NSF E-Business Team

Electronic Proposal Submission

February, 2004
Version 2.0

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Proposal Preparation

Once you have received a password from your Organization's Sponsored Project Office (SPO) and are registered as a Principal Investigator (PI), you can begin the process of creating a proposal. This section describes the process you go through for preparing a proposal for submission via FastLane. This publication is intended as a general training and reference guide, you may also wish to consult the Grant Proposal Guide (GPG), the publication for providing the authoritative guidance for the preparation and submission of proposals to the NSF. The GPG can be accessed at the following web site: http://www.nsf.gov/cgi-bin/getpub?gpg. A link to the GPG is also available under Proposal Preparation on the FastLane home page (http://www.fastlane.nsf.gov).

Format of a Proposal

Proposals must conform to the instructions provided in the Grant Proposal Guide (GPG). Conformance is required and is strictly enforced unless a deviation has been approved. Any deviations from these instructions must be authorized in advance by the NSF. Detailed information on Proposal formatting can be found in the GPG.

The narrative portions of the proposal (Project Summary; Budget Justification; Biographical Sketches; References Cited; Facilities and Equipment; Current and Pending Support; Facilities, Equipment, and other Resources; Supplementary Documentation and Additional Single Copy Documents) can either be entered directly into the textbox provided or can be created in a word processor of your choosing and then uploaded into the FastLane system. FastLane will automatically convert them into PDF format. **Note:** The Project Description is the only proposal form that must be uploaded into FastLane.

The Budget can be entered directly on the online forms, or you can download and edit a specially coded Microsoft Excel spreadsheet, then upload the completed spreadsheet file to the FastLane system. The information for the other proposal forms (Cover Sheet, List of Suggested Reviewers, Deviation Authorization, Link Collaborative Proposals, Change PI, Add/Delete Non Co-PI Senior Personnel) is either entered or selected directly from the boxes on the online forms.

Logging into FastLane to Prepare a Proposal

To log into FastLane to prepare a proposal, you click on the **Proposals, Awards, & Status** link on the FastLane home page (http://www.fastlane.nsf.gov).

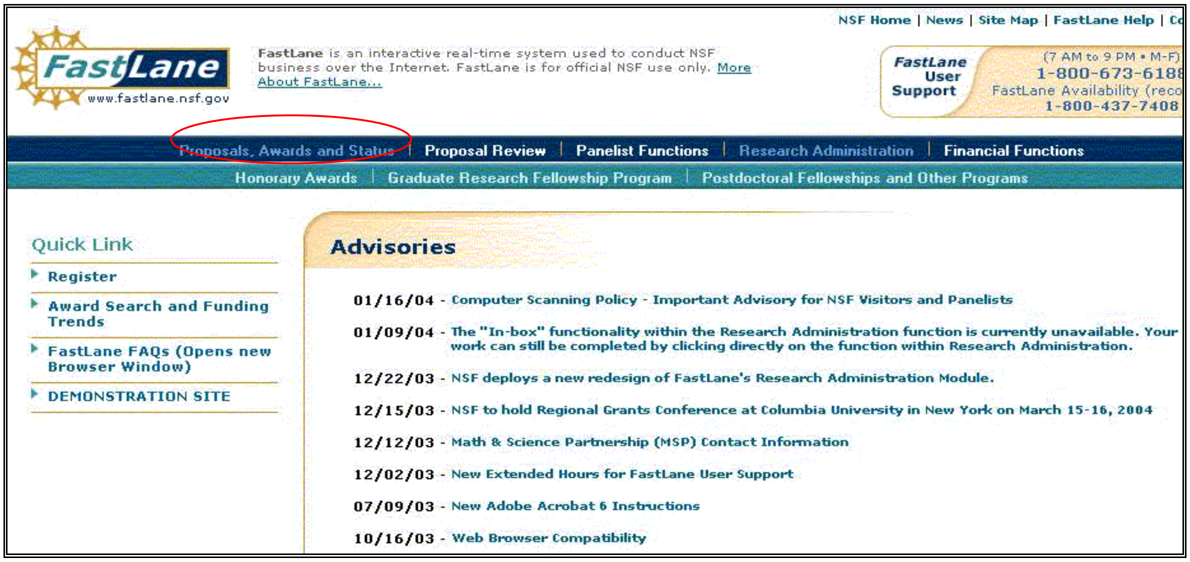


Figure 1 - FastLane home page

PI/Co-PI Login

If you are a PI or Co-PI working on a proposal, enter your login information in the PI/Co-PI Login box.

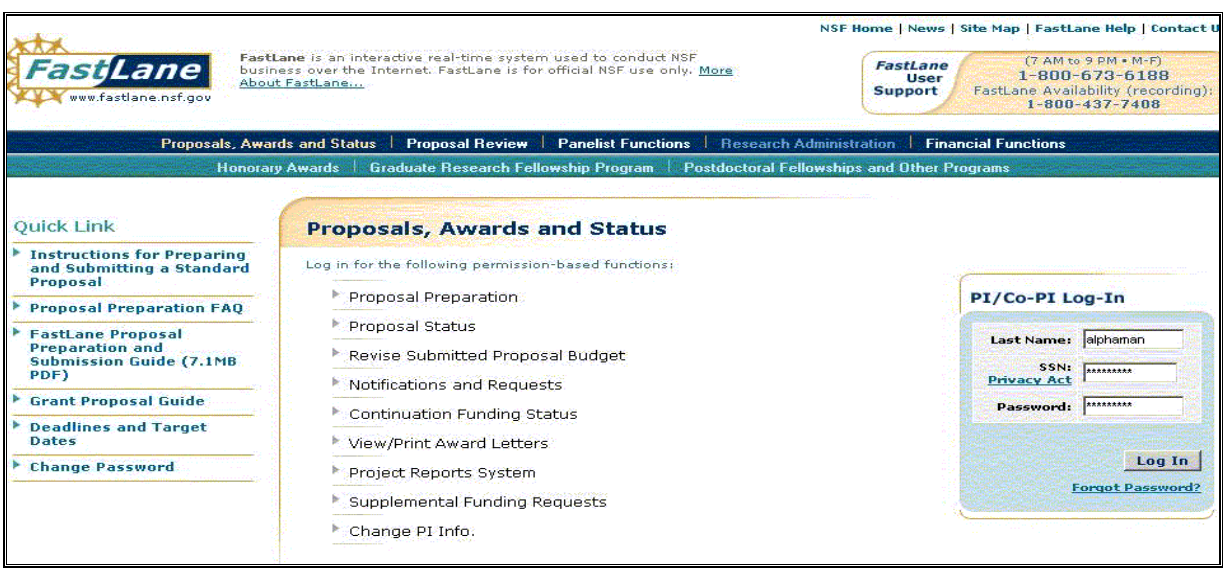


Figure 2 - Proposals, Awards & Status login page

This includes your **Last Name**, **SSN**, and **Password**. Click on the **Login** button and the PI/Co-PI Management screen is displayed.

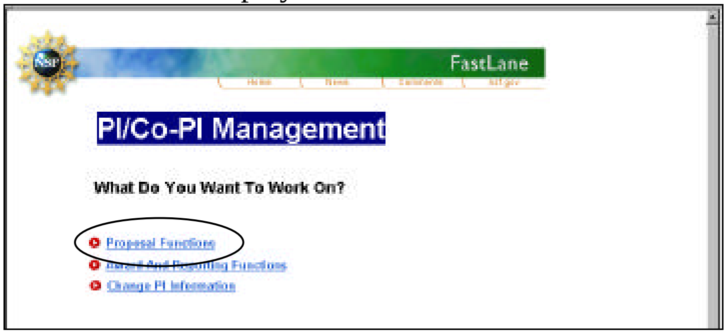


Figure 3 - PI/Co-PI Management screen

Click on the **Proposal Functions** link. A screen is displayed showing all the Proposal functions a PI can perform.

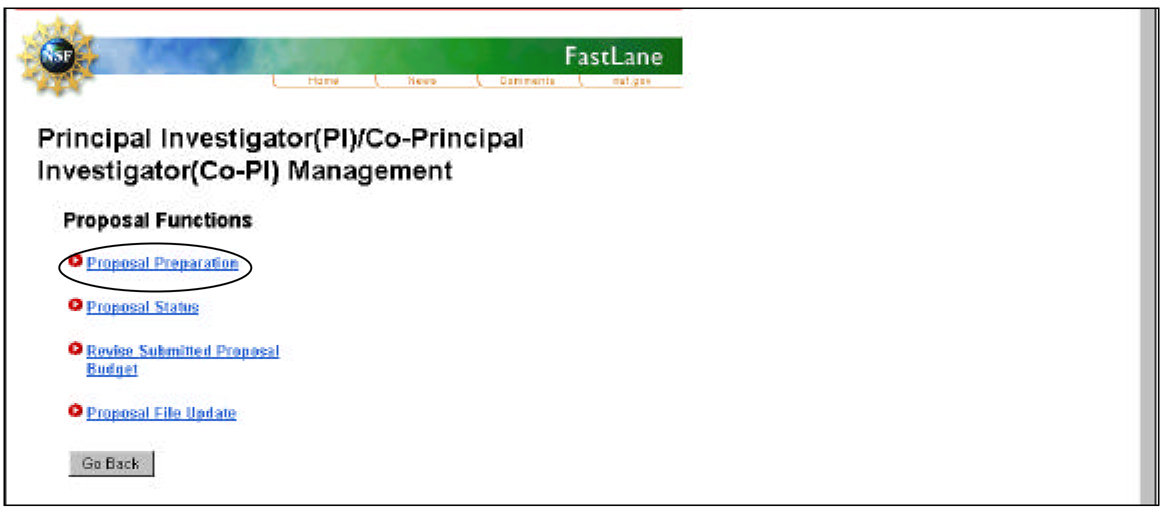


Figure 4 – PI Proposal Functions

Click on the **Proposal Preparation** link. The Principal Investigator Information screen is displayed. The first part of this screen shows a reminder for you to address both of NSF's merit review criteria, in separate statements, in the Project Summary and to address the broader impacts resulting from the proposed project in the narrative of the Project Description. The remainder of the screen contains your personal information that is currently stored in the NSF PI database.

Note: Proposals that do not address both these criteria will be returned to the PI without review.

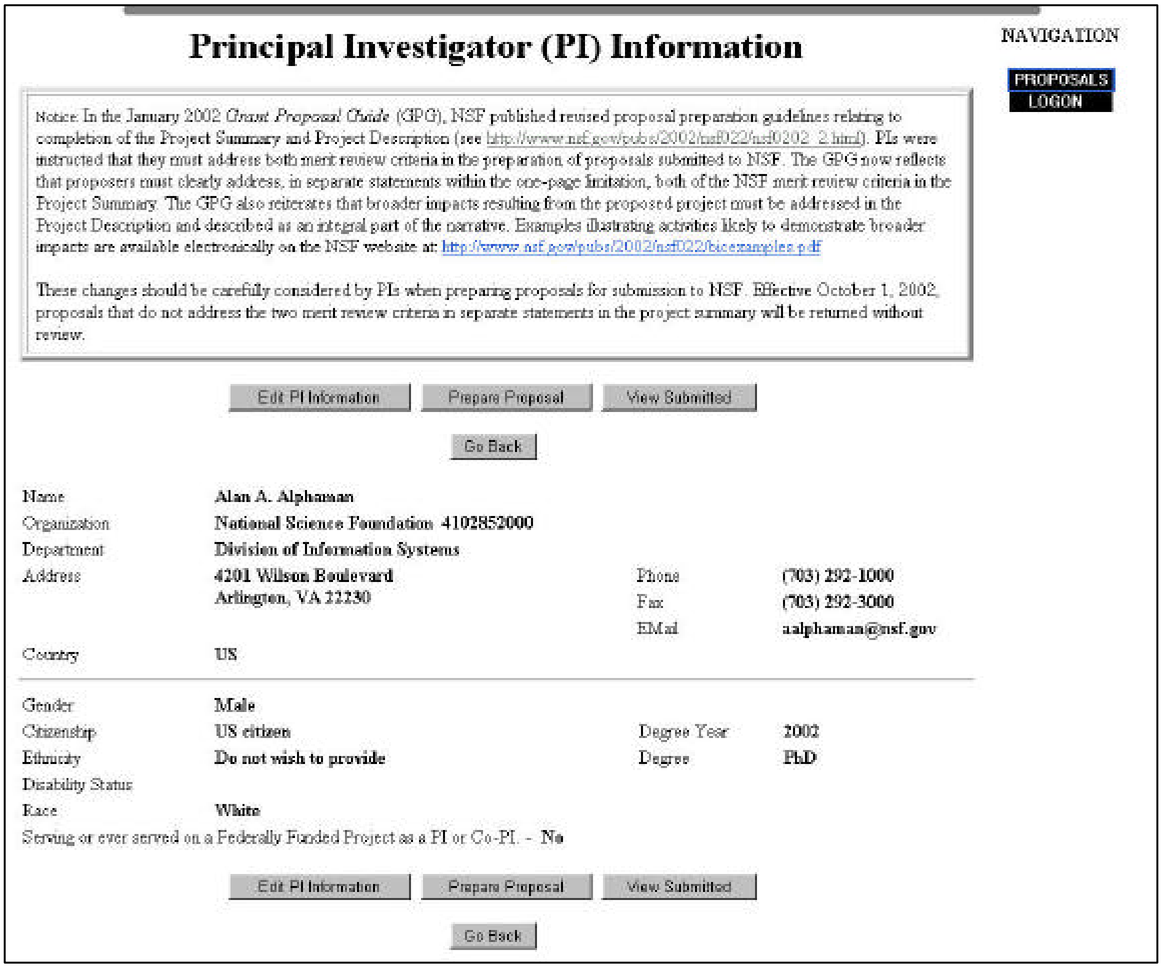


Figure 5 - Principal Investigator Information screen

If you need to change your information, click on the **Edit PI Information** button. A screen allowing you to edit your personal data is displayed. Make any necessary changes or additions then click on the **OK** button to save. A screen is displayed stating, "*PI Information successfully saved*". Click on the **OK** button to return to the PI Information screen.

Click on the **Prepare Proposal** button. The Proposal Actions screen (Figure 6) is displayed.

If you are a new user to FastLane, you will get a screen, *Create New Proposal*. To start a proposal, click **Create New Proposal**.

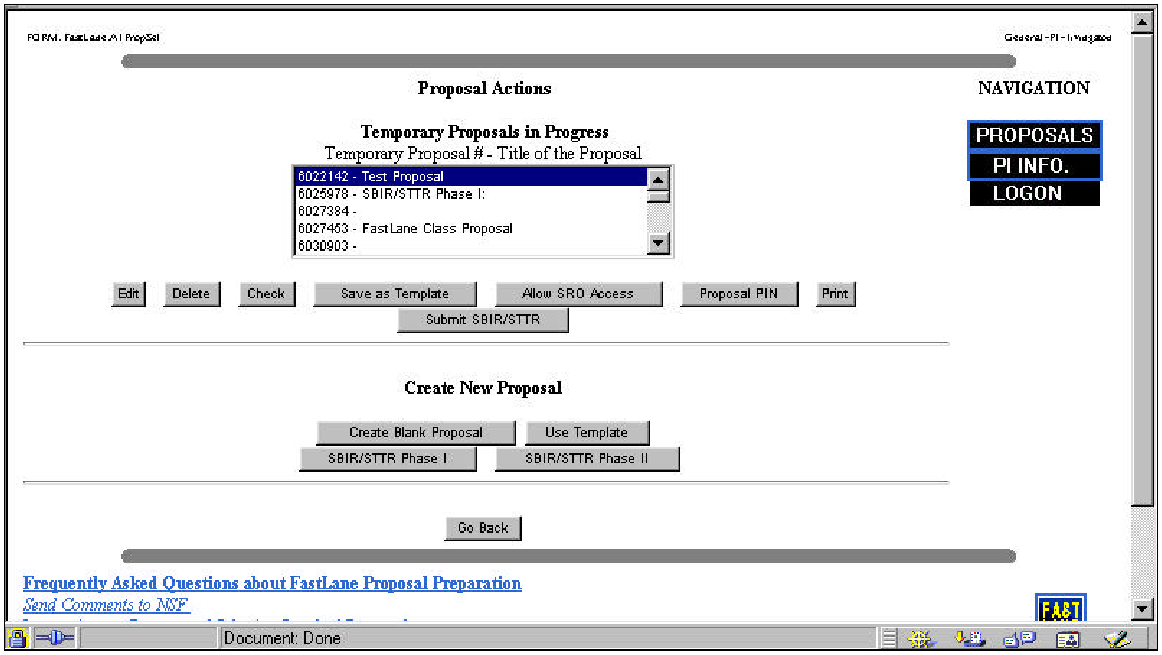


Figure 6 - Proposal Actions screen

On the Proposal Actions screen, if you click on the **Create Blank Proposal** button or select a proposal in progress and click on the **Edit** button, the Form Preparation screen will be displayed allowing you to complete or modify any form in your proposal.

All the Proposal Action screen buttons are described below.

- **Edit** - If you wish to continue to work on a proposal in progress, click on the temporary proposal id number from the list and then click on the **Edit** button.

- **Delete** - Deletes a proposal from FastLane.

- **Check** - Checks all the sections of your proposal and then displays a Proposal Check Status Report. This report will show you any problems with your proposal that will prevent submission. Also an informational message is provided on sections of the proposal that are missing which in and of themselves will not prevent submissions.

- **Save as Template** - After completing your proposal, you may wish to use this button to save it as a template so that you can use it to help you create your next proposal to the NSF.

- **Allow SRO Access** - Allows you to give your SPO (formerly referred to as SRO) access your proposal. The three initial options are: 1) *Allow SRO to only view proposal but not submit 2) Allow SRO to view and edit but not submit proposal 3) Allow SRO to view, edit and submit proposal.* Once the SPO gains access, the third option is changed to *Remove all SRO access to this proposal*.

- **Proposal PIN** – Only the PI or Co-PI can assign a PIN to a proposal. Proposal PINs can be any four characters (numbers or letters) but unlike a FastLane password, they are case sensitive. A PIN enables another authorized FastLane user, other than a PI or Co-PI, access to a proposal. A FastLane user who has the proposal number and proposal PIN may access and modify the proposal within FastLane by entering his/her own last name, SSN, and FastLane Password as well as the proposal number and proposal PIN. This user bypasses the Proposal Actions screen and proceeds directly to the Form Preparation screen, therefore preventing him/her from being able to Allow SPO Access to the proposal. NOTE: If the PIN is forgotten, the PI or Co-PI may go in and assign the proposal a new PIN without having to recall the old PIN.

- **Print** - Allows you to view/print individual sections of the proposal or the entire proposal.

- **Submit SBIR/STTR -** This button only is displayed when the PI is also a Sponsored Project Office (SPO) representative that has the permission to submit proposals to the NSF and currently has a SBIR/STTR proposal in progress.

- **Create Blank Proposal** - Brings up the Form Preparation screen to create a new proposal.

- **Use Template** - Displays a screen listing all the template proposals that you have created. You can select one to use or delete on this screen.

- **SBIR/STTR Phase I** - Use this button to create a proposal responding to a Program Announcement for a Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Project.

- **SBIR/STTR Phase II -** Only NSF SBIR/STTR Phase I grantees that have submitted Phase I final reports and have been accepted by the SBIR Program Officer are eligible to submit SBIR/STTR Phase II proposals to NSF.

Other User Login

If you are a FastLane user but not the PI or a Co-PI on the proposal, you log into FastLane using the **Proposals, Awards, & Status** link from the NSF home page (http://www.fastlane.nsf.gov), just like the PI/Co-PI does.

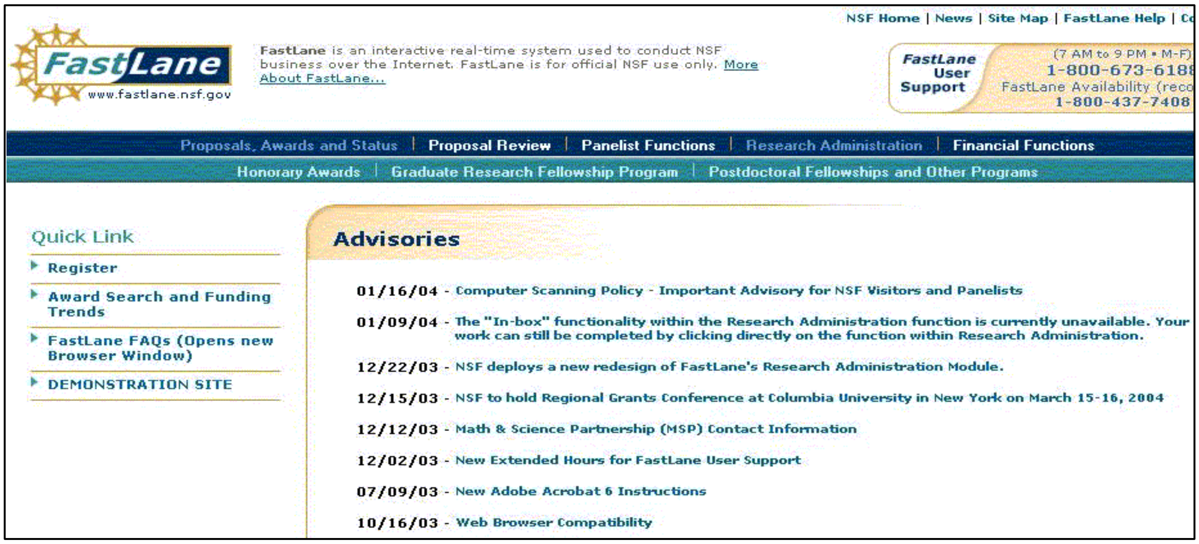


Figure 7 - FastLane home page

After you click on the Proposals, Awards, and Status link, the login page is displayed. Scroll down the page until you see the Login for other authorized users box. **Note:** To use this Login there must be a PIN already assigned to the proposal.

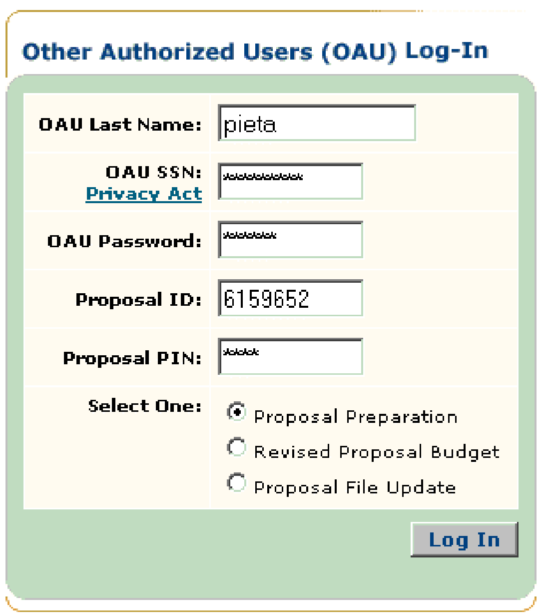


Figure 8 - Proposals, Awards, and Status OAU Login box

Enter your **Last Name**, **SSN**, **Password**, **Proposal ID**, **Proposal PIN,** and click on the radio button next to the activity that you will be performing, then click on the **Login** button. The Form Preparation screen is displayed.

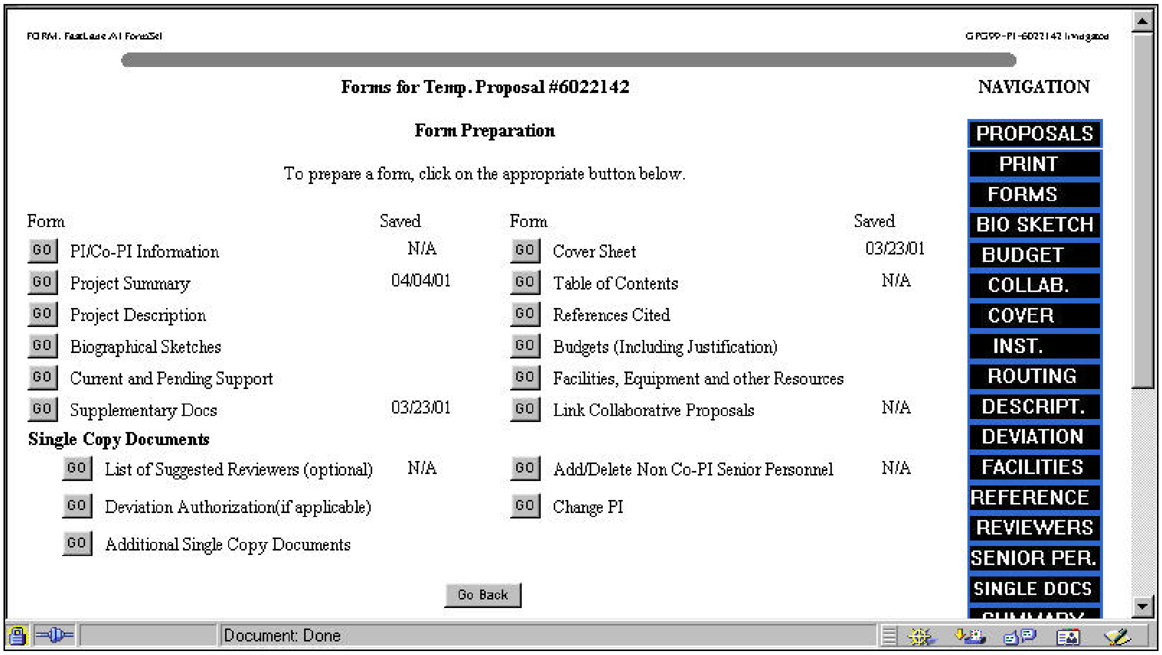


Figure 9 - Form Preparation screen

Using FastLane Forms

The Form Preparation screen is displayed after you login as a PI/Co-PI or other FastLane user and choose to prepare a proposal. This screen displays the names of all the forms available on a proposal with a **GO** button to the left of each one to access it. On the right side of the screen are **Navigation** buttons to quickly access all the different parts of the proposal. The **proposal's temporary number (TPI)**, located at the top of the screen, is important in case the PI needs to contact the FastLane Help Desk. As soon as the proposal's title is saved on the Cover Sheet form, it will appear underneath the temporary number.

Proposal Cover Sheet

The Cover Sheet is the first form that the PI creates. It is made up of the following four sections:

- Awardee/Performing Organization Selection
- Program Announcement/Solicitation/Program Description No.
- NSF Unit Consideration
- Remainder of Cover Sheet

Click on the **GO** button next to **Cover Sheet**, on the Form Preparation screen, to display the Cover Sheet Components Form.

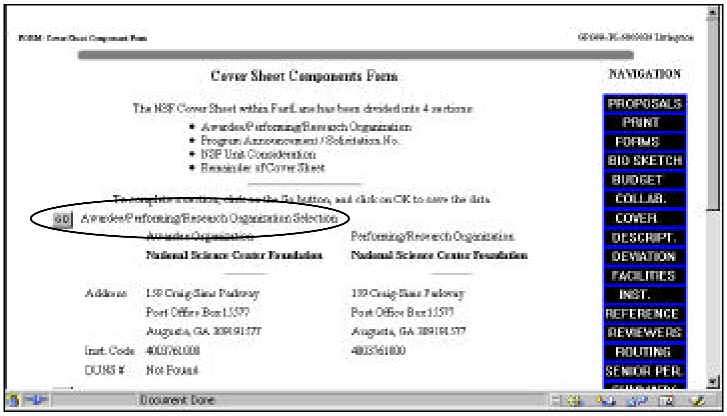


Figure 10 - Cover Sheet Components Form

<u>Awardee/Performing Organization Selection</u> – To change this information, click on the **GO** button next to it. A screen is displayed allowing you to change either the Awardee Organization or the Performee/Research Organization.

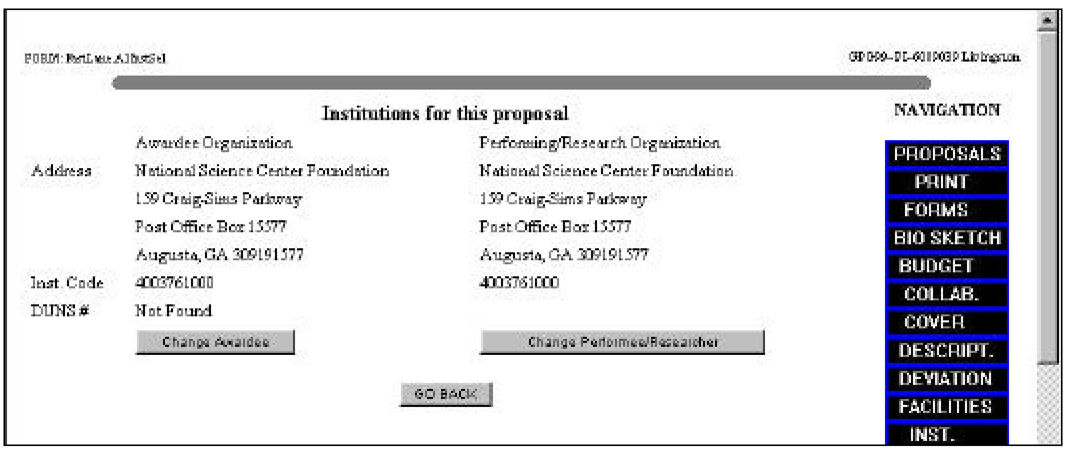


Figure 11 – Change Awardee Organization or the Performee/Research Organization

Generally the Awardee and the Performing organizations are the same. If the project is performed at an organization other than the one to whom the award was granted, then the name of that organization needs to be identified under Performing/Research Organization.

To change the Performee/Research Organization, click on the **Change Performee/Researcher** button. A screen is displayed to search for the organization.

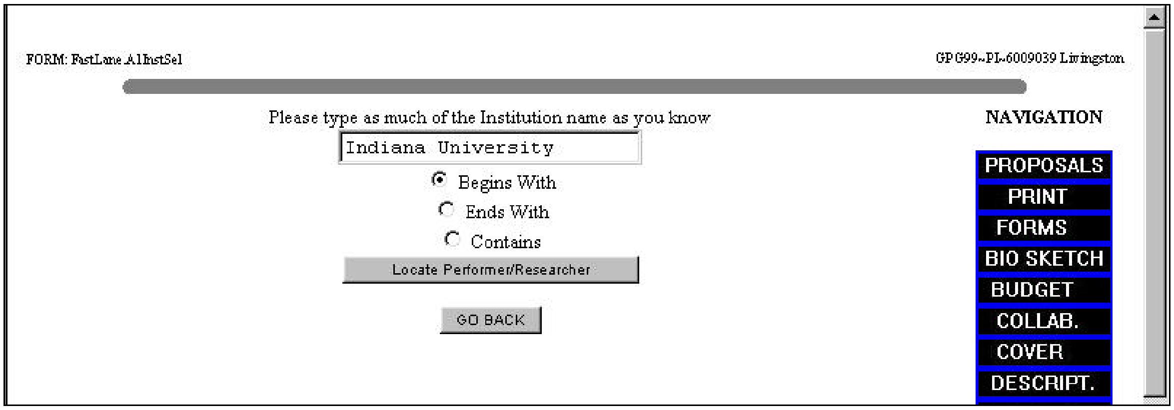


Figure 12 - Search for the organization

With the *Begins With* option selected, enter the first part of the organization's name. After clicking on the **Locate Performer/Researcher** button, a list of the organizations that match your search criteria is displayed.

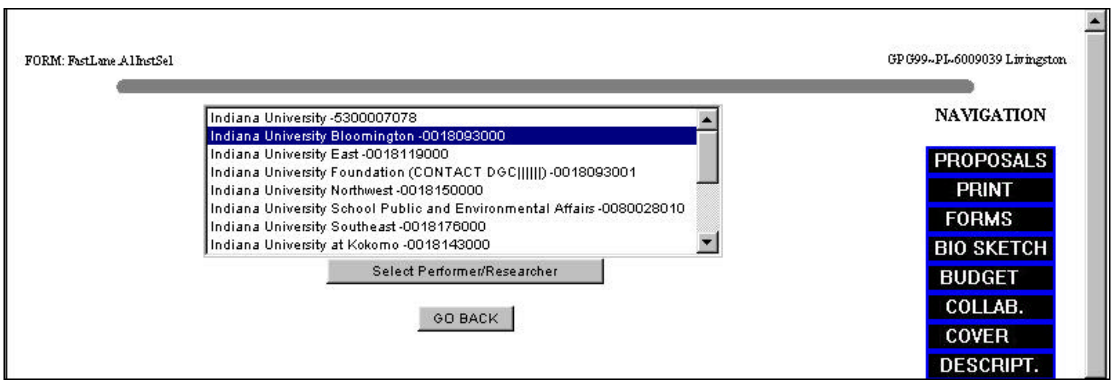


Figure 13 - Select Performer/Researcher

Click on the organization you want and then click on the **Select Performer/Researcher** button. A message is displayed stating that the Performing Organization was changed. Click on the **OK** button to return back to the form allowing you to change the organizations. If no other modifications need to be made, click on the **GO BACK** button to return to the Cover Sheet.

Program Announcement/Solicitation - Click on the **Go** button next to this section to select the name of the Program Announcement/Solicitation for your proposal. A screen is displayed with a list of all the programs. Select the appropriate Program Announcement/Solicitation item for your proposal. If the proposal is not in response to any program announcement, then **GPG-Grant Proposal Guide** should be selected.

Figure 14 - Program Announcement/Solicitation No. Screen

After selecting a program announcement/solicitation, click on the **Select** button and you will be returned to the Cover Sheet.

NSF Unit Consideration – If a program announcement/solicitation was selected, this section will be automatically filled in with the appropriate division and program for that program announcement. In the situation where the program announcement/solicitation has more than one area of interest, a choice must be made in this section.

Remainder of the Cover Sheet – Click on the **GO** button next to this section and a page is displayed with links for the different parts.

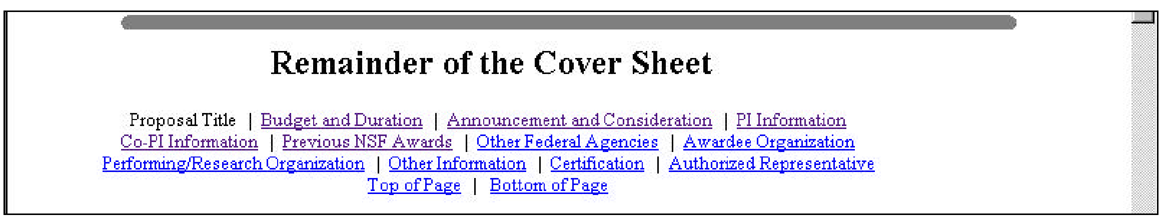


Figure 15 - Remainder of the Cover Sheet screen

Proposal Title

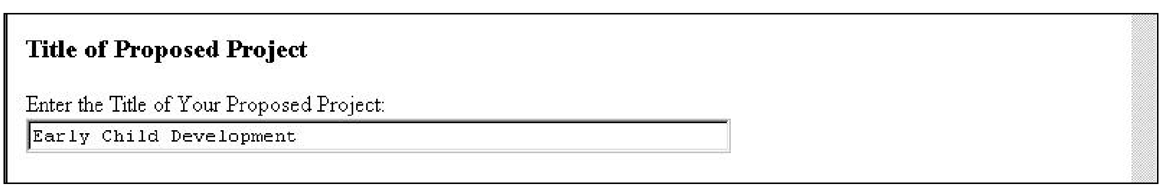
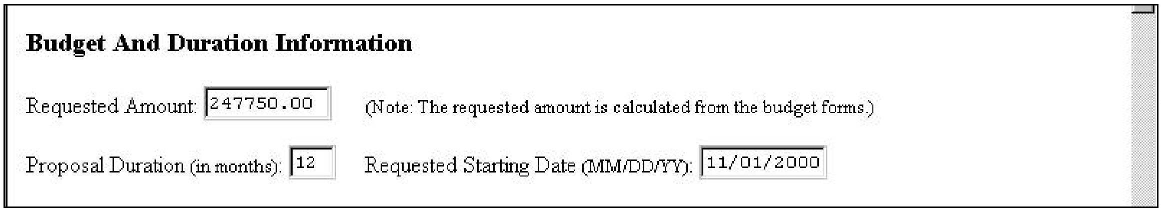


Figure 16 - Enter title of Proposed Project

The title for the proposal is entered here. It has a maximum limit of 180 characters.

Budget and Duration


Budget And Duration Information

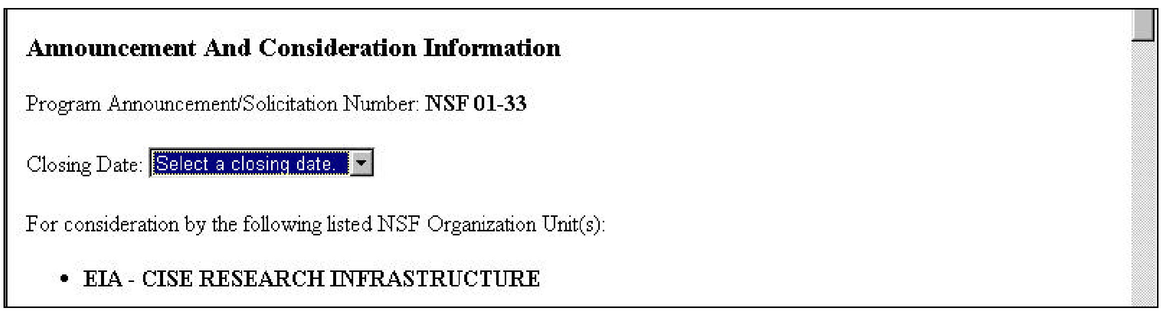
Requested Amount: 247750.00 (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): 12 Requested Starting Date (MM/DD/YY): 11/01/2000

Figure 17 - Budget and Duration Information

- **Requested Amount** - This amount is automatically filled in when the Budget form is saved. If the budget form is not going to be filled out, then the requested amount should be entered here.
- **Proposal Duration** - The duration of the project in months for which support is requested.
- **Requested Starting Date** - The requested start date (MMDDYY format) for the proposal is entered here. (Except in special situations, requested starting dates should allow at least six months for NSF review, processing and decision.)

Announcement and Consideration


Announcement And Consideration Information

Program Announcement/Solicitation Number: **NSF 01-33**

Closing Date: Select a closing date.

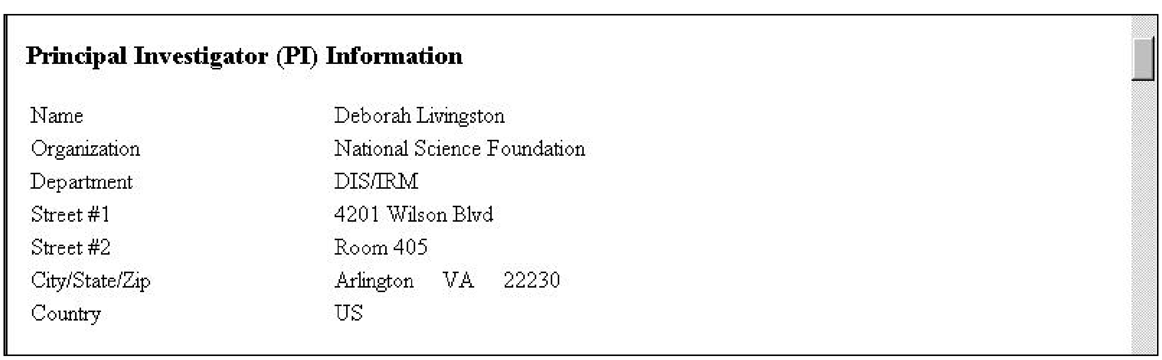
For consideration by the following listed NSF Organization Unit(s):

- EIA - CISE RESEARCH INFRASTRUCTURE

Figure 18 - Announcement and Consideration Information

The *Program Announcement/Solicitation Number*, *Closing Date*, and *NSF Organization Unit(s)* are listed here. The Closing Date is the date that the proposal needs to be submitted by. If there is more than one date, click on the down arrow on the list box and choose the appropriate one.

PI Information


Principal Investigator (PI) Information

Name	Deborah Livingston
Organization	National Science Foundation
Department	DIS/IRM
Street #1	4201 Wilson Blvd
Street #2	Room 405
City/State/Zip	Arlington VA 22230
Country	US

Figure 19 - Principal Investigator (PI) Information

The PI information is automatically filled in. All modifications to this information need to be made under Proposal Preparation on the Principal Investigator (PI) Information screen by clicking on the **Edit PI Information** button.

Co-PI Information

Name	Social Security Number	
		Enter a SSN (111223333) to add or change a Co-PI
		Enter a SSN (111223333) to add or change a Co-PI
		Enter a SSN (111223333) to add or change a Co-PI
		Enter a SSN (111223333) to add or change a Co-PI

Figure 20 - Enter Social Security Number

Enter the SSNs for each Co-PI (maximum 4) and then click on the **OK** button at the bottom of the page to save. The Co-PIs entered here will be available on other forms in the proposal. The SSNs will not be saved unless these people are already on the NSF PI table.

To get added to the NSF PI table, the Co-PI needs to contact his/her Sponsored Project Office (SPO) or equivalent and give them the following information: *First Name*, *Last Name*, *Middle Initial, Suffix (e.g., Jr., Sr., III), Street Address, City, State, Zip, SSN, E-mail Address, Business Phone, Fax Number, and Department, Degree Year and Degree Type*. The SPO then uses the Organization Management application in FastLane, searches for the Co-PI's name, selects it, and clicks on the **Modify** button. A screen is then displayed with the Co-PI's personal information. At the bottom of the screen, the SPO needs to check the box next to *Please check this box to see if this person is in the NSF PI database*. Another screen is displayed to enter the Co-PI's *Department*, *Degree Year*, and *Degree Type*. Clicking on the **OK** button saves the Co-PI's information into the NSF PI table.

If the Co-PI is not affiliated with a FastLane registered organization, an email needs to be sent to fastlane@nsf.gov to ask that the person be added to the PI table.

Name	Social Security Number	
student1 student1	*********	☐ Check to remove this Co-PI
student2 student2	*********	☐ Check to remove this Co-PI
student3 student3	*********	☐ Check to remove this Co-PI
student4 student4	*********	☐ Check to remove this Co-PI

Figure 21 - Co-PI names are displayed

Once the Co-PIs are entered and the Cover Sheet is saved, the Co-PI names are displayed in alphabetical order and a *Remove Co-PI* checkbox is displayed next to each one.

Previous NSF Awards

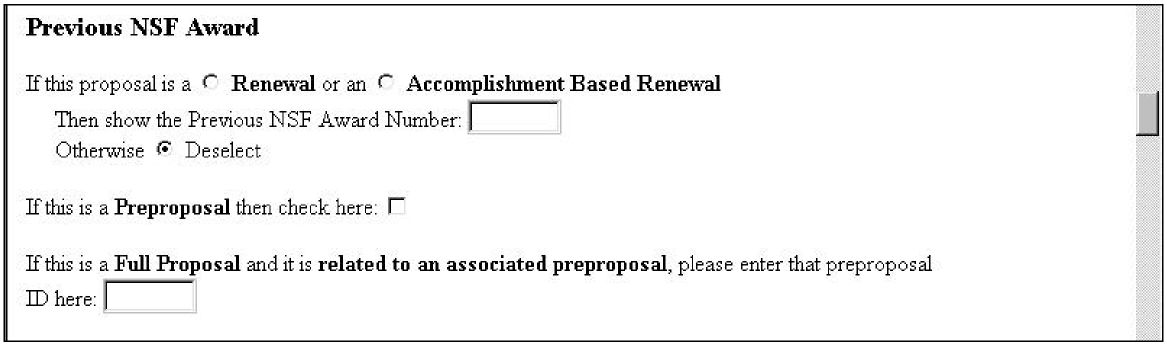


Figure 22 - Previous NSF Award

Select the appropriate option for either a *Renewal* or an *Accomplishment Based Renewal* and then type in the previous NSF Award number. A detailed description for the two types of renewal proposals can be found in the GPG at (http://www.nsf.gov/pubs/2002/nsf022/nsf0202_5.html#VB2).

If your Proposal is a preliminary proposal and not a full proposal, then select the **Preproposal** checkbox.

If your Proposal is a full proposal and it is related to an associated preproposal, enter the preproposal ID into the associated **Preproposal ID** box.

Other Federal Agencies

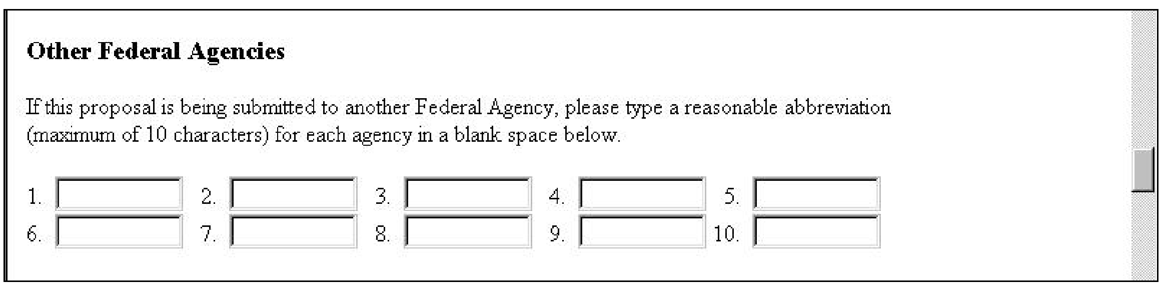
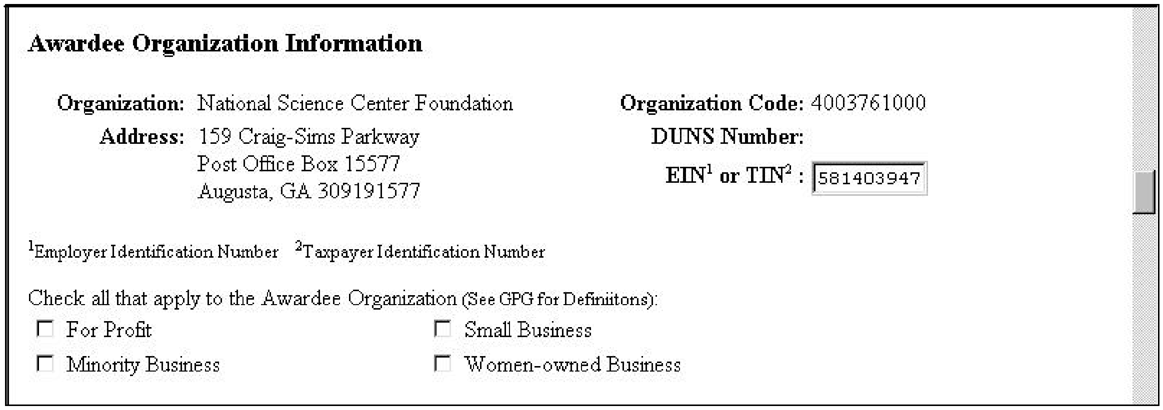


Figure 23 - Other Federal Agencies

If your proposal is also being submitted to other Federal agencies, type their abbreviated names (10 characters max) into the Agency name boxes.

Awardee Organization



Awardee Organization Information

Organization: National Science Center Foundation
Address: 159 Craig-Sims Parkway
Post Office Box 15577
Augusta, GA 309191577

Organization Code: 4003761000
DUNS Number:
EIN[1] or TIN[2] : 581403947

[1]Employer Identification Number [2]Taxpayer Identification Number

Check all that apply to the Awardee Organization (See GPG for Definiitons):
- ☐ For Profit
- ☐ Small Business
- ☐ Minority Business
- ☐ Women-owned Business

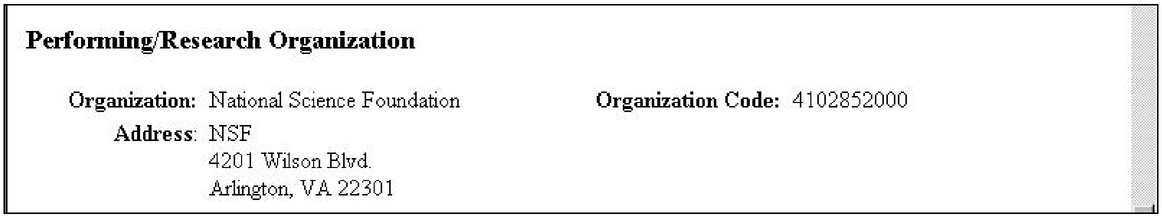
Figure 24 - Awardee Organization Information

The Awardee Organization Information such as the Organization name, address, Organization code, DUNS Number, and EIN or TIN number is automatically displayed if the information was entered when registering the Organization. If your Organization does not have a unique nine-digit DUNS number, contact Dun and Bradstreet directly at (800) 333-0505 to obtain one. A Duns number will be provided to them immediately by telephone at no charge. If the DUNS number is not on the Cover Sheet, it can be added at the time of proposal submission.

Profit making organizations must certify their status by checking each of the appropriate organization type boxes that apply to them. Below are the choices and the general guidelines for each.

- **For Profit –** US commercial organizations, especially small businesses with strong capabilities in scientific or engineering research or education.
- **Small Business –** must be for profit, privately owned, no more than 500 employees, and not be dominant in its field. This box must be checked also when the proposal involves a cooperative effort between an academic organization and a small business.
- **Minority business –** at least one or more minority or disadvantaged individuals must own 51 percent of the business. If it is a publicly owned business, at least one or more minority or disadvantaged individuals must own 51 percent of the voting stock. One or more such individuals must also control the management and daily business operations.
- **Woman owned business –** must be at least 51 percent owned by a woman or women, who also control it and operate it.

Performing/Research Organization

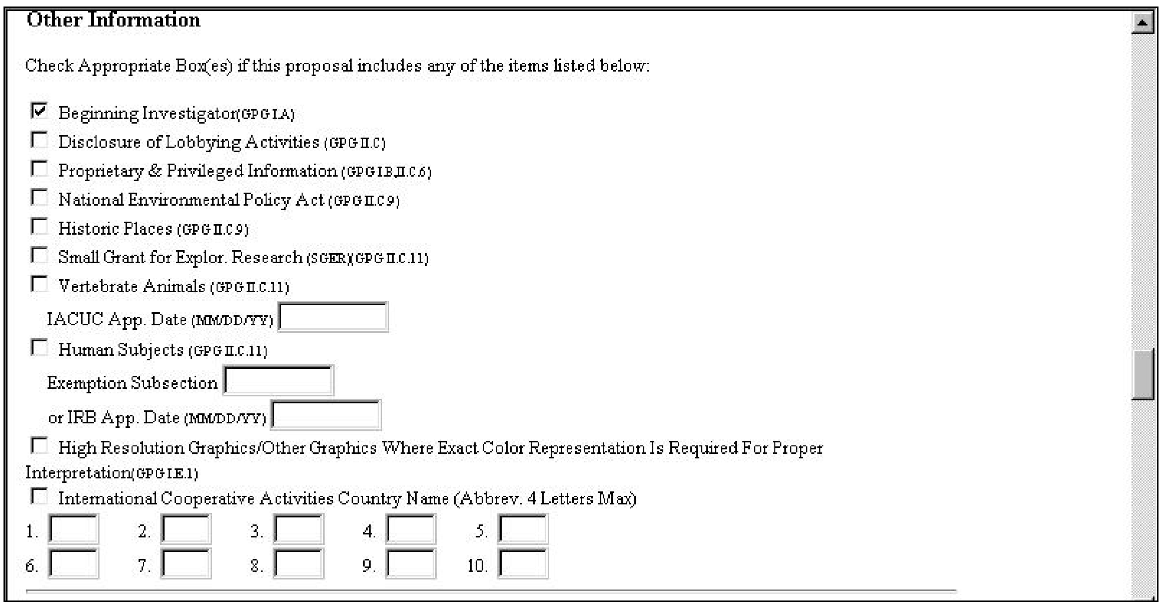

Performing/Research Organization

Organization: National Science Foundation **Organization Code:** 4102852000
Address: NSF
4201 Wilson Blvd.
Arlington, VA 22301

Figure 25 - Performing/Research Information is displayed

This information is automatically displayed. It can be changed in the first section of the Cover Sheet.

Other Information


Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

- [x] Beginning Investigator(GPG I.A)
- [ ] Disclosure of Lobbying Activities (GPG II.C)
- [ ] Proprietary & Privileged Information (GPG I.B,II.C.6)
- [ ] National Environmental Policy Act (GPG II.C.9)
- [ ] Historic Places (GPG II.C.9)
- [ ] Small Grant for Explor. Research (SGER)(GPG II.C.11)
- [ ] Vertebrate Animals (GPG II.C.11)

IACUC App. Date (MM/DD/YY)

- [ ] Human Subjects (GPG II.C.11)

Exemption Subsection
or IRB App. Date (MM/DD/YY)

- [ ] High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation(GPG I.E.1)
- [ ] International Cooperative Activities Country Name (Abbrev. 4 Letters Max)

1. 2. 3. 4. 5.
6. 7. 8. 9. 10.

Figure 26 - Other Information items

The appropriate boxes need to be checked if your proposal includes any of the Other Information items. To see more information about an item, refer to the Grant Proposal Guide chapter and section displayed at the end of each item line.

SPO Certification Information

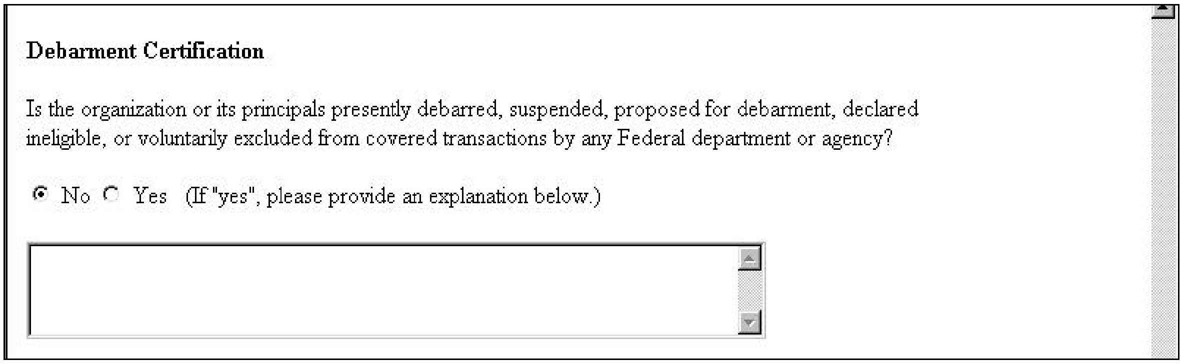


Figure 27 - Debarment Certification

The Authorized Organization Representative (AOR) must check Yes or No in reply to the Debarment question. If the answer is **Yes**, an explanation needs to be typed into the text box. Information on Debarment Certification can be found in the Grant Proposal Guide.

Authorized Organization Representative Information

Authorized Organizational Representative (AOR) information will be added when the proposal is electronically signed by the AOR.

PI Co-PI Information

Click on the **GO** button next to the **PI Co-PI Information** form. A screen is displayed with PI Co-PI data.

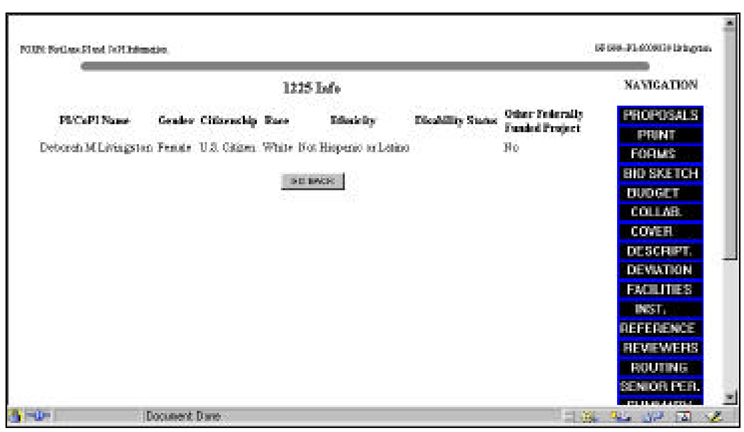


Figure 28 - PI Co-PI data screen

This screen cannot be updated. The PI or Co-PI must access **Proposal Preparation** to update his or her information. Click on the **GO BACK** button to return to the Form Preparation screen.

Project Description

The Project Description needs to be uploaded as a file. For a detailed explanation on what needs to be included in the description and its page limitation, please refer to the Grant Proposal Guide.

To access the Project Description form, click on the **GO** button next to the **Project Description** link on the Form Preparation screen. The Upload File Preparation screen is displayed.

Figure 29 - Upload File Preparation screen

FastLane now supports file uploads in a variety of formats including Word, WordPerfect, PostScript and TeX (MiKTeX1.20e). These files are converted into PDF and displayed back to the user for their acceptance. There is a link on this screen to view the different file formats that can be uploaded to FastLane and a link for New Upload Instructions. If you do not already have Acrobat Reader installed on your machine, you will need to install it so that you are able to view your PDF files after they are converted.

Uploading a File

1. Click on the **Browse** button. The File Upload dialog box is displayed.

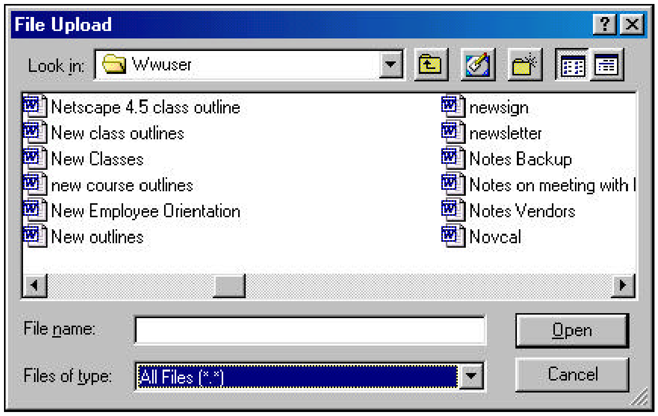


Figure 30 - File Upload dialog box

2. Navigate to where the file that you wish to upload is located.
3. Change the **Files of Type** box to **All Files**.
4. Select the file.
5. Click on the **Open** button. The File Upload screen closes and the file you selected is shown in the box.

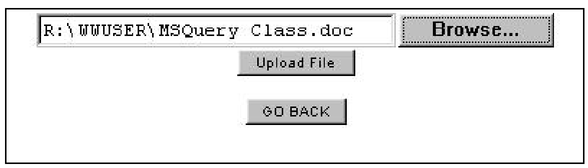


Figure 31 - File name shown on Upload File Preparation screen

6. Click on the **Upload file** button. The file will be uploaded into FastLane. A new screen will appear stating that the Upload was complete.

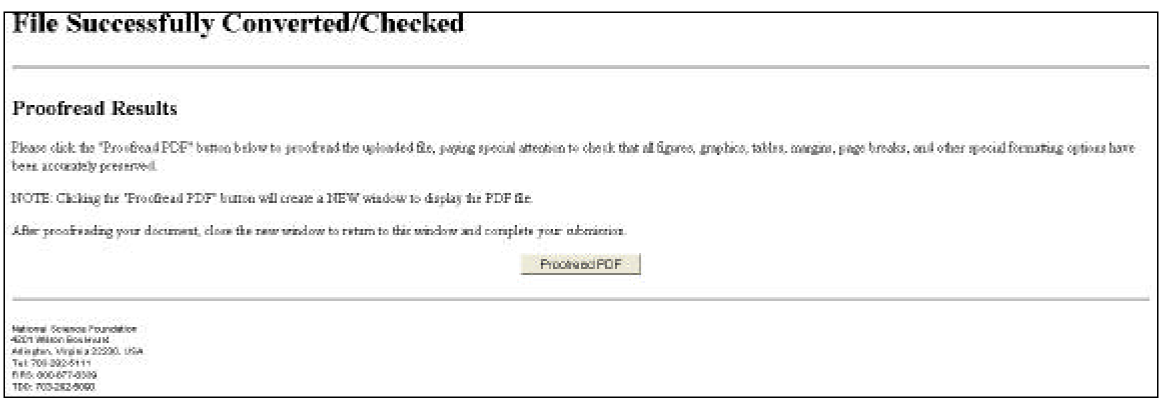


Figure 32 - File Upload confirmation message

7. Click on the **Proofread PDF** button to proofread your uploaded document. This is a very important step to perform to see if there were any file conversion problems with the upload.
8. Proofread the document. When finished, close the new Browser window. A new screen will appear giving you the option to accept your document or cancel the operation.

9. If there were no errors, click on the **Accept** button. Your document will be uploaded and you will be returned to the Upload screen. On this screen you will have the option to display the current file [Display Current Project Description] or to delete the current file [Delete Current Project Description] by clicking on the appropriate button.
10. If there were errors, click on the **Cancel** button. Your document will not be uploaded and you will be returned to the Upload screen.
11. From the Upload screen, click on the **GO BACK** button to return to the Form Preparation Screen.

Project Summary

The Summary should be a synopsis of the proposed activity suitable for publication and not more than one page in length, please refer to the Program Announcement. It should be a description of the activity that would result if the proposal were funded. The Summary must clearly address, in separate statements, both of the NSF merit review criteria. More information about the summary can be obtained in the Grant Proposal Guide.

To access the Project Summary form, click on the **GO** button next to **Project Summary** on the Form Preparation screen. A screen is displayed with a web text block.

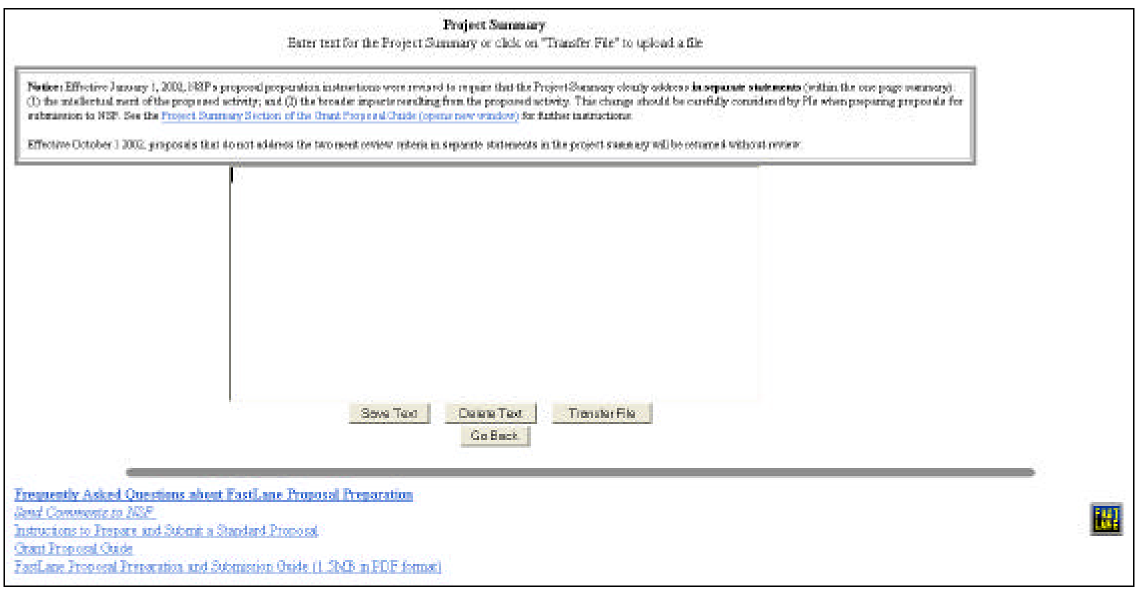


Figure 33 - Project Summary text block

You can prepare the Project Summary three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen

3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Table of Contents

The Table of Contents is automatically generated for the proposal by the FastLane system. It shows the total number of pages for each section. The proposer cannot edit this form.

References Cited

Reference sources for the information that is in the different sections of your proposal must be included in the References Cited section. Please refer to the Grant Proposal Guide for more information on the References Cited section.

To complete this section, click on the **GO** button next to **References Cited** on the Form Preparation screen. A screen is displayed with a web text block.

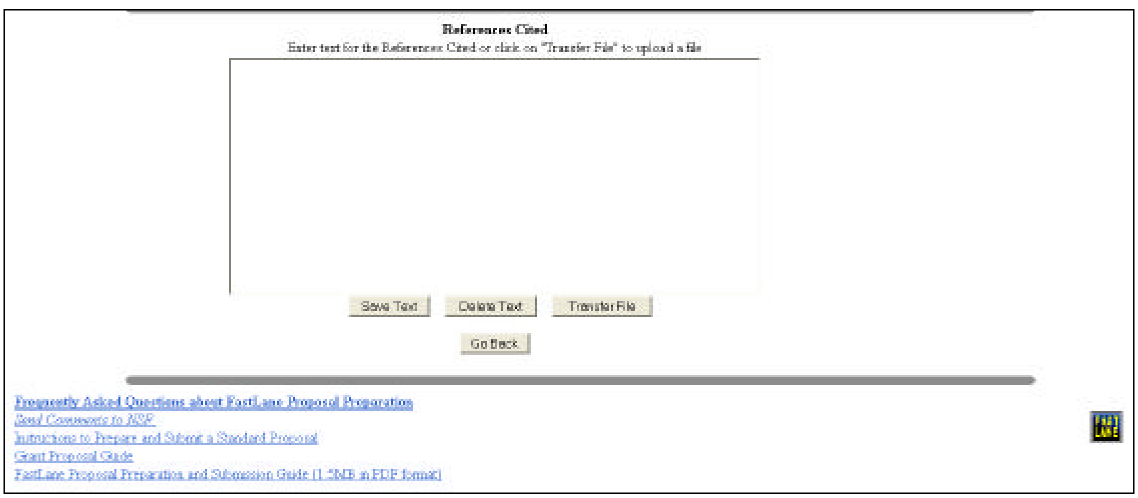


Figure 34 - References Cited text block

You can prepare the References Cited form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Add/Delete Non Co-PI Senior Personnel

To add or delete senior personnel to the proposal, click on the **GO** button next to **Add/Delete Non Co-PI Senior Personnel** on the Form Preparation screen. The Edit List of Senior Persons on Proposal screen is displayed. **NOTE:** It is important to complete this form before doing the Budget form since you need to include all your senior personnel in your budget.

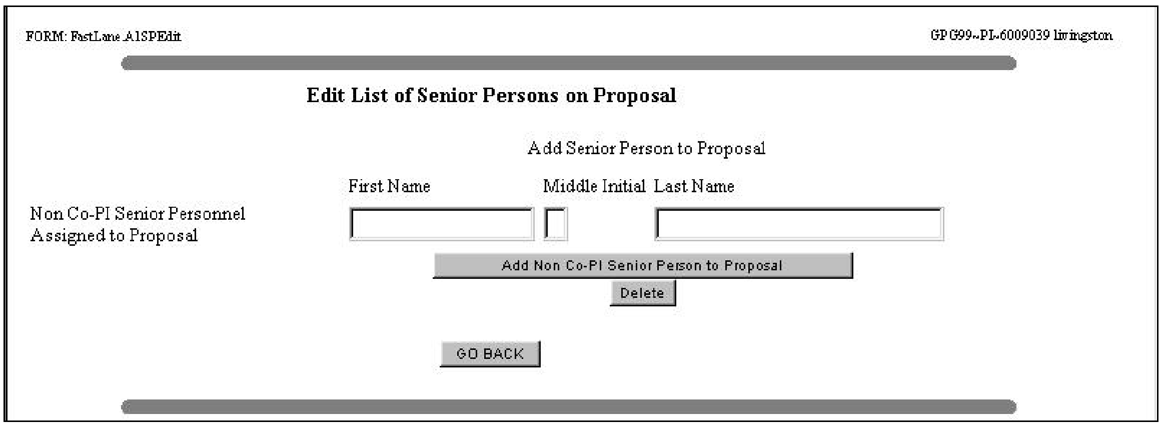


Figure 35 - Edit List of Senior Persons on Proposal screen

Adding Senior Personnel

1. Enter the **First Name**, **MI**, and **Last Name** of each person.
2. Click on the **Add Non Co-PI Senior Person to Proposal** button to add them to the proposal. A Bio Sketch and Pending Support form must also be filled out for each senior personnel.
3. After all the senior personnel are entered, click on the **GO BACK** button to return to the Form Preparation Screen.

Deleting Senior Personnel

1. Click on the senior person that you wish to delete.

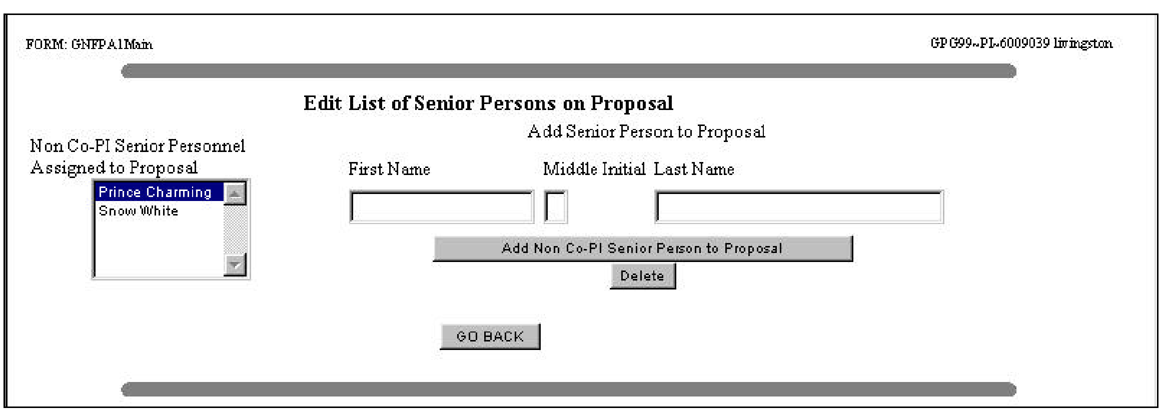


Figure 36 - Select Personnel on Edit List of Senior Persons on Proposal screen

2. Click on the **Delete** button. A message is displayed stating that all the information, including the bio and budget info, for this person is going to be deleted. It also warns that the action is not reversible.
3. Click on the **OK** button to confirm deletion. A message is displayed saying that all the data for the person was deleted.
4. Click on the **OK** button again to return to the Edit List of Senior Persons on the Proposal screen.
5. Click on the **GO BACK** button to return to the Form Preparation screen.

Biographical Sketches

A biographical sketch is required for all PI/Co-PIs and senior personnel listed to work on the proposed project. The bio sketches can be entered individually or as one large document attached to the PI's name. Please refer to the Grant Proposal Guide for the information that needs to be included in this section.

To complete the Biographical Sketches section, click on the **GO** button next to **Biographical Sketches** on the Form Preparation screen. A screen is displayed with the names of all the PI/Co-PIs and Senior Personnel.

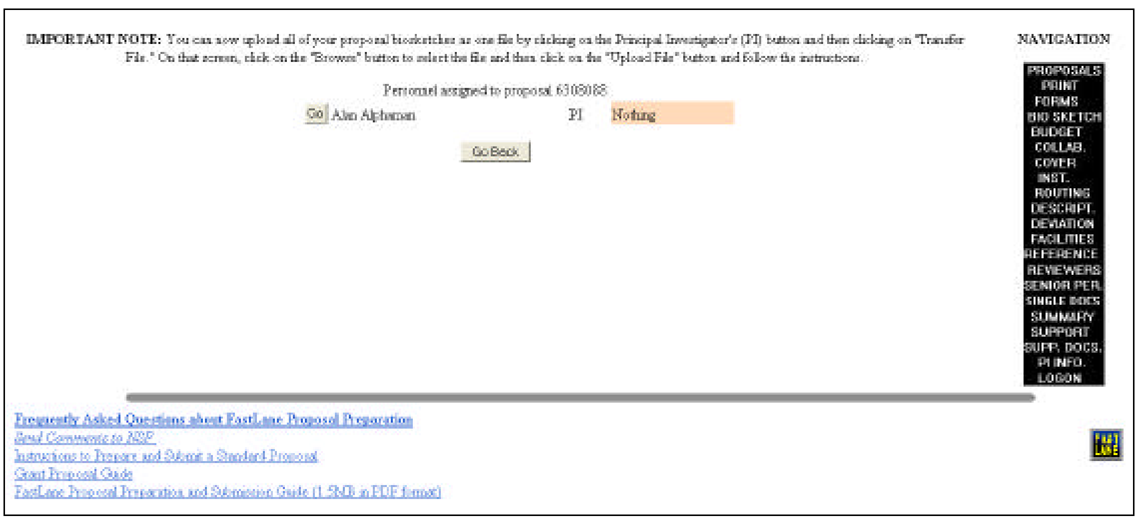


Figure 37 - Names of all PI/Co-PIs and Senior Personnel

Click on the **Go** button next to the person's name. A web text block is displayed to enter a bio sketch for the selected person.

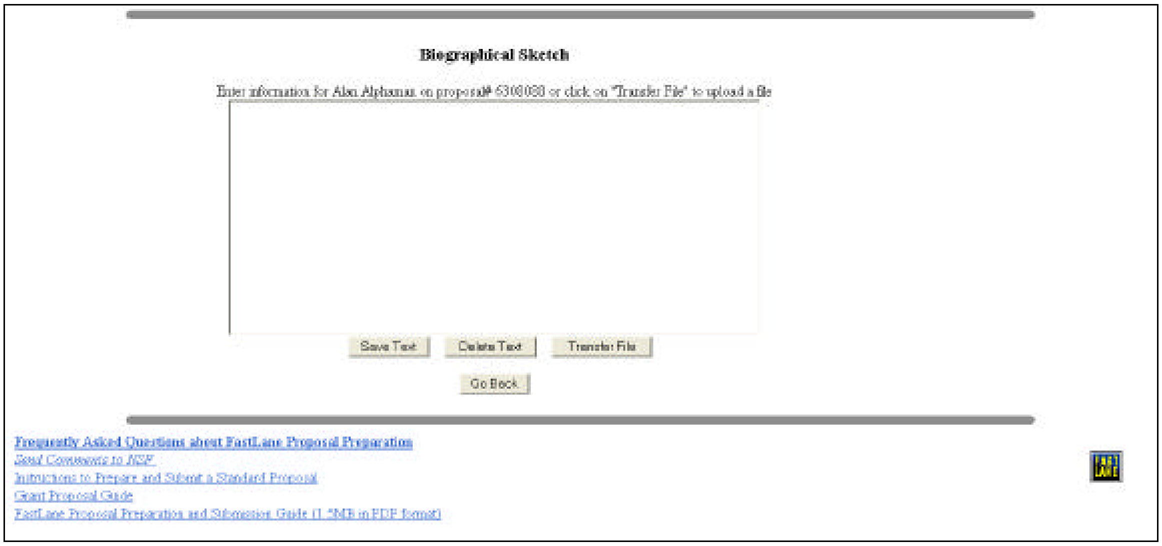


Figure 38 - Bio Sketch text block

You can prepare the Bio Sketch form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen.
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file you are returned to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen. You can also upload all of the bio sketches for the proposal as one PDF file by clicking on the PI's Name, choosing the file, and clicking on the **Transfer File** button.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Budget

For a complete description of all the budget items, please refer to the Grant Proposal Guide.

To prepare the budget(s), click on the **Go** button next to **Budgets (Including Justification)** on the Form Preparation screen. The Project Budget screen is displayed.

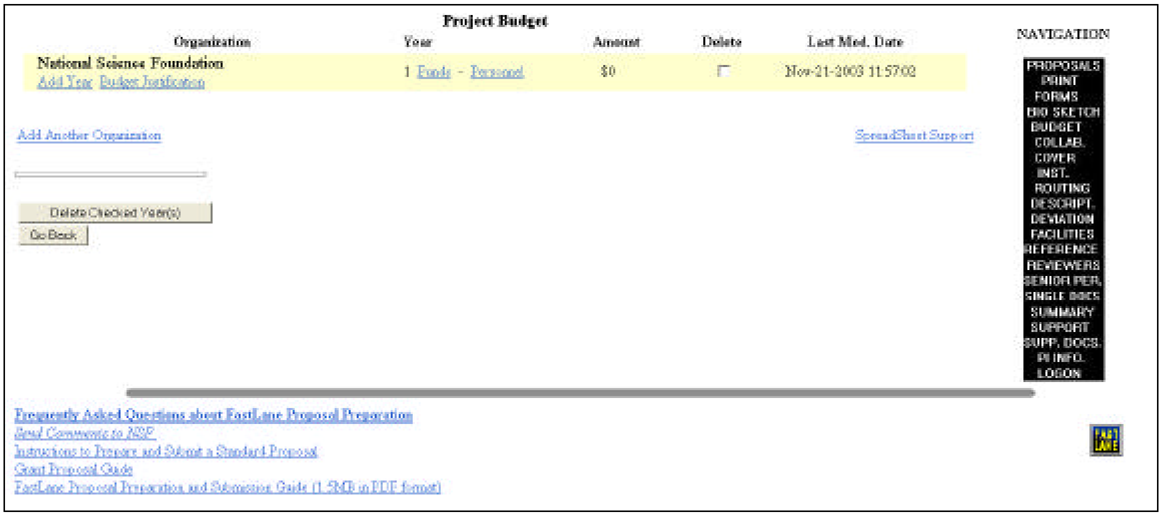


Figure 39 – Project Budget screen

This screen lets you create budgets for more than one organization. If you only want to create a budget for the proposal's awardee organization (the only organization to initially show up on the Budget Organization Selector screen), click on the **Funds** button, which brings up the Budget Data Entry page.

You can then prepare the budget in FastLane or you can upload your Budget as an Excel Spreadsheet. Listed below are instructions on how to create a budget using both methods.

Preparing the Budget using FastLane

1. First click on the **FUNDS** button for the year you want to add budget data.
2. After entering the budget data, click on the **Calculate and Save** [Calculate & Save] button located at the bottom of the screen. The Calculate button calculates all figures on the form that can be calculated. When you hit this button, you will be taken to the top of the form.
3. Click on the **Go BACK** button to return to the Project Budget page.
4. To create a second budget year, select **Add Year** and then select the year you would like to add. The Budget Year Add screen is displayed.

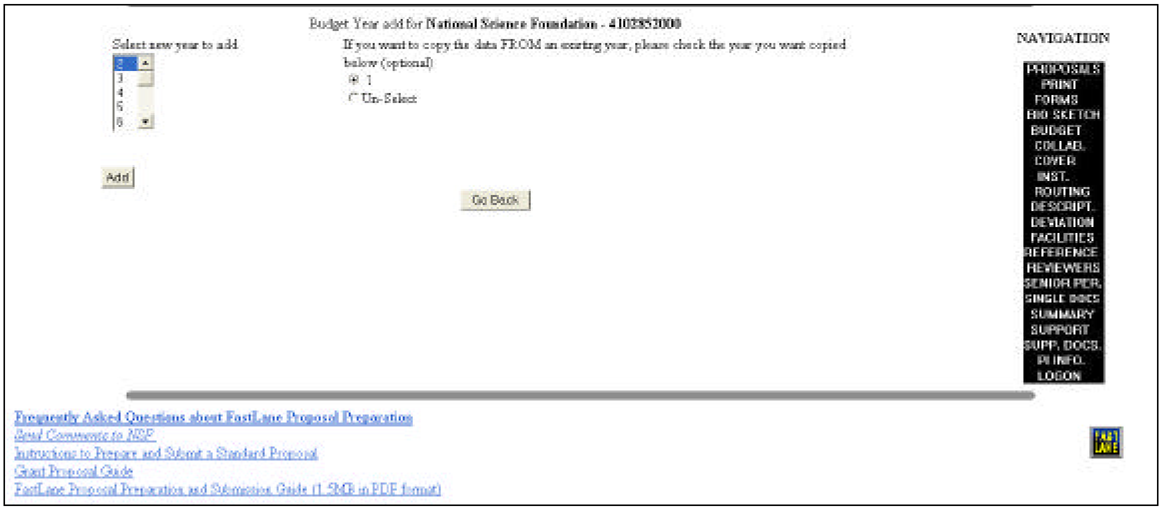


Figure 40 – Copy Budget Year screen

5. If you want to copy a previous year's data into a new year, select the year to copy from on the right and the year to copy to on the left. To deselect the "copy from" option, use **Un-Select.** Click the Add button to add the new budget year.
6. To delete a budget year, select the check box to the right of the amount on the Project Budget screen and click on the **Delete Checked Year(s)** Delete Checked Year(s) button.
7. If budgets for other organizations need to be created, you first need to click on the **Add Another Organization** button, search for and select the correct organization, and select the PI.
8. To delete an organization from this list, select the check box to the left of the organization and click on the **Delete Checked Organization(s)** Delete Checked Organization(s) button.

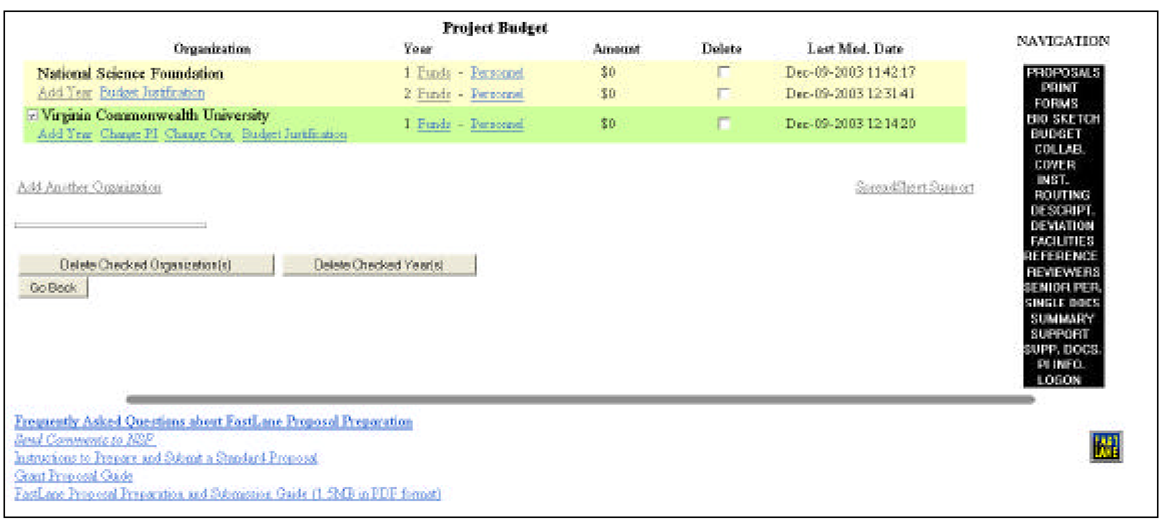


Figure 41 – Delete Checked Organization

Creating your Budget as an Excel Spreadsheet

You can also create your budget in Excel and then upload it into FastLane by performing the following steps.

1. Click on the **Spreadsheet Support** button from the Budget Year Selector screen.
2. Select the budget organization for which the spreadsheet upload is to be done and select **Continue**.
3. Click on the **Download** button to download a spreadsheet template from FastLane to complete within Excel. The File Download dialog box appears.
4. Select **Save this file to** disk and click **OK**. The Save As dialog box is displayed.
5. Click on the list box down arrow of the Save In: box and select the folder where you wish to save the file.
6. In the File Name Box, enter a name for the file with an .xls extension.
7. Click on the **Save** button.
8. Launch Microsoft Excel and open the file. A message is displayed stating that the file contains macros. Click on the **Enable Macros** button. A spreadsheet template for your budget is displayed.
9. The following instructions are important for filling in your budget data:
   - Do not enter anything in the red cells. They contain formulas.
   - All values that you wish to upload into FastLane need to be entered into the yellow cells.
   - FastLane ignores all data in cells that are not yellow or red.
9. After completing all the data for Year1, click on the **Create New Budget** Years button to create additional years based on Year1. A dialog box is displayed asking you to enter the number of years that you want to add.
10. Enter the number of years and click on the **OK** button. The additional worksheets for those requested years are added to your workbook.
11. Modify the additional worksheets.
12. After all the data is entered for your years, choose **File/Save As** to save your workbook.
13. Verify that it is being saved to the correct location and the format should be Microsoft Excel 5.0/95 Workbook.
14. Return to the Spreadsheet Support form in FastLane.
15. Click on the **Browse** button to upload your Excel file into FastLane.
16. Change the Look In: box to the name of folder where your Excel file is located and change the Files of Type box to All Files.
17. Select the file and click on the **Open** button. The complete pathname of the file is entered into the Upload box.
18. Click on the **Upload** button. The Uploaded information is displayed on your screen in a table format.
19. Click on your Browser's **Back** button to return to the Spreadsheet Support form.
20. Click on the **GO BACK** button at the bottom of the form to return to the Budget Year Selector form.
21. You can edit the budget by clicking on the appropriate year and using the FastLane forms.

Budget Justification

Click on the **Budget Justification** button  on the Project Budget form. The Budget Justification form is displayed.

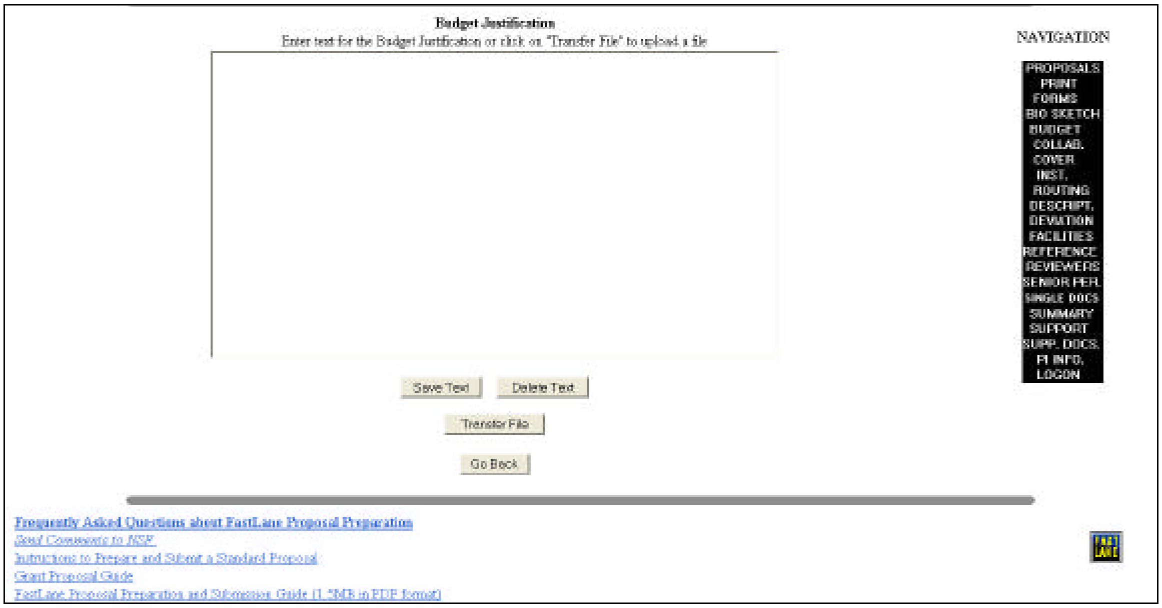


Figure 42 - Budget Justification text block

You can prepare the Budget Justification form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it.
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click the **GO BACK** button to return to the Project Budget screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Current and Pending Support

For detailed information on what needs to be included on this form, please refer to the Grant Proposal Guide

To begin preparing a Current and Pending support form, click on the **GO** button to the left of **Current and Pending Support** on the Form Preparation screen. A screen is displayed listing all PI/Co-PIs and Senior Personnel on the proposal. A support form needs to be created for each one showing any current or pending support they may have for ongoing projects or proposals.

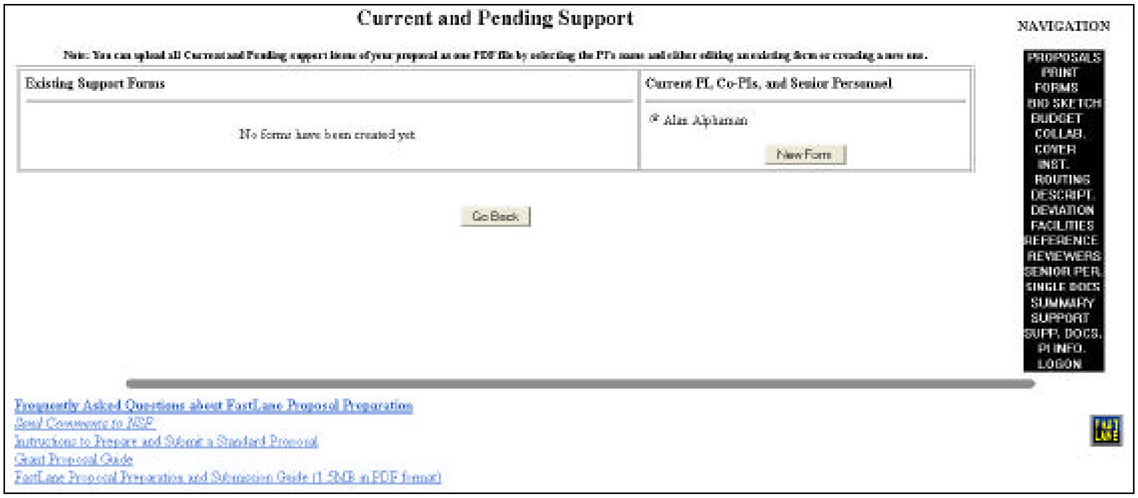


Figure 43 - Support Form Selector screen

Click on a PI/Co-PI or senior person and then click on the **New Form** button. The Current and Pending Support screen is displayed.

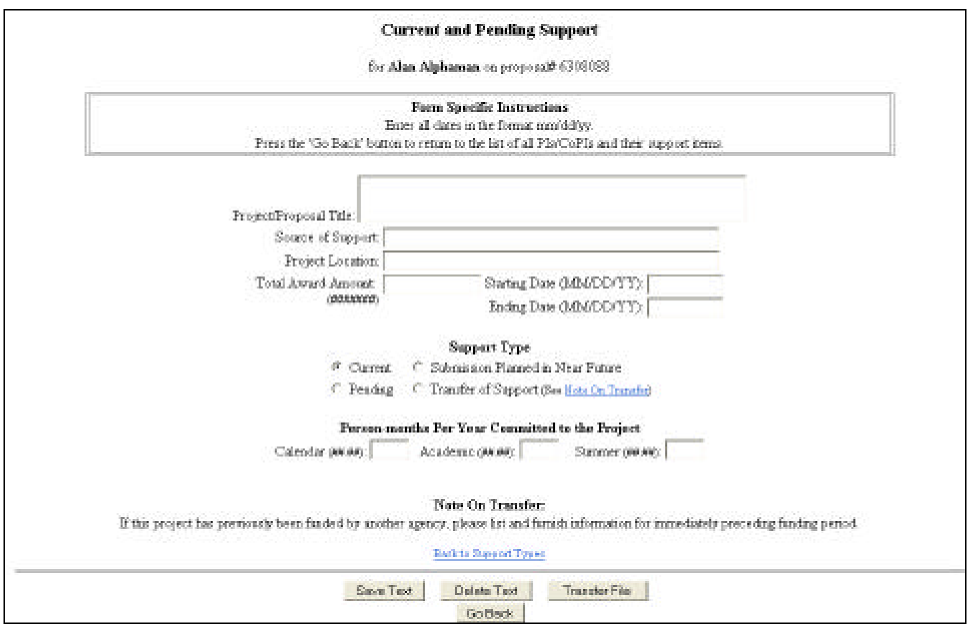


Figure 44- Current and Pending Support screen

You can prepare the Support form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button to return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button to return to the Form Preparation screen.

3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button again to return to the Form Preparation screen. You can also upload all of the support forms for the proposal as one PDF file by clicking on the PI's Name, choosing the file, and clicking on the **Transfer File** button.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Facilities, Equipment and Other Resources

This section of the proposal is used to assess the capability of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable.

To create the Facilities, Equipment and Other Resources form, click on the **GO** button to the left of Facilities, Equipment and other Resources**.** A form is displayed with boxes for the following types of facilities: *Laboratory*, *Clinical*, *Animal*, *Computer*, *Office*, and *Other*. There is also a *Major Equipment* box and *Other Resources* box.

You can prepare the Facilities, Equipment, and Other Resources form three different ways:

1. Enter the text directly into the text blocks, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Supplementary Documentation

Special information and supplementary documentation must be part of the project description (or part of the budget justification), if it is relevant to determining the quality of the proposed work. Please refer to the Grant Proposal Guide for information on what type of documents should be included in the Supplementary Documentation section.

To prepare the Supplementary Documentation section click on the **GO** button next to **Supplementary Docs** on the Form Preparation screen. The Supplementary Docs form screen is displayed.

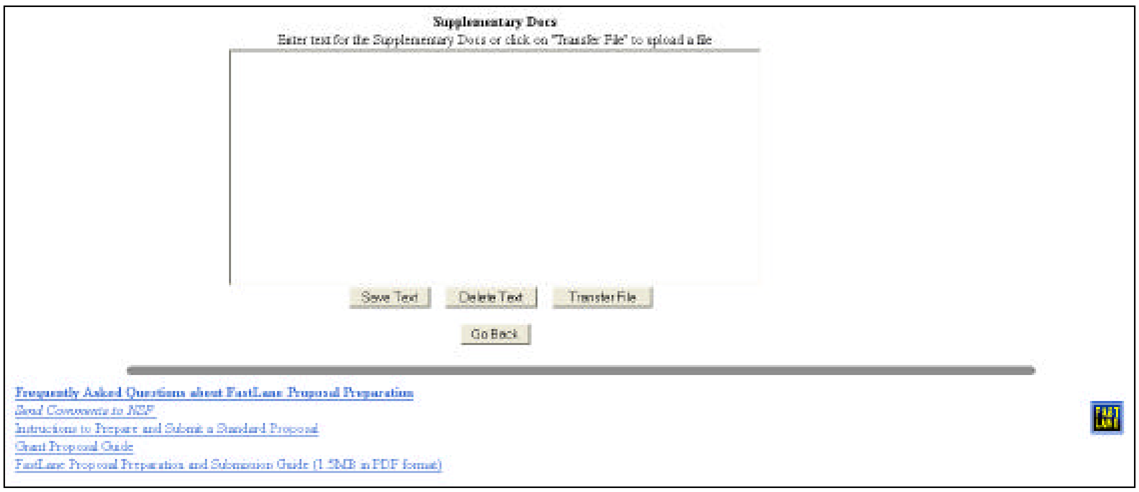


Figure 45 - Supplementary Docs text block

You can prepare the Supplementary Docs form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
3. Click on the **Transfer File** button. For supplementary documentation, you can upload multiple word processing or PDF files. After uploading one file, proofreading and accepting it, a screen is displayed with two list boxes. One is for displaying the current supplementary docs and the other is for deleting the current supplementary docs. The Browse and Upload File buttons are also displayed to continue uploading more files.

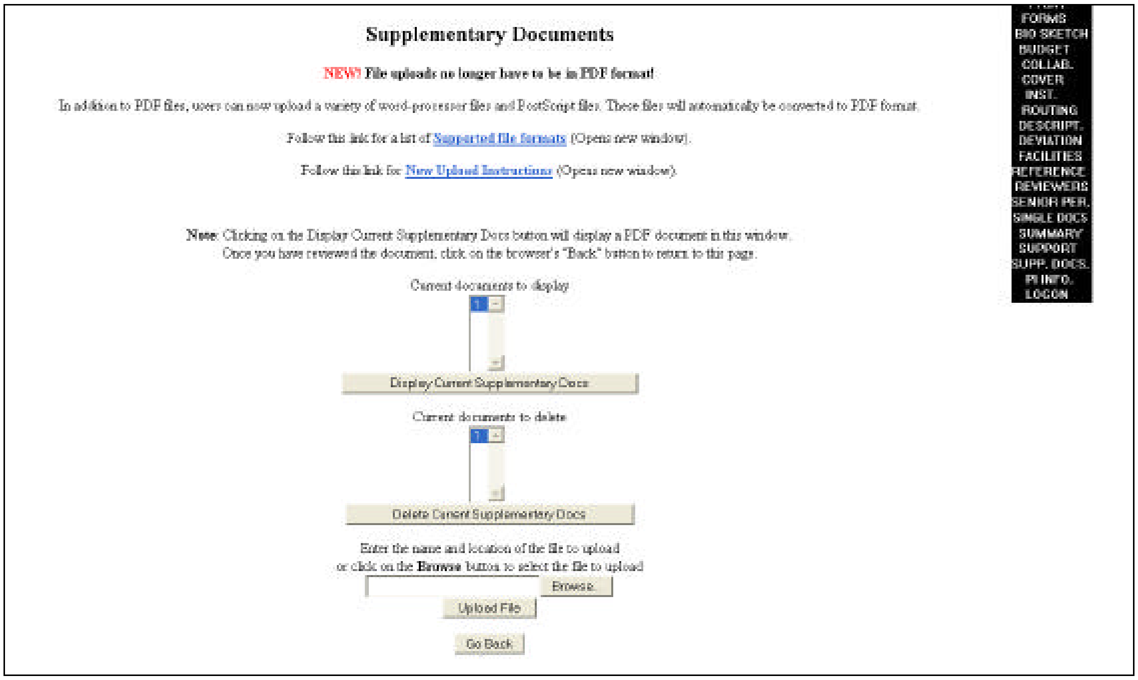


Figure 46 – Supplementary Documents screen

4. After all the supplementary docs are uploaded, click on the **GO BACK** button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Single Copy Documents

These are proposal documents for "NSF Use Only". This information is not provided to reviewers for use in the review of a proposal. A detailed description of the categories included under Single Copy Documents can be found in the Grant Proposal Guide.

List of Suggested Reviewers

Proposers may include a list of suggested reviewers that they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not review the proposal, indicating why. These suggestions are optional. The cognizant Program Officer handling the proposal considers the suggestions and may contact the proposer for further information.

To prepare a list of Suggested reviewers click on the **GO** button to the left of **List of Suggested Reviewers (optional)** on the Form Preparation screen and perform the following steps:

1. Type in your suggested reviewers (or copy and paste them) into the **Suggested Reviewers** text block.

2. Type in your reviewers not to include (or copy and paste them) into the **Reviewers Not to Include** text block.
3. Click on the **Save Text** button to save the form or click on the **Delete Text** button to delete it.
4. Click on the **GO BACK** button to return to the Form Preparation screen.

Deviation Authorization

It is important that all proposals conform to the instructions provided in the Grants Proposal Guide (GPG). Conformance is required and will be strictly enforced unless a deviation has been approved. The NSF may not consider proposals that are not consistent with these instructions.

The NSF must authorize in advance, any deviations from these instructions. To find out the different ways that Deviations may be authorized, refer to the Grant Proposal Guide.

To prepare the Deviation Authorization section, perform the following steps:

1. Contact the Program Officer for Authorization.
2. Click on the **GO** button next to **Deviation Authorization**.
3. Type the required deviation information directly into the text block or copy and paste it from a word processor.
4. To save text, click on the **Save Text** button and then click on the **OK** button to confirm and to return to the Form Preparation screen. To delete text, click on the **Delete Text** button, click on the **Delete Data** to confirm the delete, and then click on the **OK** button to return to the Form Preparation screen.

Additional Single Copy Documents

This option is used to submit documents with your proposal such as proprietary information and confidential budget information. To upload these files:

Click on the **GO** button next to **Additional Single Copy Documents** on the Form Preparation screen. The Additional Single Copy Documents screen is displayed.

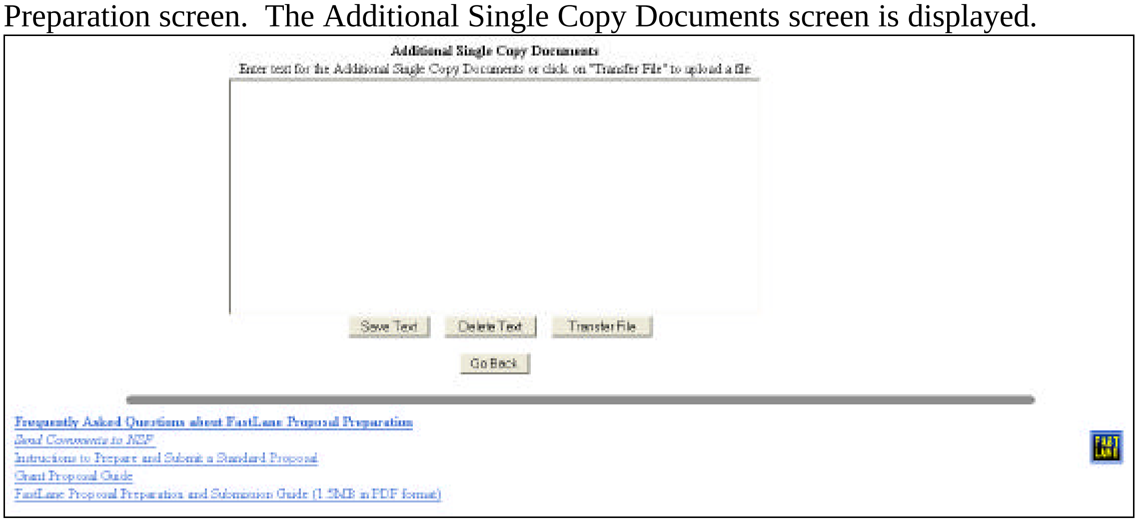


Figure 47 - Additional Single Copy Documents text block

You can prepare the Additional Single Copy Documents form three different ways:

1. Enter the text directly into the text block, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **Save Text** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
3. Click on the **Transfer File** button. For Additional Single Copy Documents, you can upload multiple word processing or PDF files. After uploading one file, proofreading and accepting it, a screen is displayed with two list boxes. One is for displaying the current Additional Single Copy Documents and the other is for deleting the current Additional Single Copy Documents. The Browse and Upload File buttons are also displayed to continue uploading more files.

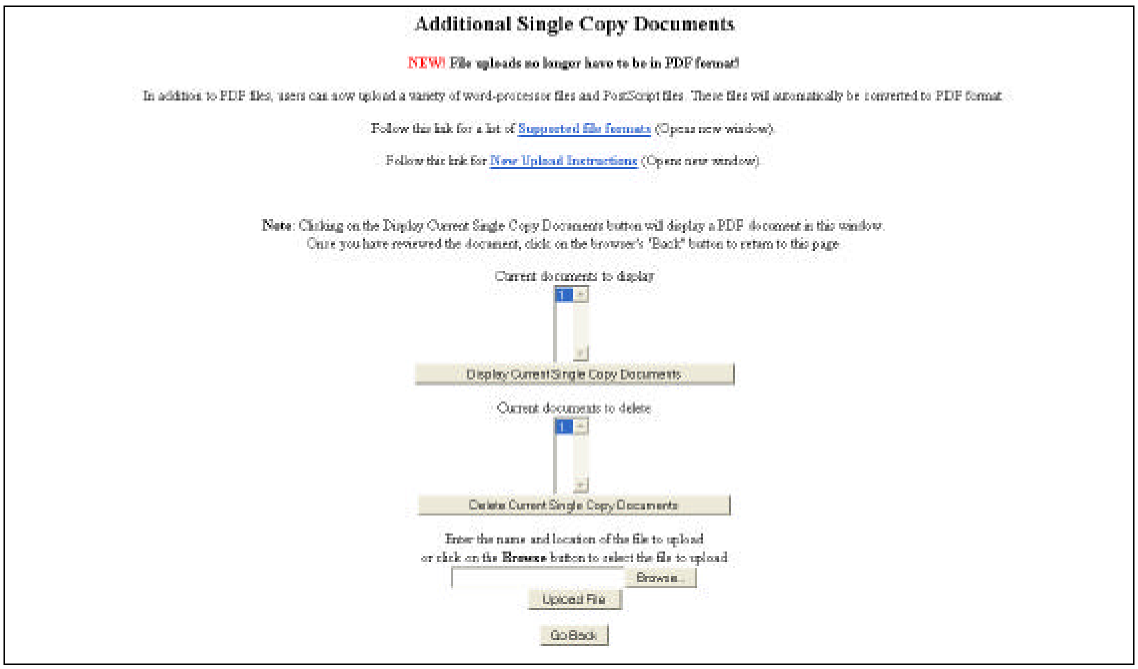


Figure 48 - Additional Single Copy Documents

4. After all the Additional Single Copy Documents are uploaded, click on the **GO BACK** button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Link Collaborative Proposals

If you are the lead organization for a proposal and you wish to link your proposal to a collaborative proposal from a non-lead organization, you can do so by performing the following steps:

1. Click on the **GO** button next to **Link Collaborate Proposals** on the Form Preparation screen. The Link Collaborative Temporary Proposals screen is displayed giving you the option to add a collaborative Temporary Proposal ID.

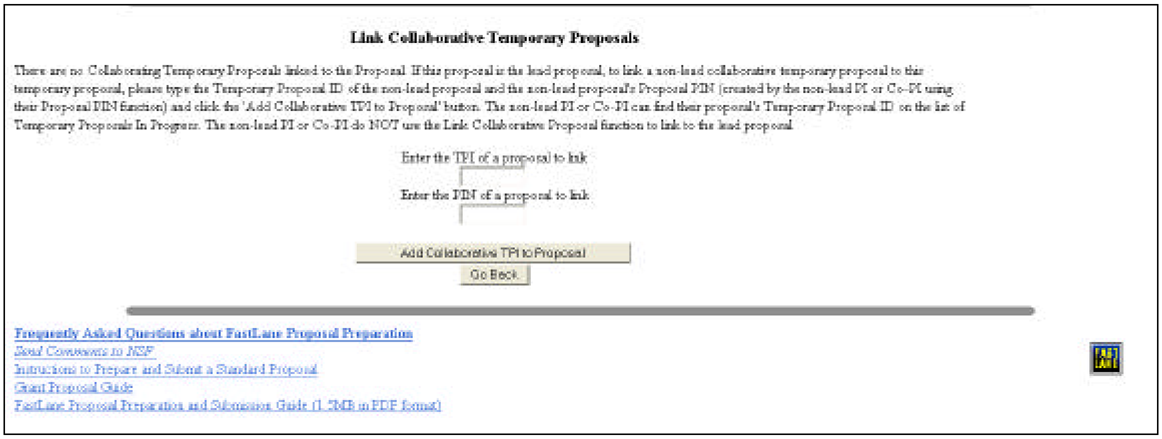


Figure 49 - Link Collaborative Temporary Proposals screen

2. Enter the **Temporary Proposal ID (TPI)** and the PIN for the collaborative proposal of the non-lead organization that you are linking to then click on the **Add Collaborative TPI to Proposal** button. A message is displayed stating that the temporary proposal has been added.
3. Click on the **OK** button. The Link Collaborative Temp. Proposals screen is displayed now giving you two options – to delete collaborative links that you have added to your proposal and to add new collaborative links.

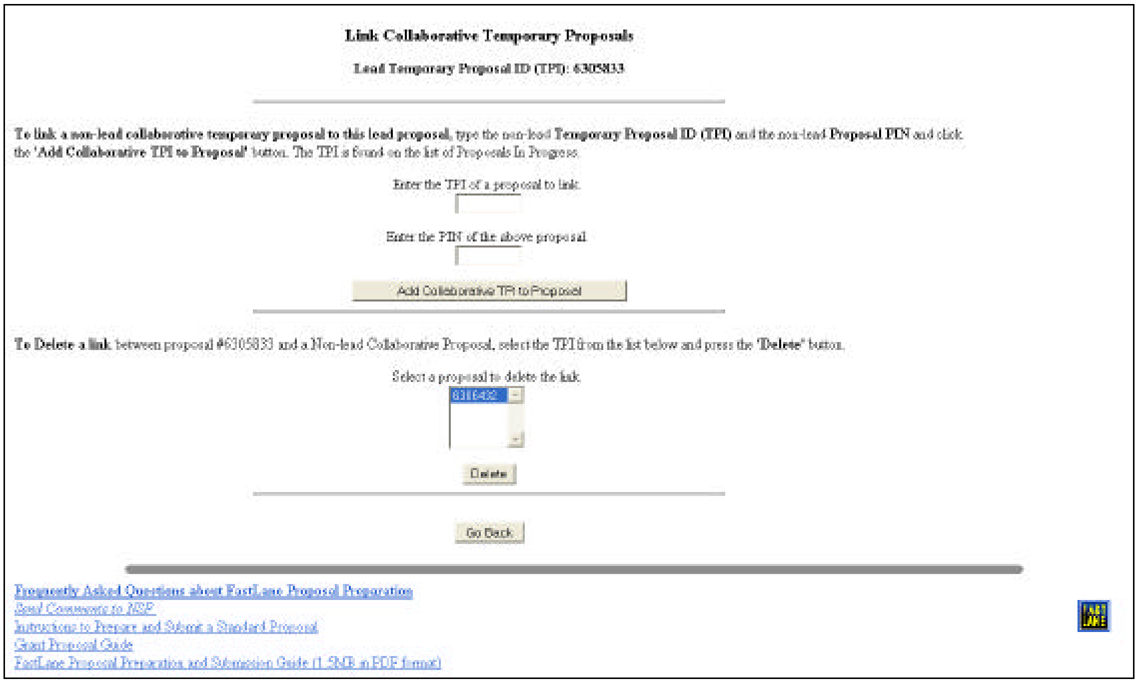


Figure 50 - Link Collaborative Temp. Proposals

4. When finished adding or deleting links, click on the **GO BACK** button to return to the Form Preparation screen.

Change PI

A PI on a proposal can be replaced with one of the Co-PIs designated on that same proposal by performing the following steps.

1. Click on the **GO** button next to **Change PI** on the Form Preparation screen. If you do not have any Co-PIs listed on your proposal, the following message is displayed on the screen "There are no Co-PIs assigned to this proposal. The PI can only be changed to a Co-PI that is already assigned to this proposal." If there is a Co-PI assigned to your proposal, the Change PI on Proposal screen is displayed.

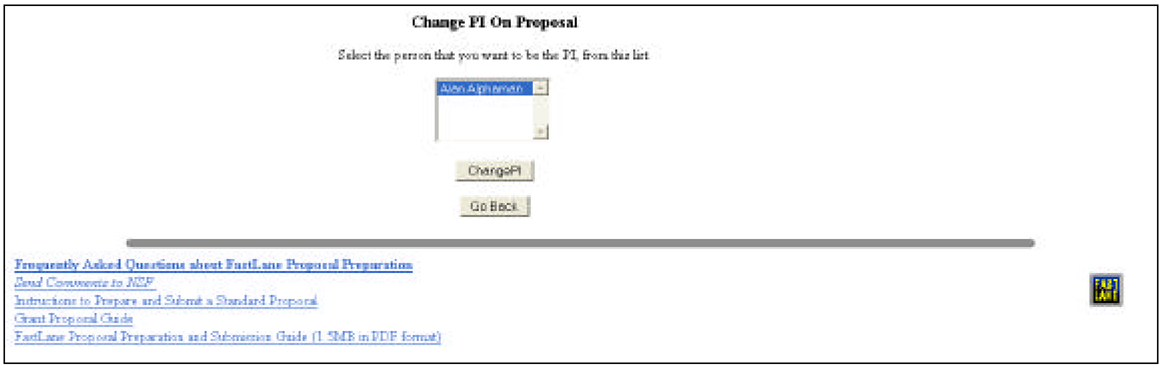


Figure 51 - Change PI on Proposal screen

2. Click on the Co-PI from the list that you wish to be the PI for the proposal and then click on the **Change PI** button. A screen is displayed with the following message "Warning! You are about to change the PI".
3. Click on the **OK** button to change the PI. A message is displayed stating that the PI was changed. The previous PI on the proposal now is listed as a Co-PI on the proposal.
4. Click on the **OK** button to accept the change then click on the **GO BACK** button to return to the Form Preparation screen.

Preparing for Submission

Once you have completed all of the forms on the Form Preparation screen, click on the **GO BACK** at the bottom of the screen to return to the Proposal Actions Screen.

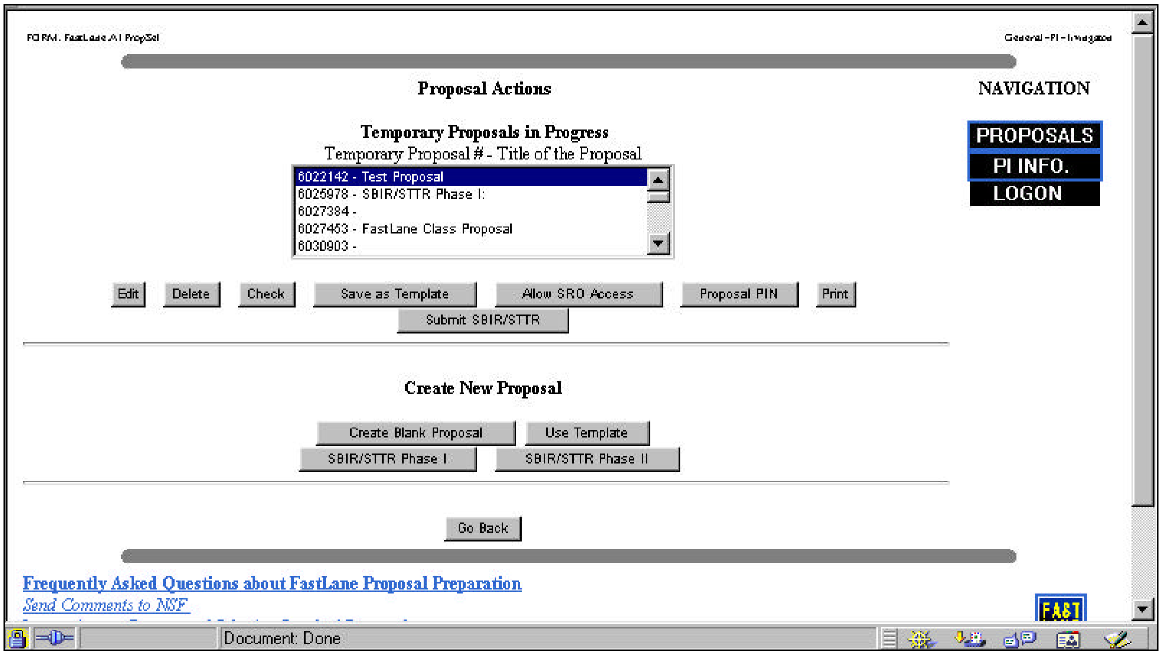


Figure 52 - Proposal Actions screen

The following final steps should be performed on your proposal to prepare it for your Sponsored Project Office (SPO). **Note:** SPO (Sponsored Project Office) has replaced SRO. They are synonymous for the purposes of this document and existing applications. The term SRO will be phased out in future releases of FastLane.

1. Verify that the proposal you have been working on is selected on the Proposal Actions screen, and then click on the **Check** button. A Proposal Check Status Report is displayed which lets you know if your proposal will encounter any errors if submitted.
2. If errors are found in the Proposal Check Status Report, go back to the Form Preparation screen and fix them.
3. Click on the **Print** button and choose the option to **Print the Entire Proposal**. By printing the entire proposal you will be able to see if all the sections of the proposal are readable.
4. Click on the **Save Template** button to save it as a template to assist you with creating a new proposal in the future.
5. Once you feel satisfied with your completed proposal, click on the **Allow SRO Access** button. The SRO Access Control screen is displayed.

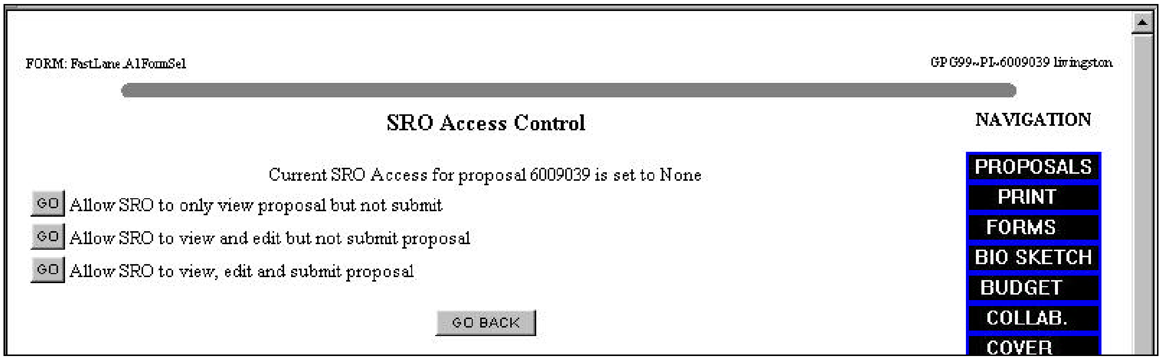


Figure 53 - SRO Access Control screen

6. Click on the **GO** button next to **Allow SRO to view, edit, and submit proposal**. A message is displayed stating that the SRO now has complete access to your proposal. The FastLane contact(s) in the Sponsored Project Office (SPO) for your organization, that have permission to submit proposals, will receive an e-mail notification stating that they now have permission to view, print, and submit your proposal.

Proposal Submission

Submitting the Proposal

The person in the Sponsored Project Office (SPO) (or equivalent) at your organization, who is actually submitting the proposal, must have permission to so within the **Research Administration** module. To submit a proposal:

1. Access the FastLane homepage at http://www.fastlane.nsf.gov/.

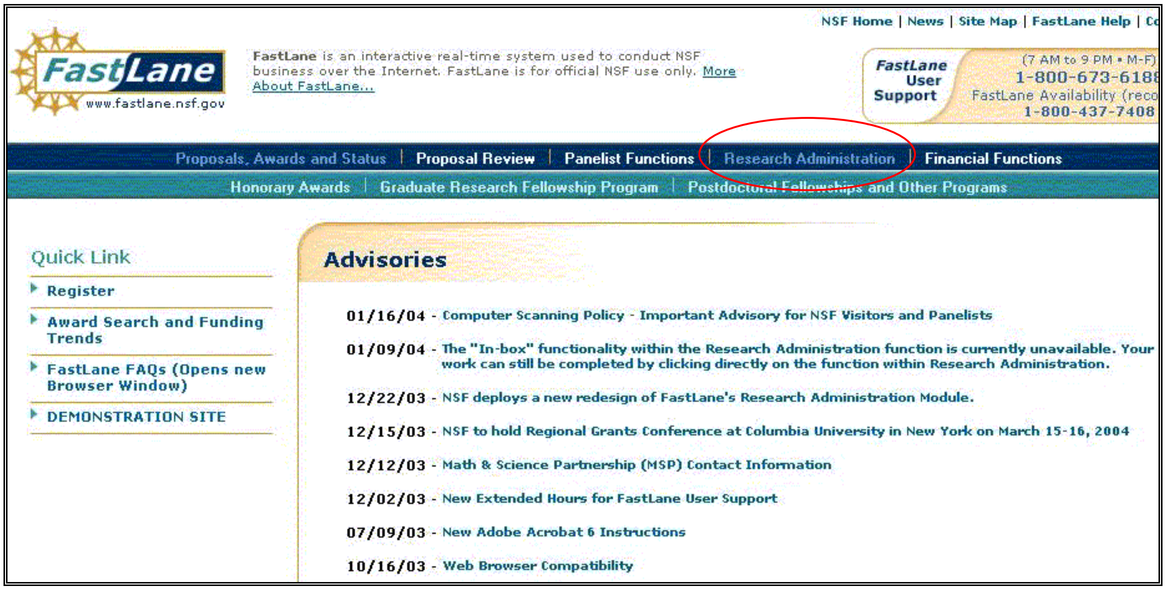


Figure 54 - FastLane homepage

2. Click on the **Research Administration** link. The Research Administration Login screen is displayed.

Figure 55 - Research Administration Login screen

3. Enter **SSN, Last Name**, and **FastLane password**, and click on the **Login** button. If the user only administers one organization, the Research Administration Home screen is displayed. If the user administers to more than one organization, the Research Administration Select Organization screen is displayed. Select the correct organization to administer and click the **Select** button. The Research Administration Home screen is displayed.

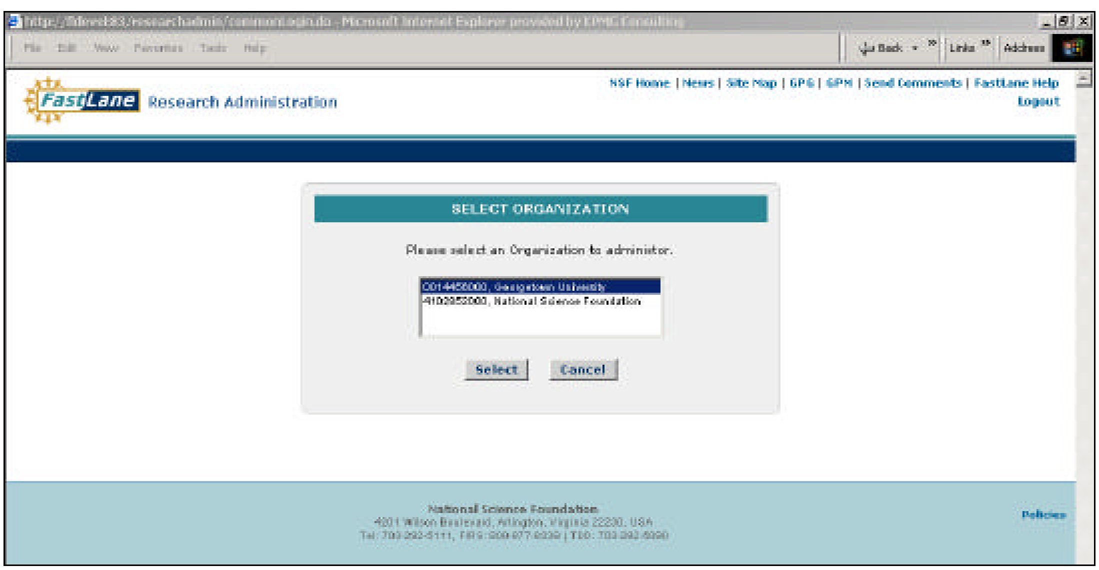


Figure 56 - Research Administration Select Organization screen

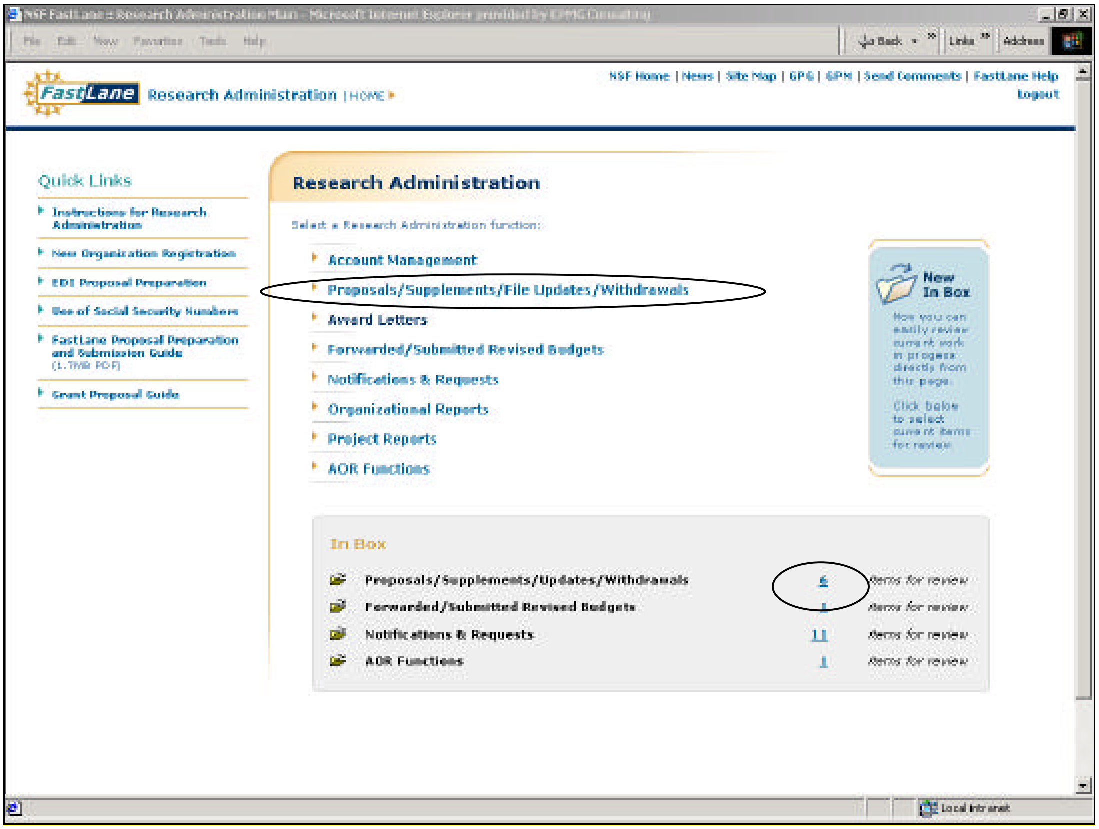


Figure 57 - Research Administration Home screen

4. The In Box will list all pending action items for functions that the user has permission to perform. Click on the **Proposals/Supplements/File Updates/Withdrawals** link or the number link to the right of the Proposals/Supplements/Updates/Withdrawals label in the In Box section. The Proposals/Supplements/File Updates/Withdrawals to NSF Main screen displays. This screen displays a listing of all the proposals and other documents at their organization that are ready for submission.

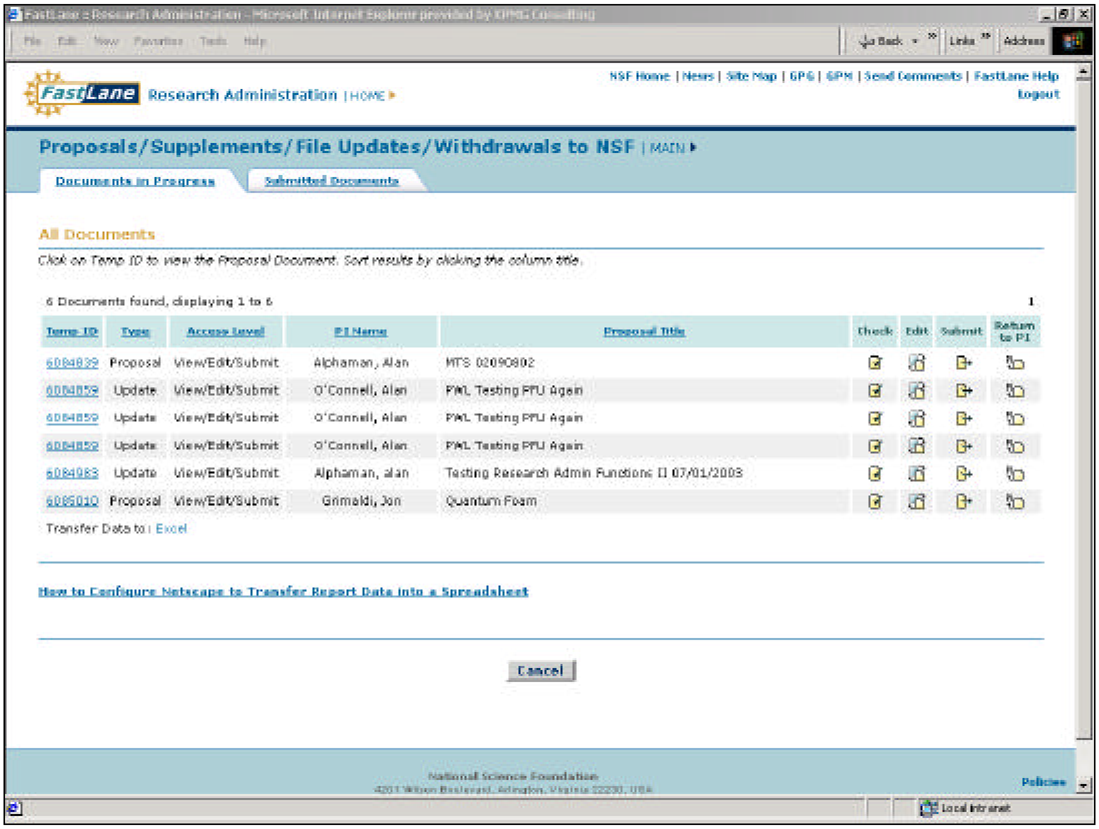


Figure 58 - Proposals/Supplements/File Updates/Withdrawals to NSF Main screen

5. The SPO should review the proposal before submitting it by:
    a. Clicking on the **Check** icon to verify that all required forms are completed.
    b. Clicking on the **Edit** icon to review the individual forms of the proposal.

6. To submit the proposal, click on the **Submit** icon in the **Submit** column. The Information/Messages for Proposal screen displays.

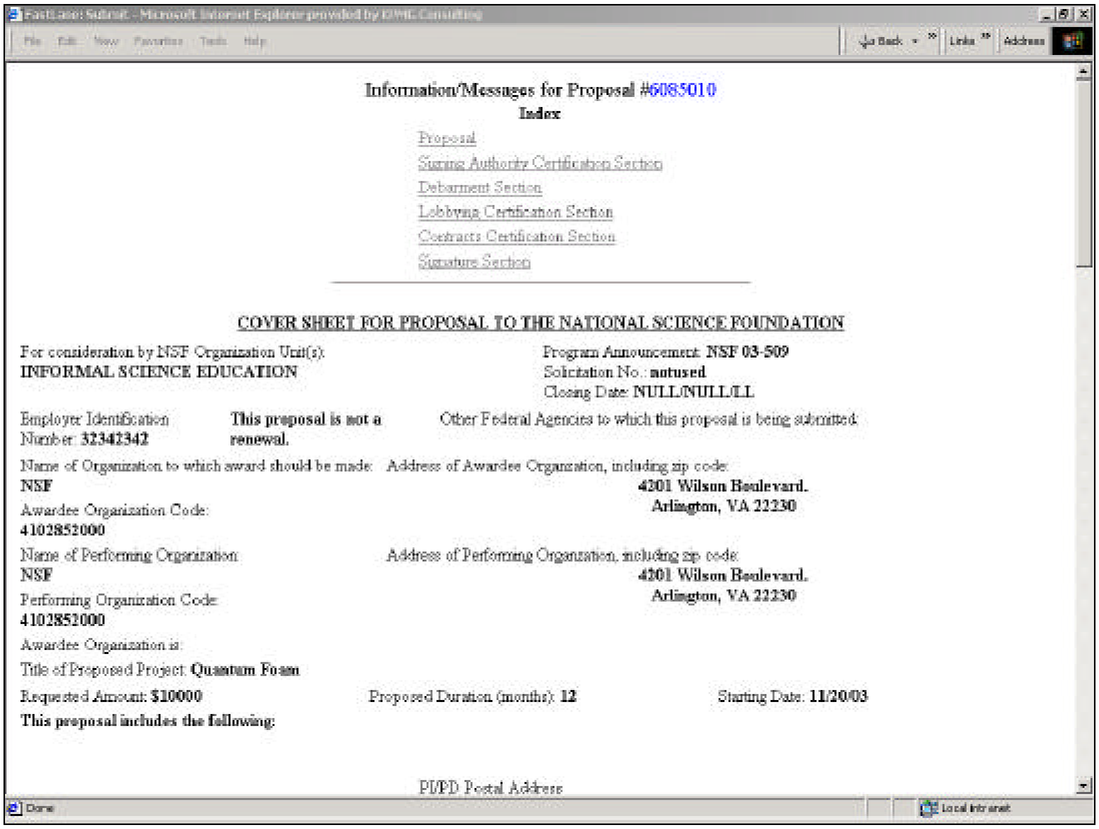


Figure 59 - Information/Messages for Proposal screen

7. The SPO should read all sections on this screen for accuracy, and click the **YES** button at the bottom of the page to submit the proposal to NSF. If the SPO *has* AOR Functions permission, the proposal will be signed and submitted simultaneously. In this case, the SPO/AOR should verify that the AOR information is accurate and then click the **Sign and Submit** button at the bottom of the page.

8. A screen with a message is displayed stating that the proposal has been submitted to NSF. The Temporary Proposal Number (TPI) for the proposal as well as the official NSF Proposal ID is included in the message. The new Proposal ID is the number that should be used to reference the proposal.

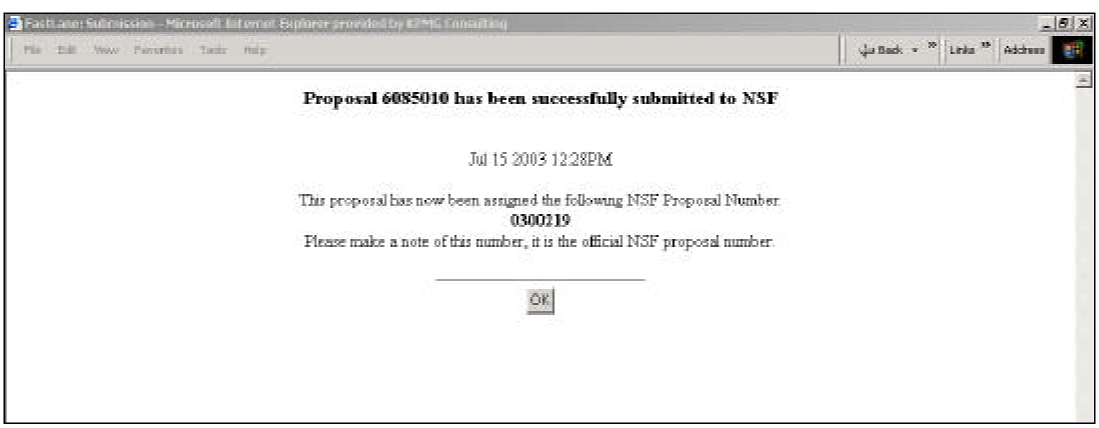


Figure 60 - Proposal Submission Confirmation screen

9. Click on the **OK** button to return to the Proposals/Supplements/File Updates/Withdrawals to NSF Main screen. The submitted proposal will now be available under the **Submitted Documents** tab.

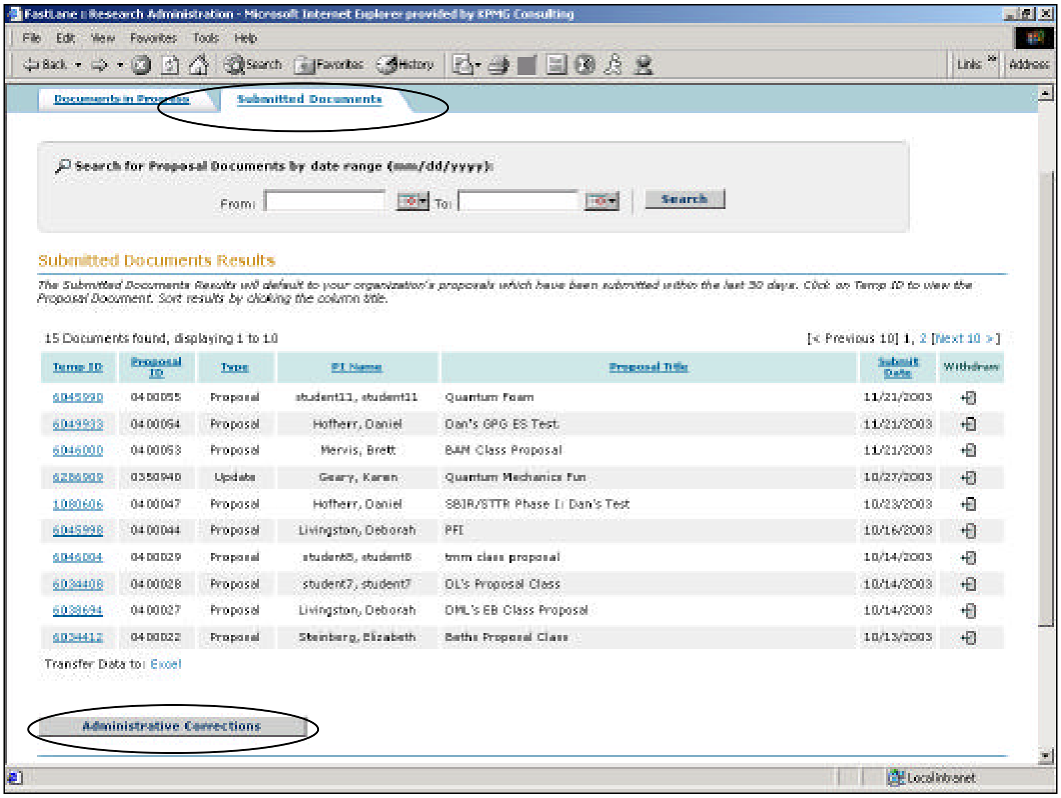


Figure 61 - Proposals/Supplements/File Updates/Withdrawals to NSF Main screen

10. The SPO has sixty minutes to make administrative changes to a proposal after it has been submitted. On the Submitted Documents tab, the SPO can click the **Administrative Corrections** button to see a list of submitted proposals that are still eligible to be edited. The Administrative Corrections screen is displayed.

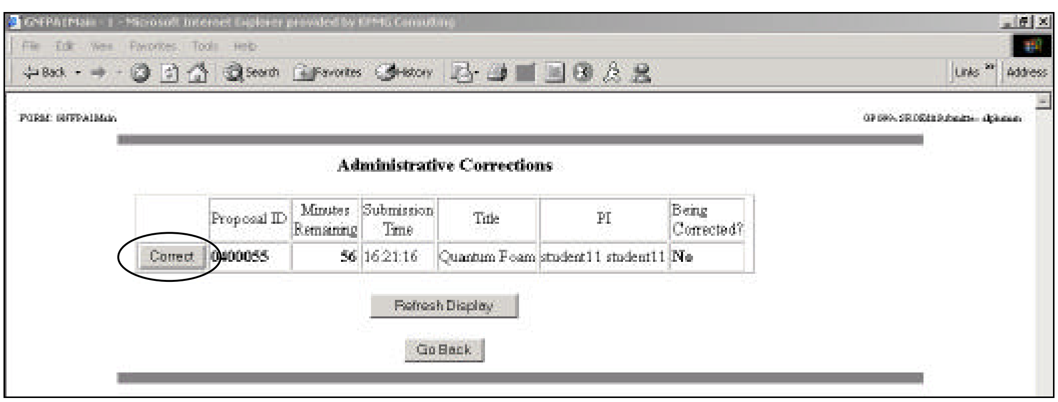


Figure 62 - Administrative Corrections screen

The SPO can click on the **Correct** button next to the submitted proposal that they want to edit. The Form Preparation screen displays and the SPO can choose which forms to edit.

Acknowledgement of Proposal Receipt

An e-mail acknowledgement of the receipt of the proposal is sent to all SPO representatives with 'Submit Proposals' permission at the organization from which it was submitted, as well as the PI of the proposal. It references the proposal number, title, and the date the proposal was submitted to the NSF.

PI Functions

<u>View/Print a Submitted Proposal</u>

Once the proposal is submitted, PIs can access their proposal via the **View Submitted Proposal** button in the FastLane Proposal Preparation module. If a proposal acknowledgement is not received or the proposal number is not reflected in the FastLane System, contact the FastLane Help Desk at (800) 673-6188, or (703) 292-8142 or by e-mail to fastlane@nsf.gov.

To access FastLane's View Submitted Proposals application select the **Proposals, Awards, & Status** link from the FastLane home page (http://www.fastlane.nsf.gov).

Figure 63 - FastLane home page

The Proposals, Awards & Status PI/Co-PI login screen is displayed.

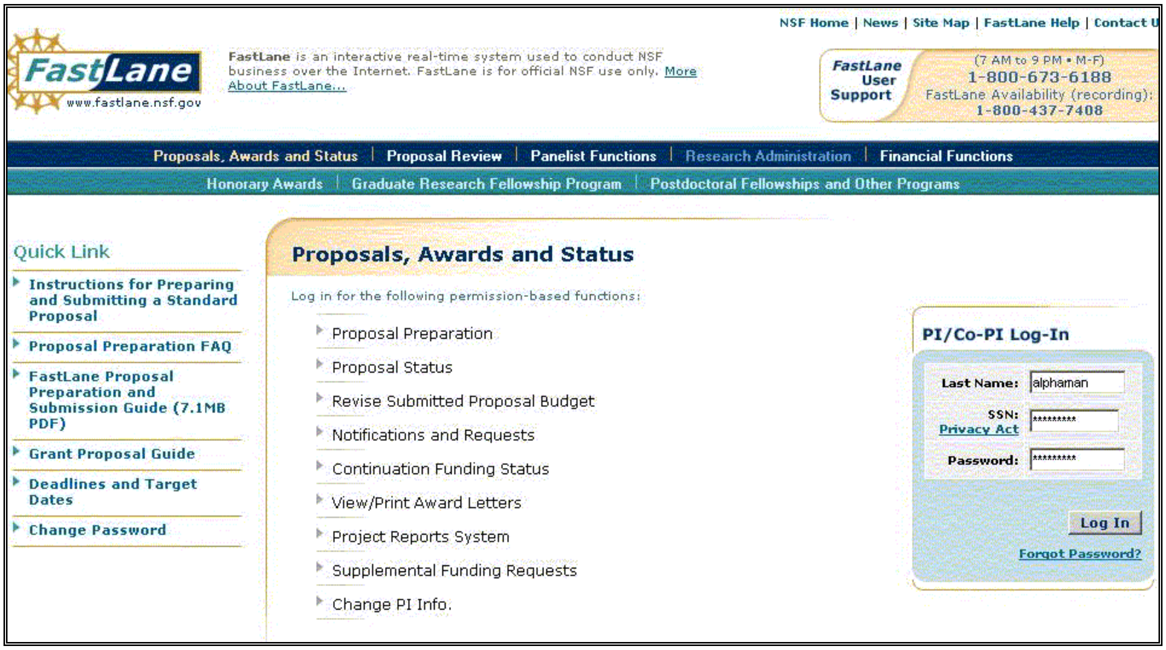


Figure 64 - Proposals, Awards & Status PI/Co-PI Login box

Enter your login information in the PI/Co-PI Login box. Click on the **Login** button and the PI/Co-PI Management - What Do You Want to Work On? screen is displayed.

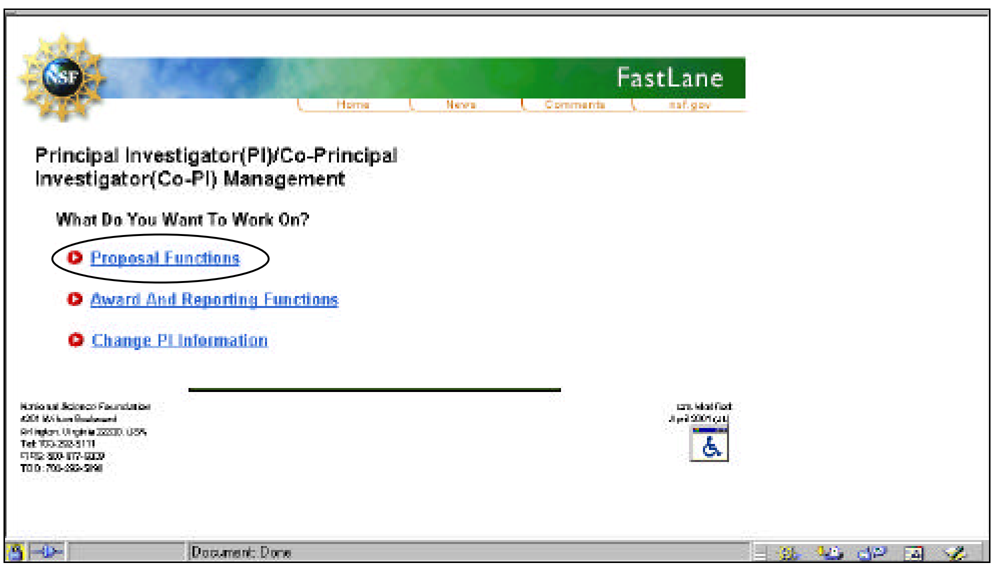


Figure 65 - PI/Co-PI Management - What Do You Want to Work On? Screen

Click on the **Proposal Functions** link. The PI/Co-PI Management - Proposal Functions screen is displayed.

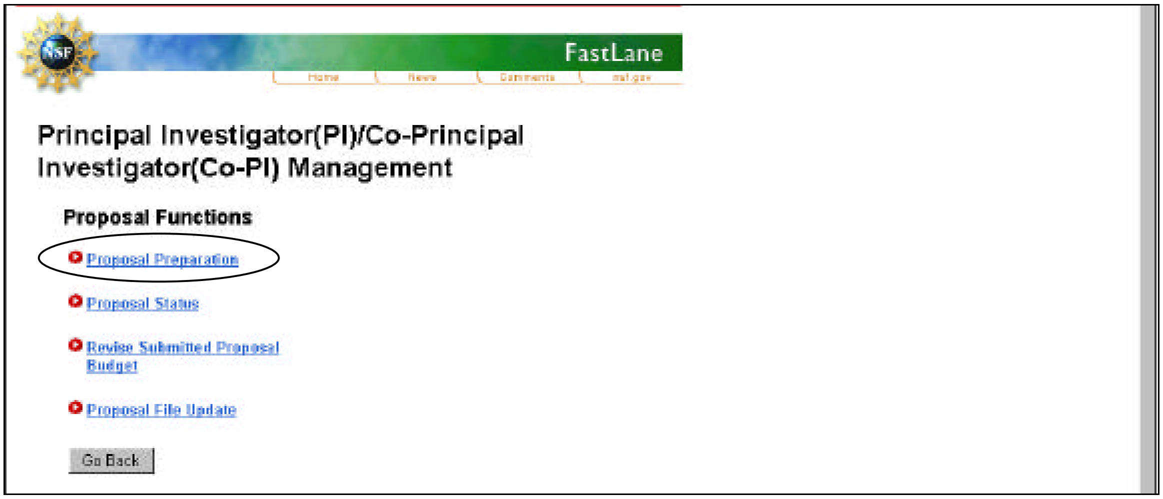


Figure 66 - PI/Co-PI Management - Proposal Functions screen

Select the **Proposal Preparation** link. The PI Information screen is displayed.

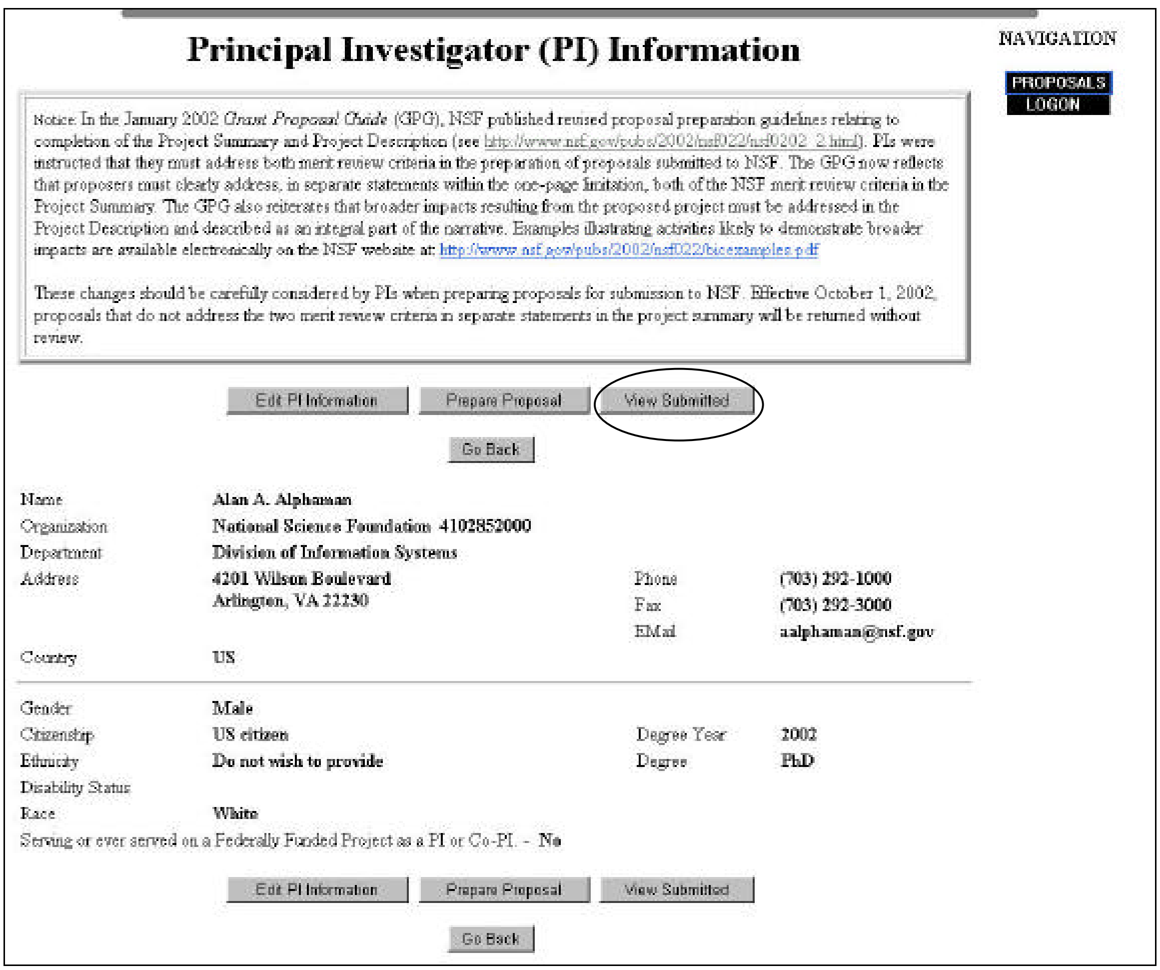


Figure 67 - PI Information screen

Click on the **View Submitted** button. The Submitted Proposals screen is displayed.

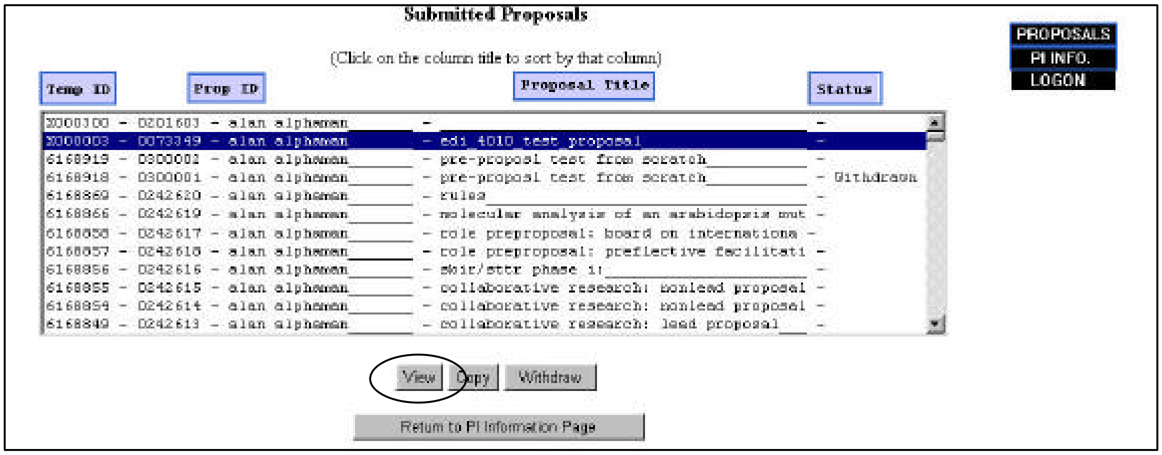


Figure 68 - Submitted Proposals screen

Utilizing the column header buttons to sort the proposals, select the proposal that you wish to view or print and click on the **View** button. The View Submitted Proposal Form Selection screen for the proposal is displayed.

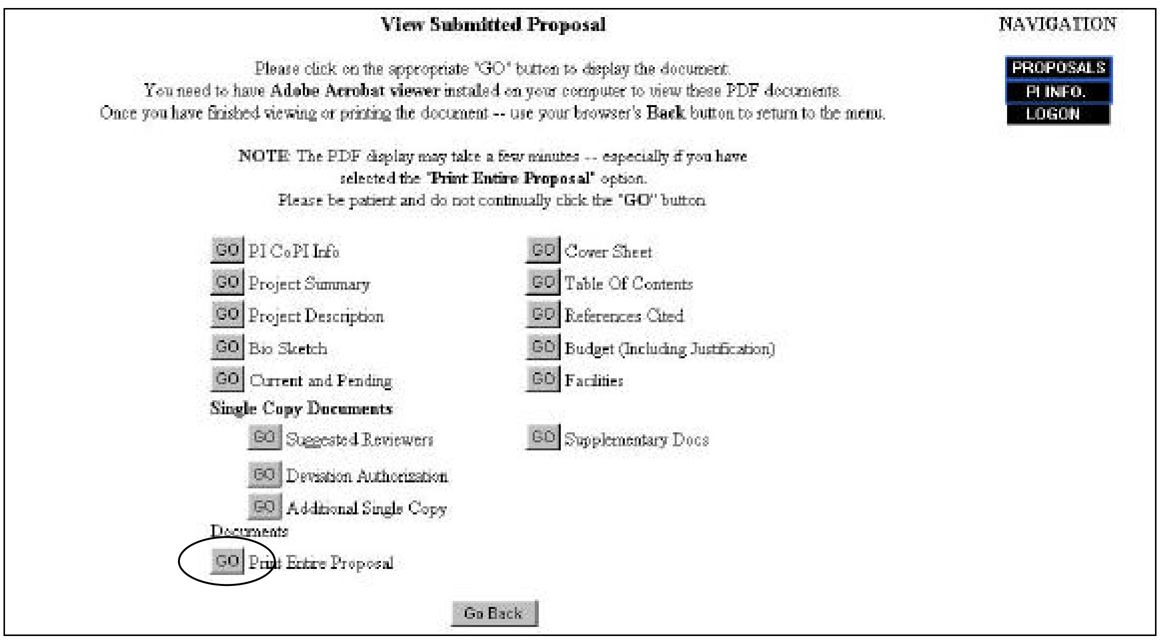


Figure 69 -View Submitted Proposal Form Selection screen

Click on the **GO** button next to the form that you wish to view/print or click on the **GO** button next to **Print Entire Proposal** to print all of the forms.

Check Proposal Status

After the proposal is assigned to an NSF program, the cognizant program information is available to the PI through the FastLane Proposal Status application. This function is accessible by clicking on the **Proposals, Awards, & Status** link on the FastLane home page (http://www.fastlane.nsf.gov/).

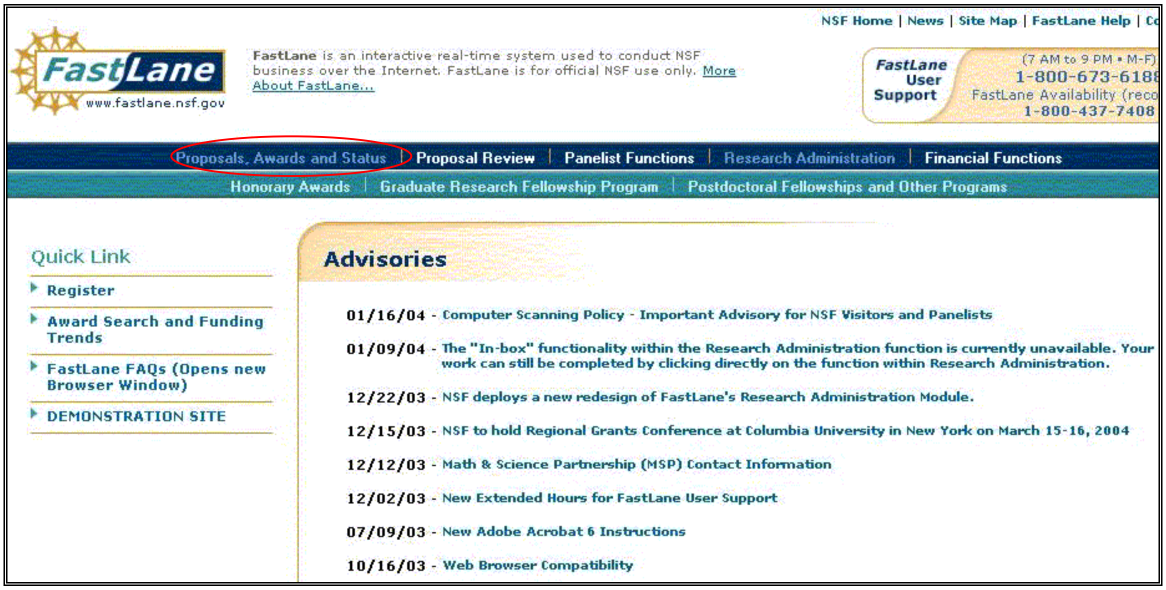


Figure 70 - Proposals, Awards & Status link on the FastLane home page

The PI/Co-PI login screen is displayed.

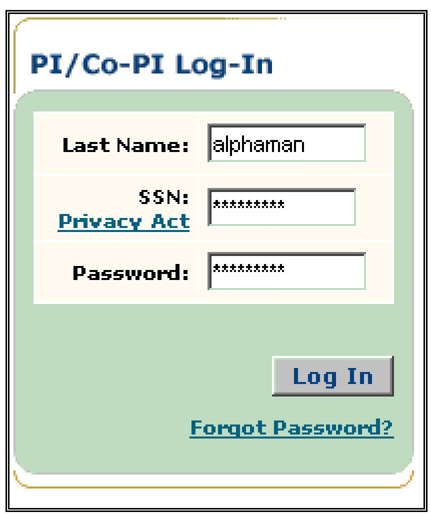


Figure 71 - Proposals, Awards & Status PI/Co-PI Login box

Enter your **Last Name**, **SSN ,** and **Password** and click on the **Login** button. The PI/Co-PI Management - What Do You Want To Work On? Screen is displayed.

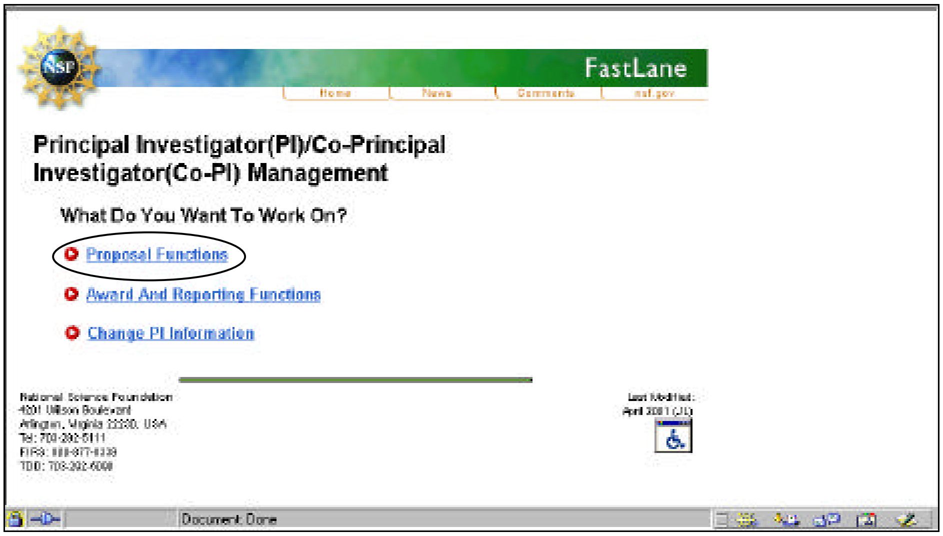


Figure 72 - PI/Co-PI Management - What Do You Want To Work On? Screen

Click on the **Proposal Functions** link. The Proposal Functions screen is displayed.

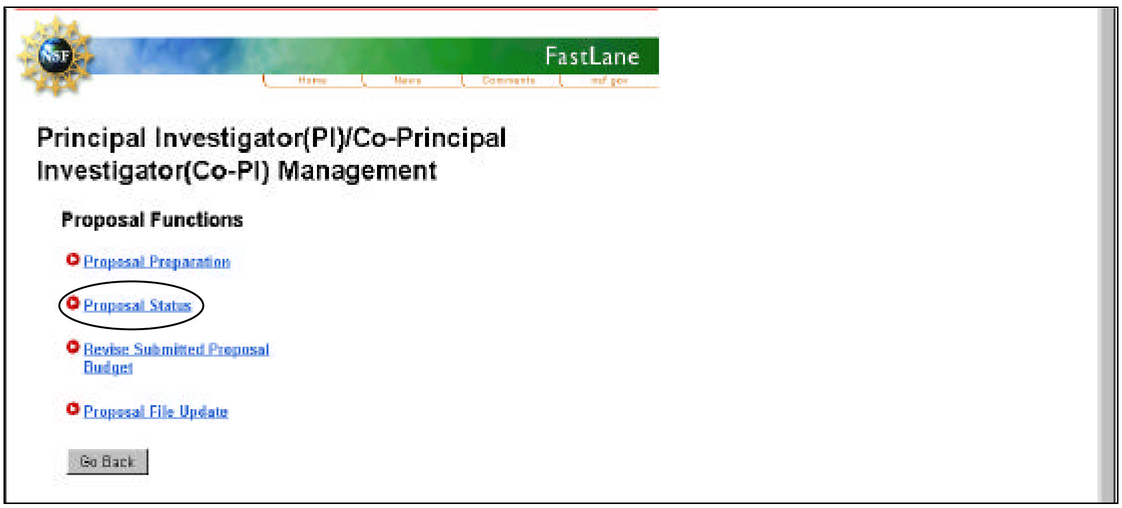


Figure 73 - PI/Co-PI Management - Proposal Functions screen

Click on the **Proposal Status** link. The List of Proposals screen is displayed.

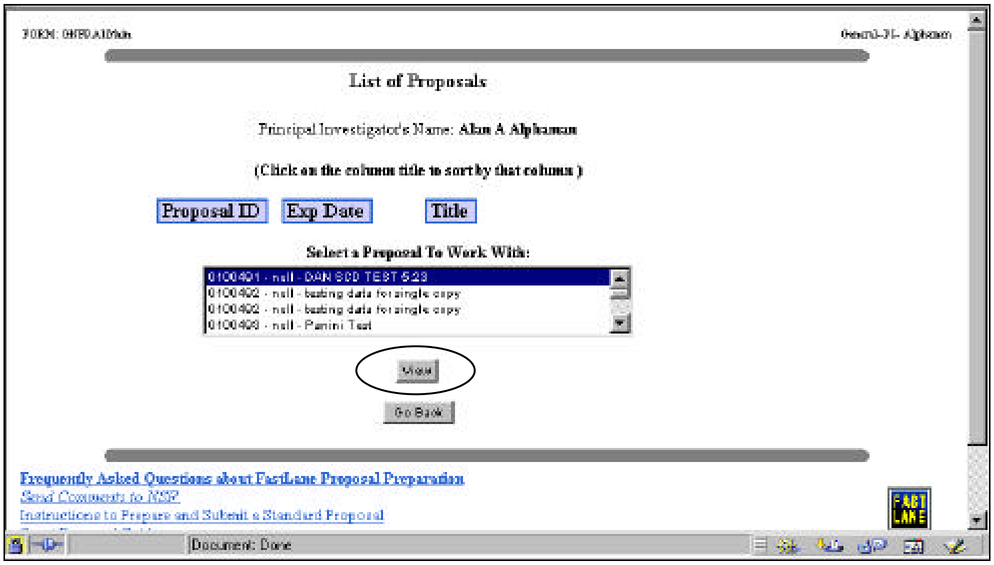


Figure 74 - List of Proposals screen

Select a proposal and click on the **View** button. A screen is displayed showing the current status of the proposal.

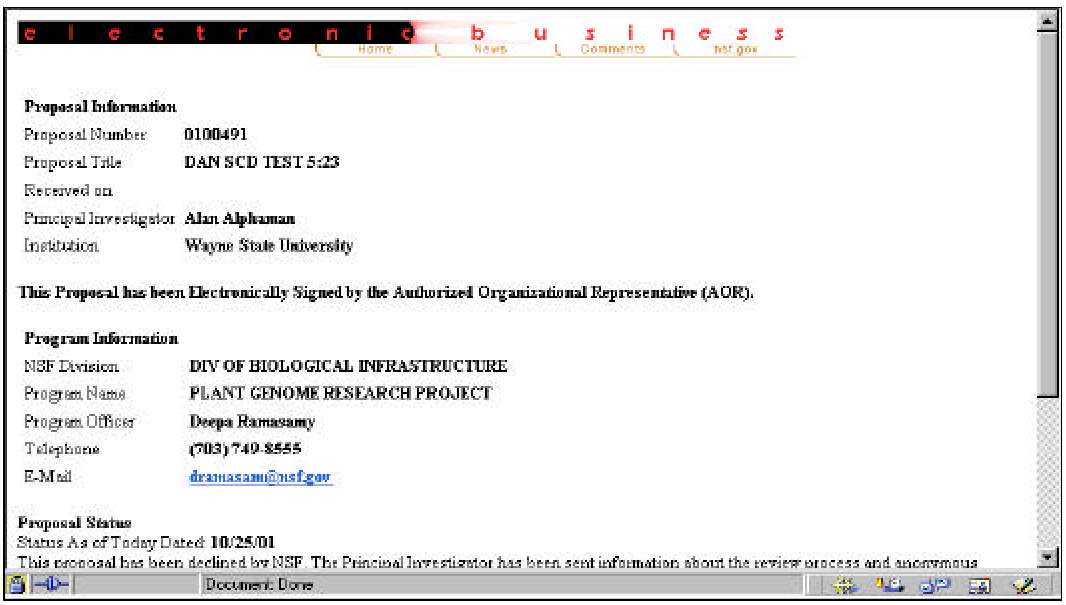


Figure 75 - Proposal Status screen

SPO Functions

Check Proposal Status

The Sponsored Project Office (SPO) can access program information about a submitted proposal by clicking on the **Research Administration** link on the FastLane home page (http://www.fastlane.nsf.gov/).

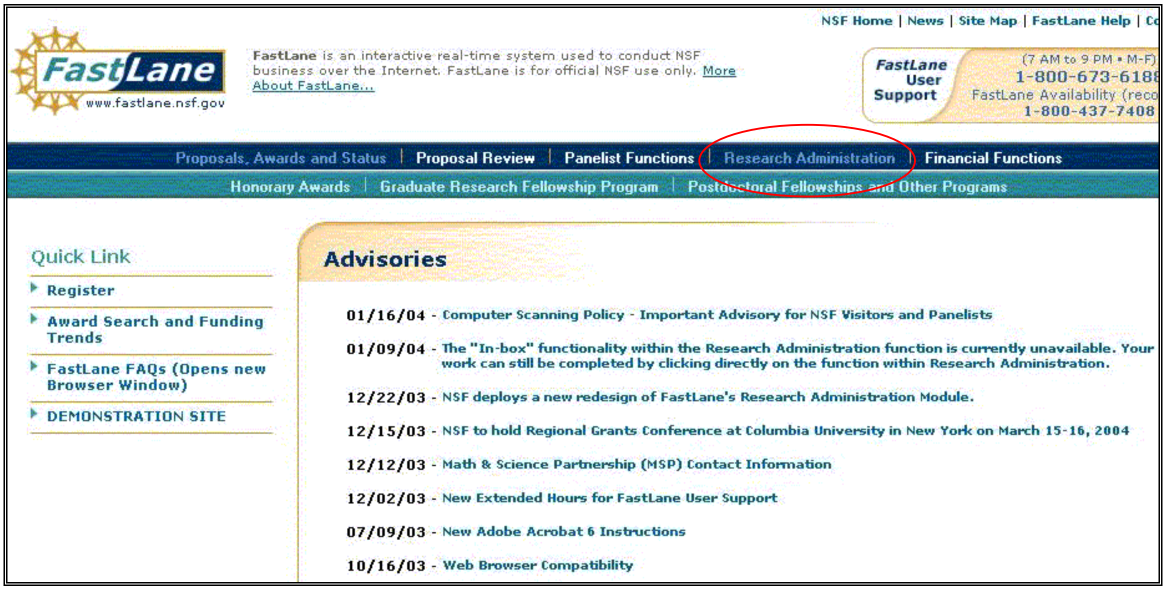


Figure 76 - FastLane home page

The Research Administration Login screen is displayed.

Figure 77 - Research Administration Login screen

Enter **Last Name**, **SSN** and **FastLane** password and click the **Login** button. If the user only administers to one organization, the Research Administration Home screen is displayed. If the user administers to more than one organization, the Research Administration Select Organization screen displays

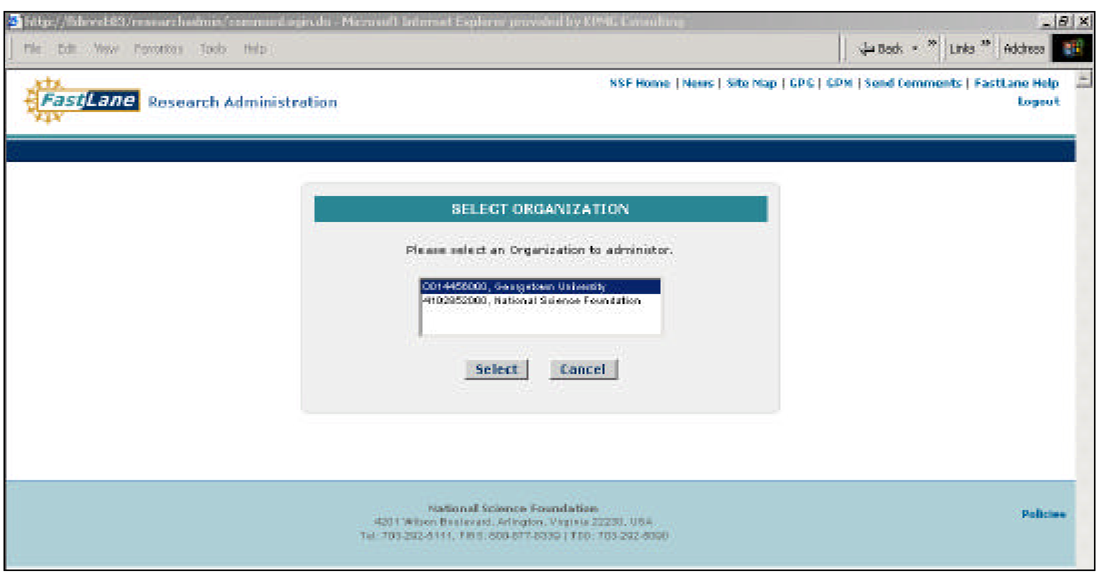


Figure 78 - Research Administration Select Organization screen

Select the correct organization to administer and click the **Select** button. The Research Administration Home screen is displayed.

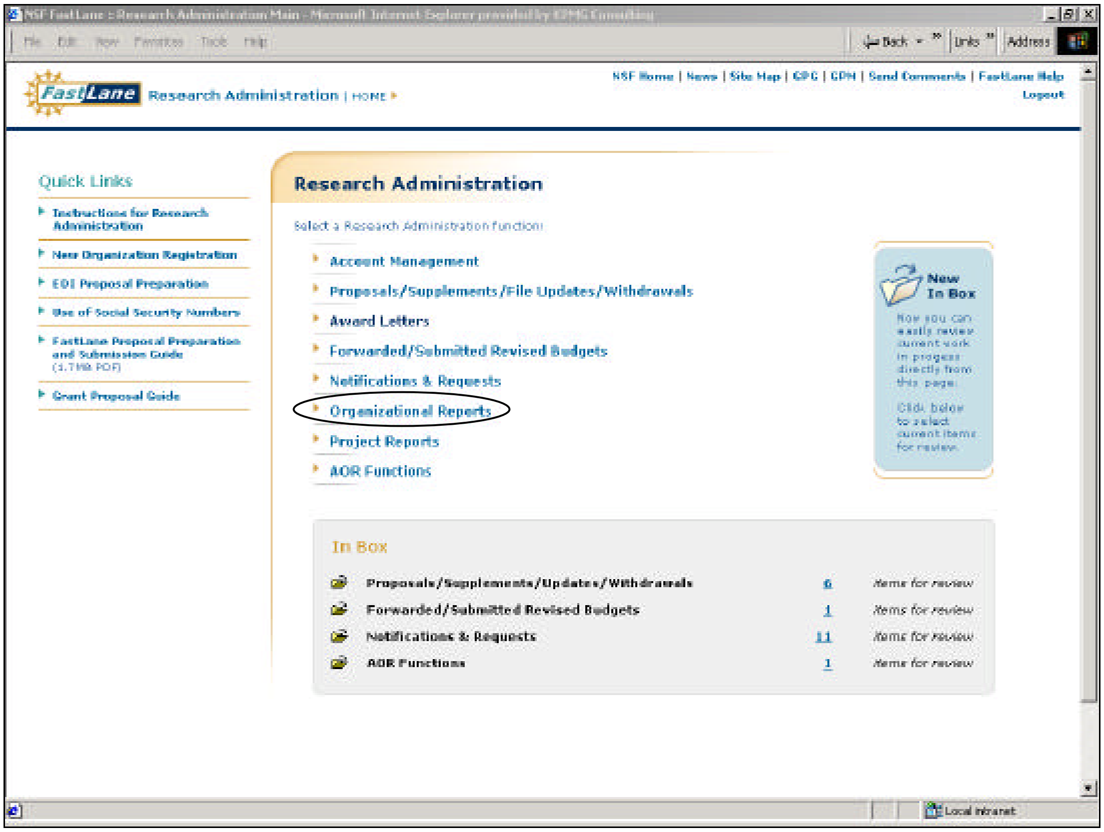


Figure 79 - Research Administration Home screen

Click on the Organizational Reports link. The Organizational Reports Main screen is displayed.

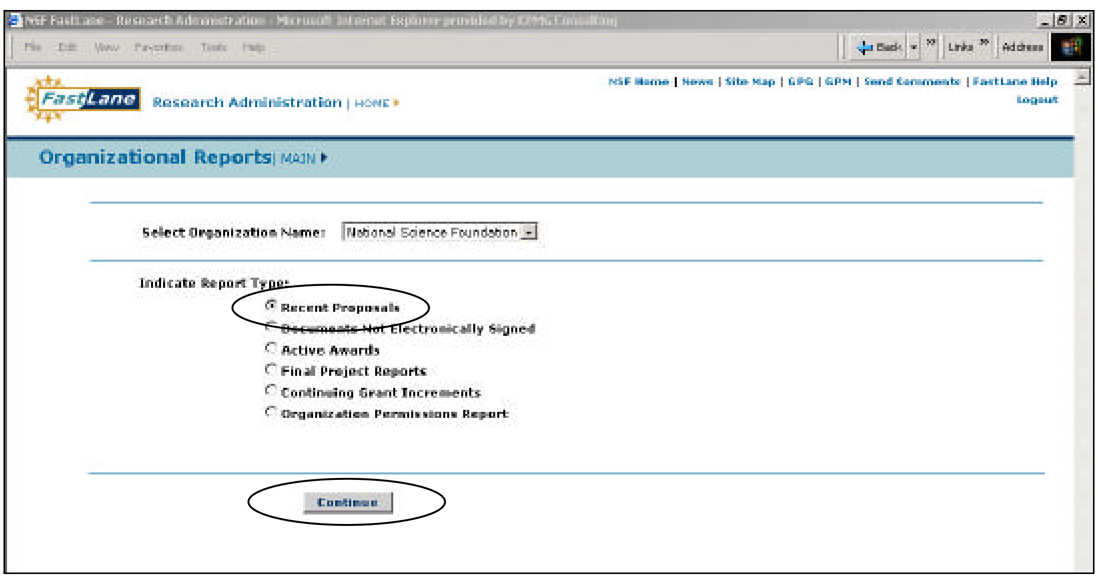


Figure 80 - Organizational Reports Main screen

The Organizational Reports Main screen displays the different report types available for the organization. Select the **Recent Proposals** option and click the **Continue** button. The Recent Proposals Search screen is displayed.

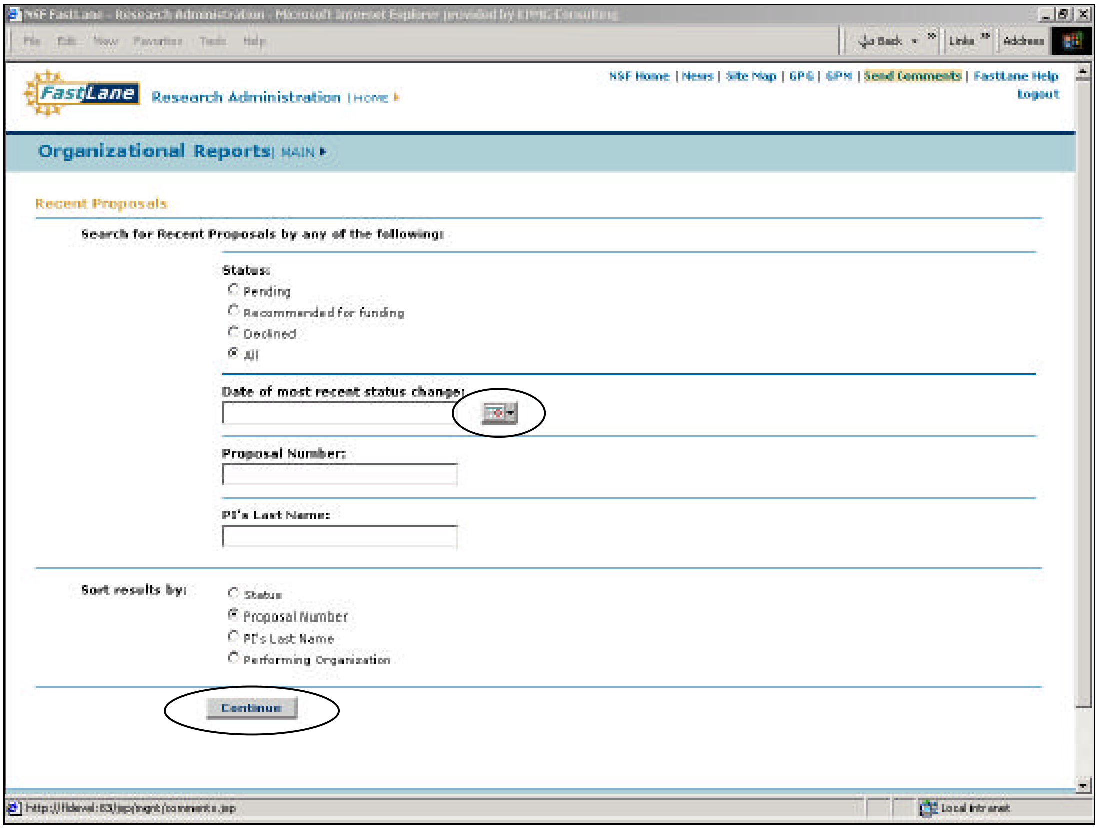


Figure 81 - Recent Reports Search screen

The Recent Report Search screen allows a user to search based on **Proposal Status**, **Date of Most Recent Status Change**, **Proposal Number** and **PI's Last Name.** Clicking the calendar icon opens a window that contains a calendar that can be used to select the search criteria for the date of the most recent status change. Once all search criteria are entered, click the **Continue** button. The Recent Proposals Search Results screen is displayed.

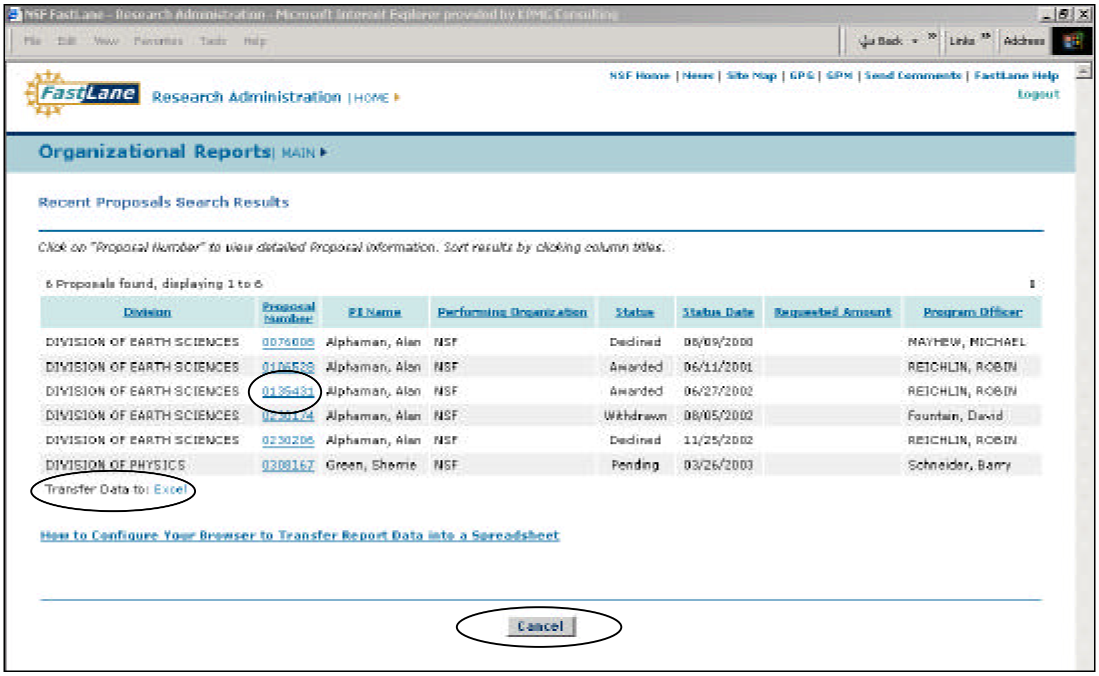


Figure 82 - Recent Proposals Search Results screen

The Recent Proposals Search Results screen displays all results of the Recent Proposal search. Search results can be sorted by clicking on the column header links. Clicking the proposal number displays the Proposal Information screen. The search results can be exported into Microsoft Excel by clicking the **Transfer Data to: Excel** link. Clicking the **Cancel** button returns to the Organizational Reports Main screen.

Figure 83 - Proposal Information screen

Basic proposal and program information can be viewed on the Proposal Information screen. Clicking the **Cancel** button redisplays the Recent Proposals Search Results screen.

Communication about the proposal should be addressed to the cognizant Program Officer with reference to the proposal number. Proposers are strongly encouraged to use FastLane to verify the status of their submission to NSF.

Electronic Signature

After submission of the proposal via FastLane by the SPO (if the submitting SPO is *not* an ARO (Authorized Organization Representative)), the proposal must then be electronically signed by the AOR. The AOR is a person who is authorized to sign on behalf of the proposing organization. NSF will no longer require the signature (paper or electronic) of any PI or Co-PI. It is the responsibility of the proposing organization to designate an AOR by accessing the **Accounts Management** function available under FastLane's Research Administration Functions and then assigning the organization's AOR(s) the **Authorized Organizational Representative Functions** permission. NSF has not imposed a limitation on the number of AORs that may be designated.

Electronically signing a proposal can occur concurrently with submission of the proposal for those organizations where the individual authorized to submit proposals to NSF also is a designated AOR, or as a separate function for those organizations that choose to keep the certification process separate from the submission function. For those organizations where the submission and certification processes are separate, the AOR has five business days from the date of electronic submission of the proposal to electronically sign it.

If you have AOR permissions, to electronically sign the proposal, click on the **Research Administration** link on the FastLane home page (http://www.fastlane.nsf.gov/).

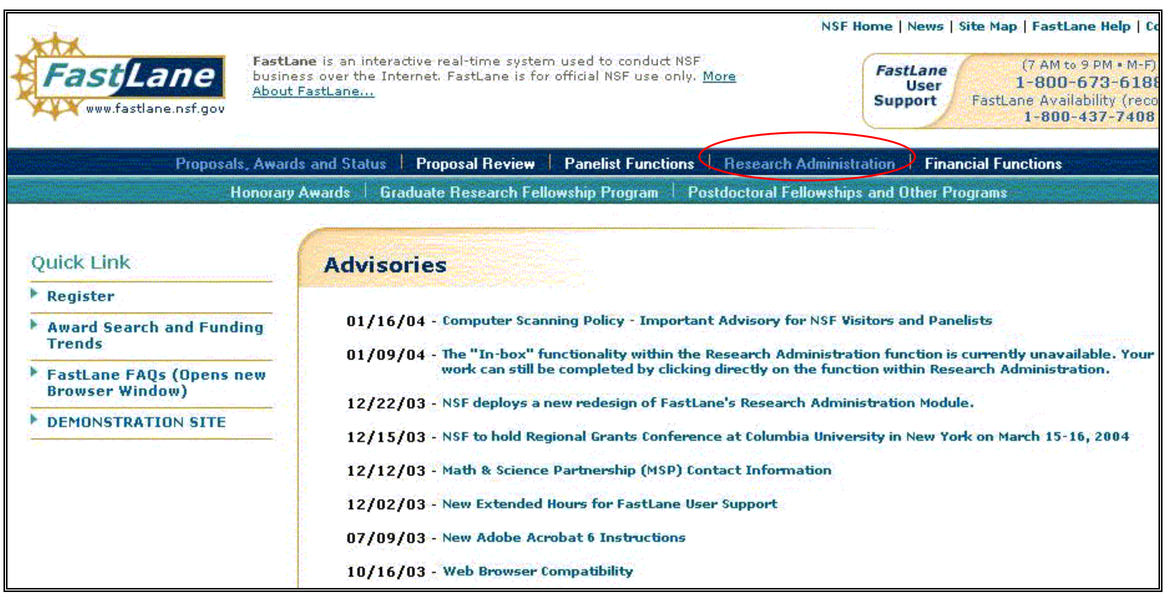


Figure 84 - FastLane home page

The Research Administration Login screen is displayed.

Figure 85 - Research Administration Login screen

Enter your **SSN, Last Name,** and **FastLane Password** and then click on the **Login** button. The Research Administration Home screen is displayed.

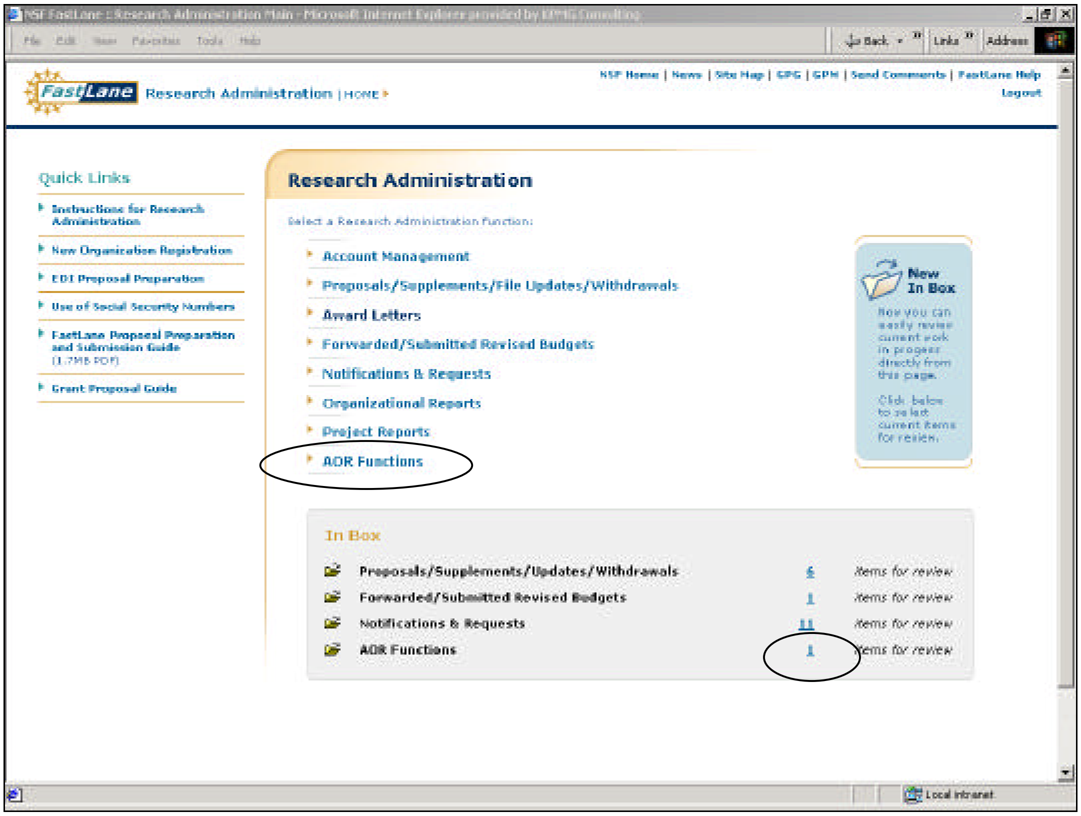


Figure 86 - Research Administration Home screen

Click on the **AOR Functions** link or the **number link** to the right of the AOR Functions label in the In Box section. The Authorized Organizational Representative Functions Main screen is displayed showing all the proposals at the organization that have been submitted and not electronically signed.

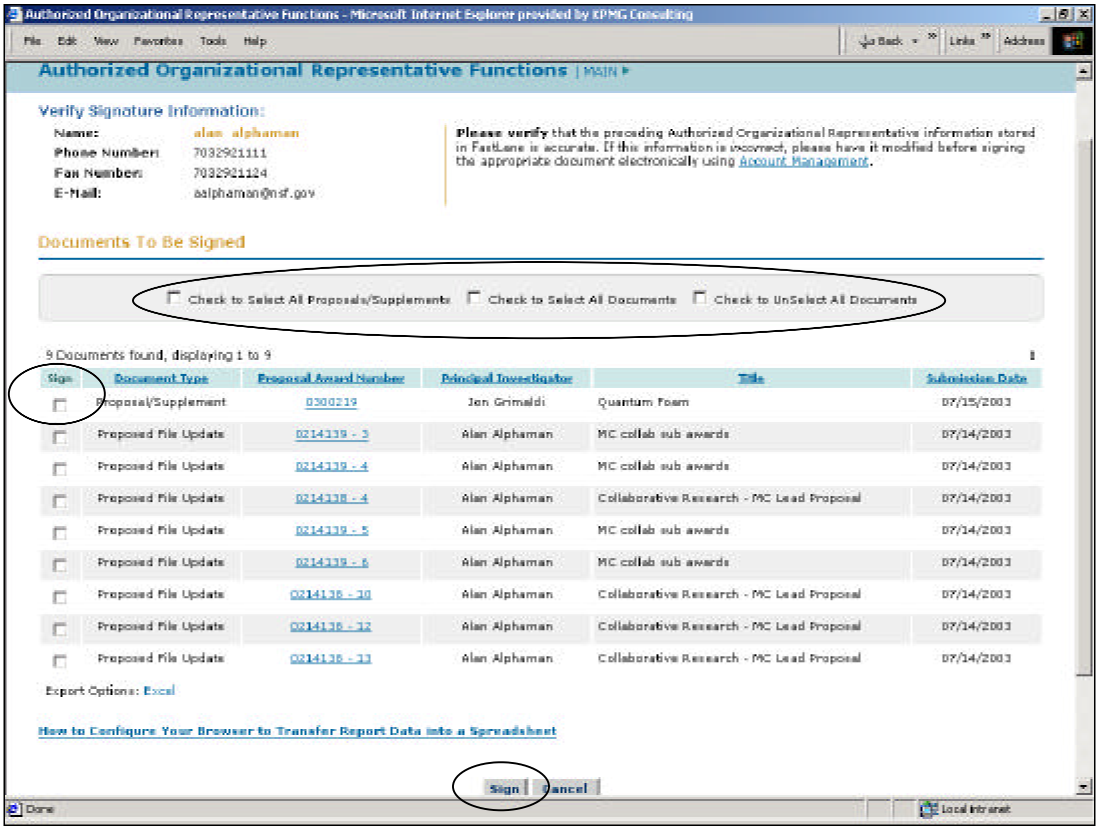
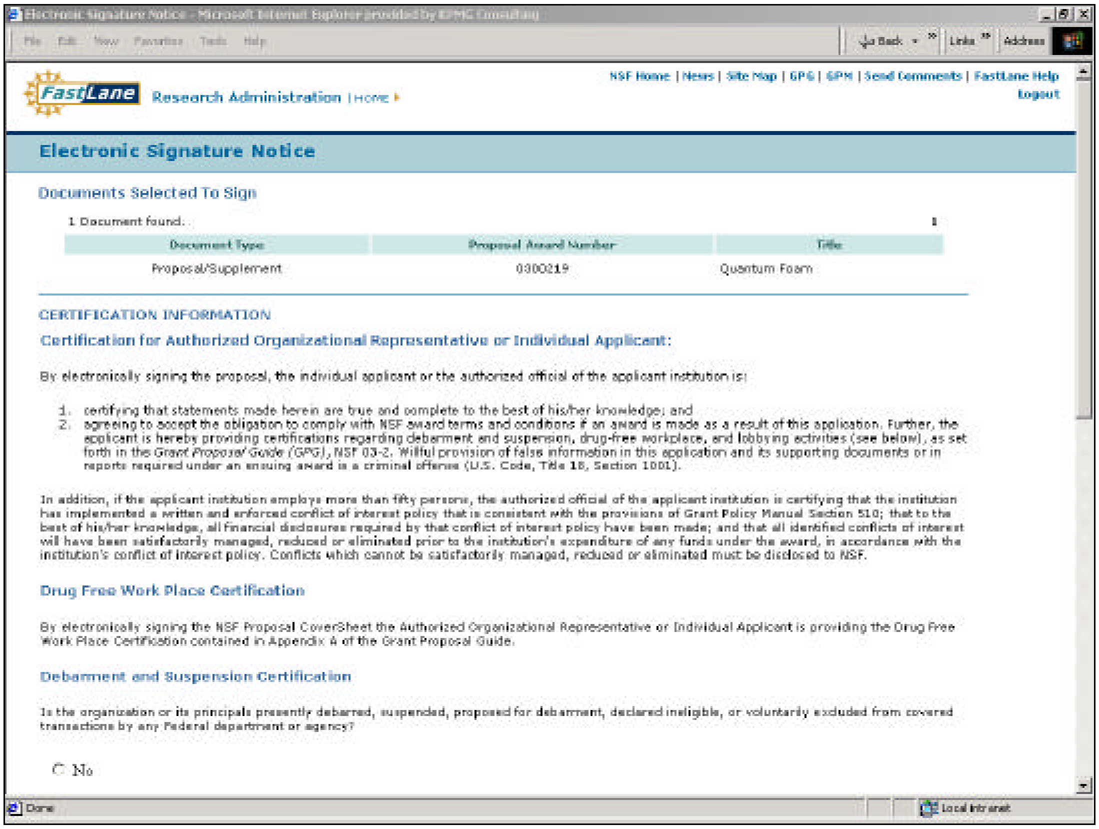


Figure 87 - Authorized Organizational Representative Functions Main screen

Review the AOR information to verify that it is accurate. This information will be printed on the proposal coversheet after the proposal is electronically signed. If the information is not correct, it should be modified by your SPO using the **Accounts Management** module under **Research Administration** on the FastLane home page (http://www.fastlane.nsf.gov/).

You can choose the proposal(s) that need to be electronically signed by clicking on the **Sign** checkbox to the left of the document type, or you can select all the listed proposals and supplements by clicking on the **Check To Select All Proposals/Supplements** checkbox. You can select all listed documents by clicking on the **Check To Select All Documents** checkbox. You can also deselect all the selected proposals by clicking on the **Check To Unselect All Documents** checkbox. To sort the proposals, click on the appropriate column titles. To view a proposal, click on the individual proposal numbers.

After selecting the proposal(s) that you wish to sign, click on the **Sign** button. The Electronic Signature Notice screen is displayed.



Electronic Signature Notice - Microsoft Internet Explorer provided by KPMG Consulting

FastLane Research Administration | Home

NSF Home | News | Site Map | GPG | GPM | Send Comments | FastLane Help
Logout

Electronic Signature Notice

Documents Selected To Sign

1 Document found. 1

Document Type	Proposal Award Number	Title
Proposal/Supplement	0300219	Quantum Foam

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative or Individual Applicant:

By electronically signing the proposal, the individual applicant or 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 an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the *Grant Proposal Guide (GPG)*, NSF 03-2. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

Drug Free Work Place Certification

By electronically signing the NSF Proposal CoverSheet the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix A of the Grant Proposal Guide.

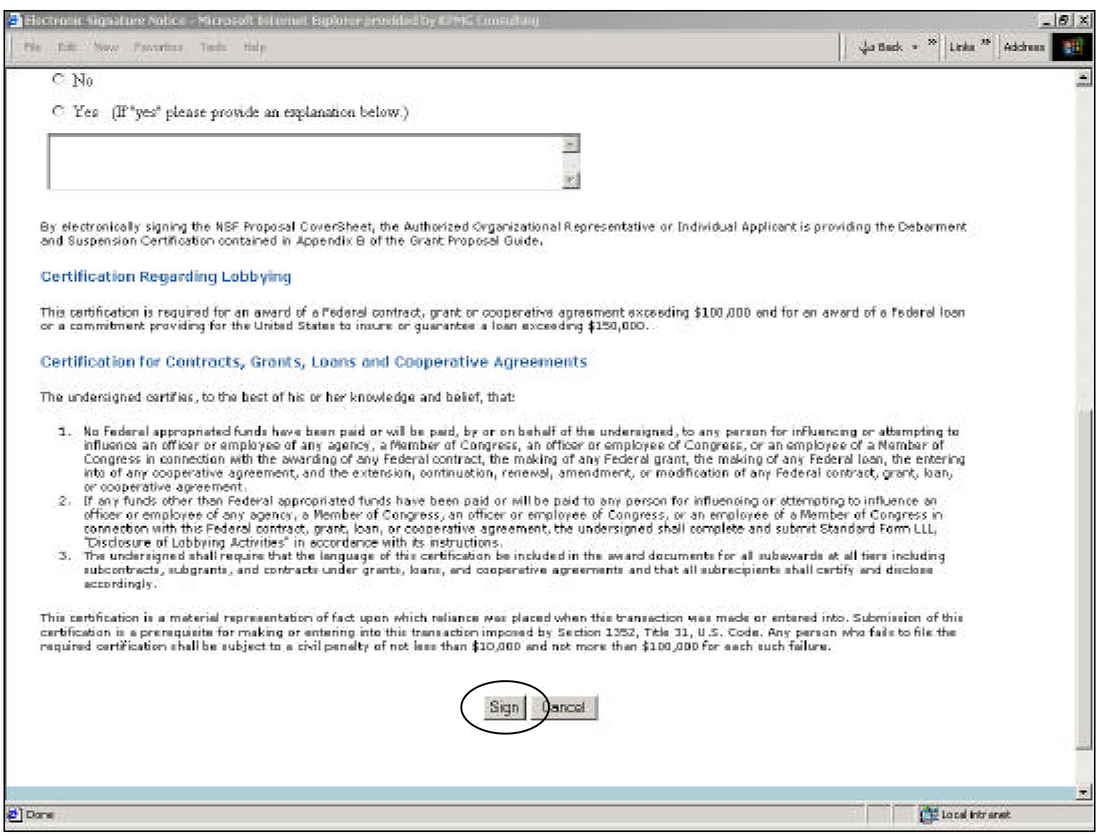
Debarment and Suspension Certification

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

Done Local intranet

Figure 88 - Electronic Signature Notice screen



Electronic Signature Notice - Microsoft Internet Explorer provided by KPMG Consulting

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 B 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 for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Sign Cancel

Done Local intranet

Figure 89 - Electronic Signature Notice screen (continued)

This screen describes the certifications that the AOR is signing for. Scroll to the bottom of the screen and once again click on the **Sign** button. The Electronic Signature Notice Confirmation screen is displayed listing the proposals that were just electronically signed.

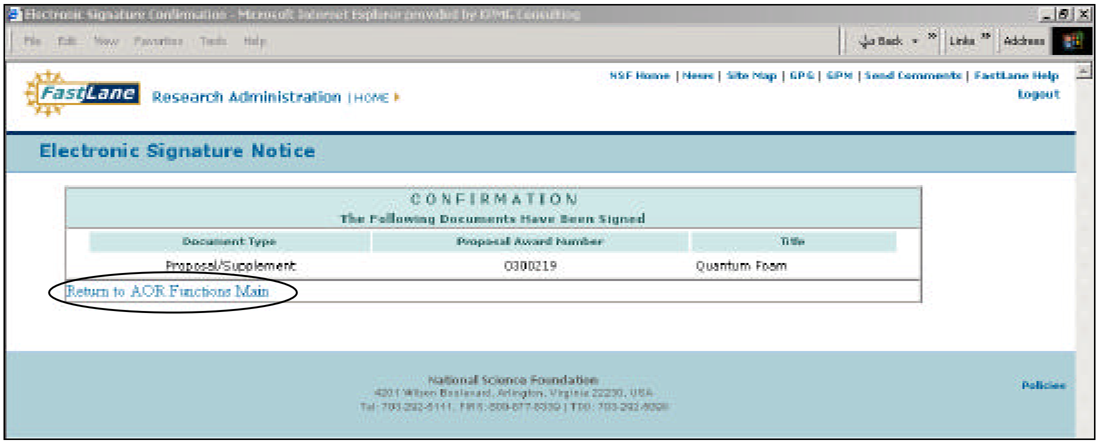


Figure 90 - Electronic Signature Notice Confirmation screen

Click on the **Return to AOR Functions Main** link. On the Authorized Organizational Representative Functions Main screen, click on the **Research Administration | Home** link. The Research Administration Home screen is displayed.

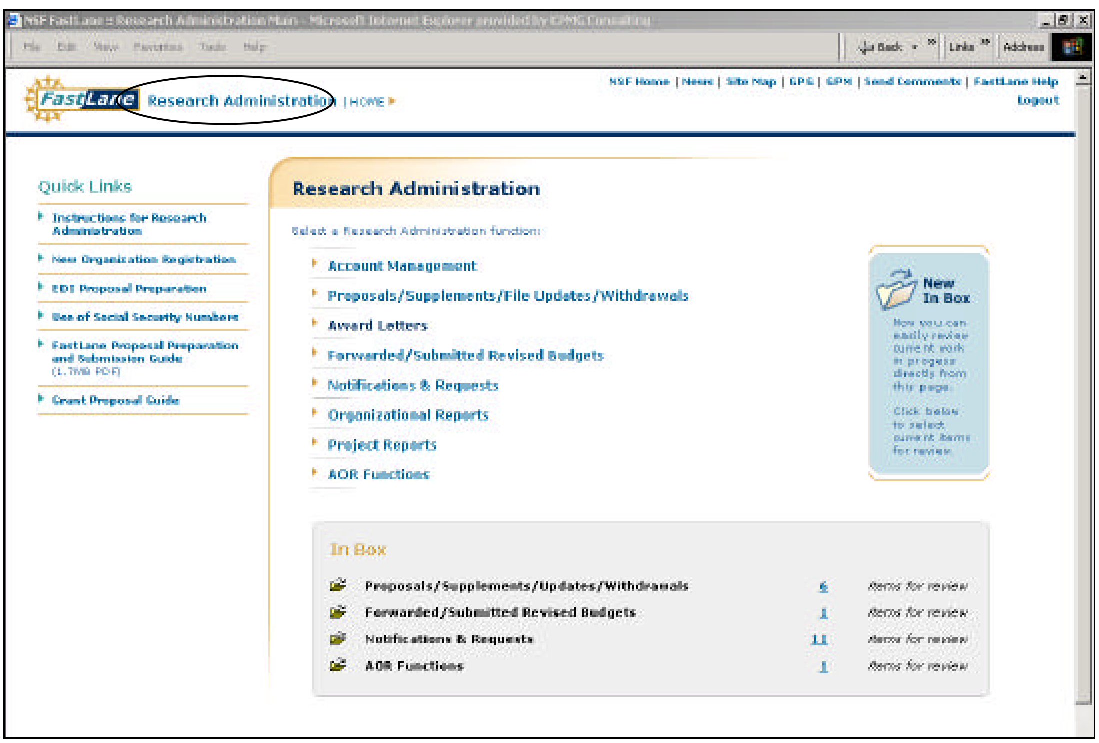


Figure 91 - Research Administration home screen

To return to the FastLane homepage, click on the **FastLane** icon at the top left of the screen.

List of Figures