



H E L P   D O C U M E N T A T I O N

## **FastLane Help System**

### **Update a Submitted Proposal Sponsored Project Office Functions**



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## **SPO Functions**

### **Work on Proposal File Updates as SPO**

As an SPO, you work with two kinds of Proposal File Updates:

- Updates forwarded to you by a PI
- Updates that you have already submitted to NSF

## Work with Forwarded Proposal File Updates

### Work on Forwarded Proposal File Updates as an SPO

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen (Figure 1) displays.



**Figure 1 Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.**

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 2) with these tabs:
  - The **Documents in Progress** tab screen shows all the documents of your organization that are now in progress.
  - The **Withdrawals in Progress** tab screen shows any proposal withdrawals that have been forwarded to the SPO.
  - The **Submitted Documents** tab screen shows all the documents that have been submitted to NSF, including submitted Proposal File Updates.

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID:  (Enter 7 digits) PI Last Name:  (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5, 6 [[Next](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit
<a href="#">6053325</a>	Proposal	View/Edit/Submit	Hofherr, Daniel	BIO Dan's 2:53 test 2:57 test 3:16 test	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>
<a href="#">6086644</a>	Proposal	View/Edit/Submit	Ryan, Susan	Not Assigned	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>
<a href="#">6124591</a>	Proposal	View/Edit/Submit	Hofherr, Daniel	RDLE Pre-proposal	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>

**Figure 2 Proposals/Supplements/File Updates/Withdrawals screen showing the tabs for Documents in Progress, Withdrawals in Progress, and Submitted Documents. The Type column header is circled.**

- Click the **Type** column header to group all updates together (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays (Figure 3) with the updates grouped together. You have these options for working with Proposal File Updates:
  - [View the Update Summary](#)
  - [Check an update for completeness for submission to NSF](#)
  - [Edit an update](#)
  - [Submit an update](#)
  - [Return an update to the PI](#)

Proposals/Supplements/File Updates/Withdrawals | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID:  (Enter 7 digits) PI Last Name:  (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5, 6 [[Next 10](#) >]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
<a href="#">6327025</a>	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase I: test for Aftab3	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7205402</a>	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7200444</a>	Proposal	View/Edit/Submit	Alphaman, Alan	Hig 3680/For Aftab/ATH from GPG ( no target dates )	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>

**Figure 3 Documents in Progress tab on the Proposals/Supplements/File Updates/Withdrawals screen with the updates (boxed in red) now grouped together.**

## View the Update Summary as an SPO

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

The screenshot shows the 'Proposals/Supplements/File Updates/Withdrawals' screen for the National Science Foundation. It features a search bar for 'Temporary Proposal ID' and 'PI Last Name'. Below the search bar, there is a table of documents. The table has columns for 'Temp ID', 'Type', 'Access Level', 'PI Name', 'Proposal Title', and actions like 'Check', 'Edit', 'Submit', and 'Return to PI'. The row with Temp ID '7200603' is highlighted, and the ID is circled in red.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6337026	Update2	View/Edit/Submit	Alghaman, Alan	SBIR Phase I: test for Aftab3	Check	Edit	Submit	Return to PI
7200603	Update1	View/Edit/Submit	Alghaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alghaman, Alan	Mig 3680/For Aftab/ATM from GPG ( no target dates )	Check	Edit	Submit	Return to PI

**Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Temp ID for a Proposal File Update is circled.**

2. Click the **Temp ID** number (Figure 1) for the Proposal File Update that you want to view the Update Summary for. The **Proposal Update Summary** screen displays (Figure 2) with the status of the update. On the **Proposal Update Summary** screen, you have these options:
  - [View the current section](#), the section as it was originally submitted to NSF
  - [View the proposed replacement section](#), the section as it has been updated
  - [View the Justification Note](#) for the update

## Proposal Update Summary

---

**Proposal Number: 0420102**

**Title: Test for Sept 1**

**Update Number: 1**

**Update Status: Allow SPO Submit**

PI Name: **Alan Alphaman**

AOR Name: \_\_\_\_\_ Electronically Signed Date: \_\_\_\_\_

Update Submitted to NSF on: \_\_\_\_\_

Program Officer: **Not yet assigned.**

Phone: N/A \_\_\_\_\_ Email: \_\_\_\_\_

Update Processed by NSF on: \_\_\_\_\_

**Cover Sheet**

**Figure 2 Proposal Update Summary screen. The View Current Section button is circled.**

### View the Current Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the current section you want to view.
2. Click the **View Current Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen.

### View the Proposed Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

## Proposal Update Summary

---

Proposal Number: 0420102

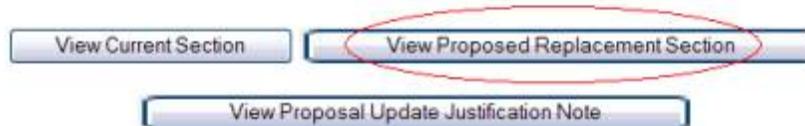
Title: Test for Sept 1

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: <b>Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: <b>Not yet assigned.</b>	
Phone: N/A	Email:
Update Processed by NSF on:	

 **Cover Sheet**



**Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

### View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

## Proposal Update Summary

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: **Allow SPO Submit**

PI Name: <b>Alan Alphaman</b>	
AOR Name:	Electronically Signed Date:
Update Submitted to NSF on:	
Program Officer: <b>Not yet assigned.</b>	
Phone: N/A	Email:
Update Processed by NSF on:	

Cover Sheet

View Current Section

View Proposed Replacement Section

View Proposal Update Justification Note

Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

### Justification Note for the Requested Update

Type justification here.

OK

Figure 5 Justification Note screen. The OK button is circled.

pd\_spo\_functions\_for\_pfu

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

## Check a Proposal File Update for Completeness

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN > Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID:  (Enter 7 digits) PI Last Name:  (Enter at least first two characters)

**All Documents**

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [[Next 10 >](#)]

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
<a href="#">6337525</a>	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase 1: test for Altab3	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7206402</a>	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7200444</a>	Proposal	View/Edit/Submit	Alphaman, Alan	Nig 3680/For Altab/ATM from GFC ( no target dates )	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>

**Figure 1 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.**

2. Click **Check** (Figure 1) in the row for the Proposal File Update you want to check. The **Proposal File Update Errors/Warnings** screen is displayed with a list of proposal items that have not been completed.

### Proposal File Update Errors/Warnings For New Temporary Proposal Id 7139702 Associated With Changing Temporary Proposal Id 7139689

**Proposal Required Items**

Unless otherwise specified in a solicitation, the NSF proposal preparation requirements outlined in the [Grant Proposal Guide](#) apply. While the items listed here will not prevent submission, NSF may **return without review** proposals that do not meet NSF proposal preparation requirements.

Print this page for reference before returning to the Form Preparation screen.

- No Biographical Sketches - A Biographical Sketches form for Alan Alphaman has not been supplied. It is acceptable to upload all Biographical Sketches as one PDF file through the Biographical Sketches for the PI.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources form has not been completed.
- No Project Description - The Project Description form has not been completed.
- No References Cited - The References Cited form has not been completed.
- No Current and Pending Support - Current and Pending Support forms have not been uploaded for Alan Alphaman. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.

**Proposal Warnings**

Items listed here **will not prevent** submission.

Print this page for reference before returning to the Form Preparation screen.

- No Budget Justification - The Budget Justification for the Awardee Institution has not been completed.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.
- No Budget - The Budget form has not been completed.

[Return To List](#)

**Figure 2 Proposal File Update Errors/Warnings screen.**

3. Click **Return to List** to return to the **Proposals/Supplements/File Updates/Withdrawals** screen.

## Edit a Proposal File Update as an SPO

1. Access the **Proposals/Supplements/File Updates/Withdrawal** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

The screenshot shows the 'Proposals/Supplements/File Updates/Withdrawals' interface. At the top, there are tabs for 'Documents in Progress', 'Withdrawals In Progress', and 'Submitted Documents'. Below the tabs is a search bar with fields for 'Temporary Proposal ID: (Enter 7 digits)' and 'PI Last Name: (Enter at least first two characters)', and a 'Search' button. Underneath, it says 'All Documents' and 'Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.' A table lists 60 documents found, displaying 1 to 10. The table has columns: Temp ID, Type, Access Level, PI Name, Proposal Title, Check, Edit, Submit, and Return to PI. The 'Edit' link for the second document (Temp ID: 7200403) is circled in red.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6327026	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase 1: test for Aftab3	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Mig 3660/For Aftab/ATM from GPG ( no target dates )	Check	Edit	Submit	Return to PI

**Figure 1 Proposals/Supplements/File Updates/Withdrawal screen on the Documents in Progress tab. The Edit link is circled.**

2. Click the **Edit** link (Figure 1) on the row for the Proposal File Update you want to work on. The **Proposal Update Form Preparation** screen displays (Figure 2) with the proposal as updated. You have these options for editing:
  - [View the updated proposal](#)
  - [Edit a section](#) (either an original section or an updated section)
  - [Edit the Justification Note](#)

**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			
		<b>Supplementary Documents</b>	
		<input type="button" value="GO"/> Data Management Plan	02/26/12
		<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
<b>Single Copy Documents</b>			
<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 Proposal Update Form Preparation screen. The Go button for the Project Summary is circled.**

## View the Updated Proposal

1. On the **Proposal Update Form Preparation** screen (Figure 2), click the **Go** button for any section. (The updated sections display in red on the **Proposal Update Form Preparation** screen.) The form displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
2. Click the back button on the browser to return to the **Proposal Update Form Preparation** screen (Figure 2).

## Edit a Section

1. Prepare on a word processor the replacement file for the form you want to replace. See [Acceptable Formats for FastLane](#) for the formats FastLane accepts.
2. On the **Proposal Change Form Preparation** screen (Figure 2), click the **Go** button for the section you want to replace. The **File Upload** screen displays for the section you selected, as the **Project Summary File Upload** screen displays as an example (Figure 3). (See [Prepare Proposal Forms](#) for instructions for a form.)

## Project 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.

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

Size:234532 Last mod:Fri Aug 27 17:16:33 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 3 File Upload screen for the form you want to replace.**

- Upload the new file to replace the original file. See [Upload a File](#) for instructions. After you have accepted the upload, the **Proposal Update Form Preparation** screen displays (Figure 4) with the updated section displayed in red with the date of the update.

---

**Proposal Update**

**Proposal Number:** 0707552  
**Original Title:** PR5 11/18/06 Release Functional Verification 16  
**Created Date:** Jun 10 2010

**Form Preparation**

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

**New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.**

Form	Saved	Form	Saved
<input type="button" value="GO"/> <b>Cover Sheet (Changed)</b>	10/24/12	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> <b>Biographical Sketches (Changed)</b>	04/22/12
<input type="button" value="GO"/> Budgets (Including Justification) <i>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click <a href="#">here</a> for more information.</i>		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<b>Supplementary Documents</b>	
		<input type="button" value="GO"/> <b>Data Management Plan (Changed)</b>	02/13/11
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	
<b>Single Copy Documents</b>		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <i>Contact your Program Office for Pre-award Personnel changes. Please click <a href="#">here</a> for more information.</i>	
<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)			
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> <b>Additional Single Copy Documents (Changed)</b>	11/18/10		

**Figure 4 Proposal Update Form Preparation screen with the updated Proposal Summary displayed in red and with the date that the Project Summary was changed. The Proposal Update Justification Note button is circled.**

### **Edit the Justification Note**

1. On the **Proposal Change Form Preparation** screen (Figure 4), click the **Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5) with a text box for entering your justification for the Proposal File Update.

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Type justification here.

**Figure 5 Justification Note screen. The OK button is circled.**

2. Edit the Justification Note or copy and paste a new Justification in the text box (Figure 5).
3. Click the **OK** button (Figure 5). A screen displays (Figure 6) with the message that the update to the Justification Note is saved.

**Justification Note for the update has been saved.**



**Figure 6 Screen with the message that the update to the Justification Note has been saved. The OK button is circled.**

4. Click the **OK** button (Figure 6). The **Proposal Update Form Preparation** screen displays (Figure 4).

## Submit a Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

The screenshot shows the 'Proposals/Supplements/File Updates/Withdrawals' screen for the National Science Foundation. It features a search bar for proposal documents by Temporary Proposal ID and/or PI Last Name. Below the search bar, there is a table of documents. The table has columns for Temp ID, Type, Access Level, PI Name, Proposal Title, and actions (Check, Edit, Submit, Return to PI). The document with Temp ID 7200403 is highlighted, and its 'Submit' link is circled in red.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
6327026	Update2	View/Edit/Submit	Alphaman, Alan	SBIR Phase I: test for Aftab	Check	Edit	Submit	Return to PI
7200403	Update1	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	Check	Edit	Submit	Return to PI
7200444	Proposal	View/Edit/Submit	Alphaman, Alan	Ng 3680/For Aftab/ATM from GPG ( no target dates )	Check	Edit	Submit	Return to PI

**Figure 1** Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submit link is circled.

2. Click **Submit** in the row for the Proposal File Update you want to submit (Figure 1). The **Proposal Warnings** screen displays (Figure 2).

**Note:** If the Proposal File Update cannot be submitted because a decision has been made on the proposal or because it has passed the update deadline, a message displays telling you that you cannot submit the update.

### Proposal File Update Errors/Warnings For New Temporary Proposal Id 7139702 Associated With Changing Temporary Proposal Id 7139689

**Proposal Required Items**

Unless otherwise specified in a solicitation, the NSF proposal preparation requirements outlined in the [Grant Proposal Guide](#) apply. While the items listed here will not prevent submission, NSF may **return without review** proposals that do not meet NSF proposal preparation requirements.

Print this page for reference before returning to the Form Preparation screen.

- No Biographical Sketches - A Biographical Sketches form for Alan Alphaman has not been supplied. It is acceptable to upload all Biographical Sketches as one PDF file through the Biographical Sketches for the PI.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources form has not been completed.
- No Project Description - The Project Description form has not been completed.
- No References Cited - The References Cited form has not been completed.
- No Current and Pending Support - Current and Pending Support forms have not been uploaded for Alan Alphaman. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.

**Proposal Warnings**

Items listed here **will not prevent** submission.

Print this page for reference before returning to the Form Preparation screen.

- No Budget Justification - The Budget Justification for the Awardee Institution has not been completed.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.
- No Budget - The Budget form has not been completed.

[Return To List](#)

**Figure 2 Proposal File Update Errors/Warnings screen.**

- In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 3), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

#### 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 NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

**Figure 3 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.**

- If you answered Yes, in the text box under the radio buttons (Figure 3), type an explanation.
- In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 4), check the accuracy of the information for your organization.

**Institution Information**

DUNS Number:  DUNS Qualifier:

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

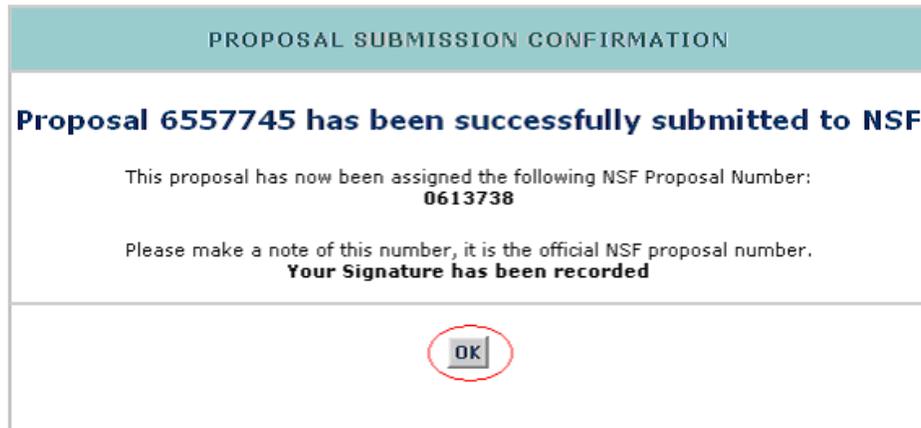
The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: Alan Alphaman  
 Phone: 7032925000  
 Fax: 7032925500  
 E-mail: kchelita@nsf.gov

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

**Figure 4 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.**

- At the bottom of the **Proposal Errors/Warnings** screen (Figure 4), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with a message that the Proposal File Update has been successfully submitted to NSF.



**Figure 5 Proposal Submission Confirmation screen with the message that the Proposal File Update has been submitted to NSF.**

## Return a Proposal File Update to the PI

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Documents in Progress** tab (Figure 1) (see [Work on Forwarded Proposal File Updates](#)).

Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: National Science Foundation

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID:  (Enter 7 digits) PI Last Name:  (Enter at least first two characters) Search

All Documents

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

60 Documents found, displaying 1 to 10 [[Previous 10](#)] 1, 2, 3, 4, 5, 6 [[Next 10](#) >]

Item ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
<a href="#">6327525</a>	Update2	View/Edit/Submit	Alphaman, Alan	SBR Phase 1: test for Aftab2	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7200403</a>	Update3	View/Edit/Submit	Alphaman, Alan	Test for Sept 1	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">7200444</a>	Proposal	View/Edit/Submit	Alphaman, Alan	Mig 3650/For Aftab/ATM from GPG ( no target dates )	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>

**Figure 1** Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

2. Click **Return to PI** on the row for the update you want to return. A screen displays (Figure 2) with a message for you to confirm that you want to return the update to the PI.

Please confirm that you want to return the Proposal File Update 1 for Proposal No. 0420102.  
This action will remove SPO access to this update.

In the text window below, you may enter a note to the PI indicating why you are returning this Proposal File Update.

Write a note to the PI here. |



**Figure 2** Screen with a message for you to confirm that you want to return the update to the PI with the text box for the note to the PI (optional). The OK button is circled.

3. Type or copy and paste in the text box a note for the PI on why you are returning the update (Figure 2) (optional).

4. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the update has been returned to the PI.

**Proposal File Update 1 for Proposal No. 0300448 has been returned to the  
PI**

---



**Figure 3** Screen with the message that the update has been returned to the PI.

5. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 1).

## Work with Submitted Updates

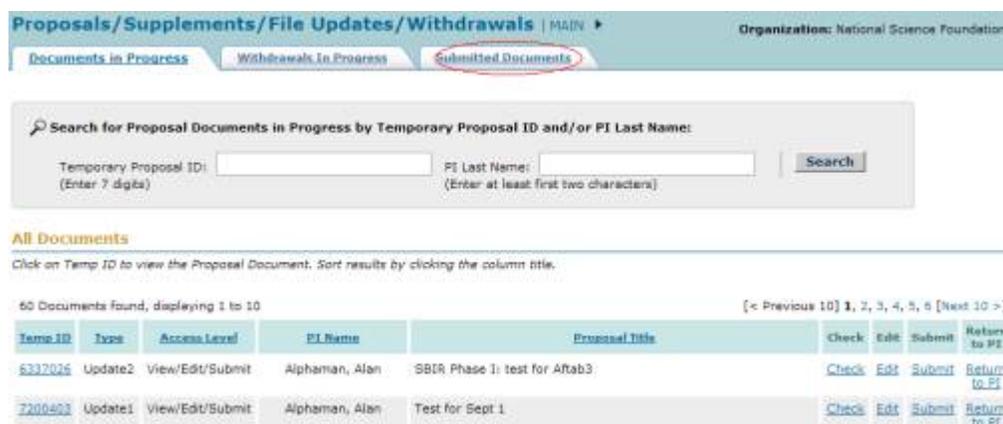
## Work with Submitted Proposal File Updates

1. On the **FastLane Home Page** screen, log into Research Administration as an SPO (see [SPO Login](#)). The **Research Administration** screen (Figure 1) displays.



**Figure 1** Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).



**Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Submitted Documents tab is circled.**

2. Click the **Submitted Documents** tab (Figure 2). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 3).
3. Click the **Type** column header (Figure 3) to group all updates together. You have these options for working on a Proposal File Update that has already been submitted to NSF:
  - View the Update Summary for a submitted Proposal File Update
  - Withdraw a submitted Proposal File Update from NSF consideration

**Proposals/Supplements/File Updates/Withdrawals** | MAIN ▾ Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID:  Submitted Date Range(mm/dd/yyyy)  
 (Enter 7 digits) From:  To:

PI Last Name:   
 (Enter at least first two characters)

**Submitted Documents Results**

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [[<](#) [Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#) [[Next 10](#) [>](#)]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
<a href="#">7200403</a>	0420102	Update1	Alphaman, Alan	Test for Sept 1	09/27/2004	<a href="#">Withdraw</a>
<a href="#">7200408</a>	0500006	Proposal	Alphaman, Alan	EPW Withdrawal Testing	09/27/2004	<a href="#">Withdrawn</a>
<a href="#">6049934</a>	0420119	Proposal	Hofferr, Daniel	CAREER: My Test	09/21/2004	<a href="#">Withdrawn</a>
<a href="#">6056655</a>	0500001	Proposal	student13, student13	Susan's Class Proposal	09/21/2004	<a href="#">Withdraw</a>

**Figure 3 Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Type column header is circled.**

## View the Update Summary for a Submitted Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see [Work with Submitted Proposal File Updates](#)).

**Proposals/Supplements/File Updates/Withdrawals** | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID:  Submitted Date Range(mm/dd/yyyy)  
 (Enter 7 digits) From:  To:

PI Last Name:   
 (Enter at least first two characters)

**Submitted Documents Results**

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#) [[Next 10 >](#)]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
<a href="#">6162421</a>	0242847	Update14	Alphaman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/26/2004	<a href="#">Withdraw</a>
<a href="#">7200192</a>	0420058	Update1	Alphaman, Alan	SBIR Phase I: test by rich 06/09/04	07/29/2004	<a href="#">Withdrawn</a>
<a href="#">6327024</a>	0413539	Update1	Alphaman, Alan	STTR test4	08/30/2004	<a href="#">Withdraw</a>
<a href="#">6327026</a>	0413532	Update1	Alphaman, Alan	SBIR Phase I: test for Aftab2	08/30/2004	<a href="#">Withdraw</a>
<b><a href="#">7200401</a></b>	0420102	Update1	Alphaman, Alan	Test for Sept 1	09/27/2004	<a href="#">Withdraw</a>
<a href="#">7200141</a>	0420047	Supplement	Alphaman, Alan	Richs SBIR supplemental funding request	05/05/2004	<a href="#">Withdrawn</a>

**Figure 1** Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Temp ID number is circled.

2. Click the **Temp ID** number (Figure 1) on the row of the submitted Proposal File Update you want to view. The **Proposal Update Summary** screen displays (Figure 2) with the status of the update. On the **Proposal Update Summary** screen, you have these options:
  - [View the initial section](#), as it was first submitted to NSF
  - [View the replacement section](#), as it was submitted in the Proposal File Update
  - [View the Justification Note](#) for the Proposal File Update
  - [View/print the updated proposal](#)

## Proposal Update Summary

---

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: **Automatically Accepted**

PI Name: Alan Alphaman  
AOR Name: Alan alphaman      Electronically Signed Date: Sep 27 2004  
Update Submitted to NSF on: Sep 27 2004  
Program Officer: Not yet assigned.  
Phone: N/A      Email:  
Update Processed by NSF on: Sep 27 2004

Cover Sheet  
 Project Summary

Figure 2 Proposal Update Summary screen. The View Initial Section button is circled.

### View the Initial Section

1. On the **Proposal Update Summary** screen (Figure 2), in the box listing the updated sections, click the radio button for the section you want to view.
2. Click the **View Initial Section** button (Figure 2). The section displays in PDF format. If you need to download Adobe Reader, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 2).

### View the Replacement Section

1. On the **Proposal Update Summary** screen (Figure 3), click the radio button for the updated section you want to view.

## Proposal Update Summary

---

Proposal Number: 0420102

Title: Test for Sept I

Update Number: 1

Update Status: **Automatically Accepted**

PI Name: Alan Alphaman	
AOR Name: Alan alphaman	Electronically Signed Date: Sep 27 2004
Update Submitted to NSF on: Sep 27 2004	
Program Officer: Not yet assigned.	
Phone: N/A	Email:
Update Processed by NSF on: Sep 27 2004	

Cover Sheet  
 Project Summary

View Initial Section    **View Replacement Section**  
 View Proposal Update Justification Note  
 View/Print Proposal

**Figure 3 Proposal Update Summary screen. The View Proposed Replacement Section button is circled.**

2. Click the **View Proposed Replacement Section** button (Figure 3). The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
3. Click the back button on the browser to return to the **Proposal Update Summary** screen (Figure 3).

### View the Justification Note

1. On the **Proposal Update Summary** screen (Figure 4), click the **View Proposal Update Justification Note** button. The **Justification Note** screen displays (Figure 5).

## Proposal Update Summary

---

Proposal Number: 0420102

Title: Test for Sept 1

Update Number: 1

Update Status: **Automatically Accepted**

PI Name: <b>Alan Alphaman</b>	
AOR Name: <b>Alan alphaman</b>	Electronically Signed Date: <b>Sep 27 2004</b>
Update Submitted to NSF on: <b>Sep 27 2004</b>	
Program Officer: <b>Not yet assigned.</b>	
Phone: <b>N/A</b>	Email:
Update Processed by NSF on: <b>Sep 27 2004</b>	

Cover Sheet  
 Project Summary

[View Initial Section](#)   [View Replacement Section](#)  
[View Proposal Update Justification Note](#)  
[View/Print Proposal](#)

**Figure 4 Proposal Update Summary screen. The View Proposal Update Justification Note button is circled.**

**Proposal Number: 0420102**

**Title: Test for Sept 1**

**Update Number: 1**

**Justification Note for the Requested Update**

Type justification here.



**Figure 5 Justification Note screen. The OK button is circled.**

2. Click the **OK** button (Figure 5). The **Proposal Update Summary** screen displays (Figure 4).

## View and Print an Updated Proposal as an SPO

1. Access the **Proposal Update Summary** screen (Figure 1) (see [View the Update Summary of a Submitted Proposal File Update](#)).

**Proposal Update Summary**

---

Proposal Number: 0420102  
Title: Test for Sept 1  
Update Number: 1  
Update Status: **Automatically Accepted**

PI Name: Alan Alphaman  
AOR Name: Alan alphaman      Electronically Signed Date: Sep 27 2004  
Update Submitted to NSF on: Sep 27 2004  
Program Officer: Not yet assigned.  
Phone: N/A      Email:  
Update Processed by NSF on: Sep 27 2004

Cover Sheet  
 Project Summary

**Figure 1 Proposal Update Summary screen. The View/Print Proposal button is circled.**

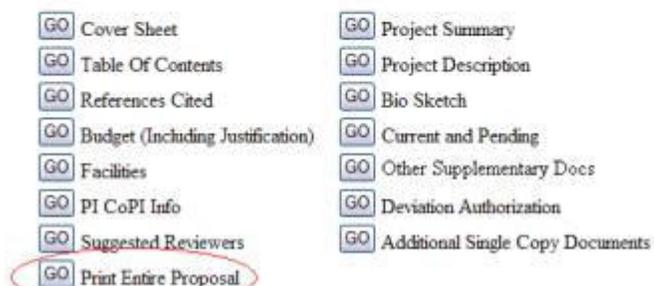
2. Click the **View/Print Proposal** button (Figure 2). The **View Proposal** screen displays (Figure 3).

### View Proposal

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

**NOTE:** The PDF display may take a few minutes -- especially if you have selected the "**Print Entire Proposal**" option.

Please be patient and do not continually click the "**GO**" button.



**Figure 2 View Proposal screen. The Go button for Print Entire Proposal is circled.**

3. Click the **Go** button for any section you want to view. The section displays in PDF format. If you need to download Adobe Acrobat, see [Adobe Reader for FastLane](#).
4. Click the **Print** icon on the Adobe toolbar to print the section.
5. To print the entire proposal, click the **Go** button for Print Entire Proposal (Figure 2). FastLane concatenates the files for the proposal and prints the proposal as one PDF document.

## Withdraw a Proposal File Update

1. Access the **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab (Figure 1) (see Work with Submitted Proposal File Updates).

**Proposals/Supplements/File Updates/Withdrawals** | MAIN ▶ Organization: National Science Foundation

Documents in Progress | Withdrawals in Progress | **Submitted Documents**

Search for Submitted Documents by any of the following:

Proposal ID:  Submitted Date Range(mm/dd/yyyy) From:  To:  Search

PI Last Name:  (Enter at least first two characters)

**Submitted Documents Results**

The Submitted Documents Results will default to your organization's proposals which have been submitted within the last 180 days. Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

49 Documents found, displaying 1 to 10 [[< Previous 10](#)] 1, 2, 3, 4, 5 [[Next 10 >](#)]

Temp ID	Proposal ID	Type	PI Name	Proposal Title	Submit Date	Withdraw
<a href="#">5159421</a>	0420847	Update14	Alphaman, Alan	EPW - NORMAL WITHDRAWAL CASE Test	04/26/2004	<a href="#">Withdraw</a>
<a href="#">2200192</a>	0420058	Update1	Alphaman, Alan	SBR Phase I test by rich 06/09/04	07/29/2004	Withdrawn
<a href="#">517354</a>	0413539	Update1	Alphaman, Alan	STTR test4	08/30/2004	<a href="#">Withdraw</a>
<a href="#">6332025</a>	0413532	Update1	Alphaman, Alan	SBR Phase I test for Altab2	08/30/2004	<a href="#">Withdraw</a>

**Figure 1** The Proposals/Supplements/File Updates/Withdrawals screen on the Submitted Documents tab. The Withdraw link is circled.

2. Click the **Withdraw** link on the row of the Proposal File Update you wish to withdraw. A screen displays (Figure 2) with a message for you to confirm that you want to remove the update from NSF consideration.

Please confirm that you want to withdraw Proposal File Update 1 for Proposal No. 0413539.  
This action will remove this Proposal File Update from consideration by NSF.

**Figure 2** Screen with a message for you to confirm that you want to withdraw the submitted update. The OK button is circled.

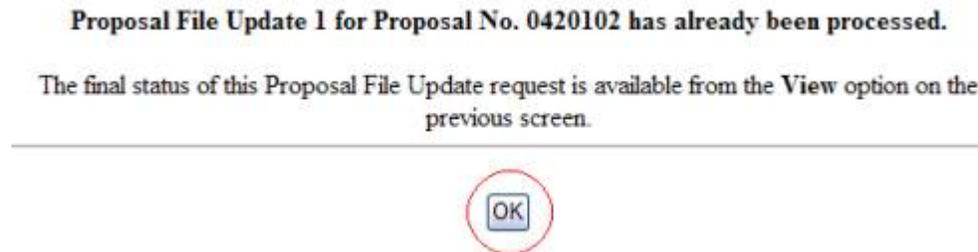
3. Click the **OK** button (Figure 2). A screen displays (Figure 3) with the message that the Proposal File Update has been withdrawn.

**Proposal Update Request 1 for Proposal 0413533 was withdrawn**

**Figure 3** Screen with the confirmation message that the Proposal File Update has been withdrawn from NSF consideration.

4. Click the **OK** button (Figure 3). The **Proposals/Supplements/File Updates/Withdrawals** screen on the **Submitted Documents** tab displays (Figure 1).

*If NSF has already processed the update, you may no longer withdraw it. When you click **Withdraw** on the row for that proposal on the **Submitted Documents** tab of the **Proposals/Supplements/File Updates/Withdrawals** screen, a screen displays (Figure 4) with the message that the update has already been processed.*



**Figure 4** Screen with the message that NSF has already processed the update. The OK button is circled.

Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Submitted Documents** tab (Figure 1).



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