



FastLane Help System

Principal Investigator (PI) Functions

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PI Functions

Principal Investigator Functions Introduction

As a Principal Investigator (PI), you are the individual designated by the grantee and approved by NSF who is responsible for a project's scientific or technical direction.

You are designated as a PI with NSF when the Sponsored Project Office (SPO) representative of your organization adds you as a FastLane user and marks the check mark box indicating that you are a PI.

As a PI, you work in the Proposals, Awards, and Status module (Figure 1) on four types of activities:

- Managing participation on a project, before and after award
- Preparing, checking, and updating proposals
- Communicating with NSF on the project post-award
- Updating NSF on your PI information and status

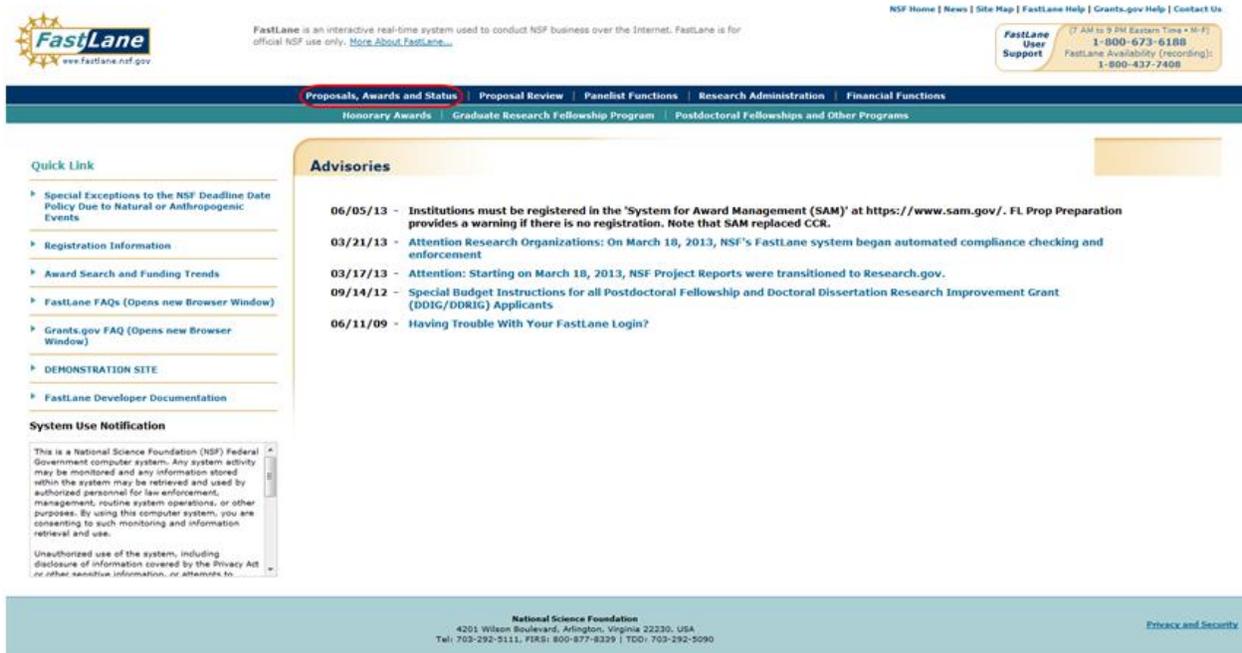


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled. PIs, Co-PIs, and Other Authorized Users work in this module.

Prepare and Update Proposals

In the Proposals, Awards, and Status module, you prepare a proposal and communicate with NSF about it. In pre-award work associated with a proposal, the PI can do the following:

- Create a Letter of Intent
- Prepare a proposal
- Allow or remove SPO/AOR access to a proposal
- Initiate a Proposal File update for a submitted proposal
- Check the status of a proposal
- View the *ad hoc* and/or panel reviews of a proposal
- Initiate a revised submitted proposal budget

Communicate with NSF on an Awarded Project

Once NSF has granted an award to your project, you can report on your project and communicate with NSF. In post-award work associated with a project, you can do the following:

- [Prepare a notification or request](#)
- [Prepare a Supplemental Funding Request](#)
- [Check the status of continuation funding](#)
- [View and print the award documents](#), including viewing a cooperative agreement

Manage Participation on a Project

Manage Participation on a Project Introduction

The PI for a project manages the participation of others on a proposal or a project both before and after award.

For Proposed Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- [Add a Co-PI to a proposal](#) or [remove a Co-PI from a proposal](#)
- [Create a proposal PIN](#) to enable an OAU to work on the proposal
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - [Letter of Intent](#)
 - [Proposal](#)
 - [Revised Submitted Budget](#)
 - [Proposal File Update](#)

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

For Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in a project:

- [Add or change Co-PIs on a project](#)
- [Withdraw a Co-PI from a project](#)
- [Assign or change the award PIN](#) to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - [Addition of Subaward Request](#)
 - [PI Transfer Request](#)
 - [Supplemental Funding Request](#)

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

For Proposed Projects

Manage Participation for a Proposed Project

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- Add a Co-PI to a proposal or remove a Co-PI from a proposal
- Create a proposal PIN to enable an OAU to work on the proposal
- Add or delete non-Co-PI Senior Personnel as part of a:
 - A Letter of Intent
 - A proposal
 - A Revised Submitted Budget
 - A Proposal File Update

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

Add a Co-PI to a Proposal

Before adding a Co-PI to a proposal, the individual must be registered with NSF as a PI.

You may only add four Co-PIs to a proposal. You may add other individuals to the project as Non-Co-PI Senior Personnel (see [Add](#) or [Delete](#) Senior Personnel).

Use the General Log In procedure to log in to the system.

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

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

What Do You Want To Work On?



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).

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

Proposal Functions

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

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

3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

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

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

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

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

Country: US

Gender: Male
 Citizenship: US citizen
 Ethnicity: Hispanic or Latino
 Degree Year: 2005
 Degree: MCE

Disability Status:
 Race: White

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

Figure 3 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress

Temporary Proposal #	Title of the Proposal	Deadline Date
7121036	EJDDC 1-39835423 1115537/7105964 DIS00077038 Refe	04/04/2011
7121028	EJDDC 1-39835423 1115480/7105554 DIS00077038 Ref	04/04/2011
7121021	EJDDC 1-39835423 1115373/7098742 DIS00077038 Ref	04/04/2011
7121010	EJDDC 1-39835423 1115190/7103729 DIS00077038 Refe	04/04/2011
7120888	EJDDC 1-39835423 1115182/7103800 DIS00077038 Ref	04/04/2011

Create New Proposal

Figure 4 Proposal Actions screen. The Edit button is circled.

5. Highlight the number of the proposal (Figure 4) you want to add a Co-PI to.
6. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/12/16	<input type="button" value="GO"/> Project Summary	05/12/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	05/12/16
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	

Figure 5 Form Preparation screen.

7. Click the **Go** button for Cover Sheet (Figure 5). The **Cover Sheet Components Form** screen displays (Figure 6).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization
National Science Foundation

Address
Arlington, VA 222301000

Time Zone
US-America/New_York(GMT-5:00)

Inst. Code
4102852000

DUNS #
074811803

Primary Place of Performance
NSF GEO OCE

4201 Wilson Boulevard
Arlington ,VA ,US222091101

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 10-555 - **Macrosystems Biology**:

NSF Unit Consideration

Current List of selected NSF UNITS:

1. EF - MACROSYSTEM BIOLOGY

*Remainder of the Cover Sheet

Figure 6 Cover Sheet Components Form screen.

8. Click the **Go** button for Remainder of the Cover Sheet (Figure 6). The **Remainder of the Cover Sheet** screen displays (Figure 7).

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 7 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

9. Click **Co-PI Information** at the top of the screen (Figure 7). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 8).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 8 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

- In the **NSF ID/Email** box (Figure 8), type the NSF ID or email address of the Co-PI you want to add to the proposal. (Repeat to add up to four Co-PIs to a proposal.)
- Click the **OK** button at the bottom of the screen (Figure 9). A screen displays (Figure 10) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.



Figure 9 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

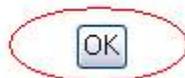


Figure 10 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

- Click the **OK** button (Figure 10). The **Form Preparation** screen displays (Figure 5).

Add a Non-Co-PI Senior Person to a Proposal

You may add as many non-Co-PI Senior Personnel as you require to a proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

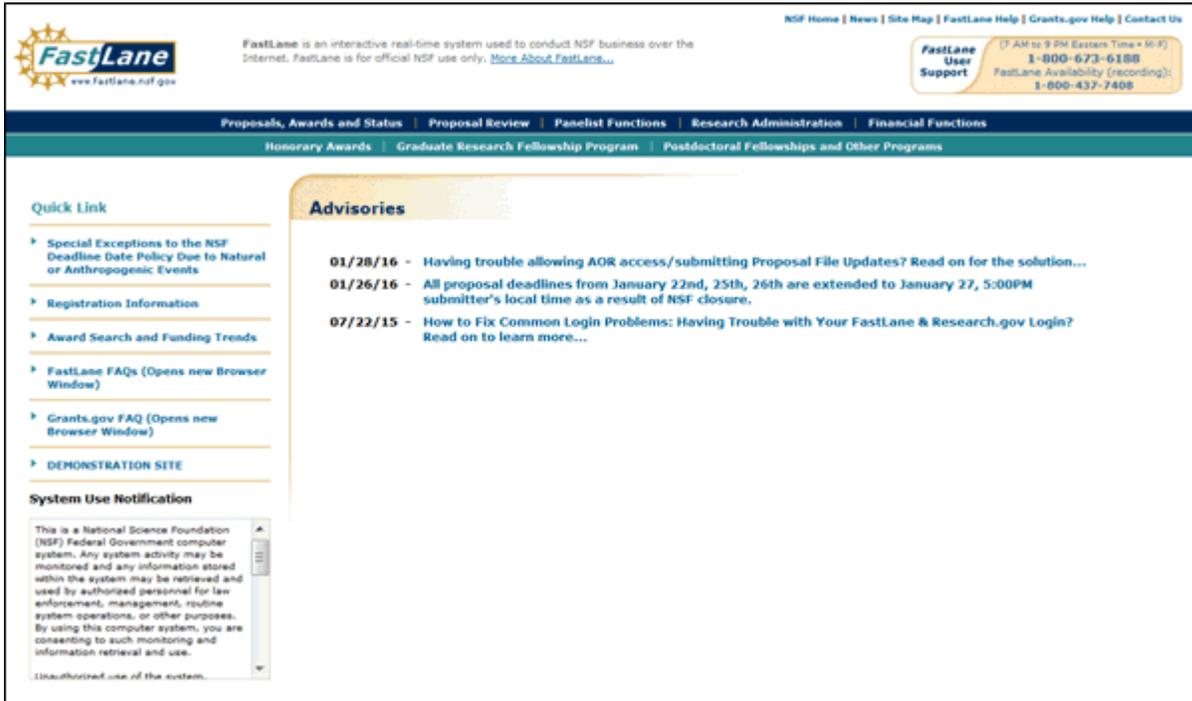


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

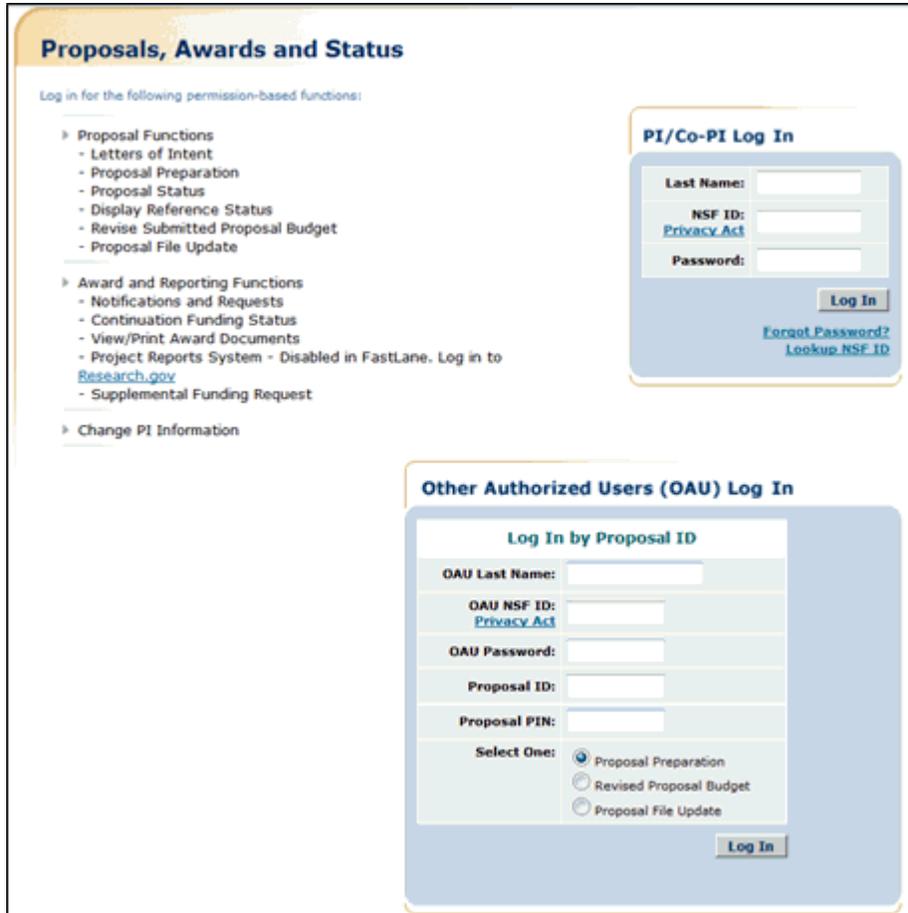


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

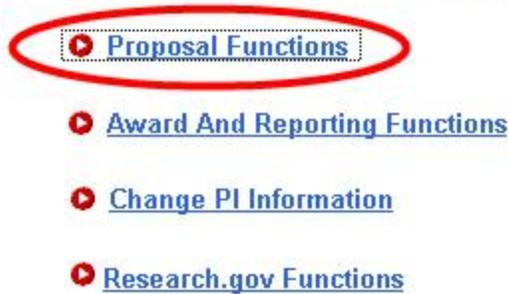


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

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

Proposal Functions



Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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

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Organization	National Science Foundation 4102852000		
Department	Information Systems		
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	DIS ESB DIAS	Fax	(703) 292-9999
	Arlington, VA 22230	EEmail	gblock@nsf.gov
Country	US		
Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI.	Yes		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

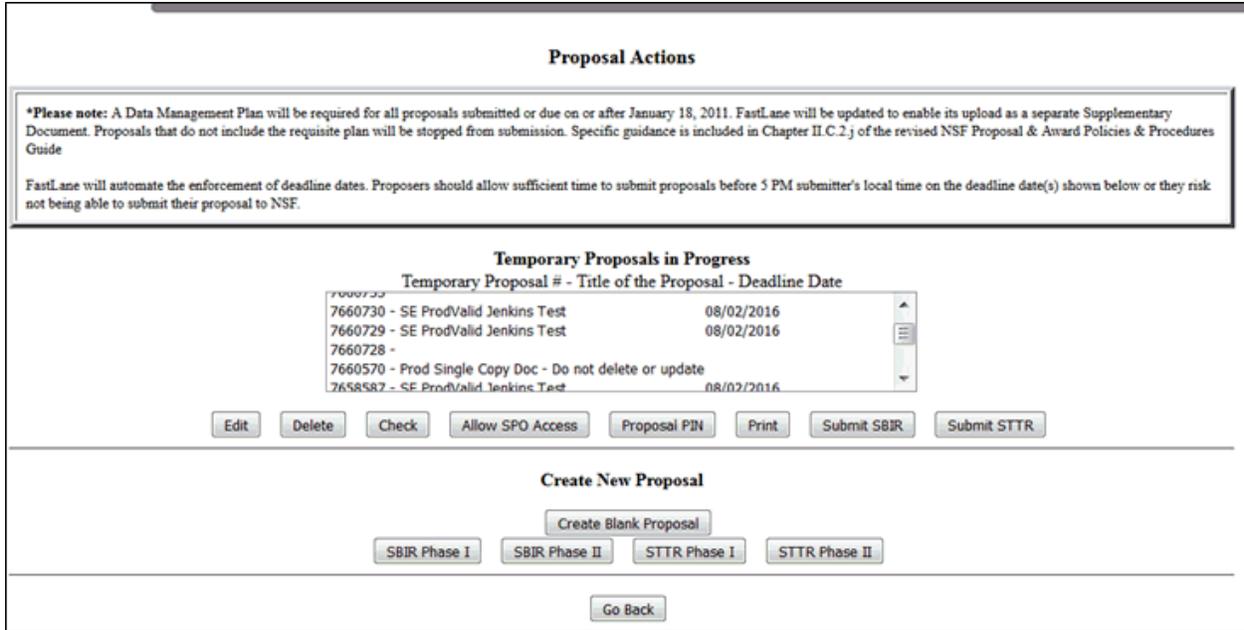


Figure 6 Proposal Actions screen. The Edit button is circled.

- Highlight the number of the proposal (Figure 6) that you want to add a Non-CoPI Senior Person to.
- Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

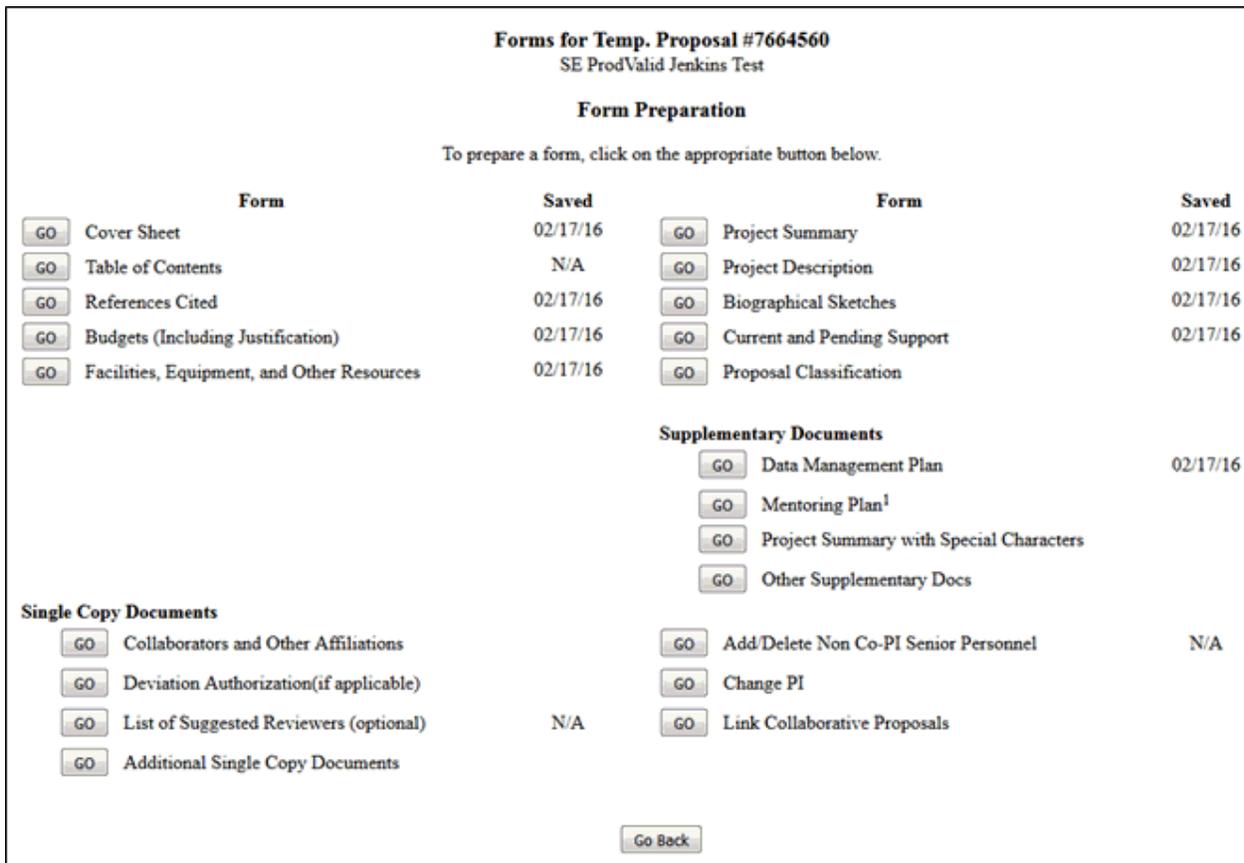


Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

10. In the appropriate boxes, type the individual's first and last name and middle initial (Figure 8).
11. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Remove a Co-PI from a Proposal

NSF permits only four Co-PIs per proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

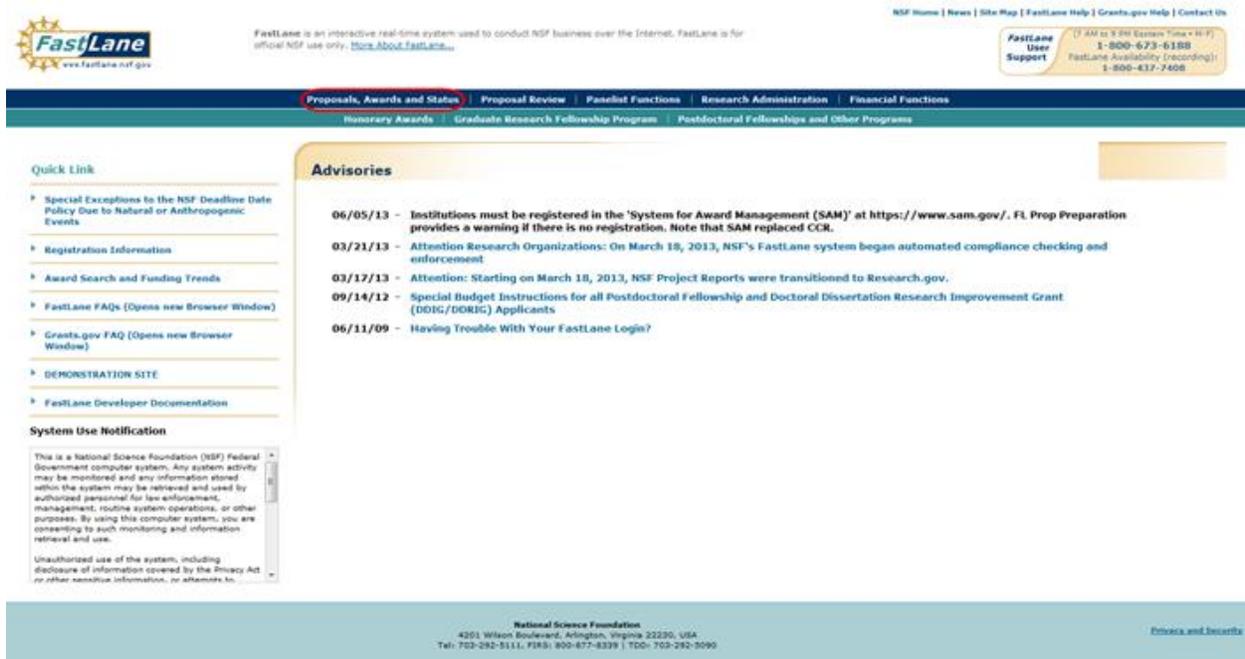


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

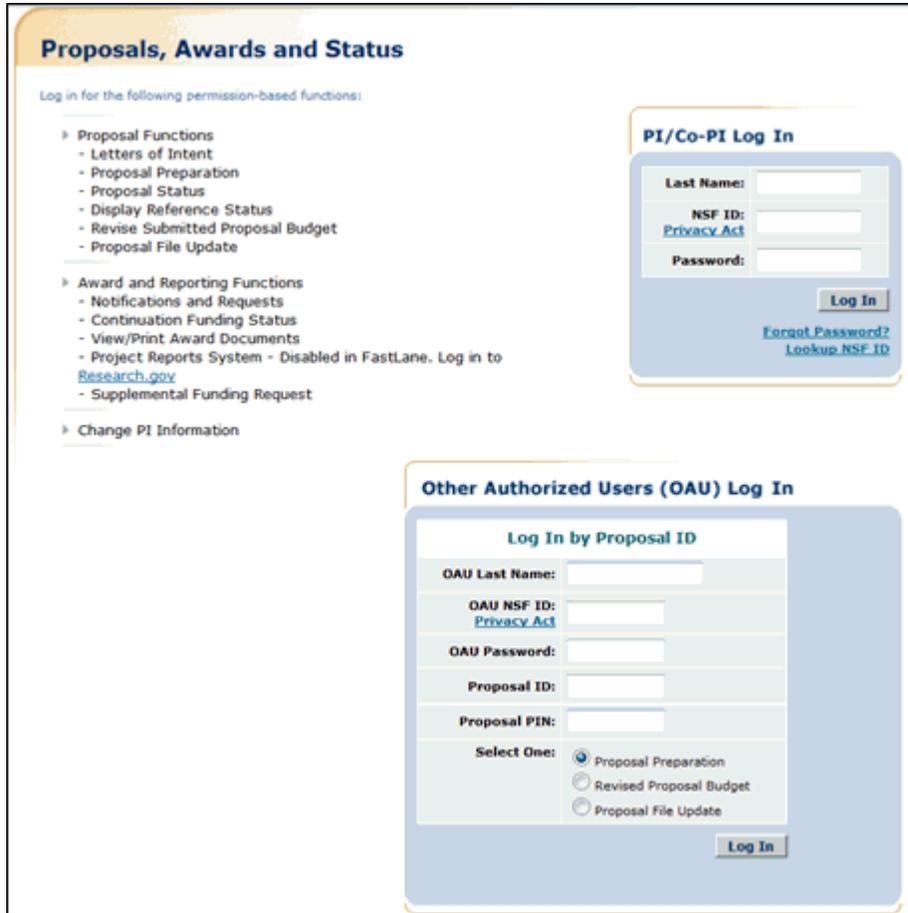


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

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

Proposal Functions

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

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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

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Department	Information Systems		
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	DIS ESB DIAS	Fax	(703) 292-9999
	Arlington, VA 22230	EEmail	gblock@nsf.gov
Country	US		
Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI.	Yes		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

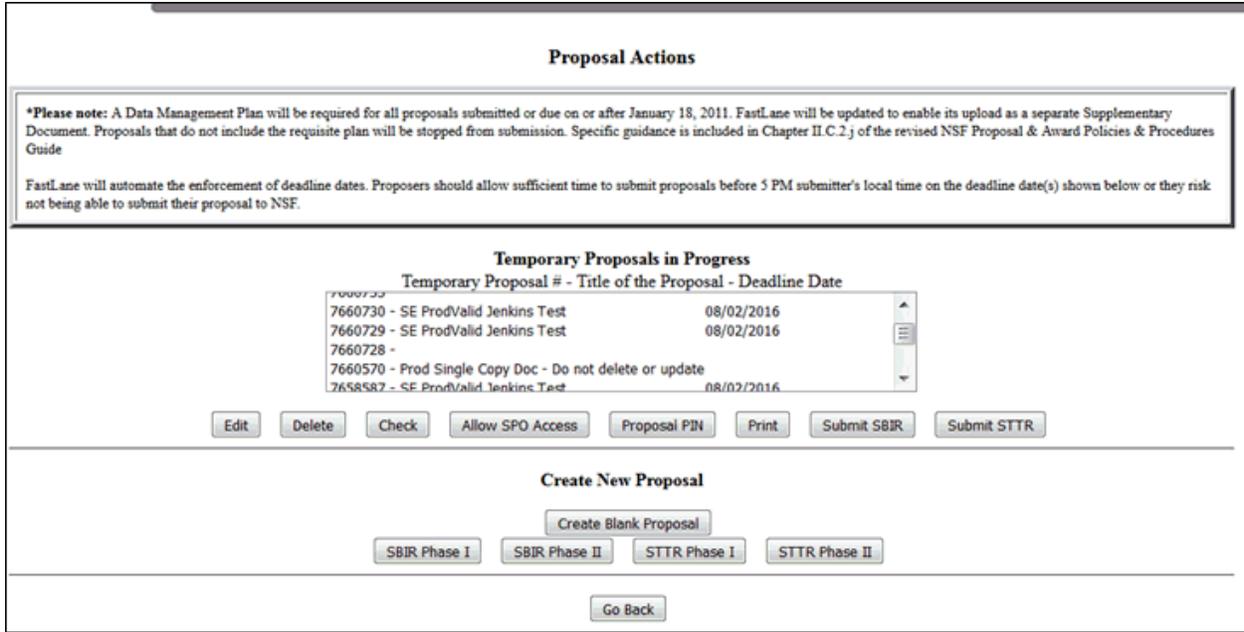


Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to remove a Co-PI from.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

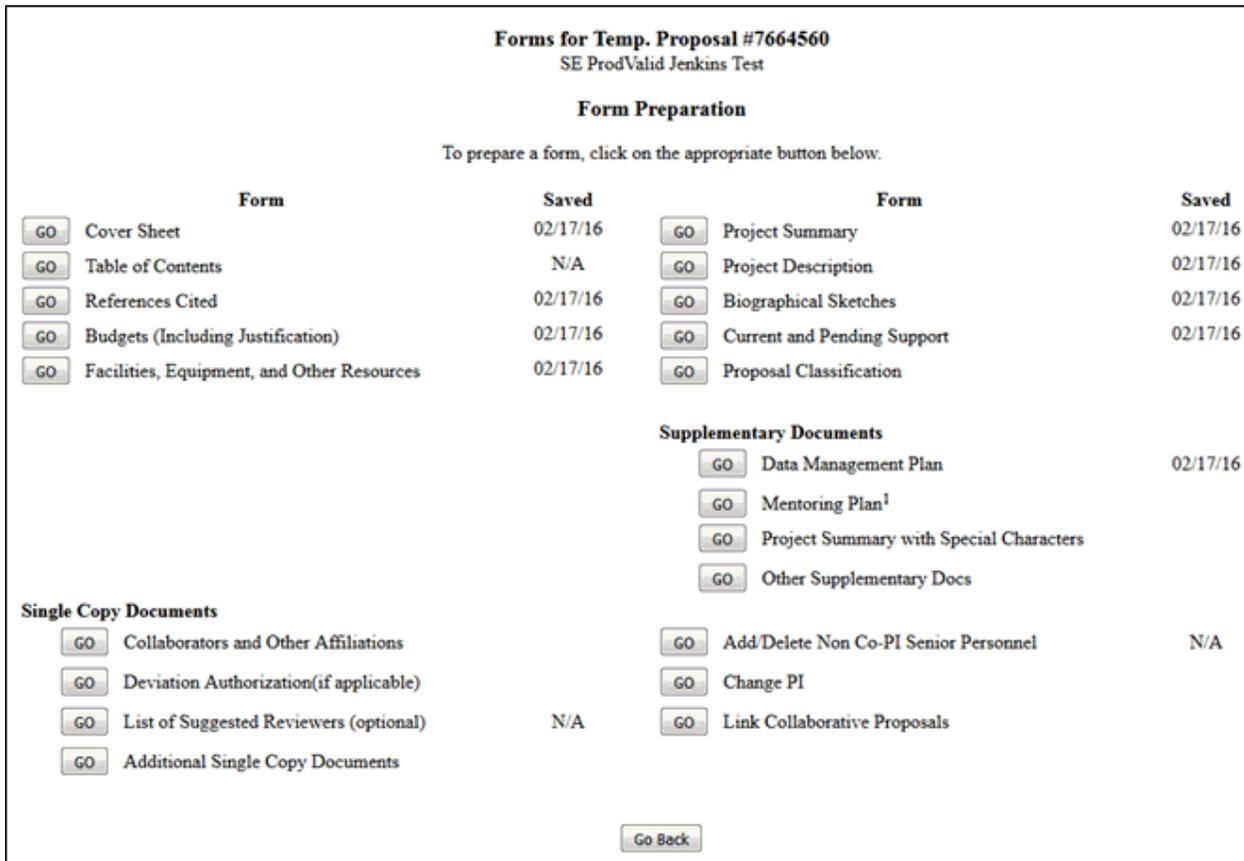


Figure 7 Form Preparation screen. The Go button for the Cover Sheet is circled.

9. Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form** screen displays (Figure 8).

Figure 8 Cover Sheet Components Form screen.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet** screen displays (Figure 9).

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

12. Click the check mark box (Figure 10) for the Co-PI that you want to remove.
13. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.



Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 12 Screen with confirmation that the information on the Cover Sheet is saved.

14. Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7).

Remove a Non-Co-PI Senior Person from a Proposal

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

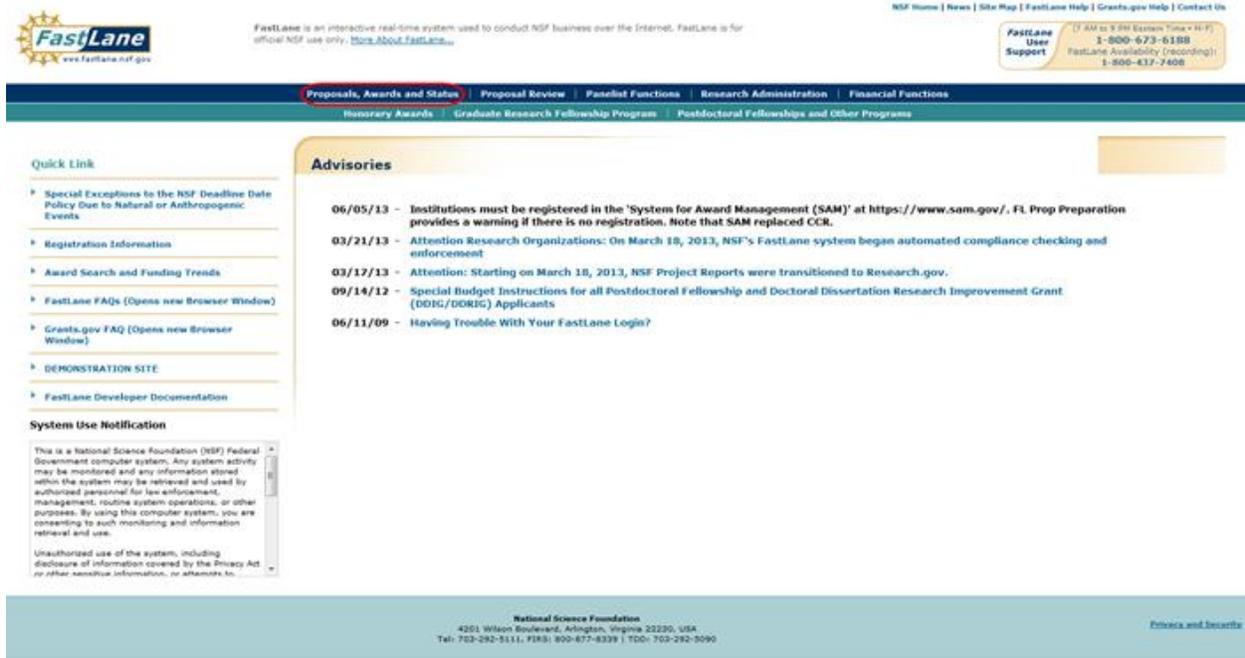


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:

[Privacy Act](#)

Password:

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

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:

[Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

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

Proposal Functions

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

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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

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

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

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems		
Address	4201 Wilson Boulevard...	Phone	(703) 292-7777
	DIS ESB DIAS	Fax	(703) 292-9999
	Arlington, VA 22230	EEmail	gblock@nsf.gov
Country	US		
Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI.	Yes		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

***Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter II.C.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

Temporary Proposals in Progress
 Temporary Proposal # - Title of the Proposal - Deadline Date

7660730	7660730 - SE ProdValid Jenkins Test	08/02/2016
7660729	7660729 - SE ProdValid Jenkins Test	08/02/2016
7660728	7660728 -	
7660570	7660570 - Prod Single Copy Doc - Do not delete or update	
7658587	7658587 - SE ProdValid Jenkins Test	08/02/2016

Edit Delete Check Allow SPO Access Proposal PIN Print Submit SBIR Submit STTR

Create New Proposal
Create Blank Proposal
SBIR Phase I SBIR Phase II STTR Phase I STTR Phase II

Go Back

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) from which you want to delete a Senior Person.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Forms for Temp. Proposal #7664560
 SE ProdValid Jenkins Test

Form Preparation
 To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	02/17/16	GO Project Summary	02/17/16
GO Table of Contents	N/A	GO Project Description	02/17/16
GO References Cited	02/17/16	GO Biographical Sketches	02/17/16
GO Budgets (Including Justification)	02/17/16	GO Current and Pending Support	02/17/16
GO Facilities, Equipment, and Other Resources	02/17/16	GO Proposal Classification	

Supplementary Documents

GO Data Management Plan	02/17/16
GO Mentoring Plan ¹	
GO Project Summary with Special Characters	
GO Other Supplementary Docs	

Single Copy Documents

GO Collaborators and Other Affiliations		GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

10. Highlight the name of the Senior Person that you want to remove from the proposal (Figure 8).
11. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 8). A screen displays (Figure 9) with a message for you to confirm that you want to remove the Senior Person.

Figure 9 Screen with a message for you to confirm that you want to remove the Senior Person.

12. Click the **OK** button (Figure 9). A screen displays (Figure 10) confirming that the Senior Person has been removed from the proposal.

All data for Thomas Jackman deleted from proposal 9007744



Figure 10 Screen with the message that the Senior Person has been removed from the proposal.

Add or Remove a Co-PI for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

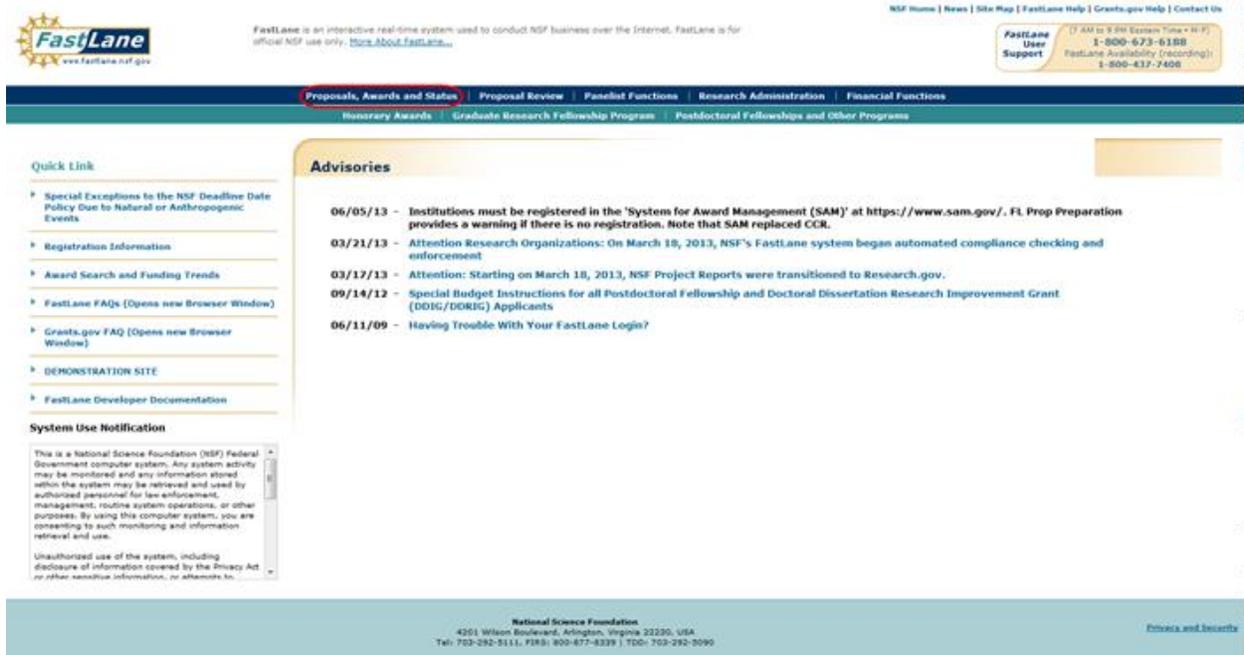


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System - Disabled in FastLane. Log in to [Research.gov](#)
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:
[Privacy Act](#)

Password:

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

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU NSF ID:
[Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?



Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

Proposal Update Control

Proposal Number: 0400011

Title: eGovernment Technical Challenges

Update Initially Created on Sep 15 2005

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Forwarded Updates

1 - Automatically Accepted
2 - Automatically Accepted
3 - Automatically Accepted

Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Forms for Temp. Proposal #7664560
SE ProdValid Jenkins Test

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	02/17/16	<input type="button" value="GO"/> Project Summary	02/17/16
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	02/17/16
<input type="button" value="GO"/> References Cited	02/17/16	<input type="button" value="GO"/> Biographical Sketches	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification)	02/17/16	<input type="button" value="GO"/> Current and Pending Support	02/17/16
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	02/17/16	<input type="button" value="GO"/> Proposal Classification	
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/17/16
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 7 Form Preparation Screen. The Go button for Cover Sheet is circled.

9. Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form** screen displays (Figure 8).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee Organization/Primary Place Of Performance Selection

Awardee Organization	Primary Place of Performance
National Science Foundation	NSF GEO OCE

Address	4201 Wilson Boulevard
	Arlington, VA, US222091101
Time Zone	US-America/New_York(GMT-5:00)
Inst. Code	4102852000
DUNS #	074811803

Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- NSF 10-555 - Macrosystems Biology:.

NSF Unit Consideration

Current List of selected NSF UNITS:

1. EF - MACROSYSTEM BIOLOGY

*Remainder of the Cover Sheet

Figure 8 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet** screen displays (Figure 9).

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10). In this section, you can do either one or both of the following:

- [Add a Co-PI](#)
- [Remove a Co-PI](#)

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email: gblock@nsf.gov	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

Add a Co-PI to a Proposal File Update

1. In the **NSF ID/Email** box (Figure 10), type the NSF ID or email address of the Co-PI you want to add to the proposal file update. (Repeat for up to four Co-PIs on a proposal.)
2. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.



Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

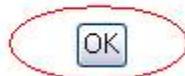


Figure 12 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

Remove a Co-PI from a Proposal File Update

1. In the **Co-Principal Investigator (Co-PI) Information** section of the **Remainder of the Cover Sheet** screen (Figure 13), click the check mark box for the Co-PI that you want to remove.

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.
 To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 13 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

2. Click the **OK** button at the bottom of the screen (Figure 14). A screen displays (Figure 15) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Primary Place of Performance](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

Figure 14 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved

Figure 15 Screen with confirmation that the information on the Cover Sheet is saved.

3. Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7)

Add or Delete Senior Personnel for a Letter of Intent

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

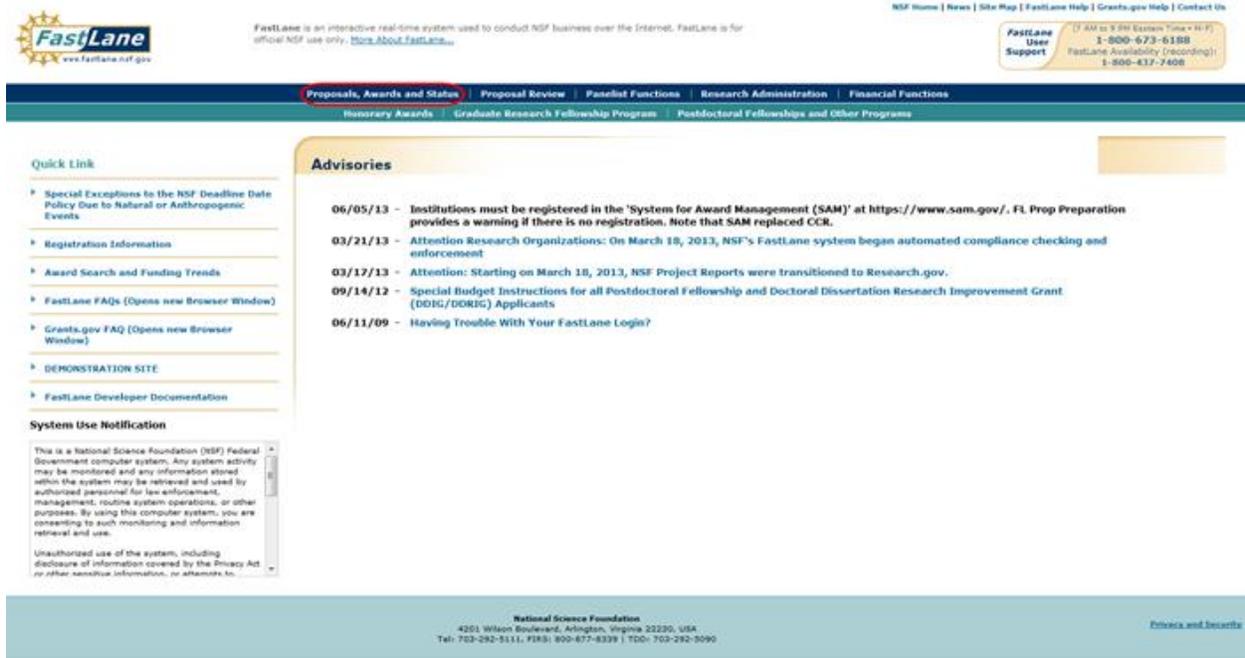


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

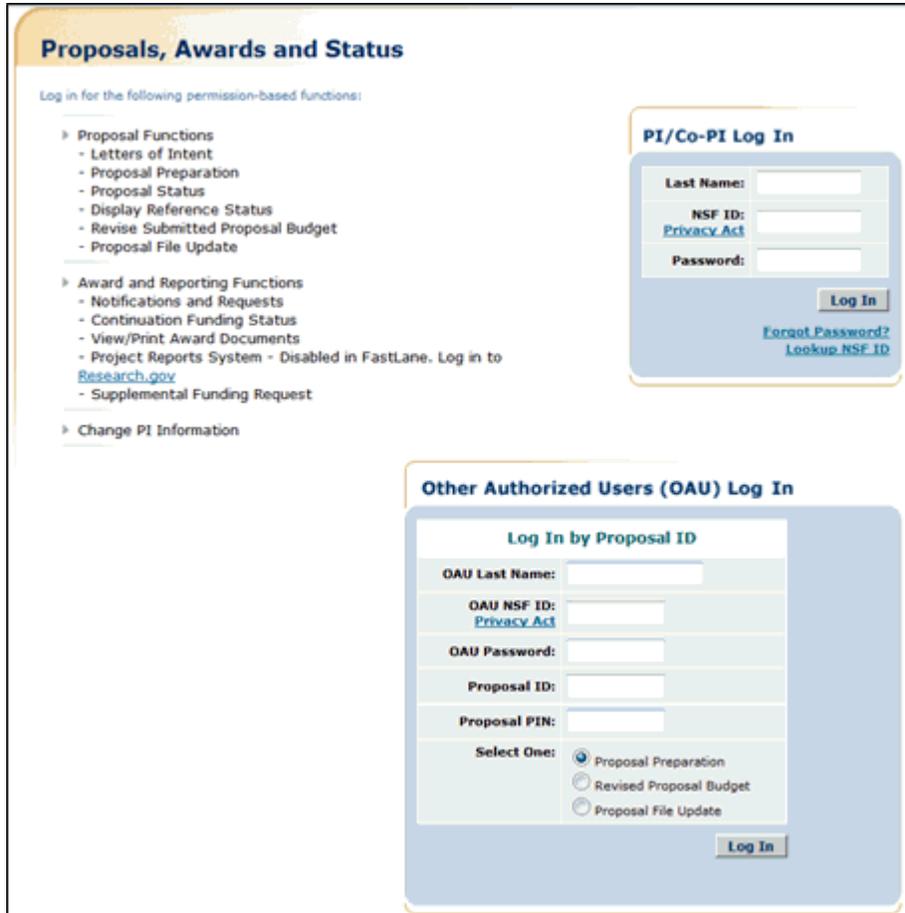


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?



Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

5. Click **Letters of Intent** (Figure 4). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 5).



Figure 5 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

6. Click the **Edit/View LOI** tab (Figure 5). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 6).

Letters of Intent | MAIN | Organization: National Science Foundation

Create New LOI from Program Solicitation | Edit/View LOI

Search for LOIs by any of the following:

LOI ID: LOI Due Date by range (mm/dd/yyyy) From: To:

LOI Title:

LOI Status: None

Search View All

LOI Work in Progress

Click on the LOI ID (e.g. L02010001) to view a HTML version of the LOI. Click on the Program Solicitation ID link (e.g. NSF 04-001) to view a Program Solicitation (opens a new browser window). Sort results by clicking on the column title.

7 Letters of Intent found, displaying 1 to 7

LOI ID	LOI Title	Program Solicitation ID	LOI Due Date	LOI Status	Actions
L00100289	david's test	NSF 04-510	03/07/2005	Submitted	View PDF
L00150753	testing change org submit as PI	NSF 04-570	09/10/2004	Submitted	View PDF
L00150752	testing change org	NSF 04-607	09/22/2004	Saved	Edit Forward Delete View PDF
L00150757	test	NSF 04-607	09/22/2004	Submitted	View PDF
L00150759	Albhaman forward 11/16	NSF 04-607	09/22/2004	Forwarded	Edit Delete View PDF
L00150748	Test LOI for DIS10625	NSF 04-503	11/04/2004	Submitted	View PDF
L00150751	NSF 04-579 verification	NSF 04-579	11/05/2004	Saved	Edit Submit Delete View PDF

Figure 6 Letters of Intent screen on the Edit/View LOI tab.

- Click **Edit** (Figure 6) on the row for the Letter of Intent that you want to add or delete Senior Personnel for. The **Edit LOI** screen displays (Figure 7).

Figure 7 Edit LOI screen. The Add/Edit Personnel button is circled.

- Click the **Add/Edit Personnel** button at the bottom of the screen (Figure 7). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 8), where you can do either or both of the following:
 - [Add a Senior Person](#)
 - [Delete a Senior Person](#)

Figure 8 Edit LOI—Add/Edit Other Senior Personnel screen. The Add to List button is circled.

Add a Senior Person

- To add a Senior Person, type the following on the **Edit LOI—Add/Edit Other Senior Personnel** screen (Figure 8):
 - In the **First Name** box, type the individual's first name.
 - In the **Middle Initial** box, type the individual's middle initial (optional).
 - In the **Last Name** box, type the individual's last name.
 - In the **Organization Name** box, type the name of the organization registered with NSF.
 - In the **Department** box, type the individual's research department.
 - In the **City** box, type the individual's city.
 - In the **State** box, type the individual's state (optional).
 - In the **Country** box, select the country from the drop-down list.
- Click the **Add to List** button (Figure 8). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 9) with the individual's name now listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
Required Fields are preceded by an asterisk ()*

Program Solicitation Information:
LOI ID: L00250817
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

[Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 4)

Existing Personnel:
If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 9 Edit LOI—Add/Edit Other Senior Personnel screen. The individual’s name is now listed in the Existing Personnel section.

Delete a Senior Person

On the **Edit LOI—Add/Edit Other Senior Project Personnel** screen (Figure 10), click **Delete** in the row for the Senior Person whose name you want to delete. The **Edit LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 11) with the Senior Person’s name no longer listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
Required Fields are preceded by an asterisk ()*

Program Solicitation Information:

LOI ID: L00250617
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

[Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above "Add to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 10 Edit LOI—Add/Edit Other Senior Project Personnel screen. The Delete link is circled.

Edit LOI - Add/Edit Other Senior Project Personnel
Required Fields are preceded by an asterisk ()*

Program Solicitation Information:

LOI ID: L00250617
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

[Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above "Add to List" is pressed.

Personnel Name	Action
None Entered Yet	

Figure 11 Edit LOI—Add/Edit Other Senior Project Personnel screen with the Senior Person no longer listed in the Existing Personnel section.

Add or Delete Senior Personnel for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

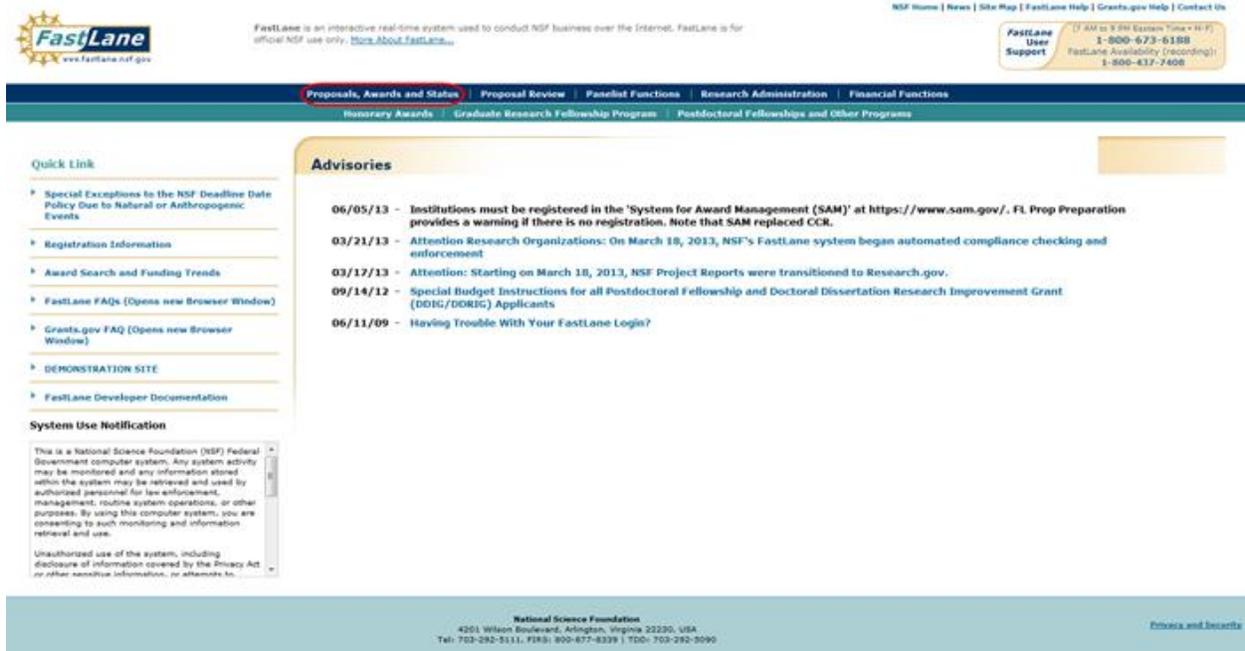


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

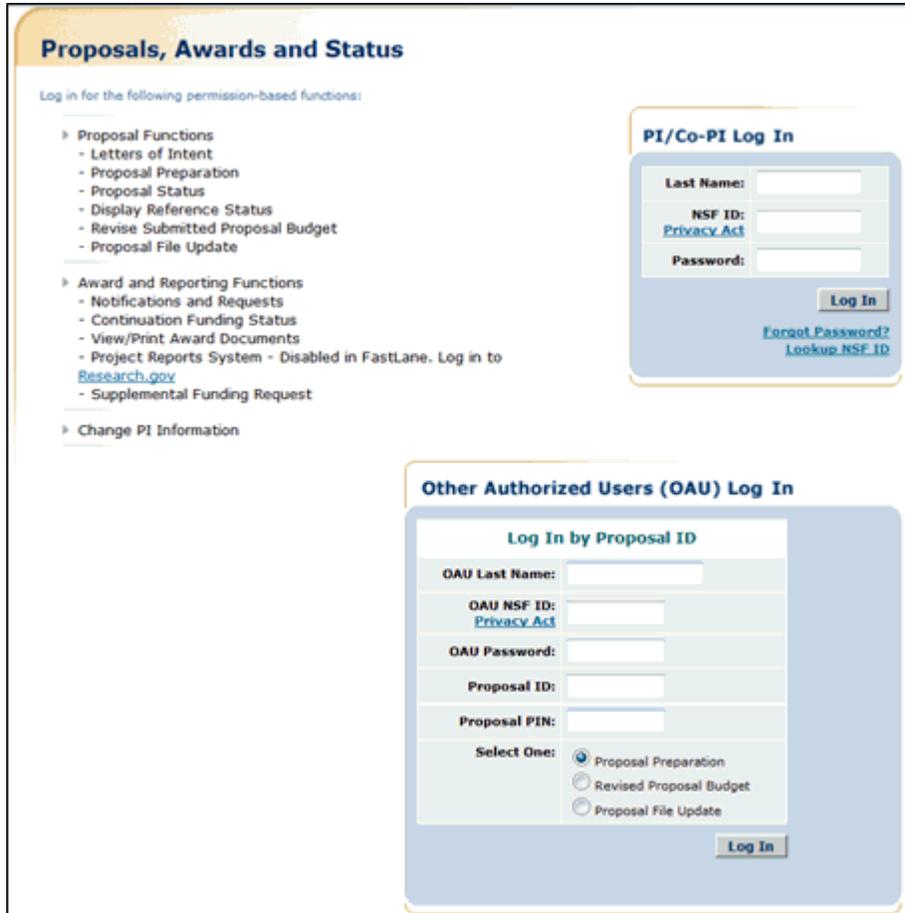


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

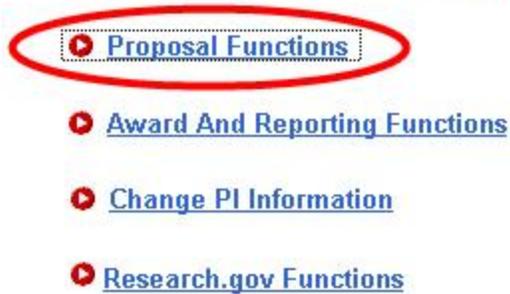


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

Proposal Update Control

Proposal Number: 0400011

Title: eGovernment Technical Challenges

Update Initially Created on Sep 15 2005

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

The screenshot shows a web interface for managing proposal updates. At the top, it displays the proposal number (0400011), title (eGovernment Technical Challenges), and creation date (Sep 15 2005). Below this, there is a section for automatic acceptance criteria. A row of buttons includes 'View/Edit Update' (circled in red), 'Delete Update', 'Create Update Pin', 'View Update Summary', and 'Allow SPO Access'. A 'Forwarded Updates' section lists three entries, all marked as 'Automatically Accepted'. At the bottom, there are buttons for 'View Update Summary' and 'Remove SPO Access'.

Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Forms for Temp. Proposal #7664560
SE ProdValid Jenkins Test

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
<input type="button" value="GO"/> Cover Sheet	02/17/16		<input type="button" value="GO"/> Project Summary	02/17/16
<input type="button" value="GO"/> Table of Contents	N/A		<input type="button" value="GO"/> Project Description	02/17/16
<input type="button" value="GO"/> References Cited	02/17/16		<input type="button" value="GO"/> Biographical Sketches	02/17/16
<input type="button" value="GO"/> Budgets (Including Justification)	02/17/16		<input type="button" value="GO"/> Current and Pending Support	02/17/16
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	02/17/16		<input type="button" value="GO"/> Proposal Classification	
Supplementary Documents				
			<input type="button" value="GO"/> Data Management Plan	02/17/16
			<input type="button" value="GO"/> Mentoring Plan ¹	
			<input type="button" value="GO"/> Project Summary with Special Characters	
			<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents				
<input type="button" value="GO"/> Collaborators and Other Affiliations			<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)			<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents				
<input type="button" value="Go Back"/>				

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

9. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 11), highlight the name of the Senior Person that you want to remove.

Figure 11 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 12) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 12). A screen displays (Figure 13) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

Figure 13 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a Revised Submitted Budget

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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

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Quick Link

- Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
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Advisories

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

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

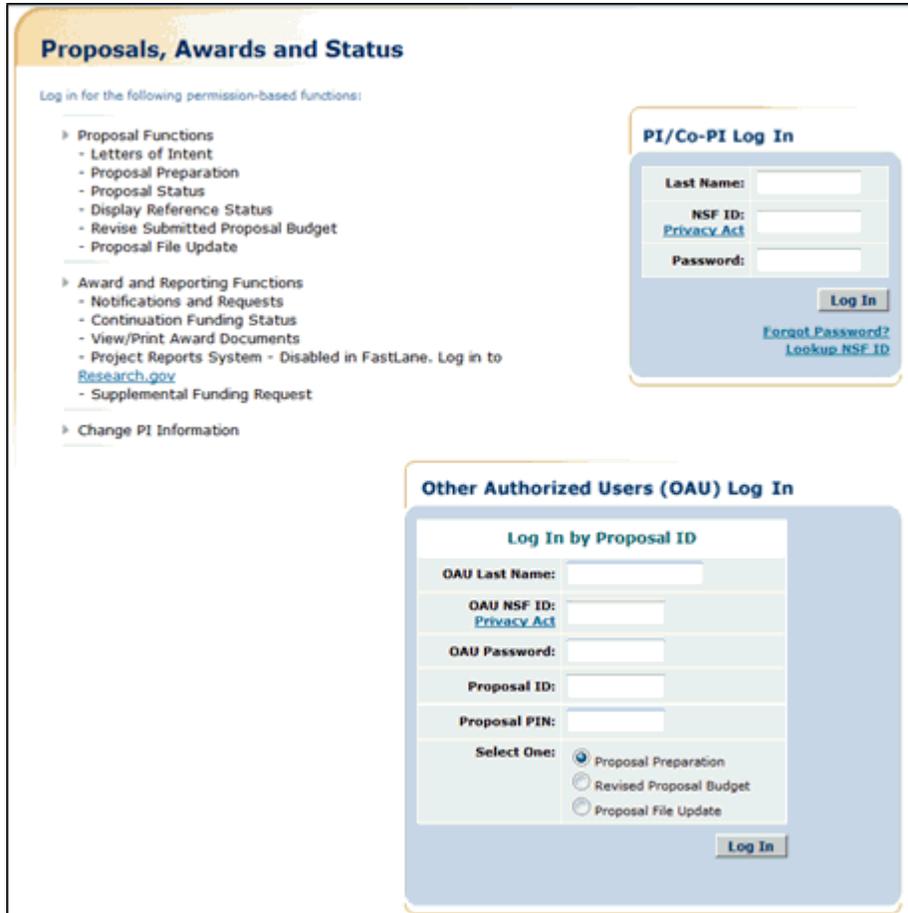


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Revise Submitted Proposal Budget link is circled.

5. Click **Revise Submitted Proposal Budget** (Figure 4). The **List of Proposals** screen displays (Figure 5).

Figure 5 List of Proposal screen. The View button is circled.

6. Highlight the proposal for which you want to add or delete a Senior Person (Figure 5).
7. Click the **View** button (Figure 5). The **Proposal Revised Budget** screen displays (Figure 6).

Figure 6 Proposal Revised Budget screen. The radio button for Add/Delete Senior Personnel and the OK button are circled.

8. Click the radio button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel.
9. Click the **OK** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds may be allocated.

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Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add <input type="checkbox"/> Thomas A Jackman	Personnel currently assigned to budget year Check to remove None Available to Remove
---	---

Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds may be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

Figure 12 Screen with the message that the Senior Person has been removed.

Create a Proposal PIN

To enable an Other Authorized User (OAU) to work on a proposal, you must create a Proposal PIN and give this PIN to the OAU. The OAU needs the PIN to log into Proposals, Awards, and Status to work on the proposal, a proposal update, or a revised submitted budget.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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FastLane
www.fastlane.nsf.gov

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Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

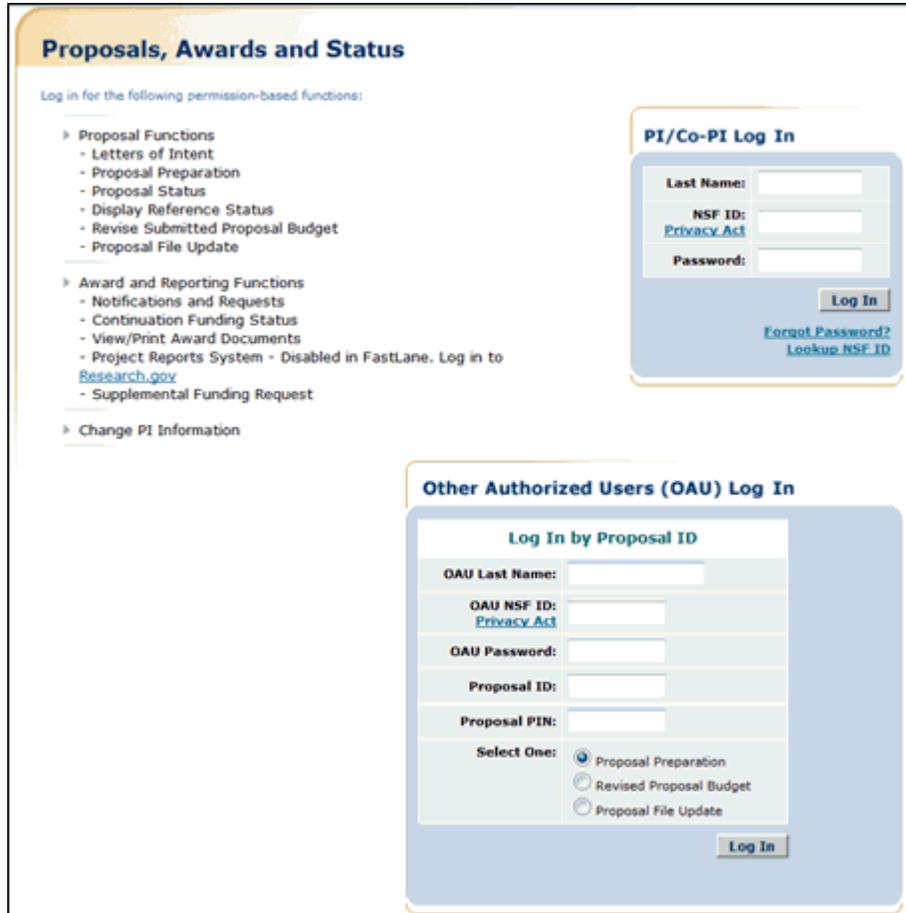


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

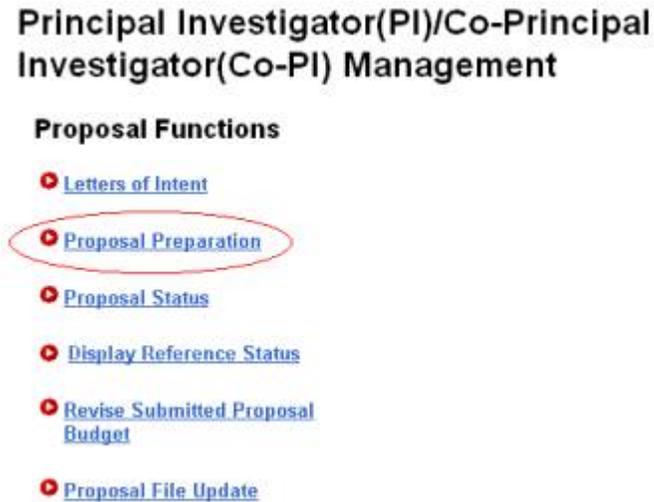


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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

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

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

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

Gender	Male		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	orcid.org/0000-0002-1825-0097
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes			

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

6. Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

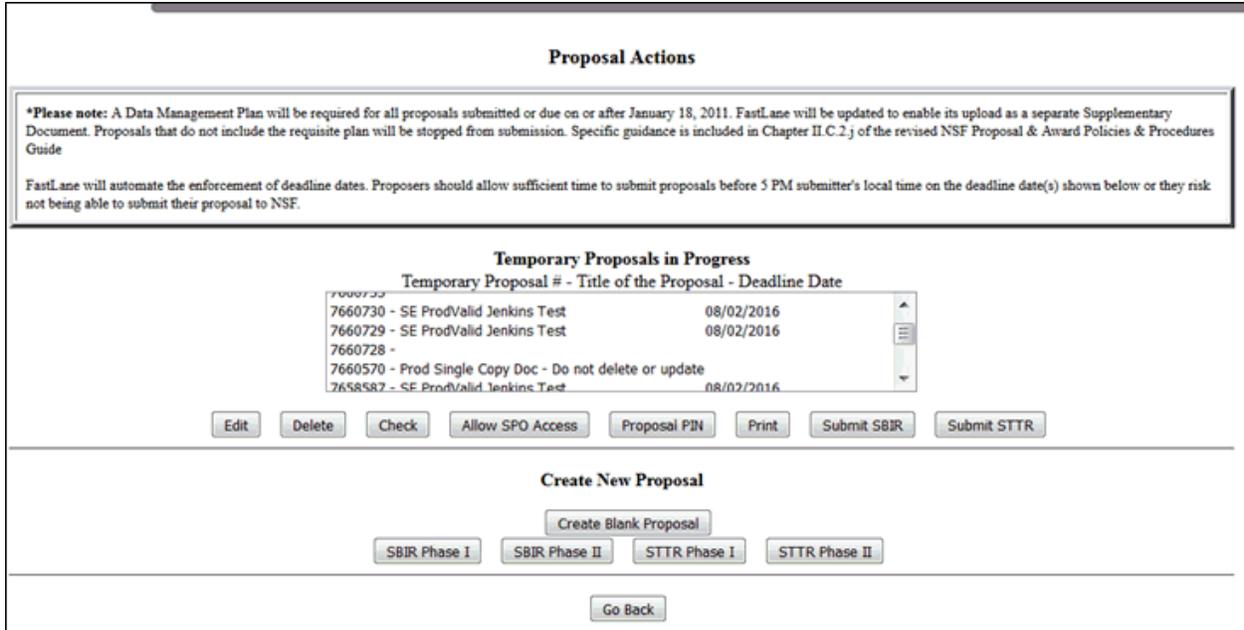


Figure 6 Proposal Actions screen. The Proposal PIN button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to create a PIN a for.
8. Click the **Proposal PIN** button (Figure 6). The **Proposal PIN Control** screen displays (Figure 7).

Proposal PIN control for 6480899

Type in the PIN number you want to assign to the proposal:

Please type the PIN again:

OK

Figure 7 Proposal PIN Control screen. The OK button is circled.

9. In the boxes (Figure 7), type the four-digit PIN you want to give the proposal.
10. Click the **OK** button (Figure 7). A screen displays (Figure 8) with the confirmation message that the proposal has been assigned the PIN you have given it.

PIN changed for proposal 6480899

OK

Figure 8 Screen confirming that the proposal has a new PIN.

For Awarded Projects

Manage Participation for Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in an awarded project:

- Add or change Co-PIs on a project
- Withdraw a Co-PI from a project
- Assign or change the award PIN to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of an:
 - Addition of Subaward Request
 - PI Transfer Request
 - Supplemental Funding Request

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

Add or Delete Senior Personnel for an Addition of Subaward Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

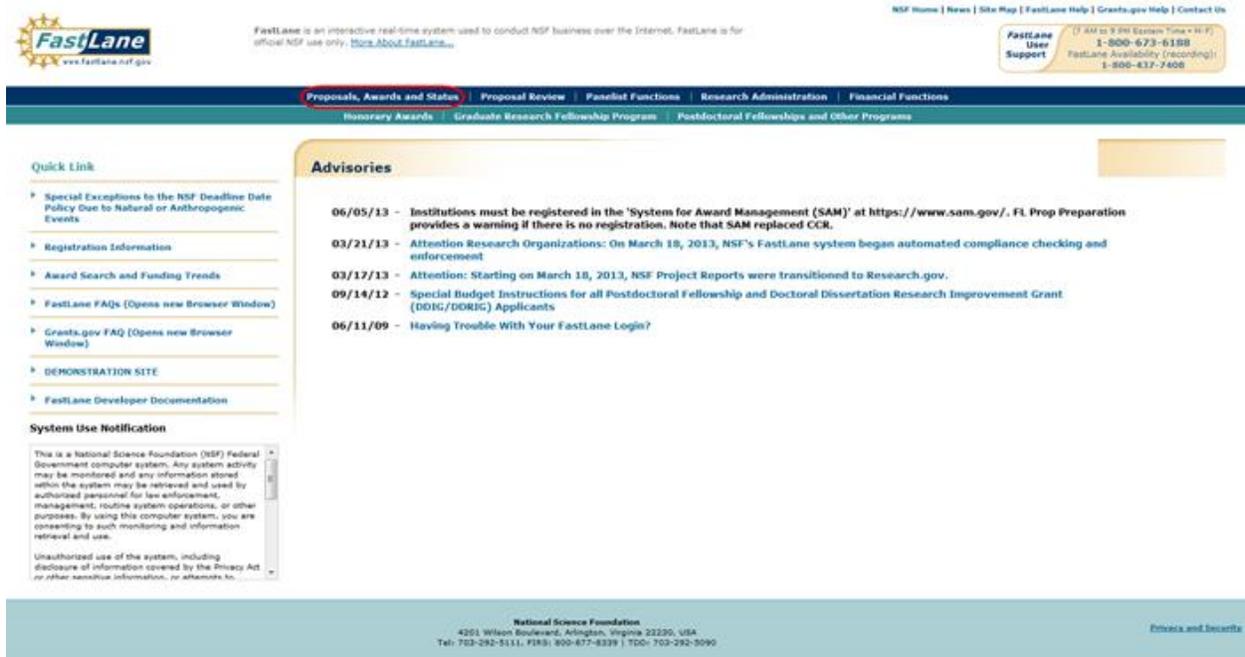


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

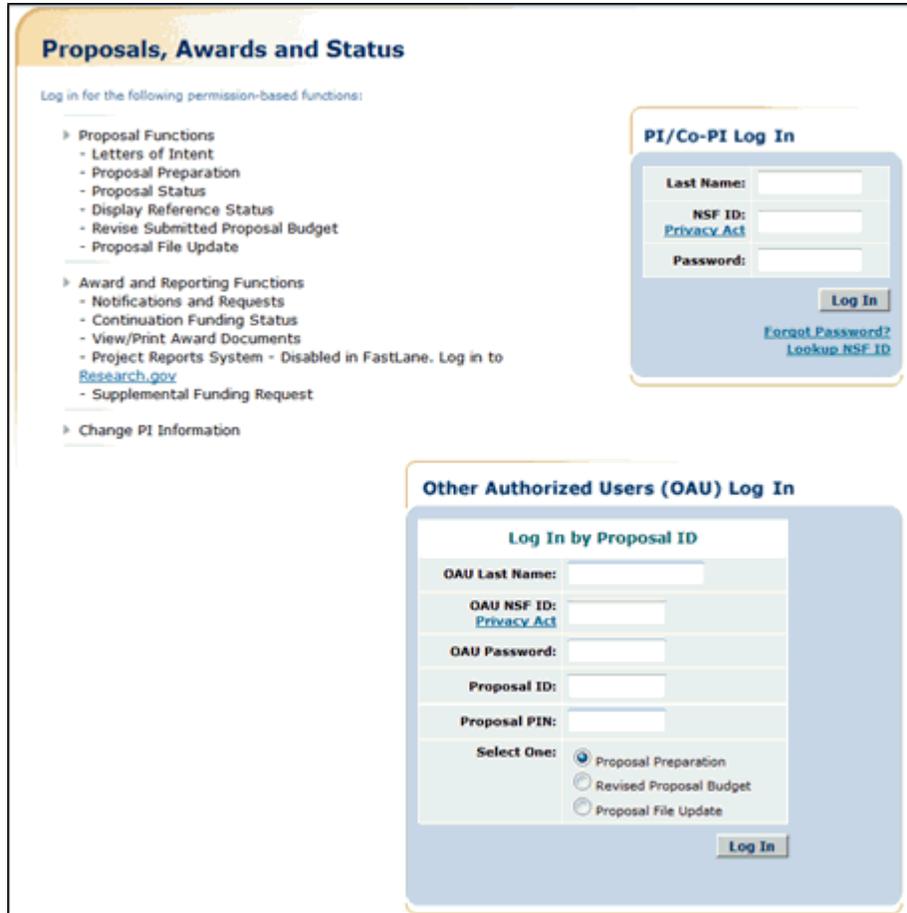


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Award and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

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

Award and Reporting Functions



Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The **Notifications and Requests** link is circled.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The link to an **Addition of Subaward link** is circled.

6. Find the Addition of Subaward Request in the **Works in Progress** section (Figure 5).
7. Click **Addition of Subaward** (Figure 5) in the row for the Addition of Subaward for which you want to add or delete a Senior Person. The **Form Preparation** screen displays (Figure 6).

Subawarding, Transferring or Contracting Out Part of an NSF Award

Award Number: 1439683
Title: I/UCRC Phase III: e-Design: IT-Enabled Design and Realization of Engineered Products and Systems

Form Preparation

To prepare a form, click on the appropriate button below..

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subrecipient N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A	

Figure 6 Addition of Subaward Form Preparation screen. The Go button for Add/Delete Senior Personnel (other than PI/Co-PI) is circled.

8. Click the **Go** button (Figure 6) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 7). On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen, you can do either one of the following, or both:
 - Add a Senior Person
 - Delete a Senior Person

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The

individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds may be allocated.

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds may be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

Figure 12 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a PI Transfer Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

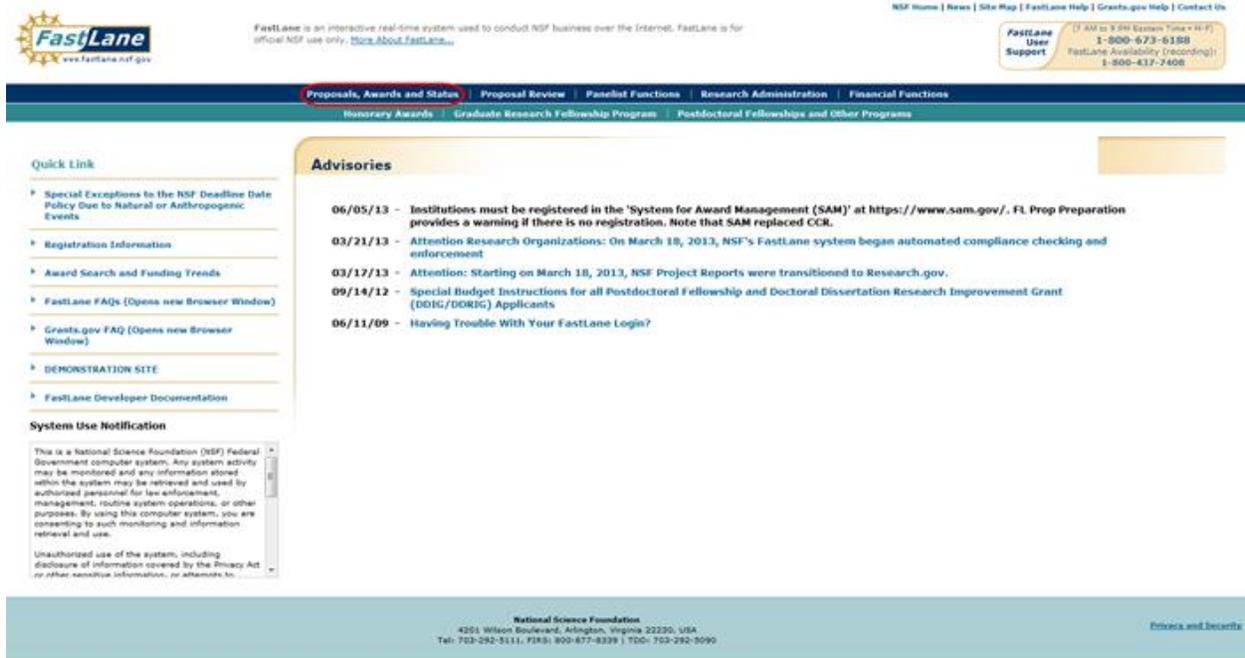


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

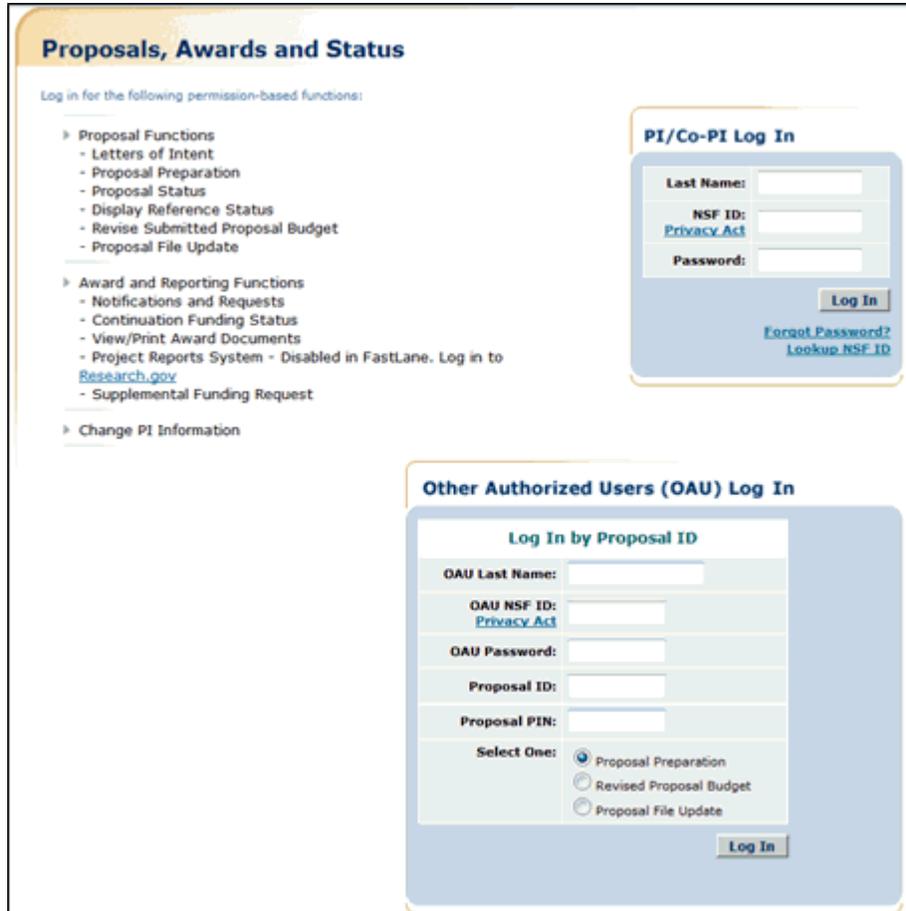


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

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

What Do You Want To Work On?

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)
- ▶ [Research.gov Functions](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The PI Transfer link is circled for an award.

6. Click **PI Transfer** (Figure 5) on the row for the award you want to add or delete a Senior Person. The **Grant Transfer Request** screen displays (Figure 6).

GRANT TRANSFER REQUEST

Current status of the request: PI working on the request

Award Information AAC

Original Grant Number : CCF-0905509 Expiration Date of Grant: 08/31/2012
 Title : SHF: Medium: Hardware/Software Partitioning for Hybrid Shared Memory Multiprocessors
 Original Grantee Name : University of California-Riverside
 and Address : U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization
[New Awardee Organization] [New Primary Place of Performance]

INT Technology 'Test'
 INT 'nal street'
 519 Townbranch Rd. 'lake', LA, FQ
 Graham, NC 27253-3148

(View contact information)

Original Grant Amount \$800,000.00
 (including amendments actually awarded, if any)

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance \$727,540.00
 (Amount to be Transferred)

This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.

The proposal requested for transfer includes any of the items listed below:

Human subjects: No
 Vertebrate animals: No
 Disclosure of lobbying activities: No

No Outstanding Increments

[Send Comments to NSF](#)

Figure 6 Grant Transfer Request screen.

7. Click the **Save and Continue** button (Figure 6). The **Click on a Link to Work** screen displays (Figure 7).

Click on a Link to Work

- [Update Contact Information](#)
- [Edit Transfer Request Forms](#)
- [Check for Completeness](#)

Route the Request:

- [Forward Transfer Request to Original SRO](#)
- [Cancel Transfer Request](#)

Figure 7 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

8. Click **Edit Transfer Request Forms** (Figure 7). The **Form Preparation** screen displays (Figure 8).

Forms for Temp. Proposal #7120542

Form Preparation

To prepare a form, click on the appropriate button below.

Note: Depending on the status of the PI transfer request and type of the user, some forms are editable and some are view only.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Progress Summary		<input type="button" value="GO"/> Description of Work to be Accomplished	
<input type="button" value="GO"/> Budgets (Including Justification)	02/16/11		
Supplementary Documents			
		<input type="button" value="GO"/> Mentoring Plan ¹	
		<input type="button" value="GO"/> Other Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

Figure 8 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

9. On the **Form Preparation** screen, click the **Go** button for Add/Delete Non Co-PI Senior Personnel (Figure 8). The **Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9). On this screen, you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 9), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 9). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 10) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 11 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 12), highlight the name of the Senior Person that you want to remove.

Figure 12 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 12). A screen displays (Figure 13) with a message for you to confirm that you want to remove the Senior Person.

Figure 13 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 13). A screen displays (Figure 14) confirming that the Senior Person has been removed from the proposal.

All data for Thomas Jackman deleted from proposal 9007744

Figure 14 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a Supplementary Funding Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

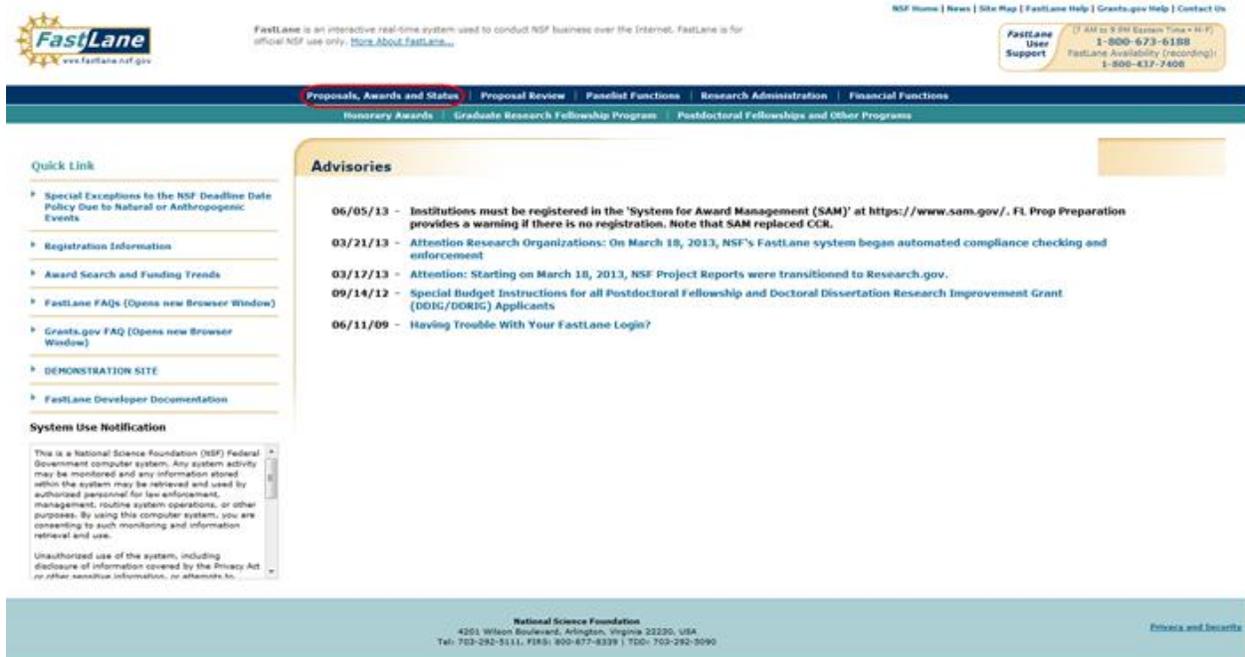


Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

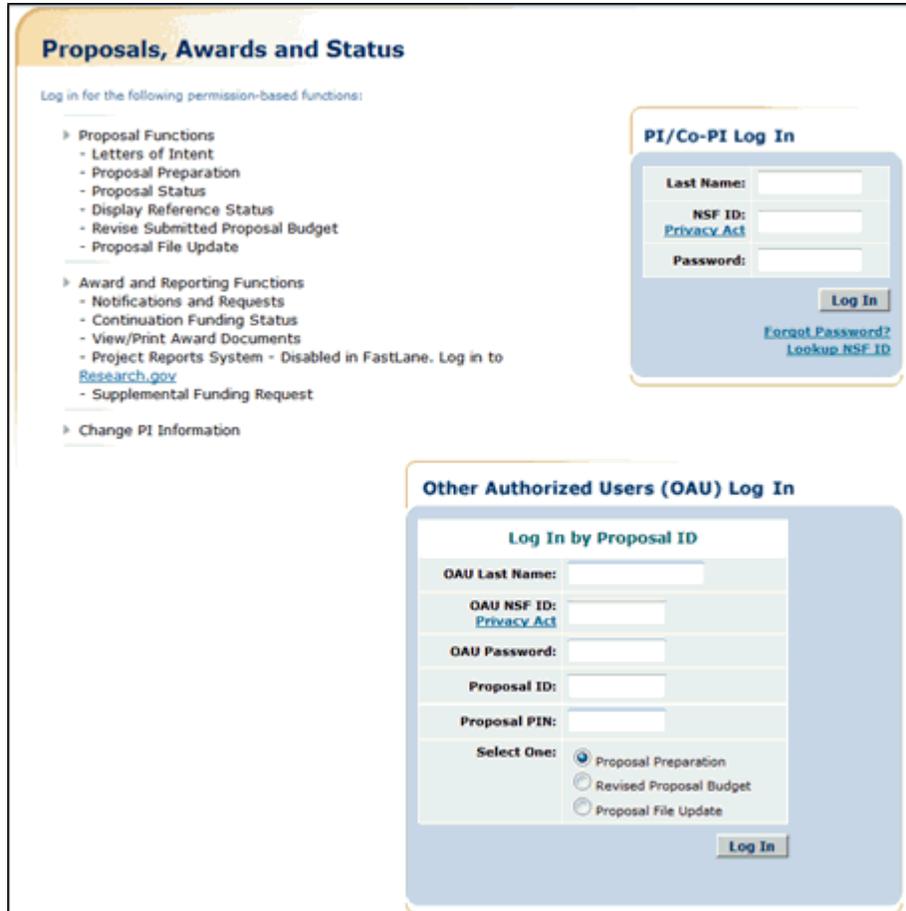


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 2), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The **Supplemental Funding Request** link is circled.

5. Click **Supplemental Funding Request** (Figure 4). The **List of Current Awards** screen displays (Figure 5).

List of Current Awards

Principal Investigator Name: Alan Alphaman
Department: Division of Information Systems
Institution: National Science Foundation
Principal Investigator Name: Alan Alphaman
Department: Division of Information Systems
Institution: National Science Foundation

(Click on the column title to sort by that column)

Awd ID - Inst ID - Exp. Date - Title

0700000 - 4102852000 - 03/15/2010 - Rules

Prepare Supplemental Funding Request

Figure 5 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

6. Highlight the award that the Supplemental Funding Request is for (Figure 5).
7. Click the **Prepare Supplemental Funding Request** button (Figure 5). The **Request for Supplemental Funding** screen displays (Figure 6).

Request for Supplemental Funding

Award Information **AAG**

Award Number: 0700000 Award Amount: 0 Expiration Date: 03/15/2010
 Title: Rules
 Principal Investigator/Project Director: Alphaman, Alan

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
6480881	*****	In Prog	Rules
6480880	*****	In Prog	Rules

Figure 6 Request for Supplemental Funding screen. The Edit button is circled.

8. Highlight the Supplemental Funding Request that you want to add or delete a Senior Person for (Figure 6).
9. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work	04/14/10	<input type="button" value="GO"/> Justification For Supplement	04/14/10
<input type="button" value="GO"/> Budgets (Including Justification)	04/14/10	<input type="button" value="GO"/> Explanation For Late Request	

Supplementary Documents

<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A	<input type="button" value="GO"/> Other Supplementary Docs	
		<input type="button" value="GO"/> Revised Expiration Date (if applicable)	04/14/10

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

10. Click the **Add/Delete Non-Co-PI Senior Personnel** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned**

to **Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:

- [Add a Senior Person](#)
- [Delete a Senior Person](#)

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #6480881

To Add a new Non Co-PI Senior Personnel to proposal #6480881, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen displays (Figure 9) with the individual listed as a Senior Person.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6480881 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

Jack A. Jackman

Delete Non Co-PI Senior Person From Proposal

To Add a new Non Co-PI Senior Personnel to proposal #6480881, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Add Non Co-PI Senior Person to Proposal

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The individual's name now displays as a Senior Person.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6480881 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

Alon Alpheman

Delete Non Co-PI Senior Person From Proposal

To Add a new Non Co-PI Senior Personnel to proposal #6480881, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Add Non Co-PI Senior Person to Proposal

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.



Figure 11 Screen with the message for you to confirm that you want to delete the Senior Person. The OK button is circled.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.



Figure 12 Screen with the confirmation that the Senior Person has been deleted.

Project Reporting

As of January 2013, project reporting has transitioned to Research.gov. All final, annual, and interim project reporting must be prepared and submitted in Research.gov. To view instructions on how to complete a project report, please use the following link:

Research.gov Accessing Project Reporting

Update PI Information and Status

Update NSF on Your PI Information and Status

The PI also communicates to NSF about any changes in his or her status. The PI can do the following in FastLane:

- Prepare a PI Transfer request to request that the project be transferred to a new organization
- Designate a Co-PI as the PI on a project and become a Co-PI on the project
- Prepare a Withdrawal of PI Request to withdraw from a project
-

At any time, you can update your personal information on file with NSF.

Update PI Information

Update the PI Information Introduction

As a PI, through FastLane, you can update and change the information that NSF has on file for you. You may not change the name but can change any other information on the form.

The following types of information are optional but are useful to NSF in tracking the distribution of grants and awards (see [Security and Privacy](#)):

- Gender
- Disability
- Ethnicity
- Race
- Citizenship

To update the PI information, see [Access the Edit Principal Investigator](#) Screen for instructions.

Access the Edit Principal Investigator's (PI) Information Screen

To change your PI information, you must access the **Principal Investigator (PI) Information** screen. You can access the **Principal Investigator (PI) Information** screen from either of the following:

- [The Principal Investigator \(PI\)/Co-Principal Investigator \(Co-PI\) Management screen](#)
- [Proposal Preparation](#)

From the Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Screen

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

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

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

2. Click **Change PI Information** (Figure 1). The **Principal Investigator (PI) Information** screen displays (Figure 2).

Principal Investigator (PI) Information

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

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

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

[Edit PI Information](#)

[Go Back](#)

Figure 2 Principal Investigator (PI) Information screen. The Edit PI Information button is circled.

3. Click the **Edit PI Information** button (Figure 2). **The Edit Principal Investigator's (PI) Information** screen displays (Figure 3). See [Edit PI Information](#) for instructions for working on this screen.

**Edit Principal Investigator's (PI)
Information**

[Why this information is being requested](#)

Warning !

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields.
- Updating PI Information will only update the most current institution data.

First Name: Middle Initial: Last Name:

Figure 3 Edit Principal Investigator's (PI) Information screen.

From Proposal Preparation

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 4).

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

What Do You Want To Work On?

- [▶ Proposal Functions](#)
- [▶ Award And Reporting Functions](#)
- [▶ Change PI Information](#)
- [▶ Research.gov Functions](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 4). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 5).

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

Proposal Functions

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

Figure 5 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

3. Click **Proposal Preparation** (Figure 5). The **Principal Investigator (PI) Information** screen displays (Figure 6).

Principal Investigator (PI) Information

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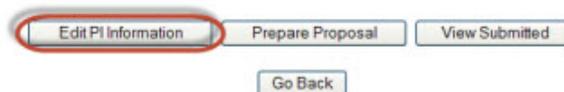


Figure 6 Principal Investigator (PI) Information screen. The Edit PI Information button is circled.

4. Click the **Edit PI Information** button (Figure 6). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 7). See [Edit PI Information](#) for instructions for working on this screen.

**Edit Principal Investigator's (PI)
Information**

[Why this information is being requested](#)

Warning !

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields.
- Updating PI Information will only update the most current institution data.

First Name: Middle Initial: Last Name:

Figure 7 Edit Principal Investigator's (PI) Information screen.

Edit the PI Information

1. Access the **Edit Principal Investigator's (PI) Information** screen (Figure 1) (see [Access the Edit Principal Investigator's \(PI\) Information Screen](#)).

Edit Principal Investigator's (PI) Information

Why this information is being requested

Warning !

- Do not change to another person's name.
- Do not repeat Organization or Department in the "Street" and "Additional" address fields

First Name: Middle Initial: Last Name:

Organization: Institution Identification Number:

Department:

Street:
Additional:
City: State: (Foreign address, Skip it)
Zip: (Foreign address, Skip it)
Country:

Phone: Fax Number:
Degree Year: Degree Type:
E-Mail Addr:

Gender: Female Male Do not wish to provide

Disability (select one or more)

Hearing Impairment
 Visual Impairment
 Mobility/Orthopedic Impairment
 Other (Enter Description)
 None

Race (select one or more)

Race Definitions
 American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Ethnicity (choose one)

Ethnicity Definitions
 Hispanic or Latino
 Not Hispanic or Latino
 Do not wish to provide

Citizenship (choose one)

U.S. Citizen
 Permanent Resident
 Other non-U.S. Citizen
 Do not wish to provide

Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

Figure 1 Edit Principal Investigator's (PI) Information screen. The Change Institution button is circled.

2. To change your organization, click the **Change Institution** button (Figure 1). The **Institution Search** screen displays (Figure 2).

Institution Search

Please type as much of the Institution name as you know (at least 3 letters)

Begins With
 Ends With
 Contains

Figure 2 Institution Search screen.

3. Select the search type option (Figure 2):
 - **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.
4. Enter the string (at least three characters) to search for (Figure 2).
5. Click the **Locate** button (Figure 2). The **Institution Search** screen displays (Figure 3).

Institution Search

Institutions Located

MERLIN TECHNICAL SOLUTIONS -5300017923
MERS, LLC -6200000669
MerEnCo Inc -5300000508
Merced College -0012377000
Mercedes Independent School District -6250003374
Mercenaria Manufacturing -4074704000
Mercer County Community College -0047407000
Mercer Island High School -4304200000

Figure 3 Institution Search screen. The Select button is circled.

6. Highlight the organization in the **Institutions Located** list (Figure 3).
7. Click the **Select** button (Figure 3). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 1) with the name of the selected organization and the Institution Identification Number displaying in the appropriate boxes.
8. On the **Edit Principal Investigator's (PI) Information** screen (Figure 4), when you are finished changing the PI information, click the **Save Changes** button. A screen displays (Figure 5) with confirmation that the PI Information has been saved unless the PI is part of multiple institutions.

Mobility/Orthopedic Impairment
 Other (Enter Description)
 None

Race (select one or more)

Race Definitions

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

Citizenship (choose one)

U.S. Citizen
 Permanent Resident
 Other non-U.S. Citizen
 Do not wish to provide

Figure 4 Lower portion of the Edit Principal Investigator's (PI) Information screen. The Save Changes button is circled.

PI Information successfully saved

Click on the OK button to continue.



Figure 5 Screen with the message that the changed PI information has been saved.

PI Information successfully updated for Florida Gulf Coast University Foundation

To modify or delete your user information for the Institution(s) listed below please contact the institute's Sponsored Project Office.

User Institutions

Florida Gulf Coast University Financing Corporation -6250008934

Click on the OK button to continue.



Figure 6 Screen with message about changing institutions if the PI is part of several.

9. Click the **OK** button (Figure 5 or Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).

Principal Investigator (PI) Information

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

Edit PI Information

Figure 7 Principal Investigator (PI) Information screen.