



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

FastLane Help System

Introduction to FastLane

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Introduction to FastLane

Introduction to FastLane

FastLane is the National Science Foundation (NSF) online website through which we conduct our relationship to researchers and potential researchers, reviewers, and research administrators and their organizations.

In collaboration with NSF, more than 250,000 people use FastLane each year. See Activities Overview for a brief description of the many activities that researchers carry out in FastLane.

Most work in FastLane is carried out in the modules that are displayed in the menu at the top of the FastLane Home Page screen (Figure 1).

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

FastLane
www.fastlane.nsf.gov

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

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

[Proposals, Awards and Status](#) | [Proposal Review](#) | [Panelist Functions](#) | [Research Administration](#) | [Financial Functions](#)

[Honorary Awards](#) | [Graduate Research Fellowship Program](#) | [Postdoctoral Fellowships and Other Programs](#)

Quick Link

- ▶ [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

- 06/06/08** - For EAR Postdoctoral Fellowship Proposers: Updated "How to Apply" instructions will be posted in FastLane on June 14.
- 06/06/08** - Frequently Asked Questions for Small Business Innovation Research (SBIR) Proposals. (Opens new browser window)
- 05/19/08** - Graduate Research Fellowship Program Enhancements, 05/20/2008
- 04/22/08** - Having Trouble With Your FastLane Login?
- 10/22/07** - Effective January 5, 2008, proposers are required to register in the Central Contractor Registration prior to proposal submission.

Figure 1 FastLane Home Page screen. The links to FastLane's modules are circled.

The FastLane modules are:

- [Proposals, Awards, and Status](#)
- [Proposal Review](#)
- [Panelist Functions](#)
- [Research Administration](#)
- [Financial Functions](#)
- [Honorary Awards](#)

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- [Graduate Research Fellowship Program](#)
- [Postdoctoral Fellowship and Other Programs](#)

Click on a link above to find out:

- The roles that work in the module's applications
- Purposes and activities of each module and its applications

For detailed guidance for proposals and awards, see the NSF Proposal and Award Policies and Procedures Guide (PAPP)

To see what you need to access each module, click on a link below:

- [Proposals, Awards, and Status](#)
- [Proposal Review](#)
- [Panelist Functions](#)
- [Research Administration](#)
- [Financial Functions](#)
- [Honorary Awards](#)
- [Graduate Research Fellowship Program](#)
- [Postdoctoral Fellowships and Other Programs](#)

Note: The Help Topics for the activities in Proposals, Awards, and Status and in Research Administration are located in these Help folders:

- Proposal Functions
- Award Functions
- PI Functions
- SPO Functions
- AOR Functions

Activities Overview

FastLane covers the full range of transactions between a research organization, its researchers, and NSF. Below are the major activities you can conduct in FastLane, depending upon your role and objective.

For the Public and First-Time User

- Search NSF Awards and Funding Trends
- Apply for Graduate Research Fellowships
- Submit nominations and letters of references for awards
- Register with FastLane
- Work on the FastLane Demonstration Site

For the Researcher and Educator

- Prepare a letter of intent in response to an NSF solicitation
- Prepare and update a proposal
- Check on proposal status
- Submit post-award notifications and requests to NSF
- Report on award projects
- Sponsor a proposal for a postdoctoral fellowship
- Submit letters of reference for a proposal

For NSF Reviewers and Panelists

- Review a proposal
- Participate in a panel to make proposal-funding recommendations to NSF
- Make travel and EFT arrangements to participate in a panel

For Your Organization's Sponsored Project Office

- Certify, sign, and submit letters of intent, proposals, and post-award requests
- Manage the NSF accounts for members of your research organization
- Manage and view reports on your organization's interaction with NSF

For Your Organization's Business Office

- Request electronic funds transfers from NSF for an award
- Prepare and submit the required quarterly Financial Cash Transaction Report

For links to more information on these activities, see Introduction to FastLane.

Proposals, Awards, and Status

Proposals, Awards, and Status

Proposals, Awards, and Status is the module where the Principal Investigator (PI) and Co-PIs do the following:

- Carry out all activities associated with proposal preparation
- Carry out all administrative activities associated with an award, including reporting on the project

Working in Proposals, Awards, and Status requires registration with FastLane.

Roles

The following persons work in Proposals, Awards, and Status:

- **Principal Investigator (PI)**

The individual designated by the grantee and approved by NSF who will be responsible for the scientific or technical direction of the project. (GPG, Exhibit II-7)

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

One of the other individuals designated by the grantee and approved by NSF who will be responsible for the scientific or technical direction of the project. (GPG, Exhibit II-7) It is NSF Policy that a proposal can have at most four Co-PIs. Other participants can be added to the proposal as non Co-PI Senior Personnel.

- **Other Authorized User**

An individual who is not a PI or Co-PI but is authorized to help prepare a budget, a revised submitted budget, proposal file update, or a project report. The OAU must have the proposal PIN and ID number to access Proposals, Awards, and Status.

Table 1 describes the applications in Proposals, Awards, and Status and the roles that use them.

Table 1 Proposal, Awards, and Status Applications

FastLane Application	Who	Activity
Change PI Information	PI, Co-PI	Change your profile information that NSF has on file.
Proposal Functions		
Letters of Intent	PI, Co-PI	<ul style="list-style-type: none"> • Prepare a Letter of Intent in response to an NSF solicitation. • Forward a Letter of Intent to the SPO for submission.
Proposal Preparation	PI, Co-PI, OAU	<ul style="list-style-type: none"> • Prepare and edit a proposal. • Delete a proposal. • Forward a proposal to the SPO for submission. • Withdraw a submitted proposal.
Proposal Status	PI, Co-PI	<ul style="list-style-type: none"> • Check the status of a submitted proposal. • View any existing reviews of a submitted proposal.

Revise Submitted Proposal Budget	PI, Co-PI, OAU	Revise the budget of a submitted proposal at the request of the NSF Program Officer.
Proposal File Update		Revise a proposal after it has been submitted (permitted for all unsolicited proposals and for solicited proposals before the solicitation proposal deadline).
Award Functions		
Notifications and Requests	PI, Co-PI	<ul style="list-style-type: none"> • Prepare notifications and requests for changes in the award. • Directly submit notifications and some requests. • Forward most requests to the SPO for submission. (See the Award & Administration Guide (AAG) Exhibit II-1 for details on the kinds of notifications and requests.)
Continuation Funding Status		Check the status of continuation funding for an award.
View/Print Award Documents		View and print award documents, including cooperative agreements.
Project Reports System	PI, Co-PI, OAU	Prepare annual, final, and interim reports.
Supplemental Funding Request	PI, Co-PI	Request supplemental funding for an award. (See the Award & Administration Guide (AAG) Chapter I.E.4 for NSF policy on supplemental funding.)
GPRA Facility Performance Reporting System		Report on the performance of a facility used for the Graduate Program Research Award.

See Accessing Proposals, Awards, and Status.

Accessing Proposals, Awards, and Status

Role	What You Need for Access	Registration Required?
<ul style="list-style-type: none"> Principal Investigator (PI) Co-PI 	<ul style="list-style-type: none"> Registration with NSF as PI (see your SPO) Initial password from SPO 	Yes
Other Authorized User (OAU)	<ul style="list-style-type: none"> Initial password from SPO Proposal ID from PI Proposal PIN from PI or <ul style="list-style-type: none"> Initial password from SPO Award Number from PI Award PIN from PI 	
Independent Researcher	Password you created when you registered	Yes, as independent researcher

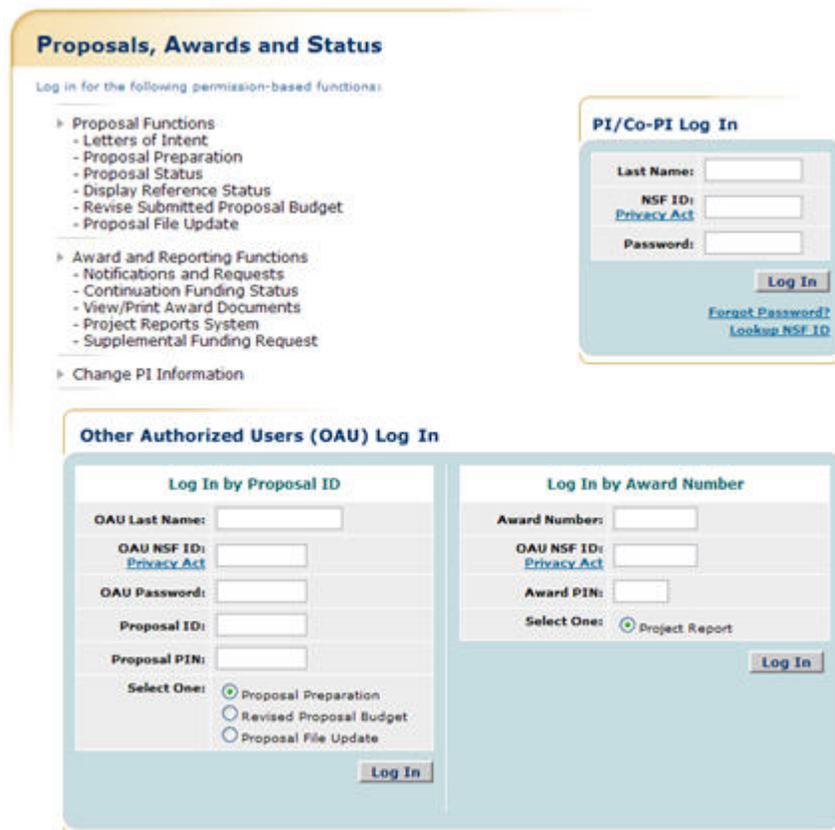


Figure 1 Proposals, Awards, and Status Home Page screen.

Proposal Review

Proposal Review

Proposal Review is the module where an individual gains access to a proposal, for purposes of evaluation, and prepares and submits a review of the proposal to NSF (Table 1).

Proposals are assigned to reviewers by an NSF Program Officer.

Table 1 Proposal Review Applications

Application	Who	Activity
Prepare Review	Proposal Reviewer	Complete and submit the form for review of a proposal.
Download/Save Proposal		Download and save a proposal to your PC for reference.
View Proposal		View a proposal online in PDF format.
Print Proposal at NSF and Mail		Request NSF to print and mail a proposal to you for your review.
Create CD at NSF and Mail		Request NSF to make a CD of a proposal and mail the CD to you for your review.
Edit Reviewer Information		Change your profile information that NSF has on file.

See Accessing Proposal Review.

Accessing Proposal Review

Role	What You Need for Access	Registration Required?
Reviewer	<ul style="list-style-type: none">• Proposal number from NSF Program Officer• Proposal PIN from NSF Program Officer	No

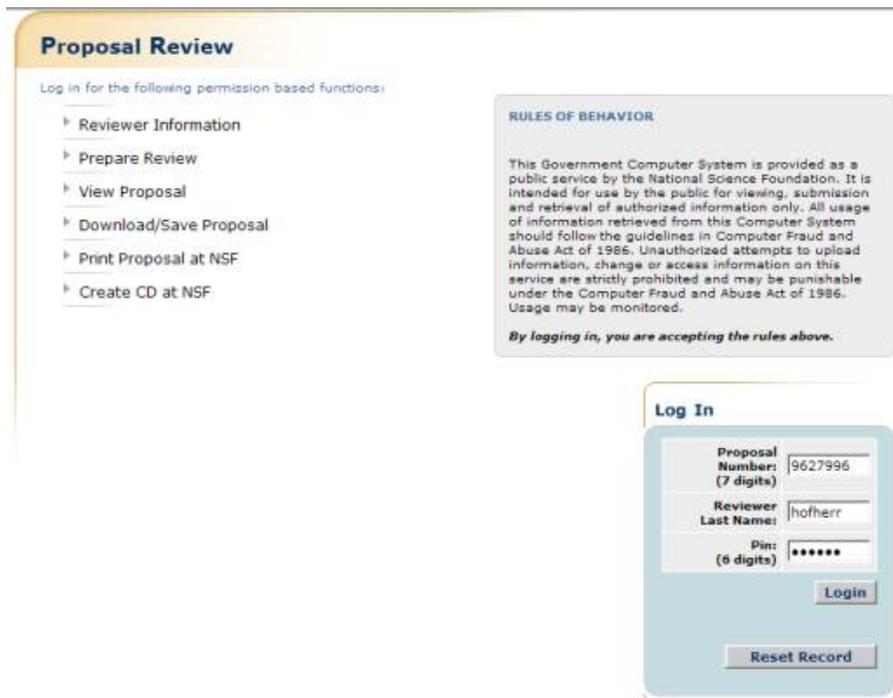


Figure 1 Proposal Review Home Page screen.

Panelist Functions

Panelist Functions

Panelists are qualified individuals NSF calls upon to deliberate and reach a consensus on the funding recommendation for a set of proposals and to assign funding priorities to proposals for NSF (Table 1).

Table 1 Panelist Functions Applications

Application	Who	Activity
Interactive Panel System	Panel member	Work with fellow participants in a virtual conference or in a meeting at NSF, or a combination of both, to review proposals and make recommendations for their funding priority. (NSF appoints a Lead Panelist, who presents the proposals to the meeting, and a panel Scribe, who drafts the final Summary of the deliberations and conclusions reached by the panel.)
Panel Review System		Prepare and submit a review of a proposal that is before the meeting.
Travel and Reimbursement System		<ul style="list-style-type: none"> • Make travel arrangements to attend a meeting at NSF. • Submit requests for NSF reimbursement of costs incurred for travel to the meeting.

See Accessing Panelist Functions.

Accessing Panelist Functions

Role	What You Need for Access	Registration Required?
Panelist	<ul style="list-style-type: none"> Panel ID from NSF Password from NSF 	No

Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- ▶ Panel Review
- ▶ Interactive Panel System
- ▶ Travel and Reimbursement System
- ▶ Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System** requires that JavaScript be enabled on your browser.

Log In

If you are using a screen reader please check this box to disable the automatic refresh function:

Panel ID:

Panelist Last Name:
(Admin. Users: Use your ITAS User ID)

Password:
(Admin. Users: Use your ITAS Password)

[Forgot Password?](#)

Figure 1 Panelist Functions Home Page screen.

Research Administration

Research Administration

Research Administration is the module where the Sponsored Project Office, the Authorized Organizational Representative, and the Financial Administrator of a registered organization conduct transactions with NSF and manage organizational activities (Table 1).

Working in Research Administration requires registration with FastLane.

Roles

The following persons work in Research Administration:

- **Sponsored Project Office (SPO)**

The individual or group at your organization responsible for management of FastLane functions

- **Authorized Organizational Representative (AOR)**

The administrative official who on behalf of the proposing organization is empowered to make certifications and assurances and can commit the organization to the conduct of a project that NSF is being asked to support as well as to adhere to various NSF policies and grant requirements

- **Financial Administrator**

FastLane user assigned by the SPO as assigned Financial Administrator, who in turn assigns the Financial Functions User permissions to one or more individuals to conduct financial activities with NSF on behalf of the grantee organization (see Financial Functions)

Table 1 Research Administration Applications

Application	Who	Activity
Accounts Management	SPO	<ul style="list-style-type: none"> • Register new FastLane users with NSF. • Set and reset passwords. • Assign user permissions. • Assign Financial Administrator Permissions.
	Financial Administrator	Assign Financial Functions to a user.
Letters of Intent	SPO and other users with permissions to carry out any one or more of these activities	<ul style="list-style-type: none"> • Prepare a Letter of Intent in response to an NSF solicitation. • Submit forwarded and SPO-authored Letters of Intent to NSF. • Return a forwarded Letter of Intent to the PI.
Proposals/File Updates/Supplements/Withdrawals		<ul style="list-style-type: none"> • Edit and submit forwarded proposals, Proposal File Updates, Supplemental Funding Requests, and Withdrawals. • Return forwarded documents to PI.
Award Documents		View and print award documents, including

		cooperative agreements.
Forwarded/Submitted Revised Budgets		<ul style="list-style-type: none"> • Edit and submit a forwarded revised submitted budgets to NSF. • Return a forwarded revised submitted budget to PI.
Notifications and Requests		<ul style="list-style-type: none"> • Prepare, edit, and submit notifications and requests for changes in an award. • Return forwarded requests to the PI. <p>(See the <i>Award & Administration Guide (AAG)</i> Exhibit II-1 for details on the kinds of notifications and requests.)</p>
Organizational Reports		<ul style="list-style-type: none"> • View active awards documents. • View the organization permissions report. • View the list of submitted documents waiting for electronic signature. • Check the status of recent proposals. • Check continuation funding. • Check submission of final project reports for an expired award.
Project Reports		Search for and view annual, final, and interim project reports for awards.
Authorized Organizational Representative Functions	AOR	Electronically sign and provide the required certifications for documents that have been submitted to NSF.

See Accessing Research Administration.

Accessing Research Administration

Role	What You Need for Access	Registration Required?
Sponsored Project Office (SPO) Representative	Initial password from registration email from NSF	Yes
<ul style="list-style-type: none"> • Authorized Organizational Representative (AOR) • Financial Administrator 	Initial password from SPO	



Figure 1 Research Administration Home Page screen.

Financial Functions

Financial Functions

Financial Functions is the module where the Financial Functions User conducts financial activities with NSF on behalf of the grantee organization (Table 1).

The **Financial Functions User** (FFU) is one or more individuals who have been granted Financial Functions permissions by the grantee organization’s Financial Administrator.

Working in Financial Functions requires registration with FastLane.

Table 1 Financial Functions Applications

Application	Who	Activity
Federal Cash Transaction Report (FCTR)	Financial Functions User	Prepare and submit the quarterly FCTR.
Cash Request		Request an electronic funds transfer (EFT) from NSF, allocated from award funds.
Cash Request History		View the organization’s cash request history.
Grantee EFT Preparer		Modify the banking information in the organizations EFT profile.
Grantee EFT Certifier		Certify the banking information in the organizations EFT profile.
Grantee EFT History		View the log and list of authors of EFT updates for the organization.

See Accessing Financial Functions.

Accessing Financial Functions

Role	What You Need for Access	Registration Required?
Financial Functions User	<ul style="list-style-type: none"> • Permissions as Financial Functions User (see your Financial Administrator) • Initial password from SPO 	Yes

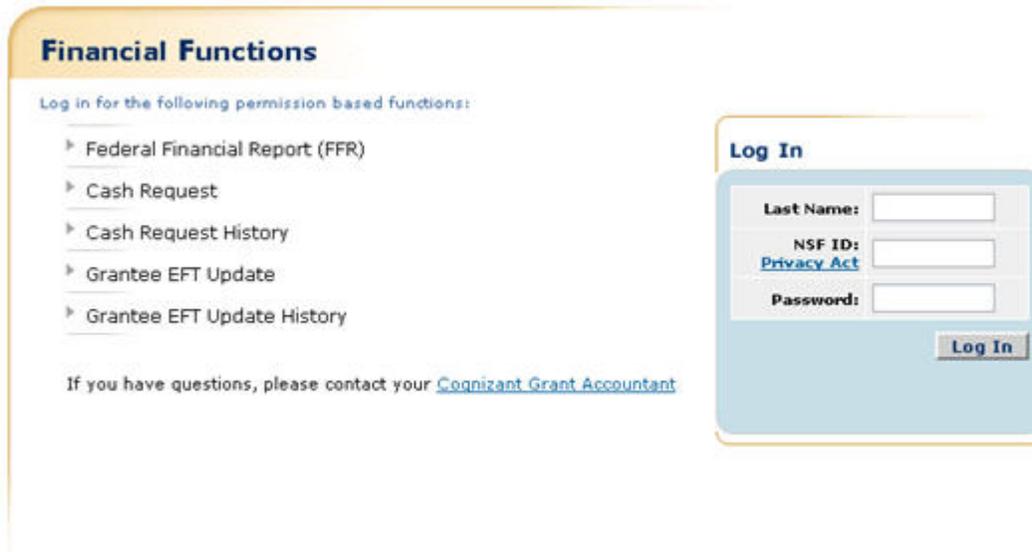


Figure 1 Financial Functions Home Page screen.

Graduate Research Fellowship Program

Graduate Research Fellowship Program

The Graduate Research Fellowship Program is the module where individuals in graduate studies apply for grants and where Coordinating Officials submit reports on NSF Graduate Research Fellowships on their campus (Table 1).

Roles

The following persons work in the Graduate Research Fellowship Program:

- **Applicant**
Individual in graduate studies who is seeking a research grant from NSF
- **Letter of Reference Writer**
Individual who writes and submits a letter of reference for an applicant
- **Fellow**
Individual with a Graduate Research Fellowship who is now a Fellow
- **Coordinating Official**
University official who is assigned by the university via the SPO to manage the NSF Postgraduate fellows at the university

Table 1 Graduate Research Fellowship Program Applications

Application	Who	Activity
Prepare Application	Graduate Applicant	<ul style="list-style-type: none"> • Apply for a Graduate Research Fellowship. Manage references. • Manage your user profile.
Coordinate Applicant Awards	Coordinating Official	<ul style="list-style-type: none"> • Prepare reports on graduate researcher activities. • Coordinate grant administration.

See Accessing the Graduate Research Fellowship Program.

Accessing the Graduate Research Fellowship Program

Role	What You Need	Registration Required?
<ul style="list-style-type: none"> Graduate Researcher GRFP Official 	Registration on Graduate Research Fellowship Program home page screen for login account and password	Registration only for Graduate Research Fellowship Program

Graduate Research Fellowship Program

Welcome to the FastLane Graduate Research Fellowship Program (GRFP).

Reference Submission Deadline
December 1, 2008 (Monday)
Due by 5 p.m. submitter's local time
[Submit Reference Letter](#)

Applicant Deadlines
Due by 5 p.m. submitter's local time
November 1, 2007 (Thursday): Interdisciplinary Fields of Study
November 2, 2007 (Friday): Computer and Information Science and Engineering
November 2, 2007 (Friday): Mathematical Sciences
November 6, 2007 (Tuesday): Geosciences
November 6, 2007 (Tuesday): Psychology
November 6, 2007 (Tuesday): Social Sciences
November 7, 2007 (Wednesday): Life Sciences
November 8, 2007 (Thursday): Engineering
November 9, 2007 (Friday): Chemistry
November 9, 2007 (Friday): Physics and Astronomy

GRFP Award Recipients
 ▶ [Award Offers and Honorable Mentions List](#)

Assistance & Comments

Questions about the Application Process for the Graduate Research Fellowship Program should be directed to:
 GRF Operations Center
 Suite T-50
 1818 N Street, N.W.
 Washington, DC 20036-2479
 Phone: 866-NSF-GRFP (866-673-4737)
 Email: info@nsfgradfellows.org

If you have TECHNICAL problems using the FastLane Graduate Research Fellowship Program application process, accessing your fellowship information, or Coordinating Officials functions please contact [FastLane User Support](#)

Begin a Fellowship Application **Register Here**

Log In Applicants and Fellows
 User Name:
 Password:
 Log In
[Forgot Password?](#)

Log In GRFP Officials
 Last Name:
 NSF ID:
[Privacy Act](#)
 Password:
 Log In
[Forgot Password?](#)
[Lookup NSF ID](#)

As a security measure, your GRFP session will expire after remaining idle for 30 minutes.

Figure 1 Graduate Research Fellowship Program Home Page screen. The Register Here link for Graduate Research Fellowship Program is circled.

Honorary Awards

Honorary Awards

In the Honorary Awards module, an individual submits a new nomination or writes and submits a reference for an already-submitted nominee for any of the following awards:

- **Alan T. Waterman Award**
Annual award to recognize an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- **National Medal of Science**
Award to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences"
- **Vannevar Bush Award**
Annual award to recognize an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- **National Science Board Public Service Award**
Annual award to recognize people and organizations who have increased the public understanding of science or engineering

See [Accessing Honorary Awards](#).

Accessing Honorary Awards

Role	What You Need for Access	Registration Required?
Public User	Registration on Honorary Awards System Home Page screen for login account and password	Registration only for Honorary Awards

Honorary Awards

Select an Honorary Award below to view information about the Honorary Awards, including past winners, award selection criteria, and how to create nominations. Please login with your Honorary Awards account to manage nominations and references. **If you are new to Honorary Awards please register and create your Honorary Awards user account.**

Alan T. Waterman Award
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

National Medal of Science
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

Vannevar Bush Award
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

National Science Board Public Service Award
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

New to Honorary Awards? [Register Here](#)

Log In

User Name:

Password:

[Forgot password?](#)

As a security measure, your Honorary Awards session will expire after remaining idle for 120 minutes.

Figure 1 Honorary Awards Home Page screen. The Register Here link for Honorary Awards and the "Register and create your Honorary Awards user account" text link is circled.

Postdoctoral Fellowship and Other Programs

Postdoctoral Fellowship and Other Programs

Postdoctoral Fellowship and Other Programs is the module where applicants and sponsoring scientists acquire an overview of the postdoctoral programs NSF offers (Table 1).

Working in Postdoctoral Fellowship and Other Programs does not require registration with FastLane; however, preparing and submitting a proposal for a postdoctoral fellowship does require registration with FastLane.

Roles

The following persons work in Proposals, Awards, and Status:

- **Applicant**
Individual with a doctoral degree who is seeking funding for a research project under the aegis of an NSF program (see below for program listing)
- **Sponsoring Scientist**
- **Letter of Reference Writer**
Individual who has been asked by an applicant to submit a letter of reference to NSF concerning the applicant and/or proposed Postdoctoral Fellowship project

Table 1 Postdoctoral Fellowship and Other Programs Applications

Application	Who	Activity
I am an Applicant	Applicant	Find the information on one of the postdoctoral and other programs, including instructions for applying.
I am a Sponsoring Scientist	Sponsoring Scientist	Find the information on one of the postdoctoral and other programs and special information for Sponsoring Scientists.
I am a Letter of Reference Writer	Letter of Reference Writer	Prepare and submit to NSF a Letter of Reference for a postdoctoral Fellowship applicant.
Individual Registration	Applicant	Register with FastLane as an individual (required for preparing a proposal for a Postdoctoral Fellowship).
PI/Co-PI Login Page	Applicant	Log in to Proposals, Awards, and Status to prepare a proposal, once you have registered with FastLane.
Available Programs	Applicant and Sponsoring Scientist	Find information on all available programs with Postdoctoral Fellowships.
Analysis of Available Programs		View analyses of available programs in PDF format for downloading.

See Accessing Postdoctoral Fellowship and Other Programs.

Accessing Postdoctoral Fellowships and Other Programs

Role	What You Need	Registration Required?
Researcher Applicant	No password required, but to prepare and submit a proposal, you must work in <u>Proposals, Awards, and Status</u> , where registration is required.	No
Sponsoring Scientist	Initial password from applicant	No
Letter of Reference Writer	Initial password from applicant	No

NSF Postdoctoral Fellowships and Other Programs

- [GO I am an Applicant](#)
- [GO I am a Sponsoring Scientist](#)
- [GO I am a Letter Of Reference Writer](#)

- [GO Individual Registration](#)
- [GO PI/Co-PI Login Page](#)

- [GO Available Programs](#)
- [GO Analysis of Available Programs \(44K PDF Format - use the browser "Back" button to return to this page\)](#)

Figure 1 Postdoctoral Fellowships and Other Programs Home Page screen.

Glossary

AAG - Award & Administration Guide

The *Award & Administration Guide* is a compendium of basic NSF policies and procedures for use by the grantee community and NSF staff. Its coverage includes the NSF award process, from issuance and administration of an award through closeout. Guidance on other grant requirements or considerations that either do not apply universally or do not follow the award cycle is also provided.

AOR - Authorized Organizational Representative

The administrative official who on behalf of the proposing organization is empowered to make certifications and assurances, to commit the organization to the conduct of a project that NSF is being asked to support, and to guide adherence to various NSF policies and grant requirements.

Co-PI - Co-Principal Investigator

One of the individuals designated by the grantee and approved by NSF to be responsible for the scientific or technical direction of the project (GPG, NSF 01-2, Appendix B, Section A). A proposal can have at most four Co-PIs. Other Senior Personnel can be added to the proposal as non Co-PI Senior Personnel.

DUNS Number - Data Universal Numbering System Number

The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. If your organization does not have a DUNS number, you may obtain one by calling Dun and Bradstreet at (800) 333-0505.

EDI - Electronic Data Interchange

An alternative format used to submit proposals to NSF. You must have permission from NSF to submit proposals using this format.

EFT - Electronic Fund Transfer

When the EFT information is submitted, it is transferred securely to the NSF financial management system for use in making payments to panelists and to organizations.

Financial Administrator

The FastLane user who has been given authority to grant Financial Functions permissions. See [Access Financial Functions Introduction](#) for a full description of the roles in Financial Functions, including the Financial Administrator role.

FCTR - Federal Cash Transaction Report

Business offices use the FCTR to submit their quarterly reports to NSF. You can download the report as a spreadsheet for working offline and then upload the completed report and submit it to NSF, or you can prepare and submit the report online. See [View Historical Federal Cash Transaction Report](#).

GPG - Grant Proposal Guide

The *Grant Proposal Guide* provides direction for the preparation and submission of proposals to NSF. Some NSF programs have program solicitations that modify the general provisions of this Guide, and, in such cases, the guidelines provided in the solicitation must be followed. NSF encourages you to contact program personnel before preparing a proposal for a program.

Password

A password is a 6-20 character authentication and access code used to log into PI/Co-PI Functions, Panelist Functions, Research Administration, Financial Functions, Honorary Awards, and the Graduate Research Fellowship Program. See [Introduction to FastLane](#) to learn how to obtain a password to access these functions.

PIN - Personal Identification Number

A six-character alphanumeric that reviewers use to access Proposal Review (see [Accessing Proposal Review](#)) and that an Other Authorized User uses to access Proposals, Awards, and Status (see [Accessing Proposals, Awards, and Status](#)).

PDF - PDF Portable Document Format

NSF converts your proposal and other documents that you create in FastLane into PDF files to ensure accurate viewing across all platforms. You need Adobe Reader to view any files that have already been submitted to NSF through FastLane (see [Adobe Reader for FastLane](#)). You can also create and upload your own PDF files to FastLane (see [Generate PDF Files](#)).

PI - Principal Investigator

The individual designated by the grantee and approved by NSF to be responsible for the scientific or technical direction of the project (GPG, NSF 01-2, Appendix B, Section A).

SPO - Sponsored Project Office

The individual or group at your organization responsible for management of FastLane functions.

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