

4 Proposals/Supplements/File Update/Withdrawals

Documents in Progress

The *Documents in Progress Screen* (Figure 1) tab displays all of the documents currently available for review and awaiting submission to NSF by the SPO. Each document shows the following column title descriptions:

- **Temp Proposal ID.**
- **Type.** This column provides information on whether the document is a proposal, supplement or file update.
- **Access Level.** The three options for access level are view, edit, and submit, if an option cannot be performed it will be replaced with a dash (-).
- **PI Name.** The name of the principal investigator responsible for the proposal.
- **Proposal Title.**

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Institution: National Science Foundation

Documents in Progress Submitted Documents

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

92 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
1074362	Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00				
1078749	Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11				
1080606	Proposal	View/Edit/Submit	Hofherr, Daniel	SBIR/STTR Phase I				
1101658	Proposal	View/Edit/Submit	Hofherr, Daniel	Dan's Proposal INT				
6023702	Proposal	View/Edit/Submit	Hofherr, Daniel	STC				
6027453	Proposal	View/Edit/Submit	Livingston, Deborah	FastLane Class Proposal				
6034408	Proposal	View/Edit/Submit	Hofherr, Daniel	DL's Proposal Class				
6034411	Proposal	View/Edit/Submit	Livingston, Deborah	dl's Proposal Class				
6041790	Proposal	View/Edit/Submit	Hofherr, Daniel	NSF 01-84A				
6042694	Proposal	View/Edit/Submit	Claire, Mark	SBIR one normal				

Transfer Data to: [Excel](#)

[How to Configure Netscape to Transfer Report Data into a Spreadsheet](#)

[Cancel](#)

Internet

Figure 1. Documents in Progress Main Screen

Click on the corresponding Temp ID number (smallest circled item in Figure 1).

A View Proposal Screen (Figure 2) will appear. Each aspect will have an accompanying “GO” button that will load the information in an Adobe Acrobat viewer. The “GO” options are dependent upon the type of the document.

NOTE: The view of the documents would be different depending on the type of document.

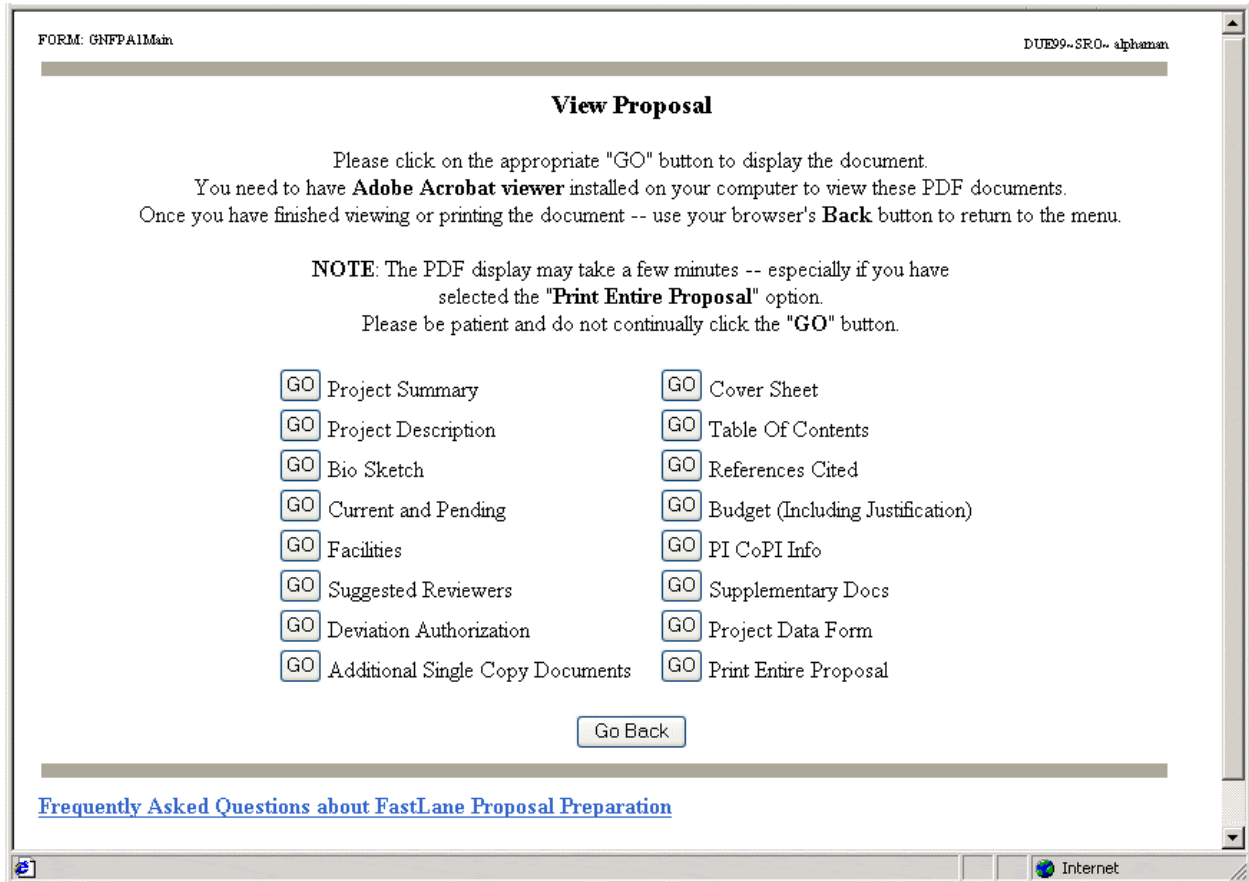


Figure 2. View Proposal Screen

Click on **Go Back** to return to the *Documents in Progress Main Screen* (Figure 1).

Check, Edit, Submit, and Return to PI

Check, Edit, Submit, and Return to PI are actions that can be performed on the documents available under the *Documents in Progress* tab. These actions are based on the user's access level granted for each document. Each function has a representative icon adjacent to the document that will display the related information.

- ☑ **Check.** This action informs the user if the document meets NSF requirements. Clicking on ☑ will provide the document number and the status:
 - Ready for submission
 - Not ready for submission
 - Information/message for proposal.

NOTE: If a document is not ready for submission, an Error Screen will appear denoting the specific reasons why. (Figure 3)

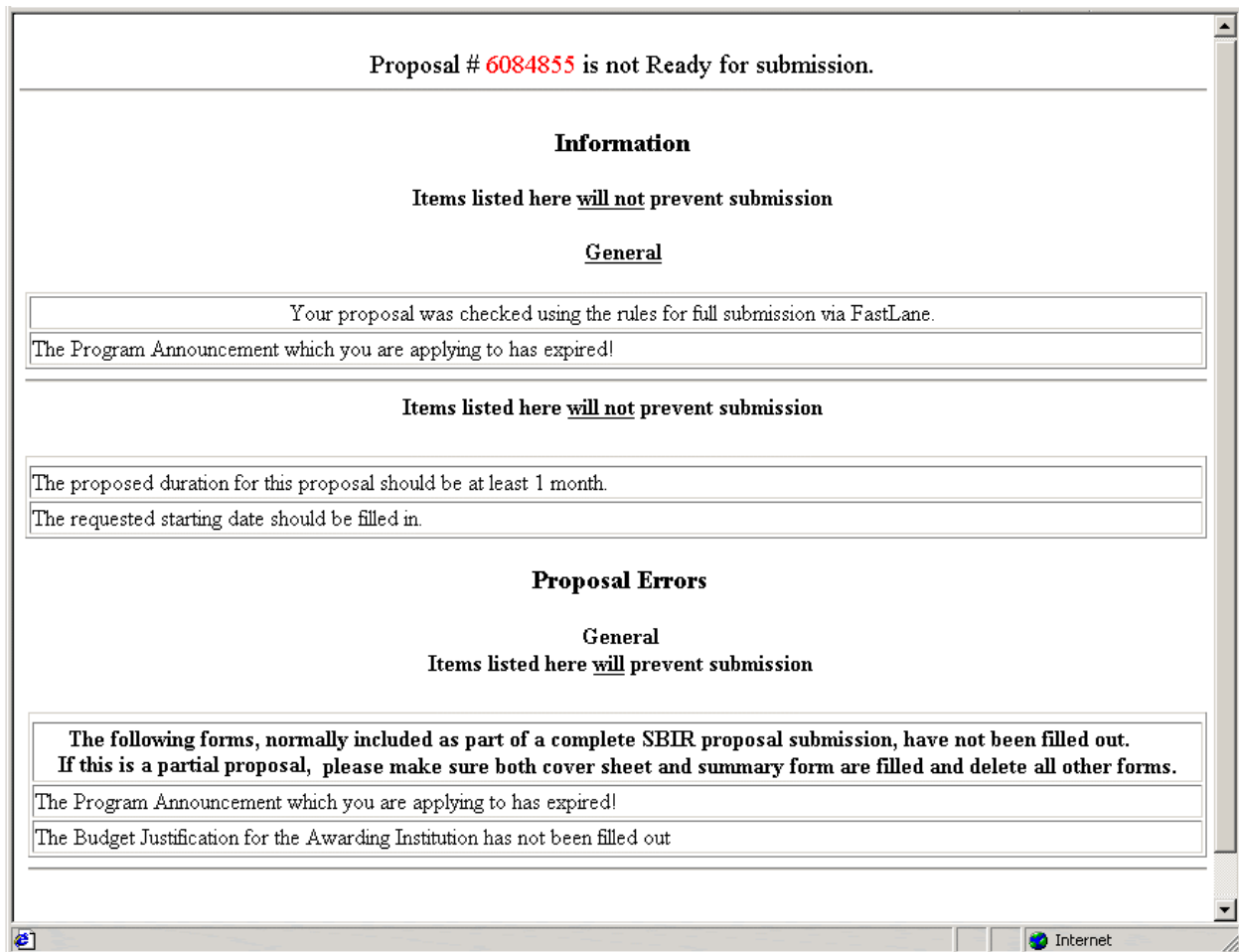



Figure 3. Error Screen

 **Edit.** Clicking on edit action will open up the *Form Preparation Screen* page (Figure 4) for the document and allow modifications to be made.

1. Each aspect will have an accompanying “GO” button that will load the information in an Adobe Acrobat viewer. The “GO” options are dependent upon the type of the document.

NOTE: Figure 3 is an example of a Proposal with appropriate GO buttons.

2. Click **GO** to edit all appropriate forms in the proposal. A page will be displayed where current information can be edited. There are two ways to edit:

a. Update current information directly by saving or deleting text or transferring the file in the text box.

Or

b. Delete the current document in place and upload a new document with the corresponding changes. Enter the name and location of the file to upload or click **Browse** to select a file. Click the **Upload File** button.

3. Click on **Go Back** to return to the *Documents in Progress Main Screen* (Figure 1).

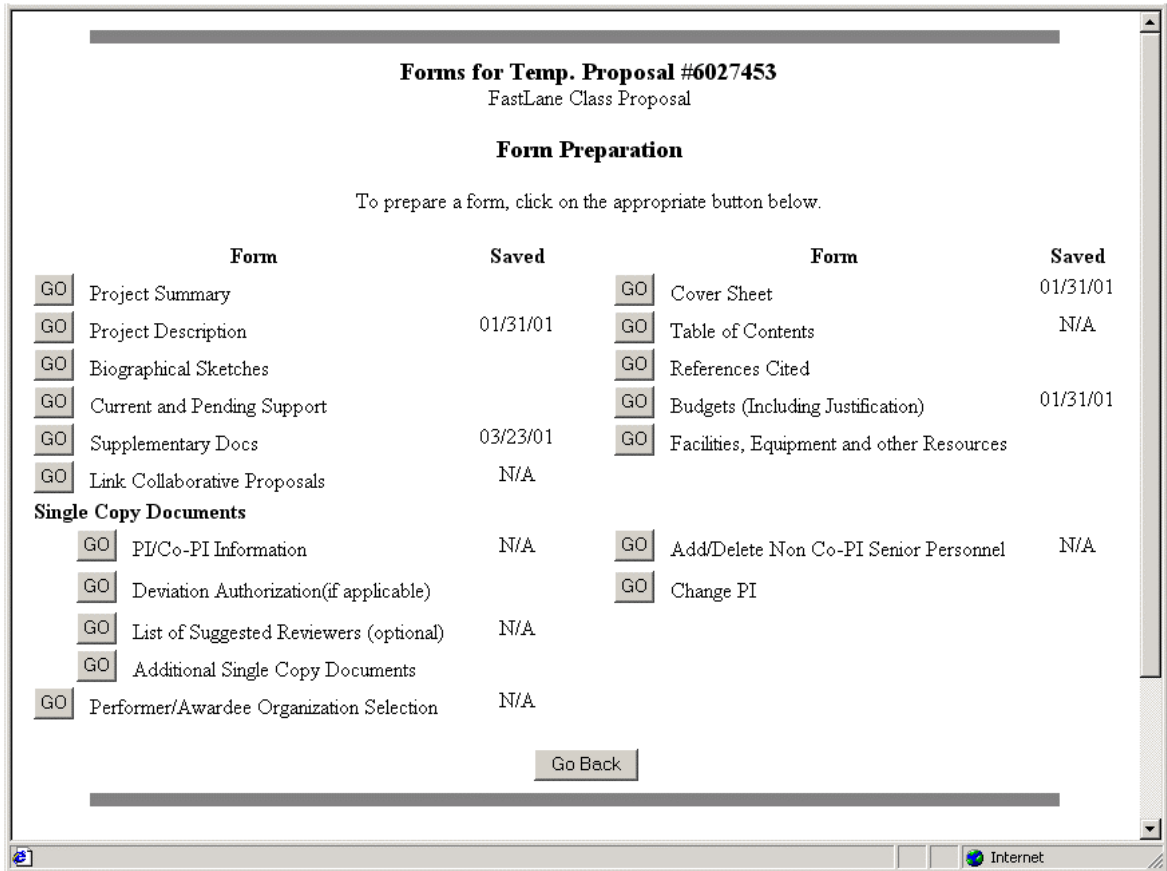


Figure 4. Form Preparation screen

Submit. Clicking on allows you to view an index of the submission documentation. The index includes:

- the coversheet for the document
- signing authority certification
- debarment certification
- lobbying certification
- contracts certification
- signature sections (Figure 5).

1. Fill in Yes or No radio button in the debarment section on the organization and representative information along with a possible description.
2. The DUNs number is required under the institution information section. These screens are shown in Figure 2.
3. AOR information will be included on the submission (small circle in Figure 5).
4. Click the **Sign and Submit** at the bottom of the page or **Cancel and Do Not Submit** (large circle in Figure 5) to return to the *Documents in Progress Main Screen* (Figure 1).

Information/Messages for Proposal # 6027453

Please Note that no current and pending support forms were saved for the following senior persons. It is acceptable to upload all of your proposal current and pending support items as one PDF file by clicking on the PI's name and clicking on the "Transfer PDF" button.

Debbie Livingston
Deborah Livingston

The following forms, normally included as part of a complete proposal submission, have not been filled out:

The Project Summary form has not been filled out.

The Facilities, Equipment & Other Resources form has not been filled out

The References Cited form has not been filled out

The Biographical sketch has not been filled out for Deborah Livingston. It is acceptable to upload all of your proposal biosketches as one PDF file by clicking on the PI's name and clicking on the "Transfer PDF" button.

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COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

For consideration by NSF Organization Unit(s): **SPECIAL PROJECTS IN NET RESEAR** Program Announcement: **NSF 98-120**
Solicitation No.: **notused**

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.

Certification Regarding Lobbying (GPG Appendix E)

Institution Information

DUNs Number:



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: 7032921099
Fax: 7032923001
E-mail: aalphaman1@nsf.gov

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

Figure 5. Proposal Information/Messages screen with Debarment and Suspension Certification text box, Institutional Information and Sign and Submit button Screens

 **Return to PI.** Clicking on  will open a confirmation page (Figure 6) with the proposal number and provide a warning that this action will remove the proposal from SRO access.

A text window is provided to add information on why the proposal is being returned to the PI.

1. Click **OK** to finalize this action

Or

2. **Go Back** to return to the *Documents in Progress Main Screen* (Figure 1).

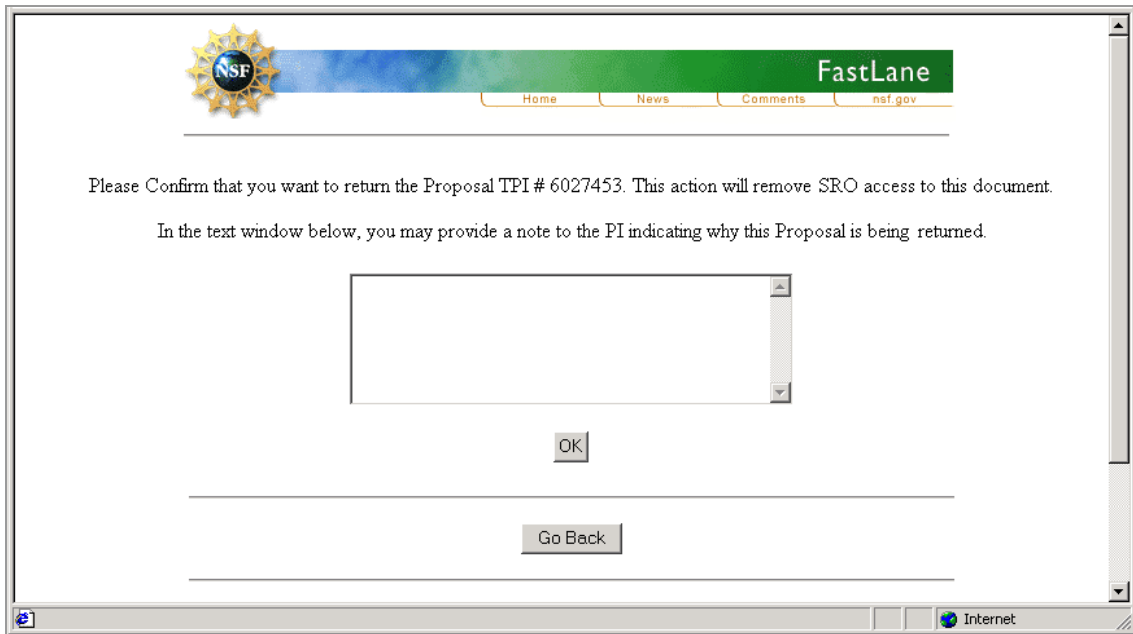


Figure 6. Return to PI Confirmation screen

Submitted Documents

The *Submitted Documents* Screen (Figure 7) tab displays all the related documents that have recently migrated from the *Documents in Progress* section because they have been submitted to NSF. Each document shows the following column title descriptions:

- **Temp ID Proposals.**
- **Proposal ID.** A permanent number that takes the place of the Temp ID upon submission.
- **Type.** This column provides information on whether the document is a proposal, supplement, update, or withdrawal.
- **PI Name.** The name of the principal investigator responsible for the proposal.
- **Proposal Title.**
- **Submit Date.** The date that is recorded when the document is submitted to NSF.

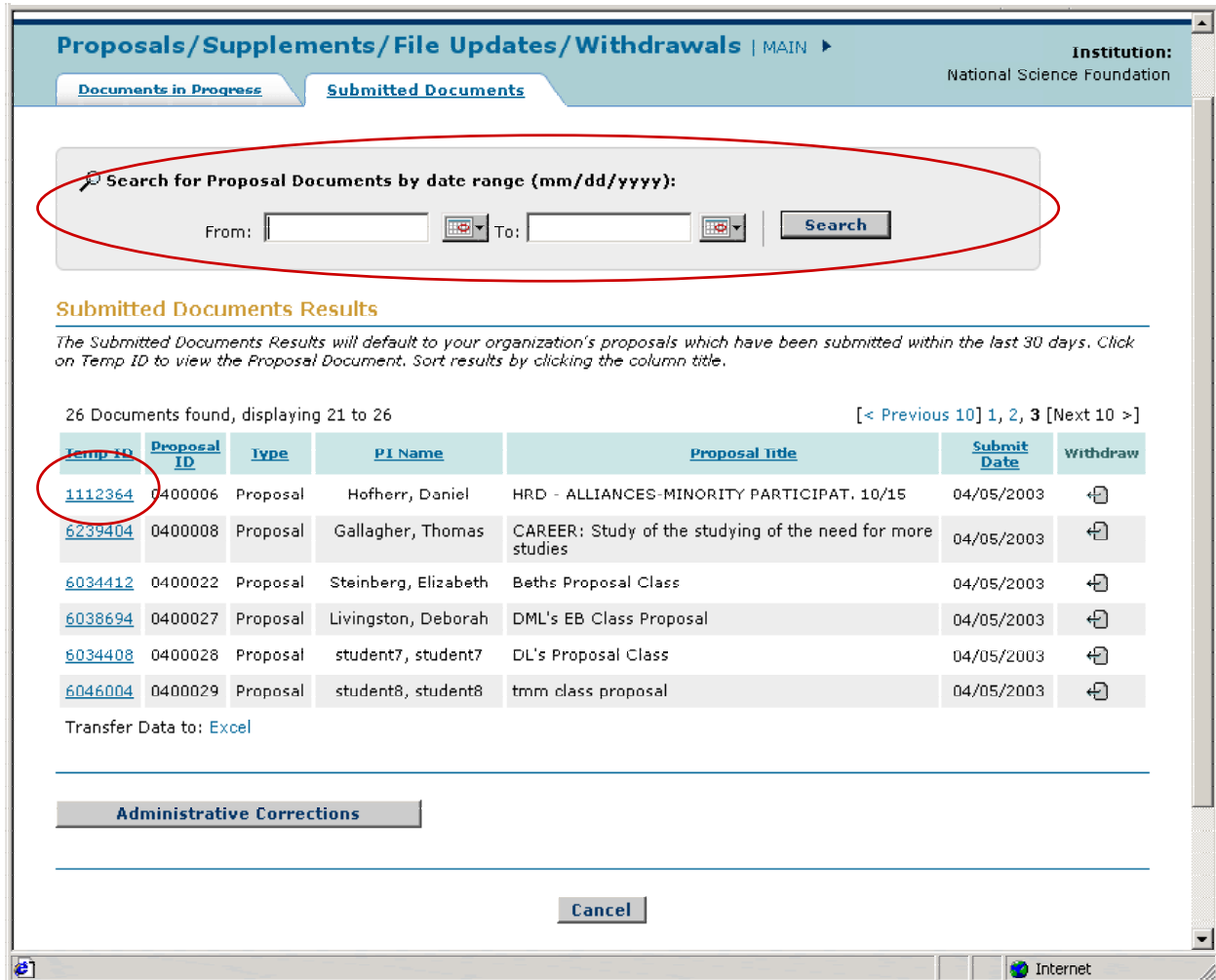


Figure 7. Submitted Documents Screen

Complete the following steps regarding submitted documents:

1. Use the Administrative Corrections button (located on the bottom of the Submitted Documents Screen to edit a submitted document (when eligible for editing). Withdrawal is the function that can be performed to submitted documents.
2. Click on the corresponding Temp ID (small circled item in Figure 7) to view the individual aspects of each submitted document.
3. The *View Submitted Proposal Screen* (Figure 8) will appear (if the *Type* is a Proposal).

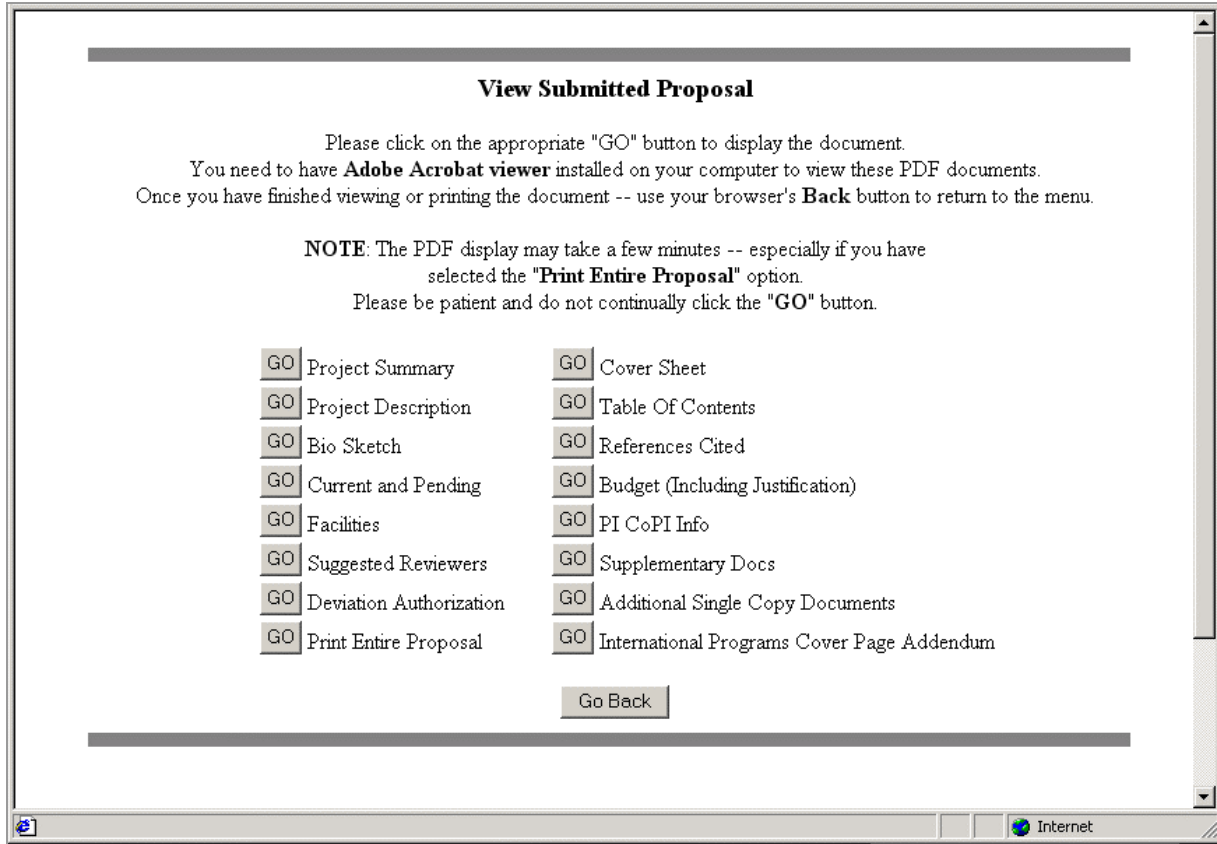


Figure 8. View Submitted Proposal

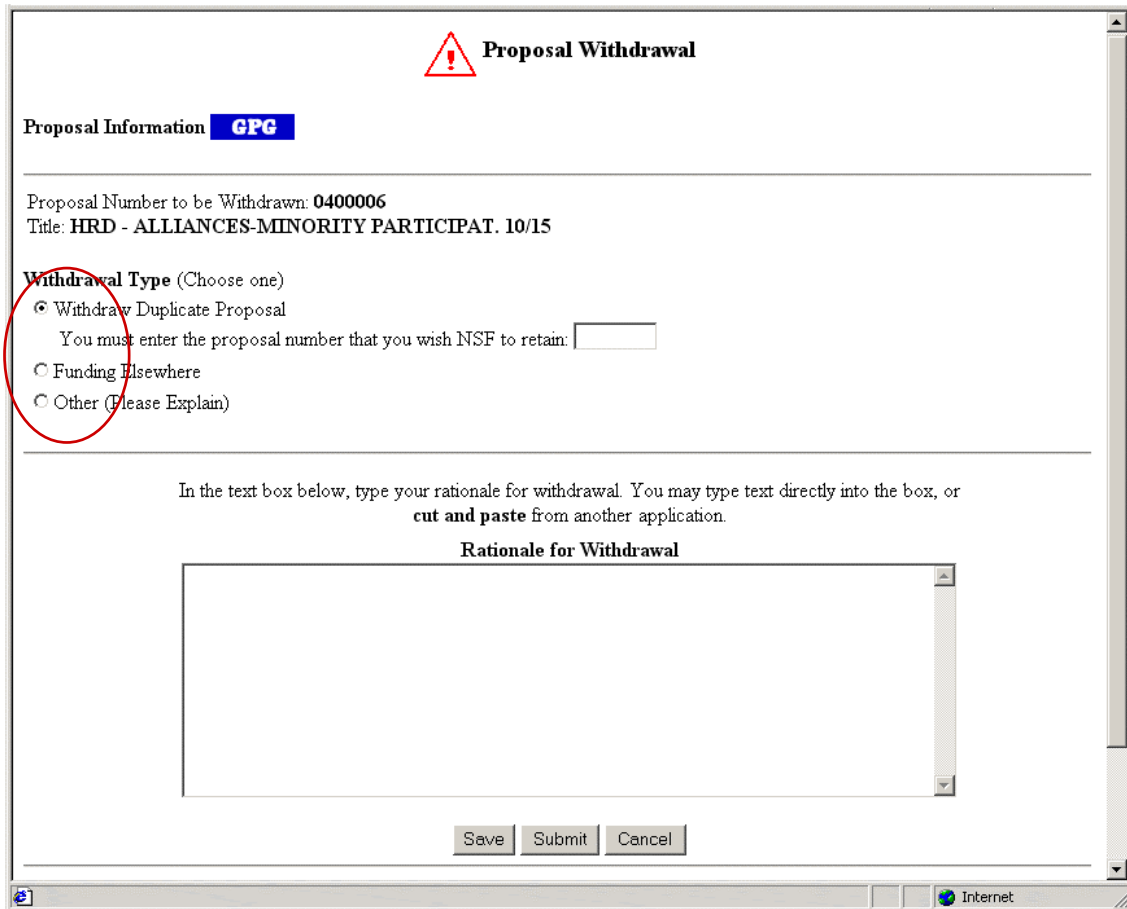
- Each aspect will have an accompanying "GO" button that will load the information in an Adobe Acrobat viewer. The "GO" options are dependent upon the type of the document.

NOTE: *Figure 8 is an example Submitted Proposal with appropriate GO buttons. Options accompanying a supplement type will be reduced compared to a proposal, and will include the Justification for Supplement option.*

- Click **GO** to view all appropriate forms in the proposal.
- Click on **Go Back** to return to the *Submitted Documents Main Screen* (Figure 7).

 **Withdrawal.** Clicking on  can withdraw a proposal after it has been submitted.

The Proposal Withdrawal Screen (Figure 9) will appear and display proposal information, the proposal number to be withdrawn, and the title.



Proposal Withdrawal

Proposal Information **GPG**

Proposal Number to be Withdrawn: **0400006**
Title: **HRD - ALLIANCES-MINORITY PARTICIPAT. 10/15**

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 9. Proposal Withdrawal Screen

Complete the following actions:

1. Choose one of the withdrawal types. Click on one of the radio buttons (circled in Figure 9) adjacent to one of the following options:

- Withdraw duplicate proposal (requires the entry of the duplicate proposal number)
- Funding elsewhere
- Other (requires an explanation, which can be placed in the Rational for Withdrawal text box below)

2. Click **Save**, **Submit** or **Cancel** to go back to the *Submitted Documents* Screen (Figure 7).

3. If a proposal is part of a collaborative proposal, it cannot be withdrawn by itself. All other proposals belonging to the collaborative effort will be withdrawn. The Collaborative Proposal Warning Screen (Figure 10) alerts the user to this fact. Click **Yes** to continue.

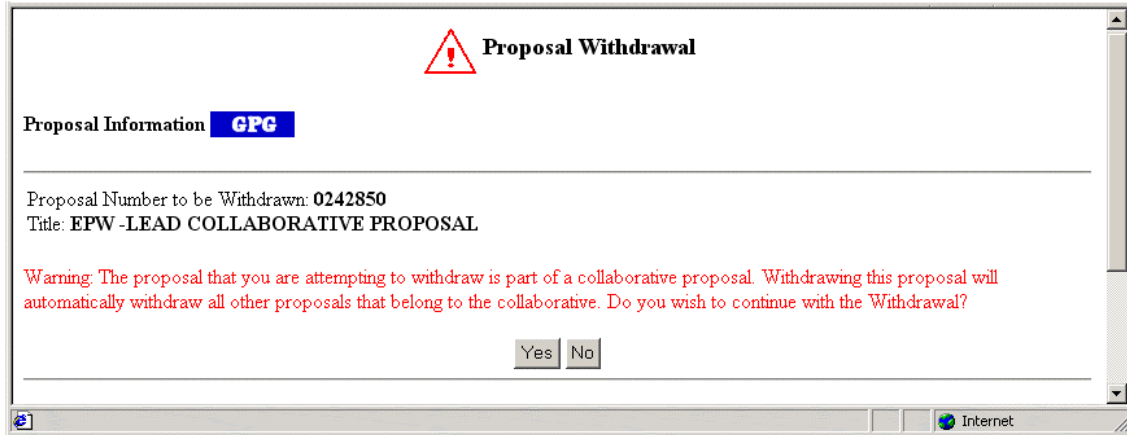


Figure 10. Collaborative Proposal Warning screen

4. Clicking on **Cancel** will cancel the withdrawal action. The action will display a message saying that the notification was cancelled (Figure 11). Click **Return to SPO Submission**.

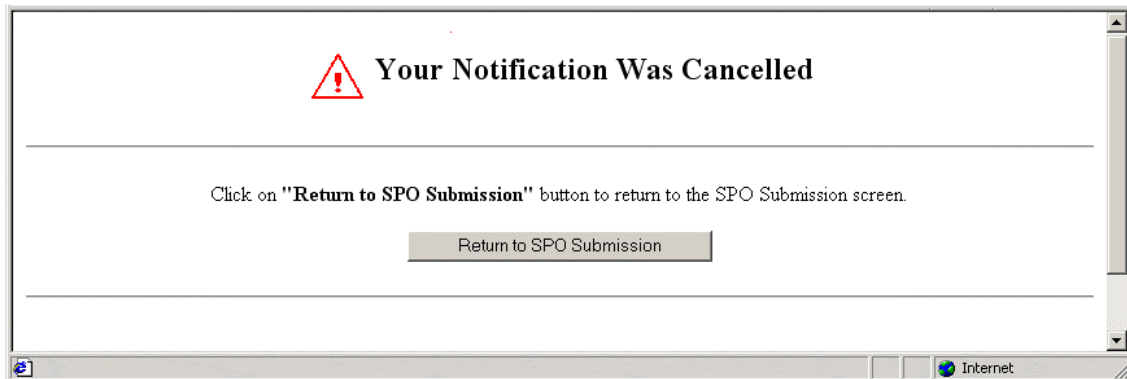


Figure 11. Withdrawal Cancellation screen

Search Documents



Figure 12. Search function box

The search Proposal Documents option (Figure 12) provides users with the capability to enter a submitted date range that will return all of the documents meeting those criteria. Located above

the *Submitted Documents Results* (large circle in Figure 7), this option provides a more manageable list of documents based on date of submission. Enter dates and click **Search**

Or

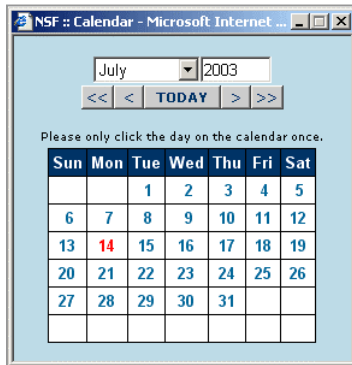


Figure 13. Calendar View

the Calendar (Figure 13) can be used to select dates for the **From** and **To** fields. To open this feature:

1. Pressing the calendar button next to the date field opens this application.
2. Click on the date for entry into the field
3. Scroll through months and years using the guide arrow.
4. Click **Search**.