



H E L P D O C U M E N T A T I O N

FastLane Help System

FastLane Registration

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FastLane Registration

FastLane Registration Introduction

Any organization or individual wanting to submit a proposal to the National Science Foundation (NSF) must be a registered organization or registered individual user with FastLane. But you cannot register an organization more than once; check if your organization is currently registered.

Note: Individuals submitting Postdoctoral Fellowship proposals must first register as a FastLane organization via NSF's FastLane Postdoctoral Fellowship Registration application (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>).

FastLane Contact/Sponsored Project Office (SPO)

And, if you are a registering organization, at the time of registration, you must register a point of contact, called a FastLane Contact/SPO; individuals, by default, are the registered FastLane Contact/SPO. (Once your organization registers a primary FastLane Contact/SPO, the primary FastLane Contact/SPO can in turn set up others [a secondary FastLane Contact/SPO] within the organization to perform all or individual FastLane Contact/SPO functions. See SPO Functions for instructions.)

Principal Investigator (PI)

A PI is the research lead for the NSF-funded project. The PI can be registered with NSF at the time the organization or individual registers with FastLane; or the PI can update the PI-specific information later.

Registration and Your Privacy

In order to protect the confidentiality of certain information, access to most FastLane features is limited to authorized users. Once you or your organization is registered, your FastLane Contact/SPO must enter a combination of information to prove their identity to gain access to the FastLane systems (usually his/her last name, password, and NSF ID). Review [NSF's security and privacy policy](#) for more information.

Registration Complete

Once you complete the registration process and are approved, you will be notified by email. Then, you or your organization can prepare and submit proposals.

Register an Organization

If your organization has never registered with FastLane, follow these steps to get registered.

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

New Organization and FastLane Contact Registration
This application allows you to apply to register a new organization and its FastLane Contact.

Before registering a new organization you must see if it already exists. Please enter your organization name in the text box and click the organization search button.

Organization Name:

Search options:

Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
 - b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the page.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link
2. Ensure your organization is not registered by performing the following:
 - a. Enter your organization's name in the **Organization Name** box (Figure 1 Section B).
 - b. Select the search option from the drop-down box (Figure 1 Section A):
 - **Contains**
Returns results for any registered organization whose registered name contains the text you entered.
 - **Begins with**
Returns results for any registered organization whose registered name starts with the text you entered.
 - **Ends with**
Returns results for any registered organization whose registered name ends with the text you entered.
 - c. Click **Organization Search** button (Figure 1 Section C).

If the **NSF Registered Organization(s)** screen displays, your organization is registered with NSF and is listed in the **Organization ID - Organization Name** box (Figure 2).

NSF Registered Organization(s)

If your organization name appears in the following list, it is already registered with NSF. You must NOT attempt to re-register it. Instead, select the organization name and click the **"FastLane Contact/SRO"**(Sponsored Research Officer) button to determine whether or not a contact person exists for FastLane.

IMPORTANT: Only if your organization is **not in the list** then click the **"New Organization"** button. Adding duplicate organizations may delay funding any award to your organization.

NOTE: Individuals registered with FastLane will not appear in the list.

Organization Id - Organization Name

0036137000, Southern Methodist University, TX

FastLane Contact/SRO New Organization Cancel

Figure 2 NSF Registered Organization(s) screen with the Organization ID box.

You do not need to do anything.

If your organization is not registered, you will see the **New Organization(s) Registration Request** screen displays (Figure 3);

New Organization Registration Request

No organization is found according to your chosen search criteria. To register a new organization please provide the following information:

Note: Unaffiliated Individuals may submit proposals through FastLane once registered as a separate organization. If you are not employed by, or affiliated with, an organization, click the **"New Individual Registration"** button to register. Otherwise, ask your FastLane Administrator at your organization to add you as a FastLane user. [New Individual Registration](#)

A (*) [Represent Required Fields](#) [What?](#)

New Organization Registration Form [Why?](#)

*Organization Name:

*Organization Short Name: (Max. 26 characters)

*Organization Type: (Choose Organization type)

President's Name:

*Authorized Rep's First Name: Middle Initial:

*Last Name:

*Title:

*EIN/TIN: (9 digits, no hyphens)

*DUNS Number: (9 digits, no hyphens)

DUNS Qualifier:

*Street Address (Line 1):

Street Address(Line 2):

*City/Code:

*State: (Foreign address, Skip it)

*Zip Code: (9 digits, no hyphens) (Foreign address, Skip it)

*Country: United States (Foreign address, choose Country)

*E-mail Address:

*Telephone Number: (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

B

FastLane Contact Registration Form [Why?](#)

*FastLane Contact's First Name: Middle Initial:

*Last Name:

*E-mail Address:

*Telephone Number: (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

*Password: (6-20 characters, [See Password Requirements](#))

(Combination of digits and letters)

C

PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix: (Jr., Sr., III)

Department:

*Degree Type: Choose Degree *Degree Year:

Figure 3 New Organization Registration Request screen.

continue with Step 3 to register.

3. Complete the **New Organization Registration Request** screen's **New Organization Registration Form** section's required fields [noted with an asterisk (*)] (Figure 3, section A).

4. Complete the **New Organization Registration Request** screen's **FastLane Contact Registration Form** section's required fields [noted with an asterisk (*)] (Figure 3, section B).
5. Complete the **New Organization Registration Request** screen's **PI (Principal Investigator) Registration Form** section's required fields [noted with an asterisk (*)] (Figure 3, section C).
6. Click the **Submit** button. The **Registration Request Submitted for Approval** screen returns.
7. Click the browser's print button to print the form.
8. Sign the form on the **Authorized Representative's Signature** line.
9. Date the form on the **Signed on** line.
10. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail** National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA 22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Scan and email as an attachment to fastlane@nsf.gov
11. Click **Continue**.

Check If an Organization Is Registered

To see if your organization is registered, do the following:

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

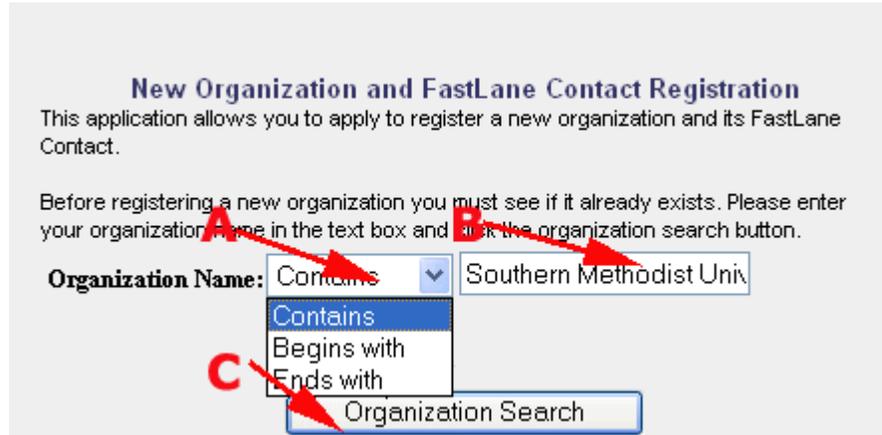


Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
 - b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the screen.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link.
2. Search for the organization by doing the following:
 - a. Enter your organization's name in the **Organization Name** box (Figure 1, Section B).
 - b. Select the search option from the drop-down box (Figure 1, Section A):
 - **Contains**
Returns results for any registered organization whose registered name contains the text you entered.
 - **Begins with**
Returns results for any registered organization whose registered name starts with the text you entered.
 - **Ends with**
Returns results for any registered organization whose registered name ends with the text you entered.
 - c. Click **Organization Search** button (Figure 1, Section C).

If the **NSF Registered Organization(s)** screen returns, your organization is registered with NSF and is listed in the **Organization ID - Organization Name** box (Figure 2).

NSF Registered Organization(s)

If your organization name appears in the following list, it is already registered with NSF. You must NOT attempt to re-register it. Instead, select the organization name and click the **"FastLane Contact/SRO"**(Sponsored Research Officer) button to determine whether or not a contact person exists for FastLane.

IMPORTANT: Only if your organization is **not in the list** then click the **"New Organization"** button. Adding duplicate organizations may delay funding any award to your organization.

NOTE: Individuals registered with FastLane will not appear in the list.

Organization Id - Organization Name

0036137000, Southern Methodist University, TX

FastLane Contact/SRO New Organization Cancel

Figure 2 NSF Registered Organization(s) screen with the Organization ID box.

You do not need to do anything.

If your organization is not registered, you will see the **New Organization(s) Registration Request** screen (Figure 3).

New Organization Registration Request

No organization is found according to your chosen search criteria. To register a new organization please provide the following information:

Note: Unaffiliated Individuals may submit proposals through FastLane once registered as a separate organization. If you are not employed by, or affiliated with, an organization, click the **"New Individual Registration"** button to register. Otherwise, ask your FastLane Administrator at your organization to add you as a FastLane user. [New Individual Registration](#)

(*) [Represent Required Fields](#) [What?](#)

New Organization Registration Form [Why?](#)

*Organization Name:	<input type="text"/>
*Organization Short Name:	<input type="text"/> (Max. 26 characters)
*Organization Type:	<input type="text"/> (Choose Organization type)
President's Name:	<input type="text"/>
*Authorized Rep's First Name:	<input type="text"/> Middle Initial: <input type="text"/>
*Last Name:	<input type="text"/>
*Title:	<input type="text"/>
*EIN/TIN:	<input type="text"/> (9 digits, no hyphens)
DUNS Number:	<input type="text"/> (9 digits, no hyphens)
DUNS Qualifier:	<input type="text"/>
*Street Address (Line 1):	<input type="text"/>
Street Address(Line 2):	<input type="text"/>
*City/Code:	<input type="text"/>
*State:	<input type="text"/> (Foreign address, Skip it)
*Zip Code:	<input type="text"/> (9 digits, no hyphens) (Foreign address, Skip it)
*Country:	United States <input type="text"/> (Foreign address, choose Country)
*E-mail Address:	<input type="text"/>
*Telephone Number:	<input type="text"/> (10 digits, no hyphens, no country code)
Fax Number:	<input type="text"/> (10 digits, no hyphens, no country code)

FastLane Contact Registration Form [Why?](#)

*FastLane Contact's First Name:	<input type="text"/> Middle Initial: <input type="text"/>
*Last Name:	<input type="text"/>
*E-mail Address:	<input type="text"/>
*Telephone Number:	<input type="text"/> (10 digits, no hyphens, no country code)
Fax Number:	<input type="text"/> (10 digits, no hyphens, no country code)
*Password: (Combination of digits and letters)	<input type="text"/> (6-20 characters, See Password Requirements)

PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix:	<input type="text"/> (Jr., Sr., III)
Department:	<input type="text"/>
*Degree Type:	Choose Degree <input type="text"/> *Degree Year: <input type="text"/>

Figure 3 New Organization Registration Request screen.

See Register an Organization for instructions on completing the registration process.

Register an Individual

To register as an individual in FastLane, do the following:

1. Access the **New Organization Registration Request** screen (Figure 1) (see Register an Organization, Steps 1 and 2). (You can type your name in the Search function).



Figure 1 New Organization Registration Request screen (upper portion). The New Individual Registration button is circled.

2. On the **New Organization Registration Request** screen (Figure 1), click the **New Individual Registration** button. The **New Individual Registration Request** screen displays (Figure 2).

Figure 2 New Individual Registration Request screen.

3. Complete the **New Individual Registration Request** screen's **New Individual Registration Form** section's required fields [noted with an asterisk (*)] (Figure 2).

4. Click the **Submit** button. The **Registration Request Submitted for Approval** screen returns.
5. Click the browser's print button to print the form.
6. Sign the form on the **Authorized Representative's Signature** line.
7. Date the form on the **Signed on** line.
8. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail**
National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA, 22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Email as an attachment to fastlane@nsf.gov

Locate Your Organization's FastLane Contact/Sponsored Project Office (SPO)

To determine if your organization has a registered FastLane Contact/SPO, follows these steps:

1. Access the New Organization and FastLane Contact Registration application (Figure 1) in one of the following ways:

Figure 1 New Organization and FastLane Contact Registration screen.

- a. Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1AddInst.html>), or
- b. Go through the FastLane homepage (www.fastlane.nsf.gov) using the following steps:
 1. Go to the FastLane homepage (www.fastlane.nsf.gov) screen.
 2. Click the **Registration Information** Quick Link on the left side of the screen.
 3. Scroll down the screen to **FastLane Organization Registration** section.
 4. Click the **New Organization and FastLane Contact Registration** link
2. Select your organization in the **Organization ID - Organization Name** box (Figure 1).
3. Click the **FastLane Contact** button. Your organization's FastLane Contact/SPO information is listed on the **FastLane Contact Information** (Figure 2) screen returned.

FastLane Contact Information

We have following information on the FastLane Contact of **Southwest Virginia Community College**.

FastLane Contact Name	Email	Phone Number	Fax Number
Phyllis Smith	phyllis.smith@sw.edu	2765557588	2765557588

[Go to Homepage](#)

Figure 2 FastLane Contact Information screen.

If your organization does not have a registered FastLane Contact/SPO, the **FastLane Contact Information** screen will indicate so (Figure 3).

FastLane Contact Information

Your organization does not have any FastLane Contact person.

To register a FastLane Contact for your organization please click the **"FastLane Contact"** button and provide the required information on the following screen.



Figure 3 FastLane Contact Information screen.

You can register your organization's contact/SPO at any time.

Register the FastLane Contact SPO

An organization's FastLane Contact/Sponsored Project Office (SPO) contact is normally registered at the time the organization is registered.

However, if you do not know who your organization's contact is and the application indicated your organization doesn't have a contact registered, follow these steps to register a contact:

1. Determine that your registered organization does not have a FastLane/SPO registered.
2. Click the **FastLane Contact** button on the **FastLane Contact Information** screen (Figure 1).



Figure 1 FastLane Contact Information with the FastLane Contact button shown.

3. Complete the **FastLane Contact Registration Request** screen's **FastLane Contact Registration Form**'s required fields (Figure 2).

FastLane Contact Registration Request

Please provide the following information:

[\(*\)Represent Required Fields](#) [What?](#)

FastLane Contact Registration Form

Organization Name:	Indiana Voc Tech College Northeast	
Organization Id:	0099267000	
*FastLane Contact's First Name:	<input type="text"/>	Middle Initial: <input type="text"/>
*Last Name:	<input type="text"/>	
*E-mail Address:	<input type="text"/>	
*Telephone Number:	<input type="text"/>	(10 digits, no hyphens, no country code)
Fax Number:	<input type="text"/>	(10 digits, no hyphens, no country code)
*Password: (Combination of digits and letters)	<input type="text"/>	(6-20 characters, See Password Requirements)

PI (Principal Investigator) Registration Form [Why?](#)

Please check this box and provide the following additional information if you want to become a PI.

Suffix:	<input type="text"/>	(Jr., Sr., III)
Street Address:	<input type="text"/>	(Line 1)
Street Address:	<input type="text"/>	(Line 2)
City/Code:	<input type="text"/>	
State:	<input type="text"/>	(Foreign address, Skip it)
Zip Code:	<input type="text"/>	(9 digits, no hyphens) (Foreign address, Skip it)
Country:	United States	(Foreign address, Choose Country)
Department:	<input type="text"/>	
*Degree Type:	Choose Degree	*Degree Year: <input type="text"/>

Figure 2 FastLane Contact Registration Request screen.

4. Complete the **FastLane Contact Registration Request** screen's **PI (Principal Investigator) Registration Form**'s required fields (Figure 2).
5. Click the **Submit** button. The **FastLane Contact Registration Request Submitted for Approval** screen returns.
6. Click the browser's print button to print the form.
7. Sign the form on the **Authorized Representative's Signature** line (Figure 3, Section A).

Registration Request Submitted for Approval

Your registration request has been submitted to NSF for approval. Please print this form using the **PRINT** button on your browser.

This printed form must be signed by an authorized organizational representative.

You have 3 options for sending the signed form to NSF:

- (1) Mail the signed form to NSF at the address given below, or
- (2) FAX the signed form to **703-292-9003**, or
- (3) Scan the signed form, attach it to an email and send to fastlane@nsf.gov

NOTE: Your registration request will not be approved until we receive your signed form.

You will be informed by an e-mail message after approval.

Mail to:

FastLane Administrative Staff, Room 357
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230-0001

IMPORTANT: Your NSF ID, displayed as one of the fields below, is a unique, randomly generated numerical identifier assigned to FastLane users by NSF. You will need this number to access FastLane. Please keep this number for your records.

Organization Name: **Indiana Voc Tech College Northeast**
FastLane Contact's First Name: **John**
MI:
Last Name: **Doe**
NSF ID: **000506571**
E-mail Address: **jdoo@domain.edu**
Telephone Number: **7035554321**
Fax Number:

A → Authorized Representative's Signature: _____
B → Name: _____
C → Title: _____
Signed on: _____
D →

Figure 3 Registration Request Submitted for Approval screen.

8. Print your name on the **Name** line (Figure 3, Section B).
9. Print your title on the **Title** line (Figure 3, Section C).
10. Submit the completed form to the National Science Foundation in one of the following ways:
 - **Mail**
National Science Foundation
ATTN: FastLane Registration, Room 357
4201 Wilson Boulevard
Arlington VA, 22230
 - **FAX**
703-292-9281 or 703-292-9003
 - **Email**
Email as an attachment to fastlane@nsf.gov
11. Click **Continue** (Figure 3, Section D).

Register a PI or Co-PI

An organization can designate a Principal Investigator (PI), or Co-PI, at the time the organization is registered.

However, an organization can [register a PI, or add Co-PIs](#), after registering the organization. And, an organization can add as many individuals as a PI as needed. See Account Management for instructions.

Postdoctoral Fellowship Registration

To register as an independent researcher with the Postdoctoral Fellowship system, do the following:

Access the Postdoctoral Fellowship Registration system (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>) (Figure 1) in the following way:

New Individual Registration Request

NOTE: Do not use this form to register a new organization.

This form is **ONLY** to register a new individual with FastLane. Please provide the following information:

(*) [Represent Required Fields](#) What?

New Individual Registration Form Why?

*First Name:	<input type="text"/>	MI: <input type="text"/>
*Last Name:	<input type="text"/>	
Tax ID:	<input type="text"/> (9 digits, no hyphens)	
*Street Address:	<input type="text"/> (Line 1)	
Street Address:	<input type="text"/> (Line 2)	
*City/Code:	<input type="text"/>	
*State:	<input type="text"/> (Foreign address, Skip it)	
*Zip Code:	<input type="text"/> (9 digits, no hyphens) (Foreign address, Skip it)	
*Country:	<input type="text"/> United States (Foreign address, choose Country)	
*E-mail Address:	<input type="text"/>	
*Telephone Number:	<input type="text"/> (10 digits, no hyphens, no country code)	
Fax Number:	<input type="text"/> (10 digits, no hyphens, no country code)	
*Password: (Combination of digits and letters)	<input type="text"/> Password Requirements	
Suffix:	<input type="text"/> (Jr., Sr., III)	
Department:	<input type="text"/>	
*Degree Type	<input type="text"/> Choose Degree	*Degree Year: <input type="text"/>

Figure 1 New Individual Registration Request screen.

Link directly to the application (<https://www.fastlane.nsf.gov/n1/N1IndvReg.html>). The **Postdoctoral Fellowship Registration** screen displays as in Figure 2.

NSF

FastLane

Home News Comments nsf.gov

Postdoctoral Fellowship Registration

Postdoctoral Fellowship Registration proposals may be submitted directly to NSF by individuals (hereafter referred to as independent PI's), or by organizations on behalf of individuals (hereafter referred to as affiliated PI's).

This application is for individuals submitting Postdoctoral Fellowship proposals as independent PI's. Individuals submitting Postdoctoral Fellowship proposals as independent PI's must first register as a FastLane organization using this application.

[Continue](#) [Cancel](#)

More Information
[Postdoctoral Fellowship Registration - Why?](#)

[FastLane Site Map](#)

National Science Foundation
 4201 Wilson Boulevard
 Arlington, Virginia 22230, USA
 Tel: 703-292-5111
 FIRS: 800-877-8339
 TDD: 703-292-5090

Last Modified:
 July 23, 2005 (DS)

Figure 2 Postdoctoral Fellowship Registration screen.

1. Select the **Continue** button (Figure 2). The **Rules of Behavior** screen displays (see Figure 3).

RULES OF BEHAVIOR
 Version#: 1.0 | Last Modified Date: 9/10/2005

To continue, you must accept the Rules of Behavior.

Please read the rules below, check the box and click the "Accept" button. Clicking the "Decline" button will take you to the Log In screen.

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

I have read and accept the Rules of Behavior.

[Accept](#) [Decline](#)

Figure 3 Rules of Behavior screen.

2. Check the **I have read and accept the Rules of Behavior** box on the **Rules of Behavior** screen.
3. Select the **Accept** button on the **Rules of Behavior** screen. The **New Individual Registration Request** screen displays (Figure 1).
4. Complete the **New Individual Registration Request** screen's required fields [noted with an asterisk (*)] as seen in Figure 4.

New Individual Registration Request

NOTE: Do not use this form to register a new organization.

This form is **ONLY** to register a new individual with FastLane. Please provide the following information:

[\(*\) Represent Required Fields](#) [What?](#)

New Individual Registration Form [Why?](#)

*First Name: John MI:

*Last Name: Smith

Tax ID: (9 digits, no hyphens)

*Street Address: 55 Mockingbird Lane (Line 1)

Street Address: (Line 2)

*City Code: Arlington

*State: Virginia (Foreign address, Skip it)

*Zip Code: 222300000 (9 digits, no hyphens) (Foreign address, Skip it)

*Country: United States (Foreign address, choose Country)

*E-mail Address: jsmith@domain.edu

*Telephone Number: 7035554321 (10 digits, no hyphens, no country code)

Fax Number: (10 digits, no hyphens, no country code)

*Password: ***** [Password Requirements](#)
(Combination of digits and letters)

Suffix: (Jr., Sr., III)

Department:

*Degree Type: PhD *Degree Year: 2000

Figure 4 New Individual Registration Request screen.

5. Select the **Submit** button (Figure 4). The **New Individual Registration Request** screen returns with the information you entered (Figure 5).

New Individual Registration Request

Following is the complete information about you. To Approve the registration, please click the "Approve" button. To edit this information, please click on the "Edit" button. If you do not want to register, please click on the "Go Back" button.

Organization Name:	Smith John
Short Name:	J, Smith
President Name:	John Smith
Representative's First Name:	John
MI:	
Last Name:	Smith
Title:	NR
EIN/TIN - Tax ID:	
DUNS Number:	NR
DUNS Qualifier:	
Street Address 1:	55 Mockingbird Lane
Street Address 2:	
City:	Arlington
State:	VA
Zip Code:	222300000
Country Code:	US
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
FastLane Contact's First Name:	John
MI:	
Last Name:	Smith
NSF ID:	000503690
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
Suffix:	
Department:	
Degree Type:	PhD
Degree Year:	2000

Figure 5 Fellowship Individual Registration screen with the form completed.

6. Select the **Approve** button (Figure 5). A screen displays (Figure 6) with a message that you are registered successfully.

New Organization, FastLane Contact and PI Registration is Successful

The applicant has been successfully registered in FastLane as a new organization, the FastLane Contact for the organization and as a PI. The FastLane Contact has been notified by an electronic mail message at the address: **john.doe@nsf.com** . Please click the continue button to complete the process.

Continue

Figure 6 Postdoctoral Registration confirmation screen.

7. Select the **Continue** button (Figure 6). The **FastLane Home Page** screen displays (Figure 7).

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...](#)

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

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 Link

- ▶ [Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events](#)
- ▶ [Registration Information](#)
- ▶ [Award Search and Funding Trends](#)
- ▶ [FastLane FAQs \(Opens new Browser Window\)](#)
- ▶ [Grants.gov FAQ \(Opens new Browser Window\)](#)
- ▶ [DEMONSTRATION SITE](#)

System Use Notification

This Government Computer System is provided as a public service by the National Science Foundation. It is intended for use by the public for viewing, submission and retrieval of authorized information only. All usage of information retrieved from this Computer System should follow the guidelines in Computer Fraud and Abuse Act of 1986. Unauthorized attempts to upload information, change or access information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986. Usage may be monitored.

Advisories

- 10/05/12 - NSF Issues New Proposal & Award Policies & Procedures Guide (PAPPG): The new PAPPG includes revisions to the NSF Merit Review Criteria as well as other significant changes (Opens new browser window)
- 10/03/12 - FastLane will be unavailable Sunday, October 7, 12:01AM to 8:00AM ET for scheduled maintenance. We apologize for any inconvenience.
- 09/18/12 - Attention FastLane Users: Project Reports now excludes ability for PI/CO-PIs to enter demographics for project participants; the privacy protected information may be entered only by the participant:
- 09/14/12 - *Note Update* to Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) solicitation (NSF 11-550): The official deadline for all STEP proposals has changed to Dec. 10, 2012:
- 09/14/12 - Special Budget Instructions for all Postdoctoral Fellowship and Doctoral Dissertation Research Improvement Grant (DDIG/DDRIG) Applicants
- 04/27/12 - Special Instructions for use by PIs and Sponsored Projects Offices in preparation and submission of CAREER Career-Life Balance (CLB) Supplemental Funding Requests
- 03/21/12 - Enforcement of Project Outcomes Report submission coming in May 2012 - Are you overdue on your Project Outcomes Report? See how you will be impacted!
- 06/11/09 - Having Trouble With Your FastLane Login?

Figure 7 FastLane Home Page screen. Proposals, Awards and Status is circled in red.

8. Select Proposals, Awards and Status (as seen in Figure 7). The Proposals, Awards and Status screen displays (Figure 8).

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
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:
[Privacy Act](#)

Password:

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

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:
[Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One:
 Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Log In by Award Number

Award Number:

OAU NSF ID:
[Privacy Act](#)

Award PIN:

Select One: Project Report

Figure 8 Proposals, Awards and Status screen. The PI/Co-PI login section is circled in red.

9. Complete the PI/Co-PI log in information (Figure 8). Select the **Log In** button. The first time you log in, a change password screen displays.

Change Password

New Password:

Re-enter New Password:

[Password Requirements](#)

Figure 9 Change Password screen for a first-time PI/Co-PI user.

10. Enter a new password and then select the **OK** button (Figure 9). The **What Do You Want To Work On?** screen displays (Figure 10).

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](#)

Figure 10 What Do You Want To Work On? screen. Proposal Functions is circled in red.

11. Select the **Proposal Functions** link. The **Proposal Functions** screen displays (Figure 11).

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

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)
- [Research.gov Functions](#)

[Go Back](#)

Figure 11 Proposal Functions screen. Proposal Preparation is circled in red.

12. Select the **Proposal Preparation** link (Figure 11). The **Principal Investigator (PI) Information** screen (Figure 12) displays.
13. On the **Principal Investigator (PI) Information** screen, scroll down and check your information. Your organization must have you listed as an individual researcher. Your organization code will begin with a "P."

Principal Investigator (PI) Information

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

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

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

Edit PI Information Prepare Proposal View Submitted

Go Back

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems		
Address	4201 Wilson Boulevard DIS ESB Arlington, VA 22230	Phone	(703) 292-7777
		Fax	(703) 292-9999
		E-Mail	gblock@nsf.gov
Country	US		

Gender	Male			
Citizenship	US citizen	Degree Year	2005	
Ethnicity	Hispanic or Latino	Degree	MCE	
Disability Status				
Race	White			

Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes

Edit PI Information Prepare Proposal View Submitted

Go Back

Figure 12 Principal Investigator (PI) Information screen. The Organization code is circled in red.

14. Review your information (Figure 12). If it is not correct, select the **Edit** button and update your information. When you have completed the changes, select the **Save** button to continue.
15. See Prepare a Proposal for instructions on how to prepare a proposal for your selected fellowship.

See also:

- How to Apply (for Applicants)
- How to Apply (for Sponsoring Scientists)
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

FastLane Password

FastLane Passwords Introduction

Upon registration, the FastLane Contact/SPO chooses a password that allows him/her to access all FastLane organizational applications. When an SPO adds an individual as a FastLane user, the SPO submits a password for that individual. The National Science Foundation (NSF) then emails the password to the new user.

Password Requirements

Passwords must consist of the following:

- At least 6 but no more than 20 characters
- At least 1 alphabetic character and 1 numeric character

FastLane passwords are case-insensitive. So, FastLane recognizes "rAbBit25" as the same password as "Rabbit25".

Because FastLane passwords expire every 365 days for a non-financial user and every 120 days for a financial user, you must know how to reset your password.

Password Expiration

If you are a non-financial user your FastLane password expires after 365 days of use (Table 1). If you are a financial user your FastLane password expires after 120 days of use. When you attempt to log in, you will be required to change your password. You cannot use your last three passwords.

Table 1 Password Expiration Rules

User	Password Expires After
Non-financial	365 days
Financial	120 days

See also:

- [Reset Your FastLane Password](#)
- [Change Your FastLane Password](#)

Reset Your FastLane Password

If you forgot your password, you can reset it using FastLane's Reset Password Tool.

Note: The self-reset of passwords by Financial Administrators and Financial Users is not permitted because these roles have tighter security requirements. If you are a Financial Administrator or a Financial User, contact the appropriate person in the Sponsored Project Office to reset your password for you.

To reset your password, do the following:

1. Access the Password Reset tool
(<https://www.fastlane.nsf.gov/Admin/PIPasswordLogin.html>).
2. Enter your NSF ID, last name, and email address in the corresponding boxes.
3. Click the **Login** button.
4. Click **OK** on the **Password Reset** window.

If you still could not log in, contact your FastLane Contact/SPO or equivalent. If your FastLane Contact/SPO is unavailable, contact the FastLane Help Desk at (800) 673-6188 or fastlane@nsf.gov.

Change Your FastLane Password

If you feel your password security has been compromised in any way you can change your password immediately.

To change your password, do the following:

1. Access the Password Change tool (<https://www.fastlane.nsf.gov/jsp/ufl/flchgpswd.jsp?from=PAS>).
2. Enter your NSF ID, last name, and password in the corresponding boxes.
3. Enter a new password in the **New Password** box on the **Change Password** window.
4. Re-enter the new password in the **Re-enter New Password** box on the same window.
5. Click **OK**.
6. Click **OK** on the **Password Changed** window.

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