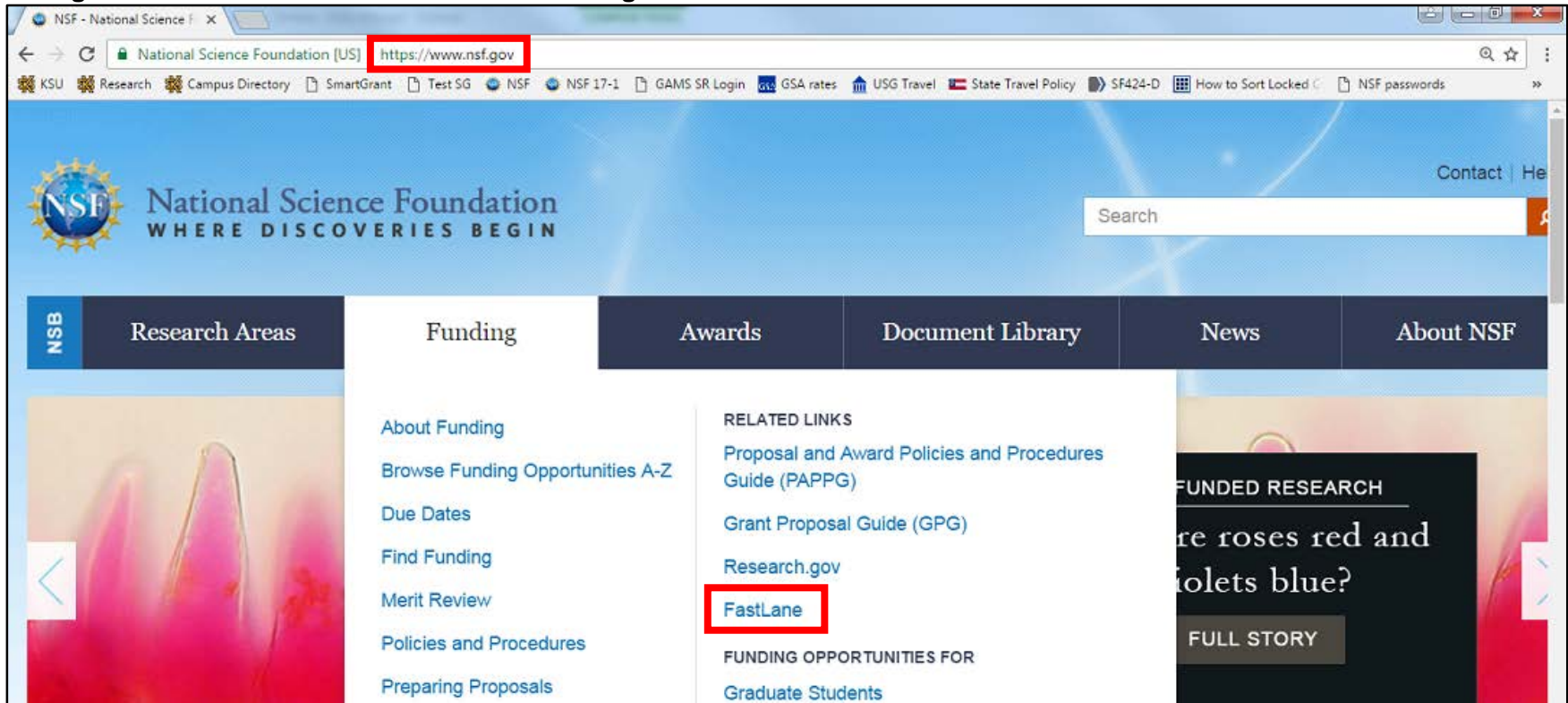
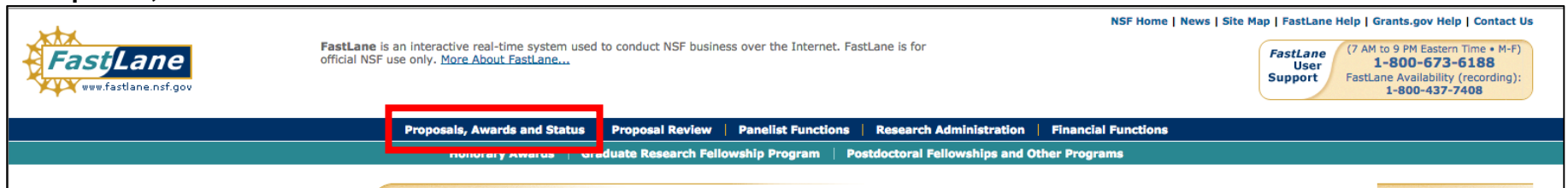


## How to Update Your NSF FastLane Profile

### 1. Go to nsf.gov and click “FastLane” under the “Funding” tab



### 2. Click “Proposals, Awards and Status”



3. Type in your Last Name, NSF ID, and Password. Then click “Log In”

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

**FastLane**  
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

**FastLane User Support**  
(7 AM to 9 PM Eastern Time • M-F)  
**1-800-673-6188**  
FastLane Availability (recording):  
**1-800-437-7408**

**Proposals, Awards and Status** | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

**Quick Links**

- ▶ [Help for Proposal Preparation](#)
- ▶ [Frequently Asked Questions About FastLane Proposal Preparation](#)
- ▶ [Proposal & Award Policies & Procedures Guide](#)
- ▶ [Deadlines and Target Dates](#)
- ▶ [Lookup NSF ID](#)

**Proposals, Awards and Status**

Log in for the following permission-based functions:

- ▶ **Proposal Functions**
  - Letters of Intent
  - Proposal Preparation
  - Proposal Status
  - Display Reference Status
  - Revise Submitted Proposal Budget
  - Proposal File Update
- ▶ **Award and Reporting Functions**
  - Notifications and Requests
  - Continuation Funding Status
  - View/Print Award Documents
  - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)

**PI/Co-PI Log In**

Last Name:

NSF ID:  [Privacy Act](#)

Password:

[Forgot Password?](#)  
[Lookup NSF ID](#)

4. Select “Change PI Information”

NSF

FastLane

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**Quick Links**

- ▶ [Help for Proposal Preparation](#)
- ▶ [Frequently Asked Questions About FastLane Proposal Preparation](#)
- ▶ [Grant Proposal Guide](#)
- ▶ [Deadlines and Target Dates](#)
- ▶ [Change Password](#)

**Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management**

**What Do You Want To Work On?**

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)
- ▶ [Research.gov Functions](#)

## 5. Click "Edit PI Information"

FORM: GNPPA1Main

### 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**

**Go Back**

Name	<b>Kelly Millsaps</b>	Phone	<b>(770) 423-6036</b>
Organization	<b>Kennesaw State University 0015776000</b>	Fax	<b>No Valid Number Provided</b>
Department	<b>Office of Research</b>	E-Mail	<b>kmillsa3@kennesaw.edu</b>
Address	<b>1000 Chastain Rd., #0111 Kennesaw, GA 301445591</b>		
Country	<b>US</b>		

## 10. Update account information as necessary and click "Save Changes"

### Edit Principal Investigator's (PI) Information

[Why this information is being requested](#)

**Warning !**

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields.
- Updating PI Information will only update the most current institution data.

First Name:  Middle Initial:  Last Name:

Organization: **Kennesaw State University** Institution Identification Number: **0015776000**  
[Change Institution](#)

Department:

Street:   
Additional:   
City:  State:  (Foreign address, Skip it)  
Zip:  (Foreign address, Skip it)  
Country:

Phone:  Fax Number:   
Degree Year:  Degree Type:

E-Mail Addr:

Gender:  Female  Male  Do not wish to provide

**Disability (select one or more)**

Hearing Impairment  
 Visual Impairment  
 Mobility/Orthopedic Impairment  
 Other (Enter Description):   
 None

**Ethnicity (choose one)**

[Ethnicity Definitions](#)  
 Hispanic or Latino  
 Not Hispanic or Latino  
 Do not wish to provide

**Race (select one or more)**

[Race Definitions](#)  
 American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

**Citizenship (choose one)**

U.S. Citizen  
 Permanent Resident  
 Other non-U.S. Citizen  
 Do not wish to provide

Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

**Save Changes** [Cancel Changes](#) [Go Back](#)