UO GUIDE TO
“NSF FASTLANE”

Production FastLane server at https://www.fastlane.nsf.gov/fastlane.htm

Test server for practice at https://www.fldemo.nsf.gov/

FastLane Overview

Introduction
FastLane is an interactive real-time system used to conduct National Science Foundation business and to disseminate information to the public over the Internet. It has been in existence since 1995. The original purpose of FastLane was to experiment with ways to use the World Wide Web to facilitate business transactions and the exchange of information between the National Science Foundation and its client community including researchers, reviewers, research administrators, and others doing business with NSF.

There are now over 5000 registered FastLane organizations and the number continues to grow. FastLane is currently being used by NSF and its client community for all proposal, review, and award interactions.

System Software Requirements
To use FastLane you need:
A forms-capable browser (Netscape 3.0 or higher, or Microsoft Internet Explorer 4.0 or higher)
Adobe Acrobat Reader 4.0 or higher
Word Processing software

FastLane Support Numbers
UO Office of Research Services and Administration (ORSA): 6-5131 general help, 6-0720 software/hardware issues
FastLane User Support number: 1-800-673-6188
FastLane Availability (Recording): 1-800-437-7408

Registration and Password
Once your institution is registered, the next step is to obtain a FastLane account via your organization’s SRO (Sponsored Research Office). At the University of Oregon, this is the Office of Research Services and Administration (ORSA, ext. 6-5131). This registration process includes selection of a password. All those who need to work on an NSF proposal, including Principal Investigators (PIs), research assistants, college and department business officers and support staff, and graduate students, should get his or her own FastLane account.

All FastLane users can change their password themselves using the Password Reset Link located on any Login Screen. Note: This method can only be used if FastLane has
an e-mail address already on record for the user. After clicking on the Password Reset link, a screen is displayed where the user enters his/her SSN, Last Name, and E-Mail address.

Proposal Preparation

Once you have received a password from your Organization’s Sponsored Research Office (SRO) and are in NSF’s PI table, you can begin the process of creating a real proposal. This section describes the process you go through for preparing a proposal for submission via FastLane. This publication is intended as a general training and reference guide, and you should always consult the Grant Proposal Guide (GPG), NSF’s authorized guide for providing instructions on the preparation and submission of proposals to the NSF. The GPG can be accessed at the following web site: http://www.nsf.gov/cgi-bin/getpub?gpg and includes the latest addendum dated June 1, 2001. A link to the GPG is also available under PI/Co-PI log-in from the FastLane home page.

Format of a Proposal

Proposals must conform to the instructions provided in the Grants Proposal Guide (GPG). Conformance is required and is strictly enforced unless a deviation has been approved. Any deviations from these instructions must be authorized in advance and in writing by the NSF. Listed below are the formatting requirements for a proposal:

♦ Proposal Pagination - FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a PDF file must be paginated.
♦ Proposal Margins - Proposals must have 2.5 cm margins at the top, bottom, and on each side.
♦ Spacing Requirements - The type size must be clear and legible, and conform to the following three requirements:
  1. The height of the letters must not be smaller than 10 point
  2. Type density must be no more than 15 characters per 2.5 cm
  3. No more than 6 lines must be in a vertical space of 2.5 cm

NOTE: Some fonts used by PIs that meet these requirements include Helvetica 10.5, Times 11 or 12-- postscript font, or Arial 12 (but not Times New Roman 11). However, it depends entirely on the set up of individual computers. Always measure portions of printed text from documents you have uploaded to FastLane, to be sure the type size will meet NSF requirements.

The narrative portions of the proposal (Project Summary, Project Description, Budget Justification, Biographical Sketches, References Cited) can be created in a word processor of your choosing and then uploaded into the FastLane system. FastLane will automatically convert them into PDF format. The information for other forms (Cover Sheet, Facilities and Equipment, Current and Pending Support) is entered directly into online forms. The Budget can be entered in directly on the online forms, or you can download and edit a specially coded Microsoft Excel spreadsheet, then upload the completed spreadsheet file to the FastLane system.
Logging into FastLane to Prepare a Proposal

There are now two separate logins on the FastLane home page (www.fastlane.nsf.gov) for logging into FastLane to prepare a proposal. They are located under the FastLane Registered Institution Applications under the PI/Co-PI Functions column. One is for PIs and Co-PIs to login with and the other is for anyone else who needs to work on the proposal. Staff in ORSA can assist with proposal problems by logging in with the proposal PIN.

- Click on the Proposal Functions link. A screen is displayed showing all the Proposal functions a PI can perform.

- Click on the Proposal Preparation link. A screen is displayed showing all your personal information that is currently stored in the NSF PI database. This information is requested because the Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, and ethnicity.

- Click on the Prepare Proposal button. The Proposal Actions screen is displayed.

On the Proposal Actions screen, you can click on the Create Blank Proposal button, or select a proposal in progress then click on one of the buttons directly beneath the list box such as the Edit button. All the Proposal Action screen buttons are described below:

**Edit** - If you wish to continue to work on a proposal in progress, click on the temporary proposal id number from the list and then click on the Edit button.

**Delete** - Deletes a proposal from FastLane.

**Check** - Checks all the sections of your proposal and then displays a Proposal Check Status Report. This report will show you any problems with your proposal that will prevent submission of it.

**Save as Template** - After completing your proposal, you may wish to use this button to save it as a template so that you can use it to help you create your next proposal to the NSF.

- **Allow SRO Access** - Allows you to give your SRO access rights to your proposal. The three options are 1) Allow SRO to only view proposal but not Submit; 2) Allow SRO to view and edit but not submit proposal; and 3) Allow SRO to view, edit and submit proposal.

- **Proposal PIN** - Assigns a PIN to the proposal. A PIN enables you to give another authorized FastLane user other than a PI or Co-PI, access to your proposal. A FastLane user who has the proposal number and proposal PIN may access and modify the proposal within FastLane by entering his/her own last name, SSN, and FastLane Password as well as the proposal number and proposal PIN. This user bypasses the
Proposal Actions screen and proceeds directly to the Form Preparation screen, preventing him/her from being able to Allow SRO Access to the proposal.

Print - Allows you to print individual sections of the proposal or the entire proposal.

Create Blank Proposal - Brings up the Form Preparation screen to create a new proposal.

Use Template - Displays a screen listing all the template proposals that you have created. You can select one to use or delete on this screen.

SBIR/STTR Phase I - Use this button to create a proposal responding to a Program Announcement for a Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Project.

SBIR/STTR Phase II - Only NSF SBIR/STTR Phase I grantees that have submitted Phase I final reports and have been accepted by the SBIR Program Manager are eligible to submit SBIR/STTR Phase II proposals to NSF.

Proposal PINs
To use the Other User Login, there must be a PIN assigned to the proposal. Only the PI or Co-PI can assign or change a proposal-specific PIN. To create a PIN, click the Proposal PIN button on the Proposal Actions screen to display the Proposal PIN screen. Select the asterisks in the first box and enter a four character PIN. Proposal PINs can be any four characters (numbers or letters) but unlike your password they are case sensitive. Select the asterisks in the second box and reenter your PIN then click on the OK button. A new screen is displayed stating that the PIN was changed for your proposal. Click on the OK button again to return to the Proposal Actions screen. NOTE: If you forget the PIN, you may go in and assign the proposal a new PIN without having to recall the old PIN. ORSA staff can assist with proposal problems on-line if given the proposal PIN.

Other User Login
If you are a FastLane user but not the PI or a Co-PI on the proposal then you need to click on the Other User Login link to work on it. Enter your Last Name, SSN, Password, Proposal ID, and the Proposal PIN and then click on the Proposal Preparation button.

Using FastLane Forms
Clicking on the Create Blank Proposal button or selecting a proposal in progress and clicking on the Edit button will bring up the Form Preparation screen. This screen displays the names of all the forms available on a proposal with a GO button to the left of each one to access it. On the right side of the screen are Navigation buttons to quickly access all the different parts of the proposal. The proposal's temporary number, located at the top of the screen, is important in case the PI needs to contact ORSA or the FastLane Help Desk. As soon as the proposal's title is saved on the Cover Sheet form, it will appear underneath the temporary number.
Proposal Cover Sheet
The Cover Sheet is the first form that the PI creates. It is made up of the following four sections:
1. Awardee/Performing Organization Selection
2. Program Announcement/Solicitation/Program Description No.
3. NSF Unit Consideration
4. Remainder of Cover Sheet

Click on the GO button next to Cover Sheet, on the Form Preparation screen, to display it. To save the Cover Sheet, click on the OK button at the bottom of the page. A new screen will be displayed. Scroll up to the top of the screen. A message is displayed stating that your Cover Sheet has been saved. Clicking on the OK button will return you to the Form Preparation screen.

Awardee/Performing Organization Selection –
To change this information, click on the GO button next to it. A screen is displayed allowing you to change either the Awardee Institution or the Performer/Researcher Institution. The instructions for changing either one are the same so to explain the process let us pretend that you need to change the Performing Institution.

Click on the Change Performer/Researcher Institution button. A screen is displayed to search for the new Institution.

With the Begins With option selected, enter the first part of the Institution's name. After clicking on the Locate Performer/Researcher button, a list of the Institutions that match your search criteria is displayed. Click on the Institution you want and then click on the Select Performer/Researcher button. A message is displayed stating that the Performing Institution was changed. Click on the OK button to return back to the form allowing you to change the Institutions. If no other modifications need to be made, click on the GO BACK button to return to the Cover Sheet.

Program Announcement/Solicitation –
Click on the Go button next to this section to select the name of the Program Announcement/Solicitation for your proposal. A screen is displayed with a list of all the programs. Select the appropriate Program Announcement/Solicitation item for your proposal. If the proposal is not in response to any program, then GPG-Grant Proposal Guide should be selected for an unsolicited proposal.

NSF Unit Consideration –
If a Program Announcement/Solicitation was selected, this section will be automatically filled in with the appropriate division(s) and program(s) for that program announcement. In the situation where the Program Announcement has more than one area of interest, or the GPG was selected, a review unit must be chosen in this section.
**Remainder of the Cover Sheet**
Click on the GO button next to this section and a page is displayed with links for the different parts of this section.

**Project Title**
The title for the proposal is entered here. The title should be brief, scientifically or technically valid, intelligible to a scientifically or technically literate reader, and suitable for use in the public press. The title has a maximum limit of 180 characters.

**Budget and Period**
**Requested Amount** - This amount is automatically filled in when the Budget form is saved. If the budget form is not going to be filled out, then the requested amount should be entered here.
**Proposal Duration** - The duration of the project in months for which support is requested. The proposed duration must be consistent with the nature and complexity of the proposed activity.
**Requested Starting Date** - The requested start date (MMDDYY format) for the proposal is entered here. Except in special situations, requested starting dates must allow at least six months for NSF review, processing and decision.

**Program**
The Program Announcement/Solicitation Number, Closing Date, and NSF Organization Unit(s) are listed here. The Closing Date is the date that the proposal needs to be submitted by. If there is more than one date, click on the list box and choose the appropriate one.

**PI and Co-PI**
The PI information is automatically filled in. All modifications to this information need to be made by selecting the Edit PI Info link on the FastLane home page or via the Proposal Preparation screen and clicking on the Edit PI Info button.

Enter the SSNs for each Co-PI (maximum 4) and then click on the OK button at the bottom of the page to save. The Co-PIs entered here will be available on other forms in the proposal. The SSNs will not be saved unless these people are already on the NSF PI table. The Organizational Management application, accessible via the FastLane home page, can be used to add the Co-PIs. If the Co-PI is not with the Organization, an e-mail needs to be sent to fastlane@nsf.gov to ask that the person be added to the PI table.

Once the Cover Sheet is saved, the Co-PI names are displayed in alphabetical order and a Remove Co-PI checkbox is displayed next to each one.

**Type of Application**
Select the appropriate option if either a Renewal or an Accomplishment Based Renewal and then type in the previous NSF Award number. In a traditional Renewal Proposal, the proposed work is documented and described as fully as though the proposer were applying for the first time. For an Accomplishment-Based Renewal (ABR) proposal, the
project description is replaced by copies of no more than six reprints of publications resulting from the research supported by NSF during the preceding proposal period, plus a brief summary of plans for the proposed support period.

If your Proposal is a preliminary proposal and not a full proposal then select the Preproposal checkbox. If your Proposal is a full proposal and it is related to an associated preproposal, enter the preproposal ID into the associated Preproposal ID box.

If your proposal is also being submitted to other Federal agencies, type their abbreviated names (10 characters max) into the Agency name boxes.

Awardee Organization -
The Awardee Organization Information such as the Organization name, address, Organization code, DUNS Number, and EIN or TIN number is automatically displayed if the information was entered when registering the Organization. If the DUNS number is not on the Cover Sheet, it can be added by SRO at the time of proposal submission. Profit making organizations must certify their status by checking each of the appropriate organization type boxes that apply to them. Below are the choices and the guidelines for each.

For Profit - US commercial organizations, especially small businesses with strong capabilities in scientific or engineering research or education.
Small Business - must be for profit, privately owned, no more than 500 employees, and not be dominant in its field. This box must be checked also when the proposal involves a cooperative effort between an academic institution and a small business.
Minority business - at least one or more minority or disadvantaged individuals must own 51 percent of the business. If it is a publicly owned business, at least one or more minority or disadvantaged individuals must own 51 percent of the voting stock. One or more such individuals must also control the management and daily business operations.
Woman owned business - must be at least 51 percent owned by a woman or women, who also control it and operate it.

Performing/Research Organization -
This information is automatically displayed. It can be changed in the first section of the Cover Sheet.

Other Information - (relevant sections in the GPG are referenced)
Beginning Investigator (GPG I.A) - This box should be checked if the proposer has never been a PI or co-PI on a federally funded award with the exception of doctoral, dissertation, postdoctoral fellowship or research planning grants.
Disclosure of Lobbying Activities (GPG II.C) - This box needs to be checked when the proposal exceeds $100,000.
Proprietary and Privileged Information (GPG I.B,II.C.6) - This box must be checked when the proposal contains patentable ideas, trade secrets, privileged or confidential commercial or financial information, where the disclosure of this information would harm the proposer. This type of information should be clearly marked in the proposal or included as a separate statement in a sealed envelope.
accompanying the signed proposal Cover Sheet. The envelope should read “For NSF Only, Not for Reviewers”

**National Environmental Policy Act (GPG II.C.9)** - This box needs to be checked if the proposal involves activities that have an actual or potential impact on the environment.

**Historic Places (GPG II.C.9)** - This box should be checked if the proposal involves research in a location designated, or eligible to be designated, a registered historic place.

**Small Grant for Explor. Research (SGER) (GPG II.C.11)** - This box should be checked if the proposal is classified as an SGER proposal. SGER is a grant-making mechanism for use by NSF Program Offices to fund small-scale, exploratory, high-risk projects in fields of science, engineering, and education normally supported by NSF. It is an alternative method that allows Program Officers to make small grants based on their own judgment, without formal external review.

**Vertebrate Animals (GPG II.C.11)** - This box needs to be checked if the proposal involves experiments with vertebrate animals.

**IACUC App. Date (MM/DD/YY)** - No vertebrate animals may be involved in any NSF-supported project until the project has been reviewed and approved by the appropriate Institutional Animal Care and Use Committee (IACUC) as required by the Guide for the Care and Use of Laboratory Animals. The date of approval must be entered into this box. If pending, leave box empty.

**Human Subjects (GPG II.C.11)** - This box needs to be checked if human subjects are involved for the research in the proposal.

**Exemption Subsection** - Exempt from coverage under the Common Rule (Federal Policy for the Protection of Human Subjects). Entered in the exemption box needs to be the subsection that relates to the exemption in the Code of Federal Regulations (CFR). Contact the institution’s IRB for information on this category.

**IRB App. Date (MM/DD/YY)** - The Institutional Review Board Date of Approval for human subjects. (MMDDYY format). This review is to guarantee the protection of human subjects under the Common Rule. If pending, leave box empty.

**High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (GPG I.E.1)** - This box needs to be marked if the proposal contains High Resolution Graphics or Other Graphics Where Exact Color Representation Is Required For Proper Interpretation by NSF reviewers. For cost and technical reasons, the Foundation cannot, at this time, reproduce proposals containing color. PIs who must include in their project descriptions very high resolution graphics or other graphics where exact color representations are required for proper interpretation by the reviewer, must submit the required number of copies of the entire paper proposal for use in the review process. This submission is in addition to the electronic submission of the proposal via FastLane. Upon submission of the proposal, the proposing organization will be notified of the required number of paper copies of the proposal that must be submitted to NSF. Such proposals must be postmarked within five working days following the electronic submission of the proposal.

**International Cooperative Activities Country Name (Abbrev. 4 Letters Max)** – This box needs to be checked if the proposal is a cooperative project involving US and foreign organizations. NSF support should be requested only for the US portion of the collaborative effort. The abbreviated names (max 4 letters) of the countries need to be entered into the Country Name boxes.
Certification and Authorized Organization Representative -
The Authorized Organization Representative (AOR) must check Yes or No in reply to the Debarment question. If the answer is Yes, an explanation needs to be typed into the text box.

Type in the Name/Title, Email #, Phone, and Fax of the AOR (one of the designated authorizing officials in ORSA). The phone and fax should be entered as numbers only. No special characters or commas are allowed. If the PI does not know the AOR information, it can be left blank and then filled in by the Sponsored Research Office (SRO) when the proposal is submitted. ORSA staff will check this information prior to electronic signature and submission of the proposal.

PI-- CoPI Information -
Click on the GO button next to the PI CoPI Information form. A screen is displayed with PI Co-PI data. This screen cannot be updated. The PI or Co-PI must access Proposal Preparation or click on Edit PI info on the FastLane home page to update his or her information. Click on the GO BACK button to return to the Form Preparation screen.

PDF File Conversion
Portable Document Format (PDF) files allow users on different platforms (e.g. Windows, Mac and UNIX) to view files as originally intended by the author, if created properly. Proposals often contain images, graphics, equations and various character sets (e.g. Greek letters). At least one-quarter of NSF proposal writers work in each of the following platforms: Windows, Macs and UNIX. PDF offers reproducible results and multi-platform support for viewing and printing by reviewers and NSF staff (again, if the original files contain the proper format). This document type permits easy viewing by reviewers and allows authors to: retain margins; keep pagination and line breaks; generate files in various word processors on PCs, Macs and UNIX systems; display equations; and maintain control of images.

For the file to be read as the author originally intended, by reviewers and NSF staff, your PDF file must be complete (e.g. it must contain embedded in the file all non-standard font characters that you used). Otherwise, PDF viewers will substitute other fonts that may or may not appropriately represent the original characters used by the author.

The Project Description form of a proposal must be in PDF format. A PDF file can also be created for any other form that you access on the Form Preparation screen that has a Transfer File button located beneath the Web text block, including:

- Project Summary
- References Cited
- Biographical Sketches
- Budget Justification
- Current/Pending Support
- Facilities/Equipment/Other Resources
Supplementary Documentation.

For further information on PDF creation, please view the document entitled “FastLane PDF Instructions for Proposal Preparation and Project Reporting.” The web address for this document is https://www.fastlane.nsf.gov/documents/pdf_create/pdfcreate_01.jsp.

**FastLane Converts Word Processor Files to PDF**

FastLane now supports file uploads in a variety of formats including Word, WordPerfect, PostScript and TeX (MiKTeX1.20e). These files are converted into PDF by the FastLane server and displayed back to the user for their acceptance. See the FastLane homepage link to “Upload Files in Other Formats” for more details.

Prior to initiating any file transfers to NSF FastLane, you must have Acrobat Reader installed on your workstation. This program is free, and available from Adobe at http://www.adobe.com/support/downloads/

NOTE: As of May 2001, Adobe has released Acrobat 5. Initial user feedback reveals that this is an unstable release, prone to many errors. At this time, we recommend that Acrobat 4.06 be used. If you must use version 5, be sure to allow extra time to test and proof your work.

Contact ORSA with any questions or problems with PDF file creation or uploading into FastLane.

**Project Summary**

The summary should be a synopsis of the proposed activity suitable for publication and not more than one page in length, please refer to the Program Announcement. It should be a description of the activity that would result if the proposal were funded. The summary should be written in third person and include a statement of objectives, methods to be employed and the potential impact of the project on advancing knowledge, science and mathematics education, and/or human resource development. It should be informative to other people working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate reader. To access the Project Summary form, click on the **GO** button next to **Project Summary** on the Form Preparation screen. A screen is displayed with a web text block.

***You can prepare the Project Summary three different ways***

1. Enter the text directly into the text block, click on the **OK** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **OK** button to save it, then click on the **OK** button again to confirm the save and return to the Form Preparation screen.
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Form Preparation screen.
NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

***The three options given for preparing a proposal section in FastLane apply to the Project Summary, References Cited, Biographical Sketches, Budget Justification, Current/Pending Support, Facilities/Equipment/Other Resources, and Supplementary Documentation.

Table of Contents
The Table of Contents is automatically generated for the proposal by the FastLane system. It shows the total number of pages for each section. The proposer cannot edit this form.

Project Description
The Project Description is the only form in the proposal that is required to be in PDF format. It should be a clear statement of the work to be undertaken as directed in the Program Announcement. It could include objectives for the period of the proposed work and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere. The statement should outline the general plan of work, including the broad design of activities to be undertaken, an adequate description of experimental methods and procedures and, if appropriate, plans for preservation, documentation, and sharing of data, samples, physical collections and other related research products.

The statement also should indicate any broader impacts of the proposed activity, addressing the following: indicate how the project will integrate research and education by advancing discovery and understanding while at the same time promoting teaching, training, and learning; discuss any ways in which the proposed activity will broaden the participation of underrepresented groups; if relevant, discuss how the project will enhance the infrastructure for research and/or education, such as facilities, instrumentation, networks, and partnerships; indicate how the results of the project will be disseminated broadly to enhance scientific and technological understanding; and, identify potential benefits of the proposed activity to society at large.

NOTE: The Project Description (including Results from any Prior NSF Support, which is limited to five pages) may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. Conformance to the 15-page limitation is strictly enforced and may not be exceeded unless a deviation has been specifically authorized. Reducing margin or font size to accommodate more text in the 15 pages will likely make the proposal ineligible.

To access the Project Description form, click on the GO button next to the Project Description link on the Form Preparation screen. The Upload File Preparation screen is displayed. Refer to the PDF File Conversion section of this document for information on
how to perform a File Upload.

**References Cited**
Reference sources for the information that is in the different sections of your proposal must be included in the References Cited section. Each reference must include the names of all authors (in the same sequence in which they appear in the proposal), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically. There is no established page limitation for the references, but this section must include bibliographic citations only. To complete this section, click on the GO button next to References Cited on the Form Preparation screen. A screen is displayed with a web text block.

***You can prepare the References Cited form three different ways***
1. Enter the text directly into the text block, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen
3. Click on the Transfer File button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the GO BACK button to return to the Form Preparation screen.

**NOTE:** The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

**Biographical Sketches**
A biographical sketch is required for all PI/Co-PIs and senior personnel listed to work on the proposed project. The bio sketches can be entered individually or as one large document attached to the PI's name. This section is limited to two pages, please refer to the Program Announcement. The following information must be provided in the order and format specified.

**Professional Preparation** - A list of the individual’s undergraduate and graduate education and postdoctoral training as indicated below:

*Undergraduate Institution(s) Major Degree & Year*
*Graduate Institution(s) Major Degree & Year*
*Postdoctoral Institution(s) Area Inclusive Dates (years)*

**Appointments** - A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

**Publications** - A list of up to 5 publications most closely related to the proposed project and a list of up to 5 other significant publications, whether or not related to the proposed project. Each publication identified must include the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically. For unpublished manuscripts, list only those
submitted or accepted for publication (along with most likely date of publication). Patents, copyrights and software systems developed may be substituted for publications.

**Synergistic Activities** - A list of up to five examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training, contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization.

**Collaborators & Other Affiliations** - The information in this part of the biographical sketch is used to help identify potential conflicts or bias in the selection of reviewers for the proposal.

**Collaborators** - A list of all persons in alphabetical order who are currently or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of this proposal. Include collaborators on this proposal. If there are no collaborators, this should be indicated.

**Graduate and Postdoctoral Advisors** - A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations.

**Thesis Advisor and Postgraduate-Scholar Sponsor** - A list of all persons over the last five years with whom the individual has had an association as thesis advisor or postgraduate-scholar sponsor. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.

**Other personnel categories** - For the categories listed below, the proposal also may include information on exceptional qualifications that merit consideration in the evaluation of the proposal.

*Postdoctoral associates*
*Other professionals*
*Students (research assistants)*

To complete the Biographical Sketches section, click on the **GO** button next to **Biographical Sketches** on the Form Preparation screen. A screen is displayed with the names of all the PI/Co-PIs and Senior Personnel. Click on the **Go** button next to the person’s name. A web text block is displayed to enter a bio sketch for the selected person.

***You can prepare the Bio Sketch form three different ways***
1. Enter the text directly into the text block, click on the **OK** button to save it, then click on the **OK** button again to confirm the save and return to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **OK** button to save
it, then click on the **OK** button again to confirm the save and return to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen.

3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file you are returned to the Bio Sketch Selector screen. When finished with all the bio sketches, click on the **GO BACK** button to return to the Form Preparation screen. You can also upload all of the bio sketches for the proposal as one PDF file by clicking on the PI's Name, choosing the file, and clicking on the **Transfer File** button.

**NOTE:** The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

### Add/Delete Non Co-PI Senior Personnel

To add or delete senior personnel to the proposal, click on the **GO** button next to **Add/Delete Non Co-PI Senior Personnel** on the Form Preparation screen. The **Edit List of Senior Persons on Proposal** screen is displayed. **NOTE:** It is important to complete this form before doing the Budget form since you need to include all your senior personnel in your budget.

**Adding Senior Personnel**

1. Enter the **First Name**, **MI**, and **Last Name** of each person.
2. Click on the **Add Non Co-PI Senior Person to Proposal** button to add them to the proposal. A Bio Sketch and Pending Support form must also be filled out for each senior personnel.
3. After all the senior personnel are entered, click on the **GO BACK** button to return to the Form Preparation Screen.

**Deleting Senior Personnel**

1. Click on the senior person that you wish to delete.
2. Click on the **Delete** button. A message is displayed stating that all the information, including the bio and budget info, for this person is going to be deleted. It also warns that the action is not reversible.
3. Click on the **OK** button to confirm deletion. A message is displayed saying that all the data for the person was deleted.
4. Click on the **OK** button again to return to the Edit List of Senior Persons on the Proposal screen.
5. Click on the **GO BACK** button to return to the Form Preparation screen.

### Budget

To prepare the budget(s), click on the **Go** button next to **Budgets (Including Justification)** on the Form Preparation screen. The **Budget Organization Selector** screen is displayed. This screen lets you create budgets for more than one organization (including subcontract institutions working on the project). If budgets for other organizations need to be created, you first need to click on the **Add New Org.** button, search for and select the correct organization, and click on the **OK** button. (To delete an organization from this list, click on the **Delete** button).
If you only want to create a budget for the proposal's awardee organization (the only organization to initially show up on the "Budget Organization Selector" screen), click on the Use button, which brings up the Budget Year Selector page. You can then prepare the budget in FastLane or you can upload your Budget as an Excel Spreadsheet. Listed below are instructions on how to create a budget using both methods.

Preparing the Budget using FastLane
1. First select the budget year that you wish to create, from the list on the right side of the Budget year box, and click on the Create button.
2. From the budget year list on the left side of the Budget Year box, select the budget year to work on and click on the Edit button. This will bring up the Budget Section Selector screen. Below is a listing of all the budget items and a description of each one.

♦ Senior Personnel - The names of the PI(s) and other senior personnel and the estimated number of full-time equivalent academic (E year, summer, or calendar-year) person-months for which NSF is funding is requested and the rates of pay, must be listed. After the budget year is saved, the personnel will be alphabetized.
♦ Other Personnel - Faculty members such as Post Doctoral Associates and Other Professionals have their time and salary recorded the same as Senior Personnel. For graduate and undergraduate students, secretarial, clerical, technical, etc., whose time will be charged directly to the project, only the total number of persons and total amount of salaries per year in each category is required.

The proposing organization may request that salary data on senior personnel not be released to persons outside the Government during the review process. In such cases, the item for senior personnel salaries in the proposal may appear as a single figure and the person-months represented by that amount omitted. If this option is exercised, senior personnel salaries and person-months must be itemized in a separate statement, a single copy of which must accompany the signed Cover Sheet. This statement must include all of the information requested on the Proposal Budget for each person involved. NSF will not forward the detailed information to reviewers.

♦ Fringe Benefits - If the Organization treats its contributions to employee benefits (social security, retirement, etc.) as direct costs, NSF grant funds may be requested to defray such expenses as a direct cost, but only in proportion to salaries and wages requested in the budget.
♦ Equipment - All equipment costing more than $5,000 must be listed. Equipment costing less can be lumped together as Misc. Equipment and then be justified under the Budget Justification. (F&A or indirect costs are not charged by UO on this cost category.)
♦ Travel - Travel and its relation to the proposed activities must be specified and itemized by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under NSF grants must travel by US flag carriers, if available. Travel is classified under two categories on the proposal:
Domestic Travel includes travel in the US, its possessions, Puerto Rico, and travel to Canada and Mexico.

Foreign Travel includes travel outside the areas specified under domestic travel. If foreign travel is specified, the proposal must include the names of the countries to be visited, dates of visits if known, and justification for any foreign travel planned in connection with the project.

♦ Participant Support Costs - This budget category refers to costs of transportation, per diem, stipends and other related costs for participants or trainees (but not employees) in connection with NSF-sponsored conferences, meetings, symposia, training activities and workshops. The number of participants to be supported must also be entered. These costs also must be justified in the budget justification section of the proposal. (*F&A or indirect costs are not charged by UO on this cost category unless allowed under special program guidelines such as the REU.*)

♦ Other Direct Costs - Any other directs costs not specified in any of the above categories must be identified here. These costs must be itemized and justified in the budget justification. Under Subawards, line G.5., type in the total for all subcontract budgets for other institutions working on the project. Subcontract budgets must be included with detailed budgets for each year. To prepare and review the subcontract budgets, the subcontract institution can access the proposal budget in several ways:
  1. through a proposal PIN assigned by the PI at the prime institution,
  2. through a Co-PI at the sub institution, who can log on directly, or
  3. by passing a spreadsheet between institutions for final uploading into FastLane.

Alternatively, the prime institution can prepare the subcontract budgets, as long as the correct subcontract institution name and ID number can be determined from the FastLane institution list and the subcontract institution has approved the budget rates for salaries, benefits, tuition, equipment, F&A, etc. The NSF no longer requires that the subcontract budget be signed by the subcontract institution’s PI and Authorized Organizational Representative (AOR), and mailed to NSF; however, UO must have these signatures prior to proposal submission as evidence of the collaborating institution's approval. (*F&A or indirect costs are charged by UO on the first $25,000 of each subcontract in the budget.*)

♦ Indirect Costs - Also known as Facilities and Administrative Costs (F&A). If an organization has no established indirect cost rate, it should contact the Cost Analysis/Audit Resolution Branch of NSF’s Division of Contracts, Policy and Oversight. Unless otherwise indicated in a specific program solicitation, it is NSF policy that grantees are entitled to reimbursement from grant funds for indirect costs (F&A) allocable to the NSF share of allowable direct costs of a project. The indirect cost rate must be a whole number. For example, if the cost rate is 49%, type in 49.

♦ Residual Funds - This is used only for budgets for incremental funding requests on continuing grants. Grantees must provide a rationale for residual funds in excess of 20% as part of the annual project report.

♦ Cost Sharing Proposed Level - If the cost share is the statutory 1%, there will not be anything listed. Otherwise, the Organization can offer their own cost share
commitment or a specific Program Announcement may require a cost share proportion.

3. After entering the budget data on the Budget Section Selector screen, click on the **Save and Calculate** button located at the bottom of the screen. The Calculate button calculates all figures on the form that can be calculated. When you hit this button, you will be taken to the top of the form.

4. Click on the **Go BACK** button to return to the Budget Year Selector page.

5. To create a second budget year, select **Year 1** and then click on the **Copy** button. The Copy screen is displayed.

6. Enter the number **2** for the year that you wish to copy to and click on the **Copy** button. A screen is displayed with the message "Year was copied successfully".

7. Click on the **GO BACK** button to return to the Budget Year Selector Form.

8. With the Budget Year Selector form displayed, select the new year, click on the **Edit** button to make the appropriate changes to that year, and then click on the **Save and Calculate** button to calculate the totals for that budget year and to save the changes.

After all the budget years are completed and saved, the cumulative budget is calculated automatically from the budget year forms.

9. Click on the **Print** button on the Budget Year Selector Form's navigational toolbar if you want a copy of all the budget year forms followed by the cumulative budget.

### Creating your Budget as an Excel Spreadsheet

You can also create your budget in Excel and then upload it into FastLane by performing the following steps.

1. Click on the **Spreadsheet Support** button from the Budget Year Selector screen.

2. Click on the **Download** button to download a spreadsheet template from FastLane to complete within Excel. The Unknown File Type dialog box appears.

3. Click on the **Save File** button. The Save As dialog box is displayed.

4. Click on the list box down arrow of the **Save In:** box and select the folder where you wish to save the file.

5. In the **File Name** Box, enter a name for the file with a .xls extension

6. Click on the **Save** button

7. Launch Microsoft Excel and open the file. A spreadsheet template for your budget is displayed.

8. The following instructions are important for filling in your budget data:
   - **Do not enter anything in the red cells.** They contain formulas.
   - **FastLane ignores all data in cells that are not yellow or red.**

9. After completing all the data for **Year1**, click on the **Create New Budget Years** button to create additional years based on **Year1**. A dialog box is displayed asking you to enter the number of years that you want to add.

10. Enter the number of years and click on the **OK** button. The additional worksheets for those requested years are added to your workbook.

11. Modify the additional worksheets.

12. After all the data is entered for your years, choose **File/Save As** to save your workbook.
13. Verify that it is being saved to the correct location and the format should be Microsoft Excel 5.0/95 Workbook.
15. Click on the Browse button to upload your Excel file into FastLane.
16. Change the Look In: box to the name of folder where your Excel file is located and change the Files of Type box to All Files.
17. Select the file and click on the Open button. The complete pathname of the file is entered into the Upload box.
18. Click on the Upload button. The Uploaded information is displayed on your screen in a table format.
19. Click on your Browser's Back button to return to the Spreadsheet Support form.
20. Click on the GO BACK button at the bottom of the form to return to the Budget Year Selector form.
21. You can edit the budget by clicking on the appropriate year and using the FastLane forms.

**Budget Justification**
Click on the Budget Justification button on the Budget Year Selector form. The Budget Justification form is displayed. The Budget Justification has a three-page limit.

***You can prepare the Budget Justification form three different ways***
1. Enter the text directly into the text block, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Budget Year selector screen. Click twice on the GO BACK button to return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Budget Year Selector screen. Click twice on the GO BACK button to return to the Form Preparation screen.
3. Click on the Transfer File button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click twice on the GO BACK button to return to the Form Preparation screen.

NOTE: The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

**Current and Pending Support**
This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown as

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well as the number of person-months per year to be devoted to the project, regardless of source of support. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF.

To begin preparing a Current and Pending support form, click on the **GO** button to the left of Current and Pending Support on the Form Preparation screen. The following screen is displayed. A support form needs to be created for all PI/Co-PIs and Senior Personnel for any current or pending support they may have for ongoing projects or proposals.

Click on a PI/Co-PI or senior person and then click on the **New Form** button. The Current and Pending Support screen is displayed.

***You can prepare the Support form three different ways***
1. Enter the text directly into the text block, click on the **OK** button to save it, then click on the **OK** button again to confirm the save and return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button to return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the **OK** button to save it, then click on the **OK** button again to confirm the save and return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button to return to the Form Preparation screen.
3. Click on the **Transfer File** button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the **GO BACK** button to return to the Support Form Selector screen. When finished filling out a form for the PI, Co-PIs and all Senior Personnel, click on the **GO BACK** button again to return to the Form Preparation screen. You can also upload all of the support forms for the proposal as one PDF file by clicking on the PI's Name, choosing the file, and clicking on the **Transfer File** button.

**NOTE:** The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

**Facilities, Equipment and Other Resources**
This section of the proposal is used to assess the capability of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable.

To create the Facilities, Equipment and Other Resources form, click on the **GO** button to the left of Facilities, Equipment and other Resources. A form is displayed with boxes for the following types of facilities: **Laboratory, Clinical, Animal, Computer, Office, and Other.** There is also a **Major Equipment** box and **Other Resources** box.

***You can prepare the Facilities, Equipment, and Other Resources form three different ways***
1. Enter the text directly into the text blocks, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen.
3. Click on the Transfer File button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the GO BACK button to return to the Form Preparation screen.

**NOTE:** The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

Listed below are the different types of text blocks on the form and a description of what type of information needs to be identified in each one.

- **Performance Site** - facilities to be used and as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project.
- **Major Equipment** - the most important items available for the project and, as appropriate identify their location and pertinent capabilities.
- **Other Resources** - describe the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project.

**Supplementary Documentation**

Special information and supplementary documentation must be part of the project description (or part of the budget justification), except where specified below, if it is relevant to determining the quality of the proposed work. This section should contain the following type of information.

- Rationale for performance of all or part of the project off-campus or away from organizational headquarters.
- Documentation of collaborative arrangements of significance to the proposal through letters of commitment.
- Environmental impact statement for activities that have an actual or potential impact on the environment. Where applicable, the box for “National Environmental Policy Act” must be checked on the Cover Sheet.
- Work in foreign countries. Some governments require nonresidents to obtain official approval to carry out investigations within their borders and coastal waters under their jurisdiction. PIs are responsible for obtaining the required authorizations and for advising NSF that they have been obtained or requested. Advance coordination should minimize disruption of the research.
- Research in the Antarctic and Greenland.
- Research in a location designated, or eligible to be designated, a registered historic place. Where applicable, the box for "Historic Places" must be checked on the Cover Sheet.
- Research involving field experiments with genetically engineered organisms.
- Documentation regarding research involving the use of human subjects, hazardous
materials, vertebrate animals, or endangered species.

- Projects that involve technology utilization/transfer activities, that require a management plan, or that involve special reports or final products.
- Special components in new proposals or in requests for supplements, such as Facilitation Awards for Scientists and Engineers with Disabilities, Research Opportunity Awards or Research Experiences for Undergraduates.
- Research in Undergraduate Institutions. (See program solicitation for information.)
- Research Experiences for Undergraduates. (See program solicitation for REU site proposals [NSF 00-107] for further information.)

In addition, the supplementary documentation section should alert NSF officials to unusual circumstances that require special handling, including, for example, proprietary or other privileged information in the proposal, matters affecting individual privacy, required intergovernmental review under E.O. 12372 (Intergovernmental Review of Federal Programs)—the State of Oregon does not require intergovernmental review--for activities that directly affect State or local governments, or possible national security implications.

To prepare the Special Documentation section click on the GO button next to Special Docs on the Form Preparation screen. The Supplementary Docs form screen is displayed.

***You can prepare the Supplementary Docs form three different ways***

1. Enter the text directly into the text block, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen.
2. Copy and paste the text from a word processing file, click on the OK button to save it, then click on the OK button again to confirm the save and return to the Form Preparation screen.
3. Click on the Transfer File button and upload a word processing file or a PDF file. After proofreading and accepting the uploaded file, click on the GO BACK button to return to the Form Preparation screen.

**NOTE:** The web text block will only accept plain text. Using the first two methods will not allow you to format your text in any way.

**List of Suggested Reviewers**

Proposers may include a list of suggested reviewers that they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not review the proposal, indicating why. These suggestions are optional. The cognizant Program Officer handling the proposal considers the suggestions and may contact the proposer for further information.

To prepare a list of Suggested reviewers click on the GO button to the left of List of Suggested Reviewers (optional) on the Form Preparation screen and perform the following step:
1. Type in your suggested reviewers (or copy and paste them) into the **Suggested Reviewers** text block.
2. Type in your reviewers not to include (or copy and paste them) into the **Reviewers Not to Include** text block.
3. Click on the **OK** button to save the form or click on the **Delete** button to delete it.
4. Click on the **GO BACK** button to return to the Form Preparation screen.

**Deviation Authorization**

It is important that all proposals conform to the instructions provided in the Grants Proposal Guide (GPG). Conformance is required and will be strictly enforced unless a deviation has been approved. The NSF may not consider proposals and return them without review, if they are not compliant with these instructions. Particular attention is given to proposal length, content and formatting, including the page limitation on the Project Description and other proposal sections, such as the use of Appendices and required content of the Biographical Sketches. The NSF must authorize in advance, any deviations from these instructions. Deviations may be authorized in one of two ways:

1. Through specification of different requirements in a NSF solicitation.
2. By the written approval of the cognizant NSF Assistant Director/Office Head or designee. These deviations may be in the form of a “blanket deviation” for a particular program or programs or, in rare instances, an individual deviation for a particular proposal.

Proposers may deviate from these instructions only to the extent authorized. Proposals must identify the deviation in one of the following ways as appropriate: (a) by identifying the program solicitation number that authorized the deviation in the appropriate block on the Cover Sheet; or for individual deviations, (b) by identifying the name, date and title of the NSF official authorizing the deviation.

To prepare the Deviation Authorization section, perform the following steps:
1. Contact the Program Officer for Authorization.
2. Click on the **GO** button next to **Deviation Authorization**.
3. Type the required deviation information directly into the text block or copy and paste it from a word processor.
4. Click on the **OK** button to save it or click on the **Delete** button to delete it.
5. Click on the **GO BACK** button to return to the Form Preparation screen.

**Link Collaborative Proposals**

To link a collaborative proposal to your proposal, perform the following steps:
1. Click on the **GO** button next to **Link Collaborate Proposals** on the Form Preparation screen. The Link Collaborative Temp. Proposals screen is displayed giving you the option to add a collaborative Temporary Proposal ID.
2. Enter the **Temporary Proposal ID (TPI)** for the collaborative proposal into the empty box. Click on the **Add Collaborative TPI to Proposal** button. A message is displayed stating that the temporary proposal has been added.
3. Click on the **OK** button. The Link Collaborative Temp. Proposals screen is displayed
now giving you two options to delete collaborative links that you have added to your proposal and to add new collaborative links.

4. Click on the **GO BACK** button to return to the Form Preparation screen.

### Change PI

A PI on a proposal can be replaced with one of the Co-PIs designated on that same proposal by performing the following steps.

1. Click on the **GO** button next to **Change PI** on the Form Preparation screen. If you do not have any Co-PIs listed on your proposal, the following message is displayed on the screen "There are no CoPIs assigned to this proposal." The PI can only be changed to a CoPI that is already assigned to this proposal. If there is a CoPI assigned to your proposal, the Change PI on Proposal screen is displayed.

2. Click on the Co-PI from the list that you wish to be the PI for the proposal and then click on the **Change PI** button. A screen is displayed with the following message “Warning! You are about to change the PI”.

3. Click on the **OK** button to change the PI. A message is displayed stating that the PI was changed. The previous PI on the proposal now is listed as a Co-PI on the proposal.

4. Click on the **OK** button to accept the change then click on the **GO BACK** button to return to the Form Preparation screen.

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### Proposal Submission

#### Preparing for Submission

Once you have completed all of the forms on the Form Preparation screen, click on the **GO BACK** at the bottom of the screen to return to the Proposal Actions Screen. The following final steps should be performed on your proposal to prepare it for your Sponsored Research Office (SRO).

1. Verify that the proposal you have been working on is selected on the Proposal Actions screen, and then click on the **Check** button. A Proposal Check Status Report is displayed which lets you know if your proposal will encounter any errors if submitted.

2. If errors are found in the Proposal Check Status Report, go back to the Form Preparation screen and fix them.

3. Click on the **Print** button and choose the option to **Print the Entire Proposal**. By printing the entire proposal you will be able to see if all the sections of the proposal are readable.

4. Click on the **Save Template** button to save it as a template to assist you with creating a new proposal in the future.

5. Once you feel satisfied with your completed proposal, click on the **Allow SRO Access** button. The SRO Access Control screen is displayed.

6. Click on the **GO** button next to **Allow SRO to view, edit, and submit proposal**. A message is displayed stating that the SRO now has complete access to your proposal. The FastLane contact(s) in the Sponsored Research Office (SRO) for your organization, that have permission to submit proposals, will receive an e-mail
notification stating that they now have permission to view, print, and submit your proposal.

**Submitting the Proposal**

The person in the SRO who is actually submitting the proposal must be designated an Authorized Organizational Representative or AOR to have the permission to submit proposals. Once they are authorized, they can perform the following steps to submit the proposal to the NSF. Remember that the PI must give the SRO full access (view/edit/submit) in order for the proposal to be submitted by the AOR to NSF.

1. The AOR logs into FastLane under the **Organizational Management**.
2. The AOR needs to click on the **GO button** next to **Submit Proposals to the NSF**. A screen is displayed with a listing all the proposals at their organization that are ready for submission on the top half and all the proposals that have been already submitted on the bottom half.
3. The AOR should **review and print** the proposal before submitting it by selecting the proposal to be submitted and then:
   a. Clicking on the **View button** to review the individual forms of the proposal.
   b. Clicking on the **Check button** to verify that all required forms are completed.
   c. Clicking on the **Print button** to print the entire proposal.
4. To submit the proposal, the AOR completes any information missing on the cover sheet and clicks on the **Submit button**. The system will return them to the list of proposals screen. The newly submitted proposal will now be in the lower portion of the screen in the list labeled “Submitted Proposals.”

**Printing the Proposal**

Effective June 1, 2001, NSF no longer requires that a signed paper copy of the **Cover Sheet be mailed within 5 working days**. All proposals submitted will include the electronic signature of an Authorized Organizational Representative (AOR). Following electronic submission of the proposal, PIs can print the complete proposal, including the official cover sheet, from FastLane.

To print the Proposal, perform the following steps:
1. Select the proposal to be printed by clicking on the proposal line in the Submitted Proposals list.
2. Click on the **View button**. The various proposal forms that can be printed for the proposal are displayed.
3. Select the **Print Entire Proposal option and click on the OK button**. Adobe Reader will be launched displaying the entire proposal.
4. Choose **File/Print** to keep a copy of the proposal.

**Acknowledgement of Proposal Receipt**

The acknowledgement of the receipt of the proposal will reference both the NSF proposal number and the cognizant NSF program to which the proposal has been assigned. Once the proposal is submitted, PIs can access the proposal number via the **View Submitted Proposal** button in the FastLane Proposal Preparation module. If a proposal acknowledgement is not received or proposal number is not reflected in the FastLane
System, contact the FastLane Help Desk at (800) 673-6188 or by e-mail to fastlane@nsf.gov.

After the proposal is assigned to an NSF program, the cognizant program information is available to the PI through the FastLane Proposal Status Inquiry function. This function is accessible on the FastLane home page https://www.fastlane.nsf.gov by clicking on the Proposal Status link under the PI/Co-PI functions section.

Communications about the proposal should be addressed to the cognizant Program Officer with reference to the proposal number. Proposers are strongly encouraged to use FastLane to verify the status of their submission to NSF.

Questions or problems using FastLane at the University of Oregon should be addressed to staff in the Office of Research Services and Administration (ORSA) at 6-5131 or by email to Research_Services@orsa.uoregon.edu.