



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

FastLane Help System

Notifications

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Notifications

Notifications Introduction

You can prepare the following types of notifications:

- Anticipated Residual Funds in Excess of \$5,000
- Grantee-Approved No-Cost Extension
- Significant Changes/Delays or Events of Unusual
- Cost Sharing Equal To or Greater Than \$500,000 (SPO only)
- Conflicts of Interest Notification (SPO only)
- Significant Changes in Methods/Procedures
- Short-Term Absence of the PI/PD (Up to 3 Months)

After you have initiated a notification, you have these options for working:

- Modify a notification
- Forward a notification to the SPO
- Submit a notification to NSF
- Delete a notification

What Is the Anticipated Residual Funds in Excess of \$5,000 or 5% Notification?

If the amount of federal funds authorized by an NSF grant is expected to exceed the requirements of the project, as outlined in the approved proposal, by more than whichever is greater of the following:

- \$5,000
- 5% of the grant amount

You must notify your NSF Program Officer through Fastlane.

The notification *must* contain:

- The amount of excess funds
- The justification for the anticipated residual funds

Prepare an Anticipated Residual Funds in Excess of \$5,000 or 5% Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Deleon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input checked="" type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of SubAward	AAG
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Anticipated Residual Funds in Excess of \$5,000 or 5% and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Anticipated Residual Funds in Excess of \$5,000 or 5% in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Notification for Anticipated Residual Funds** screen displays (Figure 2).

Modify Notification for Award # : 0700000
Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater)
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 03/15/2010

Award Amount: \$942,015,550.00

Award Title: Rules

***Excess Funds** (in whole dollar amount)

***Justification for Anticipated Residual Funds:**

Figure 2 Modify Notification for Anticipated Residual Funds screen. The Save button is circled.

4. In the **Excess Funds** box (Figure 2), type the amount of residual funds (no dollar sign, no commas).
5. In the **Justification for Anticipated Residual Funds** box (Figure 2), type or copy and paste the justification for the existence of the residual funds.
6. Click the **Save** button (Figure 2). The **View Notification for Anticipated Residual Funds** screen displays (Figure 3). You have these options:
 - Modify the notification
 - Forward the notification to the SPO or Submit to NSF
 - Delete the notification

View Notification for Award : 0700000 Topic Guid
Anticipated Residual Funds in excess of \$5,000 or 5%(Whichever is greater)
Required Fields are preceded by an asterisk ()*

Status: Work in Progress

Expiration Date: 03/15/2010

Award Amount: \$942,015,550.00

Award Title: Rules

***Excess Funds** \$6,000.00 (in whole dollar amount)

***Justification for Anticipated Residual Funds:** Type or copy and paste your Justification here.

Figure 3 View Notification for Anticipated Residual Funds screen.

What Is the Significant Changes/Delays or Events of Unusual Interest Notification?

If there are problems, delays, or adverse conditions that will materially affect the ability to attain the project's objectives or to meet the time schedules that may have been proposed, you must notify your NSF Program Officer through FastLane.

The notification *must* contain:

- A description of the changes/delays or event of unusual interest
- The impact of the changes/delays or event on the project

Prepare a Significant Changes/Delays or Events of Unusual Interest Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Deleon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of Subaward	AAG
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input checked="" type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations , or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Significant Changes/Delays or Events of Unusual Interest and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Significant Changes/Delays or Events of Unusual Interest in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Notification for Significant Changes/Delays or Events of Unusual Interest** screen displays (Figure 2).

Modify Notification for Award # : 0352670
Significant Changes/Delays or Events of Unusual Interest
(Other than changes in objective or scope)
Required Fields are preceded by an asterisk ()*

Status: New
Expiration Date: 12/31/2004
Award Title: Recording Movement with Motion Capture Animation Technology: A Field Test

*** Description of Changes/Delays or Event:** Describe the changes or delays here.

*** Impact on the Project:** Describe their impact on the project here.

Save **Cancel**

Figure 2 Modify Notification for Significant Changes/Delays or Events of Unusual Interest screen. The Save button is circled.

4. In the **Description of Changes/Delays or Event** box (Figure 2), type or copy and paste a description of the changes/delays or event.
5. In the **Impact on the Project** box (Figure 2), type or copy and paste the impact that these changes/delays or event will have on the project.
6. Click the **Save** button (Figure 2). The **View Notification for Significant Changes/Delays or Events of Unusual Interest** screen displays (Figure 3). You have these options:
 - [Modify the notification](#)
 - [Forward the notification to the SPO](#) or [Submit the notification to NSF](#)
 - [Delete the notification](#)
 (Click on a link above for instructions for that option.)

View Notification for Award : 0352670
Significant Changes/Delays or Events of Unusual Interest
(Other than changes in objective or scope)
Required Fields are preceded by an asterisk ()*

Status: Work in Progress
Expiration Date: 12/31/2004
Award Title: Recording Movement with Motion Capture Animation Technology: A Field Test

*** Description of Changes/Delays or Event:** Describe the changes or delays here.

*** Impact on the Project:** Describe their impact on the project here.

Modify **Submit to NSF** **Delete** **Cancel**

Figure 3 View Notification for Significant Changes/Delays or Events of Unusual Interest screen.

What Is the Grantee-Approved No-Cost Extension Notification?

If you require a one-time extension of the grant expiration date to assure completion of the original scope of work with the funds already available, you must notify your NSF Program Officer through FastLane at least 10 days before the award expiration date specified in the grant.

The one-time extension may be for a period of up to 12 months. This one-time extension may not be exercised merely for the purpose of using unliquidated balances. NSF will not issue an amendment to the grant for a one-time grantee-approved no-cost extension.

The notification *must* contain:

- The revised expiration date
- The justification for the grantee-approved no-cost extension

Prepare a Grantee-Approved No-Cost Extension Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: DeLeon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of SubAward	AAG
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input checked="" type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Grantee-Approved No-Cost Extension and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Grantee-Approved No-Cost Extension in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Notification for Grantee-Approved No-Cost Extension** screen displays (Figure 2).

Modify Notification for Award # :0240265
Grantee Approved No-Cost Extension
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 02/28/2006

Award Title: Density vs. Trait-Mediated Interactions Between Predators and Prey: Their Influence on Rocky Shore Algal Diversity and Community Structure

*** Revised Expiration Date:** (MM/YYYY - Always expires on the last day of the month)

*** Justification for Grantee Approved No-Cost Extension:**
 (Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

Figure 2 Modify Notification for Grantee-Approved No-Cost Extension screen. The Save button is circled.

4. In the **Revised Expiration Date** box (Figure 2), type the revised expiration date (in mm/yyyy format).
5. In the **Justification** box (Figure 2), type or copy and paste the justification for the no-cost extension.
6. Click the **Save** button (Figure 2). The **View Notification Grantee-Approved No-Cost Extension** screen displays (Figure 3). You have these options:
 - [Modify the notification](#)
 - [Forward the notification to the SPO](#) or [Submit to NSF](#)
 - [Delete the notification](#)

View Notification for Award : 0240265
Grantee Approved No Cost Extension
Required Fields are preceded by an asterisk ()*

Topic Guidan

Status: Work in Progress

Award Title: Density vs. Trait-Mediated Interactions Between Predators and Prey: Their Influence on Rocky Shore Algal Diversity and Community Structure

Expiration Date: 02/28/2006

*** Revised Expiration Date:** 2/2007

*** Justification for Grantee Approved No-Cost Extension:**
 (Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation):

Figure 3 View Notification for Grantee-Approved No-Cost Extension screen.

7. If you choose to **Forward the Notification to the SPO** or **Submit to NSF** you will receive a warning indicating the action may not be reversed once it is submitted (Figure 4).



Figure 4 Grantee-Approved No-Cost Extension Warning screen.

What Is the Cost Sharing Equal To or Greater Than \$500,000 Notification?

Only an SPO may prepare a Cost Sharing Equal To or Greater Than \$500,000 Notification.

If an award involves cost sharing of \$500,000 or greater, you must notify your NSF Program Officer through FastLane.

NSF must ensure annual certification of awards with cost sharing of \$500,000 or more.

The notification *must* contain:

- The start and end dates of the reporting period
- The amount of cost sharing for the current reporting period
- The cumulative amount of cost sharing reported to date, including the amount of cost sharing for the reporting period
- The cost sharing notification type (annual or final)
- An explanation for the cost sharing of \$500,000 or greater

Prepare a Cost Sharing Equal to or Greater Than \$500,000 Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see Prepare a New Notification or Request as an SPO).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: DeLeon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of SubAward	AAG
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input checked="" type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Cost Sharing Equal To or Greater Than \$500,000 and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Cost Sharing Equal To or Greater Than \$500,000.

- Click the **Prepare** button (Figure 1). The **Notification for Award Cost Sharing Equal To or Greater Than \$500,000** screen displays (Figure 2).

Notification for Award : 0700000
Cost Sharing Equal To or Greater Than \$500,000
 Required Fields are preceded by an asterisk (*)

Topic Guidance: [GPM](#)

Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)

Status: New

Expiration Date: 03/15/2010

Award Title: Rules

*Start Date: 3/15/2002 (mm/dd/yyyy)

*End Date: 3/14/2003 (mm/dd/yyyy)

*Cost Sharing Amount for the reporting period: 1000.00

*Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period): 6000.00

*Cost Sharing Notification Type: Annual Cost Sharing Notification Final Cost Sharing Notification

Explanation: Type an explanation here.

Save

Cancel

Annual Cost Sharing History:

Period	AGR Name	AGR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	alphaman, Alan	09/13/2003			03/15/2002	03/14/2002	\$1,000.00	\$5,000.00

Cumulative Budgeted Line # Amount: \$9.00

Difference: \$5,000.00
 (This amount does not include any cost sharing amounts previously reported to NSF in hardcopy.)

Figure 2 Notification for Cost Sharing Equal To or Greater Than \$500,000 screen. The Save button is circled.

- In the **Start Date** box (Figure 2), type the start date for the reporting period (in mm/dd/yyyy format).
- In the **End Date** box (Figure 2), type the end date for the reporting period (in mm/dd/yyyy format).
- In the **Cost Sharing Amount for the Reporting Period** box (Figure 2), type the amount of cost sharing for this reporting period (no dollar sign, no commas).
- In the **Cumulative Cost Sharing Amount Reported to Date** (Figure 2), type the cumulative amount of cost sharing for the award, including for this reporting period (no dollar sign, no commas).
- For **Cost Sharing Notification Type** (Figure 2), click the radio button for either of the following:
 - Annual Cost Sharing Notification
 - Final Cost Sharing Notification
- In the **Explanation** box (Figure 2), type an explanation for the cost sharing equal to or greater than \$500,000.
- Click the **Save** button (Figure 2). The **View Notification for Cost Sharing Greater Than or Equal To \$500,000** screen displays (Figure 3). You have these options:
 - Modify the notification
 - Submit the notification to NSF

- Delete the notification

View Notification for Award : 0700000 Topic Guidance: [?]
Cost Sharing Equal To or Greater Than \$500,000
Required fields are preceded by an asterisk ().*

*Enter the Start and End Dates (mm/dd/yyyy) and the Cost Sharing Amount for the reporting period.
 Enter the Cumulative Cost Sharing Amount reported to date (including the Cost Sharing Amount for this reporting period.)*

Status: Work in Progress

Expiration Date: 03/15/2010

Award Title: Rules

***Start Date:** 03/15/2002

***End Date:** 03/14/2003

***Cost Sharing Amount for the reporting period:** \$1,000.00

***Cumulative Cost Sharing Amount reported to date:** \$6,000.00
 (including the Cost Sharing Amount for this reporting period)

***Cost Sharing Notification Type:** Annual Cost Sharing Notification

Explanation: Type an explanation here.

Annual Cost Sharing History:

Period	ADR Name	ADR Date Signed	NSF Reviewed Date	Fiscal Year	Reported Period Start Date	Reported Period End Date	Reported Period Cost Sharing Amount	Cumulative Cost Sharing Amount Reported To Date
1	alphanan, Alan	09/13/2003			03/15/2001	03/14/2002	\$1,000.00	\$5,000.00

Figure 3 View Notification for Cost Sharing Equal To or Greater Than \$500,000 screen.

What Is the Conflicts of Interest Notification?

Only an SPO may prepare a Conflicts of Interest Notification.

If your organization finds that it is unable to satisfactorily manage a conflict of interest, you must notify your NSF Program Officer through FastLane.

See the *Award & Administration Guide (AAG)* Chapter IV.A for full details on what constitutes a conflict of interest and NSF policies on conflicts of interest.

The notification *must* contain:

- A description of the nature of the conflicts
- An explanation of why the conflicts of interest cannot be satisfactorily managed

Prepare a Conflicts of Interest Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see Prepare a New Notification or Request as an SPO).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PHS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Deleon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG.	<input type="radio"/> Addition of SubAward	AAG.
<input type="radio"/> Grantee Approved No Cost Extension	GPG.	<input type="radio"/> Withdrawal of PI/Co-PI	AAG.
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG.	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG.
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG.	<input type="radio"/> NSF Approved No-Cost Extension	GPG.
<input checked="" type="radio"/> Conflicts of Interests	AAG.	<input type="radio"/> PI Transfer	AAG.
<input type="radio"/> Significant Changes in Methods/Procedures	AAG.	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG.
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG.	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG.
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG.
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG.
		<input type="radio"/> Changes in Objective or Scope	AAG.
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG.

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Conflicts of Interest and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Conflicts of Interest in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Notification for Conflicts of Interest** screen displays (Figure 2).

Modify Notification for Award # : 0352924
Conflicts of Interests which cannot be satisfactorily managed
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 06/30/2004

Award Title: The Halos of Post-Merger Galaxies: A Detailed Study of NGC 5128 (Centaurus A)

***Nature of Conflict:** Type the nature of the conflict here.

***Explanation of why conflict of interest cannot be satisfactorily managed:** Explain why the conflict cannot be managed.

Save **Cancel**

Figure 2 Modify Notification for Conflicts of Interest screen. The Save button is circled.

4. In the **Nature of Conflict** box (Figure 2), type or copy and paste a description of the nature of the conflict of interest.
5. In the **Explanation of Why Conflict of Interest Cannot Be Satisfactorily Managed** box (Figure 2), type or copy and paste an explanation of why your organization cannot satisfactorily manage the conflict of interest.
6. Click the **Save** button (Figure 2). The **View Notification for Conflicts of Interest** screen displays (Figure 3). You have these options:
 - Modify the notification
 - Submit the notification to NSF
 - Delete the notification

View Notification for Award : 0352924
Conflicts of Interests which cannot be satisfactorily managed
Required Fields are preceded by an asterisk ()*

Status: Work in Progress

Expiration Date: 06/30/2004

Award Title: The Halos of Post-Merger Galaxies: A Detailed Study of NGC 5128 (Centaurus A)

***Nature of Conflict:** Type the nature of the conflict here.

***Explanation of why conflict of interest cannot be satisfactorily managed:** Explain why the conflict cannot be managed.

Modify **Submit to NSF** **Delete** **Cancel**

Figure 3 View Notification for Conflicts of Interest screen.

What Is the Significant Changes in Methods/Procedures Notification?

If you are making significant changes in methods and procedures, you must notify your NSF Program Officer through FastLane.

NSF believes that, within the established policies of the grantee organization, you should feel free to pursue interesting and important leads that may arise during your research or project or to adopt an alternative approach that appears to be a more promising way to achieve the project objectives. However, notify your NSF Program Officer through FastLane of significant changes.

The notification *must* contain a description of the changes in methods and procedures.

Note: The PI or Co-PI submits a Notification of Significant Changes in Methods/Procedures directly to NSF.

Prepare a Significant Changes in Methods/Procedures Notification

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/05 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: DeLeon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of Subaward	AAG
<input type="radio"/> Grantee Approved No Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input checked="" type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Significant Changes in Methods/Procedures and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Significant Changes/Delays or Events of Unusual Interest in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Notification for Significant Changes in Methods/Procedures** screen displays (Figure 2).

Modify Notification for Award # : 0303950
Significant Changes in Methods/Procedures
 Required Fields are preceded by an asterisk (*)

Topic Guide

Status: New
Expiration Date: 08/31/2007
Award Title: NIRT: Bio-Nano-Robotic Systems Using Viral Protein Nano Motors

*** Description of Change(s) in Methods/Procedures:**
 Describe the changes in methods or procedures here.

Figure 2 Modify Notification for Significant Changes in Methods/Procedures screen. The Save button is circled.

4. In the **Description of Changes in Methods/Procedures** box (Figure 2), type or copy and paste a description of the changes in methods and/or procedures.
5. Click the **Save** button (Figure 2). The **View Notification for Significant Changes in Methods/Procedures** screen displays (Figure 3). You have these options:
 - Modify the notification
 - Submit the notification to NSF
 - Delete the notification

View Notification for Award : 0303950
Significant Changes in Methods/Procedures
 Required Fields are preceded by an asterisk (*)

Topic Guide

Status: Work in Progress
Expiration Date: 08/31/2007
Award Title: NIRT: Bio-Nano-Robotic Systems Using Viral Protein Nano Motors

*** Description of Change(s) in Methods/Procedures:** Describe the changes in methods or procedures here.

Figure 3 View Notification for Significant Changes in Methods/Procedures screen.

What Is the Short-Term Absence of the PI/PD (Up to 3 Months) Notification?

If the PI will be absent from the project for a period not longer than 3 months, you must notify your NSF Program Officer through FastLane.

The notification *must* contain:

- The start and end dates of the period of absence
- The justification for the PI's absence
- The arrangement for conducting the project during the PI's absence

Note: The PI or Co-PI submits a Notification of Short-Term Absence of the PI/PD directly to NSF.

Prepare a Short-Term Absence of the PI Request

1. Access the **Prepare a New Notification or Request** screen (Figure 1) (see [Prepare a New Notification or Request as a PI](#) or [Prepare a New Notification or Request as an SPO](#)).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$1.00
Expiration Date: 03/31/2007
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PHS 11/18/05 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: DeLeon, John

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of Subaward	AAG
<input type="radio"/> Grantee Approved No-Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input type="radio"/> Cost Sharing Equal To or Greater Than \$500,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input checked="" type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

*Topic Guidance is provided through Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Short-Term Absence of the PI/PD and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Short-Term Absence of the PI/PD in the **Grantee Notification Types** list.
3. Click the **Prepare** button (Figure 1). The **Notification for Short-Term Absence of the PI/PD** screen displays (Figure 2).

Modify Notification for Award : 0303950
Short-Term Absence of the PI/PD (Up to Three Months)
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 08/31/2007

Award Title: NIRT: Bio-Nano-Robotic Systems Using Viral Protein Nano Motors

***From Date:** 10/01/2004 (mm/dd/yyyy)

***To Date:** 12/01/2004 (mm/dd/yyyy)

***Justification for Short-Term Absence of the PI/PD:**
 Type the justification for the absence here.

***Arrangements for Conduct of Project During PIs Absence:**
 Describe the arrangements for conducting the project during the PI's absence.

Save (circled)
Cancel

Figure 2 Modify Notification for Short-Term Absence of the PI/PD screen. The Save button is circled.

4. In the **From Date** box (Figure 2), type the date on which the PI's absence begins (in mm/dd/yyyy format).
5. In the **To Date** box (Figure 2), type the date on which the PI's absence ends (in mm/dd/yyyy format).
6. In the **Justification for Short-Term Absence of the PI/PD** box (Figure 2), type or copy and paste the justification for the PI's absence.
7. In the **Arrangements for Conduct of Project During PI's Absence** box (Figure 2), type or copy and paste the arrangements for the project's continuation during the PI's absence.
8. Click the **Save** button (Figure 2). The **View Notification for Short-Term Absence of PI/PD** screen displays (Figure 3). You have these options:
 - Modify the notification
 - Submit the notification to NSF
 - Delete the notification

View Notification for Award : 0303950
Short-Term Absence of the PI/PD (Up to Three Months)
Required Fields are preceded by an asterisk ()* Topic Gu

Status: Work in Progress

Expiration Date: 08/31/2007 **Modify**

Award Title: NIRT: Bio-Nano-Robotic Systems Using Viral Protein Nano Motors

***From Date:** 10/01/2004 **Submit to NSF**

***To Date:** 12/01/2004 **Delete**

***Justification for Short-Term Absence of the PI/PD:** Type the justification for the absence here. **Cancel**

***Arrangements for Conduct of Project During PIs Absence:** Describe the arrangements for conducting the project during the PI's absence.

Figure 3 View Notification for Short-Term Absence of the PI/PD screen.

Notification Functions

Notifications Functions Introduction

Once a notification is created, you have these options for further action:

- Modify a Notification
- Forward a Notification to the SPO
- Submit a Notification to NSF
- Delete a Notification

Modify a Notification

1. Access the **View Notifications** screen (for the Anticipated Residual Funds Request, as an example) (Figure 1). See one of the following:
 - Instructions for the type of notification you are working on
 - If you are a PI, see [View a Notification Prepared by the PI](#).
 - If you are an SPO, see [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI](#).



Figure 1 View Notification screen. The Modify button is circled.

2. On the **View Notification** screen for your type of notification (Figure 1), click the **Modify** button (Figure 1). The **Modify Notification** screen displays (Figure 2).

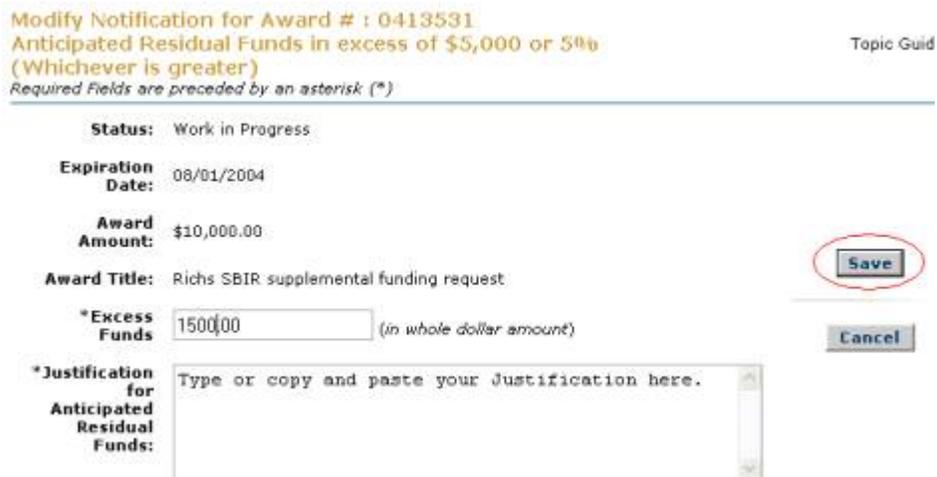


Figure 2 Modify Notification screen. The Save button is circled.

3. Modify the notification as you require (see the instructions for the type of notification you are working on).
4. Click the **Save** button (Figure 2). The **View Notification** screen displays (Figure 3) with the changed information.

View Notification for Award : 0413531
Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater)
Required Fields are preceded by an asterisk ()*

Topic Guidance

Status:	Work in Progress	
Expiration Date:	08/01/2004	<input type="button" value="Modify"/>
Award Amount:	\$10,000.00	
Award Title:	Richs SBIR supplemental funding request	<input type="button" value="Submit to NSF"/>
*Excess Funds	\$1,500.00 (in whole dollar amount)	<input type="button" value="Delete"/>
*Justification for Anticipated Residual Funds:	Type or copy and paste your Justification here.	<input type="button" value="Cancel"/>

Figure 3 View Notification screen with the modifications.

Forward a Notification to the SPO

Only a PI or Co-PI can forward a notification to the SPO.

1. Access the **View Notifications** screen (for Anticipated Residual Funds, as an example) (Figure 1) (see [View a Notification Prepared by the PI](#) or the instructions for the type of notification you are working on).



Figure 1 View Notification screen. The Forward to SPO button is circled.

2. On the **View Notification** screen (Figure 1), click the **Forward to SPO** button. The **Forward Notification** screen displays (Figure 2). At the top of the screen is a message for you to confirm that you want to forward the notification to the SPO.

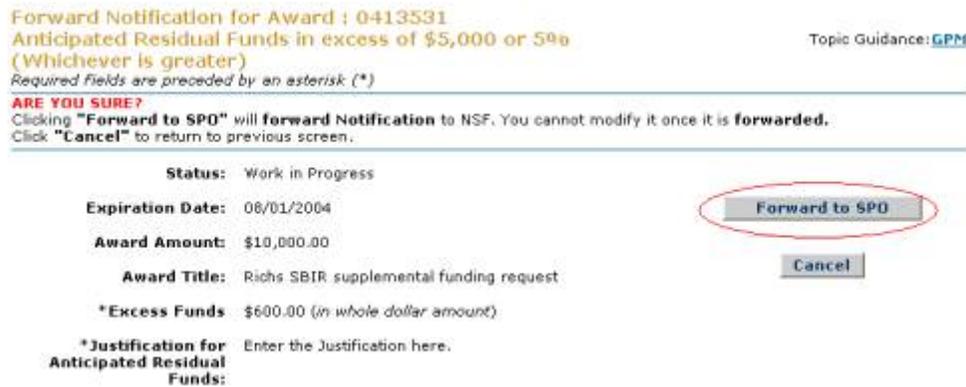


Figure 2 Forward Notification screen. The Forward to SPO button is circled.

3. Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with the message that the notification has been sent to the SPO.



Figure 3 Forwarded screen. The Search Prepared by PI List link is circled.

4. Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab.

Submit a Notification to NSF

An SPO may submit to NSF *all* notification types.

A PI may directly submit to NSF these types of notifications:

- Significant Changes in Methods/Procedures Notification
- Short-Term Absence of the PI/PD Notification

1. Access the **View Notification** screen (for Significant Changes/Delays or Events of Unusual Interest, as an example) (Figure 1). See one of the following:
 - Instructions for the type of notification you are working on
 - If you are a PI, [View a Notification Prepared by the PI.](#)
 - If you are an SPO, [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI.](#)

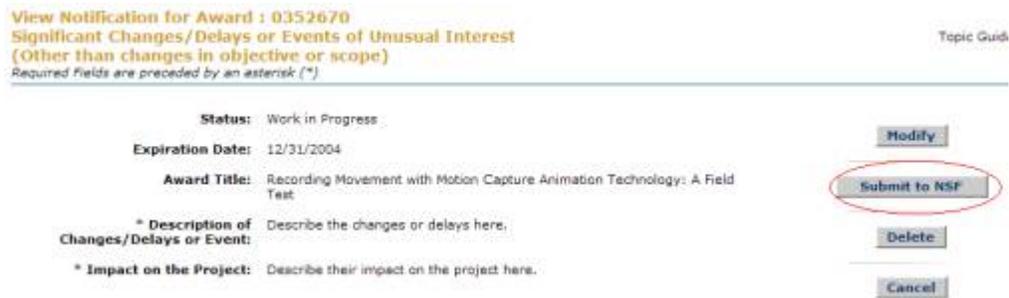


Figure 1 View Notification screen. The Submit to NSF button is circled.

2. On the **View Notification** screen (Figure 1), click the **Submit to NSF** button. The **Submit Notification** screen displays (Figure 2). At the top of the screen is a message for you to confirm that you want to submit the notification to NSF.

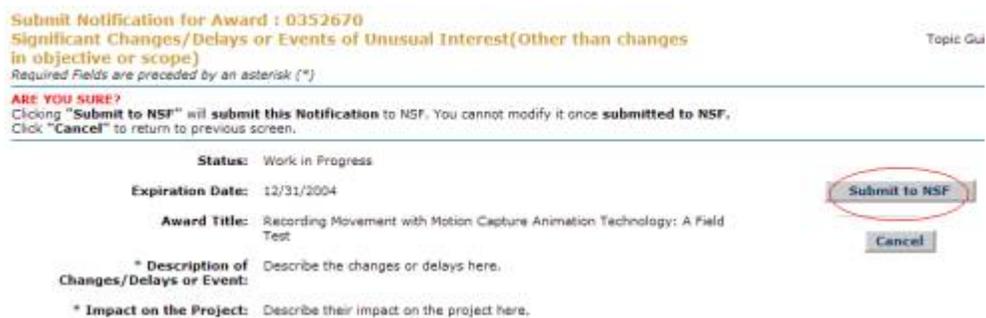


Figure 2 Submit Notification screen with a message for you to confirm that you want to submit the notification to NSF. The Submit to NSF button is circled.

3. Click the **Submit to NSF** button (Figure 2). The **Submitted** screen displays (Figure 3) with the message that the notification has been submitted to NSF.



Figure 3 Submitted screen. The Search Prepared by SPO List link is circled.

4. Click **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab. (If you are a PI, the **Search Prepared by PI List** link displays on the **Submitted** screen. When you click on the link, the **Notifications and Requests** screen displays on the **Prepared by PI** tab.)

Delete a Notification

1. Access the **View Notifications** screen (for Anticipated Residual Funds, as an example) (Figure 1). See one of the following:
 - Instructions for the type of notification you are working on
 - If you are a PI, see [View a Notification Prepared by the PI](#).
 - If you are an SPO, see [View a Notification Prepared by the SPO](#) or [View a Notification Forwarded by the PI](#).

View Notification for Award : 0413531
Anticipated Residual Funds in excess of \$5,000 or 5%
(Whichever is greater)
Required Fields are preceded by an asterisk ()*

Topic Guidance

Status:	Work in Progress	
Expiration Date:	08/01/2004	<input type="button" value="Modify"/>
Award Amount:	\$10,000.00	
Award Title:	Richs SBIR supplemental funding request	<input type="button" value="Submit to NSF"/>
*Excess Funds	\$1,500.00 <i>(in whole dollar amount)</i>	<input type="button" value="Delete"/>
*Justification for Anticipated Residual Funds:	Type or copy and paste your Justification here.	<input type="button" value="Cancel"/>

Figure 1 View Notification screen. The Delete button is circled.

2. On the **View Notification** screen (Figure 1), click the **Delete** button (Figure 1). The **Delete Notification** screen displays (Figure 2). At the top of the screen is a message for you to confirm that you want to delete the notification.

Delete Notification for Award : 0413531
Anticipated Residual Funds in excess of \$5,000 or 5%
(Whichever is greater)
Required Fields are preceded by an asterisk ()*

Topic Guic

ARE YOU SURE?
 Clicking "Delete" will remove this Request from the FastLane database.
 Click "Cancel" to return to previous screen.

Status:	Work in Progress	
Expiration Date:	08/01/2004	<input type="button" value="Delete"/>
Award Amount:	\$10,000.00	
Award Title:	Richs SBIR supplemental funding request	<input type="button" value="Cancel"/>
*Excess Funds	\$1,500.00 <i>(in whole dollar amount)</i>	
*Justification for Anticipated Residual Funds:	Type or copy and paste your Justification here.	

Figure 2 Delete Notification screen with a message for you to confirm that you want to delete the notification. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with the message that the notification has been deleted.



Figure 3 Deleted screen. The Search Prepared by SPO List link is circled.

4. Click the **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by SPO** tab. (If you are a PI, the **Search Prepared by PI List** link displays on the **Deleted** screen. When you click the link, the **Notifications and Requests** screen displays on the **Prepared by PI** tab.)

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