HELP DOCUMENTATION

FastLane Help System

Authorized Organizational Representative (AOR) Functions

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AOR Functions

Authorized Organizational Representative Functions Introduction

What Is an Authorized Organizational Representative?

The Authorized Organizational Representative (AOR) is an individual authorized by an organization to do the following:

- Sign a notification,a request, a proposal, or other document at the time of submission to NSF.
- Provide the required certifications for the signed document (the certifications display as part of the signature process).

Electronic signature by an individual with AOR permissions through FastLane is the only way to sign and submit a proposal, notification, or request. You no longer need to send to NSF any signed letters through the post.

See AOR Login for instructions to begin working on AOR functions.

How You Become an AOR

To be an AOR, your organization's Sponsored Project Office representative must add you as a user for FastLane and give you AOR permissions.

If the Institutional Administrator or an SPO with Account Management permissions has given you permissions as an AOR, you can sign and submit proposals, notifications, and requests to NSF.

The AOR's electronic signature is required for the following:

- Submitted Proposal
  - PIs no longer sign proposals
  - As an AOR, your signature must be provided concurrently with submission of the proposal
- Supplemental Funding Request
- Proposal File Update
- A Revised Submitted Budget
- Addition of Subaward Request
- Change PI Request
- PI Transfer

Log In to Authorized Organizational Representative Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The Research Administration link is circled.

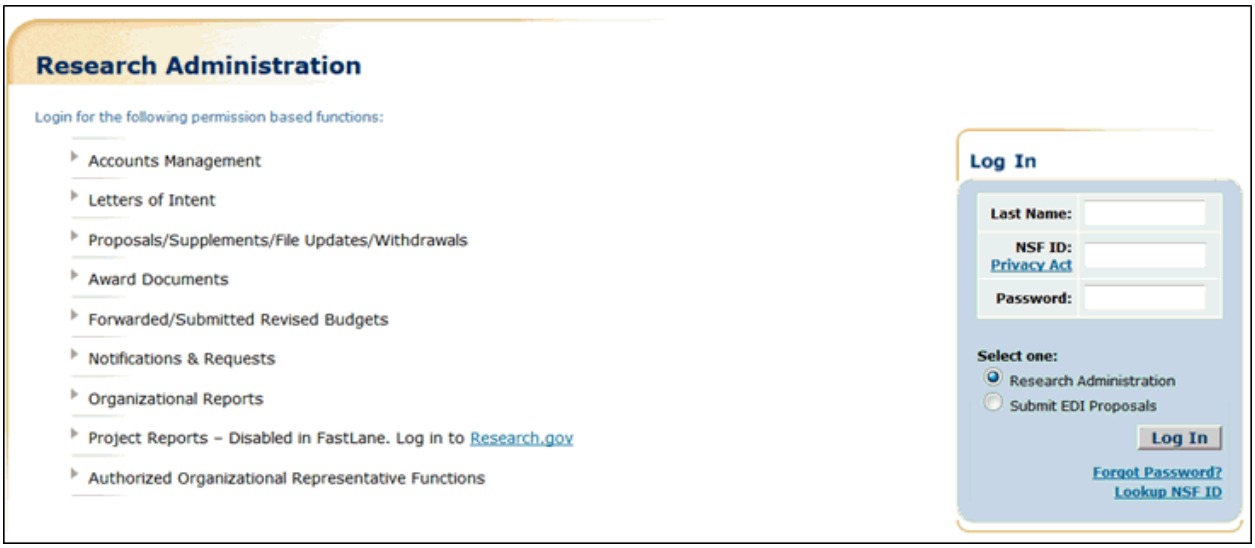

Figure 2 Research Administration screen. The Login section is circled.

2. In the **Login** section, type the following information in the boxes (Figure 2):
   - **Last Name**
   - **NSF ID**
     Your National Science Foundation Identification number
   - **Password**

3. Click the radio button for Research Administration (Figure 2).
4. Click the **Login** button (Figure 2).

Verify Your Signature Information

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Figure 1 Authorized Organizational Representative Functions screen. The Account Management link is circled.

2. In the **Verify Signature Information** section of the **Authorized Organizational Representative Functions** screen (Figure 1), check the accuracy of the signature information displayed.
3. *If you need to change your signature information*, click **Account Management** (Figure 1). The **Account Management** screen displays on the **User Account** tab (Figure 2).

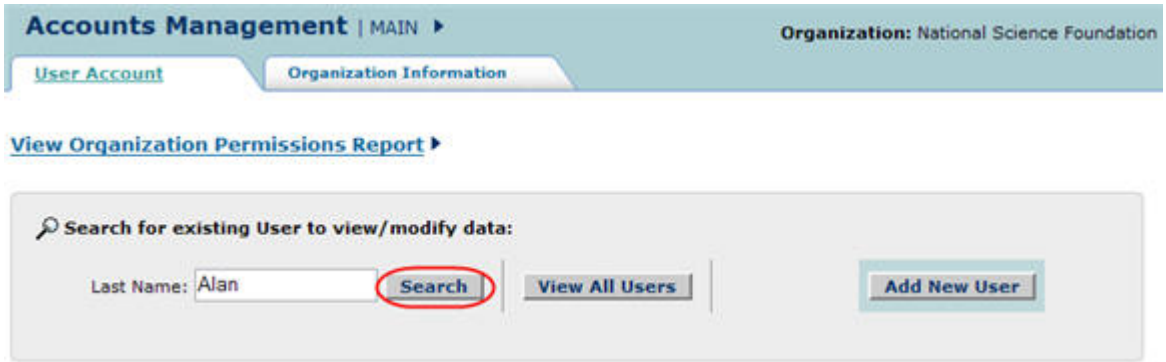

Figure 2 Account Management screen. The Search button is circled.

4. In the **Last Name** box (Figure 2), type your last name.
5. Click the **Search** button (Figure 2). The **Accounts Management** screen displays (Figure 3) with your name listed in the **Search Results** section.

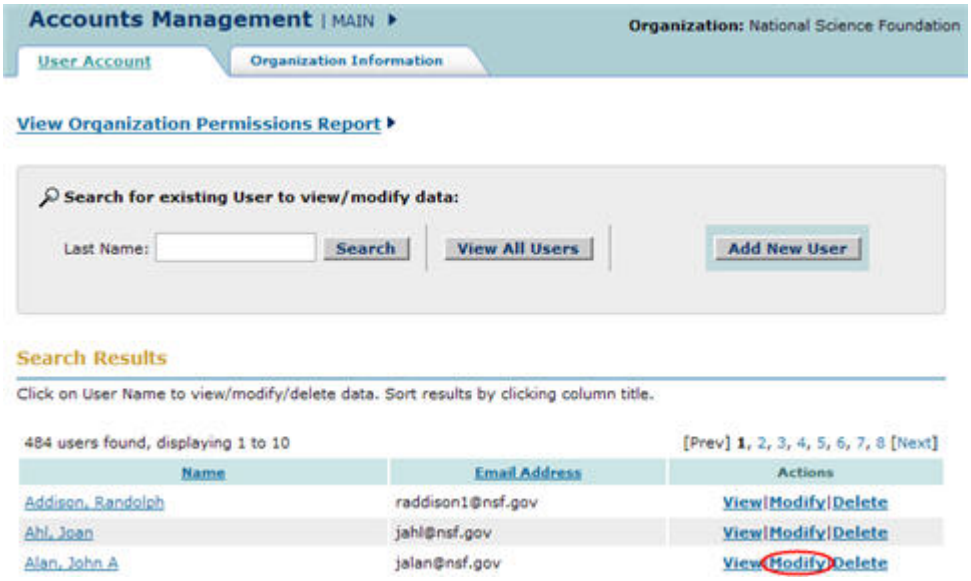

Figure 3 Accounts Management screen. The Modify link is circled.

6. Click **Modify** on the row for your name (Figure 3). The **Modify User Profile** screen displays (Figure 4).

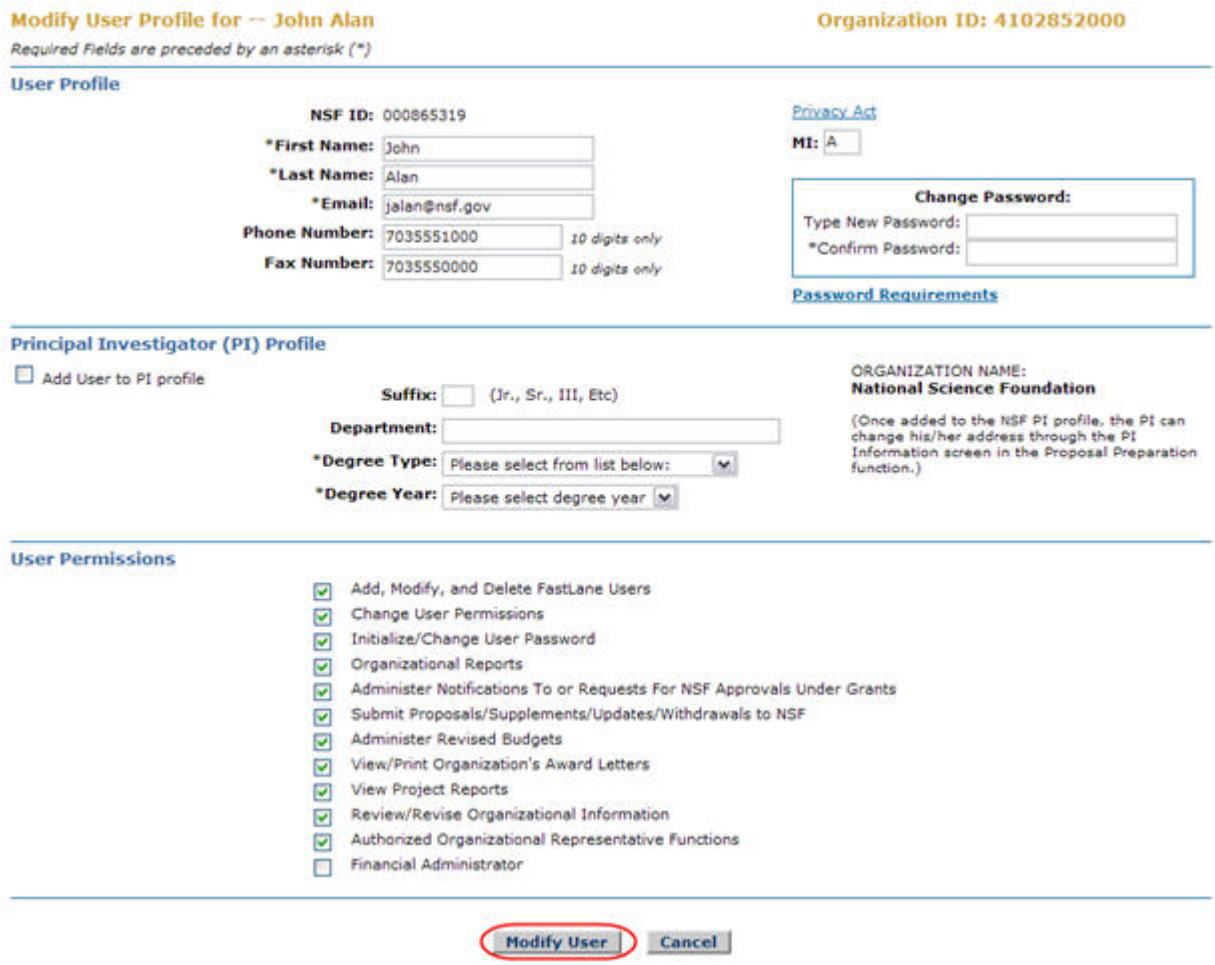

Figure 4 Modify User Profile screen. The Modify User button is circled.

7. In the **User Profile** section (Figure 4), type any changes you need in the following boxes:
   - **First Name**
   - **Last Name**
   - **Email**
   - **Phone Number**
   - **Fax Number**
8. In the **Change Password** box (Figure 4), change your password if needed.
9. *If the User Permission section displays* (as in Figure 4), click the check mark boxes to add or delete any user permissions.

Figure 5 View Modify User Profile screen. The Confirm Changes button is circled.

10. Click the **Modify User** button (Figure 4). The **View Modify User Profile** screen displays (Figure 5).
11. Click the **Confirm Changes** button (Figure 5). The **Confirmation** screen displays (Figure 6).

Figure 6 Confirmation screen. The Account Management Main link is circled.

12. Click **Account Management Main** (Figure 6). The **Account Management** screen displays (Figure 7).

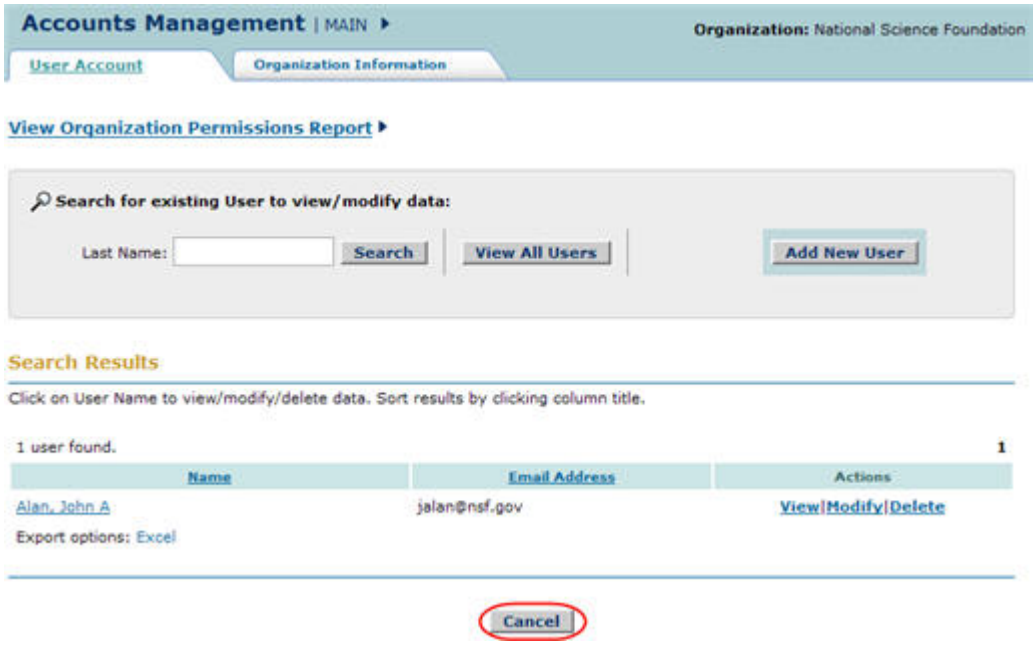

Figure 7 Accounts Management screen. The Cancel button is circled.

13. Click the **Cancel** button (Figure 7). The **Research Administration** screen displays (Figure 8).

Figure 8 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

14. Click **Authorized Organizational Representative Functions** (Figure 8). The **Authorized Organizational Representative Functions screen** displays (Figure 1).

Sign a Single Document or Proposal/Supplement

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for a document and the Sign button are circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), click the check mark box for the document you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section and the Sign button are circled.

4. In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.
5. *If you answered **Yes**,* type an explanation in the text box under the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the document has been signed.

Figure 3 Confirmation screen. The Return to AOR Functions Main link is circled.

7. Click **Return to AOR Functions Main**. The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign All Proposals / Supplements

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

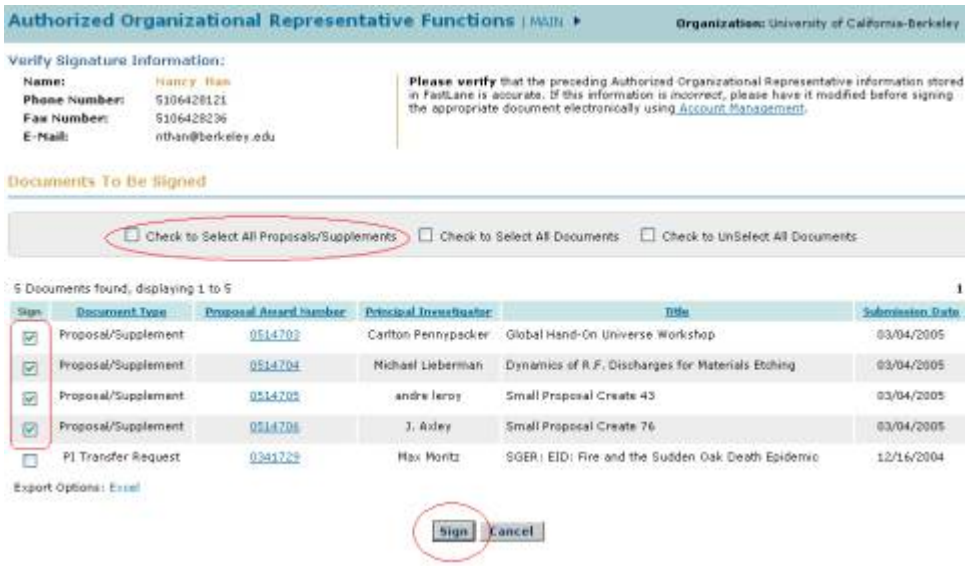

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for Check to Select all Proposals / Supplements and the Sign button are circled. The check marks for all the proposals / supplements are also circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), in the **Documents To Be Signed** section, click the check mark box for Check to Select Proposals/Supplements. Check marks display in the boxes next to all the proposals/supplements (see Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figures 2) with a listing of all the proposals/supplements you are signing.

Drug Free Work Place Certification

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug Free Work Place Certification contained in Exhibit II-3 of the Grant Proposal Guide.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

- (●) No
- ( ) Yes (If "yes" please provide an explanation below.)

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

Certification Regarding Lobbying

This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding $100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding $150,000.

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section and the Sign button are circled.

4. In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.
5. *If you answered* ***Yes***, type an explanation in the text box under the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with a message that the proposal/supplements have been signed.

CONFIRMATION
The Following Documents Have Been Signed:

Document Type	Proposal Award Number	Title
Proposal/Supplement	0514703	Global Hand-On Universe Workshop
Proposal/Supplement	0514704	Dynamics of R.F. Discharges for Materials Etching
Proposal/Supplement	0514705	Small Proposal Create 43
Proposal/Supplement	0514706	Small Proposal Create 76

Return to AOR Functions Main

Figure 3 Confirmation screen. The Return to AOR Functions Main link is circled.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign All Documents

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

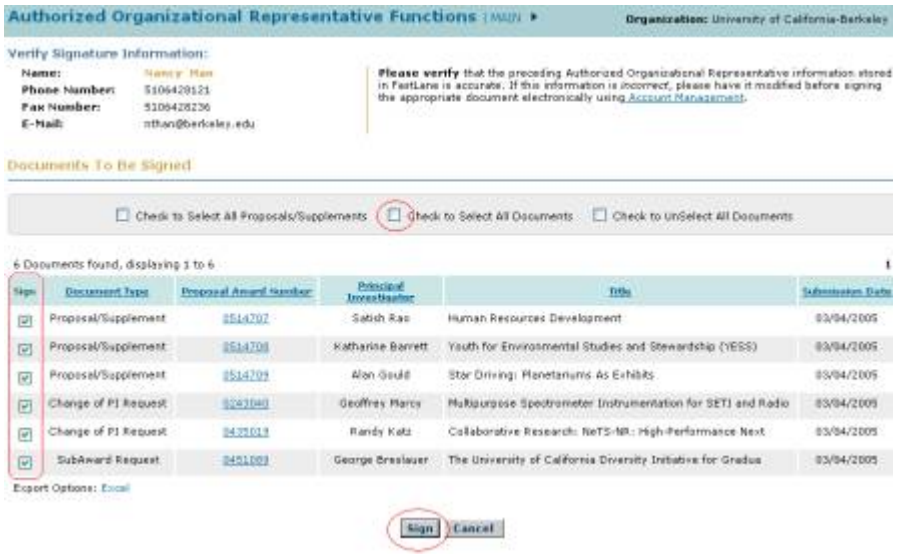

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for Check to Select all Documents and the Sign button are circled. The check marks for all the documents are also circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), in the **Documents To Be Signed** section, click the check mark box for Check to Select All Documents. Check marks display in the boxes next to all the documents (see Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figures 2) with a listing of all the documents you are signing.

Drug Free Work Place Certification

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Debarment and Suspension Certification

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- (●) No
- ( ) Yes (If "yes" please provide an explanation below.)

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Figure 2 Electronic Signature Notice screen. The Debarment and Suspension section and the Sign button are circled.

4. In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.
5. *If you answered* ***Yes***, type an explanation in the text box under the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with a message that the documents have been signed.

CONFIRMATION
The Following Documents Have Been Signed:

Document Type	Proposal Award Number	Title
Proposal/Supplement	0514707	Human Resources Development
Proposal/Supplement	0514708	Youth for Environmental Studies and Stewardship (YESS)
Proposal/Supplement	0514709	Star Driving: Planetariums As Exhibits
Change of PI Request	0243040	Multipurpose Spectrometer Instrumentation for SETI and Radio
Change of PI Request	0435019	Collaborative Research: NeTS-NR: High-Performance Next
SubAward Request	0451089	The University of California Diversity Initiative for Gradua

Return to AOR Functions Main

Figure 3 Confirmation screen. The Return to AOR Functions Main link is circled.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

View a Document

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Figure 1 Authorized Organizational Representative Functions screen. The proposal/award number for a document is circled.

2. In the **Documents To Be Signed** section of the **Authorized Organizational Representative Functions** screen (Figure 1), click the proposal/award number on the row for the document you want to view.

If the document is a proposal, the **View Submitted Proposal** screen displays (Figure 2).

Figure 2 View Submitted Proposal screen.

If the document is a Supplemental Funding Request, the **View Proposal** screen displays (Figure 3).

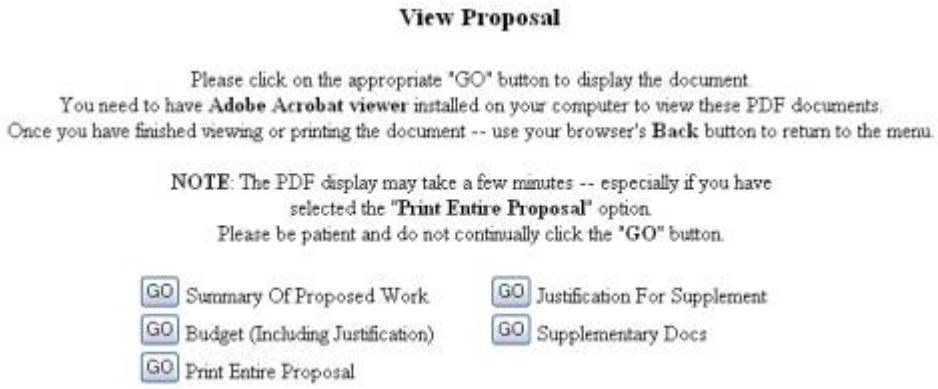

Figure 3 View Proposal screen.

If the document is a Revised Proposal Budget, the **Summary Proposal Budget** screen displays (Figure 4) in PDF format. If you need Adobe Reader, see Adobe Reader for FastLane.

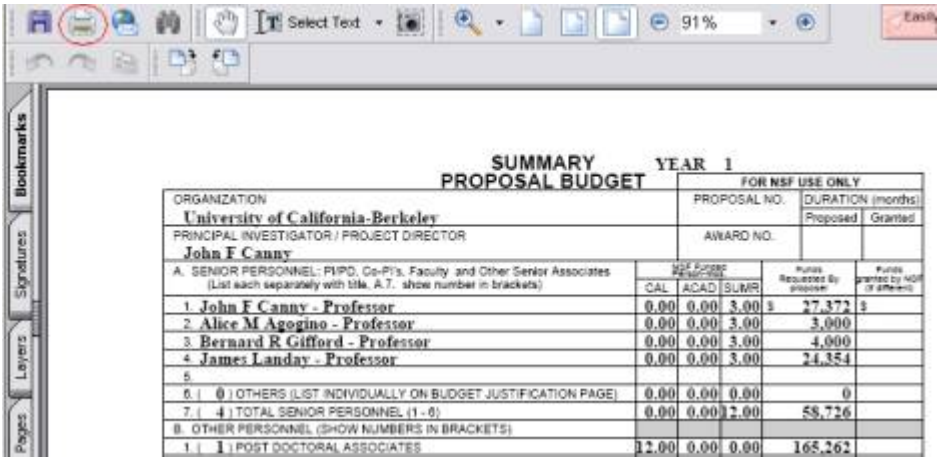

Figure 4 Summary Proposal Budget screen (in PDF format).

If the document is a subaward, the **View Print Subaward** screen displays (Figure 5).

Figure 5 View / Print Subaward screen.