



# FastLane Help System

## Submit and Sign a Proposal



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## Submit and Sign a Proposal

### Sign and Submit a Proposal Introduction

Submitting a proposal to NSF (AOR) to provide the proposal certifications concurrently with submission of the proposal.

### Reviewing a Proposal

In Research Administration, the Sponsored Projects Office (SPO) can View/Edit or Return the Proposal back to the PI.

In Research Administration, the Authorized Organizational Representative (AOR) signs and submits the proposal to NSF electronically.

In Research Administration, the SPO can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- [Check a proposal for completeness](#)
- [Edit a proposal](#)
- [Return a proposal to the PI](#)
- [View and print a submitted proposal](#)

### Signing and Submitting a Proposal

In Research Administration, the Authorized Organizational Representative (AOR) can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

- [Check a proposal for completeness](#)
- [Edit a proposal](#)
- [Return a proposal to the PI](#)
- [View and print a submitted proposal](#)
- [Submit a proposal](#)

## Check a Proposal for Completeness as an SPO/AOR

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



**Figure 1** Research and 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).

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

[Documents in Progress](#) | [Withdrawals In Progress](#) | [Submitted Documents](#)

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

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

106 Documents found, displaying 1 to 10 [< Previous 10] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next 10 >]

Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Return to PI
<a href="#">1066049</a>	10/20/2015	Proposal	View/Edit/Submit	Miller, Carolyn	Bio Test Proposal	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1074362</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1078749</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1083808</a>		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1083810</a>	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">6034412</a>		Proposal	View/Edit/Submit	Steinberg, Elizabeth	Beths Proposal Class	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">6038664</a>	06/04/2001	Proposal	View/-/-	Mody, Purvi	PPM EBClass Proposal	<a href="#">Check</a>		<a href="#">Return to PI</a>
<a href="#">6038694</a>	06/04/2001	Proposal	View/Edit/Submit	Livingston, Debi	DML's EB Class Proposal	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>

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

- Find the proposal whose readiness you want to check (Figure 2). You can sort the documents by clicking on one of the column heads:
  - Temp ID** groups the documents in succession by Temp ID number.
  - Type** groups the documents by type, proposals, supplements, file updates, and withdrawals.
  - Access Level** groups the documents by the access level the PI has granted to you.
  - PI Name** groups the documents by the PI assigned to the document.
  - Proposal Title** groups the documents alphabetically by title.
- Click the **Check** link on the row for the proposal you want to check (Figure 2). The **Proposal Errors/Warnings** screen (Figure 3) is displayed with a list of proposal items that have not been completed. To make changes, see Edit a Proposal as an SPO/AOR.

# Check a Proposal for Completeness as an SPO/AOR

## Proposal Errors/Warnings For Temporary Proposal Id 7303964

**Proposal Errors**  
Items listed here will prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- **No Title -** Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- **Project Summary:** You must enter information in all three text boxes on the Project Summary Page.
- **No Data Management Plan -** A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- **The Budget Justification for the Proposing Organization has not been provided.** The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- **No Biographical Sketch(es) -** A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- **No Budget -** The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.
- **No Facilities, Equipment, and Other Resources -** The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- **No Project Description -** The Project Description has not been provided and is required. A Project Description must be uploaded.
- **No References Cited -** The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- **No Current and Pending Support -** A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

**Proposal Warnings**  
Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- **No Program Announcement/GPG Selected -** A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- **No NSF Unit Selection -** An NSF Unit has not been selected on the Cover Sheet form.
- **Insufficient Amount Requested -** An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- **Insufficient Duration Requested -** A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- **No Starting Date -** A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

Figure 3 Proposal Errors/Warnings screen.

## Edit a Proposal as an SPO/AOR

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



**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 at the **Documents in Progress** tab (Figure 2).

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

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

106 Documents found, displaying 1 to 10 [[< Previous 10](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#) [[Next 10 >](#)]

Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Return to PI
<a href="#">1066049</a>	10/20/2015	Proposal	View/Edit/Submit	Miller, Carolyn	Bio Test Proposal	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1074362</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	Jud's INT - 3/03/00	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1078749</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1083808</a>		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">1083810</a>	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">6034412</a>		Proposal	View/Edit/Submit	Steinberg, Elizabeth	Beths Proposal Class	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>
<a href="#">6038664</a>	06/04/2001	Proposal	View/-/-	Mody, Purvi	PPM EBClass Proposal	<a href="#">Check</a>		<a href="#">Return to PI</a>
<a href="#">6038694</a>	06/04/2001	Proposal	View/Edit/Submit	Livingston, DMI	DML's EB Class Proposal	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Return to PI</a>

**Figure 2 Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. Select the Edit link.**

3. Click **Edit** in the row for the proposal you want to edit (Figure 2). The **Form Preparation** screen displays (Figure 3) for that proposal.

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**Form Preparation**

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

<b>Form</b>	<b>Saved</b>	<b>Form</b>	<b>Saved</b>
<input type="button" value="GO"/> Cover Sheet	10/29/15	<input type="button" value="GO"/> Project Summary	01/17/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/22/15
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	11/03/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

<b>Supplementary Documents</b>			
<input type="button" value="GO"/>	Data Management Plan		
<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"/>	Collaborators and other Affiliations		
<input type="button" value="GO"/>	Deviation Authorization(if applicable)		
<input type="button" value="GO"/>	List of Suggested Reviewers (optional)	N/A	
<input type="button" value="GO"/>	Additional Single Copy Documents		

<input type="button" value="GO"/>	Add/Delete Non Co-PI Senior Personnel		N/A
<input type="button" value="GO"/>	Change PI		
<input type="button" value="GO"/>	Link Collaborative Proposals		
<input type="button" value="GO"/>	Performer/Awardee Organization Selection		N/A

**Figure 3 Form Preparation screen for the proposal you selected to edit.**

- See [Prepare Proposal Forms](#) for instructions on how to work on all the forms in the **Form Preparation** screen (Figure 3).

## Submit a Proposal to NSF (AOR only)

If a proposal is ready for submission to NSF, the AOR may submit it via NSF's electronic systems. (See [Check a Proposal for Completeness](#) for instructions on how to check the proposal for its readiness for submission.)

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



**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).

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**

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Temp ID	Deadline Date	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
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<a href="#">1074362</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	Judi's INT - 3/03/00	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">1078749</a>		Proposal	View/Edit/Submit	Ruttenberg, Judi	NSDL-CIS 4/11	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">1083808</a>		Proposal	View/Edit/Submit	Hennessey, Joseph	SBIR/STTR Phase I: New Golf Grips	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>
<a href="#">1083810</a>	06/08/2000	Proposal	View/Edit/Submit	Fantroy, Jonetta	SBIR/STTR Phase I Administrative and Records Management System	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>

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

3. Click **Submit** in the row for the proposal you want to submit (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) giving you the capability to submit the proposal, if there are no errors that prohibit submission. You can either submit the proposal or submit and also sign the proposal.

**Proposal Errors/Warnings For Temporary Proposal Id 7303964**

**Proposal Errors**

Items listed here will prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- No Title - Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- Project Summary: You must enter information in all three text boxes on the Project Summary Page.
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the 'Supplementary Documents: Data Management Plan' section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Budget - The Budget has not been completed or uploaded. A Budget must be included for each year of support requested.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

**Proposal Warnings**

Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- No Program Announcement/GIG Selected - A Program Announcement or Grant Proposal Guide (GPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

**Figure 3 Upper portion of the Proposal Errors/Warnings screen for the proposal if the proposal is ready for submission.**

## Sign and Submit the Proposal

If you have AOR permissions, you have the capability to sign and submit the proposal.

1. In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 4), 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 4 Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.**

2. If you answered Yes, in the text box under the radio buttons (Figure 4), type an explanation.
3. In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 5), 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 5 Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.**

4. At the bottom of the **Proposal Errors/Warnings** screen (Figure 5), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 6) with a message that the proposal has been successfully submitted to NSF. It also displays the official NSF number for the proposal.

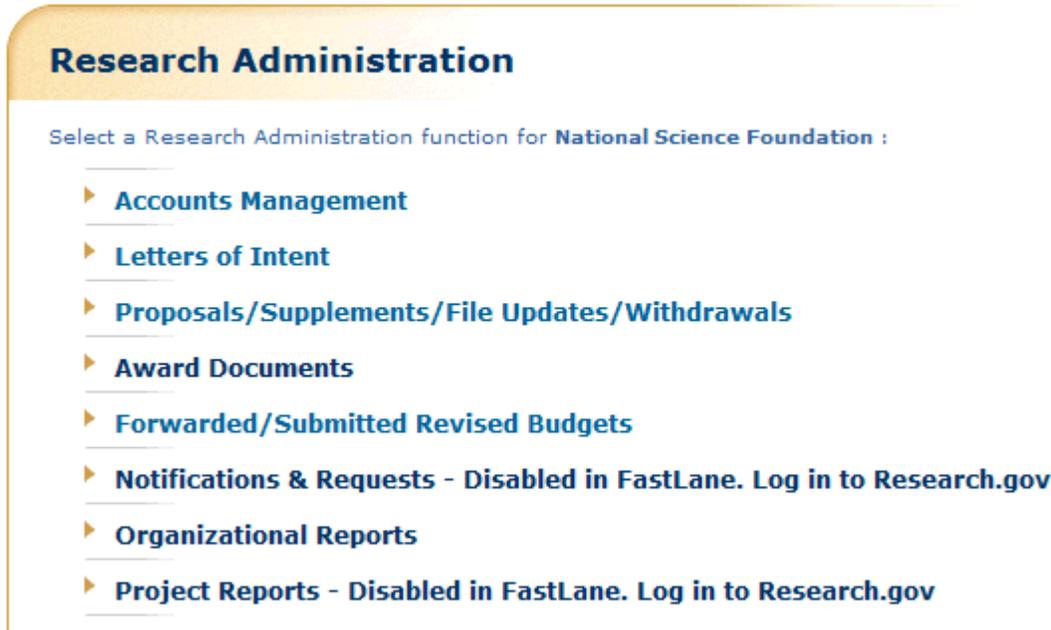


**Figure 6 Proposal Submission Confirmation screen with the message that the proposal has been submitted to NSF and with the NSF number for the proposal.**

5. Write down the NSF proposal number.
6. Click the **OK** button (Figure 6). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

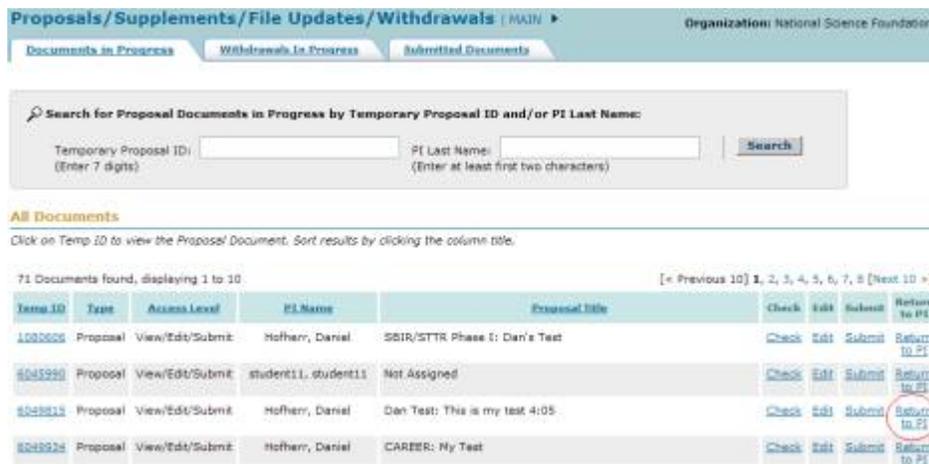
## Return a Proposal to the PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see [SPO/AOR Login](#)). The **Research Administration** screen displays (Figure 1).



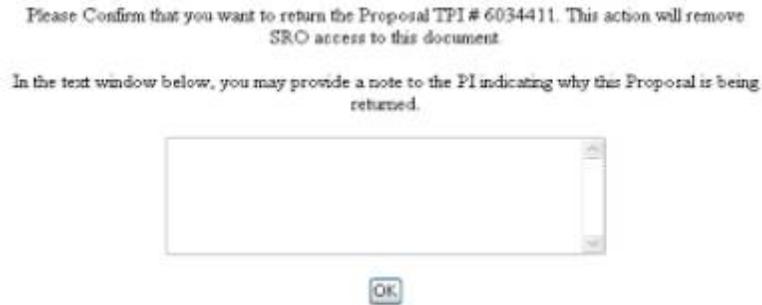
**Figure 1** Research Administration screen. The **Proposals/Supplements/File Updates/Withdrawals** link is circled.

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 Return to PI link is circled.**

3. Click **Return to PI** (Figure 2) on the row for the proposal you want to return. A screen displays (Figure 3) with a message for you to confirm this action.



**Figure 3 Screen with the message for you to confirm that you want to return the proposal to the PI.**

4. Write a note to the PI in the text box (Figure 3) (optional). Once you return the proposal to the PI, you no longer have access to the proposal as an SPO.
5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been returned to the PI.

**Proposal TPI #6034411 was sent back to PI**

---



**Figure 4 Screen with a message that the proposal has been returned to the PI.**

6. Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

## AOR Functions

### Access AOR Functions

1. If you are an Authorized Organizational Representative (AOR) and need to sign a proposal that has been submitted to NSF, on the **FastLane Home Page** screen, log in to Research Administration (see SPO AOR Login). The **Research Administration** screen displays (Figure 1).



Figure 1 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

2. Click **Authorized Organizational Representative Functions** (Figure 1). The **Authorized Organizational Representative Functions** screen displays (Figure 2) with a listing of all the documents that require your electronic signature.



Figure 2 Authorized Organizational Representative Functions screen.

3. Verify that the Signature Information in the upper left of the screen is correct (Figure 3). If the information is not correct, click **Account Management** to change the information.



**Figure 3 Verify Signature Information section of the Authorized Organizational Representative Functions screen. The Account Management link is circled.**

You have these options on the **Authorized Organizational Representative Functions** screen:

- Sign a single proposal
- Sign several documents at once

## Sign a Single Proposal

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

**Authorized Organizational Representative Functions** | MAIN ▶ Institution: National Fo

**Verify Signature Information:**

**Name:** Alan alphaman  
**Phone Number:** 7032921001  
**Fax Number:** 7032923000  
**E-Mail:** tdemo@nsf.gov

**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](#).

**Documents To Be Signed**

Check to Select All Proposals/Supplements  Check to Select All Documents  Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission
<input checked="" type="checkbox"/>	Proposal/Supplement	6085578	Alan Alphaman	PWL Testing Post Doc	03/08/201

Export Options: [Excel](#)

**Sign** **Cancel**

**Figure 1** Authorized Organizational Representative Functions screen. The check box for signing a proposal is circled.

2. Click the check box next to the proposal you want to electronically sign (Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

**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 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section is boxed, and the Sign button is circled.**

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposal has been signed.

**CONFIRMATION**  
The Following Documents Have Been Signed:

Document Type	Proposal Award Number	Title
Proposal/Supplement	0455558	PWL Testing Post Doc

[Return to ADR Functions Main](#)

**Figure 3 Confirmation screen with a message that the proposal has been signed.**

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

## Sign Several Documents at Once

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [Access AOR Functions](#)).

**Authorized Organizational Representative Functions** | MAIN Organization: University of California Berkeley

**Verify Signature Information:**

**Name:** Nancy Han  
**Phone Number:** 2223334445  
**Fax Number:** 2223335000  
**E-Mail:** ref2@test.com

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](#).

**Documents To Be Signed**

Check to Select All Proposals/Supplements  Check to Select All Documents  Check to UnSelect All Documents

48 Documents found, displaying 1 to 10 [Previous 10] 1, 2, 3, 4, 5 [Next 10]

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input checked="" type="checkbox"/>	Proposal/Supplement	0413330	Robert Zucker	Modulation of Transmitter Release	01/02/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414023	George Oster	Mathematical models for bacterial propulsion and pattern for	01/05/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414470	Richard Fateman	Multimodal (speech plus handwriting) Communication of Mathem	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414491	Ruzena Bajcsy	THE FUTURES OF OUR PASTS: Three-Dimensional Representations	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0414495	Catherine Koshland	Laser Interactions with Combustion Generated Nano-Particles	01/07/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415027	George Smoot	Information and Data Management in the Emerging Field of Gra	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415210	Avidah Zakhor	Video Similarity Search in Very Large Databases	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415252	Anastasio Melis	Photosynthetic hydrogen metabolism in unicellular green alga	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415291	Evan Williams	Ion Hydration and New Structural Methods in Mass Spectrometr	01/08/2004
<input checked="" type="checkbox"/>	Proposal/Supplement	0415293	Jeffrey Long	Cluster-Extended Solids: A Strategy for Assembling Functions	01/08/2004

Export Options: Excel

**Sign** Cancel

**Figure 1** Authorized Organizational Representative Functions screen. The **Sign** button is circled.

2. Select the documents you want to sign by any one of the following options (Figure 1):
  - Click the box next to **Check to Select All Proposals/Supplements** to sign only the proposals and supplements listed.
  - Click the box next to **Check to Select All Documents** to sign all documents listed.
  - Click the check mark box next to each document that you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

**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 2 Electronic Signature Notice screen. The Sign button is circled.**

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposals have been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0413936	Modulation of Transmitter Release
Proposal/Supplement	0414039	Mathematical models for bacterial propulsion and pattern for
Proposal/Supplement	0414470	Multimodal (speech plus handwriting) Communication of Mathem
Proposal/Supplement	0414495	THE FUTURES OF OUR PASTS: Three-Dimensional Representations
Proposal/Supplement	0414496	Laser Interactions with Combustion Generated Nano-Particles
Proposal/Supplement	0415027	Information and Data Management in the Emerging Field of Gra
Proposal/Supplement	0415210	Video Similarity Search in Very Large Databases
Proposal/Supplement	0415258	Photosynthetic hydrogen metabolism in unicellular green alga
Proposal/Supplement	0415293	Ion Hydration and New Structural Methods in Mass Spectrometr
Proposal/Supplement	0415295	Cluster-Expanded Solids: A Strategy for Assembling Functiona

**Figure 3 Confirmation screen with a message that the proposals have been signed.**