



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

FastLane Help System

Prepare a Proposal Forms

Table Of Contents

Proposal Forms	1
Prepare Proposal Forms	1
Cover Sheet.....	3
What Is the Cover Sheet?.....	3
Access and Print the Cover Sheet	4
Award Performing Research Organization	7
Awardee Organization/Primary Place of Performance Selection.....	7
Add/Change Primary Place of Performance	9
Change Awardee	11
Program Announcement/Solicitation/Program Description No.....	14
NSF Unit Consideration.....	17
NSF Unit Consideration	17
Select the NSF Division	19
Select the NSF Primary Program	21
Remove a Selected NSF Unit.....	23
Remainder of Cover Sheet	25
Remainder of the Cover Sheet	25
Work on the Remainder of the Cover Sheet	26
Access the Remainder of the Cover Sheet Screen.....	26
Print the Remainder of the Cover Sheet Screen	27
Navigate the Remainder of the Cover Sheet Screen	27
Save Your Work on the Remainder of the Cover Sheet Screen.....	28
Proposal Title.....	30
Budget and Duration Information.....	31
Announcement and Consideration	32
Co-PI Information	33
Previous NSF Awards	35
Other Federal Agencies	36
Awardee Organization.....	37
Other Information	39
Table of Contents	41
References Cited	43
What Are References Cited?.....	43
Enter References Cited in the Text Box	45
Upload References Cited	46
Display Current References Cited.....	47
Delete Current References Cited.....	47
Upload a New References Cited	47
Enter a New References Cited in the Text Box	47
Budgets (Including Justification).....	49
What Are Budgets (Including Justification)?.....	49
What Is the Budget Year Form?	51
Senior Personnel	51
Other Personnel	51
Fringe Benefits.....	51
Equipment	51
Travel	51
Participant Support Costs	52
Other Direct Costs	52
Indirect Costs	52

Residual Funds.....	52
Cost Sharing.....	52
Create a Budget	54
Create a Budget	54
Step 1 Add a Year	56
Step 2 Enter the Budget Data	58
Step 2 Enter the Budget Data	59
Complete the Budget Offline.....	60
Enter the Budget Data Online	62
Navigate the Budget Year Screen	62
Senior Personnel	64
Other Personnel	66
Fringe Benefits.....	68
Equipment.....	69
Travel.....	71
Participant Support Costs	72
Other Direct Costs.....	74
Indirect Costs	76
Residual Funds.....	78
Cost Sharing.....	79
Save and Calculate the Budget	80
Step 3 Justify the Budget	82
Enter the Budget Justification in the Text Box	82
Upload the Budget Justification	83
Display Current Justification.....	84
Delete Current Budget Justification.....	84
Upload a New Budget Justification	84
Copy a Budget from One Year for Another Year.....	85
Edit a Budget.....	87
Add or Delete Senior Personnel	89
Add a Senior Person	89
Delete a Senior Person.....	89
Delete a Budget Year	91
Work on Budget for Subcontracting Organization	93
Add a Subawardee Organization.....	93
Search by Name.....	93
Search by DUNS Number.....	94
Select the Organization from the Results	94
Add a Year for the Subawardee Organization	96
Create a Budget for the Subawardee Organization.....	98
Change the PI for a Subawardee Organization	99
Change the Subawardee Organization.....	101
Search by Name.....	101
Search by DUNS Number.....	102
Select the Organization from the Results	102
Delete a Subawardee Organization	104
Facilities, Equipment, and Other Resources.....	106
What Are Facilities, Equipment, and Other Resources?	106
Work on Facilities, Equipment, and Other Resources	106
Enter Facilities, Equipment, and Other Resources in the Text Boxes.....	108
Upload Facilities, Equipment, and Other Resources.....	110
Display Current Facilities, Equipment, and Other Resources	111
Delete Current Facilities, Equipment, and Other Resources	111

Upload a New Facilities, Equipment, and Other Resources	111
PI/Co-PI Information (Form 1225).....	112
How Do I Change the PI/Co-PI Information If I Need to?.....	112
What Is a Deviation Authorization?.....	118
Work on Deviation Authorization	118
What Is the List of Suggested Reviewers?	121
Create a List of Suggested Reviewers.....	121
Additional Single Copy Document	124
What Are Additional Single Copy Documents?.....	124
Enter an Additional Single Copy Document in the Text Box.....	125
Upload an Additional Single Copy Document	126
Display Current Single Copy Documents.....	127
Delete Current Single Copy Documents	127
Upload a Single Copy Document.....	127
Enter a New Supplementary Document in the Text Box	128
Project Summary.....	129
What Is the Project Summary?	129
Work on the Project Summary	129
Enter the Project Summary in the Text Boxes	132
Upload the Project Summary with Special Characters	133
Display Current Project Summary with Special Characters.....	136
Delete Current Project Summary with Special Characters	136
Upload a New Project Summary with Special Characters	136
Enter a New Project Summary in the Text Boxes	136
What Is the Project Description?	137
Work on the Project Description	138
Display Current Project Description.....	139
Delete Current Project Description.....	139
Upload a New Project Description	139
Biographical Sketches	141
What Are Biographical Sketches?	141
Work on Biographical Sketches	141
Upload a Single File for All Biographical Sketches	144
Display Current Biographical Sketch.....	145
Delete Current Biographical Sketch.....	145
Upload a New Biographical Sketch	146
Submit Each Biographical Sketch Separately.....	147
Enter the Biographical Sketch in the Text Box.....	148
Upload the Biographical Sketch	150
Display Current Biographical Sketch.....	151
Delete Current Biographical Sketch.....	151
Upload a New Biographical Sketch	151
Current and Pending Support	152
What Is Current and Pending Support?	152
Work on Current and Pending Support	152
Upload a Single File for All Current and Pending Support	154
Display Current Current and Pending Support	156
Delete Current Current and Pending Support	156
Submit Current and Pending Support for Each Individual Separately.....	158
Enter the Information in the Current and Pending Support Form	160
Edit a Current and Pending Support Form.....	162
Upload a File with Current and Pending Support for an Individual.....	164
Display Current Current and Pending Support	166

Delete Current Current and Pending Support	166
Edit an Uploaded Current and Pending Support Form	167
Supplementary Documents	168
What Are Supplementary Documents?	168
Work on Data Management Plan	168
Work on Mentoring Plan	169
Work on Other Supplementary Documents	171
Enter Your Other Supplementary Document in the Text Box	173
Upload Your Other Supplementary Document	174
Display Current Supplementary Docs	175
Delete Current Supplementary Docs	175
Upload a Supplementary Document	175
Enter a New Other Supplementary Document in the Text Box	176
Add/Delete Non-Co-PI Senior Personnel	177
What Is Add/Delete Non-Co-PI Senior Personnel?.....	177
Add a Senior Person	178
Delete a Senior Person.....	181
What Is Change PI?	184
Work on Change PI	184
Link Collaborative Proposals.....	187
What Is Link Collaborative Proposals?	187
Link a Temporary Proposal	188
Delete a Link Between Proposals	191
Proposal Classification Form.....	194
What Is the Proposal Classification Form?.....	194
Access the Proposal Classification Form.....	196
Complete the Three Required Cover Sheet Components	196
Work on the Proposal Classification Form	205
Print the Proposal Classification Form.....	205
Check the What and Why for Each Category	206
Save the Proposal Classification Form	206
Save the Responses.....	207
Cancel Changes.....	207
Clear All Entries.....	208
Fill Out the Proposal Classification Form	209
Index.....	213

Proposal Forms

Prepare Proposal Forms

To complete the forms for a proposal, access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), [Create a New Proposal from a Template](#)). The **Form Preparation** screen lists all the proposal forms (click on a link below to see instructions for that form):

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<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"/> PI/Co-PI Information	N/A		
<input type="button" value="GO"/> Deviation Authorization(if applicable)			
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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	
		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
		<input type="button" value="GO"/> Change PI	
		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="Go Back"/>			

Figure 1 Form Preparation screen.

Cover Sheet

What Is the Cover Sheet?

There are four major components to the proposal Cover Sheet, and you must complete them in the order that they appear in the **Cover Sheet Components Form** screen, as follows:

1. Awardee Organization/Primary Place of Performance
2. Program Announcement/Solicitation/Program Description No.
3. NSF Unit Consideration
4. Remainder of the Cover Sheet

You may want to [print the Cover Sheet](#) to gain a quick overview of its components.

See also:

- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Access and Print the Cover Sheet

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for the Cover Sheet is circled.

2. Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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

<p>Awardee Organization National Science Foundation</p> <p>Address Arlington, VA 222301000</p> <p>Inst. Code 4102852000</p> <p>DUNS # 074811803</p>	<p>Primary Place of Performance National Science Foundation</p> <p>4201 Wilson Blvd. Arlington, VA, US 222301000</p>
--	---

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

- NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011

NSF Unit Consideration
Current List of selected NSF UNITS:

1. CMMI - NANOSCALE: INTRDISCPL RESRCH T

*Remainder of the Cover Sheet

NAVIGATION

PROPOSALS

PRINT

FORMS

BIO SKETCH

BUDGET

COLLABORATION

COVER

INSTITUTION

ROUTING

DESCRIPTION

MENTORING

DEVIATION

FACILITIES

REFERENCE

REVIEWERS

SENIOR PER.

SINGLE DOCS

SUMMARY

SUPPORT

SUPP. DOCS

PI INFO

LOGON

Figure 2 Cover Sheet Components Form screen. The Print link is circled.

3. Click **Print** in the right navigation bar (Figure 2). The **Print Menu** screen (Figure 3) displays.

Print Menu

Please click on the appropriate "GO" button to display the document.
You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.
Please be patient and do not continually click the "GO" button.

<p><input type="button" value="GO"/> Cover Sheet</p> <p><input type="button" value="GO"/> Table Of Contents</p> <p><input type="button" value="GO"/> References Cited</p> <p><input type="button" value="GO"/> Budget (Including Justification)</p>	<p><input type="button" value="GO"/> Project Summary</p> <p><input type="button" value="GO"/> Project Description</p> <p><input type="button" value="GO"/> Bio Sketch</p> <p><input type="button" value="GO"/> Current and Pending</p>
---	--

Figure 3 Print Menu screen. The Go button for Cover Sheet is circled.

4. Click the **Go** button for Cover Sheet (Figure 3). The Cover Sheet displays (Figure 4) in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE: **NSF 04-565** **06/16/04**

FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)

DUE - CCLI-ASADUE - CCLI-ADAPTATION AND IMPLEMENTA. (continued)

DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FIL
				074811803	

EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN): **324325436**

SHOW PREVIOUS AWARD NO. IF THIS IS:
 A RENEWAL
 AN ACCOMPLISHMENT-BASED RENEWAL

IS THIS PROPOSAL BEING SUBMITTED TO AN AGENCY? YES NO IF YES, LIST AGENCY:

NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE: **National Science Foundation**

ADDRESS OF AWARDSEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE:
**4201 Wilson Blvd.
Arlington, VA 22230-1000**

AWARDEE ORGANIZATION CODE (IF KNOWN):

Figure 4 Cover Sheet in PDF format. The Print icon is circled.

5. Click the **Print** icon in the toolbar of the PDF Cover Sheet (Figure 4). The Cover Sheet prints.
6. Click the back button on the browser. The **Print Menu** screen displays (Figure 3).

Award Performing Research Organization

Awardee Organization/Primary Place of Performance Selection

You may change both the Awardee Organization and Primary Place of Performance as necessary.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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.

<input type="button" value="GO"/>	Awardee Organization/Primary Place Of Performance Selection	
	Awardee Organization National Science Foundation	Primary Place of Performance National Science Foundation
	Address Arlington, VA 222301000	4201 Wilson Blvd. Arlington, VA, US 222301000
	Inst. Code 4102852000	
	DUNS # 074811803	
<input type="button" value="GO"/>	Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).	
	• NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011	
<input type="button" value="GO"/>	NSF Unit Consideration	
	Current List of selected NSF UNITS:	
	1. CMMI - NANOSCALE: INTRDISCPL RESRCH T	
<input type="button" value="GO"/>	*Remainder of the Cover Sheet	

Figure 1 Cover Sheet Components Form. The Go button for Awardee Organization/Primary Place of Performance Selection is circled.

2. Click the **Go** button for Awardee Organization/Primary Place of Performance (Figure 1). The **Institutions for This Proposal** screen displays (Figure 2) with the information on the Awardee Organization and Primary Place of Performance. You have these options:
 - Change Awardee
 - Add/Change Primary Place of Performance

Institutions for this proposal

	Awardee Organization		Primary Place of Performance
Address:	National Science Foundation 4201 Wilson Boulevard	Address:	National Science Foundation 4201 Wilson Blvd.
	Arlington, VA 222301000		Arlington, VA, US 222300002
Institution Code:	4102852000		<input type="button" value="Add/Change Primary Place of Performance"/>
DUNS Number:	074811803		
	<input type="button" value="Change Awardee"/>		
		<input type="button" value="Go Back"/>	

Figure 2 Institutions for This Proposal screen.

See also:

- [Program Announcement/Solicitation/Program Description No.](#)
- [NSF Unit Consideration](#)
- [Remainder of the Cover Sheet](#)

Add/Change Primary Place of Performance

1. Access the **Institutions for This Proposal** screen (Figure 1) (see [Awardee Organization/Primary Place of Performance Selection](#)).

Institutions for this proposal

<p>Awardee Organization</p> <p>Address: National Science Foundation 4201 Wilson Boulevard</p> <p>Arlington, VA 222301000</p> <p>Institution Code: 4102852000</p> <p>DUNS Number: 074811803</p> <p style="text-align: center;"><input type="button" value="Change Awardee"/></p>	<p>Primary Place of Performance</p> <p>Address: National Science Foundation 4201 Wilson Blvd.</p> <p>Arlington, VA, US 222300002</p> <p style="text-align: center;"><input type="button" value="Add/Change Primary Place of Performance"/></p>
--	---

Figure 1 Institutions for This Proposal screen. The Add/Change Primary Place of Performance button is circled.

2. Click the **Add/Change Primary Place of Performance** button (Figure 1). The **Add/Change Primary Place of Performance** screen displays (Figure 2), where you enter the Primary Place of Performance.

Add/Change Primary Place of Performance

*Required Field

*Organization Name or Same as Awardee Organization

Please enter an Organization Name or select Same as Awardee Organization

Street Address

City

State (Required if Country is United States)

Zip Code (9 digit) (Required if Country is United States)

*Country

Figure 2 Add/Change Primary Place of Performance screen. The Save Primary Place of Performance button is circled.

3. Either enter the Organization Name or click Same as Awardee Organization (Figure 2):
 - If the Same as Awardee Organization box is clicked, the Organization Name will match the Awardee Organization.
 - Enter the full address for the Primary Place of Performance
 - If the Country selected is the United States, a State must be selected.

4. Click the **Add/Change Primary Place of Performance** button (Figure 2). A screen displays (Figure 3) with the message that the Primary Place of Performance has successfully been saved.

Primary Place of Performance Successfully Saved.

Go Back

Figure 3 Screen with message that the Primary Place of Performance has been successfully saved.

5. Click the **Go Back** button (Figure 3). The **Institutions for This Proposal** screen displays (Figure 4) with the information for the organization you selected.

	Awardee Organization	Primary Place of Performance
Address:	Stanford University Stanford University 340 Panama Street STANFORD, CA 94305-6203	Address: National Science Foundation 4201 Wilson Blvd. Arlington, VA, US 222300002
Institution Code:	0013052000	<input type="button" value="Add/Change Primary Place of Performance"/>
DUNS Number:	009214214	

Go Back

Figure 4 Institutions for This Proposal screen. The Primary Place of Performance section is boxed.

See also:

- [Program Announcement/Solicitation/Program Description No.](#)
- [NSF Unit Consideration](#)
- [Remainder of the Cover Sheet](#)

Change Awardee

1. Access the **Institutions for This Proposal** screen (Figure 1) (see [Awardee Organization/Primary Place of Performance Selection](#)).

Institutions for this proposal

<p>Awardee Organization</p> <p>Address: National Science Foundation 4201 Wilson Boulevard</p> <p>Arlington, VA 222301000</p> <p>Institution Code: 4102852000</p> <p>DUNS Number: 074811803</p> <p style="text-align: center;"><input type="button" value="Change Awardee"/></p>	<p>Primary Place of Performance</p> <p>Address: National Science Foundation 4201 Wilson Blvd.</p> <p>Arlington, VA, US 222300002</p> <p style="text-align: center;"><input type="button" value="Add/Change Primary Place of Performance"/></p>
--	---

Figure 1 Institutions for This Proposal screen. The Change Awardee button is circled.

2. Click the **Change Awardee** button (Figure 1). The **Institution Search** screen displays (Figure 2), where you can search for and select the organization.

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. The Locate Awardee button is circled.

3. Select the type of search 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. Type in the text box the search string (at least three characters) to search for (Figure 2).
5. Click the **Locate Awardee** button (Figure 2). The **Institutions Located** screen displays (Figure 3).

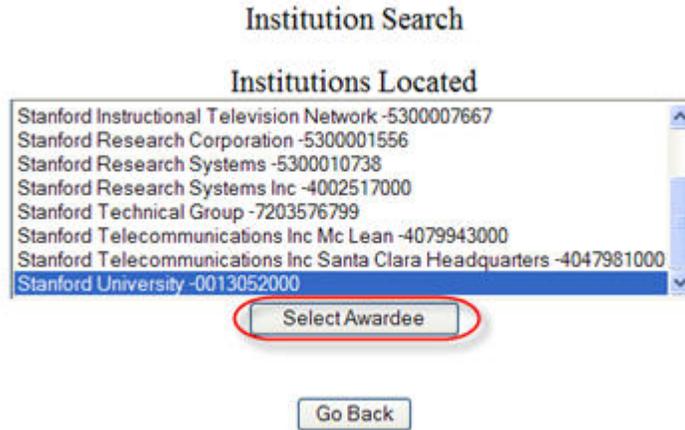


Figure 3 Institutions Located screen. The Select Awardee button is circled.

6. Highlight the organization on the **Institutions Located** list (Figure 3).
7. Click the **Select Awardee** button (Figure 3). A screen displays (Figure 4) with the message that the Awardee Organization has been changed.

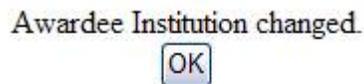


Figure 4 Screen with the message that the Awardee Organization has been changed.

8. Click the **OK** button (Figure 4). The **Institutions for This Proposal** screen displays (Figure 5) with the information for the organization you selected.

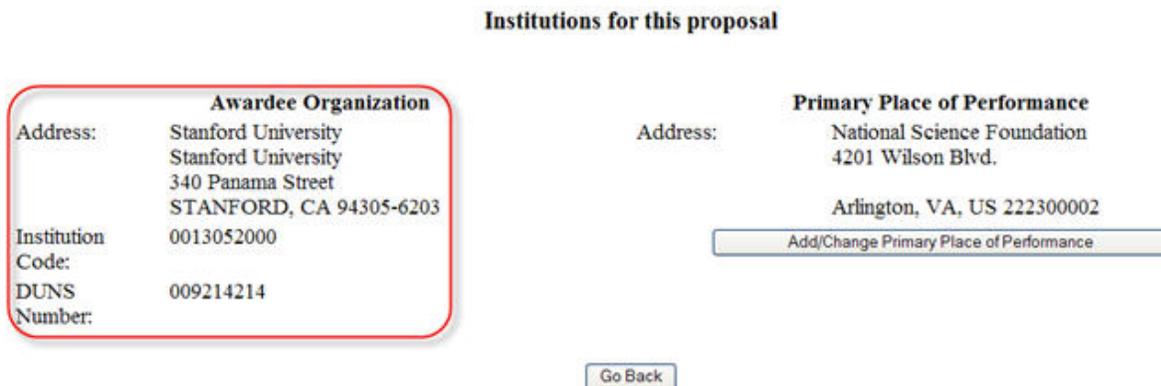


Figure 5 Institutions for This Proposal screen. The Awardee Organization section is boxed.

See also:

- [Program Announcement/Solicitation/Program Description No.](#)
- [NSF Unit Consideration](#)

- Remainder of the Cover Sheet

Program Announcement/Solicitation/Program Description No.

You must select the applicable program announcement, solicitation, or program description to which the proposal is responding. If you are not submitting the proposal in response to any of these options, highlight **GPG—Grant Proposal Guide** on the **Program Announcements and Solicitation Number** list.

Compliance with this requirement is critical to NSF’s ability to determine the relevant guidelines for processing the proposal.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see [Access and Print the Cover Sheet](#), Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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.

<input type="checkbox"/> GO Awardee Organization/Primary Place Of Performance Selection	
Awardee Organization National Science Foundation	Primary Place of Performance National Science Foundation
Address	4201 Wilson Blvd.
Arlington, VA 222301000	Arlington, VA, US 222301000
Inst. Code 4102852000	
DUNS # 074811803	

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

- **NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011**

GO NSF Unit Consideration

Current List of selected NSF UNITS:

1. CMMI - NANOSCALE: INTRDISCIPL RESRCH T

GO *Remainder of the Cover Sheet

Figure 1 Cover Sheet Components Form screen. The Go button for Program Announcement/Solicitation/Program Description No. is circled.

2. Click the **Go** button for Program Announcement/Solicitation/Program Description No. (Figure 1). The **Program Announcements/Solicitation Number Selection** screen displays (Figure 2) with a listing of every current NSF Program Announcement.

Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose ' *GPG: Not in response to a program announcement/solicitation* '. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 193 Program Announcements/Program Descriptions

Program Announcement / Solicitation Number

NSF 03-611 Digital Society and Technologies (DST)
NSF 03-605 Math and Science Partnership Program - MSP
NSF 03-578 NSF Astronomy and Astrophysics Postdoctoral Fellowships - AA...
NSF 03-568 NSF-NIST Interaction in Chemistry, Bioengineering, and Chemi...
NSF 03-563 Chemistry Research Instrumentation and Facilities: Departmen...
NSF 03-560 Biomedical Engineering Program and Research to Aid Persons w...
NSF 03-557 Highly Dependable Computing and Communication Systems Resear...
NSF 03-554 Research Experiences for Teachers - RET
NSF 03-535 Small Business Innovation Research and Small Business Techno...
NSF 03-531 Cultural Anthropology Research Experience for Graduates (REG...
NSF 03-525 NSF/EDA Scholar-In-Residence at EDA

NAVIGATION

- PROPOSALS
- PRINT
- FORMS
- BIO SKETCH
- BUDGET
- COLLAB.
- COVER
- INST.
- ROUTING
- DESCRIPT.
- DEVIATION
- FACILITIES
- REFERENCE
- REVIEWERS
- SENIOR PER.
- SINGLE DOCS
- SUMMARY
- SUPPORT
- SUPP. DOCS.
- PI INFO.
- LOGON

Figure 2 Program Announcement/Solicitation Number Selection screen. The Select button is circled.

3. Highlight the Program Announcement or Solicitation Number for the proposal from the **Program Announcement/Solicitation Number** list (Figure 2). If the proposal is not in response to a Program Announcement, highlight **GPG—Grant Proposal Guide**, which is the first item on the **Program Announcement/Solicitation Number** list.
4. Click the **Select** button (Figure 2). The **Unit Selection Lists** (Figure 3) screen displays. See NSF Unit Consideration for instructions.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

NAVIGATION

PROPOSALS
PRINT
FORMS
BIO SKETCH
BUDGET
COLLAB.
COVER
INST.
ROUTING
DESCRIPT.
DEVIATION
FACILITIES
REFERENCE
REVIEWERS
SENIOR PER.
SINGLE DOCS
SUMMARY
SUPPORT
SUPP. DOCS.
PI INFO.
LOGON

Divisions

Select a Division within NSF 03-560
Directorate: ENG-Directorate for Engineering
BES-Division of Bioengineering & Environmental Systems

Programs

Select a Program within NSF 03-560
BIOMEDICAL ENGINEERING
BIOPHOTONICS PROGRAM
RESEARCH TO AID THE DISABLED

SelectProgram Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Move to Top Remove

Go Back

Figure 3 Unit Selection Lists screen.

See also:

- [NSF Unit Consideration](#)
- [Remainder of the Cover Sheet](#)

NSF Unit Consideration

NSF Unit Consideration

You must select the NSF Unit associated with your selection for Program Announcement/Solicitation/Program Description No.

You cannot enter the NSF Unit Consideration component on the Cover Sheet, until you have completed the Program Announcement/Solicitation/Program Description No. component (see Program Announcement/Solicitation/Program Description No. for instructions).

Access the **Unit Selection Lists** screen (Figure 1) in either of these ways:

- Choose a Program Announcement for the proposal (see Program Announcement/Solicitation/Program Description No. for instructions). The **Unit Selection List** screen displays automatically.
- On the **Cover Sheet Components Form** screen, click the **Go** button for NSF Unit Consideration. The **Unit Selection Lists** screen *if you have already completed the Program Announcement/Solicitation/Program Description No. section.*

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- ... DBI-Division of Biological Infrastructure
- ... DBI-Research Resources Cluster
- ... DBI-Training Cluster
- ... DEB-Division of Environmental Biology
- ... DEB-Systematic Biology and Biodiversity Inventories Cluster
- ... DEB-Population and Evolutionary Processes Cluster
- ... DEB-Ecological Biology Cluster
- ... DEB-Ecosystem Science Cluster

Show the programs in this division

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Figure 1 Unit Selection Lists screen.

pd_prepare_proposal_forms

On the **Unit Selection Lists** screen (Figure 1), you can do the following:

- Select the NSF Division
- Select the NSF Primary Program
- Remove a Selected NSF Unit

See also Remainder of the Cover Sheet.

Select the NSF Division

1. Access the **Unit Selection Lists** screen (Figure 1) (see [NSF Unit Consideration](#)).

Note: *If there is only one division for the Program Announcement you selected, that division automatically displays in the **Divisions** list. Proceed to the **Programs** list on the **Unit Selections Lists** screen (see [Select the NSF Primary Program](#) for instructions).*

If the division is not automatically listed:

2. On the **Unit Selection Lists** screen (Figure 1), highlight the division in the **Divisions** list.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) or the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

- ESR-Division of Educational System Reform
- HRD-Division of Human Resource Development
- REC-Division of Research, Evaluation and Communication
- Directorate: ENG-Directorate for Engineering
- BES-Division of Bioengineering & Environmental Systems**
- CMS-Division of Civil and Mechanical Systems
- CTS-Division of Chemical & Transport Systems
- DMI-Division of Design, Manufacture & Industrial Innov
- ECS-Division of Electrical & Communications Systems
- EEC-Division of Engineering Education and Centers

Select Division Show the programs in this division

Programs

- Select a Program:
- Biological Info Resrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Select Program Show the divisions in this program

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet

Move to Top **Remove**

Figure 1 Unit Selection Lists screen. The Select Division button is circled.

3. Click the **Select Division** button (Figure 1). The page refreshes and displays only the programs associated with that division in the **Programs** list.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).
Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

BES Division of Bioengineering & Environmental Systems

Programs

Select a Program within the selected division

- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- BE- Mat Use Science, Eng&Society
- BE: COUPLED BIOGEOCHEMICAL CYC
- BE: INSTRUM DEVELOP FOR ENV AC
- BE: Non-Announcement Research
- BIOCHEMICAL & BIOMASS ENG
- BIOENGINEERING IN THE ENVIRONM

Note: you must choose a program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Figure 2 Unit Selections List screen with the Programs listed that are associated only with the Division that you selected.

4. Proceed to the **Programs List** on the **Unit Selections List** screen (see [Select the NSF Primary Program](#) for instructions).

Select the NSF Primary Program

1. Access the **Unit Selection Lists** screen (Figure1) (see [NSF Unit Consideration](#)).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

DBI-Division of Biological Infrastructure

Programs

BE: GENOME-ENABLE ENVIR SCI&EN
 BE: INSTRUM DEVELOP FOR ENV AC
 BE: Non-Announcement Research
 BIO INFOR POSTDOCT RSCH FELLOW
 Biological Field Stations & Marine Labs
Biological Research Collections
 Collaborative Research at Undergraduate Institutions
 Computational Biological Activities
 Database Activities
 DDOP-SEED FUNDS

Note: you must choose a program.

Show all divisions and programs without limiting to the current program announcement.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

BES - BIOCHEMICAL & BIOMASS ENG

Figure 1 Unit Selection Lists screen. The Select Program button is circled.

2. In the **Programs** list (Figure 1), highlight the program to select it.
3. Click the **Select Program** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the division and program you selected at the bottom of the screen.

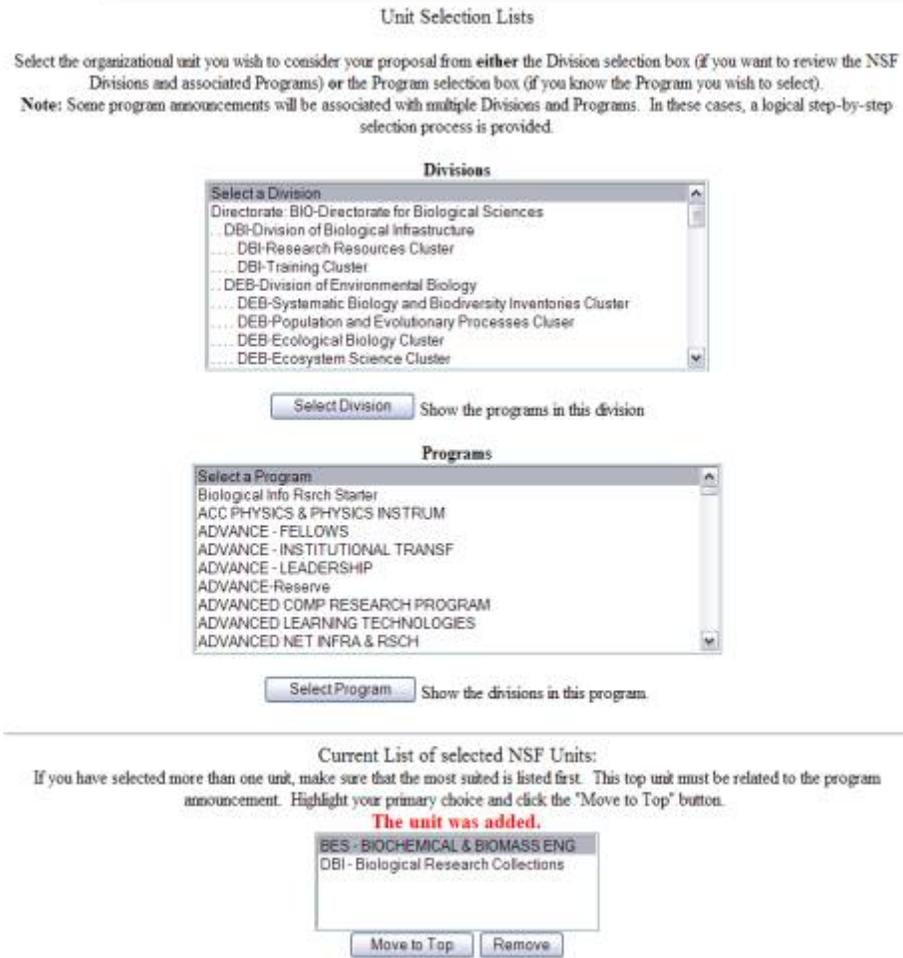


Figure 2 Unit Selections List showing the NSF unit, which was added automatically once the program was selected.

4. You can continue on the **Unit Selections Lists** screen to select secondary divisions and programs as you require. Each time, FastLane will show the appropriate NSF unit in the **Current List of Selected NSF Units** section.

Remove a Selected NSF Unit

You can only remove a unit if more than one unit displays in the **Current List of Selected NSF Units**.

1. Access the **Unit Selection Lists** screen (Figure 1) (see [NSF Unit Consideration](#)).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- ... DBI-Division of Biological Infrastructure
- ... DBI-Research Resources Cluster
- ... DBI-Training Cluster
- ... DEB-Division of Environmental Biology
- ... DEB-Systematic Biology and Biodiversity Inventories Cluster
- ... DEB-Population and Evolutionary Processes Cluster
- ... DEB-Ecological Biology Cluster
- ... DEB-Ecosystem Science Cluster

Select Division Show the programs in this division

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Select Program Show the divisions in this program

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The Unit was added. This program is associated with only one division.

- BES - BIOCHEMICAL & BIOMASS ENG
- PHY - ATOMIC & MOLECULAR DYNAMICS

Move to Top Remove

Figure 1 Current List of Selected NSF Units screen. The Remove button is circled.

2. From the **Current List of Selected NSF Units** (Figure 1), highlight the unit to be removed.
3. Click the **Remove** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the message that the unit has been removed.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- ... DBI-Division of Biological Infrastructure
- ... DBI-Research Resources Cluster
- ... DBI-Training Cluster
- ... DEB-Division of Environmental Biology
- ... DEB-Systematic Biology and Biodiversity Inventories Cluster
- ... DEB-Population and Evolutionary Processes Cluster
- ... DEB-Ecological Biology Cluster
- ... DEB-Ecosystem Science Cluster

Show the programs in this division.

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The unit was removed.

BES - BIOCHEMICAL & BIOMASS ENG

Figure 2 Unit Selection Lists screen with the unit now removed.

Remainder of Cover Sheet

Remainder of the Cover Sheet

You cannot enter the Remainder of the Cover Sheet component until you have completed the first three components of the Cover Sheet.

The Remainder of the Cover Sheet component consists of:

- Information pertinent to this proposal specifically:
 - Proposal Title
 - Budget and Duration Information
 - Announcement and Consideration
 - PI Information (automatically displayed)
 - Co-PI Information
 - Previous NSF Awards
 - Other Federal Agencies
 - Awardee Organization
 - Primary Place of Performance (automatically displayed)
 - Other Information
- Certifications the Authorized Organizational Representative (AOR) signs by electronically signing the proposal
 - Certification for Authorized Organizational Representative (or Equivalent) or Individual Applicant
 - Drug-Free Workplace Certification
 - Debarment and Suspension Certification (the AOR must complete this section)
 - Certification Regarding Lobbying (see "Disclosing Lobbying Activities")
 - Certification for Contracts, Grants, Loans, and Cooperative Agreements
 - Certification Regarding Nondiscrimination
 - Certification Regarding Flood Hazard Insurance
 - Certification Regarding Responsible Conduct of Research (RCR)
 - Certification Regarding Organizational Support
 - Certification Regarding Federal Tax Obligations
 - Certification Regarding Unpaid Federal Tax Liability
 - Certification Regarding Criminal Convictions
- Authorized Organizational Representative Information (which is automatically added when the AOR electronically signs the proposal)

See [Work on the Remainder of the Cover Sheet](#) for instructions on how to complete the Cover Sheet.

Work on the Remainder of the Cover Sheet

This document shows you how to:

- Access the **Remainder of the Cover Sheet** screen
- Print the **Remainder of the Cover Sheet** screen
- Navigate the **Remainder of the Cover Sheet** screen
- Save your work on the **Remainder of the Cover Sheet** screen

Access the Remainder of the Cover Sheet Screen

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see Access and Print the Cover Sheet, Steps 1 and 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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	National Science Foundation
<hr/>	
Address	4201 Wilson Blvd.
Arlington, VA 222301000	Arlington, VA, US 222301000
Inst. Code	4102852000
DUNS #	074811803

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

- **NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011**

NSF Unit Consideration

Current List of selected NSF UNITS:

1. CMMI - NANOSCALE: INTRDISCIPL RESRCH T

*Remainder of the Cover Sheet

Figure 1 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

2. Click the **Go** button for Remainder of the Cover Sheet (Figure 1). **The Remainder of the Cover Sheet** screen displays (Figure 2) with these sections for you to work on:
 - 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

Click on a link above for the instructions for that section.

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](#)

Title of Proposed Project

Enter the Title of Your Proposed Project:

[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](#)

Budget And Duration Information

Requested Amount: \$ (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): Requested Starting Date (MM/DD/YYYY):

[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](#)

Announcement And Consideration Information

Program Announcement/Solicitation Number: **NSF 10-618**

Deadline/Target Date:

For consideration by the following listed NSF Organization Unit(s):

- CMMI - NANOSCALE: INTRDISCIPL RESRCH T

Figure 2 Upper portion of the Remainder of the Cover Sheet screen. The navigation links are circled that appear at the top of each section.

Print the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen (Figure 2), use the **Print** command on your browser to print the entire screen.

Navigate the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen, use the navigation links at the top of each section to go from section to section (Figure 2 and Figure 3). These also include links to go to the top and bottom of the screen.

[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 3 Navigation links at the top of each section on the Remainder of the Cover Sheet screen. The Top of Page and Bottom of Page links are circled.

Save Your Work on the Remainder of the Cover Sheet Screen

Click the **OK** button (Figure 4) at the bottom of the **Remainder of the Cover Sheet** screen every time you leave the **Remainder of the Cover Sheet** form screen to save newly entered information. (You have to type in only the **Proposal Title** to save the **Remainder of the Cover Sheet**.) A screen displays (Figure 5) with the message that the Cover Sheet has been saved.

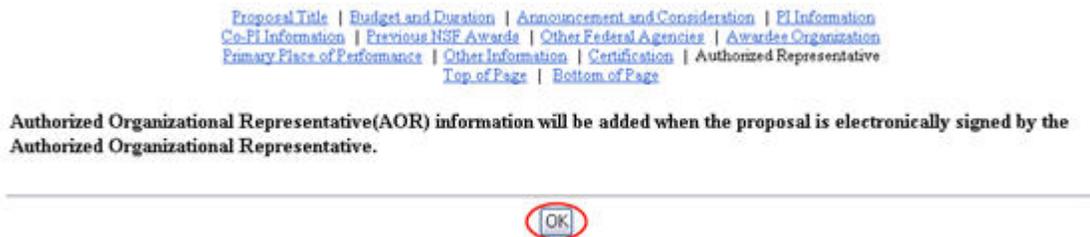


Figure 4 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 5 Screen with the message that the Cover Sheet has been saved.

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)

- Other Information

Proposal Title

The title of the proposal must be brief, scientifically or technically valid, intelligible to scientifically or technically literate readers, and suitable for use in the public press. NSF may edit the title of the project before making an award. The title is limited to 180 characters.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

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](#)

Title of Proposed Project

Enter the Title of Your Proposed Project:

Figure 1 Proposal Title section of the Remainder of the Cover Sheet screen.

2. Type the proposal title.

See also:

- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Budget and Duration Information

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)). Click **Budget and Duration** (Figure 1). The **Budget and Duration** section displays (Figure 2).

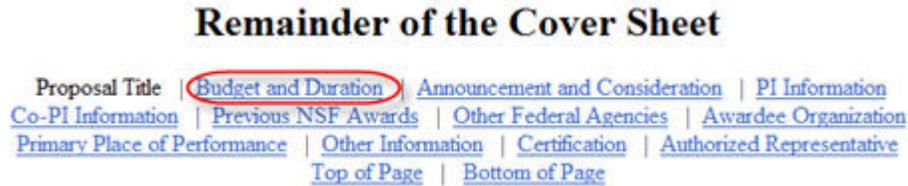


Figure 1 Remainder of the Cover Sheet screen. The Budget and Duration link is circled.

Budget And Duration Information

Requested Amount \$ (Note: The requested amount is calculated from the budget forms.)

Proposal Duration (in months): Requested Starting Date (MM/DD/YYYY):

Figure 2 Budget and Duration Information section of the Remainder of the Cover Sheet screen.

2. In the **Requested Amount** box (Figure 2), type the requested amount only if you are not filling out the Budget form. If you have filled out the Budget form, the amount you requested on the Budget form automatically displays in this box.
3. In the **Proposal Duration** box (Figure 2), type the duration in months for which you have requested NSF support.
4. In the **Requested Starting Date** box (Figure 2), type the requested start date in mm/dd/yyyy format with the slashes. Please allow at least 6 months for the NSF review, processing, and decision process, except in special situations.

See also:

- [Proposal Title](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Announcement and Consideration

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

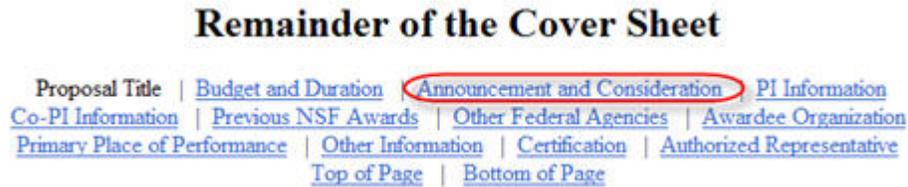


Figure 1 Remainder of the Cover Sheet screen. The Announcement and Consideration link is circled.

2. Click **Announcement and Consideration** (Figure 1). The **Announcement and Consideration** section displays (Figure 2). FastLane automatically displays these sections:
 - Program Announcement/Solicitation Number
 - Listed NSF Organization Unit

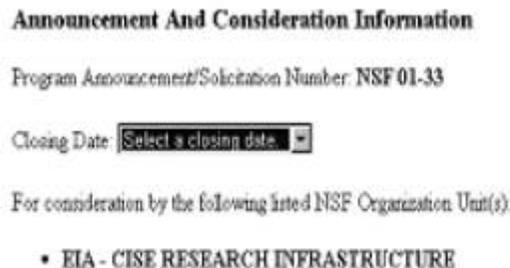


Figure 2 Announcement and Consideration section of the Remainder of the Cover Sheet screen.

3. Select the closing date from the **Closing Date** menu (Figure 2). You must submit the proposal on or before this date.

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Co-PI Information

NSF permits a maximum of four Co-PIs on a proposal. The Co-PI must already be registered with FastLane as a PI or Co-PI.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

Remainder of the Cover Sheet



Figure 1 Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

2. Click **Co-PI Information** (Figure 1). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 2).

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

3. Type only the email address for each Co-PI that you want to add (Figure 2).
4. Click the **OK** button at the bottom of the **Remainder of the Cover Sheet** screen. When the information is saved, the **Co-Principal Investigator (Co-PI) Information** section displays as in Figure 3. You can remove a Co-PI by clicking in the check mark box for that 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	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email: <input type="text"/>	Enter NSF ID or email address to add a co-PI
	NSF ID/Email: <input type="text"/>	Enter NSF ID or email address to add a co-PI
	NSF ID/Email: <input type="text"/>	Enter NSF ID or email address to add a co-PI

Figure 3 The Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen with a check mark box to remove a Co-PI.

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Previous NSF Awards

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

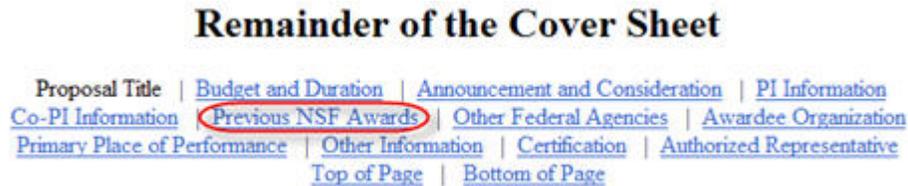


Figure 1 Remainder of the Cover Sheet screen. The Previous NSF Awards link is circled.

2. Click **Previous NSF Awards** (Figure 1). The **Previous NSF Awards** section displays (Figure 2).

Previous NSF Award

If this proposal is a **Renewal** or an **Accomplishment Based Renewal**
 Then select the previous Award Number:
 Otherwise **Deselect**

If this is a **preliminary proposal** then check here:

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here:

Figure 2 Previous NSF Awards section of the Remainder of the Cover Sheet screen.

3. Click the radio button for either **Renewal** or **Accomplishment-Based Renewal** *if the proposal fits either of these categories* (Figure 2).
4. In the previous **Award Number** box (Figure 2), type in the previous NSF Award Number *if you have a previous award*.
5. Click the check mark box for preliminary proposal (Figure 2) *if the proposal is preliminary and not a full proposal* (Figure 2).
6. Type the Preproposal ID *if the proposal is a full proposal related to that preproposal* (Figure 2).

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)
- [Other Information](#)

Other Federal Agencies

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

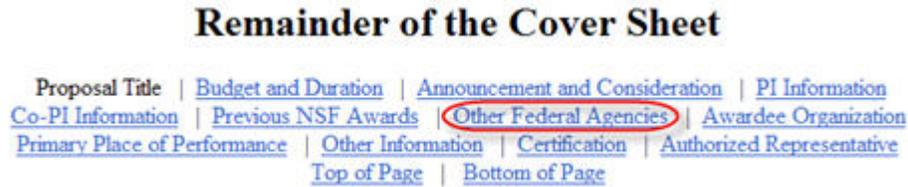


Figure 1 Remainder of the Cover Sheet screen. The Other Federal Agencies link is circled.

2. Click **Other Federal Agencies** on the **Remainder of the Cover Sheet** screen (Figure 1). The **Other Federal Agencies** section displays (Figure 2).

Other Federal Agencies

If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in space below.

1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>

Figure 2 Other Federal Agencies section of the Remainder of the Cover Sheet screen.

3. In the boxes provided (Figure 2), type the abbreviated name (10 characters maximum) of any other federal agencies that you are submitting the proposal to.

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Awardee Organization](#)
- [Other Information](#)

Awardee Organization

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see [Access the Remainder of the Cover Sheet Screen](#)).

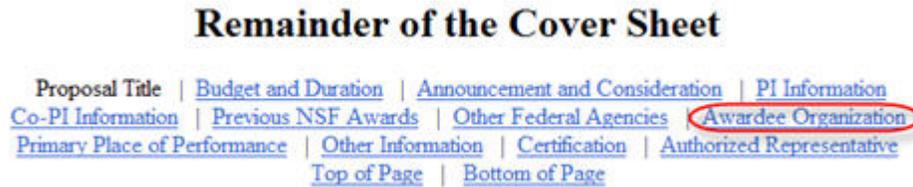


Figure 1 Remainder of the Cover Sheet screen. The Awardee Organization link is circled.

2. Click **Awardee Organization** (Figure 1). The **Awardee Organization** section displays (Figure 2).

Figure 2 Awardee Organization Information section of the Remainder of the Cover Sheet screen.

The Awardee Organization information automatically displays if you submitted this information when you or another person registered your organization. The cover requires the following information:

- Organization name
- Address
- Organization code
- Data Universal Numbering System (DUNS) number
- Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)

If your organization does not have a unique nine-digit DUNS number, contact Dun and Bradstreet at (800) 333-0505. Dun and Bradstreet will provide a DUNS number by telephone at no charge. If the DUNS number is not on the Cover Sheet, you can add it when you submit the proposal.

If your organization is a profit-making entity, you must certify this status by checking each of the organization type boxes that apply. The options and the guidelines for each are as follows:

- **For Profit**
A U.S. commercial organization, especially small business with strong capabilities in scientific or engineering research or education

- **Small Business**

For profit, privately owned, no more than 500 employees, and not dominant in its field (Check this box also when the proposal involves a cooperative effort between an academic organization and a small business.)

- **Minority Business**

At least 51% owned by one or more minority or disadvantaged individuals (If a publicly owned business, at least one or more minority or disadvantaged individuals must own 51% of the voting stock. One or more such individuals must also control the management and daily business operations.)

- **Woman-Owned Business**

At least 51% owned by a woman or women who also control it and operate it

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Other Information](#)

Other Information

1. Access the **Remainder of the Cover Sheet** screen (see [Access the Remainder of the Cover Sheet Screen](#)).

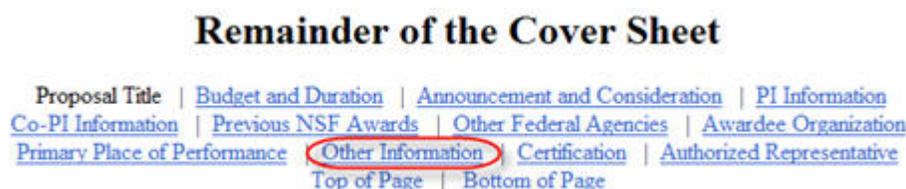


Figure 1 Remainder of the Cover Sheet screen. The Other Information link is circled.

2. Click **Other Information** (Figure 1). The **Other Information** section displays (Figure 2).

Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

Beginning Investigator (GPG I.G.2)

Disclosure of Lobbying Activities (GPG II.C.1.4)

Proprietary & Privileged Information (GPG I.D & II.C.1.4)

Historic Places (GPG II.C.2.j)

EARly-concept Grants for Exploratory Research (EARER) (GPG II.D.2)

Grants for Rapid Response Research (RAPID) (GPG II.D.1)

Vertebrate Animals (GPG II.D.6)

IACUC App. Date (MM/DD/YY)

PHS Animal Welfare Assurance Number

Human Subjects (GPG II.D.7)

Exemption Subsection

IRB App. Date (MM/DD/YY)

Human Subjects Assurance Number

International Cooperative Activities Country Name (GPG II.C.2.j)

Country 1. Country 2. Country 3.

Country 4. Country 5. Country 6.

Country 7. Country 8. Country 9.

Country 10.

Figure 2 Other Information section of the Remainder of the Cover Sheet screen.

3. Check the appropriate boxes (Figure 2), if the proposal includes any of the items of Other Information. See the [Grant Proposal Guide \(GPG\)](#) chapter and section noted at the end of each item line for more information. The categories of Other Information are:
 - Beginning Investigator
 - Disclosure of Lobbying Activities (see "Disclosing Lobbying Activities")

pd_prepare_proposal_forms

- Proprietary and Privileged Information
- Historic Places
- EARly-concept Grants for Exploratory Research
- Grants for Rapid Response Research
- Vertebrate Animals with IACUC App. Date or PHS Animal Welfare Assurance Number.
- Human Subjects with Exemption Subsection, IRB App. Date or Human Subjects Assurance Number.
- International Cooperation Activities (list countries involved) in the boxes (Figure 2)

See also:

- [Proposal Title](#)
- [Budget and Duration Information](#)
- [Announcement and Consideration](#)
- [Co-PI Information](#)
- [Previous NSF Awards](#)
- [Other Federal Agencies](#)
- [Awardee Organization](#)

Table of Contents

FastLane automatically generates the Table of Contents for you. You cannot edit the Table of Contents.

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Table of Contents is circled.

2. Click the **Go** button for the **Table of Contents** (Figure 1). The **Table of Contents** screen displays (Figure 2).

Table Of Contents	
	Total No. of Pages
Cover Sheet for Proposal to the National Science Foundation	
Project Summary (not to exceed 1 page)	1
Table of Contents	1
Project Description (Including Results from Prior NSF Support) (not to exceed 15 pages) (Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	0
References Cited	0
Biographical Sketches (Not to exceed 2 pages each)	1
Budget (Plus up to 3 pages of budget justification)	6
Current and Pending Support	3
Facilities, Equipment and Other Resources	0
Special Information/Supplementary Documentation	2
Appendix (List Below)(Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	

Figure 2 Table of Contents screen. This is a view-only form.

See also:

- Cover Sheet
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

References Cited

What Are References Cited?

References Cited is a listing of the references that you want to cite for a proposal. You may only include bibliographic citations and may not add parenthetical information outside of the 15-page Project Description.

Each reference *must* include:

- Names of all authors in the same sequence in which they appear in the publication
- The title of the article and journal, or title of the book
- Volume number
- Page numbers
- Year of publication
- Web site URL if the document is also available electronically

If there are no references cited, a statement to that effect should be included in this section of the proposal and uploaded into FastLane.

Work on References Cited

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for References Cited is circled.

2. Click the **Go** button for References Cited (Figure 1). The **References Cited** screen displays (Figure 2).



The screenshot shows a web interface titled "References Cited". At the top, there is a header with the text "References Cited" and a sub-header "Enter text for the References Cited or click on 'Transfer File' to upload a file". Below this is a large, empty rectangular text input area. At the bottom of the page, there are four buttons: "Save Text", "Delete Text", "Transfer File", and "Go Back".

Figure 2 References Cited screen.

You have these options:

- [Enter References Cited in the text box](#)
- [Upload References Cited](#)

See also:

- Cover Sheet
- Table of Contents
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter References Cited in the Text Box

1. Access the **References Cited** screen (Figure 1) (see [Work on References Cited](#)).

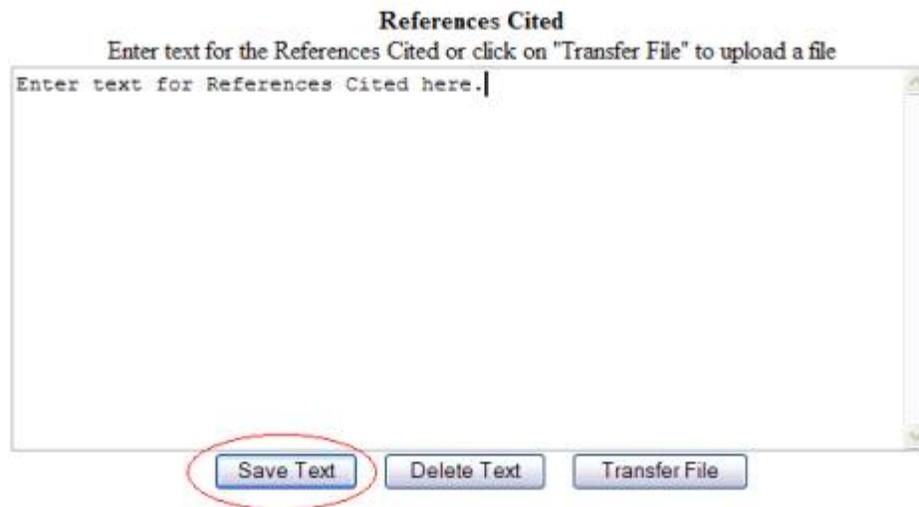


Figure 1 References Cited screen. The Save Text button is circled.

2. Type in or copy and paste the References Cited in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the confirmation message that the References Cited data is saved.

Data for References Cited form saved.

Figure 2 Screen with the message that the References Cited text is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload References Cited

1. Access the **References Cited** screen (Figure 1) (see [Work on References Cited](#)).

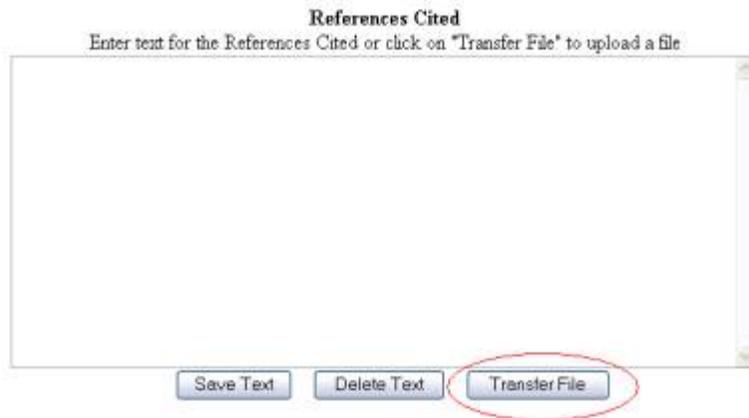


Figure 1 References Cited screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **References Cited File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



Figure 2 References Cited File Upload screen.

If *References Cited* have already been uploaded, when you click the **Go** button for *References Cited* on the **Form Preparation** screen, the **References Cited File Upload** screen displays (Figure 3) with these options:

- [Display Current References Cited](#)
- [Delete Current References Cited](#)
- [Upload a New References Cited](#) (This option automatically replaces the already uploaded file.)

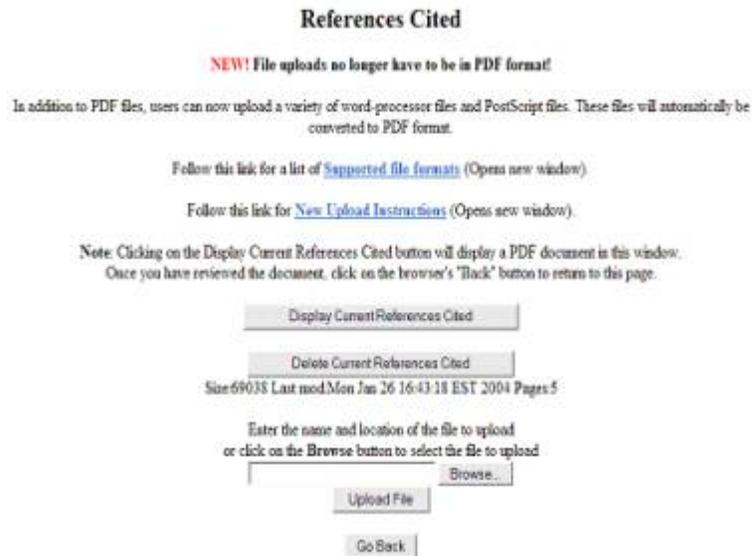


Figure 3 References Cited File Upload screen if a file has already been uploaded.

Display Current References Cited

Click the **Display Current References Cited** button (Figure 3). The previously uploaded References Cited displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current References Cited

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New References Cited

Follow the directions in [Upload a File](#). Uploading a new References Cited document automatically replaces the previously uploaded file.

Enter a New References Cited in the Text Box

If a References Cited has already been uploaded and you want to enter a new References Cited in the text box, do the following:

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **References Cited File Upload** screen displays (Figure 2).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button for References Cited. The **References Cited** screen displays with the text box (Figure 1). See [Enter References Cited in the Text Box](#) for instructions.

pd_prepare_proposal_forms

Budgets (Including Justification)

What Are Budgets (Including Justification)?

A proposal must have a budget for each year that you are requesting NSF support. It must also have a cumulative budget for the full term of support you request from NSF. See the *Grant Proposal Guide (GPG)*, Chapter II.C.2.g for details.

You must also justify the proposed budget in the Budgets (Including Justification) component.

The Budget Justification is limited to three pages.

For an overview of the information required in a budget, see [What Is the Budget Year Form](#).

In the Budgets (Including Justification) component you can do the following:

- Add a year for which you will submit a yearly budget
- Enter the budget data for a year, either online or on a downloaded spreadsheet
- Justify the budget
- Copy a budget from one year for another year
- Edit a budget
- Add or change your organization's personnel for whom you are requesting funds

You can add a subcontracting organization for the proposal and do the following for that organization:

- Add a year for which you will submit a yearly budget for that organization
- Create a budget for that organization
- Copy a budget from one year for another year for that organization
- Justify that organization's budget
- Change the PI for that organization
- Change the subawardee organization, and transfer the personnel and budget from the old organization to the new

You can also:

- Add or delete personnel for whom you are requesting funds for any organization
- Delete a budget year for any organization
- Delete a subawardee organization

(Click on a link above for the instructions for that function.)

To begin working on Budgets (Including Justification), see [Create a Budget](#) for instructions.

Note: The subawardee organization can access the budget either through the proposal PIN, a Co-PI at the subawardee organization, or circulation of the budget as a spreadsheet.

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information

pd_prepare_proposal_forms

- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

What Is the Budget Year Form?

The yearly budget form presents the sections for information that are listed below. In no section are you required to supply information.

Senior Personnel

Supply the following for each Senior Person:

- Title
- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project
- Total funds you are requesting for that individual

Other Personnel

List the number of personnel under the following categories:

- Postdoctoral Scholars
- Other Professionals
- Graduate Students
- Undergraduate Students
- Secretarial and Clerical
- Other

For the Postdoctoral Scholars and Other Professionals, enter:

- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project

Enter the total funds you are requesting for each category.

Fringe Benefits

Enter any funds you are requesting for fringe benefits.

Equipment

List each piece of equipment costing more than \$5,000 that you propose to use for the project and the total funds you are requesting for each piece of equipment you list.

Travel

Enter the funds you are requesting for any travel you propose for the project in these categories:

- Domestic travel (United States, Canada, Mexico, and U.S. Possessions)
- International travel

Participant Support Costs

List the total participant costs by:

- Stipend
- Travel
- Subsistence
- Other

Enter the number of participants.

Other Direct Costs

Enter the amount of funds requested in any of these categories:

- Materials and supplies
- Publication costs/documentation/dissemination
- Consultant services
- Computer services
- Subawards
- Other

Indirect Costs

Enter the following for indirect costs:

- Item
- Rate as a percentage
- Base amount in dollars

Residual Funds

Enter the total amount of residual funds. If you are requesting further support for a current project, see the Award & Administration Guide Chapter I.D.2 and 3.

Cost Sharing

Inclusion of voluntary committed cost sharing is prohibited and, in almost all cases, Line M on the proposal budget will not be available for use by the proposer.

Mandatory cost sharing will only be required for NSF programs when explicitly authorized by legislation, the National Science Board, or the NSF Director. In those rare instances, cost sharing requirements will be clearly identified in the solicitation and must be included on Line M of the proposal budget. Proposers are advised not to exceed the mandatory cost sharing level or amount specified in the solicitation.

Consult *Grant Proposal Guide (GPG)* Chapter II.C.2.g.xi for a full description.

See Create a Budget.

Create a Budget

Create a Budget

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. Click the **Go** button for Budgets (Including Justification) (Figure 1). The **Project Budget** screen displays (Figure 2). The **Project Budget** screen is the gateway for creating a budget for your organization or for a partnering organization for the proposal. There are three steps for creating a budget:
 - Step 1 [Add a year](#) for which you will create the budget
 - Step 2 [Enter the budget data](#)—either in the online form or offline in an Excel spreadsheet
 - Step 3 [Justify the budget](#)
 Click on a link above for instructions for that step.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
NSF				

[Add Year](#) [Budget Justification](#)

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 2 Project Budget screen.

See also:

- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subawardee Organization

Step 1 Add a Year

1. Access the **Project Budget** screen (Figure1) (see Create a Budget).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
NSF Add Year Budget Justification				

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under the name of your organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for your organization.

Budget Year add for National Science Foundation - 4102852000

Select new year to add

1	▲
2	
3	
4	
5	▼

[Add](#)

Figure 2 Budget Year Add screen. The Add button is circled.

3. Highlight a year to add from the **Select New Year to Add** drop-down list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for your organization. The screen also displays **Funds** and **Personnel** links for that budget year. Now you are ready to enter the budget data for that year.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 12:46:51

[Add Another Organization](#) [SpreadSheet Support](#)

[Delete Checked Year\(s\)](#)

Figure 3 Project Budget screen with Year 1 added for creating a budget. The Funds link and the Personnel link are circled.

See also:

- Step 2 Enter the budget data
- Step 3 Justify the budget

Step 2 Enter Budget Data

Step 2 Enter the Budget Data

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 12:46:51

[Add Another Organization](#)

[SpreadSheet Support](#)

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

2. Complete Step 1 Add a Year. Now you are ready to enter the budget data. You have these options for entering the budget data:
 - On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.
 - On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year to enter the budget data online.

Step 2 Enter the Budget Data

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 12:46:51

[Add Another Organization](#)

[SpreadSheet Support](#)

Deletes Checked Year(s)

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

2. Complete Step 1 Add a Year. Now you are ready to enter the budget data. You have these options for entering the budget data:
 - On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.
 - On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year to enter the budget data online.

Complete the Budget Offline

1. Access the **Project Budget** screen (Figure 1) (see Step 2 Enter the Budget Data).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Feb-16-2004 10:35:45

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Spreadsheet Support link is circled.

2. Click **Spreadsheet Support** (Figure 1). The **Spreadsheet Support Select Organization** screen displays (Figure 2).

SpreadSheet Support - Select Organization

Select the budget organization for which the spreadsheet upload is to be done

National Science Foundation

Figure 2 Spreadsheet Support Select Organization screen. The Continue button is circled.

3. Click the radio button for the organization for which you are creating the budget (Figure 2).
4. Click the **Continue** button (Figure 2). The **Spreadsheet Support** screen displays (Figure 3).

Spread Sheet Support

Name of the File to Upload from your computer to FastLane

Spreadsheet Template from FastLane to your computer

Name This is the name of the spreadsheet file that has the budget data that you want to add to your proposal (#7200441) on FastLane. Examples would be "Form1030.xls", "Budget.xls" or "MyData.xls". By pressing the browse button you can select the file to upload from your system, otherwise you will need to type the name of the file into the empty box.

Upload Transfers the data from your computer directly to the FastLane computer and saves with your FastLane proposal. Only the values of certain cells in the uploaded spreadsheet are saved. The spreadsheet itself is not saved. This process will erase any existing budget information for the performing institution of National Science Foundation on Proposal 7200441. Budget data for other performing institutions (if any) will not be affected. A single year budget takes around 9 seconds to process and multiple year budgets can take up to 30 to 40 seconds to process, depending on the server load.

Download Transfers the designated file to your computer. If you have your browser configured to run Excel when file types with .xls extension are downloaded then Excel will start when you click on the "Download" button. Otherwise you will be prompted for an action to take with the downloaded file.

Template This is an Excel Budget spreadsheet. This spreadsheet has all the necessary labels already in it. It has the capability to automatically generate multiple budget years, additional PI/CoPI, Indirect Cost and Equipment rows. Downloading this spreadsheet, filling in the data and uploading it back to your proposal is by far the easiest way to submit an Excel type budget to your proposal.

Figure 3 Spreadsheet Support screen. The Download link and the Upload link are circled.

5. Click the **Download** button to download the Spreadsheet template (Figure 3).
6. Save the Excel spreadsheet to your computer with a new name.
7. Enter the budget data into the Excel spreadsheet offline using the instructions accompanying the template.
8. When finished, on the **Spreadsheet Support** screen (Figure 3), upload the completed spreadsheet to FastLane. See [Upload a File](#).

Enter Budget Data Online

Enter the Budget Data Online

1. Access the **Project Budget** screen (Figure 1) (see [Step 2 Enter the Budget Data](#)).

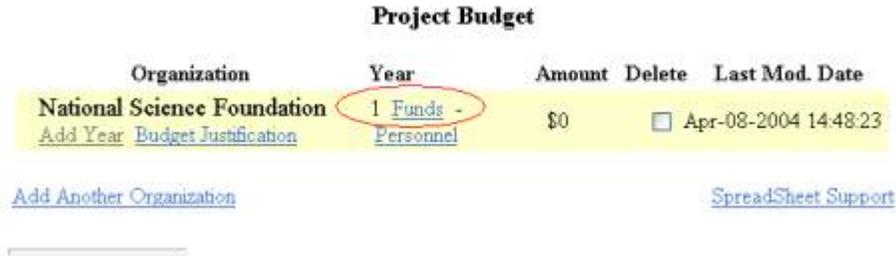


Figure 1 Project Budget screen with the Funds link circled.

2. Click **Funds** on the line for the year for which you want to create a budget (Figure 1). The **Budget Year** screen displays (Figure 2).

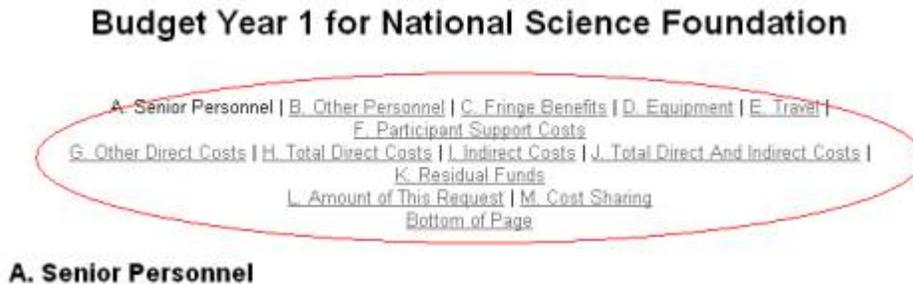


Figure 2 Upper portion of the Budget Year form screen with the navigating links for the Budget sections.

Navigate the Budget Year Screen

- The top of the **Budget Year** form screen has links to all sections of the budget. To navigate the **Budget Year** form screen (Figure 2), click on any of the links to sections that you want to view or work on:
 - [Senior Personnel](#)
 - [Other Personnel](#)
 - [Fringe Benefits](#)
 - [Equipment](#)
 - [Travel](#)
 - [Participant Support Costs](#)
 - [Other Direct Costs](#)
 - [Indirect Costs](#)
 - [Residual Funds](#)
 - [Cost Sharing](#)

(Click on a link above for instructions on how to complete that section of the **Budget Year** screen.)

- In each section, you can click the **Calculate** button (Figure 3), and FastLane will calculate the totals for that section.

F. Participant Support Costs

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	
2. Travel	<input type="text" value="0"/>	
3. Subsistence	<input type="text" value="0"/>	
4. Other	<input type="text" value="0"/>	
Number of Participants <input type="text" value="0"/>		
Total Participant Support Costs:		\$ 0

Figure 3 Calculate button, for example, in the Participant Support Costs section of the Budget Year screen.

- Click the **Calculate and Save** button often at the bottom of the screen (Figure 4), to save the data as you work through the different sections of the **Budget Year** screen.

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation , it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	<input type="text" value="0"/>

Figure 4 Calculate and Save button at the bottom of the Budget Year screen.

See also Save and Calculate the Budget.

Senior Personnel

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

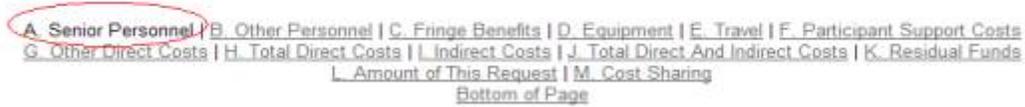


Figure 1 Budget Year screen. The Senior Personnel link is circled.

2. Click **Senior Personnel** (Figure 1). The **Senior Personnel** section of the **Budget Year** screen displays (Figure 2) with a listing of the Senior Personnel assigned to the proposal.

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Alan Alphaman	<input type="text" value="none"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0

[Add/Remove Senior Personnel](#)

Calculate

Figure 2 Senior Personnel section of the Budget Year form screen.

3. For each individual listed (Figure 2), enter the following:
 - In the **Title** box, type the individual's title.
 - In the **Calendar Months** box, type the total number of calendar months the person will work on the project.
 - In the **Academic Months** box, type the number of academic months the person will work on the project.
 - In the **Summer Months** box, type the number of summer months the person will work on the project.
 - In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).
4. When you have finished typing the information for all senior personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all senior personnel listed.

All fields are optional.

If you need to add or delete personnel to the **Senior Persons** list, click the **Add/Remove Senior Personnel** button (Figure 2). The **Budget Personnel** screen displays (Figure 3). See [Add a Senior Person](#) or [Delete a Senior Person](#) for instructions on adding or removing a senior person.

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

Personnel available to add
Check to add

- Jack B Nimble
- Roy S Quick

Personnel currently assigned to budget year
Check to remove

None Available to Remove

Figure 3 Budget Personnel screen.

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Other Personnel

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).



Figure 1 Budget Year screen. The Other Personnel link is circled.

2. Click **Other Personnel** (Figure 1). The **Other Personnel** section of the **Budget Year** screen displays (Figure 1).

B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
<input type="text" value="1"/>	Post Doctoral Associates	<input type="text" value="12"/>	<input type="text" value="9"/>	<input type="text" value="3"/>	<input type="text" value="1000"/>
<input type="text" value="1"/>	Other Professionals (Technicians, etc.)	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="1000"/>
<input type="text" value="3"/>	Graduate Students				<input type="text" value="600"/>
<input type="text" value="4"/>	Undergraduate Students				<input type="text" value="700"/>
<input type="text" value="5"/>	Secretarial - clerical				<input type="text" value="800"/>
<input type="text" value="1"/>	Other				<input type="text" value="900"/>
Total Other Personnel: 0					\$ 0
Total Salaries and Wages (A + B):					\$ 12000

Figure 2 Other Personnel section of the Budget Year screen.

3. For each category of **Type of Personnel** (Figure 2), enter the following:
 - In the **Number of Personnel** box, type the number of personnel in that category.
 - In the **Calendar Months** box, type the total number of calendar months the person will work on the project.
 - In the **Academic Months** box, type the number of academic months the person will work on the project.
 - In the **Summer Months** box, type the number of summer months the person will work on the project
 - In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).
4. When you have finished typing the information for all types of other personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all other personnel.

All fields are optional.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Fringe Benefits

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
Bottom of Page

Figure 1 Budget Year screen. The Fringe Benefits link is circled.

2. Click **Fringe Benefits** (Figure 1). The **Fringe Benefits** section of the **Budget Year** screen displays (Figure 2).

C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits (If charged as direct costs)	<input type="text" value="5,000"/>
Total Salaries, Wages and Fringe Benefits (A + B + C):	\$ 0

Figure 2 Fringe Benefits section of the Budget Year screen.

3. In the **Funds Requested by Proposer** box (Figure 2), type the amount of funds you are requesting for fringe benefits (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to total the amount of total salaries, wages, and fringe benefits you are requesting.

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Equipment

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

Figure 1 Budget Year screen. The Equipment link is circled.

2. Click **Equipment** (Figure 1). The **Equipment** section of the **Budget Year** screen displays (Figure 2).

D. Equipment

List items and dollar amount for each item exceeding \$5000.

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. supercomputer	<input type="checkbox"/>	5000	
2. laboratory	<input type="checkbox"/>	10000	
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
		Total Equipment:	\$ 0

Figure 2 Equipment section of the Budget Year screen.

3. In the **Equipment Item** column (Figure 2), type in the boxes provided each equipment item for the project for which you need funding exceeding \$5,000.
4. In the boxes for **Dollar Amount** (Figure 2), type the amount of Funds Requested by Proposer next to each item of equipment listed (no dollar signs, no commas).
5. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for equipment items that cost more than \$5,000.

After you have calculated the section, you can also delete an item:

1. Under the **Check Here to Delete Item** column (Figure 3), check the box for the item you want to delete.

2. Click the **Calculate** button again (Figure 3).

D. Equipment
List items and dollar amount for each item exceeding \$5000

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. laboratory	<input type="checkbox"/>	10000	
2. supercomputer	<input type="checkbox"/>	5000	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
Total Equipment:		\$ 15000	

Figure 3 Equipment section of the Budget Year screen after you have clicked the **Calculate** button.

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Travel

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

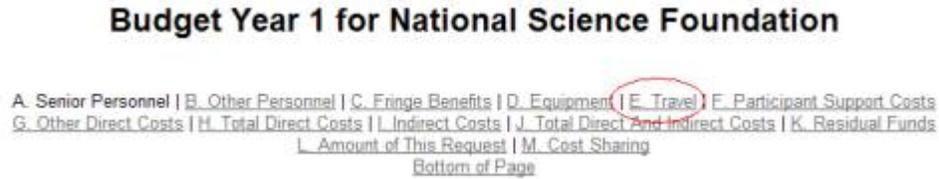


Figure 1 Budget Year screen. The Travel link is circled.

2. Click **Travel** (Figure 1). The **Travel** section of the **Budget Year** screen displays (Figure 2).

E. Travel

Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	<input type="text" value="12000"/>
2. Travel Foreign	<input type="text" value="30000"/>
Total Travel:	\$ 0

Figure 2 Travel section of the Budget Year form screen.

3. In the **Travel Domestic** box (Figure 2), type the amount of total funds you are requesting for all domestic travel for the project (no dollar signs, no commas).
4. In the **Travel Foreign** box (Figure 2), type the amount of total funds you are requesting for all international travel for the project (no dollar signs, no commas).
5. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all travel.

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Participant Support Costs

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).



Figure 1 Budget Year screen. The Participant Support Costs link is circled.

2. Click **Participant Support Costs** (Figure 1). The **Participant Support Costs** section of the **Budget Year** screen displays (Figure 2).

F. Participant Support Costs

Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text" value="0"/>	
2. Travel	<input type="text" value="0"/>	
3. Subsistence	<input type="text" value="0"/>	
4. Other	<input type="text" value="0"/>	
Number of Participants <input type="text" value="0"/>		
Total Participant Support Costs:		\$ 0

Figure 2 Participant Support Costs section of the Budget Year screen.

3. Under the **Costs** column (Figure 2), type the amounts you are requesting for costs of those who are participating in the project for short periods of time:
 - In the **Stipends** box, type the amount of funds for stipends for participants (no dollar signs, no commas).
 - In the **Travel** box, type the amount of funds for travel for participants (no dollar signs, no commas).
 - In the **Subsistence** box, type the amount of funds for subsistence for participants (no dollar signs, no commas).
 - In the **Other** box, type the amount of funds for other costs associated with participant support costs (no dollar signs, no commas).
4. In the **Number of Participants** box (Figure 2), type the number of participants for whom you are requesting the funds.
5. Click the **Calculate** button (Figure 2) to calculate the total amount of funds for participant support costs.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Other Direct Costs

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

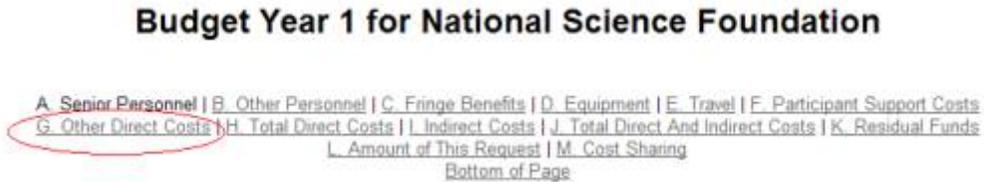


Figure 1 Budget Year screen. The Other Direct Costs link is circled.

2. Click **Other Direct Costs** (Figure 2). The **Other Direct Costs** section of the **Budget Year** screen displays (Figure 2).

G. Other Direct Costs

Description	Funds Requested By Proposer
1. Materials and Supplies	600
2. Publication Costs/Documentation/distrib	800
3. Consultant Services	900
4. Computer (ADPE) Services	500
5. Subcontracts	20000
6. Other	1
Total Other Direct Costs: \$ 0	

Calculate

Figure 2 Other Direct Costs section of the Budget Year screen.

3. Type in the amounts you are requesting under the **Funds Requested by Proposer** column (Figure 2):
 - In the **Materials and Supplies** box, type the amount of funds for materials and supplies (no dollar signs, no commas).
 - In the **Publication Costs/Documentation/Dissemination** box, type the amount of funds for publication costs, documentation, and distribution (no dollar signs, no commas).
 - In the **Consultant Services** box, type the amount of funds for consultant services (no dollar signs, no commas).
 - In the **Computer Services** box, type the amount of funds for the cost of computer services where it is institutional policy to charge such costs as direct charges (no dollar signs, no commas).
 - In the **Subawards** box, type the amount of funds for any subawards (no dollar signs, no commas).
 - In the **Other** box, type the amount of funds for any other direct costs (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to calculate the total amount of funding for other direct costs.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Indirect Costs

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

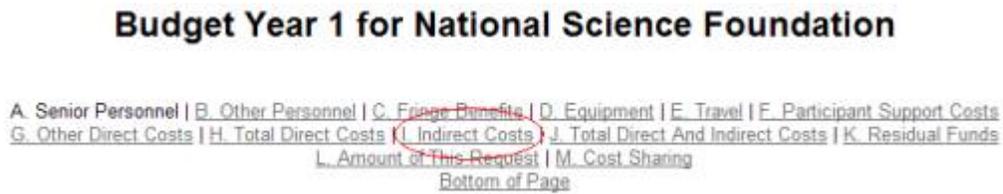


Figure 1 Budget Year screen. The Indirect Costs link is circled.

2. Click **Indirect Costs** (Figure 1). The **Indirect Costs** section of the **Budget Year** screen displays (Figure 1).

I. Indirect Costs

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. Electricity	7	3000		
2. Rent	20	10000		
3.				
4.				
5.				
Total Indirect Costs:				\$ 0

Figure 2 Indirect Costs section of the Budget Year screen.

3. Under the **Indirect Cost Item** column (Figure 2), type in the boxes any items that represent an indirect cost.
4. Under the **Rate %** column (Figure 2), type the rate in percentage of the indirect cost item listed (no percent sign).
5. Under the **Base** column (Figure 2), type the base rate for the cost of each indirect cost item (no dollar signs, no commas).
6. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for indirect costs. The **Indirect Costs** section of the **Budget Year** screen displays (Figure 3) with the amounts for each indirect cost item and the total amount of funding requested for indirect costs.

I. Indirect Costs

	Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1.	Electricity	7.0	3000	<input type="checkbox"/>	210
2.	Rent	20.0	10000	<input type="checkbox"/>	2000
3.					
4.					
5.					
6.					
7.					
Total Indirect Costs:					\$ 2210

Figure 3 Indirect Costs section of the Budget Year screen, after you have clicked the Calculate button.

After you have calculated the section, you can also delete an indirect cost item:

1. Under the **Check Here to Delete Item** column (Figure 3), check the box for the item you want to delete.
2. Click the **Calculate** button again (Figure 3).

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Residual Funds

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

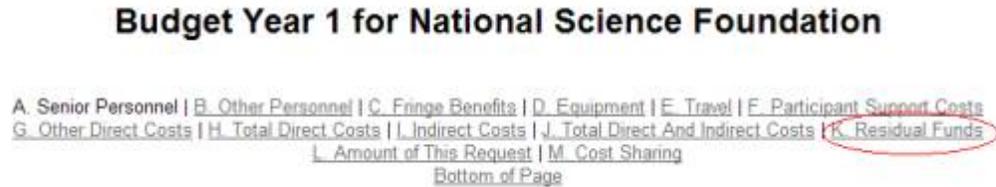


Figure 1 Budget Year screen. The Residual Funds link is circled.

2. Click **Residual Funds** (Figure 1). The **Residual Funds** section of the **Budget Year** screen displays (Figure 2).

K. Residual Funds

If for further support to current projects, see GPM 262.

Description	Amount
Residual Funds	0

Figure 2 Residual Funds section of the Budget Year screen.

3. In the **Amount** box (Figure 2), type the amount of residual funds you are requesting (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to confirm the total amount of residual funds you are requesting.

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Cost Sharing

The ability to enter cost sharing will only be available for those solicitations where cost sharing is required.

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for NSF

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

Figure 1 Budget Year screen. The Cost Sharing link is circled.

2. Click **Cost Sharing** (Figure 1). The **Cost Sharing** section of the **Budget Year** screen displays (Figure 1).

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	<input type="text" value="0"/>
<input type="button" value="Calculate & Save"/> <input type="button" value="Go Back"/>	

Figure 2 Cost Sharing section of the Budget Year form screen.

3. In the **Proposed Level** box (Figure 2), type the proposed level of cost sharing (no dollar signs, no commas).

See also:

- [Senior Personnel](#)
- [Other Personnel](#)
- [Fringe Benefits](#)
- [Equipment](#)
- [Travel](#)
- [Participant Support Costs](#)
- [Other Direct Costs](#)
- [Indirect Costs](#)
- [Residual Funds](#)
- [Cost Sharing](#)
- [Save and calculate the budget](#)

Save and Calculate the Budget

1. Access the **Budget Year** screen (Figure 1) (see [Enter the Budget Data Online](#)).

Budget Year 1 for National Science Foundation

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)
[L. Amount of This Request](#) | [M. Cost Sharing](#)
[Bottom of Page](#)

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Alan Alphaman	<input type="text" value="none"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0

Figure 1 Upper portion of the Budget Year screen.

2. Whenever you finish a session or when you have finished entering the budget data, click the **Calculate and Save** button at the bottom of the **Budget Year** screen (Figure 2). The calculated amount for the entire budget for that year displays in the **Amount of This Request** section of the **Budget Year** screen (Figure 3).

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.

Description	Proposed Level
Cost sharing: proposed level	<input type="text" value="0"/>

Figure 2 Calculate and Save button (circled) at the bottom of the Budget Year screen.

L. Amount of This Request

Funds Requested By Proposer
Amount of this Request: \$ 37110

Figure 3 Amount of This Request section of the Budget Year screen with the total amount of the budget for that year displayed.

3. Click the **Go Back** button (Figure 2) at the bottom of the **Budget Year** screen. The **Project Budget** screen displays (Figure 4) with the budget total for that year shown.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$37,110	<input type="checkbox"/>	Sep-09-2004 16:04:54

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 4 Project Budget screen. The budget total is circled for the year you entered data.

Step 3 Justify the Budget

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).



Figure 1 Project Budget screen. The Budget Justification link is circled.

2. Click **Budget Justification** (Figure 1). The **Budget Justification** screen displays (Figure 2).



Figure 2 Budget Justification screen.

You have these options:

- Enter the Budget Justification in the text box
- Upload the Budget Justification

Enter the Budget Justification in the Text Box

1. Type in or copy and paste the Budget Justification in the text box (Figure 2).

2. Click the **Save Text** button (Figure 2). The **Project Budget** screen (Figure 1) displays.

Upload the Budget Justification

On the **Budget Justification** screen (Figure 3), click the **Transfer File** button. The **Budget Justification File Upload** screen displays (Figure 3). See [Upload a File](#) for directions.



Figure 3 Budget Justification screen. The Transfer File button is circled.

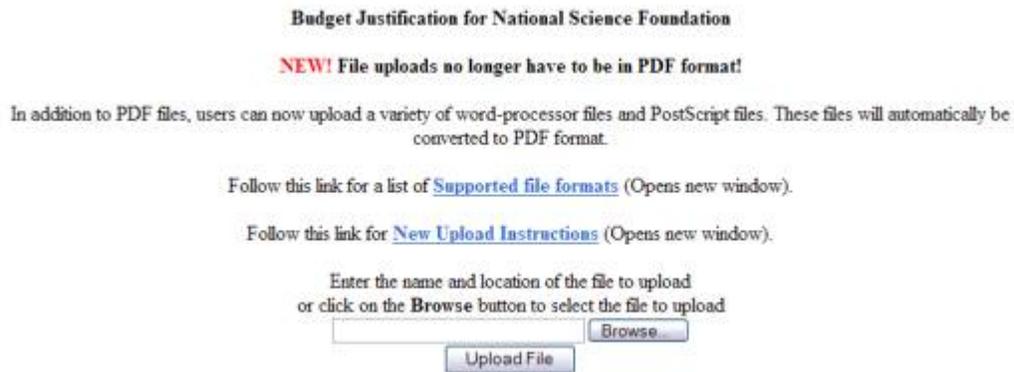


Figure 4 Budget Justification File Upload screen.

When a Budget Justification has been uploaded, the **Budget Justification File Upload** screen displays as in Figure 5. This screen gives you three options:

- [Display Current Budget Justification](#)
- [Delete Current Budget Justification](#)
- [Upload a New Budget Justification](#) (This option automatically replaces the already uploaded Budget Justification.)

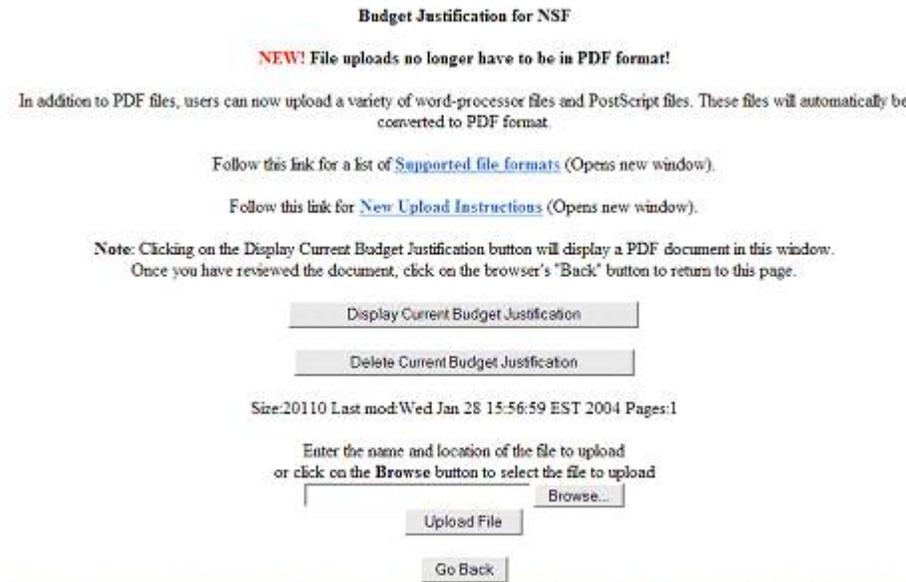


Figure 5 Budget Justification File Upload screen if a Justification has been uploaded.

Display Current Justification

On the **Budget Justification File Upload** screen (Figure 5), click the **Display Current Budget Justification** button. The previously uploaded Budget Justification displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Budget Justification

1. On the **Budget Justification File Upload** screen (Figure 5), click the **Delete Current Budget Justification** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **Yes** button. The **Budget Justification File Upload** screen displays as in Figure 4.

Upload a New Budget Justification

Follow the directions in [Upload a File](#). Uploading a new Budget Justification automatically replaces the previous one.

Copy a Budget from One Year for Another Year

If you have completed a budget for one year, you can copy that budget for another year. If you need to edit the copied budget, see [Edit a Budget](#).

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

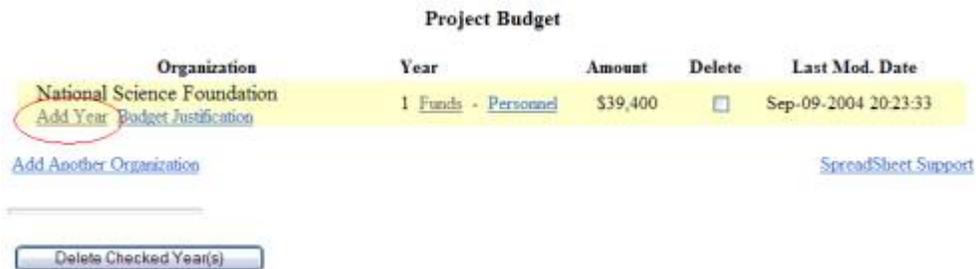


Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under your organization's name (Figure 1). The **Add Year** screen displays (Figure 2) for your organization with two lists on the page:
 - The list of budget years you can add to create a budget
 - The list of budget years for which a budget exists

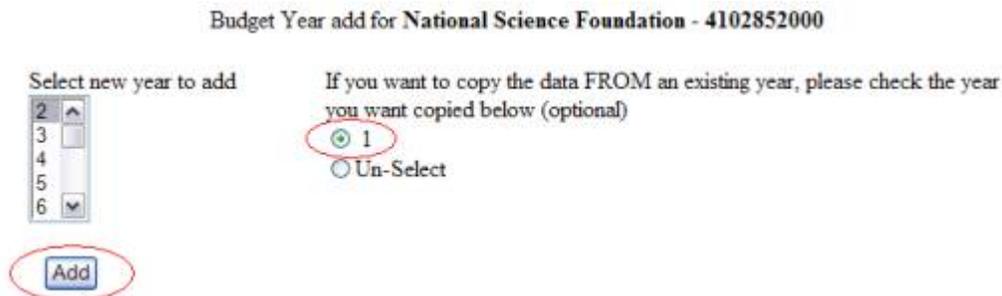


Figure 2 Budget Year Add screen with a list of years to add (left) and a list of years for which a budget exists (right). The Add button and the radio button for a year are circled.

3. Highlight a year to add from the **Select New Year to Add** list (Figure 2).
4. On the right side of the **Budget Year Add** screen (Figure 2), click the radio button for the year you want to copy the budget from.
5. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the copied budget listed for the year you selected.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:23:33
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:34:21

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with the new budget listed for the newly selected year.

See also:

- Create a Budget
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subawardee Organization

Edit a Budget

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

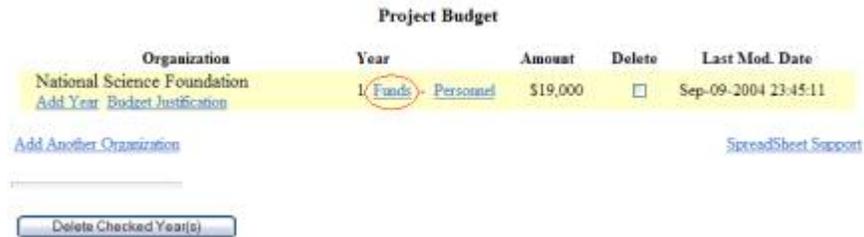


Figure 1 Project Budget screen. The Funds link is circled for a budget year.

2. Click **Funds** for the budget year that you want to edit. The **Budget Year** screen displays (Figure 2) for that year's budget.

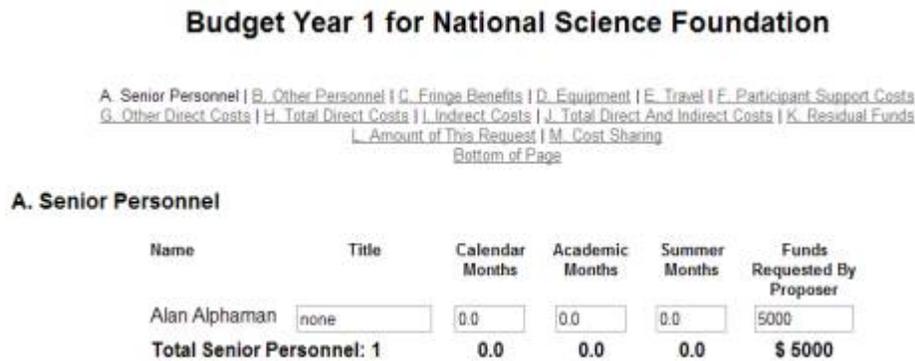


Figure 2 Budget Year screen.

3. Edit the budget as you require (see Enter Budget Data Online for instructions).
4. Click the **Calculate and Save** button at the bottom of the screen (Figure 3) when you are finished.

M. Cost Sharing

When cost sharing is mandated by an NSF program solicitation, it should be included on Line M. Such cost sharing will be an eligibility, rather than a review criterion. When mandatory cost sharing is included on Line M, and accepted by the Foundation, the commitment of funds becomes legally binding and is subject to audit.



Figure 3 Calculate and Save button (circled) at the bottom of the Budget Year screen.

See also:

- Create a Budget

pd_prepare_proposal_forms

- Copy a Budget from One Year for Another Year
- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subawardee Organization

Add or Delete Senior Personnel

1. Access the **Project Budget** screen (Figure 1) (see [Create a Budget](#)).

Project Budget					
Organization	Year		Amount	Delete	Last Mod. Date
National Science Foundation	1	Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:23:33
Add Year Budget Justification	2	Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:34:21

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Personnel link is circled.

2. Click **Personnel** for the organization and budget year for which you want to add or delete the personnel. The **Budget Personnel** screen displays (Figure 2).

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

<p>Personnel available to add Check to add</p> <p><input checked="" type="checkbox"/> Jack B Quick</p> <p><input checked="" type="checkbox"/> Bill R Williams</p>	<p>Personnel currently assigned to budget year Check to remove</p> <p><input type="checkbox"/> Alan Alphaman</p>
---	--

Figure 2 Budget Personnel screen with check marks next to the two senior persons. The Save button is circled.

Add a Senior Person

1. On the **Budget Personnel** screen (Figure 2), click the check mark box of the person in the **Personnel Available to Add** list that you want to add as a senior person for whom you are requesting funds.
2. Click the **Save** button (Figure 2). The **Project Budget** screen displays (Figure 1).

Delete a Senior Person

1. On the **Budget Personnel** screen (Figure 3), click the check mark box of the person in the **Personnel Currently Assigned to Budget Year** list that you want to delete.

Budget Personnel for year 1 for National Science Foundation

PI: Alan Alphaman

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
None Available to Add	<input type="checkbox"/> Alan Alphaman
	<input type="checkbox"/> Jack B Quick
	<input checked="" type="checkbox"/> Bill R Williams

Figure 3 Budget Personnel screen with the check mark by the name of a senior person. The Save button is circled.

2. Click the **Save** button (Figure 3). The **Project Budget** screen displays (Figure 1).

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Delete a Budget Year
- Work on a Budget for a Subawardee Organization

Delete a Budget Year

You can delete a budget year and all the data entered for it.

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input checked="" type="checkbox"/>	Sep-09-2004 20:34:21
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Delete Checked Year(s) button is circled.

2. In the **Delete** column (Figure 1), click the check mark box for the budget year you want to delete.
3. Click the **Delete Checked Year(s)** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this budget year.

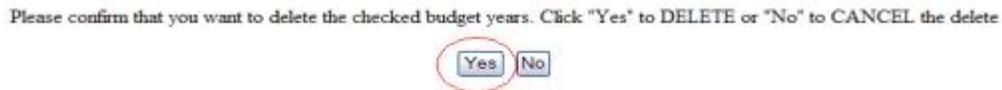


Figure 2 Screen with a message for you to confirm that you want to delete the checked budget year. The Yes button is circled.

4. Click the **Yes** button (Figure 2). The **Project Budget** screen budget screen displays (Figure 3) without that budget year.

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen without the deleted budget year.

See also:

pd_prepare_proposal_forms

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Work on a Budget for a Subawardee Organization

Work on Budget for Subcontracting Organization

Add a Subawardee Organization

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Another Organization link is circled.

2. Click **Add Another Organization** (Figure 1). The **Current Budget Organizations** screen displays (Figure 2) with all the budget organizations listed at the top. At the bottom of the screen is the form to search for the organization you want to add.

Name	Org. Id.
National Science Foundation	4102852000

Add Organization - use any one of the following:

Name Search (ex. Cornell) Begins With Ends With Contains

DUNS# (ex. 872612445)

Figure 2 Current Budget Organizations screen.

You have two options for searching for the organization you want to add:

- Search by name
- Search by DUNS (Data Universal Numbering System) number

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
 - **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.
2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

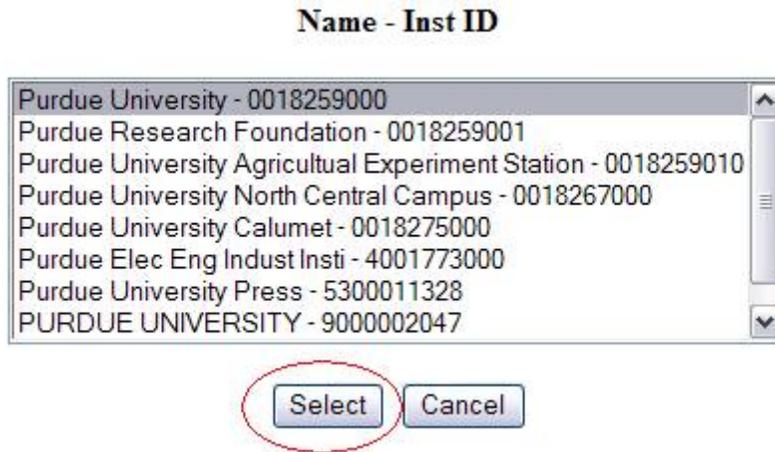


Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). *If the organization has a registered PI(s)*, the **Principal Investigation Designation** screen displays (Figure 4).

Principal Investigator Designation for **Purdue University - 0018259000**
Please designate the Principal Investigator on this subcontract.

Currently PI is set to **(none selected)**

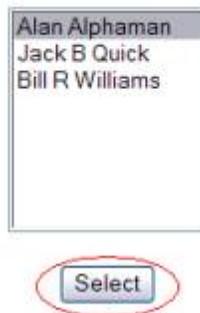


Figure 4 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 4), highlight the name of the person designated as the PI for the proposal.
4. Click the **Select** button (Figure 4). The **Project Budget** screen displays (Figure 5) with the subawardee organization added and the first budget year added for the organization, although the budget has not yet been completed. You can now take the following actions for this organization:
 - Add a year for the subawardee organization
 - Create a budget for the subawardee organization for a year
 - Copy a budget from one year to another year for the subawardee organization
 - Justify the budget for the subawardee organization
 - Change the PI for the subawardee organization
 - Change the subawardee organization and transfer the personnel and budget from the old to the new organization

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 21:30:37
Add Year Change PI Change Org. Budget Justification				

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 5 Project Budget screen. The subawardee organization section is circled.

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year

Add a Year for the Subawardee Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subawardee Organization).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16

[Add Year](#) [Budget Justification](#) [Add Year](#) [Change PI](#) [Change Org.](#) [Budget](#) [Justification](#)

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Add Year link for the subawardee organization is circled.

2. Click **Add Year** under the name of the subawardee organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for that organization.

Budget Year add for Purdue University - 0018259000

Select new year to add

If you want to copy the data FROM an existing year, please check the year you want copied below (optional)

1
 Un-Select

Figure 2 Budget Year Add screen. The Add button is circled.

3. Select a year to add from the **Select New Year to Add** list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for that organization. The screen also displays **Funds** and **Personnel** options for that budget year.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with Years 1 and 3 added for creating a budget for a subawardee organization.

See also:

- [Create a budget for the subawardee organization for a year](#)
- Copy a budget from one year to another year for the subawardee organization
 - [Justify the budget](#)
 - [Change the PI for the subawardee organization](#)
 - [Change the subawardee organization](#)
 - [Delete a subawardee organization](#)

Create a Budget for the Subawardee Organization

Access the **Project Budget** screen (Figure 1) (see Add a Subawardee Organization).

Project Budget				
Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 21:30:37
Add Another Organization				SpreadSheet Support
<input type="button" value="Delete Checked Organization(s)"/>		<input type="button" value="Delete Checked Year(s)"/>		

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

To create a budget for a selected year, you have these options:

- On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year and enter the budget data online in the form provided.
- On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.

After you have completed the budget for the subawardee organization, you must also justify the budget.

You can also copy a budget from one year to another for a subawardee organization.

See also:

- Add a year for the subawardee organization
- Copy a budget from one year to another year for the subawardee organization
 - Justify the budget
 - Change the PI for the subawardee organization
 - Change the subawardee organization
 - Delete a subawardee organization

Change the PI for a Subawardee Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subawardee Organization).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Change PI link is circled.

2. Under the name of the subawardee organization, click **Change PI** (Figure 1). The **Principal Investigator Designation** screen displays (Figure 2).

Principal Investigator Designation for **Purdue University - 0018259000**
Please designate the Principal Investigator on this subcontract.

Currently PI is set to **Alan Alphaman**

Alan Alphaman
Jack B Quick
Bill R Williams

Figure 2 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 2), highlight the name of the person you are designating as the new PI.
4. Click the **Select** button (Figure 2). The **Project Budget** screen displays (Figure 1).

See also:

- Add a year for the subawardee organization
- Create a budget for the subawardee organization for a year
- Copy a budget from one year to another year for the subawardee organization
 - Justify the budget

pd_prepare_proposal_forms

- Change the subawardee organization
- Delete a subawardee organization

Change the Subawardee Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subawardee Organization).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Purdue University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 21:58:16
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:02:06

[Add Year](#) [Budget Justification](#) [Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Change Org. link is circled.

2. Click **Change Org.** under the name of the subawardee organization you want to change (Figure 1). The **Change Organization** screen displays (Figure 2).

Change Organization - use any one of the following:

Name Search (ex. Cornell) Begins With Ends With Contains

DUNS# (ex. 872612445)

Figure 2 Change Organization screen.

You have two options for searching for the organization you want to add:

- Search by name
- Search by DUNS (Data Universal Numbering System) number

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
 - **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.
2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

Name - Inst ID

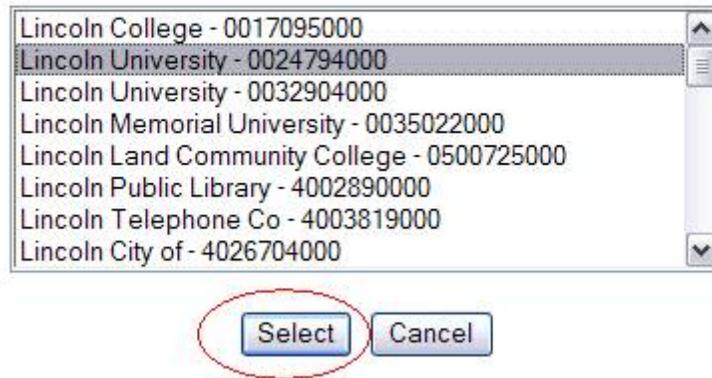


Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). The **Project Budget** screen displays (Figure 4) with the name of the new organization added and the name of the original subawardee organization deleted.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
Add Year Budget Justification	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input checked="" type="checkbox"/> Lincoln University	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
Add Year Change PI Change Org. Budget Justification	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 4 Project Budget screen with the name of the new subawardee organization.

See also:

- Add a year for the subawardee organization

- Create a budget for the subawardee organization for a year
- Copy a budget from one year to another year for the subawardee organization
 - Justify the budget
 - Change the PI for the subawardee organization
 - Delete a subawardee organization

Delete a Subawardee Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subawardee Organization).

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Lincoln University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29
<input checked="" type="checkbox"/> Purdue University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:20:07

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 1 Project Budget screen. The Delete Checked Organization(s) button is circled.

2. On the **Project Budget** screen (Figure 1), click the check mark box to the left of the organization that you want to delete from the proposal.
3. Click **Delete Checked Organization(s)** (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this organization.

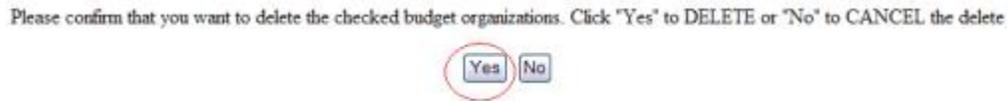


Figure 2 Screen with a message for you to confirm that you want to delete the organization. The Yes button is circled.

4. Click the **Yes** button (Figure 1). The **Project Budget** screen displays (Figure 3) without the name of the organization you deleted.

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
National Science Foundation Add Year Budget Justification	1 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 20:58:00
	2 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:20:52
	3 Funds - Personnel	\$39,400	<input type="checkbox"/>	Sep-09-2004 21:05:38
<input type="checkbox"/> Lincoln University Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	\$8,500	<input type="checkbox"/>	Sep-09-2004 22:16:29
	2 Funds - Personnel	\$0	<input type="checkbox"/>	Sep-09-2004 22:16:29

[Add Another Organization](#) [SpreadSheet Support](#)

Figure 3 Project Budget screen with the name of the deleted organization removed.

See also:

- Add a year for the subawardee organization
- Create a budget for the subawardee organization for a year
- Copy a budget from one year to another year for the subawardee organization
 - Justify the budget
 - Change the PI for the subawardee organization
 - Change the subawardee organization

Facilities, Equipment, and Other Resources

What Are Facilities, Equipment, and Other Resources?

In the Facilities, Equipment, and Other Resources form, you assess the adequacy of the resources available to perform the effort you are proposing. Consult the *Grant Proposal Guide (GPG)* Chapter II.C.2.i for a full description.

Include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information.

If there are no Facilities, Equipment, and Other Resources to describe, a statement to that effect should be indicated in this section of the proposal and uploaded into FastLane.

Work on Facilities, Equipment, and Other Resources

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Facilities, Equipment, and Other Resources is circled.

2. Click the **Go** button for Facilities, Equipment, and Other Resources (Figure 1). The **Facilities, Equipment, and Other Resources** screen displays (Figure 2).

Facilities, Equipment, and Other Resources

Instructions: Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II C.2.i for more information.

Figure 2 Facilities, Equipment, and Other Resources form screen.

You have this option:

- Upload Facilities, Equipment, and Other Resources

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter Facilities, Equipment, and Other Resources in the Text Boxes

1. Access the **Facilities, Equipment, and Other Resources** screen (Figure 1) (see [Work on Facilities, Equipment, and Other Resources](#)).

Facilities, Equipment, and Other Resources

Instructions: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other:

MAJOR EQUIPMENT:
List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of the items.

OTHER RESOURCES:
Provide any information describing the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

Save Text **Delete Text** **Transfer File**

Figure 1 Facilities, Equipment, and Other Resources form screen. The Save Text button is circled.

2. Type in or copy and paste facilities, equipment, and other resources in the text boxes (Figure 1) for:
 - Laboratory
 - Clinical

- Animal
 - Computer
 - Office
 - Other
 - Major Equipment
 - Other Resources
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with confirmation that the data is saved.

Data for Facilities and Equipment form saved.

Figure 2 Screen with message that the data has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Facilities, Equipment, and Other Resources

1. Access the **Facilities, Equipment, and Other Resources** screen (Figure 1) (see [Work on Facilities, Equipment, and Other Resources](#)).

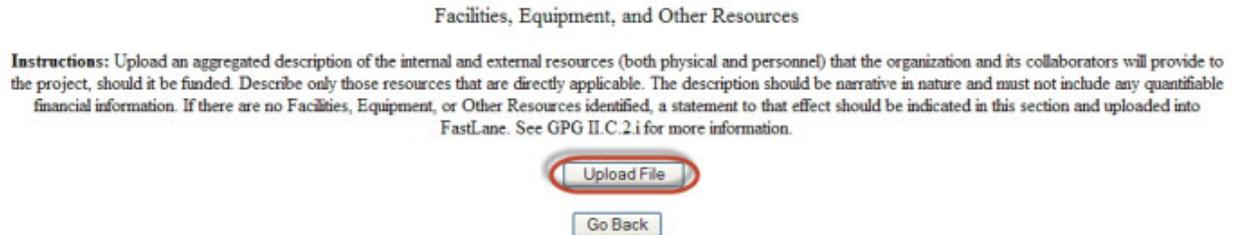


Figure 1 Facilities, Equipment, and Other Resources form screen. The Upload File button is circled.

2. Click the Upload **File** button (Figure 1). The **Facilities, Equipment, and Other Resources File Upload** screen displays (Figure 2). See [Upload a File](#).

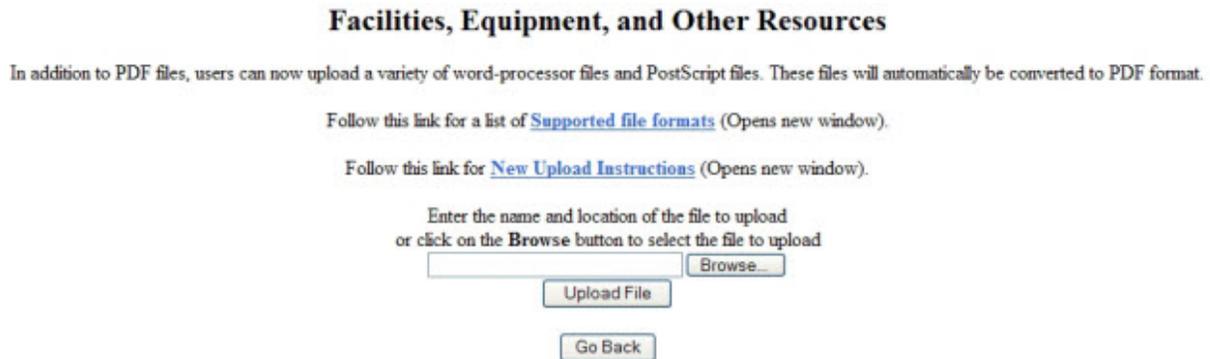


Figure 2 Facilities, Equipment, and Other Resources File Upload screen.

If a file on Facilities, Equipment, and Other Resources has already been uploaded, when you click the **Go** button for **Facilities, Equipment, and Other Resources** on the **Form Preparation** screen, the **Facilities, Equipment, and Other Resources File Upload** screen displays (Figure 3) with these options:

- [Display Current Facilities, Equipment, and Other Resources](#)
- [Delete Current Facilities, Equipment, and Other Resources](#)
- [Upload a New Facilities, Equipment, and Other Resources](#) (This option automatically replaces the already uploaded file.)

Facilities, Equipment, and Other Resources

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Facilities, Equipment, and Other Resources button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Facilities, Equipment, and Other Resources

Delete Current Facilities, Equipment, and Other Resources

Size:18631 Last mod:Wed Nov 28 14:40:27 EST 2012 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 3 Facilities, Equipment, and Other Resources File Upload screen after a file has been uploaded.

Display Current Facilities, Equipment, and Other Resources

Click the **Display Current Facilities, Equipment, and Other Resources** button (Figure 3). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Facilities, Equipment, and Other Resources

1. Click the **Delete Current Facilities, Equipment, and Other Resources** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Facilities, Equipment, and Other Resources

Follow the directions in [Upload a File](#). Uploading a new **Facilities, Equipment, and Other Resources** file automatically replaces the previous one.

PI/Co-PI Information (Form 1225)

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	02/26/12
<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"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Figure 1 Form Preparation screen. The Go button for PI/Co-PI Information is circled.

2. Click the **Go** button for **PI/Co-PI Information** (Figure 1). The **1225 Info** screen displays (Figure 2) with the PI information for the proposal.

1225 Info

PI/CoPI Name	Gender	Citizenship	Race	Ethnicity	Disability Status	Other Federally Funded Project
Alan A Alphanan	Male	Do Not Wish to Provide	Native Hawaiian or Other Pacific Islander	Not Hispanic or Latino		No

Figure 2 1225 Info screen. This is a view-only screen.

How Do I Change the PI/Co-PI Information If I Need to?

1. On the **1225 Info** screen (Figure 2), click the **Go Back** button. The **Form Preparation** screen (Figure 1) displays.
2. Click the **Go Back** button. The **Proposal Actions** screen displays.
3. Click the **Go Back** button. 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.

Edit PI Information Prepare Proposal View Submitted
Go Back

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

Gender	Male	Degree Year	2005
Citizenship	US citizen	Degree	MCE
Ethnicity	Hispanic or Latino		
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes			

Edit PI Information Prepare Proposal View Submitted
Go Back

Figure 3 Principal Investigator (PI) Information screen. The Edit PI Information buttons are circled.

4. Click either one of the **Edit PI Information** buttons (Figure 3). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 4).

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: **National Science Foundation** Institution Identification Number: **4102852000**

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 4 Edit Principal Investigator's (PI) Information screen.

5. To change your organization, click the **Change Institution** button (Figure 4). The **Institution Search** screen displays (Figure 5).

Institution Search

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

Figure 5 Institution Search screen.

6. Select the search type option (Figure 5):
 - **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.
7. Enter the string (at least three characters) to search for (Figure 5).
8. Click the **Locate** button (Figure 5). The **Institution Search** screen displays (Figure 6).

Figure 6 Institution Search screen. The Select button is circled.

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

Mobility/Orthopedic Impairment
 Other (Enter Description)
 None

Not Hispanic or Latino
 Do not wish to provide

Race (select one or more)

Citizenship (choose one)

Race Definitions

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

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 7 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 8 Screen with the message that the changed PI information has been saved.

12. Click the **OK** button (Figure 8). The **Principal Investigator (PI) Information** screen displays (Figure 9).

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.

Figure 9 Principal Investigator (PI) Information screen.

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- Deviation Authorization
- List of Suggested Reviewers

- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

What Is a Deviation Authorization?

A Deviation Authorization grants you exceptions to the requirements of the *Grant Proposal Guide (GPG)*. See the GPG Chapter II.A for more on deviations.

In this form, you provide either one of the following:

- Program Announcement number, in the appropriate block on the NSF Form 1207, that grants the Deviation Authorization
- Name and title of the NSF official who authorized the deviation and the date of authorization

Work on Deviation Authorization

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparations screen. The Go button for Deviation Authorization is circled.

2. Click the **Go** button for Deviation Authorization (Figure 1). The **Deviation Authorization** screen displays (Figure 2).

Deviation Authorization (If Applicable)

Deviation Authorization: It is important that all proposals conform to the instructions provided in the GPG. **Conformance is required and will be strictly enforced unless a deviation has been approved.** Proposals that are not consistent with these instructions may not be considered by NSF. Particular attention is given to proposal length, content and formatting, including the page limitation on the Project Description and other proposal sections, such as the use of Appendices and required content of the Biographical Sketches. Any deviations from these instructions must be authorized in advance by NSF. Deviations may be authorized in one of two ways:

1. through specification of different requirements in an NSF Announcement, or
2. by the written approval of the cognizant NSF Assistant Director/Office Head or designee.

Such deviations may be a "blanket deviation" for a particular program or programs, or in rare instances, an "individual" deviation for a particular proposal. Proposers may deviate from these instructions only to extent authorized. Proposals must identify the deviation in one of the following ways as appropriate: (a) by identifying the program announcement number in the appropriate block on the NSF Form 1207, or (b) by identifying the name, date and title of the NSF official authorizing the deviation in the space provided below.

Type the Deviation Authorization information in this box (if applicable)

Type the information here. |

Figure 2 Deviation Authorization screen. The Save Text button is circled.

3. Type in or copy and paste either one of the following into the text box (Figure 2):
 - The Program Announcement number, in the appropriate block on the NSF Form 1207, that grants the Deviation Authorization
 - Name and title of the NSF official who authorized the deviation and the date of authorization
4. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Deviation Authorization has been saved.

Data for Deviation Authorization form saved.

Figure 3 Screen with message that the text has been saved.

5. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI

pd_prepare_proposal_forms

- Link Collaborative Proposals
- Proposal Classification Form

What Is the List of Suggested Reviewers?

In this form you enter the names of reviewers whom you recommend as reviewers for the proposal. You may also enter the names of reviewers whom you recommend not review the proposal along with the reason why they should not.

Providing information for the List of Suggested Reviewers is optional.

Create a List of Suggested Reviewers

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparations screen. The Go button for List of Suggested Reviewers is circled.

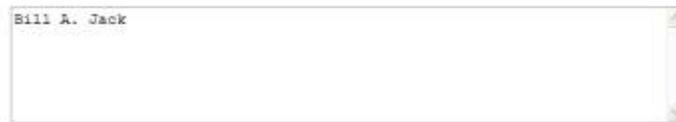
2. Click the **Go** button for **List of Suggested Reviewers** (Figure 1). The **List of Suggested Reviewers** form screen displays (Figure 2).

List Of Suggested Reviewers Optional

In order to avoid suggesting reviewers who may have a conflict of interest with you or your organization, see Grant Proposal Guide Appendix B, [Potentially Disqualifying Conflicts of Interest \(opens new window\)](#). The information contained in this appendix may be of use in preparation of your list.

Suggested Reviewers:

Provide the First, Middle, and Last Name of suggested reviewers that you believe are especially well qualified to review this proposal.



A text input box containing the name "Bill A. Jack". The box has a vertical scrollbar on the right side.

Reviewers Not to Include:

Designate persons you would prefer not review this proposal and indicate why.



A text input box containing the name "Jack B. Jack". The box has a vertical scrollbar on the right side.

Save Text

Delete Text

Figure 2 List of Suggested Reviewers screen. The Save Text button is circled.

3. In the **Suggested Reviewers** box (Figure 2), type in or copy and paste the first and last names and middle initials of those who you think are especially qualified to review the proposal (optional).
4. In the **Reviewers Not to Include** box (Figure 2), type in or copy and paste the names of those you think should not review the proposal and your reasons why (optional).
5. Click the **Save Text** button (Figure 2). A screen displays with a confirmation message that FastLane has saved the data.

Data for Suggested Reviewers form saved.

OK

Figure 3 Screen with a message that the lists have been saved.

6. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs

- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Additional Single Copy Document

What Are Additional Single Copy Documents?

Additional single copy documents ([GPG Chapter II.C](#)) may be documents such as the following:

- Proprietary or Privileged Information included in your proposal as a separate statement ([GPG Chapter II.C.1.d](#))
- Certification Regarding Lobbying ([GPG Exhibit II-5](#))
- Confidential Budget Information ([GPG Chapter II.C.2.g](#)).

Upload these types of documents as an additional single copy document.

NSF does not give these documents to the reviewers of the proposal.

Information you enter here is not considered as part of the 15-page limit for the Project Description or as an appendix.

For instructions on how to upload single copy documents, see [Work on Additional Single Copy Documents](#).

Enter an Additional Single Copy Document in the Text Box

1. Access the **Additional Single Copy Documents** screen (Figure 1) (see [Work on Additional Single Copy Documents](#)).



Figure 1 Additional Single Copy screen. The Save Text button is circled.

2. Type in or copy and paste the Additional Single Copy Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays with a message that the Additional Single Copy Document data is saved.

Data for Additional Single Copy Documents form saved.

Figure 2 Screen with the message that the Additional Single Copy Document data is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload an Additional Single Copy Document

1. Prepare a word-processing document for the Additional Single Copy Document. See Acceptable Formats for FastLane to see a listing of the many formats FastLane accepts.
2. Access the **Additional Single Copy Documents** screen (Figure 1) (see Work on Additional Single Copy Documents).

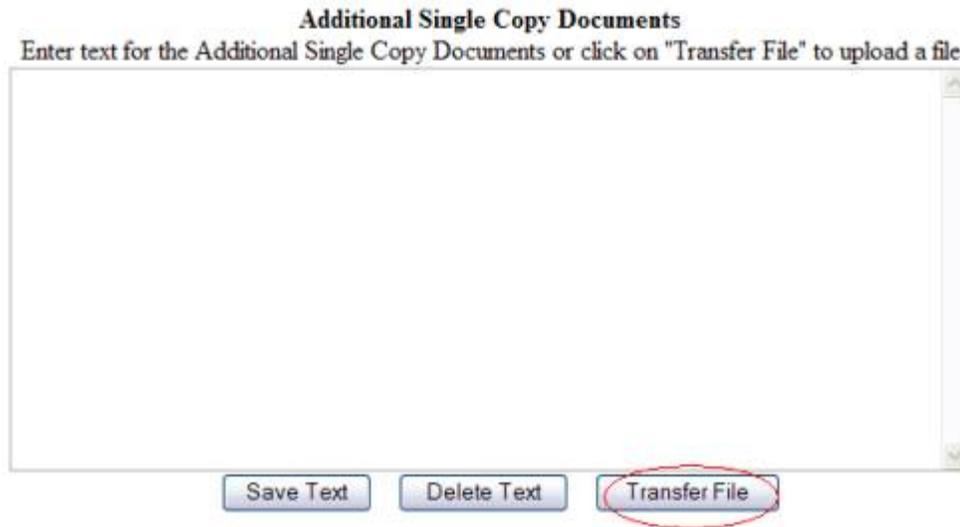


Figure 1 Additional Single Copy screen. The Transfer File button is circled.

3. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



Figure 2 Additional Single Copy Documents File Upload screen.

*If an Additional Single Copy Document has already been uploaded, when you click the **Go** button for Additional Single Copy Documents on the **Form Preparation** screen, the **Additional Single Copy Documents File Upload** screen displays (Figure 3).*

Additional Single Copy Documents

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Single Copy Documents button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

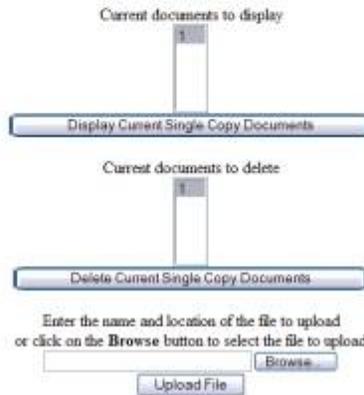


Figure 3 Additional Single Copy Documents File Upload screen after a file has been uploaded.

This screen gives you these options:

- Display Current Single Copy Documents
- Delete Current Single Copy Documents
- Upload a Single Copy Document

Note: Uploading a new Single Copy Document will not result in deleting a previously uploaded file.

Display Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to view from the **Current Documents to Display** list (Figure 3).
2. Click the **Display Current Additional Single Copy Documents** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to delete from the **Current Documents to Delete** list (Figure 3).
2. Click the **Delete Current Additional Single Copy Documents** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Single Copy Document

Follow the directions in Upload a File. Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If an Additional Single Copy Document has already been uploaded and you want to write a new Additional Single Copy Document in the text box, do the following:

1. Highlight all the documents in the **Current Documents to Delete** list (Figure 3).
2. Click the **Delete Current Additional Single Copy Document** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button.
4. Return to the **Form Preparation** screen.
5. Click the **Go** button for Additional Single Copy Document. The **Additional Single Copy Document** screen displays with the text box. See Enter an Additional Single Copy Document in the Text Box.

Project Summary

What Is the Project Summary?

The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. Consult the *Grant Proposal Guide (GPG)* Chapter II.C.2.b for a full description.

The Project Summary is limited to one page.

The Project Summary *must* include:

- An overview that includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed
- A statement on the intellectual merit of the proposed activity
- A statement on the broader impacts of the proposed activity

Write the summary in the third person, and make it informative to both people working in the same or related fields and, insofar as possible, understandable to scientifically or technically literate lay readers.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

Work on the Project Summary

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a Proposal from a Template). You have these options:
 - Enter the Project Summary in the text boxes
 - Only if special characters are required, upload the Project Summary as a Supplementary Document
 - a. Enter the Project Summary in the text boxes: This option should be used in most cases. If your Project Summary requires the use of special characters, see Upload the Project Summary as a Supplementary Document.

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Project Summary is circled.

- Click the **Go** button for Project Summary (Figure 1). See Enter the Project Summary in the Text Boxes.

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#)

Broader Impacts: Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#)

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

What should I do if I have to use "special characters"?

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. **If the proposal does not contain the one-page Project Summary, including the overview and separate statements on each of the merit review criteria, then the proposal will not be accepted or will be returned without review.**

Figure 2 Project Summary Preparation Instructions screen.

See:

- Upload the Project Summary with Special Characters

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter the Project Summary in the Text Boxes

1. Access the **Project Summary** screen (Figure 1) (see [Work on the Project Summary](#)).

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#)

Broader Impacts: Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#)

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

[What should I do if I have to use "special characters"?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may ONLY be uploaded as a Supplementary Document if the use of special characters is required. If the proposal does not contain the one-page Project Summary, including the overview and separate statements on each of the merit review criteria, then the proposal will not be accepted or will be returned without review.

Figure 1 Project Summary screen.

2. Type in or copy and paste the Project Summary in the boxes, per the instructions displayed on screen. (Figure 1).
3. Click the **Save Text** button. A screen displays (Figure 2) with a confirmation message that the Project Summary data is saved.

Data for Project Summary form saved.

Figure 2 Screen with the message that the Project Summary has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays (Figure 1).

Upload the Project Summary with Special Characters

1. Access the **Project Summary** screen (Figure 1) (see [Work on the Project Summary](#)).

Project Summary
*Instructions for Preparation of the Project Summary in FastLane

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity.

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. The statement on broader impacts should describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes. The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts, will not be accepted or will be returned without review.

What should I enter in each of the three text boxes?

Overview: Insert a self-contained description of the activity that would result if the proposal were funded and include a statement of objectives and methods to be employed.

Intellectual Merit: Describe the potential of the proposed activity to meet the [Intellectual Merit criterion](#)

Broader Impacts: Describe the potential of the proposed activity to meet the [Broader Impacts criterion](#)

Information must be entered into all three text boxes, or the proposal will not be accepted.

What is the limit on the total number of characters allowed for the Project Summary (i.e., the sum of the three boxes)?

The character limit is 4,600 characters in total for all three text boxes. The proposer may determine how many characters to use in each text box, but the sum of characters across the three text boxes must not exceed 4,600.

[What should I do if I have to use "special characters" ?](#)

Most proposers will not need to use special characters, e.g., mathematical symbols or Greek letters. If special characters are required, then upload the Project Summary as a Supplementary Document and check the box to indicate this. The Project Summary may **ONLY** be uploaded as a Supplementary Document if the use of special characters is required. **If the proposal does not contain the one-page Project Summary, including the overview and separate statements on each of the merit review criteria, then the proposal will not be accepted or will be returned without review.**

Check here if your Project Summary is uploaded as a Supplementary Document

Figure 1 Project Summary screen. The check box for a Project Summary uploaded as a Supplementary Document is circled.

2. If the Project Summary requires the use of special characters, then click the checkbox on this screen next to the sentence, "Check here if your Project Summary is uploaded as a Supplementary Document." Proceed to the **Form Preparation** screen, Supplementary Documents section to upload the **Project Summary with Special Characters** (Figure 2).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 2 The Form Preparation screen. Project Summary with Special Characters is circled.

- Click on the **Go** button for the Project Summary with Special Characters on the **Form Preparation** screen. The **Project Summary with Special Characters File Upload** screen displays (Figure 2). See Upload a File for directions.

Project Summary with Special Characters

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Project Summary button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Project Summary

Delete Current Project Summary

Size:19062 Last mod:Wed Nov 28 15:48:38 EST 2012 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

Upload File

Go Back

Figure 3 Project Summary with Special Characters File Upload screen.

If a Project Summary has already been uploaded, when you click the **Go** button for Project Summary with Special Characters on the **Form Preparation** screen, the **Project Summary with Special Characters File Upload** screen displays as in Figure 3 with these options:

- [Display Current Project Summary with Special Characters](#)
- [Delete Current Project Summary with Special Characters](#)
- [Upload a New Project Summary with Special Characters](#) (This option automatically replaces the already uploaded file.)

Project Summary with Special Characters

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Project Summary button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Project Summary

Delete Current Project Summary

Size:19062 Last mod:Wed Nov 28 15:48:38 EST 2012 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

Upload File

Go Back

Figure 4 Project Summary with Special Characters File Upload screen.

Display Current Project Summary with Special Characters

Click the **Display Current Project Summary with Special Characters** button (Figure 3). The previously uploaded Project Summary with Special Characters displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Project Summary with Special Characters

Click the **Delete Current Project Summary with Special Characters** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Summary with Special Characters

Follow the directions in [Upload a File](#). Uploading a new Project Summary with Special Characters automatically replaces the previous one.

Enter a New Project Summary in the Text Boxes

If a Project Summary with Special Characters has already been uploaded and you want to enter a new Project Summary in the text boxes, do the following:

1. Click the **Delete Current Project Summary with Special Characters** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Project Summary with Special Characters File Upload** screen displays (Figure 4).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Project Summary. The **Project Summary** screen displays with the text boxes (Figure 1). Uncheck the checkbox next to the sentence, "Check here if your Project Summary is uploaded as a Supplementary Document." See [Enter the Project Summary in the Text Boxes](#). See [Enter the Project Summary in the Text Boxes](#)

What Is the Project Description?

The Project Description is a clear statement of the work you propose to undertake. Consult the *Grant Proposal Guide (GPG)* Chapter II.C.2.d for a full description.

The Project Description is limited to 15 pages.

The Project Description should outline the general plan of work and the broad design of the proposed activities.

The Project Description *must* include:

- Objectives for the period of the proposed work and expected significance
- The proposed activities' relation to:
 - Longer-term goals of the project
 - The present state of knowledge in the field
 - The PI's work in progress under other support
 - Work in progress elsewhere

Where appropriate, clearly describe experimental methods and procedures.

Proposers should address:

- what they want to do;
- why they want to do it;
- how they plan to do it;
- how they will know if they succeed; and
- what benefits could accrue if the project is successful.

The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well-justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

It *must* contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities. Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to, the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

If any PI or co-PI identified on the project has received any NSF funding (including current funding) in the past five years, information on the award(s) is required. See *GPG* Chapter II.C.2.d.iii for further instructions on Results from Prior Support.

Work on the Project Description

1. Prepare a word-processing document with the Project Description. See [Acceptable Formats for FastLane](#) to see all the formats that FastLane can accept.
2. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Project Description is circled.

3. Click the **Go** button for Project Description (Figure 1). The **Project Description File Upload** screen displays (Figure 2).

Project Description

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 2 Project Description File Upload screen.

4. Upload the Project Description. See [Upload a File](#) for instructions.

When you have accepted the upload, the **Project Description File Upload** screen displays (Figure 3) with these options:

- [Display Current Project Description](#)
- [Delete Current Project Description](#)
- [Upload a New Project Description](#) (This option automatically replaces the already uploaded file.)



Figure 3 Project Description Upload screen after a document has been uploaded.

Display Current Project Description

Click the **Display Current Project Description** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Project Description

1. Click the **Delete Current Project Description** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Description

Follow the directions in [Upload a File](#). Uploading a new Project Description automatically replaces the file that was previously uploaded.

See also:

- Cover Sheet
- Table of Contents

pd_prepare_proposal_forms

- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Biographical Sketches

What Are Biographical Sketches?

You must submit a Biographical Sketch for each individual whom you list as a PI, Co-PI, or Senior Person on the proposal. Consult the [Grant Proposal Guide \(GPG\)](#), Chapter II.C.2.f for a full description of a Biographical Sketch.

The Biographical Sketch for an individual is limited to two pages.

For each Biographical Sketch you *must* provide the following information (unless inapplicable):

- Professional Preparation
State the individual's undergraduate and graduate education and postdoctoral training.
- Appointments
List in reverse chronological order all academic and professional appointments.
- Products
 - List up to five products most closely related to the proposed project.
 - List up to five other significant products, related or unrelated to the proposed project.
- Synergistic Activities
List up to five examples that demonstrate the broader impact of the person's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.
- Collaborators and Co-Editors
Name all persons in alphabetical order, with their current organizational affiliations, who are or who have been collaborators or co-authors of the individual.
- Graduate and Postdoctoral Advisors
Name the individual's graduate advisors and principal postdoctoral sponsors with their current organizational affiliations.
- Thesis Advisor and Postgraduate-Scholar Sponsor
Name all people, with current organizational affiliations, with whom the individual has had an association as either a thesis advisor or as a postgraduate-scholar sponsor in the last 5 years.

Work on Biographical Sketches

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Biographical Sketches is circled.

- Click the **Go** button for Biographical Sketches (Figure 1). The **Personnel Assigned** screen displays (Figure 2). This screen shows all people assigned to the proposal. To the right of the individual's name is the status of the Biographical Sketch:
 - Nothing** if no Sketch has yet been entered
 - Text** and number of characters if a Sketch was entered in the text box
 - PDF** and number of pages if a Sketch was uploaded as a file

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7200418

<input type="button" value="Go"/> Alan Alphaman	PI	Nothing
<input type="button" value="Go"/> Jack Quick	Senior Person	Nothing

Figure 2 Assigned Personnel screen.

If an individual assigned to the proposal is not listed:

- Return to the **Form Preparation** screen (Figure 1).
- Click the **Go** button for Add/Delete Senior Personnel to add the person's name to the proposal (see Add/Delete Non-Co-PI Senior Personnel for instructions).

From the **Assigned Personnel** screen (Figure 2), you have these options for submitting Biographical Sketches:

- Upload a single file for all Biographical Sketches
- Submit each Biographical Sketch separately

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Upload a Single File for All Biographical Sketches

1. Create a word-processing document with the Biographical Sketches for the PI, Co-PIs, and any other Senior Personnel assigned to the proposal.
2. Access the **Assigned Personnel** screen (Figure 1) (see Work on Biographical Sketches).

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7200418

<input type="button" value="Go"/>	Alan Alphaman	PI	<input type="button" value="Nothing"/>
<input type="button" value="Go"/>	Jack Quick	Senior Person	<input type="button" value="Nothing"/>

Figure 1 Assigned Personnel screen. The Go button for the PI is circled.

3. Click the **Go** button next to the name of the PI (Figure 1). The **Biographical Sketch for PI** screen displays (Figure 2).

Biographical Sketch

Enter information for Alan Alphaman on proposal# 6337098 or click on "Transfer File" to upload a file

Figure 2 Biographical Sketch for PI screen. The Transfer File button is circled.

4. Click the **Transfer File** button (Figure 2). The **Bio Sketch File Upload** screen displays (Figure 3).

Bio Sketch

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 3 Bio Sketch File Upload screen.

5. Upload the single file of Biographical Sketches. See Upload a File for instructions.

When you have accepted the upload, the **Bio Sketch File Upload** screen displays (Figure 4) with these new options:

- Display Current Bio Sketch
- Delete Current Bio Sketch
- Upload a New Bio Sketch

Bio Sketch

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Note: Clicking on the Display Current Bio Sketch button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Size: 234497 Last mod: Tue Aug 31 12:24:53 EDT 2004 Pages: 1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 4 Bio Sketch File Upload screen after a Sketch has been uploaded.

Display Current Biographical Sketch

Click the **Display Current Bio Sketch** button (Figure 4). The previously uploaded Bio Sketch displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Biographical Sketch

pd_prepare_proposal_forms

1. Click the **Delete Current Bio Sketch** button (Figure 4). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Biographical Sketch

Follow the directions in Upload a File. Uploading a new document will automatically delete the originally uploaded document.

Submit Each Biographical Sketch Separately

1. Access the **Assigned Personnel** screen (Figure 1) (see [Work on Biographical Sketches](#)).

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

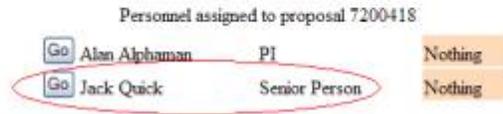


Figure 1 Assigned Personnel screen. The Go button for a Senior Person is circled.

2. Click the **Go** button next to the name of the person whose Biographical Sketch you are submitting. The **Biographical Sketch** screen displays (Figure 2). You have two options for submitting the Sketch:
 - [Enter the Biographical Sketch in the text box](#)
 - [Upload the Biographical Sketch](#)

Biographical Sketch

Enter information for Jack Quick on proposal# 7200418 or click on "Transfer File" to upload a file

Figure 2 Biographical Sketch for PI screen.

Enter the Biographical Sketch in the Text Box

1. Access the **Biographical Sketch** screen (Figure 1) (see [Submit Each Biographical Sketch Separately](#)).

Biographical Sketch

Enter information for Jack Quick on proposal# 7200418 or click on "Transfer File" to upload a file

Figure 1 Biographical Sketch screen. The Save Text button is circled.

2. Type or copy and paste the sketch in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the message that the Bio Sketch data is saved.

Data for Bio Sketch form saved.

Figure 2 Screen with message that the Biographical Sketch data has been saved.

4. Click the **OK** button (Figure 2). The **Assigned Personnel** screen displays (Figure 3). To the right of the name of the person whose Sketch you entered is the word **Text** with the number of characters in the text.

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7200418

<input type="button" value="Go"/>	Alan Alphaman	PI	Nothing
<input type="button" value="Go"/>	Jack Quick	Senior Person	Text (1408 characters)

Figure 3 Assigned Personnel screen showing that a Sketch was entered and how many characters are in the Sketch.

Upload the Biographical Sketch

1. Access the **Biographical Sketch** screen (Figure 1) (see [Submit Each Biographical Sketch Separately](#)).



Figure 1 Biographical Sketch screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Bio Sketch File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.

When you have accepted the upload, the **Bio Sketch File Upload** screen displays (Figure 2) with these new options:

- [Display Current Bio Sketch](#)
- [Delete Current Bio Sketch](#)
- [Upload a New Bio Sketch for the same Senior Person](#)



Figure 2 Bio Sketch File Upload screen after a Sketch has been uploaded.

Display Current Biographical Sketch

Click the **Display Current Bio Sketch** button (Figure 2). The previously uploaded Bio Sketch displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Biographical Sketch

1. Click the **Delete Current Bio Sketch** button (Figure 2). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Biographical Sketch

Follow the directions in [Upload a File](#). Uploading a new Bio Sketch for a Senior Person automatically replaces the previous Sketch for that person.

Current and Pending Support

What Is Current and Pending Support?

NSF requires that you submit information on any current and pending support for the project and proposals, including subsequent funding for any continuing grants, as follows:

- Report all current project support from any source—such as federal, state, local, or foreign governments; public or private foundations; and industrial or other commercial organizations. This must include support for the proposed project and all other projects or activities that require a portion of time from the PI and other Senior Personnel on the proposal, even if support does not include salary support.
- Give the total award amount for the entire award period covered (including indirect costs).
- Indicate the number of person-months per year to be devoted to the project, regardless of the source of support.
- Submit information for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF. Concurrent submission of a proposal to other organizations does not prejudice the NSF review of the proposal.

Work on Current and Pending Support

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Current and Pending Support is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Current and Pending Support (Figure 1). The **Current and Pending Support** screen displays (Figure 2). The right side of the screen lists the PI, Co-PIs, and other Senior Personnel assigned to the proposal. You must report on current and pending support for each individual listed.

Figure 2 Upper portion of the Current and Pending Support form screen.

You have these options for submitting Current and Pending Support:

- Upload a single file for all Current and Pending Support information for all the individuals
- Submit Current and Pending Support information for each individual separately

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Upload a Single File for All Current and Pending Support

1. Create a word-processing document that lists the current and pending support by project/proposal for each individual (see [Acceptable Formats for FastLane](#) for a listing of all the formats FastLane accepts). We encourage you to report using these fields for each project/proposal for a person:
 - Project/proposal title
 - Source of support
 - Project location
 - Total award amount
 - Starting date
 - Ending date
 - Support type—current, pending, submission planned in near future, or transfer of support
 - Person-months per year committed to the project—calendar, academic, and summer
2. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

<p>Existing Support Forms</p> <p style="text-align: center;">No forms have been created yet.</p>	<p>Current PI, Co-PIs, and Senior Personnel</p> <p><input checked="" type="radio"/> Alan Alphaman <input type="radio"/> Casey Batt <input type="radio"/> Jack Quick</p> <p style="text-align: right;"><input type="button" value="New Form"/></p>
---	--

Figure 1 Current and Pending Support screen. The New Form button is circled.

3. In the **Current PIs, Co-PIs, and Senior Personnel** section (Figure 1), click the radio button for the name of the PI for the proposal.
4. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Current and Pending Support
for Alan Alphaman on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(#####) Ending Date (MM/DD/YY):

Support Type

Current Submission Planned in Near Future
 Pending Transfer of Support (See [Note On Transfer](#))

Person-months Per Year Committed to the Project

Calendar (## ##): Academic (## ##): Summer (## ##):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 2 Current and Pending Support Form screen for an individual. The Transfer File button is circled.

5. Click the **Transfer File** button (Figure 2). The **Current and Pending Support File Upload** screen displays (Figure 2).

Current and Pending Support

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 3 Current and Pending Support File Upload screen.

Upload the single file with the Current and Pending Support information for all individuals listed for the proposal. See [Upload a File](#) for instructions. Once you have accepted the upload, the file is listed in the **Existing Support Forms** section of the **Current and Pending Support** screen (Figure 4).

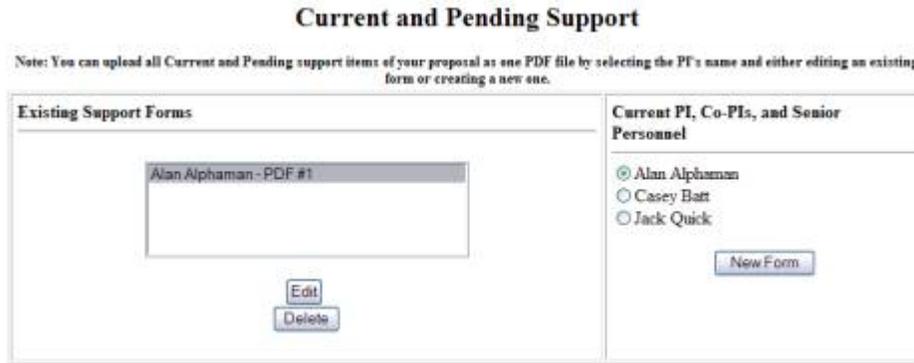


Figure 4 Current and Pending Support screen with the PDF file now listed in the Existing Support Forms list.

When you have accepted the upload, the **Current and Pending Support File Upload** screen displays (Figure 5) with these options:

- [Display Current Current and Pending Support](#)
- [Delete Current Current and Pending Support](#)



Figure 5 Current and Pending Support File Upload screen with options to Display and Delete current files.

Display Current Current and Pending Support

Click the **Display Current Current and Pending Support** button (Figure 5). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Current and Pending Support

1. Click the **Delete Current Current and Pending Support** button (Figure 5). A screen displays with a message for you to confirm that you want to delete the file.

2. Click the **OK** button. The **Form Preparation** screen displays.

To change the report, you have these options:

- Upload a new file, which will automatically delete the old file
- Delete the uploaded file and enter the information separately (see Submit Current and Pending Support for Each Individual Separately).

Submit Current and Pending Support for Each Individual Separately

1. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Figure 1 Current and Pending Support form screen. The New Form button is circled.

2. Click the radio button for the person whose support you want to report (Figure 1).
3. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2). You have two options for submitting the report:
 - [Enter the information on the Current and Pending Support form](#)
 - [Upload a file with all the Current and Pending Support information for that individual](#)

Figure 2 Current and Pending Support form for a Senior Person.

Enter the Information in the Current and Pending Support Form

1. Access the **Current and Pending Support Form** screen (Figure 1) (see [Submit Current and Pending for Each Individual Support Separately](#)).

Current and Pending Support
for Casey Batt on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(minimum) Ending Date (MM/DD/YY):

Support Type

Current Submission Planned in Near Future
 Pending Transfer of Support (See [Note On Transfer](#))

Person-months Per Year Committed to the Project

Calendar (mm yy): Academic (mm yy): Summer (mm yy):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 1 Current and Pending Support Form screen for a Senior Person. The Save Text button is circled.

2. In the **Project Proposal Title** box (Figure 1), type the proposal title.
3. In the **Source of Support** box (Figure 1), type the source of support.
4. In the **Project Location** box (Figure 1), type the location of the project.
5. In the **Total Award Amount** (Figure 1), type the total amount of the award (no dollar sign, no commas).
6. In the **Starting Date** box (Figure 1), type the starting date (in mm/dd/yyyy format).
7. In the **Ending Date** box (Figure 1), type the ending date (in mm/dd/yyyy format).
8. Under **Support Type** (Figure 1), click the radio button for the type of support.
9. Under **Person-Months Per Year Committed to the Project** (Figure 1), type the Calendar months, the Academic months, and the Summer months in the boxes.
10. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with confirmation that FastLane has saved the data.

Data for Current and Pending Support form for Casey Batt saved.

Figure 2 Screen with the message that the data has been saved.

- Click the **OK** button (Figure 2). **The Current and Pending Support** screen displays (Figure 3) with the report listed in the **Existing Support Forms** section.

Current and Pending Support

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Alan Alphaman - Project Title Casey Batt - Proposal Title </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>	<div style="margin-top: 10px;"> <input checked="" type="radio"/> Alan Alphaman <input type="radio"/> Casey Batt <input type="radio"/> Jack Quick </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="New Form"/> </div>

Figure 3 Current and Pending Support screen with the report for a Senior Person highlighted under Existing Support Forms.

- Repeat the process for each project that a listed individual is involved in.

Edit a Current and Pending Support Form

1. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

Existing Support Forms

- Alan Alphanan - Project Title
- Casey Batt - Proposal Title
- Jack Quick - PDF #1

Current PI, Co-PIs, and Senior Personnel

Alan Alphanan
 Casey Batt
 Jack Quick

Figure 1 Current and Pending Support screen. The Edit button is circled.

2. In the **Existing Support Forms** section (Figure 1), highlight the report that you want to edit that was entered in the **Current and Pending Support Form** screen (Project Title).
3. Click the **Edit** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Current and Pending Support
for Casey Batt on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(optional) Ending Date (MM/DD/YY):

Support Type

Current Submission Planned in Near Future
 Pending Transfer of Support (See Note On Transfer)

Person-months Per Year Committed to the Project

Calendar (00-00): Academic (00-00): Summer (00-00):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 2 Current and Pending Support Form screen. The Save Text button is circled.

4. Edit the report as you require (Figure 2).
5. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with confirmation that FastLane has saved the data.

Data for Current and Pending Support form for Casey Batt saved.

Figure 3 Screen with the message that the data has been saved.

6. Click the **OK** button (Figure 3). **The Current and Pending Support** screen displays (Figure 1).

Upload a File with Current and Pending Support for an Individual

1. Create a word-processing document that lists the current and pending support by project/proposal for an individual (see [Acceptable Formats for FastLane](#) for a listing of all the formats FastLane accepts). We encourage you to report using these fields for each project/proposal for a person:
 - Project/proposal title
 - Source of support
 - Project location
 - Total award amount
 - Starting date
 - Ending date
 - Support type—current, pending, submission planned in near future, or transfer of support
 - Person-months per year committed to the project—calendar, academic, and summer
2. Access the **Current and Pending Support** screen (Figure 1) (see [Work on Current and Pending Support](#)).

Current and Pending Support

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
<div style="border: 1px solid gray; padding: 5px;"><p>Alan Alphaman - Project Title Casey Batt - Proposal Title</p></div> <div style="text-align: center;"><input type="button" value="Edit"/> <input type="button" value="Delete"/></div>	<p><input type="radio"/> Alan Alphaman <input type="radio"/> Casey Batt <input checked="" type="radio"/> Jack Quick</p> <div style="text-align: center;"><input type="button" value="New Form"/></div>

Figure 1 Current and Pending Support screen. The New Form button is circled.

3. In the **Current PI, Co-PIs, and Senior Personnel** section (Figure 1), click the radio button for the individual's name.
4. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Current and Pending Support
for Jack Quick on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(#####) Ending Date (MM/DD/YY):

Support Type

Current
 Submission Planned in Near Future
 Pending
 Transfer of Support (See [Note On Transfer](#))

Person-months Per Year Committed to the Project

Calendar (###):
 Academic (###):
 Summer (###):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

Figure 2 Current and Pending Support Form screen. The Transfer File button is circled.

- Click the **Transfer File** button (Figure 2). The **Current and Pending Support File Upload** screen displays (Figure 3).

Current and Pending Support

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 3 Current and Pending Support File Upload screen.

- Upload the file. See [Upload a File](#) for directions.

When you have accepted the upload, the **Current and Pending Support File Upload** screen displays (Figure 4) with these new options:

- [Display Current Current and Pending Support](#)
- [Delete Current Current and Pending Support](#)



Figure 4 Current and Pending Support File Upload screen with options to Display and Delete current files.

Display Current Current and Pending Support

Click the **Display Current Current and Pending Support** button (Figure 4). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Current and Pending Support

1. Click the **Delete Current Current and Pending Support** button (Figure 4). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

To change the report, you have these options:

- Upload a new file, which will automatically delete the old file
- Delete the file and enter the information on the **Current and Pending Support Form** screen (see [Enter the Information in the Current and Pending Support Form](#)).

Edit an Uploaded Current and Pending Support Form

1. On a word-processor, edit the document that you originally uploaded.
2. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

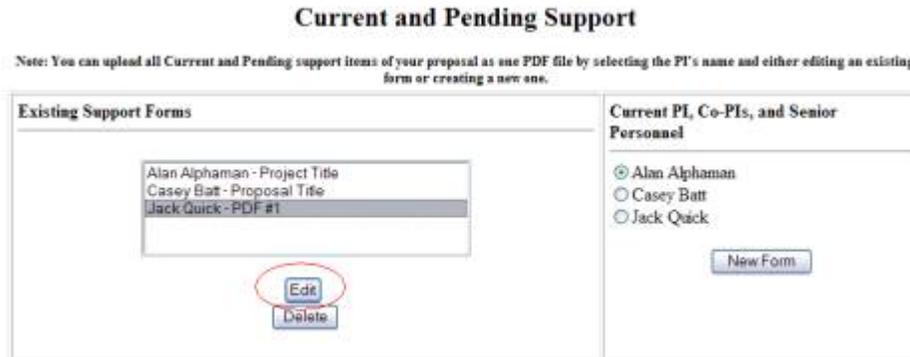


Figure 1 Current and Pending Support screen. The Edit button is circled.

3. In the **Existing Support Forms** section (Figure 1), highlight the uploaded report you want to edit (PDF File).
4. Click the **Edit** button (Figure 1). The **Current and Pending Support File Upload** screen displays (Figure 2).



Figure 2 Current and Pending Support File Upload screen.

5. Upload the edited document. See Upload a File. This will automatically replace the original document with the edited document.

Supplementary Documents

What Are Supplementary Documents?

This area allows for entering Mentoring Plans and Other Supplementary Documents that either your Sponsoring Project Office or the *Grant Proposal Guide (GPG)* specifies for the proposal. In very limited circumstances, that is, ONLY when the use of special characters is required, may you upload the Project Summary in this area. See Upload the Project Summary with Special Characters for guidance

Otherwise, if special information and other supplementary documentation *are relevant to determining the quality of the proposed work*, you must include this information in either the Project Description or Budget Justification.

Information you enter here is not considered as part of the 15-page limit for the Project Description or as an appendix.

Consult the *Grant Proposal Guide (GPG)*, Chapter II.C.2.j for more on Supplementary Documents. You may submit more than one Supplementary Document.

Work on Data Management Plan

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Data Management Plan is circled.

2. Click the **Go** button for Data Management Plan on the **Form Preparation** screen (Figure 1). The **Data Management Plan Upload** screen displays (Figure 2).

Data Management Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 2 Data Management Plan Upload screen with browse field.

3. See Upload a File instructions to upload a Data Management Plan.

Work on Mentoring Plan

1. Access the **Form Preparation** screen (Figure 3) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 3 Form Preparation screen. The Go button for Mentoring Plan is circled.

2. Click the **Go** button for Mentoring Plan on the **Form Preparation** screen (Figure 3). The **Mentoring Plan Upload** screen displays (Figure 4).

Mentoring Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Figure 4 Mentoring Plan Upload screen with browse field.

3. See Upload a File instructions to upload a Mentoring Plan.

Work on Other Supplementary Documents

1. Access the **Form Preparation** screen (Figure 5) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 5 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

2. Click the **Go** button for Other Supplementary Docs on the **Form Preparation** screen (Figure 5). The **Other Supplementary Docs** screen displays (Figure 6).

Other Supplementary Docs
Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Figure 6 Other Supplementary Docs screen with text box.

You have these options:

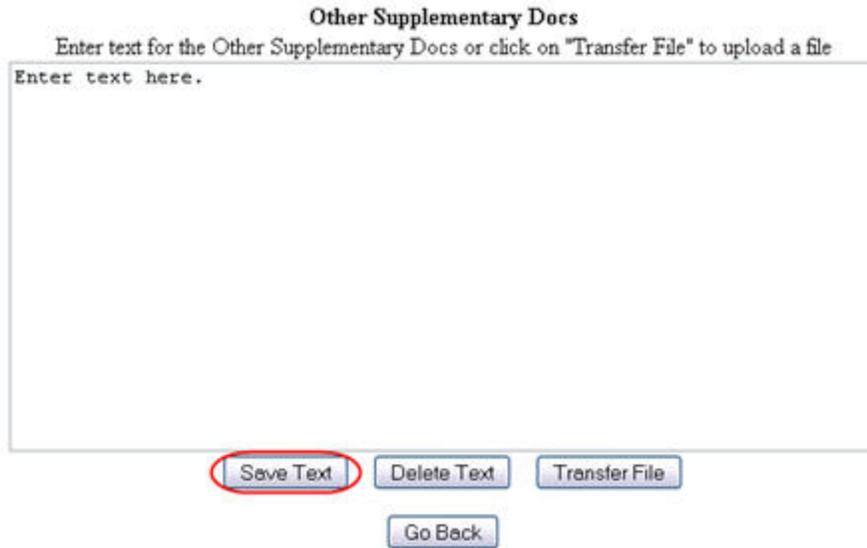
- Enter the Other Supplementary Document in the text box
- Upload the Other Supplementary Document

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter Your Other Supplementary Document in the Text Box

1. Access the **Other Supplementary Docs** screen (Figure 1) (see [Work on Supplementary Documents](#)).



Other Supplementary Docs

Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Enter text here.

Save Text Delete Text Transfer File

Go Back

Figure 1 Other Supplementary Docs screen. The Save Text button is circled.

2. Type in or copy and paste the Supplementary Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the message that the Supplementary Document data is saved.

Data for Other Supplementary Docs form saved.

Figure 2 Screen with the message that the Other Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Your Other Supplementary Document

1. Access the **Other Supplementary Docs** screen (Figure 1) (see [Work on Supplementary Documents](#)).



Other Supplementary Docs

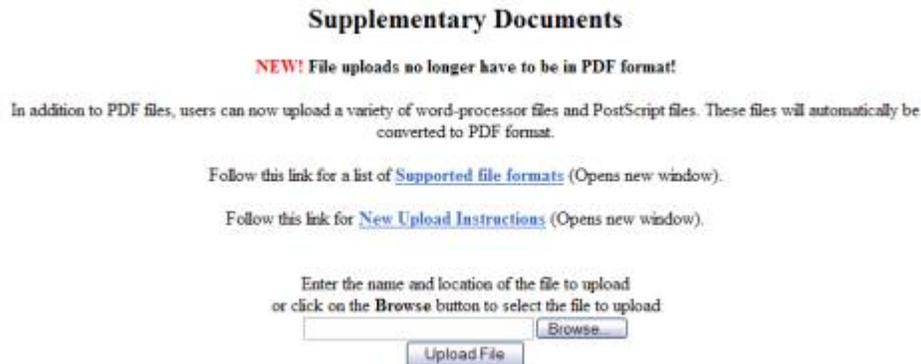
Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Save Text Delete Text Transfer File

Go Back

Figure 1 Other Supplementary Docs screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See [Upload a File](#) for directions.



Supplementary Documents

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Upload File Browse

Figure 2 Supplementary Documents File Upload screen.

*If a Supplementary Document has already been uploaded, when you click the **Go** button for Other Supplementary Document on the **Form Preparation** screen, the **Supplementary Document File Upload** screen displays as in Figure 3.*



Figure 3 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- Display Current Supplementary Docs
- Delete Current Supplementary Docs
- Upload a Supplementary Document

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in [Upload a File](#). Uploading a new file will not replace any previously uploaded files.

Enter a New Other Supplementary Document in the Text Box

If a Supplementary Document has already been uploaded and you want to write a new Supplementary Document in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 3), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 3).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Other Supplementary Docs. The **Other Supplementary Docs** screen displays with the text box. See [Enter the Supplementary Document in the Text Box](#).

Add/Delete Non-Co-PI Senior Personnel

What Is Add/Delete Non-Co-PI Senior Personnel?

You can add Senior Personnel to the proposal or delete Senior Personnel from the proposal.

You *must* add the name of a Senior Person on this form for their name to display in the list of Senior Personnel for whom you can request NSF funds in the Budgets (Including Justification) form.

Conversely, deleting an individual as a Senior Person removes their name from the list of persons for whom you can request funding in the Budgets (Including Justification) form and removes their Biographical Sketch from the proposal if a sketch has been entered or uploaded.

In this form, you can take these actions:

- Add a Senior Person
- Delete a Senior Person

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Add a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#) or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

2. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

**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 #7200408

To Add a new Non Co-PI Senior Personnel to proposal #7200408, 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 2 Add/Delete Non Co-PI Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

3. In the **First Name** box (Figure 2), type the person's first name.
4. In the **Middle Initial** box (Figure 2), type the person's middle initial.
5. In the **Last Name** box (Figure 3), type the person's last name.
6. Click the **Add Non Co-PI Senior Person to Proposal** button (Figure 2). The **Add/Delete Non-Co-PI Senior Personnel** screen displays (Figure 3). The name of the added Senior Person now displays in a list at the top of the screen. The person's name also displays in the Budgets (Including Justification) form in the list of people for whom you can request funds from NSF in the proposal budget.

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

To Delete a Non Co-PI Senior Personnel assigned to Proposal #7200408 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.

To Add a new Non Co-PI Senior Personnel to proposal #7200408, 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 3 Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal screen with the name of the newly added Senior Person in the list of Senior Personnel at the top.

pd_prepare_proposal_forms

Delete a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#) or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

2. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

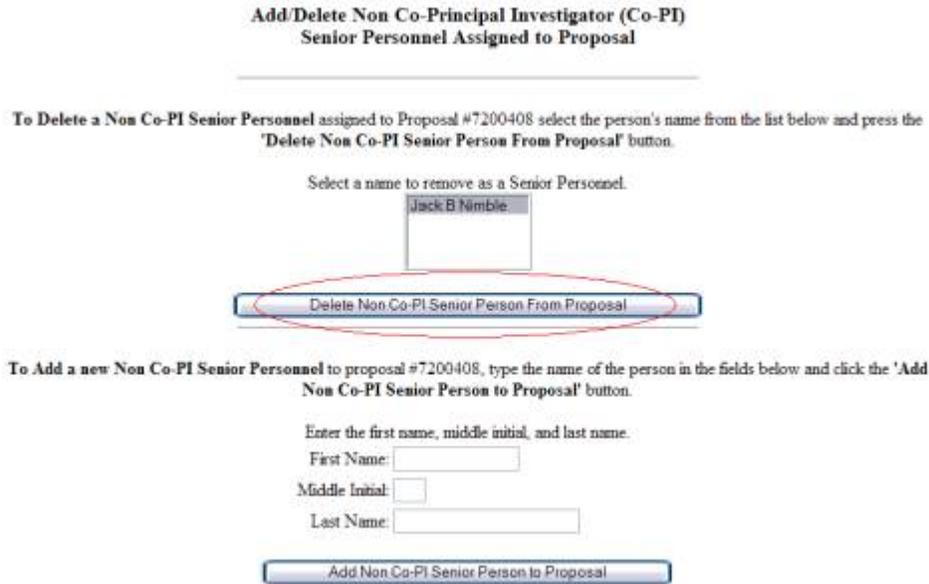


Figure 2 Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Highlight the name of the Senior Person you want to delete from the list of Senior Persons (Figure 2).
3. Click the **Delete Non-Senior Person From Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to delete this Senior Person from the proposal.

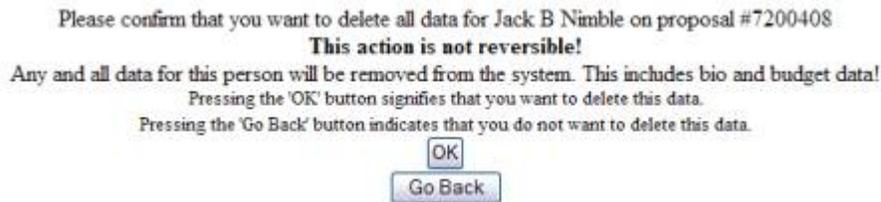


Figure 3 Screen with a message for you to confirm that you want to delete this Senior Person from the proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with a message that the name you selected has been deleted.

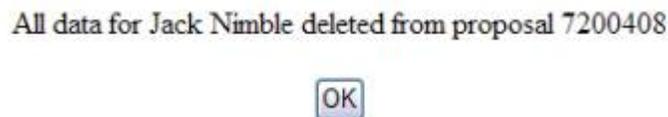


Figure 4 Screen with a message that the Senior Person has been deleted.

5. Click the **OK** button (Figure 4). The **Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal** screen displays with the person's name no longer on the list of Senior Persons.

What Is Change PI?

In this form, you can designate a Co-PI as a PI for the proposal. The former PI then becomes a Co-PI.

The person being made a PI for the proposal *must* meet these conditions:

- Be registered as a PI with NSF
If not, request your SPO to register the person.
- Be listed as a Co-PI for the proposal
If not a Co-PI, add the person as a Co-PI in the Co-PI Information section of the Remainder of the Cover Sheet component of the Cover Sheet.

Work on Change PI

1. **Access the Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 1 Form Preparation screen. The Go button next to Change PI is circled.

2. Click the **Go** button for Change PI (Figure 1). The **Change PI on Proposal** screen displays (Figure 2) and lists all the Co-PIs on the proposal.

Change PI On Proposal

Select the person that you want to be the PI, from this list.



Figure 2 Change PI on Proposal screen. The Change PI button is circled.

3. Highlight the name of the person you want to designate PI from the list of Co-PIs (Figure 2).
4. Click the **Change PI** button (Figure 2). A screen displays (Figure 3) with a warning that you are about to change the PI of the proposal.

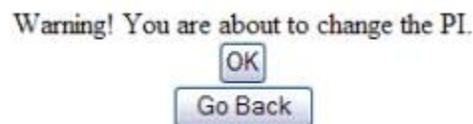


Figure 3 Screen with a warning that you are about to change the PI.

5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the PI on the proposal is now changed.

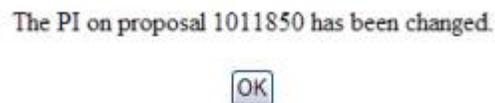
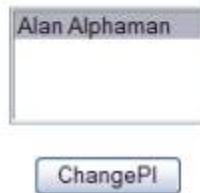


Figure 4 Screen with the message that the PI has been changed.

6. Click the **OK** button (Figure 4). The **Change PI on Proposal** screen displays (Figure 5). This time, the former PI is on the list of Co-PIs, and the new PI's name is no longer on the list.

Change PI On Proposal

Select the person that you want to be the PI, from this list.



The screenshot shows a web interface for changing the Principal Investigator (PI) on a proposal. At the top, the title is "Change PI On Proposal". Below the title is a instruction: "Select the person that you want to be the PI, from this list." Underneath this instruction is a list box containing the name "Alan Alphaman". Below the list box is a button labeled "ChangePI".

Figure 5 Change PI on Proposal screen with the original PI now listed as the Co-PI.

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Link Collaborative Proposals
- Proposal Classification Form

Link Collaborative Proposals

What Is Link Collaborative Proposals?

In this form you can link your temporary proposal with other temporary proposals. This gives NSF the ability to evaluate and consider the lead and non-lead proposals together.

Linking your proposal to another temporary proposal results in the deletion in the non-lead linked proposal of:

- The Project Summary
- Project Description
- References Cited

You may link your proposal to as many other temporary proposals as you require.

You have these options in Link Collaborative Proposals:

- [Link a temporary proposal](#)
- [Delete a link between proposals](#)

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Proposal Classification Form

Link a Temporary Proposal

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

2. Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals** screen displays (Figure 2).

Link Collaborative Temporary Proposals

There are no Collaborating Temporary Proposals linked to the Proposal. If this proposal is the lead proposal, to link a non-lead collaborative temporary proposal to this temporary proposal, please type the Temporary Proposal ID of the non-lead proposal and the non-lead proposal's Proposal PIN (created by the non-lead PI or Co-PI using their Proposal PIN function) and click the 'Add Collaborative TPI to Proposal' button. The non-lead PI or Co-PI can find their proposal's Temporary Proposal ID on the list of Temporary Proposals In Progress. The non-lead PI or Co-PI do NOT use the Link Collaborative Proposal function to link to the lead proposal.

Enter the TPI of a proposal to link

Enter the PIN of a proposal to link

Figure 2 Link Collaborative Temporary Proposals screen. The Add Collaborative TPI to Proposal button is circled.

3. In the **Enter the TPI of a Proposal to Link** box (Figure 2), type the Temporary Proposal ID (TPI) of the temporary proposal to link.
4. In the **Enter the PIN of a Proposal to Link** box (Figure 2), type the PIN, which is provided by the PI for the collaborating proposal, of the collaborating temporary proposal to link.
5. Click the **Add Collaborative TPI to Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to link the proposals.

The proposal # 7200402 you want to link has its own Project Summary, Project Description or References Cited. By clicking the 'Yes' button will delete the Project Summary, Project Description, and References Cited for this proposal and it will be linked to the proposal # 7200406. If you don't want to link these proposals -- please click the 'No' button to cancel the action.



Figure 3 Screen with a message for you to confirm that you want to link a non-lead temporary proposal. The Yes button is circled.

6. Click the **Yes** button (Figure 3). The **Temp. Proposal Added** screen displays (Figure 4) with a message that the proposal is now linked.

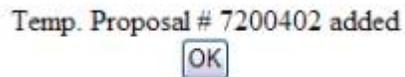


Figure 4 Temp. Proposal Added screen.

7. Click the **OK** button (Figure 4). The **Link Collaborative Temporary Proposals** screen displays (Figure 5) with the linked proposal now in a list of linked temporary proposals at the bottom of the screen. You now have the option to delete the link between the proposals.

Link Collaborative Temporary Proposals
Lead Temporary Proposal ID (TPI): 7200407

To link a non-lead collaborative temporary proposal to this lead proposal, type the non-lead Temporary Proposal ID (TPI) and the non-lead Proposal PIN and click the 'Add Collaborative TPI to Proposal' button. The TPI is found on the list of Proposals In Progress.

Enter the TPI of a proposal to link.

Enter the PIN of the above proposal.

To Delete a link between proposal #7200407 and a Non-lead Collaborative Proposal, select the TPI from the list below and press the 'Delete' button.

Select a proposal to delete the link.

7200402

Figure 5 Link Collaborative Temporary Proposals screen after you have linked a proposal. The section listing linked proposals is boxed.

Delete a Link Between Proposals

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

2. Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals** screen displays (Figure 2).

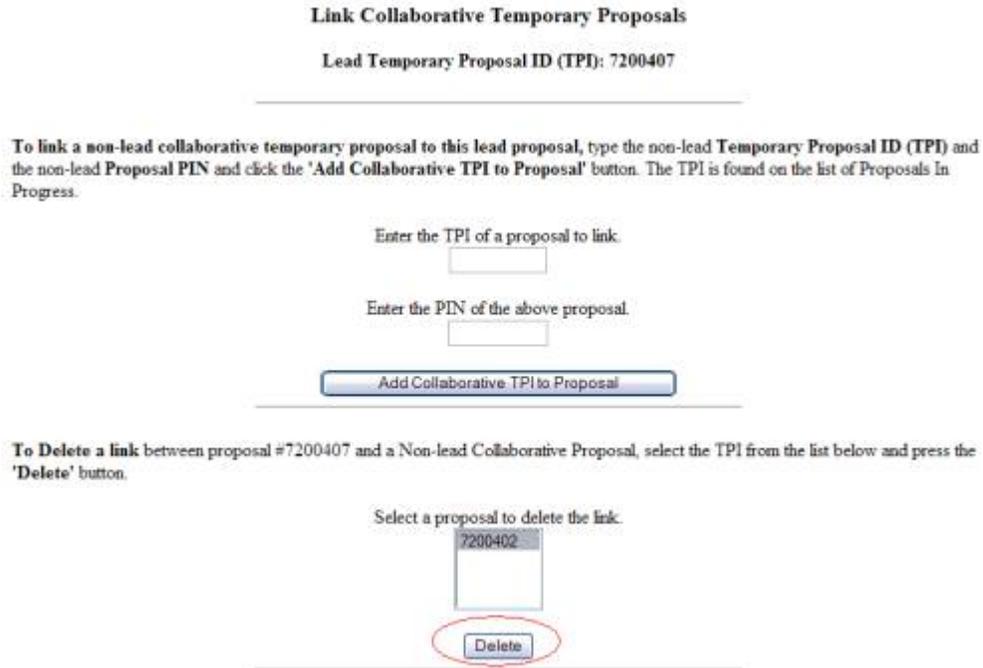


Figure 2 Link Collaborative Temporary Proposals screen with the Temporary Proposal ID of a linked proposal highlighted. The Delete button is circled.

2. Highlight the Temporary Proposal ID of the proposal you want to delete (Figure 2).
3. Click the **Delete** button (Figure 2). The **Warning** screen displays (Figure 3) with a message for you to confirm that you want to delink the proposals.



Figure 3 Warning screen with a message for you to confirm that you want to remove the proposal as a collaborative temporary proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been delinked.

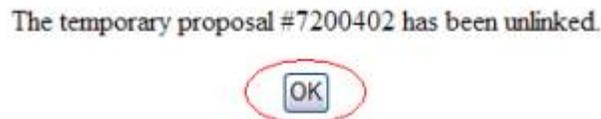


Figure 4 Screen with the message that the proposal has been delinked.

5. Click the **OK** button (Figure 3). The **Link Collaborative Temporary Proposals** screen displays with the unlinked proposal no longer in the list of linked proposals.

Proposal Classification Form

What Is the Proposal Classification Form?

If you are preparing an unsolicited proposal and designated an organizational unit in the Directorate for Biological Sciences (BIO) as your first or only choice of NSF organizational units, you must complete the Proposal Classification Form.

Note: The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first fill out the first three components of the Cover Sheet for the **Proposal Classification Form** screen to become accessible. See [Access the Proposal Classification Form](#).

The Proposal Classification Form provides data for the accelerated processing of the proposal for the purpose of generating reports about the research that BIO reviews.

The table below indicates what information the Proposal Classification Form requires and why NSF needs the information. (Click on a link below for instructions for that part of the form.)

No.	Category Title	What Is It?	Why Does NSF Need It?
I	Investigator Status	Select the current status of the PI or Co-PI on federal grants.	Assists analysis of research requests as they may relate to current or past federal funding
II	Fields of Science Other Than Biology	Select major scientific fields, in addition to biology, involved in the proposed research.	Indicates the type and extent of interdisciplinary research reviewed in BIO
III	Substantive Area	Select broad or thematic areas or experimental systems related to the proposed research; BIO has no preference.	Enables BIO to monitor activity in these areas for generating reports on the research reviewed
IV	Infrastructure	Select infrastructure, including material, intellectual, and human resources necessary to facilitate progress in the biological research.	Assists analysis of the adequacy of current infrastructure and identifying future infrastructural needs
V	Habitat	Indicate the habit in which the experimental system being studied is normally found.	Assists analysis of the environmental breadth of the research reviewed in BIO
VI	Geographic Area of Research	Indicate research-related region (not the location of your organization).	Provides data on geographic distribution of regions and organisms involved in research reviewed in BIO
VII	Classification of Organisms	Indicate the most specific taxonomic category represented in the research. Check the next-higher level if the appropriate taxonomic level is absent.	Assists analysis of the biological diversity of research reviewed in BIO

VIII	<u>Model Organism</u>	Indicate traditional laboratory model species.	Gives an estimate of how frequently traditional laboratory species are used in research requests
------	-----------------------	--	--

You must choose at least one descriptor in each of the categories listed unless the form indicates **No Selection Required**. Choose the most specific descriptors.

*If no descriptors apply for the proposal, select **Not Appropriate** or **None of the Above**.*

If you have further questions, direct your queries to BIO as follows:

- For procedural questions on instructions for the Proposal Classification Form, contact the Information and Automation Resources Unit, BIO at biofl@nsf.gov.
- For questions on the substance and scientific review of the proposal, contact the relevant NSF Program Officer.
- For information on BIO, its staff, and related programs, click <http://www.nsf.gov/bio> to go to the BIO Web site.

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Access the Proposal Classification Form

The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first establish that the proposal is for an organizational unit of the Directorate for Biological Sciences (BIO). To do this, you must complete the first three components of the Cover Sheet for the proposal:

- Awardee Organization/Primary Place of Performance
- Program Announcement/Solicitation Number Selection
- NSF Unit Consideration

After you have filled out these required parts of the Cover Sheet, the Proposal Classification Form displays on the **Form Preparation** screen. You can then access the form and complete it.

Complete the Three Required Cover Sheet Components

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #A113255

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet		<input type="button" value="GO"/> Project Summary	11/27/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)	11/05/12	<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		Supplementary Documents	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<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"/> PI/Co-PI Information	N/A	<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 1 Form Preparation screen. The Go button for the Cover Sheet is circled.

2. Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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	Primary Place of Performance National Science Foundation

Address Arlington, VA 222301000	4201 Wilson Blvd. Arlington, VA, US 222301000
Inst. Code 4102852000	
DUNS # 074811803	

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

- **NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011**

NSF Unit Consideration

Current List of selected NSF UNITS:

1. CMMI - NANOSCALE: INTRDISCPL RESRCH T

*Remainder of the Cover Sheet

Figure 2 Cover Sheet Components Form screen. Boxed are the three components you must complete to access the Proposal Classification Form.

3. Click the **Go** button for Awardee Organization/Primary Place of Performance (Figure 2).
4. See [Awardee Organization/Primary Place of Performance](#) for instructions on how to complete the Awardee Organization/Primary Place of Performance component.
5. Click the **Go** button for Program Announcement/Solicitation Number Selection (Figure 2). The **Program Announcement Solicitation Number Selection** screen displays (Figure 3).

Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose 'NSF 04-2 GPG: Not in response to a program announcement/solicitation'. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 260 Program Announcements/Program Descriptions

Program Announcement / Solicitation Number

Select one of the items below:

- NSF 04-2 GPG: Grant Proposal Guide - Use if no Program Announcement n...
- NSF 04-534 Chemistry Research Instrumentation and Facilities-Instrumen...
- NSF 04-533 NSF Graduate Teaching Fellows in K-12 Education (GK-12)
- NSF 04-532 Semiconductor Factory and Supply Chain Operations
- NSF 04-531 Science and Technology Studies (STS)
- NSF 04-530 Emerging Models and Technologies for Computation (EMT)
- NSF 04-529 Science, Technology, Engineering, and Mathematics Talent Exp...
- NSF 04-528 Science and Engineering Information Integration and Informat..
- NSF 04-527 Robert Noyce Scholarship Program

Select

Figure 3 Program Announcement/Solicitation Number Selection screen. The GPG Grant Proposal Guide selection and the Select button are circled.

6. Highlight **GPG Grant Proposal Guide** in the **Program Announcement/Solicitation Number** list (Figure 3).
7. Click the **Select** button (Figure 3). The **Unit Selection Lists** screen displays (Figure 4).

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) or the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- DBI-Division of Biological Infrastructure
- DBI-Research Resources Cluster
- DBI-Training Cluster
- DEB-Division of Environmental Biology
- DEB-Systematic Biology and Biodiversity Inventories Cluster
- DEB-Population and Evolutionary Processes Cluster
- DEB-Ecological Biology Cluster
- DEB-Ecosystem Science Cluster

Select Division Show the programs in this division

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Select Program Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

No NSF units have been selected yet.

Move to Top Remove

Figure 4 Unit Selection Lists screen. The Directorate BIO and the Select Division button are circled.

8. In the **Divisions** list (Figure 4), scroll through the divisions to highlight your division under the Directorate BIO heading from the **Divisions** list.
9. Click the **Select Division** button (Figure 4). The division you selected displays in the **Divisions** list, and the **Programs** list for that division displays (Figure 5).

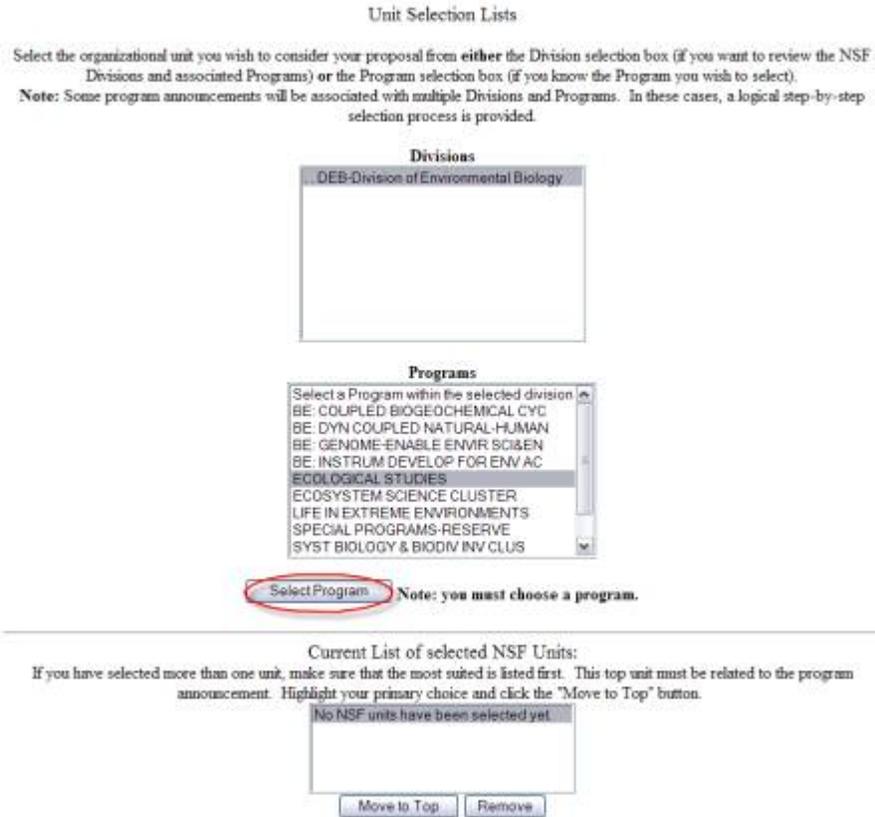


Figure 5 Unit Selection Lists screen with a program highlighted. The Select Program button is circled.

10. Highlight a program from the **Programs** list (Figure 5).
11. Click the **Select Program** button (Figure 5). The **Current List of Selected NSF Units** screen displays (Figure 6) showing the unit that was selected for the program.

Unit Selection Lists

Select the organizational unit you wish to consider your proposal from **either** the Division selection box (if you want to review the NSF Divisions and associated Programs) **or** the Program selection box (if you know the Program you wish to select).

Note: Some program announcements will be associated with multiple Divisions and Programs. In these cases, a logical step-by-step selection process is provided.

Divisions

Select a Division

- Directorate: BIO-Directorate for Biological Sciences
- ... DBI-Division of Biological Infrastructure
- ... DBI-Research Resources Cluster
- ... DBI-Training Cluster
- ... DEB-Division of Environmental Biology
- ... DEB-Systematic Biology and Biodiversity Inventories Cluster
- ... DEB-Population and Evolutionary Processes Cluster
- ... DEB-Ecological Biology Cluster
- ... DEB-Ecosystem Science Cluster

Show the programs in this division

Programs

Select a Program

- Biological Info Rsrch Starter
- ACC PHYSICS & PHYSICS INSTRUM
- ADVANCE - FELLOWS
- ADVANCE - INSTITUTIONAL TRANSF
- ADVANCE - LEADERSHIP
- ADVANCE-Reserve
- ADVANCED COMP RESEARCH PROGRAM
- ADVANCED LEARNING TECHNOLOGIES
- ADVANCED NET INFRA & RSCH

Show the divisions in this program.

Current List of selected NSF Units:

If you have selected more than one unit, make sure that the most suited is listed first. This top unit must be related to the program announcement. Highlight your primary choice and click the "Move to Top" button.

The unit was added.

DEB - ECOLOGICAL STUDIES

Figure 6 Unit Selections List screen. Current List of Selected NSF Units section is boxed.

12. Click the **Go Back** button (Figure 6). The **Cover Sheet Components Form** screen displays (Figure 7) with your selections displayed.

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee Organization/Primary Place of Performance.
- 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	National Science Foundation
<hr/>	
Address	4201 Wilson Blvd.
Arlington, VA 222301000	Arlington, VA, US 222301000
Inst. Code	4102852000
DUNS #	074811803

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

- **NSF 10-618 - Scalable Nanomanufacturing (SNM) closing on 01/10/2011**

NSF Unit Consideration

Current List of selected NSF UNITS:

1. CMMI - NANOSCALE: INTRDISCIPL RESRCH T

*Remainder of the Cover Sheet

Figure 7 Cover Sheet Components Form screen. The Go Back button is circled.

13. Click the **Go Back** button (Figure 7). The **Form Preparation** screen displays (Figure 8) with the Proposal Classification form now in the list of proposal forms.

Forms for Temp. Proposal #7302577
test on 11142012-class

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	11/14/12	<input type="button" value="GO"/> Project Summary	11/07/12
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<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		<input type="button" value="GO"/> Proposal Classification	11/14/12
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	11/14/12
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
<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 8 Form Preparation screen. The Go button for Proposal Classification form is circled.

- Click the **Go** button for Proposal Classification (Figure 8). The **Proposal Classification Form** screen displays (Figure 9). See Work on the Proposal Classification Form.

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

[Worksheet](#)

Display a blank version of this form for printing.

Click here for [Instructions for Completing the Proposal Classification Form](#).

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?	
<input type="checkbox"/>	Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, plarazing grants, etc.
<input type="checkbox"/>	Prior Federal support only
<input type="checkbox"/>	Current Federal support only
<input type="checkbox"/>	Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?					
<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Psychology

Figure 9 Upper portion of the Proposal Classification Form screen.

Work on the Proposal Classification Form

The Proposal Classification form is a long form. To help you complete the form, you have these options on the Proposal Classification Form:

- [Print the Proposal Classification Form](#) to gain an overview of the form and what you need to complete it.
- [Check the What and Why](#) for each category.
- [Save the Proposal Classification Form](#) for the proposal for further work in the future

Print the Proposal Classification Form

1. Access the **Proposal Classification Form** screen (Figure 1) (see [Access the Proposal Classification Form](#)).

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

 Display a blank version of this form for printing.

Click here for [Instructions for Completing the Proposal Classification Form](#).

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?	
<input type="checkbox"/>	Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
<input type="checkbox"/>	Prior Federal support only
<input type="checkbox"/>	Current Federal support only
<input type="checkbox"/>	Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?			
<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Engineering
		<input type="checkbox"/>	Psychology

Figure 1 Upper portion of the Proposal Classification Form screen. The Worksheet button is circled.

2. Click the **Worksheet** button (Figure 1). The entire form displays in PDF format (Figure 2). If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

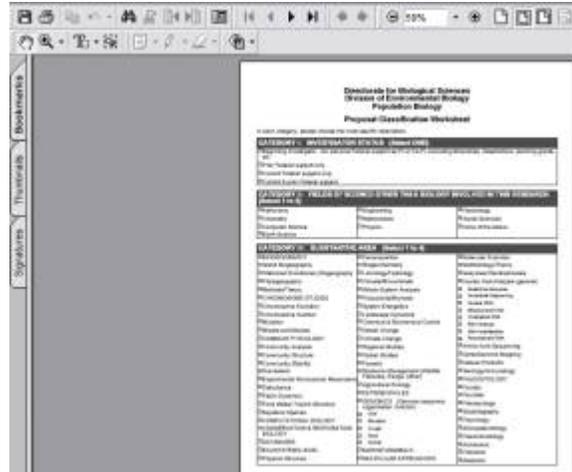


Figure 2 Proposal Classification Form in PDF format.

3. Click the **Print** icon on the upper left of the PDF toolbar (Figure 2). The Proposal Classification form prints.
4. Click the browser back button to return to the **Proposal Classification Form** screen (Figure 1).

Check the What and Why for Each Category

The eight categories of the Proposal Classification Form display in succession on the **Proposal Classification Form** screen. For each category, you can:

- Click the **What** button to find out what information NSF is seeking for that category (as for Category IV shown in Figure 3).
- Click the **Why** button to find out why NSF needs the information (as for Category IV shown in Figure 3).

CATEGORY IV: INFRASTRUCTURE (Select 1 to 3) What? Why?		
<p>COLLECTIONS/STOCK CULTURES</p> <p><input type="checkbox"/> Natural History Collections</p> <p>DATABASES</p> <p><input type="checkbox"/> FACILITIES</p> <p><input type="checkbox"/> Controlled Environment Facilities</p>	<p><input type="checkbox"/> Field Stations</p> <p><input type="checkbox"/> Field Facility Structure</p> <p><input type="checkbox"/> Field Facility Equipment</p> <p><input type="checkbox"/> LTER Site</p> <p><input type="checkbox"/> INDUSTRY PARTICIPATION</p>	<p><input type="checkbox"/> Technique Development</p> <p>TRACKING SYSTEMS</p> <p><input type="checkbox"/> Geographic Information Systems</p> <p><input type="checkbox"/> Remote Sensing</p> <p><input type="checkbox"/> NONE OF THE ABOVE</p>

Figure 3 Category IV section of the Proposal Classification screen. The What button and the Why button are circled.

Save the Proposal Classification Form

When you are finished working on the form, at the bottom of the **Proposal Classification Form** screen (Figure 4), you have these options:

- Save the responses
- Cancel changes
- Clear all entries



Figure 4 Lower portion of the Proposal Classification Form screen with the option buttons. The OK button is circled.

Save the Responses

At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **OK** button. FastLane saves the changes. If you have not completed the form, the **Proposal Classification** screen displays (Figure 5) with a message at the top of the screen on what you must do to complete the form for submission.

There are errors in the data entered on the classification form. This form will not be saved until the errors listed below are corrected. The links in the list below take you to the categories on this page. Make these changes on the form, then try to save again.

Error Description	Category
No selections were made, if none are applicable, select 'None of the above'	CATEGORY VI. GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2)
No selections were made, if none are applicable, select 'None of the above'	CATEGORY VII. CLASSIFICATION OF ORGANISMS (Select 1 to 4)
No selections were made, choose at least one	CATEGORY VIII. MODEL ORGANISM (Select ONE)

**Directorate for Biological Sciences
Division of Environmental Biology
Population Biology**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Display a blank version of this form for printing.

Figure 5 Upper portion of the Proposal Classification Form screen with a message on any changes that must be made for the form to be ready for submission to NSF.

Cancel Changes

1. At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **Cancel** button. A screen displays with a message that the form has been saved, although any new changes you have made in this session are deleted.
2. Click the **OK** button. The **Form Preparation** screen displays.

Clear All Entries

1. At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **Delete** button. A screen displays with the message that the form has been cleared of all entries.
2. Click the **OK** button. The **Form Preparation** screen displays.

Fill Out the Proposal Classification Form

1. Access the **Proposal Classification Form** screen (Figures 1 through 9) (see [Access the Proposal Classification Form](#)).

**Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies**

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

 Display a blank version of this form for printing.

Click here for [Instructions for Completing the Proposal Classification Form](#).

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

[Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences](#)

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?	
<input type="checkbox"/> Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.	
<input type="checkbox"/> Prior Federal support only	
<input type="checkbox"/> Current Federal support only	
<input type="checkbox"/> Current & prior Federal support	

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?		
<input type="checkbox"/> Astronomy	<input type="checkbox"/> Engineering	<input type="checkbox"/> Psychology

Figure 1 Upper portion of the Proposal Classification Form screen.

2. For Category I (Figure 2), click the radio button for the appropriate selection for investigator status. Select one item.

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?
<input type="checkbox"/> Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
<input type="checkbox"/> Prior Federal support only
<input type="checkbox"/> Current Federal support only
<input type="checkbox"/> Current & prior Federal support

Figure 2 Category I: Investigator Status.

3. For Category II (Figure 3), select the radio button for the appropriate selection for fields of science other than biology involved in the research. You may select one to three items.

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?		
<input type="checkbox"/> Astronomy	<input type="checkbox"/> Engineering	<input type="checkbox"/> Psychology
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> None of the Above
<input type="checkbox"/> Earth Science		

Figure 3 Category II: Fields of Science Other Than Biology.

4. For Category III (Figure 4), select the radio button for the appropriate selection for substantive area. You may select one to four items.

CATEGORY III: SUBSTANTIVE AREA (Select 1 to 4) What? Why?		
<input checked="" type="checkbox"/> BIOMATERIALS	<input type="checkbox"/> Fungal	<input type="checkbox"/> Gene/Genome Mapping
<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> Plant	<input type="checkbox"/> Natural Products
<input type="checkbox"/> Animal Biotechnology	<input type="checkbox"/> Animal	<input type="checkbox"/> NANOSCIENCE
<input type="checkbox"/> Plant Biotechnology	<input type="checkbox"/> INFORMATICS	<input type="checkbox"/> PHOTOSYNTHESIS
<input type="checkbox"/> Environmental Biotechnology	<input type="checkbox"/> MARINE MAMMALS	<input type="checkbox"/> PLANT BIOLOGY
<input type="checkbox"/> Marine Biotechnology	<input type="checkbox"/> MOLECULAR APPROACHES	<input type="checkbox"/> Arabidopsis-Related Plant Research
<input type="checkbox"/> Metabolic Engineering	<input type="checkbox"/> Molecular Evolution	<input type="checkbox"/> POPULATION DYNAMICS & LIFE HISTORY
<input type="checkbox"/> CHROMOSOME STUDIES	<input type="checkbox"/> Methodology/Theory	<input type="checkbox"/> POPULATION GENETICS & BREEDING
<input type="checkbox"/> COGNITIVE NEUROSCIENCE	<input type="checkbox"/> Isozymes/ Electrophoresis	
	<input type="checkbox"/> Nucleic Acid Analysis	

Figure 4 Category III: Substantive Area.

5. For Category IV (Figure 5), select the radio button for the appropriate selection for infrastructure. You may select one to three items.

CATEGORY IV: INFRASTRUCTURE (Select 1 to 3) What? Why?		
<input type="checkbox"/> COLLECTIONS/STOCK CULTURES	<input type="checkbox"/> Field Stations	<input type="checkbox"/> Analytical Algorithm Development
<input type="checkbox"/> Collection Enhancement	<input type="checkbox"/> Field Facility Structure	<input type="checkbox"/> Other Software Development
<input type="checkbox"/> Collection Refurbishment	<input type="checkbox"/> Field Facility Equipment	<input type="checkbox"/> Informatics Tool Development
<input type="checkbox"/> Living Organism Stock Cultures	<input type="checkbox"/> GENOME SEQUENCING	<input type="checkbox"/> TRACKING SYSTEMS
<input type="checkbox"/> Natural History Collections	<input type="checkbox"/> Arabidopsis Genome Sequencing	<input type="checkbox"/> Geographic Information Systems
<input type="checkbox"/> DATABASES	<input type="checkbox"/> Other Plant Genome Sequencing	<input type="checkbox"/> Remote Sensing
<input type="checkbox"/> Database Initiation	<input type="checkbox"/> INDUSTRY PARTICIPATION	<input type="checkbox"/> TRAINING
<input type="checkbox"/> Database Enhancement	<input type="checkbox"/> INSTRUMENTATION	<input type="checkbox"/> Multi-, Cross-, Interdisciplinary Training
<input type="checkbox"/> Database Maintenance & Curation	<input type="checkbox"/> Instrument Development	<input type="checkbox"/> Undergraduate Training
<input type="checkbox"/> Database Methods	<input type="checkbox"/> Instrument Acquisition	<input type="checkbox"/> Predoctoral Training
<input type="checkbox"/> FACILITIES	<input type="checkbox"/> Computational Hardware Development/Acquisition	<input type="checkbox"/> Postdoctoral Training
<input type="checkbox"/> Controlled Environment Facilities	<input type="checkbox"/> TOOLS DEVELOPMENT	

Figure 5 Category IV: Infrastructure.

6. For Category V (Figure 6), select the radio button for the appropriate selection for habitat. You may select one to two items.

CATEGORY V: HABITAT (Select 1 to 2) What? Why?		
TERRESTRIAL HABITATS		
<input type="checkbox"/> GENERAL TERRESTRIAL	<input type="checkbox"/> Savanna	<input type="checkbox"/> CHAPPARAL/ SCLEROPHYLL/ SHRUBLANDS
<input type="checkbox"/> TUNDRA	<input type="checkbox"/> Thornwoods	<input type="checkbox"/> ALPINE
<input type="checkbox"/> BOREAL FOREST	<input type="checkbox"/> Deciduous Forest	<input type="checkbox"/> MONTANE
<input type="checkbox"/> TEMPERATE	<input type="checkbox"/> Coniferous Forest	<input type="checkbox"/> CLOUD FOREST
<input type="checkbox"/> Deciduous Forest	<input type="checkbox"/> Desert	<input type="checkbox"/> RIPARIAN ZONES
<input type="checkbox"/> Coniferous Forest	<input type="checkbox"/> TROPICAL	<input type="checkbox"/> ISLANDS (except Barrier Islands)
<input type="checkbox"/> Rain Forest	<input type="checkbox"/> Rain Forest	
<input type="checkbox"/> Mixed Forest	<input type="checkbox"/> Seasonal Forest	

Figure 6 Category V: Habitat.

7. For Category VI (Figure 7), select the radio button for the appropriate selection for geographic area of the research. You may select one to two items.

CATEGORY VI: GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2) What? Why?		
<input type="checkbox"/> WORLDWIDE	<input type="checkbox"/> Eastern South America (Guyana, Fr. Guiana, Suriname, Brazil)	<input type="checkbox"/> North Africa
<input type="checkbox"/> NORTH AMERICA	<input type="checkbox"/> Northern South America (Colombia, Venezuela)	<input type="checkbox"/> African South of the Sahara
<input type="checkbox"/> United States	<input type="checkbox"/> Southern South America (Chile, Argentina, Uruguay, Paraguay)	<input type="checkbox"/> East Africa
<input type="checkbox"/> Northeast US (CT, MA, ME, NH, NJ, NY, PA, RI, VT)	<input type="checkbox"/> Western South America (Ecuador, Peru, Bolivia)	<input type="checkbox"/> Madagascar
<input type="checkbox"/> Northcentral US (IA, IL, IN, MI, MN, ND, NE, OH, SD, WI)	<input type="checkbox"/> EUROPE	<input type="checkbox"/> South Africa
<input type="checkbox"/> Northwest US (ID, MT, OR, WA, WY)		<input type="checkbox"/> West Africa
		<input type="checkbox"/> AUSTRALASIA
		<input type="checkbox"/> Australia
		<input type="checkbox"/> New Zealand
		<input type="checkbox"/> Pacific Islands

Figure 7 Category VI: Geographic Area of the Research.

8. For Category VII (Figure 8), select the radio button for the appropriate selection for classification of organisms. You may select one to four items.

CATEGORY VII: CLASSIFICATION OF ORGANISMS (Select 1 to 4) What? Why?		
<input type="checkbox"/> VIRUSES	<input type="checkbox"/> ALGAE	<input type="checkbox"/> Osteichthyes (Bony Fishes)
<input type="checkbox"/> Bacterial	<input type="checkbox"/> PLANTS	<input type="checkbox"/> AMPHIBIA
<input type="checkbox"/> Plant	<input type="checkbox"/> NON-VASCULAR PLANTS	<input type="checkbox"/> REPTILIA
<input type="checkbox"/> Animal	<input type="checkbox"/> VASCULAR PLANTS	<input type="checkbox"/> AVES (Birds)
<input type="checkbox"/> PROKARYOTES	<input type="checkbox"/> GYMNOSPERMS	<input type="checkbox"/> MAMMALIA
<input type="checkbox"/> Archaeobacteria	<input type="checkbox"/> ANGIOSPERMS	<input type="checkbox"/> Primates
<input type="checkbox"/> Cyanobacteria	<input type="checkbox"/> ANIMALS	<input type="checkbox"/> Humans
<input type="checkbox"/> Eubacteria	<input type="checkbox"/> INVERTEBRATES	<input type="checkbox"/> Rodentia
<input type="checkbox"/> PROTISTA (PROTOZOA)	<input type="checkbox"/> Hexapoda (Insecta) (Insects)	<input type="checkbox"/> Marine Mammals (Seals, Walrus, Whales, Otters, Dolphins, Porpoises)
<input type="checkbox"/> FUNGI	<input type="checkbox"/> VERTEBRATES	<input type="checkbox"/> TRANSGENIC ORGANISMS
<input type="checkbox"/> LICHENS	<input type="checkbox"/> FISHES	<input type="checkbox"/> NO ORGANISMS
<input type="checkbox"/> SLIME MOLDS	<input type="checkbox"/> Chondrichthyes (Cartilaginous Fishes) (Sharks, Rays, Ratfish)	

Figure 8 Category VII: Classification of Organisms.

9. For Category VIII (Figure 9), select the radio button for the appropriate selection for model organism. Select one.

CATEGORY VIII: MODEL ORGANISM (Select ONE) What? Why?		
<input type="checkbox"/> NO MODEL ORGANISM	<input type="checkbox"/> Mouse-Ear Cress (<i>Arabidopsis thaliana</i>)	<input type="checkbox"/> Human (<i>Homo sapiens</i>)
<input type="checkbox"/> MODEL ORGANISM (Choose from the list or input up to 9 characters)	<input type="checkbox"/> Fruitfly (<i>Drosophila melanogaster</i>)	[Enter your own model organism - up to 9 characters]
<input type="checkbox"/> Escherichia coli		<input type="text"/>

Figure 9 Category VIII: Model Organism.

Index

- 1
- 12 112, 160, 196
- 15-page 43, 124, 168
 - part 124, 168
- 15-page limit 124, 168
- A**
- Above 25, 26, 49, 54, 62, 194
 - None 194
- Academic .. 37, 51, 64, 66, 141, 154, 160, 164
- Academic Months 51, 64, 66, 160
- Accept 126, 137, 144, 150, 154, 164
- Acceptable 126
- Acceptable Formats 126
- Accepted 126, 129, 137, 144, 150, 154, 164
- Access .. 1, 4, 7, 9, 11, 14, 17, 19, 21, 23, 26, 30, 31, 32, 33, 35, 36, 37, 39, 41, 43, 45, 46, 49, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 178, 181, 184, 188, 191, 196, 205, 209
- Additional Single Copy Documents.. 125, 126
- Assigned Personnel 144, 147
- Biographical Sketch 148, 150
- Budget Year .. 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80
- Cover Sheet Components Form 7, 14, 26
- Facilities 108, 110
- Form Preparation.. 1, 4, 41, 43, 54, 106, 112, 118, 121, 124, 129, 137, 141, 168, 178, 181, 184, 188, 191, 196
- Institutions 9, 11
- Project Budget ... 56, 58, 59, 60, 62, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104
- Project Summary 132, 133
- Proposal Classification Form 196, 205, 209
- References Cited 45, 46
- Remainder 26, 30, 31, 32, 33, 35, 36, 37, 39
- Supplementary Docs 173, 174
- Unit Selection Lists 17, 19, 21, 23
- Accomplished 137
- Accomplishment-Based Renewal 35
- Accomplishments 35
- Achievements 137
- Action 93, 112, 177
- Activities 39, 129, 137, 141, 152, 194
- activities' 129, 137, 141, 152, 194
- Add . 9, 21, 25, 33, 37, 43, 49, 56, 64, 85, 89, 93, 96, 101, 141, 177, 178, 181, 184, 188
 - Senior Person 89, 178
 - Subcontracting Organization 93
 - Year 56, 96
- Add a Year 56, 85, 89, 96
- Add Another Organization 93
- Add Collaborative TPI 188
- Add Non 178
- Add Non-Co-PI Senior Person 178
- ADD Primary Place 9
 - Performance 9
- Add Year 56, 85, 96
- add. 177
- Add/Change 9
- Add/Delete Non 178, 181
- Add/Delete Non-Co-PI Senior Personnel 177, 178, 181
- Add/Delete Non-Co-Principal Investigator 181
- Add/Delete Senior Personnel 141
- Add/Remove 64
- added Senior 177, 178
- added Senior Person 178
- Addition 194
- Additional 124, 125, 126
- Additional Single 124, 125, 126
 - Go button 124, 126
- Additional Single Copy Document 124, 125, 126
- Address 9, 37, 137
- Adobe 4, 46, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174, 205
- Adobe Reader 4, 46, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174, 205
- ADPE 51, 74
- Advances 137
- After 69, 76, 98, 110, 126, 137, 144, 150, 174, 188, 196
- Agreements 25
- All 1, 9, 11, 43, 51, 62, 64, 66, 71, 91, 93, 101, 112, 126, 137, 141, 144, 152, 154, 164, 184, 205
- All Biographical Sketches 144

All cases	51	submission	205
All Current.....	152, 154	Be used	129
All Entries	205	Becomes	184, 194
All Proposals	152	Co-PI	184
Allow	31, 168	Been cleared	205
Amount 31, 51, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 160		been? 9, 11, 23, 26, 46, 82, 93, 108, 110, 112, 118, 121, 126, 132, 133, 137, 141, 144, 148, 150, 160, 162, 173, 174, 177, 181, 184, 191, 205	
Animals.....	39, 106, 108	Begin.....	39, 49, 112
Announcement.....	14, 32	Beginning.....	9, 11, 39, 49, 93, 101, 112
Another Year	85	Investigator	39
AOR	25	Bio	144, 148, 150
Appendix.....	124, 168	BIO	194, 196
applies.....	37, 137, 194	Bio Sketch.....	144, 148, 150
Approval	118	Bio Sketch File Upload	144, 150
Area	168, 194	BIO Web site	194
Ask.....	174	Biographical 141, 144, 147, 148, 150, 177	
Assign ... 64, 89, 141, 144, 147, 148, 152, 178, 181		Biographical Sketch ... 141, 144, 147, 148, 150, 177	
Assigned Personnel.....	141, 144, 147, 148	Access	148, 150
Associated.....	17, 19, 51, 72	Enter	148
Authorized.....	25, 26, 51, 118	PI	144, 147
Authorized Organizational Representative	25	submit	141
Authorized Representative.....	26	Upload	150
Automatically... 17, 19, 21, 25, 31, 32, 37, 41, 46, 82, 110, 133, 137, 144, 150, 154, 164, 167, 194, 196		Biological Sciences	194, 196
Automation	194	Biology	194
Automation Resources Unit.....	194	Blocked.....	118
Available	43, 51, 79, 106	Book.....	43
Award Number.....	35	Bottom ... 21, 26, 33, 62, 80, 87, 93, 188, 205	
Award/Performing/Research Organization Selection	7	Bradstreet	37
Awardee	7, 9, 11, 37, 196	Broader.....	129, 137, 141
Awardee Organization.....	7, 9, 11, 37, 196	Browser	4, 26, 205
Awardee Organization Information	37	Budget. 31, 49, 51, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 101, 168, 177, 178	
Awardee Performing Research Organization Selection	7	Calculate	80
Awardee/Performing/Research Organization	196	Copy.....	85
Awards	7, 30, 35, 137, 152, 160	Create.....	54, 98
B		Edit	87
Back.....	4, 205	Go button.....	54
Back button.....	4, 205	Justify.....	82
Base.....	51, 76	Budget Data	58, 59, 60, 62, 80
Based	35, 137	Budget Data Online	62
be 9, 23, 30, 33, 43, 51, 79, 106, 124, 129, 137, 152, 184, 205		Budget Justification	49, 82, 168
Be devoted.....	152	Budget Offline.....	60
project	152	Budget Personnel	64, 89
Be made	205	Budget total	80
form	205	Budget Year ... 51, 56, 58, 59, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 85, 87, 89, 91, 93, 96, 98	
be ready	205		

- Delete..... 91
- navigate..... 62
- Budget Year Add 56, 85, 93, 96
- Budget Year Form 51, 62, 64, 71, 79
- Budget Year list 89
- Budget Year Screen 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 87
- Budgets 31, 49, 51, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 101, 124, 168, 177, 178
- Go button..... 54
- Button 4, 7, 9, 11, 14, 17, 19, 23, 26, 41, 43, 45, 46, 54, 56, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 80, 82, 85, 87, 89, 91, 93, 96, 99, 101, 104, 106, 108, 110, 112, 118, 121, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 178, 181, 184, 188, 191, 196, 205
- Button to 60, 205
- C**
- Calculate... 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 80, 87
- Budget 80
- Calendar 51, 64, 66, 154, 160, 164
- Calendar Months 51, 64, 66, 160
- Call 51
- Canada 51
- Cancel 205
- Cancel Changes 205
- Case..... 129, 137
- Categories. 35, 39, 51, 66, 106, 124, 194, 205, 209
- Category II..... 209
- Category III 209
- Category IV..... 205, 209
- Category VI..... 209
- Category VII..... 209
- Category VIII..... 209
- certification regarding 25
- Certification Regarding Criminal
 - Convictions..... 25
- Certification Regarding Federal Tax
 - Obligations 25
- Certification Regarding Flood Hazard
 - Insurance..... 25
- Certification Regarding Lobbying ... 25, 124
- Certification Regarding Nondiscrimination
 - 25
- Certification Regarding Responsible 25
- Certification Regarding Unpaid Federal Tax
 - Liability 25
- Certifications 25, 26, 124
 - Authorized Organizational
 - Representative 25
- Certify 37
- Change Org..... 101
- Change Organization 101
- Change Performer/Researcher button 9
- Change PI 99, 112, 184
- Change PI Information..... 112
- Change PI on Proposal 184
- Change Primary Place 9
- Change Primary Place Of..... 9
- Change Your..... 112
- Changes. 7, 9, 11, 99, 101, 112, 154, 164, 184, 205
 - Awardee Organization 11
 - Performing/Research Organization..... 9
 - PI 99, 112, 184
 - PI/Co-PI Information If 112
 - Subcontracting Organization 101
- Chapter I.D.2 51
- Chapter II 49, 51, 106, 118, 129, 137, 141, 168
 - Chapter II.C.2.b..... 129
 - Chapter II.C.2.d..... 137
 - Chapter II.C.2.f 141
 - Chapter II.C.2.g..... 49, 51
 - Chapter II.C.2.j 168
- Characters 9, 11, 30, 36, 93, 101, 112, 129, 133, 141, 148, 168
- Check 33, 35, 37, 39, 69, 76, 89, 91, 104, 133, 194, 205
 - Check Here..... 69, 76, 133
 - Check marks 33, 35, 89, 91, 104
 - checkbox..... 133
 - Choose 17, 194
 - Program Announcement 17
- Citations 43
- Clear All Entries 205
- Clerical 51
- Click ..1, 3, 4, 7, 9, 11, 14, 17, 19, 21, 23, 25, 26, 31, 32, 33, 35, 36, 37, 39, 41, 43, 45, 46, 49, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 178, 181, 184, 188, 191, 194, 196, 205, 209

Download	60	proposal involves.....	37
Click Co	33	Cooperative Agreement	25
Click Fringe Benefits	68	Cooperative Agreements	25
Click Same	9	Co-PI	33, 49, 141, 144, 152, 154, 164, 178, 181, 184, 194
Clicking the Download.....	60	designate	184
Closing Date	32	remove	33
Closing Date menu	32	Co-PI Information	33, 184
CO .33, 49, 112, 137, 141, 144, 152, 154, 164, 177, 178, 181, 184, 194		Co-Principal Investigator	33
Code.....	37	Copy 45, 82, 85, 108, 118, 121, 124, 125, 126, 132, 148, 173	
Co-Editors	141	Budget	85
Collaborators	106, 141	Cost Sharing.....	51, 79
Collection	137	Cost Sharing Amount.....	51
Committed	51, 154, 160, 164	Cost sharing is.....	51
Competitiveness	137	Cost sharing level.....	51
Complete 1, 3, 17, 25, 58, 59, 60, 62, 85, 93, 98, 194, 196, 205		Cost Sharing link.....	79
Awardee/Performing/Research		Costs	51, 62, 69, 72, 74, 76, 79, 152
Organization	196	Country	9, 39
Budget Offline.....	60	Cover Sheet	3, 4, 7, 14, 17, 25, 26, 30, 31, 32, 33, 35, 36, 37, 39, 184, 194, 196
Cover Sheet.....	25	complete	25
Program		parts.....	196
Announcement/Solicitation/Program		Print	4
Description No.....	17	Proposal Classification Form.....	194
Proposal Classification Form.....	194	Remainder	25, 26, 30, 31, 32, 33, 35, 36, 37, 39
Three Required Cover Sheet		Cover Sheet Components ..	3, 4, 7, 14, 17, 25, 26, 196
Components	196	Cover Sheet Components Form	3, 4, 7, 14, 17, 26, 196
complete	1, 17, 58, 59, 60, 62, 85, 93, 194, 196	Create	54, 56, 60, 62, 85, 96, 98, 121, 144, 154, 164
Complete.1, 17, 25, 60, 98, 194, 196, 205		Budget	54, 98
Components	3, 4, 7, 14, 17, 25, 26, 49, 184, 194, 196	List	121
PI Information section.....	184	Criteria	129
Computer.....	51, 60, 74, 106, 108	Cumulative.....	49
Conduct	25	Current 14, 21, 23, 51, 93, 101, 126, 137, 141, 152, 154, 158, 160, 162, 164, 167, 194, 196	
Confirm.....	46, 78, 82, 91, 104, 110, 126, 133, 137, 144, 150, 154, 164, 174, 181, 188, 191	Edit	162
Confirmation 45, 108, 112, 121, 132, 160, 162		Go button.....	152
consider.....	124, 168, 187	submitting	152
Consideration	32	Current Budget Organizations.....	93, 101
Consult	51, 106, 129, 137, 141, 168	Current Documents	126
Consultant Services	51, 74	Current List	21, 23, 196
Contact	37, 194	Current PI	164
Contains	9, 11, 93, 101, 112, 129, 137	Current PIs.....	154
Contents	41	Currently PI Is Set	93, 99
Table	41	list.....	93, 99
Continue	21, 60, 152	Currently PI Is Set To	93, 99
Continue button	60	Currently PI Is Set To list	93, 99
Contracts	25		
Contributions.....	137		
Cooperative.....	25, 37		

- D**
- Data 37, 45, 51, 62, 74, 80, 91, 108, 121, 125, 132, 137, 148, 160, 162, 168, 173, 194
 - Data Universal 37
 - Data Universal Numbering System 37
 - Date 32, 39, 118
 - Dd.....31, 160
 - Debarment 25
 - Delete..... 46, 64, 69, 76, 82, 89, 91, 101, 104, 110, 126, 133, 137, 141, 144, 150, 154, 164, 174, 177, 178, 181, 191, 205
 - Budget Year..... 91
 - Link Between Proposals..... 191
 - Senior Person89, 181
 - Subcontracting Organization 104
 - Delete Checked Organization 104
 - Delete Checked Year..... 91
 - Delete Current46, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174
 - Delete Current Additional Single..... 126
 - Delete Current Biographical Sketch ... 144, 150
 - Delete Current Budget Justification..... 82
 - Delete Current Current144, 154, 164
 - Delete Current Biographical Sketch 144
 - Delete Current Facilities 110
 - Delete Current Project Description..... 137
 - Delete Current Project Summary. 133, 174
 - Delete Current References Cited 46
 - Delete Current Single 126
 - Delete Current Single Copy Documents126
 - Delete Current Supplementary Docs ... 174
 - Delete Item 69, 76
 - Delete list..... 126
 - Delete Non177, 178, 181
 - Delete Non Co177, 178, 181
 - Delete Non-Co-PI Senior Person..... 181
 - Delete Non-Senior Person 181
 - Delete Senior Personnel 89, 141, 177
 - Delete This 91, 104, 181
 - Delink 191
 - Delinked 191
 - Description 14, 51, 106, 129, 137, 141
 - Designate..... 93, 99, 184, 194
 - Development 137
 - Deviation Authorization 118
 - Directorate 194, 196
 - Directorate BIO..... 196
 - Directorate BIO heading..... 196
 - Disability..... 137
 - Disclosure 39
 - Display Current..... 46, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174
 - Display Current Additional Single 126
 - Display Current Additional Single Copy Documents button 126
 - Display Current Biographical Sketch .. 144, 150
 - Display Current Current 154, 164
 - Display Current Facilities 110
 - Display Current Justification 82
 - Display Current Project Description 137
 - Display Current Project Summary..... 133
 - Display Current References Cited 46
 - Display Current Single 126
 - Display Current Single Copy Documents 126
 - Display Current Supplementary Docs .. 174
 - displays 4, 7, 9, 11, 14, 17, 19, 21, 23, 25, 26, 31, 32, 33, 35, 36, 37, 39, 41, 43, 45, 46, 54, 56, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 177, 178, 181, 184, 188, 191, 196, 205
 - displays asking 174
 - Disseminate 137
 - Dissemination..... 51, 74
 - Diversity 194
 - Division..... 19, 21, 196
 - Divisions list19, 196
 - Do Not51, 129
 - Document 26, 43, 46, 124, 125, 126, 137, 144, 154, 164, 167, 168, 174
 - Additional Single Copy Document ... 126
 - Documentation 74
 - Documents 26, 43, 46, 124, 125, 126, 137, 144, 154, 164, 167, 168, 174
 - Does..... 37, 124, 152, 194, 196
 - Dollar Amount 69
 - Down List 56
 - Download... 4, 46, 60, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174, 205
 - Click 60
 - Drug-Free Workplace Certification 25
 - Dun 37
 - DUNS 37, 93, 101
 - DUNS button 93, 101
 - DUNS Number 37, 93, 101
 - Duration 31

E

e.g 137
 Each Category 51, 66, 205
 Each Individual Separately 158
 EARly 39
 Edit 30, 41, 85, 87, 112, 162, 167
 Budget 87
 Current 162
 Uploaded Current 167
 Edit PI Information 112
 Edit Principal Investigator's 112
 Editors 141
 Education 37, 137, 141
 Educator 137
 EIN..... 37
 Electronically signed 25
 Email 33
 Email Address..... 33
 Employ 129
 Employer Identification Number 37
 Enable 194
 Enables BIO..... 194
 End Date..... 154, 160, 164
 End dates..... 154, 160, 164
 Ends.... 9, 11, 39, 93, 101, 112, 154, 160, 164
 Enhance..... 137
 Enter9, 11, 17, 25, 26, 45, 46, 51, 58, 59, 60, 62, 64, 66, 79, 80, 82, 91, 93, 101, 108, 110, 112, 121, 124, 125, 126, 129, 132, 133, 141, 148, 154, 160, 162, 164, 168, 173, 174, 177, 188
 Additional Single Copy Document 125
 Biographical Sketch 148
 Budget Data 58, 59
 Budget Data Online 62
 Budget Justification 82
 Information 160
 New Facilities..... 110
 New Project Summary..... 133
 New References Cited 46
 New Supplementary Document 126, 174
 NSF Unit Consideration 17
 PIN 188
 Project Summary..... 132
 Remainder 25
 Special Information 168
 Supplementary Document 173
 TPI 188
 Enter Facilities 108
 Enter References Cited..... 45
 Enter Your 173
 Entering Mentoring Plans..... 168

entering Special Information..... 168
 Entire 26, 80, 152, 205
 Equipment..... 51, 69, 74, 106, 108, 110
 Equipment Item 69
 Equivalent 25
 Estimated..... 194
 Estimates 194
 Ethnicity 137
 example..... 62, 141
 Excel 54, 60
 Exceptions..... 118
 Exemption Subsection..... 39
 Existing Support 154, 160, 162, 167
 Existing Support Forms154, 160, 162, 167
 Exploratory Research..... 39
F
 Facilities..... 106, 108, 110, 137
 FastLane . 21, 32, 33, 41, 43, 60, 62, 106, 121, 126, 137, 154, 160, 162, 164, 205
 See Acceptable Formats 126
 FastLane Accepts 126, 154, 164
 Federal 25, 36, 152, 194
 Federal Agencies 36
 Federal Agencies link 36
 Field 37, 64, 66, 106, 129, 137, 154, 164, 168, 194, 209
 field studies..... 106
 Figure1 21, 56
 Figures . 1, 4, 7, 9, 11, 14, 17, 19, 21, 23, 26, 30, 31, 32, 33, 35, 36, 37, 39, 41, 43, 45, 46, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 178, 181, 184, 188, 191, 196, 205, 209
 File Upload 46, 82, 110, 126, 133, 137, 154, 164, 167, 174
 Files46, 82, 110, 126, 133, 137, 141, 144, 150, 154, 164, 167, 174
 Files With 164
 Fill Out..... 31, 194, 196, 209
 Financial 106
 Find..... 205
 First 14, 25, 93, 121, 178, 194, 196
 First Name 178
 Fit 35
 Follow... 3, 17, 37, 46, 49, 51, 64, 66, 82, 93, 106, 110, 118, 124, 126, 129, 133, 137, 141, 144, 150, 152, 174, 194

- For .. 1, 4, 7, 9, 11, 14, 17, 19, 25, 26, 30, 31, 33, 35, 37, 39, 41, 43, 46, 49, 51, 54, 56, 58, 59, 60, 62, 64, 66, 69, 71, 72, 74, 76, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 126, 129, 133, 137, 141, 144, 147, 150, 152, 154, 158, 160, 164, 168, 174, 177, 178, 181, 184, 188, 191, 194, 196, 205, 209
 purpose..... 194
- For preserving 137
- For the.... 4, 9, 11, 14, 17, 19, 26, 31, 41, 49, 51, 54, 60, 62, 64, 66, 69, 71, 74, 76, 80, 85, 87, 89, 91, 93, 96, 98, 101, 112, 121, 124, 126, 133, 137, 144, 152, 154, 158, 160, 164, 168, 184, 188, 194, 196, 205, 209
- For the collaborating..... 188
- For the purpose 194
- For Use 30, 51
- Form Preparation 1, 4, 41, 43, 45, 46, 54, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 150, 152, 154, 164, 168, 173, 174, 178, 181, 184, 188, 191, 194, 196, 205
 Other Resources..... 110
 Pending Support..... 152
 Return 46, 110, 126, 133, 141, 174
- Form Preparation Screen. 1, 4, 41, 43, 45, 46, 54, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 150, 152, 154, 164, 168, 173, 174, 178, 181, 184, 188, 191, 194, 196, 205
- Form presents 51
- Format..... 31, 126, 137, 154, 160, 164
- Forms... 1, 3, 4, 7, 14, 17, 26, 31, 41, 43, 45, 46, 51, 54, 62, 93, 98, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 177, 178, 181, 184, 187, 188, 191, 194, 196, 205
 be made..... 205
- Foundation 152
- Free 25
- Free Workplace Certification 25
- Fringe Benefits..... 51, 68
- Fringe Benefits link..... 68
- From ... 14, 23, 26, 32, 49, 56, 85, 93, 96, 101, 104, 126, 129, 137, 141, 152, 177, 178, 181, 184, 196
- From Prior Support..... 137
- Full..... 9, 35, 49, 51, 106, 129, 137, 141
- Functions 49
- Funding exceeding 69
- Funds .. 49, 51, 56, 58, 59, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 87, 89, 96, 98, 106, 129, 137, 152, 177, 178, 194
- Funds Requested... 51, 64, 66, 68, 69, 74, 76
- ## G
- Gender 137
- General..... 137
- generate 41, 194
- Geographic Area 209
- Give 82, 124, 126, 152, 174, 187, 194
- Go. 4, 7, 9, 14, 17, 26, 41, 43, 46, 54, 80, 106, 110, 112, 118, 121, 126, 129, 133, 137, 141, 144, 147, 152, 168, 174, 178, 181, 184, 188, 191, 194, 196
- Go Back 9, 80, 112, 196
- Go Back button 9, 80, 112, 196
- GO button 4, 7, 14, 17, 26, 41, 43, 46, 54, 106, 110, 112, 118, 121, 124, 126, 129, 133, 137, 141, 144, 147, 152, 168, 174, 178, 181, 184, 188, 191, 196
 Additional Single 124, 126
 Budgets 54
 Current 152
 Link Collaborative Proposals..... 188, 191
 List 121
 PI 144
 References Cited 43, 46
 References Cited is 43
 Supplementary Docs..... 168
 Supplementary Docs is..... 168
 Table 41
- Government 152
- governments 152
- GPG..... 14, 25, 106, 124, 168, 196
- GPG Appendix..... 25
- GPG Chapter..... 124
- GPG—Grant Proposal Guide 14
- Graduate..... 51, 141
- Graduate Education 141
- Graduate Students 51
- Grants 14, 25, 39, 106, 118, 152, 194, 196
 Deviation Authorization 118
- groups 137
- Guidelines 14, 37

H

Help 205
 High 39
 Higher 194
 high-resolution 39
 High-Resolution Graphics 39
 High-Resolution Graphics/Other Graphics
 39
 High-Resolution Graphics/Other Graphics
 Required 39
 Historic Places 39
 How 25, 26, 62, 112, 124, 137, 148, 194,
 196
 How Do..... 112
 How You 137
 Human Resources 194
 Human Subjects..... 39
 Human Subjects Assurance Number 39

I

IACUC App 39
 ID 35, 93, 101
 identify 7, 51, 137, 194
 If 4, 7, 9, 14, 17, 19, 23, 31, 35, 37, 39,
 43, 46, 51, 64, 79, 82, 85, 93, 106,
 110, 112, 126, 129, 133, 137, 141,
 144, 150, 152, 154, 164, 168, 174,
 177, 184, 194, 205
 If You 4, 7, 14, 17, 31, 35, 37, 46, 51, 64,
 82, 85, 110, 126, 133, 137, 144, 150,
 154, 164, 174, 194, 205
 II 124, 194
 III 194
 Impact..... 129, 137, 141
 Improve..... 137
 Improved STEM education..... 137
 In.. 3, 4, 9, 11, 14, 17, 19, 21, 23, 26, 30,
 31, 33, 35, 36, 37, 39, 43, 45, 46, 49,
 51, 54, 56, 62, 64, 66, 68, 69, 71, 72,
 74, 76, 78, 79, 80, 82, 89, 91, 93, 96,
 98, 99, 101, 106, 108, 110, 112, 118,
 121, 124, 125, 126, 129, 132, 133,
 137, 141, 144, 148, 150, 154, 160,
 162, 164, 167, 168, 173, 174, 177,
 178, 184, 187, 188, 191, 194, 196,
 205, 209
 In Progress..... 137
 In progress under 137
 Include ..26, 39, 43, 49, 51, 54, 106, 121,
 124, 129, 137, 152, 168, 177, 178, 194
 Reviewers Not 121
 Inclusion 51
 Indicate 106, 152, 194
 Indicate research-related 194

indicates No Selection Required 194
 Indirect..... 51, 76, 152
 Indirect Cost Item 76
 Indirect Costs 51, 76, 152
 Individual... 25, 37, 51, 64, 66, 137, 141,
 152, 154, 160, 164, 177
 Pending Support..... 164
 project/proposal..... 164
 Individual Applicant 25
 individual's 64, 141, 164
 individual's name 141, 164
 Info 112
 Info screen..... 112
 Information... 7, 9, 11, 25, 26, 31, 33, 37,
 39, 43, 49, 51, 64, 66, 106, 112, 121,
 124, 137, 141, 152, 154, 160, 164,
 168, 194, 205
 Enter 160
 why NSF needs 194, 205
 Information screen 112
 infrastructural..... 194
 Infrastructure 137, 194, 209
 Initial..... 121
 Inst 93, 101
 Institution Identification Number..... 112
 Institution Search..... 9, 11, 112
 Institutional..... 74
 Institutions..... 7, 9, 11, 112
 Institutions Located list 9, 11, 112
 Instructions... 1, 3, 14, 17, 19, 25, 26, 46,
 49, 54, 60, 62, 64, 87, 118, 124, 129,
 132, 137, 141, 144, 154, 168, 194, 196
 offline using..... 60
 instructions accompanying 60
 template 60
 Instrumentation 137
 Intellectual Merit 129
 Interdisciplinary 194
 International 39, 51, 71
 International Cooperation Activities 39
 Investigator..... 39, 209
 Investigator Status..... 209
 IRB..... 39
 IRB App 39
 Is4, 7, 9, 11, 14, 19, 21, 23, 25, 26, 30,
 31, 32, 33, 35, 36, 37, 39, 41, 43, 45,
 46, 49, 51, 54, 56, 60, 64, 66, 68, 69,
 71, 72, 74, 76, 78, 79, 80, 82, 85, 87,
 89, 91, 93, 96, 99, 101, 104, 106, 108,
 110, 112, 118, 121, 124, 125, 126,
 129, 132, 133, 137, 141, 144, 147,
 148, 150, 152, 154, 158, 160, 162,

- 164, 167, 168, 173, 174, 178, 181,
184, 188, 191, 194, 196, 205
- Is On 184
- is responding 14
- is seeking 205
- Is seeking for 205
- Issues 137
- It is 74
- IV 194
- J**
- Journal 43
- Justification 49, 54, 82, 177, 178
- Justify 49, 82, 137
- L**
- Last 121, 141, 178
- Level 51, 79, 137, 194
- Line 39, 51, 58, 59, 62, 98
- Link.... 1, 3, 4, 25, 26, 31, 32, 33, 35, 36,
37, 39, 49, 54, 56, 58, 59, 60, 62, 64,
66, 68, 69, 71, 72, 74, 76, 78, 79, 82,
85, 87, 89, 93, 96, 98, 99, 101, 187,
188, 191, 194
- Proposal 188
- Temporary Proposal 188
- Link Between Proposals 191
- Link Collaborative 187, 188, 191
- Link Collaborative Proposals 187, 188, 191
- Go button 188, 191
- link To 3, 26, 62
- List.... 1, 9, 11, 14, 17, 19, 21, 23, 32, 39,
43, 51, 56, 64, 69, 76, 85, 89, 93, 96,
99, 101, 106, 112, 121, 126, 141, 152,
154, 160, 164, 174, 177, 178, 181,
184, 188, 191, 194, 196
- Create 121
- Currently PI Is Set 93, 99
- Go button 121
- Suggested Reviewers 121
- What Is 121
- Listed NSF Organization Unit 32
- Loans 25
- Lobbying Activities 39
- Local 152
- Locate 9, 11, 112
- Locate Performer/Research button 9
- Locate Performing/Research button 9
- Long 205
- Lower 26, 112, 205
- M**
- Major 3, 106, 108
- Major Equipment 106, 108
- make 7, 30, 37, 129, 137
- Management 37, 168
- Mandatory 51
- Many Formats 126
- match 9
- Materials 51, 74, 137, 194
- Mathematics 137
- Maximum 33, 36
- May be 124, 137
- meet 184
- mentoring 168
- Mentoring Plan 168
- Merit 129
- Message..... 9, 11, 23, 26, 45, 46, 82, 91,
104, 108, 110, 112, 118, 121, 125,
126, 132, 133, 137, 144, 148, 150,
154, 160, 162, 164, 173, 174, 181,
184, 188, 191, 205
- Mexico 51
- Middle Initial 121, 178
- Minorities 37
- Minority Business 37
- mm/dd/yyyy format 31, 160
- Model Organism 209
- Month. 31, 51, 64, 66, 152, 154, 160, 164
- Months 31, 51, 64, 66, 160
- Months Per 152, 154, 160, 164
- N**
- Name ... 9, 11, 36, 43, 56, 60, 85, 89, 93,
96, 99, 101, 104, 112, 118, 121, 141,
144, 147, 148, 154, 164, 177, 178,
181, 184
- PI 144, 154
- Senior Person 181
- Name and 118, 121
- name contains 9, 11, 93, 101, 112
- Name-Inst ID 93, 101
- Narrative 106, 137
- National Science Board 51
- Navigate 26, 62
- Budget Year 62
- Budget Year Screen 62
- Remainder 26
- Navigation 4, 26
- New. 46, 49, 60, 82, 85, 93, 99, 101, 110,
126, 133, 137, 144, 150, 154, 158,
164, 174, 184, 205
- New Organization 93, 101
- new PI's name 184
- New PI's 184
- Next 69, 89, 110, 124, 133, 144, 147,
174, 184, 194
- Nine-Digit 37, 93, 101

No.	37, 43, 51, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 106, 141, 160, 181, 184, 191, 194
No Selection Required.....	194
Non	187, 188
Notes.....	19, 49, 126, 174, 194
NSF14, 17, 19, 21, 23, 30, 31, 33, 35, 49, 51, 118, 124, 129, 137, 152, 178, 184, 187, 194, 196, 205	
NSF Announcement	118
NSF Assistant Director	118
NSF Assistant Director/Office Head.....	118
NSF Award Number	35
NSF Director	51
NSF Division	19
NSF Form 1207.....	118
NSF funds	129, 137
NSF permits	33
NSF Primary Program	21
NSF Program	14, 51, 118, 194
NSF Program Announcement	14
NSF Program Officer	194
NSF Proposal	118
NSF requires.....	152
NSF Solicitation.....	51
NSF Unit	17, 21, 23, 196
NSF Unit Consideration	17, 196
NSF Use Only.....	124
NSF uses.....	124
NSF's	14
Number14, 35, 37, 39, 43, 51, 64, 66, 72, 118, 141, 148, 152	
O	
Objective	129, 137
Obligation	25
Of work.....	137
Office.....	106, 108, 118
Office Head	118
Official	118
Offline	54, 60
Offline using	60
instructions.....	60
OK	126, 181, 184, 191
OK button 9, 11, 26, 33, 45, 46, 108, 110, 112, 118, 121, 125, 126, 132, 133, 137, 144, 148, 150, 154, 160, 162, 164, 173, 174, 181, 184, 188, 191, 205	
Old.....	93, 154, 164
On. 1, 4, 7, 11, 14, 17, 19, 21, 25, 26, 31, 32, 33, 36, 37, 46, 49, 51, 54, 58, 59, 60, 62, 64, 82, 85, 89, 93, 98, 101, 104, 110, 112, 118, 124, 126, 129, 132, 133, 137, 141, 152, 164, 167, 168, 174, 177, 181, 184, 194, 196, 205	
On the	4, 7, 11, 14, 17, 19, 21, 26, 31, 36, 37, 46, 51, 58, 59, 60, 62, 82, 85, 89, 93, 98, 101, 104, 110, 112, 118, 126, 129, 133, 137, 141, 152, 164, 168, 174, 181, 184, 194, 196, 205
One Year	85
Online.....	54
Only	19, 23, 26, 31, 33, 41, 43, 51, 79, 106, 112, 129, 168, 194
Operations	37
Optional.....	64, 66, 121
Options... 7, 9, 11, 14, 37, 43, 46, 58, 59, 82, 93, 96, 98, 101, 106, 110, 112, 124, 126, 129, 133, 137, 141, 144, 147, 150, 152, 154, 158, 164, 168, 174, 187, 188, 205	
Organisms.....	194, 209
Organization 9, 11, 37, 49, 54, 56, 60, 85, 89, 93, 96, 101, 104, 112, 152, 194	
Select	93, 101
Organization Name.....	37, 85
organization?. 7, 9, 11, 25, 37, 49, 54, 56, 60, 85, 89, 93, 96, 98, 99, 101, 104, 112, 152, 196	
Organizational	25, 106, 141, 194, 196
Original.....	101, 167, 184
Originally	144, 167
Other. 7, 36, 39, 51, 66, 72, 74, 106, 108, 110, 137, 141, 144, 152, 168, 173, 174, 187	
Other Direct	51, 74
Other Direct Costs.....	51, 74
Other Federal Agencies	36
Other Graphics.....	39
Other Information	39
Other Personnel	51, 66
Other Professionals.....	51
Other Resources	106, 108, 110
Other Resources file	110
Outcomes.....	137
Outlines	137
Overview.....	3, 49, 129, 205
Owned Business.....	37
P	
Page....	19, 26, 43, 49, 85, 124, 129, 137, 141, 168
Top.....	26
Page limit.....	124, 168
part.....	124, 137, 168, 194, 196
15-page	124, 168
Participant.....	51, 62, 72

- Participant Support..... 51, 62, 72
- Participant Support Costs 51, 62, 72
- Participants 51, 62, 72
- Number..... 72
- Partnering Organization 54
- Partners..... 54
- Past..... 137, 194
- PDF ... 4, 46, 82, 110, 126, 133, 137, 141, 144, 150, 154, 164, 167, 174, 205
- PDF Cover Sheet 4
- PDF file 154, 167
- PDF Format 4, 46, 82, 110, 126, 133, 137, 144, 150, 154, 164, 174, 205
- PDF toolbar 205
- Pending Support 152, 154, 158, 160, 162, 164, 167
- Each Individual Separately 158
- Form Preparation..... 152
- Individual 164
- Pending Support Form 152, 154, 158, 160, 162, 164, 167
- People 129, 141, 178
- Percentage 51, 76
- Performance 7, 9, 25, 26, 196
- ADD Primary Place..... 9
- Primary Place..... 7, 9, 25, 26, 196
- Performance button 9
- Primary Place..... 9
- Performance component 196
- Primary Place..... 196
- Performance screen 9
- Primary Place..... 9
- Performance Selection 7
- Primary Place..... 7
- Performed 7, 9, 25, 106, 196
- Performing Research Organization
- Selection 7
- Performing/Research Organization..... 7, 9, 25, 196
- Period 72, 137, 152
- Person ... 37, 64, 66, 89, 93, 99, 129, 137, 141, 147, 148, 150, 152, 154, 158, 160, 164, 177, 178, 181, 184
- Person's 141, 178, 181
- Person-Months Per 152, 154, 160, 164
- Personnel .. 49, 51, 56, 64, 66, 89, 93, 96, 106, 141, 177
- Number..... 66
- Type 66
- Personnel Assigned..... 141
- Personnel Available 89
- Personnel Currently 89
- Personnel Currently Assigned..... 89
- PHS Animal Welfare Assurance Number 39
- Physical Collection 137
- PI.. 25, 26, 33, 49, 93, 99, 112, 137, 141, 144, 147, 152, 154, 177, 178, 181, 184, 188, 194
- Biographical Sketch 144, 147
- Change 99, 112, 184
- Go button..... 112, 144
- lists 152
- name 144, 154
- PI Co 112, 141, 144, 152
- PI Information 25, 26, 33, 112
- PI Information section 184
- component 184
- PI/Co-PI..... 112
- PI/Co-PI Information 112
- PI's 137, 184
- PIN..... 49, 188
- Enter 188
- type..... 188
- PIs 33, 144, 152, 154, 164, 184
- Plan..... 137, 154, 164, 168
- Postdoctoral 51, 141
- Postdoctoral Advisors..... 141
- Postdoctoral Associate 51
- Postdoctoral Scholars..... 51
- postdoctoral training..... 141
- Postgraduate 141
- Postgraduate-scholar 141
- Postgraduate-Scholar Sponsor 141
- Potential 137
- Potential benefits 137
- Preferences 194
- Preliminary..... 35
- Preparation 129
- Prepare..... 1, 126, 137, 194
- Prepare Proposal 1
- Prepare Proposal Forms 1
- Preproposal 35
- Preproposal 35
- Present 51, 137
- Press 30
- Previous..... 35, 82, 110, 133, 150
- Previous NSF Awards 35
- Primary..... 7, 9, 25, 26, 196
- Primary Place..... 7, 9, 25, 26, 196
- Performance 7, 9, 25, 26, 196
- Performance button 9
- Performance component..... 196
- Performance screen 9
- Performance Selection 7
- Primary Place Of Performance 7, 9, 25, 26, 196

Principal Investigation Designation	93	Project Summary	129, 132, 133, 168, 187
Principal Investigator	33, 93, 99, 112, 181	Access	132, 133
Principal Investigator Designation ..	93, 99	Enter	132
Principal Investigators	112	Upload	133
Print	4, 26, 205	Project Title.....	162
Cover Sheet.....	4	project/proposal.....	154, 164
Proposal Classification Form.....	205	individual	164
Remainder	26	Project/proposal title	154, 164
use	26	project's.....	137
Print Menu.....	4	Project—calendar	154, 164
Privileged Information.....	39, 124	Proper Interpretation.....	39
Procedure.....	137	Proposal.....	1, 177
Process.....	14, 31, 51, 74, 126, 137, 144,	Proposal Actions.....	112
154, 160, 164, 194		Proposal Actions screen	112
Products	137, 141	Proposal Added	188
Professional.....	51, 141	Proposal Budget	51, 178
Professional Preparation.....	141	Proposal Classification.....	194, 196, 205, 209
Profit	37	Proposal Classification Form	194, 196,
Program Announcement....	14, 17, 19, 32,	205, 209	
118, 196		Access	196, 205, 209
Choose.....	17	complete.....	194
GPG—Grant Proposal Guide	14	Cover Sheet.....	194
Program Announcement/Solicitation		Fill Out	209
Number.....	14, 32, 196	Print	205
Program Announcement/Solicitation		return	205
Number Selection	14, 196	Save	205
Program Announcement/Solicitation		Work	205
Number Selection screen.....	14, 196	Proposal Guide.....	14, 106, 196
Program		proposal involves	37
Announcement/Solicitation/Program		cooperative.....	37
Description No	14, 17	Proposal PIN.....	49
Program Announcements/Solicitation		Proposal Title.....	26, 30, 160
Number Selection	14, 196	Proposals	1, 3, 7, 9, 11, 14, 17, 25, 26,
programs	14, 17, 19, 21, 32, 118, 194,	30, 31, 32, 33, 35, 36, 37, 39, 43, 49,	
196		51, 54, 64, 79, 93, 104, 106, 112, 118,	
Programs list	19, 21, 196	121, 124, 129, 137, 141, 144, 152,	
Progress.....	137, 194	154, 160, 164, 168, 177, 178, 181,	
Project..	7, 30, 43, 51, 54, 56, 58, 59, 60,	184, 187, 188, 191, 194, 196, 205, 209	
62, 64, 66, 69, 71, 72, 80, 82, 85, 87,		Add/Delete Non Co-PI Senior Personnel	
89, 91, 93, 96, 98, 99, 101, 104, 106,		Assigned.....	178
124, 129, 132, 133, 137, 141, 152,		Add/Delete Non-Co-PI Senior Personnel	
154, 160, 162, 164, 168, 187		Assigned.....	178, 181
be devoted	152	Add/Delete Non-Co-Principal	
Under Person-Months Per Year		Investigator Senior Personnel	
Committed.....	160	Assigned.....	181
Project Activities	137	Link	188
Project Budget .	54, 56, 58, 59, 60, 62, 80,	Proposals in.....	14, 51
82, 85, 87, 89, 91, 93, 96, 98, 99, 101,		Proposed..	49, 51, 79, 106, 129, 137, 141,
104		152, 168, 194	
Project Description	43, 124, 137, 168, 187	Proposed Activity	129, 137
Project Location	154, 160, 164	Proposed Level	79
Project Proposal Title	154, 160, 164	Proposed Projects.....	141, 152
Project Summar	133	Proposed Work	137, 168

- Proposer 51, 64, 66, 68, 69, 74, 137
Public 30, 137, 152
Publication
costs/documentation/distribution. 51, 74
Publications 43, 51, 74, 141
Purpose 194
for 194
- Q**
Queries 194
Questions 194
Quick 3
- R**
Radio Button ... 35, 60, 85, 154, 158, 160,
164, 209
Rapid 39
Rate 51, 76
RCR 25
Reader 30, 129
Reason 121
Receive 137
References 43, 45, 46, 187
References Cited 43, 45, 46, 187
Go button 43, 46
References Cited button 46
References Cited data 45
References Cited displays 46
References Cited document 46
References Cited is 43
Go button 43
References Cited screen 43, 45, 46
References Cited text 45
Refresh 19
Regardless 152
Register 33, 37, 93, 184
Remainder 25, 26, 30, 31, 32, 33, 35, 36,
37, 39
Cover Sheet.. 25, 26, 30, 31, 32, 33, 35,
36, 37, 39
Federal Agencies 36
Go button 26
leave 26
Navigate 26
Other Federal Agencies 36
Print 26
Save Your Work 26
Work 26
Remove 23, 33, 64, 104, 177, 191
Co-PI 33
Selected NSF Unit 23
Renewal 35
Replace.. 46, 82, 110, 126, 133, 137, 150,
167, 174
- Report 152, 154, 158, 160, 162, 164, 167,
194
Senior Person 160
Report On 152, 194
Request For 51, 64, 66, 68, 69, 71, 72, 76
Request NSF 31, 49, 177
Requested Amount 31
Requested Starting Date 31
Requests... 31, 49, 51, 64, 66, 68, 69, 71,
72, 74, 76, 78, 80, 89, 177, 178, 184,
194
require.... 21, 37, 39, 49, 51, 79, 87, 129,
133, 137, 152, 162, 168, 187, 194, 196
Required For 39, 51
required parts 196
Research. 7, 9, 25, 37, 39, 137, 194, 196,
209
Geographic Area 209
Research/education 137
Residual 51, 78
Residual Funds 51, 78
Resolution Graphics 39
Resources 106, 108, 110, 194
Responses 14, 39, 205
Results . 93, 101, 126, 129, 137, 174, 187
Return . 9, 11, 46, 93, 101, 110, 112, 126,
129, 133, 141, 174, 205
Form Preparation..... 46, 110, 126, 133,
141, 174
Proposal Classification Form 205
Return To... 46, 110, 126, 133, 141, 174,
205
Reviewer 121, 124
Reviewers Not 121
Include 121
Reviews 31, 121, 129, 152, 194
- S**
Same 9, 43, 129
Save 9, 26, 33, 45, 60, 62, 80, 82, 87, 89,
108, 112, 118, 121, 125, 132, 148,
160, 162, 173, 205
Excel 60
Proposal Classification Form 205
Responses 205
Save Your Work 26
Scholar Sponsor 141
Science 51, 137, 194, 196, 209
Science Other Than Biology 209
Screen 1, 3, 4, 7, 9, 11, 14, 17, 19, 21,
23, 26, 30, 31, 32, 33, 35, 36, 37, 39,
41, 43, 45, 46, 54, 56, 58, 59, 60, 62,
64, 66, 68, 69, 71, 72, 74, 76, 78, 79,
80, 82, 85, 87, 89, 91, 93, 96, 98, 99,

pd_prepare_proposal_forms

101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 178, 181, 184, 188, 191, 194, 196, 205, 209	Senior Personnel ... 51, 64, 144, 152, 154, 164, 177, 178, 181
screen showing 148	Senior Personnel Assigned... 64, 144, 152, 178, 181
Search 9, 11, 93, 101, 112	Senior Persons .51, 64, 89, 141, 147, 150, 158, 160, 177, 178, 181
Search string 9, 11	Senior Persons list..... 64
Secondary 21	service' 51, 74
Secondary Division 21	Short 72
Secretarial..... 51	shows 21, 26, 141, 148, 196
Section ... 3, 9, 11, 17, 21, 25, 26, 30, 31, 32, 33, 35, 36, 37, 39, 43, 51, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 93, 106, 124, 133, 137, 154, 160, 162, 164, 167, 184, 188, 196, 205	Signed .25, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 160
form presents 51	Significant 141
Section C.g..... 124	Single Copy Document 124, 126
Security 137	Single File 144, 154
see....1, 3, 4, 7, 9, 11, 14, 17, 19, 21, 23, 25, 26, 30, 31, 32, 33, 35, 36, 37, 39, 41, 43, 45, 46, 49, 51, 54, 56, 58, 59, 60, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 80, 82, 85, 87, 89, 91, 93, 96, 98, 99, 101, 104, 106, 108, 110, 112, 118, 121, 124, 125, 126, 129, 132, 133, 137, 141, 144, 147, 148, 150, 152, 154, 158, 160, 162, 164, 167, 168, 173, 174, 177, 178, 181, 184, 187, 188, 191, 194, 196, 205, 209	Upload 144, 154
Select ... 9, 11, 14, 17, 19, 21, 23, 32, 56, 85, 93, 96, 98, 99, 101, 112, 181, 194, 196, 209	Sketch 141, 144, 147, 148, 150, 177
NSF Division 19	Small Business..... 37
NSF Primary Program..... 21	Small Grant 39
NSF Unit..... 17	Society 137
Organization 93, 101	Solicitation Number 14, 196
Select New Year 56, 85, 96	Solicitation Number Selection 196
select Not Appropriate 194	Solicitations..... 14, 51, 79, 118, 196
Select Performer/Researcher button 9	Source 152, 154, 160, 164
Select Program button 21, 196	source—such 152
Selected Major 194	Special..... 31, 129, 133, 168
Selected NSF Units 21, 23, 196	Specific..... 137, 194
Selections 7, 17, 196, 209	SPO..... 184
Self 129	Sponsored..... 152, 168
Senior..... 51, 64, 89, 141, 144, 147, 150, 152, 154, 158, 160, 164, 177, 178, 181	Sponsored Project Office 168
Senior Person .. 51, 64, 89, 141, 147, 150, 158, 160, 177, 178, 181	Sponsoring 141
Add 89, 178	Spreadsheet 49, 54, 58, 59, 60, 98
Bio Sketch 150	Spreadsheet Support 58, 59, 60, 98
Delete..... 89, 181	Spreadsheet Support Select Organization 60
	Start..... 31, 154, 160, 164
	Start Date 31, 154, 160, 164
	State 9, 51, 106, 137, 141, 152
	Statement 43, 106, 124, 129, 137
	Status..... 37, 141, 194, 209
	STEM..... 137
	Step 7, 14, 26, 54, 56, 58, 59, 82
	Stipends 51, 72
	Study 106, 194
	Subawardee . 49, 93, 96, 98, 99, 101, 104
	Subawards 51, 74
	Subcontracting Organization.... 49, 93, 96, 98, 99, 101, 104
	Add 93
	Change 101
	Delete..... 104
	Subcontracts ... 49, 51, 74, 93, 96, 98, 99, 101, 104

- Submission..... 152, 154, 164, 205
 be ready..... 205
- Submit..... 14, 32, 36, 37, 124, 141, 147, 152, 158, 168
 Additional Single Copy Document 124
 Biographical Sketch 141
 Current 152
 Sketch 147
 Submit Current 152, 158
 Submit Each Biographical Sketch Separately 147
 Submitted . 14, 32, 36, 37, 141, 147, 152, 158, 168
 Submitted the..... 14, 32, 36, 37, 147, 158
 Submitted. 141
 Submitting Biographical Sketches..... 141
 Subsistence 51, 72
 Substantive Area..... 209
 Suggested 121
 Suggested Reviewers..... 121
 Summary 129
 Summer..... 51, 64, 66, 154, 160, 164
 Summer Months..... 51, 64, 66, 160
 Supplementary .. 126, 129, 133, 168, 173, 174
 Supplementary Docs..... 168, 173, 174
 Go button..... 168
 Supplementary Docs button 174
 Supplementary Docs is 168
 Go button..... 168
 Supplementary Docs screen 168, 173, 174
 Supplementary Documents. 126, 129, 133, 168, 173, 174
 Enter 173
 Upload 174
 Supplies..... 51, 74
 Supply 51, 74
 Support 25, 31, 49, 51, 137, 152, 154, 158, 160, 164
 Support Type..... 154, 160, 164
 Support type—current 154, 164
 Suspension..... 25
 Suspension Certification 25
 Synergistic Activities..... 141
 System 37, 194
- T**
- Table 41, 194
 Contents 41
 Go button..... 41
 Takes 93, 177
 Taxpayer Identification Number 37
 Technology..... 137
 Telephone 37
- Temp 188
 Template..... 60
 instructions accompanying..... 60
 Temporary 187, 188, 191
 Temporary Proposal ID 188, 191
 Text 9, 11, 45, 46, 82, 93, 101, 108, 110, 112, 118, 121, 125, 126, 129, 132, 133, 141, 148, 160, 162, 168, 173, 174
 Text Box 9, 11, 45, 46, 82, 108, 110, 118, 125, 126, 129, 132, 133, 141, 148, 168, 173, 174
 Text Boxes 108, 125, 126, 133
 That are..... 19, 51, 106, 137
 That you ... 19, 33, 36, 43, 46, 49, 51, 62, 82, 87, 89, 91, 104, 110, 126, 133, 137, 144, 150, 152, 154, 162, 164, 167, 174, 181, 184, 188, 191
 The Co..... 33, 184
 The organization's 9, 11, 37, 93, 101, 104, 106, 112
 The Technical 137
 The year 56, 62, 80, 85, 96
 Thesis Advisor 141
 This Proposal 7, 9, 11, 25
 Three Required Cover Sheet Components 196
 Time..... 21, 26, 72, 152, 184
 TIN..... 37
 Title... 30, 43, 51, 64, 118, 154, 164, 194
 titled 30, 43, 51, 64, 118, 194
 To NSF..... 14, 205
 To Upload..... 124, 133, 168
 Top 26, 62, 93, 178, 205
 Page 26
 total 51, 62, 64, 66, 68, 69, 71, 72, 74, 76, 78, 80, 152, 154, 160, 164
 Total Award Amount ... 152, 154, 160, 164
 Total Subsistence 51
 Total Travel 51
 TPI 188
 Transfer.... 46, 49, 82, 93, 110, 126, 133, 141, 144, 150, 154, 164, 174
 Travel 51, 71, 72
 Travel Domestic 71
 Travel Foreign..... 71
 type 9, 11, 26, 30, 31, 33, 35, 36, 37, 45, 64, 66, 68, 69, 71, 72, 74, 76, 78, 79, 82, 93, 101, 108, 112, 118, 121, 124, 125, 132, 148, 160, 173, 178, 188, 194
- U**
- U 37, 51
 U.S..... 37
 Uncheck..... 133

Undergraduate Students	51	What Is....	3, 51, 118, 121, 129, 137, 152, 177, 184, 187, 194
underrepresented	137	List	121
Under-represented	137	What Is Current	152
Underrepresented Minorities	137	What Is It	194
Unit Selection	14, 17, 19, 21, 23, 196	What Is Link Collaborative Proposals ..	187
Unit Selections List	14, 17, 19, 21, 23, 196	What You Need	205
United	9, 14, 17, 19, 21, 23, 51, 137, 194, 196	Why	121, 137, 194, 205
United States.....	9, 51, 137	Why Does NSF Need	194
Upload	43, 46, 60, 82, 106, 110, 124, 126, 129, 133, 137, 141, 144, 150, 154, 164, 167, 168, 174, 177	Why Does NSF Need It.....	194
Additional Single Copy Document	126	why NSF	194, 205
Biographical Sketch	150	why NSF needs	194, 205
File	164	information.....	194, 205
Project Summary.....	133	Woman	37
Single File	144, 154	Woman-Owned Business	37
Supplementary Document	174	Women	37, 137
Upload Your.....	174	Word ..	126, 137, 144, 148, 154, 164, 167
URL	43	Work	26, 43, 49, 51, 62, 64, 66, 106, 118, 124, 129, 137, 141, 152, 168, 184, 205
Using	60, 154, 164	Work In Progress.	137
V		Work On : 26, 43, 49, 51, 62, 64, 66, 106, 118, 124, 129, 137, 141, 152, 168, 184, 205	
values.....	137	Work on Additional Single	124
Vertebrate Animals.....	39	Work on Biographical Sketches	141
VI	194	Work on Mentoring Plan	168
View	41, 62, 112, 126, 174	Work on References Cited	43
VII	194	Work on Supplementary Documents ...	168
VIII	194	Worksheet.....	205
Volume	43	Worksheet button.....	205
W		Write	126, 129, 174
Warning	191	Y	
Warning screen.....	191	Year	43, 49, 56, 62, 80, 85, 87, 91, 96, 98, 137, 141, 152, 154, 160, 164
Web	43	Add	56, 96
web site?	43	Year committed to.....	154, 160, 164
Were	129	Yes.....	82, 91, 104, 188
What ...	3, 43, 49, 51, 106, 118, 121, 124, 129, 137, 141, 152, 168, 177, 184, 187, 194, 205	Yes button.....	82, 91, 104, 188
What Are.....	43, 49, 106, 124, 141, 168	Yes button is	91, 104, 188
What Are Additional Single	124	Your	17, 26, 37, 54, 56, 60, 85, 121, 124, 129, 133, 137, 168, 184, 187, 194, 196
What Are Biographical Sketches	141	Your organization	37, 54, 56, 85, 194
What Are Budgets	49	Your Organization's	85
What Are References Cited	43	YYYY format	31, 160
What Are Supplementary Documents..	168		