HELP DOCUMENTATION

FastLane Help System

Letters of Intent

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Letters of Intent

Letters of Intent Introduction

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Some NSF program solicitations require or request submission of a letter of intent (LOI) in advance of submission of a full proposal. The predominant reason for its use is to help NSF program staff to gauge the size and range of the competition, enabling earlier selection and better management of reviewers and panelists. The requirement to submit an LOI will be identified in the program solicitation. Failure to submit a required LOI identified in a program solicitation may result in a full proposal not being accepted or returned without review. See GPG Chapter I.D.1 for further information.

You can create more than one Letter of Intent for a single program solicitation. However, a warning message displays that a Letter of Intent has already been submitted for that solicitation.

Roles

The PI can do the following:

- Create a Letter of Intent for any solicitation that has requested or required it
- Submit directly to the NSF Letters of Intent for certain types of solicitations
- Forward a Letter of Intent to the SPO for those types of solicitations that require AOR approval

The Sponsored Project Office (SPO)/ Authorized Organizational Representative (AOR) can do the following:

- Create a Letter of Intent for certain types of solicitations
- View all Letters of Intent created by PIs in their organization, including those the PI directly submitted to NSF
- Edit Letters of Intent forwarded by the PI
- Submit a Letter of Intent (AOR only)
- Return a Letter of Intent to a PI

To work on Letters of Intent, see one of the following for instructions:

- Create a Letter of Intent Introduction
- Work on Saved and Submitted Letters of Intent

Create a New Letter of Intent

Create a Letter of Intent Introduction

The process of creating a Letter of Intent involves four steps:

1. **Access** the **Letters of Intent** screen on the **Create New LOI from Solicitation** tab.
   See Access the Letters of Intent Screen as a PI or Access the Letters of Intent Screen as an SPO/AOR for instructions.
2. Find the solicitation that you want to prepare a Letter of Intent in response to.
   See Step 2 Find a Solicitation.
3. Access and complete the Letter of Intent.
   See What Information is Requested in the Letter of Intent? and Complete the Letter of Intent for instructions.
4. Process the Letter of Intent.
   See one of the following for instructions:

- Save a New Letter of Intent
- Forward a New Letter of Intent to the SPO
- Submit a New Letter of Intent

Step 1 Access the Letters of Intent Screen

Step 1 Access the Letters of Intent Screen

Access the **Letters of Intent** screen by role:

- As a PI
- As an SPO

Access the Letters of Intent Screen as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see PI/Co-PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

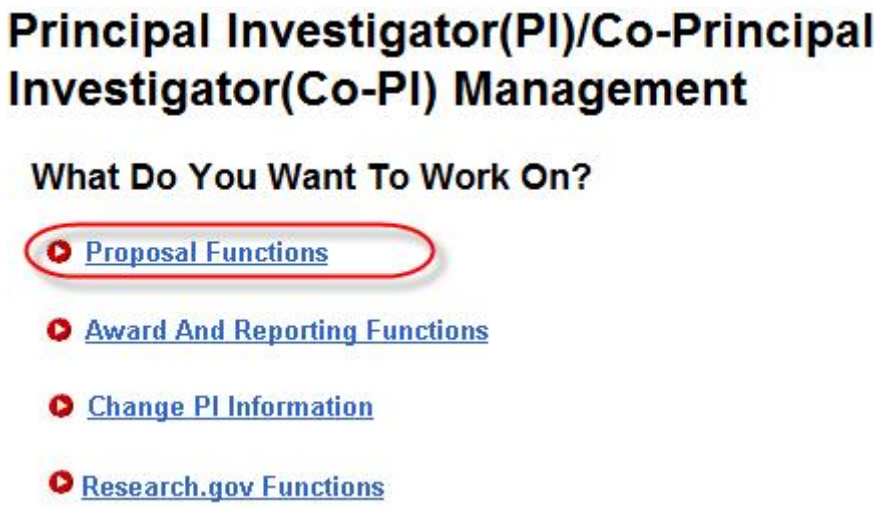


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

3. Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 3) with a listing of the available solicitations. You have these options on this screen:
   - View all program solicitations
   - Search for solicitations
   - View a program solicitation
   - Complete the Letter of Intent

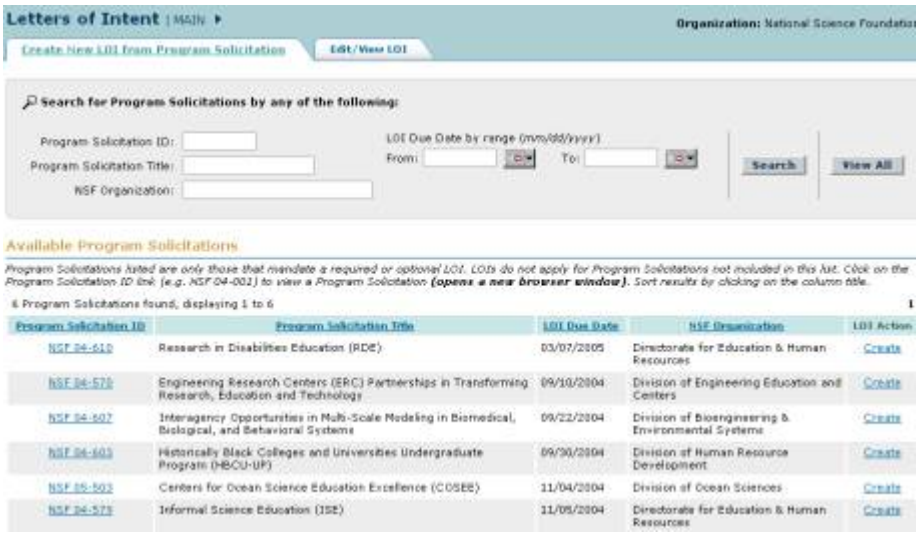


Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

See Step 2 Find a Solicitation.

Access the Letters of Intent Screen as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO/AOR Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2).

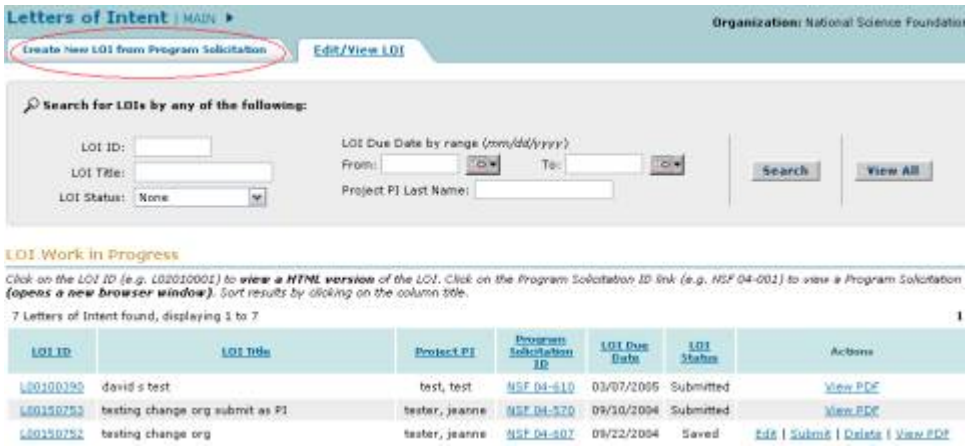


Figure 2 Letters of Intent screen on the Edit/View LOI tab. The Create New LOI from Program Solicitation tab is circled.

3. Click the **Create New LOI from Program Solicitation** tab (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 3) with a listing of available solicitations. You have these options:
   - View all program solicitations

- Search for solicitations
- View a program solicitation
- Complete the Letter of Intent

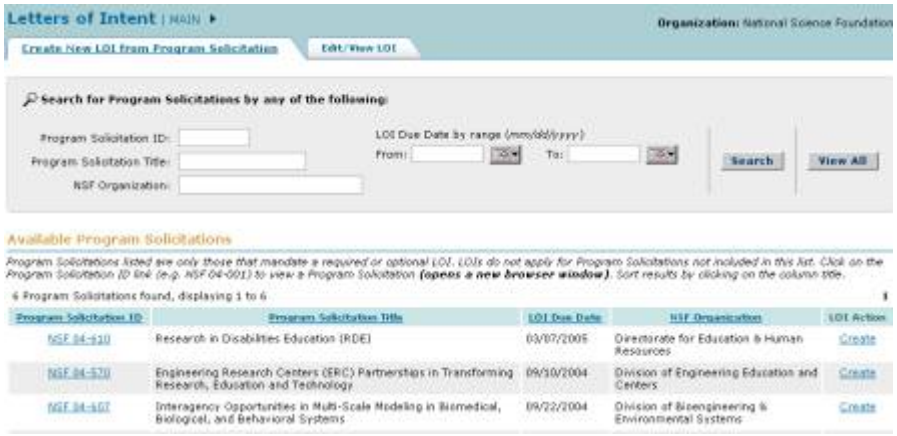


Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab.

See Step 2 Find a Solicitation.

Step 2 Find a Solicitation

Step 2 Find a Solicitation

There are three ways to find a solicitation:

- View all solicitations
- Search for a solicitation
- View a solicitation

View All Program Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see Access the Letters of Intent Screen as PI or Access the Letters of Intent Screen as an SPO/AOR).

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab, with all program solicitations listed in the **Available Program Solicitations** section (Figure 2). You have these options:
   - View a program solicitation
   - Complete the Letter of Intent

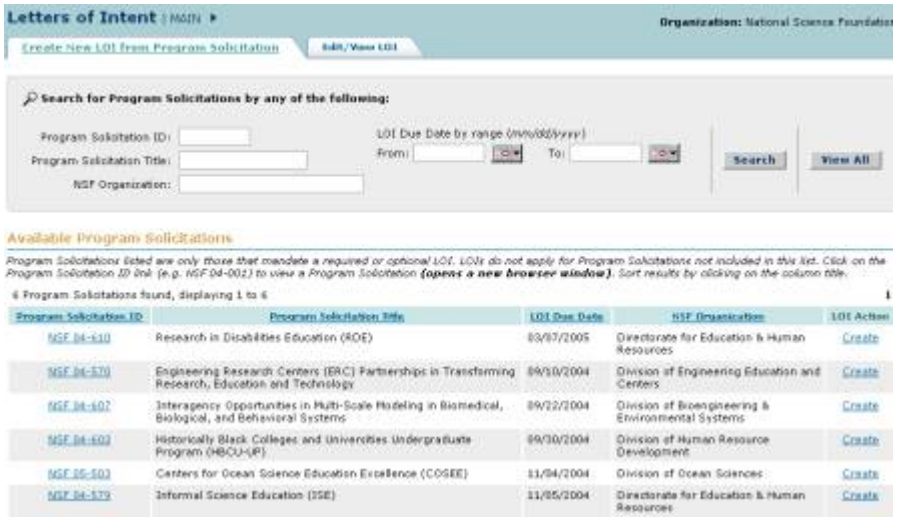


Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. All the available solicitations are listed.

See also:
- Search for Solicitations
- View a Program Solicitation
- Step 3 Complete the Letter of Intent

Search for Solicitations

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see Access the Letters of Intent Screen as PI or Access the Letters of Intent Screen as an SPO/AOR).

Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Search button is circled.

2. In the **Search for Program Solicitations** section (Figure 1), you can search for solicitations by any one or a combination of the following:
   - **Program Solicitation ID**
     In the **Program Solicitation ID** box (Figure 1), type the Program Solicitation ID.
   - **Program Solicitation Title**
     In the **Program Solicitation Title** box (Figure 1), type the Program Solicitation title.
   - **NSF Organization**
     In the **NSF Organization** box (Figure 1), type the name of the NSF organization. See http://www.nsf.gov/funding/research_edu_community.jsp for a listing of NSF organizations.
   - **Letter of Intent Due Date Range**
     In the **From** box (Figure 1), type the start date for the date range.
     In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Create New LOI from Program Solicitation** tab (Figure 2) with the results of your search listed in the **Available Program Solicitations** section.

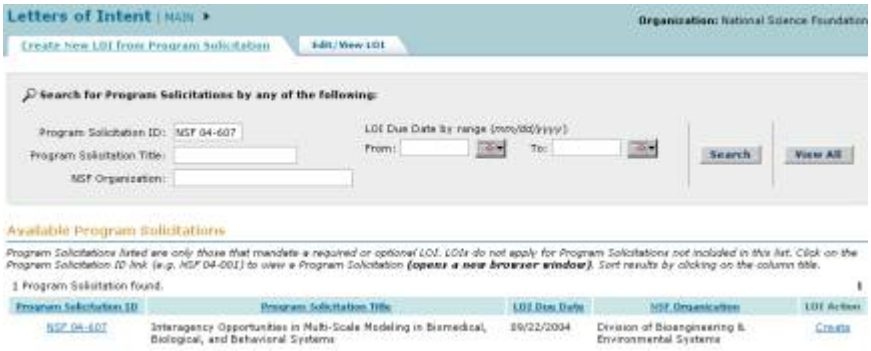


Figure 2 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The search results are listed in the Available Program Solicitations section.

pd_letters_of_intent

See also:

- View All Program Solicitations
- View a Program Solicitation
- Step 3 Complete the Letter of Intent

View a Program Solicitation

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see Access the Letters of Intent Screen as PI or Access the Letters of Intent Screen as an SPO/AOR).

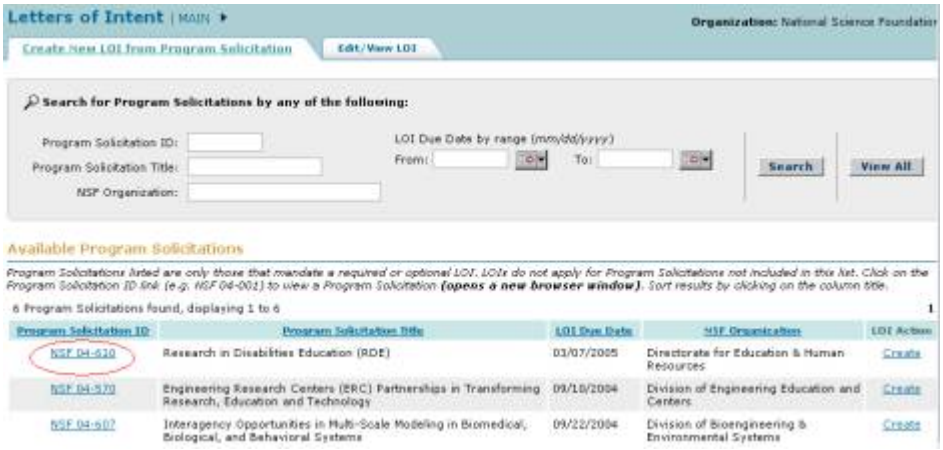


Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Program Solicitation ID is circled for a solicitation.

2. In the **Available Program Solicitation** section, click the Program Solicitation ID (Figure 1) on the row of the Program Solicitation you want to view. The link for the solicitation displays in a new window (Figure 2).

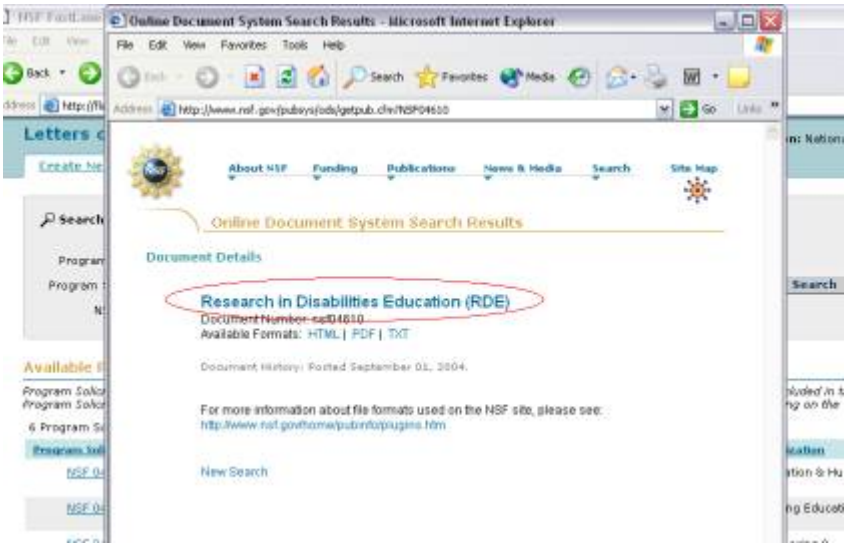


Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). You can also click on the link for the HTML or the text version to view the solicitation in either of those formats.

Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen.

See also:

- View All Program Solicitations
- Search for Solicitations
- Step 3 Complete the Letter of Intent

Step 3 Complete Letter of Intent Form

Step 3 Complete Letter of Intent

See What Information is Requested in the Letter of Intent? for an overview of the requested or required information.

1. Access the **Letters of Intent** screen on the **Create New LOI from Program Solicitation** tab (Figure 1) (see Access the Letters of Intent Screen as PI or Access the Letters of Intent Screen as an SPO/AOR).

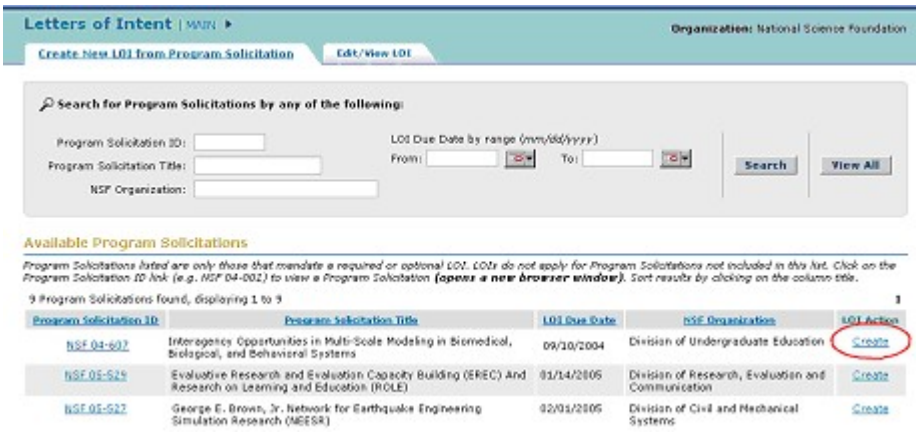


Figure 1 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Create link is circled.

2. Determine which solicitation you want to create a Letter of Intent for (see Search for Solicitations, View All Program Solicitations, and View a Program Solicitation).
3. In the **Available Program Solicitations** section of the **Letters of Intent** screen on the **Create New LOI from Program Solicitations** tab (Figure 1), click **Create** on the row for the solicitation that you want to create a Letter of Intent for. The **Create New LOI** screen displays (Figure 2).

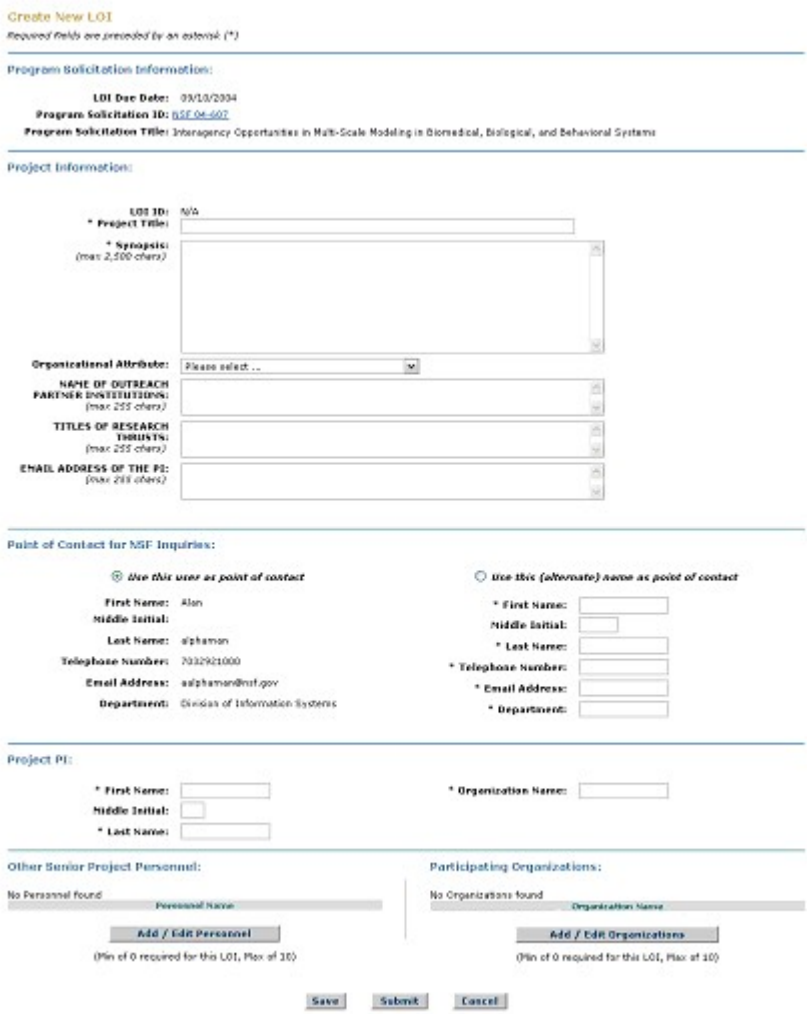


Figure 2 Create LOI screen.

4. In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
5. In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
6. From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
7. Type messages to any or all of the following (Figure 2):
   - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)
   - NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)
   - The Program Officer who has expressed interest in the project (optional)
8. In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
   - Use this user as point of contact (individual's information is displayed already)
   - Use (alternate) name as point of contact
9. *If you use the alternate point of contact:*
   - In the **First Name** box (Figure 2), type the alternate's first name.
   - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).

- In the **Last Name** box (Figure 2), type the alternate's last name.
- In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
- In the **Email Address** box (Figure 2), type the alternate's email address.

10. In the **Project PI** section (Figure 2), type the following:
    - In the **First Name** box, type the PI's first name.
    - In the **Middle Initial** box, type the PI's middle initial (optional).
    - In the **Last Name** box, type the PI's last name.
    - In the **Organization** box, type the name of your organization.
11. In the **Other Senior Project Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See Add/Edit Personnel for instructions.
12. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See Add/Edit Organizations for instructions.
13. After you have completed the Letter of Intent, you have these options:
    - Save the Letter of Intent
    - Forward the Letter of Intent to the SPO (PI only)
    - Submit the Letter of Intent (AOR for all Letters of Intent and PI for some types of Letters of Intent)

Add/Edit Personnel

1. Access the **Create New LOI** screen (Figure 1) (see Complete the Letter of Intent).

Figure 1 Create LOI screen. The Add/Edit Personnel button is circled.

2. In the **Other Senior Personnel** section (Figure 1), click the **Add/Edit Personnel** button. The **Create LOI—Add/Edit Other Senior Personnel** screen displays (Figure 2).
3. In the **Other Senior Personnel** section (Figure 2), complete the following:
   - In the **First Name** box, type the Senior Person's first name.

- In the **Middle Initial** box, type the Senior Person's middle initial (optional).
- In the **Last Name** box, type the Senior Person's last name.
- In the **Organization Name** box, type the Senior Person's organization.
- In the **Department** box, type the Senior Person's department.
- In the **City** box, type the city of the Senior Person's organization.
- In the **State** box, select the state of the organization from the drop-down list (required for United States only).
- In the **Country** box, select the country of the organization from the drop-down list.

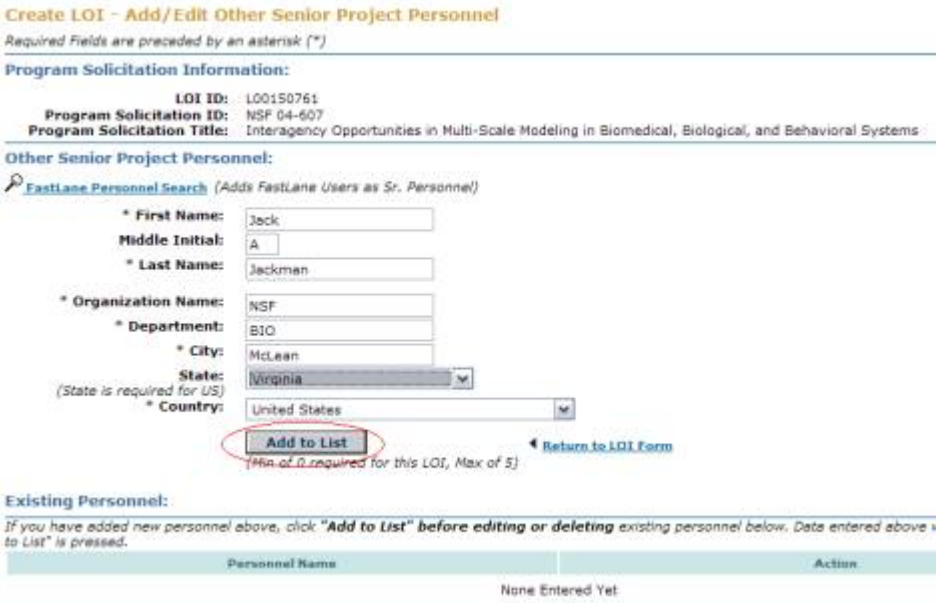


Figure 2 Create LOI—Add/Edit Other Senior Personnel screen. The Add to List button is circled.

4. Click the **Add to List** button (Figure 2). The **Create the LOI—Add/Edit Other Senior Personnel** screen displays (Figure 3) again with the name of the added individual listed in the **Existing Personnel** section. You have two new options:
   - Edit the Senior Person's information
   - Delete a Senior Person

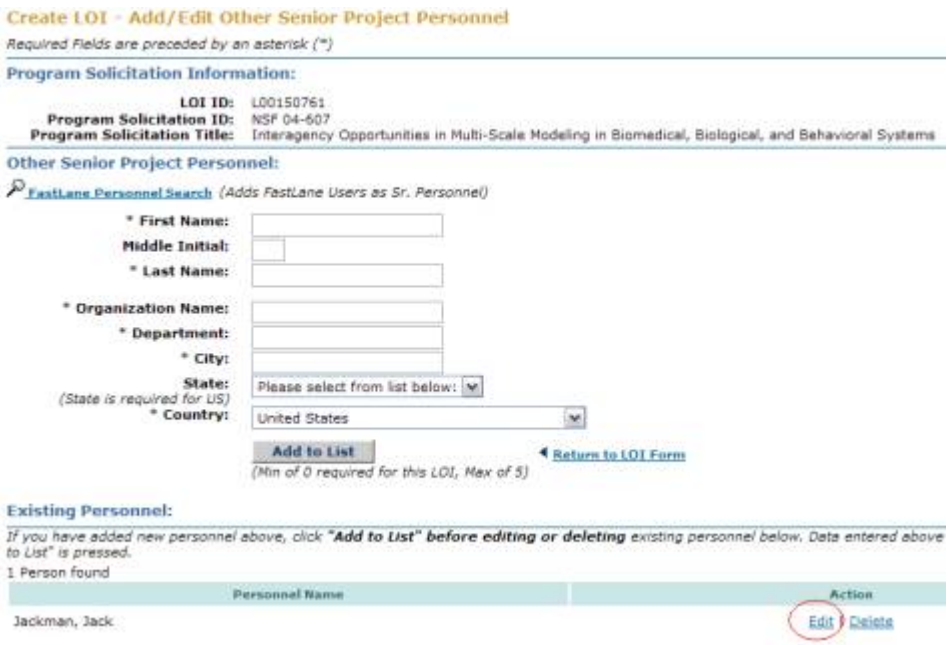


Figure 3 Create LOI—Add/Edit Other Senior Personnel screen. The Edit link is circled.

Edit the Senior Person's Information

1. On the **Create LOI—Add/Edit Other Senior Personnel** screen (Figure 3), click **Edit**. The **Create LOI—Add/Edit Other Senior Personnel** screen displays (Figure 4) with the Senior Person's information.

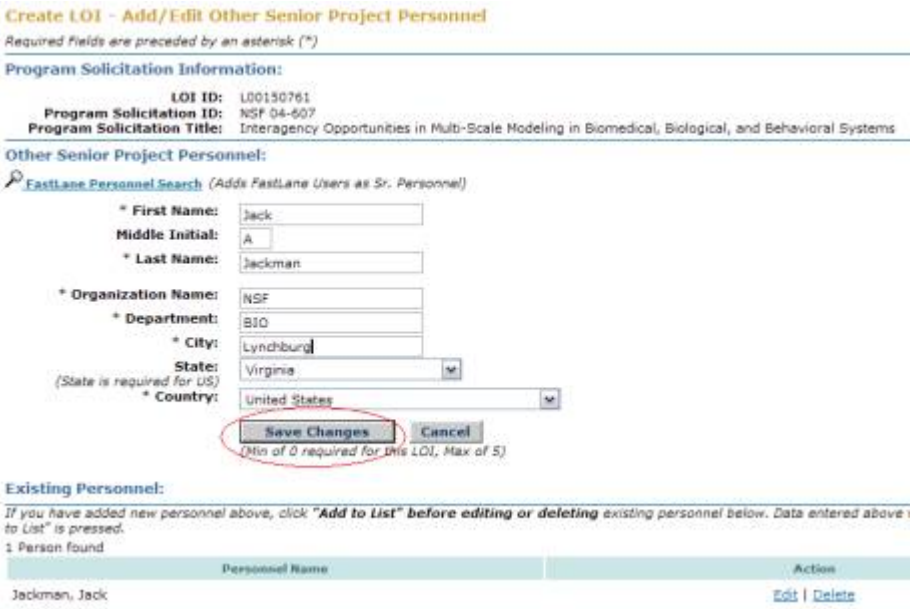


Figure 4 Create LOI—Add/Edit Other Senior Personnel screen. The Save Changes button is circled.

2. Edit the information as you require (see Step 3, Add/Edit Personnel).
3. Click the **Save Changes** button (Figure 4). The **Create LOI—Add/Edit Other Senior Personnel** screen displays again.

Delete the Senior Person

On the **Create LOI—Add/Edit Other Senior Personnel** screen (Figure 5), click **Delete** in the row for the Senior Person whose name you want to delete. The **Create LOI—Add/Edit Other Senior Personnel** screen displays (Figure 6) with the Senior Person's name no longer listed in the **Existing Personnel** section.

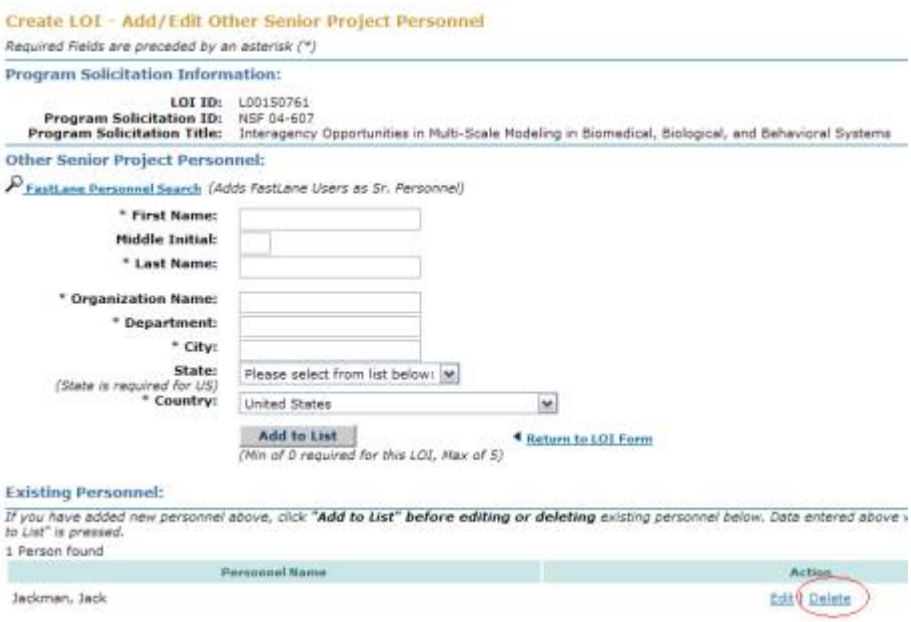


Figure 5 Create LOI—Add/Edit Other Senior Personnel screen. The Delete link is circled.

Figure 6 Create LOI—Add/Edit Other Senior Personnel screen with the Senior Person's name no longer listed in the Existing Personnel section.

See Step 3 Complete the Letter of Intent.

Add/Edit Organizations

1. Access the **Create New LOI** screen (Figure 1) (see Complete the Letter of Intent).

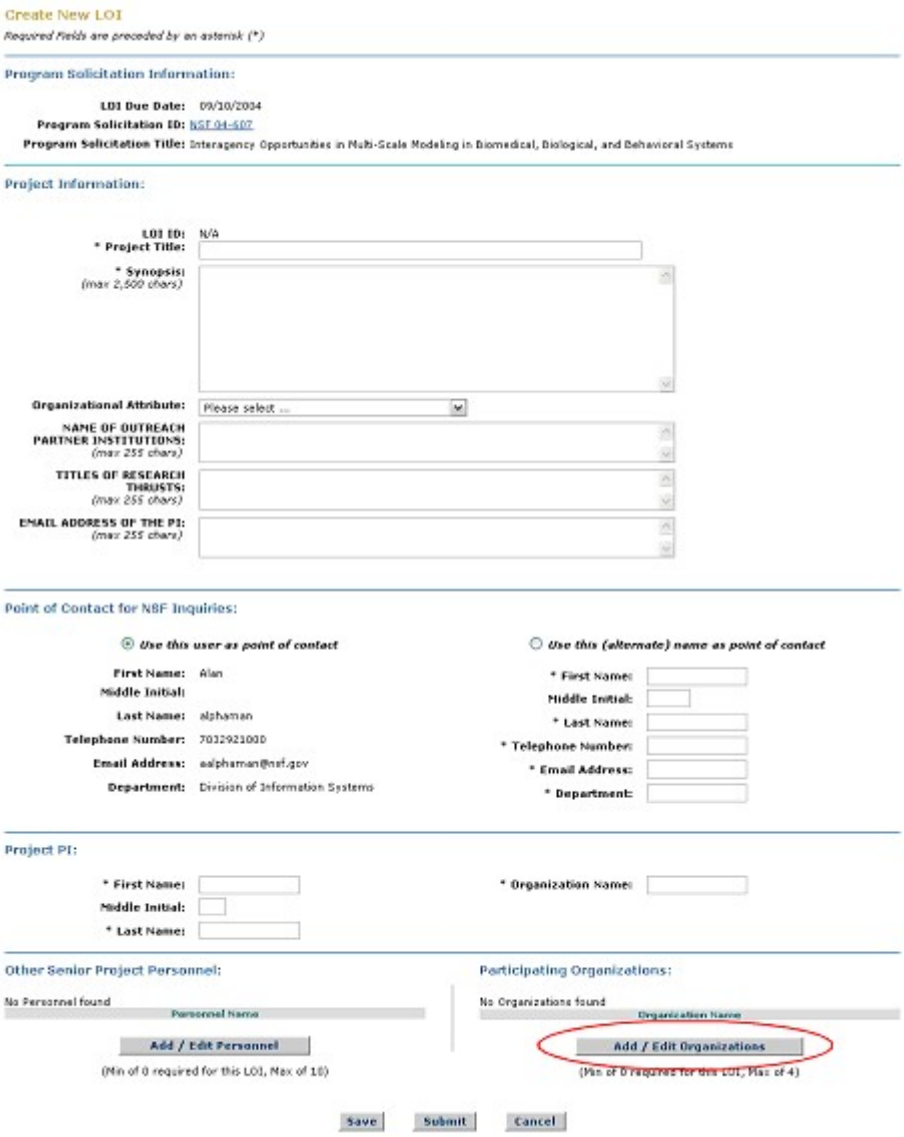


Figure 1 Create New LOI screen. The Add/Edit Organizations button is circled.

2. In the **Participating Organizations** section (Figure 1), click the **Add/Edit Organizations** button. The **Create LOI—Add/Edit Participating Organizations** screen displays (Figure 2).

Figure 2 Create LOI—Add/Edit Participating Organizations screen. The FastLane Organization Search link is circled.

3. Click **FastLane Organization Search** (Figure 2) to find the name of the participating organization as it is registered with FastLane. The **FastLane Organization Search** screen displays (Figure 3).

Figure 3 FastLane Organization Search screen. The Search Organization button is circled.

4. In the **Organization Name** box (Figure 3), type at least three letters of the organization you are searching for.
5. Click the radio button for one of the following search criteria (Figure 3):
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.
6. Click the **Search Organization** button (Figure 3). The **FastLane Organization Search Result** screen displays (Figure 4) with a list of the organizations that meet your search criteria.

Figure 4 FastLane Organization Search Result screen. The Select button is circled.

7. Click the radio button next to an organization name to select an organization (Figure 4).
8. Click the **Select** button (Figure 4). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 5) with the name of the organization in the **Organization Name** box.

Figure 5 Create LOI—Add/Edit Participating Organization screen. The Add to List button is circled.

9. Click the **Add to List** button (Figure 5). The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 6) with the name of the organization listed in the **Existing Organizations** section. You now have the option to delete the organization.

Figure 6 Create LOI—Add/Edit Participating Organization screen. The Delete button is circled.

Delete an Organization

On the **Create LOI—Add/Edit Participating Organization** screen (Figure 6), in the **Existing Organizations** section, click **Delete** on the row of the organization you want to delete. The **Create LOI—Add/Edit Participating Organization** screen displays (Figure 7) with the organization's name removed from the **Existing Organizations** section.

Figure 7 Create LOI—Add/Edit Participating Organization screen with the name of the organization no longer listed in the Existing Organizations section.

See Step 3 Complete the Letter of Intent.

Step 4 Process a New Letter of Intent

Step 4 Process a New Letter of Intent

There are three ways to process a newly created Letter of Intent:

- Save a new Letter of Intent
- Forward a new Letter of Intent to the SPO (PI only)
- Submit a Letter of Intent (AOR only)

Save a New Letter of Intent

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent information (see Complete the Letter of Intent).

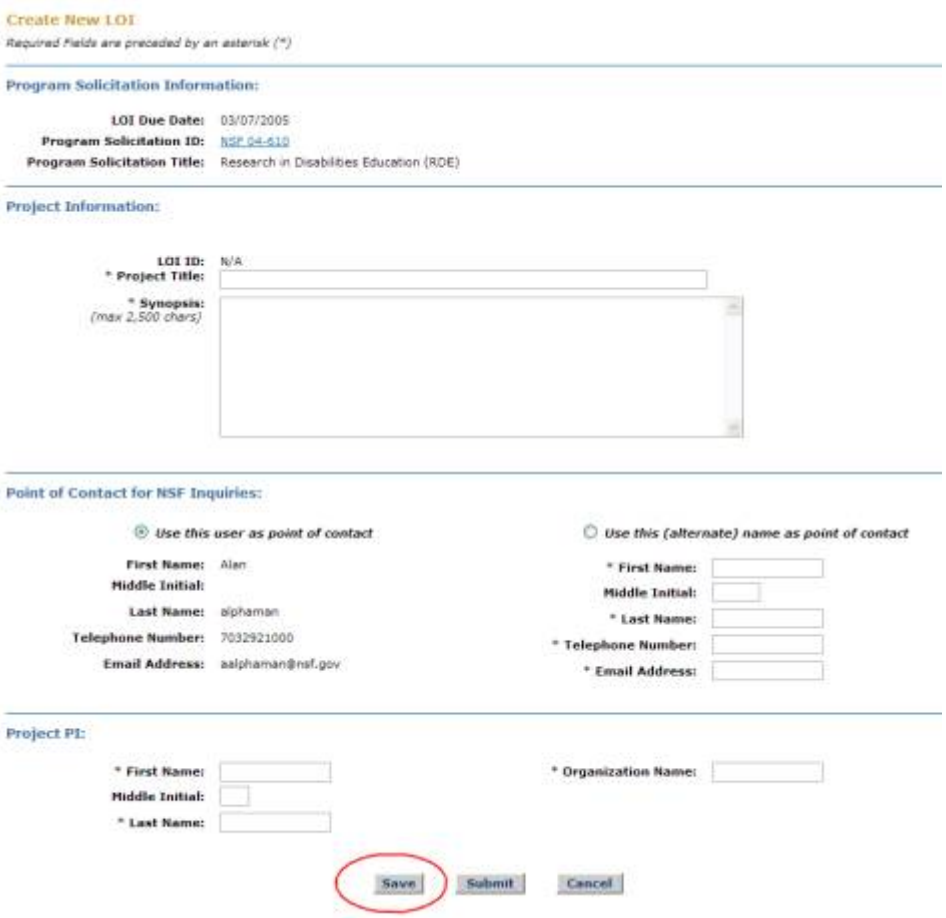


Figure 1 Create New LOI screen. The Save button is circled.

2. Click the **Save** button (Figure 1). The **Confirmation LOI Saved** screen displays (Figure 2) with the message that the Letter of Intent is now saved. The Letter of Intent is now listed in the **LOI Work in Progress** section of the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 3). To work on the Letter of Intent again, see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR.

Figure 2 Confirmation LOI Saved screen.

Figure 3 Letters of Intent screen on the Edit/View LOI tab. In the LOI Work in Progress section, the newly saved Letter of Intent is circled.

See also:

- Forward a New Letter of Intent to the SPO
- Submit a New Letter of Letter

Forward a New Letter of Intent to the SPO

Only the PI has the option to forward a Letter of Intent to the SPO.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent (see Complete the Letter of Intent).

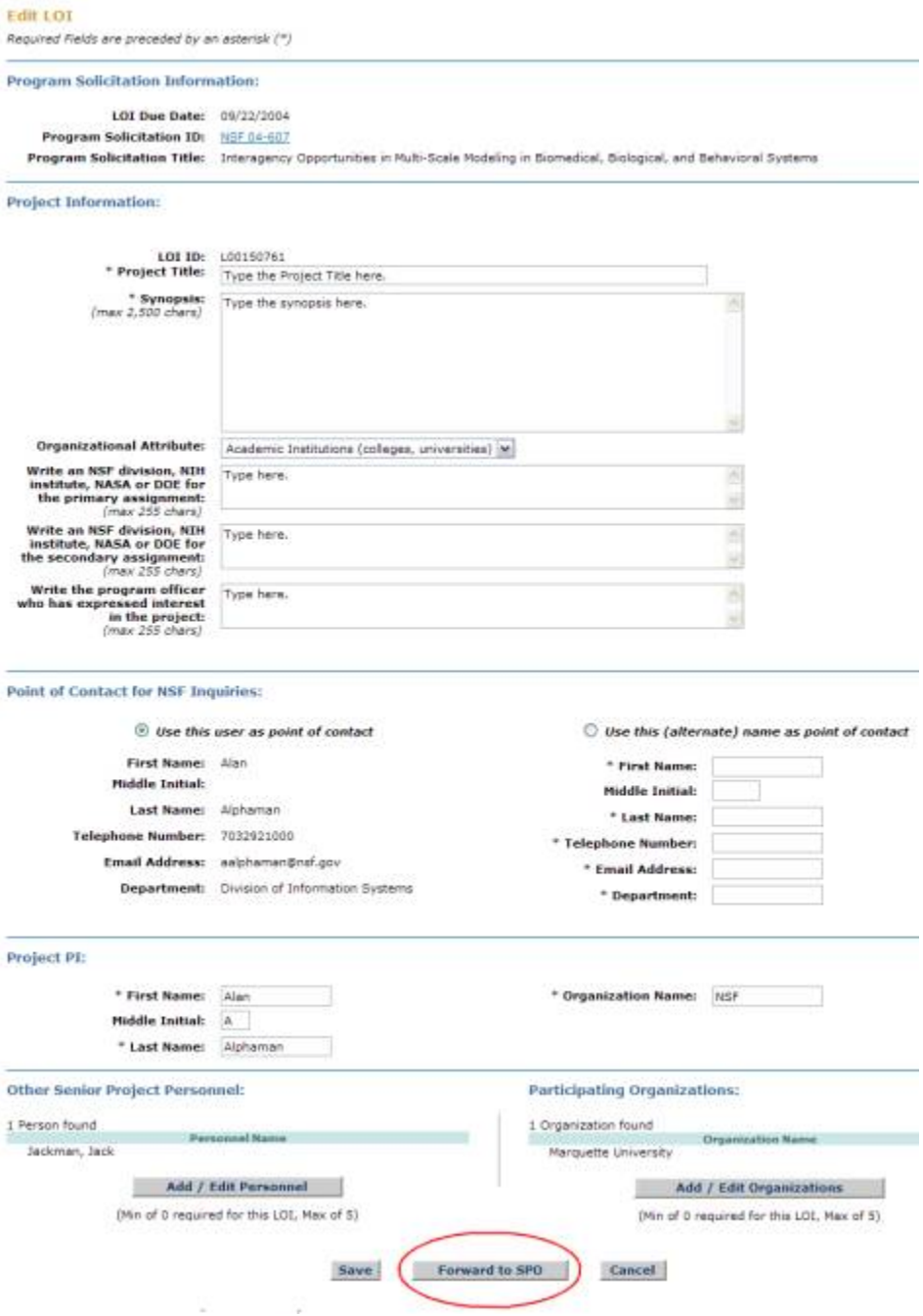


Figure 1 Create LOI screen. The Forward to SPO button is circled.

2. Click the **Forward to SPO** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to the SPO.

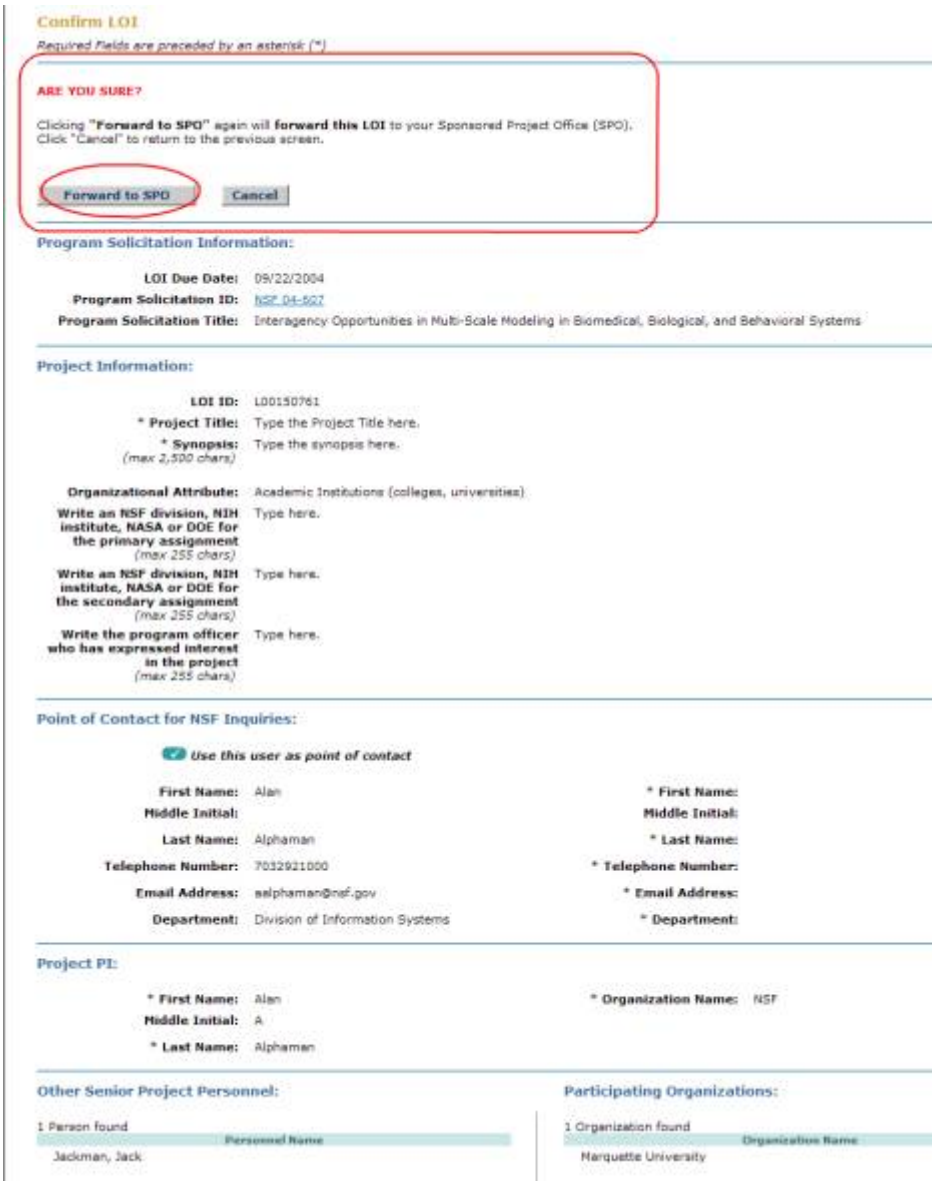


Figure 2 Confirm LOI screen. The Forward to SPO button is circled.

3. Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.

Figure 3 Confirmation LOI Forwarded to SPO screen.

See also:

- Save a New Letter of Intent
- Submit a New Letter of Intent

Submit a New Letter of Intent

An AOR may submit any Letter of Intent.

A PI may directly submit Letters of Intent for certain types of solicitations. If a PI can submit a Letter of Intent, the **Submit to NSF** button displays, rather than the **Forward to SPO** button, on the **Create New LOI** screen.

1. Access the **Create New LOI** screen (Figure 1) and complete the Letter of Intent information (see Complete the Letter of Intent).

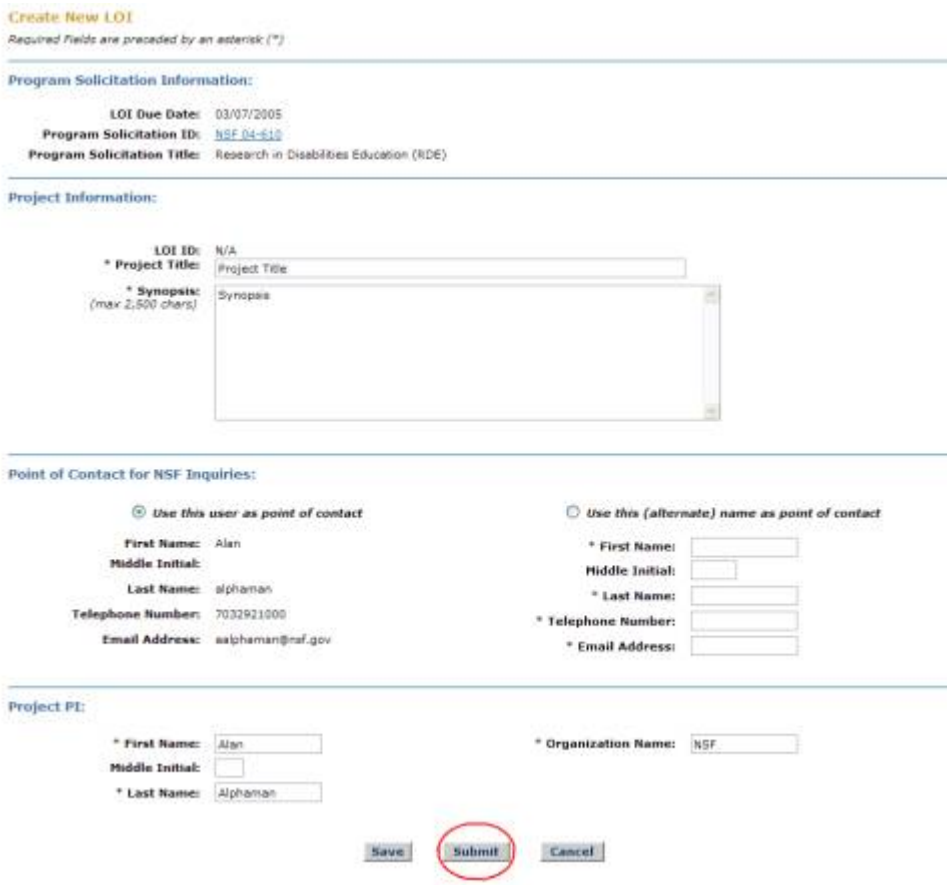


Figure 1 Create New LOI screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to submit the Letter of Intent to NSF.

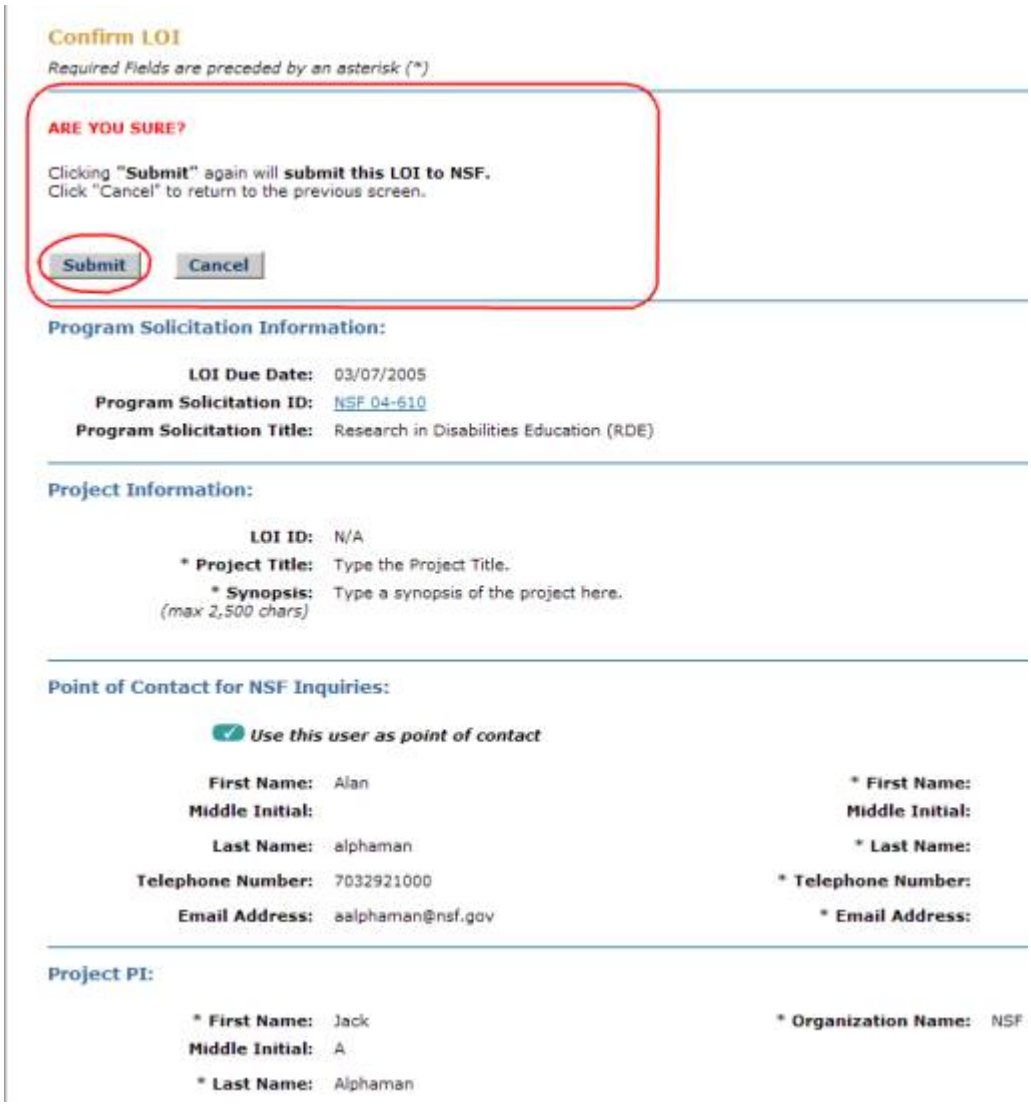


Figure 2 Confirm LOI screen. The Submit button is circled.

3. Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.

Figure 3 Confirmation LOI Submitted to NSF screen.

See also:

- Save a New Letter of Intent
- Forward a New Letter of Intent to the SPO

Work on Saved and Submitted Letters of Intent

Work on Saved and Submitted Letters of Intent

You have these options in working on saved and submitted Letters of Intent:

- Search for Letters of Intent
- View Letters of Intent
- View a Program Solicitation for a Letter of Intent
- Edit a Letter of Intent
- Forward a Letter of Intent to the SPO (PI only)
- Submit a Letter of Intent to NSF (AOR only)
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

See Access Saved and Submitted Letters of Intent as a PI or Access Saved and Submitted Letters of Intent as an SPO/AOR to begin working.

Access Saved and Submitted Letters of Intent

Access Saved and Submitted Letters of Intent

Access saved and submitted Letters of Intent by role:

- As a PI
- As an SPO/AOR

Access Saved or Submitted Letters of Intent as a PI

1. On the **FastLane Home Page** screen, log in as a PI to Proposals, Status, and Awards (see PI/Co-PI Login). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 1).

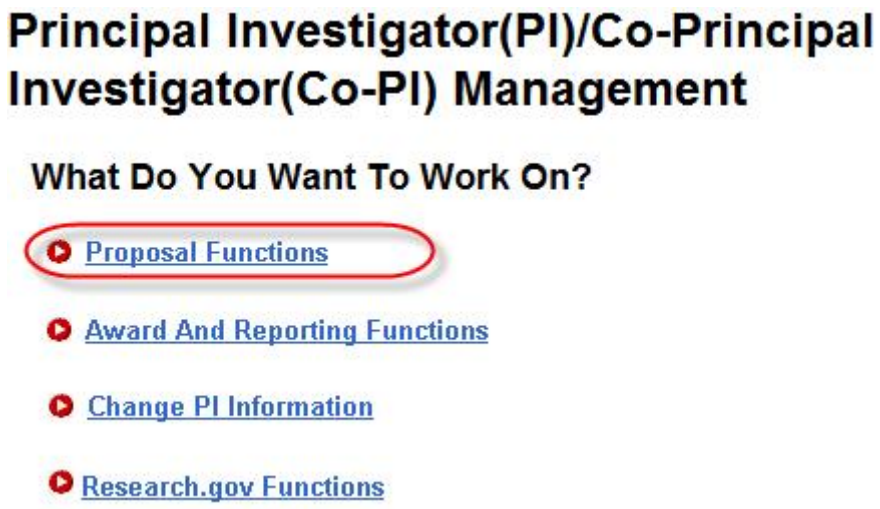


Figure 1 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 1). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 2).

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

3. Click **Letters of Intent** (Figure 2). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 3).

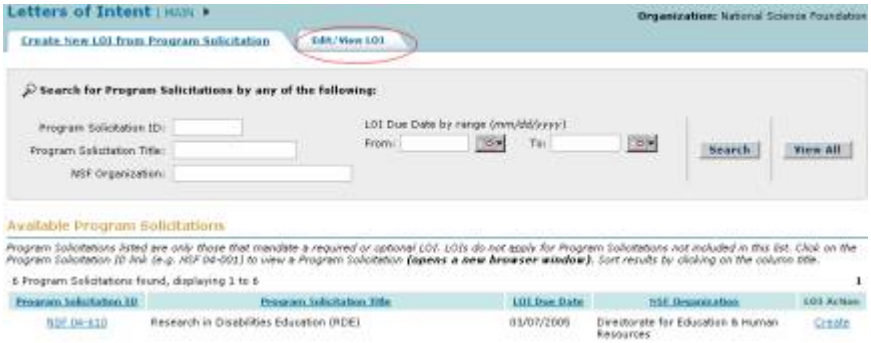


Figure 3 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

4. Click the **Edit/View LOI** tab (Figure 3). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 4). You have these options, depending upon the status of the Letter of Intent:
   - Search for Letters of Intent
   - Edit a Letter of Intent
   - Forward a Letter of Intent to the SPO or Submit a Letter of Intent to NSF
   - View a Letter of Intent in HTML format
   - View a Letter of Intent in PDF format
   - View a Program Solicitation for a Letter of Intent
   - Delete a Letter of Intent

   (Click on any link above to see instructions for that action.)

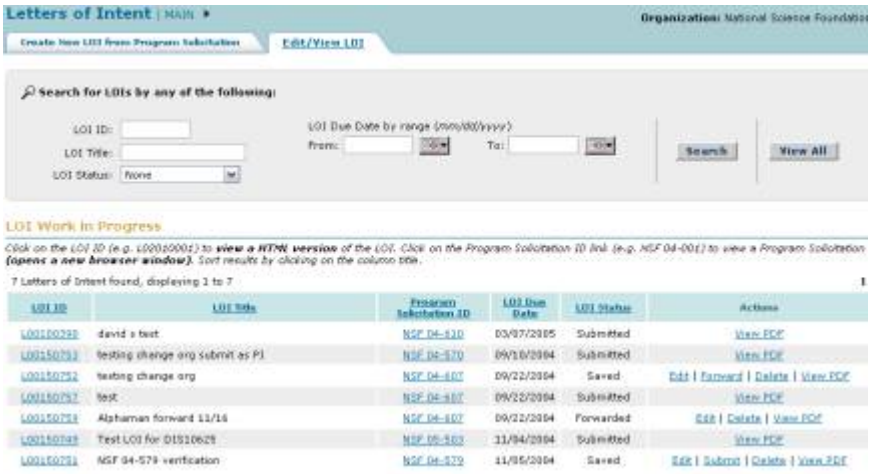


Figure 4 Letters of Intent screen on the Edit/View LOI tab.

pd_letters_of_intent

See also:

- Search for Saved and Submitted Letters of Intent
- View Saved and Submitted Letters of Intent

Access Saved or Submitted Letters of Intent as an SPO/AOR

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO/AOR Login). The **Research Administration** screen displays (Figure 1).

Figure 1 Research Administration screen. The Letters of Intent link is circled.

2. Click **Letters of Intent** (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2). You have these options on this screen:
   - Search for Letters of Intent
   - Edit a Letter of Intent
   - Submit a Letter of Intent to NSF (AOR only)
   - Return a Letter of Intent to the PI
   - View a Letter of Intent in HTML format
   - View a Letter of Intent in PDF format
   - View a Program Solicitation for a Letter of Intent
   - Delete a Letter of Intent

   (Click on any link above to see instructions for that action.)

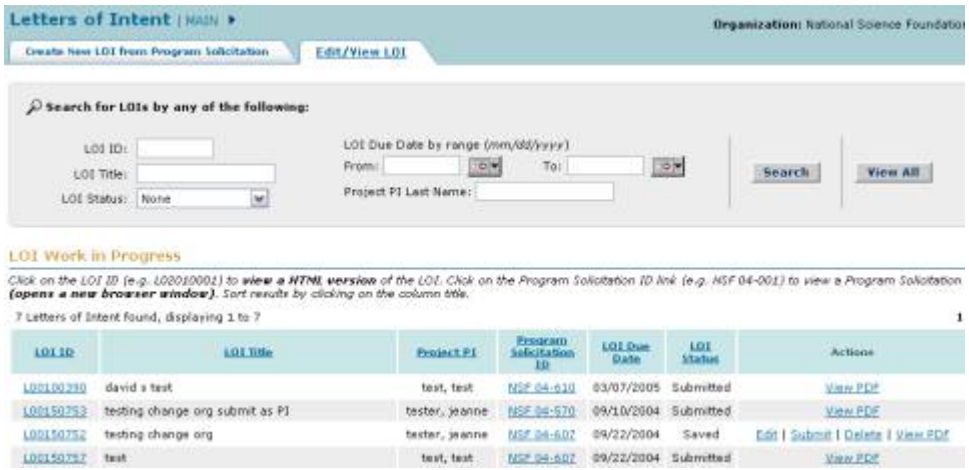


Figure 2 Letters of Intent screen on the Edit/View LOI tab.

See also:

- Search for Saved and Submitted Letters of Intent
- View Saved and Submitted Letters of Intent

Search for Saved and Submitted Letters of Intent

Search for Saved and Submitted Letters of Intent

Search for saved and submitted Letters of Intent by role:

- As a PI
- As an SPO/AOR

Search for Letters of Intent as a PI

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as PI).

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
   - **Letter of Intent ID**
     In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
   - **Letter of Intent Title**
     In the **LOI Title** box (Figure 1), type the Letter of Intent title.
   - **LOI Status**
     Select the status you want to search for from the drop-down list (Figure 1).
   - **Letter of Intent Due Date Range**
     In the **From** box (Figure 1), type the start date for the date range.
     In the **To** box (Figure 1), type the end date for the date range.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

See also View Saved and Submitted Letters of Intent.

Search for Letters of Intent as an SPO/AOR

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as SPO/AOR).

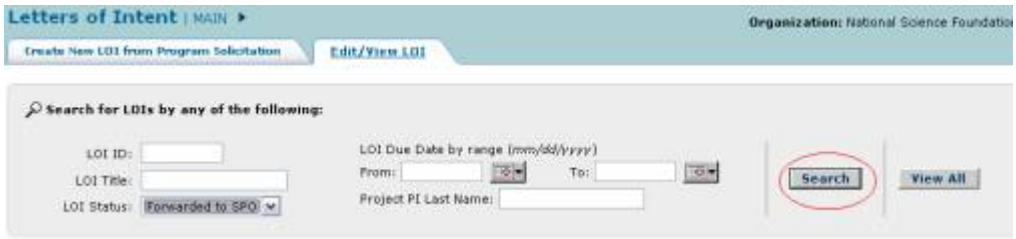


Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Search button is circled.

2. In the **Search for LOIs** section (Figure 1), you can search for Letters of Intent by any one or a combination of the following:
   - **Letter of Intent ID**
     In the **LOI ID** box (Figure 1), type the Letter of Intent ID.
   - **Letter of Intent Title**
     In the **LOI Title** box (Figure 1), type the Letter of Intent title.
   - **LOI Status**
     Select the status you want to search for from the drop-down list (Figure 1).
   - **Letter of Intent Due Date Range**
     In the **From** box (Figure 1), type the start date for the date range.
     In the **To** box (Figure 1), type the end date for the date range.
   - **Project PI Last Name**
     In the **Project PI Last Name** box (Figure 1), type the last name of the PI who forwarded the Letter of Intent.
3. Click the **Search** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with the results of your search in the **LOI Work in Progress** section.

Figure 2 Letters of Intent screen on the Edit/View LOI tab with the search results in the LOI Work in Progress section.

pd_letters_of_intent

See also View Saved and Submitted Letters of Intent.

View Saved and Submitted Letters of Intent

View Saved and Submitted Letters of Intent

There are three ways to view Letters of Intent:

- View all Letters of Intent
- View a Letter of Intent in HTML format
- View a Letter of Intent in PDF format

See also Search for Saved and Submitted Letters of Intent

View All Letters of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The View All button is circled.

2. Click the **View All** button (Figure 1). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 2) with a full listing of all Letters of Intent in the **LOI Work in Progress** section:
   - For the PI, all Letters of Intent created by the PI, including Letters of Intent that have been forwarded to the SPO or submitted to NSF
   - For the SPO/AOR, all Letters of Intent created by the SPO's organization

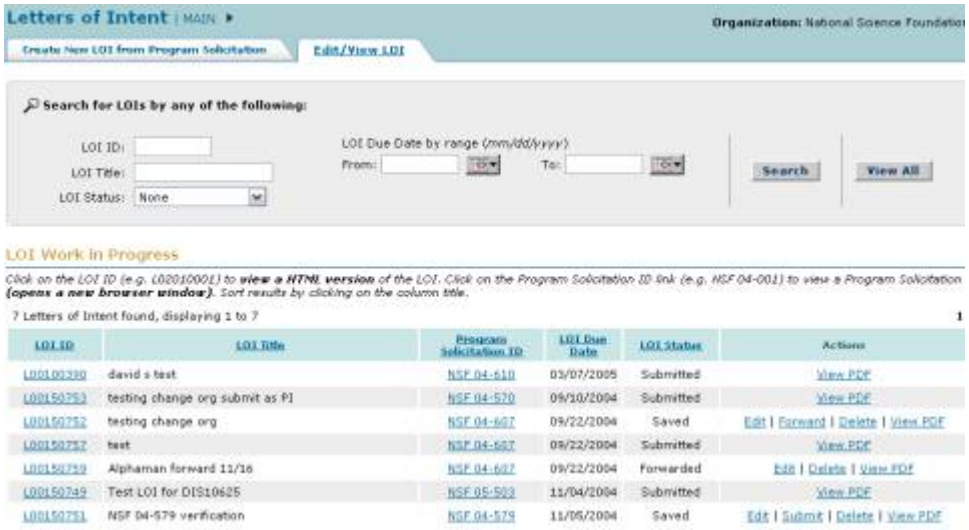


Figure 2 Letters of Intent screen on the Edit/View tab with a full listing of all Letters of Intent.

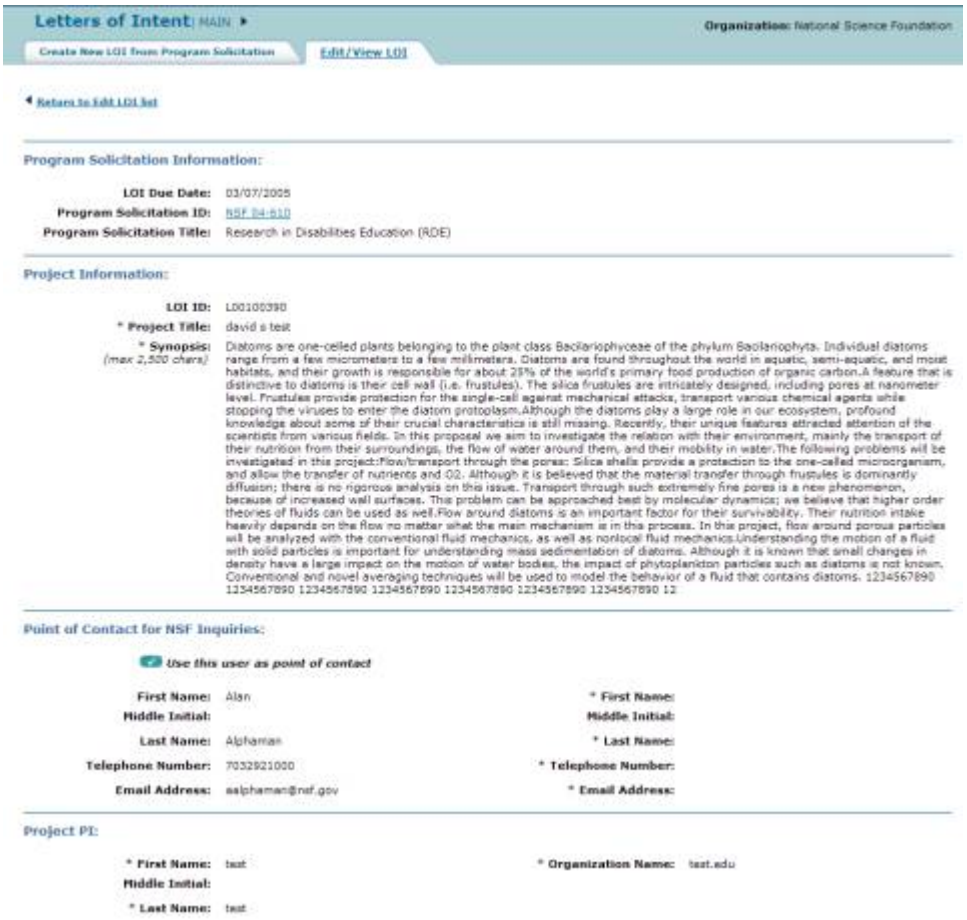
See also:
- View a Letter of Intent in HTML Format
- View a Letter of Intent in PDF Format

View a Letter of Intent in HTML Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The LOI ID number is circled for a Letter of Intent.

2. In the **LOI Work in Progress** section (Figure 1), click the LOI ID number on the row for the Letter of Intent that you want to view in HTML format. The Letter of Intent displays (Figure 2).



Letters of Intent: MAIN ▸

Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

◂ Return to Edit LOI list

Program Solicitation Information:

LOI Due Date:	03/07/2005
Program Solicitation ID:	NSF 04-610
Program Solicitation Title:	Research in Disabilities Education (RDE)

Project Information:

LOI ID:	L00100390
*** Project Title:**	david s test
*** Synopsis:** *(max 2,500 chars)*	Diatoms are one-celled plants belonging to the plant class Bacilariophyceae of the phylum Bacilariophyta. Individual diatoms range from a few micrometers to a few millimeters. Diatoms are found throughout the world in aquatic, semi-aquatic, and moist habitats, and their growth is responsible for about 25% of the world's primary food production of organic carbon.A feature that is distinctive to diatoms is their cell wall (i.e. frustules). The silica frustules are intricately designed, including pores at nanometer level. Frustules provide protection for the single-cell against mechanical attacks, transport various chemical agents while stopping the viruses to enter the diatom protoplasm.Although the diatoms play a large role in our ecosystem, profound knowledge about some of their crucial characteristics is still missing. Recently, their unique features attracted attention of the scientists from various fields. In this proposal we aim to investigate the relation with their environment, mainly the transport of their nutrition from their surroundings, the flow of water around them, and their mobility in water.The following problems will be investigated in this project:flow/transport through the pores: Silica shells provide a protection to the one-celled microorganism, and allow the transfer of nutrients and O2. Although it is believed that the material transfer through frustules is dominantly diffusion; there is no rigorous analysis on this issue. Transport through such extremely fine pores is a new phenomenon, because of increased wall surfaces. This problem can be approached best by molecular dynamics; we believe that higher order theories of fluids can be used as well.Flow around diatoms is an important factor for their survivability. Their nutrition intake heavily depends on the flow no matter what the main mechanism is in this process. In this project, flow around porous particles will be analyzed with the conventional fluid mechanics, as well as nonlocal fluid mechanics.Understanding the motion of a fluid with solid particles is important for understanding mass sedimentation of diatoms. Although it is known that small changes in density have a large impact on the motion of water bodies, the impact of phytoplankton particles such as diatoms is not known. Conventional and novel averaging techniques will be used to model the behavior of a fluid that contains diatoms. 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 12

Point of Contact for NSF Inquiries:

Use this user as point of contact

First Name:	Alan	*** First Name:**	
Middle Initial:		**Middle Initial:**	
Last Name:	Alphaman	*** Last Name:**	
Telephone Number:	7032921000	*** Telephone Number:**	
Email Address:	aalphaman@nsf.gov	*** Email Address:**	

Project PI:

*** First Name:**	test	*** Organization Name:**	test.edu
Middle Initial:			
*** Last Name:**	test		

Figure 2 Screen with the Letter of Intent displayed.

See also:

- View All Letters of Intent
- View a Letter of Intent in PDF Format

View a Letter of Intent in PDF Format

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

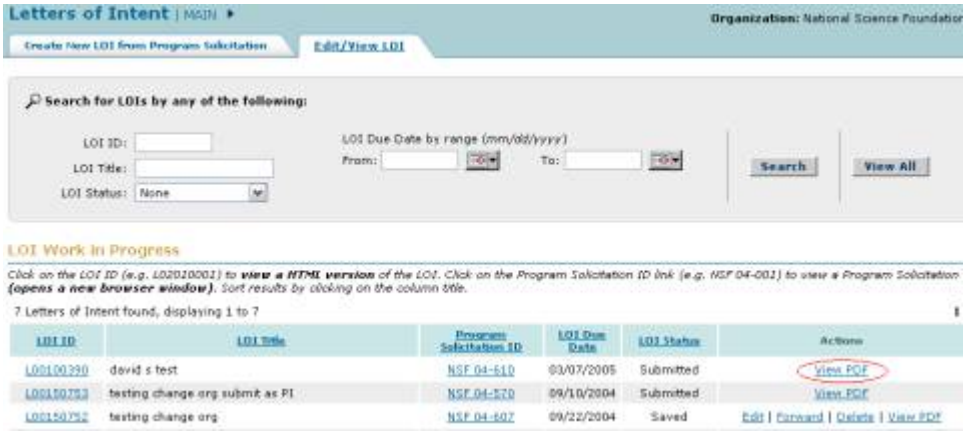


Figure 1 Letters of Intent screen on the Edit/View tab. The View PDF link is circled for a Letter of Intent.

2. Click **View PDF** on the row for the Letter of Intent whose PDF you want to view (Figure 1). A new screen displays with the Letter of Intent in PDF format.

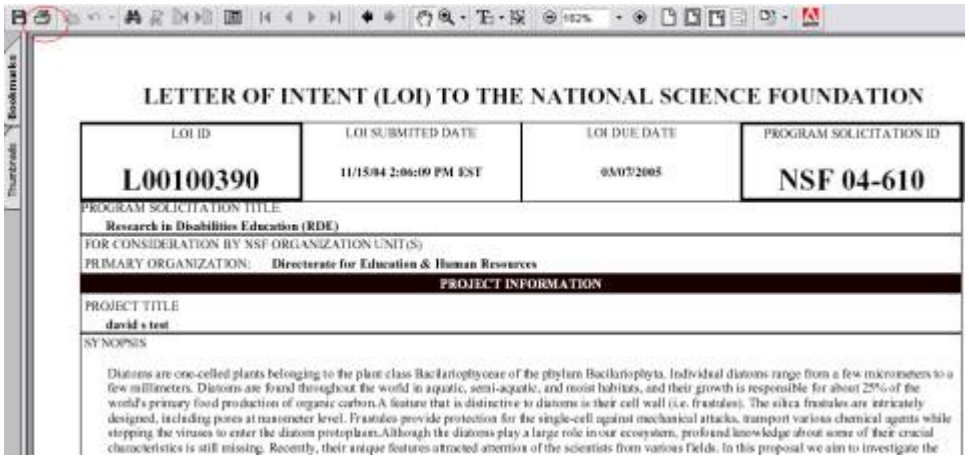


Figure 2 Screen with the Letter of Intent in PDF format.

3. Click the browser back button to return to the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1).

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen (Figure 3).

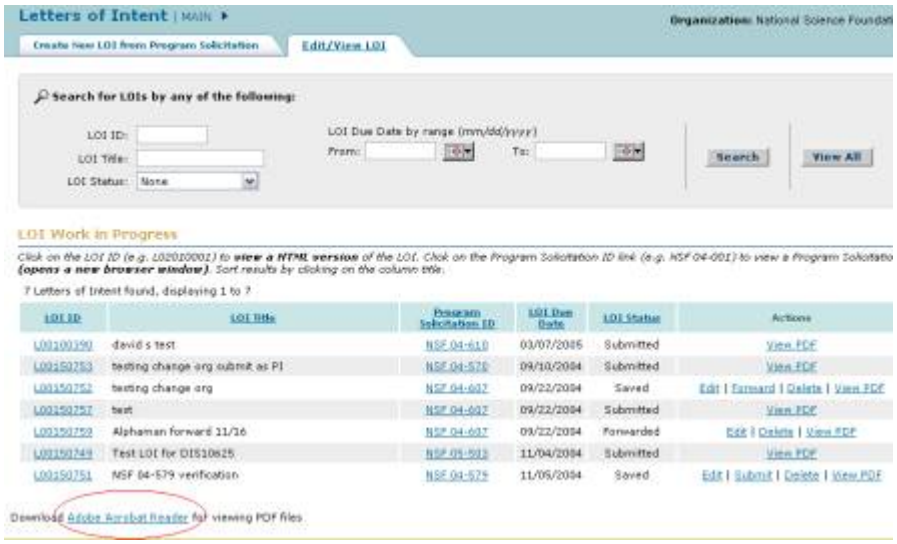


Figure 3 Letters of Intent screen on the Edit/View LOI tab. The Adobe Acrobat Reader link is circled.

See also:

- View All Letters of Intent
- View a Letter of Intent in HTML Format

View the Program Solicitation for a Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Program Solicitation ID is circled for a Letter of Intent.

2. In the **LOI in Progress** section, click the Program Solicitation ID in the row for the Letter of Intent that you want to view the program solicitation for (Figure 1). The link for the solicitation displays in a new window (Figure 2).

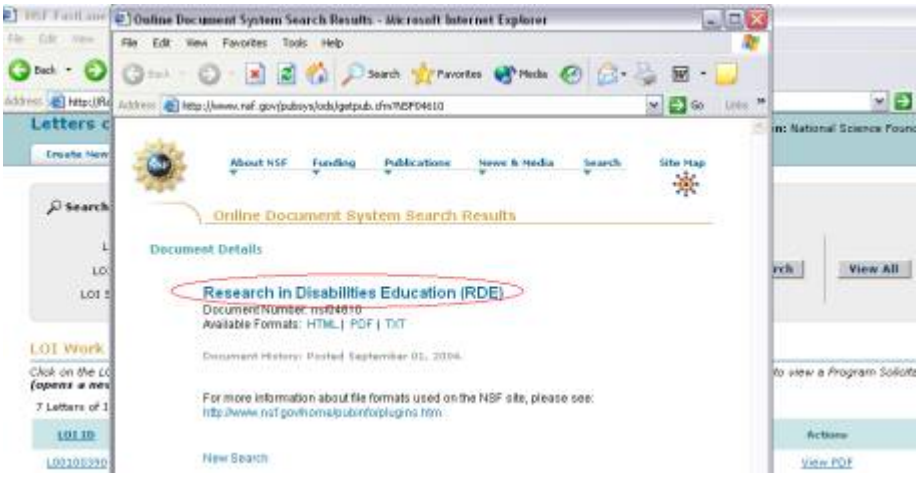


Figure 2 Program Solicitation link (circled) in a new window

3. In the new window, click the title of the solicitation (Figure 2). The solicitation displays in PDF format (Figure 3). (You can also click the link for the HTML or the text version to view the solicitation in either of those formats.)

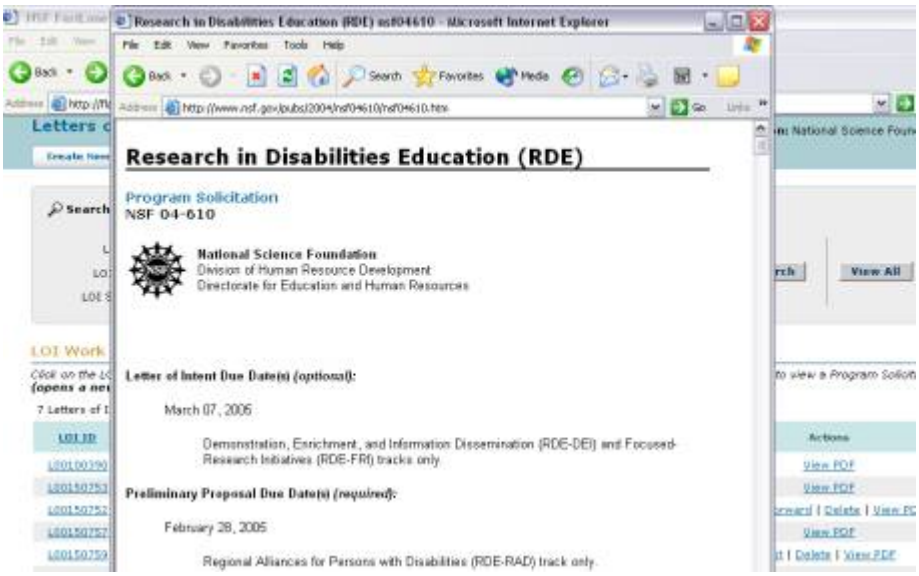


Figure 3 Text of the solicitation in the new window.

Note: If you need Adobe Reader to read the PDF file, click **Adobe Acrobat Reader** at the bottom of the **Letters of Intent** screen (Figure 4).

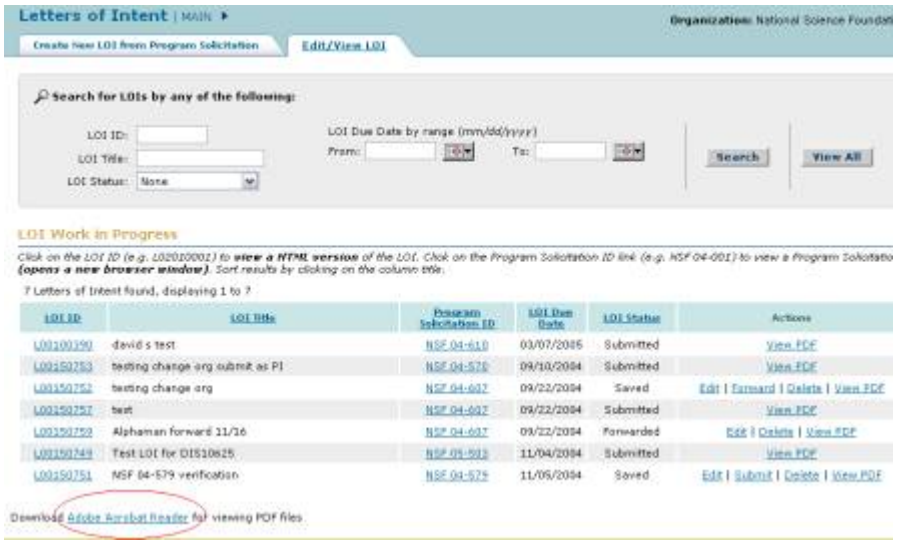


Figure 4 Letters of Intent screen on the Edit/View LOI tab. The Adobe Acrobat Reader link is circled.

See also:

- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Edit a Saved Letter of Intent

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

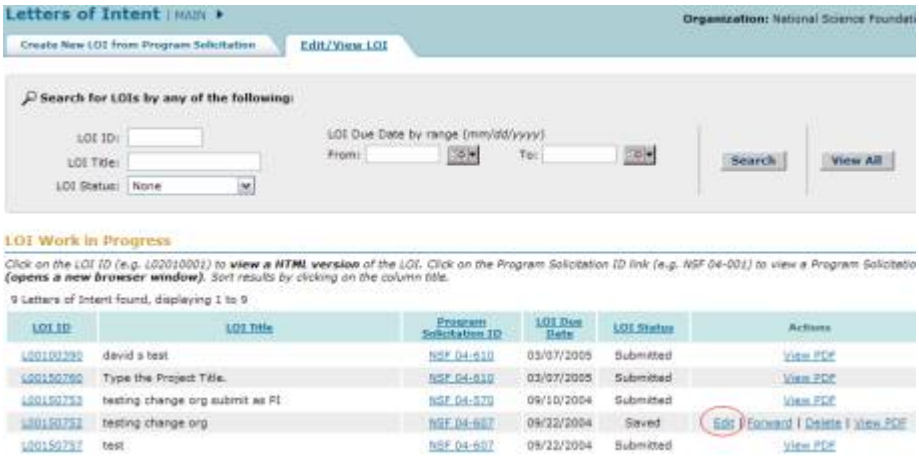


Figure 1 Letters of Intent screen on the Edit/View LOI. The Edit link is circled.

2. Click **Edit** (Figure 1) on the row for the Letter of Intent that you want to edit. The **Edit LOI** screen displays (Figure 2), and you can change any of the fields in the following steps.

Figure 2 Edit LOI screen.

3. In the **Project Information** section, in the **Project Title** box (Figure 2), type the Project Title of the Letter of Intent.
4. In the **Synopsis** box (Figure 2), type or copy and paste a synopsis of the proposed project.
5. From the **Organizational Attribute** drop-down list (Figure 2), choose the organizational attribute (optional).
6. Type messages to any or all of the following (Figure 2):
   - NSF division, NIH Institute, NASA, or DOE for the primary assignment (optional)
   - NSF division, NIH Institute, NASA, or DOE for the second assignment (optional)

- The Program Officer who has expressed interest in the project (optional)

7. In the **Point of Contact for NSF Inquiries** section (Figure 2), click the radio button for either of the following:
   - Use this user as point of contact (individual's information is displayed already)
   - Use (alternate) name as point of contact
8. *If you use the alternate point of contact:*
   - In the **First Name** box (Figure 2), type the alternate's first name.
   - In the **Middle Initial** box (Figure 2), type the alternate's middle initial (optional).
   - In the **Last Name** box (Figure 2), type the alternate's last name.
   - In the **Telephone Number** box (Figure 2), type the alternate's telephone number.
   - In the **Email Address** box (Figure 2), type the alternate's email address.
9. In the **Project PI** section (Figure 2), type the following:
   - In the **First Name** box, type the PI's first name.
   - In the **Middle Initial** box, type the PI's middle initial (optional).
   - In the **Last Name** box, type the PI's last name.
   - In the **Organization** box, type the name of your organization.
10. In the **Other Senior Personnel** section (Figure 2), *if you need to change information on Senior Personnel or add or delete Senior Personnel*, click the **Add/Edit Personnel** button. See Add/Edit Personnel for instructions.
11. In the **Participating Organizations** section (Figure 2), *if you need to add or delete participating organizations*, click the **Add/Edit Organizations** button. See Add/Edit Organizations for instructions.

See also:

- View the Program Solicitation for a Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Forward a Saved Letter of Intent to the SPO/AOR

Only a PI may forward a Letter of Intent to the SPO.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI).

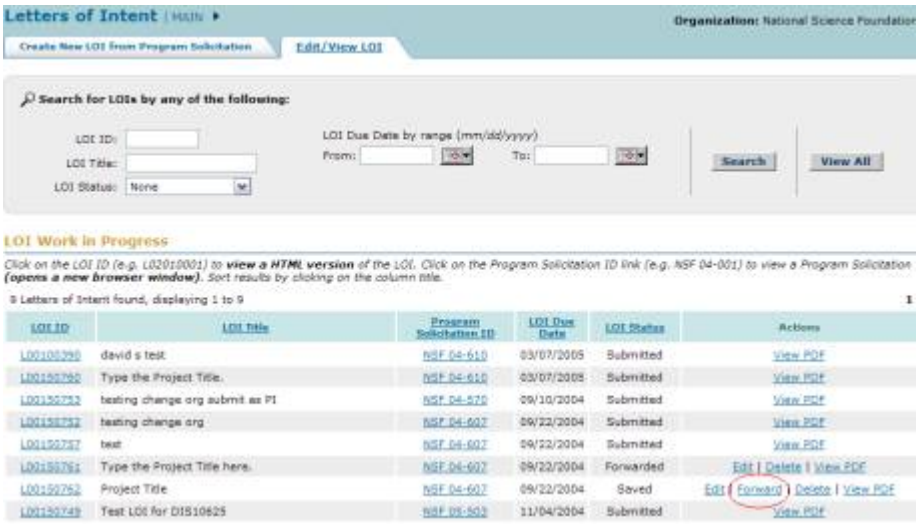


Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Forward link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Forward** on the row for the Letter of Intent that you want to forward to the SPO. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to forward the Letter of Intent to the SPO.

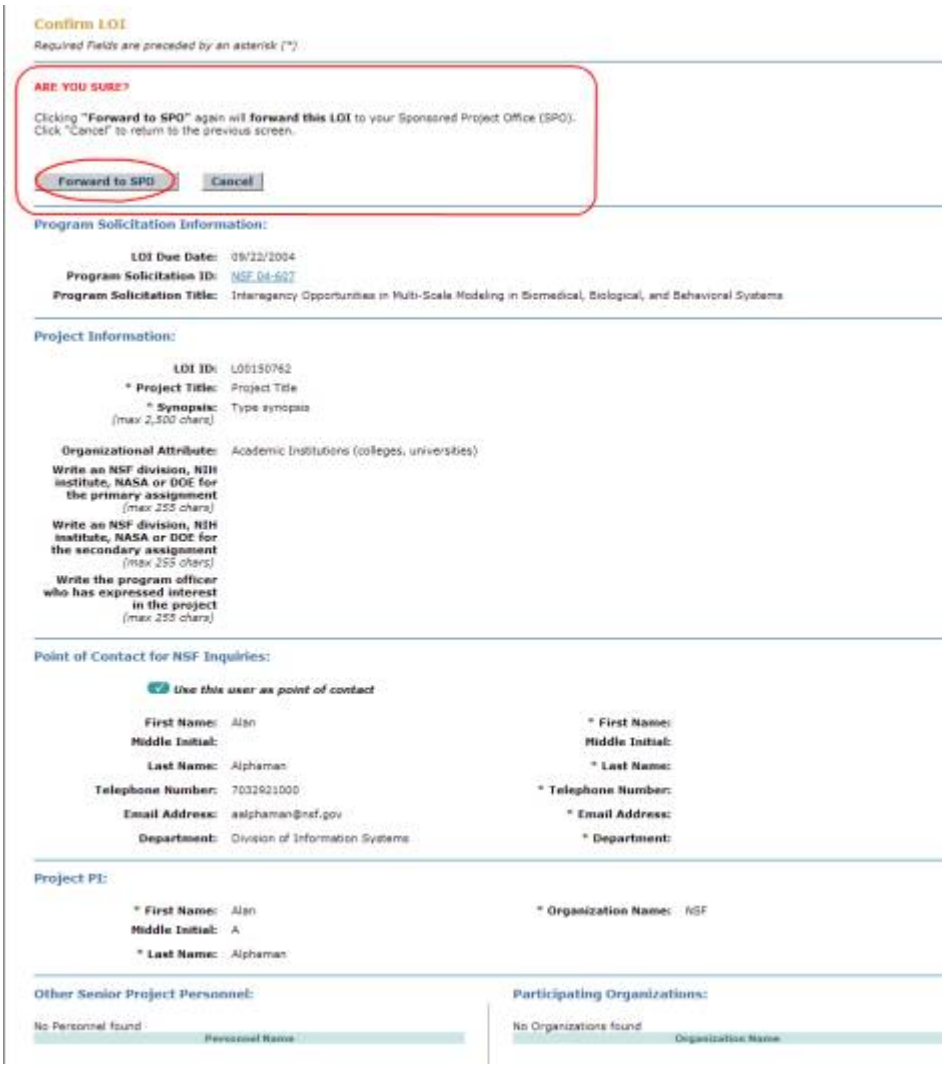


Figure 2 Confirm LOI screen with the message for you to confirm that you want to forward the Letter of Intent to the SPO. The Forward to SPO button is circled.

3. Click the **Forward to SPO** button (Figure 2). The **Confirmation LOI Forwarded to SPO** screen displays (Figure 3) with the message that the Letter of Intent has been forwarded to the SPO.

Figure 3 Confirmation LOI Forwarded to SPO screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Submit a Letter of Intent to NSF

A PI may submit certain types of Letters of Intent to NSF directly.

An AOR may submit any Letter of Intent.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

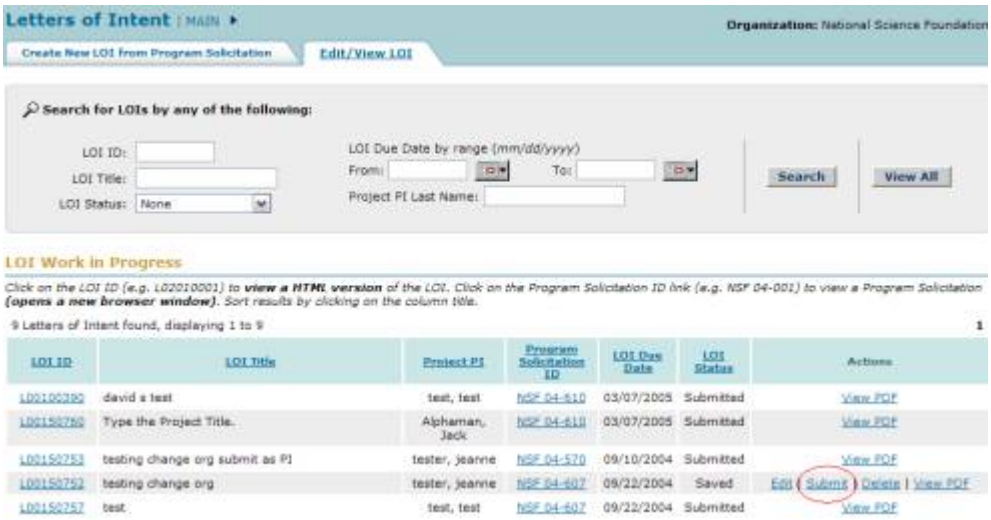


Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Submit link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Submit** on the row for the Letter of Intent you want to submit. The **Confirm LOI** screen displays (Figure 2) with the message for you to confirm that you want to submit the Letter of Intent.

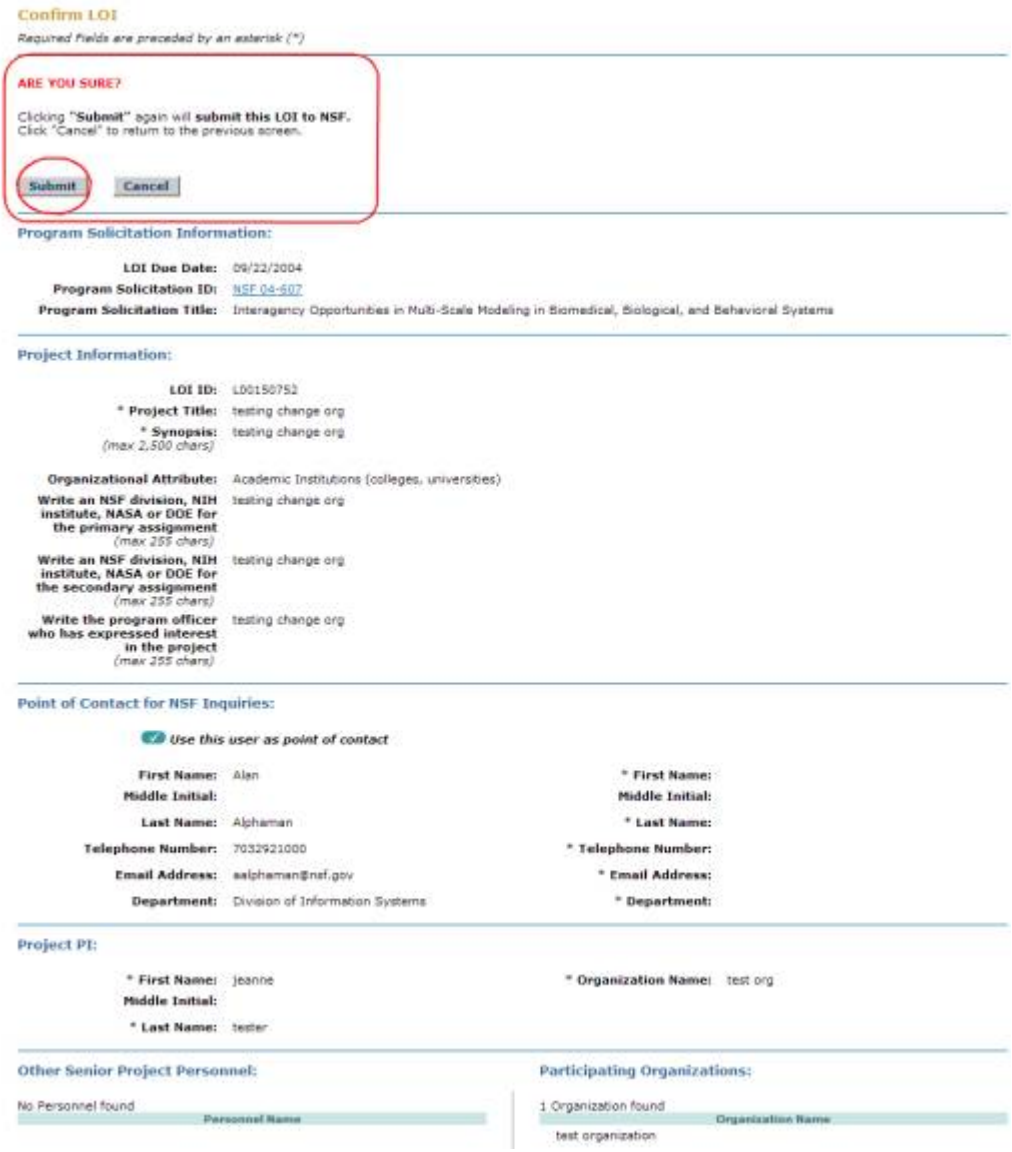


Figure 2 Confirm LOI screen with a message for you to confirm that you want to submit the Letter of Intent to NSF.

3. Click the **Submit** button (Figure 2). The **Confirmation LOI Submitted to NSF** screen displays (Figure 3) with the message that the Letter of Intent has been submitted.

Figure 3 Confirmation LOI Submitted to NSF screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Return a Letter of Intent to the PI
- Delete a Letter of Intent

Return a Letter of Intent to the PI

Only an SPO may return a Letter of Intent to the PI.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as an SPO/AOR).

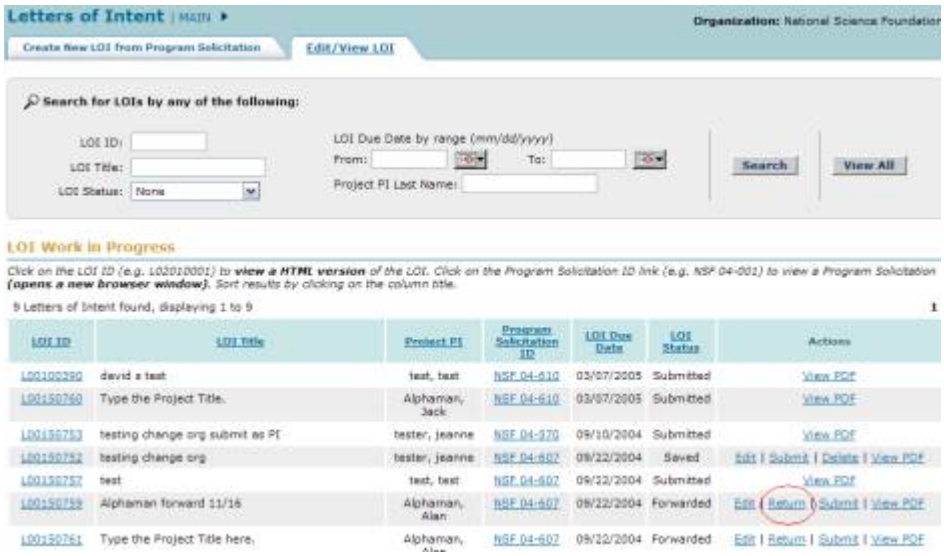


Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Return link is circled.

2. In the **LOI Work in Progress** section (Figure 1), click **Return** on the row for the Letter of Intent that you want to return to the PI. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to return the Letter of Intent to the PI.

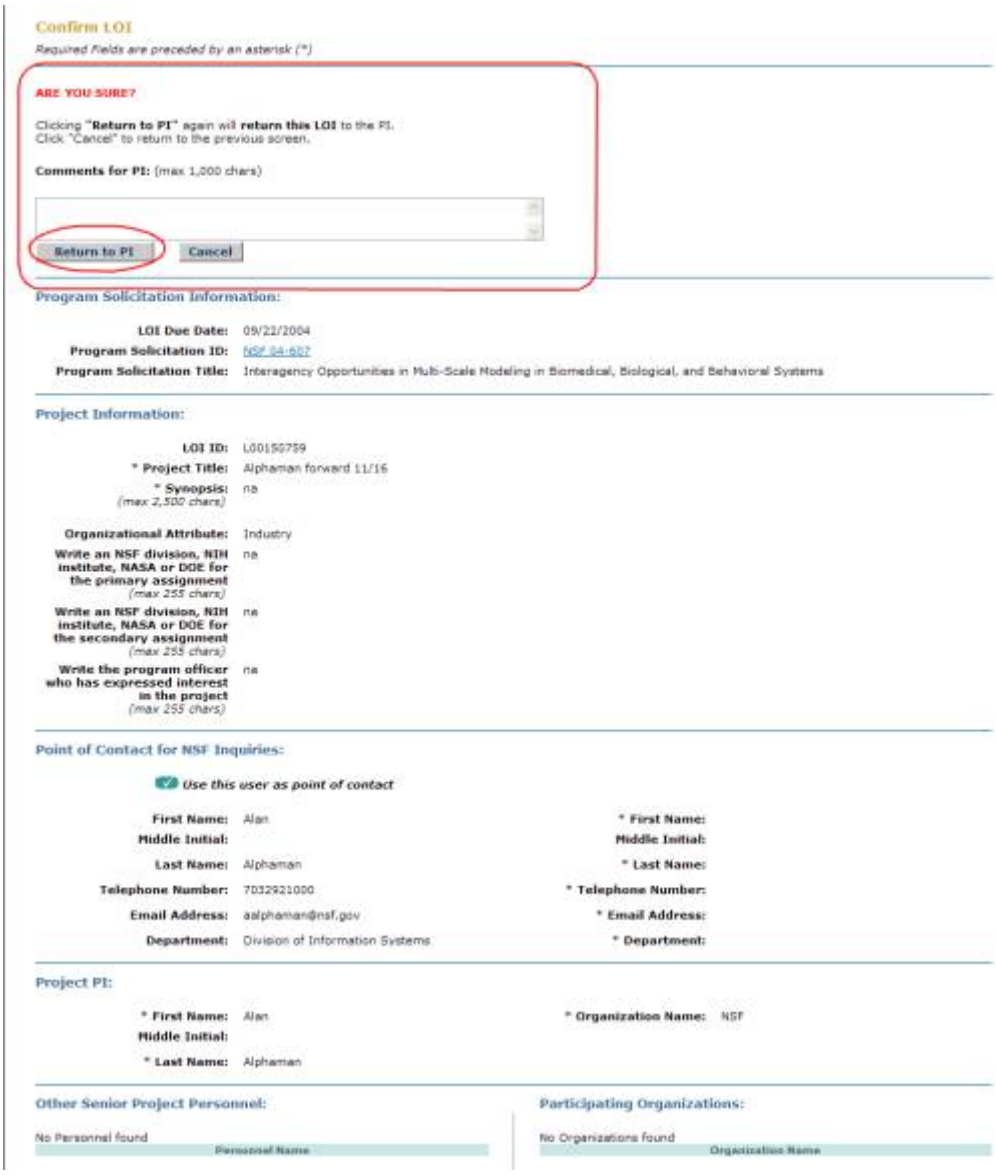


Figure 2 Confirm LOI screen with the message for you to confirm that you want to return the Letter of Intent to the PI. The Return to PI button is circled.

3. In the **Comments for PI** box (Figure 2), type a note to the PI on why you are returning the Letter of Intent (optional).
4. Click the **Return to PI** button (Figure 2). The **Confirmation LOI Returned to PI** screen displays (Figure 3) with the message that the Letter of Intent has been returned.

Figure 3 Confirmation LOI Returned to PI screen.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Delete a Letter of Intent

Delete a Letter of Intent

An SPO/AOR may only delete a Letter of Intent that the SPO/AOR has created. An SPO cannot delete a Letter of Intent a PI has created.

1. Access the **Letters of Intent** screen on the **Edit/View LOI** tab (Figure 1) (see Access Saved or Submitted Letters of Intent as a PI or Access Saved or Submitted Letters of Intent as an SPO/AOR).

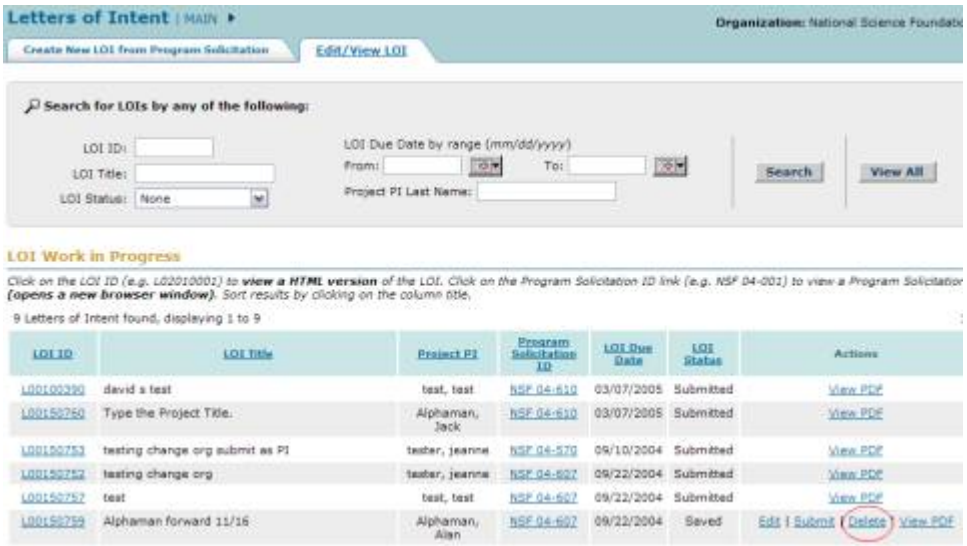


Figure 1 Letters of Intent screen on the Edit/View LOI tab. The Delete link is circled.

2. Click **Delete** (Figure 1) on the row for the Letter of Intent that you want to delete. The **Confirm LOI** screen displays (Figure 2) with a message for you to confirm that you want to delete the Letter of Intent.
3. Click the **Delete** button (Figure 2). The Letter of Intent is deleted, and the **Letters of Intent** screen displays on the **Edit/View LOI** tab.

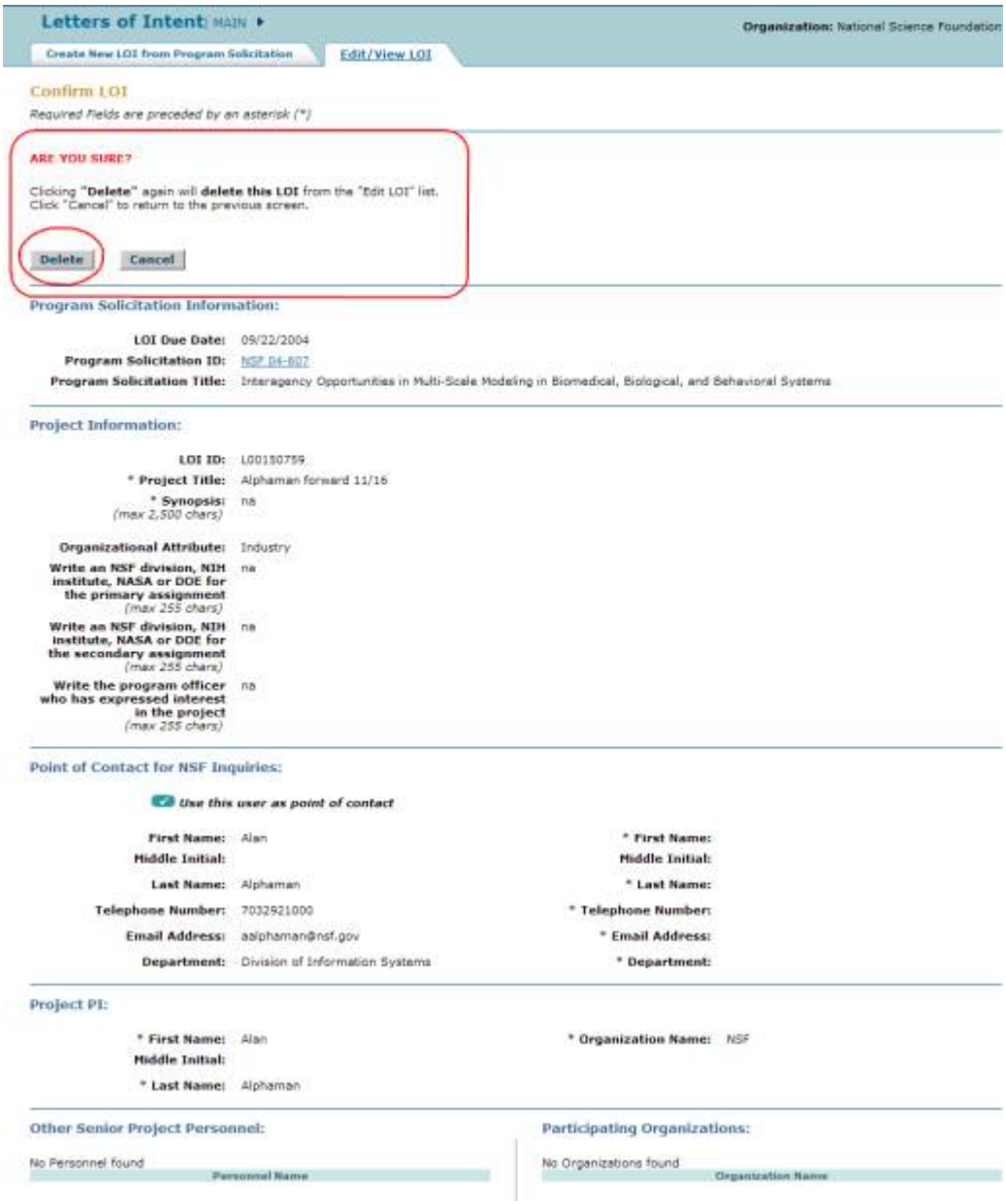


Figure 2 Confirm LOI screen with a message for you to confirm that you want to delete the Letter of Intent. The Delete button is circled.

See also:

- View the Program Solicitation for a Letter of Intent
- Edit a Saved Letter of Intent
- Forward a Saved Letter of Intent to the SPO
- Submit a Letter of Intent to NSF
- Return a Letter of Intent to the PI