



NSF E-Business Team

Graduate Research Fellowship Program

Fellow's User Guide

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1 CONVENTIONS USED IN THIS GUIDE

New terms are introduced in *italics*.

EXAMPLE: *Tenure Used* is the number of months of tenure you have currently used.

The first time they are introduced, names of on-screen features appear in **bold**.

EXAMPLE: Click on the **Search** tab.

Uniform Resource Locators (URLs) are in bold characters and are underlined.

EXAMPLE: Type the following address in your browser's address bar: **http://fastlane.nsf.gov**.

Keyboard shortcuts are written in bold and are surrounded by square brackets.

EXAMPLES: Press **[Enter]**. or Press **[Shift] + [Tab]**.

Many software features and some business processes are explained in a reference table format. An on-screen term appears in the left column and a description of the term appears in the right column.

EXAMPLE:

Feature	Description
Fellow ID	The Fellow ID is the number assigned to you when you become a fellow.

The following three conventions serve as both examples and descriptions:

WARNING: Warnings provide information designed to prevent critical errors from occurring. If you see a warning, stop and read it before continuing.

NOTE: While Notes do not describe critical information, we suggest that you stop and read them, too. The information in a note can prevent minor errors from occurring. Other notes simply provide information designed to deepen your understanding of a software feature.

TIP: Tips provide information designed to increase your productivity.

2 GETTING ACCESS

2.1 Logging In

1. Access the GRFP application by typing the following address into your browser address bar: <http://fastlane.nsf.gov/grfp>

A screenshot of a web form titled "Log In Fellows". It features two input fields: "User Name:" and "Password:". Below the "Password:" field is a "Login" button. Underneath the "Login" button is a blue link labeled "Forgot Password?".

Figure 1: Fellow Login

2. Type your Fastlane user name in the **User Name** field.
3. Type your Fastlane password in the **Password** field.
4. Click the **Login** button.

The GRFP home page appears with your **Fellowship Task List** and current **Fellow Data**.

2.1.1 Retrieving a Forgotten Password

1. Click on the **Forgot Password?** link found under the Login button.

The retrieve password screen is displayed.

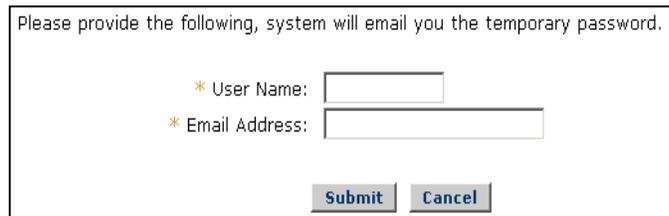
A screenshot of a web form for retrieving a forgotten password. At the top, it says "Please provide the following, system will email you the temporary password." Below this are two input fields: "* User Name:" and "* Email Address:". At the bottom of the form are two buttons: "Submit" and "Cancel".

Figure 2: Forgot Password Screen

2. Type your User Name in the **User Name** field.
3. Type your email address in the **Email Address** field.
4. Click on the **Submit** button.

A confirmation screen will be displayed and the system will email you a temporary password to the email address you provided.

2.1.2 Changing Your Password

1. Select the Change Password link from the upper-right navigation bar.



Figure 3: Change Password Link

The Change Password screen is displayed.

 A screenshot of the 'Change Password' screen. At the top, it says 'Manage My Fellowship | HOME'. Below this, there are three input fields: '*Old Password:', '*Enter New Password', and '*Confirm Password'. Below the input fields are two buttons: 'Submit' and 'Cancel'.

Figure 4: Change Password Screen

2. Enter your old password, your new password, and confirm your new password.
3. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the Fellows Home Page link to return to your fellowship task list.

2.2 Logging Out

Once you have logged into the GRFP application, a **Logout** link is available in the upper-right navigation bar.



Figure 5: Logout Link

To exit the application at any time, select the Logout link. The web browser returns to the GRFP login page.

2.3 Understanding Your Fellowship Task List

Your fellowship task list describes the current outstanding actions you must complete to manage your fellowship.



Figure 6: Your Fellowship Task List

Once the action has been completed, the task will be removed from your list. The list below describes the various tasks you may see in your task list throughout your fellowship.

Feature	Description
Accept/Decline Award	The Accept/Decline Award task needs to be completed upon the initial award of your fellowship. It is available once the awards have been issued through the award acceptance deadline. These dates are approximately March through April each year.
Declare Tenure Plans	The Declare Tenure Plans task must be completed each year of your fellowship. This task allows you to indicate your tenure plans for the following year and request changes to your institution or field of study for the next year. This task is available January 15th through April 30th each year.
Submit Activities Report	The Submit Activities Report task must be completed for every year that you are on active tenure. This task allows you to submit a summary of your activities for the year and provide feedback on the GRFP program. This task is available April 1 st through December 30th.
Submit Payment Enrollment	The Submit Payment Enrollment task must be completed by Fellows Abroad. This task allows Fellows Abroad to enroll in electronic payment while they are associated with a foreign institution. The task is available once you have accepted your award and designated a foreign institution.
Submit Starting Certificate	The Submit Starting Certificate task must be completed by Fellows Abroad at the start of each tenure year. This task allows Fellows Abroad to indicate their tenure start date and their scientific advisor. This task is available once you have accepted your award and designated a foreign institution.
Submit Ending Certificate	The Submit Ending Certificate task must be completed by Fellows Abroad at the end of each tenure year. This task allows Fellows Abroad to indicate their tenure end date. This task is available once you have submitted your starting certificate for the year.

2.4 Understanding Your Fellow Data

Your fellow data area details your current user profile information and your current tenure details. The fellow data area also contains links to allow you to update your profile information, request a travel allowance, view your past tenure details, and request a change to your current tenure. The list below describes each feature in your fellow data area.

Feature	Description
User Profile (Name, Address, Phone, and Email)	The User Profile area contains your current name, primary mailing address, primary phone number, and primary email address. This primary contact information is used for all correspondence that is sent to you through the GRFP application and by the NSF GRFP office. It is very important that you keep this information up-to-date.
Update My Profile	The Update My Profile link allows you to update your personal profile information including, name, primary contact information, and secondary contact information.
Year Awarded	The Year Awarded field indicates the year your Fellowship was awarded. For example, if you were issued a fellowship award beginning in the 2003-2004 academic year, your Year Awarded would be 2003.
Tenure Months Used	The Tenure Months Used field indicates the number of months of tenure you have used through the current academic year. Tenure months must be used in increments of 12 months except in special deferral circumstances. At the start of each year you are on tenure, your Tenure Months Used will increase by 12 months.
Reserve Months Used	The Reserve Months Used field indicates the number of months of reserve you have used through the current academic year. Reserve months must be used in increments of 12 months except in special deferral circumstances. At the start of each year you are on reserve, your Reserve Months Used will increase by 12 months.
Travel Allowance Used	The Travel Allowance Used field indicates the amount of your travel allowance you have used. Prior to using your allowance, this field will be \$0. Once your travel allowance request is approved, this field will indicate the amount of travel allowance you have been given.
CO and CO Email	The CO and CO Email fields indicate your current Coordinating Official and their email address. Your CO is based on the institution you are currently affiliated with.

Feature	Description
Request Travel Allowance	The Request Travel Allowance link allows you to submit a request for a travel allowance. Once you have used your travel allowance, this link is no longer available.
Fellow Status	<p>The Fellow Status field indicates your current fellow status. The values for this field include:</p> <ul style="list-style-type: none"> - Active: Indicates you have an active fellowship - Awardee: Indicates you have been issued a fellowship award but have not yet accepted the fellowship offer - Deferred: Indicates you are currently on medical or military deferral - Inactive: Indicates you have completed your fellowship - Terminated: Indicates you have chosen to terminate your fellowship
Tenure Status	<p>The Tenure Status field indicates your tenure status for the current academic year. The values for this field include:</p> <ul style="list-style-type: none"> - Awarded: Indicates you have been awarded a fellowship that you have not yet accepted - Completed: Indicates you have completed your fellowship - Declined: Indicates you were offered a fellowship award which you chose to decline - Forfeited: Indicates you have forfeited tenure for the current academic year. This status is only valid once you have used more than 24 months of reserve - On Medical Deferral: Indicates you are on medical deferral for the current academic year - On Military Deferral: Indicates you are on military deferral for the current academic year - On Reserve: Indicates you are on reserve for the current academic year - On Tenure: Indicates you are on tenure for the current academic year - Pending Certification: Indicates you have accepted your award but NSF has not yet received/processed your certification form - Pending CO Approval: Indicates you have a change request that has not yet been approved by your CO

Feature	Description
	<ul style="list-style-type: none">- Pending NSF Approval: Indicates you have a change request that has not yet been approved by NSF- Terminated: Indicates you have chosen to terminate your fellowship
Institution	The Institution field indicates the institution you are affiliated with for the current tenure year.
Field of Study	The Field of Study indicates the field of study you are associated with for the current tenure year.
View Tenure Details	The View Tenure Details link allows you to view your tenure records for the current and previous years. You may also use the View Tenure Details screen to request a change to your tenure. <i>(See Section 2.5 for more information)</i>

2.5 Understanding Your Tenure Details

Your **Tenure Details** area is available through a link in the Fellow Data area on your home page. The Tenure Details area displays each of your past tenure records and your tenure plan for the following year. You also have the ability to request a change to your current year or next year tenure from this screen.

Tenure Details											
* Required Field											
1 item found.											1
Tenure Year	Institution	Abroad?	Field of Study	Tenure Status	Effective Date	Tenure Start Month	Tenure End Month	Stipend Used	COE Used	Travel Used	Action
2003	Australian National University	Y	Computer Engineering	On Tenure	09/01/2003	September	August	\$27500.00	\$10500.00	\$0.00	
Back											

Figure 7: Tenure Details Screen

The list below describes the features of the Tenure Details area.

Feature	Description
Tenure Year	The Tenure Year field indicates which academic year the tenure record is associated with.
Institution	The Institution field indicates which institution you were associated with for the tenure record.
Abroad?	The Abroad field indicates if you were a Fellow Abroad during the tenure period. You are considered a Fellow Abroad if you are associated with a foreign institution.
Field of Study	The Field of Study field indicates your field of study during the tenure period.
Tenure Status	The Tenure Status field indicates your tenure status for the given tenure period. <i>(See Section 4.2 for an explanation of each tenure status)</i>
Tenure Start Month	The Tenure Start Month field indicates the start month of the tenure period for the given tenure record.
Tenure End Month	The Tenure End Month field indicates the end month of the tenure period for the given tenure record.
Stipend Used	The Stipend Used field indicates the amount of stipend you were paid during the tenure period.
COE Used	The COE Used field indicates the amount of cost-of-education you were paid during the tenure period. <i>(For an explanation of COE, please refer to the Fellows Information Booklet.)</i>

Feature	Description
Travel Used	The Travel Used field indicates the amount of travel allowance you were paid during the tenure period.
Action	The Request Change link is available in the Action column and allows you to request a change to your tenure record. You may request a change to your current year tenure or to the tenure you have requested for the next academic year.

3 ACCEPTING AND DECLINING AWARD

Once you have been notified that you have received a fellowship award, you may access the GRFP application to accept or decline your award offer. The **Accept/Decline Award** link will be available in your Fellowship Task List until you have taken action to accept or decline the award or until the deadline for award acceptance. Prior to accepting or declining your award, your Fellow Data will reflect a fellow status of *Awardee* and a tenure status of *Awarded*.

3.1 Accepting an Award

The process for accepting an award is a five step process. The application will guide you through each step you need to complete in order to accept your award. A **Progress** indicator is located on the right hand side of the page, indicating which steps you have completed and which steps are remaining.



Figure 8: Accept Award Progress Indicator

WARNING: You must complete all steps in the process before your award acceptance information is saved. If you exit the Accept Award module before you have completed and submitted the acceptance, you will need to reenter the data you previously entered.

To Accept Your Award:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I accept the fellowship award offered me' radio button.

Figure 9: Accept Award Radio Button

3. Click the **Continue** button.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

- Select the **Yes** radio button to indicate that the institution and field of study listed are correct.

Accept Award

ACCEPT YOUR AWARD

2 VERIFY INSTITUTION AND FIELD OF STUDY
* Required field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct?

Yes
 No

Continue Cancel

Figure 10: Verify Institution and Field of Study Screen

TIP: To request a change to your institution or field of study, please refer to Sections 3.1.1 and 3.1.2 of this guide.

- Click the Continue button.

The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.

ENTER TENURE PLANS
* Required field

My Plan for the NSF fellowship during academic year 2004-2005:

Begin tenure in the Summer Term
 Begin tenure in the Fall Term
 Reserve the first year (If yes, please briefly describe your plans for the year as well as your plans to engage in graduate study subsequently)
 Medical Deferral (If yes, please explain)
 Military Deferral (If yes, please explain)

Reason for Request (Reserve or Deferral):

Continue Cancel

* Note: If you choose to start in the summer term, stipend payments through your chosen institution may be delayed. Consult your *Information for Graduate Research Fellows* booklet for guidelines governing tenure reductions, reserving the first and requesting the one-time \$1,000 International Research Travel.

Figure 11: Enter Tenure Plans Screen

TIP: For an explanation of the various tenure options and rules regarding each, please refer to the *Fellows Information Booklet*. To request a medical or military deferral, please refer to Section 3.1.3 or 3.1.4 of this guide.

6. Select the **Begin Tenure in the Summer Term**, **Begin Tenure in the Fall Term**, or **Reserve the First Year** radio button.
7. If reserving tenure, enter the reason for the request.

NOTE: All reasons for requests must be less than 4000 characters.

8. Click the Continue button.

The **Certify Your Award** screen appears and displays the institution, field of study, and tenure plans you have selected.

If You Wish to Change any of the Selections:

1. Click the **Edit** link next to the selection you wish to change.

The screenshot shows the 'Accept Award' screen with a progress bar at the top. The progress bar has four steps: 'ACCEPT YOUR AWARD', 'VERIFY INSTITUTION AND FIELD OF STUDY', 'ENTER TENURE PLANS', and 'CERTIFY YOUR AWARD'. The 'CERTIFY YOUR AWARD' step is highlighted and marked as a 'Required Field'. Below the progress bar, the screen displays 'Tenure Plans For 2004-2005' with the following information:

- Institution: Stanford University (with an 'Edit' link)
- Field of study: Computer Engineering (with an 'Edit' link)
- Tenure Plans: Begin in Fall Term (with an 'Edit' link)

 A red circle highlights the 'Edit' link for 'Field of study'. Below this information is a disclaimer: 'I understand and agree that the fellowship is made subject to the provisions set forth in the booklet entitled Information for Graduate Research Fellows (and of any amendments thereto), which is available online at http://www.nsf.gov/grfp under "Publications" and which I have read.' At the bottom of the screen are 'Continue' and 'Cancel' buttons.

Figure 12: Certify Your Award Screen Edit Links

The screen for the institution, field of study, or tenure plans you have selected to change is displayed.

2. Enter the change you wish to make.
3. Click the Continue buttons until the Certify Your Award screen is displayed.

9. Click the Continue button.

The **Print Certification Page** screen is displayed.

WARNING: You must print, sign, and mail the certification page in order to officially accept your award. If you do not have access to a printer at the time you have completed the award acceptance, you may return to the GRFP application at a later time and print your application. The Print Certification link will be available in your task list until NSF has received your certification letter.

10. Select the **View/Print Certification Page** link.

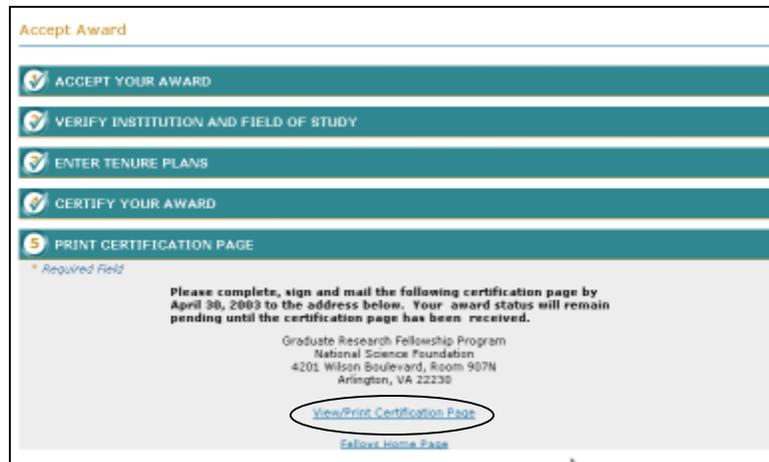


Figure 13: Print Certification Page Screen and Link

The certification page Adobe PDF document is displayed in a new window. You may print the page using the PDF print icon.

After completing the award acceptance, your Tenure Status will appear as *Pending Certification* until your signed certification has been received and processed by NSF. Once your certification has been processed, your fellow status will be changed to *Active* and your tenure status will be changed to *On Tenure* or *On Reserve*.



Figure 14: Pending Certification Tenure Status

3.1.1 Changing Your Institution

The institution you are affiliated with when you access the Accept/Decline Award module is based on the institution you indicated in your application. You may request a change to this institution while completing your award acceptance. Changes to your institution require approval by NSF.

To Request a Change to Your Institution:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I accept the fellowship award offered me' radio button.
3. Click the **Continue** button.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

4. Select the **No** radio button to indicate that the institution listed is not correct.

The screenshot shows a web interface titled 'Accept Award'. It has two main sections: 'ACCEPT YOUR AWARD' and 'VERIFY INSTITUTION AND FIELD OF STUDY'. The 'VERIFY' section is marked as a 'Required Field'. It displays the current institution as 'Stanford University' and the field of study as 'Computer Engineering'. Below this, it asks 'Is the institution and field of study listed above correct?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and circled in red. At the bottom, there are 'Continue' and 'Cancel' buttons.

Figure 15: Verify Institution/Field of Study Screen and 'No' Radio Button

5. Click the Continue button.

The current institution and field of study are displayed with the ability to edit each.

6. Select the **Find Institution** link to search for your new institution.

The screenshot shows a web interface titled 'Accept Award'. It has two main sections: 'ACCEPT YOUR AWARD' and 'VERIFY INSTITUTION AND FIELD OF STUDY'. The 'VERIFY' section is marked as a 'Required Field'. It displays the current institution as 'Stanford University' and the field of study as 'Computer Engineering'. Below this, it asks 'Please make appropriate changes to your institution and field of study:'. There are input fields for 'Institution' and 'Field of study'. The 'Institution' field has a 'Find Institution' link circled in red. There is also a 'Reason for change:' text area. At the bottom, there are 'Continue' and 'Cancel' buttons.

Figure 16: Change Institution Screen and Find Institution Link

The **Find Institution** screen is displayed. This screen allows you to search a list of institutions and select the institution you wish to transfer to.

- 7. Enter the institution you wish to search for in the **Enter Search Criteria** field.

TIP: You do not need to enter the full institution name in order to search for an institution. If you cannot find the institution name you are searching for, you may try searching using a different name for the institution or entering only part of the name.

- 8. Click the Search button.

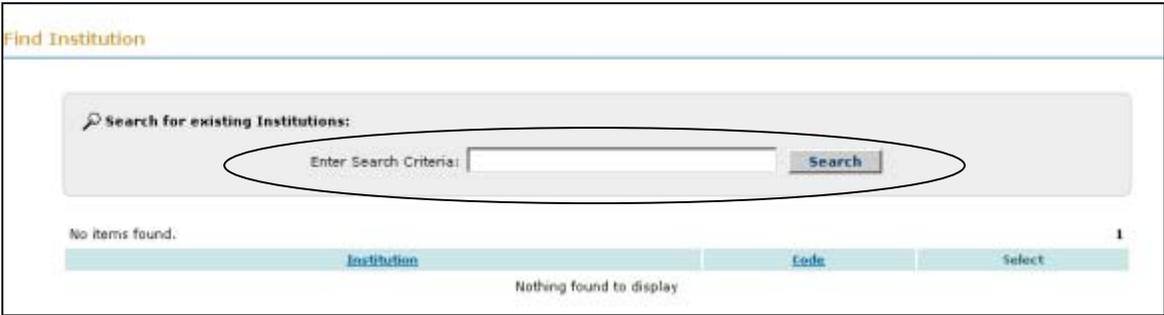


Figure 17: Find Institution Screen Search Criteria and Button

The matching results are displayed. You may navigate through the search results using the navigation bar located on the right above the results area.

- 9. Select the institution you wish to change to by selecting the **Select** link.

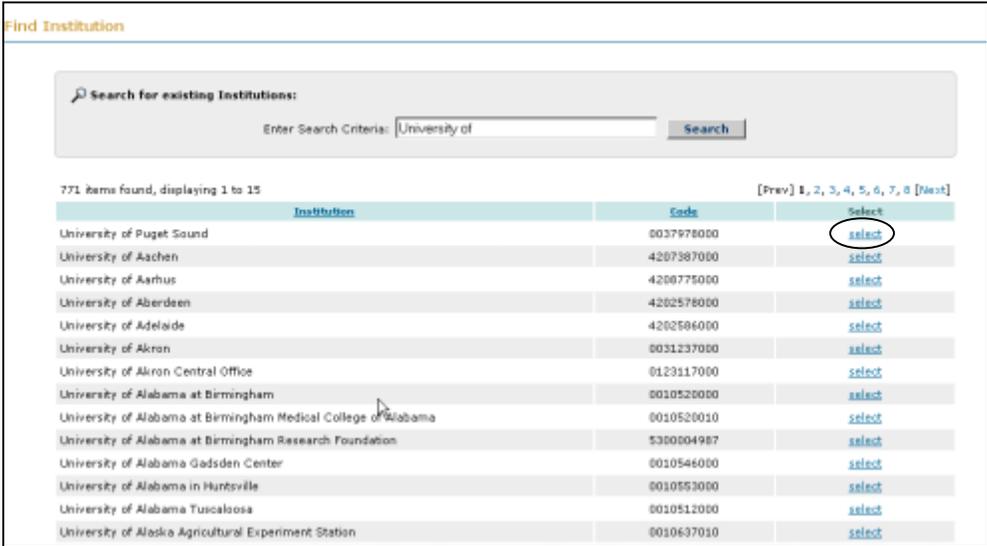


Figure 18: New Institution Select Link

The new institution is displayed in the institution field.

- 10. Enter a reason for the change.

11. Click the Continue button.

The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.

12. Select the **Begin Tenure in the Summer Term**, **Begin Tenure in the Fall Term**, or **Reserve the First Year** radio button.

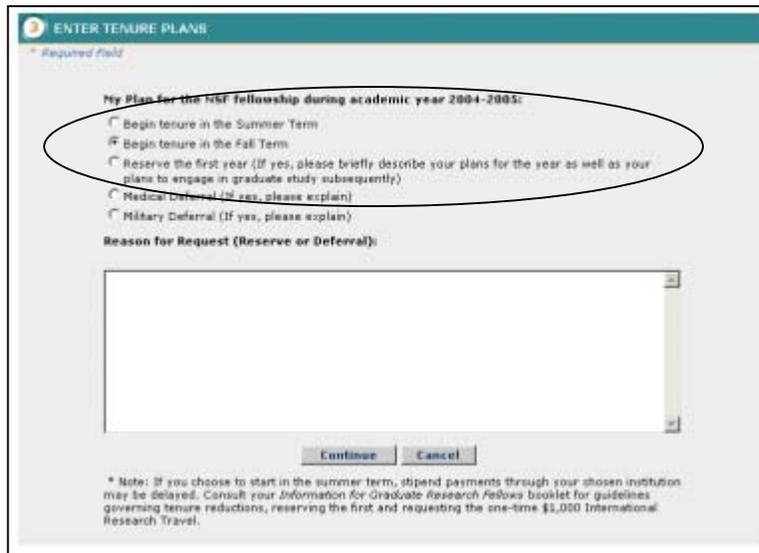


Figure 19: Tenure Plan Options

13. If reserving tenure, enter the reason for the request.

14. Click the Continue button.

The **Certify Your Award** screen appears and displays the institution, field of study, and tenure plans you have selected.

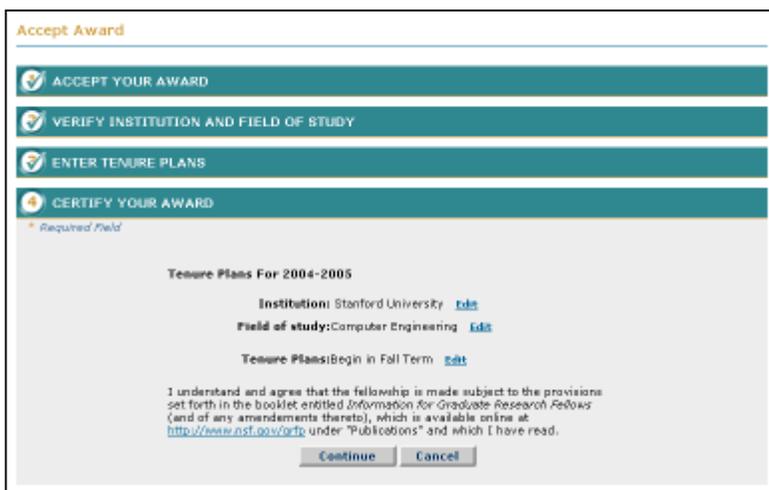


Figure 20: Certify Your Award Screen

15. Click the Continue button.

The **Print Certification Page** screen is displayed.

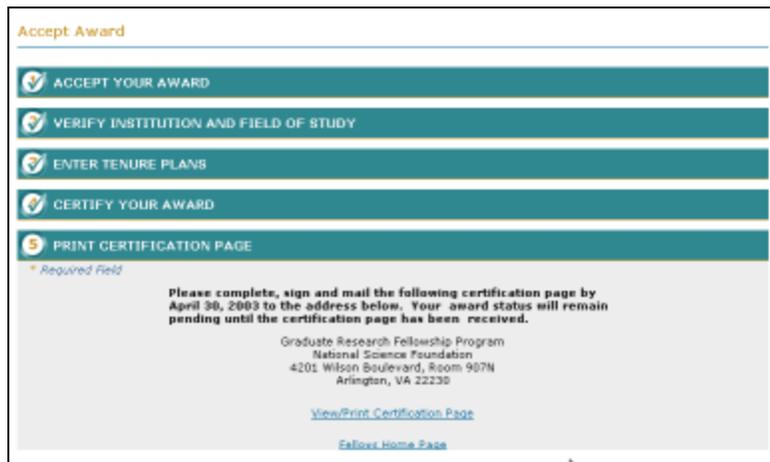


Figure 21: Print Certification Page Screen

16. Select the **View/Print Certification Page** link.

After completing the award acceptance, your Tenure Status will appear as *Pending Certification* until your signed certification has been received and processed by NSF. Once your certification has been processed, your fellow status will be changed to *Active* and your tenure status will be changed to *Pending NSF Approval* until NSF has approved your change of institution request. Once your request has been approved, your tenure status will be changed to *On Tenure* or *On Reserve*.

3.1.2 Changing Your Field of Study

The field of study you are affiliated with when you access the Accept/Decline Award module is based on the field of study you indicated in your application. You may request a change to this field of study while completing your award acceptance. Changes to your field of study require approval by NSF.

To Request a Change to Your Field of Study:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I accept the fellowship award offered me' radio button.
3. Click the **Continue** button.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

4. Select to the **No** radio button to indicate that the institution listed is not correct.

Accept Award

ACCEPT YOUR AWARD

2 VERIFY INSTITUTION AND FIELD OF STUDY
* Required field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct?

Yes
 No

Continue Cancel

Figure 22: Verify Institution/Field of Study Screen and 'No' Radio Button

5. Click the Continue button.

The current institution and field of study are displayed with the ability to edit each.

6. Select the your new field of study from the field of study drop down list.

Accept Award

ACCEPT YOUR AWARD

2 VERIFY INSTITUTION AND FIELD OF STUDY
* Required field

Please make appropriate changes to your institution and field of study:

* Institution: Stanford University [Find Institution](#) [Reset Institution](#)

* Field of study: Computer Engineering

Reason for change

Computer Engineering
Computer Science - Languages and Systems
Computer Science - Theory
Computer Systems Design (including Signal Processing)
Condensed Matter Physics
Cultural Anthropology
Database Systems
Demography
Developmental
Developmental Biology
Ecology

Continue Cancel

Figure 23: New Field of Study Drop Down List

7. Enter a reason for the change.

8. Click the Continue button.

The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.

9. Select the **Begin Tenure in the Summer Term**, **Begin Tenure in the Fall Term**, or **Reserve the First Year** radio button.

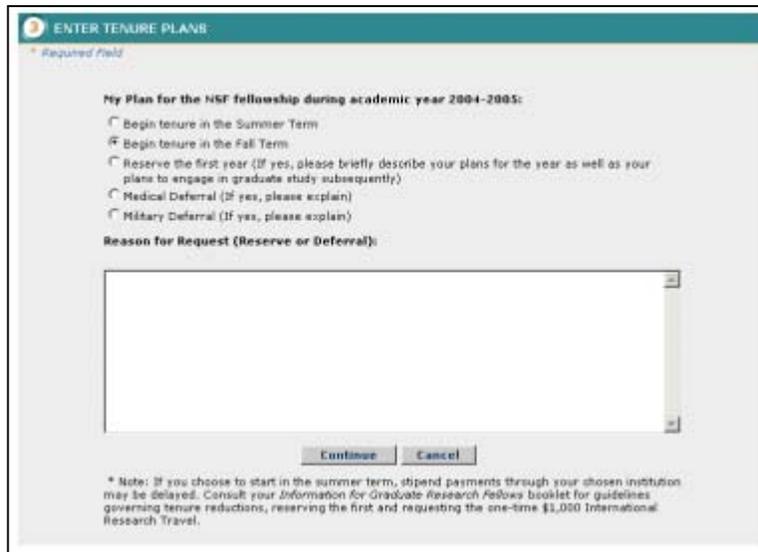


Figure 24: Enter Tenure Plans Screen

10. If reserving tenure, enter the reason for the request.
11. Click the Continue button.

The **Certify Your Award** screen appears and displays the institution, field of study, and tenure plans you have selected.

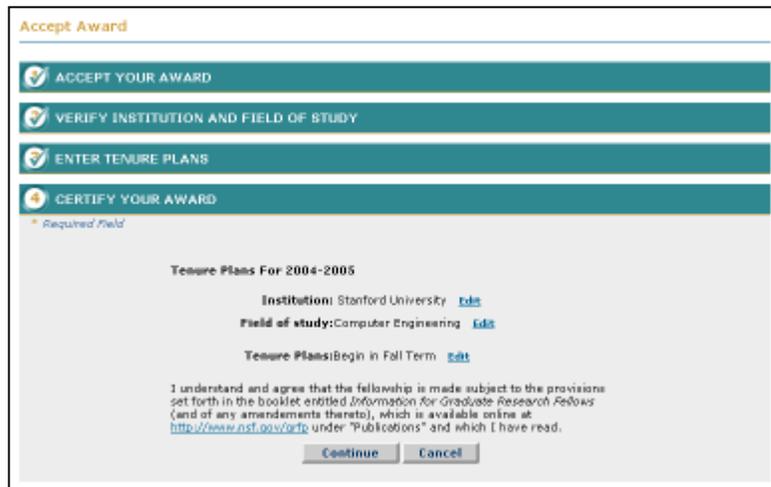


Figure 25: Certify Your Award Screen

12. Click the Continue button.
- The **Print Certification Page** screen is displayed.
13. Select the **View/Print Certification Page** link.

After completing the award acceptance, your Tenure Status will appear as *Pending Certification* until your signed certification has been received and processed by NSF. Once your certification has been processed, your fellow status will be changed to *Active* and your tenure status will be changed to *Pending NSF Approval* until NSF has approved your change of field of study request. Once your request has been approved, your tenure status will be changed to *On Tenure* or *On Reserve*.

3.1.3 Going on Medical Deferral

In certain circumstances it may be necessary for you to defer your GRFP fellowship due to a medical condition. You may request a medical deferral while accepting your award. Medical deferral requests require approval by NSF.

TIP: For an explanation of medical deferrals and rules regarding deferring, please refer to the *Fellows Information Booklet*.

To Request a Medical Deferral:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I accept the fellowship award offered me' radio button.

Figure 26: Accept Your Award Screen

3. Click the **Continue** button.

The **Verify Institution and Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

Figure 27: Verify Institution and Field of Study Screen

4. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.
5. Click the Continue button.
6. The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.
7. Select the **Medical Deferral** radio button.

Figure 28: Medical Deferral Radio Button

8. Enter the reason for the request.
9. Click the Continue button.

The **Certify Your Award** screen appears and displays the institution, field of study, and tenure plans you have selected.

Figure 29: Certify Your Award Screen

10. Click the Continue button.

The **Print Certification Page** screen is displayed.

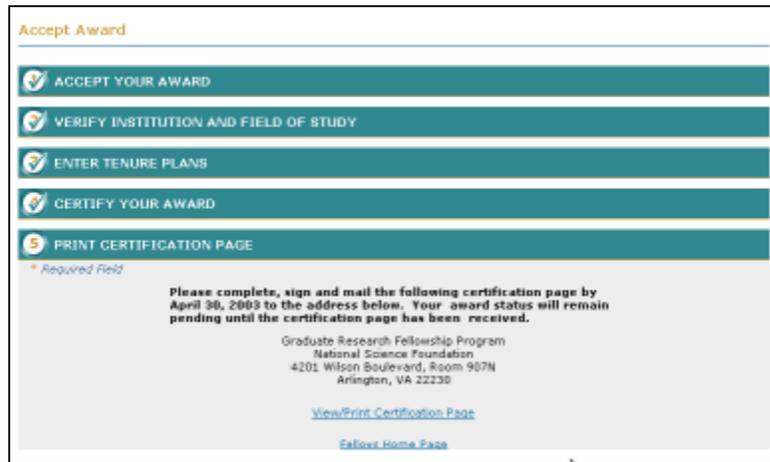


Figure 30: Print Certification Page Screen

11. Select the **View/Print Certification Page** link.

The certification page Adobe PDF document is displayed in a new window. You may print the page using the PDF print icon.

After completing the award acceptance, your Tenure Status will appear as *Pending Certification* until your signed certification has been received and processed by NSF. Once your certification has been processed, your fellow status will be changed to *Active* and your tenure status will be changed to *Pending NSF Approval* until NSF has approved your medical deferral request. Once your request has been approved, your tenure status will be changed to *On Medical Deferral*.

3.1.4 Going on Military Deferral

In certain circumstances it may be necessary for you to defer your GRFP fellowship due to an obligation of military duty or deployment. You may request a military deferral while accepting your award. Military deferral requests require approval by NSF.

TIP: For an explanation of military deferrals and rules regarding deferring, please refer to the *Fellows Information Booklet*.

To Request a Military Deferral:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I accept the fellowship award offered me' radio button.
3. Click the **Continue** button.



Accept Award

1 ACCEPT YOUR AWARD

* Required Field

Please Indicate One:

I accept the fellowship award offered me

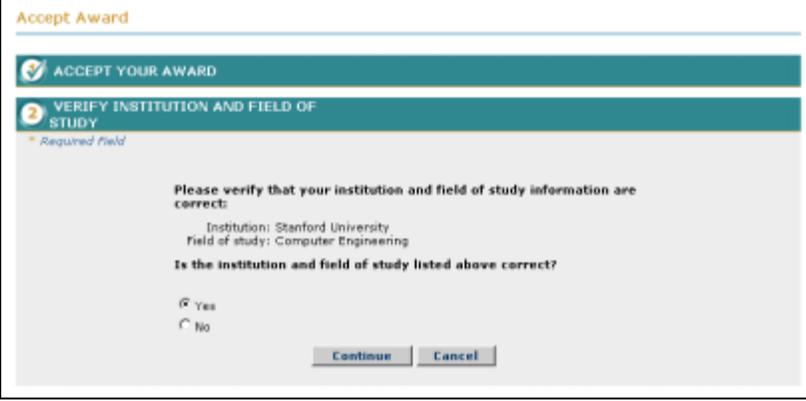
I decline the fellowship award offered me

Continue Cancel

Figure 31: Accept Your Award Screen

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

4. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.
5. Click the Continue button.



Accept Award

2 VERIFY INSTITUTION AND FIELD OF STUDY

* Required Field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct?

Yes

No

Continue Cancel

Figure 32: Verify Your Institution and Field of Study Screen

The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.

6. Select the **Military Deferral** radio button.

Figure 33: Military Deferral Radio Button

7. Enter the reason for the request.
8. Click the Continue button.

The **Certify Your Award** screen appears and displays the institution, field of study, and tenure plans you have selected.

Figure 34: Certify Your Award Screen

9. Click the Continue button.

The **Print Certification Page** screen is displayed.

10. Select the **Print Certification Page** link.

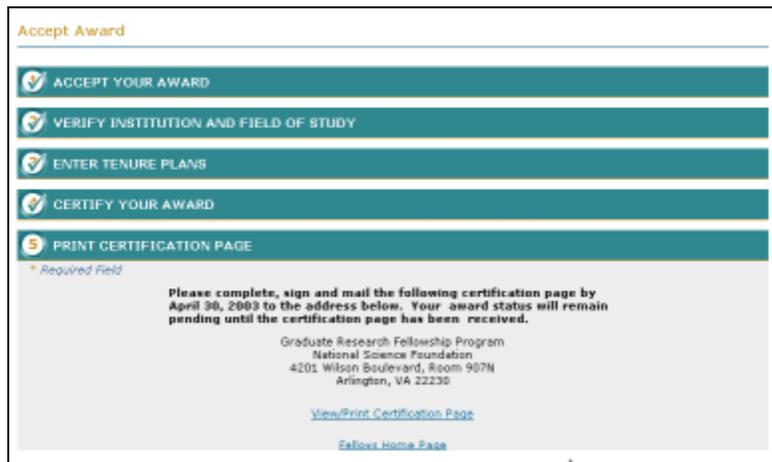


Figure 35: Print Certification Page Screen

The certification page Adobe PDF document is displayed in a new window. You may print the page using the PDF print icon.

After completing the award acceptance, your Tenure Status will appear as *Pending Certification* until your signed certification has been received and processed by NSF. Once your certification has been processed, your fellow status will be changed to *Active* and your tenure status will be changed to *Pending NSF Approval* until NSF has approved your military deferral request. Once your request has been approved, your tenure status will be changed to *On Military Deferral*.

3.2 Declining an Award

In order to decline your award, you must complete the first step of the Accept/Decline Award task.

To Decline Your Award:

1. Select the Accept/Decline Award link from the Fellowship Task List.
2. Select the 'I decline the fellowship award offered me' radio button.

Figure 36: Decline Your Award Radio Button

3. Click the Continue button.

The **Decline Award Confirmation and Decline Reasons** page is displayed.

4. Select the reason(s) for declining the award from the decline reasons list.

The screenshot shows a web interface titled "Accept Award". At the top, there is a teal header with the text "ACCEPT YOUR AWARD" and a small information icon. Below the header, there is a red asterisk and the text "Required Field". The main content area has a red heading: "Are you sure want to decline the award? click **Cancel** to return to previous screen." Below this, there is a black heading: "Please indicate the reason(s) for declining the award: Hold down the Ctrl key to select multiple entries". A white box contains a list of reasons: "Decided to Attend Law School", "Decided to Attend Medical, Vet. or MD/PhD program", "Decided to Work", "Offered Hart Fellowship", "Offered NDSEG Fellowship", "Offered Other Fellowship (Please enter)", "Offered Whitaker Fund Fellowship", and "Other (Please enter)". Below the list is an "Other:" label and a text input field with a dropdown arrow. At the bottom, there are two buttons: "Decline Award" and "Cancel".

Figure 37: Decline Reasons Screen

5. Click the **Decline Award** button.

A confirmation screen is displayed indicating you have successfully declined your award. Your fellow status will remain *Awarded* and your tenure status is changed to *Declined*.

4 DECLARING TENURE PLANS

Each year, you must declare your tenure plans for the next academic year. You will receive an email each January, indicating that you may declare your tenure plans for the next year. Once this notification has been received, you may access the GRFP application to declare your tenure plans. The **Declare Tenure Plans** link will be available in your Fellowship Task List until you have taken action to declare your plans or until the deadline for tenure plans declaration has passed. Once you have declared your tenure plans for the next year, a new tenure record will be reflected in your Tenure Details area.

The process for declaring your tenure plans is a three step process. The application will guide you through each step you need to complete in order to declare your tenure plans. A **Progress** indicator is located on the right hand side of the page, indicating which steps you have completed and which steps are remaining.



Figure 38: Declare Tenure Plans Progress Indicator

WARNING: You must complete all steps in the process before your tenure plans information is saved. If you exit the Declare Tenure Plans module before you have completed and submitted your plans, you will need to reenter the data you previously entered.

To Declare Your Tenure Plans:

1. Select the **Declare Tenure Plans** link from the Fellowship Task List.
2. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.

Figure 39: Verify Institution and Field of Study Screen

TIP: To request a change to your institution or field of study, please refer to Sections 4.1 and 4.2 of this guide.

3. Click the **Continue** button.

The **Enter Tenure Plans** screen appears and displays your options for your next tenure year.

Figure 40: Enter Tenure Plans Screen

TIP: For an explanation of the various tenure options and rules regarding each, please refer to the *Fellows Information Booklet*.

4. Select your tenure for the next year.

If you are currently On Tenure, you may select to:

- a. Continue on Tenure
- b. Reserve the Next Year (if less than 24 months of reserve used)
- c. Forfeit the Next Year (if more than 24 months of reserve used)
- d. Medical Deferral
- e. Military Deferral
- f. Terminate Your Fellowship

TIP: To request a medical or military deferral or to terminate your fellowship, please refer to Section 4.3, 4.4, and 4.5 of this guide.

If you are currently On Reserve or On Deferral, you may select to:

- a. Begin Tenure in the Summer
- b. Begin Tenure in the Fall

- c. Reserve the Next Year (if less than 24 months of reserve used)
 - d. Forfeit the Next Year (if more than 24 months of reserve used)
 - e. Medical Deferral
 - f. Military Deferral
 - g. Terminate Your Fellowship
5. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

Figure 41: Review and Submit Tenure Plans Screen

If You Wish to Change any of the Selections:

1. Click the **Edit** link next to the selection you wish to change.

The screen for the institution, field of study, or tenure plans you have selected to change is displayed.

2. Enter the change you wish to make.
3. Click the Continue buttons until the Review and Submit screen is displayed.

6. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

4.1 Changing Your Institution

The institution you are affiliated with when you access the Declare Tenure Plans module is based on your current academic year institution. You may request a change to this institution while declaring your tenure plans for the next year. Changes to your institution require approval by your Coordinating Official and NSF.

To Request a Change to Your Institution:

1. Select the Declare Tenure Plans link from the Fellowship Task List.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

2. Select to the **No** radio button to indicate that the institution listed is not correct.

Figure 42: Verify Institution and Field of Study 'No' Radio Button

3. Click the Continue button.

The current institution and field of study are displayed with the ability to edit each.

Figure 43: Change Institution Screen

4. Select the **Find Institution** link to search for your new institution.

The **Find Institution** screen is displayed. This screen allows you to search a list of institutions and select the institution you wish to transfer to.

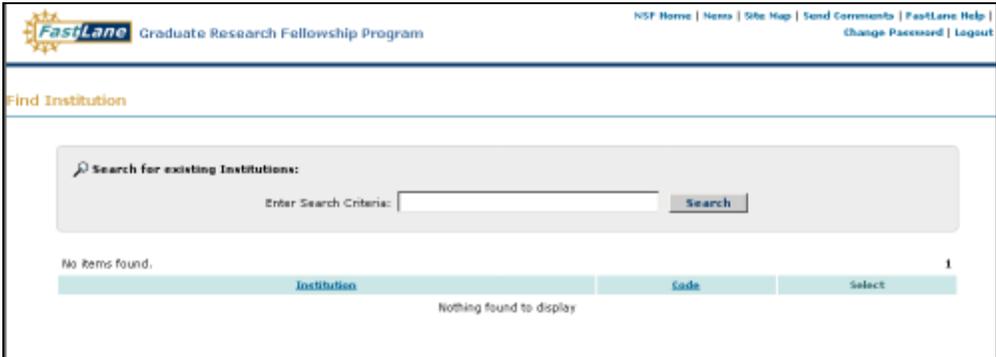


Figure 44: Find Institution Screen

- 5. Enter the institution you wish to search for in the **Enter Search Criteria** field.

TIP: You do not need to enter the full institution name in order to search for an institution. If you cannot find the institution name you are searching for, you may try searching using a different name for the institution or entering only part of the name.

- 6. Click the Search button.

The matching results are displayed. You may navigate through the search results using the navigation bar located on the right above the results area.

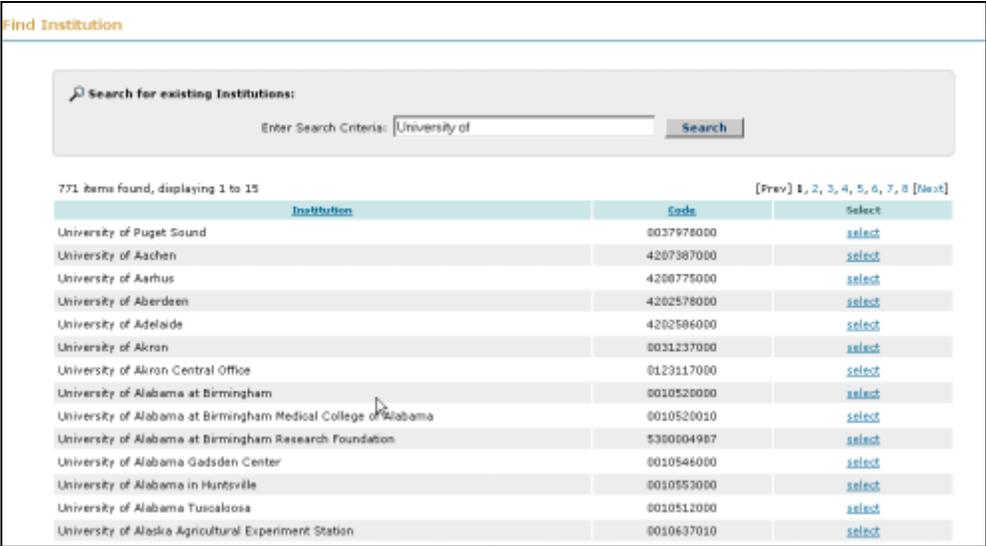


Figure 45: Matching Institution Results Screen

- 7. Select the institution you wish to change to by selecting the **Select** link.

The new institution is displayed in the institution field.

8. Enter a reason for the change.
9. Click the Continue button.

The **Enter Tenure Plans** screen appears and displays your options for tenure.

Figure 46: Enter Tenure Plans Screen

10. Select the radio button of the tenure option you wish to choose.
11. If reserving tenure or requesting a deferral, enter the reason for the request.
12. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

Figure 47: Review and Submit Tenure Plans Screen

13. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

After declaring your tenure plans, your Tenure Status will appear as *Pending CO Approval* until your institution change request has been approved by your Coordinating Official. Once your Coordinating Official has approved the institution change request, your request will be forwarded to NSF for approval and your Tenure Status will be changed to *Pending NSF Approval*. Once your institution change request has been approved by NSF, your tenure status for the next tenure year will be updated to reflect your selection.

4.2 Changing Your Field of Study

The field of study you are affiliated with when you access the Declare Tenure Plans module is based on the field of study you are associated with during the current academic year. You may request a change to this field of study while declaring your tenure plans for the next year. Changes to your field of study require approval by your Coordinating Official and NSF.

To Request a Change to Your Field of Study:

1. Select the Declare Tenure Plans link from the Fellowship Task List.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

Declare Tenure Plans

1 VERIFY INSTITUTION AND FIELD OF STUDY

* Required Field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct for next year?

Yes
 No

Continue Cancel

Figure 48: Verify Institution and Field of Study Screen

2. Select the **No** radio button to indicate that the field of study listed is not correct.
3. Click the Continue button.

The current institution and field of study are displayed with the ability to edit each.

Figure 49: Field of Study Change Screen

4. Select your new field of study from the field of study drop down list.
5. Enter a reason for the change.
6. Click the Continue button.

The **Enter Tenure Plans** screen appears and displays your tenure options the next year.

Figure 50: Enter Tenure Plans Screen

7. Select the radio button for the tenure option you wish to choose.
8. If reserving tenure or going on deferral, enter the reason for the request.
9. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

10. Click the Submit button.

Figure 51: Review and Submit Tenure Plans Screen

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

After declaring your tenure plans, your Tenure Status will appear as *Pending CO Approval* until your field of study change request has been approved by your Coordinating Official. Once your Coordinating Official has approved the field of study change request, your request will be forwarded to NSF for approval and your Tenure Status will be changed to *Pending NSF Approval*. Once your field of study change request has been approved by NSF, your tenure status for the next tenure year will be updated to reflect your selection.

4.3 Going on Medical Deferral

In certain circumstances it may be necessary for you to defer your GRFP fellowship due to a medical condition. You may request a medical deferral while declaring your tenure plans. Medical deferral requests require approval by your Coordinating Official and NSF.

TIP: For an explanation of medical deferrals and rules regarding deferring, please refer to the *Fellows Information Booklet*.

To Request a Medical Deferral:

1. Select the Declare Tenure Plans link from the Fellowship Task List.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study you are currently affiliated with.

2. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.
3. Click the Continue button.

Figure 52: Verify Institution and Field of Study Screen

The **Enter Tenure Plans** screen appears and displays your tenure options for the next year.

4. Select the **Medical Deferral** radio button.

Figure 53: Medical Deferral Radio Button

5. Enter the reason for the request.
6. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

Figure 54: Review and Submit Tenure Plans Screen

7. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

After declaring your tenure plans, your Tenure Status will appear as *Pending CO Approval* until your medical deferral request has been approved by your Coordinating Official. Once your Coordinating Official has approved the medical deferral request, your request will be forwarded to NSF for approval and your Tenure Status will be changed to *Pending NSF Approval*. Once your medical deferral request has been approved by NSF, your tenure status for the next tenure year will be updated to *On Medical Deferral*.

4.4 Going on Military Deferral

In certain circumstances it may be necessary for you to defer your GRFP fellowship due to an obligation of military duty or deployment. You may request a military deferral while declaring your tenure plans. Military deferral requests require approval by your Coordinating Official and NSF.

TIP: For an explanation of military deferrals and rules regarding deferring, please refer to the *Fellows Information Booklet*.

To Request a Military Deferral:

1. Select the Declare Tenure Plans link from the Fellowship Task List.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study with which you are currently affiliated.

2. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.
3. Click the Continue button.

1 VERIFY INSTITUTION AND FIELD OF STUDY
* Required Field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct for next year?

Yes
 No

Figure 55: Verify Institution and Field of Study Screen

The **Enter Tenure Plans** screen appears and displays your tenure options for the next academic year.

4. Select the **Military Deferral** radio button.

2 ENTER TENURE PLANS
* Required Field

My Plan for the NSF fellowship during academic year 2004-2005 is:

Continue on tenure
 Reserve the next year (If yes, please briefly describe your plans for the year as well as your plans to engage in graduate study subsequently)
 Medical Deferral (If yes, please explain)
 Military Deferral (If yes, please explain)
 Terminate My Fellowship (If yes, please explain your reasons for termination in the box below)

Reason for Request (Reserve, Forfeit, Deferral or Termination):

This is an example explanation for requesting a military deferral.

Figure 56: Military Deferral Radio Button

5. Enter the reason for the request.
6. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

Figure 57: Review and Submit Tenure Plans Screen

7. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

After declaring your tenure plans, your Tenure Status will appear as *Pending CO Approval* until your military deferral request has been approved by your Coordinating Official. Once your Coordinating Official has approved the military deferral request, your request will be forwarded to NSF for approval and your Tenure Status will be changed to *Pending NSF Approval*. Once your military deferral request has been approved by NSF, your tenure status for the next tenure year will be updated to *On Military Deferral*.

4.5 Terminating Your Fellowship

If you would like to discontinue your fellowship prior to using your three years of tenure, you may choose to terminate your fellowship. You may request to terminate your fellowship while declaring your tenure plans for the next year. Termination requests require approval by your Coordinating Official and NSF.

TIP: For an explanation of terminating your fellowship, please refer to the *Fellows Information Booklet*.

To Terminate Your Fellowship:

1. Select the Declare Tenure Plans link from the Fellowship Task List.

The **Verify Institution/Field of Study** screen appears and displays the institution and field of study with which you are currently affiliated.

2. Select the **Yes** radio button to indicate that the institution and field of study listed are correct.
3. Click the Continue button.

Declare Tenure Plans

1 VERIFY INSTITUTION AND FIELD OF STUDY
* Required Field

Please verify that your institution and field of study information are correct:

Institution: Stanford University
Field of study: Computer Engineering

Is the institution and field of study listed above correct for next year?

Yes
 No

Figure 58: Verify Institution and Field of Study Screen

The **Enter Tenure Plans** screen appears and displays your options for your first year of tenure.

4. Select the **Terminate My Fellowship** radio button.

2 ENTER TENURE PLANS
* Required Field

My Plan for the NSF fellowship during academic year 2004-2005 is:

Continue on tenure
 Reserve the next year (If yes, please briefly describe your plans for the year as well as your plans to engage in graduate study subsequently)
 Medical Deferral (If yes, please explain)
 Medical Deferral (If yes, please explain)
 Terminate My Fellowship (If yes, please explain your reasons for termination in the box below)

Reason for Request (Reserve, Forfeit, Deferral or Termination):

This is an example explanation for terminating a fellowship.

Figure 59: Terminate My Fellowship Radio Button

5. Enter the reason for the request.
6. Click the Continue button.

The **Review and Submit** screen appears and displays the data you have entered for your institution, field of study, and tenure for the next year.

7. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted your tenure plans. You may select the GRFP Home Page link to return to your home page and task list.

After declaring your tenure plans, your Tenure Status will appear as *Pending CO Approval* until your termination request has been approved by your Coordinating Official. Once your Coordinating Official has approved the termination request, your request will be forwarded to NSF for approval and your Tenure Status will be changed to *Pending NSF Approval*. Once your termination request has been approved by NSF, your tenure status will be updated to *Terminated*.

5 REQUESTING A TENURE CHANGE

In some circumstances, it may be necessary to request a change to your tenure during the academic year. Tenure changes include changes to your tenure status, institution, or field of study. You may also use the Request Tenure Change feature to request a change to your tenure for the next academic year. The ability to request changes to your tenure for the next academic year is available once you have declared your tenure plans. All tenure change requests require approval by your Coordinating Official and NSF.

5.1 Changing Your Institution

To Request a Change of Institution:

1. Select the View Tenure Details link from your Fellow Data area.

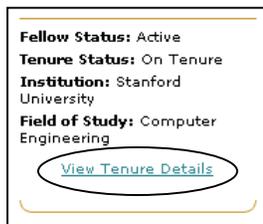


Figure 60: View Tenure Details Link

All of your tenure records for your fellowship are displayed. A **Request Change** link is available next to each tenure record that you have the ability to change. You may not request a change to a tenure year that has ended.

Tenure Details											
* Required Field											
2 items found, displaying 1 to 2											1
Tenure Year	Institution	Abroad?	Field of Study	Tenure Status	Effective Date	Tenure Start Month	Tenure End Month	Stipend Used	COE Used	Travel Used	Action
2003	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2003	September	August	\$27500.00	\$10500.00	\$0.00	Request Change
2004	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2004	September	August	\$27500.00	\$10500.00	\$0.00	Request Change

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Figure 61: Tenure Details Screen

2. Select the **Request Change** link next to the tenure record for which you wish to request a change.

The Request Tenure Change screen is displayed.



Request Tenure Change

* Required Field

Tenure Year: 2003

New Institution: [Find Institution](#) | [Reset Institution](#)

New Field of Study:

New Tenure Status:

Effective Date:

Reason for Changes:
(Must be less than 4000 characters.)

*Note: All requests for tenure changes require review and approval by your coordinating official and NSF.

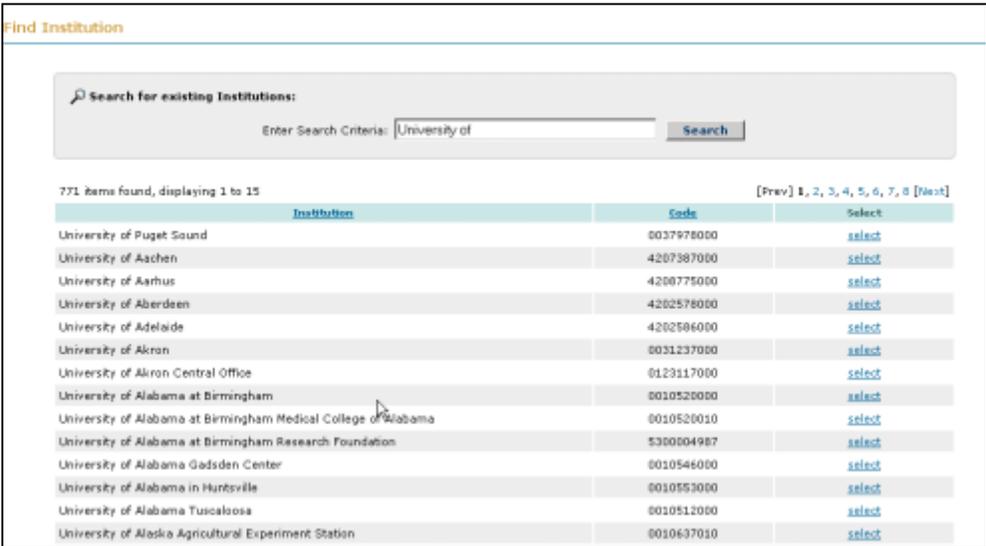
Figure 62: Request Tenure Change Screen

- 3. Select the **Find Institution** link to search for your new institution.
- 4. Enter the institution you wish to search for in the **Enter Search Criteria** field.

TIP: You do not need to enter the full institution name in order to search for an institution. If you cannot find the institution name you are searching for, you may try searching using a different name for the institution or entering only part of the name.

- 5. Click the Search button.

The matching results are displayed. You may navigate through the search results using the navigation bar located on the right above the results area.



Find Institution

Search for existing Institutions:

Enter Search Criteria:

771 items found, displaying 1 to 15 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Institution	Code	Select
University of Puget Sound	0037978000	select
University of Aschen	4207387000	select
University of Aarhus	4200775000	select
University of Aberdeen	4202578000	select
University of Adelaide	4202506000	select
University of Akron	0031237000	select
University of Akron Central Office	0123117000	select
University of Alabama at Birmingham	0010520000	select
University of Alabama at Birmingham Medical College of Alabama	0010520010	select
University of Alabama at Birmingham Research Foundation	5300004907	select
University of Alabama Gadsden Center	0010546000	select
University of Alabama in Huntsville	0010553000	select
University of Alabama Tuscaloosa	0010512000	select
University of Alaska Agricultural Experiment Station	0010637010	select

Figure 63: Matching Institutions Results Displayed

- Select the institution you wish to change to by selecting the **Select** link.

The Request Tenure Change screen is displayed and the institution you selected is displayed in the **New Institution** field.

- Enter the effective date of the institution change using the calendar icon. A calendar is displayed in a separate window and allows you to select a date.

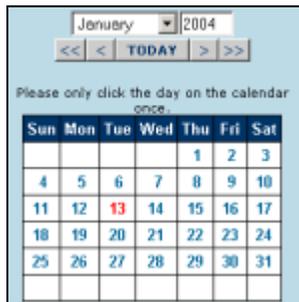


Figure 64: Calendar Window

TIP: The Effective Date should be entered as the date you would like to officially change your fellowship from one institution to another. Up through the effective date, you will continue to receive stipend payments from your current institution. After the effective date, your stipend payments will be made through the new institution.

- Enter the reason for the change.
- Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted the change request. You may select the GRFP Home Page link to return to the home page and your task list. Your Tenure Status for the tenure record for which you request the change, will reflect a status of *Pending CO Approval* until your Coordinating Official has approved the request. Once your CO has approved the request, your tenure status will be updated to reflect a status of *Pending NSF Approval*. Once NSF has approved the request, your tenure status will return to the previous status it was before the request was submitted. A new tenure record will also be added for the tenure year to reflect the change in your institution.

5.2 Changing Your Field of Study

To Request a Change to your Field of Study:

- Select the View Tenure Details link from your Fellow Data area.

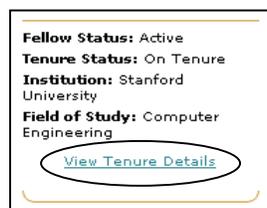


Figure 65: View Tenure Details Link

All of your tenure records for your fellowship are displayed. A **Request Change** link is available next to each tenure record that you have the ability to change. You may not request a change to a tenure year that has ended.

2. Select the **Request Change** link next to the tenure record for which you wish to request a change.

Tenure Details

* Required Field

2 items found, displaying 1 to 2 1

Tenure Year	Institution	Abroad?	Field of Study	Tenure Status	Effective Date	Tenure Start Month	Tenure End Month	Stipend Used	COE Used	Travel Used	Action
2003	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2003	September	August	\$27500.00	\$10500.00	\$0.00	Request Change
2004	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2004	September	August	\$27500.00	\$10500.00	\$0.00	Request Change

[Back](#)

Figure 66: Request Change Link

The Request Tenure Change screen is displayed.

3. Select the new field of study from the **New Field of Study** drop-down list.

Request Tenure Change

* Required Field

Tenure Year: 2004

New Institution: [Find Institution](#) | [Reset Institution](#)

New Field of Study:

New Tenure Status:

Effective Date:

Reason for Changes:

*Note: All requests for tenure changes require review and approval by your coordinating official and NSF.

Figure 67: New Field of Study Drop-Down List

4. Enter the effective date of the field of study change using the calendar icon. A calendar is displayed in a separate window and allows you to select a date.

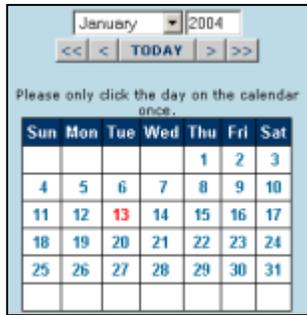


Figure 68: Calendar Window

5. Enter the reason for the change.
6. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted the change request. You may select the GRFP Home Page link to return to the home page and your task list. Your Tenure Status for the tenure record for which you request the change, will reflect a status of *Pending CO Approval* until your Coordinating Official has approved the request. Once your CO has approved the request, your tenure status will be updated to reflect a status of *Pending NSF Approval*. Once NSF has approved the request, your tenure status will return to the previous status it was before the request was submitted and the tenure record will be updated to reflect the new field of study.

5.3 Changing Your Tenure Status

To Request a Change to your Tenure Status:

1. Select the View Tenure Details link from your Fellow Data area.

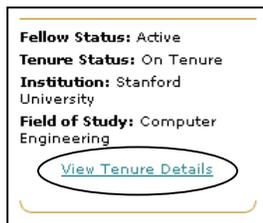


Figure 69: View Tenure Details Link

All of your tenure records for your fellowship are displayed. A **Request Change** link is available next to each tenure record that you have the ability to change. You may not request a change to a tenure year that has ended.

2. Select the **Request Change** link next to the tenure record that you wish to change.

Tenure Year	Institution	Abroad?	Field of study	Tenure Status	Effective Date	Tenure Start Month	Tenure End Month	Stipend Used	COE Used	Travel Used	Action
2003	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2003	September	August	\$27500.00	\$10500.00	\$0.00	Request Change
2004	Upper Iowa University	N	Computer Engineering	On Tenure	09/01/2004	September	August	\$27500.00	\$10500.00	\$0.00	Request Change

Figure 70: Request Change Link

The Request Tenure Change screen is displayed. The tenure statuses that you may request a change to are displayed in the **New Tenure Status** drop-down box.

TIP: For an explanation of the various tenure options and rules regarding each, please refer to the *Fellows Information Booklet*.

- 3. Select the new tenure status from the New Tenure Status drop-down list.

Request Tenure Change

* Required Field

Tenure Year: 2004

New Institution: [Find Institution](#) | [Reset Institution](#)

New Field of Study:

New Tenure Status: (Dropdown menu open with options: Terminated, On Military Deferral, On Reserve, On Medical Deferral)

Effective Date:

Reason for Changes:

*Note: All requests for tenure changes require review and approval by your coordinating official and NSF.

Figure 71: New Tenure Status Drop-Down List

- 4. Enter the effective date of the tenure status change using the calendar icon. A calendar is displayed in a separate window and allows you to select a date.



Figure 72: Calendar Window

- 5. Enter the reason for the change.
- 6. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted the change request. You may select the GRFP Home Page link to return to the home page and your task list. Your Tenure Status for the tenure record you request the change for, will reflect a status of *Pending CO Approval* until your Coordinating Official has approved the request. Once your CO has approved the request, your tenure status will be updated to reflect a status of *Pending NSF Approval*. Once NSF has approved the request, you tenure status will be updated to reflect the new status you have requested.

6 REQUESTING A TRAVEL ALLOWANCE

As part of your fellowship, you are eligible for a one-time travel allowance. You may request this travel allowance once you have used part of your tenure. Once you have selected to go on tenure, a **Request Travel Allowance** link will be available in your Fellow Data area. Travel allowance requests require approval by your Coordinating Official and NSF.

Once you have used your travel allowance, this link will no longer be available. The Request Travel Allowance link will also be unavailable if you have a pending tenure request (tenure status of Pending Certification, Pending CO Approval, or Pending NSF Approval).

TIP: For an explanation of using your travel allowance and rules regarding the travel allowance, please refer to the *Fellow Information Booklet*.

To Request a Travel Allowance:

1. Select the Request Travel Allowance link.



Figure 73: Request Travel Allowance Link

The **Request Travel Allowance** screen is displayed. All required fields for the form are marked with an asterisk.

NOTE: The travel must be international to be approved.

Figure 74: Request Travel Allowance Screen

2. Enter the return and departure dates by selecting the calendar icon. A calendar is displayed in a separate window and allows you to select a date.



Figure 75: Calendar Window

NOTE: Your return date must be at least 90 days after your departure date.

3. Enter the departure and return information and a description of your travel plans.

NOTE: The departure information should indicate the location you will be departing from. The return information should indicate the location you will be returning from at the conclusion of your travel.

4. Click the Submit button.

A confirmation screen is displayed indicating you have successfully submitted your travel allowance request. You may select the GRFP Home Page link to return to your home page and task list.

After submitting your travel allowance request, your *Travel Request status* will appear as *Pending* until your request has been approved by your Coordinating Official and NSF. Once your travel request has been approved, the Travel Request status will disappear and your *Travel Used* will indicate the amount of travel allowance you have been issued.

7 SUBMITTING ACTIVITIES REPORTS

Each year that you are on active tenure, you are required to submit an activities report. You will receive an email each April, indicating that you may submit your activities report for the year. Once this notification has been received, you may access the GRFP application to submit the report. The **Submit Activities Report** link will be available in your Fellowship Task List until you have submitted your report for the year or until the deadline for activity report submission has passed.

The Activity Report is an eight or nine step process depending on your tenure year. Fellows in their first year or final year of tenure are required to complete the additional steps. The application will guide you through each step you need to complete in order to submit your activities report. A **Progress** indicator is located on the right hand side of the page, indicating which steps you have completed and which steps are remaining. As you complete the steps, you have the ability to navigate within the different sections you have completed. You may do this by clicking on the title header of each section.



Figure 76: Activities Report Progress Indicator

TIP: For more information on the first year and final year reports, please see Section 7.1 and 7.2 of this guide.

To Submit an Activities Report:

1. Select the Submit Activities Report link from you Fellowship Task List.

The **Instructions for Preparing Your Activities Report** screen is displayed. This screen details how to successfully complete and submit your activities report.

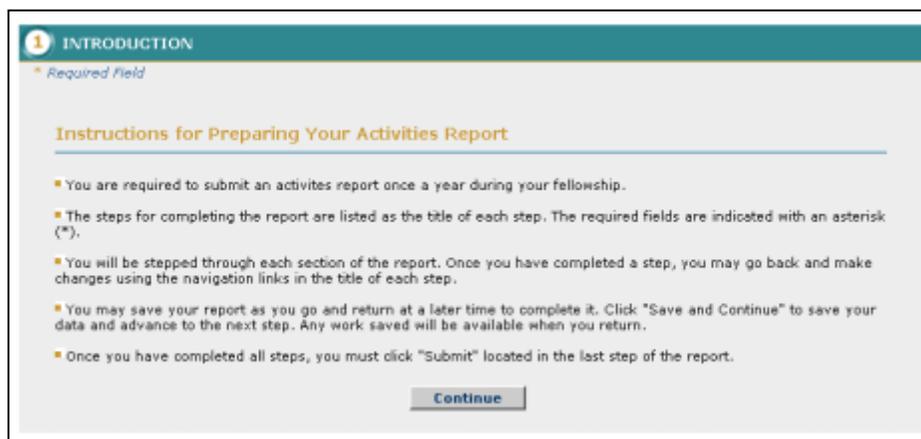


Figure 77: Instructions for Preparing Your Activities Report Screen

2. Click the Continue button.

The **Summarize Activities** screen is displayed. You are required to enter a summary of your activities each year.

Figure 78: Summarize Activities Screen

3. Enter your activities summary.
4. Click the **Save and Continue** button.

The **List Achievements** screen is displayed.

Figure 79: List Achievements Screen

5. Enter your achievements for the year.

To Add an Achievement:

- a. Click the **Add Achievement** button.
- b. Enter the achievement type and description. If the achievement is foreign, select the **Achievement Abroad** checkbox.
- c. Click the **Save** button.

3 LIST ACHIEVEMENTS
 * Required Field

Add New Achievement

Achievement Type: Achievement Abroad?

Description: (Must be less than 16384 characters.)

Figure 80: Add New Achievement Screen

The new achievement is displayed on the List Achievements page.

To Edit an Achievement:

- a. Select the **Edit** link next to the achievement you wish to update.

3 LIST ACHIEVEMENTS
 * Required Field

Please list the significant research results, teaching or research appointments, publications or papers presented at professional meetings, and any work done towards a patent, invention or discovery:

1 item found. 1

Achievement Type	Achievement Description	Achievement Abroad?	Edit	Delete
discovery	This is an example achievement description.	N	Edit	Delete

Figure 81: Edit Achievement Link

The achievement is displayed with the ability to make changes to the information you previously entered.

- b. Enter the changes you wish to make.
- c. Click the Save button.

The updated achievement is displayed on the List Achievements page.

To Delete an Achievement:

- a. Select the Delete link next to the achievement you wish to remove.

The achievement is removed from your achievements list.

6. Click the Save and Continue button.

The **Enter Career Plans** page is displayed.

Figure 82: Enter Career Plans Screen

7. Enter your career plans.

To Add a Career Plan:

- a. Click the **Add Career Plan** button.
- b. Enter the career plan and description.
- c. Click the **Save** button.

Figure 83: Add New Career Plan Screen

The new career plan is displayed on the Enter Career Plans page.

TIP: Once you have added a career plan, that career plan type is no longer available in the career plans drop-down list.

To Edit a Career Plan:

- a. Select the **Edit** link next to the career plan you wish to update.

The career plan is displayed with the ability to make changes to the information you previously entered.

- b. Enter the changes you wish to make.

- c. Click the Save button.

The updated career plan is displayed on the Enter Career Plans page.

To Delete a Career Plan:

- a. Select the Delete link next to the career plan you wish to remove.

The screenshot shows the 'ENTER CAREER PLANS' interface. At the top, there is a teal header with the number '4' and the text 'ENTER CAREER PLANS'. Below the header, there is a red asterisk and the text '* Required Field'. The main content area has the instruction 'Please list your career plans once your studies are completed:' followed by an 'Add Career Plan' button. Below this, it says '1 item found.' and displays a table with one row. The table has columns for 'Career Plan', 'Career Plan Description', 'Edit', and 'Delete'. The first row contains the text 'researcher' under 'Career Plan' and 'This is an example career plan description.' under 'Career Plan Description'. There are 'Edit' and 'Delete' links in the 'Edit' and 'Delete' columns respectively. The 'Delete' link is circled in red. At the bottom of the table area, there is a 'Save and Continue' button.

Figure 84: Delete Career Plan Link

The career plan is removed from your career plans list.

8. Click the Save and Continue button.

The **Enter Fellowship Feedback** screen is displayed.

The screenshot shows the 'ENTER FELLOWSHIP FEEDBACK' interface. At the top, there is a teal header with the number '5' and the text 'ENTER FELLOWSHIP FEEDBACK'. Below the header, there is a red asterisk and the text '* Required Field'. The main content area has three sections of radio button questions. The first section is 'How would you rate the Graduate Fellowship Administration by the NSF program office:' with options 'Exceeded My Expectations', 'Met My Expectations', and 'Did Not Meet My Expectations'. The second section is 'Was the Coordinating Official at your affiliated institution readily available whenever assistance was required:' with options 'Yes' and 'No', where 'No' is selected. The third section is 'How would you rate the Graduate Fellowship Administration by your institution and coordinating official:' with options 'Exceeded My Expectations', 'Met My Expectations', and 'Did Not Meet My Expectations'. Below these questions is a text area labeled 'Other Comments:' with a scroll bar. At the bottom of the form, there is a 'Save and Continue' button.

Figure 85: Enter Fellowship Feedback Screen

9. Enter responses to each of the feedback questions by selecting the radio buttons for the answer you wish to select.

10. Click the Save and Continue button.

The **Enter Stipend Information** screen is displayed.

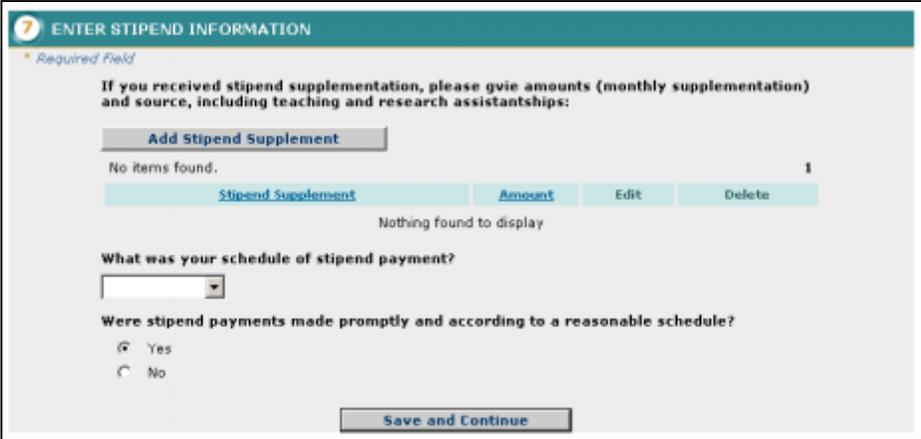


Figure 86: Enter Stipend Information Screen

11. Enter your stipend supplements.

To Add a Stipend Supplement:

- a. Click the **Add Stipend Supplement** button.

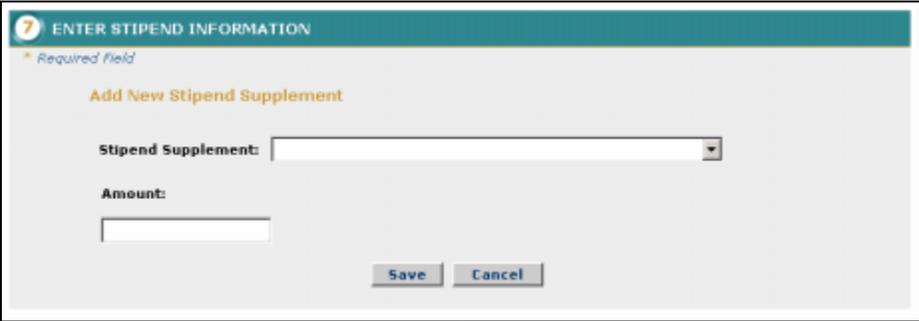


Figure 87: Add Stipend Supplement Screen

- b. Enter the type of supplement and the amount.
- c. Click the **Save** button.

The new supplement is displayed on the Enter Stipend Information page.

To Edit a Stipend Supplement:

- a. Select the **Edit** link next to the supplement you wish to update.

8 ENTER STIPEND INFORMATION
 * Required Field

If you received stipend supplementation, please give amounts (monthly supplementation) and source, including teaching and research assistantships:

[Add Stipend Supplement](#)

1 item found.

Stipend Supplement	Amount	Edit	Delete
Fellowship, scholarship	1000.00	Edit	Delete

What was your schedule of stipend payment?

Were stipend payments made promptly and according to a reasonable schedule?
 Yes
 No

[Save and Continue](#)

Figure 88: Edit Stipend Supplement Link

The supplement is displayed with the ability to make changes to the information you previously entered.

- b. Enter the changes you wish to make.
- c. Click the Save button.

The updated supplement is displayed on the Enter Stipend Information page.

To Delete a Stipend Supplement:

- a. Select the Delete link next to the supplement you wish to remove.

The supplement is removed from your supplements list.

12. Enter the schedule of your payments information.

13. Click the Save and Continue button.

The **Enter Stipend Feedback** screen is displayed.

9 ENTER STIPEND FEEDBACK
 * Required Field

In the United States, the Foundation provides your affiliated institution with a \$10,500 cost-of-education allowance for 9- or 12-months tenure in lieu of all required tuition and fees. How much would it cost if you had to pay the normal charges yourself?

How does your fellowship stipend compare to stipends received by regular teaching or research assistants at your institution?
 Greater Than Others
 Equal to Others
 Less Than Others

How much "service" time is required for these assistantships?
 More than 30 hrs/wk
 21-31 hrs/wk
 11-20 hrs/wk
 1-10 hrs/wk

[Save and Continue](#)

Figure 89: Enter Stipend Feedback Screen

14. Enter your responses to the stipend feedback questions.

15. Click the Save and Continue button.

The **Submit Report** screen is displayed. At this time, you may submit your report or you may save the information and submit the report at a later date.

Figure 90: Submit Report Screen

16. To save your report for later submission, click the Save button.

17. To submit your report to NSF, click the Submit button.

NOTE: The only required step in the Activities Report is the Summarize Activities section. You must complete this step in order to submit your report.

Once you have submitted your report, a confirmation screen is displayed indicating you have successfully submitted the report to NSF. You may select the GRFP Home Page link to return to your home page and task list. Once your report has been submitted for the year, the Submit Activities Report link is no longer available in your task list.

7.1 Submitting a First Year Report

While completing your first year activities report, there is an additional step that will appear in your activities report. You are considered a first year fellow if you have used 12 months or less of tenure. After completing the Enter Fellowship Feedback screen, the **Summarize Fellowship Offers** screen will be displayed.

To Complete the Summarize Fellowship Offers screen:

Figure 91: Summarize Fellowship Offers Screen

a. Enter your fellowship offers.

To Add a Fellowship Offer:

- a. Click the **Add Fellowship Offer** button.



Figure 92: Add Fellowship Offer Screen

- b. Enter the type of offer and the description.
- c. Click the **Save** button.

The new fellowship offer is displayed on the Summarize Fellowship Offers page.

To Edit a Fellowship Offer:

- a. Select the **Edit** link next to the fellowship offer you wish to update.



Figure 93: Edit Fellowship Offer Link

The offer is displayed with the ability to make changes to the information you previously entered.

- b. Enter the changes you wish to make.
- c. Click the **Save** button.

The updated fellowship offer is displayed on the Summarize Fellowship Offers page.

To Delete a Fellowship Offer:

- a. Select the **Delete** link next to the offer you wish to remove.

The fellowship offer is removed from your fellowship offers list.

- b. Click the Save and Continue button.

The Enter Stipend Information screen is displayed. You may then complete the remaining sections of the activities report according the directions found in Section 7 of this guide.

7.2 Submitting a Final Year Report

While completing your final year activities report, there is an additional step that will appear in your activities report. After completing the Enter Fellowship Feedback screen, the **Enter Final Fellowship Summary** screen will be displayed. You are considered to be in your final year of tenure if you have 36 months of tenure used. You will also be asked to complete the final fellowship summary if you have indicated you are terminating your fellowship.

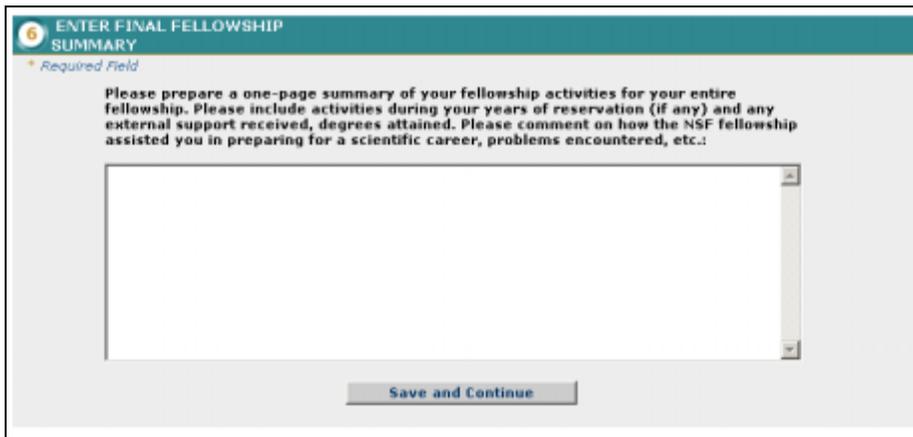


Figure 94: Final Fellowship Summary Screen

To Complete the Enter Final Fellowship Summary screen:

1. Enter your final fellowship summary.
2. Click the Save and Continue button.

The Enter Stipend Information screen is displayed. You may then complete the remaining sections of the activities report according the directions found in Section 7 of this guide.

8 USING FELLOW ABROAD FUNCTIONS

A Fellow Abroad is classified as a fellow who associated with a foreign institution for a given academic year. You can access your Fellow Abroad status using your tenure details area. When you are viewing your tenure details, locate the tenure record for the current academic year. If you are a Fellow Abroad, you will have a 'Y' indicator in the **Abroad?** column.

Tenure Details

* Required Field

1 item found. 1

Tenure Year	Institution	Abroad?	Field of study	Tenure Status	Effective Date	Tenure Start Month	Tenure End Month	Stipend Used	COE Used	Travel Used	Action
2003	Australian National University	Y	Computer Engineering	On Tenure	09/01/2003	September	August	\$27500.00	\$10500.00	\$0.00	

[Back](#)

Figure 95: Abroad Indicator

TIP: For a detailed explanation of the fellow abroad criteria, process, and rules, please refer to the *Fellows Information Booklet*.

Fellows Abroad do not have Coordinating Officials at their institutions so there are additional tasks they must perform in order to manage their fellowship. These include submitting a starting certificate, submitting an ending certificate, and submitting a payment enrollment form. The instructions for completing each are listed in the sections below.

8.1 Submitting a Starting Certificate

A starting certificate must be submitted at the beginning of each tenure year when you are a fellow abroad. Once the tenure year has started and you have indicated a foreign institution, the **Submit Starting Certificate** link will be made available in your task list. Your starting certificate information must be verified and approved by your scientific advisor. Once you have submitted the starting certificate, the information you submit will be sent via email to the scientific advisor you indicate for approval.

To Submit a Starting Certificate:

1. Select the Submit Starting Certificate link from you Fellowship Task List.

The Submit Starting Certificate screen is displayed.

Submit Starting Certificate for Fellow ctest40

* Required Field

Fellow Information

* Start Date:

* Anticipated End Date:

Scientific Advisor Information

* First Name:

* Last Name:

* Email Address:

* Department:

Figure 96: Submit Starting Certificate Screen

2. Enter your actual tenure start date and your anticipated tenure end date using the calendar icons. A calendar is displayed in a separate window and allows you to select a date.

January 2004

<< < TODAY > >>

Please only click the day on the calendar once.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Figure 97: Calendar Window

3. Enter your scientific advisor information.

TIP: The scientific advisor information and email you enter will be used to send your starting certificate approval. Please verify with your advisor that you have the correct email information so your certificate can be processed.

4. Click the **Submit** button.

Once you have submitted your starting certificate, a confirmation screen is displayed. You may select the Fellow Home Page link to return to your home page and task list. Your starting certificate information will then be forwarded to your scientific advisor for approval. The Submit Starting Certificate link will be available in your task list until your scientific advisor approves the certificate. You may use this link to resubmit the certificate with a data change or to send the certificate to a different scientific advisor for approval. Once your scientific advisor has approved the certificate, the link will no longer appear in your task list.

8.2 Submitting a Payment Enrollment Form

A payment enrollment must be submitted once you become a fellow abroad in order for NSF to issue your stipend and other costs directly to you. Once you have accepted your award and

indicated a foreign institution or declared your tenure plans for the next year and indicated a foreign institution, the **Submit Payment Enrollment** link will be made available in your task list. Once you submit the payment enrollment form, it will be forwarded to NSF for processing. After the form has been processed, you will receive a confirmation email from NSF.

TIP: For a detailed explanation of fellow abroad direct deposit payments, please refer to the *Fellows Information Booklet*.

To Submit a Payment Enrollment Form:

1. Select the Submit Payment Enrollment link from your Fellowship Task List.

The payment enrollment form is displayed. The required fields on the form are indicated with an asterisk.

2. Enter your banking institution information in the **Bank Information** section.

Figure 98: Bank Information Section of Payment Enrollment Form

3. Enter your specific account information in the **Bank Account Information** section, including the name on the account, the type of account (i.e. checking, savings, etc.), the account number, and the routing number.

Figure 99: Bank Account Information Section of the Payment Enrollment Form

4. Enter your ACH Coordinator information, if available.
5. Click the Save button.

A confirmation screen is displayed indicating that you have successfully submitted a payment enrollment form. You may select the Fellow Home Page link to return to your home page and task list. Your payment enrollment information will then be forwarded to NSF for processing. After the form has been processed, you will receive a confirmation email from NSF. If you need to update your payment enrollment information, you may use the **Update Payment Enrollment** link that is available in your task list

8.3 Submitting an Ending Certificate

An ending certificate must be submitted at the completion of each tenure year when you are a fellow abroad. Once you have submitted your starting certificate and it has been approved, the **Submit Ending Certificate** link will be made available in your task list. Your ending certificate information must be verified and approved by your scientific advisor. Once you have submitted the ending certificate, the information you submit will be sent via email to your scientific advisor.

To Submit an Ending Certificate:

1. Select the Submit Ending Certificate link from you Fellowship Task List.

The Submit Ending Certificate screen is displayed.

The screenshot shows a web form titled "Submit Ending Certificate for Fellow ctest40". At the top left, there is a legend indicating that an asterisk (*) denotes a required field. The form is organized into two main sections: "Fellow Information" and "Scientific Advisor Information".

- Fellow Information:** Contains a single required field labeled "* Actual End Date:" followed by a text input box and a calendar icon.
- Scientific Advisor Information:** Contains four required fields:
 - * First Name: [Text Input]
 - * Last Name: [Text Input]
 - * Email Address: [Text Input]
 - * Department: [Text Input]

At the bottom center of the form, there are two buttons: "Submit" and "Cancel".

Figure 100: Ending Certificate Screen

2. Enter your actual tenure end date using the calendar icons. A calendar is displayed in a separate window and allows you to select a date.

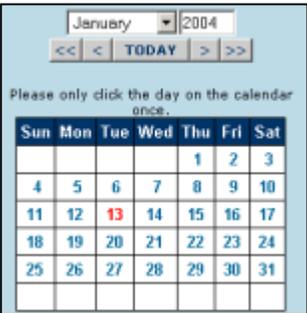


Figure 101: Calendar Window

- 3. Click the **Submit** button.

Once you have submitted your ending certificate, a confirmation screen is displayed. You may use this link to resubmit the certificate with a data change or to send the certificate to a different scientific advisor for approval. Once your scientific advisor has approved the certificate, the link will no longer appear in your task list.

9 MANAGING YOUR USER PROFILE

Your user profile includes your name, demographic information, primary contact information, and secondary contact information. Your name and primary contact information are displayed in the Fellow Data area on the right side of your home page. You may view or update your profile at any time using the **Update My Profile** link found in the Fellow Data area. Changes to your profile information do not require approval by your Coordinating Official or NSF.

When updating your profile information, you may make changes to your name, primary contact information, or secondary contact information. The required fields in your profile are marked with an asterisk. If you would like to change your demographic information, please contact NSF.

TIP: All correspondence related to your fellowship will be sent to your primary contact information. Your primary email address will also be the email address that all system-generated emails and reminders will be sent to. Please be sure that you keep this information up-to-date.

To Update Your Profile:

1. Select the Update My Profile link from your home page Fellow Data area.



Figure 102: Update My Profile Link

Your current profile information is displayed with the ability to edit each field.

The screenshot displays a web form titled "Update My Profile" with three main sections:

- User Name:** Fields for First Name (Fellow), Last Name (Name), MI (checkbox), Suffix (Jr), and Maiden Name. A "Privacy Act" link is also present.
- Primary Contact Information:** Fields for Street Address (222 Fellow Road), Unit F, City (Alexandria), State (Virginia), Zip (22312), Email (c1est40@nsf.gov), Phone Number (5555555555), Ext., Country (United States), and Postal Code.
- Secondary Contact Information:** Empty fields for Street Address, City, State, Zip, Email, Phone Number, Ext., Country, and Postal Code.

At the bottom of the form are "Save" and "Cancel" buttons.

Figure 103: Update My Profile Screen

2. Enter the changes to your profile information.
3. Click the Save button.

Once you have submitted the changes to your profile, a confirmation screen is displayed. You may select the GRFP Home Page link to return to your home page and task list. Any changes to your primary contact information will be reflected in the profile area of your fellow data.