



FastLane Help System

Prepare a Proposal Functions

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Prepare a Proposal Functions

Proposal Functions Introduction

You have these options for working on proposals:

- Create a new proposal
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

Create a New Proposal

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

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

What Do You Want To Work On?

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

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

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

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

Proposal Functions

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

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

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

Principal Investigator (PI) Information

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

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

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

Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Information Systems LLC		
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		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status	ORCID Identifier		
Race			
Serving or ever served on a Federally Funded Project as a PI or Co-PI.	No		

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

4. Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

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

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

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal - Deadline Date

7577434 - SE ProdValid Jenkins Test	03/08/2016
7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I	

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

Create New Proposal

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

Go Back

Figure 4 Proposal Actions screen. The Create Blank Proposal button is circled.

5. Click the **Create Blank Proposal** button (Figure 4). The **Form Preparation** screen displays (Figure 5). See [Prepare Proposal Forms](#) for instructions on how to work on all the proposal forms on the **Form Preparation** screen.

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<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	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
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	
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A
<input type="button" value="Go Back"/>			

Figure 5 Form Preparation screen.

See also:

- Prepare proposal forms
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

Create a New Proposal

pd_prepare_proposal_functions

Edit a Proposal

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

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

What Do You Want To Work On?

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

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

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

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

Proposal Functions

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

- Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.**
3. Click **Proposal Preparation** (Figure 2). The **Principal Investigator (PI) Information** screen displays (Figure 3).

Principal Investigator (PI) Information

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Country	US		

Gender	Male		
Citizenship	US citizen	Degree Year	2005
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Disability Status	ORCID Identifier		
Race			
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - No			

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

4. Click either one of the **Prepare Proposal** buttons (Figure 3). The **Proposal Actions** screen displays (Figure 4).

Proposal Actions

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

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7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

Create New Proposal

Figure 4 Proposal Actions screen. The Edit button is highlighted

- Highlight the proposal you want to edit from the **Temporary Proposals in Progress** list (Figure 4).
- Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5) for that proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms on the **Form Preparation** screen.

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
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<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
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	
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents		<input type="button" value="GO"/> Performer/Awardee Organization Selection	N/A
<input type="button" value="Go Back"/>			

Figure 5 Form Preparation screen for the proposal you have selected to edit.

See also:

- Create a new proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

Assign a PIN to a Proposal

You can assign a Personal Identification Number (PIN) to a proposal. An Other Authorized User (OAU), who is not a PI or Co-PI, needs a proposal's PIN to log in to Proposals, Awards, and Status and work on the proposal (see [OAU Login](#)).

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Proposal Actions

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7577433	SE ProdValid Jenkins Test	03/08/2016
7577430		
7577428	ACPT Validation - pradeep DNT	
7577427	SBIR Phase I:	

<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Check"/>	<input type="button" value="Allow SPO Access"/>	<input type="button" value="Proposal PIN"/>	<input type="button" value="Print"/>	<input type="button" value="Submit SBIR"/>	<input type="button" value="Submit STTR"/>
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Create New Proposal

<input type="button" value="Create Blank Proposal"/>			
<input type="button" value="SBIR Phase I"/>	<input type="button" value="SBIR Phase II"/>	<input type="button" value="STTR Phase I"/>	<input type="button" value="STTR Phase II"/>

Figure 1 Proposal Actions screen. The Proposal PIN button is circled.

2. In the **Temporary Proposals in Progress** list (Figure 1), highlight the proposal that you want to assign a PIN to.
3. Click the **Proposal PIN** button (Figure 1). The **Proposal PIN Control** screen displays (Figure 2) for that proposal.

Proposal PIN control for 6337168

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

Please type the PIN again:

Figure 2 Proposal PIN Control screen.

4. Type the PIN in the boxes provided (Figure 2).
5. Click the **OK** button (Figure 2). The **PIN Changed for Proposal** screen displays (Figure 3).

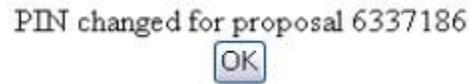


Figure 3 PIN Changed for Proposal screen.

6. Click the **OK** button (Figure 3). The **Proposal Actions** screen displays (Figure 1).

See also:

- Create a new proposal
- Edit a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

Check a Proposal for Completeness

You can check the progress of a proposal's preparation through the **Check** function. This is especially helpful if a number of people—Co-PIs and Other Authorized Users—are working on the proposal.

The results tell you what documents are missing and which of those missing documents are required for NSF consideration of the proposal.

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

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

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

Temporary Proposals in Progress

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<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Check"/>	<input type="button" value="Allow SPO Access"/>	<input type="button" value="Proposal PIN"/>	<input type="button" value="Print"/>	<input type="button" value="Submit SBIR"/>	<input type="button" value="Submit STTR"/>
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Create New Proposal

<input type="button" value="Create Blank Proposal"/>			
<input type="button" value="SBIR Phase I"/>	<input type="button" value="SBIR Phase II"/>	<input type="button" value="STTR Phase I"/>	<input type="button" value="STTR Phase II"/>

Figure 1 Proposal Actions screen. The Check button is circled.

2. Highlight the proposal that you want to check from the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Check** button (Figure 1).
4. The **Proposal Errors/Warnings** screen (Figure 2) is displayed with a list of proposal items that have not been completed.

Proposal Errors/Warnings For Temporary Proposal Id 7303964

Proposal Errors
Items listed here <u>will prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.
<ul style="list-style-type: none">• No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.• Project Summary: You must enter information in all three text boxes on the Project Summary Page.• No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.• The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".• No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.• No Budget - The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.• No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".• No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.• No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".• No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
Proposal Warnings
Items listed here <u>will not prevent</u> submission. Print this page for reference before returning to the Form Preparation screen.
<ul style="list-style-type: none">• No Program Announcement/GPG Selected - A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.• No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.• Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.• Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.• No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 2 Proposal Errors/Warnings screen.

See Also:

- Create a new proposal
- Edit a proposal
- Assign a PIN to a proposal
- Allow or Remove SPO access to a proposal
- Copy a submitted proposal

Allow or Remove SPO Access to Proposal

Allow or Remove Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) Access to a Proposal

1. Access the **Proposal Actions** screen (Figure 1) (see Steps 1 through 4 of [Create a New Proposal](#) or of [Edit a Proposal](#)).

Proposal Actions

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7577433 - SE ProdValid Jenkins Test	03/08/2016
7577430 -	
7577428 - ACPT Validation - pradeep DNT	
7577427 - SBIR Phase I:	

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

Create New Proposal

[Create Blank Proposal]

[SBIR Phase I] [SBIR Phase II] [STTR Phase I] [STTR Phase II]

[Go Back]

Figure 1 Proposal Actions screen. The Allow SPO Access button is circled.

2. Highlight the proposal you want to give the SPO access to in the **Temporary Proposals in Progress** list (Figure 1).
3. Click the **Allow SPO Access** button (Figure 1).
4. The **Proposal Errors/Warnings Screen** is displayed (Figure 2).
5. Click the **Proceed** button (Figure 2).

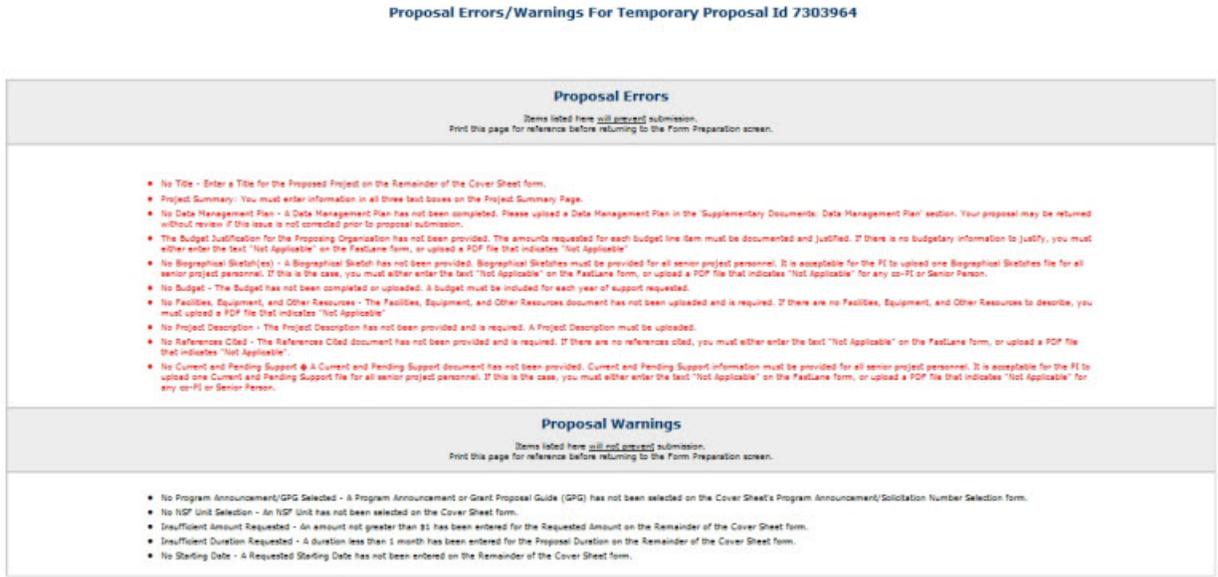


Figure 2 Proposal Errors/Warnings screen.

6. The **Sponsored Project Office (SPO) Access Control** screen displays (Figure 3) with these control options:

- [Allow SPO to view proposal](#)
- [Allow SPO to view and edit the proposal](#)
- [Allow AOR to view, edit, and submit proposal](#)

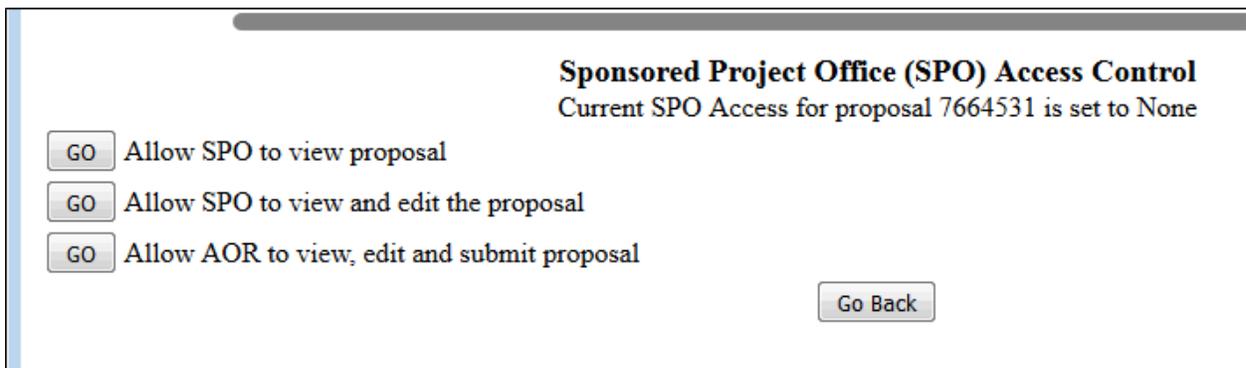


Figure 3 Sponsored Project Office (SPO) Access Control screen.

If the SPO already has access to a proposal, the **Sponsored Project Office (SPO) Access Control** screen displays as in Figure 4 with these options:

- [Allow SPO to view the proposal](#)
- [Allow AOR to view, edit, and submit proposal](#)
- [Remove all SPO access to this proposal](#)

Sponsored Project Office (SPO) Access Control
Current SPO Access for proposal 7664531 is set to Edit and View

Allow SPO to view proposal

Allow AOR to view, edit and submit proposal

Remove all SPO access to this proposal

Figure 4 Sponsored Projects Office (SPO) Access Control screen if the SPO already has access to the proposal.

See also:

- Create a new proposal
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Copy a submitted proposal

Allow Sponsored Project Office (SPO) to Only View a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).



Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to Only View Proposal .

2. Click the **Go** button for Allow SPO to Only View Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view but not edit or submit the proposal.

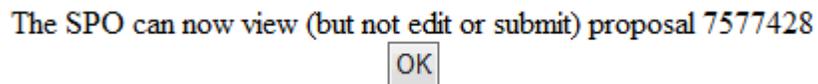


Figure 2 Screen with the message that the SPO can now view but not edit or submit the proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- Allow AOR to view, edit, and submit a proposal
- [Allow SPO to view and edit the proposal](#)
- [Remove all SPO access to this proposal](#)

Allow Sponsored Project Office (SPO) to View and Edit the Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see Allow or Remove SPO Access to a Proposal).



Figure 1 Sponsored Research Office (SPO) Access Control screen with the Go button for Allow SPO to View and Edit Proposal

2. Click the **Go** button for Allow SPO to View and Edit But Not Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the SPO can now view and edit but not submit the proposal.

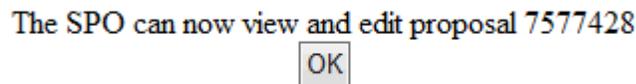


Figure 2 Screen with the message that the SPO can now view and edit proposal.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

Allow Authorized Organizational Representative (AOR) to View, Edit, and Submit a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).



Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Allow SPO to View, Edit, and Submit Proposal is circled.

2. Click the **Go** button for Allow AOR to View, Edit, and Submit Proposal (Figure 1). A screen displays (Figure 2) with a message that the AOR now has full access to the proposal and with a list of the individuals who will receive emails from FastLane on the proposal's new access status.

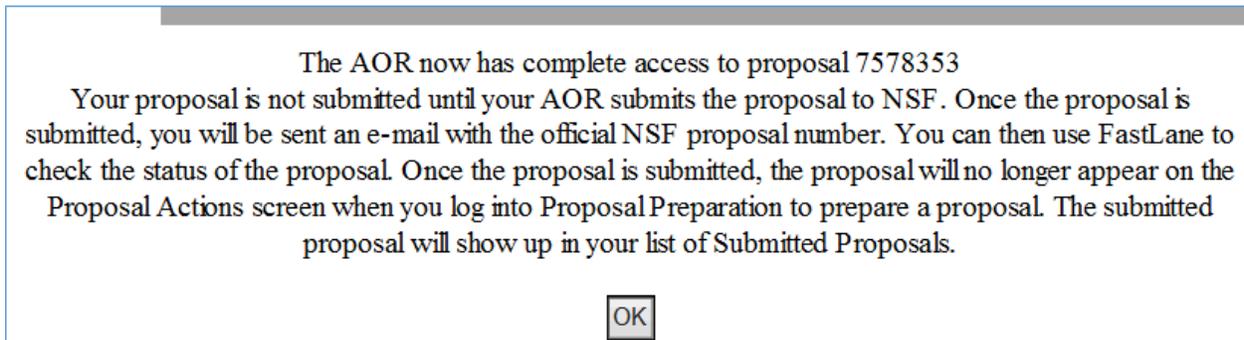


Figure 2 Screen with the message that the SPO now has full access to the proposal and with the list of people the NSF will notify of the SPO's access.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- [Allow SPO to only view proposal but not submit](#)
- [Allow SPO to view and edit the proposal](#)
- [Remove all SPO access to this proposal](#)

Remove Sponsored Project Office (SPO) Access to a Proposal

1. Access the **Sponsored Project Office (SPO) Access Control** screen (Figure 1) (see [Allow or Remove SPO Access to a Proposal](#)).

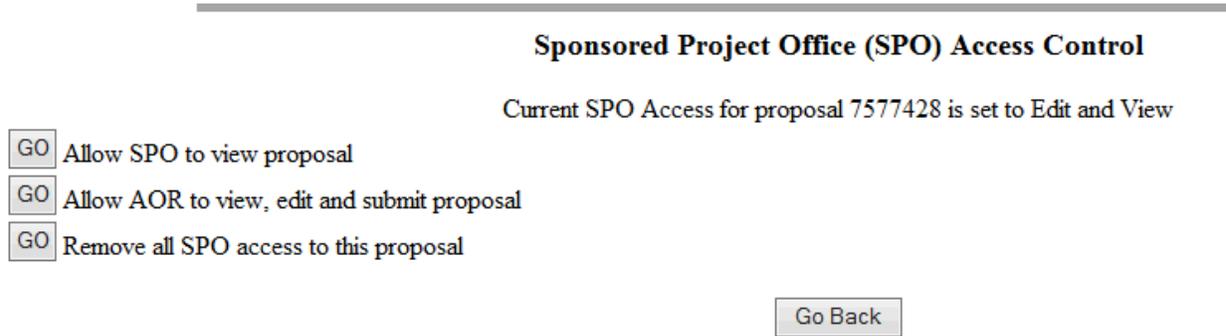


Figure 1 Sponsored Project Office (SPO) Access Control screen. The Go button for Remove All SPO Access to This Proposal is circled.

2. On the **Sponsored Research Office (SPO) Access Control** screen (Figure 1), click the **Go** button for Remove All SPO Access to This Proposal. A screen displays (Figure 2) with the message that SPO access to the proposal is blocked.

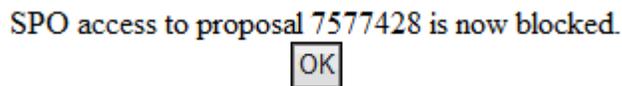


Figure 2 Screen with the message that SPO access to the proposal is blocked.

3. Click the **OK** button (Figure 2). The **Proposal Actions** screen displays.

See also:

- [Allow SPO to only view proposal but not submit](#)
- [Allow SPO to view and edit the proposal](#)
- [Allow AOR to view, edit, and submit proposal](#)

Copy a Submitted Proposal

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

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

What Do You Want To Work On?

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

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

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

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

Proposal Functions

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

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

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

Principal Investigator (PI) Information

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

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

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

Edit PI Information

Prepare Proposal

View Submitted

Go Back

Name	Alan Alphaman		
Organization	National Science Foundation 4102852000		
Department	Information Systems LLC		
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		
Citizenship	US citizen	Degree Year	2005
Ethnicity	Hispanic or Latino	Degree	MCE
Disability Status		ORCID Identifier	
Race			
Serving or ever served on a Federally Funded Project as a PI or Co-PI - No			

Edit PI Information

Prepare Proposal

View Submitted

Go Back

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

- Click either of the **View Submitted** buttons (Figure 3). The **Submitted Proposals** screen displays (Figure 4).

Submitted Proposals

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

Temp ID	Prop ID	Proposal Title	Status
X000709	-0342137	- alan alphaman - edi_4010_test_proposal	- Withdrawn
X000300	-0201603	- alan alphaman -	-
X000003	-0073349	- alan alphaman - edi_4010_test_proposal	-
7200391	-0420099	- alan alphaman - gpg 04-23 - do not delete	-
7200295	-0420087	- alan alphaman - mts 04022603	-
7200288	-0420100	- alan alphaman - richs sbir supplemental funding request	-
7200249	-0420081	- alan alphaman - sbir phase i: test for aftab #5	-
7200248	-0420072	- alan alphaman - sbir phase i: test for aftab #4	-
7200247	-0420071	- alan alphaman - sbir phase i: test for aftab #3	-
7200246	-0420070	- alan alphaman - sbir phase i: test for aftab #2	-
7200245	-0420069	- alan alphaman - sbir phase i: test for aftab #1	- Withdrawn
7200234	-0420065	- alan alphaman - career. nsf02-111 testing	- Withdrawn

Figure 4 Submitted Proposals screen. The Copy button is circled.

- Highlight the proposal you want to copy from the **Submitted Proposals** list (Figure 4).
- Click the **Copy** button (Figure 4). If the proposal that is selected was submitted to the current GPG version, the screen displays (Figure 5) a message that the proposal you selected is now copied to a new work in progress with a Temporary Proposal Number. If the proposal was submitted to an older GPG version, screen displays (Figure 5.1) a message that the proposal that you selected cannot be copied as it does not belong to current the GPG. A new Proposal can be created via the "Prepare Proposal" process.

Proposal X000003 copied to new work in progress proposal# 7200398

Figure 5 Screen with the message that the proposal is copied as a new proposal in progress with a Temporary Proposal Number. The OK button is circled.

Proposal 2220192 cannot be copied. Please note that only proposals with the current GPG version can be copied. Please create a new proposal through the 'Prepare Proposal' process.

Figure 5.1 Screen with message that proposal cannot be copied as selected proposal does not belong to current GPG.

- Click the **OK** button (Figure 5 or 5.1). The **Submitted Proposals** screen displays (Figure 6).

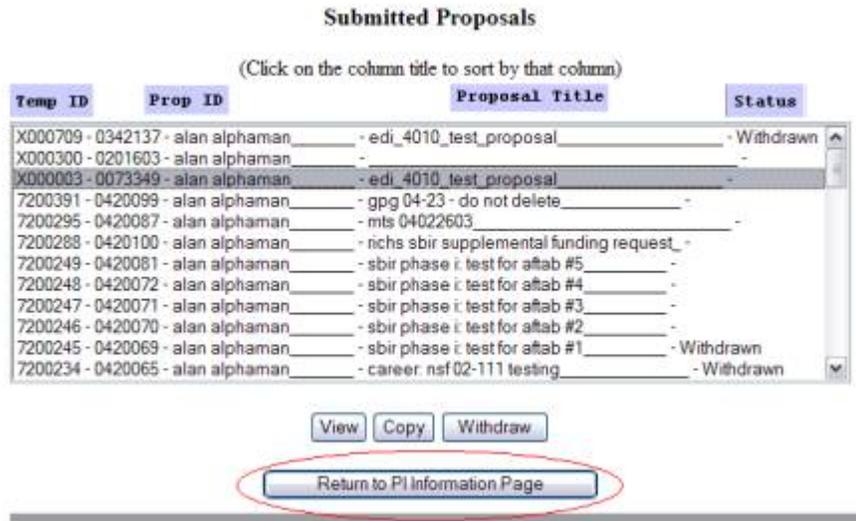


Figure 6 Submitted Proposals screen. The Return to PI Information Page button is circled.

- To edit the copied proposal, click the **Return to PI Information Page** button (Figure 6). The **Principal Investigator (PI) Information** screen displays (Figure 7).

Principal Investigator (PI) Information

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

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

Name	Alan Alphaman				
Organization	National Science Foundation 4102852000				
Department	Information Systems LLC				
Address	4201 Wilson BoulevardO DIS ESB Arlington, VA 22230		Phone	(703) 292-7777	
			Fax	(703) 292-9999	
			EMail	gblock@nsf.gov	
Country	US				
<hr/>					
Gender	Male				
Citizenship	US citizen	Degree Year	2005		
Ethnicity	Hispanic or Latino	Degree	MCE		
Disability Status				ORCID Identifier	
Race					
Serving or ever served on a Federally Funded Project as a PI or Co-PI.	- No				

Figure 7 Principal Investigator (PI) Information screen. The Prepare Proposal buttons are circled.

9. Click one of the **Prepare Proposal** buttons (Figure 7). The **Proposal Actions** screen displays (Figure 8).

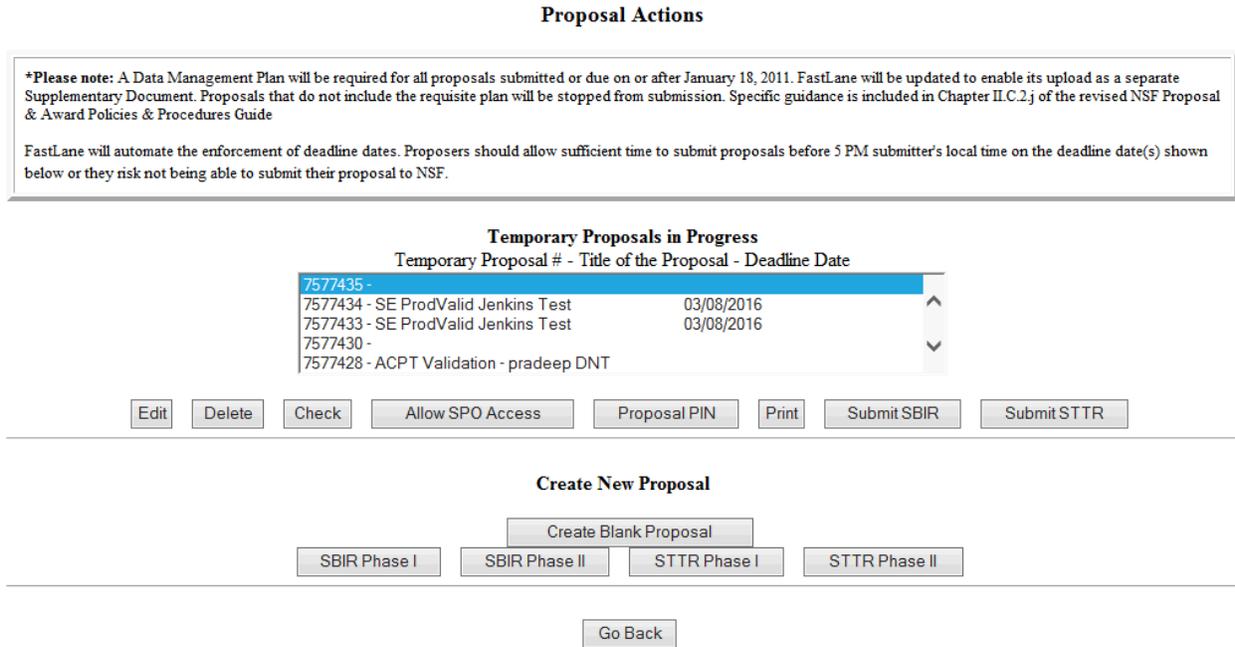


Figure 8 Proposal Actions screen with the newly copied proposal highlighted. The Edit button is circled.

10. Highlight the copied proposal in the **Temporary Proposals in Progress** list (Figure 8).
11. Click the **Edit** button (Figure 8). The **Form Preparation** screen displays (Figure 9) for the copied proposal. See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen.

Important Proposal Preparation Information

FastLane will check for required sections of the full proposal, in accordance with *Grant Proposal Guide* (GPG) instructions described in Chapter II.C.2. The GPG requires submission of Project Summary; Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, **FastLane will not accept the full proposal.**

Note that for conference or international travel grant proposals, or program solicitations, submission instructions may deviate from the GPG instructions.

Forms for Temp. Proposal #7577435

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	12/14/15	<input type="button" value="GO"/> Project Summary	
<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			
		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	
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and other Affiliations	12/14/15	<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 9 Form Preparation screen for the copied proposal.

See also:

- Create a new proposal
- Edit a proposal
- Assign a PIN to a proposal
- Check a proposal for completeness
- Allow or Remove SPO access to a proposal

