Transfer Request, click the **Go** button (Figure 2) for **Print Entire Request**. The **NSF Grant Transfer Request** screen displays in PDF format (Figure 3).



NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER	SES-0124167
EXPIRATION DATE OF GRANT	12/31/2004
EFFECTIVE DATE OF TRANSFER	01/01/2007 (becomes effective date of transferred award)
NEW PROPOSAL NUMBER	Not Yet Assigned

Check the appropriate box(es) if the proposal requested for transfer includes any of the items listed below:

☐ Human Subjects

☐ Vertebrate Animals

☐ Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any)	\$ 217,852
2. Total Disbursements and Unpaid Obligations (at effective date of transfer)	(less) \$ 90,000
3. Unobligated Balance(Amount to be Transferred)	(equals) \$ 137,852

Figure 3 NSF Grant Transfer Request screen.

5. To print the PI Transfer Request, click the **Printer** icon on the top left of the **NSF Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

PI Transfer Forms

Edit Transfer Request Forms Introduction

1. Access the **Click on a Link to Work** screen (Figure 1):
 - If you are a PI, see [Prepare a PI Transfer Request as a PI](#).
 - If you are the original SPO, see either of the following:
 - [Prepare a PI Transfer Request as an SPO/AOR](#)
 - [Work on a PI Transfer Request Forwarded by a PI](#)
 - If you are the new SPO, see [Work on a PI Transfer Request Forwarded by the Original AOR](#).



Click on a Link to Work

- [Update Contact Information](#)
- [Edit Transfer Request Forms](#)
- [Check for Completeness](#)

Route the Request:

- [Forward Transfer Request to Original SRO](#)
- [Cancel Transfer Request](#)

Figure 1 Click on a Link to Work screen (as it displays in the case of the PI). The **Edit Transfer Request Forms** link is circled.

- On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - [Progress Summary](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [Description of Work to Be Accomplished](#) (required)
 - [Supplementary Documents](#)
 - [Add/Delete Senior Personnel](#)
 (Click on a link above for the instructions for that form.)

Forms for Temp. Proposal #8000042

Form Preparation

To prepare a form, click on the appropriate button below:

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15	Supplementary Documents	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 2 Form Preparation screen.

Edit Transfer Request Forms Introduction

- Access the **Click on a Link to Work** screen (Figure 1):
 - If you are a PI, see [Prepare a PI Transfer Request as a PI](#).
 - If you are the original SPO, see either of the following:
 - [Prepare a PI Transfer Request as an SPO/AOR](#)
 - [Work on a PI Transfer Request Forwarded by a PI](#)
 - If you are the new SPO, see [Work on a PI Transfer Request Forwarded by the Original AOR](#).

Click on a Link to Work

- ☐ [Update Contact Information](#)
- ☒ [Edit Transfer Request Forms](#)
- ☐ [Check for Completeness](#)
- Route the Request:**
 - ☐ [Forward Transfer Request to Original SRO](#)
 - ☐ [Cancel Transfer Request](#)

Figure 1 Click on a Link to Work screen (as it displays in the case of the PI). The **Edit Transfer Request Forms** link is circled.

- On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:

- [Progress Summary](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [Description of Work to Be Accomplished](#) (required)
 - [Supplementary Documents](#)
 - [Add/Delete Senior Personnel](#)
- (Click on a link above for the instructions for that form.)

Forms for Temp. Proposal #800042

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15		
Supplementary Documents			
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="Go Back"/>			

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 2 Form Preparation screen.

Progress Summary for PI Transfer

The Progress Summary is a required form.

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms](#) [Introduction](#)).

Forms for Temp. Proposal #800042

Form Preparation

To prepare a form, click on the appropriate button below.


Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15		
Supplementary Documents			
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="Go Back"/>			

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 1 Form Preparation screen. The Go button for Progress Summary is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Progress Summary. The **Progress Summary** screen displays (Figure 2). You have these options:
 - [Enter the Progress Summary in the text box](#)
 - [Upload the Progress Summary](#)



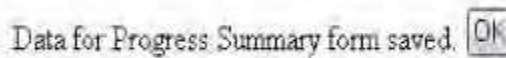
Progress Summary

Enter text for the Progress Summary or click on "Transfer File" to upload a file
Type in the Progress Summary here.

Save Text Delete Text Transfer File

Figure 2 **Progress Summary screen.**
Enter the Progress Summary in the Text Box

1. On the **Progress Summary** screen (Figure 2), in the **Progress Summary** box type or copy and paste the progress status for the project.
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with the message that the Progress Summary form has been saved.



Data for Progress Summary form saved. OK

Figure 3 **Screen with the message that the Progress Summary has been saved.**

3. Click the **OK** button (Figure 3). The PI Transfer **Form Preparation** screen displays.

Upload a Progress Summary

1. Prepare a word-processing document with the Progress Summary.
2. On the **Progress Summary** screen (Figure 2), click the **Transfer File** button. The **Progress Summary File Upload** screen displays (Figure 4). See [Upload a File](#) for instructions on how to upload the file.



Progress Summary

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files.
These files will automatically be converted to PDF format

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse

Upload File

Figure 4 **Progress Summary File Upload screen.**

3. Once you have accepted the upload, the **Progress Summary File Upload** screen displays (Figure 5) with these options:
 - [View the current Progress Summary](#)
 - [Delete the current Progress Summary](#)
 - [Upload a new Progress Summary](#)



Figure 5 Progress Summary File Upload screen with options to view and delete the uploaded Progress Summary.

Display Current Progress Summary

Click the **Display Current Progress Summary** button (Figure 5). The previously uploaded Progress Summary displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Progress Summary

1. Click the **Delete Current Progress Summary** button (Figure 5). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The document is deleted.

Upload a New Progress Summary

Follow the directions in [Upload a File](#). Uploading a new Progress Summary automatically replaces the previous one.

Budgets (Including Justification) for PI Transfer

The Budgets (Including Justification) is a required form.

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with *Grant Proposal Guide* (GPG) instructions described in Chapter II.C.2. The GPG requires submission of: Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal**.

Note that for **conference/symposium/workshop**, **international travel grant** proposals, or **program solicitations**, submission instructions may deviate from the GPG instructions. If the submission instructions do not require a section to be provided, insert text or upload a document in that section of the proposal that states, "Not Applicable." Doing so will enable FastLane to accept your proposal.

Forms for Temp. Proposal #8000042

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15		

Supplementary Documents

<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Other Supplementary Docs	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

- On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2).

Project Budget			
Organization	Year	Amount	Last Mod. Date
Northeastern University	1 Funds	\$70,014	Dec-22-2003 16:52:11
Budget Justification			
<input type="button" value="Go Back"/>			

Figure 2 Project Budget screen.

See [Budgets \(Including Justification\)](#) and [Create a Budget, Step 2](#) for instructions on how to complete a budget for the subawardee organization.

Description of Work to be Accomplished for PI Transfer

The Description of Work to be Accomplished is a required form.

- Prepare a Description of Work to be Accomplished in a word-processing document. See [Acceptable Formats for FastLane](#) for a list of all the formats that FastLane accepts.
- Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

Forms for Temp. Proposal #S000042

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15		

Supplementary Documents

<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Other Supplementary Docs	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 1 Form Preparation screen. The Go button for Description of Work to be Accomplished is circled.

- On the **Form Preparation** screen (Figure 1), click the **Go** button for Description of Work to be Accomplished. The **Description of Work to be Accomplished File Upload** screen displays (Figure 2).

Description of work to be Accomplished

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window)

Follow this link for [New Upload Instructions](#) (Opens new window)

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload.

Figure 2 Description of Work to be Accomplished File Upload screen.

- Follow the directions in [Upload a File](#) to upload the Description of Work to be Accomplished. When you have accepted the upload, the **Description of Work to be Accomplished File Upload** screen displays (Figure 3) with these options:
 - [Display Current Description of Work to be Accomplished](#)
 - [Delete Current Description of Work to be Accomplished](#)
 - [Upload a New Description of Work to be Accomplished](#)

Figure 3 Description of Work to be Accomplished Upload screen with options to View or Delete an uploaded Description of Work to be Accomplished.

Display Current Description of Work to be Accomplished

Click the **Display Current Description of Work to be Accomplished** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Description of Work to be Accomplished

1. Click the **Delete Current Description of Work to be Accomplished** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **PI Transfer Form Preparation** screen displays (Figure 1).

Upload a New Description of Work to be Accomplished

Follow the directions in [Upload a File](#). Uploading a new Description of Work to be Accomplished automatically replaces the file that was previously uploaded.

Supplementary Documents for PI Transfer

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 1 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Supplementary Docs. The **Other Supplementary Docs** screen displays (Figure 2). You have two options on this screen:
 - [Enter Other Supplementary Documents in the text box](#)
 - [Upload Supplementary Documents](#)

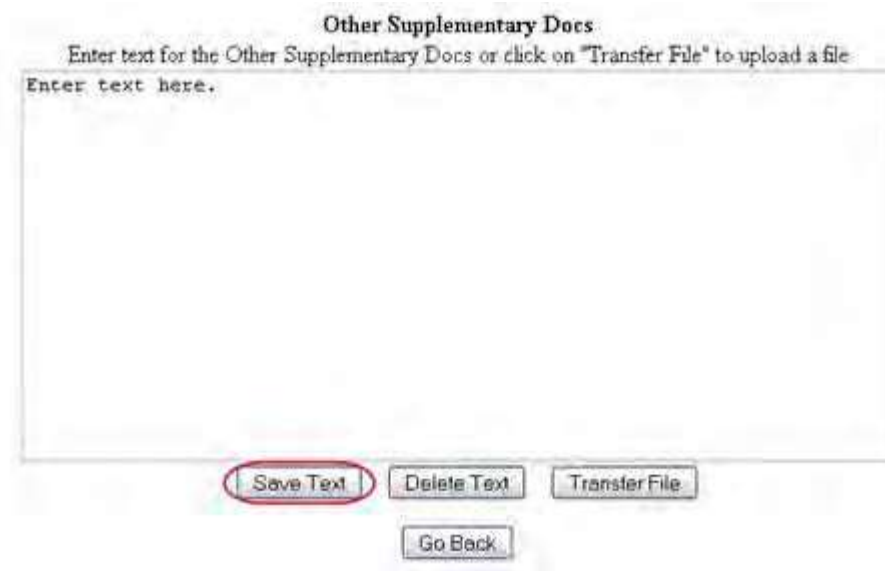


Figure 2 Supplementary Docs screen. The Save Text button is circled.

Enter Other Supplementary Documents in the Text Box

1. Type in or copy and paste the Other Supplementary Document in the text box (Figure 2).
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with the message that the Supplementary Document data is saved.

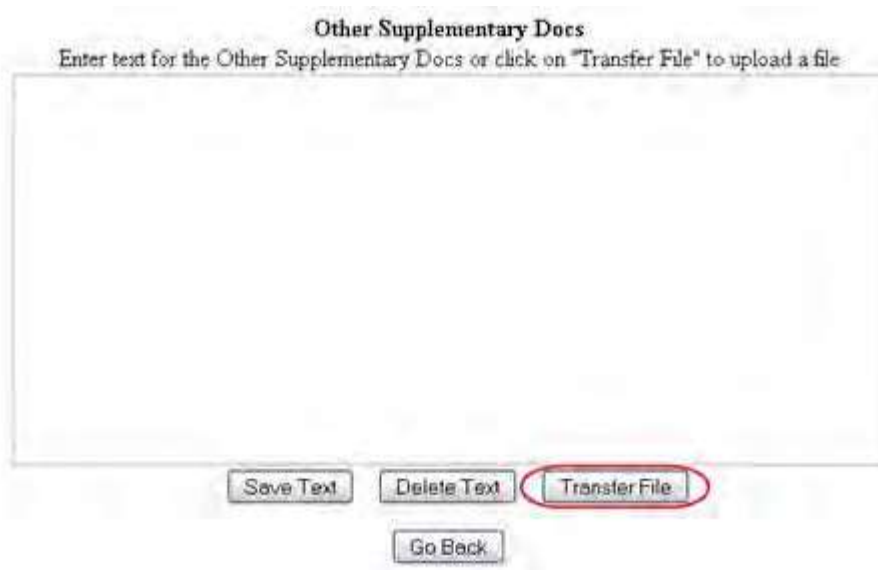
Data for Other Supplementary Docs form saved.

Figure 3 Screen with the message that the Other Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Other Supplementary Documents

1. On the **Other Supplementary Docs** screen (Figure 4), click the **Transfer File** button. The **Supplementary Document File Upload** screen displays (Figure 5). See [Upload a File](#) for directions.



Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Save Text Delete Text **Transfer File** Go Back

Figure 4 Other Supplementary Docs screen. The Transfer File button is circled.



Supplementary Documents

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

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Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse Upload File

Figure 5 Supplementary Documents File Upload screen.

Once the Supplementary Document has been uploaded, the **Supplementary Document File Upload** screen displays as in Figure 6.



Figure 6 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- [Display Current Supplementary Docs](#)
- [Delete Current Supplementary Docs](#)
- [Upload a Supplementary Document](#)

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 6). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 6). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If a **Supplementary Document** has already been uploaded and you want to write a new **Supplementary Document** in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 6), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 6).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to **Supplementary Docs**. The **Supplementary Docs** screen displays with the text box. See [Enter the Supplementary Document in the Text Box](#).

Add/Delete Non-Co-PI Senior Personnel for PI Transfer

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

Forms for Temp. Proposal #8000042

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	12/30/15	Supplementary Documents	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

¹Please be advised that many Postdoctoral Fellowship programs do not require, and may not allow, submission of a separate mentoring plan if the proposal is submitted to NSF by an individual applicant. Please refer to the specific Fellowship program solicitation to determine whether or not submission of the postdoctoral researcher mentoring plan is required.

Figure 1 Form Preparation screen. The **Go** button for **Add/Delete Non-Co-PI Senior Personnel** is circled.

2. On the PI Transfer **Form Preparation** screen, click the **Go** button for **Add/Delete Non-Co-PI Senior Personnel** (Figure 1). The **Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2).

Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7200347

To Add a new Non Co-PI Senior Personnel to proposal #7200347, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button

Enter the first name, middle initial, and last name.

First Name: _____

Middle Initial: _____

Last Name: _____

Figure 2 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to the Proposal

screen.

3. See [Add/Delete Non-Co-PI Senior Personnel](#) for instructions on how to add or delete non-Co-PI Senior Personnel.

Change PI/Add or Change Co-PI

What Is the Change PI and Add/Change Co-PI Request?

If your organization wants to continue an NSF grant project with a new PI or if you want to add or change Co-PIs, you must submit a Change PI and Add/Change Co-PI Request to NSF.

The new PI or Co-PIs must be registered with FastLane to gain NSF approval. The request *must*

contain the following:

- Biographical Sketch of the PI or Co-PI
- Current and Pending Support document detailing any current and pending financial support to the PI/Co-PI for this or other projects
- Justification for the change of PI or addition or change of Co-PIs

See [Prepare a Change PI and Add/Change Co-PI Request](#) for instructions for working on this request.

What Is the Change PI and Add/Change Co-PI Request?

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- Justification for the change of PI or addition or change of Co-PIs

See [Prepare a Change PI and Add/Change Co-PI Request](#) for instructions for working on this request.

Prepare a Change PI Request

Prepare a Change PI and Add/Change Co-PI Request

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

FastLane PI/CO-PI Management
Award and Reporting Functions | HOME

NSF Home | News | Site Map | PAPPG | Send Comments | FastLane Help
Change Password | Logout

Notifications & Requests | MAIN

PI Organization: Purdue University

Prepared by PI | All by Status

Prepare a New Notification or Request for Award #: 1600327

Award Amount: \$250,000.00
End Date: 06/30/2019
Division: Division Of Mathematical Sciences
Award Title: Local Inverse Problems
Awardee Organization: Purdue University
PI/PO: Stefanov, Ramen

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input checked="" type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Prepare Cancel

Figure 1 Prepare a New Notification or Request screen. Select The radio button for Change PI and Add/Change Co-PI and then the Prepare button.

- On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Change PI and Add/Change Co-PI in the **Grantee Request Types** list.
- Click the **Prepare** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2). You have these options on this screen:
 - Change the PI
 - Replace the PI with a Co-PI
 - Change the current Co-PIs

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI	
Alan Alphanan	

PROPOSED PI INFORMATION				
*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME	
Proposed PI:				
Replace Current PI w/ Current co-PI:	Please select from list below:			

CURRENT CO-PI(s)	
CTRL + click to multiple select	Please select from list below:

PROPOSED CO-PI INFORMATION				
*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME	
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents	<input type="button" value="Save"/>
3 Justification	<input type="button" value="Update"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Figure 2 Request for Change PI and Add/Change Co-PI screen.

For any of these options, you must complete these steps in the following order:

- [Confirm the eligibility of the proposed PI or Co-PI](#) Confirm the registration of the PI or Co-PI with NSF
- [Upload the Associated Documents](#)

Upload the Biographical Sketch for the proposed PI or Co-PI and the Current and Pending Support and Substitute Negotiator documents

3. [Type a Justification](#) for the change of PI or addition/change of Co-PI (Click on a link above for instructions for that step.)

You must complete these steps for each individual you propose as a new PI or Co-PI.

Note: The Substitute Negotiator document is submitted in cases where a former NSF employee or IPA is being reappointed as PI or Co-PI to an award with which they were previously involved.

Note: When you complete a step, the section for the next step is activated on the **Request for Change PI and Add/Change PI** screen (Figure 2).

When you have completed your work on the **Request for Change PI and Add/Change Co-PI Request** screen, click the **Save** button (Figure 3) to save the Change PI Request. The **View Request for Change PI and Add/Change Co-PI Request** screen displays (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphanan	Co-PI replacing PI: jsmith@bogus.com	John Smith

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

John Smith

2 Associated Documents ✔

3 Justification

Type the justification for the change in PI here.

Save

Figure 3 Request for Change PI and Add/Change Co-PI screen with the sections for Step 2, Associated Documents, and Step 3, Justification, activated. The Save button is circled.

Request for Award 1504659 - Change PI and Add/Change Co-PI
 Status: Forwarded to SPO Top: Guidance: PAPPB

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julie Libarkin	Proposed New PI: slepcov@math.ou.edu	Dejen Slepcev

[Dejen Slepcev](#)

2 Associated Documents
 A Biographical Sketch [\(PDF 11.0.1.1\)](#) and Current and Pending Support [\(PDF 11.0.1.1\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.
 In cases where a former employee or IPA is being reappointed as a PI or co-PI to an award they were previously involved with, documentation from the AOR designating a substitute negotiator [\(PDF 11.0.1.1\)](#) is required to be submitted.

*Biographical Sketch [View Uploaded Document](#)
 (Two page limit)

*Current and Pending Support [View Uploaded Document](#)
 Support Document:

Substitute Negotiator: [View Uploaded Document](#)

3 Justification

*Justification for the Request Test Justification

[Return to PI](#) [Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to NSF](#)

Figure 4 Request for Change PI and Add/Change Co-PI screen. The buttons for **Modify Request**, **Delete Request**, and **Forward to SPO** (if you are a PI) or **Submit to NSF** (if you are an SPO) are now activated.

On the **View Request for Change PI and Add/Change Co-PI** screen (Figure 4), the buttons for other functions are activated to give you these options:

- [Modify the request](#)
 - [Delete the request](#)
 - [Forward the Request to the SPO](#) (if you are a PI) or [Submit the request to NSF](#) (if you are an AOR)
- (Click on a link above for instructions for that option.)

Prepare a Change PI and Add/Change Co-PI Request

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

FastLane PI/CO-PI Management - Award and Reporting Functions | HOME

NSF Home | News | Site Map | PAPPG | Send Comments | FastLane Help
Change Password | Logout

Notifications & Requests | MAIN

PI Organizations: Purdue University

Prepared by PI | All by Status

Prepare a New Notification or Request for Award #: 1600327

Award Amount: \$250,000.00
 End Date: 06/30/2019
 Division: Division Of Mathematical Sciences
 Award Title: Local Inverse Problems
 Awardee Organization: Purdue University
 PI/PD: Stefanov, Ramen

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
		<input type="radio"/> Subawarding, Transferring or Contracting Out Part of an NSF Award	PAPPG
		<input type="radio"/> PI Transfer	PAPPG
		<input checked="" type="radio"/> Change PI and Add/Change Co-PI	PAPPG

*Topic Guidance is provided through the Proposal & Award Policies & Procedures Guide (PAPPG) reference.

Prepare Cancel

Figure 1 Prepare a New Notification or Request screen. Select The radio button for Change PI and Add/Change Co-PI and then the Prepare button.

- On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Change PI and Add/Change Co-PI in the **Grantee Request Types** list.
- Click the **Prepare** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2). You have these options on this screen:
 - Change the PI
 - Replace the PI with a Co-PI
 - Change the current Co-PIs

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI	
Alan Alphanan	

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:				
Replace Current PI w/ Current co-PI:	Please select from list below:			

CURRENT CO-PI(s)	
CTRL + click to multiple select	Please select from list below:

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#)

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents	<input type="button" value="Save"/>
3 Justification	<input type="button" value="Update"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Figure 2 Request for Change PI and Add/Change Co-PI screen.

For any of these options, you must complete these steps in the following order:

- [Confirm the eligibility of the proposed PI or Co-PI](#) Confirm the registration of the PI or Co-PI with NSF
- [Upload the Associated Documents](#)

Upload the Biographical Sketch for the proposed PI or Co-PI and the Current and Pending Support and Substitute Negotiator documents

[Type a Justification](#) for the change of PI or addition/change of Co-PI (Click on a link above for instructions for that step.)

You must complete these steps for each individual you propose as a new PI or Co-PI.

Note: The Substitute Negotiator document is submitted in cases where a former NSF employee or IPA is being reappointed as PI or Co-PI to an award with which they were previously involved.

Note: When you complete a step, the section for the next step is activated on the **Request for Change PI and Add/Change PI** screen (Figure 2).

When you have completed your work on the **Request for Change PI and Add/Change Co-PI Request** screen, click the **Save** button (Figure 3) to save the Change PI Request. The **View Request for Change PI and Add/Change Co-PI Request** screen displays (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphanan	Co-PI replacing PI: jsmith@bogus.com	John Smith

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

2 Associated Documents ✔

3 Justification

Type the justification for the change in PI here.

Save

Figure 3 Request for Change PI and Add/Change Co-PI screen with the sections for Step 2, Associated Documents, and Step 3, Justification, activated. The Save button is circled.

Request for Award 0707542 - Change PI and Add/Change Co-PI
Status: Prepared Topic Guidance: PAPP6

1 Confirmed Eligibility [Frasca Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI	ETH Date	Proposed New PI: eduardo.blanco@unl.edu	2 Eduardo Blanco

[Eduardo Blanco](#)

2 Associated Documents

A Biographical Sketch (PAPP6, I.C.1.1) and Current and Pending Support (PAPP6, I.C.1.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending Support: [View Uploaded Document](#)
Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or PI is being reappointed as a PI or co-PI a Substitute Negotiator form is required (PAPP6, I.C.1.1): [Sample Substitute Negotiator Document](#)

3 Justification

*Justification for the Request: Justification Note

[Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to NSF](#)

Figure 4 Request for Change PI and Add/Change Co-PI screen. The buttons for **Modify Request**, **Delete Request**, and **Forward to SPO** (if you are a PI) or **Submit to NSF** (if you are an SPO) are now activated.

On the **View Request for Change PI and Add/Change Co-PI** screen (Figure 4), the buttons for other functions are activated to give you these options:

- [Modify the request](#)
 - [Delete the request](#)
 - [Forward the Request to the SPO](#) (if you are a PI) or [Submit the request to NSF](#) (if you are an AOR)
- (Click on a link above for instructions for that option.)

Step 1 Confirm the Eligibility of the Proposed PI/Co-PI

Access the **Request for Change PI and Add/Change Co-PI** screen (Figure 1) (see [Prepare a Change PI and Add/Change Co-PI Request](#)). The screen gives you the options to:

- [Change the PI](#)
- [Replace the PI with a current Co-PI](#)
- [Change the current Co-PI](#)

(Click on a link above for instructions for that option.)

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI	
Alan Alphanan	

PROPOSED PI INFORMATION				
*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME	
Proposed PI:				
Replace Current PI w/ Current co-PI:	Please select from list below:			

CURRENT CO-PI(s)	
CTRL + click to multiple select	Please select from list below:

PROPOSED CO-PI INFORMATION				
*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME	
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Figure 1 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. *Change the PI*

- On the **Request for Change PI and Add/Change Co-PI** screen (Figure 2), in the **Proposed PI** box or **Proposed Co-PI** box, enter the NSF ID or alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field for the new PI or Co-PI you want to propose.

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click **"Check"** to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click **"Check"** to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click **"Check"** to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click **"Check"** to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click **"Check"** to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI				
Alan Alphaman				

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	jalan@nsf.gov	alan		
Replace Current PI w/Current co-PI:	Please select from list below: ▼			

CURRENT CO-PI(s)	
CTRL + click to multiple select	Please select from list below: ▼

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				

Check Contact your SPO if the expected name is not associated with the entered information.

Figure 2 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The Check button is circled.

- Click the **Check** button (Figure 2). FastLane checks to see if the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF. If any of those data elements are registered, a check mark and the name of the PI display in the fields next to the search criteria (Figure 3). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

Request for Award 0707551 - Change PI and Add/Change Co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)		PROPOSED NAME(S)
Current PI:	Alan Alphaman	Proposed New PI:	jalan@nsf.gov	John Alan

Figure 3 Confirm Eligibility of Proposed PI/Co-PI section of the Request for Change PI and Add/Change Co-

PI screen. A check mark and the name of the new PI display. This signifies that the proposed PI is eligible.

Note: Once you have completed Step 1, **Step 2 Associated Documents** is activated on the **Request for Change PI and Add/Change Co-PI** screen.

Change the Current Co-PIs

1. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 4), in the **Proposed PI** box or **Proposed Co-PI** box, enter the NSF ID or alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field for the new PI or Co-PI you want to propose.

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphanan

PROPOSED PI INFORMATION

	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:				
Replace Current PI w/Current co-PI:	Please select from list below: ▼			

CURRENT CO-PI(s)

CTRL + click to multiple select

Please select from list below:

PROPOSED CO-PI INFORMATION

	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	000484211			
Proposed co-PI:				
Proposed co-PI:				
Proposed co-PI:				

Check Contact your SPO if the expected name is not associated with the entered information.

Figure 4 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The NSF ID/Email Address box and the Check button are circled.

2. Click the **Check** button (Figure 4). The **Request for Award Change PI and Add/Change Co-PI** screen displays again. If the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF, a check mark and the name of the PI display in the fields next to the search criteria (Figure 5). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

Confirmed Eligibility Privacy Act

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI:	Julia Williams	Proposed New PI: gblock@associates.msl.gov	Alan Alphaman

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Alan Alphaman

2 Associated Documents

A Biographical Sketch [\(NINRG II.C.2.f\)](#) and Current and Pending Support [\(NINRG II.C.2.h\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: No file selected.

*Current and Pending Support Document: No file selected.

Substitute Negotiator: No file selected.

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required
[\(NINRG II.C.1.f\) - Sample substitute negotiator document](#)

3 Justification for the Request (Including Impact on the Project)
(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 5 Request for Change PI and Add/Change Co-PI screen. A check mark and the name of the new PI display in the boxes next to the search criteria you typed. This signifies that the proposed PI is eligible.

Note: Once you have completed Step 1, **Step 2 Associated Documents** is activated on the **Request for Change PI and Add/Change Co-PI** screen.

Replace the PI with a Current Co-PI

1. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 6), in the Replace Current PI w/Current Co-PI drop-down list, highlight a name of a Co-PI.

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphaman,

PROPOSED PI INFORMATION

*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:			
Replace Current PI w/Current Co-PI:	<div> <div>Please select from list below: ▼</div> <div>Please select from list below:</div> <div>Fred Flintstone</div> <div>John Smith</div> </div>		
CURRENT	John Smith		
CTRL = click to multiple select	<div> <div>Please select from list below:</div> <div>Fred Flintstone</div> <div>John Smith</div> </div>		

PROPOSED CO-PI INFORMATION

*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed Co-PI:			
Proposed Co-PI:			
Proposed Co-PI:			
Proposed Co-PI:			

Check

Contact your SPO if the expected name is not associated with the entered information.

Figure 6 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The drop-down list of current Co-PIs and the Check button are circled.

- Click the Check button (Figure 6). The **Request for Award Change PI and Add/Change Co-PI** screen displays again. If the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF, a check mark and the name of the PI display in the Co-PI Replacing PI section (Figure 7). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julia Williams	Proposed New PI: gldock@associates.nsf.gov	Alan Alphaman

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Alan Alphaman

2 Associated Documents

A Biographical Sketch [\(NPSG II.C.2.f\)](#) and Current and Pending Support [\(NPSG II.C.3.b\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: (Two page limit) No file selected.

*Current and Pending Support Document: No file selected.

Substitute Negotiator: No file selected.

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [\(NPSG II.C.3.f\). Sample substitute negotiator document](#)

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 7 Request for Change PI and Add/Change Co-PI screen.

Step 2 Upload the Associated Documents

1. Access the **Request for Change PI and Add/Change Co-PI** screen (see [Step 1 Confirm the Eligibility of the Proposed PI/Co-PI](#)). As soon as you have confirmed the eligibility of the PI or Co-PI in Step 1, the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen activates (Figure 1).

1 Confirmed Eligibility Privacy Act

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julia Williams	Proposed New PI: gldock@associates.nsf.gov	Alan Alphaman

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Alan Alphaman

2 Associated Documents

A Biographical Sketch [\(PDF 11.C.2.f\)](#) and Current and Pending Support [\(PDF 11.C.3.b\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: No file selected.

*Current and Pending Support Document: No file selected.

Substitute Negotiator: No file selected.

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [\(PDF 11.C.3.f\) - Sample substitute negotiator document](#)

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The section for Step 2 Associated Documents is circled.

- In the **Associated Documents** section (Figure 1), upload a Biographical Sketch (see [What Is a Biographical Sketch?](#)), a Current and Pending Support document (see [What Is Current and Pending Support?](#)) and a Substitute Negotiator document (see [What Is a Substitute Negotiator?](#)) for the PI you propose.
- See [Upload a File](#) for instructions on how to upload a file to FastLane.
- When you are finished uploading the associated documents, click the **Continue** button (Figure 2). [Step 3 Justification](#) is now activated on the **Request for Change PI and Add/Change PI/Co-PI** screen, and you can work on the Justification.

Request for Award 0707543 - Change PI and Add/Change Co-PI Topic Guidance: PAPPG

Status: New Request Privacy Act

1 Confirmed Eligibility

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Dole	Proposed New PI: eduardo.blanco@ort.edu	Eduardo Blanco

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Eduardo Blanco

2 Associated Documents

A Biographical Sketch [\(PDF 11.C.2.f\)](#) and Current and Pending Support [\(PDF 11.C.3.b\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch:

*Current and Pending Support Document:

Substitute Negotiator:

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [\(PDF 11.C.3.f\) - Sample substitute negotiator document](#)

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 2 Request for Change PI and Add/Change PI/Co-PI screen after the associated documents have been uploaded. The Continue button is circled.

View and Delete Associated Documents

Once you have accepted an upload, in the **Associated Documents** section, a **View** button and **Delete** button display that give you these options:

- [View the uploaded document](#)
- [Delete the uploaded document](#)

View the Uploaded Document

In the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen (Figure 3), click the **View** button next to the file you want to view. The document displays in PDF format. If you need to download Adobe Acrobat, click **Download Adobe Acrobat Reader** at the bottom of the screen (Figure 4).

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Eduardo Blanco

2 Associated Documents

A Biographical Sketch (PARTS II.C.1.1) and Current and Pending Support (PARTS II.C.1.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View](#) [Delete](#)

(Two page limit)

*Current and Pending Support Documents: [Browse...](#) No file selected. [Upload](#)

Substitute Negotiator: [Browse...](#) No file selected. [Upload](#)

If a former employee or IPA is being resubmitted as a PI or co-PI a Substitute Negotiator form is required (PARTS II.C.1.1). [Sample substitute negotiator document](#)

[Continue](#)

3 Justification for the Request (Including Impact on the Project)

Figure 3 Associated Documents section of the Request for Change PI and Add/Change Co-PI screen. The View button is circled.

Eduardo Blanco

2 Associated Documents

A Biographical Sketch (PARTS II.C.1.1) and Current and Pending Support (PARTS II.C.1.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View](#) [Delete](#)

(Two page limit)

*Current and Pending Support Document: [Browse...](#) No file selected. [Upload](#)

Substitute Negotiator: [Browse...](#) No file selected. [Upload](#)

If a former employee or IPA is being resubmitted as a PI or co-PI a Substitute Negotiator form is required (PARTS II.C.1.1). [Sample substitute negotiator document](#)

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

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FastLane NIH/IS Production Support Acceptance Site

Figure 4 Lower portion of the Request for Change PI and Add/Change Co-PI screen. The Adobe Acrobat Reader link is circled.

Delete the Uploaded Document

In the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen (Figure 5), click the **Delete** button next to the document you want to delete. The document is deleted, and the **Browse** and **Upload** buttons display as they did before you uploaded the file.

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

Edoardo Mancini

2 Associated Documents

A Biographical Sketch (BIOG, S.C.1.1) and Current and Pending Support (CPS, S.C.1.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch (Two page limit) [View](#) [Delete](#)

*Current and Pending Support Document: [Browse...](#) No file selected. [Upload](#)

Substitute Negotiator: [Browse...](#) No file selected. [Upload](#)

If a former employee or PI is being reappointed as a PI or co-PI a Substitute Negotiator form is required (SAPS, S.C.1.1) [Sample Substitute Negotiator document](#)

3 Justification for the Request (Including Impact on the Project)

Figure 5 Associated Documents section of the Request for Change PI and Add/Change Co-PI screen. The Delete button is circled.

Step 3 Justification

1. Access the **Change PI and Add/Change Co-PI** screen (Figure 1) (see [Step 2 Upload the Associated Documents](#)). As soon as you have accepted the uploaded files for Associated Documents, the **Justification** box displays on the **Request for Change PI and Add/Change Co-PI** screen (Figure 1).

Request for Award 0707551 - Change PI and Add/Change Co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

John Alan

2 Associated Documents ☒

3 Justification

Type the justification for the change in PI here.

[Save](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Justification section and the Save button are circled.

2. In the **Justification** box (Figure 1), type or copy and paste a Justification for the change of PI or Co-PI.
3. Click the **Save** button (Figure 1) to save the Justification and to save your Change PI Request. The **View**

Request for Change PI and Add/Change Co-PI screen displays (Figure 2), and the buttons for these functions are activated:

- [Modify the request](#)
 - [Delete the request](#)
 - [Forward the Request to the SPO](#) (if you are a PI)
 - [Submit the request to NSF](#) (if you are an AOR)
- (Click on a link above for instructions for that option.)

Request for Award 0707342 - Change PI and Add/Change Co-PI
Status: Prepared

Topic Guidance: [PAPES](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS	PROPOSED NAME(S)
Current PI: Eric Duke	Proposed New PI: eduardo.blasco@nsf.edu	Eduardo Blasco

Eduardo Blasco

2 Associated Documents

A Biographical Sketch [\(NSF 18-1-1\)](#) and Current and Pending Support [\(NSF 18-1-2\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(This page lists)

*Current and Pending Support: [View Uploaded Document](#)
(Support Document)

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or POC is being requested as a PI or co-PI a Substitute Negotiator form is required [\(NSF 18-1-3\)](#). [Submit substitute negotiator document](#)

3 Justification

*Justification for the Request: Justification Note:

[Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to NSF](#)

Figure 2 Request for Change PI and Add/Change Co-PI screen. The buttons to **Modify Request**, **Delete Request**, **Cancel**, and **Forward to SPO** (if you are a PI) or **Submit to NSF** (if you are an AOR) are circled.

Modify a Change PI and Add/Change Co-PI Request

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1). See one of the following:
 - [Step 3 Justification](#)
 - [View a Notification or Request Prepared by the PI](#)
 - [View a Notification or Request Prepared by the SPO](#)

Request for Award 0707542 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [PAPPS](#)

1 Confirmed Eligibility [Print this Page](#)

PERSONNEL TO BE REPLACED	PROPOSED CHAIR ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Dale	Proposed New PI: eduardo.blanco@unh.edu	Eduardo Blanco

[Eduardo Blanco](#)

2 Associated Documents

A Biographical Sketch [\(BPPS II.C.1.2\)](#) and Current and Pending Support [\(BPPS II.C.2.3\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
 (Two page limit)

*Current and Pending: [View Uploaded Document](#)
 Support Document(s)

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or PI is being reappointed as a PI or co-PI a Substitute Negotiator form is required [\(BPPS II.C.1.1\)](#). [Submit substitute negotiator document](#)

3 Justification

*Justification for the Request: Justification Note:

[Modify Request](#)
[Delete Request](#)
[Cancel](#)
[Submit to NSF](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Modify Request button is circled.

- Click the **Modify Request** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2) with only the section for **Step 1, Confirm Eligibility of Proposed PI/Co-PI**, activated.

Request for Award 0707551 – Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

alan alphaman,

PROPOSED PI INFORMATION

	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)		PROPOSED NAME
Proposed PI:	alan@nsf.gov	Alan	7035551000	<input checked="" type="checkbox"/>	John Alan
Replace Current PI w/Current Co-PI:	Please select from list below: ▼				

CURRENT CO-PI(s)

CTRL + click to multiple select

Please select from list below: ▼

PROPOSED CO-PI INFORMATION

	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)		PROPOSED NAME
Proposed Co-PI:					
Proposed Co-PI:					
Proposed Co-PI:					
Proposed Co-PI:					

Check

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Save

Cancel

Submit

Figure 2 Request for Change PI and Add/Change Co-PI screen. The Check button is circled.

- Make any changes to this section that you require (see [Step 1, Confirm Eligibility of the Proposed PI/Co-PI](#)).

- Click the **Continue** button (Figure 2). Step 2 is activated on the **Request for Change PI and Add/Change Co-PI** screen (Figure 3).

Request for Award 0707542 - Change PI and Add/Change Co-PI
Status: New Request Topic Guidance: PAPPSI

1 Confirmed Eligibility Privacy Act

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Dole	Proposed New PI: eduardo.blanco@erdc.mda	Eduardo Blanco

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
Required Fields are preceded by an asterisk (*)

Eduardo Blanco

2 Associated Documents

A Biographical Sketch (AFPS 3.2.2.1) and Current and Pending Support (AFPS 3.2.2.1) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: View Delete

*Current and Pending Support Document: View Delete

Substitute Negotiator: View Delete

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required: (AFPS 3.2.2.1) Submit Substitute Negotiator Document

3 Justification for the Request (Including Impact on the Project)
(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Continue

Figure 3 Request for Change PI and Add/Change PI/Co-PI screen. Step 2 is now activated. The Continue button is circled.

- In the **Step 2, Associated Documents** section (Figure 3), to change an uploaded file, click the **Delete** button to delete the uploaded file. Then upload a new file to replace it. See [Step 2, Upload Associated Documents](#) and [Upload a File](#) for instructions.
- Click the Continue button. Step 3 is activated on the **Request for Change PI and Add/Change Co-PI** screen (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI
Status: New Request Topic Guidance: AAG

1 Confirmed Eligibility Privacy Act

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI: jalan@nsf.gov	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
Required Fields are preceded by an asterisk (*)

John Alan

2 Associated Documents

3 Justification

Change the justification here if needed.

Save

Figure 4 Request for Change PI and Add/Change Co-PI screen. Step 3 Justification is activated. The Save button is circled.

7. In the **Step 3, Justification** section (Figure 4), edit or replace the Justification as you require. See [Step 3 Justification](#) for instructions.
8. Click the **Save** button (Figure 4) to save the modified request. The **Request for Change and Add/Change Co-PI** screen displays (Figure 5) with the buttons activated to **Modify Request**, **Delete Request**, and **Submit to NSF** (if you are an SPO) or **Forward to SPO** (if you are a PI).

Request for Award 1504659 - Change PI and Add/Change Co-PI
Status: Prepared Topic Guidance: PAPSU

Confirmed Eligibility

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julia Libarkin	Proposed New PI: glib@u.wisc.edu	Alan Alphonso

Associated Documents

A Biographical Sketch (B.S.) and Current and Pending Support (C.P.S.) information are required to be submitted for any individual currently not identified as senior project personnel on the project. In cases where a former employee of IFA is being supported as a PI or co-PI to an award they were previously involved with, documentation from the AOR designating a substitute negotiator (S.N.) is required to be submitted.

*Biographical Sketch: [View Uploaded Document](#) (Two page limit)

*Current and Pending: [View Uploaded Document](#) Support Document:

Substitute Negotiator: [View Uploaded Document](#)

Justification

*Justification for the Request: Change Justification text here

[Modify Request](#) [Delete Request](#) [Cancel](#) [Forward to SPO](#)

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Figure 5 Request for Change PI and Add/Change Co-PI screen. The buttons to **Modify Request**, **Delete Request**, **Cancel**, and **Forward to SPO** (if you are a PI) or **Submit to NSF** (if you are an SPO) are circled.

Forward a Change PI and Add/Change Co-PI Request to the SPO

Only a PI may forward a Change PI and Add/Change Co-PI Request to the SPO.

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1) (see [Step 3 Justification](#) or [View a Notification or Request Prepared by the PI](#)).

Request for Award 0707542 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [PAPPG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Dohr	Proposed New PI: eduardo.blanco@unf.edu	Eduardo Blanco

2 Associated Documents

A Biographical Sketch [\(AMPS 5.C.2\)](#) and Current and Pending Support [\(AMPS 5.C.3\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
 (Two page limit)

*Current and Pending: [View Uploaded Document](#)
 Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a foreign employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [\(AMPS 5.C.3.1\) Sample substitute negotiator document](#)

3 Justification

*Justification for the Request: Justification Note:

[Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to RES](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Forward to SPO button is circled.

- Click the **Forward to SPO** button (Figure 1). The **Forward Notification for Add/Change PI** screen displays (Figure 2) with a message for you to confirm that you want to forward the request to the SPO.

Prepared by PI All by Status

Request for Award 1649310 - Change PI and Add/Change Co-PI

Status: Prepared Topic Guidance: PAPPG

ARE YOU SURE?
Clicking "Forward to SPO" will forward this Request to your Sponsored Projects Office. You cannot modify it once it is forwarded. Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julia Williams	Proposed New PI: gblock@associates.msl.gov	Alan Alphaman

Alan Alphaman

2 Associated Documents

A Biographical Sketch (PAPPG II.C.2.f) and Current and Pending Support (PAPPG II.C.2.h) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#) (Two page limit)
- *Current and Pending Support: [View Uploaded Document](#)
- Support Document:
- Substitute Negotiator: [View Uploaded Document](#)

If a former employee or IRA is being reappointed as a PI or co-PI a Substitute Negotiator form is required (PAPPG II.C.1.f). [Sample substitute negotiator document](#)

3 Justification

*Justification for the Request Justification

[Cancel](#) [Forward to SPO](#)

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Figure 2 Request for Change PI and Add/Change PI screen. The message for you to confirm that you want to forward the request to the SPO and the Forward to SPO button are circled.

- Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with the message that the request has been forwarded to your SPO.

FORWARDED
Forwarded Add Co-PI/Change of PI/Co-PI to SPO
Award #:0707551

Tue Nov 27 16:10:11 EST 2007

The Request for a Add Co-PI/Change of PI/Co-PI has been successfully Forwarded to SPO.

[Search Prepared By PI List](#)

Figure 3 Forwarded screen with the message that the request has been forwarded to the SPO.

- Click the **Search Prepared by PI List** link (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab.

Submit a Change PI and Add/Change Co-PI Request (AOR only)

Only an AOR may submit a Change PI and Add/Change PI Request.

Note: This document shows how to submit a request that the SPO has prepared. See [Submit a Request Forwarded by the PI](#) for instructions on how to submit a Change PI and Add/Change Co-PI Request that has been forwarded by the PI.

1. Access the **Request for Change PI and Add/Change Co-PI** screen (Figure 1). For how to access the screen, see [Step 3 Justification](#) or [View a Notification or Request Prepared by the SPO](#).

Request for Award 0707542 - Change PI and Add/Change Co-PI
Status: Prepared Topic Guidance: PAPP

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Bohr	Proposed New PI: eduardo.blanco@ast.edu	Eduardo Blanco

2 Associated Documents

A Biographical Sketch (AMPS 3.C.1.1) and Current and Pending Support (AMPS 3.C.1.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending: [View Uploaded Document](#)
Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or IPA is being requested as a PI or co-PI a Substitute Negotiator form is required (AMPS 3.C.1.2). [Sample substitute negotiator document](#)

3 Justification

*Justification for the Request: Justification Note:

[Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to NSF](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Submit to NSF button is circled.

2. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 1), click the **Submit to NSF** button (Figure 1). The **Submit Request for Add/Change PI** screen displays (Figure 2) with a message for you to confirm that you want to submit the request to NSF.

Prepared by PI All by Status

Request for Award 1649318 - Change PI and Add/Change Co-PI
Status: Prepared

Topic Guidance: PAPPG

ARE YOU SURE?
Clicking "Forward to SPO" will forward this Request to your Sponsored Projects Office. You cannot modify it once it is forwarded.
Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julia Williams	Proposed New PI: gblock@associates.nsf.gov	Alan Alghaman

[Alan Alghaman](#)

2 Associated Documents

A Biographical Sketch (PAPPG D.C.2.1) and Current and Pending Support (PAPPG D.C.2.2) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending: [View Uploaded Document](#)
Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required (PAPPG D.C.1.1). [Sample substitute negotiator document](#)

3 Justification

*Justification for the Request: [Justification](#)

[Cancel](#) [Forward to SPO](#)

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Figure 2 Request for Change PI and Add/Change PI screen. The message for you to confirm that you want to submit the request to NSF and the Submit to NSF button are circled.

- Click the **Submit to NSF** button (Figure 2). If you have permissions as an Authorized Organizational Representative (AOR), the **Verify Signature Information** screen displays (Figure 3) with a message for you to verify your information as an AOR.

Verify Signature Information

Name:
Phone Number:
Fax Number:
E-Mail:

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Document Selected To Sign

Document Type	Proposal Award Number	Title
Change PI and Add/Change Co-PI	0222745	Ant Club Trails: Privacy and Collaboration in an Ubiquitous Computing World

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is:

- certifying that statements made herein are true and complete to the best of his/her knowledge; and
- agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

[Sign](#) [Cancel](#)

Figure 3 Verify Signature Information screen. The Account Management link and the Sign button are

circled.

4. If you need to change the information, click **Account Management** (Figure 3) (see [Verify Your Signature Information](#) for instructions on how to change your information).
5. If you are ready to submit the request to NSF, click the **Sign** button (Figure 3). The **Submitted** screen displays (Figure 4) with the message that the Change PI and Add/Change Co-PI Request has been submitted to NSF.



Figure 4 Submitted screen with the message that the Change PI and Add/Change Co-PI Request has been submitted to NSF.

6. Click the **Search Prepared by SPO List** (Figure 4). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab.

Delete a Change PI and Add/Change Co-PI Request

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1). See one of the following:
 - [Step 3 Justification](#)
 - [View a Notification or Request Prepared by the PI](#)
 - [View a Notification or Request Prepared by the SPO](#)

Request for Award 0707342 - Change PI and Add/Change Co-PI
Status: Prepared Topic Guidance: PAPPS

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Eric Baker	Proposed New PI: eduardo.blanco@umt.edu	Eduardo Blanco

[Eduardo Blanco](#)

2 Associated Documents

A Biographical Sketch [PAPPS II.C.2.f](#) and Current and Pending Support [PAPPS II.C.2.g](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending: [View Uploaded Document](#)
Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [PAPPS II.C.1.f](#). [Sample substitute negotiator document](#)

3 Justification

*Justification for the Request: [Justification Note](#)

[Modify Request](#) [Delete Request](#) [Cancel](#) [Submit to NSF](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Delete Request button is circled.

- Click the **Delete Request** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2) with a message for you to confirm that you want to delete the request.

Request for Award 1504659 - Change PI and Add/Change Co-PI
Status: Forwarded to SPO Topic Guidance: PAPPS

ARE YOU SURE?
Clicking "Delete Request" will remove this Request from the FastLane database.
Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Julie Libarkin	Proposed New PI: slepcev@math.cmu.edu	Dejan Slepcev

2 Associated Documents

A Biographical Sketch [PAPPS II.C.2.f](#) and Current and Pending Support [PAPPS II.C.2.g](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending: [View Uploaded Document](#)
Support Document:

Substitute Negotiator: [View Uploaded Document](#)

If a former employee or IPA is being reappointed as a PI or co-PI a Substitute Negotiator form is required [PAPPS II.C.1.f](#). [Sample substitute negotiator document](#)

3 Justification

*Justification for the Request: [Test Justification](#)

[Delete Request](#) [Cancel](#)

Figure 2 Request for Change PI and Add/Change PI screen. The message for you to confirm that you want to delete the request and the Delete Request button are circled.

3. Click the **Delete Request** button (Figure 2). The **Deleted** screen displays (Figure 3) with the message that the request has been deleted.

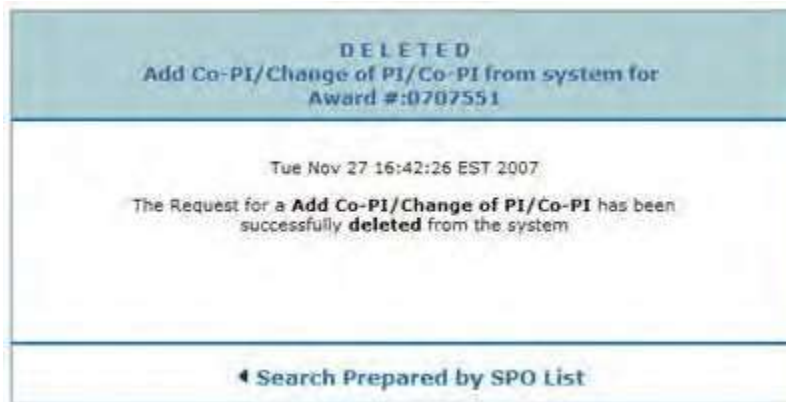


Figure 3 Deleted screen with the message that the Change PI and Add/Change Co-PI Request has been deleted.

4. Click the **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen on the **Prepared by SPO** tab displays. (If you are a PI, the **Search Prepared by PI List** link displays on the **Change PI and Add/Change Co-PI** screen. Click the link, and the **Notifications and Requests** screen on the **Prepared by PI** tab displays.)

Request Functions

Request Functions Introduction

After you have initiated a request, you have these options for further working:

- [Modify a request](#)
- [Forward a request to the SPO](#)
- [Submit a request to NSF](#) (AOR)
- [Delete a request](#)

Request Functions Introduction

After you have initiated a request, you have these options for further working:

- [Modify a request](#)
- [Forward a request to the SPO](#)
- [Submit a request to NSF](#) (AOR)
- [Delete a request](#)

Modify a Request

Note: To modify requests for [Addition of Subaward](#), [Change PI and Add/Change Co-PI](#), or [PI Transfer](#), see the instructions for that particular form.

1. Access the **View Request** screen (for Changes in Objective or Scope, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - If you are a PI, see [View a Notification or Request Prepared by the PI](#)
 - If you are an SPO, see [View a Notification or Request Prepared by the SPO](#) or [View a Notification or Request Forwarded by the PI](#)

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1427812
 Title: MRI: Development of and Broad-Based Materials Research with the Next Generation Nanomechanical Testing Laboratory

Form Preparation

To prepare a form, click on the appropriate button below.
 You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	02/17/16	<input type="button" value="GO"/> Justification for Subrecipient *	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification) *	02/17/16	<input type="button" value="GO"/> Other Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 1 View Request screen.

2. On the **View Request** screen (Figure 1), click on any of the forms to update.

Supplementary Documents

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Supplementary Docs button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Current documents to display

1

Display Current Supplementary Docs

Current documents to delete

1

Delete Current Supplementary Docs

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

Upload File

Go Back

Figure 2 **Modify Request screen.**

3. Edit the request as you require. See the instructions for the particular request you are working on.
4. Click the **Save** button (Figure 2). The **View Request** screen displays (Figure 3) with the new information.

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1427812
 Title: MRI: Development of and Broad-Based Materials Research with the Next Generation Nanomechanical Testing Laboratory

Form Preparation

To prepare a form, click on the appropriate button below.
 You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	02/17/16	<input type="button" value="GO"/> Justification for Subrecipient *	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification) *	02/17/16	<input type="button" value="GO"/> Other Supplementary Docs	02/17/16
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

**Figure 3 View Request screen with your modifications displayed.
Forward a Request to the SPO**

Only a PI can forward a request to the SPO.

Note: To forward requests for [Addition of Subaward](#), [Change PI and Add/Change Co-PI](#), and [PI Transfer](#), see the instructions for that particular form.

1. Access the **View Request** screen (Figure 1) (for Changes in Objective or Scope, as an example). See either of the following:
 - Instructions for the type of request you are working on
 - [View a Request Prepared by the PI](#)

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1427812

Title: MRI: Development of and Broad-Based Materials Research with the Next Generation Nanomechanical Testing Laboratory

Form Preparation

To prepare a form, click on the appropriate button below..

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed	02/17/16	<input type="button" value="GO"/> Justification for Subrecipient	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification)	02/17/16	<input type="button" value="GO"/> Other Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Figure 1 View Request screen.

2. On the **View Request** screen (Figure 1), click the **Forward to SRO** button. The **Forwarded** screen displays (Figure 2) with a message that the request has been forwarded to the SPO.

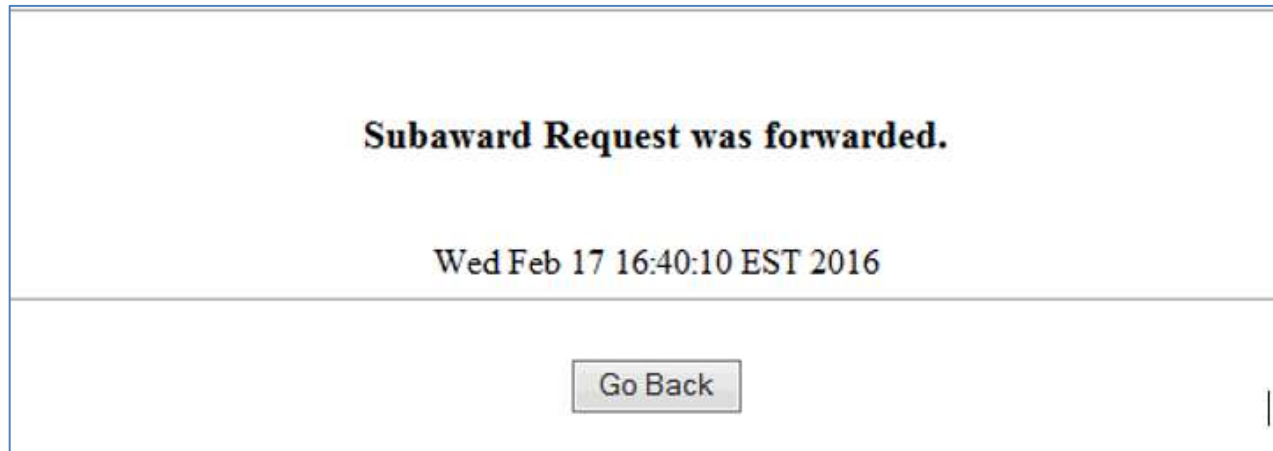


Figure2 Forwarded screen.

Submit a Request to NSF (AOR only)

Only the SPO can submit a request to NSF.

Note: To submit requests for [Addition of Subaward](#), [Change PI and Add/Change Co-PI](#), and [PI Transfer](#), see the instructions for that particular form.

1. Access the **View Request** screen (for Changes in Objective or Scope, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - [View a Notification or Request Prepared by the SPO/AOR](#)
 - [View a Notification or Request Forwarded by the PI](#)

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1427812
 Title: MRI: Development of and Broad-Based Materials Research with the Next Generation Nanomechanical Testing Laboratory

Form Preparation

To prepare a form, click on the appropriate button below.
 You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	02/17/16	<input type="button" value="GO"/> Justification for Subrecipient *	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification) *	02/17/16	<input type="button" value="GO"/> Other Supplementary Docs	02/17/16
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 1 View Request screen.

- On the **View Request** screen (Figure 1), click the **Sign and Submit** button. The **Submitted** screen displays (Figure 2) with a message that the request has been submitted to NSF.

Subaward Request was submitted and signed.

Wed Feb 17 17:02:52 EST 2016

National Science Foundation
 4201 Wilson Boulevard
 Arlington, Virginia 22230, USA

Tel: 703-292-5111
 FIRS: 800-877-8339
 TDD: 703-292-5090

Figure 3 Submitted screen.

Delete a Request

Note: To delete requests for [Addition of Subaward](#), [Change PI and Add/Change Co-PI](#), and [PI Transfer](#), see the instructions for that particular form.

1. Access the **View Request** screen (for Significant Changes in Person-Months Devoted to Project, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - If you are a PI, [View a Notification or Request Prepared by the PI](#)
 - If you are an SPO, [View a Notification or Request Prepared by the SPO](#) or [View a Notification or Request Forwarded by the PI](#)

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1427812
Title: MRI: Development of and Broad-Based Materials Research with the Next Generation Nanomechanical Testing Laboratory

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	02/17/16	<input type="button" value="GO"/> Justification for Subrecipient *	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification) *	02/17/16	<input type="button" value="GO"/> Other Supplementary Docs	02/17/16
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 1 View Request screen. The Delete button is circled.

2. On the **View Request** screen (Figure 1), click the **Delete** button. The **Deleted** screen displays (Figure 2) with the message that the request has been deleted.

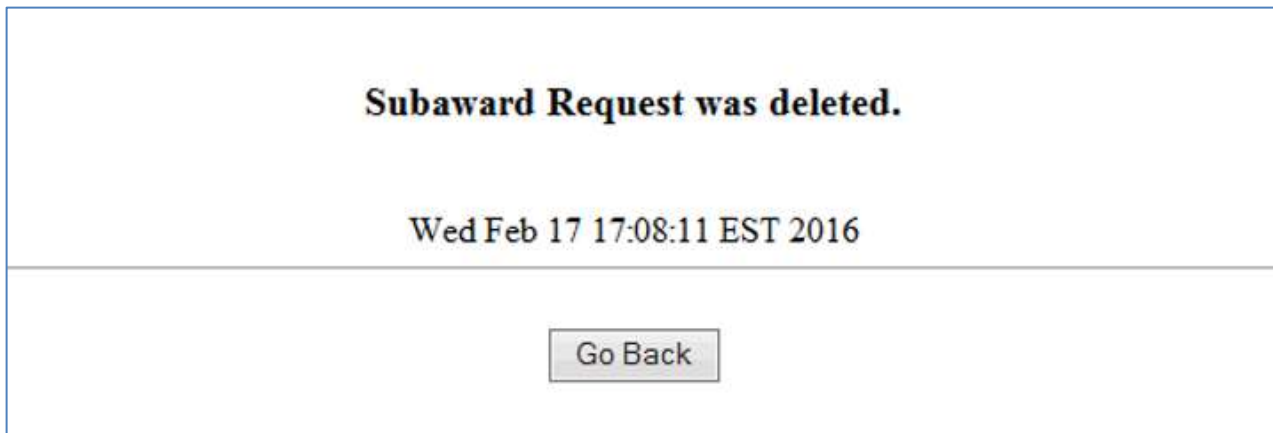


Figure 2 Deleted screen.

Continuation Funding Status

Check Continuation Funding Status Introduction

Both the Principal Investigator (PI) and the Sponsored Project Office (SPO) representative can check the continuation funding status for an award. The status check reports:

- Amount of the incremental funding supplements
- Fiscal year for each funding supplement
- If the funding supplement has been awarded or is still pending

You can:

- [Check continuation funding status as a PI](#)
- [Check continuation funding status as an SPO/AOR](#)

Check Continuation Funding Status Introduction

Both the Principal Investigator (PI) and the Sponsored Project Office (SPO) representative can check the continuation funding status for an award. The status check reports:

- Amount of the incremental funding supplements
- Fiscal year for each funding supplement
- If the funding supplement has been awarded or is still pending

You can:

- [Check continuation funding status as a PI](#)
- [Check continuation funding status as an SPO/AOR](#)

Check Continuation Funding Status as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Awards, and Status (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Continuation Funding Status link is circled.

3. Click **Continuation Funding Status** (Figure 2). The **List of Awards** screen displays (Figure 3) with a listing of awards.

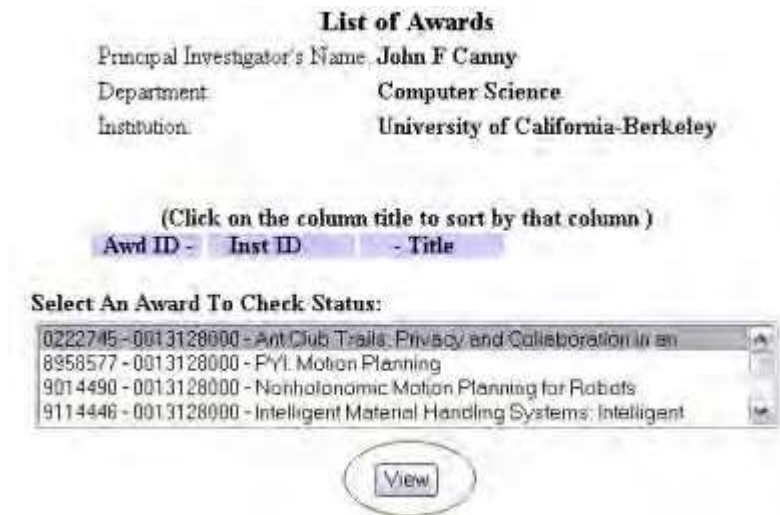


Figure 3 List of Awards screen. The View button is circled.

4. In the **Select An Award to Check Status** list (Figure 2), highlight the award whose continuation funding status you want to check.
5. Click the **View** button (Figure 3). The **Continuing Grant Increments** screen displays (Figure 4) with the status of the funding increments for that award.

Figure 4 Continuing Grant Increments screen.

Check Continuation Funding Status as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Organizational Reports link is circled.

2. Click **Organizational Reports** (Figure 1). The **Organizational Reports** screen displays (Figure 2).

Figure 2 Organizational Reports screen. The radio button for Continuing Grant Increments and the Continue button are circled.

3. In the **Select Organization Name** drop-down box (Figure 2), select the name of the organization whose award you are checking.
4. In the **Indicate Report Type** list (Figure 2), click the radio button for Continuing Grant Increments.
5. Click the **Continue** button (Figure 2). The **Continuing Grant Increments** screen displays (Figure 3).

Figure 3 Continuing Grant Increments screen. The Continue button is circled.

7. In the **Select Key Fiscal Year in which Increment Is Due** drop-down box (Figure 3), select the fiscal year for the award you want to check.
8. In the **Sort Results By** list (Figure 3), click a radio button (Figure 3) for a criterion to sort the awards by:
 - Final project due date
 - PI's last name
 - Award number
9. Click the **Continue** button (Figure 3). The **Continuing Grant Increments Search Results** screen displays (Figure 4) with a listing of the awards that meet your search criteria.

Search Results for Awards by Continuing Grant Increments FY11:

Click on "Award Number" to view details for the Awards Project Report(s). Sort results by clicking column titles.

43 Awards found, displaying 1 to 10

[< Previous 10] 1, 2, 3, 4, 5 [Next 10 >]

Award Number	PI Name	Award Title	Report Due Date	Date of Next Increment Expected	Increment Amount
0642843	Jin, Hailing	CAREER: Genome-wide Analysis of Pathogen-induced Endogenous siRNAs in Plant Defense Responses in Arabidopsis	02/28/2011	05/31/2011	\$160,484.00
0643225	Maduro, Morris	CAREER: Evolution of the Endomesoderm Gene Regulatory Network in Nematodes	11/30/2010	02/29/2012	\$140,000.00
0643625	Tuncel, Ertem	CAREER: LOW-DELAY COMMUNICATION IN SENSOR NETWORKS VIA PREDICTION- AND TRANSFORM-BASED DISTRIBUTED SOURCE CODING	03/31/2011	06/30/2011	\$55,240.00
0645568	Zandi, Roya	CAREER: Physics of Virus Structure: Energetics and Dynamics	11/30/2010	02/28/2011	\$80,000.00
0730916	Heraty, John	PEET: Consolidation of Research and Training Activities in Chalcidoidea (Hymenoptera)	05/31/2011	08/31/2011	\$150,000.00
0731560	Walker, Sharon	URM: Mentoring Year-round in Biological Engineering, Science and Technology (MY BEST at University of California, Riverside)	05/31/2011	08/31/2011	\$111,922.00
0743166	Fairbairn, Daphne	Assessing the Association Between Sex-Linkage and Sexual Dimorphism: A Novel Quantitative Genetic Approach	01/31/2011	04/30/2011	\$74,000.00
0745592	Lyons, Timothy	COLLABORATIVE RESEARCH: Chemostratigraphic Analysis of Panthalassic and Tethyan Permian-Triassic Boundary Sections: Assessment of Global Paleoclimatographic Dynamics	12/31/2010	03/31/2011	\$15,000.00
0745602	Lyons, Timothy	COLLABORATIVE RESEARCH: Atmospheric Dust as an Archive and Agent of Climate Change During the Late Paleozoic Icehouse	11/30/2010	02/28/2011	\$43,998.00
0749910	Lau, Chun Ning	CAREER: Quantum Transport of Charges in Graphene	10/31/2010	01/31/2011	\$100,000.00

Transfer Data to: Excel

Cancel

Figure 4 Continuing Grant Increments Search Results screen. The award number is circled for an award.

10. Click the award number (Figure 4) on the row of the award whose status you are checking. The **Continuing Grant Increments** screen displays (Figure 5) with the status of the funding increments for that award.

Figure 5 Continuing Grant Increments screen.

View/Print Award Documents

View and Print Award Documents Introduction

[Print the contents of the View/Print Award Documents book.](#)

FastLane gives you the opportunity to view the documents associated with both active and expired awards.

The Principal Investigator (PI), Co-PIs, the Sponsored Project Office (SPO), and Authorized Organizational Representative (AOR) can access the View and Print Award Documents application.

The PI views the award documents for those awards for which he or she is PI. The SPO views the award documents for all awards of the organization he or she administers.

For both active and expired awards, you can view the following:

- The Award Letter
- Amendments to the award

If an award is a Cooperative Agreement established after March 2005, you can also view the following:

- The most current and past versions of the Cooperative Agreement
- The last notice sent
- The original and amended budgets
- The prior award letter (available only to PIs)
- The amended expiration dates for an award
- The list of awards for the same NSF program as the award You may also

view the Cooperative Agreement in PDF format.

Go to [View and Print Award Documents as a PI](#) or [View and Print Award Documents as an SPO/AOR](#) for instructions on beginning to view Award Documents.

Access View/Print Award Documents

Access View/Print Award Documents

Access View/Print Awards Documents by role:

- [As a PI](#)
- [As an SPO/AOR](#)

Access View/Print Award Documents

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).



Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

[Supplemental Funding Request](#)

[Research.gov Functions](#)

[Go Back](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The View/Print Award Letters link is circled.

- Click **View/Print Award Letters** (Figure 2). The **Award Documents** screen displays on the **Active Awards** tab (Figure 3). You have these options on this screen:

- [View the award document](#) or [View a Cooperative Agreement](#)
- [View the amendments](#) to an award
- [Search for active awards](#)

You also have the option of viewing and printing award letters for expired awards (see [View Award Documents for Expired Awards](#)).

Award Documents | MWI

Principal Investigator's Name: G. S. Smith, Co-Principal Investigator's Name: G. S. Smith, Department: Electrical and Computer Engineering, Organization: University of Illinois at Chicago

Active Awards are defined as the awards which have an expiration date equal or greater than today's date (Active = Expiration Date >= Today).

Search for Active Awards by any of the following:

Award #: Award Date (mm/dd/yyyy) From: To:

List of Active Awards

Click on Award Number to view Award Letter, if Amendments are indicated, click link to view all Amendments. Sort results by clicking column title.

1 Record found.

Award Number	Award Date	Expiration Date	Institution ID	Award Title	Amendments
073333	05/15/2007	06/30/2008	000000000	ITB-SY: System Hardening through Security Aware Completion and Processor Architecture	[1]

Figure 3 Award Documents screen on the Active Awards tab.

View and Print Award Documents as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration. The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Award Documents link is circled.

2. Click **Award Documents** (Figure 1). The **Award Documents** screen displays on the **Active Awards** tab (Figure 2) with a listing of all the active awards for your organization. You have these options:
 - [View the award document](#) or [View a Cooperative Agreement](#)
 - [View the amendments](#) to the award
 - [Search for active awards](#)
 (Click on a link above for instructions for that action.)



Figure 2 Award Documents screen on the Active Awards tab.

You also have the option of viewing and printing award letters for expired awards (see [View Award Documents for Expired Awards](#)).

Search for Awards

Search for Awards Introduction

Search for awards by role:

- [As a PI](#)
- [As an SPO/AOR](#)

Search for Awards as a PI

You can search for awards on the **Award Documents** screen on either the **Active Award** tab or the **Expired Awards** tab. The steps are identical and are presented below.

1. Access the **Award Documents** screen (Figure 1) (see [View and Print Award Documents as a PI](#)).

The screenshot shows the 'Award Documents' screen with the 'Active Awards' tab selected. A search section is visible with the following fields: 'Award #', 'Award Date (mm/dd/yyyy) From', and 'To'. The 'Search' button is circled in red.

Figure 1 Award Documents screen on the Active Awards tab. The Search button is circled.

2. In the **Search** section (Figure 1) of the **Awards Document** screen on the **Active Awards** (or **Expired Awards**) tab, you can search for awards by either of the following criteria:
 - **Award Number**
In the **Award #** box (Figure 1), type the award number.
 - **Award Date Range**
In the **From** box (Figure 1), type the start date for the date range. In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Award Documents** screen displays (Figure 2) with the results of your search in the **List of Active (or Expired) Awards** section.

The screenshot shows the 'Award Documents' screen with the 'Active Awards' tab selected. The search results are displayed in a table under the heading 'List of Active Awards'.

Award Number	Award Date	Expiration Date	Document ID	Award Title	Amendments
0001885	06/01/2008	03/31/2008	001651000	Collaborative Research: Reconstructing the Past 20,000 Years of Global and Sea Level History for Sustainable Zanzibar Project, SS II	1/01

Figure 2 Award Documents screen with the search results in the List of Active Awards section.

4. Click the **Search** button (Figure 2) to return to a listing of all awards.

Search for Awards as an SPO/AOR

You can search for awards on the **Award Documents** screen on either the **Active Awards** tab or the **Expired Awards** tab. The steps are the same as presented below.

1. Access the **Award Documents** screen (Figure 1) (see [View and Print Award Documents as an SPO/AOR](#)).

Award Documents | ADMIN | Organization: University of Illinois at Chicago

Active Awards | Expired Awards

Active Awards are defined as the awards which have an expiration date equal or greater than today's date (Active = Expiration Date >= Today).

Search for Active Awards by any of the following:

Award #: 0411902 Award Date (mm/dd/yyyy) From: To: **Search**

PI Last Name: From: To: **Search**

Figure 1 Award Documents screen on the Active Awards tab. The Search button is circled.

2. In the **Search** section (Figure 1) of the **Award Documents** screen on the **Active Awards** (or **Expired Awards**) tab, you can search for awards by any one or a combination of the following criteria:
 - **Award Number**
In the **Award #** box (Figure 1), type the award number.
 - **PI Last Name**
In the **PI Last Name** box (Figure 1), type the PI's last name.
 - **Award Date Range**
In the **From** box (Figure 8), type the start date for the date range. In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Award Documents** screen displays (Figure 2) with the results of your search in the **List of Active (or Expired) Awards** section.

Award Documents | ADMIN | Organization: University of Illinois at Chicago

Active Awards | Expired Awards

Active Awards are defined as the awards which have an expiration date equal or greater than today's date (Active = Expiration Date >= Today).

Search for Active Awards by any of the following:

Award #: 0411902 Award Date (mm/dd/yyyy) From: To: **Search**

PI Last Name: From: To: **Search**

List of Active Awards

Click on Award Number to view Award Letter. If Amendments are indicated, click No to view all Amendments. Sort results by clicking column title.

1 Record found.

Award Number	Award Date	Expiration Date	PI Name	Award Title	Amendment
0411902	05/10/2004	05/31/2005	Stephanov, Mikhail	International Workshop on Radars and Strings, July 12-17, 2004: Trento, Italy	No

Figure 2 Award Documents screen with the search results in the List of Active Awards section.

4. Click the **Search** button (Figure 2) to return to a listing of all awards.

View an Award Document

If an award is a Cooperative Agreement established after March 2005, see [View a Cooperative Agreement](#) for instructions.

1. Access the **Award Documents** screen on the **Active Awards** tab (Figure 1) (see [View and Print Award](#)

[Documents as a PI](#) or [View and Print Award Documents as an SPO/AOR](#).

Award Documents | 1000 |

Principal Investigator's Name: Steve Fennell
Department: Earth & Environmental Sciences
Organization: University of Illinois at Chicago

Active Awards | Expired Awards

Active Awards are defined as the awards which have an expiration date equal or greater than today's date (Active = Expiration Date >= Today).

Search for Active Awards by any of the following:

Award #: Award Date (mm/dd/yyyy) from: To: Search

List of Active Awards

Click on Award Number to view Award Letter. (If Amendments are indicated, click link to view all Amendments. Sort results by clicking column title.)

2 Records found, displaying 1 to 2

Award Number	Award Date	Expiration Date	Institution ID	Award Title	Amendments
0094952	04/01/2001	03/31/2005	0000010000	Collaborative Research: Weichselian Glaciation and Deglaciation History, Northeastern Poland and Kalin Peninsula, Russia	1
0094953	04/01/2001	03/31/2005	0000010000	Collaborative Research: Reconstructing the Past 20,000 Years of Global and Sea Level History for Severnaya Zemlya, Russia, 80 N.	1

Figure 1 Award Documents screen on the Active Awards tab. The award number is circled for an award.

- On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the award number on the row for the award whose documents you want to view. The **National Science Foundation** screen displays (Figure 2) for that award.

[View Print-Friendly Version](#) [Return to Award List](#)

National Science Foundation
4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: March 9, 2001
Award No.: OPP-0094952
Proposal No.: OPP-0094952

Dr. Paul H. Hays
Director, Grants and Sponsored Programs
University of Illinois at Chicago
1731 W. Polk Street
Chicago, IL 60612

Dear Dr. Hays:

The National Science Foundation hereby awards a grant of \$125,442 to University of Illinois at Chicago for support of the project described in the proposal referenced above.

Figure 2 National Science Foundation screen. The View Print-Friendly Version link is circled.

- To print the award, click **View Print-Friendly Version** (Figure 2). The award letter displays (Figure 3) in a print-friendly version.

[Return to Award List](#)

National Science Foundation
4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: March 9, 2001
Award No.: OPP-0094952
Proposal No.: OPP-0094952

Dr. Paul H. Hays
Director, Grants and Sponsored Programs
University of Illinois at Chicago
1731 W. Polk Street
Chicago, IL 60612

Dear Dr. Hays:

The National Science Foundation hereby awards a grant of \$125,442 to University of Illinois at Chicago for support of the project described in the proposal referenced above.

Figure 3 Print-friendly version of the award letter.

- Click the **Print** command on your browser to print the award letter.

View a Cooperative Agreement

View a Cooperative Agreement

If an award is a Cooperative Agreement established after March 2005, you can view the Cooperative Agreement and its associated documents.

- Access the **Award Documents** screen on the **Active Awards** tab (Figure 1) (see [View and Print Award Documents as a PI](#) or [View and Print Award Documents as an SPO/AOR](#)).

Award Documents | **Active Awards**

Principal Investigator's Name: Gyungbo Lee
Department: Electrical and Computer Engineering
Organization: University of Illinois at Chicago

Active Awards are defined as the awards which have an expiration date equal or greater than today's date (Active = Expiration Date >= Today).

Search for Active Awards by any of the following:

Award #: Award Date (mm/dd/yyyy) From: To:

1 Record found:

Award Number	Award Date	Expiration Date	Institution ID	Award Title	Amendments
0250722	05/15/2002	08/31/2005	0080010006	ITR-SI: System Hardening through Security Aware Compilation and Processor Architecture	13

Figure 1 Award Documents screen on the Active Awards tab. The award number is circled for an award.

- On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the award number on the row for the award whose documents you want to view. The **Cooperative Agreement** screen displays (Figure 2) for that award. You have these options on the screen:
 - [Choose an award version to view](#)
 - [View the amended expiration dates for an award](#)
 - [View the awarded funds by amendment](#)
 - [View the list of awards for the award's NSF program](#)
 - [View the last notice sent](#)
 - [View the original and amended budgets](#)
 - [View the prior award](#) (available to PIs only)
 - [View the award document in PDF format](#) (Click on a link for instructions for that action.)

Award R242222-01 of 2003-7-9 - Amendment 004 (current)		Chinese Version »						
Award Documents Last Release Subject View Award								
 NATIONAL SCIENCE FOUNDATION 4701 Wilson Boulevard Arlington, VA 22206 www.nsf.gov								
COOPERATIVE AGREEMENT (CA)								
CA: 038-104222	EFFECTIVE DATE	May 15, 2002						
	EXPIRATION DATE	August 31, 2004						
PRIOR CA: 611349								
PROJECTED TOTAL AWARD FUNDING: (Subject to final availability) \$421,400 CUMULATIVE AMOUNT: (Total funds awarded to date) \$421,400		ACQUISITION: (Disseminated by electronic or printed) YES/NO: YES CHINA NUMBER: OTHER AWARDS UNDER THIS PROGRAM: (Show List of Items)						
AWARDEE: University of Illinois at Chicago PROJECT TITLE: ITB-2Y: Systems Harmonizing through Security, Access, Compliance, and Invention Acceleration PROJECT ABSTRACT: Acceleration and system integration for ITB-2Y								
KEY PERSONNEL <table border="0"> <tr> <td>Principal Investigator</td> <td>Project Director</td> <td>Principal Investigator II</td> </tr> <tr> <td>University of Illinois at Chicago</td> <td>038-104222</td> <td>Shenglin Liu</td> </tr> </table>			Principal Investigator	Project Director	Principal Investigator II	University of Illinois at Chicago	038-104222	Shenglin Liu
Principal Investigator	Project Director	Principal Investigator II						
University of Illinois at Chicago	038-104222	Shenglin Liu						
OTHER KEY PERSONNEL:								
NSF Contact Information: Technical/Programmatic questions: contact NSF Program Officer, Peter J. Vannoy, at pvannoy@nsf.gov or call the Program Director at 703-293-2930. Financial/Administrative questions: e-mail your NSF Grants and Agreements Official, Gloria Fong, at gffong@nsf.gov or call the Division of Grants and Agreements Management Services Desk at 703-293-8212. The CA is entered into between the United States of America, represented by the National Science Foundation (NSF), and the above named Awardee pursuant to the authority of the National Science Foundation Act of 1950, as amended (42 USC 1861-1875). The CA is provided electronically to the Awardee. The Awardee is responsible for full compliance with all Technical/Programmatic and Financial/Administrative Terms and Conditions as actually stated or as updated over the life of the CA. The Awardee's request to Award those funds under this CA will represent acceptance by the Awardee of all Terms and Conditions of the CA. The Authorized Organizational Representative (AOR) will be electronically notified of any changes to these Terms and Conditions and is encouraged to immediately review these changes and contact the Grants and Agreements Official or Program Officer within thirty days with any questions.								
Technical/Programmatic Terms and Conditions (TPTC): If General TPTC: http://www.nsf.gov/pubs/2000pubs/0001000112.pdf If Award Specific TPTC:								
Financial/Administrative Terms and Conditions (FATC): If General FATC: http://www.nsf.gov/pubs/2000pubs/0001000112.pdf If Award Specific FATC:								

Figure 2 Cooperative Agreement screen.
View the Amended Expiration Dates for an Award

1. Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).



NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

OCN: 0242222 EFFECTIVE DATE: May 15, 2002

EXPIRATION DATE: August 31, 2005*

OR CA: 0113409

<p>OBJECTED TOTAL AWARD FUNDING:</p> <p>Subject to fund availability: \$421,469</p> <p>CUMULATIVE AMOUNT:</p>	<p>SOLICITATION:</p> <p>(Incorporated by reference, as amended)</p> <p>NSF 00-122</p>
---	---

Figure 1 Cooperative Agreement screen. The End Date with the plus sign in the box is circled.

- On the **Cooperative Agreement** screen (Figure 1), click the plus sign in the box next to the End Date. A listing of the dates for each amendment displays on the screen (Figure 2).



NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

OCN: 0242222 EFFECTIVE DATE: May 15, 2002

EXPIRATION DATE: August 31, 2005*

Per Amendment 002 on 03/31/2003: August 31, 2003

Per Amendment 001 on 09/10/2002: December 31, 2002

Per Original Award on 09/05/2002: August 31, 2002

OR CA: 0113409

Figure 2 Cooperative Agreement screen with the amended expiration dates now listed under the latest End Date.

Choose an Award Version to View

- Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).

Award Documents (4081)

Principal Investigator's Name: Grunghua
Department: Electrical and Computer Engineering
Organization: University of Illinois at Chicago

Award 0242222 as of 2003-7-9 : Amendment 004 (current) Choose Version

Award Document | Last Notice Sent | Budget | Prior Award

View Print Friendly Version (PDF) Return to Search



NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

CA: OCN - 0242222 EFFECTIVE DATE: May 15,

EXPIRATION DATE: August 31, 20

PRIOR CA: 0113409

Figure 1 Cooperative Agreement screen. The Choose Version link is circled.

- On the **Cooperative Agreement** screen (Figure 1), click **Choose Version**. The **List of Active Amendments** screen displays (Figure 2) with a listing of all the amendments for the Cooperative Agreement.

List of Active Amendments for:

Award Number: 0242222
Award Title: IIR-IT, System Hardening Through Security Areas, Guidelines, and Processor Architecture
Award Amount: \$ 421,469.00

Click on "Amendment Number" to view Amendment Letter. Sort results by clicking column title.

5 Records found, displaying 1 to 5

Amendment Number	Award Date	Amendment Letter Date	Proposed ID
000	04/30/2002	09/05/2002	0242222
001	08/31/2002	09/18/2002	
002	08/31/2003	01/31/2003	
003	04/30/2003	04/11/2003	
004	08/31/2003	07/09/2003	0234044

Figure 2 List of Active Amendments screen. The amendment number is circled for an amendment.

- Click the amendment number (Figure 2) on the row of the amendment that you want to view. The **Amendment** screen displays (Figure 3) with the link to the amendment.

Award Documents | 000 |

Award 0242222 as of 2002-9-5 : Amendment 000 (original) Choose Version

Award Document | Last Notice Sent | Budget | Print Award

View Print Friendly Version Return to Search

You have received an award. View it here: <http://diadeve101.nsl.gov:8084/researchedain/awallLoginHome.do?awardId=0242222&amendmentId=000&pageFrom=activeAwardList>

Figure 3 Amendment screen with the link to the selected amendment.

View Awarded Funds by Amendment

- Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).

NATIONAL SCIENCE FOUNDATION
4701 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

CA: 0242222 EFFECTIVE DATE: May 15, 2002
EXPIRATION DATE: August 31, 2003
For Amendment 002 on 08/31/2003: August 31, 2003
For Amendment 001 on 09/18/2002: December 31, 2002
For Original Award on 09/05/2002: August 31, 2002

PRIOR CA: 0113409

PROJECTED TOTAL AWARD FUNDING
(Subject to final award date): \$421,469

CUMULATIVE AMOUNT
(Total funds awarded to date): \$421,469

SOLICITATION:
(Incorporated by reference, as amended)
NSF 000-1-00

CFDA NUMBER

OTHER AWARDS UNDER THIS PROGRAM

Figure 1 Cooperative Agreement screen. The Cumulative Amount with the plus sign in the box is circled.

- On the **Cooperative Agreement** screen (Figure 1), click the plus sign in the box next to the Cumulative Amount.

A listing of the dates for each amendment displays on the screen (Figure 2).

NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

CA: CCB-0042202 **EFFECTIVE DATE:** Mar 15, 2003
EXPIRATION DATE: August 31, 2003
 For Amendment 002 on 07/31/2003 August 31
 For Amendment 001 on 06/10/2002 December 31
 For Original Award on 09/05/2002 August 31

PRIOR CA: 0113408

PROJECTED TOTAL AWARD FUNDING (Subject to final availability) \$421,469 CUMULATIVE AMOUNT (Total funds awarded to date) \$421,469* For Amendment 004 on 07/09/2003 \$421,469 For Amendment 003 on 06/11/2003 \$411,469 For Amendment 001 on 06/10/2002 \$264,755	SOLICITATION (As indicated by reference, as amended) NSF-01-120 CFDA NUMBER OTHER AWARDS UNDER THIS PROGRAM Show List of Awards
---	---

Figure 2 Cooperative Agreement screen with the amended award fund amounts now listed under the current Cumulative Amount.

View the List of Awards for the NSF Program

1. Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).

NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

CA: CCB-0042202 **EFFECTIVE DATE:** Mar 15, 2003
EXPIRATION DATE: August 31, 2003
 For Amendment 002 on 07/31/2003 August 31
 For Amendment 001 on 06/10/2002 December 31
 For Original Award on 09/05/2002 August 31

PRIOR CA: 0113408

PROJECTED TOTAL AWARD FUNDING (Subject to final availability) \$421,469 CUMULATIVE AMOUNT (Total funds awarded to date) \$421,469*	SOLICITATION (As indicated by reference, as amended) NSF-01-120 CFDA NUMBER OTHER AWARDS UNDER THIS PROGRAM Show List of Awards
--	---

Figure 1 Cooperative Agreement screen. The Show List of Awards link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Show List of Awards**. The **Award Search** screen displays in a new window (Figure 2), where you can search for the awards by program or other criteria. This screen takes you out of the FastLane system.

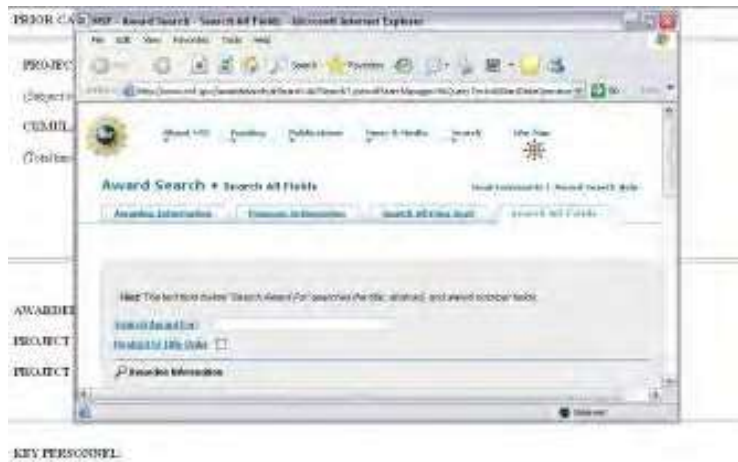


Figure 2 Award Search screen in a new window. This screen takes you out of the FastLane system.

- When you have completed your award search, close the **Award Search** screen (Figure 2). The **Cooperative Agreement** screen displays (Figure 1).

View the Last Notice Sent

- Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).



Figure 1 Cooperative Agreement screen. The Last Notice Sent link is circled.

- On the **Cooperative Agreement** screen (Figure 1), click **Last Notice Sent**. The **Current Amendment** screen displays (Figure 2) with the link to the last amendment.



Figure 2 Current Amendment screen.

View the Original and Amended Budgets

- Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).

Award Documents | History

Award 0242222 as of 2003-7-9 : Amendment 004 (current) Choose Version

View Print Friendly Version (PDF) [Award Document](#) [Last Notice Sent](#) [Budget](#) [Prior Award](#) [Return to Search](#)

 NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, VA 22230
www.nsf.gov

COOPERATIVE AGREEMENT (CA)

CA: OCB - 0242222 EFFECTIVE DATE: May 15, 2003

EXPIRATION DATE: August 31, 2004

PRIOR CA: 0113409

Figure 1 Cooperative Agreement screen. The Budget link is circled.

- On the **Cooperative Agreement** screen (Figure 1), click **Budget**. The **Consolidated Award Budget** screen displays (Figure 2) with the original award budget and the budget for each amendment.

View Print Friendly Version [Return to Search Results](#)

CONSOLIDATED AWARD BUDGET

Award 0242222

Original Award

Person POS	CA	ACAD	SUM	Funds granted by NSF
A (1) Total Salary (estimated)	0.0	0.0	0.0	\$ 0
B Other Personnel				
(1) Post Doctoral associates	0.0	0.0	0.0	\$ 0
(2) Other professional	0.0	0.0	0.0	\$ 0
(3) Graduate students				
(4) Graduate-student				
(5) Undergraduate students				
(6) Other				
Total Salaries and wages (A+B)				
C fringe benefits (if charged as direct cost)				
Total Salaries wages and fringe (A+B+C)				
D Total permanent equipment				
E Travel				
Domestic				
Foreign				
F Total participant support costs				
G Other direct costs				
Materials and supplies				
Facilities participant charges				
Consultant services				
Computer (ADPE) services				
Subcontracts				
Other				
Total other direct costs				
H Total direct costs (A through G)				
I Total indirect costs				
J Total direct and indirect costs (H+I)				
K Residual funds / Small business fee				
Residual funds (if for further support of current projects (20% max 25%))				
Small business fee				
AMOUNT OF THE REQUEST (D+C+H+I+J)				\$ 102,755
Cost sharing				\$ 0

Amendment 001

Person POS	CA	ACAD	SUM	Funds granted by NSF
A (2) Total Salary per person	0.0	0.0	2.5	\$ 26,167
B Other Personnel				
(1) Post Doctoral associates	0.0	0.0	0.0	\$ 0

Figure 2 Consolidated Award Budget screen with the original award budget and the budget for each amendment.

View the Prior Award

Only PIs can view a prior award.

- Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).



Figure 1 Cooperative Agreement screen. The Prior Award link is circled.

2. On the **Cooperative Agreement** screen (Figure 1), click **Prior Award**. The **National Science Foundation** screen displays (Figure 2) with the text of the last award letter.

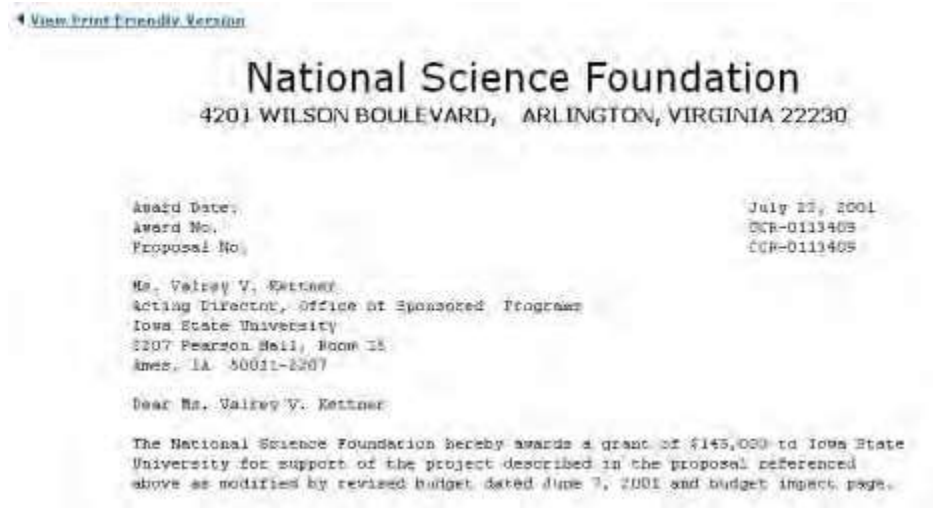


Figure 2 National Science Foundation screen with the text of the last award letter.

3. To print the award letter, click **View Print-Friendly Version** (Figure 2). A print-friendly version of the award letter displays.
4. Click the **Print** command on your browser to print the document.

View the Award Document in PDF Format

1. Access the **Cooperative Agreement** screen (Figure 1) (see [View a Cooperative Agreement](#)).



Figure 1 Cooperative Agreement screen. The View Print-Friendly Version (PDF) link is circled.

- On the **Cooperative Agreement** screen (Figure 1), click **View Print-Friendly Version (PDF)**. The Cooperative Agreement displays in PDF format in a new window (Figure 2). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

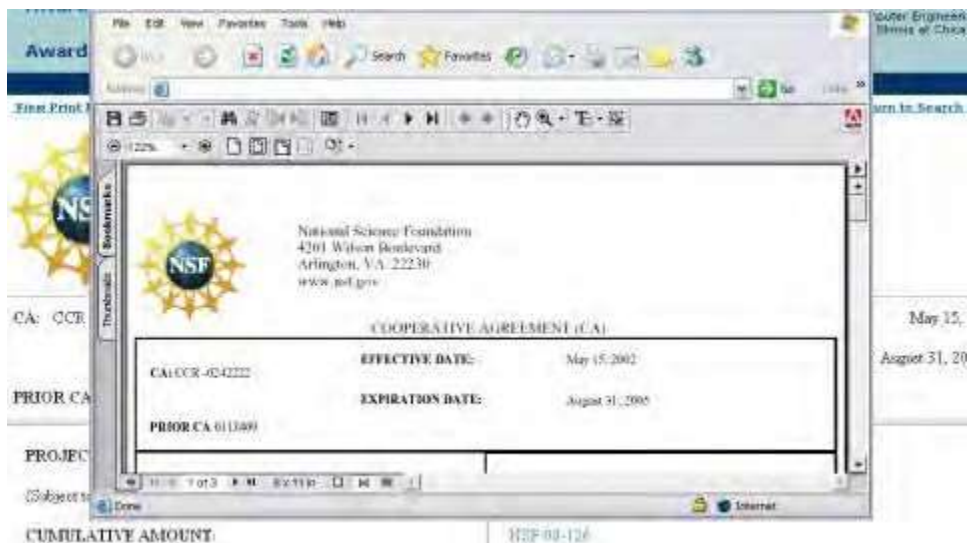


Figure 2 Cooperative Agreement in PDF format in a new window.

- Click the **Print** icon on the PDF document browser (Figure 2) to print the PDF version of the Cooperative Agreement.
- Close the PDF version window to return to the **Cooperative Agreement** screen (Figure 1).

View the Amendments to an Award

- Access the **Award Documents** screen on the **Active Awards** tab (Figure 1). See one of the following:
 - [View and Print Award Letters as a PI](#), Step 1 through Step 3
 - [View and Print Award Letters as an SPO/AOR](#), Step 1 and Step 2

If an award has amendments, on the **Award Documents** screen, a **Yes** displays in the **Amendments** column on the row for the award.



Figure 1 Award Documents screen on the Active Awards tab. The Yes link is circled for an award.

- Click **Yes** (Figure 1) in the row for the award whose amendments you want to view. The **List of Active Amendments** screen displays (Figure 2) with a listing of all the amendments for that award.

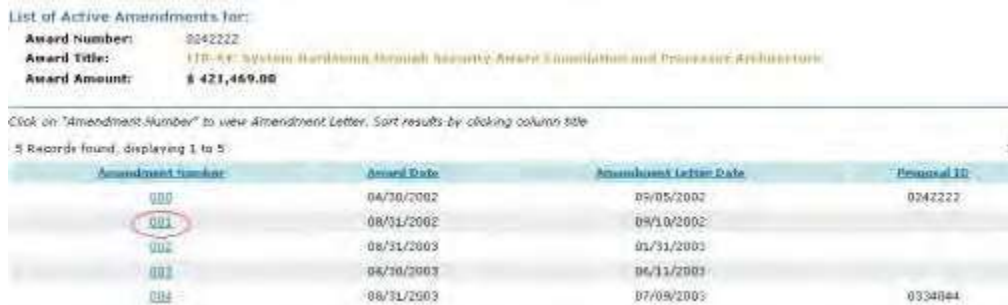


Figure 2 List of Active Amendments screen. The amendment number is circled.

- Click an amendment number (Figure 2) to view that amendment. The **Amendment** screen displays (Figure 3) with a link for you to view the amendment.



Figure 3 Amendment screen with a link to that amendment.

View Documents for Expired Awards

View Award Documents for Expired Awards

- Access the **Award Documents** screen on the **Active Awards** tab (Figure 1). See either one of the following:
 - [View and Print Award Documents as a PI](#), Step 1 through Step 3
 - [View and Print Award Documents as an SPO/AOR](#), Step 1 and Step 2



Figure 1 Award Documents screen on the Active Awards tab. The Expired Awards tab is circled.

- On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the **Expired Awards** tab. The **Award Documents** screen displays on the **Expired Awards** tab (Figure 2) with a listing of the expired awards for which you can view the award letters. You have two options on this screen:

- [View award letters for an expired award](#)
- [View amendments for an expired award](#)



Figure 2 Award Documents screen on the Expired Awards tab.

View Award Documents for Expired Awards

- Access the **Award Documents** screen on the **Active Awards** tab (Figure 1). See either one of the following:
 - [View and Print Award Documents as a PI](#), Step 1 through Step 3
 - [View and Print Award Documents as an SPO/AOR](#), Step 1 and Step 2



Figure 1 Award Documents screen on the Active Awards tab. The Expired Awards tab is circled.

- On the **Award Documents** screen on the **Active Awards** tab (Figure 1), click the **Expired Awards** tab. The **Award Documents** screen displays on the **Expired Awards** tab (Figure 2) with a listing of the expired awards for which you can view the award letters. You have two options on this screen:
 - [View award letters for an expired award](#)
 - [View amendments for an expired award](#)



Figure 2 Award Documents screen on the Expired Awards tab.

View Award Letters for Expired Awards

- Access the **Award Documents** screen on the **Expired Awards** tab (Figure 1) (see [View Award Documents for Expired Awards](#)).

Award Documents | **Expired Awards**

Principal Investigator's Name: Yunghu Li
Department: Electrical and Computer Engineering
Organization: University of Illinois at Chicago

Expired Awards are defined as the awards which have an expiration date earlier than today's date (Expired = Expiration Date < Today).

Search for Expired Awards by any of the following:

Award #: Award Date (mm/dd/yyyy) From: To:

List of Expired Awards

Click on Award Number to view Award Letter. If Amendments are indicated, click link to view all Amendments. Sort results by clicking column title.

3 Records found, displaying 1 to 3

Award Number	Award Date	Expiration Date	Submission ID	Award Title	Amendment
007581	01/01/2002	06/30/2004	0000010000	High-Bandwidth Memory Pipeline for Wide-Issue Processors	No
007659	07/01/2000	02/28/2002	0018667000	High-Bandwidth Memory Pipeline for Wide-Issue Processors	No
007659	09/01/2001	06/30/2002	0018667000	ITH-SY: System Hardening through Security Aware Compilation and Processor Architecture	YES

Figure 1 Award Documents screen on the Expired Awards tab. The award number is circled for an award.

- On the **Award Documents** screen on the **Expired Awards** tab (Figure 1), click the award number on the row for the award whose letter you want to view. The **National Science Foundation** screen displays (Figure 2) with the text of the latest award letter.

National Science Foundation
4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Period: July 01, 2000
Award No.: 007659
Proposal No.: 007659

To: Martin Vardoulakis
President
Iowa State University
Office of the President
400A, IA 50010-3000

Dear Dr. Vardoulakis:

The National Science Foundation hereby awards a grant of \$200,110 to Iowa State University for support of the project described in the proposal referenced above and as modified by the revised budget and cover page dated April 07, 2000.

This project, under the direction of Yunghu Li, is entitled:

Figure 2 National Science Foundation screen with the text of the latest award letter.

Note: If the expired award is a Cooperative Agreement that was established after March 2005, the **Cooperative Agreement** screen displays. See [View a Cooperative Agreement](#) for the options in viewing Cooperative Agreements.

View Amendments for Expired Awards

- Access the **Award Documents** screen on the **Expired Awards** tab (Figure 1) (see [View Award Documents for Expired Awards](#)). If an award has amendments, on the **Award Documents** screen on the **Expired Awards** tab, a **Yes** displays in the **Amendments** column on the row for the award.

Award Documents | Multi |

Principal Investigator's Name: **George Lee**
Department: **Electrical and Computer Engineering**
Organization: **University of Illinois at Chicago**

Expired Awards are defined as the awards which have an expiration date earlier than today's date (Expired = Expiration Date < Today).

Search for Expired Awards by any of the following:

Award #: Award Date (mm/dd/yyyy) From: To:

List of Expired Awards:

Click on Award Number to view Award Letter. If Amendments are indicated, click link to view all Amendments. Sort results by clicking column title.

3 Records found, displaying 1 to 3

Award Number	Award Date	Expiration Date	Amendments ID	Award Title	Amendments
0113409	05/01/2002	06/30/2004	008901000	High-Bandwidth Memory Pipeline for Wide-Issue Processors	Yes
0113409	07/31/2000	02/28/2002	001869700	High-Bandwidth Memory Pipeline for Wide-Issue Processors	No
0113409	08/31/2001	06/30/2002	001869700	ITR-SV: System Hardening through Security Aware Compilation and Processor Architecture	Yes

Figure 1 Award Documents screen on the Expired Awards tab. The Yes link is circled for an expired award.

- Click **Yes** (Figure 1) on the row for the award whose amendments you want to view. The **List of Expired Amendments** screen displays (Figure 2) for that award.

List of Expired Amendments for:

Award Number: 0113409
Award Title: ITR-SV: System Hardening through Security Aware Compilation and Processor Architecture
Award Amount: \$ 145,000.00

Click on "Amendment Number" to view Amendment Letter. Sort results by clicking column title.

4 Records found, displaying 1 to 4

Amendment Number	Award Date	Amendment Letter Date	Amendment ID
000	08/31/2001	07/23/2001	0113409
001	08/31/2002	06/30/2002	
002	08/31/2003	07/02/2002	0223913
003	08/31/2003	08/01/2002	

Figure 2 List of Expired Amendments screen. The Amendment Number is circled.

- Click an amendment number (Figure 2). The **National Science Foundation** screen displays (Figure 3) with the amendment text.

[View Print Friendly Version](#)

National Science Foundation

4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: July 23, 2001
Award No. CCR-0113409
Program No. CCR-0113409

Dr. Valery V. Kettner
Acting Director, Office of Sponsored Programs
Iowa State University
2207 Pearson Hall, Room 13
Ames, IA 50011-3207

Dear Dr. Valery V. Kettner:

The National Science Foundation hereby awards a grant of \$145,000 to Iowa State University for support of the project described in the proposal referenced above as modified by revised budget dated June 7, 2001 and budget impact page.

This project, under the direction of George Lee, entitled:

Figure 3 National Science Foundation screen with the amendment text.

Supplemental Funding Request

Supplemental Funding Request Introduction

[Print the contents of the Supplemental Funding Request book.](#)

In unusual circumstances, an organization may request small amounts of supplemental funding and up to 6 months of additional support, if this funding is necessary for completion of the project.

To obtain this additional support, you must submit a Supplemental Funding Request via FastLane at least 2 months before the additional funds are required.

You request must include:

- A summary of the proposed work
- A justification of the need for the supplemental funds
- A budget that highlights the use by budget category of the additional funding as distinguished from the original funding

The Authorized Organizational Representative (AOR) must sign the Supplementary Funding Request.

If the request is approved, the NSF Grants Officer amends the grant.

See the [Proposal & Award Policies & Procedures Guide \(PAPPG\) Chapter VI.E.4](#) for greater detail on Supplemental Funding Requests.

As a Principal Investigator (PI), you can do the following:

- [Prepare a Supplemental Funding Request](#)
- [Give the SPO access to the Supplemental Funding Request](#)

As an SPO, you can do the following:

- [Check a Supplemental Funding Request](#)
- [Edit a Supplemental Funding Request](#)
- [Submit a Supplemental Funding Request](#) (AOR only)
- [Withdraw a Supplemental Funding Request](#) (AOR only)

As an AOR, you must sign a Supplemental Funding Request (see [AOR Functions](#)).

PI Functions

PI Functions Introduction for a Supplemental Funding Request

As a PI, you have these options for working on a Supplementary Funding Request:

- [Prepare a Supplementary Funding Request](#)
- [Edit a Supplementary Funding Request](#)
- [Allow or Remove SPO Access to a Supplementary Funding Request](#)
- [Print a Supplementary Funding Request](#)
- [Delete a Supplementary Funding Request](#)

PI Functions Introduction for a Supplemental Funding Request

Prepare a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

[Supplemental Funding Request](#)

[Research.gov Functions](#)

Go Back

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman
 Department: Division of Information System
 Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID	Inst ID	Exp. Date	Title
0413531	4102852000	06/01/2004	Richs SBIR supplemental funding request
0700000	0019893001	04/30/2002	Doctoral Dissertation Research: The Greate

Prepare Supplemental Funding Request

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to prepare a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

FORSL FastLane.JordIProg06

 **Request for Supplemental Funding**

Award Information **PAPPG**

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: Local Inverse Problems
 Principal Investigator/Project Director: Stefanov, Plamen D

Supplemental Funding Request

There is no Supplemental Funding Request for this Award. Press "Create New Supplemental Funding Request" Button to Create New Request

Create New Supplemental Funding Request

Go Back

Figure 4 Request for Supplemental Funding screen. The Create New Supplemental Funding Request screen is circled.

6. Click the **Create New Supplemental Funding Request** button (Figure 4). The **Form Preparation** screen displays (Figure 5) with the forms for preparing a Supplemental Funding Request:

- [Summary of Proposed Work](#)
- [Budgets \(Including Justification\)](#)
- [Add/Delete Non-Co-PI Senior Personnel](#)
- [Justification for Supplement](#)
- [Supplementary Documents](#)
- [Revised End Date \(if applicable\)](#)

(Click on a form link for instructions on completing that form.)

The screenshot shows the 'Form Preparation' screen. At the top, it says 'Form Preparation' and 'To prepare a form, click on the appropriate button below'. Below this, there are two columns of buttons. The left column has buttons for 'Summary Of Proposed Work', 'Budgets (Including Justification)', and 'Add/Delete Non Co-PI Senior Personnel'. The right column has buttons for 'Justification For Supplement', 'Explanation For Late Request', and 'Other Supplementary Docs'. Below these, there are buttons for 'Revised Expiration Date (if applicable)' and 'Go Back'. The status of each form is shown to the right of the buttons: 'Saved' for the first two, 'N/A' for the third, and 'Saved' for the fourth.

Figure 5 Form Preparation screen.
Edit a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The **Award and Reporting Functions** link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

▶ [Notifications and Requests](#)

▶ [Continuation Funding Status](#)

▶ [View/Print Award Documents](#)

▶ [Project Reports System](#)

▶ [Supplemental Funding Request](#)

▶ [Research.gov Functions](#)

Go Back

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman
 Department: Division of Information System
 Institution: National Science Foundation


(Click on the column title to sort by that column)

Awd ID -	Inst ID	- Exp. Date	- Title
0413531 -	4102852000 -	06/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Greate

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to edit a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

FOPM: FastLane.AwdSPropSel

 **Request for Supplemental Funding**

Award Information **PAFRC**

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: Local Inverse Problems
 Principal Investigator/Project Director: Stefanov, Plamen D

Supplemental Funding Request

Temp. Prop ID # -	Prop ID # -	Status -	Proposal Title
7739622 -	***** -	In Prog -	Local Inverse Problems

Figure 4 Request for Supplemental Funding screen. The Edit button is circled.

6. Highlight the Supplemental Funding Request you want to edit (Figure 4).
7. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

Forms for Temp. Proposal #7396346
PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.

<p style="text-align: center;">Form</p> <p><input type="button" value="GO"/> Summary Of Proposed Work</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p> <p><input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel</p>	<p>Saved</p> <p>N/A</p>	<p style="text-align: center;">Form</p> <p><input type="button" value="GO"/> Justification For Supplement</p> <p><input type="button" value="GO"/> Explanation For Late Request</p> <p style="text-align: center;">Supplementary Documents</p> <p><input type="button" value="GO"/> Other Supplementary Docs</p> <p><input type="button" value="GO"/> Revised End Date (if applicable)</p>	<p>Saved</p> <p>08/17/13</p>
---	---	---	-------------------------------------

Figure 5 Form Preparation screen.

8. Edit the forms as you require:
- [Summary of Proposed Work](#)
 - [Budgets \(Including Justification\)](#)
 - [Add/Delete Non-Co-PI Senior Personnel](#)
 - [Justification for Supplement](#)
 - [Supplementary Documents](#)
 - [Revised End Date \(if applicable\)](#)
- (Click on a form above for instructions on completing that form.)

Allow or Remove SPO Access to Supplemental Funding Request

Allow or Remove SPO/AOR Access to a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

☐ [Proposal Functions](#)

☒ [Award And Reporting Functions](#)

☐ [Change PI Information](#)

☐ [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

[Supplemental Funding Request](#)

[Research.gov Functions](#)

[Go Back](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman

Department: Division of Information System

Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID - Inst ID - Exp. Date - Title


0413531	- 4102852000	- 06/01/2004	- Richs SBIR supplemental funding request
0700000	- 0019893001	- 04/30/2002	- Doctoral Dissertation Research: The Greate

[Prepare Supplemental Funding Request](#)

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to give the SPO access to a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

FORN: FastLane.AwardProposal

 **Request for Supplemental Funding**

Award Information **PAID**

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: Local Inverse Problems
 Principal Investigator/Project Director: Stefanov, Plamen D

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
7739622	*****	In Prog	Local Inverse Problems

Figure 4 Supplemental Funding Request screen. The Allow SPO Access button is circled.

6. Highlight the Supplemental Funding Request that you want to give the SPO access to (Figure 4).
7. Click the **Allow SPO Access** button (Figure 4). The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 5) with these control options:
 - [Allow SPO to view proposal](#)
 - [Allow SPO to view and edit proposal](#)
 - [Allow AOR to view, edit, and submit proposal](#)
 (Click on a link above for instructions for that option.)

Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7396346 is set to None

Allow SPO to view proposal
 Allow SPO to view and edit the proposal
 Allow AOR to view, edit and submit proposal

Figure 5 Sponsored Project Office (SPO) Access Control screen.

Allow or Remove SPO/AOR Access to a Supplemental Funding Request

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

[Notifications and Requests](#)

[Continuation Funding Status](#)

[View/Print Award Documents](#)

[Project Reports System](#)

[Supplemental Funding Request](#)

[Research.gov Functions](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	- Exp. Date	- Title
0413531 -	4102852000 -	08/01/2004 -	Richs SBIR supplemental funding request
0700000 -	0019893001 -	04/30/2002 -	Doctoral Dissertation Research: The Grete

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to give the SPO access to a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

FO93E: FastLane.AwdISPropSet

Request for Supplemental Funding

Award Information **PAPPG**

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: Local Inverse Problems
 Principal Investigator/Project Director: Stefanov, Plamen D

Supplemental Funding Request

Temp. Prop ID # - Prop ID # - Status - Proposal Title
7739622 - ***** - In Prog - Local Inverse Problems

Edit Delete Allow SPO Access Print

Create New Supplemental Funding Request

Go Back

Figure 4 Supplemental Funding Request screen. The Allow SPO Access button is circled.

6. Highlight the Supplemental Funding Request that you want to give the SPO access to (Figure 4).
7. Click the **Allow SPO Access** button (Figure 4). The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 5) with these control options:
 - [Allow SPO to view proposal](#)
 - [Allow SPO to view and edit proposal](#)
 - [Allow AOR to view, edit, and submit proposal](#)
 (Click on a link above for instructions for that option.)

Sponsored Project Office (SPO) Access Control

Current SPO Access for proposal 7396346 is set to None

GO Allow SPO to view proposal

GO Allow SPO to view and edit the proposal

GO Allow AOR to view, edit and submit proposal

Go Back

Figure 5 Sponsored Project Office (SPO) Access Control screen.

Allow SPO to View But Not Submit a Supplemental Funding Request

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Supplemental Funding Request](#)).

Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7396346 is set to None

Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

Figure 1 Sponsored Project Office Access Control screen. The Go button for Allow SPO to Only View Proposal But Not Submit is circled.

- On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow SPO to Only View Proposal But Not Submit. A screen displays (Figure 2) with a message that the SPO can now view but not edit or submit the Supplemental Funding Request.

The SPO can now view (but not edit or submit) proposal 7396346

Figure 2 Screen with the message that the SPO can now view but not edit or submit the Supplemental Funding Request.

- Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Allow SPO to View and Edit But Not Submit a Supplemental Funding Request

- Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Supplemental Funding Request](#)).

Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7396346 is set to None

Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

Figure 1 Sponsored Project Office (SPO) Access Control screen.

- On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow SPO to View and Edit But Not Submit Proposal. A screen displays (Figure 2) with a message that the SPO can now view and edit but not submit the Supplemental Funding Request.

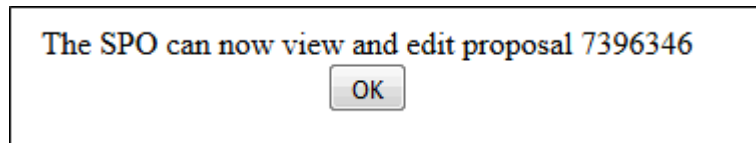


Figure 2 Screen with the message that the SPO can now view and edit the proposal.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Allow AOR to View, Edit, and Submit a Supplemental Funding Request

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Supplemental Funding Request](#)).

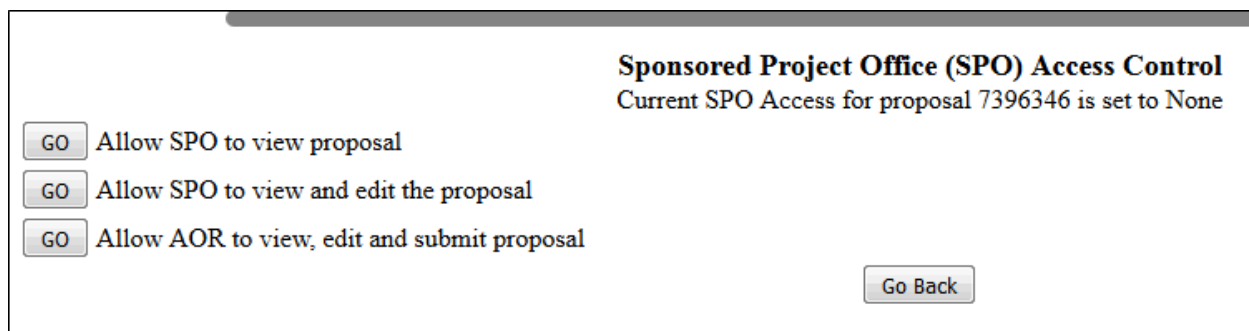


Figure 1 Sponsored Project Office (SPO) Access Control screen.

2. On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Allow AOR to View, Edit, and Submit Proposal. A screen displays (Figure 2) with a message that the AOR now has full access to the request. The screen also lists the individuals who will receive emails from FastLane on the request's new access status.

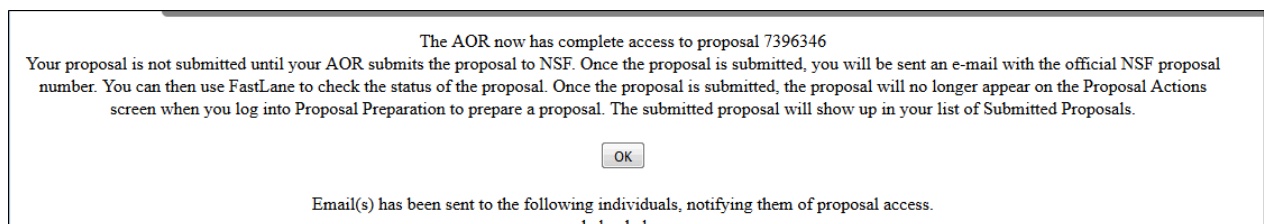
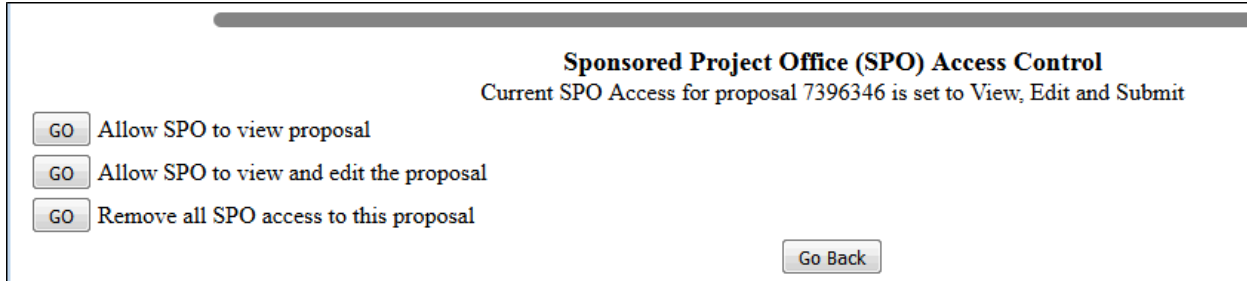


Figure 2 Screen with the message that the AOR now has full access to the Supplemental Funding Request and with the list of people NSF will notify of the AOR's access. The OK button is circled.

3. Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Remove SPO/AOR Access to a Supplemental Funding Request

1. Access the **Sponsored Research Office (SPO)/AOR Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Supplemental Funding Request](#)).

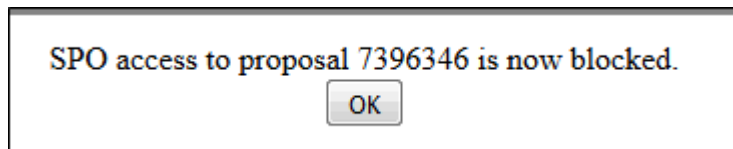


Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7396346 is set to View, Edit and Submit

Allow SPO to view proposal
 Allow SPO to view and edit the proposal
 Remove all SPO access to this proposal

Figure 1 Sponsored Project Office (SPO) Access Control screen.

- On the **Sponsored Project Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Remove All SPO Access to This Proposal. A screen displays (Figure 2) with the message that SPO access to the request is blocked.



SPO access to proposal 7396346 is now blocked.

Figure 2 Screen with the message that SPO access to the request is blocked.

- Click the **OK** button (Figure 2). The **Request for Supplemental Funding** screen displays.

Print a Supplemental Funding Request

- On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).



Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The

Award and Reporting Functions link is circled.

2. Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

► [Notifications and Requests](#)

► [Continuation Funding Status](#)

► [View/Print Award Documents](#)

► [Project Reports System](#)

► [Supplemental Funding Request](#)

► [Research.gov Functions](#)

[Go Back](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

3. Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information System
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID -	Inst ID	- Exp. Date	- Title
0413531 - 4102852000 - 08/01/2004 -	Richs SBIR supplemental funding request		
0700000 - 0019893001 - 04/30/2002 -	Doctoral Dissertation Research: The Greote		

[Prepare Supplemental Funding Request](#)

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to print a Supplementary Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

POB3: FastLane.AwardSPReqDel

Request for Supplemental Funding

Award Information **PAID**

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: Local Inverse Problems
 Principal Investigator/Project Director: Stefanov, Plamen D

Supplemental Funding Request

Temp. Prop ID # - Prop ID # - Status - Proposal Title
7739622 - ***** - In Prog - Local Inverse Problems

Figure 4 Request for Supplemental Funding screen. The Print button is circled.

6. Highlight the Supplemental Funding Request you want to print (Figure 4).
7. Click the **Print** button (Figure 4). The **Print Menu** screen displays (Figure 5).

Print Menu

Please click on the appropriate "GO" button to display the document.
 You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
 Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.
 Please be patient and do not continually click the **"GO"** button.

<input type="button" value="GO"/> Summary Of Proposed Work	<input type="button" value="GO"/> Justification For Supplement
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Other Supplementary Docs
<input type="button" value="GO"/> Print Entire Proposal	

Figure 5 Print Menu screen. The Go button for Print Entire Proposal is circled.

8. Click the **Go** button for Print Entire Proposal (Figure 5). The Supplemental Funding Request displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
9. Click the **Print** icon in the top left of the PDF screen to print the Supplemental Funding Request.

Delete a Supplemental Funding Request


1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

 [Proposal Functions](#)

 [Award And Reporting Functions](#)

 [Change PI Information](#)

 [Research.gov Functions](#)

Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

- Click **Award and Reporting Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [Research.gov Functions](#)

[Go Back](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting screen. The Supplemental Funding Request link is circled.

- Click **Supplemental Funding Request** (Figure 2). The **List of Current Awards** screen displays (Figure 3).

List of Current Awards

Principal Investigator Name: Alan Alphaman

Department: Division of Information System

Institution: National Science Foundation

(Click on the column title to sort by that column)


Awd ID -	Inst ID	Exp. Date	Title
0413531 - 4102852000 - 08/01/2004 -			Richs SBIR supplemental funding request
0700000 - 0019893001 - 04/30/2002 -			Doctoral Dissertation Research: The Grete

Prepare Supplemental Funding Request

Figure 3 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

4. Highlight the award for which you want to delete a Supplemental Funding Request (Figure 3).
5. Click the **Prepare Supplemental Funding Request** button (Figure 3). The **Request for Supplemental Funding** screen displays (Figure 4).

FORM: FastLane.AwardSPReq


Request for Supplemental Funding

Award Information DATA

Award Number: 1600327 Award Amount: 250000 End Date: 06/30/2019
 Title: **Local Inverse Problems**
 Principal Investigator/Project Director: **Stefanov, Plamen D**

Supplemental Funding Request

Temp. Prop ID # - Prop ID # - Status - Proposal Title
7739622 - ***** - In Prog - Local Inverse Problems

Figure 4 Request for Supplemental Funding screen. The Delete button is circled.

6. Highlight the Supplemental Funding Request you want to delete (Figure 4).
7. Click the **Delete** button (Figure 4). A screen displays (Figure 5) with a message for you to confirm that you want to delete the request.

Delete the proposal **Richs SBIR supplemental funding request**
 (7200230) ?

Figure 5 Screen with a message for you to confirm that you want to delete the request.

8. Click the **OK** button (Figure 5). A screen displays (Figure 6) with a message that the Supplemental Funding Request has been deleted.

Temp. Proposal 7200230 has been deleted.

Figure 6 Screen with the message that the Supplemental Funding Request has been deleted.

9. Click the **OK** button. The **Request for Supplemental Funding** screen displays (Figure 4).

SPO Functions

Work on a Supplemental Funding Request as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2) with a listing of all your organization's documents in progress. Supplemental Funding Requests are categorized as Supplements in the **Type** column.



Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the **Documents in Progress**

tab. The award number for a Supplemental Funding Request is circled.

3. Click the **Type** column heading to group all the Supplemental Funding Requests. On the **Proposals, Supplements/File Updates/Withdrawals** screen, you have these options:
 - [Check a Supplementary Funding Request](#)
 - [Edit a Supplementary Funding Request](#)
 - [View/Print a Supplementary Funding Request](#)
 - [Return a Supplementary Funding Request to the PI](#)
 - [Submit a Supplementary Funding Request to NSF\(AOR only\)](#)
 - [Withdraw a Supplementary Funding Request from NSF\(AOR only\)](#) (Click on a link above for instructions for that option.)

Work on a Supplemental Funding Request as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2) with a listing of all your organization's documents in progress. Supplemental Funding Requests are categorized as Supplements in the **Type** column.



Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The award number for a Supplemental Funding Request is circled.

- Click the **Type** column heading to group all the Supplemental Funding Requests. On the **Proposals, Supplements/File Updates/Withdrawals** screen, you have these options:
 - [Check a Supplementary Funding Request](#)
 - [Edit a Supplementary Funding Request](#)
 - [View/Print a Supplementary Funding Request](#)
 - [Return a Supplementary Funding Request to the PI](#)
 - [Submit a Supplementary Funding Request to NSF\(AOR only\)](#)
 - [Withdraw a Supplementary Funding Request from NSF\(AOR only\)](#)

Check a Supplemental Funding Request

- Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on a Supplementary Funding Request](#)).

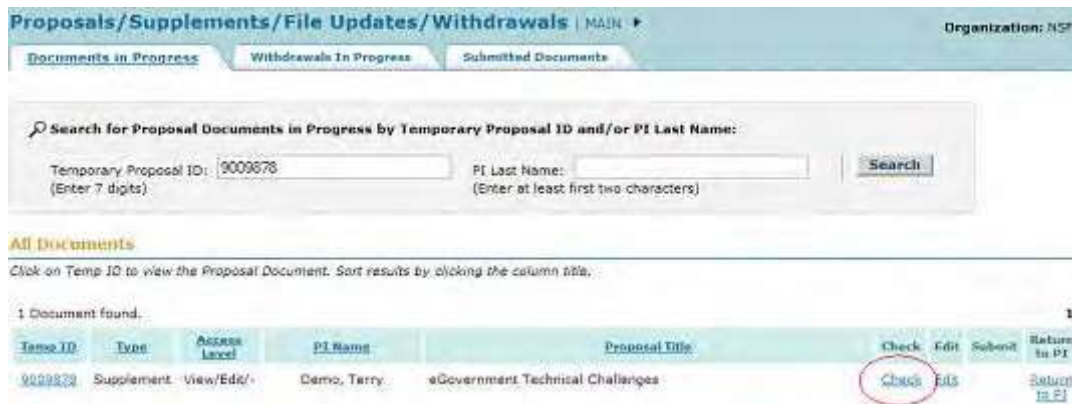


Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.

- On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Check** on the row for the Supplement Funding Request you want to check. The **Proposals Errors/Warnings** screen is displayed with a list of proposal items that have not been completed.

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors

Items listed here will impact submission.
Print this page for reference before returning to the Form Preparation screen.

- **No Title** - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- **Project Summary** - You must enter information on all three last boxes on the Project Summary Page.
- **No Data Management Plan** - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents, Data Management Plan section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- **The Budget Justification for the Proposing Organization has not been provided.** The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the Fastlane form, or upload a PDF file that indicates "Not Applicable".
- **No Biographical Sketches** - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Fastlane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- **No Budget** - The Budget has not been completed or uploaded. A Budget must be provided for each year of support requested.
- **No Facilities, Equipment, and Other Resources** - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- **No Project Description** - The Project Description has not been provided and is required. A Project Description must be uploaded.
- **No References Cited** - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the Fastlane form, or upload a PDF file that indicates "Not Applicable".
- **No Current and Pending Support** - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the Fastlane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

Proposal Warnings

Items listed here will not impact submission.
Print this page for reference before returning to the Form Preparation screen.

- **No Program Announcement/GPS Selected** - A Program Announcement or Grant Proposal Guide (GPS) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection Form.
- **No NSF UND Selection** - An NSF UND has not been selected on the Cover Sheet form.
- **Insufficient Amount Requested** - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- **Insufficient Duration Requested** - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- **No Starting Date** - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposals Errors/Warnings screen.

- Click the **Return To List** link (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Edit a Supplemental Funding Request as an SPO/AOR

- Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on a Supplemental Funding Request](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN | Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document; Sort results by clicking the column title.

91 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6443576	Supplement	View/Edit/Submit	Alphaman, Alan	Rules	<input type="button" value="Check"/>	<input type="button" value="Edit"/>	<input type="button" value="Submit"/>	<input type="button" value="Return to PI"/>
6443520	Proposal	View/Edit/Submit	Alphaman, Alan	David's test of DUE	<input type="button" value="Check"/>	<input type="button" value="Edit"/>	<input type="button" value="Submit"/>	<input type="button" value="Return to PI"/>

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the **Documents in Progress** tab. The **Edit** link is circled.

- On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Edit** on the row for the Supplemental Funding Request you want to edit. The **Form Preparation** screen displays (Figure 2) with the forms for editing a Supplemental Funding Request:

- [Summary of Proposed Work](#)
 - [Budgets \(Including Justification\)](#)
 - [Add/Delete Non-Co-PI Senior Personnel](#)
 - [Justification for Supplement](#)
 - [Supplementary Documents](#)
 - [Revised End Date \(if applicable\)](#)
- (Click on a form link for instructions on completing that form.)

Figure 2 Form Preparation screen.
View/Print a Supplemental Funding Request

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) See [Work on a Supplemental Funding Request](#).

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the **Documents in Progress** tab. The award number for a Supplemental Funding Request is circled.

2. On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click the award number on the row for the Supplemental Funding Request you want to view. The **View Proposal** screen displays (Figure 2).

View Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents. Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.

Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Summary Of Proposed Work	<input type="button" value="GO"/> Justification For Supplement
<input type="button" value="GO"/> Explanation For Late Request	<input type="button" value="GO"/> Budget (Including Justification)
<input type="button" value="GO"/> Other Supplementary Docs	<input type="button" value="GO"/> Print Entire Proposal

Figure 2 View Proposal screen. The Go button for Print Entire Proposal is circled.

- Click the **Go** button for any form to view that form (Figure 2).
- To print the entire Supplemental Funding Request, on the **View Proposal** screen, click the **Go** button (Figure 2) for Print the Entire Proposal. FastLane concatenates the forms and displays the Supplemental Funding Request in PDF format. If you need Adobe Reader, see [Adobe Reader for FastLane](#).
- On the PDF screen, click the **Printer** icon in the upper left of the screen. The Supplemental Funding Request prints in PDF format.
- Click the browser back button to return to the **View Proposal** screen (Figure 2).

Submit a Supplemental Funding Request (AOR only)

- Access the **Proposals/Supplements/File Updates/Withdrawals** screen (Figure 1) (see [Work on a Supplemental Funding Request](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) | PI Last Name: (Enter at least first two characters) |

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

9 Documents found, displaying 1 to 10 | [[Previous 10](#)] | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 | [[Next 10](#)]

Temp ID	Type	Action Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
2442322	Supplement	View/Edit/Submit	Alphaman, Alan	Rules	Check	Edit	Submit	Return to PI
5442376	Proposal	View/Edit/Submit	Alphaman, Alan	David's test of DUE	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

- On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Submit** on the row for the Supplemental Funding Request that you want to submit to NSF. The **Proposals Errors/Warnings** screen displays (Figure 2) with the Cover Sheet for the request (Figure 2) and the **Debarment and Suspension Certification** section (Figure 3).

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors
Items listed here will prevent submission. Read this page for reference before returning to the Form Preparation screen.
<ul style="list-style-type: none"> No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form. Project Summary - You must enter information on all three last boxes on the Project Summary Page. No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the Supplementary Documents, Data Management Plan section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission. The Budget Subtotal for the Processing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable". No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person. No Budget - The Budget has not been completed or uploaded. A Budget must be provided for each year of support requested. No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable". No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded. No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable". No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
Proposal Warnings
Items listed here will not prevent submission. Read this page for reference before returning to the Form Preparation screen.
<ul style="list-style-type: none"> No Program Announcement/OPIC Selected - A Program Announcement or Grant Proposal Guide (OPIC) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection Form. No PDF Upload Selection - An PDF Upload has not been selected on the Cover Sheet form. Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested amount on the Remainder of the Cover Sheet form. Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposed Duration on the Remainder of the Cover Sheet form. No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Upper portion of the Proposal Errors/Warnings screen with links to the rest of the screen.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No

☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Figure 3 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.

- In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 3), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.
- If you answered Yes, in the text box under the radio buttons (Figure 3), type an explanation.
- In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 4), check the accuracy of the information for your organization.

Institution Information	
DUNS Number:	111111111
DUNS Qualifier:	
Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.	
<p>The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.</p>	
<p>Name: Alan Alphaman Phone: 7032925000 Fax: 7032925500 E-mail: kchelta@nsf.gov</p>	
You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.	
Sign and Submit	Cancel and Do Not Submit

Figure 4 Institution Information section of the Proposal Errors/Warnings screen.
The Sign and Submit button is circled.

- At the bottom of the **Proposal Errors/Warnings** screen (Figure 4), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with a message that the Supplemental Funding Request has been successfully submitted to NSF. It also displays the official NSF number for the Supplemental Funding Request.

PROPOSAL SUBMISSION CONFIRMATION
<p>Proposal 6557745 has been successfully submitted to NSF</p> <p>This proposal has now been assigned the following NSF Proposal Number: 0613738</p> <p>Please make a note of this number, it is the official NSF proposal number. Your Signature has been recorded</p>
<p>OK</p>

Figure 5 Proposal Submission Confirmation screen with the message that the Supplemental Funding Request has been submitted to NSF and with the NSF number for the Supplemental Funding Request.
Return a Supplemental Funding Request to the PI

- Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on a Supplemental Funding Request](#)).



Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI button is circled.

- On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click **Return to PI** on the row for the Supplemental Funding Request that you want to return to the PI. A screen displays (Figure 2) with a message for you to confirm that you want to return the Supplemental Funding Request to the PI and a text box for a note to the PI.

Please confirm that you want to return the Supplemental Funding Request TPI # 6443526. This action will remove SPO access to this document.

In the text window below, you may enter a note to the PI indicating why you are returning this Supplemental Funding Request.

OK

Figure 2 Screen with a message for you to confirm that you want to return the Supplemental Funding Request to the PI and a text box for you to type a note to the PI. The OK button is circled.

- In the text box (Figure 2), type a note of explanation to the PI (optional).
- Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the Supplemental Funding Request has been returned to the PI.

Supplemental Funding Request for TPI No. 6443526 has been returned to the PI.

OK

Figure 3 Screen with the message that the Supplementing Funding Request has been returned to the PI. The OK button is circled.

- Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

Withdraw a Supplemental Funding Request (AOR only)

- Access the **Proposals/Supplements/File Updates/Withdrawals** on the **Documents in Progress** tab (Figure 1) (see [Work on a Supplemental Funding Request](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID: (Enter 7 digits) PI Last Name: (Enter at least first two characters)

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

98 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9 [Next 10 >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
0075552	Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	Check	Edit	Submit	Return to PI
0075745	Proposal	View/Edit/Submit	Ruttenberg, Judi	NSOL-CIS 4/11	Check	Edit	Submit	Return to PI

Figure 1 Proposals/Supplements/File Updates/Withdrawals on the Documents in Progress tab. The Submitted Documents tab is circled.

- On the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1), click the **Submitted Documents** tab. The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 2).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID: (Enter 7 digits) Submitted Date Range(mm/dd/yyyy) From: To:

PI Last Name: (Enter at least first two characters)

Submitted Documents Results


The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

10 Documents found, displaying 1 to 10

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
0541754	0514109	Update1	Alphaman, Alan	Test for Sept 1	01/20/2005	Withdraw
0539371	0514615	Supplement	Alphaman, Alan	Rules	02/11/2005	Withdraw

Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

3. Click **Withdraw** (Figure 2) on the row for the Supplemental Funding Request you want to withdraw. The **Proposal Withdrawal** screen displays (Figure 3).

 **Proposal Withdrawal**

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1709223
 Title: Prop Rvw Test - DO NOT USE

Withdrawal Type (Choose one)

☒ Withdraw Duplicate Proposal
 You must enter the proposal number that you wish NSF to retain:

☐ Funding Elsewhere

☐ Other (Please Explain)

In the text box below, type your rationale for withdrawal. You may type text directly into the box, or **cut and paste** from another application.

Rationale for Withdrawal


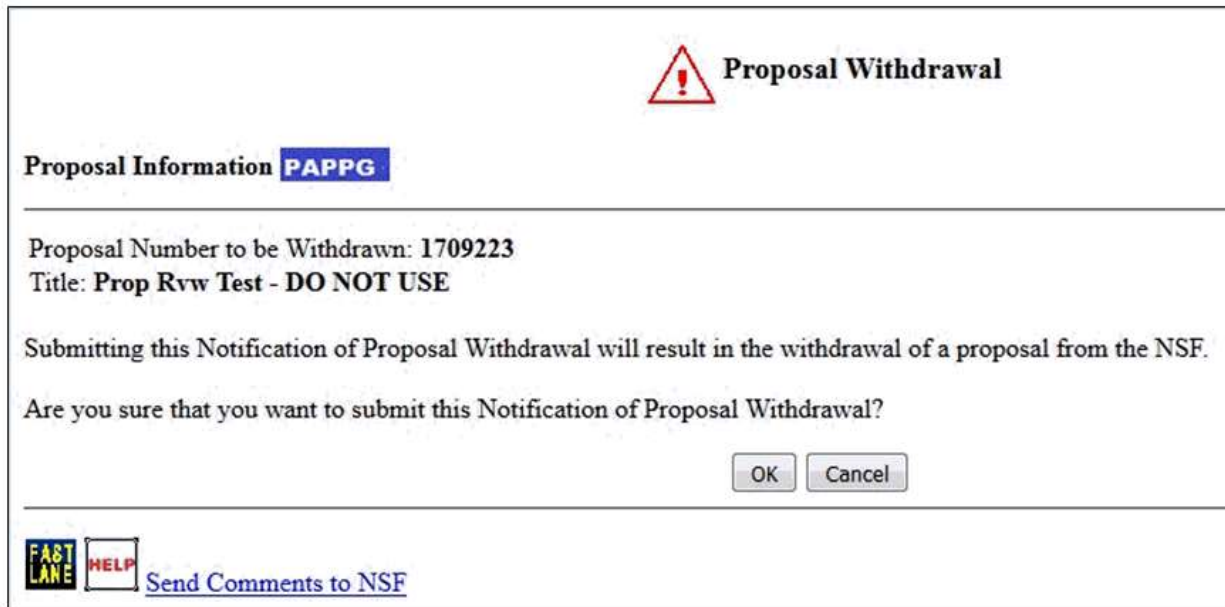

 [Send Comments to NSF](#)

Figure 3 Proposal Withdrawal screen with the Rationale for Withdrawal text box. The Submit button is circled.

4. Under **Withdrawal Type** (Figure 3), click the radio button for Funding Elsewhere or Other.
5. In the **Rationale for Withdrawal** text box (Figure 3), type or copy and paste a detailed reason or reasons for withdrawing the Supplementary Funding Request.
6. Click the **Submit** button (Figure 3). The **Proposal Withdrawal** screen displays (Figure 4) with a message for you to confirm that you want to withdraw the Supplemental Funding Request from NSF.



 **Proposal Withdrawal**

Proposal Information **PAPPG**

Proposal Number to be Withdrawn: 1709223
 Title: Prop Rvw Test - DO NOT USE

Submitting this Notification of Proposal Withdrawal will result in the withdrawal of a proposal from the NSF.
 Are you sure that you want to submit this Notification of Proposal Withdrawal?



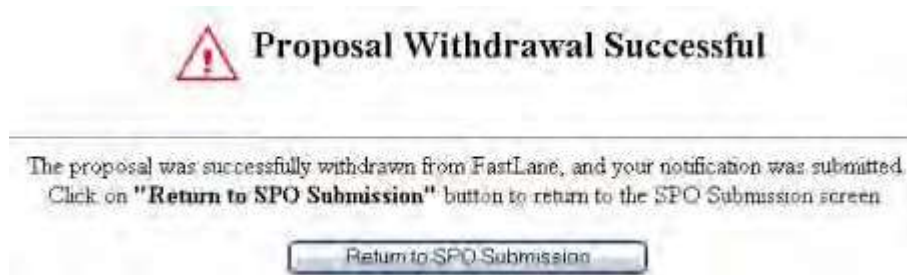

  [Send Comments to NSF](#)

Figure 4 Proposal Withdrawal screen with a message for you to confirm that you want to withdraw the Supplemental Funding Request. The OK button is circled.

7. Click the **OK** button (Figure 4). The **Proposal Withdrawal Successful** screen displays (Figure 5) with the message that the Supplemental Funding Request has been withdrawn from NSF consideration.



 **Proposal Withdrawal Successful**

The proposal was successfully withdrawn from FastLane, and your notification was submitted.
 Click on "Return to SPO Submission" button to return to the SPO Submission screen.

Figure 5 Proposal Withdrawal Successful screen.

8. Click the **Return to SPO Submission** button (Figure 5). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).

Forms for a Supplemental Funding Request Introduction

The Supplementary Funding Request has the following forms for completion:

- [Summary of Proposed Work](#) (required)
- [Budgets \(Including Justification\)](#) (required)
- [Add/Delete Senior Personnel](#)
- [Justification for Supplement](#) (required)
- [Supplementary Documents](#)
- [Revised End Date](#)

Summary of Proposed Work for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a Supplementary Funding Request as an SPO/AOR](#)).

Figure 1 Form Preparation screen. The Go button for Summary of Proposed Work is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Summary of Proposed Work. The **Summary of Proposed Work** screen displays (Figure 2)

Figure 2 Summary of Proposed Work screen. The Save Text button is circled.

You have these options:

- [Enter the Summary of Proposed Work in the text box](#)
- [Upload the Summary of Proposed Work](#)

Enter the Summary of Proposed Work in the Text Box

1. On the **Summary of Proposed Work** screen (Figure 2) in the **Summary of Proposed Work** box, type in or copy and paste the Summary of Proposed Work.
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Summary of Proposed Work is saved.

Data for Summary Of Proposed Work form saved.

Figure 3 Screen with the message that the Summary of Proposed Work is saved.

3. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

Upload the Summary of Proposed Work

On the **Summary of Proposed Work** screen (Figure 4), click the **Transfer File** button. The **Summary of Proposed Work File Upload** screen displays (Figure 5). See [Upload a File](#) for directions.

Figure 4 Summary of Proposed Work screen. The Transfer File button is circled.

Figure 5 Summary of Proposed Work File Upload screen.

If a Summary of Proposed Work has already been uploaded, when you click the **Go** button for Summary of Proposed Work on the **Form Preparation** screen, the **Summary of Proposed File Upload** screen displays (Figure 6) with these options:

- [Display Current Summary of Proposed Work](#)

- [Delete Current Summary of Proposed Work](#)
- [Upload a New Summary of Proposed Work](#) (This option automatically replaces the already uploaded file.)

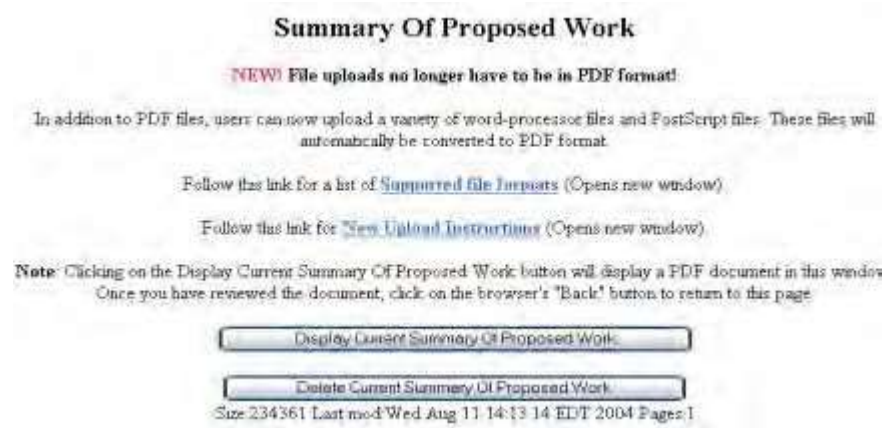


Figure 6 Summary of Proposed Work File Upload screen with the options to view and delete the uploaded Summary of Proposed Work.
Display Current Summary of Proposed Work

Click the **Display Current Summary of Proposed Work** button (Figure 6). The previously uploaded Summary of Proposed Work displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Summary of Proposed Work

1. Click the **Delete Current Summary of Proposed Work** button (Figure 6). A screen displays with the message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Summary of Proposed Work

Follow the directions in [Upload a File](#). Uploading a new Summary of Proposed Work automatically replaces the previously uploaded file.

Enter a New Summary of Proposed Work in the Text Box

If a Summary of Proposed Work has already been uploaded and you want to enter a new Summary of Proposed Work in the text box, do the following:

1. Click the **Delete Current Summary of Proposed Work** button (Figure 6). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Summary of Proposed Work File Upload** screen displays.
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for Summary of Proposed Work. The **Summary of Proposed Work** screen redisplay with the text box. See [Enter the Summary of Proposed Work in the Text Box](#).

Budgets (Including Justification) for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a](#)

[Supplementary Funding Request as an SPO/AOR](#)).

Form Preparation

To prepare a form, click on the appropriate button below

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work	04/14/10	<input type="button" value="GO"/> Justification For Supplement	04/14/10
<input type="button" value="GO"/> Budgets (Including Justification)	04/14/10	<input type="button" value="GO"/> Explanation For Late Request	

Supplementary Documents

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	04/14/10

Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

- On the **Form Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2). See [Budgets \(Including Justification\)](#) and [Create a Budget, Step 2](#) for instructions on how complete a budget for the subawardee organization.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation				
Add Year Budget Justification				
Add Another Organization				
SpreadSheet Support				

Figure 2 Project Budget screen.

Add/Delete Non-Co-PI Senior Personnel for a Supplemental Funding Request

- Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a Supplementary Funding Request as an SPO/AOR](#)).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
Supplementary Documents			
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	
<input type="button" value="Go Back"/>			

Figure 1 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

- On the **Form Preparation** screen (Figure 1), click the **Go** button for Add/Delete Non- Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 2). See [Add/Delete Non-Co-PI Senior Personnel](#) for instructions on completing the form.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6443558 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

To Add a new Non Co-PI Senior Personnel to proposal #6443558, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Figure 2 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

Justification for a Supplemental Funding Request

- Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a Supplementary Funding Request as an SPO/AOR](#)).

Form Preparation

To prepare a form, click on the appropriate button below

<p style="text-align: center;">Form</p> <p><input type="button" value="GO"/> Summary Of Proposed Work</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p>	<p style="text-align: center;">Saved</p>	<p style="text-align: center;">Form</p> <p><input type="button" value="GO"/> Justification For Supplement</p> <p><input type="button" value="GO"/> Explanation For Late Request</p>	<p style="text-align: center;">Saved</p>
---	---	--	---

<p><input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel</p>	<p>N/A</p>	<p style="text-align: center;">Supplementary Documents</p> <p><input type="button" value="GO"/> Other Supplementary Docs</p> <p><input type="button" value="GO"/> Revised Expiration Date (if applicable)</p>	
--	------------	--	--

Figure 1 Form Preparation screen. The Go button for Justification for Supplement is circled.

- On the **Form Preparation** screen (Figure 1), click the **Go** button for Justification for Supplement. The **Justification for Supplement** screen displays (Figure 2).

Justification For Supplement

Enter text for the Justification For Supplement or click on "Transfer File" to upload a file

Figure 2 Justification for Supplement screen. The Save Text button is circled.

You have these options:

- [Enter the Justification for Supplement in the text box](#)
- [Upload the Justification for Supplement](#)

Enter the Justification for Supplement in the Text Box

- On the **Justification for Supplement** screen (Figure 2), type in or copy and paste the Justification for Supplement in the **Justification for Supplement** box.
- Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Justification for Supplement data is saved.

Data for Justification For Supplement form saved.

Figure 3 Screen with a message that the Justification for Supplement is saved.

3. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

Upload the Justification for Supplement

On the **Justification for Supplement** screen (Figure 4), click the **Transfer File** button. The **Justification for Supplement File Upload** screen displays (Figure 5). See [Upload a File](#) for directions.



Figure 4 Justification for Supplement screen. The Transfer File button is circled.




Figure 5 Justification for Supplement File Upload screen.

If a Justification for Supplement has already been uploaded, when you click the **Go** button for Justification for Supplement on the **Form Preparation** screen, the **Summary of Proposed File Upload** screen displays (Figure 6) with these options:

- [Display Current Justification for Supplement](#)
- [Delete Current Justification for Supplement](#)
- [Upload a New Justification for Supplement](#) (This option automatically replaces the already uploaded file.)

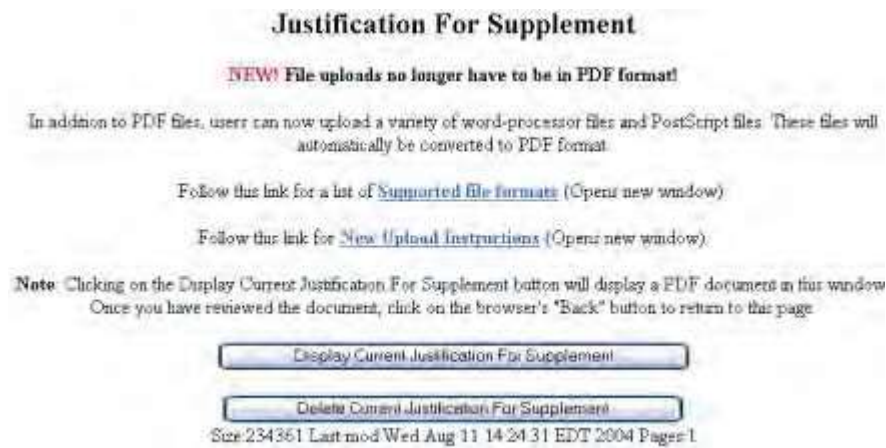


Figure 6 Justification for Supplement File Upload screen with options to view and delete the uploaded Justification.

Display Current Justification for Supplement

Click the **Display Current Justification for Supplement** button (Figure 6). The previously uploaded Justification for Supplement displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Justification for Supplement

1. Click the **Delete Current Justification for Supplement** button (Figure 6). A screen displays with the message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Justification for Supplement

Follow the directions in [Upload a File](#). Uploading a new Justification for Supplement automatically replaces the previously uploaded file.

Enter a New Justification for Supplement in the Text Box

If a Justification for Supplement has already been uploaded and you want to enter a new Justification for Supplement in the text box, do the following:

1. Click the **Delete Current Justification for Supplement** button (Figure 6). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Justification for Supplement File Upload** screen displays.
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for Justification for Supplement. The **Justification for Supplement** screen redisplay with the text box. See [Enter the Justification for Supplement in the Text Box](#).

Other Supplementary Documents for a Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a Supplementary Funding Request as an SPO/AOR](#)).

Form Preparation

To prepare a form, click on the appropriate button below

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Explanation For Late Request	
		Supplementary Documents	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	
<input type="button" value="Go Back"/>			

Figure 1 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Other Supplementary Docs. The **Other Supplementary Docs** screen displays (Figure 2). You have two options on this screen:
 - [Enter Other Supplementary Documents in the text box](#)
 - [Upload Other Supplementary Documents](#)

Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Enter text here.

Figure 2 Supplementary Docs screen. The Save Text button is circled.

Enter Other Supplementary Documents in the Text Box

1. Type in or copy and paste the Other Supplementary Document in the text box (Figure 2).
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with the message that the Other Supplementary Document data is saved.

Data for Other Supplementary Docs form saved.

Figure 3 Screen with the message that the Other Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Other Supplementary Documents

1. On the **Other Supplementary Docs** screen (Figure 4), click the **Transfer File** button. The **Other Supplementary Document File Upload** screen displays (Figure 5). See [Upload a File](#) for directions.

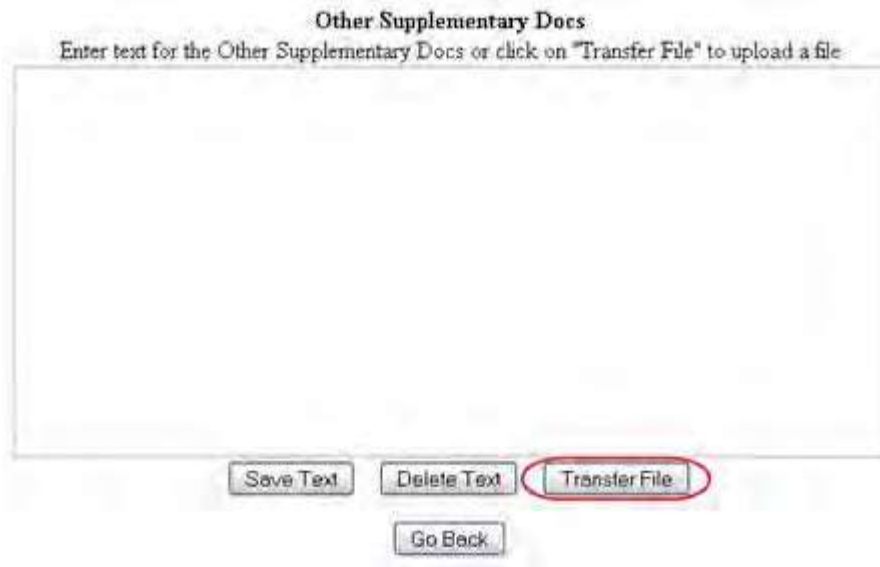


Figure 4 Other Supplementary Docs screen. The Transfer File button is circled.



Figure 5 Supplementary Documents File Upload screen.

Once the Supplementary Document has been uploaded, the **Supplementary Document File Upload** screen displays as in Figure 6.



Figure 6 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- [Display Current Supplementary Docs](#)
- [Delete Current Supplementary Docs](#)
- [Upload a Supplementary Document](#)

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 6). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 6), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 6). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If a Supplementary Document has already been uploaded and you want to write a new Supplementary Document in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 6), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 6).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Other Supplementary Docs. The **Other Supplementary Docs** screen displays with the text box. See [Enter the Other Supplementary Document in the Text Box](#).

Revised End Date for Supplemental Funding Request

1. Access the **Form Preparation** screen (Figure 1) (see [Prepare a Supplementary Funding Request](#) or [Edit a Supplementary Funding Request as an SPO/AOR](#)).

Figure 1 Form Preparation screen. The Go button for Revised End Date is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Revised End Date. The screen displays (Figure 2) for you to enter the revised expiration date.

Figure 2 Screen for entering the proposed additional duration of the award.

3. In the **Proposed Additional Duration** box (Figure 2), type the number of months for an extension of the

award.

4. Click the **OK** button (Figure 2). The screen displays again with the number you typed.
5. Click the browser back button to return to the **Form Preparation** screen (Figure 1).

PI Functions

Principal Investigator Functions

Introduction

[Print the contents of the PI Functions book.](#)

As a Principal Investigator (PI), you are the individual designated by the grantee and approved by NSF who is responsible for a project's scientific or technical direction.

You are designated as a PI with NSF when the Sponsored Project Office (SPO) representative of your organization adds you as a FastLane user and marks the check mark box indicating that you are a PI.

As a PI, you work in the Proposals, Awards, and Status module (Figure 1) on four types of activities:

- [Managing participation on a project](#), before and after award
- [Preparing, checking, and updating proposals](#)
- [Communicating with NSF on the project post-award](#)
- [Updating NSF on your PI information and status](#)



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled. PIs, Co-PIs, and Other Authorized Users work in this module.

Principal Investigator Functions Introduction

[Print the contents of the PI Functions book.](#)

As a Principal Investigator (PI), you are the individual designated by the grantee and approved by NSF who is responsible for a project's scientific or technical direction.

FastLane Help

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- [Managing participation on a project](#), before and after award
- [Preparing, checking, and updating proposals](#)
- [Communicating with NSF on the project post-award](#)
- [Updating NSF on your PI information and status](#)



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled. PIs, Co-PIs, and Other Authorized Users work in this module.

Prepare and Update Proposals

In the Proposals, Awards, and Status module, you prepare a proposal and communicate with NSF about it. In pre-award work associated with a proposal, the PI can do the following:

- [Create a Letter of Intent](#)
- [Prepare a proposal](#)
- [Allow or remove SPO/AOR access to a proposal](#)
- [Initiate a Proposal File update for a submitted proposal](#)
- [Check the status of a proposal](#)
- [View the *ad hoc* and/or panel reviews of a proposal](#)
- [Initiate a revised submitted proposal budget](#)

Communicate with NSF on an Awarded Project

Once NSF has granted an award to your project, you can report on your project and communicate with NSF. In post-award work associated with a project, you can do the following:

- [Prepare a notification or request](#)
- [Prepare a Supplemental Funding Request](#)
- [Check the status of continuation funding](#)
- [View and print the award documents](#), including viewing a cooperative agreement

Manage Participation on a Project

Manage Participation on a Project Introduction

The PI for a project manages the participation of others on a proposal or a project both before and after award.

For Proposed Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- [Add a Co-PI to a proposal](#) or [remove a Co-PI from a proposal](#)
- [Create a proposal PIN](#) to enable an OAU to work on the proposal
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - [Letter of Intent](#)
 - [Proposal](#)
 - [Revised Submitted Budget](#)
 - [Proposal File Update](#)

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

For Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in a project:

- [Add or change Co-PIs on a project](#)
- [Withdraw a Co-PI from a project](#)
- [Assign or change the award PIN](#) to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - [Addition of Subaward Request](#)
 - [PI Transfer Request](#)
 - [Supplemental Funding Request](#)

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

Manage Participation on a Project Introduction

The PI for a project manages the participation of others on a proposal or a project both before and after award.

For Proposed Projects

Manage Participation for a Proposed Project

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- [Add a Co-PI to a proposal](#) or [remove a Co-PI from a proposal](#)
- [Create a proposal PIN](#) to enable an OAU to work on the proposal

- Add or delete non-Co-PI Senior Personnel as part of a:
 - [A Letter of Intent](#)
 - [A proposal](#)
 - [A Revised Submitted Budget](#)
 - [A Proposal File Update](#)

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

Add a Co-PI to a Proposal

Before adding a Co-PI to a proposal, the individual must be registered with NSF as a PI.

You may only add four Co-PIs to a proposal. You may add other individuals to the project as Non-Co-PI Senior Personnel (see [Add](#) or [Delete](#) Senior Personnel).

Use the General Log In procedure to log in to the system.

1. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).



Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions



Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

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Gender	Male					
Citizenship	US citizen	Degree Year	2005			
Ethnicity	Hispanic or Latino	Degree	MCE			
Disability Status				ORCID Identifier		
Race	White					
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes						

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

4. Click the **Prepare Proposal** button (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 15, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide.

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7121036 - EDDC 1-39835423 1115537/7109954 DS00077038 Ref		04/04/2011
7121028 - EDDC 1-39835423 1115480/7105554 DS00077038 Ref		04/04/2011
7121021 - EDDC 1-39835423 1115373/7098742 DS00077038 Ref		04/04/2011
7121010 - EDDC 1-39835423 1115190/7103729 DS00077038 Ref		04/04/2011
7121008 - EDDC 1-39835423 1115183/7103600 DS00077038 Ref		04/04/2011

Create New Proposal

Figure 4 Proposal Actions screen. The Edit button is circled.

5. Highlight the number of the proposal (Figure 4) you want to add a Co-PI to.
6. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

Form Preparation

To prepare a form, click on the appropriate button below.

<p>Form</p> <p><input type="button" value="GO"/> Cover Sheet</p> <p><input type="button" value="GO"/> Table of Contents</p> <p><input type="button" value="GO"/> References Cited</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p> <p><input type="button" value="GO"/> Facilities, Equipment, and Other Resources</p>	<p>Saved</p> <p>12/21/16</p> <p>N/A</p>	<p>Form</p> <p><input type="button" value="GO"/> Project Summary</p> <p><input type="button" value="GO"/> Project Description</p> <p><input type="button" value="GO"/> Biographical Sketches</p> <p><input type="button" value="GO"/> Current and Pending Support</p>
<p>Single Copy Documents</p> <p><input type="button" value="GO"/> Collaborators and Other Affiliations</p> <p><input type="button" value="GO"/> Deviation Authorization (if applicable)</p> <p><input type="button" value="GO"/> List of Suggested Reviewers (optional)</p> <p><input type="button" value="GO"/> Additional Single Copy Documents</p>		
<p>Supplementary Documents</p> <p><input type="button" value="GO"/> Data Management Plan</p> <p><input type="button" value="GO"/> Mentoring Plan¹</p> <p><input type="button" value="GO"/> GOALI - Industrial PI confirmation Letter</p> <p><input type="button" value="GO"/> Project Summary with Special Characters</p> <p><input type="button" value="GO"/> RAISE - Program Officer Concurrence</p> <p><input type="button" value="GO"/> Other Supplementary Docs</p>		
<p><input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel</p> <p><input type="button" value="GO"/> Change PI</p> <p><input type="button" value="GO"/> Link Collaborative Proposals</p> <p><input type="button" value="GO"/> Nature of Natural or Anthropogenic Event</p>		
<p><input type="button" value="Go Back"/></p>		

Figure 5 Form Preparation screen.

7. Click the **Go** button for Cover Sheet (Figure 5). The **Cover Sheet Components Form** screen displays (Figure 6).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization Primary Place Of Performance Selection

Awardee Organization National Science Foundation	Primary Place of Performance
--	------------------------------

Address
Arlington, VA 222301000

Time Zone
US-America/New_York(GMT-5:00)

Inst. Code
4102852000

DUNS #
074811803

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

No Program Announcement has been selected yet.
*You must select one or the GPG prior to filling out the rest of the Cover Sheet

NSF Unit Consideration

No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

*Remainder of the Cover Sheet

Figure 6 Cover Sheet Components Form screen.

8. Click the **Go** button for Remainder of the Cover Sheet (Figure 6). The **Remainder of the Cover Sheet** screen displays (Figure 7).

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 7 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

9. Click **Co-PI Information** at the top of the screen (Figure 7). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 8).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email	Enter NSF ID or email address to add a co-PI
	NSF ID/Email	Enter NSF ID or email address to add a co-PI
	NSF ID/Email	Enter NSF ID or email address to add a co-PI
	NSF ID/Email	Enter NSF ID or email address to add a co-PI

Figure 8 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

10. In the **NSF ID/Email** box (Figure 8), type the NSF ID or email address of the Co-PI you want to add to the proposal. (Repeat to add up to four Co-PIs to a proposal.)
11. Click the **OK** button at the bottom of the screen (Figure 9). A screen displays (Figure 10) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Personnel NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

OK

Figure 9 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

OK

Figure 10 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

12. Click the **OK** button (Figure 10). The **Form Preparation** screen displays (Figure 5).

Add a Non-Co-PI Senior Person to a Proposal

You may add as many non-Co-PI Senior Personnel as you require to a proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

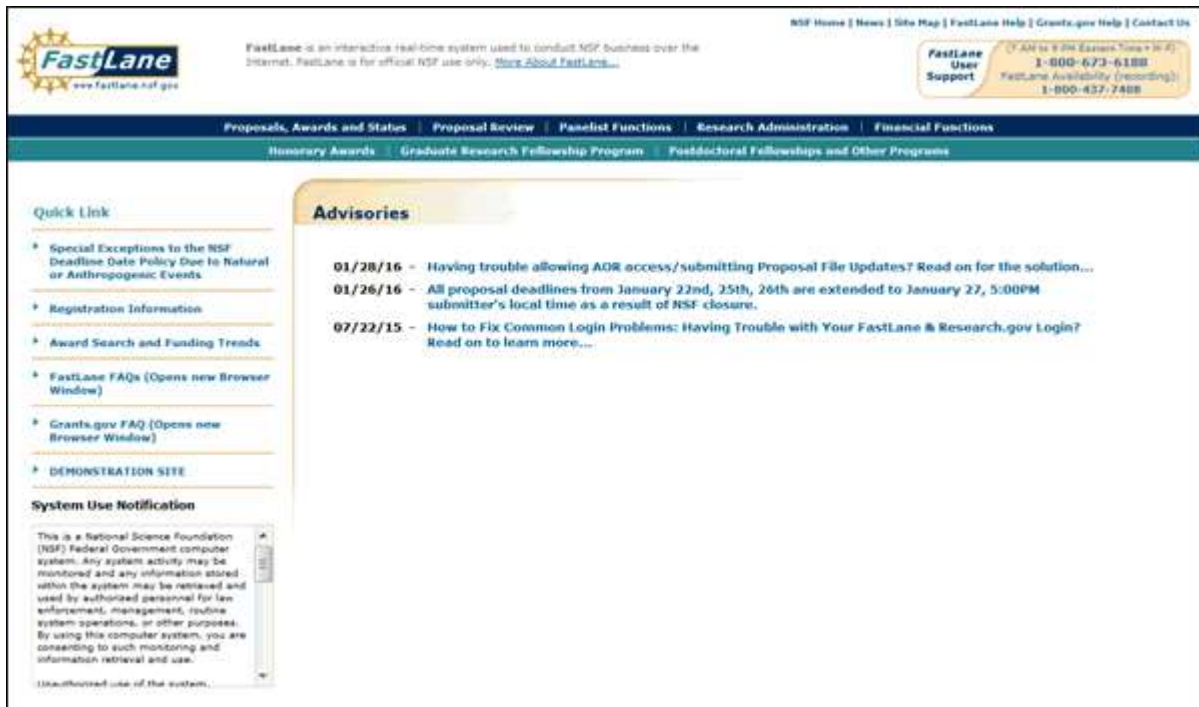


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

[Forgot Password?](#) [Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation ☐ Revised Proposal Budget ☐ Proposal File Update

Figure 2 **Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.**

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).



Figure 3 **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.**

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions



Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

6. Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Principal Investigator (PI) Information

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Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

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	Arlington, VA 22230	E-Mail	gblock@nsf.gov
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Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI - Yes			

Figure 6 Proposal Actions screen. The **Edit** button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to add a Non-CoPI Senior Person to.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

<p>Form</p> <p><input type="button" value="GO"/> Cover Sheet</p> <p><input type="button" value="GO"/> Table of Contents</p> <p><input type="button" value="GO"/> References Cited</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p> <p><input type="button" value="GO"/> Facilities, Equipment, and Other Resources</p>	<p>Saved</p> <p>08/02/16</p> <p>N/A</p>	<p>Form</p> <p><input type="button" value="GO"/> Project Summary</p> <p><input type="button" value="GO"/> Project Description</p> <p><input type="button" value="GO"/> Biographical Sketches</p> <p><input type="button" value="GO"/> Current and Pending Support</p> <p><input type="button" value="GO"/> Project Data Form</p>	<p>Saved</p> <p>08/01/16</p> <p>08/01/16</p> <p>08/01/16</p> <p>08/02/16</p>
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Supplementary Documents

Data Management Plan

Mentoring Plan¹

Project Summary with Special Characters

Other Supplementary Docs

GOALI – Industrial PI Confirmation Letter

RAISE – Program Officer Concurrence

Emails

Add/Delete Non Co-PI Senior Personnel

Change PI

Link Collaborative Proposals

Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

10. In the appropriate boxes, type the individual's first and last name and middle initial (Figure 8).
11. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

<p>Personnel available to add</p> <p>Check to add</p> <p><input type="checkbox"/> Thomas A Jackman</p>	<p>Personnel currently assigned to budget year</p> <p>Check to remove</p> <p>None Available to Remove</p>
--	---

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Remove a Co-PI from a Proposal

NSF permits only four Co-PIs per proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [▶ Proposal Functions](#)
- [▶ Award And Reporting Functions](#)
- [▶ Change PI Information](#)
- [▶ Research.gov Functions](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

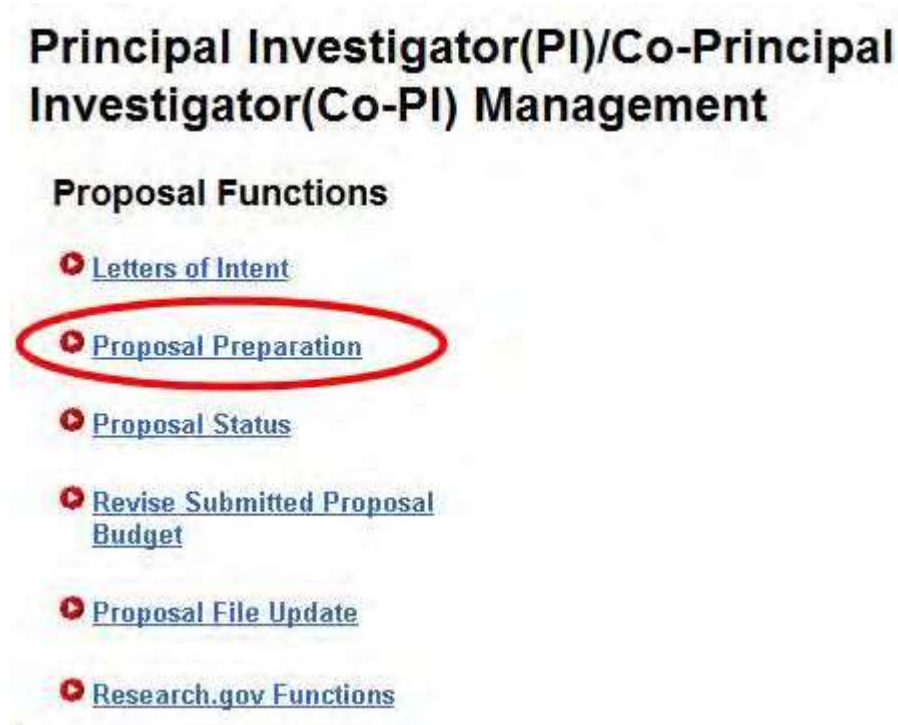


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

Notice: Effective January 14, 2011, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Qualifications Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria. Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG) including the Project Summary, Section (apoc.see.merit.doc) and Project Description, Section (apoc.see.merit.doc). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities. These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

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Department	Information Systems		
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		Fax	(703) 292-9999
		Email	ghlock@nsf.gov
Country	US		
Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status			ORCID Identifier
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI - Yes			

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

6. Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7660730	SE ProdValid Jenkins Test	08/02/2016
7660729	SE ProdValid Jenkins Test	08/02/2016
7660728		
7660570	Prod Single Copy Doc - Do not delete or update	
7658587	SE ProdValid Jenkins Test	08/02/2016

Create New Proposal

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to remove a Co-PI from.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

Data Management Plan

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Other Supplementary Docs

GOALI – Industrial PI Confirmation Letter

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Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional) N/A

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Emails

Add/Delete Non Co-PI Senior Personnel N/A

Change PI

Link Collaborative Proposals

Figure 7 Form Preparation screen. The Go button for the Cover Sheet is circled.

9. Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form** screen displays (Figure 8).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization National Science Foundation	Primary Place of Performance NSF GEO OCE
Address Arlington, VA 222301000	4201 Wilson Boulevard Arlington, VA ,US222091101
Time Zone US-America/New_York(GMT-5:00)	
Inst. Code 4102852000	
DUNS # 074811803	

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 10-555 - Macrosystems Biology:.

NSF Unit Consideration

Current List of selected NSF UNITS:

1. EF - MACROSYSTEM BIOLOGY

*Remainder of the Cover Sheet

Figure 8 Cover Sheet Components Form screen.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet**

screen displays (Figure 9).

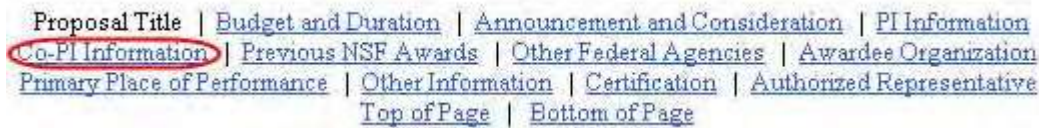


Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10).

Figure 10 shows the 'Co-Principal Investigator (Co-PI) Information' section. It begins with the heading 'Co-Principal Investigator (Co-PI) Information' and a sub-heading 'NSF proposals can have at most four co-Principal Investigators'. Below this, a note states: 'Only co-PIs entered here will be available on other forms in this proposal.' Two instructions follow: 'To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.' and 'To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.' Below the instructions is a table with two columns: 'Name' and 'Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI'. The first row of the table has 'Greg Block' in the 'Name' column and a checkbox labeled '(Check to remove Greg Block as a co-PI)' in the second column. This checkbox is circled in red. Below the first row are three more rows, each with an empty 'NSF ID Email' field and a label 'Enter NSF ID or email address to add a co-PI'.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)
	NSF ID Email: Enter NSF ID or email address to add a co-PI
	NSF ID Email: Enter NSF ID or email address to add a co-PI
	NSF ID Email: Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

12. Click the check mark box (Figure 10) for the Co-PI that you want to remove.
13. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

Figure 11 shows the lower portion of the 'Remainder of the Cover Sheet' screen. At the top, there is a horizontal navigation bar with several links: [Proposal Title](#), [Budget and Duration](#), [Announcement and Consideration](#), [PI Information](#), [Co-PI Information](#), [Previous NSF Awards](#), [Other Federal Agencies](#), [Awardee Organization](#), [Primary Place of Performance](#), [Other Information](#), [Certification](#), and [Authorized Representative](#). Below these links are two more links: [Top of Page](#) and [Bottom of Page](#). Below the navigation bar is a text box that reads: 'Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.' At the bottom of the screen, there is a red button labeled 'OK', which is circled in red.

Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 12 Screen with confirmation that the information on the Cover Sheet is saved.

14. Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7).

Remove a Non-Co-PI Senior Person from a Proposal

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The **Proposals, Awards, and Status** link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation
☐ Revised Proposal Budget
☐ Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

- In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
- Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

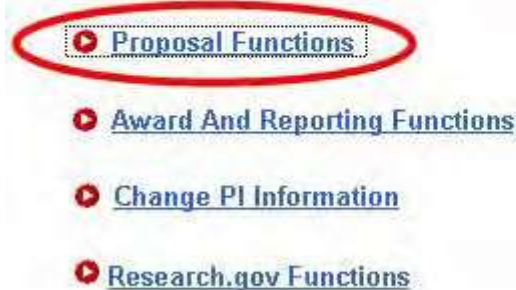


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions



Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(gpg.nsf.gov/summary\)](#) and [Project Description Section \(gpg.nsf.gov/description\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

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	DIS ESB DIAS	Fax	(703) 292-9999		
	Arlington, VA 22230	EMail	gblock@nsf.gov		
Country	US				
Gender	Male				
Citizenship	US citizen	Degree Year	2005		
Ethnicity	Hispanic or Latino	Degree	MCE		
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097		
Race	White				
Serving or ever served on a Federally Funded Project as a PI or Co-PI - Yes					

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

6. Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide.

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7660730	SE ProdValid Jenkins Test	08/02/2016
7660729	SE ProdValid Jenkins Test	08/02/2016
7660728	-	
7660570	Prod Single Copy Doc - Do not delete or update	
7658587	SE ProdValid Jenkins Test	08/02/2016

Create New Proposal

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) from which you want to delete a Senior Person.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

<p>Form</p> <p><input type="button" value="GO"/> Cover Sheet</p> <p><input type="button" value="GO"/> Table of Contents</p> <p><input type="button" value="GO"/> References Cited</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p> <p><input type="button" value="GO"/> Facilities, Equipment, and Other Resources</p>	<p>Saved</p> <p>08/02/16</p> <p>N/A</p>	<p>Form</p> <p><input type="button" value="GO"/> Project Summary</p> <p><input type="button" value="GO"/> Project Description</p> <p><input type="button" value="GO"/> Biographical Sketches</p> <p><input type="button" value="GO"/> Current and Pending Support</p> <p><input type="button" value="GO"/> Project Data Form</p>	<p>Saved</p> <p>08/01/16</p> <p>08/01/16</p> <p>08/01/16</p> <p>08/02/16</p>
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Single Copy Documents

Collaborators and Other Affiliations

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Nature of Natural or Anthropogenic Event

Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

10. Highlight the name of the Senior Person that you want to remove from the proposal (Figure 8).
11. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 8). A screen displays (Figure 9) with a message for you to confirm that you want to remove the Senior Person.

Figure 9 Screen with a message for you to confirm that you want to remove the Senior Person.

12. Click the **OK** button (Figure 9). A screen displays (Figure 10) confirming that the Senior Person has been removed from the proposal.



Figure 10 Screen with the message that the Senior Person has been removed from the proposal. Add or Remove a Co-PI for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

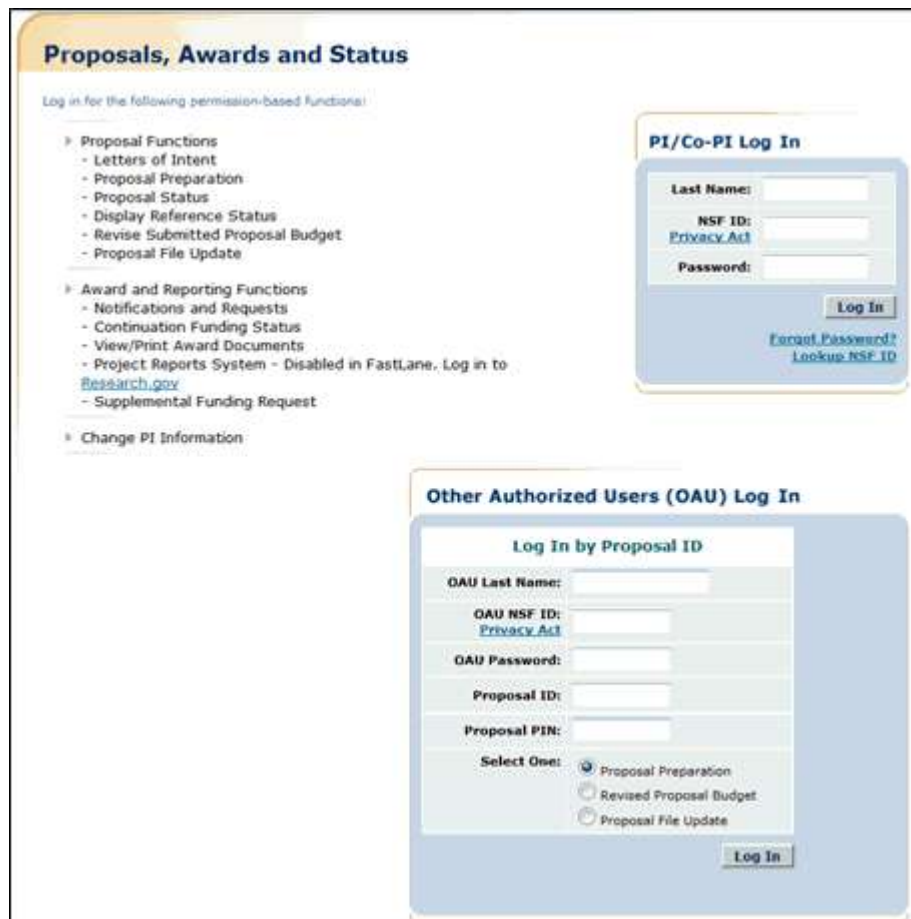


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

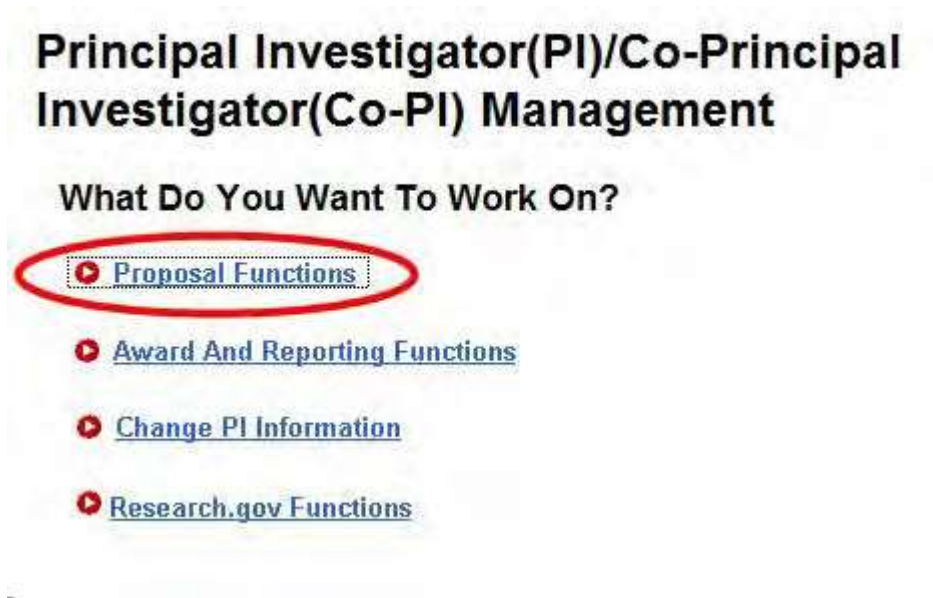


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

Proposal Update Control

Proposal Number: 0400011

Title: eGovernment Technical Challenges

Update Initially Created on Sep 15 2005

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation,
- initiation of external peer review in cases when a target date is utilized, and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates
 1 - Automatically Accepted
 2 - Automatically Accepted
 3 - Automatically Accepted

Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

<p>Form</p> <table border="0"> <tr><td><input type="button" value="GO"/></td><td>Cover Sheet</td></tr> <tr><td><input type="button" value="GO"/></td><td>Table of Contents</td></tr> <tr><td><input type="button" value="GO"/></td><td>References Cited</td></tr> <tr><td><input type="button" value="GO"/></td><td>Budgets (Including Justification)</td></tr> <tr><td><input type="button" value="GO"/></td><td>Facilities, Equipment, and Other Resources</td></tr> </table> <p>Single Copy Documents</p> <table border="0"> <tr><td><input type="button" value="GO"/></td><td>Collaborators and Other Affiliations</td></tr> <tr><td><input type="button" value="GO"/></td><td>Deviation Authorization(if applicable)</td></tr> <tr><td><input type="button" value="GO"/></td><td>List of Suggested Reviewers (optional)</td></tr> <tr><td><input type="button" value="GO"/></td><td>Additional Single Copy Documents</td></tr> <tr><td><input type="button" value="GO"/></td><td>Nature of Natural or Anthropogenic Event</td></tr> </table>	<input type="button" value="GO"/>	Cover Sheet	<input type="button" value="GO"/>	Table of Contents	<input type="button" value="GO"/>	References Cited	<input type="button" value="GO"/>	Budgets (Including Justification)	<input type="button" value="GO"/>	Facilities, Equipment, and Other Resources	<input type="button" value="GO"/>	Collaborators and Other Affiliations	<input type="button" value="GO"/>	Deviation Authorization(if applicable)	<input type="button" value="GO"/>	List of Suggested Reviewers (optional)	<input type="button" value="GO"/>	Additional Single Copy Documents	<input type="button" value="GO"/>	Nature of Natural or Anthropogenic Event	<p>Saved</p> <table border="0"> <tr><td>08/02/16</td></tr> <tr><td>N/A</td></tr> </table> <p>Form</p> <table border="0"> <tr><td><input type="button" value="GO"/></td><td>Project Summary</td></tr> <tr><td><input type="button" value="GO"/></td><td>Project Description</td></tr> <tr><td><input type="button" value="GO"/></td><td>Biographical Sketches</td></tr> <tr><td><input type="button" value="GO"/></td><td>Current and Pending Support</td></tr> <tr><td><input type="button" value="GO"/></td><td>Project Data Form</td></tr> </table> <p>Supplementary Documents</p> <table border="0"> <tr><td><input type="button" value="GO"/></td><td>Data Management Plan</td></tr> <tr><td><input type="button" value="GO"/></td><td>Mentoring Plan¹</td></tr> <tr><td><input type="button" value="GO"/></td><td>Project Summary with Special Characters</td></tr> <tr><td><input type="button" value="GO"/></td><td>Other Supplementary Docs</td></tr> <tr><td><input type="button" value="GO"/></td><td>GOALI – Industrial PI Confirmation Letter</td></tr> <tr><td><input type="button" value="GO"/></td><td>RAISE – Program Officer Concurrence</td></tr> </table> <p>Emails</p> <table border="0"> <tr><td><input type="button" value="GO"/></td><td>Add/Delete Non Co-PI Senior Personnel</td></tr> <tr><td><input type="button" value="GO"/></td><td>Change PI</td></tr> <tr><td><input type="button" value="GO"/></td><td>Link Collaborative Proposals</td></tr> </table> <p style="text-align: right;">N/A</p>	08/02/16	N/A	<input type="button" value="GO"/>	Project Summary	<input type="button" value="GO"/>	Project Description	<input type="button" value="GO"/>	Biographical Sketches	<input type="button" value="GO"/>	Current and Pending Support	<input type="button" value="GO"/>	Project Data Form	<input type="button" value="GO"/>	Data Management Plan	<input type="button" value="GO"/>	Mentoring Plan ¹	<input type="button" value="GO"/>	Project Summary with Special Characters	<input type="button" value="GO"/>	Other Supplementary Docs	<input type="button" value="GO"/>	GOALI – Industrial PI Confirmation Letter	<input type="button" value="GO"/>	RAISE – Program Officer Concurrence	<input type="button" value="GO"/>	Add/Delete Non Co-PI Senior Personnel	<input type="button" value="GO"/>	Change PI	<input type="button" value="GO"/>	Link Collaborative Proposals
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<input type="button" value="GO"/>	Link Collaborative Proposals																																																		

Figure 7 Form Preparation Screen. The Go button for Cover Sheet is circled.

9. Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form**

screen displays (Figure 8).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee Organization/Primary Place Of Performance Selection

Awardee Organization
National Science Foundation

Address
Arlington, VA 222301000

Time Zone
US-America/New_York(GMT-5:00)

Inst. Code
4102852000

DUNS #
074811803

Primary Place of Performance
ProdValid

AA

GO Program Announcement / Solicitation / Program Description No., or In response to Proposal & Award Policies & Procedures Guide (PAPPG).

- NSF 15-606 - Solar, Heliospheric, and INterplanetary Environment.

GO NSF Unit Consideration
Current List of selected NSF UNITS:

1. AGS - SOLAR-TERRESTRIAL

GO *Remainder of the Cover Sheet

Go Back

Figure 8 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet** screen displays (Figure 9).

Remainder of the Cover Sheet

Proposal Title	Budget and Duration	Announcement and Consideration	PI Information
Co-PI Information	Previous NSF Awards	Other Federal Agencies	Awardee Organization
Primary Place of Performance	Other Information	Certification	Authorized Representative
Top of Page		Bottom of Page	

Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10). In this section, you can do either one or both of the following:
- [Add a Co-PI](#)
 - [Remove a Co-PI](#)

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To **add co-PIs**, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

To **remove co-PIs**, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email: gblocki@nsf.gov	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.
Add a Co-PI to a Proposal File Update

1. In the **NSF ID/Email** box (Figure 10), type the NSF ID or email address of the Co-PI you want to add to the proposal file update. (Repeat for up to four Co-PIs on a proposal.)
2. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

OK

Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

OK

Figure 12 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

Remove a Co-PI from a Proposal File Update

1. In the **Co-Principal Investigator (Co-PI) Information** section of the **Remainder of the Cover Sheet** screen (Figure 13), click the check mark box for the Co-PI that you want to remove.

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 13 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

- Click the **OK** button at the bottom of the screen (Figure 14). A screen displays (Figure 15) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

OK

Figure 14 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

OK

Figure 15 Screen with confirmation that the information on the Cover Sheet is saved.

- Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7)
Add or Delete Senior Personnel for a Letter of Intent
- On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

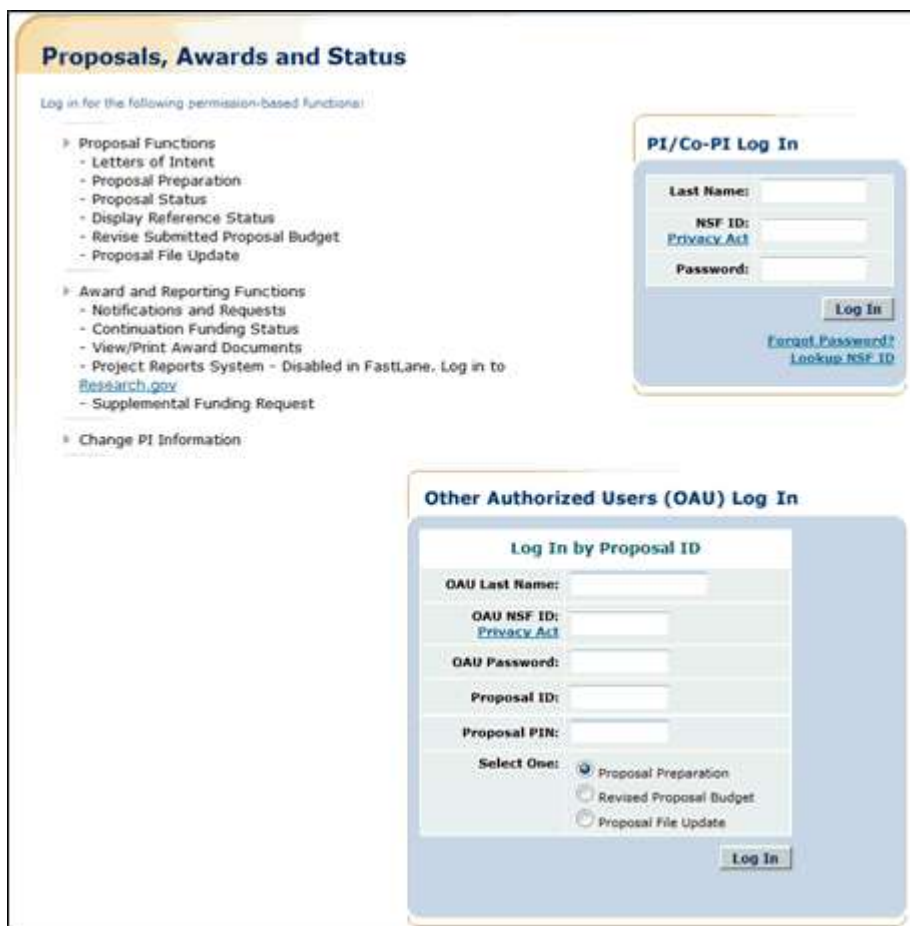


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

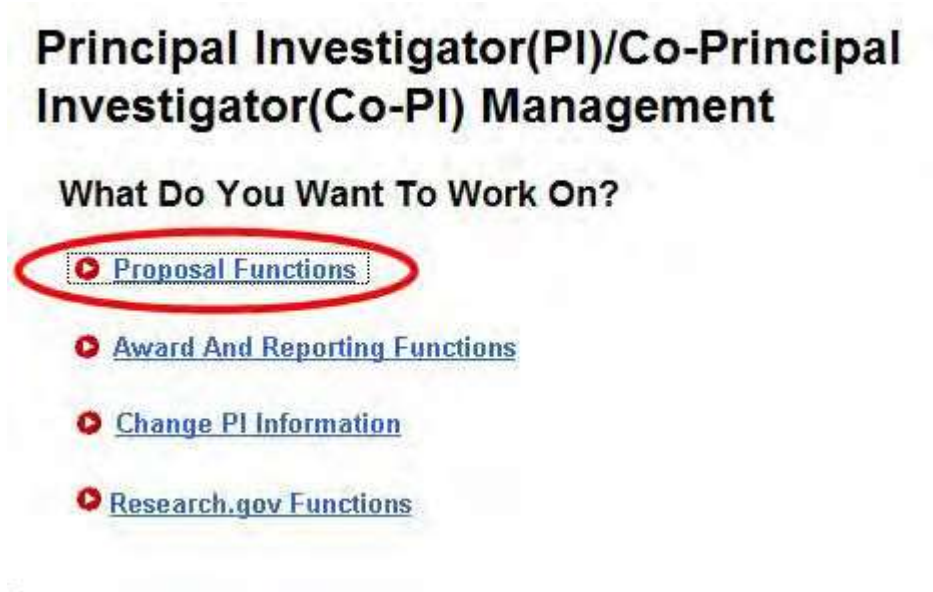


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

5. Click **Letters of Intent** (Figure 4). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 5).



Figure 5 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

- Click the **Edit/View LOI** tab (Figure 5). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 6).

Letters of Intent | [Home](#) | [Organizational National Science Foundation](#)

[Create New LOI from Program Solicitation](#) | [Edit/View LOI](#)

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To: Search:

LOI Title:

LOI Status:

LOI Work in Progress

Click on the LOI ID (e.g. 102010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
LOI100001	david s test	NSF 04-510	03/07/2004	Submitted	View PDF
LOI100051	testing change org submit as PI	NSF 04-510	09/10/2004	Submitted	View PDF
LOI100075	testing change org	NSF 04-510	09/22/2004	Saved	Edit Forward Delete View PDF
LOI100087	test	NSF 04-510	09/22/2004	Submitted	View PDF
LOI100095	Alphaman forward 11/18	NSF 04-510	09/22/2004	Forwarded	Edit Delete View PDF
LOI100144	Test LOI for DIS10625	NSF 04-510	11/04/2004	Submitted	View PDF
LOI100151	NSF 04-579 verification	NSF 04-579	11/05/2004	Saved	Edit Forward Delete View PDF

Figure 6 Letters of Intent screen on the Edit/View LOI tab.

- Click **Edit** (Figure 6) on the row for the Letter of Intent that you want to add or delete Senior Personnel for. The **Edit LOI** screen displays (Figure 7).

Figure 7 Edit LOI screen. The Add/Edit Personnel button is circled.

- Click the **Add/Edit Personnel** button at the bottom of the screen (Figure 7). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 8), where you can do either or both of the following:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 8 Edit LOI—Add/Edit Other Senior Personnel screen. The Add to List button is circled.

Add a Senior Person

- To add a Senior Person, type the following on the **Edit LOI—Add/Edit Other Senior Personnel** screen (Figure 8):
 - In the **First Name** box, type the individual's first name.
 - In the **Middle Initial** box, type the individual's middle initial (optional).
 - In the **Last Name** box, type the individual's last name.
 - In the **Organization Name** box, type the name of the organization registered with NSF.
 - In the **Department** box, type the individual's research department.
 - In the **City** box, type the individual's city.
 - In the **State** box, type the individual's state (optional).
 - In the **Country** box, select the country from the drop-down list.
- Click the **Add to List** button (Figure 8). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 9) with the individual's name now listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00250617
 Program Solicitation ID: NSF 05-527
 Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

 (Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 9 Edit LOI—Add/Edit Other Senior Personnel screen. The individual's name is now listed in the Existing Personnel section.

Delete a Senior Person

On the **Edit LOI—Add/Edit Other Senior Project Personnel** screen (Figure 10), click **Delete** in the row for the Senior Person whose name you want to delete. The **Edit LOI— Add/Edit Other Senior Project Personnel** screen displays (Figure 11) with the Senior Person's name no longer listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
 Required fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00250617
 Program Solicitation ID: NSF 05-527
 Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

 (Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 10 Edit LOI—Add/Edit Other Senior Project Personnel screen. The Delete link is circled.

Edit LOI - Add/Edit Other Senior Project Personnel
Required Fields are preceded by an asterisk ()*

Program Solicitation Information:

LOI ID: L00250617
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

Add to List [Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data enter to List is pressed.

Personnel Name	Action
None Entered Yet	

Figure 11 Edit LOI—Add/Edit Other Senior Project Personnel screen with the Senior Person no longer listed in the Existing Personnel section.

Add or Delete Senior Personnel for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation
☐ Revised Proposal Budget
☐ Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

- In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
- Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?



Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

Proposal Update Control

Proposal Number: 0400011

Title: eGovernment Technical Challenges

Update Initially Created on Sep 15 2005

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation,
- initiation of external peer review in cases when a target date is utilized, and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates
 1 - Automatically Accepted
 2 - Automatically Accepted
 3 - Automatically Accepted

Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	08/02/16	<input type="button" value="GO"/> Project Summary	08/01/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	08/01/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	08/01/16
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Project Data Form	08/02/16

Supplementary Documents

- Data Management Plan
- Mentoring Plan¹
- Project Summary with Special Characters
- Other Supplementary Docs
- GOALI – Industrial PI Confirmation Letter
- RAISE – Program Officer Concurrence

Single Copy Documents

- Collaborators and Other Affiliations
- Deviation Authorization(if applicable)
- List of Suggested Reviewers (optional) N/A
- Additional Single Copy Documents
- Nature of Natural or Anthropogenic Event

Emails

- Add/Delete Non Co-PI Senior Personnel N/A
- Change PI
- Link Collaborative Proposals

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

9. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.
Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

Personnel available to add	Personnel currently assigned to budget year
<input type="checkbox"/> Thomas A. Jackman Check to add	PI: Terry Demo Check to remove
	None Available to Remove

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.
Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 11), highlight the name of the Senior Person that you want to remove.

Figure 11 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 12) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 12). A screen displays (Figure 13) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744



Figure 13 Screen with the message that the Senior Person has been removed.
Add or Delete Senior Personnel for a Revised Submitted Budget

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

The screenshot shows the FastLane Home Page. At the top, there is a header with the FastLane logo and a description: "FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)". To the right of the header is a navigation bar with links: "NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact". Below the header is a main navigation bar with a red circle around the "Proposals, Awards and Status" link. Other links in this bar include "Proposal Review", "Panelist Functions", "Research Administration", and "Financial Functions". Below the main navigation bar is a secondary navigation bar with links: "Honorary Awards", "Graduate Research Fellowship Program", and "Postdoctoral Fellowships and Other Programs". On the left side of the page, there is a "Quick Link" section with links to "Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events", "Registration Information", "Award Search and Funding Trends", "FastLane FAQs (Opens new Browser Window)", "Grants.gov FAQ (Opens new Browser Window)", and "DEMONSTRATION SITE". Below the "Quick Link" section is a "System Use Notification" section with a warning about the public service nature of the system and the consequences of unauthorized use. On the right side of the page, there is an "Advisories" section with a list of recent updates and announcements, including "NSF Issues New Proposal & Award Policies & Procedures Guide (PAPPG)", "FastLane will be unavailable Sunday, October 7, 12:01AM to 8:00AM ET for scheduled maintenance", "Attention FastLane Users: Project Reports now excludes ability for PI/CO-PIs to enter demographics for project participants", "Note Update* to Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) solicitation (NSF 11-550)", "Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDRIG) Applicants", "Special Instructions for use by PIs and Sponsored Projects Offices in preparation and submission of CAREER Career-Life Balance (CLB) Supplemental Funding Requests", "Enforcement of Project Outcomes Report submission coming in May 2012", and "Having Trouble With Your FastLane Login?".

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- ☒ [Proposal Functions](#)
- ☐ [Award And Reporting Functions](#)
- ☐ [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Revise Submitted Proposal Budget link is circled.

5. Click **Revise Submitted Proposal Budget** (Figure 4). The **List of Proposals** screen displays (Figure 5).

Figure 5 List of Proposal screen. The View button is circled.

6. Highlight the proposal for which you want to add or delete a Senior Person (Figure 5).
7. Click the **View** button (Figure 5). The **Proposal Revised Budget** screen displays (Figure 6).

Figure 6 Proposal Revised Budget screen. The radio button for Add/Delete Senior Personnel and the OK button are circled.

8. Click the radio button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel.
9. Click the **OK** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co- PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds may be allocated.

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add	Personnel currently assigned to budget year
<input type="checkbox"/> Check to add	<input type="checkbox"/> Check to remove
<input type="checkbox"/> Thomas A Jackman	<input type="checkbox"/> None Available to Remove

Save Go Back

Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds may be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The **Delete Non-Co-PI Senior Person from Proposal** button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.


3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.



Figure 12 Screen with the message that the Senior Person has been removed.
Create a Proposal PIN

To enable an Other Authorized User (OAU) to work on a proposal, you must create a Proposal PIN and give this PIN to the OAU. The OAU needs the PIN to log into Proposals, Awards, and Status to work on the proposal, a proposal update, or a revised submitted budget.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact

FastLane User Support
 (7 AM to 5 PM Eastern Time • M-F)
 1-800-673-6188
 FastLane Availability (recording)
 1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
- Grants.gov FAQ (Opens new Browser Window)
- DEMONSTRATION SITE

System Use Notification

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

Advisories

- 10/05/12** - NSF Issues New Proposal & Award Policies & Procedures Guide (PAPPG): The new PAPPG includes revisions to the NSF Merit Review Criteria as well as other significant changes (Opens new browser window)
- 10/03/12** - FastLane will be unavailable Sunday, October 7, 12:01AM to 8:00AM ET for scheduled maintenance. We apologize for any inconvenience.
- 09/18/12** - Attention FastLane Users: Project Reports now excludes ability for PI/CO-PIs to enter demographics for project participants; the privacy protected information may be entered only by the participant.
- 09/14/12** - *Note Update* to Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) solicitation (NSF 11-550): The official deadline for all STEP proposals has changed to Dec. 10, 2012:
- 09/14/12** - Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDRIG) Applicants
- 04/27/12** - Special Instructions for use by PIs and Sponsored Projects Offices in preparation and submission of CAREER Career-Life Balance (CLB) Supplemental Funding Requests
- 03/21/12** - Enforcement of Project Outcomes Report submission coming in May 2012 - Are you overdue on your Project Outcomes Report? See how you will be impacted!
- 06/11/09** - Having Trouble With Your FastLane Login?

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- ☒ [Proposal Functions](#)
- ☐ [Award And Reporting Functions](#)
- ☐ [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

- Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

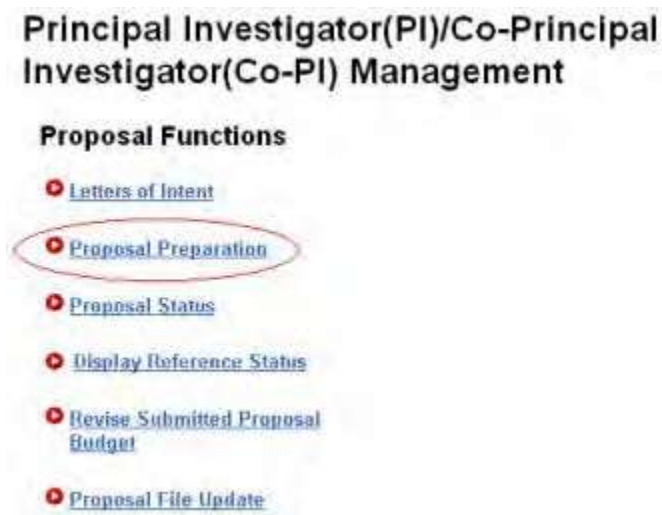


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Grant Proposal Guide (GPG), including the [Project Summary Section \(gpg.nsf.gov/summary\)](#) and [Project Description Section \(gpg.nsf.gov/description\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The GPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

[Edit PI Information](#) [Prepare Proposal](#) [View Submitted](#)

[Go Back](#)

Name	Alan Alphanan			Phone	(703) 292-7777
Organization	National Science Foundation 4102852000			Fax	(703) 292-9999
Department	Information Systems			EMail	gblock@nsf.gov
Address	4201 Wilson Boulevard... DIS ESB DIAS Arlington, VA 22230				
Country	US				
Gender	Male	Degree Year	2005		
Citizenship	US citizen	Degree	MCE		
Ethnicity	Hispanic or Latino				
Disability Status				ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White				
Serving or ever served on a Federally Funded Project as a PI or Co-PI - Yes					

[Edit PI Information](#) [Prepare Proposal](#) [View Submitted](#)

[Go Back](#)

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2 j of the revised NSF Proposal & Award Policies & Procedures Guide.

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7660730	SE ProdValid Jenkins Test	08/02/2016
7660729	SE ProdValid Jenkins Test	08/02/2016
7660728		
7660570	Prod Single Copy Doc - Do not delete or update	
7658587	SE ProdValid Jenkins Test	08/02/2016

Create New Proposal

Figure 6 Proposal Actions screen. The Proposal PIN button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to create a PIN a for.
8. Click the **Proposal PIN** button (Figure 6). The **Proposal PIN Control** screen displays (Figure 7).

Proposal PIN control for 6480899

Type in the PIN number you want to assign to the proposal:

••••

Please type the PIN again: ••••

Figure 7 Proposal PIN Control screen. The OK button is circled.

9. In the boxes (Figure 7), type the four-digit PIN you want to give the proposal.
10. Click the **OK** button (Figure 7). A screen displays (Figure 8) with the confirmation message that the proposal has been assigned the PIN you have given it.

PIN changed for proposal 6480899

Figure 8 Screen confirming that the proposal has a new PIN.

For Awarded Projects

Manage Participation for Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in an awarded project:

FastLane Help

- [Add or change Co-PIs on a project](#)
- [Withdraw a Co-PI from a project](#)
- [Assign or change the award PIN](#) to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of an:
 - [Addition of Subaward Request](#)
 - [PI Transfer Request](#)
 - [Supplemental Funding Request](#)

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

Manage Participation for Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in an awarded project:

- [Add or change Co-PIs on a project](#)
- [Withdraw a Co-PI from a project](#)
- [Assign or change the award PIN](#) to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of an:
 - [Addition of Subaward Request](#)
 - [PI Transfer Request](#)
 - [Supplemental Funding Request](#)

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

Add or Delete Senior Personnel for an Addition of Subaward Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- » Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- » Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- » Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID: [Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation
☐ Revised Proposal Budget
☐ Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Award and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Award and Reporting Functions



Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The **Notifications and Requests** link is circled.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The link to an **Addition of Subaward** link is circled.

6. Find the Addition of Subaward Request in the **Works in Progress** section (Figure 5).
7. Click **Addition of Subaward** (Figure 5) in the row for the Addition of Subaward for which you want to add or delete a Senior Person. The **Form Preparation** screen displays (Figure 6).

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1439683
 Title: I/UCRC Phase III: e-Design: IT-Enabled Design and Realization of Engineered Products and Systems

Form Preparation

To prepare a form, click on the appropriate button below..

Form	Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subrecipient	N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Figure 6 Addition of Subaward Form Preparation screen. The Go button for Add/Delete Senior Personnel (other than PI/Co-PI) is circled.

8. Click the **Go** button (Figure 6) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 7). On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen, you can do either one of the following, or both:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds may be allocated.

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add	Personnel currently assigned to budget year
<input type="checkbox"/> Thomas A. Jackman	

Check to add

Check to remove

None Available to Remove

Save Go Back

Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds may be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

OK

Figure 12 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a PI Transfer Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

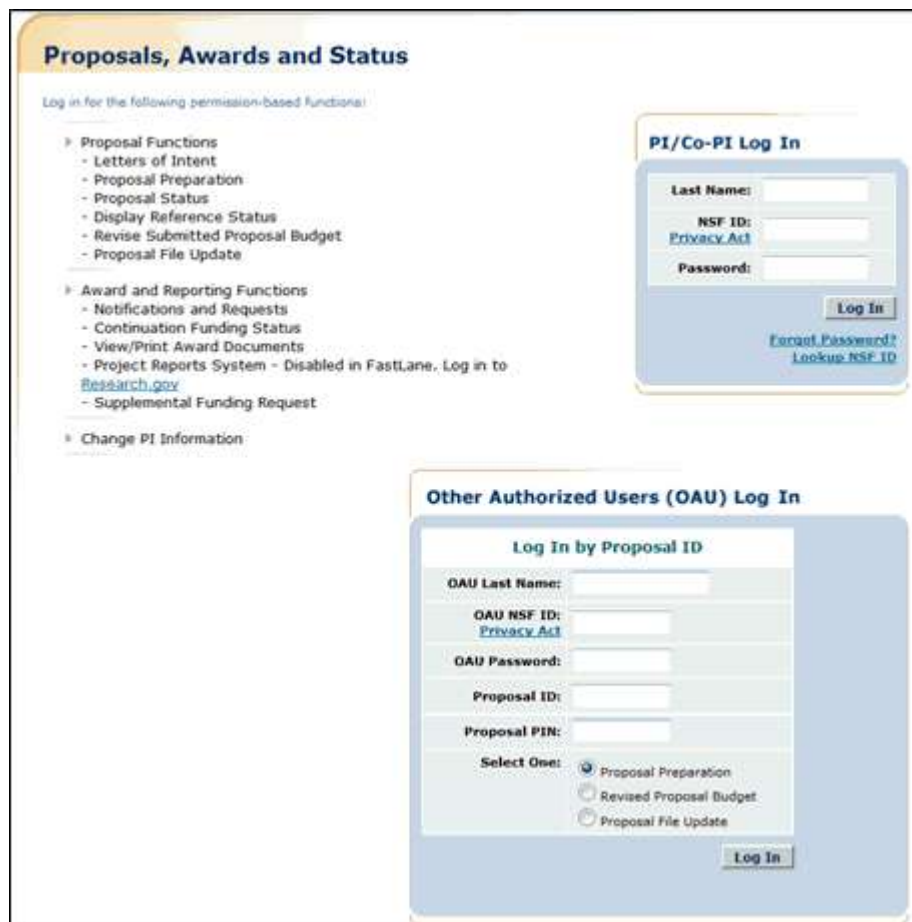


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The **Award and Reporting Functions** link is circled.

4. Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

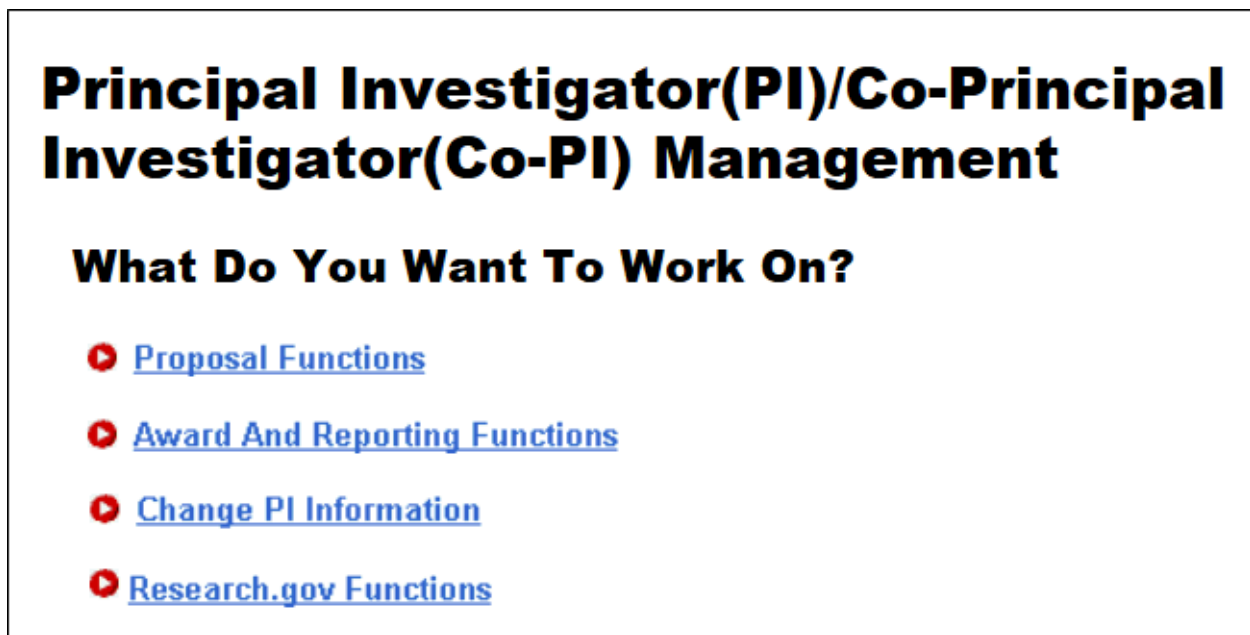


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The **PI Transfer** link is circled for an award.

6. Click **PI Transfer** (Figure 5) on the row for the award you want to add or delete a Senior Person. The **Grant Transfer Request** screen displays (Figure 6).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request

Award Information **AAC**

Original Grant Number : CCF-0905509 Expiration Date of Grant: 08/31/2012
 Title : SHF: Medium: Hardware/Software Partitioning for Hybrid Shared Memory Multiprocessors
 Original Grantee Name : University of California-Riverside
 and Address: U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)
 Transfer Organization
 [New Awardee Organization]
 INT Technology
 INT
 519 Townbranch Rd.
 Graham, NC 27253-3145
[\(View contact information\)](#)

Original Grant Amount
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
 (Amount to be Transferred)
 This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

No Outstanding Increments


 [Send Comments to NSF](#)

Figure 6 Grant Transfer Request screen.

7. Click the **Save and Continue** button (Figure 6). The **Click on a Link to Work** screen displays (Figure 7).

Click on a Link to Work

- ☐ [Update Contact Information](#)
- ☒ [Edit Transfer Request Forms](#)
- ☐ [Check for Completeness](#)

Route the Request:

- ☐ [Forward Transfer Request to Original SRO](#)
- ☐ [Cancel Transfer Request](#)

Figure 7 Click on a Link to Work screen. The **Edit Transfer Request Forms** link is circled.

8. Click **Edit Transfer Request Forms** (Figure 7). The **Form Preparation** screen displays (Figure 8).

Forms for Temp. Proposal #7120542

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	02/16/11		

Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A
--	-----

Supplementary Documents

<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Other Supplementary Docs	
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

Figure 8 Form Preparation screen. The **Go** button for **Add/Delete Non Co-PI Senior Personnel** is circled.

9. On the **Form Preparation** screen, click the **Go** button for **Add/Delete Non Co-PI Senior Personnel** (Figure 8). The **Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9). On this screen, you can do either one or both of the following:
- [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 9 **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen. The **Add Non-Co-PI Senior Person to Proposal** button is circled.

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 9), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 9). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 10) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 10 **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

<p>Personnel available to add</p> <p>Check to add</p> <p><input type="checkbox"/> Thomas A Jackman</p>	<p>Personnel currently assigned to budget year</p> <p>Check to remove</p> <p>None Available to Remove</p>
--	---

Figure 11 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 12), highlight the name of the Senior Person that you want to remove.

Figure 12 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The **Delete Non-Co-PI Senior Person from Proposal** button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 12). A screen displays (Figure 13) with a message for you to confirm that you want to remove the Senior Person.

Figure 13 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 13). A screen displays (Figure 14) confirming that the Senior Person has been removed from the proposal.

All data for Thomas Jackman deleted from proposal 9007744

Figure 14 Screen with the message that the Senior Person has been removed.
Add or Delete Senior Personnel for a Supplementary Funding Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- » Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- » Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- » Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:

[Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:

[Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation
☐ Revised Proposal Budget
☐ Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 2), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

[Proposal Functions](#)

[Award And Reporting Functions](#)

[Change PI Information](#)

[Research.gov Functions](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

- Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Supplemental Funding Request link is circled.

- Click **Supplemental Funding Request** (Figure 4). The **List of Current Awards** screen displays (Figure 5).

List of Current Awards			
Principal Investigator Name: Alan Alphaman			
Department:		Division of Information Systems	
Institution:		National Science Foundation	
Principal Investigator Name: Alan Alphaman			
Department:		Division of Information Systems	
Institution:		National Science Foundation	
(Click on the column title to sort by that column)			
Awd ID -	Inst ID	Exp. Date	Title
0700000 - 4102852000 - 03/15/2010 - Rules			
Prepare Supplemental Funding Request			

Figure 5 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

6. Highlight the award that the Supplemental Funding Request is for (Figure 5).
7. Click the **Prepare Supplemental Funding Request** button (Figure 5). The **Request for Supplemental Funding** screen displays (Figure 6).

Request for Supplemental Funding

Award Information **AAG**

Award Number: 0700000 Award Amount: 0 Expiration Date: 03/15/2010
 Title: Rules
 Principal Investigator/Project Director: Alphanan, Alan

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
6480881		In Prog	Rules
6480880		In Prog	Rules

Edit **Delete** **Allow SRO Access** **Print**

Create New Supplemental Funding Request

Figure 6 Request for Supplemental Funding screen. The Edit button is circled.

8. Highlight the Supplemental Funding Request that you want to add or delete a Senior Person for (Figure 6).
9. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below

Form	Saved	Form	Saved
GO Summary Of Proposed Work	04/14/10	GO Justification For Supplement	04/14/10
GO Budgets (Including Justification)	04/14/10	GO Explanation For Late Request	
GO Add/Delete Non Co-PI Senior Personnel	N/A	GO Other Supplementary Docs	
		GO Revised Expiration Date (if applicable)	04/14/10

Go Back

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

10. Click the **Add/Delete Non-Co-PI Senior Personnel** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #6480881

To Add a new Non Co-PI Senior Personnel to proposal #6480881, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name

First Name:

Middle Initial:

Last Name:

Add Non Co-PI Senior Person to Proposal

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen displays (Figure 9) with the individual listed as a Senior Person.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6480881, select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel:

Delete Non Co-PI Senior Person From Proposal

To Add a new Non Co-PI Senior Personnel to proposal #6480881, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name

First Name:

Middle Initial:

Last Name:

Add Non Co-PI Senior Person to Proposal

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The individual's name now displays as a Senior Person.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with the message for you to confirm that you want to delete the Senior Person. The OK button is circled.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

Figure 12 Screen with the confirmation that the Senior Person has been deleted.
Project Reporting

As of January 2013, project reporting has transitioned to Research.gov. All final, annual, and interim project reporting must be prepared and submitted in Research.gov. To view instructions on how to complete a project report, please use the following link:

[Research.gov Accessing Project Reporting](#)

Update PI Information and Status

Update NSF on Your PI Information and Status

The PI also communicates to NSF about any changes in his or her status. The PI can do the following in FastLane:

- [Prepare a PI Transfer request](#) to request that the project be transferred to a new organization
- [Designate a Co-PI as the PI](#) on a project and become a Co-PI on the project
- [Prepare a Withdrawal of PI Request](#) to withdraw from a project
-

At any time, you can [update your personal information](#) on file with NSF.

Access the Edit Principal Investigator's (PI) Demographic Information Screen

To change your PI demographic information, you must access the **Principal Investigator (PI) Information** screen. You can access the **Principal Investigator (PI) Information** screen from either of the following:

- [The Principal Investigator \(PI\)/Co-Principal Investigator \(Co-PI\) Management screen](#)
- [Proposal Preparation](#)

From the Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Screen

1. On the **FastLane Home Page** screen, click on **Sign In to FastLane/Research.gov** button to log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

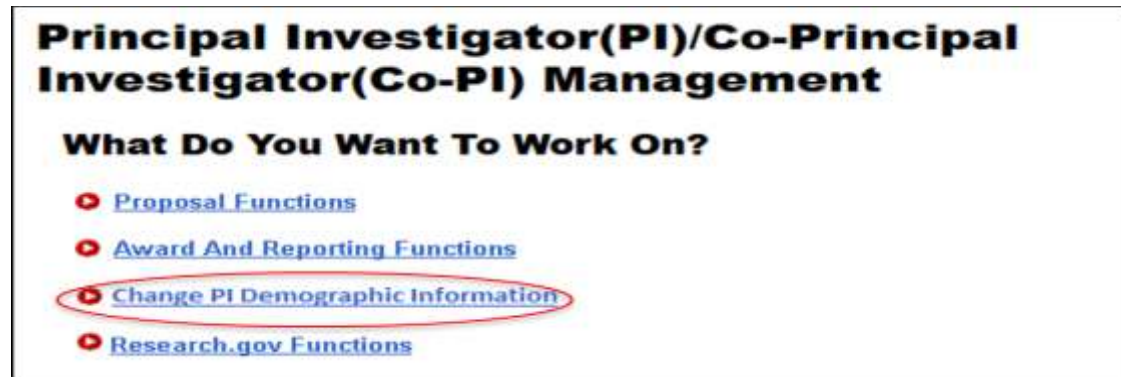


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Change PI Demographic Information link is circled.

2. Click **Change PI Demographic Information** (Figure 1). The **Principal Investigator (PI) Information** screen displays (Figure 2).

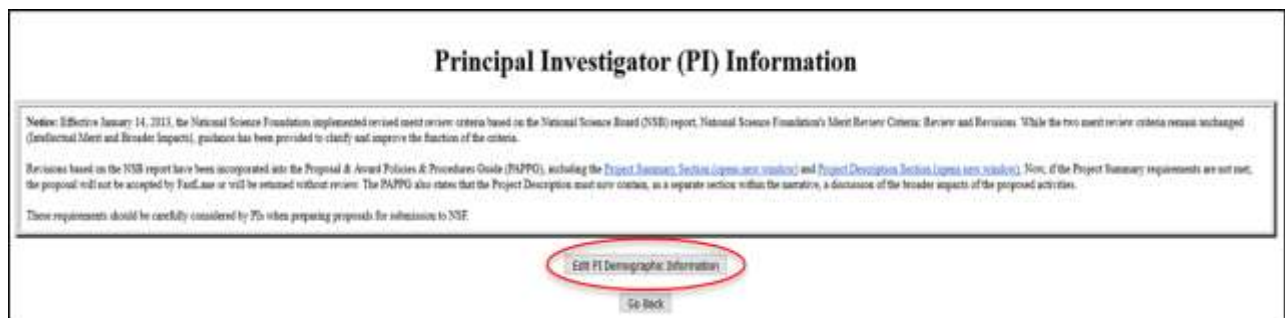


Figure 2 Principal Investigator (PI) Information screen. The Edit PI Demographic Information button is circled.

3. Click the **Edit PI Demographic Information** button (Figure 2). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 3).
See [Edit PI Demographic Information](#) for instructions for working on this screen.

Edit Principal Investigator's (PI) Demographic Information

If the information is being changed

* If you need to update your PI information and set your PI Primary Organization please visit the View My Roles page by signing into Research.gov

First Name: Middle Initial: Last Name:

Organization: Department:

Street: Address: City: State: Zip: Country:

Phone: Degree Year: Degree Type:

E-Mail Address: DBO/DO Identifier:

Gender: ☒ Female ☐ Male ☐ Do not wish to provide

Disability (select one or more)

☐ Hearing Impairment
☐ Visual Impairment
☐ Mobility/Orthopedic Impairment
☐ Other (Enter Description):
☐ None

Ethnicity (select one)

☐ Hispanic/Latino
☐ Hispanic or Latino
☐ Not Hispanic or Latino
☒ Do not wish to provide

Race (select one or more)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

☐ Check here if you are currently serving (or have previously served) as PI, Co-PI or PI on any Federally Funded project

Figure 3 Edit Principal Investigator's (PI) Demographic Information screen.

From Proposal Preparation

1. On the **FastLane Home Page** screen, click on **Sign In to FastLane/Research.gov** button to log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 4).

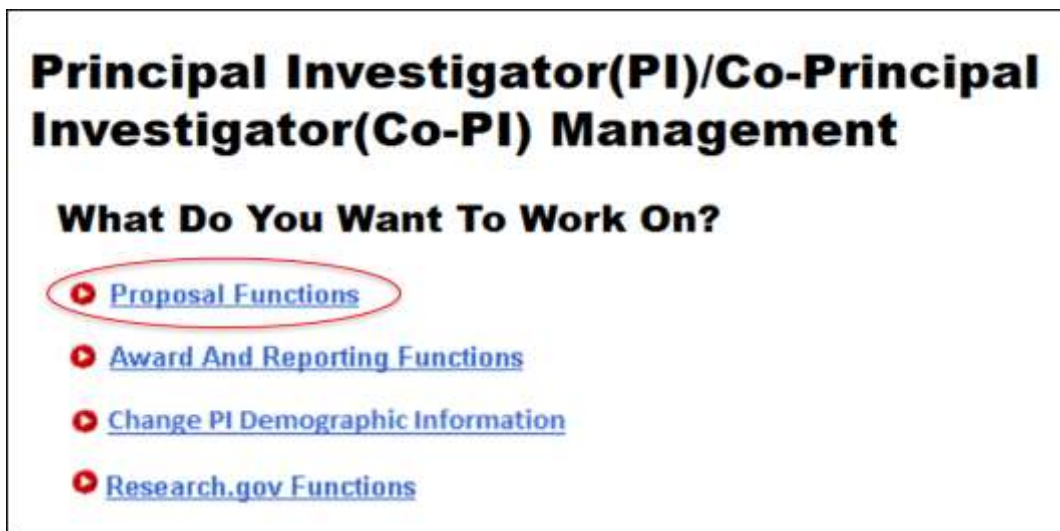


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 4). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 5).



Figure 5 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 5). The **Principal Investigator (PI) Information** screen displays (Figure 6).

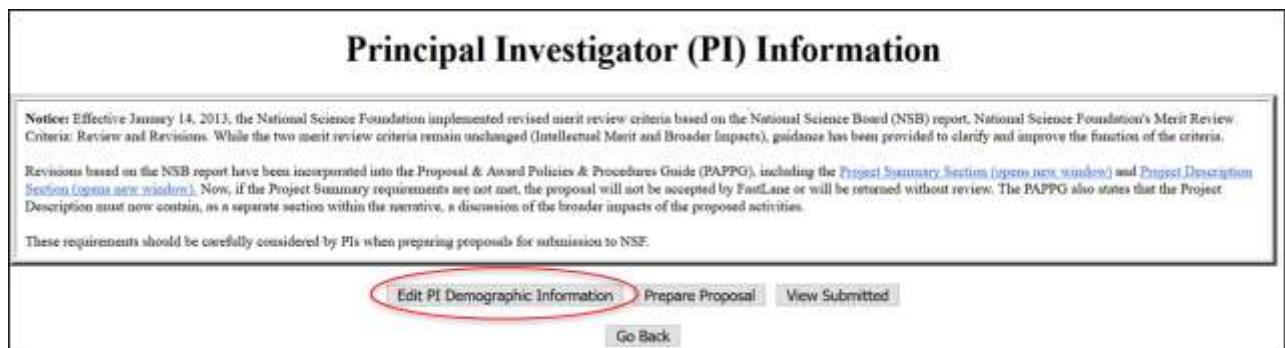


Figure 6 Principal Investigator (PI) Information screen. The Edit PI Demographic Information button is circled.

4. Click the **Edit PI Demographic Information** button (Figure 6). The **Edit Principal Investigator's (PI) Demographic Information** screen displays (Figure 7). See [Edit PI Information](#) for instructions for working on this screen.

Figure 7 Edit Principal Investigator's (PI) Demographic Information screen.

Proposal Review

Proposal Review Introduction

[Print the contents of the Proposal Review book.](#)

The National Science Foundation strives to invest in a robust and diverse portfolio of projects that creates new knowledge and enables breakthroughs in understanding across all areas of science and engineering research and education. To identify which projects to support, NSF relies on a merit review process that incorporates consideration of both the technical aspects of a proposed project and its potential to contribute more broadly to advancing NSF's mission "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes." NSF makes every effort to conduct a fair, competitive, transparent merit review process for the selection of projects. Reviews play a key role in our evaluation of research proposals.

NSF has identified [Merit Review Principles](#) that provide the basis and context for the [Merit Review Criteria](#). We ask that these principles be given due diligence by reviewers when reviewing and evaluating proposals.

Prepare and submit your proposal review through FastLane. In the Proposal Review Form, we ask for you to do the following:

- Provide an overall rating of the proposal.
- Comment in detail on the quality of the proposal, identifying the proposal's strengths and weaknesses for each [NSF Merit Review Criterion](#):
 - The intellectual merit of the proposed activity
 - The broader impacts of the proposed activity

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to:
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - b. benefit society or advance desired societal outcomes (Broader Impacts)?
 2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
 3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
 4. How well qualified is the individual, team, or institution to conduct the proposed activities?
 5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?
- Comment in detail on the quality of the proposal with respect to any additional solicitation-specific criteria, if applicable.
 - Provide a summary statement that describes your overall assessment of the proposal based on the review criteria.

The Proposal Review Form also asks you to do the following:

- Indicate any [potential conflicts of interest](#) that you might have in evaluating the proposal (optional if no conflict of interest exists).
- Recommend any other qualified reviewers for this proposal (optional).

See [Note to Reviewers of Career Proposals](#) if you are reviewing a proposal for the NSF Careers Program.

As of reviewer, you are obligated to [maintain the confidentiality](#) of both the proposal you are reviewing and also your review.

To begin preparing a review, see [Log In to Proposal Review](#) and [Prepare a Proposal Review](#).

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

NSF Merit Review Principles

[Print the contents of the Proposal Review book.](#)

These principles are to be given due diligence by PIs and organizations when preparing proposals and managing projects, by reviewers when reading and evaluating proposals, and by NSF program staff when determining whether or not to recommend proposals for funding and while overseeing awards. Given that NSF is the primary federal agency charged with nurturing and supporting excellence in basic research and education, the following three principles apply:

- All NSF projects should be of the highest quality and have the potential to advance, if not transform, the frontiers of knowledge.
- NSF projects, in the aggregate, should contribute more broadly to achieving societal goals. These “Broader Impacts” may be accomplished through the research itself, through activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to, the project.¹ The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified.
- Meaningful assessment and evaluation of NSF funded projects should be based on appropriate metrics, keeping in mind the likely correlation between the effect of broader impacts and the resources provided to implement projects. If the size of the activity is limited, evaluation of that activity in isolation is not likely to be meaningful. Thus, assessing the effectiveness of these activities may best be done at a higher, more aggregated, level than the individual project.

With respect to the third principle, even if assessment of Broader Impacts outcomes for particular projects is done at an aggregated level, PIs are expected to be accountable for carrying out the activities described in the funded project. Thus, individual projects should include clearly stated goals, specific descriptions of the activities that the PI intends to do, and a plan in place to document the outputs of those activities.

These three merit review principles provide the basis for the merit review criteria, as well as a context within which the users of the criteria can better understand their intent.

^[1] NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved

national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

NSF Merit Review Criteria for Proposals

[Print the contents of the Proposal Review book.](#)

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in

which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The intellectual Merit criterion encompasses the potential to advance knowledge; and
- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - b. benefit society or advance desired societal outcomes (Broader Impacts)?
2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Obligation for Confidentiality

[Print the contents of the Proposal Review book.](#)

For both *ad hoc* and panel reviewers:

NSF receives proposals in confidence and protects the confidentiality of their contents. As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also of your review.

Please observe the following practices to maintain this confidentiality:

- Do not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review.
- If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any proposer or Principal Investigator.
- When you have completed your review, *be certain to destroy the proposal* and/or delete any electronic correspondence or files related to the proposal.
- Safeguard the six-character alphanumeric PIN or the password that NSF has assigned to this proposal-reviewer or panel ID-panelist combination.

NSF keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely send to principal investigators (PI's) reviews of their own proposals without your name, affiliation, or other identifying information. Please respect the confidentiality of all principal investigators and of other reviewers.

Unauthorized disclosure of confidential information could subject you to administrative sanctions.

For panel reviewers:

Do not disclose the identities of principal investigators or other reviewers, the relative assessments or ranking of proposal by a merit review panel, or other details about the merit review of proposals.

As NSF protects the confidentiality of proposals and of reviewers, it is important that as a reviewer you do not reveal to others prior to, during or after a panel meeting, that you have served as a reviewer on a specific panel. It is, however, recognized that you may need to advise your supervisor as to your absence due to serving on a panel. And, you may wish to include on your personnel resume that you have served as a reviewer for NSF in a given year. This is allowable, but you should not indicate the specific dates of the panels on which you have served.

Potential Conflicts of Interest

[Print the contents of the Proposal Review book.](#)

For panel reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

In addition, you must complete the Conflict-of-Interest and Confidentiality Statement for NSF Panelists (NSF Form 1230P dated 11/2011).

For *ad hoc* reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Prepare and Submit Proposal Review

Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposal Review link is circled.



Figure 2 Proposal Review screen. The Log In section and the Log In button are circled.

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
 - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
 - In the **Reviewer Last Name** box, type your last name.
 - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
 - [Prepare a review](#)
 - [View the proposal](#)

- [Download and save the proposal](#)
- [Have NSF print and mail the proposal to you](#)
- [Have NSF make and mail a CD of the proposal to you](#)
- [Edit your information on file with NSF](#)
- [Add to or update your demographic information](#)

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

▶ Orientation video:
The Art and Science of Reviewing Proposals [↗](#)

Reviewer Information Edit		Proposal Information	
Name	Dr. D. Terence Langendoen	Proposal Number	1327819
Address	Linguistics University of Arizona 2402 Cameron Mills Road Alexandria, VA 223023301	Title	IBSS: Exploring Mnemonic Convergence in Social Networks: From Local Interactions to Large-Scale Dynamics
E-Mail	langendt@email.arizona.edu	Principal Investigator's Name	William Hirst
Office Phone		Institution	The New School
Demographic Information			Add/Update
Race	White		
Ethnicity	Not Hispanic or Latino	Gender	Male
Citizenship	U.S. Citizen	Disability	None

Figure 3 Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).

Merit Review Criteria
<p>Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.</p> <p>Please provide detailed comments on the quality of this proposal with respect to each of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.</p> <p>When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:</p> <ul style="list-style-type: none"> • Intellectual Merit: The Intellectual Merit criterion encompasses the potential to advance knowledge, and • Broader Impacts: The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes. <p>The following elements should be considered in the review for both criteria:</p> <ol style="list-style-type: none"> 1. What is the potential for the proposed activity to <ol style="list-style-type: none"> a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit), and b. benefit society or advance desired societal outcomes (Broader Impacts)? 2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts? 3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success? 4. How well qualified is the individual, team, or institution to conduct the proposed activities? 5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 4 Merit Review Criteria section of the Proposal Review screen.

Your Potential Conflicts Of Interest
<p>If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.</p>

Figure 5 Your Potential Conflicts of Interest section of the Proposal Review screen.

Your Obligation To Keep Proposals Confidential
<p>The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer <i>before</i> disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.</p>

Figure 6 Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.

NSF 11-1 January 2011

Privacy Act and Public Burden Statements

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-S0, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-S1, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Flimpton
Reports Clearance Officer
Division of Administrative Services
National Science Foundation
Arlington, VA 22230

Figure 7 Privacy Act and Public Burden Statements section of the Proposal Review screen.

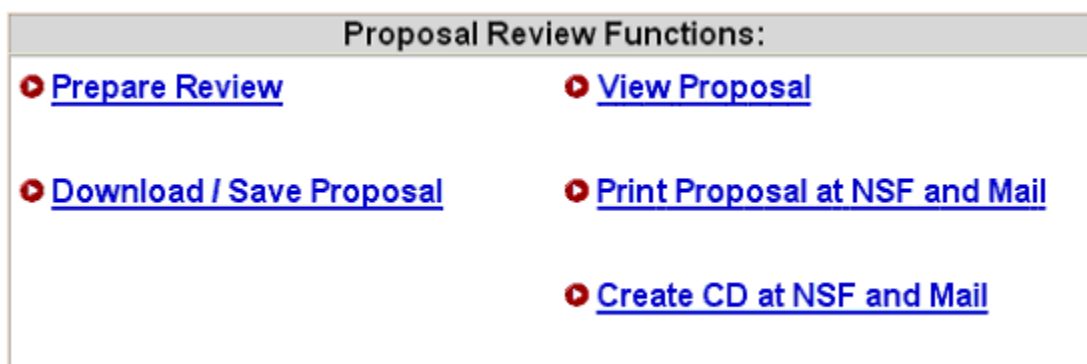


Figure 8 Proposal Review Functions section of the Proposal Review screen.

Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposal Review link is circled.




Figure 2 Proposal Review screen. The Log In section and the Log In button are circled.

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
 - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
 - In the **Reviewer Last Name** box, type your last name.
 - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
 - [Prepare a review](#)
 - [View the proposal](#)
 - [Download and save the proposal](#)
 - [Have NSF print and mail the proposal to you](#)
 - [Have NSF make and mail a CD of the proposal to you](#)
 - [Edit your information on file with NSF](#)
 - [Add to or update your demographic information](#)

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

 Orientation video:
The Art and Science of Reviewing Proposals [↗](#)

Reviewer Information Edit		Proposal Information	
Name	Dr. D. Terence Langendoen	Proposal Number	1327819
Address	Linguistics University of Arizona 2402 Cameron Mills Road Alexandria, VA 223023301	Title	IBSS: Exploring Mnemonic Convergence in Social Networks: From Local Interactions to Large-Scale Dynamics
E-Mail	langendt@email.arizona.edu	Principal Investigator's Name	William Hirst
Office Phone		Institution	The New School
Demographic Information			Add/Update
Race	White		
Ethnicity	Not Hispanic or Latino	Gender	Male
Citizenship	U.S. Citizen	Disability	None

Figure 3 Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The Intellectual Merit criterion encompasses the potential to advance knowledge, and
- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit), and
 - b. benefit society or advance desired societal outcomes (Broader Impacts)?
2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 4 Merit Review Criteria section of the Proposal Review screen.

Your Potential Conflicts Of Interest
<p>If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.</p>

Figure 5 Your Potential Conflicts of Interest section of the Proposal Review screen.

Your Obligation To Keep Proposals Confidential
<p>The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer <i>before</i> disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.</p>

Figure 6 Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.



Figure 7 Privacy Act and Public Burden Statements section of the Proposal Review screen.

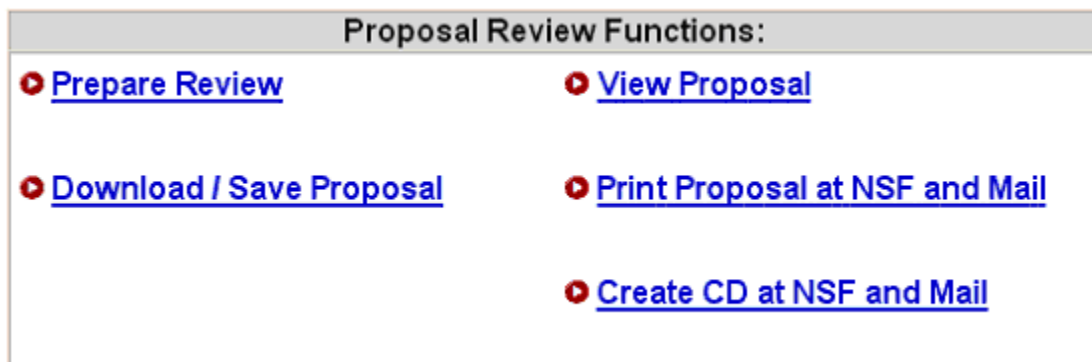


Figure 8 Proposal Review Functions section of the Proposal Review screen.

Prepare a Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

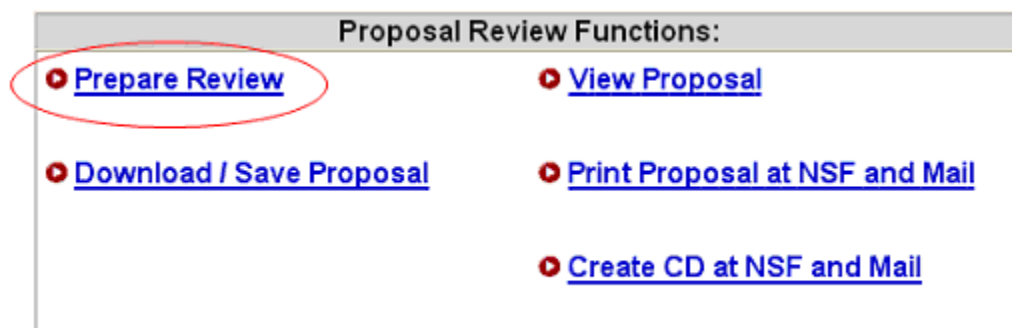


Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

- On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:


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- Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

- What is the potential for the proposed activity to
 - advance knowledge and understanding within its own field or across different fields (Intellectual Merit), and
 - benefit society or advance desired societal outcomes (Broader Impacts)?
- To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
- How well qualified is the individual, team, or institution to conduct the proposed activities?
- Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 2 Merit Review Criteria screen.

- Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3).



FastLane

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide both written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Resubmit in Progress

Information on Proposal Number: 1301979

Principal Investigator's Name: Benjamin Shen
 Institution: University of Pennsylvania
 Title: CAREER: Testing the Facilities by VS

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

☒ Please check this box if you want to receive an e-mail copy of your review.
 Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

☐ I am declining to review this proposal.
☐ I am giving this proposal no rating.
☒ I am rating this proposal (Please check rating below).

Overall Rating

☒ Excellent Outstanding proposal in all respects; deserves highest priority for support.
☐ Very Good High quality proposal in nearly all respects; should be supported if at all possible.
☐ Good A quality proposal, worthy of support.
☐ Fair Proposal lacking in one or more critical aspects; key issues need to be addressed.
☐ Poor Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Texting from Panel review

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

Click the above Go Back button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

Figure 3 Proposal Review Form screen.

4. In the **Work in Progress** section (Figure 3), type your email address.

5. *If you want a copy of the review emailed to you*, click the radio button under the **eMail** box.
6. In the **Rating Section** (Figure 3), click the radio button for one of the three options.
7. *If you agreed to rate the proposal*, in the **Overall Rating** section (Figure 3), click the radio button for one of the ratings.
8. In the **first** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to intellectual merit.
9. In the **second** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to broader impacts.
10. In the **third** text box of the **Overall Rating** section (Figure 3), type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.
11. In the **Summary Statement** box (Figure 3), type an evaluative summary. The summary should describe your overall assessment of the proposal based on the review criteria.
12. In the **Other Suggested Reviewers** box (Figure 3), type the names of any individuals that you think should review the proposal (optional).
13. In the **Conflicts of Interest** section (Figure 3), type an explanation of any conflict of interest that you may have in regard to this proposal. If you leave this box blank, NSF assumes there is no potential conflict of interest.

Once you have completed the Proposal Review form, you have two options:

- [Submit the Proposal Review](#)
- [Save the Proposal Review for editing and submitting later](#)

Submit the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 4), click the **Submit Review** button. The **Receipt of Proposal Review** screen displays (Figure 5).

The image shows the lower portion of the Proposal Review Form screen. It features a large text area labeled "Conflicts of Interest Text (Optional)". Below this text area are three buttons: "Submit Review", "Save Review", and "Go Back". The "Submit Review" button is circled in red.

Figure 4 Lower portion of Proposal Review Form screen. The Submit Review button is circled.

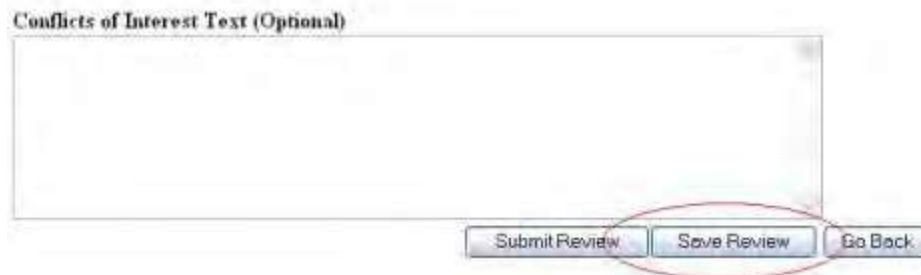
The image shows the Receipt of Proposal Review screen. It has a title "Receipt of Proposal Review" and a message: "Your proposal review for proposal number 9617990 has been received at NSF on Wed Nov 2 16:17:56 2005 and will be forwarded to the cognitant (or appropriate) NSF program officer." Below this is a section titled "Your Obligation To Keep Proposals Confidential" with a paragraph of text. At the bottom, there is a "Return" button, which is circled in red.

Figure 5 Receipt of Proposal Review screen. The Return button is circled.

2. Click **Return** (Figure 5). The **Proposal Review Log In** screen displays.

Save the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 6), click the **Save Review** button. The **Proposal Review Saved** screen displays (Figure 7).

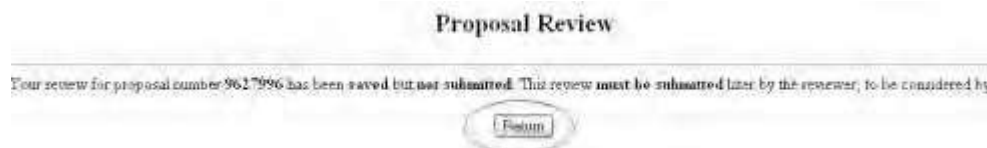


Conflicts of Interest Text (Optional)

Submit Review Save Review Go Back

The 'Save Review' button is circled in red.

Figure 6 Lower portion of Proposal Review Form screen. The Save Review button is circled.



Proposal Review

Your review for proposal number 9617996 has been saved but not submitted. This review must be submitted later by the reviewer, to be considered by

Return

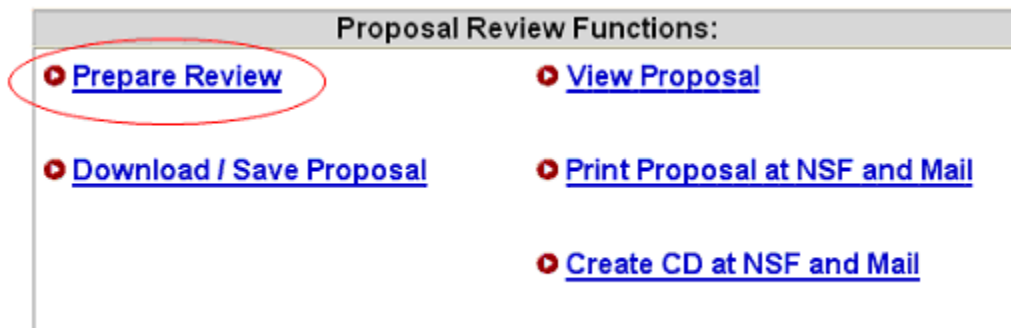
The 'Return' button is circled in red.

Figure 7 Proposal Review Saved screen with a message that your proposal review has been saved.

2. Click the **Return** button (Figure 7). The **Proposal Review** screen displays (Figure 1). To work on the Proposal Review again, see [Access a Saved Proposal Review](#).

Access a Saved Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



Proposal Review Functions:

- Prepare Review
- View Proposal
- Download / Save Proposal
- Print Proposal at NSF and Mail
- Create CD at NSF and Mail

The 'Prepare Review' link is circled in red.

Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:


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3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 2 Merit Review Criteria screen.

3. Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3) as you had saved it. To edit the review, see [Prepare a Proposal Review](#), Step 4 through Step 12. To submit the review, see [Submit a Review](#).



FastLane

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide both written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Resubmit in Progress

Information on Proposal Number: 1301979

Principal Investigator's Name: **Benjamin Shen**
 Institution: **University of Pennsylvania**
 Title: **CAREER:Testing the Facilities by VS**

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

☒ Please check this box if you want to receive an e-mail copy of your review.
 Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

☐ I am declining to review this proposal.
☐ I am giving this proposal no rating.
☒ I am rating this proposal (Please check rating below).

Overall Rating

☒ **Excellent** Outstanding proposal in all respects; deserves highest priority for support.
☐ **Very Good** High quality proposal in nearly all respects; should be supported if at all possible.
☐ **Good** A quality proposal, worthy of support.
☐ **Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.
☐ **Poor** Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Testing from Panel review

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

Click the above Go Back button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

Figure 3 Proposal Review Form screen.

Edit Your Information with NSF

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

Orientation video:
[The Art and Science of Reviewing Proposals](#)

Reviewer Information		Proposal Information	
Name	Dr. D. Terence Langendoen	Proposal Number	1327819
Address	Linguistics University of Arizona 2402 Cameron Mills Road Alexandria, VA 223023301	Title	IBSS: Exploring Mnemonic Convergence in Social Networks: From Local Interactions to Large-Scale Dynamics
E-Mail	langendt@email.arizona.edu	Principal Investigator's Name	William Hirst
Office Phone		Institution	The New School
Demographic Information		Add/Update	
Race	White		
Ethnicity	Not Hispanic or Latino	Gender	Male
Citizenship	U.S. Citizen	Disability	None

Figure 1 Top portion of the Proposal Review screen. The Edit button is circled.

- On the **Proposal Review** screen (Figure 1), click the **Edit** button. The **Reviewer's Information** screen displays (Figure 2).

Reviewer's Information

Title: Suffix: (Jr., Sr., III)

Last Name: **Gleeson**

First Name: **Brian** Middle Initial:

Please fill only 4 lines from the following 6 lines

Department Line 1:

Department Line 2:

Institution Line 3:

Institution Line 4:

Building Line 5:

Street Line 6:

Please check a radio button and enter either a US address or a Foreign address

☒ US Address ☐ Foreign Address

If you have checked US Address radio button then enter the US address

US City:

US State: ▼

Zip:

If you have checked Foreign Address radio button then enter the foreign address

Foreign City/Code:

Foreign Country: ▼

(Overseas - Please do not include your country code)

Office Phone: (10 digits) Extension:

Department Phone: (10 digits) Extension:

Fax Number: Home Phone:

E-Mail:

URL Address:

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays (Figure 3) with the message that your information, as changed, has been saved.

Your information has been changed on the NSF database.

Continue

Figure 3 Screen with the message that the changed information has been saved.

Update Your Demographic Information

See [Demographic Information: What and Why?](#) and the [Privacy Act and Public Burden Statements](#) for an explanation of the categories of demographic information and how NSF uses this information.

All categories are optional.

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

▶ Orientation video:
The Art and Science of Reviewing Proposals [↗](#)

Reviewer Information		Edit		Proposal Information	
Name	Dr. D. Terence Langendoen			Proposal Number	1327819
Address	Linguistics University of Arizona 2402 Cameron Mills Road Alexandria, VA 223023301			Title	IBSS: Exploring Mnemonic Convergence in Social Networks: From Local Interactions to Large-Scale Dynamics
E-Mail	langendt@email.arizona.edu			Principal Investigator's Name	William Hirst
Office Phone				Institution	The New School
Demographic Information					
Race	White				
Ethnicity	Not Hispanic or Latino			Gender	Male
Citizenship	U.S. Citizen			Disability	None

Add/Update

Figure 1 Top portion of the Proposal Review screen. The Add/Update button is circled.

2. In the **Demographic Information** section of the **Proposal Review** screen (Figure 1), click the **Add/Update** button. The **Please Add/Update Your Demographic Information** screen displays (Figure 2).

Please add/update your Demographic Information

Demographic data allows NSF to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category, to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else.

Privacy Act [Why this information is being requested](#)

Disability (select one or more)

If you do not wish to provide this information, do not check any boxes

☐ Hearing Impairment

☐ Visual Impairment

☐ Mobility/Orthopedic Impairment

☐ Other (Enter Description) _____

☒ None

Ethnicity (choose one)

[Ethnicity Definitions](#)

☐ Hispanic or Latino

☐ Not Hispanic or Latino

☒ Do not wish to provide

Race (select one or more)

If you do not wish to provide this information, do not check any boxes

[Race Definitions](#)

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Citizenship (choose one)

☒ U.S. Citizen

☐ Permanent Resident

☐ Other non-U.S. Citizen

☐ Do not wish to provide

Gender

☐ Male

☐ Female

☒ Do not wish to provide

Figure 2 Please Add/Update Your Demographic Information screen. The Save button is circled.

3. Add to or change the demographic information as you require.
4. Click the **Save** button (Figure 2). The **Demographic Information** screen displays (Figure 3) with the message that the changes have been saved.

Demographic Information

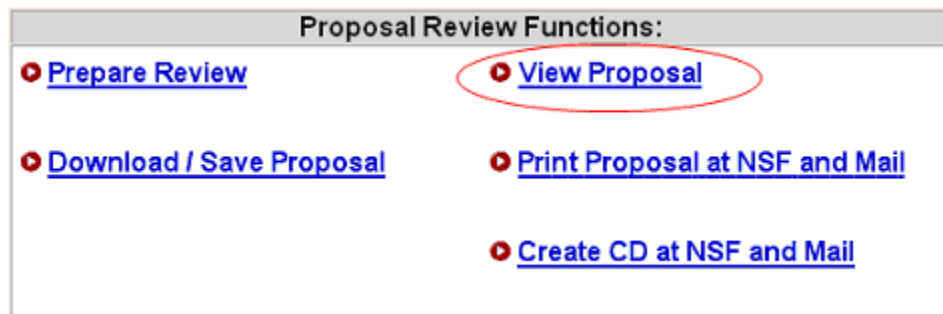
Your Demographic Information has been updated

Figure 3 Demographic Information screen.

5. Click the **Continue** button (Figure 3). The **Proposal Review** screen displays (Figure 1).

View a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see [Log in to Proposal Review](#)).



Proposal Review Functions:

- [Prepare Review](#)
- [View Proposal](#)
- [Download / Save Proposal](#)
- [Print Proposal at NSF and Mail](#)
- [Create CD at NSF and Mail](#)

Figure 1 Lower portion of the Proposal Review screen. The View Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **View Proposal**. The **View/Print Proposal** screen displays (Figure 2). You have these options on the **View/Print** screen:
 - [View the entire proposal](#)
 - [View a section of the proposal](#)

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#).

9627996



☐ Table of Contents ☐ Cover Sheet

☐ Budget ☐ Current and Pending Support

☐ Facilities and Equipment ☐ References Cited

☐ Project Summary ☐ Project Description

☐ Biographical Sketches ☐ Supplemental Docs

☒ **View Entire Proposal**

Figure 2 View/Print Proposal screen. The radio button for View Entire Proposal and the View button are circled.

View the Entire Proposal

1. On the **View/Print Proposal** screen (Figure 2), click the radio button for View Entire Proposal. The proposal displays in PDF format (Figure 3). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION					
PROGRAM ANNOUNCEMENT SOLICITATION NO. CLOSING DATE: if not applicable, program announcement/notice invite (NSF 04-2)					FOR NSF USE ONLY
NSF 03-2					NSF PROPOSAL NUMBER
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the exact specific unit and division, i.e., program, division, etc.)					9627996
CNS - INFORMATION TECHNOLOGY RESEARCH					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
01/19/2003	17	05050000 NCR	1640	1122334447777	04/17/2005 10/1/03
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYMS:	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE NSF			ADDRESS OF Awardee ORGANIZATION, INCLUDING 8-DIGIT ZIP CODE Arlington, VA 222301000 US		
AWARDEE ORGANIZATION CODE (IF KNOWN) J102852000					

Figure 3 Proposal in PDF format. The Print icon is circled.

2. To print the proposal, click the Print icon on the screen. The proposal prints in its entirety.

View a Section of the Proposal

1. On the **View/Print Proposal** screen (Figure 4), click the radio button for the section of the proposal you want to view. The proposal section displays in PDF format (Figure 5). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#)**

9627996

<input type="radio"/> Table of Contents	<input type="radio"/> Cover Sheet
<input checked="" type="radio"/> Budget	<input type="radio"/> Current and Pending Support
<input type="radio"/> Facilities and Equipment	<input type="radio"/> References Cited
<input type="radio"/> Project Summary	<input type="radio"/> Project Description
<input type="radio"/> Biographical Sketches	<input type="radio"/> Supplemental Docs
<input type="radio"/> View Entire Proposal	

View

Figure 4 View/Print Proposal screen. The radio button for Budget and the View button are circled.

SUMMARY PROPOSAL BUDGET YEAR 1				FOR NSF USE ONLY		
ORGANIZATION: NSF			PROPOSAL NO.:		DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR: Terry Demo			AWARD NO.:			
A. SENIOR PERSONNEL: PIPD, Co-PI's, Faculty, and Other Senior Associates (List each separately with title, A.7. show number in brackets)			NSF Funded (Funds only)		Funds Requested By proposer	
			CAL	ACAD	SUM	
1. Terry Demo - PI			1,000	0.00	0.00	10,000
2.						
3.						
4.						
5.						
6. (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)			0.00	0.00	0.00	0
7. (1) TOTAL SENIOR PERSONNEL (1-6)			1,000	0.00	0.00	10,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. (0) POST DOCTORAL ASSOCIATES			0.00	0.00	0.00	0
2. (0) OTHER PROFESSIONALS (TECHNICAL, PROGRAMMER, ETC.)			0.00	0.00	0.00	0
3. (0) GRADUATE STUDENTS						0
4. (0) UNDERGRADUATE STUDENTS						0
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						0
6. (0) OTHER						0
TOTAL SALARIES AND WAGES (A + 6)						10,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						0

Figure 5 Summary Proposal Budget in PDF format.

- To print the section, click the Print icon on the screen. The proposal section prints.

Download and Save a Proposal

- Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

Proposal Review Functions:

- [Prepare Review](#)
- [View Proposal](#)
- [Download / Save Proposal](#)
- [Print Proposal at NSF and Mail](#)
- [Create CD at NSF and Mail](#)

Figure 1 Lower portion of the Proposal Review screen. The Download/Save Proposal link is circled.

- On the **Proposal Review** screen (Figure 1), click **Download/Save Proposal**. The **Download File** window displays (Figure 2).



Figure 2 File Download window. The Save button is circled.

3. Click the **Save** button (Figure 2). The **Save As** window displays (Figure 3).

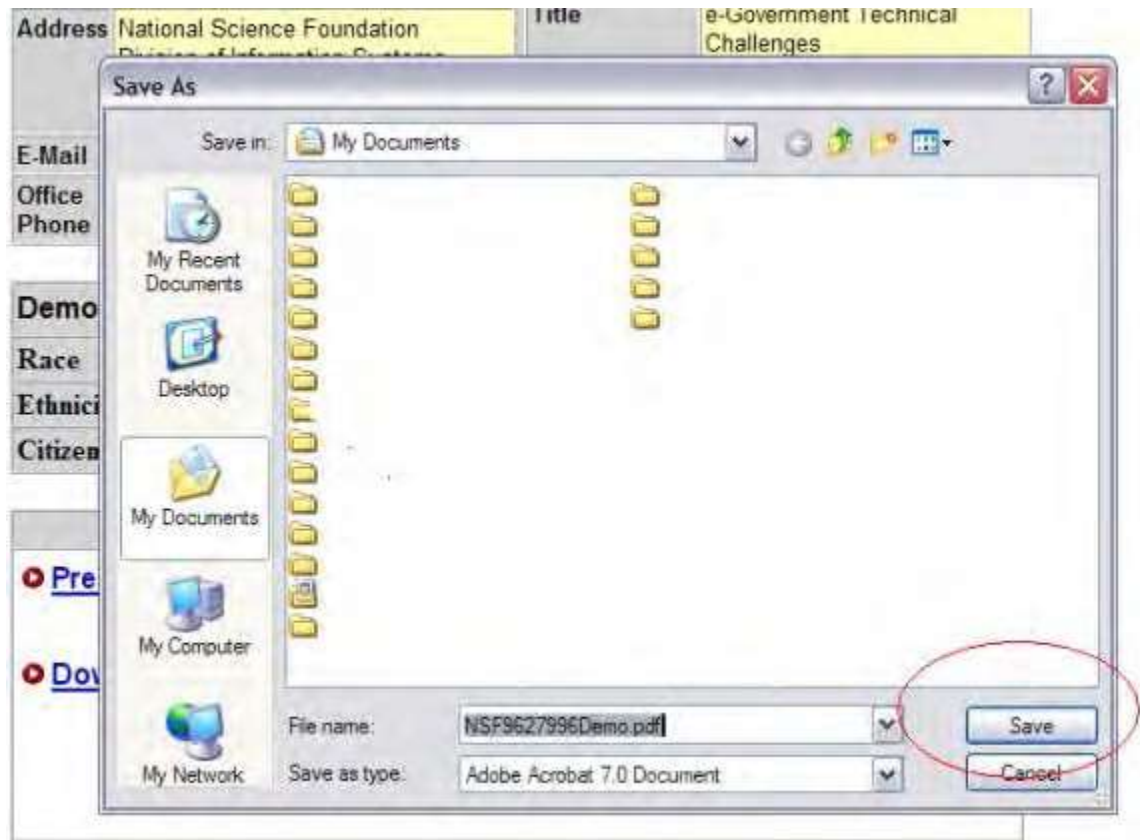


Figure 3 Save As window. The Save button is circled.

4. In the **File Name** box (Figure 3), give the proposal a title and select the section of your computer you want to save it to.
5. Click the **Save** button (Figure 3). The proposal downloads to your computer as a PDF file. After completion of the download, the **Proposal Review** screen displays (Figure 1).

Print Proposal at NSF and Mail

Print Proposal at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

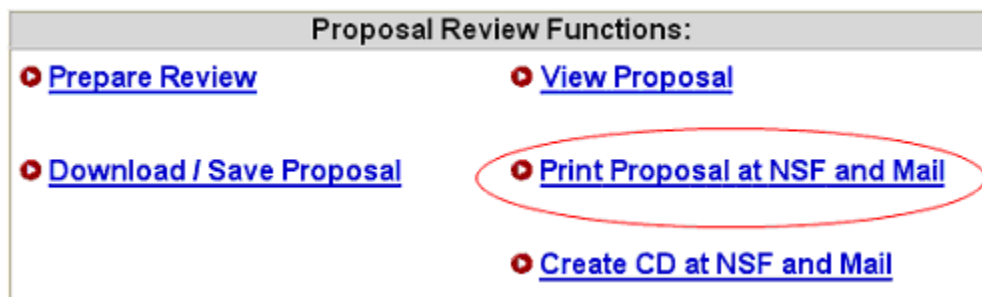


Figure 1 Lower portion of the Proposal Review screen. The Print Proposal at NSF and Mail link is circled.

2. Click **Print Proposal at NSF and Mail** (Figure 1). The **Print on Demand Submit Request** screen displays

(Figure 2).

Figure 2 Print on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If it is incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section*, type the new address in the boxes provided.
5. Click **Submit Request** button (Figure 2). The **Proposal Print Request** screen displays (Figure 3) with your address and the message that the request has been submitted.

Figure 3 Proposal Print Request screen. The Return to Proposal Review button is circled.

6. Click **Return to Proposal Review** (Figure 3). The **Proposal Review** screen displays (Figure 1).
- ### Print Proposal at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

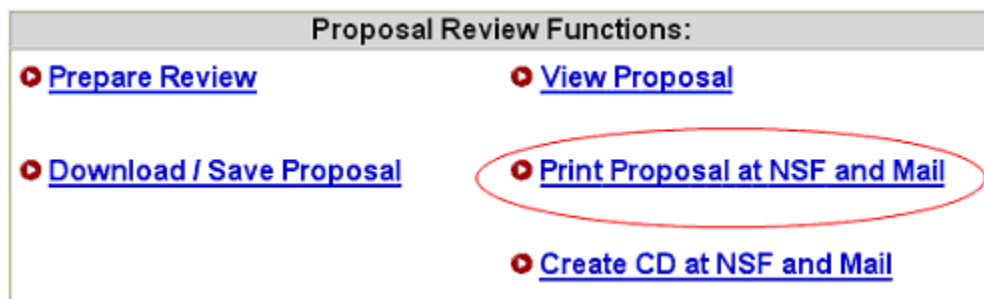


Figure 1 Lower portion of the Proposal Review screen. The Print Proposal at NSF and Mail link is circled.

2. Click **Print Proposal at NSF and Mail** (Figure 1). The **Print on Demand Submit Request** screen displays (Figure 2).

Figure 2 Print on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If it is incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section*, type the new address in the boxes provided.
5. Click **Submit Request** button (Figure 2). The **Proposal Print Request** screen displays (Figure 3) with your address and the message that the request has been submitted.

Figure 3 Proposal Print Request screen. The Return to Proposal Review button is circled.

6. Click **Return to Proposal Review** (Figure 3). The **Proposal Review** screen displays (Figure 1).
- ### Update Information for Printing at NSF

1. Access the **Print on Demand Submit Request** screen (Figure 1) (see [Print at NSF and Mail, Step 1 and Step 2](#)).

Print On Demand Submit Request

Thank you for your request. NSF will print and place your proposals in the mail within two business days of your request. Domestic mail will be sent first class, foreign mail will be sent mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Hamilton A. Hofherr

Reviewer's Permanent Address Information:

National Science Foundation
Division of Information Systems
4201 Wilson Boulevard
Arlington, VA 22230

Update Reviewer Information

Type below if the mailing address is different from the above:
(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

Hamilton A. Hofherr

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> (If foreign address, skip it)
Zip Code	<input type="text"/> (If foreign address, skip it)
Country	<input type="text"/>

The following proposal will be included in your print request:

Proposal Id	PI Name
9627996	Terry Demo
Total: 1	

Submit Request

Go Back

Figure 1 Print on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. In the **Reviewer Name** section of the **Print on Demand Submit Request** screen (Figure 1), click **Update Reviewer Information**. The **Reviewer's Information** screen displays (Figure 2).

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

Figure 3 Screen with the message that your information has been saved.

5. Click the **Continue** button (Figure 3). The **Print on Demand Submit Request** screen displays (Figure 1).

Create CD at NSF and Mail

Create a CD at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

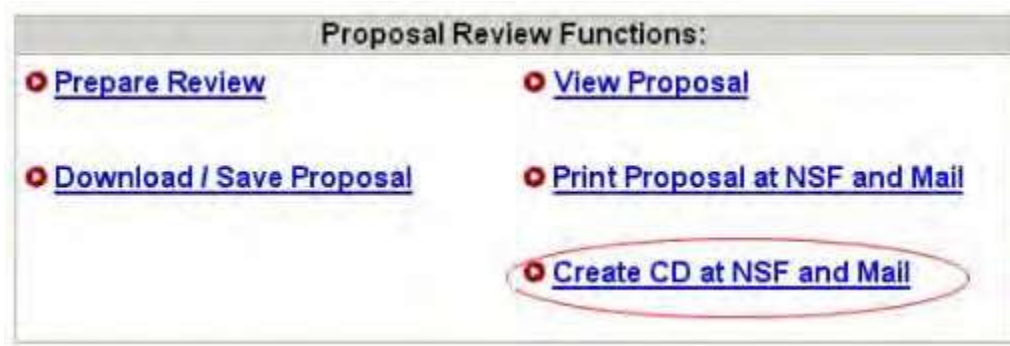


Figure 1 Lower portion of the Proposal Review screen. The Create CD at NSF and Mail link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Create CD at NSF and Mail**. The **CD on Demand Submit Request** screen displays (Figure 2).

CD On Demand Submit Request

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Brian Gleeson

Reviewer's Permanent Address Information:
 444 Wilson Boulevard
 Arlington, VA 22222

Type below if the mailing address is different from the above
 (This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information.)

Brian Gleeson

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: (Example address, line 2)

Zip Code: (Example address, line 2)

Country:

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
045662B	Fergus	

Total Proposals: 1

Figure 2 CD on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If they are incorrect, [update your information](#).
4. If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section, type the new address in the boxes provided (Figure 2).
6. Click the **Submit Request** button (Figure 2). The **CD on Demand Submit Request Confirmation** screen displays (Figure 3) with your address and the message that the request has been submitted.



**CD On Demand
Submit Request Confirmation**

The following mailing address will be used for this CD request. If you wish to change it press the Back button on your browser and re-enter the correct mailing address. Press 'Continue' to submit the request.

Reviewer Name: Brian Gleason

Reviewer's Mailing Address:

444 Wilson Boulevard
Arlington, VA 22222

The following proposal(s) will be included in your CD request:

Prop No.	PI Last Name	Information Message
0456629	Ferqua	

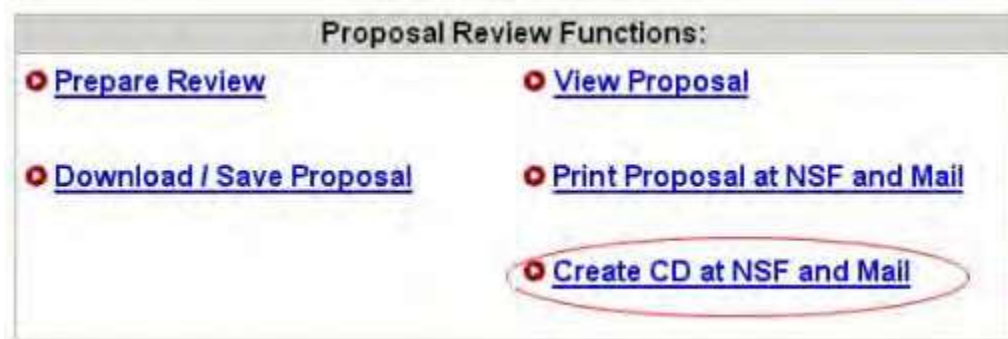
Total Proposals: 1

Figure 3 CD on Demand Submit Request Confirmation screen. The Continue button is circled.

- Click the **Continue** button (Figure 3). A screen displays with the message that the request is submitted.

Create a CD at NSF and Mail

- Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).



Proposal Review Functions:

- ☐ [Prepare Review](#)
- ☐ [View Proposal](#)
- ☐ [Download / Save Proposal](#)
- ☐ [Print Proposal at NSF and Mail](#)
- ☐ [Create CD at NSF and Mail](#)

Figure 1 Lower portion of the Proposal Review screen. The Create CD at NSF and Mail link is circled.

- On the **Proposal Review** screen (Figure 1), click **Create CD at NSF and Mail**. The **CD on Demand Submit Request** screen displays (Figure 2).

CD On Demand Submit Request

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Brian Gleeson

Reviewer's Permanent Address Information:
 444 Wilson Boulevard
 Arlington, VA 22222

Type below if the mailing address is different from the above
 (This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information.)

Brian Gleeson

Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 State: (Example address, line 2)
 Zip Code: (Example address, line 2)
 Country:

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
045662B	Fergus	

Total Proposals: 1

Figure 2 CD on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If they are incorrect, [update your information](#).
4. If you want NSF to send the proposal to a different address than the one
5. displayed in the **Reviewer Name** section, type the new address in the boxes provided (Figure 2).
6. Click the **Submit Request** button (Figure 2). The **CD on Demand Submit Request Confirmation** screen displays (Figure 3) with your address and the message that the request has been submitted.

CD On Demand Submit Request Confirmation

The following mailing address will be used for this CD request. If you wish to change it press the Back button on your browser and re-enter the correct mailing address. Press 'Continue' to submit the request.

Reviewer Name: Brian Gleeson

Reviewer's Mailing Address:

444 Wilson Boulevard
Arlington, VA 22222

The following proposal(s) will be included in your CD request:

Prop. No.	PI Last Name	Information Message
0456629	Fergus	

Total Proposals: 1

Figure 3 CD On Demand Submit Request Confirmation screen. The Continue button is circled.

7. Click the **Continue** button (Figure 3). A screen displays with the message that the request is submitted.

Update Personal Information for CD on Demand

1. Access the **CD on Demand Submit Request** screen (Figure 1) (see [Create a CD at NSF and Mail, Steps 1 and 2](#)).

CD On Demand Submit Request

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Brian Gleeson

Reviewer's Permanent Address Information:

444 Wilson Boulevard
Arlington, VA 22222

Figure 1 CD on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. On the **CD on Demand Submit Request** screen (Figure 1), click the **Update Reviewer Information** button. The **Reviewer's Information** screen displays (Figure 2).

Reviewer's Information

Title: Suffix: (Jr., Sr., III)
 Last Name: **Gleeson**
 First Name: **Brian** Middle Initial:
 Please fill only 4 lines from the following 6 lines:
 Department Line 1:
 Department Line 2:
 Institution Line 3:
 Institution Line 4:
 Building Line 5:
 Street Line 6:

Please check a radio button and enter either a US address or a Foreign address
☒ US Address ☐ Foreign Address

If you have checked US Address radio button then enter the US address
 US City:
 US State:
 Zip:

If you have checked Foreign Address radio button then enter the foreign address
 Foreign City/Code:
 Foreign Country:

(Overseas - Please do not include your country code)
 Office Phone: (10 digits) Extension:
 Department Phone: (10 digits) Extension:
 Fax Number: Home Phone:
 E-Mail:
 URL Address:

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

Your information has been changed on the NSF database.

Figure 3 Screen with the message that your information has been saved.

SPO Functions

Sponsored Project Office Functions Introduction

[Print the contents of the SPO Functions book.](#)

The Sponsored Project Office (SPO) representative potentially has many diverse functions. All these functions are accessed through Research Administration (see [Log In to SPO Functions](#)).

The functions you are able to carry out as an SPO depend upon the permissions that you have as a user. When you log in to Research Administration, on the **Research Administration** screen (Figure 1), you will have access only to those SPO functions for which you have permission.

Note: *If you have permission as a Financial User, to carry out financial functions, click the **Financial Functions** link on the **FastLane Home Page** screen.)*

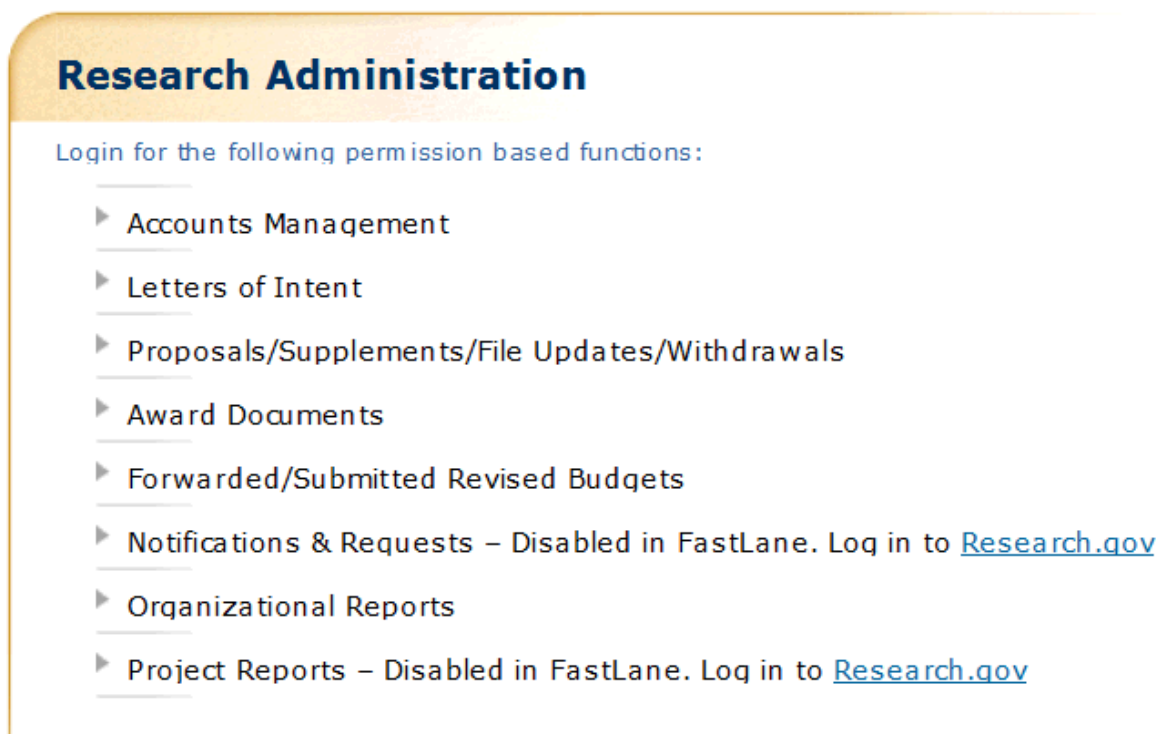


Figure 1 Research Administration screen. This individual has user permissions for all functions carried out in Research Administration.

If you do not have permissions for a function, that function does not display when you access the **Research Administration** screen. Here is a table that maps user permissions to user functions.

User Permission Granted	Function Listed on Research Administration Screen
Add, Modify, and Delete	
FastLane Users	Accounts Management
Change User Permissions	

Initialize User Passwords	(Within accounts management, you have access only to those functions for which you have permission.)
Review/Revise Organizational Information	
Financial Administrator	
View Only	<ul style="list-style-type: none"> Organizational Reports View/Print Organization's Award Letters
Sponsored Projects Officer	<ul style="list-style-type: none"> Organizational Reports View/Print Organization's Award Notices View/Edit Notifications To or Requests For NSF Approvals Under Grants View/Edit Proposals/Supplements/File Updates/Withdrawals View/Edit Revised Budgets
Authorized Organizational Representative	<ul style="list-style-type: none"> Organizational Reports View/Print Organization's Award Notices View Project Reports View/Edit Notifications To or Requests For NSF Approvals Under Grants View/Edit Proposals/Supplements/Withdrawals View/Edit/Submit Revised Budgets Authorized Organizational Representative Functions

Click on a link below for instructions for that SPO function:

- [Accounts Management](#)
- [Letters of Intent](#)
- Proposals/Supplements/File Updates/Withdrawals:
 - [Work on and submit proposals](#)
 - [Withdraw a proposal](#)
 - [View and print a submitted proposal](#)
 - [Check the status of a proposal](#)
 - [Supplementary Funding Requests](#)
 - [Proposal File Updates](#)
- [Award Documents](#)
- [Check Continuation Funding Status](#)
- [Forwarded/Submitted Revised Budgets](#)
- [Notifications and Requests](#)
- [Organizational Reports](#)
- [Authorized Organizational Representative Functions](#)

Log In to SPO Functions in Research Administration

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration Login** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.

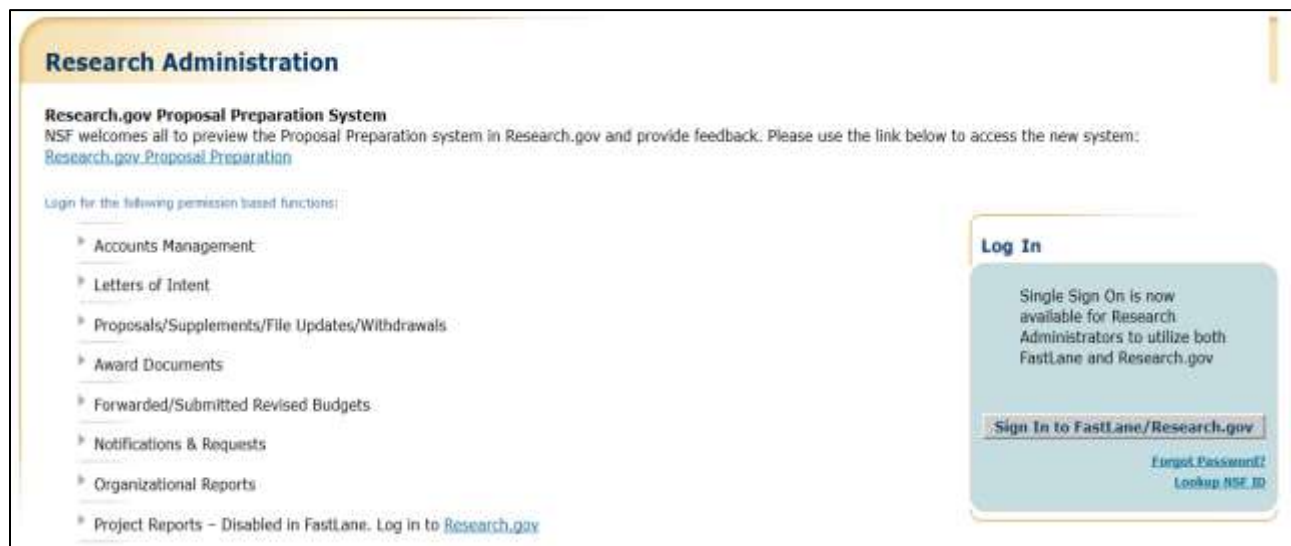


Figure 2 Research Administration Login screen. The Login box, the radio button for Research Administration, and the Login button are circled.

2. In the **Login** section (Figure 2), Click on **Sign In to Fastlane/Research.gov** button,
3. You will be redirected to Research.gov Sign In page. Type in the boxes the following information:
 - **NSF ID**
Your National Science Foundation Identification number
 - **Password**
Click the **Sign In** button.
4. The Research.gov My Desktop page will be displayed. Click on **Research Administration** link under NSF FastLane Services.
5. The Research Administration page will be displayed.
6. Click on a function link (Figure 2) to go to that function in Research Administration:
 - [Accounts Management](#)

- [Letters of Intent](#)
- Proposals/Supplements/File Updates/Withdrawals—Work on:
 - Proposals
 - [Edit/Submit proposals \(AOR only\)](#)
 - [Withdraw a proposal \(AOR only\)](#)
 - [View and print a submitted proposal](#)
 - [Check the status of a proposal](#)
 - [Supplementary Funding Requests](#)
 - [Proposal File Updates](#)
- [Award Documents](#)
- [Check Continuation Funding Status](#)
- [Forwarded/Submitted Revised Budgets](#)
- [Notifications and Requests](#)
- [Organizational Reports](#)
- [Authorized Organizational Representative Functions](#) (Click on a link for instructions for that function.)

The **Research Administration** screen (Figure 3) also features an **In Box** that shows you how many documents are available for review in these SPO function categories:

- Proposals/Supplements/File Updates/Withdrawals
- Forwarded/Submitted Revised Budgets
- Notifications and Request
- AOR Functions
- Letters of Intent

Click on the number of the documents link to go to that function category.



Figure 3 Research Administration screen. The In Box, with the number of documents waiting for attention by function category, is circled.

Revise Organization Information

Note: If you need to change the name of your organization, see [Change Organization Name](#) for instructions.



Figure 1 Accounts Management screen on the User Account tab. The Organization Information tab is circled.

1. On the **Accounts Management** screen (Figure 1), click the **Organization Information** tab. The **Revise Information** screen displays (Figure 2).

Figure 2 Revise Information screen. The Submit Changes button is circled.

2. In the boxes (Figure 2), revise the information as you require.
3. Click the **Submit Changes** button (Figure 2). The **Revise Information** screen displays (Figure 3) again with the revised organization information.

Revise Information for -- National Science Foundation
Required Fields are preceded by an asterisk ()*

Organization Profile

*Organization Name: NSF
 *Address 1: 4201 Wilson Boulevard
 Address 2:
 *City: Arlington
 *State: VA *Zip: 222301000
 *Country: US
 *E-mail: fastlane@nsf.gov
 *Telephone Number: 7032927151
 Fax Number: 7032923465
 *EIN/TIN: 324325436
 *DUNS Number: 112233444
 DUNS Qualifier: inti

Confirm Changes **Cancel**

Figure 3 Revise Information screen with the revisions. The **Confirm Changes** button is circled.

- Click the **Confirm Changes** button (Figure 3). The **Confirmation** screen displays (Figure 4) with a message that the organization information has been revised.

CONFIRMATION

Update Organization Info for - NSF

Organization Information has been successfully updated.

[Account Management Main](#)

Figure 4 Confirmation screen. The **Account Management Main** link is circled.

- Click **Account Management Main** (Figure 4). The **Accounts Managements** screen displays on the **User Account** tab.

Change the Organization Name

Note: If you need to revise other organization information, see [Revise Organization Information](#) for instructions.

- Access the **Accounts Management** screen on the **User Account** tab (Figure 1) (see [Access Accounts Management](#)).



Figure 1 Accounts Management screen on the User Account tab. The Organization Information tab is circled.

- On the **Accounts Management** screen on the **User Account** tab (Figure 1), click the **Organization Information** tab. The **Revise Information** screen displays (Figure 2).

 The screenshot shows the 'Revise Information' screen for the 'National Science Foundation' (Organization ID: 4102859600). The page title is 'Revise Information for: National Science Foundation' and a note says 'Required fields are preceded by an asterisk (*)'. The 'Organization Profile' section contains various fields:

- *Organization Name: NSF
- *Address 1: 4201 Wilson Boulevard
- Address 2: (empty)
- *City: Arlington
- *State: Virginia
- *Zip: 22201000
- *Country: United States
- *E-mail: fastlane@nsf.gov
- *Telephone Number: 7032927151 (20 digits only)
- Fax Number: 7032923464 (20 digits only)
- *EIN/TTN: 324325436
- *DUNS Number: 112233444
- DUNS Qualifier: info

 At the top right, there is a link 'Request Change of Organization Name' which is circled in red. At the bottom, there are two buttons: 'Submit Changes' and 'Cancel'.

Figure 2 Revise Information screen. The Request Change of Organization Name link is circled.

- Click **Request Change of Organization Name** (Figure 2). The **Request Change of Organization Name** screen displays (Figure 3).

Request Change of Organization Name for — National Science Foundation

Organization ID: 4102002000

* New Name of Organization: National Science Foundation (Legal Name of Organization)

Short Name: NSF

* Award Letter E-mail Address: sgundra@nsf.gov

Recipient Name:

Active Awards: no

Additional Comments:

Type any additional comments here.

Submit Request Cancel

Figure 3 Request Change of Organization Name screen. The Submit Request button is circled.

4. In the **New Name of Organization** box (Figure 3), type the new name.
5. In the **Short Name** box (Figure 3), type the short name of the organization (optional).
6. In the **Award Letter Email Address** (Figure 3), type the email address of the individual who receives award letters.
7. In the **Recipient Name** box (Figure 3), write the name of the email recipient (optional).
8. In the **Additional Comments** box (Figure 3), type or copy and paste any additional information that you want to convey on the organization's name change.
9. Click the **Submit Request** button (Figure 3). The **Confirmation** screen displays (Figure 4) with the message that your organization name change has been submitted to NSF.



Figure 4 Confirmation screen. The Account Management link is circled.

10. Click **Account Management Main** (Figure 4). The **Accounts Management** screen displays on the **User Account** tab.

Check the Status of an Organization Name Change

1. Access the **Accounts Management** screen on the **User Account** tab (Figure 1) (see [Access Accounts Management](#)).



Figure 1 Accounts Management screen on the User Account tab. The Organization Information tab is circled.

- On the **Accounts Management** screen on the **User Account** tab (Figure 1), click the **Organization Information** tab. If NSF has not yet approved a name change request, the **Revise Information** screen displays as in Figure 2 with a message that the name change is pending. If a name change request has been approved, the screen displays without the message. You can still submit a new name request if a previous request is still pending (see [Change the Organization Name](#) for instructions).

 The screenshot shows the 'Revise Information for NSF' screen. At the top right, it says 'Organization ID: #102052000'. Below the title, a note says 'Required Fields are preceded by an asterisk (*)'. The 'Organization Profile' section contains several fields:

- *Organization Name: NSF
- *Address 1: 4201 Wilson Boulevard
- Address 2: (empty)
- *City: Arlington
- *State: Virginia
- *Country: United States
- *E-mail: fastlane@nsf.gov
- *Telephone Number: 7032927151 (10 digits only)
- Fax Number: 7032923465 (10 digits only)
- *EIN/TIN: 324325436
- *DUNS Number: 112233444
- DUNS Qualifier: (int)

 On the right side, there's a button 'Revert Change of Organization (RRC)' and a message box that says 'An Organization Change Request is Pending: New National Science Foundation'. This message box is circled in red.

Figure 2 Revise Information screen. Circled is the message that an organization change request is pending, along with the new name.

Financial Representative Information

- Access the **Accounts Management** screen on the **User Account** tab (Figure 1) (see [Access Accounts Management](#)).



Figure 1 Accounts Management screen on the User Account tab. The Financial Representative Information tab is circled.

2. On the **Accounts Management** screen on the **User Account** tab (Figure 1), click the **Financial Representative Information** tab.
3. Fill in the information for up to three Financial Representatives in the available fields (Figure 2).

Figure 2 The Financial Representative Information page. The fields for one of the Financial Representatives and the Submit button are circled.

4. Once the necessary information for one to three Financial Representatives has been filled out click the **Submit** button (Figure 2).

Organizational Reports

Organizational Reports Introduction

In Organizational Reports, you can view basic information about the activity of your organization with NSF.

In Organizational Reports, you can view the following:

- [Active awards](#)
Search for awards with the option to view the abstract for an award
- [Continuing Grant Increments](#) Check continuation funding status
- [Organizational Permissions Report](#)
View the permissions for your organization's users
(Click on a link above for the instructions for that option.)

See [Access Organizational Reports](#) for instructions to begin working on Organizational Reports.

Access Organizational Reports

1. Access the **Research Administration** screen (Figure 1) (see [Log In to SPO Functions](#)).



Figure 1 Research Administration screen. The Organizational Reports link is circled.

2. On the **Research Administration** screen (Figure 1), click **Organizational Reports**. The **Organizational Reports** screen displays (Figure 2).



Figure 2 Organizational Reports screen.

1. In the **Select Organization Name** drop-down list (Figure 2), select the organization whose reports you want to view.
2. In the **Indicate Report Type** section (Figure 2), you have options to view the following:
 - [Active awards](#) listing
 - [Continuing Grant Increments](#)
 - [Organizational Permissions Report](#)(Click on a link above for instructions for that option.)

View Active Awards

1. Access the **Organizational Reports** screen (Figure 1) (see [Access Organizational Reports](#)).



Figure 1 Organizational Reports screen.

2. On the **Organizational Reports** screen (Figure 1), select the radio button for Active Awards.
3. Select the **Continue** button (Figure 1). The **Active Awards** screen displays (Figure 2).

Active Awards

Search for Awards by any of the following:

Award Date occurring on or between the following date(s):
 (If searching for a particular date, enter same date for both "To" and "From" dates.)

From : 01/01/2011  **To :** 03/01/2011 

Award Number:
 (Enter 7 digits)

Status Change occurring anytime after the following date:
 

Sort results by:

☒ Award Expiration Date
☐ Award Number

Continue

Figure 2 Active Awards screen. The Continue button is circled.

4. In the **Search for Awards** section (Figure 2), search for active awards by any of the following criteria:
 - **Date range**
 - In the **From** box, enter the beginning date for the range (in mm/dd/yyyy format).
 - In the **To** box, enter the ending date for the range (in mm/dd/yyyy format).
 - **Award number**
 - In the **Award** number box, type the award number.
 - **Status change**
 - In the **Status Change Occurring Anytime After this Date** box, type the date after which the status change occurred (in mm/dd/yyyy format).
5. In the **Sort Results By** section (Figure 2), click the radio button for one of the sorting criteria:
 - **Award End Date**
 - **Award Number**
6. Select the **Continue** button (Figure 2). The **Active Awards Search Results** screen displays (Figure 3) with a listing of the active awards that match your search criteria.

Active Awards Search Results

Click on "Award Number" to view Award Abstract. Sort results by clicking column title.

3 Awards found, displaying 1 to 3

Award Number	PI Name	Total Award Amount	Award Title	Expiration Date	FPR Due Date	FPR Overdue Date
2220056	PI, Test	\$1.00	001 NSF USB - Query Series Permission Training	05/31/2012	06/01/2012	08/30/2012
2220050	PI, Test	\$5.00	001 NSF USB - Query Series Permission Training	05/31/2012	06/01/2012	08/30/2012
2220055	PI, Test	\$1.00	001 NSF USB Query Series Permission Training	09/30/2011	10/01/2011	12/30/2011

Transfer Data to: Excel

Cancel

Figure 3 Active Awards Search Results screen. An award number is circled for an active award.

7. Select a column heading (Figure 3) to view the active awards ordered by that category.
8. To view the abstract for an active award, select the award number (Figure 3) on the row for the active award whose abstract you want to view. The **NSF Award Abstract** screen displays (Figure 4) with the award abstract.



Figure 4 NSF Award Abstract screen.

View Continuing Grant Increments

1. Access the **Organizational Reports** screen (Figure 1) (see [Access Organizational Reports](#)).

The image shows a screenshot of the 'Organizational Reports' screen. The title bar at the top says 'Organizational Reports | MAIN >'. Below the title bar, there is a form. The first section is 'Select Organization Name:' with a dropdown menu showing 'National Science Foundation'. The second section is 'Indicate Report Type:' with three radio buttons. The first radio button is selected and is labeled 'Active Awards'. The second radio button is labeled 'Continuing Grant Increments'. The third radio button is labeled 'Organization Permissions Report'. Above the radio buttons, there is a note: 'Recent Proposals- Disabled in FastLane. Please visit [Research.gov](#)'. At the bottom of the form, there is a 'Continue' button.

Figure 1 Organizational Reports screen.

2. On the **Organizational Reports** screen (Figure 1), select the radio button for Continuing Grant Increments.
3. Select the **Continue** button (Figure 1). The **Continuing Grant Increments** screen displays (Figure 2).

Continuing Grant Increments

Select Key Fiscal Year in which increment is due:

FY06

Sort results by:

- ☐ Final Project Due Date
☐ PI's Last Name
☒ Award Number

Continue

Figure 2 Continuing Grant Increments screen. The Continue button is circled.

- In the **Select Key Fiscal Year in which Increment Is Due** drop-down box (Figure 2), select the fiscal year for the award you want to check.
- In the **Sort Results By** list (Figure 2), select a radio button (Figure 2) for a criterion to sort the awards by:
 - Final Project Due Date
 - PI's Last Name
 - Award Number
- Select the **Continue** button (Figure 2). The **Search Results for Awards by Continuing Grant Increments** screen displays (Figure 3) with a listing of the awards that meet your search criteria.

Search Results for Awards by Continuing Grant Increments (FY07):

Click on "Award Number" link to view details for the Awards' Project Report(s). Sort results by clicking column titles.

124 Awards found, displaying 1 to 10. [< Previous 10 | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 | Next 10 >]

Award Number	PI Name	Award Title	Date of Next Increment Expected	Increment Amount
0002930	Demo, Terry	BIO Research Training Group Program: Biology in Small Populations	12/31/2007	\$80,000.00
0002931	Demo, Terry	Experimental and Theoretical Studies on the Structure of Highly Preheated Air Flames	12/31/2007	\$60,000.00
0002932	Demo, Terry	BIO Research Training Group Program: Biology in Small Populations	12/31/2007	\$80,000.00
0002933	Demo, Terry	Experimental and Theoretical Studies on the Structure of Highly Preheated Air Flames	12/31/2007	\$60,000.00
0002934	Demo, Terry	BIO Research Training Group Program: Biology in Small Populations	12/31/2007	\$80,000.00
0002935	Demo, Terry	Experimental and Theoretical Studies on the Structure of Highly Preheated Air Flames	12/31/2007	\$60,000.00

Figure 3 Search Results for Awards by Continuing Grant Increments screen. An award number is circled.

- Select the link for the award number (Figure 3) that you want to view a report for. The **Continuing Grant Increments** screen displays (Figure 4).

Continuing Grants Increments FY07 Project Report: Award #0002930

Click on "Report Number" link to view the Project Report in PDF format (opens in same window). Report Numbers without links denote reports that has not yet been submitted. Sort results by clicking column titles.

1 Report found. 1

Report Number	NSF Report Status	PI Submission Status	Report Period Start Date	Report Period End Date	Report Due Date	Report Overdue Date	Submission Date
8210111	Due	Not Submitted	05/02/2006	04/30/2007	01/30/2007	05/01/2007	--

Transfer Data to: Excel

Figure 4 Continuing Grant Increments screen. A report number is circled.

8. Select the report number link for the report you want to view (Figure 4). A screen displays (Figure 5) with the report contents in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

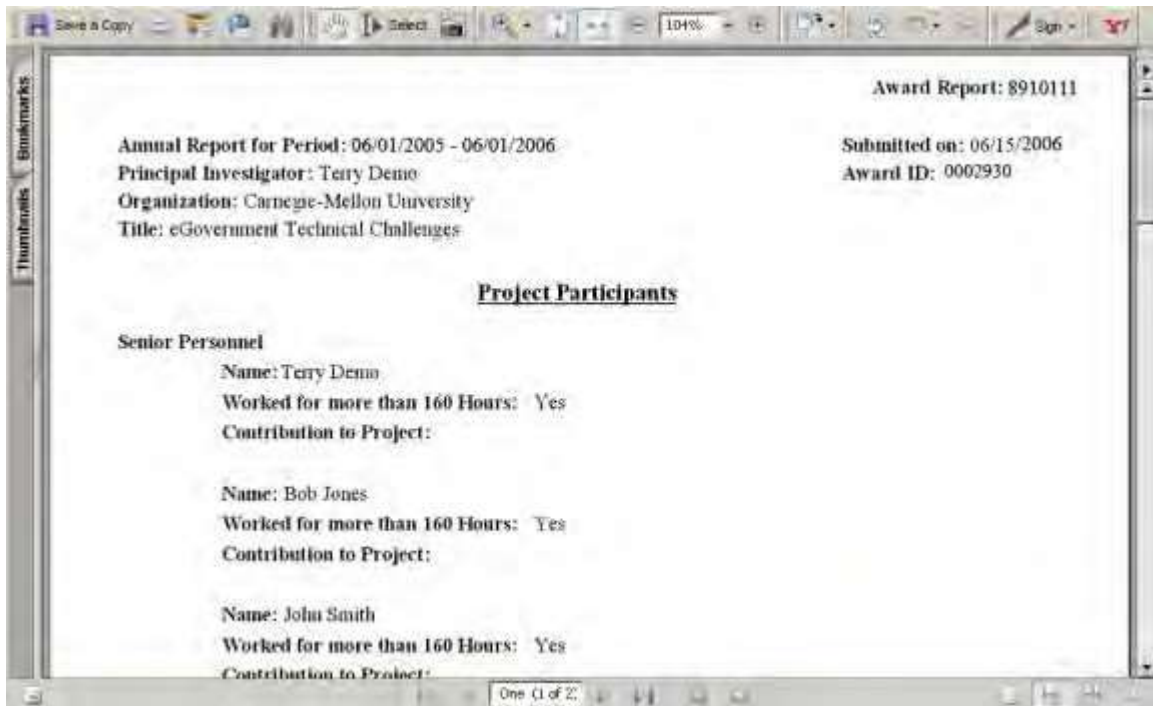


Figure 5 Screen with the selected report in PDF format.

View User Permissions Report

1. Access the **Organizational Reports** screen (Figure 1) (see [Access Organizational Reports](#)).

Figure 1 Organizational Reports screen.

2. On the **Organizational Reports** screen (Figure 1), click the radio button for Organization Permissions Report.

- Click the **Continue** button (Figure 1). The **Organizations Permission Report** screen displays (Figure 2), where you have the following options:
 - [View permissions for selected users](#)
 - [View users for selected permissions](#)
 - [View a full report of all permissions for all users](#)



Figure 2 Organization Permissions Report screen. Three user names and All Permissions are highlighted. The Continue button is circled.

View Permissions for Selected Users

- On the **Organization Permissions Report** screen (Figure 2), from the **Select Users** list (Figure 2), highlight the users whose permissions you want to view or highlight All Users.
- From the **Select Permissions** list (Figure 2), highlight All Permissions.
- Click the **Continue** button (Figure 2). The **User Permissions Search Results** screen displays (Figure 3) showing the permissions for each selected user.

User Permissions Search Results

Sort results by clicking column titles.

6 Records found, displaying 1 to 6

User	Permissions	Phone	E-mail
Adams, Gregory	Add, Modify, and Delete FastLane Users	N/A	gadams@nsf.gov
Adams, Gregory	Administer Notifications To or Requests For NSF Approvals Under Grants	N/A	gadams@nsf.gov
Adams, Gregory	Change User Permissions	N/A	gadams@nsf.gov
Adams, Gregory	Deactivate/Change User Password	N/A	gadams@nsf.gov
Adams, Gregory	Organizational Reports	N/A	gadams@nsf.gov
Adams, Gregory	Submit Proposals/Supplements/Updates/Withdrawals to NSF	N/A	gadams@nsf.gov

Figure 3 User Permissions Search Results screen with a listing of the permissions for one of the individuals whose names were highlighted. The other individuals whose names were highlighted have no permissions.

View Users for Selected Permissions

- On the **Organization Permissions Report** screen (Figure 4), from the **Select Permissions** list (Figure 4), highlight the permissions for which you want to see the users.



Figure 4 Organization Permissions Report screen. All Users and the Authorized Organizational Representative Functions permission are highlighted. The Continue button is circled.

- From the **Select Users** list (Figure 4), highlight All Users.
- Click the **Continue** button (Figure 4). The **User Permissions Search Results** screen displays (Figure 5) showing the users for the highlighted permission.

User Permissions Search Results

Sort results by clicking column titles.

41 Records found, displaying 1 to 10

[= Previous 10] 1, 2, 3, 4, 5, 6, 7 (Next 10 >)

Name	Permissions	Phone	Email
Albus, Cheryl	Authorized Organizational Representative Functions	703-292-7851	calbus@nsf.gov
Alderson, Lara	Authorized Organizational Representative Functions	703-747-2345	ldalderson@bearingpoint.net
Alderson, Lynn	Authorized Organizational Representative Functions	N/A	lynnald@hotmail.com
Allen, Paul	Authorized Organizational Representative Functions	N/A	paul.allen@nsf.gov
Alphaman, Alan	Authorized Organizational Representative Functions	123-456-7899	ref2@test.com
Antester, Albed	Authorized Organizational Representative Functions	111-111-1111	kchettla@nsf.gov
B-thomas, Evelyn	Authorized Organizational Representative Functions	703-292-4204	ebthomas@nsf.gov
Bailey, Charles	Authorized Organizational Representative Functions	N/A	cbasley@nsf.gov
Bailey-thomas, Evelyn	Authorized Organizational Representative Functions	703-306-1145	ebailey@nsf.gov
Bailey, Elena	Authorized Organizational Representative Functions	703-306-1152	ebailey@nsf.gov

Figure 5 Organization Permissions Search Results screen listing all users who have the Authorized Organizational Representative Functions permission.

View All Permissions for All Users

- On the **Organization Permissions Report** screen (Figure 6), from the **Select Permissions** list (Figure 6), highlight All Permissions.



Figure 6 Organization Permissions Report screen. All Users and All Permissions are highlighted. The Continue button is circled.

- From the **Select Users** list (Figure 6), highlight All Users.
- Click the **Continue** button (Figure 6). The **User Permissions Search Results** screen displays (Figure 7) showing the permissions for all users, who are listed in alphabetical order.

User Permissions Search Results

Sort results by: clicking column titles

1,159 Records found, displaying 1 to 20

[< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

User	Permissions	Phone	E-mail
Adams, Gregory	Add, Modify, and Delete FastLane Users	N/A	gadams@nsf.gov
Adams, Gregory	Administer Notifications To or Requests For NSF Approvals Under Grants	N/A	gadams@nsf.gov
Adams, Gregory	Change User Permissions	N/A	gadams@nsf.gov
Adams, Gregory	Initialize/Change User Password	N/A	gadams@nsf.gov
Adams, Gregory	Organizational Reports	N/A	gadams@nsf.gov
Adams, Gregory	Submit Proposals/Supplements/Updates/Withdrawals to NSF	N/A	gadams@nsf.gov
Adams1, Nigel	Organizational Reports	N/A	nadams@nsf.gov
Afzal, Mohammed	Add, Modify, and Delete FastLane Users	703-428-3422	mafzal@nsf.gov
Afzal, Mohammed	Administer Notifications To or Requests For NSF Approvals Under Grants	703-428-3422	mafzal@nsf.gov
Afzal, Mohammed	Administer Revised Budgets	703-428-3422	mafzal@nsf.gov

Figure 7 User Permissions Search Results screen with a listing of all users in alphabetical order and with the permissions listed for each user.

AOR Functions

Authorized Organizational Representative Functions

Introduction

What Is an Authorized Organizational Representative?

[Print the contents of the AOR Functions book.](#)

The Authorized Organizational Representative (AOR) is an individual authorized by an organization to do the following:

- Sign a notification, a request, a proposal, or other document at the time of submission to NSF.
- Provide the required certifications for the signed document (the certifications display as part of the signature process).

Electronic signature by an individual with AOR permissions through FastLane is the only way to sign and submit a proposal, notification, or request. You no longer need to send to NSF any signed letters through the post.

See [AOR Login](#) for instructions to begin working on AOR functions.

How You Become an AOR

To be an AOR, you can request for the role in Research.gov Account Management system. Once granted, you can sign and submit proposals, notifications, and requests to NSF.

The AOR's electronic signature is required for the following:

- Submitted Proposal
 - Pls no longer sign proposals
 - As an AOR, your signature must be provided concurrently with submission of the proposal
- Supplemental Funding Request
- Proposal File Update
- A Revised Submitted Budget
- All Notifications and Requests submitted to NSF

Log In to Authorized Organizational Representative Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.

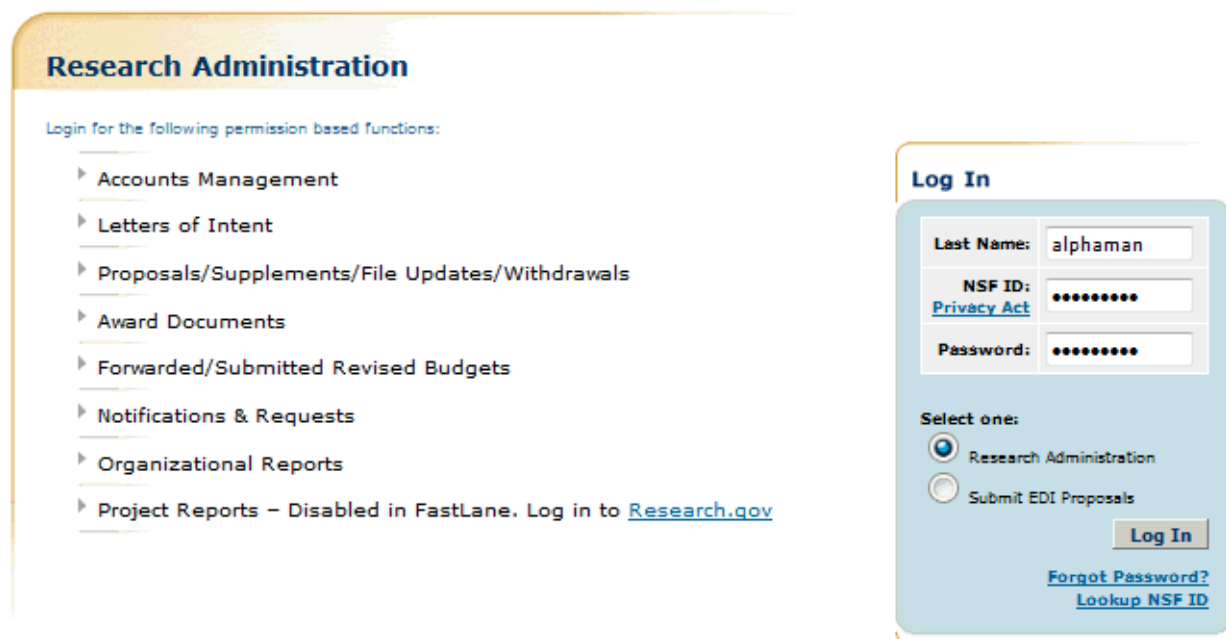


Figure 2 Research Administration screen. The Login section is circled.

2. In the **Login** section, type the following information in the boxes (Figure 2):
 - **Last Name**
 - **NSF ID**
Your National Science Foundation Identification number
 - **Password**
3. Click the radio button for Research Administration (Figure 2).
4. Click the **Login** button (Figure 2).

Verify Your Signature Information

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [AOR Login](#)).

Authorized Organizational Representative Functions | MAIN ▶ **Organization:** National Science Foundation

Verify Signature Information:

Name: John Alan
Phone Number: 7035551000
Fax Number: 7035550000
E-Mail: jalan@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using **Account Management**.

Figure 1 Authorized Organizational Representative Functions screen. The Account Management link is circled.

2. In the **Verify Signature Information** section of the **Authorized Organizational Representative Functions** screen (Figure 1), check the accuracy of the signature information displayed.
3. If you need to change your signature information, click **Account Management** (Figure 1). The **Account Management** screen displays on the **User Account** tab (Figure 2).

Accounts Management | MAIN ▶ **Organization:** National Science Foundation

User Account | Organization Information

[View Organization Permissions Report](#) ▶

Search for existing User to view/modify data:

Last Name: Alan **Search** View All Users Add New User

Figure 2 Account Management screen. The Search button is circled.

4. In the **Last Name** box (Figure 2), type your last name.
5. Click the **Search** button (Figure 2). The **Accounts Management** screen displays (Figure 3) with your name listed in the **Search Results** section.

Accounts Management | MAIN ▶ Organization: National Science Foundation

[User Account](#) [Organization Information](#)

[View Organization Permissions Report ▶](#)

Search for existing User to view/modify data:

Last Name:

Search Results

Click on User Name to view/modify/delete data. Sort results by clicking column title.

484 users found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Name	Email Address	Actions
Addison, Randolph	raddison1@nsf.gov	View Modify Delete
Ahl, Joan	jahl@nsf.gov	View Modify Delete
Alan, John A	jalan@nsf.gov	View Modify Delete

Figure 3 Accounts Management screen. The Modify link is circled.

6. Click **Modify** on the row for your name (Figure 3). The **Modify User Profile** screen displays (Figure 4).

Modify User Profile for — John Alan Organization ID: 4102852000

Required Fields are preceded by an asterisk (*)

User Profile

NSF ID: 000865319 [Privacy Act](#)

*First Name: John **MI:** A

*Last Name: Alan

*Email: jalan@nsf.gov

Phone Number: 7035551000 10 digits only

Fax Number: 7035550000 10 digits only

Change Password:

Type New Password:

*Confirm Password:

[Password Requirements](#)

Principal Investigator (PI) Profile

☐ Add User to PI profile

Suffix: (Jr., Sr., III, Etc.)

Department:

*Degree Type: Please select from list below: ▼

*Degree Year: Please select degree year: ▼

ORGANIZATION NAME:
National Science Foundation

(Once added to the NSF PI profile, the PI can change his/her address through the PI Information screen in the Proposal Preparation function.)

User Permissions

- ☒ Add, Modify, and Delete FastLane Users
- ☒ Change User Permissions
- ☒ Initialize/Change User Password
- ☒ Organizational Reports
- ☒ Administer Notifications To or Requests For NSF Approvals Under Grants
- ☒ Submit Proposals/Supplements/Updates/Withdrawals to NSF
- ☒ Administer Revised Budgets
- ☒ View/Print Organization's Award Letters
- ☒ View Project Reports
- ☒ Review/Revise Organizational Information
- ☒ Authorized Organizational Representative Functions
- ☐ Financial Administrator

Figure 4 Modify User Profile screen. The **Modify User** button is circled.

7. In the **User Profile** section (Figure 4), type any changes you need in the following boxes:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Phone Number**
 - **Fax Number**
8. In the **Change Password** box (Figure 4), change your password if needed.
9. *If the User Permission section displays* (as in Figure 4), click the check mark boxes to add or delete any user permissions.

View Modify User Profile for – John Alan Organization ID: 4102852000

Required Fields are preceded by an asterisk (*)

User Profile

NSF ID: 000865319 [Privacy Act](#)

*First Name: John HI: A

*Last Name: Alan

*Email: jalan@nsf.gov

Phone Number: 7035551000

Fax Number: 7035550000

Principal Investigator (PI) Profile

Suffix:

Department:

*Degree Type:

*Degree Year: 0

User Permissions Assigned

Add, Modify, and Delete FastLane Users

Change User Permissions

Initialize/Change User Password

Organizational Reports

Administer Notifications To or Requests For NSF Approvals Under Grants

Submit Proposals/Supplements/Updates/Withdrawals to NSF

Administer Revised Budgets

View/Print Organization's Award Letters

View Project Reports

Review/Revise Organizational Information

Authorized Organizational Representative Functions

Figure 5 View Modify User Profile screen. The **Confirm Changes** button is circled.

10. Click the **Modify User** button (Figure 4). The **View Modify User Profile** screen displays (Figure 5).
11. Click the **Confirm Changes** button (Figure 5). The **Confirmation** screen displays (Figure 6).



Figure 6 Confirmation screen. The Account Management Main link is circled.

12. Click **Account Management Main** (Figure 6). The **Account Management** screen displays (Figure 7).



Figure 7 Accounts Management screen. The Cancel button is circled.

13. Click the **Cancel** button (Figure 7). The **Research Administration** screen displays (Figure 8).



Figure 8 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

14. Click **Authorized Organizational Representative Functions** (Figure 8). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Figure 2 View Submitted Proposal screen.

*If the document is a Supplemental Funding Request, the **View Proposal** screen displays (Figure 3).*

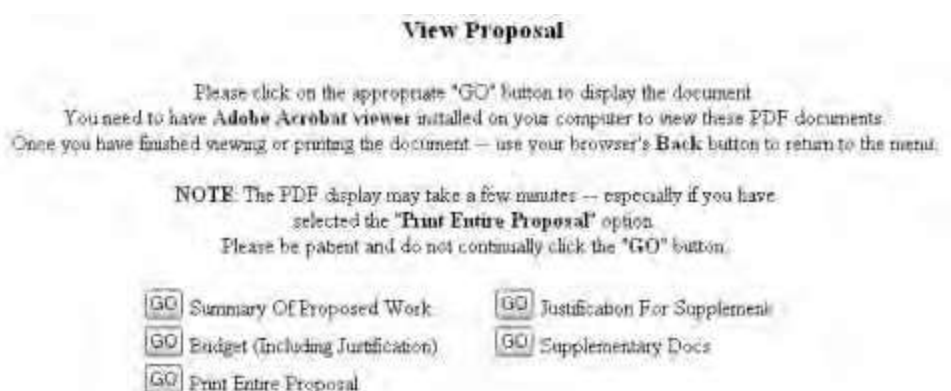


Figure 3 View Proposal screen.

*If the document is a Revised Proposal Budget, the **Summary Proposal Budget** screen displays (Figure 4) in PDF format. If you need Adobe Reader, see [Adobe Reader for FastLane](#).*

SUMMARY PROPOSAL BUDGET		YEAR 1		FOR NSF USE ONLY	
ORGANIZATION	PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR	PROPOSAL NO.	DURATION (months)	Proposed	Granted
University of California-Berkeley	John F. Canny	07000000	12		
A. SENIOR PERSONNEL: PI/PO, Co-PI's, Faculty and Other Senior Associates (List each separately with title. A.T. shows number in brackets)		BUDGET		TOTAL	
		CAL	ACAD	SUM	
1. John F. Canny - Professor		0.00	0.00	3.00	3.00
2. Alice M. Agostino - Professor		0.00	0.00	3.00	3.00
3. Bernard R. Gifford - Professor		0.00	0.00	3.00	3.00
4. James Landay - Professor		0.00	0.00	3.00	3.00
5. OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)		0.00	0.00	0.00	0.00
TOTAL TOTAL SENIOR PERSONNEL (1-5)		0.00	0.00	12.00	58.726
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)		C. POST DOCTORAL ASSOCIATES		D. TOTAL	
1. 1 POST DOCTORAL ASSOCIATES		12.00	0.00	0.00	165.262

Figure 4 Summary Proposal Budget screen (in PDF format).

If the document is a subaward, the **View Print Subaward** screen displays (Figure 5).

View/Print SubAward

Award Number: 07000000
Title: Rules

To view/print a form, click on the appropriate button below:

Description of Work to be Performed
 Justification For SubAwardee Selection

Budget (Including Justification)
 Supplementary Docs

Print Entire Proposal

Figure 5 View/Print Subaward screen.

Panelist Functions

Panelist Functions Introduction

NSF invites subject matter experts to participate in reviewing proposals submitted for government funding. Upon accepting the invitation, reviewers use the Panelist Functions to enter and submit reviews on assigned proposals.

The Panelist Functions include the following four systems:

- [Travel and Reimbursement System](#)
- [Meeting Sign-In](#)
- [Panel Review System](#)
- [Interactive Panel System](#)

Log In to Panelist Functions

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top.

The **Panelist Functions** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System** requires that JavaScript be enabled on your browser.

Log In

If you are using a screen reader, please check this box to disable the automatic refresh function:
☐

Panel ID: P069000

Panelist Last Name: Holliday
(Admin: Users: Use your User ID)

Password: *****
(Admin: Users: Use your Password)

Log In

[Forgot Password?](#)

Figure 2 Panelist Functions screen. The Log In section is circled.

- In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
- Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3 through 8), where you have the option to work on any of these systems:
 - [Travel and Reimbursement System](#)
 - [Meeting Sign-In](#)
 - [Panel Review System](#)
 - [Interactive Panel System](#)

Panelist System Selection

REVIEWER INFORMATION Edit		PANEL INFORMATION	
Name	Dr. Charles W Mandeville	Panel ID	P061127
Address	NSF 444 Arlington Boulevard Arlington, VA 22222, USA	Panel Name	Instrumentation & Facilities Proposal Review Panel Meeting
E-Mail	cman@nsf.gov	Start Date	May 17 2006
Office Phone	2223334444 ext:	End Date	May 19 2008
Change Password		Cut-off Date	May 26 2008
		Panel Status	Active
DEMOGRAPHIC INFORMATION Add/Update			
Race	N/A		
Ethnicity	N/A	Gender	N/A
Citizenship	N/A	Disability	N/A

Figure 3 Panelist System Selection screen, Reviewer and Proposal Information section (upper portion of the screen).

Proposal Evaluation Criteria
<p>Please provide detailed comments on the quality of this proposal with respect to each of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and not all will apply to any given proposal. While you are expected to separately address each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.</p> <p>In addition, please provide an overall rating and summary statement that includes comments on the relative importance of the two criteria in assigning your rating. Please note that the criteria need not be weighted equally.</p> <p>What is the intellectual merit of the proposed activity?</p> <p>How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?</p> <p>What are the broader impacts of the proposed activity?</p> <p>Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?</p>

Figure 4 Proposal Evaluation Criteria section of the Panelist System Selection screen.

Your Potential Conflicts Of Interest

For panel reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

In addition, you must complete the Conflict-of-Interest and Confidentiality Statement for NSF Panelists (NSF Form 1230P dated 11/2011).

For ad hoc reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Figure 5 Your Potential Conflicts of Interest section of the Panelist System Selection screen.

Your Obligation To Keep Proposals Confidential
The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer <i>before</i> disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

Figure 6 Your Obligation to Keep Proposals Confidential section of the Panelist System Selection screen.

NSF 11-1 January 2011
Privacy Act and Public Burden Statements

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer File and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Flimpton
 Reports Clearance Officer
 Division of Administrative Services
 National Science Foundation
 Arlington, VA 22230

Figure 7 Privacy Act and Public Burden Statements section of the Panelist System Selection screen.

Click to work on:	
Travel and Reimbursement	Meeting Sign-in
Panel Review System	Interactive Panel System

Figure 8 Panelist Functions section of the Panelist System Selection screen.

Locate Your Panel Assignment Information

Your panel assignment information will be sent via email from your Program Officer (PO). However, you can reference the information (i.e., **Panel/Meeting ID**, **Panel Name**, **Start Date**, **End Date**, **Cut-off Date**, and **Panel Status Active**) online by doing the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions. The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Panel Information** section of the **Panelist System Selection** screen (Figure 1).

Panelist System Selection

REVIEWER INFORMATION Edit		PANEL INFORMATION	
Name	Dr. Charles W Mandeville	Panel ID	P061127
Address	NSF 444 Arlington Boulevard Arlington, VA 22222, USA	Panel Name	Instrumentation & Facilities Proposal Review Panel Meeting
E-Mail	cman@nsf.gov	Start Date	May 17 2006
Office Phone	2223334444 ext:	End Date	May 19 2008
Change Password		Cut-off Date	May 26 2008
		Panel Status	Active

DEMOGRAPHIC INFORMATION Add/Update			
Race	N/A		
Ethnicity	N/A	Gender	N/A
Citizenship	N/A	Disability	N/A

Figure 1 Upper portion of the Panelist System Selection screen showing Panel Information.

Changing Your Password

1. Select the **Change Password** link from the upper-right navigation bar.



Figure 9: Change Password Link

2. The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer system. You are required to read and accept the rules of behavior before continuing through to change your password. Click the **"I have read and accept the Rules of Behavior"** checkbox, and click the **Accept** button (pictured below).

RULES OF BEHAVIOR
Version: 1.0 | Last Modified Date: 9/19/2005

In continue, you must accept the Rules of Behavior.

Please read the rules below, check the box and click the "Accept" button. Clicking the "Deny" button will take you to the login screen.

The Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submitting and retrieval of published information only. All output of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to utilize information, change or delete information in this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

☐ I have read and accept the Rules of Behavior.

[Accept](#) [Deny](#)

Figure 10: Rules of Behavior Screen

The Change Password screen is displayed.

3. Enter your Old/Temporary Password, your New Password, and Confirm your New Password.

NOTE: Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric

character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

Figure 11: Change Password Screen

4. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the **Applicant Home Page** link to return to your Application task list.

Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

Update Your Personal Information

After accepting to be a part of your first meeting, the following personal information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Title
- Last Name
- First Name
- Institution Address
- Institution Phone No.
- Institution FAX No.
- Email Address
- Website Address

Once you have logged into the FastLane Panelist Functions system, you can update any of the above information by doing the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to Panelist Functions with the initial log-on information provided by NSF. The **Panelist System Selection** screen displays.
4. Locate the **Reviewer Information** section (Figure 1).

Panelist System Selection

REVIEWER INFORMATION		Edit		PANEL INFORMATION	
Name	Dr. Charles W Mandeville			Panel ID	P061127
Address	NSF 444 Arlington Boulevard Arlington, VA 22222, USA			Panel Name	Instrumentation & Facilities Proposal Review Panel Meeting
E-Mail	cman@nsf.gov			Start Date	May 17 2006
Office Phone	2223334444 ext:			End Date	May 19 2008
				Cut-off Date	May 26 2008
Change Password				Panel Status	Active

DEMOGRAPHIC INFORMATION				Add/Update	
Race	N/A				
Ethnicity	N/A	Gender	N/A		
Citizenship	N/A	Disability	N/A		

Figure 1 Reviewer and Demographic Information sections of the Panelist System Selection screen. The Edit button is circled.

- Click the **Edit** button (Figure 1). The **Reviewer's Information** screen displays.
- Change any of the information on the **Reviewer's Information** screen.
- Click the **Save** button to change your information. Or, click the **Return to the Panelist System Selection** button to leave your information as is.

Update Your Demographic Information

After accepting to be a part of your first panel, the following demographic information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Race
- Ethnicity
- Citizenship
- Gender
- Disability

Once you have logged into the FastLane Panelist Functions system, you can update any of the information by doing the following:

- Access FastLane by pointing your browser to www.fastlane.nsf.gov
- Click **Panelist Functions**. The **Panelist Functions** screen displays.
- Log in to the Panelist Functions with the initial log on information provided by NSF. The **Panelist System Selection** screen displays.
- Locate the **Demographic Information** section (Figure 1).

Panelist System Selection

REVIEWER INFORMATION <input type="button" value="Edit"/>		PANEL INFORMATION	
Name	Dr. Charles W Mandeville	Panel ID	P061127
Address	NSF 444 Arlington Boulevard Arlington, VA 22222, USA	Panel Name	Instrumentation & Facilities Proposal Review Panel Meeting
E-Mail	cman@nsf.gov	Start Date	May 17 2006
Office Phone	2223334444 ext.	End Date	May 19 2008
<input type="button" value="Change Password"/>		Cut-off Date	May 26 2008
		Panel Status	Active
DEMOGRAPHIC INFORMATION <input type="button" value="Add/Update"/>			
Race	N/A	Gender	N/A
Ethnicity	N/A	Disability	N/A
Citizenship	N/A		

Figure 1 Reviewer and Demographic Information section of the Panelist System Selection screen. The Add/Update button is circled.

- Click the **Add/Update** button (Figure 1). The **Please add/update your Demographic Information** screen displays.
- Change any of the information.
- Click the **Save** button to change your information. Or, click the **Go Back** button to leave your information as is.

Travel and Reimbursement

Travel and Reimbursement System Introduction

[Print the contents of the Travel and Reimbursement System book.](#)

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see [Access the FastLane Travel and Reimbursement System](#)).

For each meeting, you must complete the following three steps:

- [Answer the registration questions](#). The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
- [Confirm your Social Security Number](#) (only if you answered Yes to the registration question, "Do you have a U.S. Social Security Number?").
- [Submit your personal and banking information](#). Please use only letters and numbers in the address fields, as entering special characters will delay payments.

Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- [Make travel arrangements](#)
- [Submit expenses](#)

Travel and Reimbursement System Introduction

[Print the contents of the Travel and Reimbursement System book.](#)

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see [Access the FastLane Travel and Reimbursement System](#)).

For each meeting, you must complete the following three steps:

1. [Answer the registration questions](#). The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
2. [Confirm your Social Security Number](#) (*only if you answered Yes to the registration question, "Do you have a U.S. Social Security Number?"*).
3. [Submit your personal and banking information](#). Please use only letters and numbers in the address fields, as entering special characters will delay payments.

Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- [Make travel arrangements](#)
- [Submit expenses](#)

Access the Travel and Reimbursement System

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

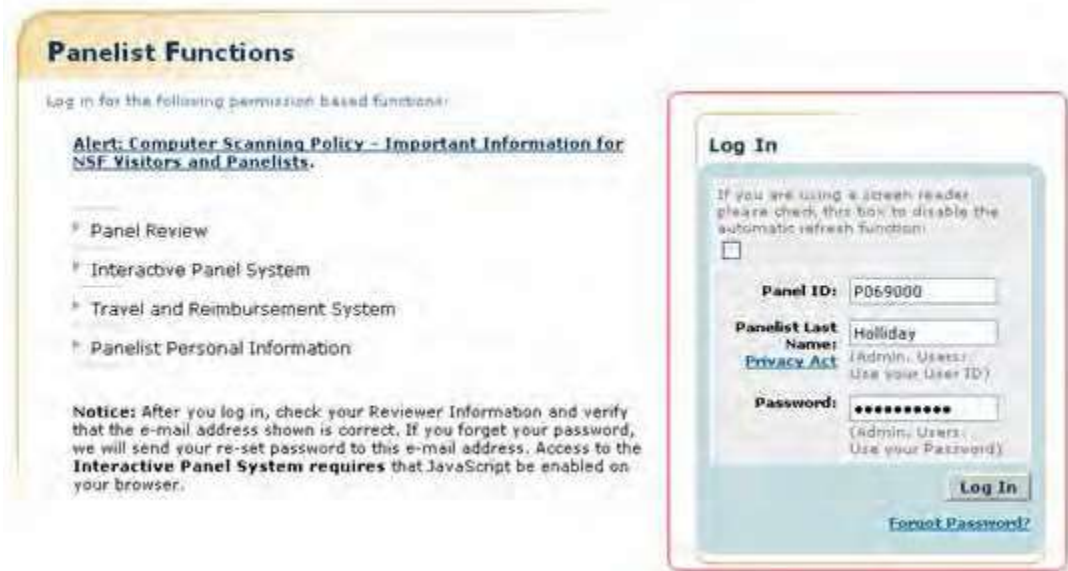


Figure 2 Panelist Functions screen. The Log In section is surrounded in red.

- In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
- Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

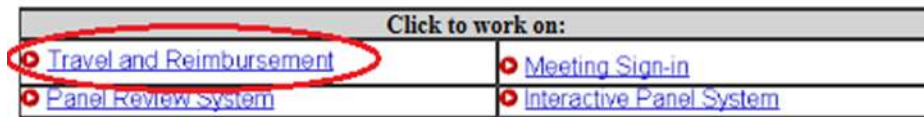


Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4). If this is the first time you have accessed the system for the meeting you plan to attend, you must register and therefore have access only to Participant Registration Questions, as in Figure 4. See [Answer Participant Registration Questions](#).

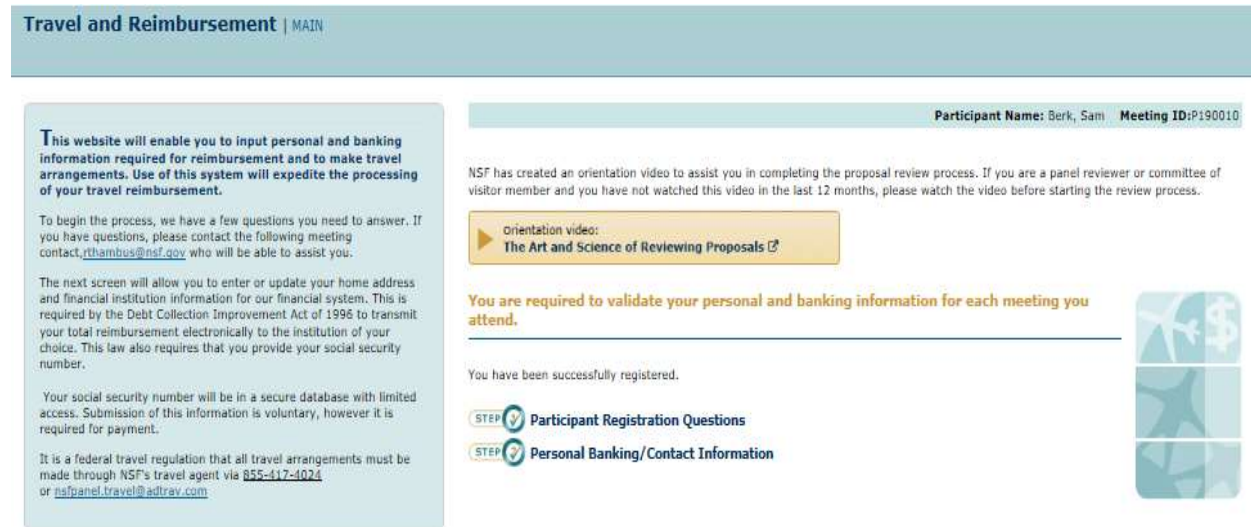


Figure 4 Travel and Reimbursement screen with only Step 1 Participant Registration Questions accessible.

Register for a Meeting

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- [Watch the reviewer orientation video \(if you have not watched in the last 12 months\)](#)
- [Answer the participant registration questions.](#)
- [Confirm your Social Security Number \(if you answered Yes to Question 1\).](#)
- [Submit your personal contact and banking information.](#) Please use only letters and numbers in the address fields, as entering special characters will delay payments.
(Click on a link for instructions for that action.)

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- [Watch the reviewer orientation video \(if you have not watched in the last 12 months\)](#)
- [Answer the participant registration questions.](#)
- [Confirm your Social Security Number \(if you answered Yes to Question 1\).](#)
- [Submit your personal contact and banking information.](#) Please use only letters and numbers in the address fields, as entering special characters will delay payments.
(Click on a link for instructions for that action.)

Watch Reviewer Orientation Video

1. Access the **Travel and Reimbursement Main** screen (Figure 1) (see [Access the Travel and Reimbursement System](#)).

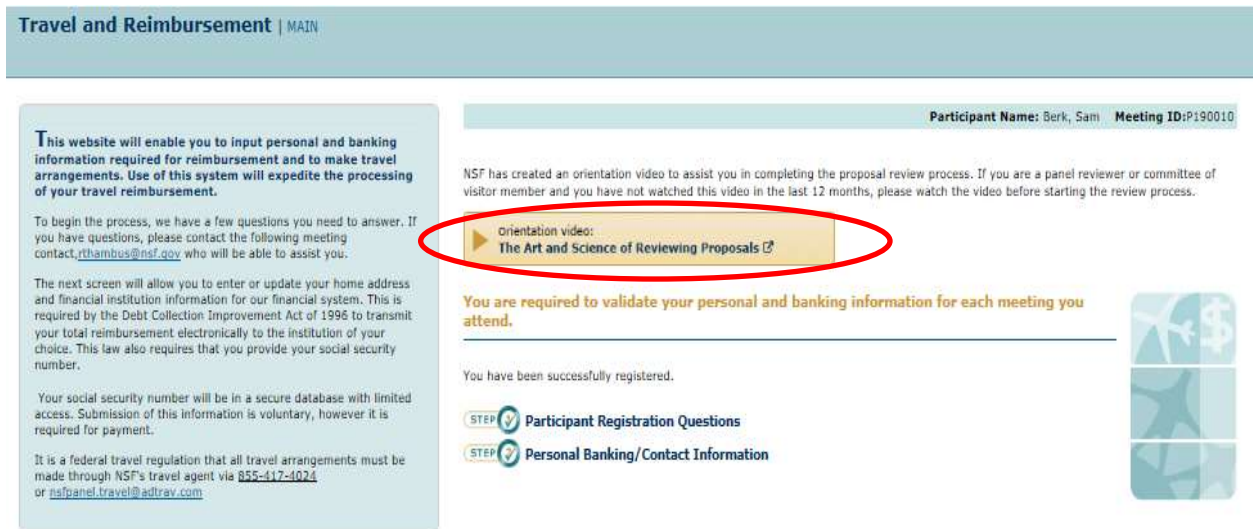


Figure 1 Travel and Reimbursement screen. Orientation video button is circled.

2. If you have not watched the orientation video in the last 12 months, click on the button to view “The Art and Science of Reviewing Proposals.” A new window/tab will open.
3. Start the video by clicking the arrow/play button (Figure 2).

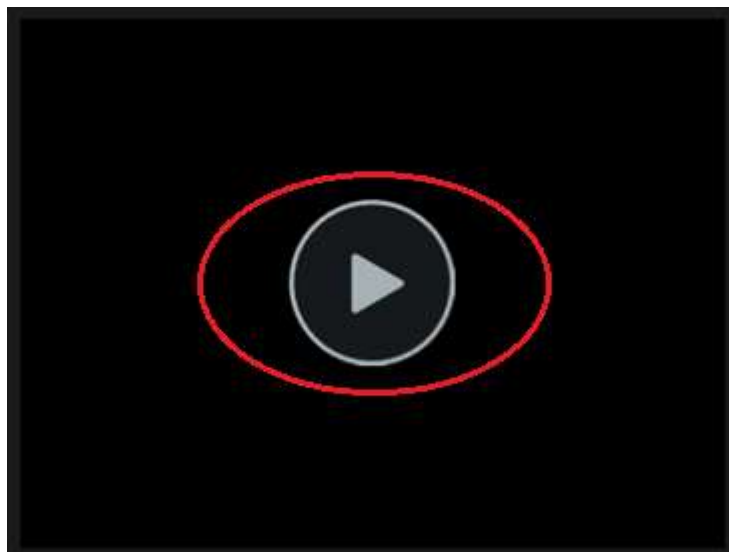


Figure 2 Reviewer orientation video. Play button is circled.

4. Enter your First name, Last name, and Email address in the boxes provided and click the Submit button to start watching the video.

Figure 3 Reviewer contact information. Submit and View Quiz button is circled.

5. Close the video window/tab after completing the quiz questions and return to the **Travel and Reimbursement Main** screen to complete the registration process.

Answer Participant Registration Questions

6. Access the **Travel and Reimbursement Main** screen (Figure 1) (see [Access the Travel and Reimbursement System](#)).

Figure 1 Travel and Reimbursement screen. Step 1 Participant Registration Questions is circled.

7. Select **Step 1 Participant Registration Questions** (Figure 1). The **Participant Registration Questions** screen displays (Figure 2).

Travel and Reimbursement | MAIN

Participant Registration

To begin the process, select YES or NO to answer the questions at right.

Participants who do not have an account with a US Financial Institution will not be reimbursed electronically.

Participants who live in the US are required to provide banking information or they will not be paid.

If you have questions, please contact the following meeting contact, schulldorf@nsf.gov who will be able to assist you.

Participant Registration Questions

Participant Name: Trenbath, Kim Type: Unassigned

- Do you have a U.S. Social Security number? ☒ YES ☐ NO
- Are you a U.S. Federal Government Employee? ☐ YES ☒ NO
[Definition of Federal Participant](#)
- Are you a local participant? ☐ YES ☒ NO
[Definition of Local Participant](#)
- Are you a Virtual Participant? ☐ YES ☒ NO
[Definition of Virtual Participant](#)
- Are you a U.S. citizen or a permanent resident (green card holder)? ☒ YES ☐ NO
- Is your home address located in the United States? ☒ YES ☐ NO
- Do you have an account with a U.S. Financial Institution? ☒ YES ☐ NO
[Definition of U.S. Financial Institution](#)
- Will you be traveling to this meeting via commercial air or rail? ☒ YES ☐ NO
Note: You must arrange your commercial air or rail ticket through the NSF's travel agent.
- Americans with Disabilities Act**
 - Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location? ☐ YES ☒ NO
 - Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) in which you will have to supply a current note from a competent medical authority to validate your requirement. This information will be kept confidential within ODI.
Note: the above questions apply only to individuals with qualified disabilities.
[More Information](#)

☒ **Certification:** By selecting the checkbox, I hereby certify that I am **NOT** a Federally Registered Lobbyist OR I have ceased active lobbying as reflected in a filed bona fide de-registration, or I have been de-listed by my employer, or I have been absent from a quarterly lobbying report for three consecutive quarters.

By clicking Continue, I hereby certify that I have answered all the questions above truthfully to the best of my knowledge.

Continue **Cancel**

Figure 2 Participant Registration Questions screen. The Continue button is circled.

8. For each of the following questions, select either the Yes or No radio button:
 - Do you have a U.S. Social Security Number?
 - Are you a U.S. Federal Government Employee?
 - Are you a local participant?
 - Are you a Virtual Participant?
 - Are you a U.S. citizen or a permanent resident (green card holder)?
 - Is your home address located in the United States?
 - Do you have an account with a U.S. Financial Institution?
 - Will you be traveling to this meeting via commercial air or rail?
 - Note:** You must arrange your commercial air or rail ticket through the NSF's travel agent.
 - Americans with Disabilities Act
 - A. Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location?
 - B. Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) in which you will have to supply a current note from a competent medical authority to validate your requirement. This information will be kept confidential within ODI.
Note: the above questions apply only to individuals with qualified disabilities.

9. Select the **Continue** button (Figure 1).

Note: To help you answer accurately, select the definition links under the questions to see the definition of terms in the question.

*If you answered **Yes** to the question, “Do you have a Social Security Number?” the **Personal Banking/Contact Information** screen displays and asks you to [confirm your Social Security Number](#).*

*If you answered **No** to the question, “Do you have a Social Security Number?” the **Reviewer Address History** screen displays for you to confirm your reviewer address History.*

If you choose to waive payment, NSF will pay only for transportation reserved and purchased through NSF’s travel agent. To waive payment for services rendered to NSF, select the waiver of payment check box. The [Waiver of Payment Confirmation Screen](#) will display.

Waiver of Payment Confirmation Screen

You must click Waive Payment on the confirmation screen.

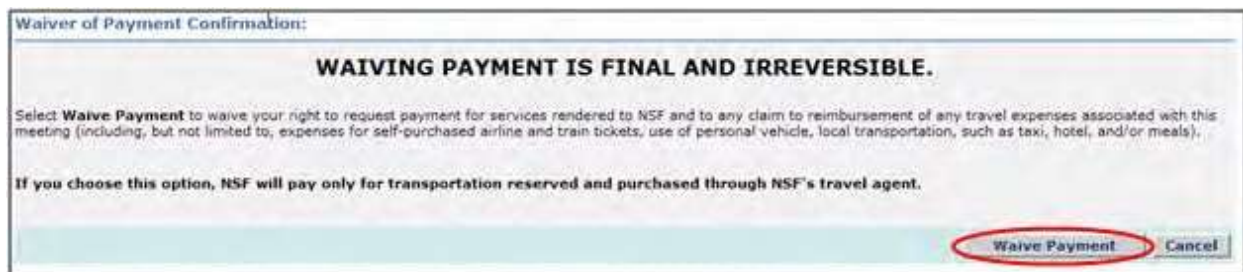


Figure 1 Waiver of Payment Confirmation screen. The Waive Payment button is circled.

1. Select the Waive Payment button (Figure 1).

If you select Waive Payment button, the system does not require you to provide any banking information and the FastLane Panelist Functions home screen will display a message that you have successfully registered and waived payment.

If you select cancel, the [Participant Registration Questions](#) will be displayed.

The system displays the FastLane Panelist Functions home screen (Figure 2) with a validation message, “You have successfully registered and waived payment.”

Travel and Reimbursement | MAIN

Participant Name: Berk, Sam Meeting ID: P100808

You have been successfully registered and waived payment.

STEP 2 Participant Registration Questions

You have been successfully registered and waived payment.
The following links are now available for you to use:

[Travel Arrangements](#) link is no longer accessible once the meeting start date has passed.

Figure 2 Travel and Reimbursement screen.

Confirm Your Social Security Number

You must confirm your Social Security Number if you answered **Yes** to the participant registration question, “Do you have a Social Security Number?”

1. Access the **Personal Banking/Contact Information** screen (Figure 1) (see [Answer Participant Registration Questions](#)).

Travel and Reimbursement | MAIN

Participant Registration

You are required to validate your personal and banking information for each meeting you attend.

Verify your Social Security Number.

The next screen will allow you to enter or update your home address and financial institution information for our financial system. This is required by the Debt Collection Improvement Act of 1996 to transmit your total reimbursement electronically to the institution of your choice. This law also requires that you provide your social security number.

Your social security number will be in a secure database with limited access. Submission of this information is voluntary, however it is required for payment.

2 Personal Banking/Contact Information

Participant Name: Trenbath, Kim Meeting ID: P101097

Enter Social Security Number: (no dashes)

Re-Enter Social Security Number: (no dashes)

[Privacy Act Notice](#)

Submit **Cancel**

By default, you are eligible to receive full payment, determined by your answers to the registration questions. If you wish to receive all payment for which you are eligible, select the “Full Payment” option below. If you do not wish to enter your Social Security number, you may select the “No Payment Option Below.”

☒ **Full Payment:** I wish to receive the full payment for which I am eligible.

☐ **Partial Payment:** I wish to receive payment for actual expenses incurred and waive my right to compensation for services rendered to NSF for this meeting based on my employer's policy that I am prohibited from accepting compensation.

☐ **No Payment:** I waive my right to receive any payment for services rendered to NSF for this meeting and acknowledge that this decision is final and cannot be reversed. (your Social Security Number does not need to be entered for this option)

Figure 1 Personal Banking/Contact Information screen.

2. In the **Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number.
3. In the **Re-Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number again.
4. Select one of the three radio buttons regarding **Payment Eligibility**:
 - By default, you are eligible for full payment, determined by your answers to the registration questions. If you wish to receive all payment for which you are eligible, select the “Full Payment” option.
 - If you do not wish to enter your Social Security Number, you may select the “No Payment” option.
 - If you are ineligible to receive compensation for services rendered to NSF for this meeting, based on your

employer's policy that you are prohibited from accepting compensation aside from expense reimbursement, select the "Partial Payment" option.

5. Select the **Submit** button (Figure 1). One of two types of **Personal Banking/Contact Information** screens displays for you to submit your contact and banking information, according to whether you have:
 - [A U.S. address and a U.S. financial institution](#)
 - [A foreign address and a U.S. financial institution](#)

If you choose "Partial Payment" and waive your right to compensation, NSF will only reimburse for expenses incurred. To waive compensation for services rendered to NSF, select the "Partial Payment" radio button and Submit. The Waiver of Compensation Confirmation Screen will display.

Verify Your Reviewer Address History

1. Review and verify your Reviewer Address History with the National Science Foundation (Figure 1).

Travel and Reimbursement | MAIN

Participant Registration

Verify your Reviewer Address History.

Please validate your Reviewer Address History with the National Science Foundation.

2 Reviewer Address History

Participant Name: Wong, SS Meeting ID: P100048

Current Address:

Department of Physics Toronto, Ont. M5S 1A7, CANADA

Current Institution:

University of Toronto

Does this reflect your information?

Yes No

Figure 1 Reviewer Address History page

If the information is correct:

2. Select the **Yes** button (Figure 1).

If the information is not correct:

3. Select the **No** button (Figure 1).

*If you answered **Yes** to the question, "Does this reflect your information?" the **Personal Contact Information** screen displays.*

*If you answered **No** to the question, "Does this reflect your information?" the **Reviewer Address History Confirmation** screen displays.*



Figure 2 Reviewer Address History Confirmation page
Complete Contact and Banking Information

Complete Personal Contact and Banking Information Introduction

Depending upon how you answered the participant registration questions, you will submit personal contact and banking information for one of the following:

- [U.S. address and U.S. financial institution](#)
- [Foreign address and No U.S. financial institution](#)
- [Foreign address and U.S. financial institution](#)

Complete Personal Contact and Banking Information Introduction

Depending upon how you answered the participant registration questions, you will submit personal contact and banking information for one of the following:

- [U.S. address and U.S. financial institution](#)
- [Foreign address and No U.S. financial institution](#)
- [Foreign address and U.S. financial institution](#)

Complete Information for U.S. Address and U.S. Financial Institution

*If you have a U.S. Social Security Number (SSN), you must [confirm your SSN](#) before you can access the **Personal Banking/Contact Information** screen.*

1. Access the **Personal Banking/Contact Information** screen for a U.S. address and U.S. financial institution (Figure 1) (see [Answer Participant Registration Questions](#) or [Confirm Social Security Number](#)).

You are required to validate your personal and banking information for each meeting you attend.

Enter information or validate existing information and click "Continue" when complete. Required fields are preceded by an asterisk (*).

Note: You have only one set of personal banking/contact data and any changes made will affect all outstanding payments.

This information is required to electronically process your total reimbursement. An Internal Revenue Service Form 1099 will also be sent to the address provided if your total reimbursement is equal to or greater than \$600 in a calendar year.

After entering your banking information you will be shown a screen to make travel arrangements.

For assistance, please contact: schiquill@nsf.gov (meeting contact), who will be able to assist you.

2 Personal Banking/Contact Information

Participant Name: Trenbath, Kim Last Updated: Meeting ID: P181897

Personal Information:

*First Name: kim
Middle Initial:
*Last Name: trenbath
Suffix: ▼

NOTE: Enter your full legal name. For those that are U.S. Citizens, enter your full legal name under which you file your taxes.

Permanent US Residence Address:

*Address 1: daventrysq
Address 2:
Address 3:
*City: chantilly
*State: Vermont ▼
*Zip Code: 20152
*Email Address: vk@g.com

NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: 1234567891
*Home Phone: 9876543212
Fax:

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Financial Institution Information:

Financial Institution: Bank of America, National Association

*Bank Routing Number: 011000206
*Account Number: 209
*Account Type: ☒ Checking ☐ Savings

[Where are my Routing and Account numbers?](#)

NOTE: If you are using a non-traditional Checking Account or other type of Financial Account (i.e. Savings Account) for your electronic reimbursement, please contact your Financial Institution to acquire the appropriate Bank Routing Number.



Routing # Account # Check #
In some cases, the account and check numbers may be reversed.

[Continue](#) [Cancel](#)

Figure 1 Personal Banking/Contact Information screen for a U.S. address and U.S. financial institution.

2. In the **Full Legal Name** section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** drop down, select your suffix (optional).
3. In the **Permanent U.S. Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **Address 3** box, type the third line of the street address (optional).
 - In the **City** box, type your city.
 - In the **State** box, type your state.
 - In the **Zip Code** box, type your zip code.
 - In the **Email Address** box, type your email address.

NOTE: Please use only letters and numbers in the address fields, as entering special characters will

- delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
 5. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Bank Routing Number** box, type the Bank Routing Number for your U.S. financial institution.
 - In the **Account Number** box, type your account number at this institution.
 - In the **Account Type** box, select the radio button for either checking or savings.
 6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).

Travel and Reimbursement | MAIN

Participant Registration

Personal Banking/Contact Information Confirmation

Please verify the information you have entered is correct including the Financial Institution Name associated with your Bank Routing Number. If any entries require editing before you submit this data, please click the Edit button. If the information is correct, please click the Submit button.

Full Legal Name:

First Name: kim
 Middle Initial:
 Last Name: trenbath
 Suffix:

Permanent US Residence Address:

Address 1: daventrysq
 Address 2:
 Address 3:
 City: chantilly
 State: VT
 Zip Code: 20152
 Email Address: vlik@g.com

Contact Numbers:

Business Phone: 1234567891
 Home Phone: 9876543212
 Fax:

Financial Institution Information:

Financial Institution: Bank of America, National Association
 Bank Routing Number: 011000206
 Account Number: 209
 Account Type: Checking

Submit **Edit**

Figure 2 Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2), and the **Personal Banking/Contact Information** screen redispays (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.



Figure 3 Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to [make travel arrangements](#) or [submit expenses](#) if applicable.

Complete Information for Foreign Address and No U.S. Financial Institution

1. Access the **Personal Contact Information** screen for a foreign address and no U.S. financial institution (Figure 1) (see [Answer Participant Registration Questions](#)).

Figure 1 Personal Contact Information screen for a foreign address and No U.S. financial institution.

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** drop down, select your suffix (optional).
 - In the **Date of Birth** box, type your date of birth (mm/dd/yyyy).
 - In the **Gender Drop** down, select your gender.
3. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **Address 3** box, type the second line of the street address (optional).
 - In the **City, State/Province, Zip/Postal Code, Country** box, type your city, state/province, zip/postal code, and country.
 - In the **Email Address** box, type your email address.

NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. Select the **Continue** button (Figure 1). The **Personal Contact Information Confirmation** screen displays (Figure 2).

Figure 2 Personal Contact Information Confirmation screen.

6. Confirm that the information you typed is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2). The **Personal Contact Information** screen redisplay (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to [make travel arrangements](#) or [submit expenses](#), if applicable.

Complete Information for Foreign Address and U.S. Financial Institution

*If you have a U.S. Social Security Number (SSN), you must [confirm your SSN](#) before you can access the **Personal Banking/Contact Information** screen.*

1. Access the **Personal Banking/Contact Information** screen for a foreign address and U.S. financial institution (Figure 1) (see [Answer Participant Registration Questions](#) or [Confirm Social Security Number](#)).

Figure 1 Personal Banking/Contact Information screen for a foreign address and U.S. financial institution.

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** drop down, select your suffix (optional).
3. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **Address 3** box, type the second line of the street address (optional).
 - In the **City, State/Province, Zip/Postal Code, Country** box, type your city, state/province, zip/postal code, and country.
 - In the **Email Address** box, type your email address.

NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Bank Routing Number** box, type the bank routing number for your U.S. financial institution.
 - In the **Account Number** box, type your account number at this institution.
 - In the **Account Type** box, select the radio button for either checking or savings.
6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).



Figure 2 Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed in is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2). The **Personal Banking/Contact Information** screen redisplay (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.



Figure 3 Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to [submit expenses](#) if applicable.

Make Travel Arrangements

Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to be a virtual participant, or the meeting start date has already occurred.*

See [Access Travel Arrangements](#) for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:

- [Complete the e-mail reservation request form](#)
- [Call the NSF travel agent](#)

Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to be a virtual participant, or the meeting start date has already occurred.*

See [Access Travel Arrangements](#) for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:

- [Complete the e-mail reservation request form](#)
- [Call the NSF travel agent](#)

Access Travel Arrangements

You can access the Travel Arrangements screen, *if you have completed registration for a meeting and if you are not a local participant, are not a virtual participant, or the meeting start date has not yet occurred.*

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

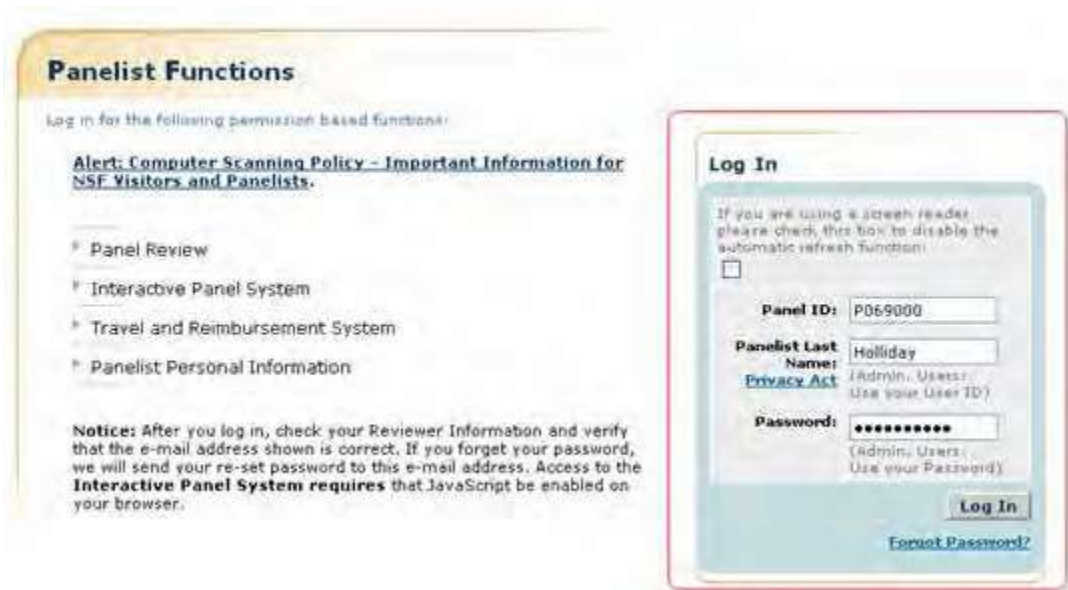


Figure 2 Panelist Functions screen. The Log In section is circled.

- In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
- Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

Click to work on:	
Travel and Reimbursement	Meeting Sign-in
Panel Review System	Interactive Panel System

Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement** Main screen displays (Figure 4).

Figure 4 Travel and Reimbursement screen. The Travel Arrangements link is circled.

5. Select **Travel Arrangements** (Figure 4).
6. If you are a Non-Federal, Non-Local, Attending On-Site participant, the **Travel Arrangements** screen displays with the Meeting ID and your participant name at the top right. You have options to do the following:
 - [Complete the e-mail reservation request form.](#)
 - [Call the NSF travel agent.](#)

Complete the Email Reservation Request Form

The Email Reservation Request Form is only for arranging transportation. FastLane sends your completed online reservation form directly to the NSF travel management contractor.

1. Access the **Travel Arrangements** screen (see [Access Travel Arrangements](#)).
2. On the **Travel Arrangements** screen, select **Email Reservation Request**. The **Email Reservation Request Form** screen displays.
3. In the **Shipping Address for Ticket Delivery Via Federal Express** section of the **Email Reservation Request Form** screen. The Next button is circled. screen, do the following:
 - In the **Organization Name** box, type the name of the organization you are affiliated with.
 - In the **Address Line 1** box, type your street address.
 - In the **Address Line 2** box, type the second line of the address (optional).
 - In the **City** box, type the city of your address.
 - In the **State** box, select your state from the drop-down list.

FastLane Help

- In the **Zip Code** box, type your zip code (optional for foreign address).
 - In the **Country** box, type the name of the country you are currently located in.
 - In the **Email** address, type the email address where you want to receive NSF communications.
4. In the **Contact Numbers** section, do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
 5. In the **Mode of Transportation** section, select the radio button for the mode that you prefer.
 6. In the **Departure Airport/Rail Station** section, type the name of the airport or rail station you are departing from (required if you picked either of these modes of transportation).
Note: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station.
 7. In the **Preferred Schedule Information** section, do the following:
 - In the **Earliest date for travel to meeting** box, type that date in mm/dd/yyyy format.
 - In the **Earliest time for travel to meeting** box, type the earliest time you will be ready to leave in hhmm format.
 - In the **Latest date for travel to meeting** box, type that date in mm/dd/yyyy format.
 - In the **Latest time for travel to meeting** box, type the latest time you will be ready to leave in hhmm format.**Note:** You must enter at least the earliest or latest date and time.
 8. In the **Preferred Seating** section, select the radio button for your preference (for air travel only).
 9. In the **Special Travel Needs** section, type in the **Comments** box any special needs that you might have for travel. (NSF does not guarantee delivery.)
 10. Select the Next button.

On-Line Reservation Form

This information will be sent to Sato Travel and will be shared with the Transportation Security Administration (TSA).
Sato Travel, (800) 817-5257
travel@nsf.gov

TSA developed the Secure Flight program to enhance the security of domestic and international commercial air travel through the use of improved watch list matching.

Travelers are required to provide additional information to airlines in order to allow TSA to conduct watch list matching before passenger check-in. For more information on the Secure Flight policy, visit TSA's website on www.tsa.gov.

Enter information and click "Submit" when complete. Required fields are preceded by an asterisk (*).

NOTE: Email the meeting contact, nparkkh@nsf.gov, for assistance with making hotel arrangements, or contact the suggested hotel directly.

Participant Name: Wills, Robert Meeting ID: #P102278

The travel reservation is not yet submitted. Please enter information and click "Submit" to send your travel reservation request to Sato Travel.

Transportation Security Administration (TSA) Traveler Information:

Name: Test Test Full name as it is shown on the identification document presented at airport security check-points (mm/dd/yyyy)

Date of Birth: 12/22/2010

Gender: Male

Redress Number: 876768768686

Passport Number: For international travel only

Passport Issuing Country: India For international travel only

Submit **Cancel**

Figure 3 Transportation Security Administration (TSA) Traveler Information (for air travel only).

11. In the **Transportation Security Administration (TSA) Traveler Information** section of the **Email Reservation Request Form** screen (Figure 3), do the following:
 - In the **Name** box, type your full name as it is shown on the identification document presented at airport security check-points.
 - In the **Date of Birth** box, type that date in mm/dd/yyyy format.
 - In the **Gender** box, select your gender from the drop-down menu.
 - In the **Redress Number** box, enter your Redress number (optional).
 - In the **Passport Number** box, enter your passport number (optional).

- In the **Passport Issuing Country** box, select the appropriate country from the dropdown menu (optional)

12. Select **OK**. The **Travel and Reimbursements Main** screen displays.

Call the NSF Travel Agent

You can arrange for transportation by calling the NSF travel management contractor directly.

1. Access the **Travel Arrangements** screen (see [Access Travel Arrangements](#)).
2. On the **Travel Arrangements** screen, find the name and phone number of the NSF travel management contractor.
3. Call the contractor. You must give the contractor your name and Panel/Meeting ID, which is at the top right of the **Travel Arrangements** screen.

Submit Expenses

Submit Expenses Introduction

To submit travel expenses to NSF you must meet the following criteria:

- Answered No to the participant registration question, "Will you be traveling to this meeting via air or rail?"
- Registered for the meeting and submitted your personal contact and banking information.
- Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses the following expense:

- [Personally owned vehicle \(POV\) mileage and toll expenses](#) for those who used their own automobile, motorcycle, or airplane to get to/from the meeting

Note: Reservations for air or rail transportation must be made through the NSF travel management contractor.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses, you can [submit additional POV expenses](#) after NSF has completed processing your initial expenses.

See [NSF Policy on Expense Reimbursement](#) for details on those expenses NSF reimburses.

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- Answered No to the participant registration question, "Will you be traveling to this meeting via air or rail?"
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- Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses the following expense:

- [Personally owned vehicle \(POV\) mileage and toll expenses](#) for those who used their own automobile, motorcycle, or airplane to get to/from the meeting

Note: Reservations for air or rail transportation must be made through the NSF travel management contractor.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses, you can [submit additional POV expenses](#) after NSF has completed processing your initial expenses.

See [NSF Policy on Expense Reimbursement](#) for details on those expenses NSF reimburses.

NSF Policy on Expense Reimbursement

- **Panelist Compensation** - In accordance with Internal Revenue Service (IRS) instructions, NSF is required to issue an IRS Form 1099, "Miscellaneous Income," to participants for federal tax filing purposes when annual total compensation exceeds \$600.

NSF reimburses participants' approved travel expenses, according to Federal policy. Please keep in mind the following general guidelines when making your travel arrangements:

- **Points of Departure/Return** - The authorized points of travel departure and return are the traveler's official duty station or residence. Travelers will be reimbursed for travel expenses only between these points and the meeting site. On occasion, a traveler may be away from his/her duty station or need to go to another destination after the meeting. If this is the case, and it is for the convenience of the Government, then an alternate authorized point may be used. This must be noted. These are not stopovers. The traveler must begin or end official travel at the other authorized point.
- **Reservations** - Reservations for transportation must be made through the NSF travel management contractor. The Meeting ID is required to make reservations. NSF cannot reimburse over the contract airfare.
- **Common Carrier (airplane, train or bus)** - Travel by common carrier is presumed to be the most advantageous to the Government and is the authorized mode of travel.
- **Contract Carrier Flights** - Travelers are expected to use contract air carrier services provided to Federal agencies at reduced rates through the General Services Administration City Pair Program.
- **International Flights** - Travelers must use U.S.-flag air carriers for international air travel, if available, even if travel on another airline is less expensive. NSF cannot reimburse travelers for transportation on another airline unless U.S.-flag carrier service is not available. A U.S.-flag air carrier is a carrier holding a certificate under Section 401 of the Federal Aviation Act of 1958. The NSF travel management contractor will make travel arrangements in compliance with this regulation.
- **Airline Tickets** - Tickets must be e-tickets unless there is a compelling reason for a paper ticket. Electronic tickets are issued 2 days prior to the travel date. Travelers will receive an email confirmation with an attached electronic invoice. The attached invoice may be used for airport entry.
- **Use of a Personal Vehicle** - Travelers may be authorized to use a personally owned vehicle (POV) as the mode of transportation to NSF meetings, under the following conditions:
 - Travelers sign and submit a mileage statement to the program office sponsoring the meeting. The use of a private vehicle is approved in advance by NSF.
 - Mileage reimbursement is limited to the rates established by the General Services Administration. (See <http://www.gsa.gov/> for the current mileage rates.)
 - The total amount of the reimbursement for POV expenses does not exceed the cost of the airfare on a Government contract air carrier.
 - It is NSF Policy that only one form of POV may be claimed per meeting.
- **International Participants** - Citizens of a foreign country who visit the United States usually need to obtain a visa. For NSF meeting participants, this typically is a visitor visa, a non-immigrant visa for travel to the United States for a scientific, educational, or professional meeting or conference on specific dates. Current information on U.S. visa policies is published on the Department of State Bureau of Consular Affairs website.

Access Submit Expenses

FastLane Help

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Figure 2 Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

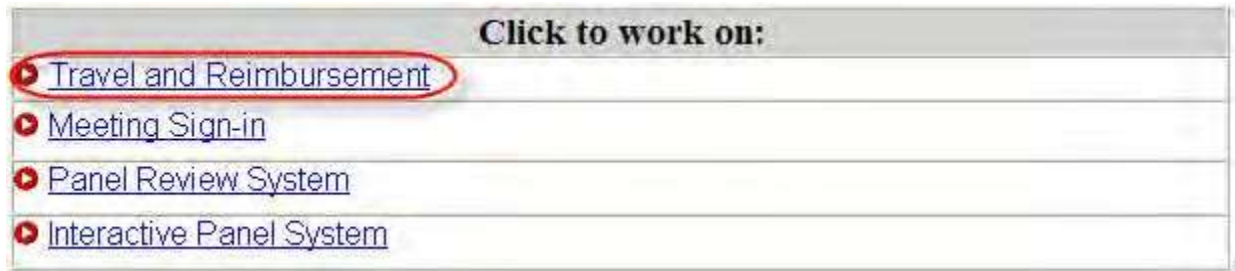


Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).



Figure 4 Travel and Reimbursement screen. The Submit Expenses link is circled.

5. On the **Travel and Reimbursement** screen (Figure 4), select **Submit Expenses**. The **Submit Expenses** screen displays (Figure 5). You have the options to submit expenses for:
 - [Personally owned vehicle \(POV\) mileage and tolls](#)



Figure 5 Submit Expenses screen.
Submit POV Mileage Expenses

NSF reimburses a participant that used a personal automobile, motorcycle, or airplane to travel to and/or from the meeting. NSF reimburses on the basis of a fixed rate per mile traveled and for toll costs. See [NSF Policy on Expense Reimbursement](#).

1. Access the **Submit Expenses** screen (Figure 1) (see [Access Submit Expenses](#)).

The screenshot shows the 'Travel and Reimbursement' header with a 'Submit Expenses' tab. Below the header, there is a prompt 'Select type of expense you would like to submit.' and a list of options. The option 'Personally Owned Vehicle (POV) Mileage' is circled in red. To the right, there is a header area with 'Participant Name: Tranbath, Kim' and 'Meeting ID: P100000'.

Figure 1 Submit Expenses screen. The **Personally Owned Vehicle (POV) Mileage** link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).

The screenshot shows the 'Personally Owned Vehicle (POV) Mileage' screen. It includes a header with 'Participant Name: Tranbath, Kim' and 'Meeting ID: P100000'. The main section is titled 'Estimated Mileage:' and contains a 'POV Mileage Type' drop-down menu (set to 'None') and an 'Estimated Mileage' text box. Below this is a 'Tolls' section with a 'Toll Amount' text box (set to '\$ 0.00'). At the bottom, there is a 'Certification' checkbox and a 'Submit' button, which is circled in red. A 'Cancel' button is also present.

Figure 2 Personally Owned Vehicle (POV) Mileage screen. The **Submit** button is circled.

3. In the **Estimated Mileage** section (Figure 2), do the following:
 - In the **POV Mileage Type** drop-down list, choose the type of vehicle you used.
 - In the **Estimated Mileage** box, type the number of round-trip miles you traveled. (Calculate your miles with the help of a travel website.)
4. In the **Tolls** section, type the amount that you spent on tolls.
5. Select the **Certification** then **Submit** button (Figure 2). A screen displays (Figure 3) with the message that your expenses have been submitted.



Figure 3 Screen with message that your expenses have been submitted to NSF for approval. The **OK** button is circled.

6. Select **OK** (Figure 3). The **Travel and Reimbursement Main** screen displays.

You can edit your expenses up to the point that NSF begins processing your submission.

Submit Additional POV Expenses

You can submit additional expenses only after NSF has completed processing of your initial POV expenses submission. See [NSF Policy on Expense Reimbursement](#) for details on what can be reimbursed.

1. Access the **Submit Expenses** screen (Figure 1) (see [Access Submit Expenses](#)).

The screenshot shows the 'Travel and Reimbursement' interface with the 'Submit Expenses' tab selected. A dropdown menu is open, showing 'Personally Owned Vehicle (POV) Mileage' as the selected option, which is circled in red. The top right corner displays 'Participant Name: Trenbath, Kim' and 'Meeting ID: #100808'.

Figure 1 Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).

The screenshot shows the 'Personally Owned Vehicle (POV) Mileage' screen. It includes a text area for providing an estimate of round trip miles, a table for 'Estimated Mileage' with columns for 'POV Mileage Type' and 'Estimated Mileage', and a 'Toll Amount' field. The 'Add Additional Expenses' link is circled in red. The top right corner displays 'Participant Name: Trenbath, Kim' and 'Meeting ID: #100808'.

Figure 2 Personally Owned Vehicle (POV) Mileage screen. The Additional Expenses link is circled.

3. Click **Additional Expenses** (Figure 2). The **Additional Expenses for Personally Owned Vehicle (POV) Mileage** screen displays (Figure 3).

Travel and Reimbursement | WASH

Submit Expenses

Personally Owned Vehicle (POV) Mileage

Participant Name: Trenbath, Kim Meeting ID: P100808

Please provide an estimate of the number of round trip miles for reimbursement purposes.
[Policy](#)

In order to enter your calculated mileage, please open a new browser window and go to a travel website and calculate your round trip mileage. Once your round trip mileage is calculated, please return to this window and enter the round trip calculated mileage on this page.

By entering and submitting the estimate of the number of round trip miles to NSF you are certifying that the estimated mileage input is accurate to the best of your knowledge.

It is NSF Policy that only one item of POV may be claimed per meeting.

Estimated Mileage

POV Mileage Type: Automobile

Estimated Mileage: 50

New Amendment's Estimated Mileage:

Tolls:

Toll Amount: \$100.00

New Amendment's Toll Amount:

Figure 3 Additional Expenses screen for Personally Owned Vehicle (POV) Mileage.

4. In the **New Amendment's POV Mileage** box (Figure 3), type the additional amount of POV mileage.
5. In the **New Amendment's Toll Amount** box (Figure 3), type the additional amount of toll expenses.
6. Select the **Submit** button (Figure 3). A screen displays (Figure 4) with the message that your additional POV expense amount has been submitted to NSF for approval.



Figure 4 Screen with the message that your expenses have been submitted to NSF for approval.

7. Select **OK** (Figure 4). The **Travel and Reimbursement Main** screen displays.

Meeting Sign-In

Meeting Sign-In Introduction

[Print the contents of the Meeting Sign-In book](#)

Meeting sign-in is available for each day of the meeting. The Meeting Sign-in Screen will enable you to review your reimbursement profile, answer transportation questions, and sign-in with your specific type of attendance for the day. The transportation questions only need to be answered on the first day of the meeting. Attendance type selection and sign-in is needed on a daily basis for the duration of the meeting.

To Access Meeting Sign-in see [Access Meeting Sign-in](#).

For each meeting, you must complete the following three steps:

1. Review the reimbursement profile.
2. Select answers to the transportation questions.
3. Select an attendance type and sign in.

Meeting Sign-In Introduction

[Print the contents of the Meeting Sign-In book](#)

FastLane Help

Meeting sign-in is available for each day of the meeting. The Meeting Sign-in Screen will enable you to review your reimbursement profile, answer transportation questions, and sign-in with your specific type of attendance for the day. The transportation questions only need to be answered on the first day of the meeting. Attendance type selection and sign-in is needed on a daily basis for the duration of the meeting.

To Access Meeting Sign-in see [Access Meeting Sign-in](#).

For each meeting, you must complete the following three steps:

1. Review the reimbursement profile.
2. Select answers to the transportation questions.
3. Select an attendance type and sign in.

Access Meeting Sign-In

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy – Important Information for NSF Visitors and Panelists.

- Panel Review
- Interactive Panel System
- Travel and Reimbursement System
- Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System** requires that JavaScript be enabled on your browser.

Log In

If you are using a screen reader, please check this box to disable the automatic refresh function:
☐

Panel ID: P069000

Panelist Last Name: Holliday
(Admin, Users: Use your User ID)

Password: *****
(Admin, Users: Use your Password)

Log In

[Forgot Password?](#)

Figure 2 Panelist Functions screen. The Log In section is surrounded in red.

- In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password.
- Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

Click to work on:

Travel and Reimbursement	Meeting Sign-in
Panel Review System	Interactive Panel System

Figure 3 Meeting Sign-in link at the bottom of the Panelist System Selection screen.

- Select the [Meeting Sign-in](#) link (Figure 3).

Meeting Sign-In

Complete Daily Meeting Sign-in

- Access the **Panelist Functions** Main Page.

Click to work on:

Travel and Reimbursement	Meeting Sign-in
Panel Review System	Interactive Panel System

Figure 1 Panelist Functions section of the Panelist System Selection screen.

- Click on the **Meeting Sign-in** Link at the bottom of the page.

3. View the **Meeting Sign-in** Screen.

Participant Name: Valdez, Rodolfo Meeting ID: #130783

You must sign-in to this meeting in order to be eligible for reimbursement.

Reimbursement Profile:
Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)
You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

Transportation:

How did you travel to the meeting?

☐ Personally Owned Vehicle ☐ NSF Purchased Commercial Air/Rail ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation ☐ Other ☐ Not Applicable

How will you return from the meeting?

☐ Personally Owned Vehicle ☐ NSF Purchased Commercial Air/Rail ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation ☐ Other ☐ Not Applicable

Meeting Attendance:

MEETING DATE	Attendance Type	Signed In
02/27/2013	Select an attendance type	No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

Figure 2 Meeting Sign-in Screen

Reviewing Reimbursement Profile

The Meeting Sign-in Screen will display a participant's current registration status as well as the type of reimbursement for which the participant is eligible. This status is determined by the answers provided during meeting registration. For definitions to terminology, click on one of the hyperlinked terms within the reimbursement profile.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

You must sign-in to this meeting in order to be eligible for reimbursement.

Reimbursement Profile:
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

Transportation:

How did you travel to the meeting

☐ Personally Owned Vehicle

☐ Local Transportation

How will you return from the meeting

☐ Personally Owned Vehicle

☐ Local Transportation

Meeting Attendance:

MEETING DATE	Select an attendance type	
02/27/2013		No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

Figure 3 Meeting Sign-in Screen after clicking the “Non-Federal Participant” hyperlink.

Should a participant deem their registration profile to be incorrect, the link to update registration questions will enable the participant to review and edit the answers to the registration questions.

The reimbursement profile hyperlinks and the link to the registration questions are available throughout the duration of the meeting.

Answering Transportation Questions

The Meeting Sign-in Sheet will require panelists to answer two transportation questions before signing-in.

1. “How did you travel to the meeting?”
2. “How will you return from the meeting?”

Select an answer from the radio button options to each question. The transportation questions only need to be answered once, on the first day of signing-in for the meeting.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

You must sign-in to this meeting in order to be eligible for reimbursement.

Reimbursement Profile:
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#).
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#).

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

Transportation:

How did you travel to the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
 ☐ Other
 ☐ Not Applicable

How will you return from the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
 ☐ Other
 ☐ Not Applicable

Meeting Attendance:

MEETING DATE	Attendance Type	Signed In
02/27/2013	Select an attendance type	No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-In", I certify that this information is truthful and correct.

Figure 4 Meeting Sign-in Screen with NSF Purchased Commercial Air/Rail selected as answers to the Transportation Questions.

Meeting Attendance

- Select an Attendance Type for the current day from the dropdown.
 - In Person- NSF
 - In Person- Other Meeting Location
 - TeleConference
 - Webcast
 - VideoConference
 - Online Forum
 - Other

For definitions to the attendance types, click on the "Attendance Type" hyperlink above the dropdown.

- Click Sign-in, to sign-in to the meeting for that day. A message will appear at the top of the sign-in screen to alert you that the sign-in has been successful and will provide a link to the Panelist Functions Home Page. Additionally, the "Signed in" column will now reflect the sign in for the day, by changing from "No" to "Yes."

Attendance type can be changed for the duration of the meeting day. Once the meeting day has passed, the panelist will be unable to change the attendance type for any day other than the current day.

Participant Name: Valdez, Rodolfo Meeting ID: #130783

You must sign-in to this meeting in order to be eligible for reimbursement.

Reimbursement Profile:
 Your Registration Status is: [Non-Federal, Non-Local, Attending On-Site](#)
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

Transportation:

How did you travel to the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
☐ Other
☐ Not Applicable

How will you return from the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
☐ Other
☐ Not Applicable

Meeting Attendance:

MEETING DATE	Attendance Type	Signed In
02/27/2013	Select an attendance type	No
02/28/2013	Select an attendance type	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Figure 5 Meeting Sign-in Screen with Cursor on the Attendance Type Dropdown.

You have successfully signed in for Today. Please [click here](#) to return to the Panelist Functions Home Page.

Hello
Please sign-in

Welcome!

Use this page to sign in for each day of the meeting. Please select your mode of transportation to and from the meeting and the appropriate attendance type and click Sign-in.

Participant Name: Valdez, Rodolfo Meeting ID: #130783

You must sign-in to this meeting in order to be eligible for reimbursement.

Reimbursement Profile:
 Your Registration Status is: [Non-Federal, Non-Local, Attending On-Site](#)
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

Transportation:

How did you travel to the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
☐ Other
☐ Not Applicable

How will you return from the meeting?

☐ Personally Owned Vehicle
 ☒ NSF Purchased Commercial Air/Rail
 ☐ Self Purchased Commercial Air/Rail
☐ Local Transportation
☐ Other
☐ Not Applicable

Meeting Attendance:

MEETING DATE	Attendance Type	Signed In
02/27/2013	In Person - NSF	Yes
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

You have successfully signed in for Today. Please [click here](#) to return to the Panelist Functions Home Page.

Figure 6 Meeting Sign-in Screen after signing-in to the meeting.

Panel Review System

Panel Review System Introduction

[Print the contents of the Panel Review System book.](#)

Panelists can do the following in the Panel Review System:

- [View a proposal](#)
- [Download a proposal](#)
- [Create a panel review draft](#)
- [Submit a panel review](#)
- [Edit a submitted panel review](#)

Panel Review System Introduction

[Print the contents of the Panel Review System book.](#)

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- [Submit a panel review](#)
- [Edit a submitted panel review](#)

View a Proposal in the Panel Review System

To view a proposal in PRS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).

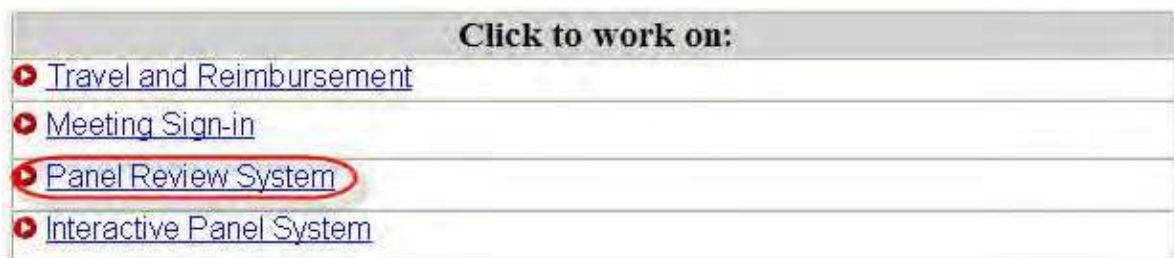


Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

4. At the bottom of the Panelist System Selection screen, click **Panel Review System** (Figure 1). The Panel Review screen displays (Figure 2).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

Prepare Review **View/Download Proposal** Proposal Print Request Proposals on CD Request

Highlight a proposal and click below one of the action buttons. To sort, click on the appropriate column header.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
0617757	Harpp	Panelist	Not Yet Started	No
0618078	Feldmann	Panelist	Not Yet Started	No
0618219	Shuster	Panelist	Not Yet Started	No
0618232	Vengosh	Panelist	Not Yet Started	No
0618963	Jamieson	Panelist	Not Yet Started	No
0618992	Chen	Panelist	Not Yet Started	No
0619013	Poppeliers	Panelist	Not Yet Started	No
0619030	Harris	Panelist	Not Yet Started	No
0619044	Brugger	Panelist	Not Yet Started	No

Total Proposals: 44

Prepare Review Resubmit Submit All

Figure 2 Panel Review screen. The View/Download Proposal tab is circled.

- Click the **View/Download Proposal** tab (Figure 2) if it is not already selected. The **Panel Review** screen displays on the **View/Download Proposal** tab (Figure 3).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

Prepare Review **View/Download Proposal** Proposal Print Request Proposals on CD Request

Highlight the proposal you want to view or the proposals you want to download and click the appropriate action button. To select multiple contiguous items from the list box, hold down the **Shift** key and click on the desired proposal. To make non-contiguous selections, hold down the **Ctrl** key in Windows or the **Command** key in the Macintosh and click on the desired proposal.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
0617757	Harpp	Panelist	Not Yet Started	No
0618078	Feldmann	Panelist	Not Yet Started	No
0618219	Shuster	Panelist	Not Yet Started	No
0618232	Vengosh	Panelist	Not Yet Started	No
0618963	Jamieson	Panelist	Not Yet Started	No
0618992	Chen	Panelist	Not Yet Started	No
0619013	Poppeliers	Panelist	Not Yet Started	No
0619030	Harris	Panelist	Not Yet Started	No
0619044	Brugger	Panelist	Not Yet Started	No

Total Proposals: 44

View Proposal Download/Save Proposal Select All

Figure 3 Panel Review screen on the View/Download Proposal tab.

- Select the proposal you want to look at by clicking the name.
- View the proposal in one of the two following ways:
 - Online by clicking the **View Proposal** button (Figure 2). The proposal opens in the browser.
 - Off-line by clicking the **Download/Save** button (Figure 2).

Related Topics:

[Proposal Review](#)

Prepare a Panel Review

After [reviewing](#) the proposal, prepare a Panel Review as follows, keeping in mind the [review guidelines](#):

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section at the bottom of the **Panelist System Selection** screen. (Figure 1).
5. Click **Panel Review System** (Figure 1).

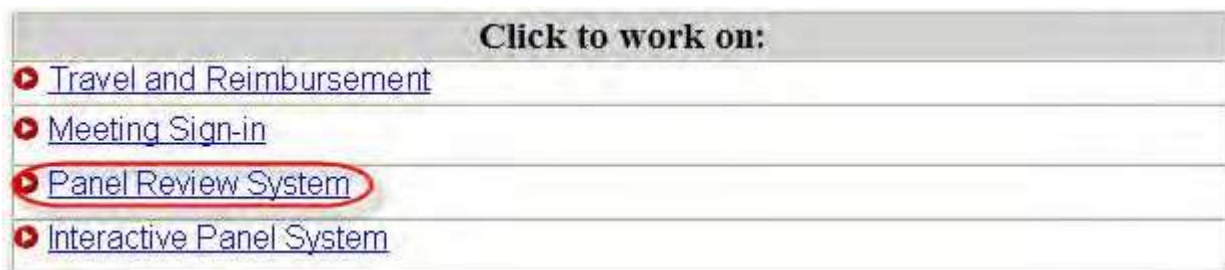


Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
8. Click the **Prepare Review** button (Figure 2). The **Panel Review** screen displays.

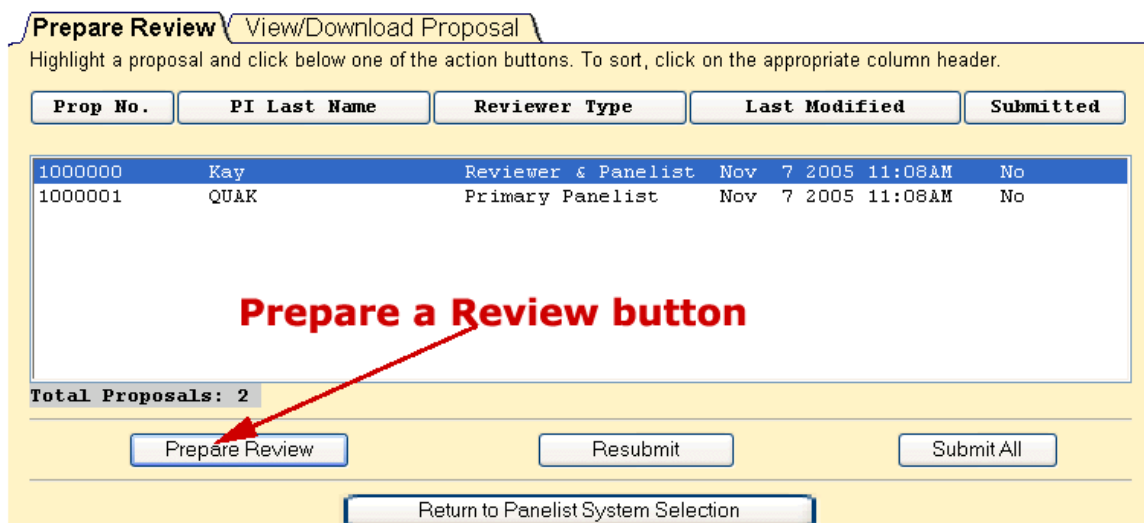


Figure 2 Prepare Review button on the Panelist System Selection screen.

9. (Optional) Check the **Please check this box if you want to receive an email copy of your review** box (Figure 3) from the **Work in Progress** section if you want a copy of your review emailed to you.

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Resubmit in Progress

Information on Proposal Number: 1301979

Principal Investigator's Name: Benjamin Shen
Institution: University of Pennsylvania
Title: CAREER: Testing the Facilities by VS

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

swood@scu.edu

☒ Please check this box if you want to receive an e-mail copy of your review.
Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

☐ I am declining to review this proposal.
☐ I am giving this proposal no rating.
☒ I am rating this proposal (Please check rating below).

Overall Rating

☒ Excellent Outstanding proposal in all respects; deserves highest priority for support.
☐ Very Good High quality proposal in nearly all respects; should be supported if at all possible.
☐ Good A quality proposal, worthy of support.
☐ Fair Proposal lacking in one or more critical aspects; key issues need to be addressed.
☐ Poor Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Testing from Panel review

Figure 3 Panel Review screen.

10. Indicate in the **Rating** section whether you intend to rate the proposal (Figure 3).
11. Select your rating from the **Overall Rating** section if you selected **I am rating this proposal** from the **Rating** section (Figure 3).
12. In the **first** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to intellectual merit.
13. In the **second** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to broader impacts.
14. In the **third** text box of the **Overall Rating** section (Figure 3), type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.
15. Type an evaluative summary in the **Summary Statement** box (Figure 3). The summary should describe your overall assessment of the proposal based on the review criteria.
16. Type any suggestions in the **Other Suggested Reviewers** box (Figure 3).
17. Identify any conflicts of interest you may have in reviewing the proposal in the **Conflicts of Interest Text** box (Figure 3).
18. Click the **Submit Review** button to submit the review (Figure 3). The **Receipt of Panel Review** screen displays (Figure 4). Or, click the **Save Review** button to save your work without submitting the review (Figure 3). Or, click **Go Back** to cancel your changes (Figure 3).

NOTE: Once you have submitted a review it is no longer accessible from the Panel Review System.

18. Click the **Return** button on the **Receipt of Panel Review** screen (Figure 4).

Panel Review

Receipt of Panel Review

Your panel review for proposal number **1000001** has been received at NSF on **Mon Nov 7 14:02:29 2005** and will be forwarded to the cognizant (or appropriate) NSF program officer.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. **When you have completed your review, please be certain to destroy the proposal.**

A copy of the review has been sent to you at the e-mail address provided: **dh@nsf.gov**.

Return

Figure 4 **Receipt of Panel Review screen.**

Resubmit/Edit a Panel Review

To edit a previously submitted Panel Review, do the following, if before the cutoff date:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).

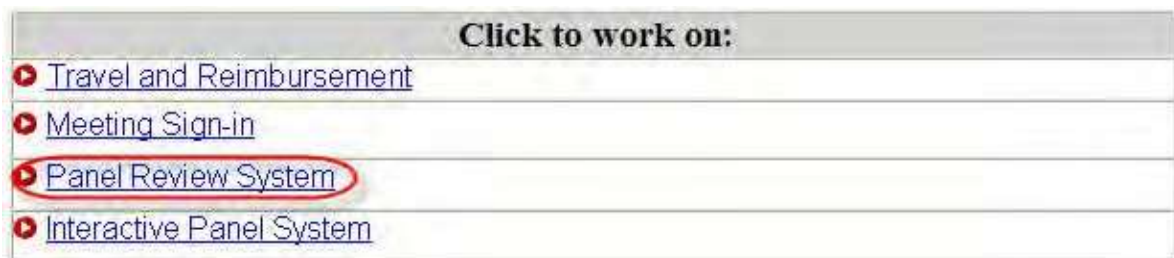


Figure 1 **Panel Review System link at the bottom of the Panelist System Selection screen.**

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
8. Click the **Resubmit** button (Figure 2). The **Warning Message** screen displays (Figure 3).

Prepare Review View/Download Proposal

Highlight a proposal and click below one of the action buttons. To sort, click on the appropriate column header.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
1000000	Kay	Reviewer & Panelist	Nov 7 2005 11:08AM	No
1000001	QUAK	Primary Panelist	Nov 7 2005 11:08AM	No

Click to Resubmit a Review

Total Proposals: 2

Prepare Review Resubmit Submit All

Return to Panelist System Selection

Figure 2 Resubmit Review button on the Prepare Review tabbed page.

9. Click the **Continue** button (Figure 3). The **Panel Review** screen displays (Figure 4).

Warning Message

To modify and resubmit the currently submitted review, press the Continue button

Continue Go Back

Figure 3 Warning message screen with message for continuing your review.

10. Make your changes on the **Panel Review** screen (Figure 4).
11. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest
If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

Resubmit Review **Go Back**

Click the above **Go Back** button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA
Tel: 703-293-5111
FIRS: 800-877-8339
TDD: 703-293-5090

Last Modified:
Feb 12 2005 (DS)

Figure 4 Resubmit Review button on the Panel Review screen.

12. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.
13. Click the **Return** button (Figure 5).

Panel Review

Receipt of Panel Review

Your panel review for proposal number 1000001 has been received at NSF on Mon Nov 7 14:02:29 2005 and will be forwarded to the cognizant (or appropriate) NSF program officer.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. **When you have completed your review, please be certain to destroy the proposal.**

A copy of the review has been sent to you at the e-mail address provided: **dh@nsf.gov**.

Return

Figure 5 Receipt of Panel Review screen.

Retrieve a Saved Panel Review

If you have prepared and saved a Panel Review but not submitted it, you retrieve the review for further editing or submission as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov

2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).

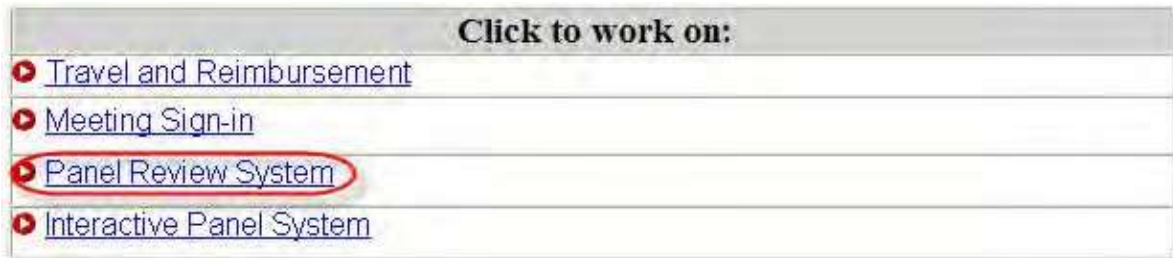


Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you prepared a review for.
8. Click the **Prepare Review** button (Figure 2). The saved review displays.

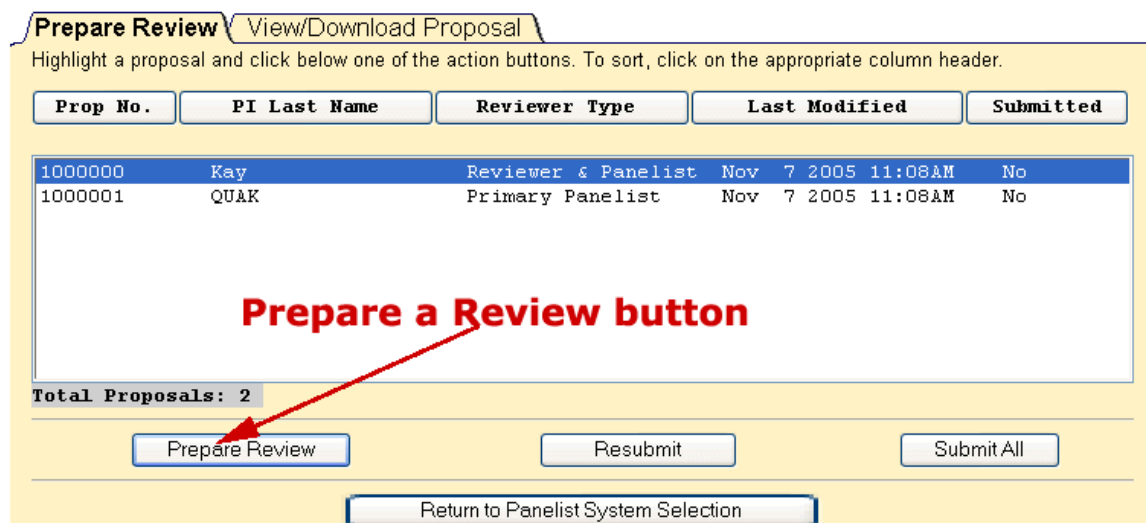


Figure 2 Prepare Review button on the Prepare Review tabbed page.

Interactive Panel System

Interactive Panel System Introduction

[Print the contents of the Interactive Panel System book.](#)

The Interactive Panel System (IPS) is an electronic FastLane system that allows panelists to do the following:

- [View a proposal](#)
- [Print a proposal](#)
- [Write a review comment](#)
- [View review comments](#)
- [Print review comments](#)

- [Prepare reviews](#)
- [Prepare recommendations](#)
- [Write Panel Summaries](#)
- [Review Panel Summaries](#)
- [Approve Panel summaries](#)
- [Update personal information](#)

IPS Layout

IPS is divided into three tabbed screens:

- **Panel Status** (Figure 1) (Default) - displays basic information on all proposals assigned to the panel as well as a summary of the work done by the entire panel, including individual proposal ratings, panel recommendations, comments, and panel summary status.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

Exit

Help

Panel Status

My Status

My Work

Click on one of the table heading links to sort the data by the selected column.

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Figure 1 Panel Status screen.

- **My Status** (Figure 2) - displays basic proposal information for all proposals belonging to the panel, organized by your work state:
 - **Action Required Proposals:** proposals awaiting an action from you (e.g., writing or approving of a panel summary).
 - **No Action Required Proposals:** proposals awaiting an action from another panelist. They will switch to the "Action Required" group if/when your action is needed.
 - **Completed Proposals:** proposals whose required Panel Summary has been approved. If the panel summary changes, these proposals will reappear in the "Action Required" group.
 - **Not Assigned to You:** proposals for which you have no specific responsibilities. However, if you choose, you can submit comments on these proposals.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

Exit Help

Panel Status **My Status** My Work

Click on one of the table heading links to sort the data by the selected column.

Action Required Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Click on one of the table heading links to sort the data by the selected column.

No Action Required Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Click on one of the table heading links to sort the data by the selected column.

Completed Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Click on one of the table heading links to sort the data by the selected column.

Not Assigned to You

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Figure 2 My Status screen.

- [My Work](#) (Figure 3) - displays your panel review work area.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

Exit Help

Panel Status My Status **My Work**

My Work Help
Proposals Sorted By: Discussion Order
Other Functions:

Proposal Information

Proposal Number: 1000000	PI Name: Kay, Ken	Scribe: Not Assigned
Summary Status: Not Yet Started	Recommendation/Order: Unknown /	
Proposal Title: Does this title come out on a letter???		

Help Reviews **Summary** View Comment Write Comment View/Print Proposal

Panel Summary (Panel ID: P050765 - Proposal ID: 1000000)
This summary is not available to view.

Approval Status	
Approval Needed	Approved
Helfand, Dave	

Action Required Proposals
No Proposal

No Action Required Proposals
1000000 Kay
1000001 QUAK

Completed Proposals
No Proposal

Not Assigned To You
No Proposal

Figure 3 My Work screen.

Roles in the Interactive Panel System

The Program Officer (PO) sets up the panel meeting and has many configuration options. Generally, a panel consists of at least three panelists; and they are divided into the following generally defined roles:

- **Scribe** - the panelist who, in addition to reviewing the proposals, writes the panel's summary of the proposal being reviewed for panel approval
- **Lead Panelist** - the panelist who presents the proposal being reviewed by the panel to the panel
- **Panelist** - panel members with non-administrative functions who review proposals and panel summaries, as well as approve the panel summaries

Interactive Panel System Introduction

[Print the contents of the Interactive Panel System book.](#)

The Interactive Panel System (IPS) is an electronic FastLane system that allows panelists to do the following:

- [View a proposal](#)
- [Print a proposal](#)
- [Write a review comment](#)
- [View review comments](#)
- [Print review comments](#)
- [Prepare reviews](#)
- [Prepare recommendations](#)
- [Write Panel Summaries](#)
- [Review Panel Summaries](#)
- [Approve Panel summaries](#)
- [Update personal information](#)

IPS Layout

IPS is divided into three tabbed screens:

- **Panel Status** (Figure 1) (Default) - displays basic information on all proposals assigned to the panel as well as a summary of the work done by the entire panel, including individual proposal ratings, panel recommendations, comments, and panel summary status.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

Exit

Help

Panel Status

My Status

My Work

Click on one of the table heading links to sort the data by the selected column.

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Figure 1 Panel Status screen.

- **My Status** (Figure 2) - displays basic proposal information for all proposals belonging to the panel, organized by your work state:
 - **Action Required Proposals:** proposals awaiting an action from you (e.g., writing or approving of a panel summary).
 - **No Action Required Proposals:** proposals awaiting an action from another panelist. They will switch to the "Action Required" group if/when your action is needed.
 - **Completed Proposals:** proposals whose required Panel Summary has been approved. If the panel summary changes, these proposals will reappear in the "Action Required" group.
 - **Not Assigned to You:** proposals for which you have no specific responsibilities. However, if you choose, you can submit comments on these proposals.

Exit	Help	Panel Status	My Status	My Work	Panel: P050765 User: Helfand, Dave Who Needs to Approve the Summary: All Assigned Panelists
Click on one of the table heading links to sort the data by the selected column.					
Action Required Proposals					
Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings Recommendation Comments Last Updated By Who Needs to Approve Summary Status
No Proposal					
Click on one of the table heading links to sort the data by the selected column.					
No Action Required Proposals					
Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings Recommendation Comments Last Updated By Who Needs to Approve Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned	
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned	
Click on one of the table heading links to sort the data by the selected column.					
Completed Proposals					
Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings Recommendation Comments Last Updated By Who Needs to Approve Summary Status
No Proposal					
Click on one of the table heading links to sort the data by the selected column.					
Not Assigned to You					
Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings Recommendation Comments Last Updated By Who Needs to Approve Summary Status
No Proposal					

Figure 2 My Status screen.

- [My Work](#) (Figure 3) - displays your panel review work area.

Exit	Help	Panel Status	My Status	My Work	Panel: P050765 User: Helfand, Dave Who Needs to Approve the Summary: All Assigned Panelists
------	------	--------------	------------------	----------------	---

My Work Help
Proposals Sorted By: [Discussion Order](#)
Other Functions: [\[Link\]](#)

Proposal Information

Proposal Number: 1000000	PI Name: Kay, Ken	Scribe: Not Assigned
Summary Status: Not Yet Started	Recommendation/Order: Unknown /	
Proposal Title: Does this title come out on a letter???		

[Help](#)
[Reviews](#)
[Summary](#)
[View Comment](#)
[Write Comment](#)
[View/Print Proposal](#)

Panel Summary (Panel ID: P050765 - Proposal ID: 1000000)
This summary is not available to view.

Approval Status	
Approval Needed	Approved
Helfand, Dave	

Figure 3 My Work screen.

Roles in the Interactive Panel System

The Program Officer (PO) sets up the panel meeting and has many configuration options. Generally, a panel consists of at least three panelists; and they are divided into the following generally defined roles:

- **Scribe** - the panelist who, in addition to reviewing the proposals, writes the panel's summary of the proposal being reviewed for panel approval
- **Lead Panelist** - the panelist who presents the proposal being reviewed by the panel to the panel
- **Panelist** - panel members with non-administrative functions who review proposals and panel summaries, as well as approve the panel summaries

My Work Screen Overview

Your **My Work** tabbed screen is your work area to create, view, and review proposals, comments, and panel summaries, depending upon your [role](#) and the way your Program Officer (PO) set up the panel. Your **My Work** screen is actually modified to display only the functions you can perform; for example, if you are not a scribe you will not see the **Summary** tab as scribes are the panelists who write the Panel Summaries.

My Work Menus

Regardless of your role or the panel settings, you can easily navigating to your proposals with the My Work Menus on the left side of the screen (Figure 1, Section A):

- **Action Required Proposals**
- **No Action Required Proposals**
- **Completed Proposals**
- **Not Assigned to You**

The proposals within each category can be ordered in the following ways:

- **Discussion Order** (as set by the PO)
- **Proposal ID**
- **Summary Status**

with the **Proposals Sorted By** box (Figure 1, Section C).

My Work Other Function Boxes

You can quickly perform many of your individual panel duties with the quick access **Other Function** box on the left side of the screen (Figure 1, Section B):

- [Print Summary](#) (scribe only)
- [Recommendation](#)
- [Prepare Reviews](#)
- [Name/Addr Info](#)

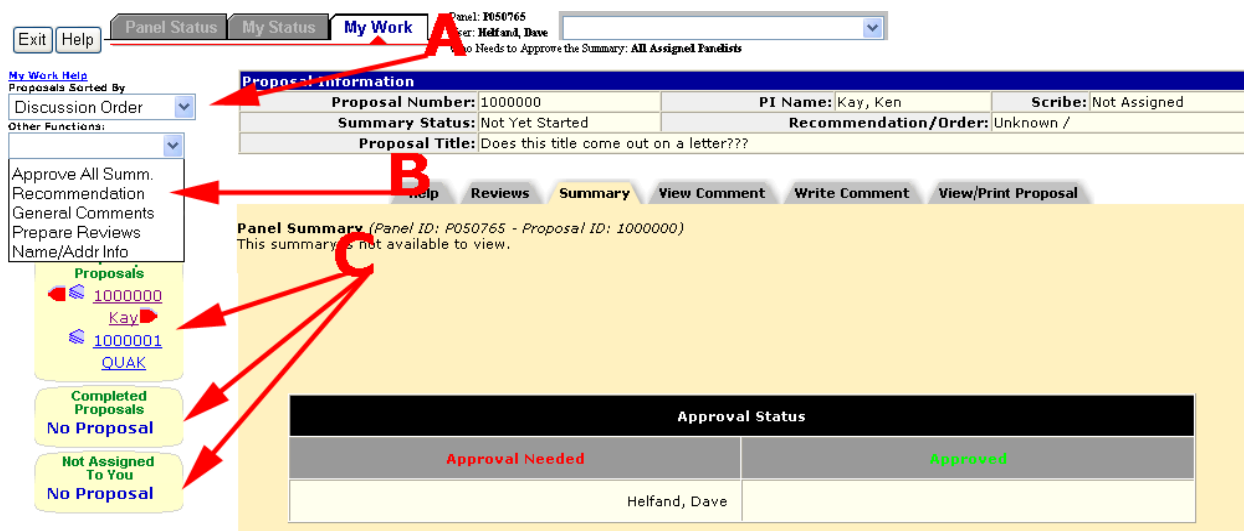


Figure 1 My Work screen layout.

IPS Functions

View a Proposal in IPS

To view a proposal from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View/Print Proposal** tab.
 - c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - d. Click the **OK** button. Your selection opens in a new window.

Related Topics:

[Proposal Review](#)

Print a Proposal from IPS

To print a proposal from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - f. Click the **Print** button.
 - **My Status**

- a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - f. Click the **Print** button.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View/Print Proposal** tab.
 - c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - d. Click the **OK** button. Your selection opens in a new window.
 - e. Click the **Print** button.

Write a Proposal Review/Panel Summary Comment

To write a comment on a proposal in IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **Write Comment** tab.
 - d. Type your comment text in the **Write Comment** box.
 - e. (Optional) Click the **Check Spelling** button to check your spelling.
 - f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **Write Comment** tab.
 - d. Type your comment text in the **Write Comment** box.
 - e. (Optional) Click the **Check Spelling** button to check your spelling.
 - f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **Write Comment** tab.
 - c. Type your comment text in the **Write Comment** box.
 - d. (Optional) Click the **Check Spelling** button to check your spelling.
 - e. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.

Print Proposal Review Comments

To view all panelists' comments on a proposal, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Print Comments** button.
 - e. Click the **Print** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Print Comments** button.
 - e. Click the **Print** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View Comment** tab.
 - c. Click the **Print Comments** button.
 - d. Click the **Print** button.

View a Proposal Review/Panel Summary Comment

To view all panelists' comments on a proposal, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View Comment** tab.
 - c. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.

Note: While viewing the **Comments** tabbed screen for long periods of time, you can click the Refresh button to

update the **Comments** box with the comments as they are written and submitted.

Prepare a Panel Review from IPS

To complete your proposal panel review from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - d. Follow the [PRS instructions on completing a review](#).
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - d. Follow the [PRS instructions on completing a review](#).
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - c. Follow the [PRS instructions on completing a review](#).

See also: [Proposal Review](#)

View Other Panelists' Proposal Reviews

After submitting your own proposal review, and your PO setting up the panel in this manner, you can view other panelists' proposal reviews as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **Reviews** tab.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **Reviews** tab.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **Reviews** tab.

Prepare a Recommendation

If the PO has granted you permission, you can provide other panelists recommendations on the proposal being reviewed as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Recommendations** from the **Other Functions** box.
 - d. Select the recommendation from the drop-down box in the Recommendation column.
 - e. Click the **Save Recommendations** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Recommendations** from the **Other Functions** box.
 - d. Select the recommendation from the drop-down box in the Recommendation column.
 - e. Click the **Save Recommendations** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Recommendations** from the **Other Functions** box.
 - c. Select the recommendation from the drop-down box in the Recommendation column.
 - d. Click the **Save Recommendations** button.

Note: Your Program Officer may prefer that you order the proposals instead of making recommendations; if so, you will use the **Ordering** column drop-down box instead of the **Recommendations** column drop-down box. Your Program Officer will provide instructions on what actions to take.

Write a Panel Summary

If you are a Scribe, you can create a Panel Summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Type your Panel Summary text in the text box.
 - e. Click the **Save** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Type your Panel Summary text in the text box.

- e. Click the **Save** button.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Type your Panel Summary text in the text box.
 - d. Click the **Save** button. See

also [Proposal Review](#).

Submit a Panel Summary for Comment

If you are a Scribe and have a draft saved, you can release the Panel Summary draft to the panel for comments as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Comment** comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Comment** comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Submit Draft for Comment** comment.

View a Panel Summary

If your Scribe has released the Panel Summary for comments or final approval, you can view the summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab. The Panel Summary displays.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.

- c. Select **Summary** tab. The Panel Summary displays.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab. The Panel Summary displays.

Submit a Panel Summary for Final Approval

If you are a Scribe and have a draft saved or have received comments from the panel on your panel summary draft, you can release the Panel Summary to the panel for final approval as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Final Approval** comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Final Approval** comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Submit Draft for Final Approval** comment.

Approve a Panel Summary

If the panel Scribe has made the Panel Summary available for review or final approval, you can approve the summary, if required, in one of the following three ways:

Method 1 - From the Summary Tab

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Summary** tab.
 - d. Note your name in the **Approval Needed** list.
 - e. Click the **Approve** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Summary** tab.

- d. Note your name in the **Approval Needed** list.
- e. Click the **Approve** button.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select the **Summary** tab.
 - c. Note your name in the **Approval Needed** list.
 - d. Click the **Approve** button.

Method 2 - From the Other Functions

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.

Method 3 - From the Other Functions Tab (Approving All Summaries)

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - d. Click the **Approve All** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - d. Click the **Approve All** button.
 - **My Work**

- a. Click the **My Work** tab.
- b. Select the **Approve All Summ.** in the **Other Functions** box.
- c. Click the **Approve All** button.

See also [Proposal Review](#).

Print a Panel Summary

If you are a Scribe, you can print out a Panel Summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Print** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Print** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Print** button.

Update Personal Information in IPS

After accepting to be a part of your first panel, the following demographic information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Race
- Ethnicity
- Citizenship
- Gender
- Disability

You can update your personal information from IPS as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.

- d. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.
- **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.
 - d. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.
 - c. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.

Interact with the Panel

The Interactive Panel System (IPS) is designed for real-time proposal reviewing. While logged in, you can be notified when another panelist has performed an action (e.g., posted a comment) as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. When the History box flashes, expand it to see a History of panelist actions.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. When the **History** box flashes, expand it to see a History of panelist actions.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. When the **History** box flashes, expand it to see a History of panelist actions.

Provide Feedback on IPS

You can provide the National Science Foundation (NSF) feedback on IPS as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **General Comments** from the **Other Functions** box.
 - d. Type your comments in the box.
 - e. Select the **Yes** radio button.
 - f. Click the **Save** button.

- g. Click the **OK** button from the confirmation box.
- **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **General Comments** from the **Other Functions** box.
 - d. Type your comments in the box.
 - e. Select the **Yes** radio button.
 - f. Click the **Save** button.
 - g. Click the **OK** button from the confirmation box.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select **General Comments** from the **Other Functions** box.
 - c. Type your comments in the box.
 - d. Select the **Yes** radio button.
 - e. Click the **Save** button.
 - f. Click the **OK** button from the confirmation box.

Honorary Awards

Honorary Awards Introduction

[Print the contents of the Honorary Awards book.](#)

In the Honorary Awards module, researchers can submit nominations and references/letters of support for nominees for the following NSF awards:

- [Alan T. Waterman Award](#): An annual award that recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- [National Medal of Science](#): A Presidential award bestowed on individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences." NSF manages this award on behalf of the White House.
- [Vannevar Bush Award](#): An annual award that recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- [National Science Board Public Service Award](#): An annual award that recognizes people and organizations who have increased the public understanding of science or engineering

The Alan T. Waterman Award, the National Medal of Science and the Vannevar Bush Award require references. When you prepare a nomination for any of these awards, you are required to indicate the names and contact information for the individuals who will submit a reference on behalf of your nominee. As a nominator you are responsible for ensuring that your suggested references submit their information in a timely manner.

Nomination for the National Medal of Science, the Vannevar Bush and the National Science Board Public Service award meriting final consideration may be carried over for a period of 3 years, including the year of nomination. After that time, you may renominate the candidate for later consideration, if he or she is still eligible. For the Alan T. Waterman award, only nominations classified as "Top Performer" are carried over an additional year. For questions regarding eligibility for the Alan T. Waterman award, please contact the Honorary Awards Specialist listed for the award.

After you have submitted a nomination, you cannot change it through FastLane. You must contact the Honorary Awards Specialist listed for the award.

Register for Honorary Awards

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards** screen displays (Figure 2).

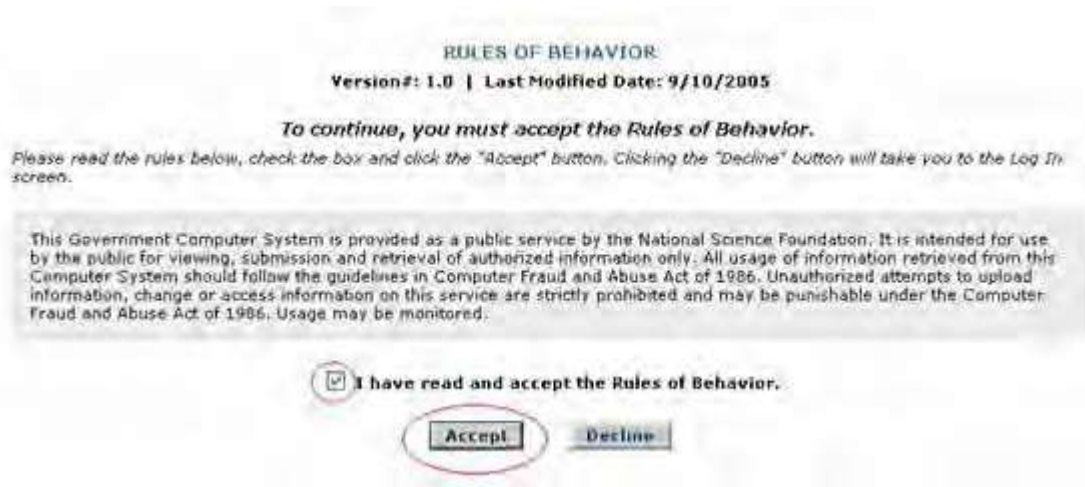


Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.



Figure 2 Honorary Awards screen. The **Register Here** link and the **register and create your Honorary Awards user account link** is circled.

2. To create an account, click on **Register Here** or the **register and create an Honorary Awards user account link**. (Figure 2). The **Rules of Behavior** screen displays (Figure 3).



RULES OF BEHAVIOR
Version#: 1.0 | Last Modified Date: 9/10/2005

To continue, you must accept the Rules of Behavior.

Please read the rules below, check the box and click the "Accept" button. Clicking the "Decline" button will take you to the Log In screen.

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

☒ I have read and accept the Rules of Behavior.

Accept **Decline**

Figure 3 Rules of Behavior screen. The check mark box and the **Accept** button are circled.

3. Read the **Rules of Behavior** (Figure 3).
4. Click the check mark box for **Accept** (Figure 3) to accept the Rules of Behavior (You cannot continue to register if you do not accept).
5. Click the **Accept** button (Figure 3). The **Register User** screen displays (Figure 4). On the **Register User** screen (Figure 4), enter the following information in the appropriate boxes:
 - First name
 - Last name
 - Address
 - City
 - Zip code (optional)
 - State
 - Country
 - International postal code (optional)
 - Email
 - Phone number
 - Fax number (optional)
 - Organization
 - User Name
 - Password (see [Password Requirements](#))
 - Confirm password—Retype your password.

User Account Management | MAIN

REGISTER USER

Please enter information into the fields below in order to create your user account. If you have a domestic United States address, please fill in the state and zip code fields. Otherwise, please enter your international postal code. Please enter your password twice, as this will help to prevent your password from being registered with typographical errors.

Note: registering with the Honorary Awards website will not create an account within Fastlane for you.

Required Field

* First Name:	Alan	* Last Name:	Alpha
* Address:	15552 Wilson Boulevard		
* City:	Arlington	* State:	Virginia
* Zip:	22042		
* International Postal Code:			
* Country:	United States		
* Email:	alan@alpha.edu		
* Phone Number:	7039999999 (no dashes or spaces)		
* Fax Number:			
* Organization:	NSF		
* User Name:	aalpha		
* Password:	*****		
* Confirm Password:	*****		

Figure 4 Register User screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Register User** screen displays (Figure 5).



CONFIRM | Register User

Please confirm that you have entered correct information. You may return to the information entry form by clicking 'cancel'.

Confirm Cancel

User Information

User Information

Name:	Alan Alpha
Address:	15552 Wilson Boulevard Arlington, VA 22042 US
Email:	alan@alpha.edu
Phone Number:	7039999999
Fax Number:	
Organization:	NSF
User Name:	aalpha

Figure 5 Confirm Register User screen. The **Confirm** button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



CONFIRMATION

You now have an account with the Honorary Awards System.

[Back to Main](#)

Figure 6 Confirmation screen.

- Click **Back to Main** (Figure 6). The **Honorary Awards** screen displays (Figure 7). You can now begin to nominate an individual or to write a reference for an individual for one of the four awards.



Figure 7 Honorary Awards screen.

Log In to Honorary Awards

To log in, you must be registered for Honorary Awards. See [Register for Honorary Awards](#).

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards Login** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.

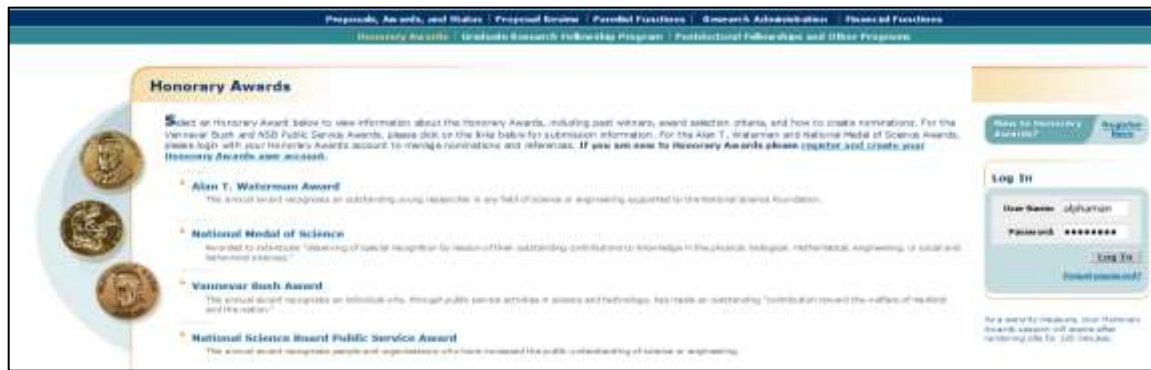


Figure 2 Honorary Awards Login screen. The Log In button is circled.

2. In the **Login** section (Figure 2), type the following in the boxes provided:
3. **User name** (which you assigned to yourself when you registered)
4. **Password** (which you set when you registered)
5. Click the **Login** button (Figure 2). The **Honorary Awards** screen displays (Figure 3). You have options to submit nominations for the following awards:
 - [Alan T. Waterman Award](#)
 - [National Medal of Science](#)
 - [Vannevar Bush Award](#)
 - [National Science Board Public Service Award](#)

Figure 3 Honorary Awards screen.

Alan T. Waterman Award

Alan T. Waterman Award Introduction

The Alan T. Waterman Award is given annually in recognition of an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

You have the following options in preparing an Alan T. Waterman Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the Alan T. Waterman Award, see [Prepare a Waterman Reference](#).

Alan T. Waterman Award Introduction

The Alan T. Waterman Award is given annually in recognition of an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

You have the following options in preparing an Alan T. Waterman Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)

- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the Alan T. Waterman Award, see [Prepare a Waterman Reference](#).

View Award Criteria for Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

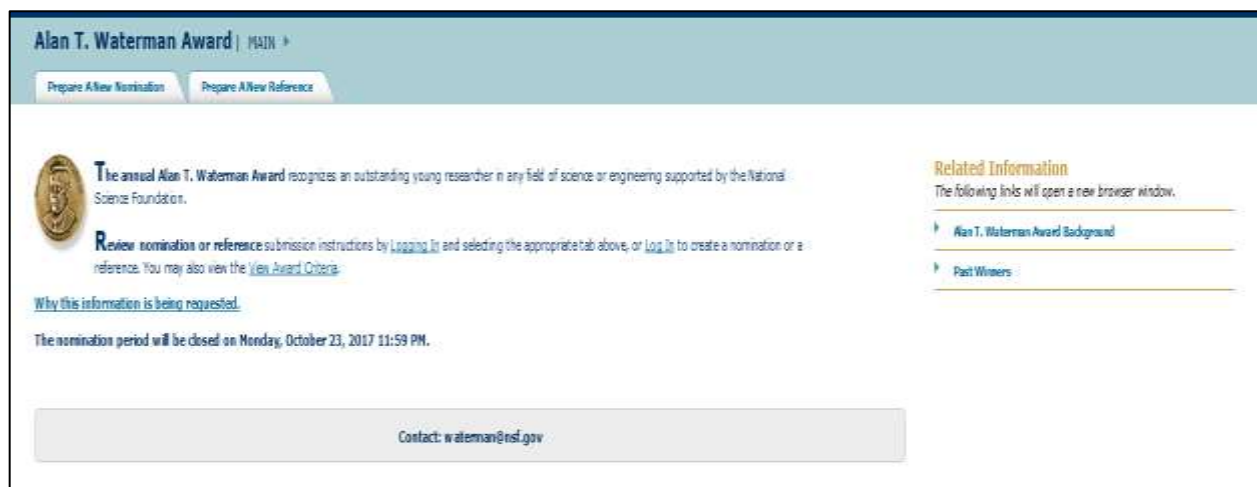


Figure 2 Alan T. Waterman Award screen. The View Award Criteria link is circled.

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

Alan T. Waterman Award | MAIN ▶

Award Selection Criteria

The Committee has established the following guidelines for selection of candidates. The Award seeks to identify the most outstanding young scientist or engineer in the country.

- Candidates must be U.S. citizens or permanent residents and must be 40 years old or younger, or not more than 10 years beyond the receipt of the Ph.D. degree by December 31 of the year in which they are nominated.
- Candidates should have demonstrated exceptional individual achievements in scientific or engineering research of sufficient quality to place them in front of their peers. Criteria include originality, innovation, and significant impact on the field.
- Renominations may be submitted via an updated nomination form, or may be resubmitted the year following their original submission from the Alan T. Waterman homepage using the existing nomination and references.
- Candidates identified for final review by the selection Committee, and who remain eligible under selection criteria (a) above, will automatically be in considered in the next year's review cycle.

* All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Friday, December 31, 2021.

[Back](#) [Begin Nomination](#)

Disclosure Statement: The information requested on this nomination is solicited under the authority of the NSF Act of 1950, as amended, and will be used and disclosed to reviewers and the National Science Board in connection with the selection of qualified applicants.

Figure 3 Award Selection Criteria screen.

Find Background Information on Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

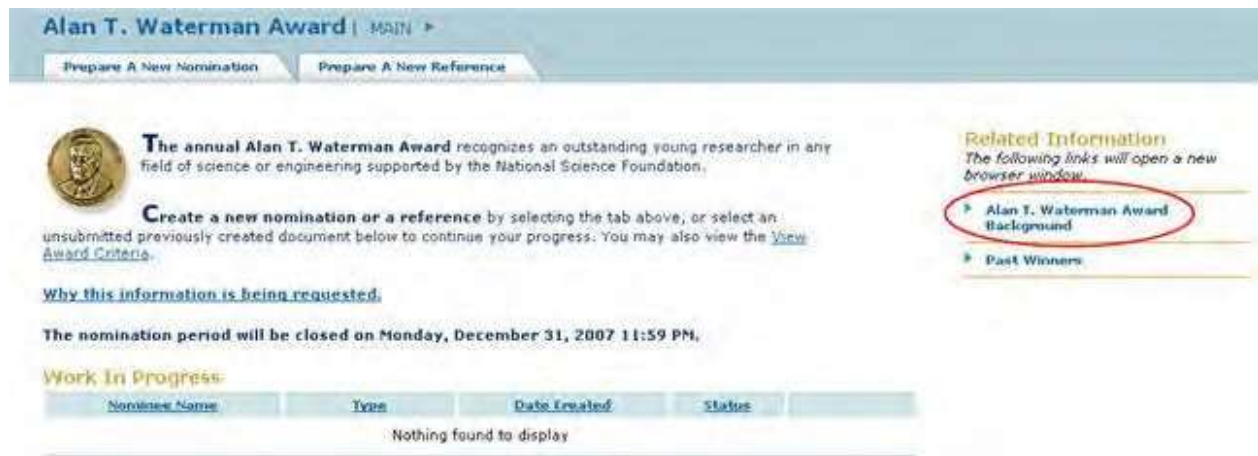


Figure 2 Alan T. Waterman Award screen. The Alan T. Waterman Award Background link is circled.

3. Click **Alan T. Waterman Award Background** (Figure 2). The **A. T. Waterman Award** screen displays (Figure 3) in a new window with the background information on the award.

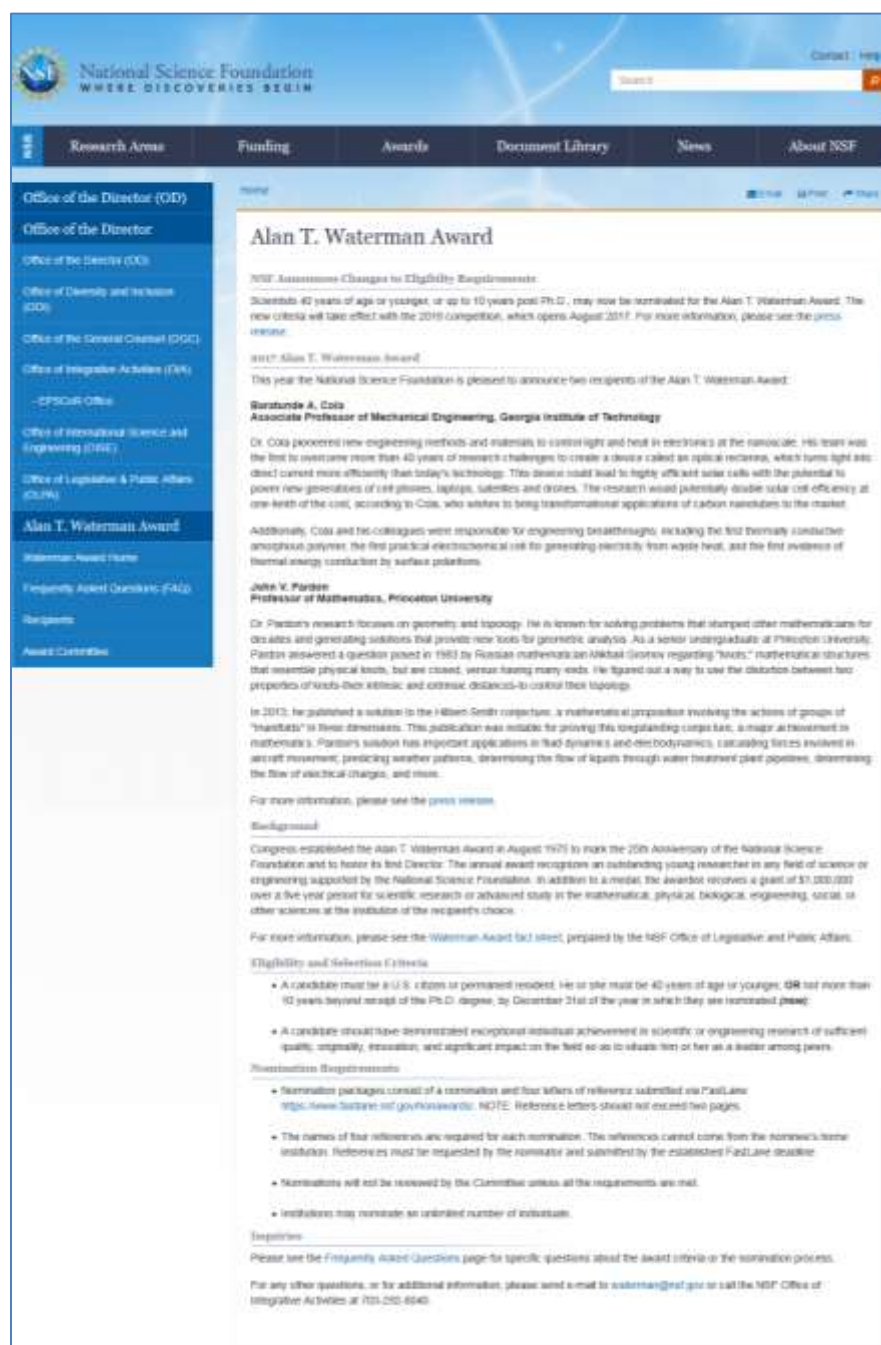


Figure 3 A. T. Waterman Award screen.

Past Winners of the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

- On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

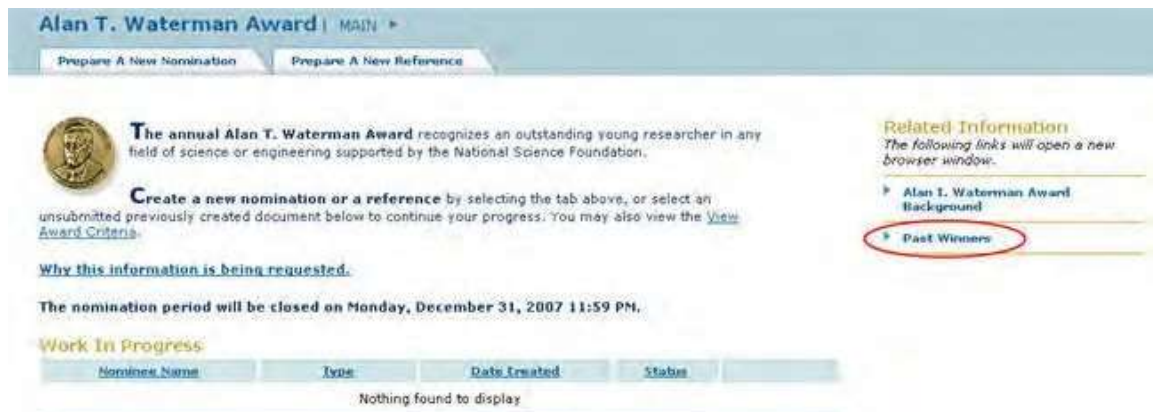


Figure 2 Alan T. Waterman Award screen. The Past Winners link is circled.

- Click **Past Winners** (Figure 2). The **A. T. Waterman Award Recipients** screen displays (Figure 3) in a new window.

The screenshot shows the NSF website's 'Alan T. Waterman Award Recipients, 1976 - present' page. The header includes the NSF logo and navigation links. A sidebar on the left lists various NSF offices. The main content area features a list of years from 1976 to 2010, with 2010 selected. Below the year list, there are two photographs of award recipients. The first photo shows Subhash A. Khot receiving the award, with his title 'Associate Professor of Computer Science, Cornell University' and a citation: 'For unexpected and original contributions to complexity theory, optimization, computer science and mathematics.' The second photo shows David Charbonneau receiving the award, with his title 'Thomas D. Cabot Associate Professor of Astronomy, MIT' and a citation: 'For his pioneering research into the discovery and evolution of exoplanets, and has revolutionized interdisciplinary research in the field.'

Figure 3 A. T. Waterman Award Recipients screen.

Nomination for Waterman Award

Prepare a Nomination for the Alan T. Waterman Award Introduction

In preparing and submitting a nomination for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

Prepare a Nomination for the Alan T. Waterman Award

Introduction

In preparing and submitting a nomination for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

Complete the Nomination Form for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

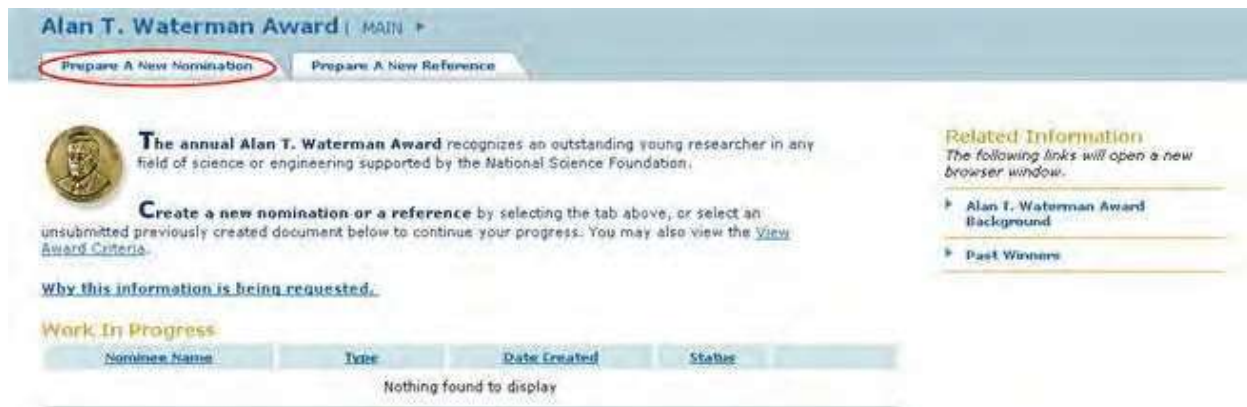


Figure 2 Alan T. Waterman Award screen. The Prepare a New Nomination tab is circled.

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

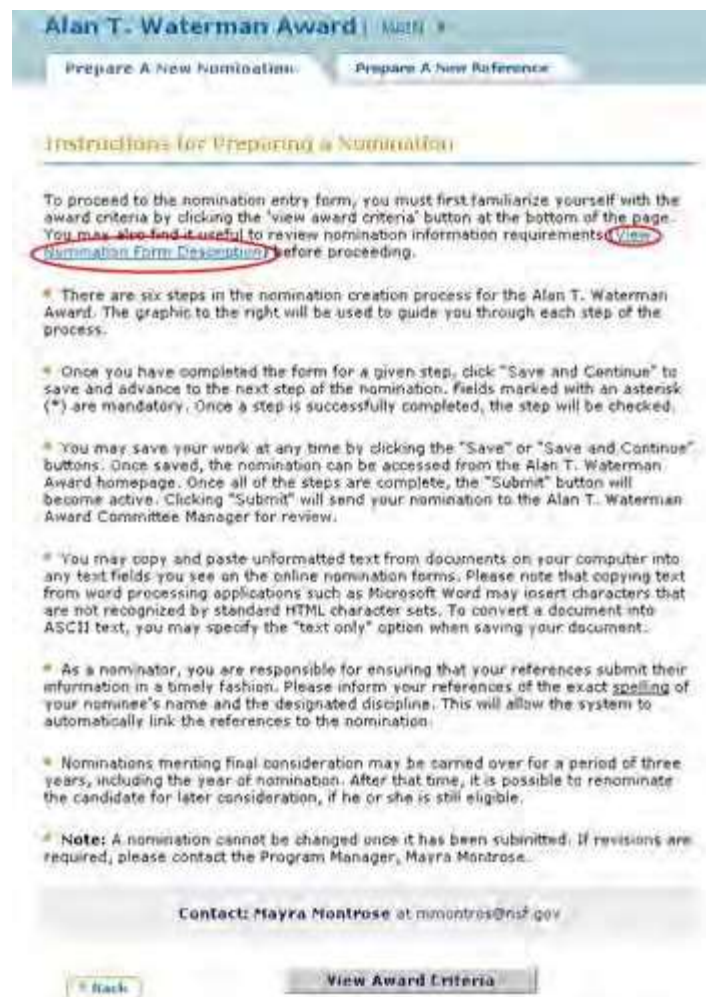
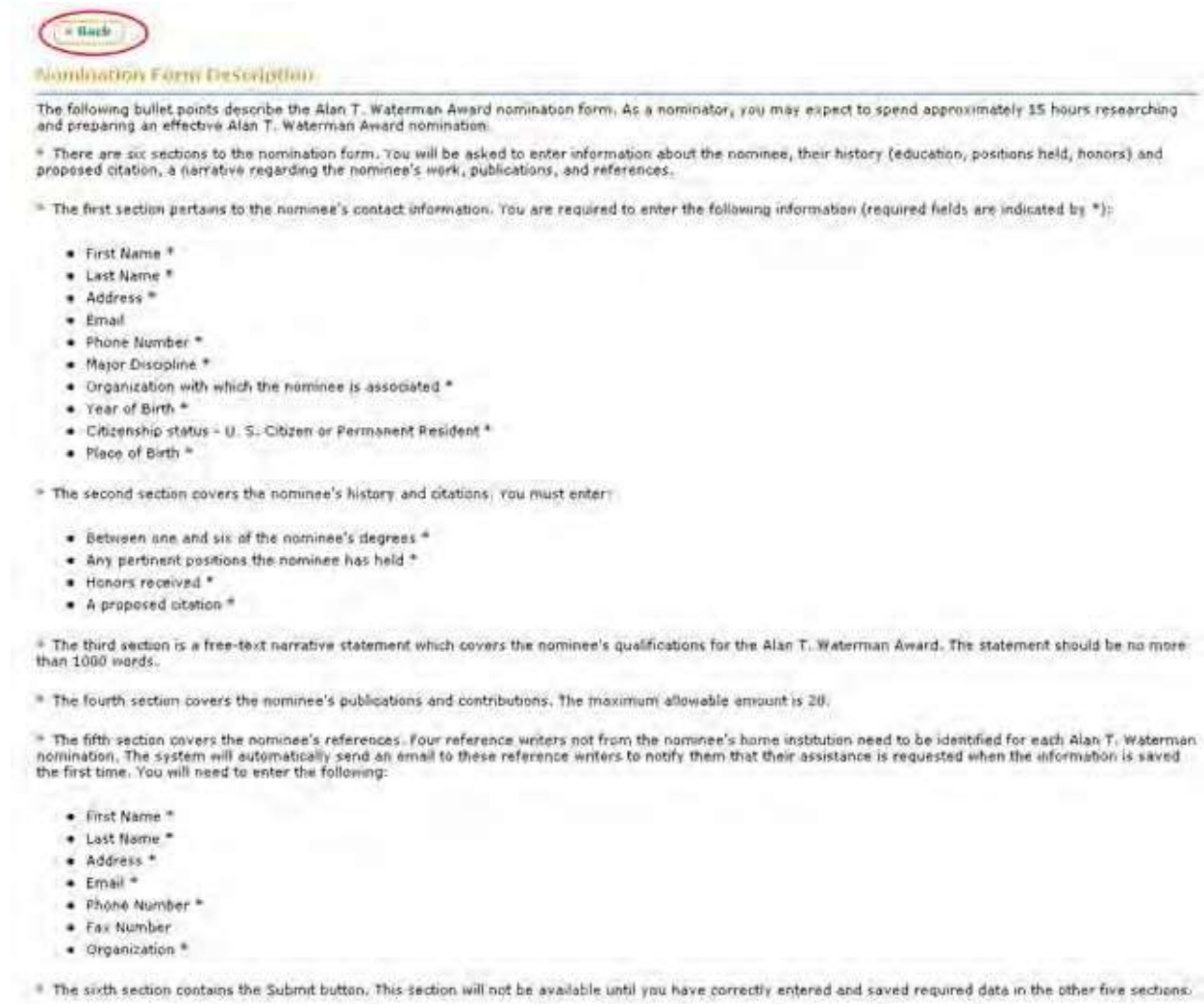


Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



[Back](#)

Nomination Form Description

The following bullet points describe the Alan T. Waterman Award nomination form. As a nominator, you may expect to spend approximately 15 hours researching and preparing an effective Alan T. Waterman Award nomination.

- * There are six sections to the nomination form. You will be asked to enter information about the nominee, their history (education, positions held, honors) and proposed citation, a narrative regarding the nominee's work, publications, and references.
- * The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by *):
 - First Name *
 - Last Name *
 - Address *
 - Email
 - Phone Number *
 - Major Discipline *
 - Organization with which the nominee is associated *
 - Year of Birth *
 - Citizenship status - U. S.-Citizen or Permanent Resident *
 - Place of Birth *
- * The second section covers the nominee's history and citations. You must enter:
 - Between one and six of the nominee's degrees *
 - Any pertinent positions the nominee has held *
 - Honors received *
 - A proposed citation *
- * The third section is a free-text narrative statement which covers the nominee's qualifications for the Alan T. Waterman Award. The statement should be no more than 1000 words.
- * The fourth section covers the nominee's publications and contributions. The maximum allowable amount is 20.
- * The fifth section covers the nominee's references. Four reference writers not from the nominee's home institution need to be identified for each Alan T. Waterman nomination. The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time. You will need to enter the following:
 - First Name *
 - Last Name *
 - Address *
 - Email *
 - Phone Number *
 - Fax Number
 - Organization *
- * The sixth section contains the Submit button. This section will not be available until you have correctly entered and saved required data in the other five sections.

Figure 4 Nomination Form Description screen. The Back link is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).



Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** screen displays (Figure 6).

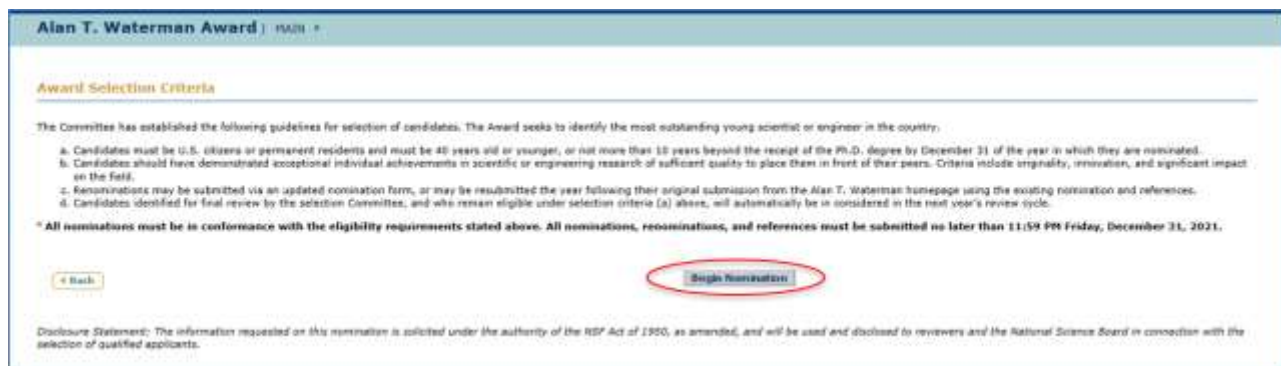


Figure 6 Award Selection Criteria screen. The Begin Nomination button is circled.

7. Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

Prepare A New Nomination | Prepare A New Reference

Instructions For Nomination | Award Selection Criteria | View Saved Nomination

✓ 2 3 4 5 6
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

* First Name: NIKUNJ * Last Name: PATEL

* Address: 2625 SW 75th st

* City: Gainesville * State: Florida * Zip: 32608

International Postal Code:

* Country: United States

* Email: npatel216@gmail.com

* Phone Number: 2166476910 (no dashes or spaces)

* Organization: NSF

* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

* Year of Birth (YYYY): 1986 * Place of Birth: INDIA

Select One: ☒ U. S. Citizen ☐ Permanent Resident

Save and Continue

Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
 - First name
 - Last name
 - Address
 - City
 - State
 - Zip Code
 - Country
 - International postal code (optional)
 - Phone number
 - Email address (optional)
 - Organization
 - Major discipline
 - Secondary discipline (optional)
 - Year of birth
 - Place of birth
9. Click the radio button for either U.S. citizen or Permanent Resident (Figure 7).
10. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **History and Citations** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

2 HISTORY & CITATIONS

Required Field

You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.

Education:
You are required to enter one degree before saving your work. You may enter up to six degrees overall.

* Degree Type: Doctor of Engineering	* Organization: Virginia Tech
* Major Discipline: Engineering	* Year: 2001
* Specific Discipline: Structural Engineering	

* Degree Type: Master of Engineering	* Organization: University of Maryland
* Major Discipline: Engineering	* Year: 1997
* Specific Discipline: Structural Engineering	

* Degree Type: Bachelor of Science	* Organization: Johns Hopkins University
* Major Discipline: Mathematics / Computer Science	* Year: 1994
* Specific Discipline: Systems Engineering	

[Add More Degree Fields](#)

Positions Held (Title, Organization, Years of Service):
Type nominee's positions here

Honors (Awards, Fellowships, Prizes):
Type nominee's awards, honors, fellowships here

Proposed Citation:
Limit to 1 to 2 concise sentences describing the nominee's research.
Type one or two sentences to describe the nominee's research here

Save Save and Continue

3 NARRATIVE

4 PUBLICATIONS & CONTRIBUTIONS

5 REFERENCES

6 SUBMIT NOMINATION

Figure 8 History and Citations section of the Nomination Form screen. The Save and Continue button is circled.

11. In the **Education** section (Figure 8), enter the degrees that the nominee has received. For each degree, enter the following:

- Degree type

- Major discipline
 - Specific discipline
 - Institution
 - Year
12. If you need to list more than three degrees, click **Add More Degree Fields**. More fields display.
 13. In the **Positions Held** box (Figure 8), type the professional positions the nominee has held.
 14. In the **Honors** box (Figure 8), type any honors the nominee has received.
 15. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
 16. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 9) with the **Narrative** section opened.

The screenshot shows the 'NARRATIVE' section of a nomination form. At the top, there are three tabs: '1. AWARD DISCIPLINE', '2. POSITIONS HELD', and '3. NARRATIVE'. Below the tabs, there is a 'Required Field' indicator. The main content area is titled 'Narrative' and contains instructions: 'Please upload the narrative statement of the nominee for this award. Please limit to three pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the "Upload" button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).' Below the instructions, it says 'Narrative Uploaded: No'. There is a text input field labeled 'Narrative:' followed by 'Browse...' and 'Upload' buttons. At the bottom of the main area are 'Save' and 'Save and Continue' buttons. The 'Save and Continue' button is circled in red. Below the main area are four more tabs: '4. PUBLICATIONS & CONTRIBUTIONS', '5. REFERENCES', and '6. SUBMIT NOMINATION'.

Figure 9 Narrative section of the Nomination Form screen. The **Save and Continue** button is circled.

17. In the **Narrative** section (Figure 9), browse to and upload the nominee's qualifications for the award.
18. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Contributions** section opened.

4 PUBLICATIONS & CONTRIBUTIONS

** Required Field*

Publications & Contributions
 Please upload the publications & contributions of the nominee for this award. Please limit to one page.
 Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the
 'Upload' button below to upload your file. If you experience problems, please contact the [NISE Help Desk](#) (a new
 browser window will open).

Publications & Contributions Uploaded: No

Publications & Contributions:

5 REFERENCES

6 SUBMIT NOMINATION

Figure 10 Publications and Contributions section of the Nomination Form screen.
 The Save and Continue button is circled.

19. In the **Publications and Contributions** section (Figure 10), browse to and upload publications and contributions.
20. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 11) with the **References** section opened.

21. In the **References** section (Figure 11), list at least four references who are not from the nominee's

organization and who are familiar with the technical aspects of the nominee's work. For each reference, enter the following information in the appropriate boxes:

- First name
- Last name
- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number
- Fax number (optional)
- Organization

You have now completed the Nomination form. You have these options:

- [Save the nomination to edit it or submit it later](#)
- [Submit the nomination](#)

Submit a Nomination for the Alan T. Waterman Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

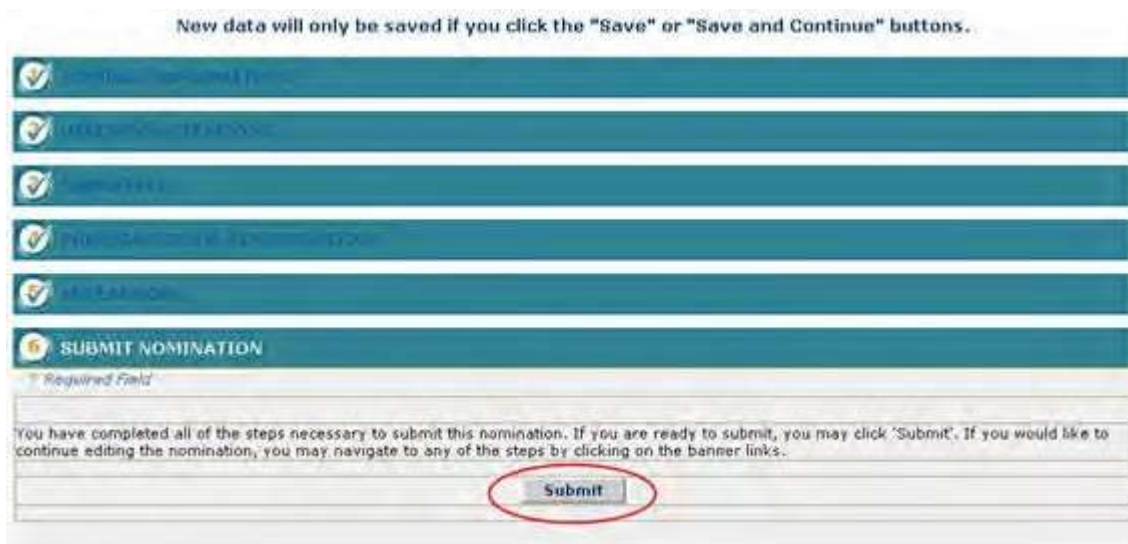


Figure 1 Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

■ You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.

Confirm **Cancel**

VIEW | Entire Nomination for Michael Grace

1. NOMINEE INFORMATION

Name: Michael Grace
Address: 4201 Wilson Blvd.
 Arlington, VA 22206
 US

Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.

- Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

CONFIRMATION

Thank for your nomination submission.


[Back to Award Homepage](#)

Figure 3 Confirmation screen.

- Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the nomination listed with the status of Submitted.

Alan T. Waterman Award | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status	
Michael Grace	Nomination	May 16, 2007	Submitted	View Reference Status

**Figure 4 Alan T. Waterman Award screen with the nomination listed with the status of Submitted.
Save a Nomination for the Waterman Award**

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

☒ Nomination Form (Current & Previous)

☒ View Nomination List & Details

☒ Add/Remove Nomination

☒ NSF Grants and Awards Information

☒ REFERENCES

** Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization. As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

Note: The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

Reference 1: Remove Reference 1 (afaf jlkj)

First Name: Tommie Last Name: Thomas

Address: 888 N. Hamilton St.

City: Arlington State: Virginia Zip: 22160

International Postal Code:

Country: United States

Email: jlkj@nsf.gov

Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

Organization: USDA

Reference 2: Remove Reference 2 (ajdsfjlk jlkajdf)

First Name: Marsha Last Name: Marsh

Address: 1409 N. Quincy St.

City: Alexandria State: Virginia Zip: 22160

International Postal Code:

Country: United States

Email: jlkj@nsf.gov

Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

Organization: University of Maryland

Reference 3: Remove Reference 3 (jkljlk jlkjlk)

First Name: Joey Last Name: Joeson

Address: 123 St. Barnabus Road

City: Blacksburg State: Virginia Zip: 22180

International Postal Code:

Country: United States

Email: jlkj@nsf.gov

Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

Organization: Virginia Tech

Reference 4: Remove Reference 4 (jlkjlk jlkjlk)

First Name: Robert Last Name: Bobby

Address: 9627 N. 28th St.

City: Washington State: District of Columbia Zip: 22160

International Postal Code:

Country: United States

Email: jlkj@nsf.gov

Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

Organization: NSF

Figure 1 Nomination Form screen open to the References section. The **Save** button is circled.

- On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- ✓ **PERSONAL INFORMATION**
- ✓ **EDUCATION AND EMPLOYMENT**
- ✓ **AWARDS AND HONORS**
- ✓ **TECHNICAL ASPECTS OF RESEARCH**
- ✓ **REFERENCES**

Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

Note: The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

Reference 1: Remove Reference 1 (afaf jlk)

First Name: Tommy Last Name: Thomas

Address: 888 N. Hamilton St.

City: Arlington State: Virginia Zip: 22180

International Postal Code:

Country: United States

Email: jkjk@nsf.gov

Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)


Organization: USDA

Figure 2 Nomination Form screen after the nomination has been saved.

The nomination is now listed on the **Alan T. Waterman Award** screen (Figure 3) with the status of In Progress.

Alan T. Waterman Award | [MAIN](#) ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Related Information
The following links will open a new browser window.

- ▶ [Alan T. Waterman Award Background](#)
- ▶ [Past Winners](#)

Work In Progress

Nominee Name	Type	Date Created	Status	
Michael Grace	Nomination	May 16, 2007	In Progress	View Reference Status

Figure 3 Alan T. Waterman Award screen with the saved nomination listed with the status of In Progress.

Edit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.



Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 22, for detailed instructions on each section).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

✓ 2 3 4 5 6
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

* First Name: NIKUNJ * Last Name: PATEL

* Address: 2625 SW 75th st

* City: Gainesville * State: Florida * Zip: 32608

International Postal Code:

* Country: United States

* Email: npatel216@gmail.com

* Phone Number: 2166476910 (no dashes or spaces)

* Organization: NSF

* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

* Year of Birth (YYYY): 1986 * Place of Birth: INDIA

* Select One: ☒ U. S. Citizen ☐ Permanent Resident

Save and Continue

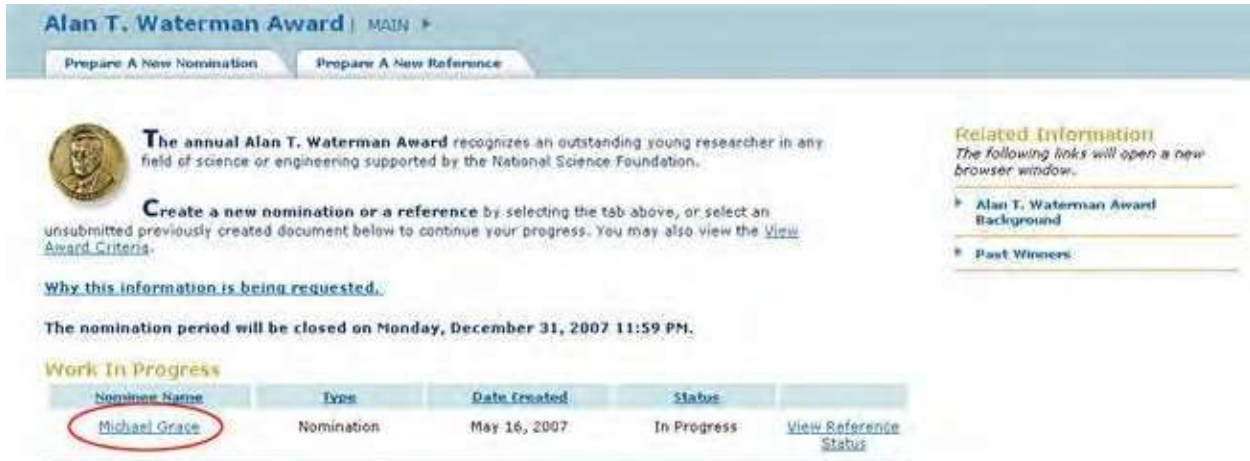
Figure 3 Nomination Form screen with the Nomination Information section open.
Submit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).




Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.



Alan T. Waterman Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

 The annual **Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

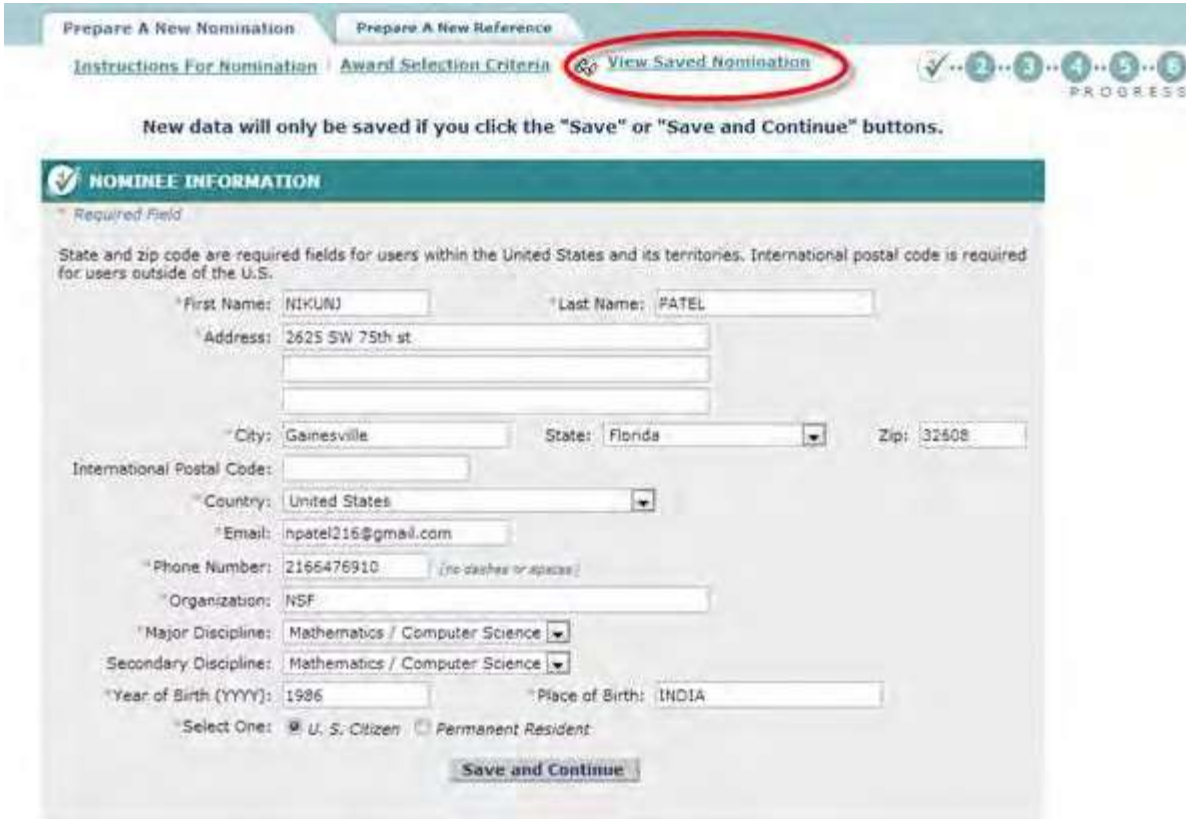
Nominee Name	Type	Date Created	Status	
Michael Grace	Nomination	May 16, 2007	In Progress	View Reference Status

Related Information
The following links will open a new browser window.


- ▶ [Alan T. Waterman Award Background](#)
- ▶ [Past Winners](#)

Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).



Prepare A New Nomination Prepare A New Reference

[Instructions For Nomination](#) [Award Selection Criteria](#) [View Saved Nomination](#) 

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

* First Name: * Last Name:

* Address:

* City: State: Zip:

International Postal Code:

* Country:

* Email:

* Phone Number: (no dashes or spaces)

* Organization:

* Major Discipline:

Secondary Discipline:

* Year of Birth (YYYY): * Place of Birth:

* Select One: ☒ U. S. Citizen ☐ Permanent Resident

Save and Continue

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

- Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

VIEW | Entire Nomination for Michael Grace

1. NOMINEE INFORMATION [Edit](#)

Contact Name: Michael Grace
Address: 4201 Wilson Blvd.
Arlington, VA 22230
United States
Email: test@nsf.gov
Phone: 7035551111
Major Discipline: Behavioral / Social Sciences
Secondary Discipline:
Organization: DIS
Year of Birth: 1970
Citizenship: U. S. Citizen
Place Of Birth: Vienna, VA

2. HISTORY & CITATIONS [Edit](#)

Education:

- Bachelor of Science, Materials, Jame Madison, 1995
Major Discipline: Engineering

Positions Held: None
Honors: None
Proposed Citation: None

3. NARRATIVE [Edit](#)

Narrative Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

[View PDF](#)

4. PUBLICATIONS & CONTRIBUTIONS [Edit](#)

Publications & Contributions Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

[View PDF](#)

5. REFERENCES [Edit](#)

Name: John Simmons
Organization: DIS
Email: jsimms@nsf.gov

Name: John Starr
Organization: DIS
Email: jstarr@nsf.gov

Name: John Sharpp
Organization: DIS
Email: jsharpp@nsf.gov

Name: John Simpkins
Organization: DIS
Email: jsimpkins@nsf.gov

SUBMIT NOMINATION

Submit

Figure 4 View Entire Nomination screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).

CONFIRM | Award Nomination Submission

* You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.

Confirm **Cancel**

VIEW | Entire Nomination for Michael Grace

1. NOMINEE INFORMATION

Name: Michael Grace
Address: 4201 Wilson Blvd.
 Arlington, VA 22206
 US

Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.

CONFIRMATION

Thank for your nomination submission.


[Back to Award Homepage](#)

Figure 6 Confirmation screen.

- Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the nomination listed with the status Submitted.

Alan T. Waterman Award | MAIN

[Prepare A New Nomination](#) [Prepare A New Reference](#)

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status	
Michael Grace	Nomination	May 16, 2007	Submitted	View Reference Status

Figure 7 Alan T. Waterman Award screen with the nomination now listed with the status of Submitted.

View an Entire Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

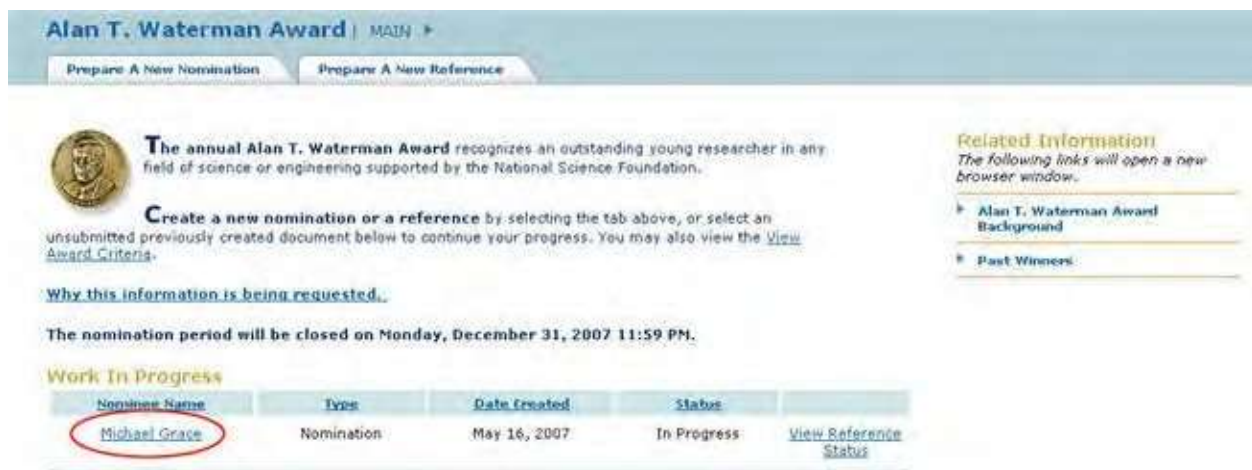


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference | **View Saved Nomination** | Instructions For Nomination | Award Selection Criteria | Progress: 1 2 3 4 5 6

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

* First Name: NIKUNJ * Last Name: PATEL

* Address: 2625 SW 75th st

* City: Gainesville State: Florida Zip: 32608

International Postal Code:

* Country: United States

* Email: npatel216@gmail.com

* Phone Number: 2166476910 (no dashes or spaces)

* Organization: NSF

* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

* Year of Birth (YYYY): 1986 * Place of Birth: INDIA

* Select One: ☒ U. S. Citizen ☐ Permanent Resident

Save and Continue

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

VIEW | Entire Nomination for Michael Grace

1 NOMINEE INFORMATION [Edit](#)

Contact Name: Michael Grace
Address: 4201 Wilson Blvd.
Arlington, VA 22230
United States
Email: test@nsf.gov
Phone: 7035551111
Major Discipline: Behavioral / Social Sciences
Secondary Discipline:
Organization: DIS
Year of Birth: 1970
Citizenship: U. S. Citizen
Place Of Birth: Vienna, VA

2 HISTORY & CITATIONS [Edit](#)

Education: • Bachelor of Science, Materials, Jame Madison, 1995
Major Discipline: Engineering

Positions Held: None
Honors: None
Proposed Citation: None

3 NARRATIVE [Edit](#)

Narrative Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

[View PDF](#)

4 PUBLICATIONS & CONTRIBUTIONS [Edit](#)

Publications & Contributions Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

[View PDF](#)

5 REFERENCES [Edit](#)

Name: John Simmons
Organization: DIS
Email: jsimms@nsf.gov

Name: John Starr
Organization: DIS
Email: jstarr@nsf.gov

Name: John Sharpp
Organization: DIS
Email: jsharp@nsf.gov

Name: John Simpkins
Organization: DIS
Email: jsimpkins@nsf.gov

6 SUBMIT NOMINATION

[Submit](#)

Figure 4 View Entire Nomination screen.
View a Nomination in PDF for the Alan T. Waterman Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



Figure 1 **View Entire Nomination screen. The View PDF link is circled.**

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).

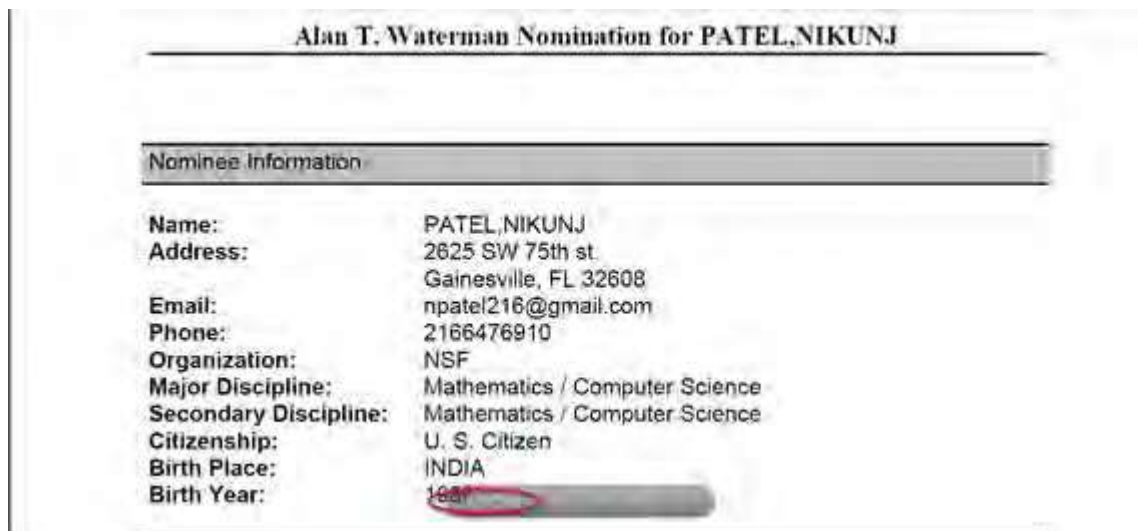


Figure 2 **Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

View the Status of a Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

- On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

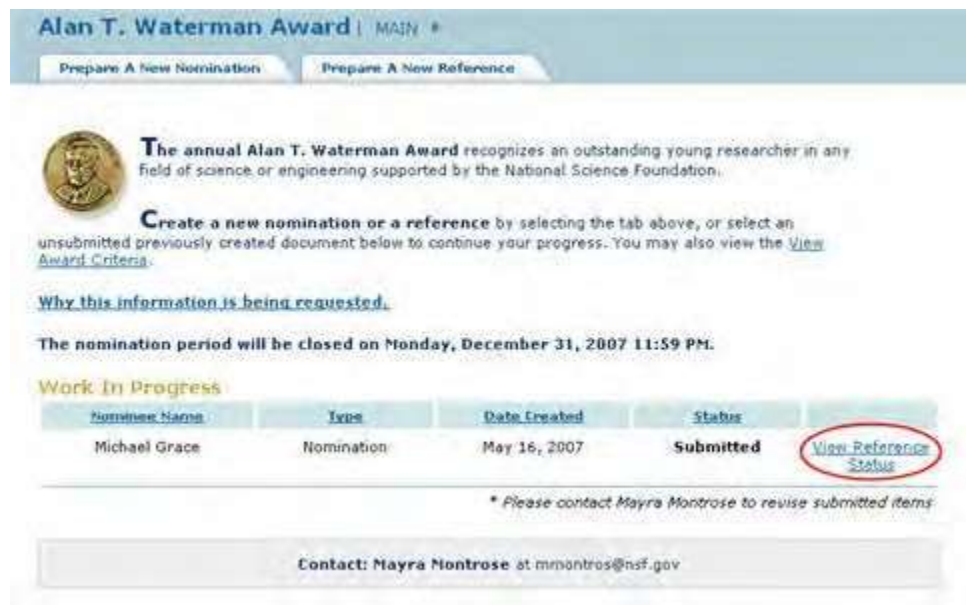


Figure 2 Alan T. Waterman Award screen. The View Reference Status link is circled.

- Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status listed as Received or Not yet Received.

[Back](#)

View Reference Status List

This table shows you the statuses of the references written by your nomination's suggested references. You may click on the column headings to sort the data.

Referrer Name	Status	Creation Date
Joey Joeson	Not yet received	
Thommy Thomas	Not yet received	
Susanna Sus	Not yet received	
Marsha Marsh	Not yet received	

Figure 2 View Reference Status List screen.

Reference for Waterman Award

Prepare a Reference for a Nominee for the Alan T. Waterman Award

In preparing and submitting a reference for a nominee for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF format](#)
- [Submit a saved reference](#)

Complete the Reference Form for the Alan T. Waterman Award

To prepare a reference for the Waterman Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).




Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

Alan T. Waterman Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

 The annual Alan T. Waterman Award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status
Nothing found to display			

* Please contact Mayra Montrose to revise submitted items

Figure 2 Alan T. Waterman Award screen. The Prepare a New Reference tab is circled.

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).

Prepare A New Nomination Prepare A New Reference

Instructions for Preparing a Reference

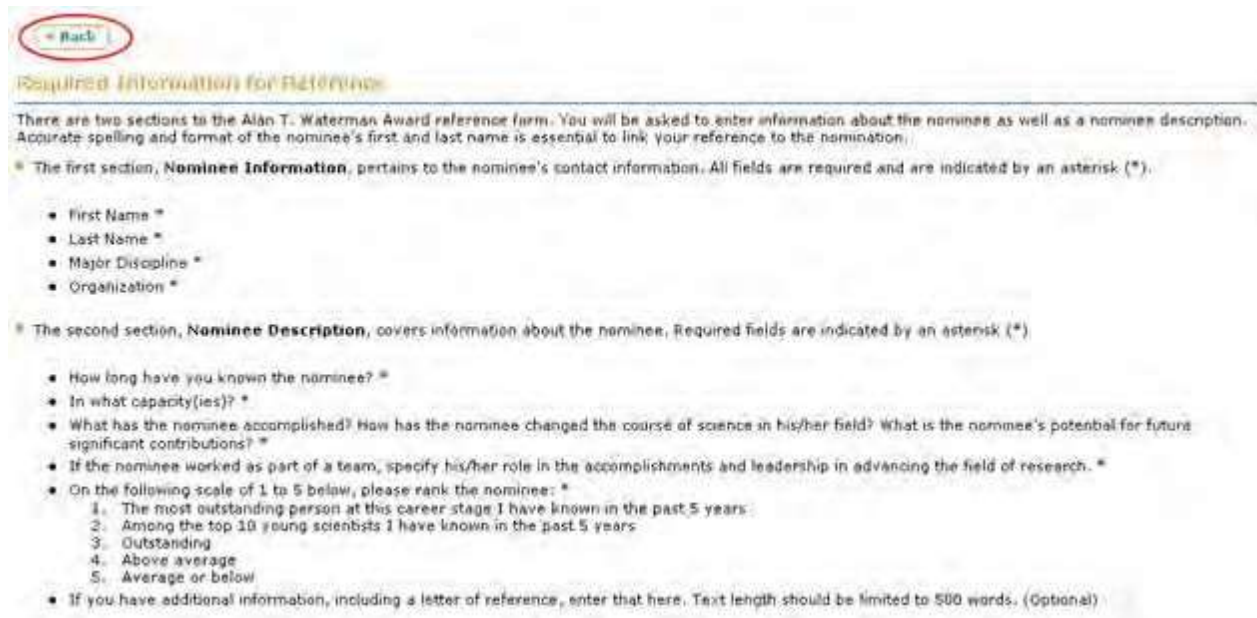
- * Preparing a reference for the Alan T. Waterman Award requires the completion of three steps. The graphic to the right will be used to guide you through each step of the process.
- * Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step. Fields marked with an asterisk (*) are mandatory ([View Required Information for the Reference](#)). Once a step is successfully completed, the step will be checked.
- * You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the reference can be accessed from the Alan T. Waterman Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your reference to the Program Manager, Myra Montrose for review.
- * You may copy and paste text from documents on your computer into any text fields you see on the online reference forms.
- * **Note:** A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: Mayra Montrose at mmontros@nsf.gov

[Back](#) [Begin the Reference](#)

Figure 3 Instructions for Preparing a Reference screen. The View Required Information for the Reference link is circled.

4. To see the form requirements, click **View Required Information for the Reference** (Figure 3). The **Required Information for the Reference** screen displays (Figure 4) with a listing of all the components of the reference.



[← Back](#)

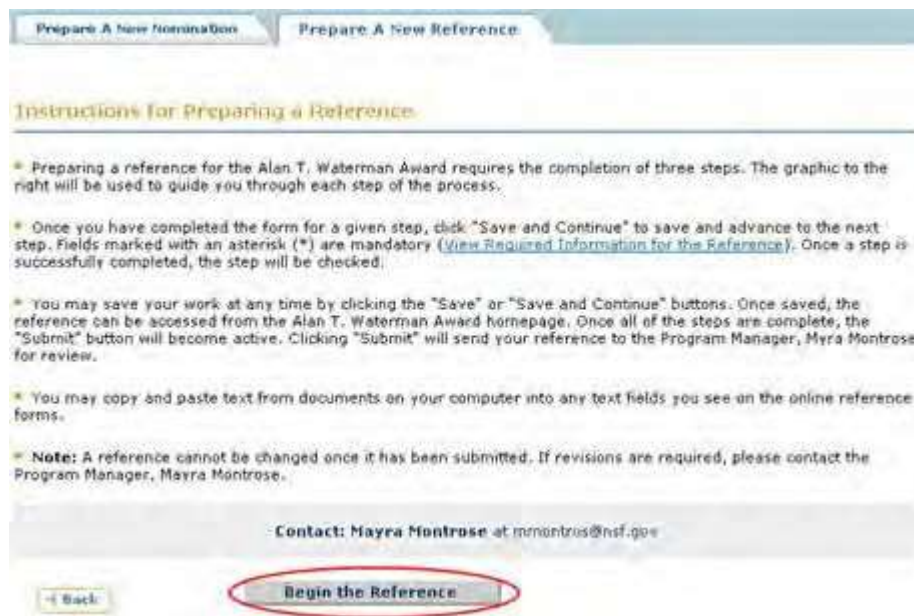
Required Information for Reference

There are two sections to the Alan T. Waterman Award reference form. You will be asked to enter information about the nominee as well as a nominee description. Accurate spelling and format of the nominee's first and last name is essential to link your reference to the nomination.

- The first section, **Nominee Information**, pertains to the nominee's contact information. All fields are required and are indicated by an asterisk (*).
 - First Name *
 - Last Name *
 - Major Discipline *
 - Organization *
- The second section, **Nominee Description**, covers information about the nominee. Required fields are indicated by an asterisk (*).
 - How long have you known the nominee? *
 - In what capacity(ies)? *
 - What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions? *
 - If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research. *
 - On the following scale of 1 to 5 below, please rank the nominee: *
 - The most outstanding person at this career stage I have known in the past 5 years
 - Among the top 10 young scientists I have known in the past 5 years
 - Outstanding
 - Above average
 - Average or below
 - If you have additional information, including a letter of reference, enter that here. Text length should be limited to 500 words. (Optional)

Figure 4 Required Information for Reference screen. The Back button is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).



Prepare A New Nomination | Prepare A New Reference

Instructions for Preparing a Reference

- Preparing a reference for the Alan T. Waterman Award requires the completion of three steps. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step. Fields marked with an asterisk (*) are mandatory ([View Required Information for the Reference](#)). Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the reference can be accessed from the Alan T. Waterman Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your reference to the Program Manager, Myra Montrose for review.
- You may copy and paste text from documents on your computer into any text fields you see on the online reference forms.
- Note:** A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Myra Montrose.

Contact: Myra Montrose at mmontros@nsf.gov

[← Back](#) | [Begin the Reference](#)

Figure 5 Instructions for Preparing a Reference screen. The Begin the Reference button is circled.

6. Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.

The screenshot shows a web interface for preparing a new reference. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs, there is a link for "Instructions for Preparing Reference". A message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main section is titled "1 NOMINEE INFORMATION" and includes a "Required Field" indicator. The form contains the following fields: "First Name" (Michael), "Last Name" (Grace), "Major Discipline" (Engineering), and "Organization" (NSF). At the bottom of this section are two buttons: "Save" and "Save and Continue". The "Save and Continue" button is circled in red. Below this section are two more sections: "2 NOMINEE DESCRIPTION" and "3 SUBMIT REFERENCE".

Figure 6 Reference Form screen with the Nominee Information section open. The **Save and Continue** button is circled.

7. Enter the required information in the appropriate boxes (Figure 6):
 - First name
 - Last name
 - Major discipline
 - Organization
8. Click the **Save and Continue** button (Figure 6). The **Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

NOMINEE DESCRIPTION

Required Field

How long have you known the nominee?
Type or cut and paste your answer here.

In what capacity(ies)?
Type or cut and paste your answer here.

What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?
Type or cut and paste your answer here.

If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.
Type or cut and paste your answer here.

On the following scale of 1 to 4 below, please rank the nominee:

☐ 1. The most outstanding person at this career stage I have known in the past 5 years

☐ 2. Among the top 10 young scientists I have known in the past 5 years

☐ 3. Outstanding

☐ 4. Above average

Save

(Important: Click on **Save** before uploading Additional Information)

Additional Information:
Please upload the Additional Information. Please limit to two pages.
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [JSE Help Desk](#) (a new browser window will open).

Additional Information Uploaded: No

Additional Information:

Continue

SUMMIT REFERENCE

Figure 7 Reference Form screen with the Nominee Description section open. The **Save** and **Continue** buttons are circled.

9. In the **How long have you know the nominee** box (Figure 7), type the number of years you have known the nominee.
10. In the **What Capacity** box (Figure 7), type a description of the capacity in which you have known the nominee.
11. In the **What has the nominee accomplished** box (Figure 7), type a description of the nominee's accomplishments and how they have changed the nominee's field of research.
12. In the **If the nominee worked as part of a team** box (Figure 7), type a description of the nominee's leadership role.
13. In the **Ratings** section (Figure 7), click a radio button to rate the nominee on the scale given.

14. In the **Additional Information** section (Figure 7), upload any additional information you would like to submit regarding the nominee, including a letter of reference. Please note: this section is optional and on should save before uploading any information.

You have now completed the Reference Form. You have these options:

- [Save the reference to edit it or submit it later](#)
- [Submit the reference](#)

Submit a Reference for the Alan T. Waterman Award

1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference** section open (see [Complete the Reference Form](#)).

The screenshot shows the 'Prepare A New Reference' tab selected. Below the tabs, there are links for 'Instructions for Preparing Reference' and 'View Saved Reference'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' There are three progress bars: '1. Fill in (last only) nominee's info', '2. Complete reference', and '3. SUBMIT REFERENCE'. The third bar is highlighted. Below it, a message says: 'You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click "Submit". If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.' A red circle highlights the 'Submit' button.

Figure 1 Reference Form screen. The Submit button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).

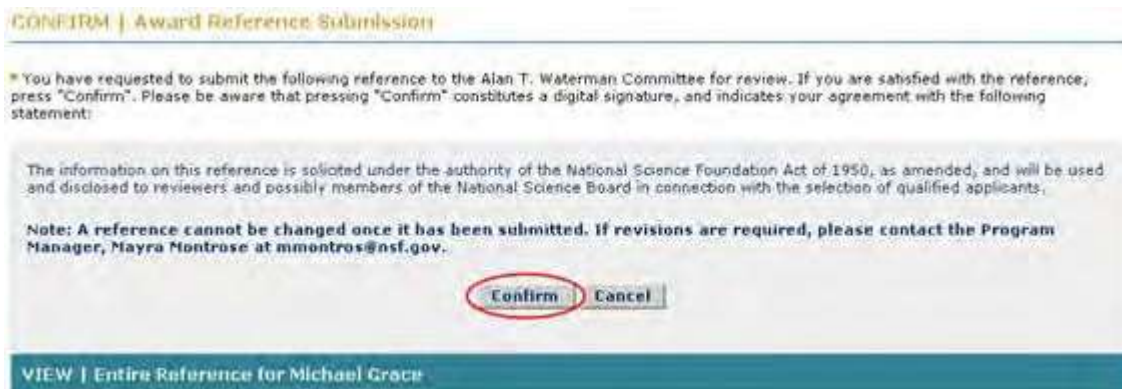
The screenshot shows the 'CONFIRM | Award Reference Submission' header. The main text reads: 'You have requested to submit the following reference to the Alan T. Waterman Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:'. Below this, a statement is provided: 'The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.' A note follows: 'Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.' At the bottom, there are 'Confirm' and 'Cancel' buttons. A red circle highlights the 'Confirm' button. A footer bar says 'VIEW | Entire Reference for Michael Grace'.

Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the reference listed with the status of Submitted.



Figure 4 Alan T. Waterman Award screen with the reference listed with the status of Submitted.
Save a Reference for the Alan T. Waterman Award

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see [Complete the Reference Form](#)).

NOMINEE DESCRIPTION

(Required Field)

How long have you known the nominee?

Type or cut and paste your answer here.

In what capacity(ies)?

Type or cut and paste your answer here.

What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?

Type or cut and paste your answer here.

If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.

Type or cut and paste your answer here.

On the following scale of 1 to 4 below, please rank the nominee:

☐ 1. The most outstanding person at this career stage I have known in the past 5 years

☒ 2. Among the top 10 young scientists I have known in the past 5 years

☐ 3. Outstanding

☐ 4. Above average

Save

(Important: Click on **Save** before uploading Additional Information)

Additional Information:
Please upload the Additional Information. Please limit to two pages.
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the "Upload" button below to upload your file. If you experience problems, please contact the [USF Help Desk](#) (a new browser window will open).

Additional information Uploaded: Yes
To delete the uploaded reference letter, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

Delete

To view this entry in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's "Print" function on this window.

Continue

OPTIONAL REFERENCE

Figure 1 Reference Form screen. The Save button is circled.

- On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **Alan T. Waterman Award** screen (Figure 2) with the status of In Progress.

Figure 2 Alan T. Waterman Award screen. The reference is now listed with the status of In Progress.

Edit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed with a status of **In Progress**.



Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Reference Form](#), Step 7 through Step 13, for detailed instructions on each section).

Prepare A New Nomination Prepare A New Reference

[Instructions for Preparing Reference](#) [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

* First Name: Michael * Last Name: Grace

* Major Discipline: Engineering

* Organization: NSF

Save Save and Continue

3 SUBMIT REFERENCE

Figure 3 Reference Form screen.
Submit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

Alan T. Waterman Award | MAIN

Prepare A New Nomination Prepare A New Reference

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status
Michael Grace	Reference	May 16, 2007	In Progress

Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

* First Name: Michael | * Last Name: Grace

* Major Discipline: Engineering

* Organization: NSF

SUBMIT REFERENCE

Figure 3 Reference Form screen. The View Saved Reference link is circled.

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).

Prepare A New Nomination | Prepare A New Reference

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Reference for Michael Grace

<p>1 NOMINEE INFORMATION Edit</p> <p>Name: Michael Grace Organization: NSF Major Discipline: Biological Sciences</p>	<p>REFERENCE INFORMATION</p> <p>Name: Lynne Madison Address: 1409 N. Front St. Harrisburg, PA 17101 Email: test@test.org Phone: 1231231234 Fax: Organization: NSF</p>
---	--

2 NOMINEE DESCRIPTION [Edit](#)

How long have you known the nominee?
 Type or cut and paste answer here.

In what capacity(ies)?
 Type or cut and paste answer here.

What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?
 Type or cut and paste your answer here.

If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.
 Type or cut and paste your answer here.

On the following scale of 1 to 5 below, please rank the nominee:
 2 - Among the top 10 young scientists I have known in the past 5 years.

Additional Information:
 Type or cut and paste your reference letter here.

3 NOMINEE REFERENCE [Edit](#)

Figure 4 View Entire Reference screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).



Figure 5 Confirm Award Reference Submission screen. The **Confirm** button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



Figure 6 Confirmation screen.

- Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the reference listed with the status of **Submitted**.



Figure 7 Alan T. Waterman Award screen with the Reference listed with the status of Submitted.
View the Entire Reference for the Alan T. Waterman Award

- Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

- On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

Alan T. Waterman Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

 The annual Alan T. Waterman Award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status
Michael Grace	Reference	May 16, 2007	In Progress

Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.

- Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination Prepare A New Reference

[Instructions for Preparing Reference](#) [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

First Name: Last Name:

Major Discipline:

Organization:

SUBMIT REFERENCE

Figure 3 Reference Form screen. The View Saved Reference link is circled.

- Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).

Prepare A New Nomination Prepare A New Reference

Back View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Reference for Michael Grace

<p>1) NOMINEE INFORMATION Edit</p> <p>Name: Michael Grace Organization: NSF Major Discipline: Engineering</p>	<p>REFERENCE INFORMATION</p> <p>Name: Marsha Marsh Address: 1970 Quincy Ave. Alexandria, VA 22210 Email: marsha@nsf.gov Phone: 5551231234 Fax: Organization: NSF</p>
---	---

2) NOMINEE DESCRIPTION [Edit](#)

How long have you known the nominee?
 Type the length of time you have known the nominee.

In what capacity(ies)?
 Type the capacity in which you know the nominee.

What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?
 State what the nominee has accomplished in his or her field and describe their potential for future contributions.

If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.
 Specify the nominee's role in the team and his/her accomplishments.

On the following scale of 1 to 5 below, please rank the nominee:
 1 - The most outstanding person at this career stage I have known in the past 5 years.

Additional information:
 Type text directly into this text box, or you may cut and paste text from another document.

3) SUBMIT REFERENCE [Edit](#)

Figure 4 View Entire Reference screen.
View the Reference in PDF for the Alan T. Waterman Award

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).

Prepare A New Nomination Prepare A New Reference

Back **View PDF** view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Reference for Michael Grace

1. NOMINEE INFORMATION [Edit](#)

Name: Michael Grace
Organization: NSF
Major Discipline: Engineering

REFERENCE INFORMATION

Name: Marsha Marsh
Address: 1970 Quincy Ave.
 Alexandria, VA 22210
Email: marsha@nsf.gov
Phone: 5551231234
Fax:
Organization: NSF

2. NOMINEE DESCRIPTION [Edit](#)

How long have you known the nominee?
 Type the length of time you have known the nominee.

In what capacity(ies)?
 Type the capacity in which you know the nominee.

What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?
 State what the nominee has accomplished in his or her field and describe their potential for future contributions.

If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.
 Specify the nominee's role in the team and his/her accomplishments.

On the following scale of 1 to 5 below, please rank the nominee:
 1 – The most outstanding person at this career stage I have known in the past 5 years.

Additional information
 Type text directly into this text box, or you may cut and paste text from another document.

3. SUBMIT REFERENCE [Edit](#)

Submit

Figure 1 View Entire Reference screen. The View PDF link is circled.

- On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).

Alan T. Waterman Nomination for PATEL, NIKUNJ

Nominee Information

Name: PATEL, NIKUNJ
Address: 2625 SW 75th st
 Gainesville, FL 32608
Email: npatel216@gmail.com
Phone: 2166476910
Organization: NSF
Major Discipline: Mathematics / Computer Science
Secondary Discipline: Mathematics / Computer Science
Citizenship: U. S. Citizen
Birth Place: INDIA
Birth Year: 1950

Figure 2 Reference in PDF format in a new window. The Save and Print icons are circled.

- Click the **Save** icon (Figure 2) to save the reference to your computer.

4. Click the **Print** icon (Figure 2) to print the reference.

National Medal of Science

National Medal of Science Introduction

The National Medal of Science is awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

You have the following options in preparing a National Medal of Science:

- [View the award considerations](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a letter of support for a nominee for the National Medal of Science, see [Prepare a National Medal of Science Letter of Support](#).

National Medal of Science Introduction

The National Medal of Science is awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

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- [Prepare a nomination for the award](#)

If you have been designated to write a letter of support for a nominee for the National Medal of Science, see [Prepare a National Medal of Science Letter of Support](#).

View Award Considerations for National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

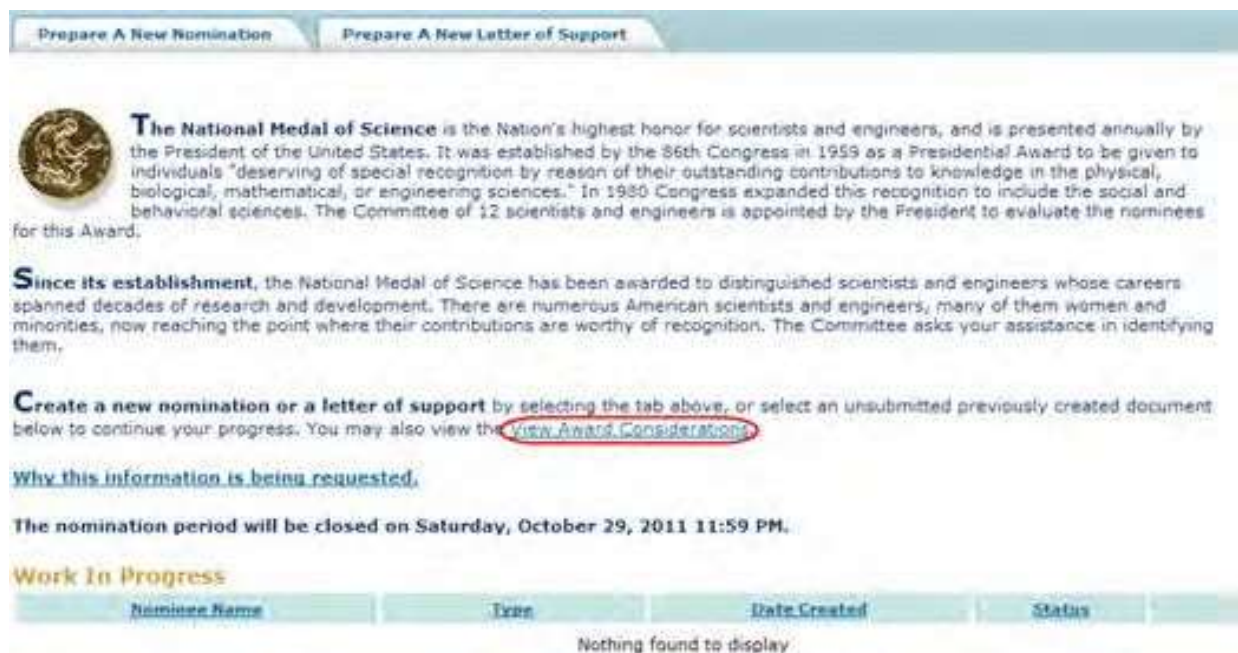


Figure 2 National Medal of Science screen. The View Award Considerations link is circled.

3. Click **View Award Considerations** (Figure 2). The **Award Selection Considerations** screen displays (Figure 3) with the formal award considerations for the award.

Award Selection Considerations

The Committee has established the following considerations for selection of candidates:

- The impact of an individual's body of work on the current state of his or her field of science or engineering;
- Whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- Whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- The recognition of the nominee by peers within his or her community, and whether s/he is recognized for substantial impact in fields in addition to his/her discipline;
- If the nominee has made contributions to innovation and industry; and
- Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- Whether the nominee's contributions have created significant positive impact for the Nation.

Nomination and Letters of Support Requirements

- A complete nomination consists of a nomination form and three to five letters of support. Nominations with fewer than three letters of support will not be forwarded to the committee to review, and no more than five letters of support will be accepted.
- Nominations and letters are to be submitted electronically via the FastLane website.
- Under exceptional circumstances, letters may also be sent separately via regular mail or e-mail as an attachment.

For further information concerning the Award program or nomination process, contact:

Office of Integrative Activities
National Science Foundation
2415 Eisenhower Avenue
Alexandria, Virginia 22314, USA
Email: oiia@nsf.gov
Phone: 703-292-8640
Fax: 703-292-9046

All nominations must be in conformance with the eligibility requirements stated above. All nominations, re-nominations, and references must be submitted no later than 11:59 PM Saturday, October 7, 2017.

[Back](#) [Begin Nomination](#)

Disclosure Statement: The information requested on this nomination is solicited under the authority of the NSF Act of 1950, as amended, and will be used and disclosed only to reviewers in connection with the selection of qualified applicants.

Figure 3 Award Selection Considerations screen.

Find Background Information on the National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



Figure 2 National Medal of Science screen. The Medal of Science Background link is circled.

3. Click **National Medal of Science Award Background** (Figure 2). The **National Medal of Science** screen displays (Figure 3) in a new window with the background information on the award.

Figure 3 President's National Medal of Science screen.

Past Winners of the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



Figure 2 National Medal of Science screen. The Past Winners link is circled.

- Click **Past Winners** (Figure 2). The **President's National Medal of Science Recipient** screen displays (Figure 3) in a new window.

Figure 3 President's National Medal of Science Recipients screen. The Search button is circled.

- To search for a recipient, enter information for any or all of the search criteria:

- Keyword
- Last Name
- First Name
- Gender
- Deceased
- Affiliation
- Affiliation's State/Territory:
- Award Year
- Award Discipline
- Medal of Technology Recipient
- Nobel Prize Discipline

5. Click the **Search** button (Figure 3). The **President National Medal of Science Recipients** screen displays (Figure 4) with the results of your search.

The President's National Medal of Science Recipients

Click on a column title to sort the results by that field. Click on a name to see more details. Institutions listed are those with which the recipients were affiliated at the time of the Award.

Search Results = 3 Recipients

<u>Name</u>	<u>Affiliation</u>	<u>Discipline</u>	<u>Award Year</u>	<u>Nobel Laureate</u>
<u>Alvarez, Luis W.</u>	University of California at Berkeley	Physical Sciences	1963	Physics
<u>McMillan, Edwin M.</u>	University of California at Berkeley	Physical Sciences	1990	Chemistry
<u>Townes, Charles H.</u>	University of California at Berkeley	Physical Sciences	1982	Physics

Figure 4 President's National Medal of Science Recipients screen with the results of a search.

Nomination for Medal of Science

Prepare a National Medal of Science Nomination

In preparing and submitting a nomination for the National Medal of Science, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a letter of support](#)

Prepare a National Medal of Science Nomination

In preparing and submitting a nomination for the National Medal of Science, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a letter of support](#)

Complete the Nomination Form for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).




Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

The screenshot shows the 'National Medal of Science' web application. At the top, there is a header with the title 'National Medal of Science' and a 'MAIN' link. Below the header, there are two tabs: 'Prepare A New Nomination' (which is circled in red) and 'Prepare A New Letter of Support'. The main content area features a circular medal icon on the left and a paragraph of text on the right explaining the award. Below this, there is a section titled 'Since its establishment...' followed by another paragraph. A bolded instruction 'Create a new nomination or a letter of support' is followed by a paragraph explaining the process. A link 'View Award Considerations' is provided. Below that, a link 'Why this information is being requested,' is shown. A bolded statement indicates the nomination period will close on Saturday, October 29, 2011 11:59 PM. A section titled 'Work In Progress' contains a table with columns 'Nominee Name', 'Type', 'Date Created', and 'Status'. The table is currently empty, with the text 'Nothing found to display' centered below it. At the bottom right, a note states '* Please contact Mayra Montrose to revise submitted items.'

National Medal of Science | MAIN

[Prepare A New Nomination](#) | [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers; and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested,](#)

The nomination period will be closed on Saturday, October 29, 2011 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status
--------------	------	--------------	--------

Nothing found to display

* Please contact Mayra Montrose to revise submitted items.

Figure 2 National Medal of Science screen. The Prepare a New Nomination tab is circled.

- Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing a nomination.

Instructions for Preparing a Nomination

Background and Eligibility

National Medals of Science are awarded by the President of the United States to individuals deserving of special recognition by reason of their outstanding cumulative contributions to knowledge in the physical, biological, mathematical, engineering, or behavioral or social sciences, in service to the Nation.

Many more nominations are received than awards may be given. Ideal nominations make a strong case for scientific or engineering achievement as well as broader impacts in promoting the progress of science; advancing the national health, prosperity, and welfare; securing the national defense; and other purposes.*

Please note the following eligibility guidelines:

- Self-nominations are not eligible, nor are nominations from immediate family members. Teams are not eligible for consideration.
- Deceased nominees are eligible for the award until the fifth anniversary of the day of death.
- Nobel Prize winners are eligible for awards and are evaluated according to the same considerations as those applied to nominees who have not received a Nobel Prize.
- Nominations will be carried over for a period of three years, including the year of nomination. After that time, it is possible to re-nominate the candidate for later consideration, if he or she is still eligible.

The President's Committee on the National Medal of Science is comprised of experts from a variety of disciplines. **Please ensure that the nomination clearly conveys cumulative scientific achievement and broader impacts to a Committee with a wide spectrum of expertise.**

Creating and Submitting a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the "view award considerations" button at the bottom of this page. You may also find it useful to review the nomination information requirement. [\(View Nomination Form Description\)](#)

There are six steps in the nomination process for the National Medal of Science. Each step consists of a form you must complete. Note that fields marked with an asterisk (*) are mandatory. Once you have completed the form for a step, click "Save and Continue" to advance to the next step. The graphic to the right will be used to guide you through the process. Once a step is successfully completed, the step will be checked.

You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the National Medal of Science FastLane homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the National Medal of Science Committee Manager for review of completeness.

You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. **To convert a document into ASCII text, you may specify the "text only" option when saving your document.**

Note: If you are submitting a nomination on behalf of an organization such as a professional society, please contact Mayra Montrose for specific instructions.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose. Contact: Mayra Montrose at mmontros@nsf.gov

Letters of Support

As a nominator, you are responsible for ensuring that letter writers submit their information in a timely fashion. Please inform letter writers of the exact spelling of the nominee's name and the designated discipline. This will allow the system to automatically link the letters to the nomination.

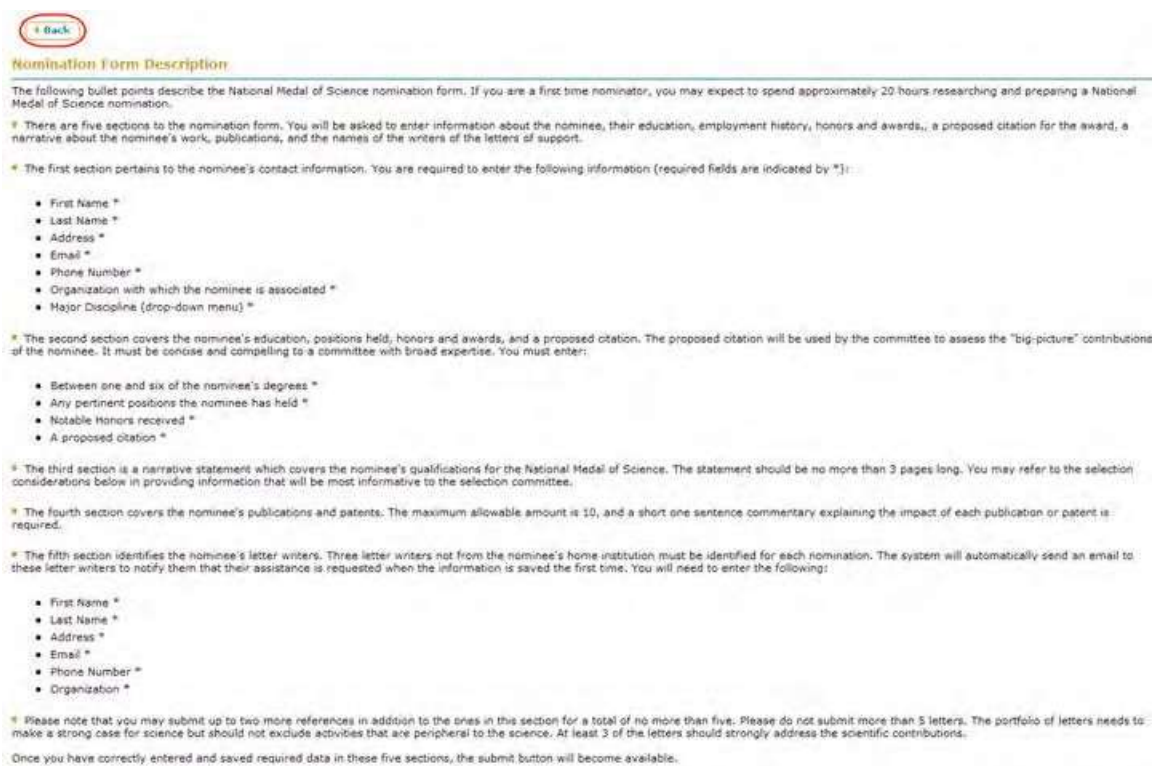
* To promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes (NSF Act of 1950)

[Back](#)

[View Award Considerations](#)

Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



Back

Nomination Form Description

The following bullet points describe the National Medal of Science nomination form. If you are a first time nominator, you may expect to spend approximately 20 hours researching and preparing a National Medal of Science nomination.

- There are five sections to the nomination form. You will be asked to enter information about the nominee, their education, employment history, honors and awards, a proposed citation for the award, a narrative about the nominee's work, publications, and the names of the writers of the letters of support.
- The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by *):
 - First Name *
 - Last Name *
 - Address *
 - Email *
 - Phone Number *
 - Organization with which the nominee is associated *
 - Major Discipline (drop-down menu) *
- The second section covers the nominee's education, positions held, honors and awards, and a proposed citation. The proposed citation will be used by the committee to assess the "big-picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. You must enter:
 - Between one and six of the nominee's degrees *
 - Any pertinent positions the nominee has held *
 - Notable Honors received *
 - A proposed citation *
- The third section is a narrative statement which covers the nominee's qualifications for the National Medal of Science. The statement should be no more than 3 pages long. You may refer to the selection considerations below in providing information that will be most informative to the selection committee.
- The fourth section covers the nominee's publications and patents. The maximum allowable amount is 10, and a short one sentence commentary explaining the impact of each publication or patent is required.
- The fifth section identifies the nominee's letter writers. Three letter writers not from the nominee's home institution must be identified for each nomination. The system will automatically send an email to these letter writers to notify them that their assistance is requested when the information is saved the first time. You will need to enter the following:
 - First Name *
 - Last Name *
 - Address *
 - Email *
 - Phone Number *
 - Organization *

* Please note that you may submit up to two more references in addition to the ones in this section for a total of no more than five. Please do not submit more than 5 letters. The portfolio of letters needs to make a strong case for science but should not exclude activities that are peripheral to the science. At least 3 of the letters should strongly address the scientific contributions.

Once you have correctly entered and saved required data in these five sections, the submit button will become available.

Figure 4 Nomination Form Description screen. The Back button is circled.

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

Instructions for Preparing a Nomination

Background and Eligibility

National Medals of Science are awarded by the President of the United States to individuals deserving of special recognition by reason of their outstanding cumulative contributions to knowledge in the physical, biological, mathematical, engineering, or behavioral or social sciences, in service to the Nation.

Many more nominations are received than awards may be given. Ideal nominations make a strong case for scientific or engineering achievement as well as broader impacts in promoting the progress of science; advancing the national health, prosperity, and welfare; securing the national defense; and other purposes.*

Please note the following eligibility guidelines:

- Self-nominations are not eligible, nor are nominations from immediate family members. Teams are not eligible for consideration.
- Deceased nominees are eligible for the award until the fifth anniversary of the day of death.
- Nobel Prize winners are eligible for awards and are evaluated according to the same considerations as those applied to nominees who have not received a Noble Prize.
- Nominations will be carried over for a period of three years, including the year of nomination. After that time, it is possible to re-nominate the candidate for later consideration, if he or she is still eligible.

The President's Committee on the National Medal of Science is comprised of experts from a variety of disciplines. **Please ensure that the nomination clearly conveys cumulative scientific achievement and broader impacts to a Committee with a wide spectrum of expertise.**

Creating and Submitting a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award considerations' button at the bottom of this page. You may also find it useful to review the nomination information requirements ([View Nomination Form Description](#)).

There are six steps in the nomination process for the National Medal of Science. Each step consists of a form you must complete. Note that fields marked with an asterisk (*) are mandatory. Once you have completed the form for a step, click "Save and Continue" to advance to the next step. The graphic to the right will be used to guide you through the process. Once a step is successfully completed, the step will be checked.

You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the National Medal of Science FastLane homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the National Medal of Science Committee Manager for review of completeness.

You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. **To convert a document into ASCII text, you may specify the "text only" option when saving your document.**

Note: If you are submitting a nomination on behalf of an organization such as a professional society, please contact Mayra Montrose for specific instructions.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose. Contact: Mayra Montrose at mmontros@nsf.gov

Letters of Support

As a nominator, you are responsible for ensuring that letter writers submit their information in a timely fashion. Please inform letter writers of the exact spelling of the nominee's name and the designated discipline. This will allow the system to automatically link the letters to the nomination.

* To promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes (NSF Act of 1950)

[Back](#)

[View Award Considerations](#)

Figure 5 Instructions for Preparing a Nomination screen. The View Award Considerations button is circled.

6. Click the **View Award Considerations** button. The **Award Selection Considerations** screen displays (Figure 6).

Award Selection Considerations

The Committee has established the following considerations for selection of candidates:

- The impact of an individual's body of work on the current state of his or her field of science or engineering;
- Whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- Whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- The recognition of the nominee by peers within his or her community, and whether s/he is recognized for substantial impact in fields in addition to his/her discipline;
- If the nominee has made contributions to innovation and industry; and
- Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- Whether the nominee's contributions have created significant positive impact for the Nation.

Nomination and Letters of Support Requirements

- A complete nomination consists of a nomination form and three to five letters of support. Nominations with fewer than three letters of support will not be forwarded to the committee to review, and no more than five letters of support will be accepted.
- Nominations and letters are to be submitted electronically via the FastLane website.
- Under exceptional circumstances, letters may also be sent separately via regular mail or e-mail as an attachment.

For further information concerning the Award program or nomination process, contact:

Mayra N. Montrose
Office of Integrative Activities
National Science Foundation
4201 Wilson Boulevard, Rm. 1270
Arlington, VA 22230
Email: montrosen@nsf.gov
Phone: 703-292-9040
Fax: 703-292-9040

All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Friday, October 28, 2011.

[Back](#)

[Begin Nomination](#)

Figure 6 Award Selection Considerations screen. The Begin Nomination button is circled.

- Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

✓ 1 2 3 4 5 6
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

First Name: Last Name:

Address:

City: State: Zip:

International Postal Code:

Country:

Email:

Phone Number: (no dashes or spaces)

Organization:

Major Discipline:

Secondary Discipline:

Year of Birth (YYYY): Place of Birth:

Select One: ☒ U. S. Citizen ☐ Permanent Resident

[Save and Continue](#)

Figure 7 Nomination Information section of the Nomination Form screen. The Save and Continue button is circled.

- In the **Nomination Information** section (Figure 7), enter requested information about the nominee in the appropriate boxes.

9. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **Education, Positions Held, Honors and Awards** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

EDUCATION, POSITIONS HELD, HONORS AND AWARDS

* Required Field

You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.

*** Education:**
You are required to enter one degree before saving your work. You may enter up to six degrees.

* Degree Type: Bachelor of Science	* Institution: Boston University
* Major Discipline: Biological Sciences	* Year: 1980
* Specific Discipline: Neuro Science	

* Degree Type: Master of Science	* Institution: Harvard University
* Major Discipline: Biological Sciences	* Year: 1986
* Specific Discipline: Neuro Science	

* Degree Type: Doctor of Science	* Institution: Princeton University
* Major Discipline: Biological Sciences	* Year: 1995
* Specific Discipline: Neurology	

[Add More Degree Fields](#)

*** Positions Held (Title, Organization, Years of Service):**
Type any positions held by the nominee in this box

*** Honors (Notable Awards, Fellowships, Prizes - Do not include graduate student service awards):**
Type any honors held by the nominee in this box

*** Proposed Citation:**
Please enter a 30-40 word proposed description of the nominee's contribution. Please be aware that the proposed citation will be used by the committee to assess the "big picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. For examples, please visit www.ssf.jhu.edu/oc/nms/recipnoms.cfm.

Type a few sentences to describe the nominee's contribution

1. NOMINATION FORM

2. EDUCATION, POSITIONS HELD, HONORS AND AWARDS

3. CITATION

4. SUBMIT NOMINATION

Figure 8 Education, Positions Held, Honors and Awards section of the Nomination Form screen. The Save and Continue button are circled.

10. In the **Education** section (Figure 8), enter the degrees that the nominee has. For each degree, enter the following:
- Degree type
 - Major Discipline
 - Specific Discipline
 - Institution
 - Year
11. If you need to type more than three degrees, click **Add More Degree Fields**. More fields display.
12. In the **Positions Held** box (Figure 8), type each professional position that the nominee has held. For each position, type the following:
- Position title
 - Organization
 - Years of service
13. In the **Honors** box (Figure 8), type any honors the nominee has received.

14. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
15. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 9) with the **Narrative** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NARRATIVE

* Required Field

Narrative
Please upload the narrative statement of the nominee for this award. Please limit to three pages. An ideal narrative makes a strong case for scientific or engineering achievement and exemplary service and broader impact.
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Narrative Uploaded: No

Narrative:

2 EDUCATION, POSITIONS HELD, HONORS AND AWARDS

3 LETTER WRITERS

4 SUBMIT NOMINATION

Figure 9 Narrative section of the Nomination Form screen. The **Save and Continue** button is circled.

16. In the **Narrative** section (Figure 9), browse to and upload the nominee's qualifications for the award.
17. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Patents** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

4 PUBLICATIONS AND PATENTS

* Required Field

Publications and Patents
Please upload the publications and any patents of the nominee. Please limit to 10 publications or patents and provide a short one sentence commentary explaining the impact of each publication.
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Publications and Patents Uploaded: No

Publications and Patents:

5 LETTER WRITERS

6 SUBMIT NOMINATION

Figure 10 Publications and Patents section of the of the Nomination Form screen. The **Save and Continue** button is circled.

18. In the **Publications and Patents** section (Figure 10), browse to and upload the publication citations.

19. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 11) with the **Letter Writers** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1. **PERSONAL INFORMATION**

2. **LETTER WRITERS**

3. **NARRATIVE**

4. **LETTER WRITERS**

Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please name three letter writers familiar with technical aspects and broader impact of the nominee's contributions. Letter writers may not be from the nominee's home organization.

As the nominator, you are responsible for ensuring that letters are received. **Nominations with fewer than three letters will not be reviewed** by the committee. You may contact two additional letter writers for a maximum of five letters.

Guidance for letter writers: letters should address the following:

- a. The impact of an individual's body of work on the current state of his or her field of science or engineering;
- b. Whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- c. Whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- d. The recognition of the nominee by peers within his or her community, and whether s/he is recognized for substantial impact in fields in addition to his/her discipline;
- e. If the nominee has made contributions to innovation and industry; and
- f. Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- g. Whether the nominee's contributions have created significant positive impact for the nation

Letter writer 1: Remove Reference 1 (Robert Jones)

*First Name: Robert *Last Name: Jones

Address: 1133 Whitewater Way

City: Arlington State: Virginia Zip: 22206

International Postal Code:

Country: United States

Email: rj@test.org

*Phone Number: 1111111111 (no dashes or spaces)

*Organization: USDA

Letter writer 2: Remove Reference 2 (William Bill)

*First Name: William *Last Name: Bill

Address: 123 Tuckerman Lane

City: Bethesda State: Maryland Zip: 22013

International Postal Code:

Country: United States

Email: wb@test.org

*Phone Number: 1111111111 (no dashes or spaces)

*Organization: NSF

Letter writer 3: Remove Reference 3 (Marsha Marsh)

*First Name: Marsha *Last Name: Marsh

Address: 1800 Quince Ave.

City: Alexandria State: Virginia Zip: 22201

International Postal Code:

Country: United States

Email: mm@test.org

*Phone Number: 1111111111 (no dashes or spaces)

*Organization: NSF

Save Save and Continue

5. **SUBMIT NOMINATION**

Figure 11 Letter Writers section of the Nomination Form screen. The Save and Continue button are circled.

20. In the **Letter Writers** section (Figure 11), list at least three letter writers who are not from the nominee's organization and who are familiar with the technical aspects and broader impact of the nominee's contributions. For each letter writer, enter the requested information in the appropriate boxes.

You have now completed the Nomination Form. You have these options:

- [Save the nomination to edit it or submit it later](#)
- [Submit the nomination](#)

Submit a Nomination for the National Medal of Science

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

The screenshot shows the 'Nomination Form' screen with the 'SUBMIT NOMINATION' section active. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Letter of Support'. Below the tabs, there are links for 'Instructions For Nomination', 'Award Selection Considerations', and 'View Saved Nomination'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' Below this, there are several sections with checkboxes: 'Do you have a letter from the nominee?', 'Do you have a letter from the nominee's organization?', 'Do you have a letter from the nominee's organization?', 'Do you have a letter from the nominee's organization?', 'Do you have a letter from the nominee's organization?', and 'Do you have a letter from the nominee's organization?'. The 'SUBMIT NOMINATION' section is highlighted. At the bottom, there is a 'Submit' button circled in red. A note at the bottom states: 'You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.'

Figure 1 Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).



CONFIRM | Award Nomination Submission

* You have requested to submit the following nomination to the Medal of Science Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.

Confirm **Cancel**

VIEW | Entire Nomination for Jennifer Smith

1 | NOMINEE INFORMATION

Name: Jennifer Smith
Address: 1409 N. Front St.
 Arlington, VA 22013
 US

Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



CONFIRMATION


Thank for your nomination submission.

[Back to Award Homepage](#)

Figure 3 Confirmation screen.

4. Click **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the nomination listed with the status of Submitted.

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on Friday, October 28, 2011 11:59 PM.

Work In Progress:

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Oct 6, 2011	Submitted	View Letter of Support Status

Figure 4 National Medal of Science screen with the nomination listed with the status of Submitted.
Edit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.


- Alon T. Waterman Award**
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

National Medal of Science | MAIN

[Prepare A New Nomination](#) | [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Sep 14, 2011	In Progress	View Letter of Support Status

Figure 2 National Medal of Science screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 22, for detailed instructions for each section).

[Prepare A New Nomination](#) | [Prepare A New Reference](#)

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

✓ 2 3 4 5 6
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

* First Name: NIKUNJ * Last Name: PATEL

* Address: 2625 SW 75th st

* City: Gainesville State: Florida Zip: 32608

International Postal Code:

* Country: United States

* Email: npatel216@gmail.com

* Phone Number: 2166476910 (no dashes or spaces)

* Organization: NSF

* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

* Year of Birth (YYYY): 1986 * Place of Birth: INDIA

* Select One: ☒ U. S. Citizen ☐ Permanent Resident

Save and Continue

Figure 3 Nomination Form screen with the Nominee Information section open.

Save a Nomination for the National Medal of Science

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

Prepare A New Nomination | Prepare A New Letter of Support

Instructions For Nomination | Award Selection Considerations | View Saved Nomination

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

EDUCATION, POSITIONS HELD, HONORS AND AWARDS

You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.

Education:
You are required to enter one degree before saving your work. You may enter up to six degrees.

Degree Type	Major Discipline	Specific Discipline	Institution	Year
Bachelor of Science	Biological Sciences	Neuro Science	Boston University	1980
Master of Science	Biological Sciences	Neuro Science	Harvard University	1986
Doctor of Science	Biological Sciences	Neurology	Princeton University	1993

[Add More Degrees Fields](#)

Positions Held (Title, Organization, Years of Service):
Type any positions held by the nominee in this box

Honors (Notable Awards, Fellowships, Prizes - Do not include graduate student service awards):
Type any honors held by the nominee in this box

Proposed Citation:
Please enter a 30-40 word proposed description of the nominee's contribution. Please be aware that the proposed citation will be used by the committee to assess the "big-picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. For examples, please visit www.nsf.gov/od/nms/basics.cfm.
Type a few sentences to describe the nominee's contribution

Save | **Save and Continue**

1. PREPARE A NEW NOMINATION

2. PREPARE A NEW LETTER OF SUPPORT

3. REVIEW AND EDIT

4. SUBMIT NOMINATION

Figure 1 Nomination Form screen open to the Education, Positions Held, Honors and Awards section. The Save button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2). The

Nomination is now listed on the **National Medal of Science** screen (Figure 3) with the status of In Progress.

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions For Nomination](#) | [Award Selection Considerations](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

EDUCATION, POSITIONS HELD, HONORS AND AWARDS

* Required Field

You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.

Education:
You are required to enter one degree before saving your work. You may enter up to six degrees.

Degree Type: Bachelor of Science	Major Discipline: Biological Sciences	Specific Discipline: Neuro Science	Institution: Boston University	Year: 1980
Degree Type: Master of Science	Major Discipline: Biological Sciences	Specific Discipline: Neuro Science	Institution: Harvard University	Year: 1986
Degree Type: Doctor of Science	Major Discipline: Biological Sciences	Specific Discipline: Neurology	Institution: Princeton University	Year: 1995

Figure 2 Nomination Form screen after the Nomination has been saved.

Prepare A New Nomination | Prepare A New Letter of Support

The National Medal of Science is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on Saturday, October 29, 2011 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Sep 14, 2011	In Progress	View Letter of Support Status

Figure 3 National Medal of Science screen with the saved Nomination (circled) listed with the status of In Progress

Submit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

- On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

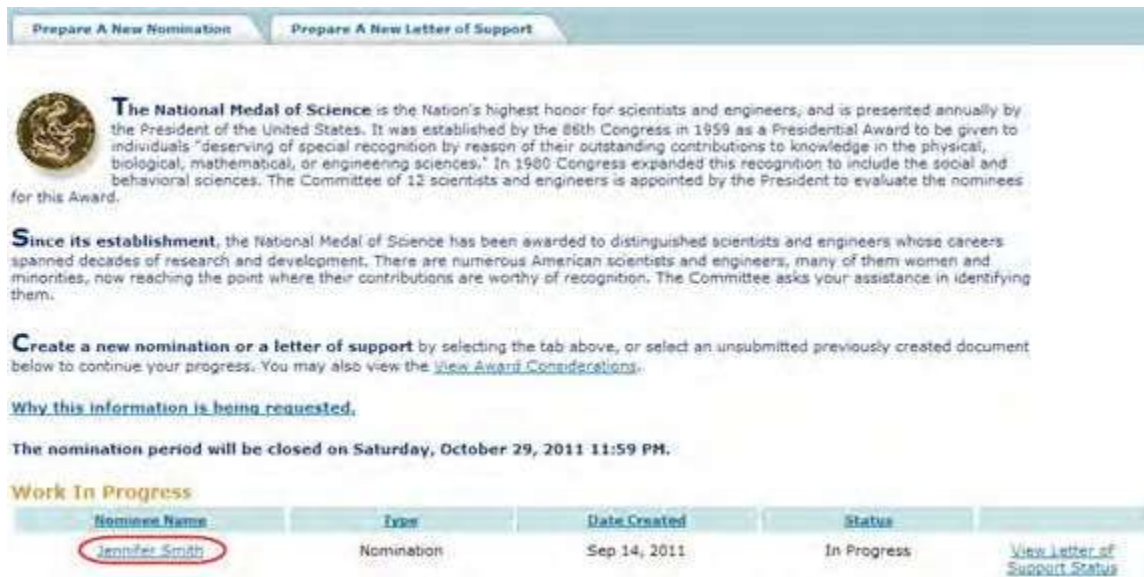


Figure 2 National Medal of Science screen. The link to the saved nomination is circled.


- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

The screenshot shows the 'Nomination Form' screen in the FastLane system. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Letter of Support'. Below the tabs, there are three links: 'Instructions For Nomination', 'Award Selection Considerations', and 'View Saved Nomination'. The 'View Saved Nomination' link is circled in red. Below the links, there is a message: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' Below this message, there are six horizontal bars, each with a checkmark icon and a label: '1. Nomination Information', '2. Nomination Information (Continued)', '3. Nomination Information', '4. Nomination Information', '5. Nomination Information', and '6. SUBMIT NOMINATION'. Below the bars, there is a 'Required Field' label. Below the label, there is a text box with the following text: 'You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.' Below the text box, there is a 'Submit' button.

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

Prepare A New Nomination Prepare A New Reference

4 Back  View PDF

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

✓ ✓ ✓ ✓ ✓ ✓ 6
PROGRESS

VIEW | Entire Nomination for PATEL, NIKUNJ

1 NOMINEE INFORMATION [Edit](#)

Contact Name: PATEL, NIKUNJ
Address: 2625 SW 75th st
 Gainesville, FL 32608
 United States
Email: npatel216@gmail.com
Phone: 2166476910
Major Discipline: Mathematics / Computer Science
Secondary Discipline: Mathematics / Computer Science
Organization: NSF
Year of Birth: 1986
Citizenship: U. S. Citizen
Place Of Birth: INDIA

2 HISTORY & CITATIONS [Edit](#)


Education: • Bachelor of Engineering, Computer Engineering, MSU, 2006
 Major Discipline: Mathematics / Computer Science

Positions Held: Business Analyst, NSF
Honors: CSM
Proposed Citation: TEST

3 NARRATIVE [Edit](#)

Narrative Uploaded: Yes


To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

 View PDF

4 PUBLICATIONS & CONTRIBUTIONS [Edit](#)

Publications & Contributions Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

 View PDF

5 REFERENCES [Edit](#)

Name: Nikunj Patel
Organization: NSF
Email: nikpatel@nsf.gov
Name: Nikunj Patel
Organization: BC
Email: npatel@bluecanopy.com
Name: test data
Organization: validation
Email: test123@test.com
Name: Nikunj Patel
Organization: NSF
Email: npatel216@gmail.com

6 SUBMIT NOMINATION

Submit

Figure 4 View Entire Nomination screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).



CONFIRM | Award Nomination Submission

* You have requested to submit the following nomination to the Medal of Science Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmantros@nsf.gov.

Confirm **Cancel**

VIEW | Entire Nomination for Jennifer Smith

1 | NOMINEE INFORMATION

Name: Jennifer Smith
Address: 1409 N. Front St.
 Arlington, VA 22013
 US

Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



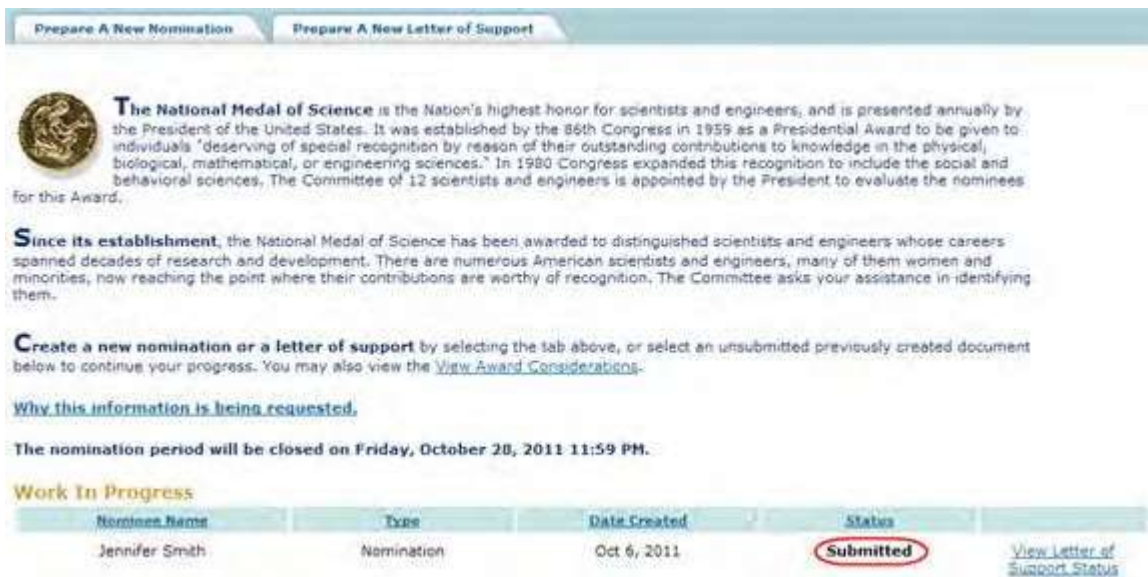
CONFIRMATION

Thank for your nomination submission.


[Back to Award Homepage](#)

Figure 6 Confirmation screen.

7. Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the nomination listed with the status of Submitted.



[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on **Friday, October 28, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Oct 6, 2011	Submitted	View Letter of Support Status

Figure 7 National Medal of Science screen with the nomination now listed with the status of **Submitted**.

View an Entire Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.

- Alan T. Waterman Award**
 This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**
 Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**
 This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**
 This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 1 Honorary Awards screen. The **National Medal of Science** link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

The National Medal of Science is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Sep 14, 2011	In Progress	View Letter of Support Status

Figure 2 National Medal of Science screen. The link to the saved Nomination is circled.

- Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

[Instructions For Nomination](#) [Award Selection Considerations](#) [View Saved Nomination](#) ✓ ✓

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- 1. Introduction and Acknowledgment
- 2. Nominee Information
- 3. Nomination Form
- 4. Review and Submit
- 5. Confirmation
- 6. **SUBMIT NOMINATION**

* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

- Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

Prepare A New Nomination Prepare A New Reference

Back View PDF To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

PROGRESS 6

VIEW | Entire Nomination for PATEL, NIKUNJ

1 NOMINEE INFORMATION [Edit](#)

Contact Name: PATEL, NIKUNJ
Address: 2625 SW 75th st
 Gainesville, FL 32608
 United States
Email: npatel216@gmail.com
Phone: 2166476910
Major Discipline: Mathematics / Computer Science
Secondary Discipline: Mathematics / Computer Science
Organization: NSF
Year of Birth: 1986
Citizenship: U. S. Citizen
Place Of Birth: INDIA

2 HISTORY & CITATIONS [Edit](#)

Education: • Bachelor of Engineering, Computer Engineering, MSU, 2006
 Major Discipline: Mathematics / Computer Science

Positions Held: Business Analyst, NSF
Honors: CSM
Proposed Citation: TEST

3 NARRATIVE [Edit](#)

Narrative Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

4 PUBLICATIONS & CONTRIBUTIONS [Edit](#)

Publications & Contributions Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

5 REFERENCES [Edit](#)

Name: Nikunj Patel
Organization: NSF
Email: nikpatel@nsf.gov

Name: Nikunj Patel
Organization: BC
Email: npatel@bluecanopy.com

Name: test data
Organization: validation
Email: test123@test.com

Name: Nikunj Patel
Organization: NSF
Email: npatel216@gmail.com

6 SUBMIT NOMINATION

Submit

Figure 4 View Entire Nomination screen.

View a Nomination in PDF for the National Medal of Science

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



Figure 1 View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The Nomination displays in PDF format in a new window (Figure 2).

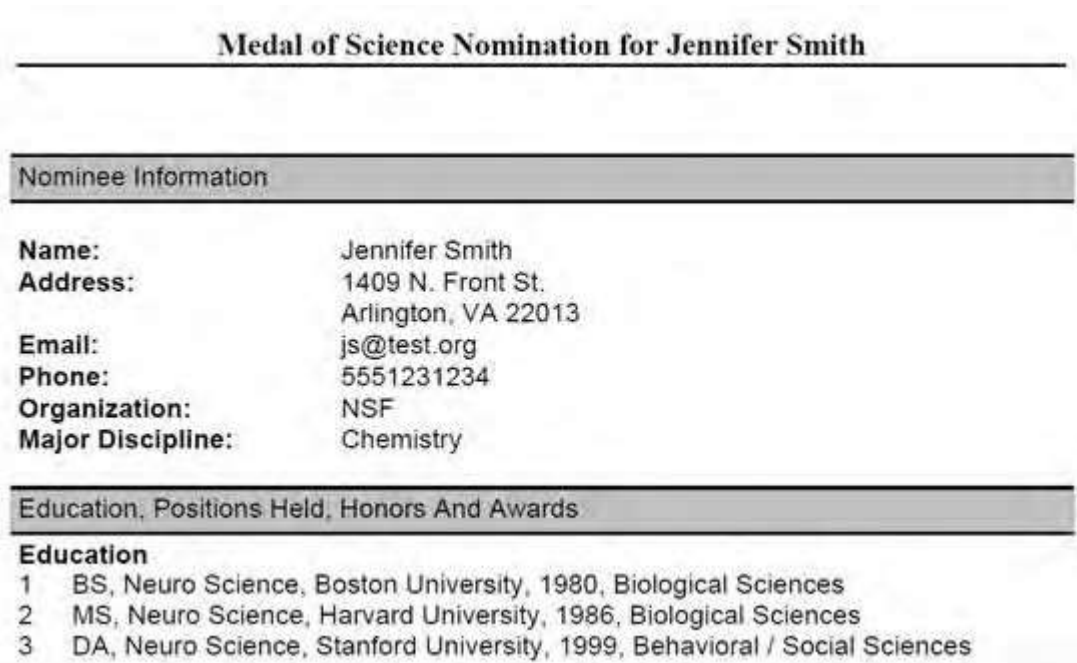


Figure 2 Nomination in PDF format in a new window.

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

View the Status of a Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

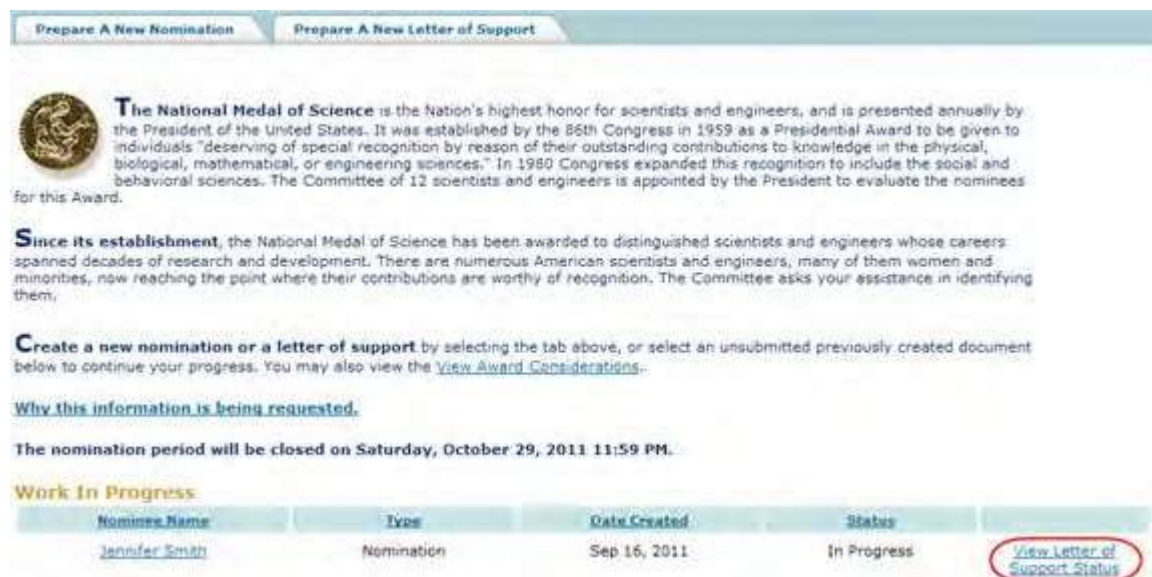


Figure 2 National Medal of Science screen. The View Letter of Support Status link is circled.

3. Click **View Letter of Support Status** (Figure 2). The **View Letter of Support Status** List screen displays (Figure 3) with the letters of support listed with their status as Received or Not yet Received.

Referrer Name	Status	Creation Date
Robert Jones	Not yet received	
William Bill	Not yet received	
Marsha Marsh	Not yet received	

Figure 3 View Letter of Support Status List screen.

Letter of Support for National Medal of Science

Prepare a Letter of Support for a Nominee for the National Medal of Science

In preparing and submitting a Letter of Support for a nominee for the National Medal of Science, you can conduct the following activities:

- [Complete the Letter of Support Form](#)
- [Submit a Letter of Support](#)
- [Save a Letter of Support](#)
- [Edit a saved Letter of Support](#)
- [View the entire Letter of Support](#)
- [View the Letter of Support in PDF](#)
- [Submit a saved Letter of Support](#)

Prepare a Letter of Support for a Nominee for the National Medal of Science

In preparing and submitting a Letter of Support for a nominee for the National Medal of Science, you can conduct the following activities:

- [Complete the Letter of Support Form](#)
- [Submit a Letter of Support](#)
- [Save a Letter of Support](#)
- [Edit a saved Letter of Support](#)
- [View the entire Letter of Support](#)
- [View the Letter of Support in PDF](#)
- [Submit a saved Letter of Support](#)

Complete the Letter of Support for the National Medal of Science

To prepare a Letter of Support for the National Medal of Science, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays.

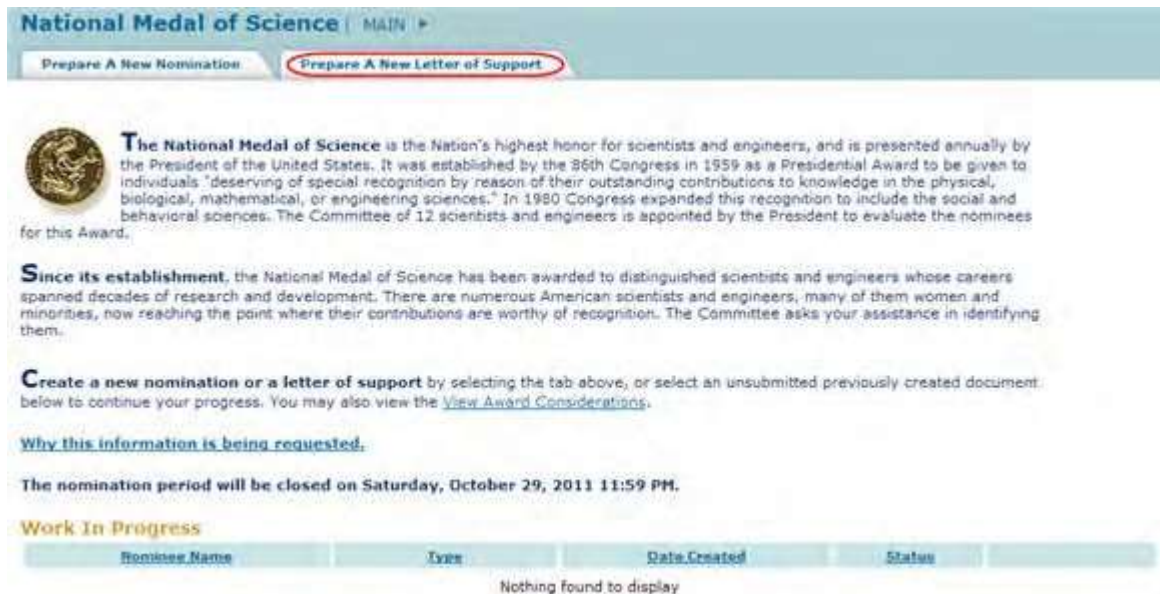


Figure 2 National Medal of Science screen. The Prepare a New Letter of Support tab is circled.

3. Click the **Prepare a New Letter of Support** tab (Figure 2). The **Instructions for Preparing a Letter of Support** screen displays (Figure 3).

Prepare A New Nomination Prepare A New Letter of Support

Instructions for Preparing Letters of Support

- Preparing a letter of support for the Medal of Science requires the completion of three steps. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step. Fields marked with an asterisk (*) are mandatory. [\(View Required Information for the Letter of Support\)](#). Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the letter of support can be accessed from the Medal of Science homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your letter of support to the Program Manager, Mayra Montrose, for review.
- You may copy and paste text from documents on your computer into any text fields you see on the online letter of support forms.
- Note:** A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: Mayra Montrose at mmontros@hsf.gov

[Back](#) [Begin the Letter of Support](#)

Figure 3 Instructions for Preparing a Letter of Support screen. The View Required Information for the Letter of Support link is circled.

- To see the form requirements, click **View Required Information for the Letter of Support** (Figure 3). The **Required Information for Letter of Support** screen displays (Figure 4) with a listing of all the components of the Letter of Support.

[Back](#)

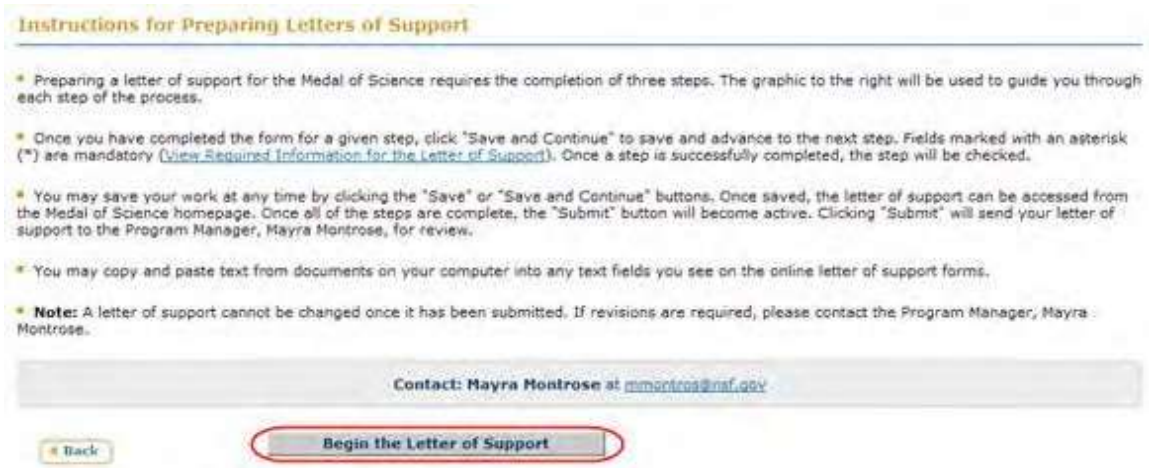
Required Information for Letters of Support

There are two sections to the National Medal of Science letters of support form. You will be asked to enter information about the nominee as well as upload your letter of support. Accurate spelling and format of the nominee's first and last name is essential to link your reference to the nomination.

- The first section, **Nominee Information**, pertains to the nominee's contact information. All fields are required and are indicated by an asterisk (*):
 - First Name *
 - Last Name *
 - Major Discipline (drop down menu) *
 - Organization *
- The second section, **Letter of Support**, is self explanatory and is required as indicated by the asterisk (*).

Figure 4 Required Information for Letter of Support screen. The Back button is circled.

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Letter of Support** screen displays (Figure 5).



Instructions for Preparing Letters of Support

- Preparing a letter of support for the Medal of Science requires the completion of three steps. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step. Fields marked with an asterisk (*) are mandatory ([View Required Information for the Letter of Support](#)). Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the letter of support can be accessed from the Medal of Science homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your letter of support to the Program Manager, Mayra Montrose, for review.
- You may copy and paste text from documents on your computer into any text fields you see on the online letter of support forms.
- Note:** A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: Mayra Montrose at mmontros@naf.gov

[Back](#) [Begin the Letter of Support](#)

Figure 5 Instructions for Preparing a Letter of Support screen. The **Begin the Letter of Support** link is circled.

- Click the **Begin the Letter of Support** button (Figure 5). The **Letter of Support Form** screen displays (Figure 6) with the **Nominee Information** section open.



Prepare A New Nomination | Prepare A New Letter of Support

[Instructions for Preparing Letters of Support](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

* Required Field

* First Name: Jennifer * Last Name: Smith

* Major Discipline: Biological Sciences

* Organization: Neuro Science

[Save](#) [Save and Continue](#)

2 LETTER OF SUPPORT

3 SUBMIT LETTER OF SUPPORT

Figure 6 Letter of Support Form screen with the **Nominee Information** section open. The **Save and Continue** button is circled.

- Enter the required information in the appropriate boxes (Figure 6).
- Click the **Save and Continue** button (Figure 6). The **Letter of Support Form** screen displays (Figure 7) with the **Letter of Support** section open.

2 LETTER OF SUPPORT

Required Field

Letter of Support

Please upload the letter of support. Please limit your letter to two pages.

Letters should address the following:

- a. the impact of an individual's body of work on the current state of his or her field of science or engineering;
- b. whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- c. whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- d. the recognition of the nominee by peers within his or her community, and whether she/he is recognized for substantial impact in fields in addition to his/her discipline;
- e. if the nominee has made contributions to innovation and industry; and
- f. whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- g. whether the nominee's contributions have created significant positive impact for the Nation

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Letter of Support Uploaded: No

Letter of Support:

3 SUBMIT LETTER OF SUPPORT

Figure 7 Letter of Support screen with the Letter of Support section open. The **Save and Continue** button is circled.

9. Browse to and Upload a Letter of Support (Figure 7).

You have now completed the Letter of Support form. You have these options:

- [Save the Letter of Support to edit it or submit it later](#)
- [Submit the Letter of Support](#)

Submit a Letter of Support for the National Medal of Science

1. Access the **Letter of Support Form** screen (Figure 1) with the **Submit Letter of Support** section open (see [Complete the Letter of Support Form](#)).

Figure 1

2. On the **Confirm Award**

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions for Preparing Letters of Support](#) | [View Saved Letter](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1. NOMINEE INFORMATION

2. LETTER OF SUPPORT INFORMATION

3. SUBMIT LETTER OF SUPPORT

You have completed all of the steps necessary to submit this letter of support. If you are ready to submit, you may click "Submit". If you would like to continue editing the letter of support, you may navigate to any of the steps by clicking on the banner links.

Submit

Confirm Cancel

[VIEW | Entire Letter of Support for Jennifer Smith](#)

1. NOMINEE INFORMATION

Name: Jennifer Smith
Organization: Neuro Science
Major Discipline: Biological Sciences

LETTER OF SUPPORT INFORMATION

Name: Jane Doe
Address: 123 Main Street
Arlington, VA 22206
Email: jd@test.org
Phone: 7035551212
Fax:
Organization: NSF

Figure 2 Confirm Award Letter of Support Submission screen. The **Confirm** button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).

CONFIRMATION

Thank for your letter of support submission.

[Back to Award Homepage](#)

Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the Letter of Support listed with the status of **Submitted**.

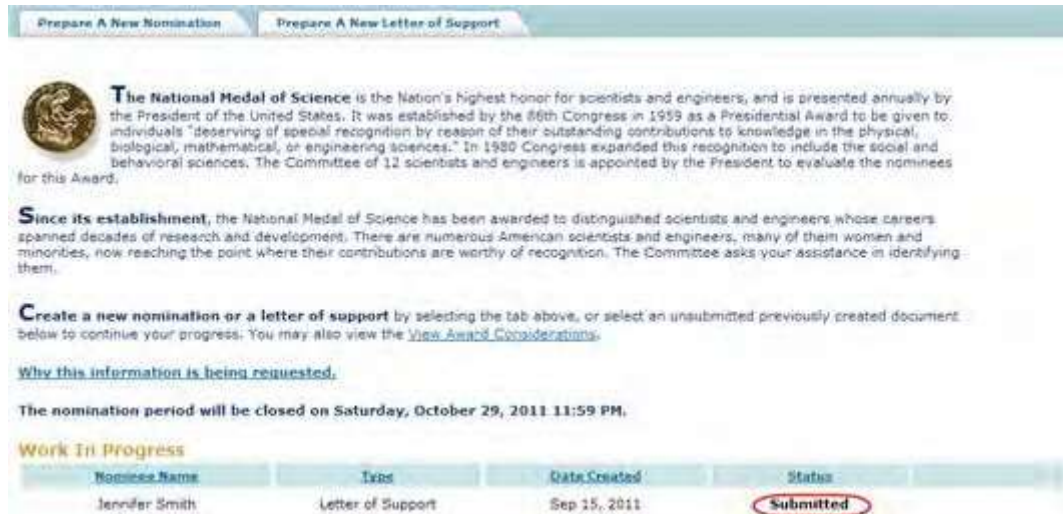


Figure 4 National Medal of Science screen with the Letter of Support listed with the status of Submitted.

Edit a Saved Letter of Support for the National Medal of Science


1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the letter of support listed in the **Work in Progress** section.

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 85th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

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Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status	
<u>Jennifer Smith</u>	Nomination	Sep 16, 2011	In Progress	View Letter of Support Status

Figure 2 National Medal of Science screen. The Nominee Name for the Letter of Support is circled.

- Click the name of the Nominee associated with the Letter of Support (Figure 2). The **Letter of Support** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Letter of Support Form](#), for instructions on completing the form).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

* Required Field

First Name: Last Name:

Major Discipline: ☒

Organization:

2 LETTER OF SUPPORT

3 SUBMIT LETTER OF SUPPORT

Figure 3 Nominee Form screen.
Save a Letter of Support for the National Medal of Science

After you have completed at least the first section of a Letter of Support, you can save it for future work.

- Access the **Letter of Support Form** screen (Figure 1) and complete at least the first section of the letter of support (see [Complete the Letter of Support Form](#)).

2 LETTER OF SUPPORT

Required Field

Letter of Support

Please upload the letter of support. Please limit your letter to two pages.

Letters should address the following:

- a. the impact of an individual's body of work on the current state of his or her field of science or engineering;
- b. whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- c. whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- d. the recognition of the nominee by peers within his or her community, and whether she/he is recognized for substantial impact in fields in addition to his/her discipline;
- e. if the nominee has made contributions to innovation and industry; and
- f. whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- g. whether the nominee's contributions have created significant positive impact for the Nation.

Supported word-processors can be found in [Supported file formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

Letter of Support Uploaded: No

Letter of Support:

3 SUBMIT LETTER OF SUPPORT

Figure 1 Letter of Support Form screen. The Save button is circled.

2. On the **Letter of Support Form** screen (Figure 1), click the **Save** button. The letter of support is now listed on the **National Medal of Science** screen (Figure 2) with the status of **In Progress**.

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

The National Medal of Science is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

The nomination period will be closed on Saturday, October 29, 2011 11:59 PM.

Work In Progress

Nominee Name	Type	Date Created	Status
Jennifer Smith	Letter of Support	Sep 15, 2011	In Progress

Figure 2 National Medal of Science screen. The letter of support is now listed with the status of In Progress.

Submit a Saved Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

- On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the Letter of Support listed in the **Work in Progress** section.

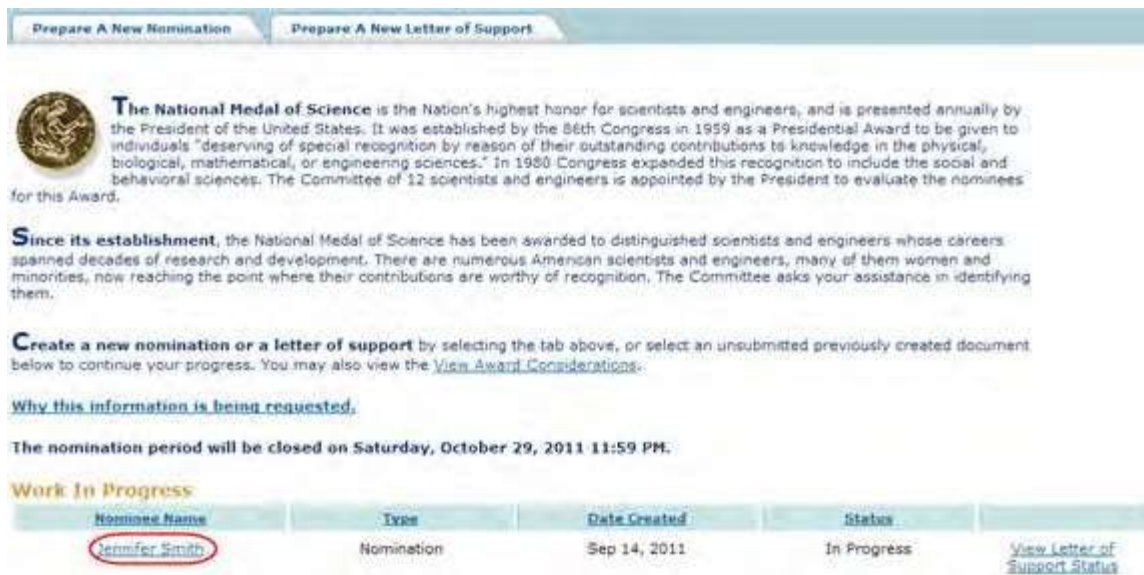


Figure 2 National Medal of Science button. The Letter of Support title link is circled.

- Click the title of the Letter of Support (Figure 2). The **Letter of Support Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions for Preparing Letters of Support](#) | [View Saved Letter](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1. NOMINEE INFORMATION [Edit](#)

2. LETTER OF SUPPORT [Edit](#)

3. SUBMIT LETTER OF SUPPORT

You have completed all of the steps necessary to submit this letter of support. If you are ready to submit, you may click "Submit". If you would like to continue editing the letter of support, you may navigate to any of the steps by clicking on the banner links.

[Submit](#)

Figure 3 Letter of Support Form screen. The View Saved Letter of Support link is circled.

- Click **View Saved Letter of Support** (Figure 3). The **View Entire Letter of Support** screen displays (Figure 4).

Prepare A New Nomination | Prepare A New Letter of Support

[Back](#) [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Letter of Support for Jennifer Smith

<p>1 NOMINEE INFORMATION Edit</p> <p>Name: Jennifer Smith Organization: Neuro Science Major Discipline: Behavioral / Social Sciences</p>	<p>LETTER OF SUPPORT INFORMATION</p> <p>Name: Jane Doe Address: 123 Main Street Arlington, VA 22206 Email: jd@test.org Phone: 7035551212 Fax: Organization: NSF</p>
--	--

2 LETTER OF SUPPORT [Edit](#)

Letter of Support Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

[View PDF](#)

3 SUBMIT LETTER OF SUPPORT [Edit](#)

[Submit](#)

Figure 4 View Entire Letter of Support Screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Award Letter of Support Submission** screen displays (Figure 5).

CONFIRM | Award Letter of Support Submission

* You have requested to submit the following letter of support to the Medal of Science Committee for review. If you are satisfied with the letter of support, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

Disclosure Statement: The information requested on this letter of support is isolated under the NSF Act of 1950, as amended, and will be used and disclosed only to reviewers in connection with the selection of qualified applicants.

Note: A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at: mmontros@nsf.gov.

Confirm **Cancel**

VIEW | Entire Letter of Support for Jennifer Smith

1. NOMINEE INFORMATION	LETTER OF SUPPORT INFORMATION
Name: Jennifer Smith	Name: Jane Doe
Organization: Neuro Science	Address: 123 Main Street Arlington, VA 22206
Major Discipline: Biological Sciences	Email: js@test.org
	Phone: 7035551212
	Fax:
	Organization: NSF

2. LETTER OF SUPPORT

Letter of Support Uploaded: Yes

To view this information in PDF format, click "View PDF". A new browser window will open.
To print the PDF, use your browser's print function in the new window.

View PDF

Figure 5 Confirm Award Letter of Support Submission screen. The **Confirm** button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).

CONFIRMATION


Thank for your letter of support submission.

[Back to Award Homepage](#)

Figure 6 Confirmation screen.

- Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the Letter of Support listed with the status of Submitted.

Prepare A New Nomination **Prepare A New Letter of Support**

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status
Jennifer Smith	Letter of Support	Sep 15, 2011	Submitted

Figure 7 National Medal of Science screen with the Letter of Support listed with the status of Submitted. View the Entire Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

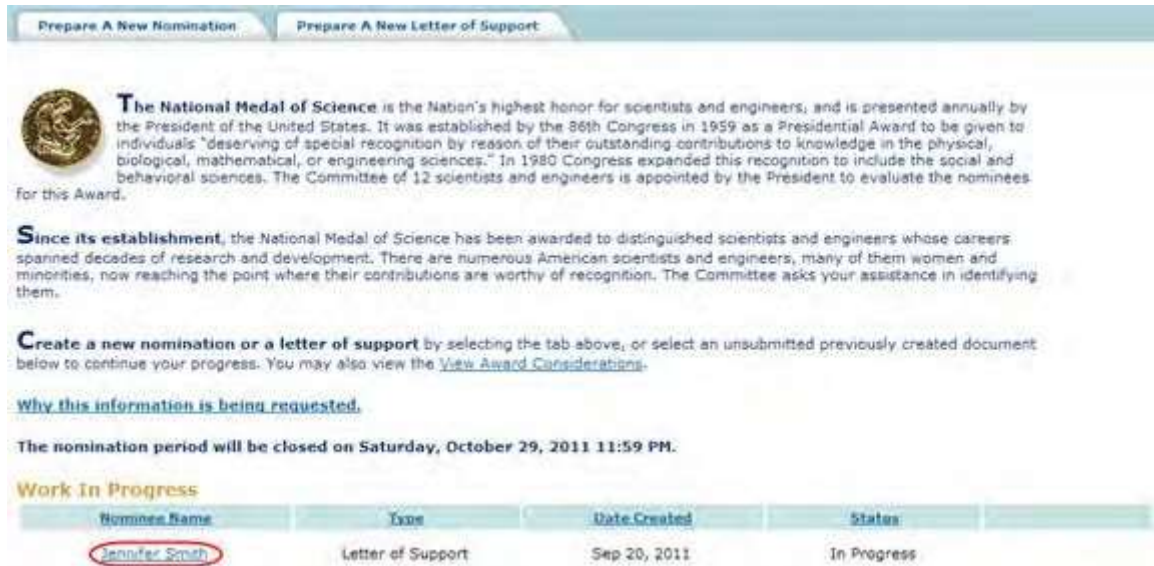
Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.


- Alan T. Waterman Award**
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

Since its establishment, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

Create a new nomination or a letter of support by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

Work In Progress

Nominee Name	Type	Date Created	Status
Jennifer Smith	Letter of Support	Sep 20, 2011	In Progress

Figure 2 National Medal of Science screen. The Letter of Support title link is circled.

- Click the title of the Letter of Support (Figure 2). The **Letter of Support Form** screen displays (Figure 3).



[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)

[Instructions for Preparing Letters of Support](#) [View Saved Letter](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1.  [Prepare Letter of Support](#)

2.  [Review Letter of Support](#)

3.  **SUBMIT LETTER OF SUPPORT**

You have completed all of the steps necessary to submit this letter of support. If you are ready to submit, you may click "Submit". If you would like to continue editing the letter of support, you may navigate to any of the steps by clicking on the banner links.

[Submit](#)

Figure 3 Letter of Support Form screen. The View Saved Letter of Support link is circled.

- Click **View Saved Letter of Support** (Figure 3). The **View Entire Letter of Support** screen displays with the text you have entered (Figure 4).

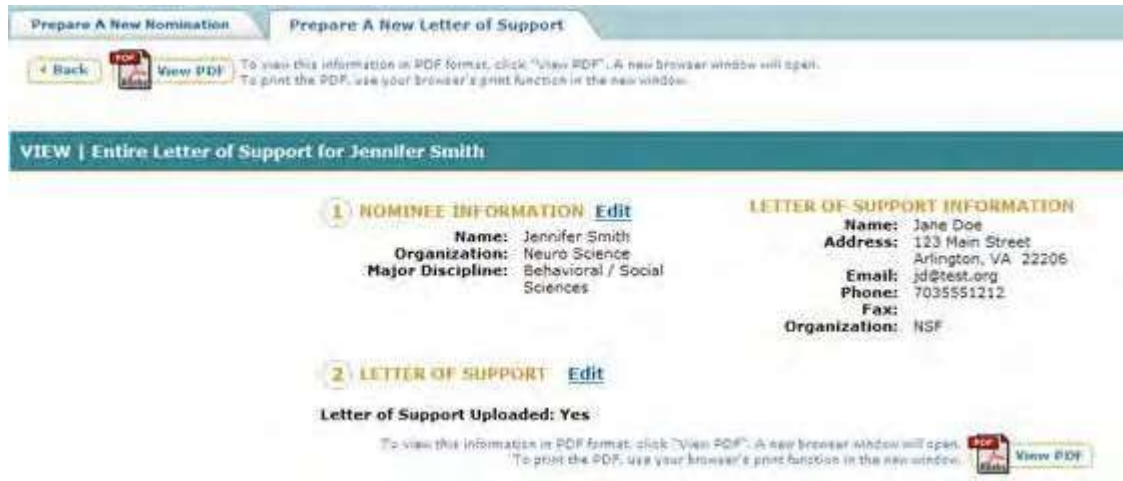


Figure 4 View Entire Letter of Support screen.
View the Letter of Support in PDF for the National Medal of Science

1. Access the **View Entire Letter of Support** screen (Figure 1) (see [View Entire Letter of Support](#)).



Figure 1 Letter of Support screen. The View PDF link is circled.

2. On the **View Entire Letter of Support** screen (Figure 1), click **View PDF**. The Letter of Support displays in PDF format in a new window (Figure 2).

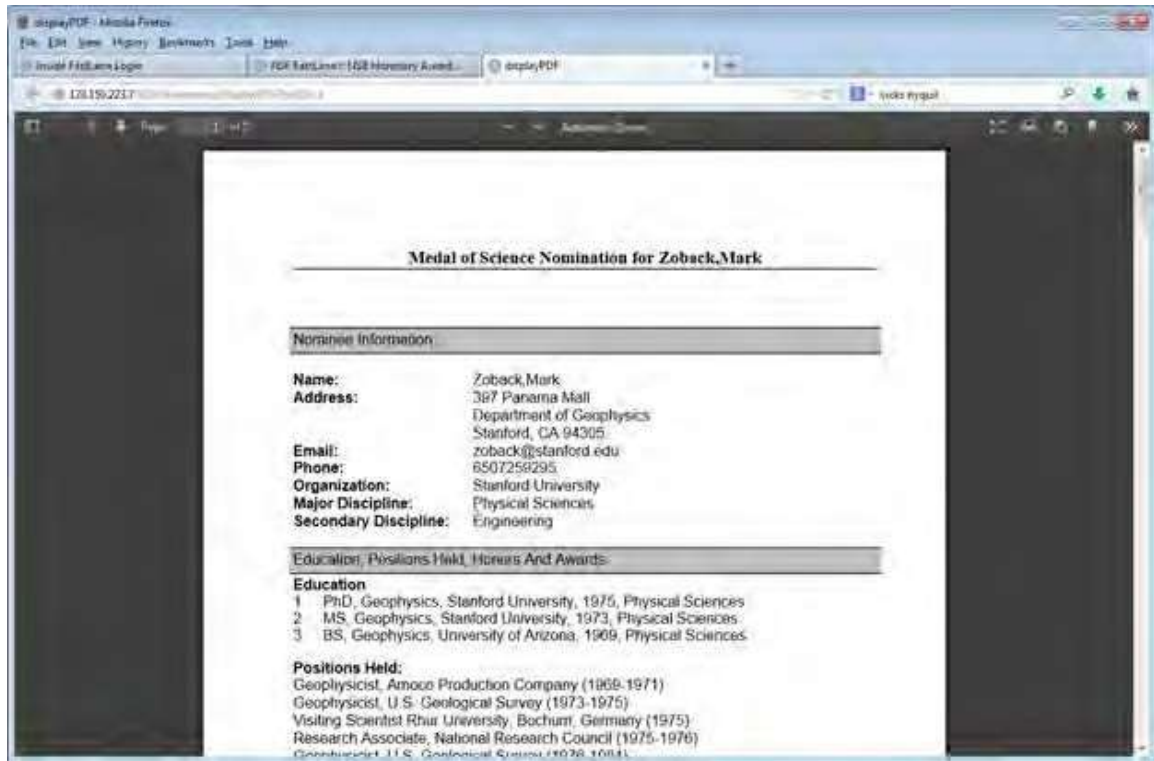


Figure 2 Letter of Support in PDF format.

Vannevar Bush Award

Vannevar Bush Award Introduction

The Vannevar Bush Award is given annually in recognition of an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The user is redirected to the National Science Board, Awards page

Public Service Award

National Science Board Public Service Award Introduction

The National Science Board Public Service Award is given annually in recognition of people and organizations who have increased the public understanding of science or engineering.

You have the following options in preparing a Public Service Award:

Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The user is redirected to the National Science Board website

Postdoctoral Fellowships and Other Programs

Introduction to Postdoctoral Fellowship and Other Programs

[Print the contents of the Postdoctoral Fellowship and Other Programs book.](#)

FastLane Help

Fellowships are standard grants made to organizations or individuals at the graduate and/or postdoctoral level and normally to support research and training. For the postdoctoral level, the National Science Foundation (NSF) supports research in science disciplines.

The purpose of the application is to enable applicants to easily find a program for application. Postdoctoral Fellowship applications will be submitted using the Proposal Preparation application on FastLane.

The FastLane systems support proposal preparation and submission for Postdoctoral Fellowships. However, you must first register through the Postdoctoral Fellowship Registration system (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>).

Access the Postdoctoral Fellowships from the **FastLane Home Page** screen as seen in the red circle on Figure 1. Select **Postdoctoral Fellowships and Other Programs** from the list of FastLane options just below the FastLane logo.



Figure 1 FastLane Home Page. The Postdoctoral Fellowships and Other Programs menu selection is circled in red.

That selection takes you to the **Postdoctoral Fellowships and Other Programs** screen (Figure 2).



Figure 2 Postdoctoral Fellowships and Other Programs screen.

From that menu, you can select:

- I am an Applicant—Takes you to the [NSF Postdoctoral Fellowships and Other Programs](#) screen
- I am a Sponsoring Scientist—Takes you to the [NSF Postdoctoral Fellowships and Other Programs](#) screen
- I am a Letter of Reference Writer—Takes you to the [Write a Letter of Reference](#) screen
- Individual Registration—Takes you to the [Postdoctoral Fellowship Registration](#) screen
- PI/Co-PI Login Page—Takes you to the [Proposals, Awards and Status](#) screen
- Available Programs—Takes you to the [NSF Postdoctoral Fellowships and Other Programs](#) screen

Postdoctoral Fellowship and Other Programs is the module where applicants and sponsoring scientists acquire an overview of the postdoctoral programs NSF offers (Table 1).

Table 1 Postdoctoral Fellowship and Other Programs Applications

Application	Who	Activity
I am an Applicant	Applicant	Find the information on one of the postdoctoral

		and other programs, including instructions for applying.
I am a Sponsoring Scientist	Sponsoring Scientist	Find the information on one of the postdoctoral and other programs and special information for Sponsoring Scientists.
I am a Letter of Reference Writer	Letter of Reference Writer	Prepare and submit to NSF a Letter of Reference and a rating sheet for a postdoctoral Fellowship applicant.
Individual Registration	Applicant	Register with FastLane as an individual (required for preparing a proposal for a Postdoctoral Fellowship).
PI/Co-PI Login Page	Applicant	Log in screen for Proposals, Awards, and Status to prepare a proposal, once you have registered with FastLane.
Available Programs	Applicant and Sponsoring Scientist	Find information on all available programs with Postdoctoral Fellowships.

Working in Postdoctoral Fellowship and Other Programs does not require registration with FastLane; however, preparing and submitting a proposal for a postdoctoral fellowship does require registration with FastLane.

The following persons work in Postdoctoral Fellowships and Other Programs:

- [Applicant](#)—Individual with a doctoral degree who is seeking a fellowship
- [Letter of Reference Writer](#)—Individual who has been asked by an applicant to submit a letter of reference to NSF concerning the applicant

NSF Postdoctoral Fellowships and Other Programs

This screen lists the variable available Postdoctoral Fellowships and Other Programs. Researchers can apply for the following fellowships through the National Science Foundation:

<https://fl.acpt.nsf.gov/servlet/fastlane.pdoc.DisplayProgramType>

When you select one of the above links, it takes you to that program's description page.

General Process

To apply for a fellowship, you must do the following:

1. Register as an independent researcher with the Postdoctoral Fellowship Registration system.
2. [Print and read the program solicitation.](#)
3. Review [the program details.](#)

4. Prepare the documents.
5. Access Proposal Preparation through the FastLane [Proposals, Awards and Status](#) module.

View Award-Specific Program Announcement

To view award-specific program announcements, do the following:

1. Access FastLane and select the Postdoctoral Fellowships application (see [Introduction to Postdoctoral Fellowship and Other Programs](#)).
2. Select the I am an Applicant GO button. The NSF Postdoctoral Research Fellowships and Other Programs screen (Figure 1) displays with a variable list of available fellowships.

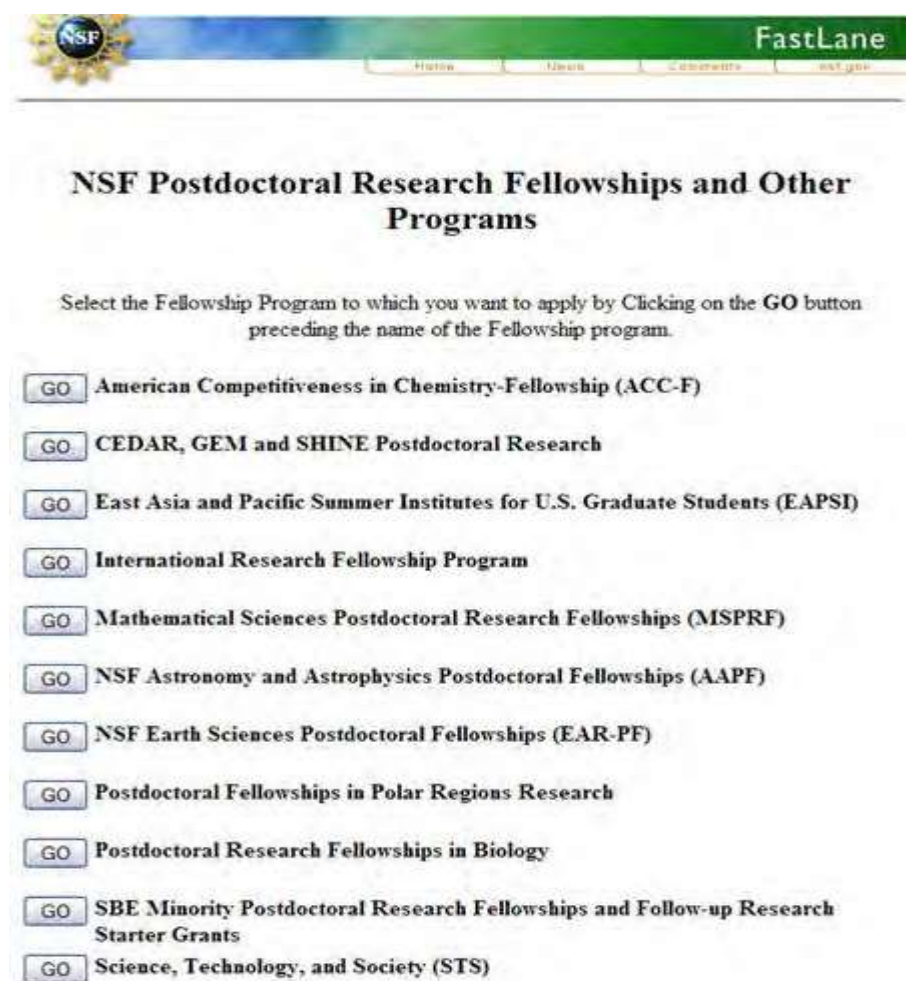



Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the GO button for the program you are interested in viewing (e.g., Mathematical Sciences Postdoctoral Research Fellowships). Information on that program displays

Each of these pages has the following links:


- a. Program Announcement
- b. [How to Apply](#) (for Applicants and Available Programs selection) or
- c. [How to Prepare Statement](#) (for Sponsoring Scientist selection)
- d. [Past Awards](#)
 - 1. Select the GO button for Program Announcement. The program's information screen displays (see Figure 3).

[HOME](#) | [FUNDING](#) | [AWARDS](#) | [DISCOVERIES](#) | [NEWS](#) | [PUBLICATIONS](#) | [STATISTICS](#) | [ABOUT](#) | [FastLane](#)


National Science Foundation
DIRECTORATE FOR
Mathematical & Physical Sciences (MPS)

SEARCH:

[MPS Home](#) | [MPS Funding](#) | [MPS Awards](#) | [MPS Discoveries](#) | [MPS News](#) | [About MPS](#)

Mathematical Sciences (DMS)


[DMS Home](#)
[About DMS](#)
[Funding Opportunities](#)
[Awards](#)
[News](#)
[Events](#)
[Discoveries](#)
[Publications](#)
[Career Opportunities](#)
[Reports](#)
[Staff Gallery](#)
[View DMS Staff](#)
[Search DMS Staff](#)

Mathematical Sciences Postdoctoral Research Fellowships (MSPRF)

CONTACTS

Name	Email	Phone	Room
Dwight E. Douglas	ddouglas@nsf.gov	(703) 292-4062	1025 N

PROGRAM GUIDELINES
[05-S10 Solicitation](#)

DUE DATES
Full Proposal Deadline Date: October 18, 2006
Annually beginning in 2005

SYNOPSIS

The purpose of the Mathematical Sciences Postdoctoral Research Fellowships (MSPRF) is to support future leaders in the mathematical sciences by enabling them to participate in research environments that will have maximal impact on their future scientific development. There will be two options for awardees: Research Fellowship and Research Instructorship. Awards will be made for appropriate research in areas of the mathematical sciences, including applications to other disciplines.

RELATED PROGRAMS
[International Research Fellowship Program](#)

THIS PROGRAM IS PART OF
[Training Programs](#)

[Abstracts of Recent Awards Made Through This Program](#)

MPS Organizations
[Astronomical Sciences \(AST\)](#)
[Chemistry \(CHE\)](#)
[Materials Research \(DMR\)](#)
[Mathematical Sciences \(DMS\)](#)

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact

FastLane User Support (7 AM to 5 PM Eastern Time • M-F) 1-800-673-6188 FastLane Availability (recording) 1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
- Grants.gov FAQ (Opens new Browser Window)
- DEMONSTRATION SITE

System Use Notification

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

Advisories

- 10/05/12 - NSF Issues New Proposal & Award Policies & Procedures Guide (PAPPG): The new PAPPG includes revisions to the NSF Merit Review Criteria as well as other significant changes (Opens new browser window)
- 10/03/12 - FastLane will be unavailable Sunday, October 7, 12:01AM to 8:00AM ET for scheduled maintenance. We apologize for any inconvenience.
- 09/18/12 - Attention FastLane Users: Project Reports now excludes ability for PI/CO-PIs to enter demographics for project participants; the privacy protected information may be entered only by the participant:
- 09/14/12 - *Note Update* to Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) solicitation (NSF 11-550): The official deadline for all STEP proposals has changed to Dec. 10, 2012:
- 09/14/12 - Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDRIG) Applicants
- 04/27/12 - Special Instructions for use by PIs and Sponsored Projects Offices in preparation and submission of CAREER Career-Life Balance (CLB) Supplemental Funding Requests
- 03/21/12 - Enforcement of Project Outcomes Report submission coming in May 2012 - Are you overdue on your Project Outcomes Report? See how you will be impacted!
- 06/11/09 - Having Trouble With Your FastLane Login?

Figure 7 FastLane Home Page screen. Proposals, Awards and Status is circled in red.

8. Select Proposals, Awards and Status (as seen in Figure 7). The Proposals, Awards and Status screen displays (Figure 8).

Figure 8 Proposals, Awards and Status screen. The PI/Co-PI login section is circled in red.

8. Complete the PI/Co-PI log in information (Figure 8). Select the **Log In** button. The first time you log in, you will be redirected to Research.gov to change your password. Once you reset your password in Research.gov use the updated password to login to FastLane.
9. Enter a new password and then select the **OK** button (Figure 9). The **What Do You Want To Work On?** screen displays (Figure 10).

Figure 10 What Do You Want To Work On? screen. Proposal Functions is circled in red.

8. Select the **Proposal Functions** link. The **Proposal Functions** screen displays (Figure 11).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions



Figure 11 Proposal Functions screen. **Proposal Preparation** is circled in red.

9. Select the **Proposal Preparation** link (Figure 11). The **Principal Investigator (PI) Information** screen (Figure 12) displays.
8. On the **Principal Investigator (PI) Information** screen, scroll down and check your information. Your organization must have you listed as an individual researcher. Your organization code will begin with a "P."
9. Review your information (Figure 12). If it is not correct, select the **Edit** button and update your information. When you have completed the changes, select the **Save** button to continue.
10. See [Prepare a Proposal](#) for instructions on how to prepare a proposal for your selected fellowship.

See also:

- [How to Apply \(for Applicants\)](#)
- [How to Apply \(for Sponsoring Scientists\)](#)
- [View Award-Specific Program Announcement](#)
- [Postdoctoral Fellowship Contacts](#)

How to Apply (for Applicants)

1. Access FastLane and select NSF Postdoctoral Fellowships and Other Programs (see [Introduction to Postdoctoral Fellowship and Other Programs](#)).
2. Select the GO button for I am an Applicant. The NSF Postdoctoral Research Fellowships and Other Programs screen displays (Figure 1) with a list of available fellowships.

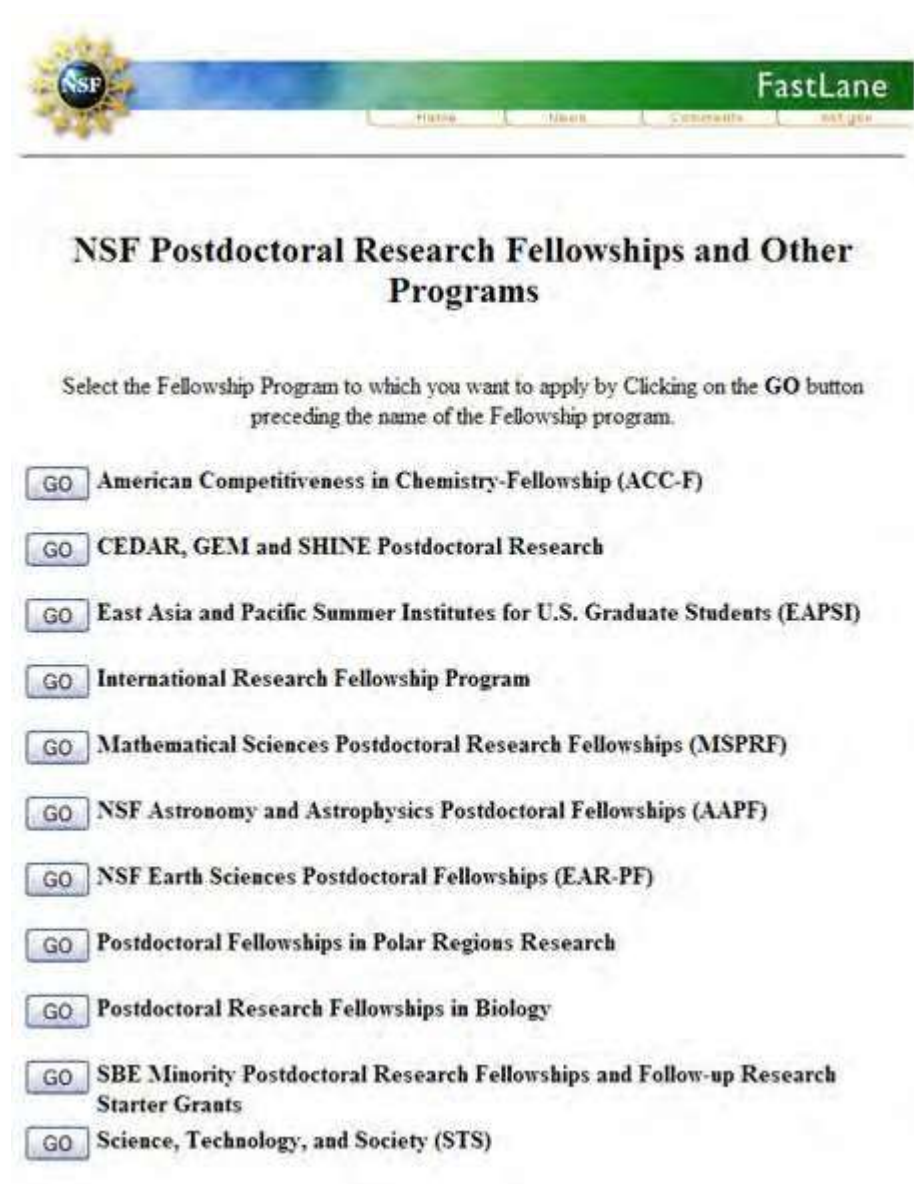


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the GO button of the program you are interested in viewing (e.g., Mathematical Sciences Postdoctoral Research Fellowships). A screen displays with information on that fellowship.
4. Select the GO button for How to Apply screen. A screen display specific instructions for how to apply for that particular fellowship.
5. Note that the fourth step is Individual Registration. This will apply to all of the fellowships.

How to Apply (for Sponsoring Scientists)

1. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see [Introduction to Postdoctoral Fellowship and Other Programs](#)).
2. Select the GO button for I am a Sponsoring Scientist. The **NSF Postdoctoral Research Fellowships and Other Programs** screen displays (Figure 1) with a list of available fellowships.

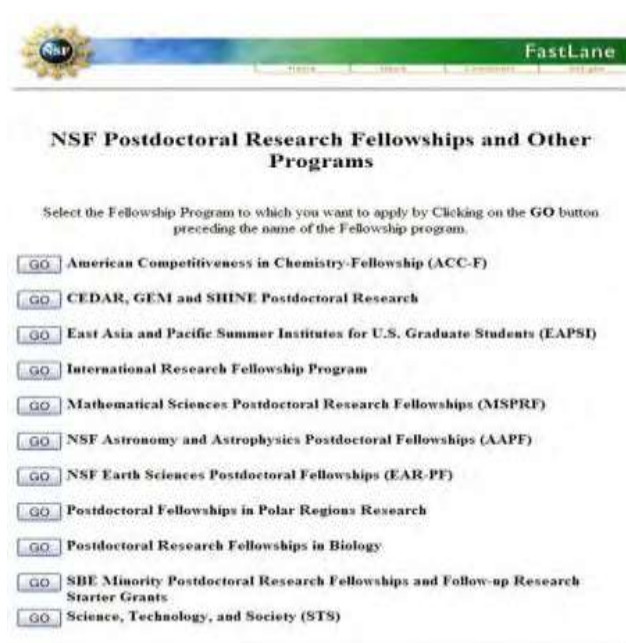


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the GO button of the program you are interested in viewing (e.g., **Mathematical Sciences Postdoctoral Research Fellowships**). A screen displays with information on that program.

Write a Letter of Reference

1. If you have been asked to supply a letter of reference for an applicant, either the applicant will send you the necessary information to enter this function, or FastLane will send you an e-mail similar to the one shown in Figure 1.

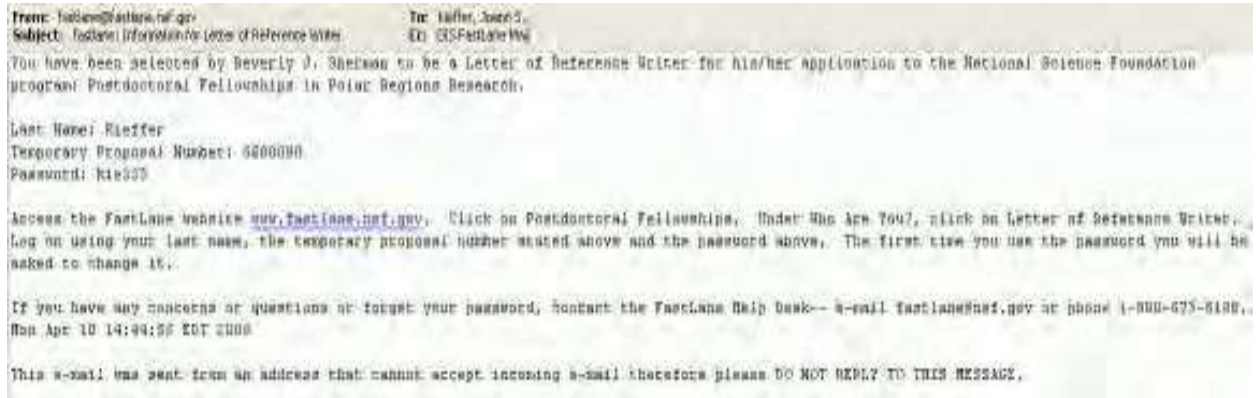


Figure 1 A FastLane-generated email to a Letter of Reference Writer, with necessary login information.

2. Access FastLane and select NSF Postdoctoral Fellowships and Other Programs (see [Introduction to Postdoctoral Fellowship and Other Programs](#)). The NSF Postdoctoral Fellowships and Other Programs screen displays (Figure 2).



Figure 2 NSF Postdoctoral Fellowships and Other Programs screen. The I am a Letter of Reference Writer link is circled.

3. Select the GO button for I am a Letter of Reference Writer. The Letter of Reference login screen displays (Figure 3).

Letter of Reference

* Required Field

☐

Prepare and Submit a Letter of Reference

Use this procedure to prepare and submit a Letter of Reference for an NSF Postdoctoral Research Fellowship applicant who has given you his/her Temporary Proposal Number(TPN) and a password. If you do not know the Applicant's TPN or your password, please contact the applicant.

RULES OF BEHAVIOR

This Government Computer System is presented as a public service by the National Science Foundation. It is intended for use by the public for saving, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

If logging in, you are accepting the rules above.

Your Last Name:

Temporary Proposal Number:

Password:

Create/Submit Letter of Reference

[Forgot your password?](#)

Figure 3 Letter of Reference login screen.

2. Enter your last name, the temporary proposal number, and password (get this information from the NSF Postdoctoral Research Fellowship applicant or from the FastLane e-mail described in Step 1), and then select Create/Submit Letter of Reference (Figure 3). The first time you use the password, a Change Password screen displays (Figure 4).



The screenshot shows the FastLane website header with the NSF logo and navigation links: Home, News, Comments, and NSF.gov. The main content area contains the text "Please enter a new password and press Change." Below this text are two input fields: "New Password:" and "Confirm Password:". A "Change" button is located below the input fields.

Figure 4 Change Password screen.

3. Type in your new password (Figure 4). The next message verifies your email address (Figure 5).



The screenshot shows the FastLane website header with the NSF logo and navigation links: Home, News, Comments, and NSF.gov. The main content area contains the text "Is your email address jkiefner@nsf.gov ?". Below this text are two buttons: "YES" and "NO".

Figure 5 E-mail verification message.

4. Select the Yes button (Figure 5). The Letter of Reference Instructions screen displays (Figure 6).



FastLane

Postdoctoral Fellowships in Polar Regions Research

Applicant: Beverly Sherman

INSTRUCTIONS: To submit a reference to NSF please follow this three step process.

1. Fill out the Rating and save.
2. Upload the Letter and Accept.
3. Submit the Reference (Rating and Letter).

Step 1. Rating *Not Saved*

Step 2. Letter *Not Uploaded*

Step 3. Submit Reference (Rating and Letter) *NOT SUBMITTED YET!*

View/Print Reference (Rating and Letter)

[Program Announcement Information](#)

Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:39:38 EDT 2006

Step	Component	Status	Step Status
1	Rating	NOT SAVED	NOT DONE
2	Letter	NOT UPLOADED	NOT DONE
3	Reference	NOT SUBMITTED TO NSF YET!	NOT DONE

Figure 6 Letter of Reference instructions screen. The Step 1 GO button is circled in red.

5. Select the GO button for Step 1 Rating (Figure 6). You may also wish to view the Program Information (Figure 7).

HOME | FUNDING | AWARDS | DISCOVERIES | NEWS | PUBLICATIONS | STATISTICS | ABOUT | FastLane

National Science Foundation
Office of Polar Programs (OPP)

SEARCH: NSF Web Site

OPP Home | OPP Funding | OPP Awards | OPP Discoveries | OPP News | About OPP

Office of Polar Programs (OPP)

Postdoctoral Fellowships in Polar Regions Research

CONTACTS

Name	Email	Phone	Fax
Bernhard Lefau	blefau@nsf.gov	(703) 292-8833	755 5
Maria H. Bundy	mbundy@nsf.gov	(703) 292-8833	755 5
Anna M. Kirchula	akirchul@nsf.gov	(703) 292-7432	755 5
William L. Wiseman	wiseman@nsf.gov	(703) 292-4750	740 5

- We encourage all fellowship questions be sent to OPPfollow@nsf.gov.
- In OPP for FastLane related questions, email fastlane@nsf.gov or lgarcia@nsf.gov.

PROGRAM GUIDELINES

09-124 Solicitation

DUE DATES

Full Proposal Deadline Date: April 15, 2006

Fellowship proposal deadline

Travel Grant proposals can be submitted at any time provided they are received at least three months prior to the proposed travel dates.

Travel grant proposal review and recommendation for award are expected to occur within two months of submission to enable timely travel; however, early submission of travel grant proposals, with respect to the proposed travel dates and the fellowship proposal deadlines, is strongly recommended.

SYNOPSIS

Postdoctoral Fellowships in Polar Regions Research, offered by the Office of Polar Programs (OPP), to support training and research on any aspect of scientific study of the Antarctic and/or the Arctic.

The program separately offers travel grants so that persons otherwise eligible to apply for the fellowships may first visit prospective sponsoring scientists at their organizations.

The program develops and trains early-career scientists in polar regions research with concomitant goals to:

- Support innovative research in emerging areas;
- Introduce new investigators to research in the polar regions;
- Encourage interdisciplinary research;
- Foster activities that create broader impacts for science and society; and
- Increase the participation of underrepresented groups in polar regions research.

EDUCATIONAL OPPORTUNITY

This program provides educational opportunities for Graduate Students, Postdoctoral Fellows. Individuals interested in applying for funding should see the program guidelines above.

RELATED PUBLICATIONS

[na05518](#)

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[na05027](#)

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[Abstracts of Recent Awards Made Through This Program](#)

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OPP Organization

- Antarctic Sciences Section (AST)
- Arctic Sciences Section (ARL)
- Polar Research Support Section (PRSS)

How to Prepare Your Proposal

- Grant Proposal Guide
- Frequently Asked Questions
- Other Types of Proposals
- Regional Grants Conferences

How to Manage Your Award

- Grant Policy Manual
- Grant General Conditions
- Cooperative Agreement Conditions
- Special Conditions
- Federal Demonstration Partnership
- Policy Office Website

Quick Links

- OPP SITE MAP
- International Polar Year home (U.S. government)
- NSF IPY Information for Researchers and Educators
- Antarctic Sun newspaper
- Related Polar Links
- OPP Publications List
- Polar Postdoctoral Fellowship

Figure 7 Program information.

6. If you selected the Go button for Step 1, the Letter of Reference Rating Sheet screen displays
7. Make sure your name and title information are correct (Figure 9).

Referee's Information

Last Name:	<input type="text" value="Kieffer"/>
First Name:	<input type="text" value="Jody"/>
Middle Initial:	<input type="text"/>
Title:	<input type="text"/>

Figure 9 Referee's name and title information.

2. Make sure your institution name, department, and contact information are correct (Figure 10).

Referee's Institution

Institution Name:	<input type="text" value="University of MO"/>
Department:	<input type="text" value="Journalism"/>
Phone:	<input type="text" value="7037498555"/>
FAX:	<input type="text"/>
e-Mail:	<input type="text" value="jkieffer@nsf.gov"/>

Figure 10 Referee's institution name and contact information.

3. Indicate how long you have known the applicant in years and months (Figure 11).

How long have you known the Applicant? Years Months

Figure 11 How long have you known the Applicant.

4. Indicate in what capacity you have known the applicant (as an undergraduate, research assistant, by reputation only, etc.) (Figure 12).

In what capacity(ies)?

(e.g. undergraduate, graduate, research assistant, by reputation only, etc.)

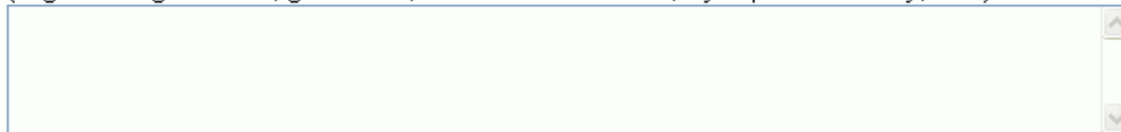


Figure 12 In what capacity have you known the Applicant.

5. Select a rating for the applicant based on what you know of the applicant's work (Figure 13).

On the following scale of 1 to 5, please rank the applicant with those of comparable experience:

- ☒ 1 - The most outstanding person at this career stage I have known in the past 5 years.
- ☐ 2 - Among the top 10 young scientists or engineers I have known in the past 5 years.
- ☐ 3 - Outstanding
- ☐ 4 - Above Average
- ☐ 5 - Average or below

Figure 13 Rating for the Applicant.

6. Indicate whether or not you want your identity held in confidence (Figure 14).

Please select one of the two statements below:

- ☒ A. My identity and this report must be held in confidence.
- ☐ B. This report may be released to the applicant upon request.

Note: If item A was selected, the Foundation will honor your request to the extent permitted by law.

Figure 14 Indicate level of confidentiality you desire.

7. To complete the rating, select the Save button (Figure 15). The Step 1 Rating Saved screen displays (Figure 16) with the notation that the Rating has been saved.

**Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:40:04 EDT 2006**

Step	Component	Status	Step Status
1	Rating	NOT SAVED	NOT DONE
2	Letter	NOT UPLOADED	NOT DONE
3	Reference	NOT SUBMITTED TO NSF YET!	NOT DONE



Figure 15 Select the Save button (circled in red) to complete the Rating

Figure 16 Step 1 Rating Saved screen with the Rating listed as saved.

16. Select the **OK** button to go on to the next step (Figure 16). The **Step 2 Letter** screen displays (Figure 17).

Postdoctoral Fellowships in Polar Regions Research

Applicant: Beverly Sherman

Title of Research Plan:

Step 1: Rating saved.
Press OK to continue to Step 2

**Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:43:18 EDT 2006**

Step	Component	Status	Step Status
1	Rating	Saved	Completed
2	Letter	NOT UPLOADED	NOT DONE
3	Reference	NOT SUBMITTED TO NSF YET!	NOT DONE

NSF FastLane

Postdoctoral Fellowships in Polar Regions Research

Step 2: Letter

for Applicant Beverly Sherman

Title of Research Plan:

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer.

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#).

Follow this link for [Upload Instructions](#).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Press OK to continue to Step 3

Submit Reference

THIS REFERENCE NOT SUBMITTED YET!

Figure 17 Step 2 Letter screen.

17. Prepare your letter in your word-processing program and upload it (see Upload a File for instructions) (Figure 17). After you have uploaded the file, the Step 2 Letter Uploaded screen displays (Figure 18).



FastLane

[Home](#) [News](#) [Comments](#) [Help](#)

Step 2: Letter uploaded.

Press OK to continue to Step 3

Submit Reference

THIS REFERENCE NOT SUBMITTED YET!

Press Go Back to return.

Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:49:21 EDT 2006

Step	Component	Status	Step Status
1	Rating	Saved	Completed
2	Letter	Saved	Completed
3	Reference	NOT SUBMITTED TO NSF YET!	NOT DONE

Figure 18 Step 2 Letter Uploaded screen with the Letter of Reference listed as saved.

18. If you are certain that your rating sheet and letter are what you want to send, select **OK** (Figure 18) to submit your letter of reference—no further corrections can be made. A screen displays (Figure 19) with confirmation that the reference has been submitted successfully.

Postdoctoral Fellowships in Polar Regions Research

Step 3: Reference for Beverly Sherman

Title of Research Plan:

Step 3: Reference (Rating and Letter) submitted.

Press OK to return.

Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:50:04 EDT 2006

Step	Component	Status	Step Status
1	Rating	Saved	Completed
2	Letter	Saved	Completed
3	Reference	Reference submitted to NSF	Completed

Figure 19 Step 3 Reference Submitted screen with confirmation that the Reference has been submitted.

19. Select OK to return to the Letter of Reference screen. The Letter of Reference screen displays (Figure 20) with all of the Letter of Reference components listed as completed.



FastLane

Home | Help | Comments | Logout

Postdoctoral Fellowships in Polar Regions Research

Applicant: Beverly Sherman

Reference submitted on 04/10/2006

View/Print Reference (Rating and Letter)

[Program Announcement Information](#)

**Reference Status for temporary proposal # 6580090
as of Mon Apr 10 16:50:15 EDT 2006**

Step	Component	Status	Step Status
1	Rating	Saved	Completed
2	Letter	Saved	Completed
3	Reference	Reference submitted to NSF	Completed

Figure 20 Letter of Reference screen with all of the Letter of Reference components listed as completed.

20. You can select **GO** to view and/or print the rating and letter.

21. Select the **Go Back** button to exit the Letter of Reference function.

View Past Award Winners

If available, to view the past award recipients of each postdoctoral fellowship, do the following:

1. Access FastLane and select the **NSF Postdoctoral Fellowships and Other Programs** (see [Introduction to Postdoctoral Fellowship and Other Programs](#)).
2. Select the **GO** button for Available Programs. The **NSF Postdoctoral Fellowships and Other Programs** screen (Figure 1) displays with a list of available fellowships.
3. Select the **GO** button for the program you are interested in viewing past winners of.
4. Select the **GO** button for Past Awards. The past award winners page displays (Figure 2).

Fiscal Year 2001 Awards
NSF Astronomy and Astrophysics Postdoctoral Fellowships (AAPF)

Fellow	Institution	Title of Research Project
Kimberly Cohn	University of Chicago	"An Integrated Program of Cosmological Research and Education"
Kristy Dyer	NSAUX Society	"Nonthermal Emission in Supernova Remnants"
Reindeer Frye	Princeton University	"Measuring Cluster Masses"
Emi Hoopes	University of Texas, Austin	"A Census of Accretion Power in the Universe"
Debbie Huxley-Kedzie	Cate Western Reserve University	"Toward Galaxy Clusters: Systems Beyond the Local Group"
Kristina Johnson	University of Wisconsin and NRAO Society	"The Formation and Early Evolution of Massive Star Clusters"
Brian Keating	California Institute of Technology	"Volcanism of the Cosmic Microwave Background Radiation"
Laura Norman	Centro Tecnico Interamericano Cosmologico	"A Search for Evidence of Magnification Bias in the Deep Lens Survey"
Don Smith	University of Michigan	"Fast Transient Observations of Critical Flares from Gamma Ray Bursts"
Josh Wain	Harvard University	"Gravitational Lensing, Inflation, and Education"

Figure 2 The Past Award Winners page displays

Postdoctoral Fellowship Contacts

1. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see [Introduction to Postdoctoral Fellowship and Other Programs](#)). The **NSF Postdoctoral Fellowships and Other Programs** screen displays (Figure 1) .
2. Select the **Postdoctoral Research Fellowships Contacts** link (Figure 1) for the current listing of contacts.

FastLane Help



Figure 1 NSF Postdoctoral Fellowships and Other Programs screen. The Postdoctoral Research Fellowships Contacts link is circled in red.

Application	Who	Activity
Prepare Review	Proposal Reviewer	Complete and submit the form for review of a proposal.
Download/Save Proposal		Download and save a proposal to your PC for reference.
View Proposal		View a proposal online in PDF format.
Print Proposal at NSF and Mail		Request NSF to print and mail a proposal to you for your review.
Create CD at NSF and Mail		Request NSF to make a CD of a proposal and mail the CD to you for your review.
Edit Reviewer Information		Change your profile information that NSF has on file.

Technical Help

Technical Help Introduction

This FastLane Help section provides FastLane Help usage tips/troubleshooting. You can choose from the following topics:

- [Acceptable Formats for FastLane](#)
- [Special Instructions for Proposals with Color or High-Resolution Graphics](#)
- [Add a Link to FastLane](#)
- [Adobe® Reader® for FastLane](#)
- [Blocked PDF Producers](#)
- [Characters to Use for FastLane](#)
- [Configure Adobe Reader for FastLane](#)
- [Software Requirements for FastLane](#)
- [Upload a File](#)
- [Embed Fonts in an MS Word Document](#)
- [Web Browser Compatibility](#)
- [File Upload Instructions](#)
- [Generate PDF Files](#)

Acceptable Formats for FastLane

FastLane now accepts files in various formats and converts them to PDF for you. The FastLane system uses the file extension (the part of the file name after the period) to determine the file format to properly interpret the information. If your software does not automatically append an extension, make sure to add the appropriate extension when you save the file.

FastLane reliably supports the file formats listed below. If the file format you use is not listed, save the file in either Rich Text Format (.rtf) or Text only (.txt), both of which FastLane supports.

The tables below list:

Recommended Formats for FastLane



Extension	File Type
.docx, .doc	Microsoft Word 2007 or older version
.xlsx, .xls	Microsoft Excel 2007 or older version workbook (single worksheet only)
.pptx, .ppt	Microsoft PowerPoint 2007 or older version presentation
.pdf	Fastlane supports and uses Adobe Acrobat Distiller Version 9.0
.eps	Encapsulated PostScript file
.ps	PostScript file

.rtf	Rich Text Format
.txt	Text file

Add a Link to FastLane

You can use either of the images below to link FastLane from your Web page, or you can include a text link on your page.

To copy one of the images below, right-click (Windows) or hold down the mouse button (Macintosh) on the image and select Save Image As... Save the image on your computer. To add a link on your Web page, insert the corresponding HTML code.

Image	Code
	<code></code>
	<code></code>
Go to FastLane (Text link)	<code>Go to FastLane</code>

Adobe Reader for FastLane

To read PDF files in FastLane, you need Acrobat Reader.

The free Acrobat Reader version 7.0 will accurately display FastLane PDF files.

To download the latest supported browser, go to: <http://www.adobe.com/products/acrobat/readstep2.html>

Follow the instructions on the download page.

Blocked PDF Producers

These producers may generate accurate standalone documents, but in FastLane these documents have either one of these problems:

- They cannot be easily concatenated with PDF files created by other producers.
- The embedding of fonts in PDF format is problematic and leads to distortion.

FastLane blocks these applications for producing PDF files:

- [Canvas/Deneba PDF filter](#)
- [PDFWriter](#)
- [FrameMaker®](#)
- [GhostScript versions prior to 6.5](#)
- [Hewlett-Packard Intelligent Scanners](#)
- [PhotoShop®](#)

- [PStill](#)

Here are the problems these blocked producers generate and FastLane's recommendations for how to fix the problem, if you have no alternative but to use a blocked producer.

Canvas/Deneba PDF Filter

Problem: Concatenation.

FastLane has encountered significant difficulties when attempting to concatenate PDF files produced with the Deneba PDF filter with other PDF files.

Possible Solution: Re-distill the file with Acrobat or Ghostscript.

When PDF files produced with the Deneba PDF filter (usually created by Canvas) are re-distilled with Acrobat or Ghostscript, FastLane can easily concatenate the resulting files. We recommend you use the "I would like FastLane to re-distill my file" button, if available.

Otherwise, please re-distill the file using Acrobat or Ghostscript. See [Creating FastLane PDF Files](#).

PDFWriter

Problem: Garbles or gobbles text.

PDFWriter does not produce acceptable PDF files, except under very limited circumstances. The danger is that NSF Program Officers and reviewers will see garbled and/or incomplete versions of the proposal.

Possible Solution: Upload files in a supported format.

Fastlane recommends that you upload your files in one of the supported formats. See [Acceptable Formats for FastLane](#).

If you wish to create and upload a PDF file, use Adobe Distiller (in the same package as PDFWriter) or Ghostscript.

For more information on:

- PDF Writer, go to: <http://www.planetpdf.com/planetpdf/pdfs/issue02.pdf>
- GhostScript, go to: <http://www.cs.wisc.edu/~ghost/>.

FrameMaker

Problem: Concatenation.

Even though FrameMaker is an Adobe Product, the "Save as PDF" option produces PDF files that FastLane has difficulty accepting because the option uses the PDFWriter drivers.

PDFWriter produces PDF files that are difficult to concatenate.

Possible Solution: Upload the print File.

If you have created a document in FrameMaker, the best option is to choose **File - > Print**, and check the Print

to File option. This procedure will not send a document to a printer, but it will save a file to the location that you specify as either a PostScript (.ps) or Printer (.prn) file. Then upload this .ps or .prn file to FastLane.

Or, you can use Acrobat Distiller or Ghostscript to create the PDF files from the PostScript or Printer file. See [Generate PDF Files](#) for instructions on how to use Acrobat Distiller/Ghostscript to create PDF files.

GhostScript Versions Prior to 6.5

Problem: Difficulties with font embedding.

FastLane can only accept files produced by GhostScript versions 6.5 and higher, since earlier versions had difficulties with font embedding. As of July 1, 2003, the highest Macintosh version that has been released is 5.5, so Macintosh users currently cannot use GhostScript as a PDF producer for FastLane.

Possible Solution: Download the most recent versions of GhostScript and GSView (a Ghostscript GUI) from Ghostscript at this link: <http://www.cs.wisc.edu/~ghost/>.

Hewlett-Packard Intelligent Scanners

Problem: Files cannot be uploaded.

The Save as PDF feature on HP Intelligent Scanners produces PDF files that cannot be uploaded into FastLane.

Possible Solution: Save file as JPEG file.

1. Use the **Save as** feature of the scanning software to save the document as a .jpeg file.
2. Import this .jpeg file into one of the supported word-processor formats (Microsoft Word, Microsoft PowerPoint, or WordPerfect). It is important to Import or Insert the picture file into the word-processing document, rather than using the Cut and Paste options.
3. Save the file as a word-processing file.
4. Upload the word-processing file into FastLane for conversion into PDF.

Or, if saving the document as a .jpeg file does not work, or if you do not have access to the supported word processors, do the following:

1. Save As or Export As an Encapsulated PostScript (.eps) from your scanning software. But note that EPS files can contain only one page!
2. Upload the .eps file into FastLane, although the image quality might not be as good as a .jpeg image.

PhotoShop

Problem: Concatenation.

Even though PhotoShop is an Adobe Product, the Save as PDF option produces PDF files that FastLane has difficulty accepting, because the option uses the PDFWriter drivers. PDFWriter produces PDF files that are difficult to concatenate.

Possible Solution: Upload as EPS file.

1. If you have created a document in PhotoShop, the best option is choose **File -> Save As**, and select Encapsulated PostScript (.eps) or PhotoShop EPS (.eps) as the file type. Note that EPS files can contain only one page!
2. Upload the .eps file into FastLane, although the image quality might not be as good as that of a .jpeg image.

PStill

Problem: Concatenation.

FastLane has encountered concatenation errors with files produced by the PostScript to PDF converter PStill.

Possible Solution: Upload the PostScript file directly.

We recommend that you upload the PostScript file directly or use Acrobat Distiller or Ghostscript to create the PDF file from the PostScript or Printer file. See [Generate PDF Files](#) for instructions how to use Acrobat Distiller/Ghostscript to create PDF files.

Configure Adobe Reader for FastLane

If your browser is using the Reader as a plug-in, Adobe Reader will not work for FastLane.

If you attempt to display or print a PDF document and you encounter a blank page or an error message that says, "An Error Occurred While Trying to Use This Document," it is likely that Adobe Reader is configured as a plug-in. You must delete the plug-in and configure your browser to use Adobe Reader as a helper.

Contact your organization's IT support for instructions on configuring Adobe Acrobat as a helper instead of as a plug-in, or review the appropriate Adobe technical document listed in the table below.

Operating System	Browser	URL
Windows	Internet Explorer or AOL	http://www.adobe.com/support/techdocs/331025.html
Windows	Netscape	http://www.adobe.com/support/techdocs/331038.html
Windows	Netscape Navigator	http://www.adobe.com/support/techdocs/328635.html
Mac OS X	Safari	http://www.adobe.com/support/techdocs/331040.html
Mac OS X	Netscape Navigator	http://www.adobe.com/support/techdocs/328648.html
Unix	Netscape Navigator	http://www.adobe.com/support/techdocs/324610.html

Software Requirements for FastLane

FastLane is a Web-based application. You need:

- A Web browser to access and work in FastLane (see [Web Browser Compatibility and Accessibility Software](#))
- A Portable Document Format (PDF) file reader, generally Adobe Reader 5.0 or higher, for viewing and printing PDF files
- A word processor

FastLane no longer requires that you create your own PDF files. You can upload any document into FastLane that is in a format listed in [Acceptable Formats for FastLane](#).

Only if you want to create your own PDF files to upload into FastLane, you also need: Adobe Acrobat Professional or Standard Version 5 or higher or another application that creates PDF files.

Why PDF?

FastLane converts your documents into PDF format. Why?

Proposals often contain images, graphics, equations, and various character sets (e.g., Greek letters). PDF offers reproducible results and multiplatform support for viewing and printing. This enables reviewers and NSF staff to view an accurate proposal as the author intended with:

- Margins retained
- Original pagination and line breaks
- Equations accurately displayed
- Position and compression of images maintained

Embed Fonts in an MS Word Document

1. Open the Word document.
2. Select **Tools** → **Options**.
3. In the **Options** box, click the **Save** tab.
4. Click the check mark box for **Embed TrueType fonts**.
5. Click the check mark box for **Embed characters in use only**. (This is the subsetting fonts function.)
6. Click **OK**.

The fonts you used are now embedded and subset in the document for accurate representation on other platforms.

Upload a File

Before you upload a file, [embed the fonts](#) in the file.

In these instructions, we take as an example the uploading of a Project Summary for a proposal.

1. Prepare a word-processing document for the file that you want to upload. See [Acceptable Formats for FastLane](#) for a listing of all the formats FastLane accepts.
2. On the screen for that form or document (Figure 1), click the **Transfer File** button. (This button may also be called the **Upload File** button or **Upload Document** button.) The **File Upload** screen displays (Figure 2) for that document.

The screenshot shows a web form titled "Project Summary". Below the title is a text area for entering the summary. At the bottom of the form are three buttons: "Save Text", "Delete Text", and "Transfer File". Above the text area, there is a notice box with the following text: "Notice: Effective January 1, 2002, NSF's proposal preparation instructions were revised to require that the Project Summary clearly address in separate statements (within the one page summary): (1) the intellectual merit of the proposed activity, and (2) the broader impacts resulting from the proposed activity. This change should be carefully considered by PIs when preparing proposals for submission to NSF. See the [Project Summary Section of the Grant Proposal Guide \(grants.gov/info/sos\)](#) for further instructions. Effective October 1, 2002, proposals that do not address the two-point review criteria in separate statements in the project summary will be returned without review."

Figure 1 Screen for the Project Summary form in Proposal Preparations. The **Transfer File** button is circled.



Figure 2 File Upload screen with the title of the form to be uploaded at the top of the screen.

3. Type the name and path of the file in the box next to the **Browse** button (Figure 2).
4. *If you don't know the document path*, click the **Browse** button (Figure 2). The **Choose File** screen opens in a new window (Figure 3).

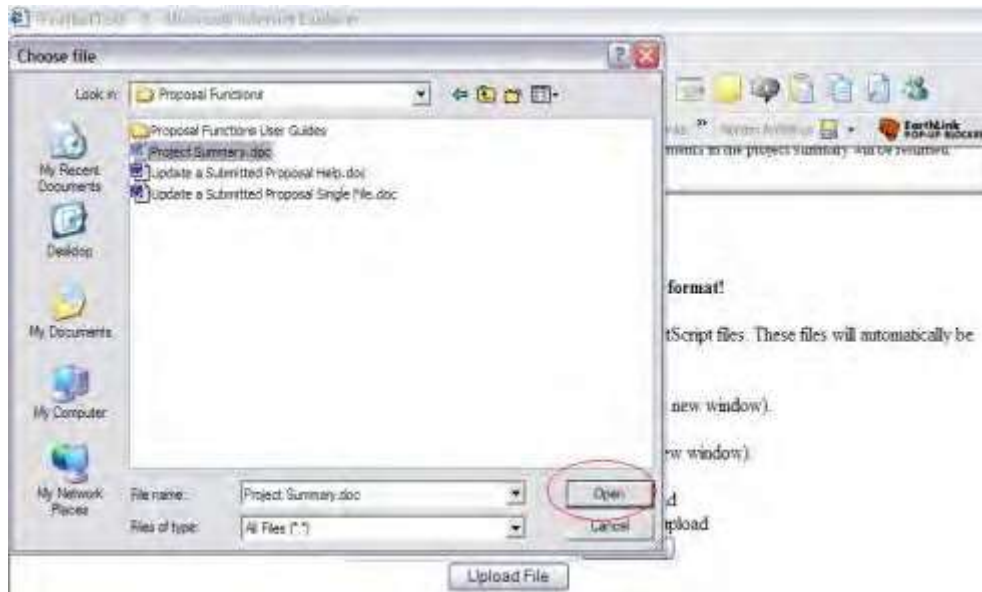


Figure 3 Choose File window. The **Open** button is circled.

5. In the **Choose File** window (Figure 3), highlight the file you want to upload.
6. Click the **Open** button (Figure 3). The **File Upload** screen displays (Figure 2) with the name and path of the

file in the upload box.

7. Click the **Upload File** button (Figure 2). The **PDF Conversion/Compliance Check** screen displays (Figure 4). This screen continues to refresh until the upload is completed. When the upload is complete, the **File Successfully Converted/Checked** screen displays (Figure 5).



Figure 4 PDF Conversion/Compliance Check screen. This screen continues to refresh until the upload is completed.



Figure 5 File Successfully Converted/Checked screen. The Proofread PDF button is circled.

8. Click the **Proofread PDF** button (Figure 5). A new window opens with your uploaded file in PDF format. If you need to download Adobe Reader to view the PDF file, see [Adobe Reader for FastLane](#).
9. Review the document for accuracy and close the PDF window. The **Proofreading Complete** screen displays (Figure 6) with a message for you to accept or reject the results of the PDF conversion.



Figure 6 Proofreading Complete screen. The Accept button is circled.

If the PDF document is correct, on the **Proofreading Complete** screen (Figure 6), click the **Accept** button. The **File Upload** screen displays (Figure 7) with two new buttons:

- Display Current [Form]
- Delete Current [Form]



Figure 7 File Upload screen after you have successfully uploaded the document, showing buttons to Display and Delete the Current form you just uploaded.

If the PDF document is not correct:

1. On the **Proofreading Complete** screen (Figure 6), click the **Cancel** button. The **Upload Canceled** screen displays in a new window (Figure 8).

Upload Cancelled

Action Cancelled By User

Your file was NOT uploaded because you cancelled the action. Close this window to continue your work.

Figure 8 Upload Canceled screen.

2. Close the window. The **File Upload** screen displays (Figure 2).

Characters to Use for FastLane

In general, FastLane requires the use of Lower ASCII characters. These are defined as characters in the 00-127 range.

Use only Lower ASCII characters and the Latin1 character set for:

- Typing text into text boxes
- Creating word-processing files for copying and pasting text into text boxes
- Entering data for all FastLane applications
- Creating word-processing files for uploading.

You may use Upper ASCII characters only in PDF files that you upload to FastLane.

Why the Restriction?

FastLane is a multi-platform system. Upper ASCII characters translate to a different character or no character at all on other platforms.

Web Browser Compatibility and Accessibility Software

Some web browsers work better with FastLane than others. This section of FastLane Help outlines preferred web browsers as well as best practices when accessing FastLane.

Microsoft Windows XP or Windows 7 Operating Systems

If you are using a Windows XP or Windows 7, then the following web browsers work **best** when using FastLane:

- **Microsoft Internet Explorer versions**

For information up updating your Internet Explorer, go to the [Microsoft Update Site](#)

- **Mozilla Firefox**

For information on downloading Firefox, go to the [Download Firefox Site](#)

The table below shows best practices when using Internet Explorer, on Windows XP or 7 while accessing FastLane.

Browser Version	Issue	Best Practice
Internet Explorer 5.9–5.5	PDF documents may not display properly in the Internet Explorer web	1. Disable Web browser integration in Acrobat 2. Uncheck the "Display PDF

	browser because of issues in the ActiveX version of the Acrobat Reader plug-in	in Browser" checkbox under Edit--> Preferences--> General
Internet Explorer 7.0	Issues with FastLane Interactive Panel System may occur	Update Internet Explorer with Windows Update.

Mac Operating System

If you are using a Mac operating system, then the following web browsers work **best** when using Fastlane:

- **Mozilla Firefox**
For information on downloading Firefox, go to the [Download Firefox Site](#)
- **Safari 5.0**
For information on downloading Safari, go to the [Download Safari for Mac Site](#)

The table below shows best practices when using other web browsers, on a Mac system, while accessing FastLane.

Browser Version	Issue	Recommendation
Omni Web browser	This web browser is incompatible with FastLane	Download and use the latest version of Firefox, Internet Explorer 8.0 or Safari 5.0.
Internet Explorer for Macs	All versions of Internet Explorer for Macintosh have a problem with websites that employ the Document Object Model in FastLane. This causes errors in use of the browser's Back button. Microsoft no longer supports Internet Explorer for Macintosh.	Download and use Safari 5.0, or Firefox 17.0.

FastLane Accessibility Software Support

If you are using accessibility software, then the following combinations work **best** when using FastLane:

- ☐ **JAWS 12.0:**
 - With **Windows XP** running **Internet Explorer 8.0**
 - With **Windows XP** running **FireFox 17.0**
- ☐☐☐☐ **Dragon 11.5:**
 - With **Windows XP** running **Internet Explorer 8.0**
 - With **Windows 7** running **Internet Explorer 9.0**

Although FastLane may be utilized with other accessibility software, the ones represented above are the only ones we can confirm are supported. Additionally, we can confirm that Dragon 11.5 does not support FireFox 17.0 running on Windows XP or Windows 7.

File Upload Instructions

General


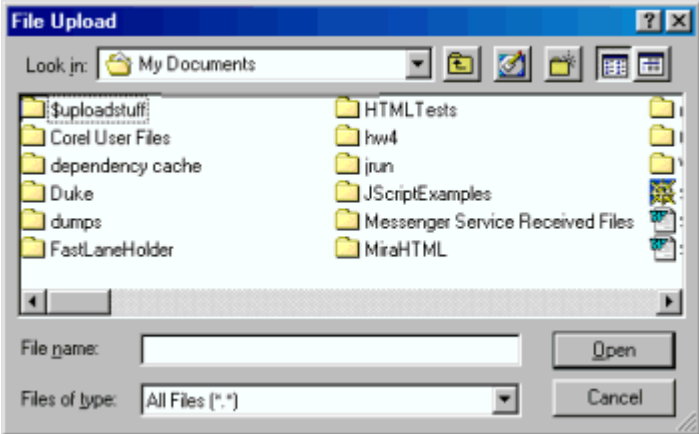


These instructions are valid whether you are uploading a new file or overwriting an existing file.


You will perform three general steps to upload your file(s):

1. [Select and upload the file.](#)
2. [Proofread the uploaded file.](#)
3. [Publish the file or, if errors occurred, resubmit \(after making corrections\).](#)

Select and Upload the File


To select the file and upload it, follow the steps listed below.

Step	Action	Result
1	On any of the forms that allow file uploads, click on the browse button. 	The File Upload window will open. 
2	From the File Upload window, select the file you wish to upload and click on the open button. 	The File Upload window will close and the file you selected will be shown in the text box. 
3	Click on the	The file will be uploaded. A new screen will appear

	upload file button. 	when the upload is complete. From this page you will be able to proofread your uploaded document.
--	--	---

Proofread the Document

To proofread the uploaded document, follow the steps listed below.

Step	Action	Result
1	Click on the Proofread PDF button. 	A new browser window will open and display your converted document
2	Proofread the document. When finished, close the new browser window.	A new screen will appear which will give you the option of publishing your document (if all information is correct) or of canceling the operation (if there were errors).

Publish Or Resubmit

To publish or resubmit the uploaded document, follow the steps listed below.

Step	Action	Result
1	If there were no errors , click on the Publish button.	Your document will be published and you will be returned to the beginning upload screen.
2	If there were errors , click on the Cancel button.	Your document will NOT be published and you will be returned to the beginning upload screen.

You can **Display the current file** or you can **Delete the current file** by clicking the appropriate button.

Generate PDF Files

Generate PDF Files Introduction

[Print the contents of the Generate PDF Files book.](#)

NSF converts your proposal and other documents that you create in FastLane into Portable Document Format (PDF) files. There are three reasons for this:

- PDF files can be read on different platforms (such as Windows, Macintosh, and Unix).
- The PDF format help ensure that the file appears as the author intends
- NSF can ensure that the PDF file meets FastLane formatting requirements.

Upload Documents Directly to FastLane in Many Formats

FastLane recommends that you upload your documents in their original format. See [Acceptable Formats for FastLane](#) for the many formats that FastLane now accepts for uploaded files and [Upload a File](#) for instructions on how to upload a document. [Embed the fonts](#) used in your document before uploading.

Create and Upload a PDF Document

It is still acceptable to create your own PDF files for uploading, if you wish, as long as the PDF documents meet NSF formatting requirements.

Proposals often contain images, graphics, equations, and various character sets (Greek letters, for example). To enable reviewers and NSF staff to read your file as you intend it to read, your PDF file must be complete. This means that it must contain embedded in it all the non-standard font characters that you used.

To create a PDF file that meets NSF formatting requirements, see the following:

- [Software Requirements for Creating PDF Files](#)
- [Ensure Your PDF Files Meet NSF Formatting Requirements](#)
- [Important Don'ts](#)

See [Generate PDF Files](#) to see how to create PDF files from various platforms.

Note: To ensure your PDF files meet NSF formatting requirements, please make sure that all security permission for your PDF files are set to No Security before you upload your PDF file to FastLane. Failure to do so causes problems with the viewing and printing of your proposal. FastLane is blocking PDF files that have security permissions enabled. See [Important Don'ts](#).

Generate PDF Files Introduction

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FastLane recommends that you upload your documents in their original format. See [Acceptable Formats for FastLane](#) for the many formats that FastLane now accepts for uploaded files and [Upload a File](#) for instructions on how to upload a document. [Embed the fonts](#) used in your document before uploading.

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- [Software Requirements for Creating PDF Files](#)
- [Ensure Your PDF Files Meet NSF Formatting Requirements](#)
- [Important Don'ts](#)

See [Generate PDF Files](#) to see how to create PDF files from various platforms.

Note: To ensure your PDF files meet NSF formatting requirements, please make sure that all security permission for your PDF files are set to No Security before you upload your PDF file to FastLane. Failure to do so causes problems with the viewing and printing of your proposal. FastLane is blocking PDF files that have security permissions enabled. See [Important Don'ts](#).

Software Requirements for Creating PDF Files

The following software is acceptable for creating PDF files that meet NSF formatting requirements:

- Adobe Acrobat Professional or Standard Version 5 or higher
Note: FastLane now supports Adobe Acrobat Distiller Version 7
- Ghostscript (Version 6.5 or higher)
- Microsoft Word
- WordPerfect

See [Important Don'ts](#) for information on software and settings that will not function.

Important Don'ts

Do Not Use These PDF Producers

These PDF producers may generate fine standalone documents, but create difficulties for embedding fonts and for file concatenation:

- Canvas/Deneba PDF Filter
- Dvipdf(m)
- FrameMaker
- Ghostscript versions before 6.5
- Hewlett-Packard Intelligent Scanners
- PhotoShop
- PStill

For more information, see [Blocked PDF Producers](#).

Do Not Use Adobe Acrobat Encryption or Security Settings

Modern versions of Adobe Acrobat allow users to create security settings on PDF files. These settings negatively affect the ability of NSF Program Officers and reviewers to properly access and view your files.

To turn off Adobe Acrobat security settings, in the PDF document, select **File --> Document Properties**. The **Document Properties** box displays.

In the left sidebar menu, select **Security**.

In the **Security Method** box, select **No Security**. Click **OK**.

Note: FastLane is a security and encrypted environment. NSF assumes responsibility for keeping your submitted documents secure and confidential.

Do Not Use Adobe Acrobat PDFWriter

PDFWriter does not produce PDF files acceptable for FastLane, except under very limited circumstances. PDFWriter can produce garbled and incomplete versions of your file. It is better to upload the file in one of the many formats that FastLane supports (see [Acceptable Formats for FastLane](#)).

If you want to create a PDF file, use Adobe Distiller (in the same package as PDFWriter) or Ghostscript.

For more information on PDFWriter, see <http://planetpdf.com/planetpdf/pdfs/issue02.pdf>

For more information on Ghostscript, see <http://www.cs.wisc.edu/~ghost/>

Ensure Your PDF Files Meet NSF Formatting Requirements

Note: Only if you have Adobe Version 4, access [FastLane Job Options](#) (opens a new window). Then go to **File --> Save as** and save the document that displays as a file in your Adobe folder (usually found in Program Files). This will ensure your PDF document meets NSF requirements. For all other permissible PDF generators, adhere to the instructions below.

To ensure your PDF files meet NSF formatting requirements, you should take these measures:

- [Select Edit and Print Adobe security permissions](#)
- [Embed all fonts](#)
- [Use Type 1 or TrueType fonts](#)
- [Subset fonts](#)
- [Check resolution for images and figures](#)

Select Edit and Print Adobe Security Permissions

See the File Document security option in Adobe Acrobat and set the following two security permissions to **Allow**:

- **Edit** permission
- **Print** permission

The **Edit** permission must be set to **Allow** so NSF can concatenate your documents into one file.

Embed All Fonts

Always embed fonts into the PDF file. Otherwise, PDF viewers and printers may replace your fonts with substitutes and produce unwanted results. For example, a bracket in a mathematical equation might be replaced by a column of letters.

Use Type 1 or TrueType Fonts

The fonts are commonly available in most applications.

Subset Fonts

Subsetting fonts forces the fonts you used to be properly called when individual PDF files are combined into one large PDF proposal file.

Check Resolution for Figures and Images

Conversion programs to PDF have settings that may affect the resolution of your figures and images.

Generate a PDF Introduction

To generate a PDF file, use the instructions below for the appropriate software, version, and operating system (OS):

- Adobe Acrobat Professional or Standard Version 5 or higher
 - [Windows](#)
 - [Mac](#)
 - [Ghostscript](#)
 - [WordPerfect](#)

Generate a PDF Introduction

To generate a PDF file, use the instructions below for the appropriate software, version, and operating system (OS):

- Adobe Acrobat Professional or Standard Version 5 or higher
 - [Windows](#)
 - [Mac](#)
 - [Ghostscript](#)
 - [WordPerfect](#)

Generate a PDF File in Windows

To generate a PDF, you must have installed Adobe Acrobat Standard or Professional Version 5 or higher.

First, [embed the fonts](#) in your word-processing document.

1. Open the word-processing file you want to convert to PDF.
2. Select **File** → **Print**. The **Print** box displays.
3. In the **Name** box, select Acrobat Distiller (for Version 5) or Adobe PDF (for Version 6 or higher).
4. Click **OK**. The document displays in a new window as a PDF file.
5. Select **File** → **Save as PDF**. The **Save as** box displays.
6. Give the file a name and select the directory you want to store it in.
7. Click **Save**. The PDF file is now ready for uploading to FastLane. See [Upload a File](#).

Generate a PDF File for Macintosh

To embed the fonts in your document, FastLane recommends that you first turn a Word or other word-processing document into a PostScript file and then convert the PostScript file to a PDF for uploading to FastLane.

1. Open your word-processing document.
2. Select **File** → **Print**.
3. In the dialogue box, change **Copies and Pages** to **Output Options**.
4. Click **Save as file**. The **Save As** box displays.
5. In the dropdown menu, select **PostScript**.
6. Click **Save**.
7. Close out the word-processing file.
8. Double-click the PostScript file icon or filename in the folder that you saved it to. A box displays stating the PostScript file is being converted to PDF. When the conversion is finished, the converted document displays as a **Preview**.
9. In the Preview, select **File** → **Export**.
10. In the **Format** drop-down box, select **PDF**.
11. Click **Save**.

Your original document is now in PDF with fonts embedded.

Generate PDF Files With Ghostscript

Instructions and the current version of Ghostscript may be found at the [GhostScript Home Page](#).

Go to the Ghostscript website for more information on [Postscript to PDF](#).

Suggestions

Remember when using Ghostscript to:

- Use Type 1 fonts.
- Embed the fonts.
- Set the output resolution at a sufficient level for your included images and graphics.
- Since ps2pdf will convert your PostScript file to PDF within Ghostscript, use the following settings:
 - dMaxSubsetPct=100
 - dCompatibilityLevel=1.2
 - dSubsetFonts=true
 - dEmbedAllFonts=true

Generate PDF Files With WordPerfect

NSF highly recommends that the WordPerfect file be uploaded directly to FastLane.

WordPerfect 9 or higher, part of WordPerfect Office 2000, has a Publish to PDF function that will bypass the need for Adobe Acrobat Distiller or GhostScript. This function will embed WordPerfect fonts.

Security and Privacy

NSF FastLane Security and Privacy

For the most up to date information about NSF's Security and Privacy policies and practices, please visit NSF's Privacy Policy page at www.nsf.gov/policies/privacy.jsp.

Use of NSF ID and Social Security Numbers

NSF ID

The NSF ID is a unique numerical identifier assigned to FastLane users by NSF. It is a random nine-digit number beginning with three zeroes.

The NSF ID will be used throughout FastLane as a login ID and identification verification.

Social Security Numbers (SSN)

SSN submission will only be requested where it is necessary for business purposes, e.g., financial reimbursement. SSN is solicited under NSF Act of 1950, as Amended.

In areas that do not require SSNs for a business need, FastLane customers will use their NSF ID, assigned to them by NSF in place of SSNs.

The SSN used by the FastLane System is not printed on any reports and is available through online screens only to FastLane users who have an established need to view the SSN.

FAQs

FastLane FAQs Introduction

FastLane Frequently Asked Questions (FAQs) are alphabetized and categorized and cross-referenced into the different areas to make it easier to find an answer to a common question. Some FAQs are listed in more than one area. The areas are as follows:

[Accessing FastLane](#)

[Authorized Organizational Representative Functions](#)

[FastLane-Related Proposal & Award Policies & Procedures Guide \(PAPPG\) FAQs](#) - Effective

January 14, 2013

[Interactive Panel System \(IPS\)](#)

[Notifications and Requests](#)

[NSF ID](#)

[Principal Investigator \(PI\) Functions](#)

[Project Reports System](#)

[Proposal Preparation](#)

[Sponsored Project Office \(SPO\) Functions](#)

[Technical](#)

[General](#)

[Printing](#)

[Proposal Preparation](#)

If you do not find the answer to your question in this list or any other FastLane documentation, please contact the FastLane Help Desk for assistance. If you find an error or discrepancy in any of the FAQs, please notify the FastLane Help Desk.

Accessing FastLane FAQs

[How does a Co-PI access the proposal?](#)

[I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?](#)

How does a Co-PI access the proposal?

A Co-PI can access a proposal after you have added their name and National Science Foundation Identification Number (NSF ID) to the Cover Sheet Form of a proposal. See [Add a Co-PI to a Proposal](#) for instructions.

NSF permits only four Co-PIs per proposal. Co-PIs can be from your organization or another organization.

I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?

To provide access to your proposal or reports for administrative support or proposal personnel who are not listed as PI or Co-PI, you must do the following:

[Assign a proposal PIN](#) if your assistant needs to work on a proposal or [assign an award PIN](#) if your assistant needs to work on a project report.

Give the PIN to your assistant.

Your assistant then logs in to Proposals, Awards, and Status as an Other Authorized User (see [Log In as an Other Authorized User](#) for instructions).

To revoke access to an award or a proposal, change the proposal or award PIN.

Authorized Organizational Representative (AOR) FAQs

[What is an Authorized Organizational Representative \(AOR\)?](#)

[What if our organization has multiple individuals that we wish to designate as AORs?](#)

[With implementation of the electronic signature process, are all pre- and post-award actions able to be done electronically?](#)

[How and when will the AOR be notified if there is a proposal waiting to be electronically signed?](#)

[Can an AOR electronically sign a proposal that is in process before submission of the proposal?](#)

[How long after submission does the AOR have to electronically sign the proposal?](#)

[In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?](#)

[If an organization determines that those authorized to submit proposals also are designated AORs, should both the Submit Proposals to NSF and Authorized Organizational Representative Functions be checked as part of their user permissions?](#)

What is an Authorized Organizational Representative (AOR)?

An Authorized Organizational Representative (AOR) is the individual who is authorized to sign a proposal or request on behalf of the proposing organization. The organization must inform FastLane which individuals have

the authority to electronically sign the proposals and provide the required proposal certifications.

See [AOR Functions Introduction](#).

What if our organization has multiple individuals that we wish to designate as AORs?

NSF does not limit the number of designated AORs for an organization. An organization may assign the AOR Functions permission to as many individuals as it deems necessary.

With implementation of the electronic signature process, are all pre- and post- award actions able to be done electronically?

Yes.

How and when will the AOR be notified if there is a proposal waiting to be electronically signed?

FastLane does not send the AOR an email alert that proposals are waiting to be signed. The AOR checks in the Authorized Organizational Representative Functions application in Research Administration for documents that are awaiting electronic signature (see [AOR Functions](#) for instructions).

Can an AOR electronically sign a proposal that is in process before submission of the proposal?

No. FastLane will not permit the AOR to electronically sign the proposal before the SPO submits it.

How long after submission does the AOR have to electronically sign the proposal?

If your organization has separate certification and submission processes, the AOR has 5 business days from the date of electronic submission to electronically sign the proposal. If the AOR is submitting the proposal via FastLane, the submission and electronic signature processes are concurrent.

See [AOR Functions Introduction](#).

In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?

In the Proposal Preparation application, when the PI allows the SPO to View/Edit/Submit, FastLane automatically sends an email to those persons who have the authority to submit proposals for your organization.

If an organization determines that those authorized to submit proposals also are designated AORs, should both the Submit Proposals to NSF and Authorized Organizational Representative Functions be checked as part of their user permissions?

Yes. You must check both permissions in the user's profile (see [Add a User](#) or [Modify a User Profile](#) for instructions). If your organization's certification process is separate from the submission function, you can still give permission to AORs to submit proposals. However, the AOR must also have permission to conduct Authorized Organizational Representative Functions to electronically sign the proposal.

Interactive Panel System FAQs

[What is the difference between the Lead Panelist and the Scribe?](#)

[How do I enter a Panel Summary?](#)

[How do I Print a Panel Summary?](#)

[How do I view/approve a Panel Summary?](#)

[How do I prepare reviews?](#)

[How do I view the reviews of the other panelists?](#)

[How do I rank the proposals?](#)

[Why is the text format in the Panel Summary window inconsistent?](#)

[How can I refresh my Panel Summary window without being redirected to the Panel Status page?](#)

[How can I copy and paste the Panel Summary from a Word document into the IPS Panel Summary window without my quotations marks converting to question marks?](#)

What is the difference between the Lead Panelist and the Scribe?

The Scribe is appointed by the Program Officer (PO), as the person who prepares and submits the panel summary. The Lead Panelist is usually the panelist who introduces the proposal to the panel.

How do I enter a Panel Summary?

The Scribe enters the panel summary in the Interactive Panel System (IPS) on the **Summary** tab for the proposal.

How do I print a Panel Summary?

The Scribe can [print](#) panel summaries individually or in bulk from the Interactive Panel System (IPS) on the **Summary** tab for the proposal.

How do I view/approve a Panel Summary?

If the Scribe has made the summary either "Available for Comment" or "Available for Final Approval," any panelist can view the summary on the **Summary** tab for the proposal. At the bottom of the **Summary** tab is the "Approval Status" list that shows whose approval is required and whose approval has already been given. If you are required to [approve the summary](#), and the Scribe has made the summary "Available for Final Approval," there will be an **Approve** button on the **Summary** tab.

How do I prepare reviews?

From the upper left corner of the **My Work** Screen, choose "Prepare Reviews" from the **Other Functions** box. When you click the **GO** button next to the list, the Panel Review System opens in a new window. Follow the [Panel Review System's Preparing a Panel Review](#) instructions.

How do I view the reviews of the other panelists?

The program office has multiple choices when setting up a panel for the interactive panel system. They can allow panelists (or just assigned panelists) to view the reviews of other panelists at 1) any time, 2) only after submitting their own review, or 3) not at all.

Depending on how the program office has set these rules, you may be able to [see the reviews of other panelists](#) on the **Reviews** tab.

How do I rank the proposals?

All panelists have read-only access to the panel recommendation screen by choosing 'Recommendation' from the **Other Functions** box. If you have been authorized by the program office to provide recommendations for the panel, you will have access to drop-down lists in the 'Recommendation' and 'Ordering' fields. The available options in the 'Recommendation' drop-down list are set by the Program Officers (PO) and, therefore, can vary. The most common (default) options are: "Fund," "Fund if Possible," and "Do Not Fund." Your program officer will inform you of whether to use the 'Recommendations' and/or 'Ordering' field(s), and will provide guidance on the criteria you can use while making these panel rankings. See [Preparing a Recommendation](#) for instructions.

Why is the text format in the Panel Summary window inconsistent?

The Scribe's Panel Summary window formatting is different from that of the other Panelists because the Scribe

is able to edit their page. If the Scribe selects the "Print" button, the window will be shown as read only, which will display a consistent format for all Panelists.

How can I refresh my Panel Summary window without being redirected to the Panel Status page?

Place the pointer over the Panel Summary window, right click, and then select 'Refresh' from the list of options. Selecting 'Refresh' at the top of the page will result in the main page refreshing, taking the user back to the IPS main page.

How can I copy and paste the Panel Summary from a Word document into the IPS Panel Summary window without my quotations marks converting to question marks?

Prior to copy and pasting from the Word document, make sure that the 'convert straight quotes to smart quotes' check-box in the 'AutoFormat' and 'AutoFormat As You Type' tabs in the Word options are unchecked. The user can also use the text editor or manually correct the characters.

Notifications and Requests FAQs

[How do I complete a subaward budget?](#)

[On the cumulative budget page, the number of Post Doctoral Associates, Other Professionals, Graduate Students, Undergraduate Students, Secretarial or Other is not adding correctly. What is wrong?](#)

[I get this error message: "At least one of the month counts must be greater than 0 on the support form for This Project." I have entered all zeros for the months. Why am I getting this error message?](#)

[How will my Sponsored Project Office \(SPO\) know when I have allowed SPO access to the proposal?](#)

[Are signed budgets still required when submitting Supplemental Funding Requests?](#)

[How will subawardee signatures be handled in the e-signature process?](#)

How do I complete a subaward budget?

To complete a subaward budget, you must add the new organization and then create a budget for the new organization.

See [What Is an Addition of Subaward Request?](#)

On the cumulative budget page, the number of Post Doctoral Associates, Other Professionals, Graduate Students, Undergraduate Students, Secretarial or Other is not adding correctly. What is wrong?

The NSF Division of Grants and Agreements wants to know the cumulative number of these positions to be filled—not the total number of individuals filling these positions. Let's say you put John Smith as a Postdoctoral Associate for each of 3 budget years. On the cumulative budget, FastLane will calculate "3" as the number of Postdoctoral Associate personnel, rather than "1."

I get this error message: "At least one of the month counts must be greater than 0 on the support form for This Project." I have entered all zeros for the months. Why am I getting this error message?

You must indicate all time that will be given to the project, even time with no salary support. If you entered all zeros for the months, then FastLane assumes that the project requires no time and therefore you should not be applying for support. The [Grant Proposal Guide](#) says: "The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel should be included, even if they receive no salary support from the project(s)."

How will my Sponsored Project Office (SPO) know when I have allowed SPO access to the proposal?

When you click on the **Go** button associated with one of the following options (see [Allow or Remove SPO Access](#)), FastLane automatically sends an email notification to each SPO in the organization that you selected on the Cover Sheet with permission to submit FastLane proposals:

[Allow SPO to only view proposal but not submit](#)
[Allow SPO to view and edit but not submit proposal](#)
[Allow SPO to view, edit, and submit proposal](#)

Are signed budgets still required when submitting Supplemental Funding Requests?

FastLane requires that the Supplemental Funding Request budget be signed electronically. You no longer need to send a signed paper copy of the Supplemental Funding Request budget to NSF.

How will subawardee signatures be handled in the e-signature process?

NSF no longer requires that the proposing organization provide a paper copy of the subaward budget signed by the organization's Authorized Organizational Representative.

Principal Investigator (PI) Functions FAQs

[With implementation of the electronic signature process, are all pre- and post-award actions able to be done electronically?](#)

[Can you print out the PI/Co-PI Information form?](#)

[How will my Sponsored Project Office \(SPO\) know when I have allowed SPO/AOR access to the proposal?](#)

[In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?](#)

[How do I know NSF has successfully received my FastLane proposal?](#)

[After the proposal was submitted, I go into the Check Proposal Status application and the proposal is not listed. What is happening?](#)

[How do I print a copy of my completed report?](#)

[How can I change my email, phone, and fax numbers?](#)

[How do I add a Co-PI to the proposal?](#)

[I want to add more than four Co-PIs to my cover sheet. Can I do this?](#)

[I have an assistant who will be doing work on a proposal. How do I give my assistant access?](#)

With implementation of the electronic signature process, are all pre- and post- award actions able to be done electronically?

Yes.

Can you print out the PI/Co-PI Information form?

Yes. Do the following:

Access the **Form** Preparation screen (see [Prepare a Proposal](#) or [Edit a Proposal](#)). On the **Form Preparation** screen, click **Print** in the right navigation bar. The **Print Menu** screen displays.

Click the **GO** button for **PI Co-PI Info** button. The **PI/Co-PI Information Form** displays in PDF format. (If you need Adobe Reader, see [Adobe Reader for FastLane](#).)

Click the **Print** icon in the upper-left of the screen. The PI/Co-PI Information Form prints.

How will my Sponsored Project Office (SPO) know when I have allowed SPO/AOR access to the proposal?

When you click on the **Go** button associated with one of the following options (see [Allow or Remove SPO Access](#)), FastLane automatically sends an email notification to each SPO in the organization that you selected on the Cover Sheet with permission to submit FastLane proposals:

[Allow SPO to view proposal](#)

[Allow SPO to view and edit proposal](#)

[Allow AOR to view, edit, and submit proposal](#)

In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?

In the Proposal Preparation application, when the PI allows the SPO to View/Edit/Submit, FastLane automatically sends an email to those persons who have the authority to submit proposals for your organization.

How do I know NSF has successfully received my FastLane proposal?

A few seconds after the AOR successfully submits a proposal, a message pops up in FastLane confirming the submission. See [View/Print a Submitted Proposal as a PI](#) or [View/Print a Submitted Proposal as an SPO/AOR](#) for instructions to see and print the proposal.

After the proposal was submitted, I go into the Check Proposal Status application and the proposal is not listed. What is happening?

There is a lag between the time the proposal is submitted via FastLane and the time it shows up in the FastLane Proposal Status applications. Here is the NSF process at the point of your proposal's submission in FastLane:

You submit the proposal.

FastLane generates an email notifying NSF's Proposal Processing Unit that a proposal has been submitted in the system.

The Proposal Processing Unit logs in the proposal, prints and copies the proposal, and sends it to the relevant NSF program.

The data is uploaded to the NSF Proposal and Review System (PARS).

NSF staff accepts the data on the PARS.

NSF staff downloads the Proposal Status information to the FastLane database that night for access by the PI and SPO/AOR.

How do I print a copy of my completed report?

Project reports can be initiated, submitted, and viewed from Research.gov. This functionality is no longer available in FastLane.

How can I change my email, phone, and fax numbers?

To change your personal PI information on file with the NSF, see [Update PI Information](#) for instructions.

How do I add a Co-PI to the proposal?

You may add as many as four Co-PIs to a proposal. See [Add a Co-PI to a Proposal](#) for instructions.

I want to add more than four Co-PIs to my cover sheet. Can I do this?

NSF policy permits only one PI and a maximum of four Co-PIs on a proposal. However, you can add individuals as non-Co-PI Senior Personnel to a proposal. See [Add Senior Personnel to a Proposal](#) for instructions.

I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?

To provide access to your proposal for administrative support or proposal personnel who are not listed as PI or Co-PI, you must do the following:

[Assign a proposal PIN](#) if your assistant needs to work on a proposal

Your assistant then logs in to Proposals, Awards, and Status as an Other Authorized User (see [Log In as an Other Authorized User](#) for instructions).

To revoke access to a proposal, change the proposal PIN.

Proposal Preparation FAQs

[Can you upload all of the current and pending support forms as one file, by clicking on the PI's name and clicking on the **Transfer File** button?](#)

[Can you edit the Table of Contents?](#)

[On the cumulative budget page, the number of Postdoctoral Associates, Other Professionals, Graduate Students, Undergraduate Students, Secretarial or Other is not adding correctly. What is wrong?](#)

[I get this error message: "At least one of the month counts must be greater than 0 on the support form for This Project." I have entered all zeros for the months. Why am I getting this error message?](#)

[How do I exit the FastLane Proposal Preparation application?](#)

[How will my Sponsored Project Office \(SPO\) know when I have allowed SPO access to the proposal?](#)

[How does the organizational administrator make required changes to a FastLane proposal once the PI allows SPO access?](#)

[When NSF prints the proposals, do they print the proposal in color?](#)

Can you upload all of the current and pending support forms as one file, by clicking on the PI's name and clicking on the Transfer File button?

No. See [Submit Current and Pending Support for Each Individual Separately](#) for instructions.

Can you edit the Table of Contents?

No. FastLane creates the Table of Contents automatically, and the Table of Contents screen is a view-only screen.

On the cumulative budget page, the number of Postdoctoral Associates, Other Professionals, Graduate Students, Undergraduate Students, Secretarial or Other is not adding correctly. What is wrong?

The NSF Division of Grants and Agreements wants to know the cumulative number of these positions to be filled—not the total number of individuals filling these positions. Let's say you put John Smith as a Postdoctoral Associate for each of 3 budget years. On the cumulative budget, FastLane will calculate "3" as the number of Postdoctoral Associate personnel, rather than "1."

I get this error message: "At least one of the month counts must be greater than 0 on the support form for This Project." I have entered all zeros for the months. Why am I getting this error message?

You must indicate all time that will be given to the project, even time with no salary support. If you entered all zeros for the months, then FastLane assumes that the project requires no time and therefore you should not be applying for support. The [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) says: "The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel should be included, even if they receive no salary support from the project(s)."

How do I exit the FastLane Proposal Preparation application?

FastLane does not require a logout. When you've finished your work in the FastLane Proposal Preparation

application or any other application, just close your browser before leaving your computer.

How will my Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) know when I have allowed SPO/AOR access to the proposal?

When you click on the **Go** button associated with one of the following options (see [Allow or Remove SPO/AOR Access](#)), FastLane automatically sends an email notification to each person with SPO/AOR permissions in the organization:

[Allow SPO to only view proposal](#)
[Allow SPO to view and edit proposal](#)
[Allow AOR to view, edit, and submit proposal](#)

How does the organizational administrator make required changes to a FastLane proposal once the PI allows SPO/AOR access?

As an SPO/AOR, you can have access to a proposal in either of the following ways:

The PI grants the SPO/AOR access to either View/Edit/Submit (Only the AOR can submit). Once you have this access, the SPO/AOR can edit the proposal in the Research Administration module (see [Edit a Proposal as an SPO/AOR](#) for instructions).

The PI assigns a PIN to the proposal and gives this PIN to the SPO. The SPO then logs in to the Proposals, Awards, and Status module as an Other Authorized User (see [Log In as an Other Authorized User](#) for instructions).

When NSF prints the proposals, do they print the proposal in color?

NSF cannot reproduce proposals in color. Therefore, it is better not to rely on colorized objects to make your arguments. If your paper requires either very high-resolution graphics or exact color representations for proper review, then you must submit paper copies of your proposal to NSF, in addition to submitting the proposal through FastLane.

Here is how to submit the paper copy:

In the **Other Information** section on the **Remainder of the Cover Sheet** screen, click the check mark box for High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (PAPPG I.E.1). FastLane displays the number of paper copies of the entire proposal you must submit to NSF.

The paper copies must be postmarked, or have legible proof of mailing date assigned by the carrier, within 5 working days of the electronic submission.

See [What Is the Cover Sheet](#) for instructions on accessing the **Remainder of the Cover Sheet** screen.

Project Reports System

Project reports have been migrated to Research.gov

Sponsored Project Office Representative (SPO)/Authorized Organizational Representative (AOR) Functions FAQs

[With implementation of the electronic signature process, are all pre- and post-award actions able to be done electronically?](#)

[In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?](#)

[How will I know that the PI has given me access to a proposal?](#)

[How does the organizational administrator make required changes to a FastLane proposal once the PI allows SPO access?](#)

[How do I know NSF has successfully received my FastLane proposal?](#)

[After the proposal was submitted, I go into the Check Proposal Status application and the proposal is not listed. What is happening?](#)

[At what point does NSF consider a proposal to be submitted?](#)

[What if our organization has multiple individuals that we wish to designate as AORs?](#)

[How will subawardee signatures be handled in the e-signature process?](#)

With implementation of the electronic signature process, are all pre- and post- award actions able to be done electronically?

Yes.

In terms of how the process will actually flow, will an email be sent to both the Authorized Organizational Representative and the Sponsored Project Office notifying them of when a proposal is ready to be submitted?

In the Proposal Preparation application, when the PI allows the SPO to View/Edit/or the AOR to View/Edit/Submit, FastLane automatically sends an email to those persons who have SPO/AOR authority for your organization.

How will I know that the PI has given me access to a proposal?

When the PI clicks on the **Go** button associated with one of the following options, FastLane automatically sends an email notification to each SPO in your organization:

[Allow SPO to only view the proposal](#)

[Allow SPO to view and edit proposal](#)

[Allow AOR to view, edit, and submit proposal](#)

How does the organizational administrator make required changes to a FastLane proposal once the PI allows SPO/AOR access?

As an SPO/ AOR, you can have access to a proposal in either of the following ways:

The PI grants the SPO/AOR access to either View/ Edit/ Submit (only the AOR can submit). Once you have this access, the SPO/AOR can edit the proposal in the Research Administration module (see [Edit a Proposal as an SPO/ AOR](#) for instructions).

The PI assigns a PIN to the proposal and gives this PIN to the SPO. The SPO then logs in to the Proposals, Awards, and Status module as an Other Authorized User (see [Log In as an Other Authorized User](#) for instructions).

How do I know NSF has successfully received my FastLane proposal?

A few seconds after the SPO/AOR successfully submits a proposal, a message pops up in FastLane confirming the submission. See [View/Print a Submitted Proposal as a PI](#) or [View/Print a Submitted Proposal as an SPO](#) for instructions to see and print the proposal.

A few days later, the proposal is uploaded into the NSF internal Proposal and Review System (PARS) and is listed in the Proposal Status application.

After the proposal was submitted, I go into the Check Proposal Status application and the proposal is not listed. What is happening?

There is a lag between the time the proposal is submitted via FastLane and the time it shows up in the Proposal Status applications. Here is the NSF process at the point of your proposal's submission in FastLane:

You submit the proposal.

FastLane generates an email notifying NSF's Proposal Processing Unit that a proposal has been submitted in the system.

The Proposal Processing Unit logs in the proposal, prints and copies the proposal, and sends it to the relevant NSF program.

The data is uploaded to the NSF Proposal and Review System (PARS).

NSF staff accepts the data on the PARS.

NSF staff downloads the Proposal Status information to the database that night for access by the PI and SPO.

At what point does NSF consider a proposal to be submitted?

A proposal is considered as submitted when the SPO/AOR clicks the **Submit** button. NSF also determines whether the proposal has met its deadline by the time at which the **Submit** button is clicked.

What if our organization has multiple individuals that we wish to designate as AORs?

NSF does not limit the number of designated AORs for an organization. An organization may assign the AOR Functions permission to as many individuals as it deems necessary.

How will subawardee signatures be handled in the e-signature process?

NSF no longer requires that the proposing organization provide a paper copy of the subaward budget signed by the organization's Authorized Organizational Representative.

FastLane Help

Technical FAQs Introduction

[Print the contents of the Technical FAQs book.](#)

Technical FAQs are organized into four groups:

[General](#)

[Printing](#)

[Proposal Preparation](#)

All Technical FAQs are listed below.

General

What software do I need to use the FastLane Proposal Preparation application?

Which file formats, besides PDF, are now supported by FastLane?

How do I exit the FastLane Proposal Preparation application?

I get a security library error message. What should I do?

What security is provided with FastLane?

I cannot enter data in a FastLane field. It stops me from entering the last character. What should I do?

Should I keep on hitting a button if I do not get a quick response?

Printing

When trying to print a FastLane form (i.e., pull up a form in Adobe Reader) I get "An Error Occurred While Trying to Use This Document" error message or a blank page and a "Document Done" message. What is wrong?

When NSF prints the proposals, do they print the proposal in color?

My document had 1" margins and I have a printout to prove it. My program officer says my proposal is non-compliant because NSF prints it out with 0.85" margins. Why did FastLane change my document?

My project description was 15 pages in my word processor but when I pull it up in FastLane it is 16 pages. What is happening?

My PDF files look fine when I view/print them one at a time. But when I print the entire proposal (or when I send the proposal to my Sponsor Project Office or equivalent) characters are missing and equations corrupted. What is happening?

Can you print out the PI/Co-PI Information Form?

How do I print a copy of my completed report?

Proposal Preparation

After the proposal was submitted, I go into the Proposal Status Inquiry/FastLane organizational Reports application and get a message that the Proposal does not exist. What's happening?

Why is the Information Form not accepting my answers for the gender, ethnicity, and disability questions?

Technical FAQs – General

[What software do I need to use the FastLane Proposal Preparation application?](#)

[Which file formats, besides PDF, are now supported by FastLane?](#)

[How do I exit the FastLane Proposal Preparation application?](#)

[I get a security library error message. What should I do?](#)

[What security is provided with FastLane?](#)

[I cannot enter data in a FastLane field. It stops me from entering the last character. What should I do?](#)

[Should I keep on hitting a button if I do not get a quick response?](#)

What software do I need to use the FastLane Proposal Preparation application?

FastLane is a Web-based application. You need:

- A Web browser to access and work in FastLane (see [Web Browser Compatibility and Accessibility Software](#))

- A Portable Document Format (PDF) file reader, generally Adobe Reader 5.0 or higher, for viewing and printing PDF files

- A word processor

See [Software Requirements for FastLane](#).

FastLane no longer requires that you create your own PDF files. You can upload any document into FastLane that is in a format listed in [Acceptable Formats for FastLane](#).

Only if you want to create your own PDF files to upload into FastLane, you also need: Adobe Acrobat Distiller or another application that creates PDF files.

Which file formats, besides PDF, are now supported by FastLane?

See [Acceptable Formats for FastLane](#) for a full rundown of the many formats FastLane now accepts.

When you upload your file, FastLane will convert it to a PDF file. You can then proofread the PDF file, accept it,

and save it in FastLane. See [Upload a File](#).

For problem-free uploading, continue to use standard fonts. This will avoid the need for font substitution.

Create PostScript files with dvips 5.66a, which comes with the MikTeX package.

Files created with dvipsk 5.58f, dvips(k) 5.86, groff, or troff may cause problems when the files are concatenated.

You can still upload PDF files. FastLane will accept them, if you do the following:

- Do not use PDFWriter to create the file.
- Embed and subset all fonts in the file.
- Put the files in Acrobat 3, 4, or 5 format.

How do I exit the FastLane Proposal Preparation application?

FastLane does not require a logout. When you are finished with your work in *any* FastLane application, just close your browser before leaving your computer.

I get a security library error message. What should I do?

You are receiving an error message because your computer has cached an old security certificate. To fix this, clear out your cache in your browser. Contact your organization's technical support personnel or FastLane User Support for instructions on how to clear the cache.

What security is provided with FastLane?

FastLane uses a Secure Server (https). All of your transactions with FastLane are encrypted.

I cannot enter data in a FastLane field. It stops me from entering the last character. What should I do?

The glitch is an embedded space in the field. You need to delete the space as follows:

Put your cursor in the field.

Space all the way to the right.

Back space all the way to the left, deleting all the characters.

You will now be able to enter all the information including the last character.

Note: If a field does not show up at all, it probably means that you are using a Windows 3.1 version of a browser on Windows 95, 98, or NX. Download and install the latest version of the browser to fix this problem. See [Web Browser Compatibility](#).

Should I keep on hitting a button if I do not get a quick response?

No. Hitting the button repeatedly will not speed things up.

Technical FAQs – Printing

[When trying to print a FastLane form \(i.e., pull up a form in Adobe Reader\) I get "An Error Occurred While Trying to Use This Document" error message or a blank page and a "Document Done" message. What is wrong?](#)

[When NSF prints the proposals, do they print the proposal in color?](#)

[My document had 1-inch margins and I have a printout to prove it. My Program Officer says my proposal is non-compliant, because NSF prints it out with 0.85" margins. Why did FastLane change my document?](#)

[My project description was 15 pages in my word processor, but when I pull it up in FastLane it is 16 pages. What is happening?](#)

[My PDF files look fine when I view/print them one at a time. But when I print the entire proposal \(or when I send the proposal to my Sponsor Project Office or equivalent\), characters are missing and equations corrupted. What is happening?](#)
[Can you print out the PI/Co-PI Information Form?](#)

When trying to print a FastLane form (i.e., pull up a form in Adobe Reader) I get "An Error Occurred While Trying to Use This Document" error message or a blank page and a "Document Done" message. What is wrong?

Most likely, you are receiving these messages because your Adobe Reader has been configured as a plug-in. This prevents your browser from working on a secure Web site such as FastLane.

To fix the problem, delete the plug-in and configure your browser to use Adobe Reader as a helper. See [Configure Adobe Reader for FastLane](#).

When NSF prints the proposals, do they print the proposal in color?

For cost and technical reasons, NSF cannot, at this time, reproduce proposals containing color. Therefore, it is better not to rely on colorized objects to make your arguments.

See [What Is the Cover Sheet](#) for instructions on accessing the **Remainder of the Cover Sheet** screen.

My document had 1-inch margins and I have a printout to prove it. My Program Officer says my proposal is non-compliant, because NSF prints it out with 0.85" margins. Why did FastLane change my document?

FastLane did not change the document. You may have used the **Fit to Page** option to print your proposal on your own printer. NSF's Proposal Processing Unit does not use that option. Please turn off the **Fit to Page** option and then view/print your proposal.

My project description was 15 pages in my word processor, but when I pull it up in FastLane it is 16 pages. What is happening?

If you are uploading a non-PDF file, be sure to check the number of pages and margin sizes.

If you are uploading a PDF file, adjustments may be necessary, because MSWord and similar word-processing packages determine page breaks by the settings and capabilities of the output device. That's why you may get different page breaks when you print to the PDF file rather than to your printer.

To solve this problem, follow these steps:

Set the default page size in the **Job Options** section of Adobe Distiller.

Correct the default page size.

Convert the file to PDF.

My PDF files look fine when I view/print them one at a time. But when I print the entire proposal (or when I send the proposal to my Sponsor Project Office or equivalent), characters are missing and equations corrupted. What is happening?

The fonts were not embedded in the files that you uploaded.

Can you print out the PI/Co-PI Information Form?

Yes. Do the following:

Access the **Form Preparation** screen (see [Prepare a Proposal](#) or [Edit a Proposal](#)). On the **Form Preparation** screen, click **Print** in the right navigation bar. The **Print Menu** screen displays.

Click the **GO** button for **PI Co-PI Info** button. The **PI/Co-PI Information Form** displays in PDF format. (If you need Adobe Reader, see [Adobe Reader for FastLane](#).) Click the **Print** icon in the upper-left of the screen. The PI/Co-PI Information Form prints.

Technical FAQs – Proposal Preparation

[After the proposal was submitted, I go into the Proposal Status Inquiry/FastLane Organizational Reports application and get a message that the proposal does not exist. What's happening? Why is the Information Form not accepting my answers for the gender, ethnicity, and disability questions?](#)

After the proposal was submitted, I go into the Proposal Status Inquiry/FastLane Organizational Reports application and get a message that the proposal does not exist. What's happening?

There is a lag between the time the proposal is submitted via FastLane and the time it shows up in the Proposal Status applications. Here is the NSF process at the point of your proposal's submission in FastLane:

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The data is uploaded to the NSF Proposal and Review System (PARS).

NSF staff accepts the data on the PARS.

NSF staff downloads the Proposal Status information to the database that night for access by the PI and SPO/AOR.

Why is the Information Form not accepting my answers for the gender, ethnicity, and disability questions?

If you select "I choose not to reply to this question" for the gender, ethnicity, and disability questions, FastLane will not print a response on the form.