



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

FastLane Help System

Notifications and Requests Principal Investigator Functions

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PI Functions

PI Functions Introduction for Notifications and Requests

As a PI, you have these options for working on Notifications and Requests:

- Prepare a new notification or request
 - [Search for notifications and requests](#)
 - [View a notification or request](#)
 - [Modify a notification or request](#)
 - [Forward a notification or request to the SPO](#)
 - [Submit a notification to NSF](#)
 - [Delete a notification or request](#)
 - [Check the status of a notification or request](#)
 - [View a forwarded or submitted notification or request](#)
 - [View the award amendment for an approved notification or request](#)
- (Click on a link above for instructions for that option.)

Access Notifications and Requests as a PI

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI or Co-PI (see [PI Co-PI Login to Award Functions](#)). 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 Award and Reporting Functions link is circled.

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

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

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Letters](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Notifications and Requests link is circled.

3. Click **Notifications and Requests** (Figure 2). The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 3). There are two tabs on the Notifications and Requests screen:
 - **Prepared by PI** tab
Prepare notifications and requests on this tab.
 - **All by Status** tab
Check the status of notifications and requests that have already been initiated on this tab.

The **Notifications and Requests** screen displays first on the **Prepared by PI** tab.

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

Prepared by PI All by Status

Prepare New

Award #:

Search for Notifications / Requests for National Science Foundation by any of the following:

Award #: From: To:

[<Work in Progress>](#)

Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the link in the Action column.
Sort results by clicking column title.

39 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
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Figure 3 Notifications and Requests screen on the Prepared by PI tab.

You have these options for working on Notifications and Requests:

- Prepare a new notification or request
 - [Search for notifications and requests](#)
 - [View a notification or request](#)
 - [Modify a notification or request](#)
 - [Forward a notification or request to the SPO](#)
 - [Submit a notification to NSF prepared by PI](#)
 - [Delete a notification or request](#)
 - [Check the status of a notification or request](#)
 - [View a forwarded or submitted notification or request](#)
 - [View the award amendment for an approved notification or request](#)
- (Click on a link above for instructions for that option.)

Prepare a New Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)). You must be on the **Prepared by PI** tab to prepare a new notification or request.

The screenshot shows the 'Notifications & Requests' interface for the National Science Foundation. The 'Prepared by PI' tab is active. A 'Prepare New' section is circled in red, containing an 'Award #' dropdown menu with '0707551' selected and a 'Prepare New' button. To the right is a search area with a search bar, an 'Award #' dropdown menu, and date pickers for 'From' and 'To' dates. Below the search area is a 'Work in Progress' section with a table of items. The table has columns for Award Number, PI Name, PI Division/Department, Notification/Request Type, Award Date, and Action. The table shows 50 items, with the first page displaying 1 to 10.

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
50 Notification/Requests found, displaying 1 to 10					

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Prepare New section is circled.

2. In the **Prepare New** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), select the award number from the **Award #** drop-down list for the award you want to prepare a notification or request for.
3. Click the **Prepare New** button (Figure 1). The **Prepare a New Notification or Request** screen displays (Figure 2).

Prepare a New Notification or Request for Award #: 0707551

Award Amount: \$0.00
Expiration Date: 12/31/2011
Division: DIVISION OF INFORMATION SYSTEMS
Award Title: PRS 11/18/06 Release Functional Verification 15
Awardee Organization: National Science Foundation
PI/PD: Alphaman, Alan

Select the Notification or Request Type:

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

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

Figure 2 Prepare a New Notification or Request screen.

The screen lists the different types of Notifications and Requests you can prepare. Click on a form link below for instructions on preparing that form.

For notifications, select from:

- [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
- [Grantee-Approved No-Cost Extension](#)
- [Significant Changes/Delays or Events of Unusual Interest](#)
- [Significant Changes in Methods/Procedures](#)
- [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)

For requests, select from:

- [Addition of Subaward](#)
- [Withdrawal of PI/Co-PI](#)
- [Long-Term Absence of the PI/PD \(Over 3 Months\)](#)
- [NSF-Approved No-Cost Extension](#)
- [PI Transfer](#)
- [Pre-Award Costs in Excess of 90 Days](#)
- [Rearrangement/Alteration \\$25,000 or Over](#)
- [Change PI and Add/Change Co-PI](#)
- [Significant Change in Person-Months Devoted to Project](#)
- [Changes in Objective or Scope](#)
- [Reallocation of Funds Budgeted for Participant or Trainee Support Costs](#)

Search for Notifications and Requests Prepared by the PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** screen (Figure 1) (see Access Notifications and Requests as a PI).

The screenshot shows the 'Notifications & Requests' screen for the University of California-Berkeley. The 'Prepared by PI' tab is selected. A search section is highlighted with a red circle, containing the following fields and buttons:

- A search prompt: "Search for Notifications / Requests for University of California-Berkeley by any of the following:"
- A dropdown menu for "Award #:" with "Select" as the current value.
- A date range selector for "Last Modified (mm/dd/yyyy)" with "From:" and "To:" input boxes.
- A "Search" button circled in red.

Below the search section, there is a table of results under the heading "<Work in Progress>". The table has 6 columns: Award Number, PI Name, PI Division/Department, Notification/Request Type, Award Date, and Action. Three rows of data are visible, all for PI Canny, John, in the Computer Science department, with an award date of 09/15/2002. The notification types are "N - Grantee Approved No-Cost Extension", "R - NSF Approved No-Cost Extension", and "N - Grantee Approved No-Cost Extension". Each row has "Forward" and "Delete" links in the Action column.

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0222745	Canny, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	R - NSF Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Search for Notifications/Requests section and the Search button are circled.

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 1), search for the notifications or requests by any of these criteria:
 - **Award number**
Select the award number from the **Award #** drop-down list.
 - **Date range**
 - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
 - In the **To** box, type the end date for the search (in mm/dd/yyyy format).
3. Click the **Search** button (Figure 1). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 2).

Notifications & Requests MAIN

Organization: University of California-Berkeley

Prepared by PI | All by Status

Prepare New

Award #: Last Modified (mm/dd/yyyy) From: To: Search

<Work in Progress>

Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the Action column. Sort results by clicking column title.

4 Notification/Requests found, displaying 1 to 4

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0222745	Canny, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	R - NSF Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	N - Grantee Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	R - Change PI and Add/Change Co-PI	09/15/2002	Forward Delete

Figure 2 Notifications and Requests screen on the Prepared by PI tab. The Work in Progress section is circled.

- Find the notification or request you want to work on. You have these options for working on notifications and requests that you have prepared:
 - [View a notification or request](#)
 - [Modify a notification or request](#)
 - [Forward a notification or request to the SPO](#)
 - [Submit a notification to NSF prepared by the PI](#)
 - [Delete a notification or request](#)
 (Click on a link above for instructions for that option.)

Note: The PI directly submits to NSF the notifications for [Significant Changes in Methods/Procedures](#) and [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#). See [Submit a Notification to NSF Prepared by PI](#).

View a Notification or Request Prepared by the PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).



Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Notification/Request Type link is circled for a notification.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the notification (or request) you want to view. The **View Notification** screen displays (Figure 2) with the text of the notification. (The **View Request** screen displays if you are viewing a request.) You have these options on the **View Notification** (or **View Request**) screen (Figure 2):
 - [Modify the notification or request](#)
 - [Forward the notification or request to the SPO](#)
 - [Submit the notification to NSF](#)
 - [Delete the notification or request](#)
 (Click on a link above for instructions for that option.)



Figure 2 View Notification screen.

Modify a Notification or Request Prepared by the PI

1. Access the **View Request** or (**View Notification**) screen (Figure 1) (see [View a Notification or Request Prepared by the PI](#)).

View Request for Award : 9114446
Changes in Objective or Scope
 Required Fields are preceded by an asterisk (*)

Topic Guidano

Status: Work in Progress

Expiration Date: 11/30/1993

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

Prepared By: Canny, John

Submitted By:

***Proposed Changes in Objective or Scope:** put the scope here

***Justification for Changes in Objective or Scope:** ad

Buttons: **Modify** (circled), Forward to SPO, Delete, Cancel

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

2. On the **View Request** (or **View Notification**) screen (Figure 1), click the **Modify** button. The **Modify Request** (or **Modify Notification**) screen displays (Figure 2).

Modify Request for Award # : 9114446
Changes in Objective or Scope
 Required Fields are preceded by an asterisk (*)

Status: Work in Progress

Expiration Date: 11/30/1993

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

***Proposed Changes in Objective or Scope:** Put the scope here

***Justification for Changes in Objective or Scope:** Put the justification here.

Buttons: **Save** (circled), Cancel

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

3. Modify the request as you require. Click on a link below for the instructions for the type of notification or request you are modifying:
 - *For notifications:*
 - [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
 - [Grantee-Approved No-Cost Extension](#)
 - [Significant Changes/Delays or Events of Unusual Interest](#)
 - [Significant Changes in Methods/Procedures](#)
 - [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)
 - *For requests:*
 - [Addition of Subaward](#)
 - [Withdrawal of PI/Co-PI](#)
 - [Long-Term Absence of the PI/PD \(Over 3 Months\)](#)
 - [NSF-Approved No-Cost Extension](#)
 - [PI Transfer](#)

- Pre-Award Costs in Excess of 90 Days
 - Rearrangement/Alteration \$25,000 or Over
 - Change PI and Add/Change Co-PI
 - Significant Change in Person-Months Devoted to Project
 - Changes in Objective or Scope
 - Reallocation of Funds Budgeted for Participant or Trainee Support Costs
4. Click the **Save** button (Figure 2). The **View Request** (or **View Notification**) screen displays (Figure 3) with the changed information.

View Request for Award : 9114446 Topic Guidance
Changes in Objective or Scope
Required Fields are preceded by an asterisk ()*

Status: Work in Progress

Expiration Date: 11/30/1993

Award Title: Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

Prepared By: Canny, John

Submitted By:

***Proposed Changes in Objective or Scope:** Put the scope here

***Justification for Changes in Objective or Scope:** Put the justification here.

Figure 3 View Request screen with the modifications displayed.

Forward a Notification or Request to the SPO

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).



Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Forward link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Forward** in the row for the notification (or request) you want to forward to the SPO. The **Forward Notification** screen displays (Figure 2) with a message at the top for you to confirm that you want to forward the notification (or request) to NSF. (The **Forward Request** screen displays if you chose to forward a request.)



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

3. Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with a message that the notification (or request) has been submitted to NSF.



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

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

Submit a Notification to NSF Prepared by the PI

As a PI, you may directly submit to NSF:

- A Significant Changes in Methods/Procedures Notification
- A Short-Term Absence of PI/PD Notification (Up to 3 Months) Notification

Below are instructions for the case of a Significant Changes in Methods/Procedures Notification. Submit a Short-Term Absence of PI/PD Notification in the same way.

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see Access [Notifications and Requests as a PI](#)).

Notifications & Requests | MAIN | Organization: University of California-Berkeley

Prepared by PI | All by Status

Prepare New
Award #: Select
Prepare New

Search for notifications / Requests for University of California-Berkeley by any of the following:
Award #: Select
Last Modified (mm/dd/yyyy)
From: [] To: [] Search

< Work in Progress >

Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the Action column. Sort results by clicking column title.

2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0079243	Pruitt, Lisa	Mechanical Engineering/Biengineering	E - Addition of SubAward	09/15/2000	Forward Delete
9734430	Bartozzi, Carolyn	Chemistry	M - Significant Changes in Methods/Procedures	02/01/1996	Forward Delete

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Notification/Request Type link is circled for a Significant Changes in Methods/Procedures Notification.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for a Significant Changes in Methods/Procedures Notification (as in Figure 1) or Short-Term Absence of PI/PD Notification. The **View Notification** screen displays (Figure 2) with the text of the notification.

View Notification for Award : 9734430 Topic Guidance

Significant Changes in Methods/Procedures

Required fields are preceded by an asterisk (*)

Status: Work in Progress [Modify](#)

Expiration Date: 01/31/2002

Award Title: Engineering Glycoforms on Proteins and Cells by Chemoselective Ligation

* Description of Change(s) in Methods/Procedures: Enter your description here.

[Submit to NSF](#)

[Delete](#)

[Cancel](#)

Figure 2 View Notification for Significant Changes in Methods/Procedures screen. The Submit to NSF button is circled.

3. Click the **Submit to NSF** button (Figure 2). The **Submit Notification** screen displays (Figure 3) with a message for you to confirm that you want to submit the notification to NSF.

Submit Notification for Award : 9734430 Topic Guide
Significant Changes in Methods/Procedures
Required fields are preceded by an asterisk ()*

ARE YOU SURE?
Clicking "Submit to NSF" will submit this Notification to NSF. You cannot modify it once submitted to NSF.
Click "Cancel" to return to the previous screen.

Status: Work in Progress
Expiration Date: 01/31/2002
Award Title: Engineering Glycoforms on Proteins and Cells by Chemoselective Ligation
* Description of Change(s) in Methods/Procedures: Enter your description here.

Figure 3 Submit Notification for Significant Changes in Methods/Procedures screen. The Submit to NSF button is circled.

4. Click the **Submit to NSF** button (Figure 3). The **Submitted** screen displays (Figure 4) with a message that the notification has been submitted to NSF.

SUBMITTED
Submit Significant Changes in Methods/Procedures to NSF for
Award #:9734430

Tue Oct 19 11:13:20 EDT 2004

The Request for a **Significant Changes in Methods/Procedures** has been
successfully **Submitted** to NSF

[Search Prepared By PI List](#)

Figure 4 Submitted screen.

5. Click **Search Prepared by PI List**. The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 1).

Delete a Notification or Request Prepared by the PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

Notifications & Requests | MAIN Organization: University of California-Berkeley

Prepared by PI All by Status

Prepare New
Award #: Select
Prepare New

Search for Notifications / Requests for University of California-Berkeley by any of the following:
Award #: Select Last Modified (mm/dd/yyyy) From: To: Search

<Work in Progress>
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the Action column.
Sort results by clicking column title.
14 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2 [Next]

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0222745	Canny, John	Computer Science	N - Grant Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	N - NSF Approved No-Cost Extension	09/15/2002	Forward Delete
0222745	Canny, John	Computer Science	N - Grant Approved No-Cost Extension	09/15/2002	Forward Delete

Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Delete link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the request (or notification) you want to delete. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request. (The **Delete Notification** screen displays if you are deleting a notification.)

Delete Request for Award : 0222745
NSF Approved No - Cost Extension
Required Fields are preceded by an asterisk (*)

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

Status: Work in Progress

Expiration Date: 08/31/2004

Award Amount: \$262,501.00

Award Title: Ant Club Trails: Privacy and Collaboration in an Ubiquitous Computing World

Prepared By: Canny, John

Submitted By:

* Revised Expiration Date: 10/2004

* Remaining Funds (in Whole dollar amount): \$24,000.00

* Justification: Type your Justification here.

* Plan for use of unobligated funds (plan must comply with previously approved objectives): Type how you plan to use the unobligated funds.

* Explanation for late request:

Must be received By NSF Program Office 45 days prior to the expiration of the grant

Delete
Cancel

Figure 2 Delete Request screen. The message for you to confirm that you want to delete the request and the Delete button are circled.

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



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

4. Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 1).

Check the Status of Notifications and Requests as a PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)).

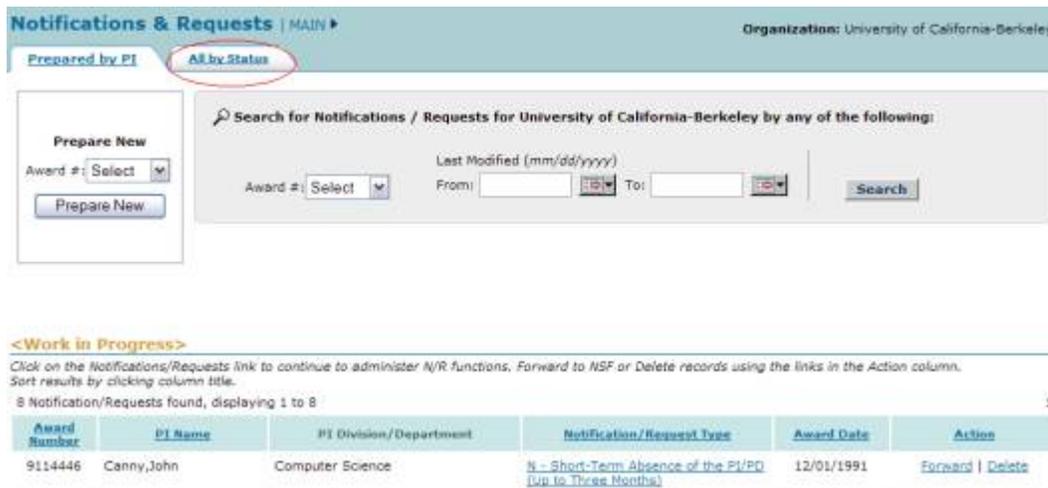


Figure 1 Notifications and Requests screen on the Prepared by PI tab. The All by Status tab is circled.

2. On the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), click the **All by Status** tab. The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 2). You can search for notifications and requests by either of these criteria:
 - Award number
 - Date last modified
 On this screen, you can also:
 - View a forwarded, submitted, or approved notification or request
 - View a notification or request that is in progress
 (Click on a link above for instructions for that option.)



Figure 2 Notifications and Requests screen on the All by Status tab. The Search by Award # section is circled.

Search by Award Number for Notifications and Requests

1. In the **Award #** box of the **Notifications and Requests** screen on the **All by Status** tab (Figure 2), type the award number for the award whose notifications and requests you want to find.
2. Click the **Search** button (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 3). All notifications and requests, including those in progress, are listed in the **All by Status** section with their status.

Notifications & Requests | MAIN ▶ Organization: University of California-Berkeley

Prepared by PI All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: 9114446 From: [] To: []

Search Search

All by Status

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 11 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2

Award Number	Prepared By	Submit Date	PI Division/ Department	Notification/Request Type	Status Date	Status
9114446	Canny,John	N/A	Computer Science	N - Significant Changes/Deletions or Events of Unusual Interest	10/11/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	N - Anticipated Residual Funds in excess of \$5,000 or 5%	10/11/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	N - Anticipated Residual Funds in excess of \$5,000 or 5%	04/16/2004	Forwarded to SPO
9114446	Canny,John	N/A	Computer Science	N - Changes in Objectives or Scope	08/23/2004	Forwarded to SPO
9114446	Canny,John	04/16/2004	Computer Science	N - Significant Changes in Methods/Procedures	04/16/2004	Submitted to NSF
9114446	Canny,John	N/A	Computer Science	N - Short-Term Absence of the PI/PO (up to Three Months)	04/16/2004	Work in Progress

Figure 3 Notifications and Requests screen on the All by Status tab. The Status column is circled.

Search by the Date the Notification or Request Was Last Modified

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 4), in the **From** box, type the start date for the date range you want to search for.

Notifications & Requests | MAIN ▶ Organization: University of California-Berkeley

Prepared by PI All by Status

Search for Notifications / Requests for University of California-Berkeley:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Last Modified (mm/dd/yyyy)

Award #: [] From: 01/01/2002 To: 10/14/2004

Search Search

Figure 4 Notifications and Requests screen on the All by Status tab. The Search button is circled for a search by the date last modified.

2. In the **To** box (Figure 4), type the end date for the date range you want to search for.
3. Click the **Search** button (Figure 4). The **Notifications and Requests** screen displays (Figure 5) on the **All by Status** tab. All the notifications and requests in that date range and their statuses are listed in the **All by Status** section.

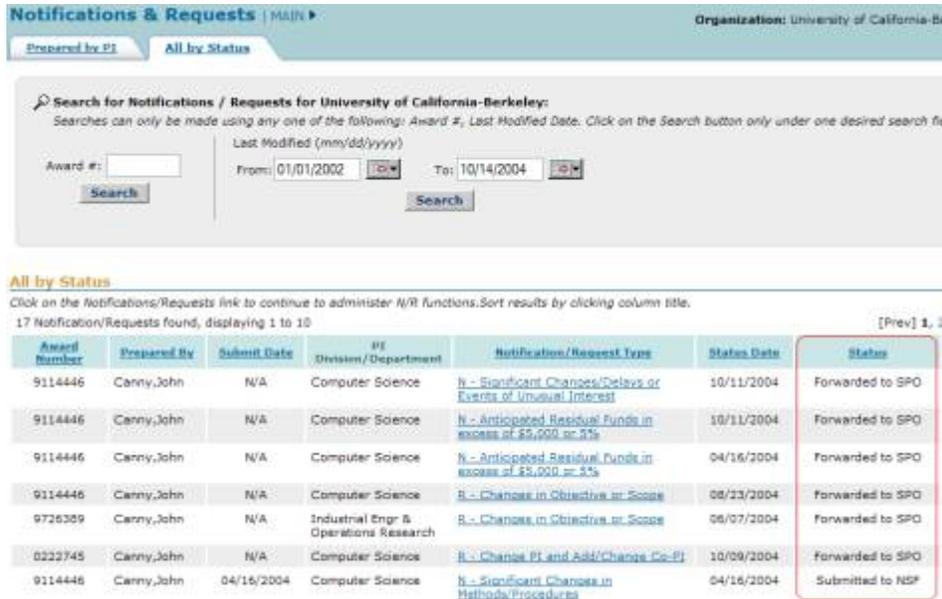


Figure 5 Notifications and Requests screen on the All by Status tab. The Status column is circled.

View a Forwarded, Submitted, or Approved Notification or Request

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 6), click the **Notification/Request Type** link on the row of the notification or request you want to view. The **View Notification** (or **View Request**) screen displays (Figure 7) with the contents of the notification or request. You can no longer work on a notification or request that has been forwarded, submitted, or approved.

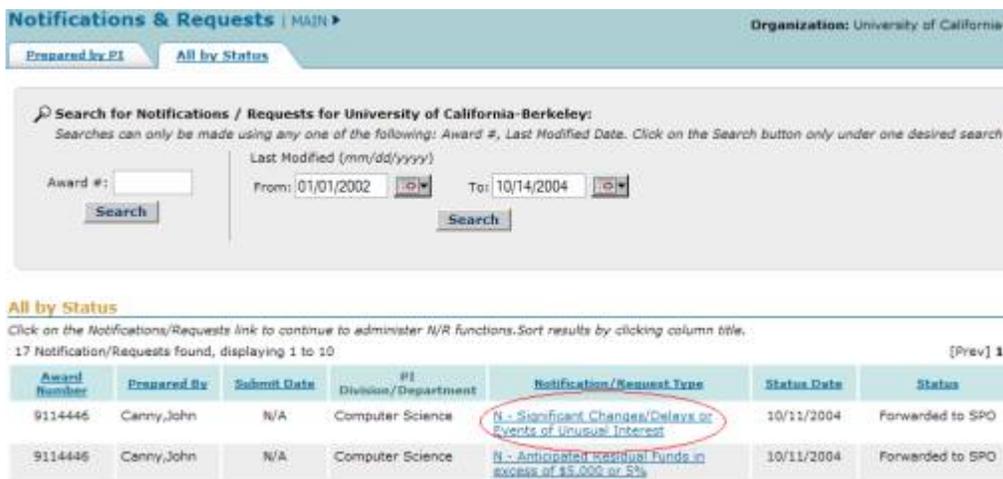


Figure 6 Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a notification.



Figure 7 View Notification screen.

2. Click the **Cancel** button (Figure 7). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 6).

View a Notification or Request in Progress

On the **Notifications and Requests** screen on the **All by Status** tab (Figure 8), click the **Notification/Request Type** link on the row of the in-progress notification or request you want to view. The **View Request** (or **View Notification**) screen displays (Figure 9) with the contents of the notification or request. You have these options on this screen:

- [Modify the notification or request](#)
- [Forward the notification or request to the SPO](#)
- [Delete the notification or request](#)

(Click on a link above for instructions for that option.)

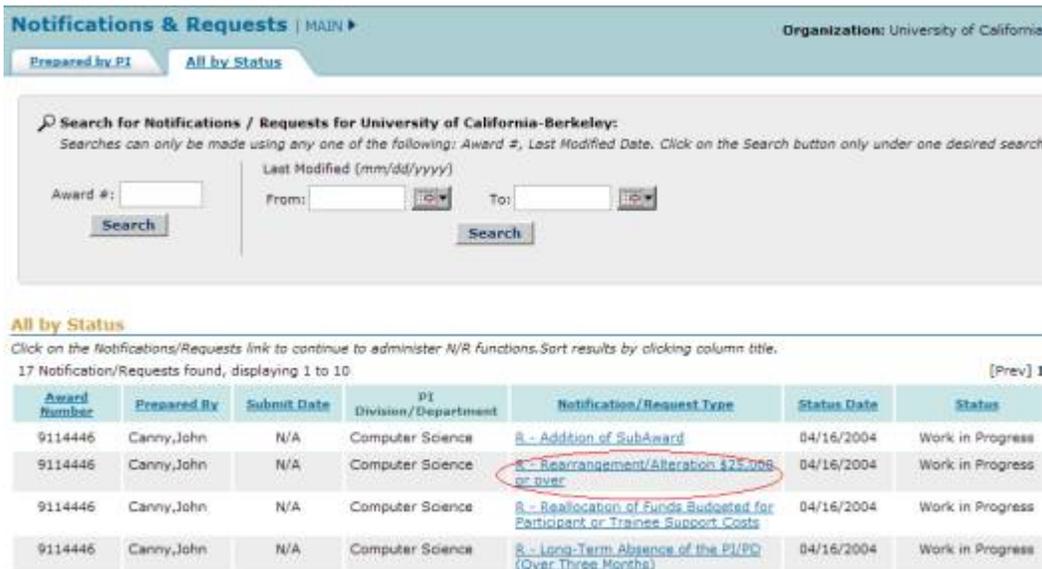


Figure 8 Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a request.

View Request for Award : 9114446
Rearrangement/Alteration \$25,000 or over (Construction)
Required fields are preceded by an asterisk ()*

Topic Guide

Status:	Work in Progress	<input type="button" value="Modify"/>
Expiration Date:	11/30/1993	
Award Amount:	\$308,000.00	<input type="button" value="Forward to SPO"/>
Award Title:	Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling	<input type="button" value="Delete"/>
*Construction Amount:	\$26000.00 (in whole dollar amount)	
*Description of Construction Activity:	Describe the activity here.	<input type="button" value="Cancel"/>

Figure 9 View Request screen for an in-progress request.

View the Award Amendment for an Approved Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **All by Status** tab and search for notifications and requests as you require (see [Check the Status of Notifications and Requests](#)). The **Notifications and Requests** screen displays (Figure 1) with all notifications and requests.

Notifications & Requests | MAIN ▶ Organization: University of Maryland College Park

Prepared by PI All by Status

Search for Notifications / Requests for University of Maryland College Park:
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: Last Modified (mm/dd/yyyy) From: 01/01/1999 To: 10/01/2004

Search Search

All by Status

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.
 5 Notification/Requests found, displaying 1 to 5

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Amd
9984158	Zachariah, Michael	07/01/2003	Mechanical Engineering and Chemistry	S - NSF Approved No-Cost Extension	07/31/2003	Approved by Grants Official	002
9996148	Zachariah, Michael	10/19/1999	Mechanical Engineering and Chemistry	S - NSF Approved No-Cost Extension	12/17/2002	Previously Processed	

Figure 1 Notifications and Requests screen on the All by Status tab. The status and Amd (Amendment) number are circled for an approved request.

2. Find a notification or request that has the status “Approved by Grants Official” (Figure 1).
3. Click the amendment number in the **Amd** column in the row for the approved notification or request (Figure 1). The **National Science Foundation** screen displays (Figure 2).

[View Print Friendly Version](#) [Return to Search Results](#)

National Science Foundation
 4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: July 31, 2003
 Award No.: CTS-9984158
 Amendment No.: 002

Mr. Edward F. Wink
 Associate Vice President for Research
 University of Minnesota
 450 University Gateway
 200 Oak Street SE
 Minneapolis, MN 55415-1226

Dear Mr. Wink:

By letter dated June 16, 2000, as amended, the sum of \$220,000 was awarded to University of Minnesota, under the direction of Michael S. Zachariah for support of the project entitled:

Figure 2 National Science Foundation screen with the amendment text. The Return to Search Results link is circled.

4. Click **Return to Search Results** (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 1).

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