



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

FastLane Help System

Requests

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Requests

Requests Introduction

You can prepare the following types of requests:

- Addition of Subaward
- Withdrawal of PI/Co-PI
- Long-Term Absence of the PI/PD
- NSF-Approved No-Cost Extension
- PI Transfer
- Pre-Award Costs in Excess of 90 Days
- Changes in Objective or Scope
- Rearrangement/Alteration \$25,00 or Over
- Change PI/Add or Change Co-PI
- Change in Persons-Months Devoted to Project
- Reallocation of Funds Budgeted for Training

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

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

Addition of Subaward Request

What Is the Addition of Subaward Request?

If you are contracting out part of a project or transferring the project effort to another organization, you must submit an Addition to Subaward Request for any subaward under an NSF grant.

You must have NSF authorization *before* any subaward is contracted.

The Addition of Subaward Request *must* contain:

- A clear description of the work to be performed
- The basis for selection of the subawardee organization (except for collaborative or joint arrangements)
- A separate budget for each subaward

NSF indicates authorization by an amendment to the grant that the NSF Grants Officer signs. NSF grant conditions identify which articles flow down to subawardees.

See [Prepare an Addition of Subaward Request](#) to begin working on an Addition of Subaward Request.

The subaward organization can access the budget through a Co-PI at the subaward organization or circulation of the budget as a spreadsheet.

Prepare an Addition of Subaward Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

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

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Addition of Subaward.
3. Click the **Prepare** button (Figure 1). The **Request for Addition of Subaward** screen displays (Figure 2) with the number and title of the award. It also shows if there are any pending Addition of Subaward Requests for that award.

Request for Addition of SubAward

Award Number: 0700000
 Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Adding of SubAward Request

SubAward Request - Forwarded to SRO on 02/17/2004 ▲

SubAward Request - Forwarded to SRO on 02/17/2004 ▾

SubAward Request - In Progress

SubAward Request - Submitted on 12/30/2003

SubAward Request - In Progress

Figure 2 Request for Addition of Subaward screen. The Create New Subaward Request button is circled.

4. Click the **Create New Subaward Request** button (Figure 2). The **Addition of Subaward Form Preparation** screen displays (Figure 3) with the following forms:
 - [Description of Work to be Performed](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [Add/Delete Senior Personnel \(other than PI/Co-PI\)](#)
 - [Justification for Subawardee Selections](#) (required)
 - [Supplementary Documents](#)
(Click on a link for the instructions for that form.)

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

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

Figure 3 Addition of Subaward Form Preparation screen.

The **Addition of Subaward Form Preparation** screen (Figure 3) also gives you these options:

- [Forward a subaward request to the SPO](#) (for PI only)
 - [Delete a subaward request](#) (for both PI and SPO)
 - [Submit a subaward request](#) (for SPO only)
- (Click on a link above for instructions for that option.)

To modify an Addition of Subaward Request, on the **Addition of Subaward Form Preparation** screen (Figure 3), click the **Go** button for any form and modify the form as you require.

Forward an Addition of Subaward Request to the SPO

Only a PI can forward an Addition of Subaward Request to the SPO.

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Forward to SPO button is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Forward to SPO** button. The **Subaward Request Was Forwarded** screen displays (Figure 2) with the message that FastLane has forwarded the request to the SPO.

SubAward Request was forwarded.

Tue Apr 27 15:11:08 EDT 2004

Figure 2 Subaward Request Was Forwarded screen.

3. Click the **Go Back** button (Figure 2). The **Request for Addition of Subaward** screen displays.

Submit an Addition of Subaward Request

Only the SPO may submit an Addition of Subaward Request to NSF.

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Description of work to be performed *	04/20/10	<input type="button" value="GO"/> Justification for Subawardee selection *	04/20/10
<input type="button" value="GO"/> Budgets (Including Justification) *	10/03/07	<input type="button" value="GO"/> Other Supplementary Docs	03/31/10
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge, and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 1 Addition of Subaward Form Preparation screen. The Sign and Submit button is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Sign and Submit** button. The **Subaward Request was Submitte and Signed** screen displays (Figure 2) with the message that the Subaward Request was submitted and signed.

SubAward Request was submitted and signed.

Tue Apr 20 21:25:44 EDT 2010

Go Back

Figure 2 Subaward Request was Submitted and Signed screen.

3. Click the **Go Back** button (Figure 2). The **Request for Addition of Subaward** screen displays.

Delete an Addition of Subaward Request

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0700000
Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Delete This Request button is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Delete This Request** button. The **Subaward Request Was Deleted** screen displays (Figure 2) with the message that FastLane has deleted the request.

SubAward Request was deleted.

Tue Apr 27 15:16:21 EDT 2004

Figure 2 Subaward Request Was Deleted screen.

3. Click the **Go Back** button (Figure 2). The **Request for Addition of Subaward** screen displays.

Forms for Addition of Subaward

Forms for Addition of Subaward Introduction

The Addition of Subaward has the following forms for completion:

- Description of Work to be Performed (required)
- Budgets (Including Justification) (required)
- Add/Delete Senior Personnel
- Justification for Subawardee Selection (required)
- Supplementary Documents

Description of Work to be Performed for Addition of Subaward

1. Prepare a word-processing document with the Description of Work to be Performed. See [Acceptable Formats for FastLane](#) for the many formats FastLane accepts for uploading.
2. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Form	Saved Form	Saved
<input type="button" value="GO"/> Description of work to be performed	N/A	<input type="button" value="GO"/> Justification for Subawardee selection N/A
<input type="button" value="GO"/> Budgets (Including Justification)	N/A	<input type="button" value="GO"/> Other Supplementary Docs N/A
<input type="button" value="GO"/> Add/Delete Sensor Personnel (other than PTC0-PI)	N/A	

Figure 1 Addition of Subaward Form Preparation screen. The Go button for Description of Work to be Performed is circled.

3. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Go** button for Description of Work to be Performed. The **Description of Work to be Performed File Upload** screen displays (Figure 2).

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 Description of Work to Be Performed File Upload screen.

4. See [Upload a File](#) for instructions on how to upload the description. When you have accepted the upload, the **Description of Work To Be Performed File Upload** screen (Figure 3) displays with these options:
- [Display Current Description of Work to Be Performed](#)
 - [Delete Current Description of Work to Be Performed](#)
 - [Upload a New Description of Work to Be Performed](#)

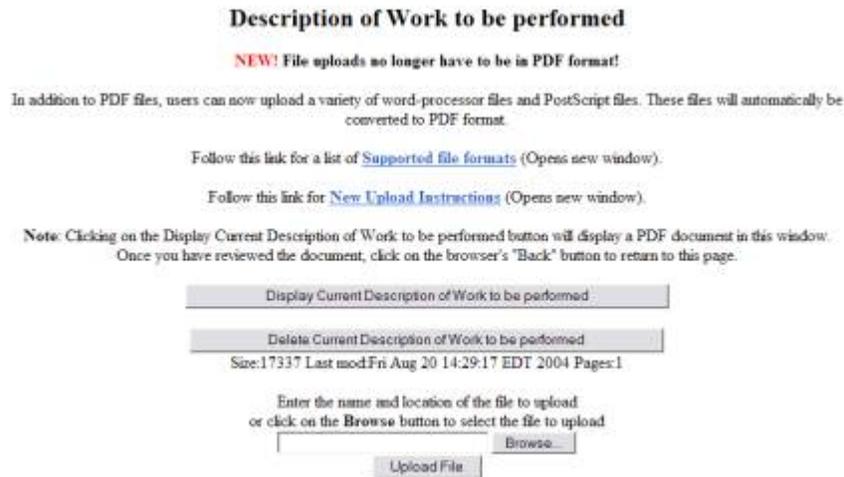


Figure 3 Description of Work to Be Performed File Upload screen with options for viewing or deleting the Description of Work to be Performed.

Display Current Description of Work to Be Performed

Click the **Display Current Description of Work to Be Performed** button (Figure 3). The file will display in PDF format. See [Adobe Reader for FastLane](#), if you need to download Adobe Reader.

Delete Current Description of Work to Be Performed

1. Click the **Delete Current Description of Work to Be Performed** 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 document is deleted.

Upload a New Description of Work to Be Performed

Follow the directions in [Upload a File](#). Uploading a new Description of Work to Be Performed automatically replaces the file that was previously uploaded.

Budgets (Including Justification) for Addition of Subaward

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2).

Organization	Year	Amount	Delete	Last Mod. Date
University of Kentucky Research Foundation				

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

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

Figure 2 Project Budget screen.

See [Budgets \(Including Justification\)](#) and Create a Budget, Step 2 for instructions on how complete a budget for the subawardee organization.

Add/Delete Senior Personnel for Addition of Subaward

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0700000
 Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Go button for Add/Delete Senior Personnel is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Go** button for Add/Delete Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (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 #7200347

To Add a new Non Co-PI Senior Personnel to proposal #7200347, 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-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

pd_requests

3. See [Add/Delete Senior Personnel](#) for instructions on adding or deleting Non-Co-PI Senior Personnel.

Justification for Subawardee Selection for Addition of Subaward

1. Prepare a word-processing document with the justification. See [Acceptable Formats for FastLane](#) for the many formats FastLane accepts for uploading.
2. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Go button for Justification for Subawardee Selection is circled.

3. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Go** button for Justification for Subawardee Selection. The **Justification for Subawardee Selection File Upload** screen displays (Figure 2).

Justification for SubAwardee selection

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 Justification for Subawardee Selection File Upload screen.

4. Follow the directions in [Upload a File](#) to upload the Justification. When you have accepted the upload, the **Justification for Subawardee Selection File Upload** screen (Figure 3) displays with these options:

- [Display Current Justification for Subawardee Selection](#)
- [Delete Current Justification for Subawardee Selection](#)
- [Upload a New Justification for Subawardee Selection](#)



Figure 3 Justification for Subawardee Selection File Upload screen with options viewing or deleting the justification.

Display Current Justification for Subawardee Selection

Click the **Display Current Justification for Subawardee Selection** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Justification for Subawardee Selection

1. Click the **Delete Current Justification for Subawardee Selection** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
2. Click the **OK** button.

Upload a New Justification for Subawardee Selection

See [Upload a File](#) for instructions on uploading a file. Uploading a new Justification for Subawardee Selection automatically replaces the file that was previously uploaded.

Supplementary Documents for Addition of Subaward

1. Access the **Addition of Subaward Form Preparation** screen (Figure 1) (see [Prepare an Addition of Subaward Request](#)).

Addition of SubAward

Award Number: 0707551
Title: PRS 11/18/06 Release Functional Verification 15

Form Preparation

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

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

Figure 1 Addition of Subaward Form Preparation screen. The Go button for Other Supplementary Docs is circled.

2. On the **Addition of Subaward Form Preparation** screen (Figure 1), click the **Go** button for Other Supplementary Documents. The **Supplementary Documents 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!

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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 Supplementary Documents File Upload screen.

If a Supplementary Document has already been uploaded, when you click the **Go** button for 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.

What Is the Withdrawal of PI/Co-PI Request?

If the PI has withdrawn from the grantee organization and/or from the project, the grantee must notify the NSF Program Officer by submitting a Withdrawal of PI/Co-PI Request.

The request *must* contain:

- The rationale for the withdrawal of the PI/Co-PI
- The impact the withdrawal will have on the project

Prepare a Withdrawal of PI/Co-PI Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Withdrawal of PI/Co-PI and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Withdrawal of PI/Co-PI.
3. Click the **Prepare** button (Figure 1). The **Modify Request for Withdrawal of PI/Co-PI** screen displays (Figure 2).

Modify Request for Award # : 0413531
 Withdrawal of PI/Co-PI
 Required Fields are preceded by an asterisk (*)

Topic Guide

Status: New

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

***Rationale for Withdrawal:**

***Impact on the Project:**

Figure 2 Modify Request for Withdrawal of PI/Co-PI screen. The Save button is circled.

4. In the **Rationale for Withdrawal** box (Figure 2), type or copy and paste the rationale for the PI/Co-PI's withdrawal.
5. In the **Impact on the Project** box (Figure 2), type or copy and paste the impact of the PI/Co-PI's withdrawal on the project.
6. Click the **Save** button (Figure 2). The **View Request for Withdrawal of PI/Co-PI** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to NSF](#)
 - [Delete the request](#)
 (Click on a link above for instructions for that option.)

View Request for Award : 0413531
 Withdrawal of PI/Co-PI
 Required Fields are preceded by an asterisk (*)

Topic Guidance:

Status: Work in Progress

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

***Rationale for Withdrawal:**

***Impact on the Project:**

Figure 3 View Request for Withdrawal of PI/Co-PI screen.

What Is the Long-Term Absence of the PI /PD Request?

If the PI or the Project Director (PD) will be away from the project for more than 3 months but intends to return to the project, you must submit a Long-Term Absence of the PI/PD Request to NSF.

You must submit the request at least 30 days before the PI/PD's departure or as soon as possible after the prospective absence is known.

The request *must* contain:

- The beginning and end dates of the PI's long-term absence
- The justification for the PI's long-term absence
- The arrangements for continuing the project during the PI's absence

Prepare a Long-Term Absence of the PI /PD Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

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

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

Modify Request for Award # : 0700000
Long-Term Absence of the PI/PD (Over Three Months)
 Required Fields are preceded by an asterisk (*)

Status: New

Expiration Date: 04/30/2002

Award Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

***From Date:** 11/02/2004 (mm/dd/yyyy)

***To Date:** 03/01/2005 (mm/dd/yyyy)

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

***Arrangements for Conduct of Project During PIs Absence:** Report the arrangements for conducting the project in the PI's absence here.

Save (circled)

Cancel

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

4. In the **From Date** box (Figure 2), type the date on which the PI's long-term absence is expected to begin (in mm/dd/yyyy format).
5. In the **To Date** box (Figure 2), type the date on which the PI's long-term absence ends (in mm/dd/yyyy format).
6. In the **Justification for Long-Term Absence of the PI/PD** box (Figure 2), type or copy and paste the justification for the PI's long-term absence (over 3 months).
7. In the **Arrangement for Conduct of Project During PI's Absence** box (Figure 2), type or copy and paste the arrangements for conducting the project.
8. Click the **Save** button (Figure 2). The **View Request for Long-Term Absence of PI/PD** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to NSF](#)
 - [Delete the request](#)
 (Click on a link above for instructions for that option.)

View Request for Award : 0700000
Long-Term Absence of the PI/PD (Over Three Months)
 Required Fields are preceded by an asterisk (*)

Topic Guidano

Status: Work in Progress

Expiration Date: 04/30/2002

Award Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

***From Date:** 11/02/2004

***To Date:** 03/01/2005

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

***Arrangements for Conduct of Project During PIs Absence:** Report the arrangements for conducting the project in the PI's absence here.

Modify

Forward to SPD

Delete

Cancel

Figure 3 View Request for Long-Term Absence of the PI/PD screen.

What Is the NSF-Approved No-Cost Extension Request?

If you require additional time for a project beyond the extension provided by the Grantee-Approved No-Cost Extension and if exceptional circumstances warrant, you must submit an NSF-Approved No-Cost Extension Request.

You must submit the NSF-Approved No-Cost Extension Request to NSF at least 45 days before the grant's expiration date.

The request *must* contain:

- The revised expiration date
- The funds remaining for the grant
- The justification for the extension
- A plan for using the unobligated funds

NSF issues the extension in the form of an amendment to the grant.

Prepare an NSF-Approved No-Cost Extension Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

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

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for NSF-Approved No-Cost Extension.
3. Click the **Prepare** button (Figure 1). The **Modify Request for NSF-Approved No-Cost Extension** screen displays (Figure 2).
4. If no Grantee Approved No-Cost Extension (GANCE) has been submitted and if all of the requirements to submit a GANCE have been met, then you will be automatically redirected to the GANCE preparation screen.

5. If a Grantee Approved No-Cost Extension (GANCE) has been submitted or if all of the requirements to submit a GANCE have not been met, then the **Modify Request for NSF-Approved No-Cost Extension** screen displays (Figure 2).

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

Topic Guidant

Status: New

Expiration Date: 05/31/2004

Award Amount: \$262,501.00

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

Prepared By: Conny, John

Submitted By:

* Revised Expiration Date: 10/2004 (MM/YYYY - always expires on the last day of the month)

* Remaining Funds (in Whole dollar amount): 25000

* Justification: Type the justification here.

* Plan for use of unobligated funds (plan must comply with previously approved objectives): Indicate your plan for using the unobligated funds.

* Explanation for late request: Give an explanation of your late request.

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

Save

Cancel

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

6. In the **Revised Expiration Date** box (Figure 2), type the newly projected expiration date for the grant (in mm/yyyy format).
7. In the **Remaining Funds** box (Figure 2), type the amount of funds remaining in the grant (no dollar sign, no commas).
8. In the **Justification** box (Figure 2), type or copy and paste the justification for the extension of the grant.
9. In the **Plan for Use of Unobligated Funds** box (Figure 2), type or copy and paste your organization's plan for expending the funds for the project up to the revised expiration date.
10. In the **Explanation for Late Request** box (Figure 2). Click the **Save** button (Figure 2). The **View Request for NSF-Approved No-Cost Extension** screen displays (Figure 3). You have these options:
 - Modify the request
 - Forward the request to the SPO or Submit the request to NSF
 - Delete the request
 (Click on a link above for instructions for that option.)

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

Status:	Work in Progress	Must be received by NSF Program Office 45 days prior to the expiration of the grant
Expiration Date:	08/31/2004	
Award Amount:	\$262,501.00	
Award Title:	Ant-Club Trails: Privacy and Collaboration in an Ubiquitous Computing World	
Prepared By:	Canny, John	
Submitted By:		
*Revised Expiration Date:	10/2004	
* Remaining Funds (in Whole dollar amount):	\$25,000.00	
* Justification:	Type the justification here.	
* Plan for use of unobligated funds (plan must comply with previously approved objectives):	Indicate your plan for using the unobligated funds.	
* Explanation for late request:	Give an explanation of your late request.	

Figure 3 View Request for NSF-Approved No-Cost Extension screen.

PI Transfer Request

What Is the PI Transfer Request?

If a PI plans to leave an organization during the course of a grant, you must submit to NSF a PI Transfer Request.

NSF permits the PI to transfer the grant to a new organization, if both the new and the original research organization agree. Therefore, the successful submission of a PI Transfer Request involves both the new and the original organizations.

The PI and/or the SPO of the original organization prepares the request, but the SPO of the original organization does not submit the PI Transfer Request directly to NSF. Instead:

- The SPO of the original organization indicates agreement with the transfer by forwarding the PI Transfer Request to the SPO of the new organization.
- The SPO of the new organization then indicates agreement with the PI Transfer Request, by submitting the request to NSF.

The main roles and responsibilities for the PI Transfer Request break down like this:

- The PI may:
 - Prepare a PI Transfer Request
 - Forward the PI Transfer Request to the SPO of the original organization
 - Edit the organization's budget in collaboration with the new SPO
- The SPO of the original organization may:
 - Prepare a PI Transfer Request
 - Edit a PI Transfer Request
 - Return a PI Transfer Request to the PI
 - Submit a PI Transfer Request to the SPO of the new organization
- The SPO of the new organization may:
 - Edit the request as needed and edit the budget in collaboration with the PI
 - Return the PI Transfer Request to the SPO of the original organization
 - Submit the request to NSF

Each PI Transfer Request *must* contain the following:

- **Grant Transfer Request**
A form that includes the total estimated disbursements to date and any anticipated costs yet to be incurred against the original grant
- **Progress Summary**
A brief description of the progress to date on the project in the original organization
- **Description of Work to be Accomplished**
A description of the work that will be carried out on the project in the new organization
- **Budget (Including Justification)**
A budget showing the allocation of the remaining award funds for use in the new organization and a justification of how the funds will be expended

These forms are completed through the PI Transfer Request application.

To begin working on a PI Transfer Request:

- *If you are a PI*, see [Prepare a PI Transfer Request as a PI](#).
- *If you are the original SPO*, see [Prepare a PI Transfer Request as an SPO](#) or [Work on a PI Request Forwarded by the PI](#).

pd_requests

- *If you are the new SPO, see [Work on a PI Transfer Forwarded by the Original SPO](#).*

What Is the PI Transfer Request?

If a PI plans to leave an organization during the course of a grant, you must submit to NSF a PI Transfer Request.

NSF permits the PI to transfer the grant to a new organization, if both the new and the original research organization agree. Therefore, the successful submission of a PI Transfer Request involves both the new and the original organizations.

The PI and/or the SPO of the original organization prepares the request, but the SPO of the original organization does not submit the PI Transfer Request directly to NSF. Instead:

- The SPO of the original organization indicates agreement with the transfer by forwarding the PI Transfer Request to the SPO of the new organization.
- The SPO of the new organization then indicates agreement with the PI Transfer Request, by submitting the request to NSF.

The main roles and responsibilities for the PI Transfer Request break down like this:

- The PI may:
 - Prepare a PI Transfer Request
 - Forward the PI Transfer Request to the SPO of the original organization
 - Edit the organization's budget in collaboration with the new SPO
- The SPO of the original organization may:
 - Prepare a PI Transfer Request
 - Edit a PI Transfer Request
 - Return a PI Transfer Request to the PI
 - Submit a PI Transfer Request to the SPO of the new organization
- The SPO of the new organization may:
 - Edit the request as needed and edit the budget in collaboration with the PI
 - Return the PI Transfer Request to the SPO of the original organization
 - Submit the request to NSF

Each PI Transfer Request *must* contain the following:

- **Grant Transfer Request**
A form that includes the total estimated disbursements to date and any anticipated costs yet to be incurred against the original grant
- **Progress Summary**
A brief description of the progress to date on the project in the original organization
- **Description of Work to be Accomplished**
A description of the work that will be carried out on the project in the new organization
- **Budget (Including Justification)**
A budget showing the allocation of the remaining award funds for use in the new organization and a justification of how the funds will be expended

These forms are completed through the PI Transfer Request application.

To begin working on a PI Transfer Request:

- *If you are a PI, see [Prepare a PI Transfer Request as a PI](#).*
- *If you are the original SPO, see [Prepare a PI Transfer Request as an SPO](#) or [Work on a PI Request Forwarded by the PI](#).*
- *If you are the new SPO, see [Work on a PI Transfer Forwarded by the Original SPO](#).*

PI Functions

Prepare a PI Transfer Request as a PI

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for PI Transfer and the Prepare button are circled.

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

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$49,761.00. The amount to be transferred can not be more than this.
- Invalid date in 'Effective Date of Transfer' field. The date is not in mm/dd/yyyy format.
- You have not selected the awardee organization
- Organization Name is required. Please enter an Organization Name or select the 'Same as Awardee Organization' checkbox.
- Country is required. Please select a Country.

Current status of the request: PI creating new request

Award Information AAG

Original Grant Number : CCF-0811416 Expiration Date of Grant: 07/31/2011
 Title : CPA-CSA: Hardware Support for FPGA-Based Code Acceleration
 Original Grantee Name : University of California-Riverside
 and Address U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/02/2011"/>
Transfer Organization	<input type="text" value="[New Primary Place of Performance]"/>
[New Awardee Organization]	<input type="text" value="(Nothing selected)"/>
(Nothing selected)	(Nothing selected)
<input type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>

Original Grant Amount (including amendments actually awarded, if any) \$230,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance (Amount to be Transferred) \$230,000.00

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

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

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

No Outstanding Increments

Figure 2 Grant Transfer Request screen.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization that you are transferring the grant to. The **Institution Search** screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details
Effective Date of Transfer (mm/dd/yyyy) 03/02/2011
Transfer Organization
[New Awardee Organization] [New Primary Place of Performance]
(Nothing selected) (Nothing selected)
Select New Awardee Organization Add/Change New Primary Place Of Performance

Figure 3 Request Details section of the Grant Transfer Request screen. The Select New Awardee Organization button is circled.

Institution Search
Please type as much of the Institution name as you know (at least 3 letters)
Purdue
 Begins With
 Ends With
 Contains
Locate

Figure 4 Institution Search screen.

5. Type in the box the string (at least three characters) to search for (Figure 4).
6. Select the search type option (Figure 4):
 - **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. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University -CDODINS004

Select

Figure 5 Institutions Located screen. The Select button is circled.

8. Highlight the name of the new awardee organizations (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

FastLane Contact(s) for: Purdue University			
FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaLWalls	ref2@test.com	2223334444	2223335000
LuarneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen (Figure 9) is displayed.

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
 Purdue University
 Young Hall
 155 S Grant Street
 West Lafayette, IN 47907-2114
[\(View contact information\)](#)

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place of Performance button is circled.

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

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**
 - Enter the **City**
 - Select the **State** from the drop down list if the Country is United States
 - Enter the **Zip Code** (9 digit)
 - Select the **Country** from the drop down list
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$374,284.00. The amount to be transferred can not be more than this.

Current status of the request: Original SRO working on the request

Award Information AAG

Original Grant Number	: CBE-0755775	Expiration Date of Grant:	03/31/2012
Title	: A Genetically Programmable Module for Screening of Protease Inhibitors based on Quantum Dot-Donor Fluorescence Resonance Energy Transfer		
Original Grantee Name and Address	: University of California-Riverside U of Cal Riverside Office of Research 200 University Office Building RIVERSIDE, CA 92521-1000		

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="01/15/2011"/>
Transfer Organization [New Awardee Organization]	[New Primary Place of Performance]
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114 (View contact information)	National Science Foundation 4201 Wilson Blvd Arlington, VA, US 222300020 <input type="button" value="Add/Change New Primary Place Of Performance"/>
<input type="button" value="Select New Awardee Organization"/>	

Original Grant Amount (including amendments actually awarded, if any)	\$528,188.00
Total Disbursements and Unpaid Obligations(at effective date of transfer) [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	<input type="text" value="0"/>
Unobligated Balance (Amount to be Transferred)	\$528,188.00 <input type="button" value="Calculate"/>

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

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

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

No Outstanding Increments

Figure 10 Request Details section of the Grant Transfer Request screen with the names of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Effective Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount
(including amendments actually awarded, if any) \$230,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
(Amount to be Transferred) \$30,000.00

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

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

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

No Outstanding Increments

Figure 11 Lower portion of the Grant Transfer Request screen. The Save and Continue button is circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "Disclosing Lobbying Activities")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you have these options:
 - Update contact information
 - Edit transfer request forms
 - Check for completeness
 - Forward the PI Transfer Request to the original SPO
 - Cancel (delete) the PI Transfer Request



Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer. See [Edit Transfer Request Forms Introduction](#) for instructions.

Prepare a PI Transfer Request as a PI

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for PI Transfer and the Prepare button are circled.

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

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$49,761.00. The amount to be transferred can not be more than this.
- Invalid date in 'Effective Date of Transfer' field. The date is not in mm/dd/yyyy format.
- You have not selected the awardee organization
- Organization Name is required. Please enter an Organization Name or select the 'Same as Awardee Organization' checkbox.
- Country is required. Please select a Country.

Current status of the request: PI creating new request

Award Information **AAG**

Original Grant Number : CCF-0811416 Expiration Date of Grant: 07/31/2011
 Title : CPA-CSA: Hardware Support for FPGA-Based Code Acceleration
 Original Grantee Name : University of California-Riverside
 and Address : U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/02/2011"/>
Transfer Organization	<input type="text" value="[New Primary Place of Performance]"/>
[New Awardee Organization]	<input type="text" value="(Nothing selected)"/>
(Nothing selected)	<input type="text" value="(Nothing selected)"/>
<input type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>
Original Grant Amount (including amendments actually awarded, if any)	\$230,000.00
Total Disbursements and Unpaid Obligations(at effective date of transfer) [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	<input type="text" value="0"/>
Unobligated Balance (Amount to be Transferred)	\$230,000.00 <input type="button" value="Calculate"/>
This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.	
The proposal requested for transfer includes any of the items listed below:	
Human subjects: No	
Vertebrate animals: No	
Disclosure of lobbying activities: No	
No Outstanding Increments	

Figure 2 Grant Transfer Request screen.

4. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization that you are transferring the grant to. The **Institution Search** screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details
Effective Date of Transfer (mm/dd/yyyy) 03/02/2011
Transfer Organization [New Primary Place of Performance]
[New Awardee Organization] (Nothing selected)

Figure 3 Request Details section of the Grant Transfer Request screen. The Select New Awardee Organization button is circled.

Institution Search

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

Purdue

Begins With
 Ends With
 Contains

Figure 4 Institution Search screen.

5. Type in the box the string (at least three characters) to search for (Figure 4).
6. Select the search type option (Figure 4):
 - **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. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University -CDODINS004

Figure 5 Institutions Located screen. The Select button is circled.

8. Highlight the name of the new awardee organizations (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$49,761.00. The amount to be transferred can not be more than this.
- Organization Name is required. Please enter an Organization Name or select the 'Same as Awardee Organization' checkbox.
- Country is required. Please select a Country.

Current status of the request: PI creating new request

Award Information AAG

Original Grant Number : CCF-0811416 Expiration Date of Grant: 07/31/2011
 Title : CPA-CSA: Hardware Support for FPGA-Based Code Acceleration
 Original Grantee Name : University of California-Riverside
 and Address : U of Cal Riverside
 Office of Research
 200 University Office Building
 RIVERSIDE, CA 92521-1000

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/02/2011"/>
Transfer Organization	<input type="text" value="New Primary Place of Performance"/>
<input type="checkbox"/> New Awardee Organization	<input type="text" value="(Nothing selected)"/>
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114	<input type="button" value="Add/Change New Primary Place Of Performance"/>
View contact information	<input type="button" value="Select New Awardee Organization"/>

Original Grant Amount (including amendments actually awarded, if any)	\$230,000.00
Total Disbursements and Unpaid Obligations(at effective date of transfer) [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	<input type="text" value="0"/>
Unobligated Balance (Amount to be Transferred)	\$230,000.00 <input type="button" value="Calculate"/>

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

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

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

No Outstanding Increments

Figure 6 Request Details section of the Grant Transfer Request screen. The View Contact Information link is circled.

10. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University			
FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaLWalls	ref2@test.com	2223334444	2223335000
LuarneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place Of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place Of Performance** screen (Figure 9) is displayed.

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
 Purdue University
 Young Hall
 155 S Grant Street
 West Lafayette, IN 47907-2114
[\(View contact information\)](#)

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place of Performance button is circled.

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

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**
 - Enter the **City**
 - Select the **State** from the drop down list if the Country is United States
 - Enter the **Zip Code** (9 digit)
 - Select the **Country** from the drop down list
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

GRANT TRANSFER REQUEST

Please correct the following errors!

- The funds available for transfer on this award are:\$374,284.00. The amount to be transferred can not be more than this.

Current status of the request: Original SRO working on the request

Award Information AAG

Original Grant Number	: CBE-0755775	Expiration Date of Grant:	03/31/2012
Title	: A Genetically Programmable Module for Screening of Protease Inhibitors based on Quantum Dot-Donor Fluorescence Resonance Energy Transfer		
Original Grantee Name and Address	: University of California-Riverside U of Cal Riverside Office of Research 200 University Office Building RIVERSIDE, CA 92521-1000		

Request Details

Effective Date of Transfer (mm/dd/yyyy)	01/15/2011
Transfer Organization [New Awardee Organization]	[New Primary Place of Performance]
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114 (View contact information) <input type="button" value="Select New Awardee Organization"/>	National Science Foundation 4201 Wilson Blvd Arlington, VA, US 222300020 <input type="button" value="Add/Change New Primary Place Of Performance"/>
Original Grant Amount (including amendments actually awarded, if any)	\$528,188.00
Total Disbursements and Unpaid Obligations(at effective date of transfer) [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	0
Unobligated Balance (Amount to be Transferred)	\$528,188.00 <input type="button" value="Calculate"/>

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

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

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

No Outstanding Increments

Figure 10 Request Details section of the Grant Transfer Request screen with the names of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Effective Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount
(including amendments actually awarded, if any) \$230,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: This pre-filled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
(Amount to be Transferred) \$30,000.00

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

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

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

No Outstanding Increments

Figure 11 Lower portion of the Grant Transfer Request screen. The Save and Continue button is circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "Disclosing Lobbying Activities")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you have these options:
 - Update contact information
 - Edit transfer request forms
 - Check for completeness
 - Forward the PI Transfer Request to the original SPO
 - Cancel (delete) the PI Transfer Request



Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer. See [Edit Transfer Request Forms Introduction](#) for instructions.

Update Contact Information

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The Update Contact Information link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Update Contact Information**. The **Principal Investigator (PI) Information** screen displays (Figure 2).

Principal Investigator (PI) Information

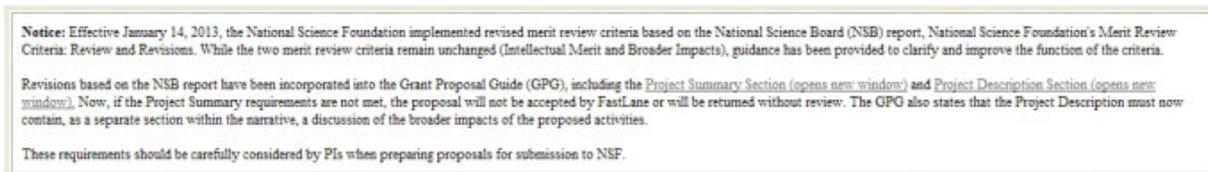


Figure 2 Principal Investigator (PI) Information screen. The Edit PI Information button is circled.

3. Click the **Edit PI Information** button (Figure 2). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 3).

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

- To change your organization, click the **Change Institution** button (Figure 3). The **Institution Search** screen displays (Figure 4).

Institution Search

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

Begins With
 Ends With
 Contains

Figure 4 Institution Search screen.

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

Institution Search

Institutions Located

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

Figure 5 Institution Search screen. The Select button is circled.

8. Highlight the organization in the **Institutions Located** list (Figure 5).
9. Click the **Select** button (Figure 5). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 3) with the name of the selected organization and the Institution Identification Number displaying in the appropriate boxes.
10. On the **Edit Principal Investigator's (PI) Information** screen (Figure 6), when you are finished changing the PI information, click the **Save Changes** button. A screen displays (Figure 7) 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)
Race Definitions
 American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

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 6 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 7 Screen with the message that the changed PI information has been saved.

- Click the **OK** button (Figure 7). The **Principal Investigator (PI) Information** screen displays (Figure 8).

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 8 Principal Investigator (PI) Information screen.

Check for Completeness of a PI Transfer Request as a PI

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The Check for Completeness link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

*If the PI Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2, with a message on which forms still require completion before submission to NSF.*

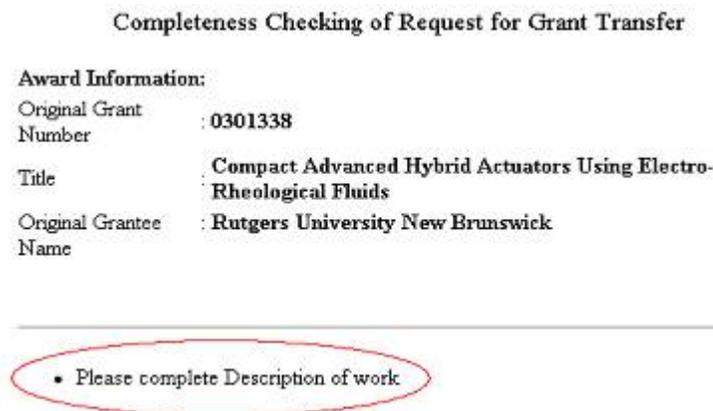


Figure 2 Completeness Checking of Request for Grant Transfer screen. The message on what form is required for submission is circled.

*If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be forwarded to the original SPO (see [Forward to Original SPO](#)).*

Completeness Checking of Request for Grant Transfer**Award Information:**

Original Grant
Number : 0301338

Title : Compact Advanced Hybrid Actuators Using Electro-
Rheological Fluids

Original Grantee
Name : Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Forward a PI Transfer Request to Original SPO

Only the PI can forward a PI Transfer Request to the original SPO.

1. Access the **Click on a Link to Work** screen (Figure 1) (see Prepare a PI Transfer Request as a PI).



Figure 1 Click on a Link to Work screen. The Forward Transfer Request to Original SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click the **Forward Transfer Request to Original SPO** button. The **Forward the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to forward the PI Transfer Request to the original SPO.



Figure 2 Forward the Grant Transfer Request to Original SPO screen with the message for you to confirm that you want to forward the request to the original SPO. The Forward button is circled.

3. Click the **Forward** button (Figure 2). The **Grant Transfer Request Forwarded to Original SPO** screen displays (Figure 3).

Grant Transfer Request for the following award forwarded to Original SRO

Award Information:

Original Grant Number : 0301338

Title : Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids

Original Grantee Name : Rutgers University New Brunswick



Figure 3 Grant Transfer Request Forwarded to Original SPO screen. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The PI Transfer Request is forwarded to the original SPO, and the **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [Update the contact information](#)
 - [View the transfer request forms](#)
 - [Cancel \(or delete\) the request](#)



Figure 4 Click on a Link to Work screen after you have forwarded the PI Transfer Request to the original SPO.

Delete a PI Transfer Request as a PI

1. Access the **Click on a Link to Work** screen (Figure 1) (see Prepare a PI Transfer Request as a PI).



Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI Transfer Request.



Figure 2 Delete the Grant Transfer Request screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The PI Transfer Request is deleted.

View PI Transfer Request Forms as a PI

After you have forwarded a PI Transfer Request to the original SPO, the **Click on a Link to Work** screen displays with the option to view the PI Transfer Request forms.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request as a PI](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request Forms button is circled.

2. On the **Click on a Link to Work** screen (Figure1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

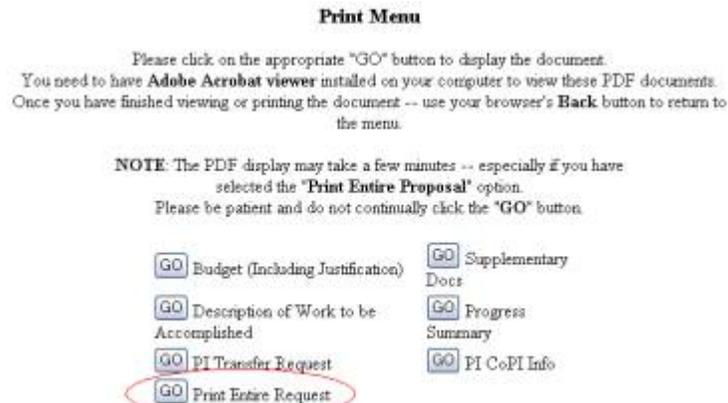


Figure 2 Print Menu screen. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI Transfer Request, click the **Go** button for Print Entire Request (Figure 2). The **NSF Grant Transfer Request** screen displays in PDF format (Figure 3).

NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER	SES-0424097
EXPIRATION DATE OF GRANT	12/31/2006
EFFECTIVE DATE OF TRANSFER	01/01/2007 (becomes effective date of transferred award)
NEW PROPOSAL NUMBER	Not Yet Assigned

Check the appropriate box(es) if the proposal requested for transfer includes any of the items listed below:

- Human Subjects
- Vertebrate Animals
- Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any)	\$	217,832
2. Total Disbursements and Unpaid Obligations (at effective date of transfer)	(less)	\$ 80,000
3. Unobligated Balance(Amount to be Transferred)	(equals)	\$ 137,832

Figure 3 NSF Grant Transfer Request screen. The Printer icon in the upper left corner of the screen is circled.

5. To print the PI Transfer Request, click the **Printer** icon on the top left of the **NSF Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

Edit the Budget

Once the SPO of the old awardee organization has sent the PI Transfer Request to the SPO of the new awardee organization, FastLane sends an email to the PI. The PI's **Click on a Link to Work** screen now displays a new option: to edit the budget.

The purpose of this option is to enable the PI and the SPO of the new organization to collaborate on formulating the budget for the project before the SPO submits the PI Transfer Request to the NSF.

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

The screenshot shows the 'Notifications & Requests' interface for Princeton University. It features a 'Prepare New' section with an 'Award #' dropdown menu set to '0407644' and a 'Prepare New' button circled in red. A search bar is also present with fields for 'Award #', 'Last Modified', 'From', and 'To'. Below the search bar, there is a table with the following columns: Award Number, PI Name, PI Division/Department, Notifications/Request Type, Award Date, and Action. The table is currently empty, displaying 'Nothing found to display'.

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

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 2 Prepare a New Notification or Request screen. The radio button for PI Transfer and the Prepare button are circled.

4. Click the radio button for PI Transfer (Figure 2).
5. Click the **Prepare** button (Figure 2). The **Grant Transfer Request** screen displays (Figure 3) with the status message at the top of the screen that the PI Transfer Request is now with the SPO of the new awardee organization.

GRANT TRANSFER REQUEST

Current status of the request: New SRO working on the request

Award Information **AAG**

Original Grant Number : SES-0424067 Expiration Date of Grant: 12/31/2006
 Title : Testing Microfinance Theories: Field Experiments in Developing Countries
 Original Grantee Name : Princeton University
 and Address Princeton University
 Off. of Research & Proj. Admin.
 4 New South Building
 Princeton, NJ 08544-0001

Request Details

Effective Date of Transfer (mm/dd/yyyy)	01/01/2007
<u>Transfer Organization</u>	
[New Awardee Organization]	[New Performing Organization]
Yale University Yale University P.O. Box 208337 NEW HAVEN, CT 06520-8337 (View contact information)	Yale University Yale University P.O. Box 208337 NEW HAVEN, CT 06520-8337

Original Grant Amount (including amendments actually awarded, if any)	\$217,832.00
Total Disbursements and Unpaid Obligations (at effective date of transfer)	\$80,000.00
Unobligated Balance (Amount to be Transferred)	\$137,832.00

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

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

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

Outstanding Increments:
 FY2007: \$12,600.00

Continue

Go Back

Figure 3 Grant Transfer Request screen. The status message that the new SPO is working on the request and the Continue button are circled.

- Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with the new option to edit the budget.



Figure 4 Click on a Link to Work screen. The Edit Budget link is circled.

7. Click **Edit the Budget** (Figure 4). The **Project Budget** screen displays (Figure 5).

Project Budget				
Organization	Year		Amount	Last Mod. Date
Yale University	1	Funds - Personnel	\$244,150	Jun-27-2006 16:42:02
Budget Justification	2	Funds - Personnel	\$12,600	Jun-27-2006 16:41:37

Figure 5 Project Budget screen.

8. See [Budgets \(Including Justification\)](#) for instructions on how to work on the budget for the new awardee organization. See [Enter Budget Data Online](#) for instruction on how to complete the Project Budget form.

Original SPO Functions

Original SPO Functions Introduction

As the original SPO, you have these options for working on a PI Transfer Request:

- Prepare a PI Transfer Request
- Work on a PI Transfer Request forwarded by a PI
- Edit PI Transfer Request forms
- Check for completeness
- Forward a PI Transfer Request to the new SPO
- Return a PI Transfer Request to the PI
- Delete a PI Transfer Request
- View PI Transfer Request forms

Original SPO Functions Introduction

As the original SPO, you have these options for working on a PI Transfer Request:

- Prepare a PI Transfer Request
- Work on a PI Transfer Request forwarded by a PI
- Edit PI Transfer Request forms
- Check for completeness
- Forward a PI Transfer Request to the new SPO
- Return a PI Transfer Request to the PI
- Delete a PI Transfer Request
- View PI Transfer Request forms

Prepare a PI Transfer Request as an SPO

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

Select the Notification or Request Type:

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

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

Figure 1 Prepare a New Notification or Request screen. The radio button for PI Transfer and the Prepare button are circled.

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

GRANT TRANSFER REQUEST

Current status of the request: Original SRO creating new request

Award Information ARG

Original Grant Number : CCF-1059827 Title : WORKSHOP: Support for the Sixteenth International Conference on Architectural Support for Programming Languages and Operating Systems (ASPLOS), 2011 Original Grantee Name and Address : University of California-Riverside U of Cal Riverside Office of Research 200 University Office Building RIVERSIDE, CA 92521-1000	Expiration Date of Grant: 06/30/2011
--	---

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/01/2011"/>
Transfer Organization	[New Primary Place of Performance]
[New Awardee Organization]	[Nothing selected]
(Nothing selected)	(Nothing selected)
<input type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>

Original Grant Amount (including amendments actually awarded, if any) \$15,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
[Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance (Amount to be Transferred) \$15,000.00

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

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

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

No Outstanding Increments

Figure 2 Grant Transfer Request screen.

4. In the **Request Details** section of the **Grant Transfer Request** screen (Figure 3), click the **Select New Awardee Organization** button to enter the name of the organization that you are transferring the grant to. The **Institution Search** screen displays (Figure 4) for you to search for the name of the new awardee organization in the list of NSF registered organizations.

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/01/2011"/>
Transfer Organization	[New Primary Place of Performance]
[New Awardee Organization]	[Nothing selected]
(Nothing selected)	(Nothing selected)
<input style="border: 2px solid red;" type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>

Figure 3 Request Details section of the Grant Transfer Request screen. The Select New Awardee Organization button is circled.

Institution Search

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

Purdue|

Begins With
 Ends With
 Contains

Locate

Figure 4 Institution Search screen. The Locate button is circled.

5. In the box (Figure 4), type the string (at least three characters) to search for.
6. Select the search type option (Figure 4):
 - **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. Click the **Locate** button (Figure 4). The **Institutions Located** screen displays (Figure 5).

Institutions Located

Purdue University -0018259000
Purdue Research Foundation -0018259001
Purdue Elec Eng Indust Insti -4001773000
Purdue University Press -5300011328
Purdue University -CDODINS004

Select

Figure 5 Institutions Located screen. The Select button is circled.

8. Highlight the name of the new awardee organization (Figure 5).
9. Click the **Select** button (Figure 5). The **Grant Transfer Request** screen displays (Figure 6) with the name of the new awardee organization in the **Request Details** section.

Request Details

Effective Date of Transfer (mm/dd/yyyy)

03/01/2011

Transfer Organization

[New Awardee Organization]

[New Primary Place of Performance]

Purdue University
 Purdue University
 Young Hall
 155 S Grant Street
 West Lafayette, IN 47907-2114

(Nothing selected)

[View contact information](#)

Add/Change New Primary Place Of Performance

Select New Awardee Organization

Figure 6 Request Details section of the Grant Transfer Request screen. The View Contact Information link is circled.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 6), click **View Contact Information** to see the contact information for the new awardee organization. The **FastLane Contacts** screen displays (Figure 7) with all the names, email addresses, phone numbers, and fax numbers of the FastLane Contacts for the new awardee organization.

FastLane Contact(s) for: Purdue University

FastLane Contact Name	Email	Phone Number	Fax Number
Megan Spain	ref2@test.com	2223334444	2223335000
ReathaLWalls	ref2@test.com	2223334444	2223335000
LuanneMFlynn	ref2@test.com	2223334444	2223335000
Ann Templeman	ref2@test.com	2223334444	2223335000
MikeRLudwig	ref2@test.com	2223334444	2223335000
Christy Haddock	ref2@test.com	2223334444	2223335000

Figure 7 FastLane Contacts screen for the new awardee organization.

- In the **Request Details** section of the **Grant Transfer Request** screen (Figure 8), click the **Add/Change Primary Place of Performance** button to enter the name of the new Primary Place of Performance. The **Add/Change Primary Place of Performance** screen displays (Figure 9).

Request Details

Effective Date of Transfer (mm/dd/yyyy)

Transfer Organization

Purdue University
 Purdue University
 Young Hall
 155 S Grant Street
 West Lafayette, IN 47907-2114
[\(View contact information\)](#)

(Nothing selected)

Figure 8 Request Details section of the Grant Transfer Request screen. The Add/Change New Primary Place Of Performance button is circled.

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

12. In the box (Figure 9), type the Organization Name in the box or select Same as Awardee Organization, if this option is applicable (Figure 9).
13. Enter the full address of the Primary Place of Performance:
 - Enter the **Street Address**.
 - Enter the **City**.
 - Select the **State** from the drop down list if the Country is United States.
 - Enter the **Zip Code** (9 digit).
 - Select the **Country** from the drop down list.
14. Click the **Save Primary Place of Performance** button (Figure 9). The **Grant Transfer Request** screen displays (Figure 10) with the name of the new primary place of performance in the **Request Details** section.

Request Details	
Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="03/01/2011"/>
<u>Transfer Organization</u>	
<input type="button" value="New Awardee Organization"/>	<input type="button" value="New Primary Place of Performance"/>
Purdue University Purdue University Young Hall 155 S Grant Street West Lafayette, IN 47907-2114 (View contact information)	National Science Foundation 4201 Wilson Blvd. Arlington, VA, US 222300020
<input type="button" value="Select New Awardee Organization"/>	<input type="button" value="Add/Change New Primary Place Of Performance"/>

Figure 10 Request Details section of the Grant Transfer Request screen with the name of the New Awardee Organization and the New Primary Place of Performance displayed.

15. In the **Total Estimated Disbursements and Unpaid Obligations at the Effective Date Of Transfer** box on the **Grant Transfer Request** screen (Figure 11), type the total estimate of disbursements and unpaid obligations for the grant (no dollar sign, no commas).

Original Grant Amount
(including amendments actually awarded, if any) \$15,000.00

Total Disbursements and Unpaid Obligations(at effective date of transfer)
 [Note: This prefilled amount is the calculated minimum amount spent on this award to date. You may increase this amount, which will reduce the amount you are transferring. Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]

Unobligated Balance
(Amount to be Transferred) \$10,000.00

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

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

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

No Outstanding Increments

Figure 11 Grant Transfer Request screen. The Total Estimated Disbursements and Unpaid Obligations box, the Calculate button, and the Save and Continue button are circled.

16. Click the **Calculate** button (Figure 11). FastLane calculates and displays the amount of the estimated unobligated balance for the award. This is the amount of funds that will be transferred to the new awardee organization.
17. Select any of the following that apply:
 - Human subjects involvement
 - Vertebrate animals involvement
 - Lobbying activities (see "Disclosing Lobbying Activities")
18. Click the **Save and Continue** button (Figure 11). The **Click on a Link to Work** screen displays (Figure 12). On this screen, you can take the following actions:
 - Edit transfer request forms
 - Check for completeness
 - Forward the PI Transfer Request to the new SPO
 - Return the PI Transfer Request to the PI
 - Cancel (delete) the PI Transfer Request
(Click on a link above for instructions for that option.)



Figure 12 Click on a Link to Work screen.

19. Click **Edit Transfer Request Forms** to complete the forms required for a PI Transfer.
See [Edit Transfer Request Forms Introduction](#).

Work on a PI Transfer Request Forwarded by a PI

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

The screenshot shows the 'Notifications & Requests' interface for Rutgers University New Brunswick. It features three tabs: 'Forwarded by PI' (selected), 'Prepared by SPO', and 'Submitted to NSF'. Below the tabs is a search section with fields for 'Award #', 'PI Last Name', 'Division/Dept', 'Last Modified', 'From', and 'To'. A 'Search' button is located to the right of these fields. Below the search section is a 'Work in Progress' section with a table of results. The table has columns for 'Award Number', 'PI Name', 'PI Division / Department', 'Notification / Request Type', 'Forwarded Date', and 'Action'. One row is visible with the following data: Award Number: 0301338, PI Name: Mavroidis, Constantinos, PI Division / Department: Mechanical, Industrial & Manuf. Eng., Notification / Request Type: P - PI Transfer (circled in red), Forwarded Date: 05/28/2004, and Action: Submit / Delete.

Award Number	PI Name	PI Division / Department	Notification / Request Type	Forwarded Date	Action
0301338	Mavroidis, Constantinos	Mechanical, Industrial & Manuf. Eng.	P - PI Transfer	05/28/2004	Submit / Delete

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

2. On the **Notifications and Requests** screen on the **Forwarded by PI** tab (Figure 1), find the PI Transfer Request you want to work on (see [Search for Notifications and Requests](#)).
3. Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: Original SRO working on the request

Award Information **AAG**

Original Grant Number : SES-0424067 Expiration Date of Grant: 12/31/2006
 Title : Testing Microfinance Theories: Field Experiments in Developing Countries
 Original Grantee Name : Princeton University
 and Address : Princeton University
 Off. of Research & Proj. Admin.
 4 New South Building
 Princeton, NJ 08544-0001

Request Details

Effective Date of Transfer (mm/dd/yyyy)	<input type="text" value="01/01/2007"/>
<u>Transfer Organization</u> [New Awardee Organization]	[New Performing Organization]
Yale University Yale University P.O. Box 208337 NEW HAVEN, CT 06520-8337 (View contact information)	Yale University Yale University P.O. Box 208337 NEW HAVEN, CT 06520-8337 <input type="button" value="Select New Performing Organization"/>
<input type="button" value="Select New Awardee Organization"/>	
Original Grant Amount (including amendments actually awarded, if any)	\$217,832.00
Total Disbursements and Unpaid Obligations(at effective date of transfer) [Note: Please enter the amount as whole number only, do not use special characters, such as dollar sign or comma.]	<input type="text" value="80000"/>
Unobligated Balance (Amount to be Transferred)	\$137,832.00 <input type="button" value="Calculate"/>
This is the single opportunity to provide the correct dollar amount to be transferred; please make sure it is reconciled prior to final submission of this request to NSF. Upon transfer of the grant to the new organization, any monetary discrepancies must be resolved between the original and the new grantee. NSF will not intervene in any disputes between the two organizations regarding the transferred amount.	
The proposal requested for transfer includes any of the items listed below:	
Human subjects: No	
Vertebrate animals: No	
Disclosure of lobbying activities: No	
Outstanding Increments: FY2007: \$12,600.00	
<input type="button" value="Save & Continue"/> <input type="button" value="Go Back"/>	

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

4. Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 3). You have these options on the **Click on a Link to Work** screen:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Forward transfer request to new SPO](#)
 - [Return transfer request to PI](#)

pd_requests

- [Cancel transfer request](#)
(Click on a link above for instructions for that option.)



Figure 3 Click on a Link to Work screen with the options for work on the PI Transfer Request.

Edit Transfer Request Forms as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - [Progress Summary](#) (required)
 - [Budgets \(Including Justification\)](#) (required)
 - [PI/Co-PI Information](#)
 - [Description of Work to Be Accomplished](#) (required)
 - [Supplementary Documents](#)
 - [Add/Delete Senior Personnel](#)
(Click on a link above for the instructions for that 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			
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 Form Preparation screen.

Check for Completeness as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Check for Completeness link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

If the PI Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2 with a message on which forms still require completion for NSF submission.

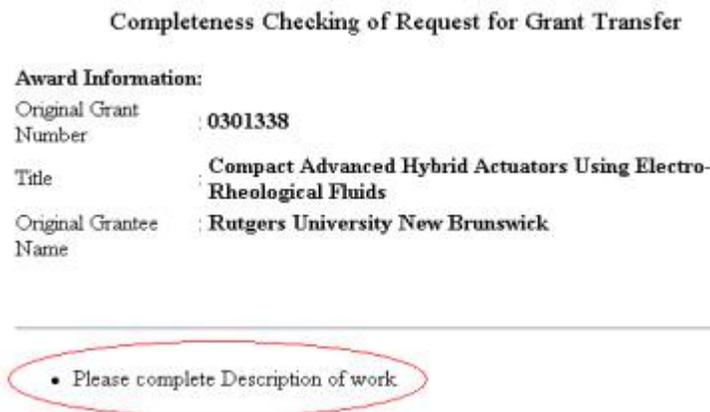


Figure 2 Completeness Checking of Request for Grant Transfer screen. The message of what form still requires completion for submission is circled.

If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be forwarded to the new SPO (see [Forward a PI Transfer Request to the New SPO](#)).

Completeness Checking of Request for Grant Transfer

Award Information:

Original Grant Number : 0301338
Title : Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name : Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Forward a PI Transfer Request to the New SPO

Only the original SPO can forward a PI Transfer Request to the new SPO.

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Transfer Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Forward Transfer Request to New SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Forward Transfer Request to New SPO**. The **Forward the Grant Transfer Request to New SPO** screen displays (Figure 2) with a message for you to confirm that you want to forward the PI Transfer Request to the new SPO and that thereby your organization agrees with the transfer of the award to the new organization.

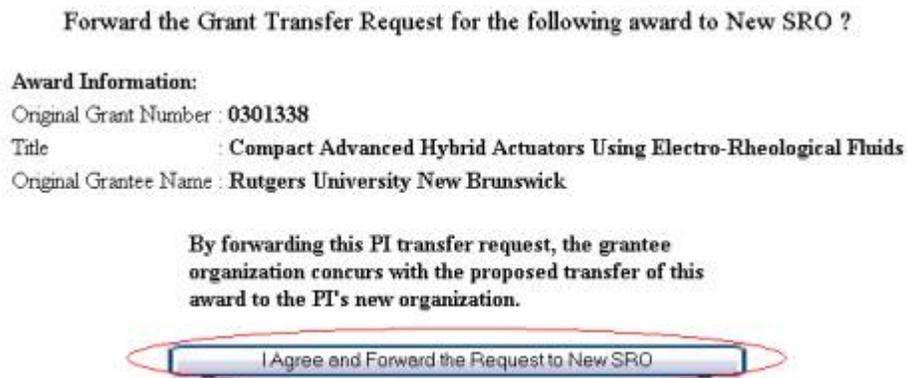


Figure 2 Forward the Grant Transfer Request to New SPO screen. The I Agree and Forward the Request to New SPO button is circled.

3. Click the **I Agree and Forward the Request to New SPO** button (Figure 2). The **Grant Transfer Request Forwarded to New SPO** screen displays (Figure 3) with confirmation that the PI Transfer Request has been forwarded to the new SPO.

Grant Transfer Request for the following award forwarded to New SRO

Award Information:

Original Grant Number : **0301338**

Title : **Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids**

Original Grantee Name : **Rutgers University New Brunswick**



Figure 3 Grant Transfer Request Forwarded to New SPO screen. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [View transfer request forms](#)
 - [Cancel \(delete\) the transfer request](#)



Figure 4 Click on a Link to Work screen after you have forwarded the PI Transfer Request to the new SPO.

Return a PI Transfer Request to the PI

1. Access the **Click on a Link to Work** screen (Figure 1) (see Work on a PI Transfer Request Forwarded by a PI).



Figure 1 Click on a Link to Work screen. The Return Transfer Request to PI link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Return Transfer Request to PI**. The **Return the Grant Transfer Request to PI** screen displays (Figure 2) with a message for you to confirm that you want to return the request to the PI.

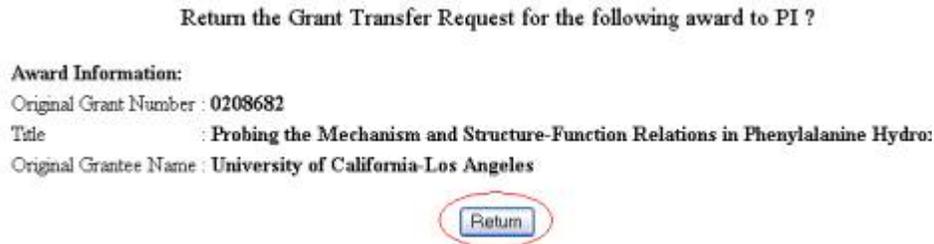


Figure 2 Return the Grant Transfer Request to PI screen with a message for you to confirm that you want to return the request to the PI. The Return button is circled.

3. Click the **Return** button (Figure 2). The **Grant Transfer Request Returned to PI** screen displays (Figure 3).



Figure 3 Grant Transfer Request Returned to PI screen. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with options to:
 - View transfer request forms
 - Cancel (delete) the transfer request



Figure 4 Click on a Link to Work screen after you have returned the PI Transfer Request to the PI.

Delete a PI Transfer Request as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Prepare a PI Transfer Request](#) or [Work on a PI Request Forwarded by a PI](#)).



Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI Transfer Request.



Figure 2 Delete the Grant Transfer Request screen. The Delete button screen is circled.

3. Click the **Delete** button (Figure 2). The PI Transfer Request is deleted.

View PI Transfer Request Forms as Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Forward a PI Transfer Request to the New SPO](#) or [Return a PI Transfer Request to the PI](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request Forms button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

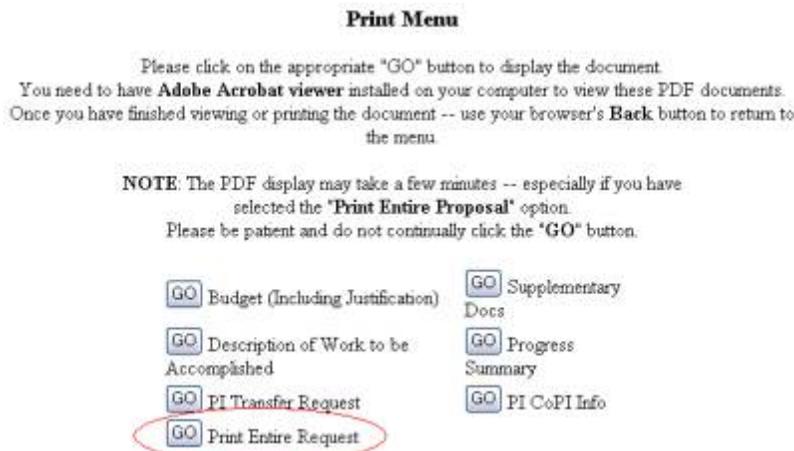


Figure 2 Print Menu screen. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI Transfer Request, click the **Go** button for **Print Entire Request** (Figure 2). The **Grant Transfer Request** screen displays in PDF format (Figure 3).

NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER	SES-0424097
EXPIRATION DATE OF GRANT	12/31/2006
EFFECTIVE DATE OF TRANSFER	01/01/2007 (becomes effective date of transferred award)
NEW PROPOSAL NUMBER	Not Yet Assigned

Check the appropriate box(es) if the proposal requested for transfer includes any of the items listed below:

Human Subjects

Vertebrate Animals

Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any)		\$	217,832
2. Total Disbursements and Unpaid Obligations (at effective date of transfer)	(less)	\$	80,000
3. Unobligated Balance(Amount to be Transferred)	(equals)	\$	137,832

Figure 3 NSF Grant Transfer Request screen. The Printer icon is circled.

5. To print the PI Transfer Request, click the **Printer** icon on the upper left of the **Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

New SPO Functions

Work on a PI Transfer Request Forwarded by the Original SPO

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab displays (Figure 1) (see [Access Notifications and Requests as an SPO](#)).

Notifications & Requests | MAIN ▶ Institution: Rutgers University New Brunswick

Forwarded by PI Prepared by SPO Submitted to NSE

Search for Notifications / Requests for Rutgers University New Brunswick by any of the following:

Award #: 0301338 Last Modified (mm/dd/yyyy)

PI Last Name: Select From: To: Search

PI Division/Dept:

Work in Progress

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

1 Notification/Request found.

Award Number	PI Name	PI Division / Department	Notification/Request Type	Forwarded Date	Action
0301338	Mavroidis,Constantinos	Mechanical, Industrial & Manuf. Eng.	P - PI Transfer	05/26/2004	Submit Delete

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

2. Find the PI Transfer Request you want to work on (see [Search for Notifications and Requests Forwarded by the PI](#)).
3. Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: New SRO working on the request

Award Information **AAG**

Original Grant Number : SES-0424067 Expiration Date of Grant 12/31/2006
 Title : Testing Microfinance Theories: Field Experiments in Developing Countries
 Original Grantee Name : Princeton University
 and Address : Princeton University
 Off. of Research & Proj. Admin.
 4 New South Building
 Princeton, NJ 08544-0001

Request Details

Effective Date of Transfer (mm/dd/yyyy) 01/01/2007
Transfer Organization
 [New Awardee Organization] [New Performing Organization]

Yale University Yale University
 Yale University Yale University
 P.O. Box 208337 P.O. Box 208337
 NEW HAVEN, CT 06520-8337 NEW HAVEN, CT 06520-8337
[\(View contact information\)](#)

Original Grant Amount \$217,832.00
 (including amendments actually awarded, if any)
 Total Disbursements and Unpaid Obligations \$80,000.00
 (at effective date of transfer)
 Unobligated Balance \$137,832.00
 (Amount to be Transferred)

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

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below.

Human subjects (see 44 C.F.R.) Exemption Subsection or IRB App. Date (mm/yy/yyyy)
 Vertebrate animals IACUC App. Date (mm/yy/yyyy)
 Disclosure of lobbying activities

Outstanding Increments:
 FY2007: \$12,600.00

Save & Continue

Go Back

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

4. On the lower portion of the **Grant Transfer Request** screen (Figure 3), if the project involves any of the following, click the radio button next to the category:
- Human subjects
 - Vertebrate animals
 - Disclosure of lobbying activities (see "Disclosing Lobbying Activities")

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below.

Human subjects (SP6 II.C.11) Exemption Subsection or IRB App. Date (mm/dd/yyyy)
 Vertebrate animals IACUC App. Date (mm/dd/yyyy)
 Disclosure of lobbying activities

Figure 3 Lower portion of the Grant Transfer Request screen.

5. On the lower portion of the **Grant Transfer Request** screen (Figure 3), do either of the following:
 - In the **Exemption Subsection** box, type the exemption number.
 - In the **IRB APP Date** box, type the IRB date (in mm/dd/yyyy format).
6. In the lower portion of the **Grant Transfer Request screen** (Figure 3), in the **IACUC App. Date** box, type the date (in mm/dd/yyyy format).
7. Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 4). You have these options on the **Click on a Link to Work** screen:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Submit transfer request to NSF](#)
 - [Return transfer request to the original SPO](#)
 - [Cancel \(delete\) transfer request](#)

Click on a Link to Work
Edit Transfer Request Forms
Check for Completeness
Route the Request:
Submit Transfer Request to NSF
Return Transfer Request to Original SRO
Cancel Transfer Request

Figure 4 Click on a Link to Work screen with the new SPO's options for working on the PI Transfer Request.

Work on a PI Transfer Request Forwarded by the Original SPO

1. Access the **Notifications and Requests** screen on the **Forwarded by PI** tab displays (Figure 1) (see [Access Notifications and Requests as an SPO](#)).

Notifications & Requests | MAIN ▶ Institution: Rutgers University New Brunswick

Forwarded by PI Prepared by SPD Submitted to NSF

Search for Notifications / Requests for Rutgers University New Brunswick by any of the following:

Award #: 0301338 Last Modified (mm/dd/yyyy)

PI Last Name: Select From: To: Search

PI Division/Dept:

Work in Progress

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

1 Notification/Request found.

Award Number	PI Name	PI Division / Department	Notification / Request Type	Forwarded Date	Action
0301338	Mavroidis,Constantinos	Mechanical, Industrial & Manuf. Eng.	P - PI Transfer	05/28/2004	Submit Delete

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

2. Find the PI Transfer Request you want to work on (see [Search for Notifications and Requests Forwarded by the PI](#)).
3. Click the **Notification/Request Type** link on the row for that request (Figure 1). The **Grant Transfer Request** screen displays (Figure 2).

GRANT TRANSFER REQUEST

Current status of the request: New SRO working on the request

Award Information **AAG**

Original Grant Number : SES-0424067 Expiration Date of Grant 12/31/2006
 Title : Testing Microfinance Theories: Field Experiments in Developing Countries
 Original Grantee Name : Princeton University
 and Address : Princeton University
 Off. of Research & Proj. Admin.
 4 New South Building
 Princeton, NJ 08544-0001

Request Details

Effective Date of Transfer (mm/dd/yyyy) 01/01/2007
Transfer Organization
 [New Awardee Organization] [New Performing Organization]

Yale University Yale University
 Yale University Yale University
 P.O. Box 208337 P.O. Box 208337
 NEW HAVEN, CT 06520-8337 NEW HAVEN, CT 06520-8337
[\(View contact information\)](#)

Original Grant Amount \$217,832.00
 (including amendments actually awarded, if any)
 Total Disbursements and Unpaid Obligations \$80,000.00
 (at effective date of transfer)
 Unobligated Balance \$137,832.00
 (Amount to be Transferred)

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

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below.

Human subjects (see 45 CFR 46.101) Exemption Subsection or IRB App. Date (mm/yy/yyyy)
 Vertebrate animals IACUC App. Date (mm/yy/yyyy)
 Disclosure of lobbying activities

Outstanding Increments:
 FY2007: \$12,600.00

Save & Continue

Go Back

Figure 2 Grant Transfer Request screen. The Save and Continue button is circled.

4. On the lower portion of the **Grant Transfer Request** screen (Figure 3), if the project involves any of the following, click the radio button next to the category:
- Human subjects
 - Vertebrate animals
 - Disclosure of lobbying activities (see "Disclosing Lobbying Activities")

Check the appropriate checkbox(es) if the proposal requested for transfer include any of the items listed below.

Human subjects (396 II.C.11) Exemption Subsection or IRB App. Date (mm/dd/yyyy)
 Vertebrate animals IACUC App. Date (mm/dd/yyyy)
 Disclosure of lobbying activities

Figure 3 Lower portion of the Grant Transfer Request screen.

5. On the lower portion of the **Grant Transfer Request** screen (Figure 3), do either of the following:
 - In the **Exemption Subsection** box, type the exemption number.
 - In the **IRB APP Date** box, type the IRB date (in mm/dd/yyyy format).
6. In the lower portion of the **Grant Transfer Request screen** (Figure 3), in the **IACUC App. Date** box, type the date (in mm/dd/yyyy format).
7. Click the **Save and Continue** button (Figure 2). The **Click on a Link to Work** screen displays (Figure 4). You have these options on the **Click on a Link to Work** screen:
 - [Edit transfer request forms](#)
 - [Check for completeness](#)
 - [Submit transfer request to NSF](#)
 - [Return transfer request to the original SPO](#)
 - [Cancel \(delete\) transfer request](#)

Click on a Link to Work
Edit Transfer Request Forms
Check for Completeness
Route the Request:
Submit Transfer Request to NSF
Return Transfer Request to Original SRO
Cancel Transfer Request

Figure 4 Click on a Link to Work screen with the new SPO's options for working on the PI Transfer Request.

Edit Transfer Request Forms as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see Work on a PI Transfer Request Forwarded by the Original SPO).



Figure 1 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - Progress Summary (required)
 - Budgets (Including Justification) (required)
 - PI/Co-PI Information
 - Description of Work to Be Accomplished (required)
 - Supplementary Documents
 - Add/Delete Senior Personnel
(Click on a link above for the instructions for that 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			
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 Form Preparation screen.

Check for Completeness as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see Work on a PI Transfer Request Forwarded by the Original SPO).



Figure 1 Click on a Link to Work screen. The Check for Completeness button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Check for Completeness**. The **Completeness Checking of Request for Grant Transfer** screen displays.

*If the PI Transfer Request is incomplete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 2 with a message on which forms still require completion for submission.*

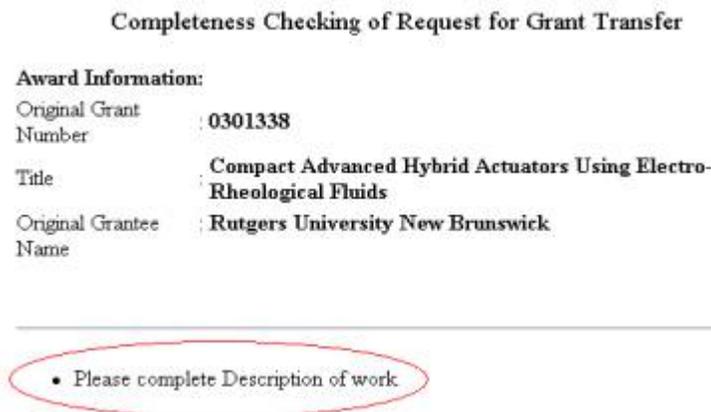


Figure 2 Completeness Checking of Request for Grant Transfer screen. Circled is the message of what form requires completion for submission.

*If the PI Transfer Request is complete, the **Completeness Checking of Request for Grant Transfer** screen displays as in Figure 3. The request is ready to be submitted to NSF (see Submit a PI Transfer Request).*

Completeness Checking of Request for Grant Transfer**Award Information:**

Original Grant Number : 0301338
Title : Compact Advanced Hybrid Actuators Using Electro-Rheological Fluids
Original Grantee Name : Rutgers University New Brunswick

Request is complete.

Figure 3 Completeness Checking of Request for Grant Transfer screen with a message that the request is complete.

Submit a PI Transfer Request to NSF

Only the new SPO can submit the PI Transfer Request to NSF.

1. Access the **Click on a Link to Work** screen (Figure 1) (see Work on a PI Transfer Request Forwarded by the Original SPO).



Figure 1 Click on a Link to Work screen. The Submit Transfer Request to NSF link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Submit Transfer Request to NSF**.

*If the request is not complete, the **Completeness Checking of Request for Grant Transfer** screen displays (Figure 2) with a message on what forms require completion for submission to NSF.*

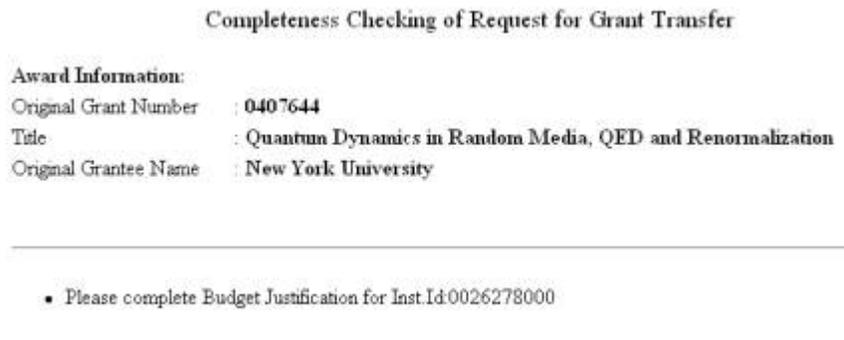


Figure 2 Completeness Checking of Request for Grant Transfer screen with the message on what needs to be completed for submission.

Click the **Go Back** button to return to the **Click on a Work to Link** screen (Figure 3) to complete the required forms (see [Edit Transfer Budget Form Introduction](#)).

*If the request is complete, the **Grant Transfer Request Is Ready for Submission to NSF** screen displays (Figure 3).*

Grant Transfer Request is ready for submission to NSF.
Click 'Continue' button to proceed with submission

Award Information:

Original Grant Number : 0407644

Title : Quantum Dynamics in Random Media, QED and Renormalization

Original Grantee Name : New York University



Figure 3 Grant Transfer Request Is Ready for Submission screen. The Continue button is circled.

3. Click the **Continue** button (Figure 3). The **Submit Grant Transfer Request to NSF** screen displays (Figure 4).

Drug Free Work Place Certification
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent), is providing the Drug Free Work Place Certification contained in [Exhibit II-3 of the Grant Proposal Guide](#).

Debarment and Suspension Certification
Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?
 No
 Yes (If "yes" please provide an explanation below.)

By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) or Individual Applicant is providing the Debarment and Suspension Certification contained in [Exhibit II-4 of the Grant Proposal Guide](#).

Certification Regarding Lobbying
This certification is required for an award of a Federal contract, grant, or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification Regarding Unpaid Federal Tax Liability
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Federal Tax Liability:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Certification Regarding Criminal Convictions
When the proposing organization is a corporation, the Authorized Organizational Representative (or equivalent) is required to complete the following certification regarding Criminal Convictions:
By electronically signing the Certification Pages, the Authorized Organizational Representative (or equivalent) is certifying that the corporation has not been convicted of a felony criminal violation under any Federal law within the 24 months preceding the date on which the certification is signed.

Figure 4 Submit Grant Transfer Request to NSF screen. The Debarment and Suspension Certification section and the Submit button are circled.

4. In the **Debarment and Suspension Certification** section (Figure 4), click the radio button for Yes or No.
5. If you clicked the radio button for Yes, type an explanation in the box (Figure 4).
6. Click the **Sign and Submit** button (Figure 6). The **Grant Transfer Request Submitted to NSF** screen displays (Figure 5) with a list of the people who will receive an email that the request has been submitted to NSF.



Figure 5 Grant Transfer Request Submitted to NSF screen with the list of the individuals who will be notified on the new status of the PI Transfer Request. The Continue button is circled.

10. Click the **Continue** button (Figure 5). The **Click on a Link to Work** screen displays (Figure 6) with only the option to view the transfer request.



Figure 6 Click on a Link to Work screen after you have submitted the PI Transfer Request to NSF.

Return a PI Transfer Request to the Original SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see Work on a PI Transfer Request Forwarded by the Original SPO).



Figure 1 Click on a Link to Work screen. The Return Transfer Request to Original SPO link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Return Transfer Request to Original SPO**. The **Return the Grant Transfer Request to Original SPO** screen displays (Figure 2).



Figure 2 Return the Grant Transfer Request to Original SPO screen. The Return button is circled.

3. Click the **Return** button (Figure 2). The **Grant Transfer Request Returned to Original SPO** screen displays (Figure 3) with a list of the recipients of an email communicating that the PI Transfer Request has been returned to the original SPO.



Figure 3 Grant Transfer Request Returned to Original SPO screen with a list of the individuals who will be notified of the status of the PI Transfer Request. The Continue button is circled.

4. Click the **Continue** button (Figure 3). The **Click on a Link to Work** screen displays (Figure 4) with these options:
 - [View transfer request forms](#)
 - [Cancel \(delete\) the transfer request](#)



Figure 4 Click on a Link to Work screen after you have returned a PI Transfer Request to the original SPO.

Delete a PI Transfer Request as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Work on a PI Request Forwarded by the Original SPO](#)).



Figure 1 Click on a Link to Work screen. The Cancel Transfer Request link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Cancel Transfer Request**. The **Delete the Grant Transfer Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the PI Transfer Request.



Figure 2 Delete the Grant Transfer Request screen. The Delete button is circled.

3. Click the **Delete** button (Figure 2). The **Grant Transfer Request Deleted** screen displays (Figure 3) with the message that the PI Transfer Request has been deleted and with a list of people who will be notified by email of the deletion.

Grant Transfer Request for the following award deleted.

Award Information:

Original Grant Number : 0348421
Title : International Symposium on Chemical Reaction Engineering [ISC
18]
Original Grantee Name : University of Notre Dame

E-Mail sent to PI:

Name: Arvind Varma
Email: avarma@nd.edu

E-Mail sent to Original SRO:

Name: Hilared Richard EMadref2@test.com

[Go Back to Notifications & Requests](#)

Figure 3 Grant Transfer Request Deleted screen.

View a PI Transfer Request as New SPO

1. Access the **Click on a Link to Work** screen (Figure 1) (see [Submit a PI Transfer to NSF](#) or [Return a PI Transfer Request to the Original SPO](#)).



Figure 1 Click on a Link to Work screen. The View Transfer Request button is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **View Transfer Request Forms** to view the forms for the PI Transfer Request. The **Print Menu** screen displays (Figure 2) with a listing of the forms in the PI Transfer Request.

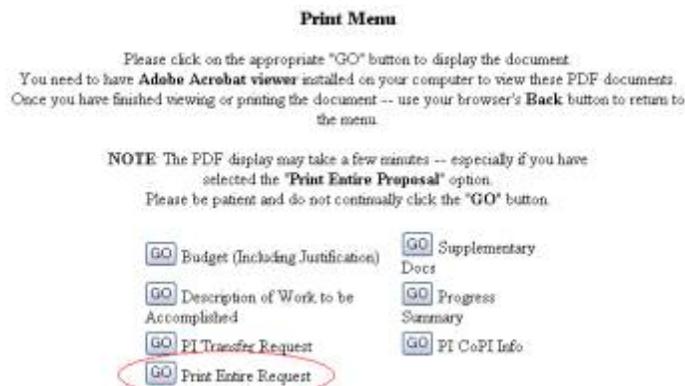


Figure 2 Print Menu screen for the PI Transfer Request. The Go button for Print Entire Request is circled.

3. To view a form, click the **Go** button for that form (Figure 2). The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
4. To view the entire PI Transfer Request, click the **Go** button (Figure 2) for **Print Entire Request**. The **NSF Grant Transfer Request** screen displays in PDF format (Figure 3).

NSF GRANT TRANSFER REQUEST

ORIGINAL GRANT NUMBER	SES-0424007
EXPIRATION DATE OF GRANT	12/31/2006
EFFECTIVE DATE OF TRANSFER	01/01/2007 (becomes effective date of transferred award)
NEW PROPOSAL NUMBER	Not Yet Assigned

Check the appropriate box(es) if the proposal requested for transfer includes any of the items listed below:

Human Subjects

Vertebrate Animals

Disclosure of Lobbying Activities

1. Original Grant Amount (including amendments actually awarded, if any)	\$ 217,832
2. Total Disbursements and Unpaid Obligations (at effective date of transfer)	(less) \$ 80,000
3. Unobligated Balance(Amount to be Transferred)	(equals) \$ 137,832

Figure 3 NSF Grant Transfer Request screen.

5. To print the PI Transfer Request, click the **Printer** icon on the top left of the **NSF Grant Transfer Request** screen (Figure 3). The form is printed.
6. Click the browser back button to return to the **Print Menu** screen (Figure 2).

PI Transfer Forms

Edit Transfer Request Forms Introduction

1. Access the **Click on a Link to Work** screen (Figure 1):
 - If you are a PI, see Prepare a PI Transfer Request as a PI.
 - If you are the original SPO, see either of the following:
 - Prepare a PI Transfer Request as an SPO
 - Work on a PI Transfer Request Forwarded by a PI
 - If you are the new SPO, see Work on a PI Transfer Request Forwarded by the Original SPO.



Figure 1 Click on a Link to Work screen (as it displays in the case of the PI). The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - Progress Summary (required)
 - Budgets (Including Justification) (required)
 - PI/Co-PI Information
 - Description of Work to Be Accomplished (required)
 - Supplementary Documents
 - Add/Delete Senior Personnel
(Click on a link above for the instructions for that 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			
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 Form Preparation screen.

Edit Transfer Request Forms Introduction

1. Access the **Click on a Link to Work** screen (Figure 1):
 - If you are a PI, see Prepare a PI Transfer Request as a PI.
 - If you are the original SPO, see either of the following:
 - Prepare a PI Transfer Request as an SPO
 - Work on a PI Transfer Request Forwarded by a PI
 - If you are the new SPO, see Work on a PI Transfer Request Forwarded by the Original SPO.



Figure 1 Click on a Link to Work screen (as it displays in the case of the PI). The Edit Transfer Request Forms link is circled.

2. On the **Click on a Link to Work** screen (Figure 1), click **Edit Transfer Request Forms**. The **Form Preparation** screen displays (Figure 2) with the forms for the PI Transfer Request. The forms are:
 - Progress Summary (required)
 - Budgets (Including Justification) (required)
 - PI/Co-PI Information
 - Description of Work to Be Accomplished (required)
 - Supplementary Documents
 - Add/Delete Senior Personnel
(Click on a link above for the instructions for that 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			
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 Form Preparation screen.

Progress Summary for PI Transfer

The Progress Summary is a required form.

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

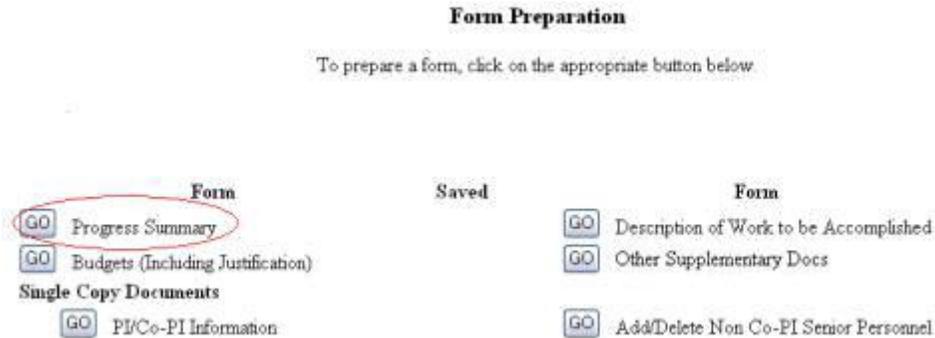


Figure 1 Form Preparation screen. The Go button for Progress Summary is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Progress Summary. The **Progress Summary** screen displays (Figure 2). You have these options:
 - [Enter the Progress Summary in the text box](#)
 - [Upload the Progress Summary](#)

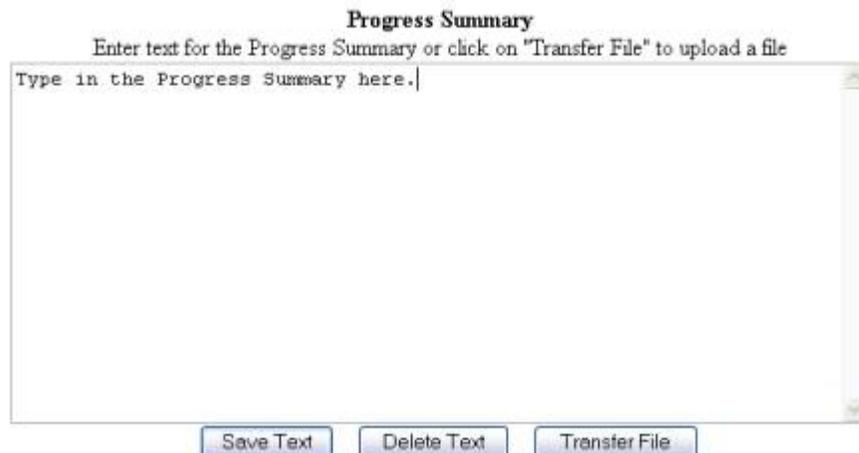


Figure 2 Progress Summary screen.

Enter the Progress Summary in the Text Box

1. On the **Progress Summary** screen (Figure 2), in the **Progress Summary** box type or copy and paste the progress status for the project.
2. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with the message that the Progress Summary form has been saved.

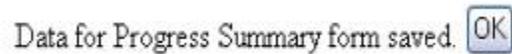


Figure 3 Screen with the message that the Progress Summary has been saved.

3. Click the **OK** button (Figure 3). The PI Transfer **Form Preparation** screen displays.

Upload a Progress Summary

1. Prepare a word-processing document with the Progress Summary.
2. On the **Progress Summary** screen (Figure 2), click the **Transfer File** button. The **Progress Summary File Upload** screen displays (Figure 4). See [Upload a File](#) for instructions on how to upload the file.



Figure 4 Progress Summary File Upload screen.

3. Once you have accepted the upload, the **Progress Summary File Upload** screen displays (Figure 5) with these options:
 - [View the current Progress Summary](#)
 - [Delete the current Progress Summary](#)
 - [Upload a new Progress Summary](#)

Progress Summary

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 Progress 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.

Size:234361 Last mod:Mon Aug 23 17:44:40 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 5 Progress Summary File Upload screen with options to view and delete the uploaded Progress Summary.

Display Current Progress Summary

Click the **Display Current Progress Summary** button (Figure 5). The previously uploaded Progress Summary displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Progress Summary

1. Click the **Delete Current Progress Summary** 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 document is deleted.

Upload a New Progress Summary

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

Budgets (Including Justification) for PI Transfer

The Budgets (Including Justification) is a required form.

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

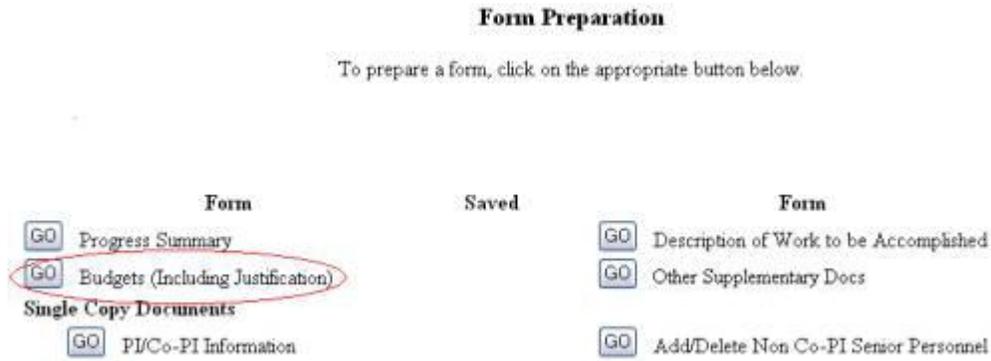


Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Budgets (Including Justification). The **Project Budget** screen displays (Figure 2).

Project Budget			
Organization	Year	Amount	Last Mod. Date
Northeastern University	1 Funds	\$70,014	Dec-22-2003 16:52:11
Budget Justification			
<input type="button" value="Go Back"/>			

Figure 2 Project Budget screen.

See [Budgets \(Including Justification\)](#) and Create a Budget, Step 2 for instructions on how complete a budget for the subawardee organization.

PI/Co-PI Information for PI Transfer

This is a view-only form.

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

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 PI/Co-PI Information is circled.

2. On the PI Transfer **Form Preparation** screen, click the **Go** button for PI/Co-PI Information (Figure 1). The **1225 Info** screen displays (Figure 2).

1225 Info

PI/CoPI Name	Gender	Citizenship	Race	Ethnicity	Disability Status	Other Federally Funded Project
Constantinos Mavroidis	Male	Permanent Resident	White	Not Hispanic or Latino		Yes

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

Description of Work to be Accomplished for PI Transfer

The Description of Work to be Accomplished is a required form.

1. Prepare a Description of Work to be Accomplished in a word-processing document. See [Acceptable Formats for FastLane](#) for a list of all the formats that FastLane accepts.
2. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

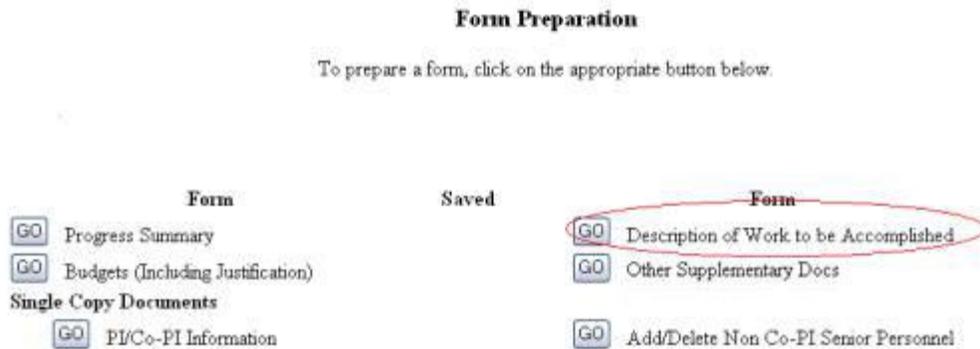


Figure 1 Form Preparation screen. The Go button for Description of Work to be Accomplished is circled.

3. On the **Form Preparation** screen (Figure 1), click the **Go** button for Description of Work to be Accomplished. The **Description of Work to be Accomplished File Upload** screen displays (Figure 2).

Description of work to be Accomplished

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 Description of Work to be Accomplished File Upload screen.

4. Follow the directions in [Upload a File](#) to upload the Description of Work to be Accomplished. When you have accepted the upload, the **Description of Work to be Accomplished File Upload** screen displays (Figure 3) with these options:
 - [Display Current Description of Work to be Accomplished](#)
 - [Delete Current Description of Work to be Accomplished](#)
 - [Upload a New Description of Work to be Accomplished](#)



Figure 3 Description of Work to be Accomplished Upload screen with options to View or Delete an uploaded Description of Work to be Accomplished.

Display Current Description of Work to be Accomplished

Click the **Display Current Description of Work to be Accomplished** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).

Delete Current Description of Work to be Accomplished

1. Click the **Delete Current Description of Work to be Accomplished** 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 PI Transfer **Form Preparation** screen displays (Figure 1).

Upload a New Description of Work to be Accomplished

Follow the directions in [Upload a File](#). Uploading a new Description of Work to be Accomplished automatically replaces the file that was previously uploaded.

Supplementary Documents for PI Transfer

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

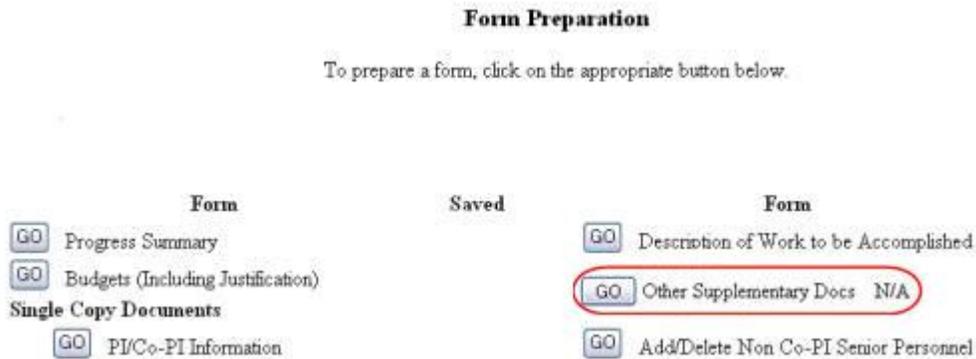


Figure 1 Form Preparation screen. The Go button for Other Supplementary Docs is circled.

2. On the PI Transfer **Form Preparation** screen (Figure 1), click the **Go** button for Supplementary Docs. The **Other Supplementary Docs** screen displays (Figure 2). You have two options on this screen:
 - Enter Other Supplementary Documents in the text box
 - Upload Supplementary Documents

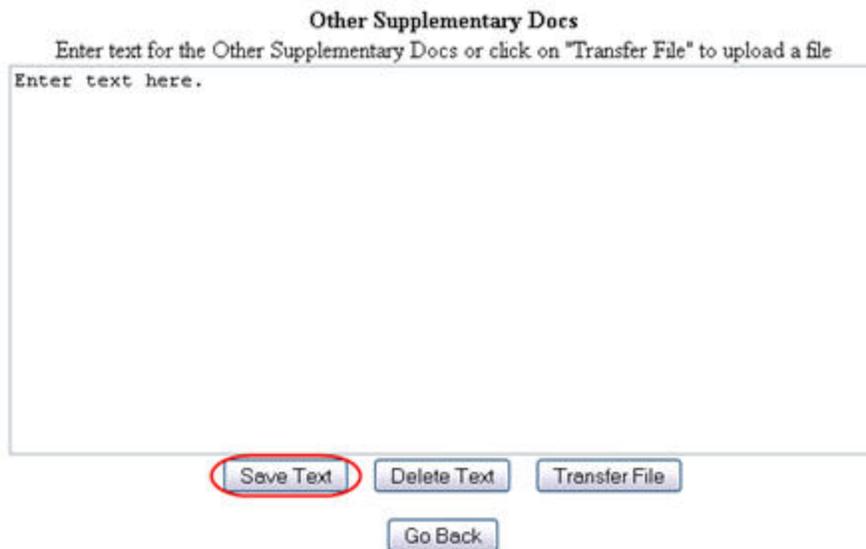


Figure 2 Supplementary Docs screen. The Save Text button is circled.

Enter Other Supplementary Documents in the Text Box

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

Data for Other Supplementary Docs form saved.

Figure 3 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 Other Supplementary Documents

1. On the **Other Supplementary Docs** screen (Figure 4), click the **Transfer File** button. The **Supplementary Document File Upload** screen displays (Figure 5). See [Upload a File](#) for directions.

Other Supplementary Docs
Enter text for the Other Supplementary Docs or click on "Transfer File" to upload a file

Figure 4 Other Supplementary Docs screen. The Transfer File button is circled.

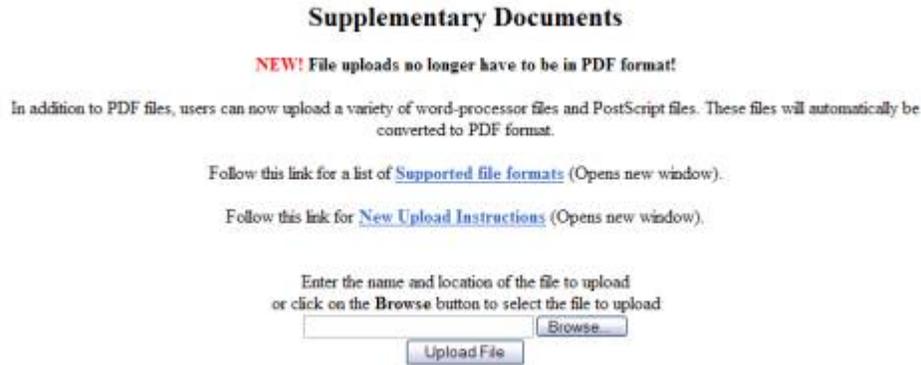


Figure 5 Supplementary Documents File Upload screen.

Once the Supplementary Document has been uploaded, the **Supplementary Document File Upload** screen displays as in Figure 6.



Figure 6 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 6), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 6). 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 6), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 6). 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 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 6), 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 6).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Supplementary Docs. The **Supplementary Docs** screen displays with the text box. See [Enter the Supplementary Document in the Text Box](#).

Add/Delete Non-Co-PI Senior Personnel for PI Transfer

1. Access the **Form Preparation** screen (Figure 1) (see [Edit Transfer Request Forms Introduction](#)).

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. On the PI Transfer **Form Preparation** screen, click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non Co-Principal Investigator (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 #7200347

To Add a new Non Co-PI Senior Personnel to proposal #7200347, 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-Principal Investigator (Co-PI) Senior Personnel Assigned to the Proposal screen.

3. See [Add/Delete Non-Co-PI Senior Personnel](#) for instructions on how to add or delete non-Co-PI Senior Personnel.

What Is the Pre-Award Costs in Excess of 90 Days Request?

If your organization needs to incur pre-award costs for a period longer than 90 days before the grant's effective date, you must submit a Pre-Award Costs in Excess of 90 Days Request to NSF.

The request *must* contain:

- The start and end dates of the period in which you will be incurring costs
- The amount of costs to be incurred
- The justification for the pre-award costs in excess of 90 days

Prepare a Pre-Award Costs in Excess of 90 Days Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Pre-Award Costs in Excess of 90 Days and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen, click the radio button for Pre-Award Costs in Excess of 90 Days in the **Grantee Request Types** list (Figure 1).
3. Click the **Prepare** button (Figure 1). The **Modify Request for Pre-Award Costs in Excess of 90 Days** screen displays (Figure 2).

Modify Request for Award # : 0413531
Pre-Award Costs in Excess of 90 days
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

From Date: 06/01/2002 (mm/dd/yyyy)

To Date: 10/02/2002 (mm/dd/yyyy)

***Amount:** 6000 (in whole dollar amount)

***Justification for Pre-Award Costs in Excess of 90 days:** Type your justification here.

Save **Cancel**

Figure 2 Modify Request for Pre-Award Costs in Excess of 90 Days screen. The Save button is circled.

4. In the **From Date** box (Figure 2), type the date on which you will begin to incur pre-award costs (in mm/dd/yyyy format).
5. In the **To Date** box (Figure 2), type the date on which you will no longer incur pre-award costs for the grant (in mm/dd/yyyy format).
6. In the **Amount** box (Figure 2), type the amount of the costs you will incur.
7. In the **Justification for Pre-Award Costs in Excess of 90 Days** box (Figure 2), type the amount of funds remaining in the grant (no dollar sign, no commas).
8. Click the **Save** button (Figure 2). The **View Request for Pre-Award Costs in Excess of 90 Days** screen displays (Figure 3). You have these options:
 - Modify the request
 - Forward the request to the SPO or Submit the request to NSF
 - Delete the request
 (Click on a link above for instructions for that option.)

View Request for Award : 0413531
Pre-Award Costs in Excess of 90 days
Required Fields are preceded by an asterisk ()*

Topic GUI

Status: Work in Progress

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

From Date: 06/01/2002

To Date: 10/02/2002

***Amount:** \$6,000.00

***Justification for Pre-Award Costs in Excess of 90 days:** Type your justification here.

Modify
Forward to SPO
Delete
Cancel

Figure 3 View Request for Pre-Award Costs in Excess of 90 Days screen.

What Is the Changes in Objective or Scope Request?

If you want to change the phenomena under study or the objectives of the project from those stated in the proposal or from agreed-upon modifications to the proposal, you must submit a Changes in Objective or Scope Request to NSF.

You must submit the request before you change the objective or scope.

The request *must* contain:

- The proposed changes in objective or scope
- The justification for the changes in objective or scope

Prepare a Changes in Objective or Scope Request

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

Prepare a New Notification or Request for Award #: 0700000

Award Amount: \$9,100.00
Expiration Date: 04/30/2002
Division: DIVISION OF BEHAVIORAL AND COGNITIVE SCI
Award Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West
Organization: National Science Foundation
PI/PD: Jones, John

Select the Notification or Request Type:

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

*Topic Guidance is provided through Grant Proposal GUIDE (GPG) and Grant Proposal Manual (GPM) references.

Figure 1 Prepare a New Notification or Request screen. The radio button for Changes in Objective or Scope and the Prepare button are circled.

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

Modify Request for Award # : 0700000
Changes in Objective or Scope
 Required Fields are preceded by an asterisk (*)

Status: New

Expiration Date: 04/30/2002

Award Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

***Proposed Changes in Objective or Scope:** Describe the proposed changes in objective or scope.

***Justification for Changes in Objective or Scope:** Give a justification for the changes in objective or scope.

Figure 2 Modify Request for Changes in Objective or Scope screen. The Save button is circled.

4. In the **Proposed Changes in Objective or Scope** box (Figure 2), type or copy and paste the proposed changes in objective or scope.
5. In the **Justification for Changes in Objective or Scope** box (Figure 2), type or copy and paste the justification for the change.
6. Click the **Save** button (Figure 2). The **View Request for Changes in Objective or Scope** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to NSF](#)
 - [Delete the request](#)
 (Click on a link for above for instructions for that option.)

View Request for Award : 0700000
Changes in Objective or Scope
 Required Fields are preceded by an asterisk (*)

Topic Guidance

Status: Work in Progress

Expiration Date: 04/30/2002

Award Title: Doctoral Dissertation Research: The Greater Yellowstone Coalition and Environmental Politics in the New West

Prepared By: Jones, John

Submitted By:

***Proposed Changes in Objective or Scope:** Describe the proposed changes in objective or scope.

***Justification for Changes in Objective or Scope:** Give a justification for the changes in objective or scope.

Figure 3 View Request for Changes in Objective or Scope screen.

What Is the Rearrangement/Alteration \$25,000 or Over Request?

If a project requires rearrangements and alterations that do not constitute construction and that cost \$25,000 or more, you must submit a Rearrangement/Alteration \$25,000 or Over Request to NSF.

You must submit the request *before* the costs are incurred. If NSF approves, the approval will be indicated in the grant.

The request *must* contain:

- The total amount of alteration costs
- A description of the alteration activity

Prepare a Rearrangement/Alteration \$25,000 or Over Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Rearrangement/Alteration \$25,000 or Over and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Rearrangement/Alteration \$25,000 or Over in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Request for Rearrangement/Alteration \$25,000 or Over** screen displays (Figure 2).

Modify Request for Award # : 9627996
Rearrangement/Alteration \$25,000 or over (Construction)
 Required Fields are preceded by an asterisk (*)

Topic 4

Status: New

Expiration Date: 02/01/2003

Award Amount: \$30,000.00

Award Title: eGovernment Technical Challenges

***Construction Amount:** (in whole dollar amount)

***Description of Construction Activity:**

Figure 2 Modify Request for Rearrangement/Alteration \$25,000 or Over screen. The Save button is circled.

4. In the **Construction Amount** box (Figure 2), type the amount of funds to be incurred for the rearrangements or alterations (no dollar sign, no commas).
5. In the **Description of Construction Activity** box (Figure 2), type or copy and paste a description of the activity that will be undertaken for the rearrangements or alterations.
6. Click the **Save** button (Figure 2). The **View Request for Rearrangement/Alteration \$25,000 or Over** screen displays (Figure 3). You have these options:
 - Modify the request
 - Forward the request to the SPO or Submit the request to NSF
 - Delete the request
 (Click on a link above for instructions for that option.)

View Request for Award : 9627996
Rearrangement/Alteration \$25,000 or over (Construction)
 Required Fields are preceded by an asterisk (*)

Topic Guidance

Status: Work in Progress

Expiration Date: 02/01/2003

Award Amount: \$30,000.00

Award Title: eGovernment Technical Challenges

***Construction Amount:** \$25000.00 (in whole dollar amount)

***Description of Construction Activity:** Type a description of your construction activity here.

Figure 3 View Request for Rearrangement/Alteration \$25,000 or Over screen.

Change PI/Add or Change Co-PI

What Is the Change PI and Add/Change Co-PI Request?

If your organization wants to continue an NSF grant project with a new PI or if you want to add or change Co-PIs, you must submit a Change PI and Add/Change Co-PI Request to NSF.

The new PI or Co-PIs must be registered with FastLane to gain NSF approval.

The request *must* contain the following:

- Biographical Sketch of the PI or Co-PI
- Current and Pending Support document detailing any current and pending financial support to the PI/Co-PI for this or other projects
- Justification for the change of PI or addition or change of Co-PIs

See [Prepare a Change PI and Add/Change Co-PI Request](#) for instructions for working on this request.

What Is the Change PI and Add/Change Co-PI Request?

If your organization wants to continue an NSF grant project with a new PI or if you want to add or change Co-PIs, you must submit a Change PI and Add/Change Co-PI Request to NSF.

The new PI or Co-PIs must be registered with FastLane to gain NSF approval.

The request *must* contain the following:

- Biographical Sketch of the PI or Co-PI
- Current and Pending Support document detailing any current and pending financial support to the PI/Co-PI for this or other projects
- Justification for the change of PI or addition or change of Co-PIs

See [Prepare a Change PI and Add/Change Co-PI Request](#) for instructions for working on this request.

Prepare a Change PI Request

Prepare a Change PI and Add/Change Co-PI Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Addition of Subaward	AAG
<input type="radio"/> Grantee Approved No-Cost Extension	GPG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
<input type="radio"/> Cost Sharing Equal To or Greater Than \$505,000	AAG	<input type="radio"/> NSF Approved No-Cost Extension	GPG
<input type="radio"/> Conflicts of Interests	AAG	<input type="radio"/> PI Transfer	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
		<input checked="" type="radio"/> Change PI and Add/Change Co-PI	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Change PI and Add/Change Co-PI and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Change PI and Add/Change Co-PI in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2). You have these options on this screen:
 - Change the PI
 - Replace the PI with a Co-PI
 - Change the current Co-PIs

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- **To change the current PI**, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- **To replace the current PI with a current co-PI**, click on a single name in the list to replace and click "Check" to confirm eligibility.
- **To change the current co-PI(s)**, click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- **Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.**
- **If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.**

CURRENT PI

Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current co-PI:	Please select from list below: <input type="text"/>			

CURRENT CO-PI(s)

CTRL + click to multiple select:

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Figure 2 Request for Change PI and Add/Change Co-PI screen.

For any of these options, you must complete these steps in the following order:

1. Confirm the eligibility of the proposed PI or Co-PI
Confirm the registration of the PI or Co-PI with NSF
2. Upload the Associated Documents

Upload the Biographical Sketch for the proposed PI or Co-PI and the document on Current and Pending Support

3. Type a Justification for the change of PI or addition/change of Co-PI (Click on a link above for instructions for that step.)

You must complete these steps for each individual you propose as a new PI or Co-PI.

Note: When you complete a step, the section for the next step is activated on the **Request for Change PI and Add/Change PI** screen (Figure 2).

When you have completed your work on the **Request for Change PI and Add/Change Co-PI Request** screen, click the **Save** button (Figure 3) to save the Change PI Request. The **View Request for Change PI and Add/Change Co-PI Request** screen displays (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Co-PI replacing PI: jsmith@bogus.com <input checked="" type="checkbox"/>	John Smith

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

2 Associated Documents

3 Justification

Type the justification for the change in PI here.

Figure 3 Request for Change PI and Add/Change Co-PI screen with the sections for Step 2, Associated Documents, and Step 3, Justification, activated. The Save button is circled.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI:	Alan Alphaman	Co-PI replacing PI: jsmith@bogus.com <input checked="" type="checkbox"/>	John Smith

[John Smith](#)

2 Associated Documents

A Biographical Sketch [GDS](#) and Current and Pending Support [GDS](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending Support: [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Type the justification for the change in PI here.

Download [Adobe Acrobat Reader](#) for viewing PDF files

Figure 4 Request for Change PI and Add/Change Co-PI screen. The buttons for Modify Request, Delete Request, and Forward to SPO (if you are a PI) or Submit to NSF (if you are an SPO) are now activated.

On the **View Request for Change PI and Add/Change Co-PI** screen (Figure 4), the buttons for other functions are activated to give you these options:

- [Modify the request](#)
- [Delete the request](#)
- [Forward the Request to the SPO](#) (if you are a PI) or [Submit the request to NSF](#) (if you are an SPO)

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

Prepare a Change PI and Add/Change Co-PI Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Change PI and Add/Change Co-PI and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Change PI and Add/Change Co-PI in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2). You have these options on this screen:
 - Change the PI
 - Replace the PI with a Co-PI
 - Change the current Co-PIs

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current co-PI:	Please select from list below: <input type="text"/>			

CURRENT CO-PI(s)

CTRL + click to multiple select

Please select from list below:

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Figure 2 Request for Change PI and Add/Change Co-PI screen.

For any of these options, you must complete these steps in the following order:

1. Confirm the eligibility of the proposed PI or Co-PI
Confirm the registration of the PI or Co-PI with NSF
2. Upload the Associated Documents

Upload the Biographical Sketch for the proposed PI or Co-PI and the document on Current and Pending Support

3. Type a Justification for the change of PI or addition/change of Co-PI (Click on a link above for instructions for that step.)

You must complete these steps for each individual you propose as a new PI or Co-PI.

Note: When you complete a step, the section for the next step is activated on the **Request for Change PI and Add/Change PI** screen (Figure 2).

When you have completed your work on the **Request for Change PI and Add/Change Co-PI Request** screen, click the **Save** button (Figure 3) to save the Change PI Request. The **View Request for Change PI and Add/Change Co-PI Request** screen displays (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Co-PI replacing PI: jsmith@bogus.com <input checked="" type="checkbox"/>	John Smith

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

2 Associated Documents

3 Justification

Type the justification for the change in PI here.

Figure 3 Request for Change PI and Add/Change Co-PI screen with the sections for Step 2, Associated Documents, and Step 3, Justification, activated. The Save button is circled.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI:	Alan Alphaman	Co-PI replacing PI: jsmith@bogus.com <input checked="" type="checkbox"/>	John Smith

[John Smith](#)

2 Associated Documents

A Biographical Sketch [GDS](#) and Current and Pending Support [GDS](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Type the justification for the change in PI here.

Download [Adobe Acrobat Reader](#) for viewing PDF files

Figure 4 Request for Change PI and Add/Change Co-PI screen. The buttons for Modify Request, Delete Request, and Forward to SPO (if you are a PI) or Submit to NSF (if you are an SPO) are now activated.

On the **View Request for Change PI and Add/Change Co-PI** screen (Figure 4), the buttons for other functions are activated to give you these options:

- [Modify the request](#)
- [Delete the request](#)
- [Forward the Request to the SPO](#) (if you are a PI) or [Submit the request to NSF](#) (if you are an SPO)

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

Step 1 Confirm the Eligibility of the Proposed PI /Co-PI

Access the **Request for Change PI and Add/Change Co-PI** screen (Figure 1) (see Prepare a Change PI and Add/Change Co-PI Request). The screen gives you the options to:

- Change the PI
- Replace the PI with a current Co-PI
- Change the current Co-PI

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

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current co-PI:	Please select from list below: <input type="button" value="v"/>			

CURRENT CO-PI(s)

CTRL + click to multiple select: Please select from list below:

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2 Associated Documents

3 Justification

Figure 1 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen.

Change the PI

1. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 2), in the **Proposed PI** box or **Proposed Co-PI** box, enter the NSF ID or alternatively, enter the

proposed PI's email address, and/or last name, and/or phone number in each corresponding data field for the new PI or Co-PI you want to propose.

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI
[Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI	
	Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text" value="jalan@nsf.gov"/>	<input type="text" value="alan"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current co-PI:	Please select from list below: <input type="button" value="v"/>			

CURRENT CO-PI(s)	
CTRL + click to multiple select	Please select from list below: <input type="button" value="v"/>

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check

Contact your SPO if the expected name is not associated with the entered information.

Figure 2 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The Check button is circled.

- Click the **Check** button (Figure 2). FastLane checks to see if the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF. If any of those data elements are registered, a check mark and the name of the PI display in the fields next to the search criteria (Figure 3). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

Request for Award 0707551 - Change PI and Add/Change Co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)		PROPOSED NAME(S)
Current PI:	Alan Alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Figure 3 Confirm Eligibility of Proposed PI/Co-PI section of the Request for Change PI and Add/Change Co-PI screen. A check mark and the name of the new PI display. This signifies that the proposed PI is eligible.

Note: Once you have completed Step 1, **Step 2 Associated Documents** is activated on the **Request for Change PI and Add/Change Co-PI** screen.

Change the Current Co-PIs

1. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 4), in the **Proposed PI** box or **Proposed Co-PI** box, enter the NSF ID or alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field for the new PI or Co-PI you want to propose.

1 Confirm Eligibility of Proposed PI/co-PI
[Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current co-PI:	Please select from list below: <input type="text"/>			

CURRENT CO-PI(s)

CTRL + click to multiple select

Please select from list below:

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed co-PI:	<input type="text" value="000484211"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact your SPO if the expected name is not associated with the entered information.

Figure 4 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The NSF ID/Email Address box and the Check button are circled.

2. Click the **Check** button (Figure 4). The **Request for Award Change PI and Add/Change Co-PI** screen displays again. If the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF, a check mark and the name of the PI display in the fields next to the search criteria (Figure 5). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: New Request Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
	Proposed Co-PI: gblock@nsf.gov <input checked="" type="checkbox"/>	Greg Block

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
 Required Fields are preceded by an asterisk (*)

Greg Block

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch:

*Current and Pending Support Document:

3 Justification for the Request (Including Impact on the Project)
(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 5 Request for Change PI and Add/Change Co-PI screen. A check mark and the name of the new PI display in the boxes next to the search criteria you typed. This signifies that the proposed PI is eligible.

Note: Once you have completed Step 1, **Step 2 Associated Documents** is activated on the **Request for Change PI and Add/Change Co-PI** screen.

Replace the PI with a Current Co-PI

1. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 6), in the Replace Current PI w/Current Co-PI drop-down list, highlight a name of a Co-PI.

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI [Privacy Act](#)

- To change the current PI, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- To replace the current PI with a current co-PI, click on a single name in the list to replace and click "Check" to confirm eligibility.
- To change the current co-PI(s), click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- Required fields are preceded by an asterisk(*), for the Proposed PI Information and the Proposed co-PI Information tables.
- If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

Alan Alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Replace Current PI w/Current Co-PI:	<div style="border: 1px solid #ccc; padding: 2px;"> Please select from list below: ▼ Please select from list below: Fred Flintstone John Smith </div>			
CURRENT	John Smith			
CTRL + click to multiple select	<div style="border: 1px solid #ccc; padding: 2px;"> Please select from list below: Fred Flintstone John Smith </div>			

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check

Contact your SPO if the expected name is not associated with the entered information.

Figure 6 Confirm Eligibility of Proposed PI/Co-PI section of the Change PI and Add/Change Co-PI screen. The drop-down list of current Co-PIs and the Check button are circled.

- Click the Check button (Figure 6). The **Request for Award Change PI and Add/Change Co-PI** screen displays again. If the PI's NSF ID or email address, and/or last name, and/or phone number is registered with NSF, a check mark and the name of the PI display in the Co-PI Replacing PI section (Figure 7). Proceed to **Step 2, Associated Documents** (see [Step 2 Associated Documents](#) for instructions).

Request for Award 0707551 - Change PI and Add/Change Co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI:	Alan Alphaman	Co-PI replacing PI: jsmith@bogus.com <input checked="" type="checkbox"/>	John Smith

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk ()*

John Smith

2 Associated Documents

A Biographical Sketch [\(BS\)](#) and Current and Pending Support [\(CPS\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch:

(Two page limit)

*Current and Pending Support Document:

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 7 Request for Change PI and Add/Change Co-PI screen.

Step 2 Upload the Associated Documents

1. Access the **Request for Change PI and Add/Change Co-PI** screen (see [Step 1 Confirm the Eligibility of the Proposed PI/Co-PI](#)). As soon as you have confirmed the eligibility of the PI or Co-PI in Step 1, the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen activates (Figure 1).

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: New Request Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
 Required Fields are preceded by an asterisk (*)

2 Associated Documents

A Biographical Sketch [GDS](#) and Current and Pending Support [GDS](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch:

(Two page limit)

*Current and Pending Support Document:

3 Justification for the Request (Including Impact on the Project)
(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The section for Step 2 Associated Documents is circled.

2. In the **Associated Documents** section (Figure 1), upload a Biographical Sketch (see [What Is a Biographical Sketch?](#)) and a Current and Pending Support document (see [What Is Current and Pending Support?](#)) for the PI you propose.
3. See [Upload a File](#) for instructions on how to upload a file to FastLane.
4. When you are finished uploading the associated documents, click the **Continue** button (Figure 2). [Step 3 Justification](#) is now activated on the **Request for Change PI and Add/Change PI/Co-PI** screen, and you can work on the Justification.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: New Request Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
 Required Fields are preceded by an asterisk (*)

John Alan

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View](#)

*Current and Pending Support Document: [View](#)

3 Justification for the Request (Including Impact on the Project)
(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 2 Request for Change PI and Add/Change PI/Co-PI screen after the associated documents have been uploaded. The Continue button is circled.

View and Delete Associated Documents

Once you have accepted an upload, in the **Associated Documents** section, a **View** button and **Delete** button display that give you these options:

- [View the uploaded document](#)
- [Delete the uploaded document](#)

View the Uploaded Document

In the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen (Figure 3), click the **View** button next to the file you want to view. The document displays in PDF format. If you need to download Adobe Acrobat, click **Download Adobe Acrobat Reader** at the bottom of the screen (Figure 4).

John Smith

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View](#)

*Current and Pending Support Document:

Figure 3 Associated Documents section of the Request for Change PI and Add/Change Co-PI screen. The View button is circled.



Figure 4 Lower portion of the Request for Change PI and Add/Change Co-PI screen. The Adobe Acrobat Reader link is circled.

Delete the Uploaded Document

In the **Associated Documents** section of the **Request for Change PI and Add/Change Co-PI** screen (Figure 5), click the **Delete** button next to the document you want to delete. The document is deleted, and the **Browse** and **Upload** buttons display as they did before you uploaded the file.



Figure 5 Associated Documents section of the Request for Change PI and Add/Change Co-PI screen. The Delete button is circled.

Step 3 Justification

1. Access the **Change PI and Add/Change Co-PI** screen (Figure 1) (see Step 2 Upload the Associated Documents). As soon as you have accepted the uploaded files for Associated Documents, the **Justification** box displays on the **Request for Change PI and Add/Change Co-PI** screen (Figure 1).

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: New Request Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: Alan Alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.
 Required Fields are preceded by an asterisk (*)

John Alan

2 Associated Documents

3 Justification

Type the justification for the change in PI here.

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Justification section and the Save button are circled.

2. In the **Justification** box (Figure 1), type or copy and paste a Justification for the change of PI or Co-PI.
3. Click the **Save** button (Figure 1) to save the Justification and to save your Change PI Request. The **View Request for Change PI and Add/Change Co-PI** screen displays (Figure 2), and the buttons for these functions are activated:
 - [Modify the request](#)
 - [Delete the request](#)
 - [Forward the Request to the SPO](#) (if you are a PI)
 - [Submit the request to NSF](#) (if you are an SPO)
 (Click on a link above for instructions for that option.)

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)
Status: Prepared

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [\(BIO\)](#) and Current and Pending Support [\(CPS\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Type the justification for the change in PI here.

Figure 2 Request for Change PI and Add/Change Co-PI screen. The buttons to Modify Request, Delete Request, Cancel, and Forward to SPO (if you are a PI) or Submit to NSF (if you are an SPO) are circled.

Modify a Change PI and Add/Change Co-PI Request

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1). See one of the following:
 - [Step 3 Justification](#)
 - [View a Notification or Request Prepared by the PI](#)
 - [View a Notification or Request Prepared by the SPO](#)

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)
Status: Prepared

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [\(BIO\)](#) and Current and Pending Support [\(CPS\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending Support: [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Type the justification for the change in PI here.

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Modify Request button is circled.

2. Click the **Modify Request** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2) with only the section for **Step 1, Confirm Eligibility of Proposed PI/Co-PI**, activated.

Request for Award 0707551 - Change PI and Add/Change co-PI

Status: New Request

Topic Guidance: [AAG](#)

1 Confirm Eligibility of Proposed PI/co-PI
[Privacy Act](#)

- **To change the current PI**, enter the proposed PI's NSF ID in the corresponding data field and click "Check" to confirm eligibility. Alternatively, enter the proposed PI's email address, and/or last name, and/or phone number in each corresponding data field and click "Check" to confirm eligibility.
- **To replace the current PI with a current co-PI**, click on a single name in the list to replace and click "Check" to confirm eligibility.
- **To change the current co-PI(s)**, click on a name in the list to change (or CTRL + click to select up to four), enter the proposed NSF ID(s) in any proposed co-PI data field and click "Check" to confirm eligibility. Alternatively, enter the proposed co-PI email address, and/or last name, and/or phone number in each corresponding proposed co-PI data field and click "Check" to confirm eligibility.
- **Required fields are preceded by an asterisk(*)**, for the Proposed PI Information and the Proposed co-PI Information tables.
- **If a proposed PI or co-PI cannot be uniquely identified from an entered NSF ID/email address, and/or last name, and/or phone number**, and you believe the entered information is accurate, please contact the FastLane Help Desk for further assistance.

CURRENT PI

alan alphaman.

PROPOSED PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed PI:	<input type="text" value="jalan@nsf.gov"/>	<input type="text" value="Alan"/>	<input type="text" value="7035551000"/>	<input checked="" type="checkbox"/> John Alan
Replace Current PI w/Current Co-PI:	<input type="text" value="Please select from list below:"/>			

CURRENT CO-PI(s)

CTRL + click to multiple select

PROPOSED CO-PI INFORMATION				
	*NSF ID/EMAIL ADDRESS	LAST NAME	PHONE NUMBER (10 digits only)	PROPOSED NAME
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Proposed Co-PI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Contact your SPO if the expected name is not associated with the entered information.

To remove a co-PI without a replacement from the project, click: [Withdrawal of co-PI](#).

Attention: Associated Documents will be not enabled until after Eligibility of PI/co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/co-PI, Associated Documents and Justification sections are completed.

PROPOSED:

2
Associated Documents

3
Justification

Figure 2 Request for Change PI and Add/Change Co-PI screen. The Check button is circled.

150

3. Make any changes to this section that you require (see [Step 1, Confirm Eligibility of the Proposed PI/Co-PI](#)).
4. Click the **Continue** button (Figure 2). Step 2 is activated on the **Request for Change PI and Add/Change Co-PI** screen (Figure 3).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk ()*

John Alan

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View](#) [Delete](#)

(Two page limit)

*Current and Pending Support Document: [View](#) [Delete](#)

Continue

3 Justification for the Request (Including Impact on the Project)

(Justification will only be enabled after all Associated Documents for the request are uploaded.)

Figure 3 Request for Change PI and Add/Change PI/Co-PI screen. Step 2 is now activated. The Continue button is circled.

5. In the **Step 2, Associated Documents** section (Figure 3), to change an uploaded file, click the **Delete** button to delete the uploaded file. Then upload a new file to replace it. See [Step 2, Upload Associated Documents](#) and [Upload a File](#) for instructions.
6. Click the Continue button. Step 3 is activated on the **Request for Change PI and Add/Change Co-PI** screen (Figure 4).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)
Status: New Request

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

Attention: Associated Documents will be not enabled until after Eligibility of PI/Co-PI is completed. Justification will not be enabled until after Associated Documents is completed. The system will save only after Eligibility of PI/Co-PI, Associated Documents and Justification sections are completed.

Required Fields are preceded by an asterisk (*)

2 Associated Documents

3 Justification

Change the justification here if needed.

Figure 4 Request for Change PI and Add/Change Co-PI screen. Step 3 Justification is activated. The Save button is circled.

7. In the **Step 3, Justification** section (Figure 4), edit or replace the Justification as you require. See [Step 3 Justification](#) for instructions.
8. Click the **Save** button (Figure 4) to save the modified request. The **Request for Change and Add/Change Co-PI** screen displays (Figure 5) with the buttons activated to **Modify Request**, **Delete Request**, and **Submit to NSF** (if you are an SPO) or **Forward to SPO** (if you are a PI).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)
Status: Prepared

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED		PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI:	alan alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [BPG](#) and Current and Pending Support [CPS](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending Support: [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Figure 5 Request for Change PI and Add/Change Co-PI screen. The buttons to Modify Request, Delete Request, Cancel, and Forward to SPO (if you are a PI) or Submit to NSF (if you are an SPO) are circled.

Forward a Change PI and Add/Change Co-PI Request to the SPO

Only a PI may forward a Change PI and Add/Change Co-PI Request to the SPO.

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1) (see [Step 3 Justification](#) or [View a Notification or Request Prepared by the PI](#)).

Request for Award 0707551 - Change PI and Add/Change Co-PI Topic Guidance: [AAG](#)

Status: Prepared [Privacy Act](#)

1 Confirmed Eligibility

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [\(PDF\)](#) and Current and Pending Support [\(PDF\)](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

[Modify Request](#)
[Delete Request](#)
[Cancel](#)
[Forward to SPO](#)

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Forward to SPO button is circled.

2. Click the **Forward to SPO** button (Figure 1). The **Forward Notification for Add/Change PI** screen displays (Figure 2) with a message for you to confirm that you want to forward the request to the SPO.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [AAG](#)

ARE YOU SURE?
 Clicking "Forward to SPO" will forward this Request to your Sponsored Projects Office. You cannot modify it once it is forwarded. Click "Cancel" to return to previous screen.

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
 (Two page limit)

*Current and Pending: [View Uploaded Document](#)
 Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Figure 2 Request for Change PI and Add/Change PI screen. The message for you to confirm that you want to forward the request to the SPO and the Forward to SPO button are circled.

- Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with the message that the request has been forwarded to your SPO.

FORWARDED
Forwarded Add Co-PI/Change of PI/Co-PI to SPO Award #:0707551
Tue Nov 27 16:10:11 EST 2007
The Request for a Add Co-PI/Change of PI/Co-PI has been successfully Forwarded to SPO
◀ Search Prepared By PI List

Figure 3 Forwarded screen with the message that the request has been forwarded to the SPO.

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

Submit a Change PI and Add/Change Co-PI Request

Only an SPO may submit a Change PI and Add/Change PI Request.

Note: This document shows how to submit a request that the SPO has prepared. See [Submit a Request Forwarded by the PI](#) for instructions on how to submit a Change PI and Add/Change Co-PI Request that has been forwarded by the PI.

1. Access the **Request for Change PI and Add/Change Co-PI** screen (Figure 1). For how to access the screen, see [Step 3 Justification](#) or [View a Notification or Request Prepared by the SPO](#).

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Forwarded to SPO Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [GPO](#) and Current and Pending Support [GPO](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

*Biographical Sketch: [View Uploaded Document](#)
(Two page limit)

*Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Submit to NSF button is circled.

2. On the **Request for Change PI and Add/Change Co-PI** screen (Figure 1), click the **Submit to NSF** button (Figure 1). The **Submit Request for Add/Change PI** screen displays (Figure 2) with a message for you to confirm that you want to submit the request to NSF.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Forwarded to SPO Topic Guidance: [AAG](#)

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

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#) (Two page limit)
- *Current and Pending: [View Uploaded Document](#) Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Figure 2 Request for Change PI and Add/Change PI screen. The message for you to confirm that you want to submit the request to NSF and the Submit to NSF button are circled.

3. Click the **Submit to NSF** button (Figure 2). If you have permissions for the Authorized Organizational Representative (AOR), the **Verify Signature Information** screen displays (Figure 3) with a message for you to verify your information as an AOR.

Verify Signature Information:

Name:
 Phone Number:
 Fax Number:
 E-Mail:

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Document Selected To Sign

Document Type	Proposal Award Number	Title
Change PI and Add/Change Co-PI	0222745	Ant Club Trails: Privacy and Collaboration in an Ubiquitous Computing World

CERTIFICATION INFORMATION
 Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is:

1. certifying that statements made herein are true and complete to the best of his/her knowledge; and
2. agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Figure 3 Verify Signature Information screen. The Account Management link and the Sign button are circled.

4. *If you need to change the information, click **Account Management** (Figure 3) (see Verify Your Signature Information for instructions on how to change your information).*
5. If you are ready to submit the request to NSF, click the **Sign** button (Figure 3). The **Submitted** screen displays (Figure 4) with the message that the Change PI and Add/Change Co-PI Request has been submitted to NSF.

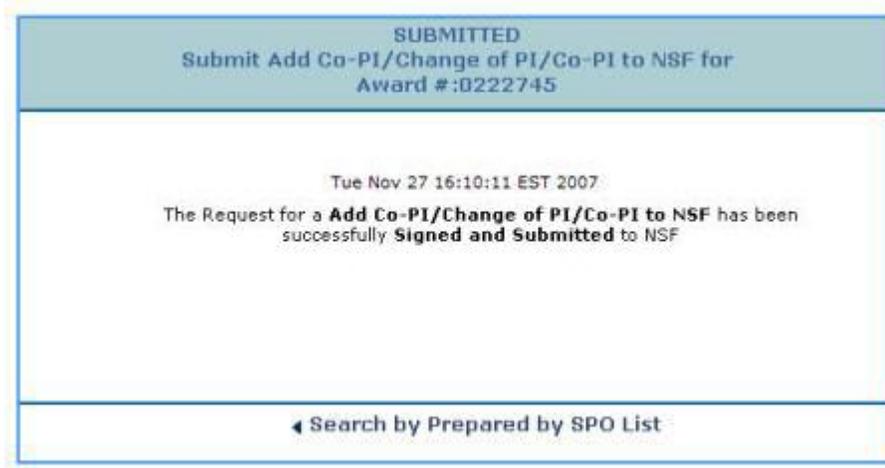


Figure 4 Submitted screen with the message that the Change PI and Add/Change Co-PI Request has been submitted to NSF.

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

Delete a Change PI and Add/Change Co-PI Request

1. Access the **View Request for Change PI and Add/Change Co-PI** screen (Figure 1). See one of the following:
 - [Step 3 Justification](#)
 - [View a Notification or Request Prepared by the PI](#)
 - [View a Notification or Request Prepared by the SPO](#)

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [AAG](#)

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED NEW PI:	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI:	jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [GPG](#) and Current and Pending Support [GPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Figure 1 Request for Change PI and Add/Change Co-PI screen. The Delete Request button is circled.

2. Click the **Delete Request** button (Figure 1). The **Request for Change PI and Add/Change Co-PI** screen displays (Figure 2) with a message for you to confirm that you want to delete the request.

Request for Award 0707551 - Change PI and Add/Change Co-PI
 Status: Prepared Topic Guidance: [AAG](#)

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

1 Confirmed Eligibility [Privacy Act](#)

PERSONNEL TO BE REPLACED	PROPOSED EMAIL ADDRESS(ES)	PROPOSED NAME(S)
Current PI: alan alphaman	Proposed New PI: jalan@nsf.gov <input checked="" type="checkbox"/>	John Alan

[John Alan](#)

2 Associated Documents

A Biographical Sketch [SPG](#) and Current and Pending Support [SPG](#) information are required to be submitted for any individual currently not identified as senior project personnel on the project.

- *Biographical Sketch: [View Uploaded Document](#)
(Two page limit)
- *Current and Pending [View Uploaded Document](#)
Support Document:

3 Justification

*Justification for the Request Change the justification here if needed.

Delete Request

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

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

DELETED
 Add Co-PI/Change of PI/Co-PI from system for
 Award #:0707551

Tue Nov 27 16:42:26 EST 2007

The Request for a **Add Co-PI/Change of PI/Co-PI** has been
 successfully **deleted** from the system

[◀ Search Prepared by SPO List](#)

Figure 3 Deleted screen with the message that the Change PI and Add/Change Co-PI Request has been deleted.

4. Click the **Search Prepared by SPO List** (Figure 3). The **Notifications and Requests** screen on the **Prepared by SPO** tab displays. (If you are a PI, the **Search Prepared by PI List** link displays on the **Change PI and Add/Change Co-PI** screen. Click the link, and the **Notifications and Requests** screen on the **Prepared by PI** tab displays.)

What Is the Significant Change in Person-Months Devoted to Project Request?

If the PI on a project reduces his or her time on a project by 25% or more, you must submit a Significant Change in Person-Months Devoted to Project Request.

The request *must* contain:

- The original time commitment of the PI in the proposal
- The revised time commitment
- The justification for the significant change in person-months
- The impact of the change in person-months on the project

Prepare a Significant Change in Person-Months Devoted to Project Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Significant Change in Person-Months Devoted to Project and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Significant Change in Person-Months Devoted to Project in the **Grantee Request Types** list.
3. Click the **Prepare** button (Figure 1). The **Modify Request for Significant Change in Person-Months Devoted to Project** screen displays (Figure 2).

Modify Request for Award # : 0413531
Significant Change in Person - Months Devoted to Project
Required Fields are preceded by an asterisk ()*

Status: New

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

***Original Time Commitment:** (Months in integer number)

***Revised Time Commitment:** (Months in integer number)

***Justification for Significant Change in Person-Months Devoted to Project:**

***Impact on the Project:**

Figure 2 Modify Request for Significant Change in Person-Months Devoted to Project screen. The Save button is circled.

4. In the **Original Time Commitment** box (Figure 2), type the number of months of the PI's original time commitment to the project (in integer numbers).
5. In the **Revised Time Commitment** box (Figure 2), type the number of months of the PI's revised commitment (in integer numbers).
6. In the **Justification for Significant Change in Person-Months Devoted to Project** box (Figure 2), type or copy and paste the justification for the PI's time reduction.
7. In the **Impact on the Project** box (Figure 2), type or copy and paste a description of the impact on the project of the PI's reduced time commitment.
8. Click the **Save** button (Figure 2). The **View Request for Significant Change in Person Months Devoted to the Project** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to NSF](#)
 - [Delete the request](#)
 (Click on a link above for instructions for that option.)

View Request for Award : 0413531
Significant Change in Person - Months Devoted to Project
Required Fields are preceded by an asterisk ()*

Topic Guit

Status: Work in Progress

Expiration Date: 08/01/2004

Award Title: Richs SBIR supplemental funding request

***Original Time Commitment:** 24 (Months in integer number)

***Revised Time Commitment:** 18 (Months in integer number)

***Justification for Significant Change in Person-Months Devoted to Project:** Type your justification here.

***Impact on the Project:** Describe the impact of the change on your project.

Figure 3 View Request for Significant Change in Person-Months Devoted to Project screen.

What Is the Reallocation of Funds Budgeted for Participant or Trainee Support Costs Request?

If you want to reallocate funds from participant support costs to other categories of expense, you must submit a Reallocation of Funds Budgeted for Participant or Trainee Support Costs Request for approval to NSF.

Participant support costs are:

- Direct costs for items such as stipends or subsistence allowances
- Travel allowances and registration fees paid to or on behalf of participants or trainees in connection with meetings, conferences, symposia, or training projects

The request to NSF to reallocate funds budgeted for participant or trainee support costs *must* contain:

- The originally approved amount of participant or trainee support costs
- The revised amount
- A justification for the reallocation

Prepare a Reallocation of Funds Budgeted for Participant or Trainee Support Costs Request

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

Prepare a New Notification or Request for Award #: 0707551

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

Select the Notification or Request Type:

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

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

Figure 1 Prepare a New Notification or Request screen. The radio button for Reallocation of Funds Budgeted for Participant or Trainee Support Costs and the Prepare button are circled.

2. On the **Prepare a New Notification or Request** screen (Figure 1), click the radio button for Reallocation of Funds Budgeted for Participant or Trainee Support Costs in the **Grantee Request Types** list.

- Click the **Prepare** button (Figure 1). The **Modify Request for Reallocation of Funds Budgeted for Participant or Trainee Support Costs** screen displays (Figure 2).

Modify Request for Award #: 0700000
 Reallocation of Funds Budgeted for Participant or Trainee Support Costs
 Required fields are preceded by an asterisk (*)

Status: New
 Expiration Date: 03/15/2010
 Award Amount: \$942,015,550.00
 Award Title: Rules

*Originally Approved Amount: 3000 (in whole dollar amount)
 *Revised Amount: 2500 (in whole dollar amount)

*Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs: Type or copy and paste your justification here.

Save
 Cancel

Figure 2 Modify Request for Reallocation of Funds Budgeted for Participant or Trainee Support Costs screen. The Save button is circled.

- In the **Originally Approved Amount** box (Figure 2), type the amount that was originally approved for participant or trainee support costs (no dollar signs, no commas).
- In the **Revised Amount** box (Figure 2), type the revised amount for participant or trainee support costs (no dollar signs, no commas).
- In the **Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs** box (Figure 2), type or copy and paste the justification for reallocation of funds budgeted for participant or trainee support costs.
- Click the **Save** button (Figure 2). The **View Request for Reallocation of Funds Budgeted for Participant or Trainee Support Costs** screen displays (Figure 3). You have these options:
 - [Modify the request](#)
 - [Forward the request to the SPO](#) or [Submit the request to the NSF](#)
 - [Delete the request](#)
 (Click on a link above for instructions for that option.)

View Request for Award #: 0700000
 Reallocation of Funds Budgeted for Participant or Trainee Support Costs
 Required fields are preceded by an asterisk (*)

Status: Work in Progress
 Expiration Date: 03/15/2010
 Award Amount: \$942,015,550.00
 Award Title: Rules

*Originally Approved Amount: \$3,000.00
 *Revised Amount: \$2,500.00

*Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs: Type or copy and paste your justification here.

Modify
 Forward to SPO
 Delete
 Cancel

Figure 3 View Request for Reallocation of Funds Budgeted for Participant or Trainee Support Costs screen.

Request Functions

Request Functions Introduction

After you have initiated a request, you have these options for further working:

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

Request Functions Introduction

After you have initiated a request, you have these options for further working:

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

Modify a Request

Note: To modify requests for Addition of Subaward, Change PI and Add/Change Co-PI, or PI Transfer, see the instructions for that particular form.

1. Access the **View Request** screen (for Changes in Objective or Scope, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - If you are a PI, see View a Notification or Request Prepared by the PI
 - If you are an SPO, see View a Notification or Request Prepared by the SPO or View a Notification or Request Forwarded by the PI

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

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

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

3. Edit the request as you require. See the instructions for the particular request you are working on.
4. Click the **Save** button (Figure 2). The **View Request** screen displays (Figure 3) with the new information.

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

Status: Work in Progress

Expiration Date: 11/30/1993

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

Prepared By: Canny, John

Submitted By:

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

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

Figure 3 View Request screen with your modifications displayed.

Forward a Request to the SPO

Only a PI can forward a request to the SPO.

Note: To forward requests for Addition of Subaward, Change PI and Add/Change Co-PI, and PI Transfer, see the instructions for that particular form.

1. Access the **View Request** screen (Figure 1) (for Changes in Objective or Scope, as an example). See either of the following:
 - Instructions for the type of request you are working on
 - View a Request Prepared by the PI

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

Topic Guidance:

Status: Work in Progress

Expiration Date: 11/30/1993

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

Prepared By: Canny, John

Submitted By:

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

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

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

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

2. On the **View Request** screen (Figure 1), click the **Forward to SPO** button. The **Forward Notification** screen displays (Figure 2) with the message at the top of the screen for you to confirm that you want to forward the request to the SPO.

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

Topic Guidance:

ARE YOU SURE?
 Clicking "Forward to SPO" will forward Request to NSF. You cannot modify request once it is forwarded. Click "Cancel" to return to previous screen.

Status: Work in Progress

Expiration Date: 11/30/1993

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

Prepared By: Canny, John

Submitted By:

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

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

Buttons: Forward to SPO (circled), Cancel

Figure 2 Forward Notification screen. The message for you to confirm that you want to forward the request to the SPO and the Forward to SPO button are circled.

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

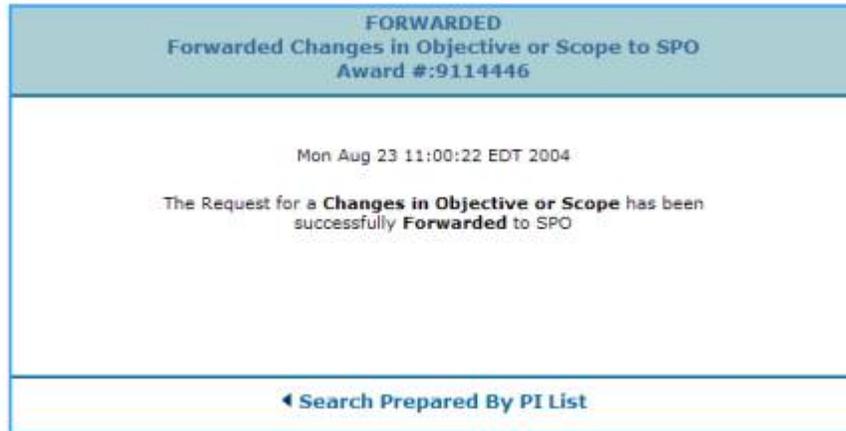


Figure 3 Forwarded screen.

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

Submit a Request to NSF

Only the SPO can submit a request to NSF.

Note: To submit requests for Addition of Subaward, Change PI and Add/Change Co-PI, and PI Transfer, see the instructions for that particular form.

1. Access the **View Request** screen (for Changes in Objective or Scope, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - View a Notification or Request Prepared by the SPO
 - View a Notification or Request Forwarded by the PI

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

2. On the **View Request** screen (Figure 1), click the **Submit to NSF** button. The **Submit Request** screen displays (Figure 2) with a message at the top of the screen for you to confirm that you want to submit the request to NSF.

Figure 2 Submit Request screen. The message for you to confirm that you want to submit the request and the Submit to NSF button are circled.

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



Figure 3 Submitted screen.

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

Delete a Request

Note: To delete requests for Addition of Subaward, Change PI and Add/Change Co-PI, and PI Transfer, see the instructions for that particular form.

1. Access the **View Request** screen (for Significant Changes in Person-Months Devoted to Project, as an example) (Figure 1). See one of the following:
 - Instructions for the type of request you are working on
 - If you are a PI, View a Notification or Request Prepared by the PI
 - If you are an SPO, View a Notification or Request Prepared by the SPO or View a Notification or Request Forwarded by the PI

View Request for Award : 0333059
Significant Change in Person - Months Devoted to Project
 Required Fields are preceded by an asterisk (*)

Status: Work in Progress

Expiration Date: 10/31/2004

Award Title: U.S. - Italian Joint Workshop; Rome, Italy

*Original Time Commitment: 12 (Months in integer number)

*Revised Time Commitment: 9 (Months in integer number)

*Justification for Significant Change in Person-Months Devoted to Project: Type your justification here

*Impact on the Project: Type the impact on the project here.

Buttons: Modify, Submit to NSF, **Delete** (circled), Cancel

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

2. On the **View Request** screen (Figure 1), click the **Delete** button. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request.

Delete Request for Award : 0333059
Significant Change in Person - Months Devoted to Project
 Required Fields are preceded by an asterisk (*)

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

Status: Work in Progress

Expiration Date: 10/31/2004

Award Title: U.S. - Italian Joint Workshop; Rome, Italy

*Original Time Commitment: 12 (Months in integer number)

*Revised Time Commitment: 10 (Months in integer number)

*Justification for Significant Change in Person-Months Devoted to Project: Edit your justification.

*Impact on the Project: Edit your description of the impact on the project here.

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

Figure 2 Delete Request screen. The Delete button is circled.

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



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

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

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