**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).

   ![Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.](#)

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

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

   ![Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.](#)

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

*These instructions are adapted from FastLane Help*
3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

![Principal Investigator (PI) Information](image)

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

**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.

*These instructions are adapted from FastLane Help*
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).

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](image)

*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).
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**

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