

STEP 1: Create a New Proposal

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

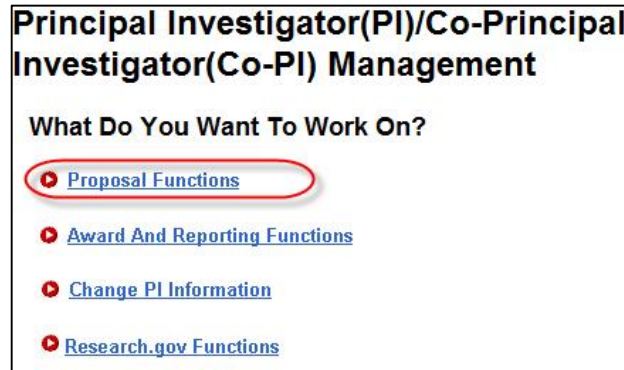


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

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

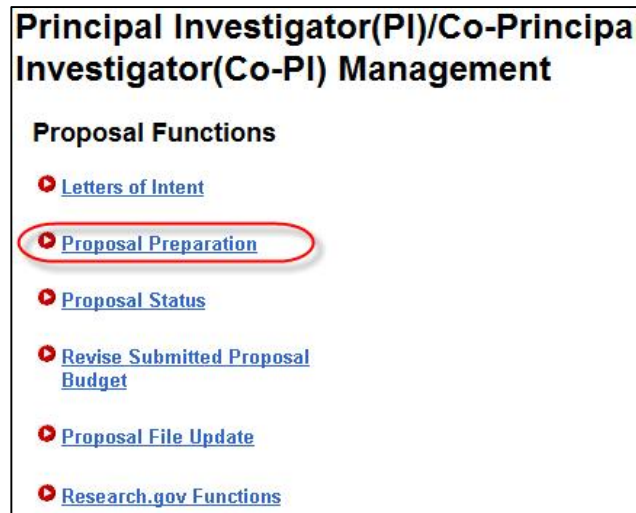


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

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

Principal Investigator (PI) Information

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

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

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

Edit PI Information Prepare Proposal View Submitted

Go Back

Name	Alan Alphaman				
Organization	National Science Foundation 4102852000				
Department	Information Systems LLC				
Address	4201 Wilson Boulevard DIS ESB Arlington, VA 22230			Phone	(703) 292-7777
				Fax	(703) 292-9999
				EMail	gblock@nsf.gov
Country	US				
<hr/>					
Gender	Male				
Citizenship	US citizen	Degree Year	2005		
Ethnicity	Hispanic or Latino	Degree	MCE		
Disability Status				ORCID Identifier	
Race					
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - No					

Edit PI Information Prepare Proposal View Submitted

Go Back

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

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

Proposal Actions

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

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

Temporary Proposals in Progress

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

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

Create New Proposal

[Create Blank Proposal]

[SBIR Phase I] [SBIR Phase II] [STTR Phase I] [STTR Phase II]

[Go Back]

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

5. Click the **Create Blank Proposal** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A
<input type="button" value="Go Back"/>			

Figure 5 Form Preparation screen.

6. CLICK "Go Back"

STEP 2: Assign a PIN to a Proposal (Skip this step if this is **not** a Collaborative proposal - for Collaborative proposals, this step is only required if KSU is a non-lead organization.)

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

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

Proposal Actions

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7577430		
7577428	ACPT Validation - pradeep DNT	
7577427	SBIR Phase I:	

Create New Proposal

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

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

Proposal PIN control for 6337168

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

Please type the PIN again:

Figure 2 Proposal PIN Control screen.

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

PIN changed for proposal 6337186

Figure 3 PIN Changed for Proposal screen.

6. Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1).

STEP 3: Allow or Remove Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) Access to a Proposal

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

Proposal Actions

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

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

Create New Proposal

Create Blank Proposal

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

Go Back

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

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

Proposal Errors/Warnings For Temporary Proposal Id 7303964

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

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary: You must enter information in all three text boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable"
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A budget must be included for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable"
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable"
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

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

- No Program Announcement/GRF Selected - A Program Announcement or Grant Proposal Guide (GRF) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposal Errors/Warnings screen.

6. The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 3) with these control options:

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

Sponsored Project Office (SPO) Access Control
 Current SPO Access for proposal 7664531 is set to None

Allow SPO to view proposal

Allow SPO to view and edit the proposal

Allow AOR to view, edit and submit proposal

7. Click the **GO** button next to "Allow AOR to view, edit, and submit proposal"