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PI Functions

Principal Investigator Functions Introduction

As a Principal Investigator (PI), you are the individual designated by the grantee and approved by NSF who is responsible for a project's scientific or technical direction.

You are designated as a PI with NSF when the Sponsored Project Office (SPO) representative of your organization adds you as a FastLane user and marks the check mark box indicating that you are a PI.

As a PI, you work in the Proposals, Awards, and Status module (Figure 1) on four types of activities:

- Managing participation on a project, before and after award
- Preparing, checking, and updating proposals
- Communicating with NSF on the project post-award
- Updating NSF on your PI information and status

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www.fastlane.nsf.gov

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1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions
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Quick Link

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

Advisories

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled. PIs, Co-PIs, and Other Authorized Users work in this module.

Prepare and Update Proposals

In the Proposals, Awards, and Status module, you prepare a proposal and communicate with NSF about it. In pre-award work associated with a proposal, the PI can do the following:

- Create a Letter of Intent
- Prepare a proposal
- Allow or remove SPO access to a proposal
- Update a submitted proposal
- Check the status of a proposal
- View the review and panel reviews of a proposal
- Revise a submitted proposal budget
- Withdraw a proposal

Communicate with NSF on an Awarded Project

Once NSF has granted an award to your project, you can report on your project and communicate with NSF. In post-award work associated with a project, you can do the following:

- [Prepare a notification or request](#)
- [Prepare a Supplemental Funding Request](#)
- [Check the status of continuation funding](#)
- [View and print the award documents](#), including viewing a cooperative agreement
- [Prepare an annual, final, or interim project report](#)
- [Prepare a Facility Performance Report](#)

Manage Participation on a Project

Manage Participation on a Project Introduction

The PI for a project manages the participation of others on a proposal or a project both before and after award.

For Proposed Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- Add a Co-PI to a proposal or remove a Co-PI from a proposal
- Create a proposal PIN to enable an OAU to work on the proposal
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - Letter of Intent
 - Proposal
 - Revised Submitted Budget
 - Proposal File Update

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

For Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAUs on a project that NSF has awarded. The PI can do the following to manage participation in a project:

- Add or change Co-PIs on a project
- Withdraw a Co-PI from a project
- Assign or change the award PIN to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of any of the following:
 - Addition of Subaward Request
 - PI Transfer Request
 - Supplemental Funding Request

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

For Proposed Projects

Manage Participation for a Proposed Project

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and Other Authorized Users (OAUs) on a project. The PI can do the following to manage participation on a proposal:

- Add a Co-PI to a proposal or remove a Co-PI from a proposal
- Create a proposal PIN to enable an OAU to work on the proposal
- Add or delete non-Co-PI Senior Personnel as part of a:
 - A Letter of Intent
 - A proposal
 - A Revised Submitted Budget
 - A Proposal File Update

The PI is also responsible for enabling a Senior Person to work on a proposal. To enable a Senior Person to work on a proposal, communicate to the individual the following information:

- Proposal PIN
- Proposal Number

Add a Co-PI to a Proposal

Before adding a Co-PI to a proposal, the individual must be registered with NSF as a PI.

You may only add four Co-PIs to a proposal. You may add other individuals to the project as Non-Co-PI Senior Personnel (see [Add](#) or [Delete](#) Senior Personnel).

Use the General Log In procedure to log in to the system.

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



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

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

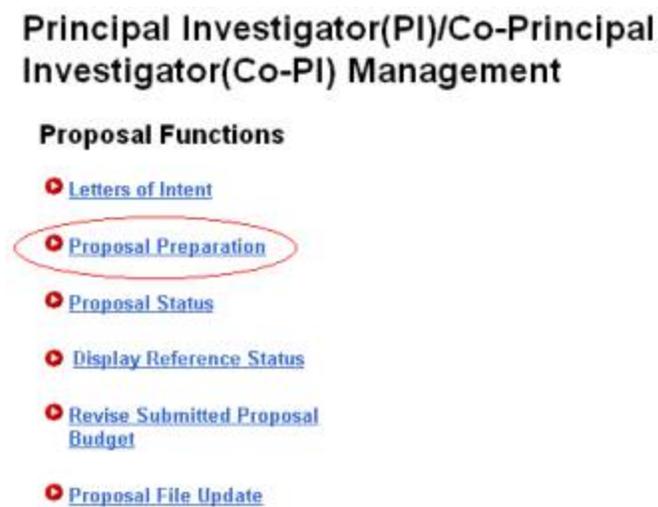


Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

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

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/pubs/gpg/loads/impacts.pdf> (opens new window).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Edit PI Information Prepare Proposal View Submitted

Go Back

Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	aalphanan@nsf.gov
Country	US		
<hr/>			
Gender	Do not wish to provide		
Citizenship		Degree Year	2004
Ethnicity		Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Edit PI Information Prepare Proposal View Submitted

Go Back

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

4. Click the **Prepare Proposal** button (Figure 3). The **Proposal Actions** screen displays (Figure 4).

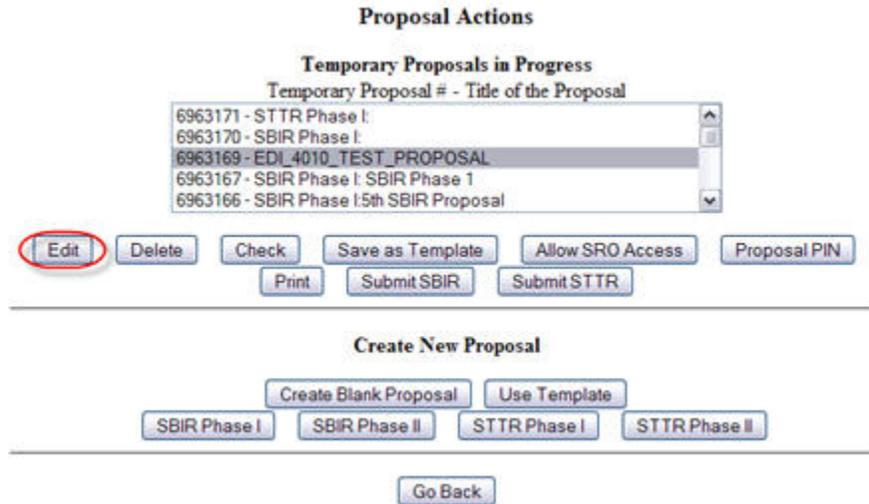


Figure 4 Proposal Actions screen. The Edit button is circled.

5. Highlight the number of the proposal (Figure 4) you want to add a Co-PI to.
6. Click the **Edit** button (Figure 4). The **Form Preparation** screen displays (Figure 5).

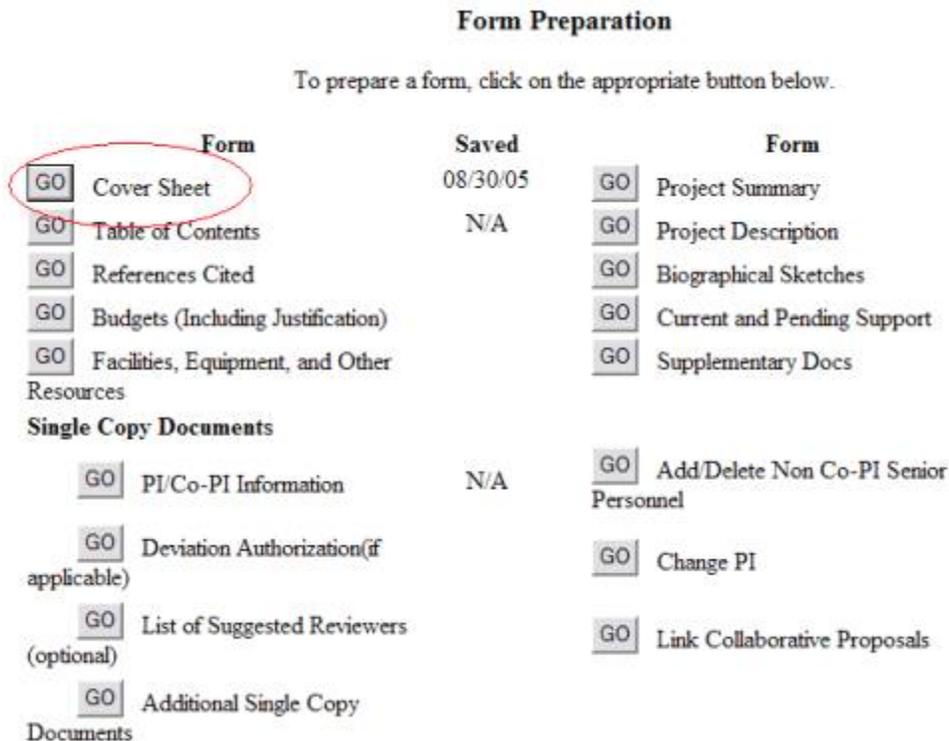


Figure 5 Form Preparation screen. The Go button for the Cover Sheet is circled.

7. Click the **Go** button for Cover Sheet (Figure 5). The **Cover Sheet Components Form** screen displays (Figure 6).

Cover Sheet Components Form

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

- Awardee/Performing/Research Organization
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee/Performing/Research Organization Selection

	Awardee Organization National Science Foundation	Performing/Research Organization National Science Foundation
Address:	4201 Wilson Boulevard Arlington, VA 222301000 US	4201 Wilson Boulevard Arlington, VA 222301000 US
Inst. Code:	4102852000	4102852000
DUNS #:	112233444	

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

- NSF 05-530 - Advanced Technological Education (ATE).

NSF Unit Consideration
Current List of selected NSF UNITS:

I. DUE - ADVANCED TECH EDUCATION PROG

*Remainder of the Cover Sheet

Figure 6 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

8. Click the **Go** button for Remainder of the Cover Sheet (Figure 6). The **Remainder of the Cover Sheet** screen displays (Figure 7).

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 7 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

9. Click **Co-PI Information** at the top of the screen (Figure 7). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 8).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 8 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

- In the **NSF ID/Email** box (Figure 8), type the NSF ID or email address of the Co-PI you want to add to the proposal. (Repeat to add up to four Co-PIs to a proposal.)
- Click the **OK** button at the bottom of the screen (Figure 9). A screen displays (Figure 10) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

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



Figure 9 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 10 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

- Click the **OK** button (Figure 10). The **Form Preparation** screen displays (Figure 5).

Add a Non-Co-PI Senior Person to a Proposal

You may add as many non-Co-PI Senior Personnel as you require to a proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

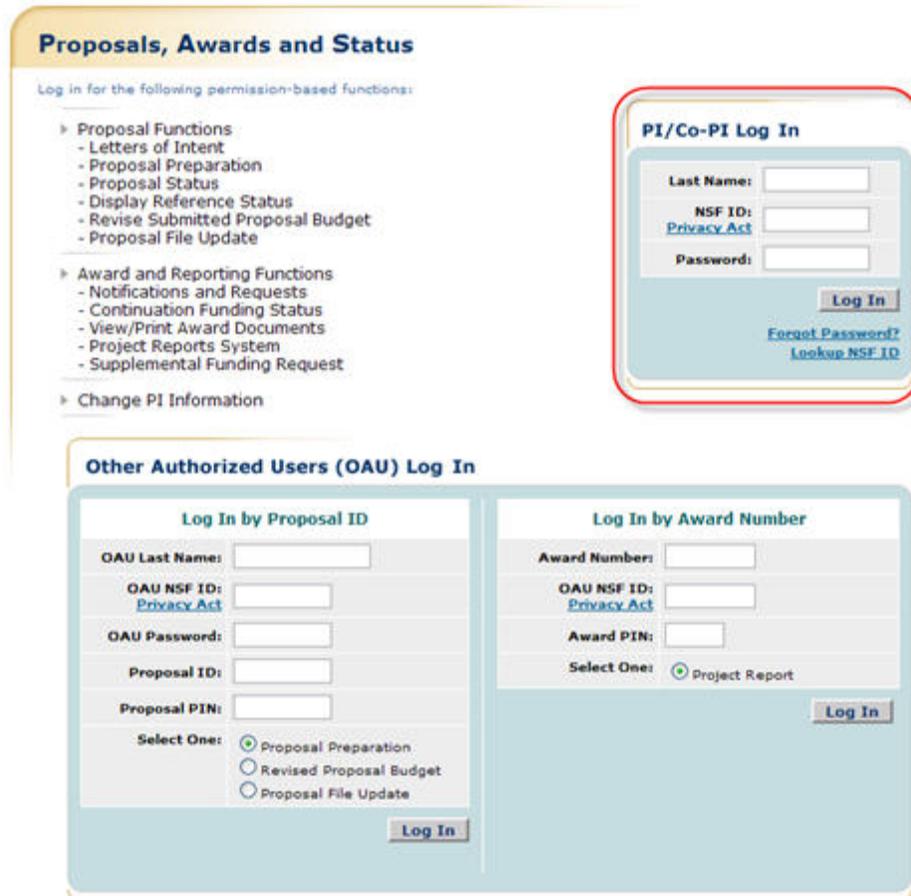


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

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

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	aalphanan@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship		Degree Year	2004
Ethnicity		Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I	▲
6963170 - SBIR Phase I	■
6963169 - EDI_4010_TEST_PROPOSAL	▼
6963167 - SBIR Phase I: SBIR Phase 1	
6963166 - SBIR Phase I: 5th SBIR Proposal	

Create New Proposal

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to add a Non-CoPI Senior Person to.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

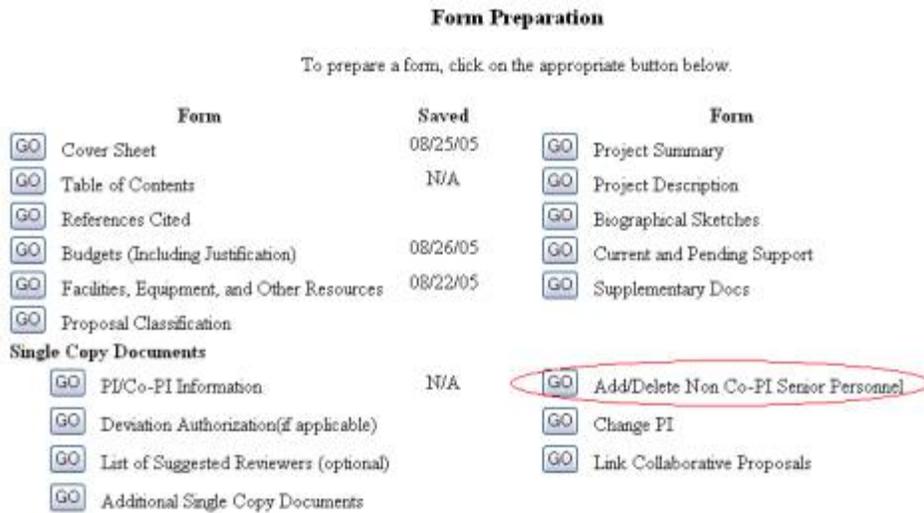


Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

10. In the appropriate boxes, type the individual's first and last name and middle initial (Figure 8).
11. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add	Personnel currently assigned to budget year
Check to add	Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Remove a Co-PI from a Proposal

NSF permits only four Co-PIs per proposal.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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- ▶ Grants.gov FAQ (Opens new Browser Window)
- ▶ DEMONSTRATION SITE

Advisories

- 11/26/07** - FastLane will be unavailable from 8:00 PM ET Saturday December 1 until Noon ET Sunday December 2 for scheduled building maintenance. We apologize for any inconvenience.
- 11/10/07** - For Cyber-Enabled Discovery & Innovation (CDI) Letter of Intent Submitters: All three "Cross Directorate LOI" selections are required for submission.
- 10/22/07** - Effective January 5, 2008, proposers are required to register in the Central Contractor Registration prior to proposal submission.
- 10/09/07** - Revision of the NSF Proposal & Award Policies & Procedures Guide

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

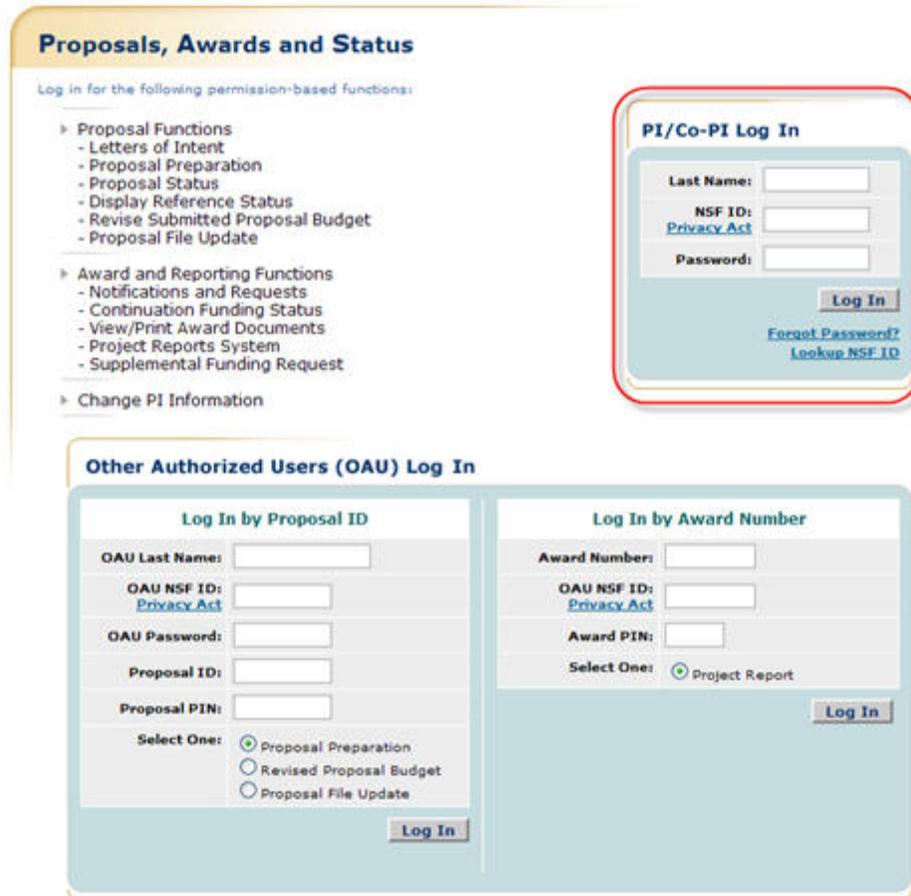


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

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

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Display Reference Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

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Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	aalphanan@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship		Degree Year	2004
Ethnicity		Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I
6963170 - SBIR Phase I
6963169 - EDI_4010_TEST_PROPOSAL
6963167 - SBIR Phase I: SBIR Phase 1
6963166 - SBIR Phase I:5th SBIR Proposal

Create New Proposal

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to remove a Co-PI from.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

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

Form	Saved	Form
<input type="button" value="GO"/> Cover Sheet	08/30/05	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> 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
<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)		<input type="button" value="GO"/> Link Collaborative Proposals
<input type="button" value="GO"/> Additional Single Copy Documents		

Figure 7 Form Preparation screen. The Go button for the Cover Sheet is circled.

9. Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form** screen displays (Figure 8).

Cover Sheet Components Form

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

- Awardee/Performing/Research Organization
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee/Performing/Research Organization Selection

	Awardee Organization	Performing/Research Organization
	National Science Foundation	National Science Foundation
Address:	4201 Wilson Boulevard Arlington, VA 222301000 US	4201 Wilson Boulevard Arlington, VA 222301000 US
Inst. Code	4102852000	4102852000
DUNS #	112233444	

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

- NSF 05-530 - Advanced Technological Education (ATE).

NSF Unit Consideration
Current List of selected NSF UNITS:

I. DUE - ADVANCED TECH EDUCATION PROG

*Remainder of the Cover Sheet

Figure 8 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet** screen displays (Figure 9).

Remainder of the Cover Sheet

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10).

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

12. Click the check mark box (Figure 10) for the Co-PI that you want to remove.
13. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Request NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

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



Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 12 Screen with confirmation that the information on the Cover Sheet is saved.

14. Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7).

Remove a Non-Co-PI Senior Person from a Proposal

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

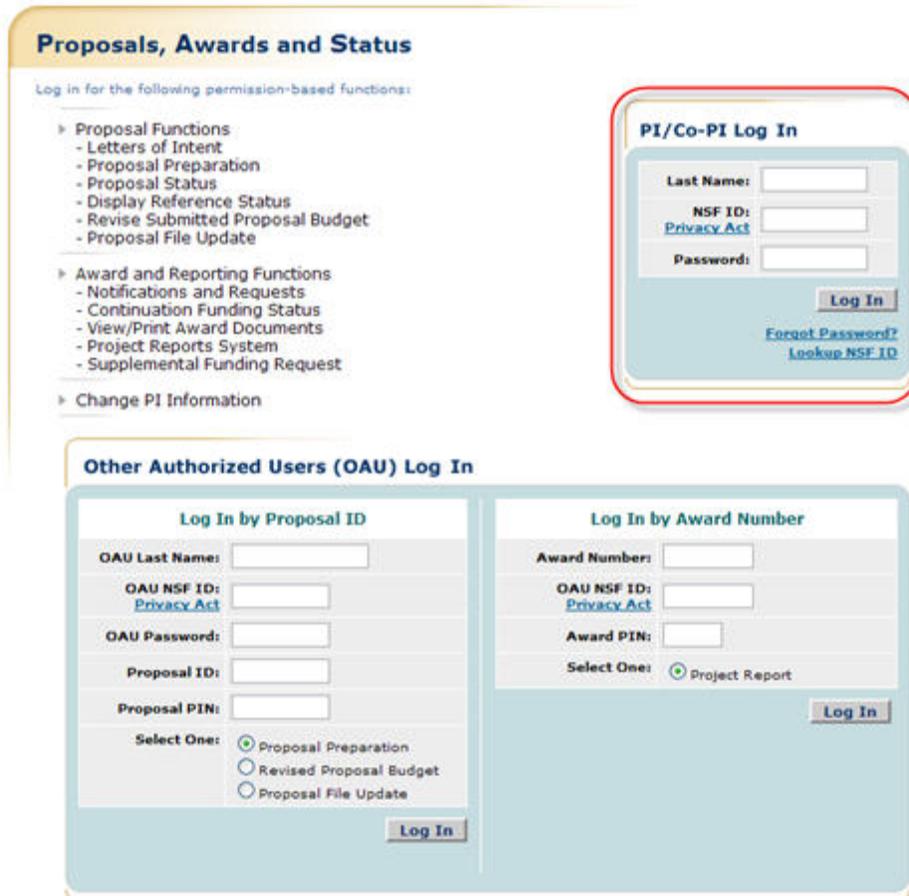


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

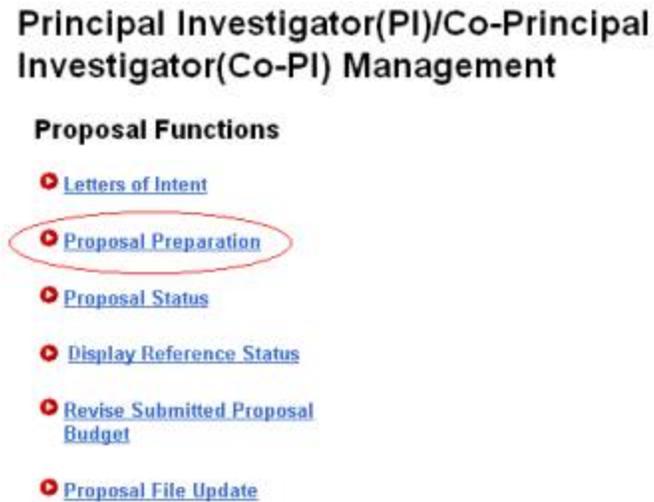


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

Notice: In the January 2002 Grant Proposal Guide (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PI's were instructed that they must address both most review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/gpg/broadimpacts.pdf \(opens new window\)](http://www.nsf.gov/pubs/gpg/broadimpacts.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		EMail	aalphanan@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship		Degree Year	2004
Ethnicity		Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

6963171 - STTR Phase I	▲
6963170 - SBIR Phase I	▼
6963169 - EDI_4010_TEST_PROPOSAL	
6963167 - SBIR Phase I: SBIR Phase 1	
6963166 - SBIR Phase I: 5th SBIR Proposal	▼

Create New Proposal

Figure 6 Proposal Actions screen. The Edit button is circled.

7. Highlight the number of the proposal (Figure 6) from which you want to delete a Senior Person.
8. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

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

Form	Saved	Form
<input type="button" value="GO"/> Cover Sheet	08/25/05	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches
<input type="button" value="GO"/> Budgets (Including Justification)	08/26/05	<input type="button" value="GO"/> Current and Pending Support
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	08/22/05	<input type="button" value="GO"/> Supplementary Docs
<input type="button" value="GO"/> Proposal Classification		
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
<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)		<input type="button" value="GO"/> Link Collaborative Proposals
<input type="button" value="GO"/> Additional Single Copy Documents		

Figure 7 Form Preparation screen. The Go button for Add/Delete Non-Co-PI Senior Personnel is circled.

9. Click the **Go** button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8).

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

10. Highlight the name of the Senior Person that you want to remove from the proposal (Figure 8).
11. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 8). A screen displays (Figure 9) with a message for you to confirm that you want to remove the Senior Person.

Figure 9 Screen with a message for you to confirm that you want to remove the Senior Person.

12. Click the **OK** button (Figure 9). A screen displays (Figure 10) confirming that the Senior Person has been removed from the proposal.

All data for Thomas Jackman deleted from proposal 9007744

Figure 10 Screen with the message that the Senior Person has been removed from the proposal.

Add or Remove a Co-PI for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

The screenshot shows the FastLane Home Page. At the top right, there are links for [NSF Home](#), [News](#), [Site Map](#), [FastLane Help](#), [Grants.gov Help](#), and [Contact Us](#). Below these is the FastLane logo and a description: "FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)". To the right of the logo is a support box: "FastLane User Support (7 AM to 9 PM Eastern Time • M-F) 1-800-673-6188 FastLane Availability (recording): 1-800-437-7408".

The main navigation bar contains several links: **Proposals, Awards and Status** (circled in red), **Proposal Review**, **Panelist Functions**, **Research Administration**, and **Financial Functions**. Below this bar are sub-links: **Honorary Awards**, **Graduate Research Fellowship Program**, and **Postdoctoral Fellowships and Other Programs**.

On the left side, there is a "Quick Link" sidebar with the following items:

- ▶ [Registration Information](#)
- ▶ [Award Search and Funding Trends](#)
- ▶ [FastLane FAQs \(Opens new Browser Window\)](#)
- ▶ [Grants.gov FAQ \(Opens new Browser Window\)](#)
- ▶ [DEMONSTRATION SITE](#)

On the right side, there is an "Advisories" section with the following entries:

- 11/26/07** - FastLane will be unavailable from 8:00 PM ET Saturday December 1 until Noon ET Sunday December 2 for scheduled building maintenance. We apologize for any inconvenience.
- 11/10/07** - For Cyber-Enabled Discovery & Innovation (CDI) Letter of Intent Submitters: All three "Cross Directorate LOI" selections are required for submission.
- 10/22/07** - Effective January 5, 2008, proposers are required to register in the Central Contractor Registration prior to proposal submission.
- 10/09/07** - Revision of the NSF Proposal & Award Policies & Procedures Guide

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

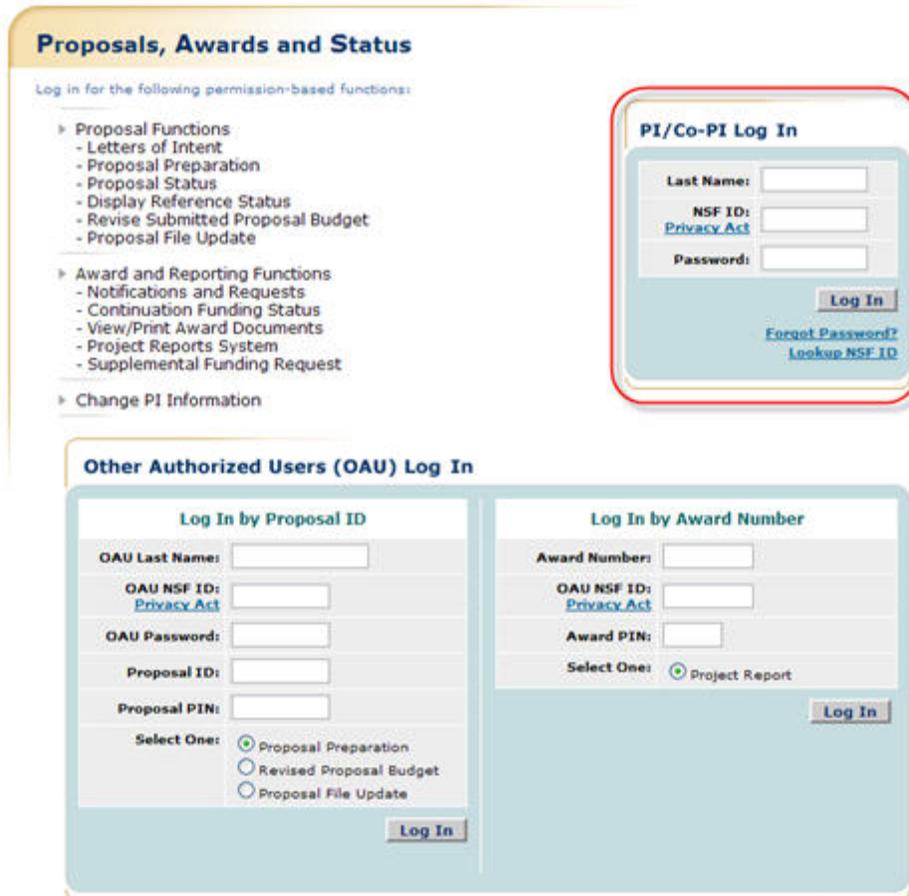


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

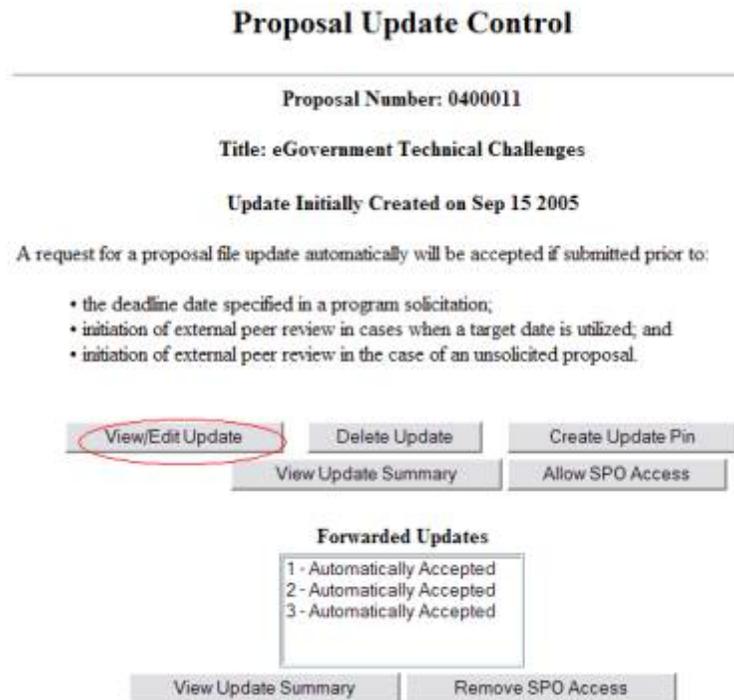


Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/15/05	<input type="button" value="GO"/> Project Summary	09/15/05
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/15/05
<input type="button" value="GO"/> References Cited	09/15/05	<input type="button" value="GO"/> Biographical Sketches	09/15/05
<input type="button" value="GO"/> Budgets (Including Justification)	09/15/05	<input type="button" value="GO"/> Current and Pending Support	09/15/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	09/15/05	<input type="button" value="GO"/> Supplementary Docs	09/15/05
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)			
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 7 Form Preparation Screen. The Go button for Cover Sheet is circled.

- Click the **Go** button for Cover Sheet (Figure 7). The **Cover Sheet Components Form** screen displays (Figure 8).

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

Awardee/Performing/Research Organization Selection

	Awardee Organization	Performing/Research Organization
	NSF	NSF

Address	Arlington, VA 222301000	Arlington, VA 222301000
	US	US
Inst. Code	4102852000	4102852000
DUNS #	112233444	

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

- **NSF 04-2 - Grant Proposal Guide - Select if submitting on or after 10/01/03. Use if no Program Announcement number is required..**

NSF Unit Consideration
Current List of selected NSF UNITS:

1. SCI - TERASCALE COMPUTING SYSTEMS

*Remainder of the Cover Sheet

Figure 8 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

10. Click the **Go** button for Remainder of the Cover Sheet (Figure 8). The **Remainder of the Cover Sheet** screen displays (Figure 9).

Remainder of the Cover Sheet

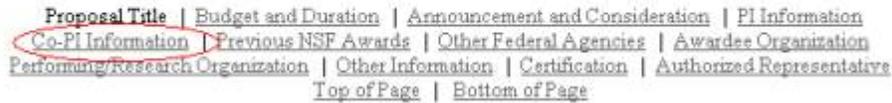


Figure 9 Upper portion of the Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

11. Click **Co-PI Information** at the top of the screen (Figure 9). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 10). In this section, you can do either one or both of the following:
 - [Add a Co-PI](#)
 - [Remove a Co-PI](#)

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
	NSF ID/Email: gblock@nsf.gov	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 10 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

Add a Co-PI to a Proposal File Update

1. In the **NSF ID/Email** box (Figure 10), type the NSF ID or email address of the Co-PI you want to add to the proposal file update. (Repeat for up to four Co-PIs on a proposal.)
2. Click the **OK** button at the bottom of the screen (Figure 11). A screen displays (Figure 12) with confirmation that the Cover Sheet has been saved, including the addition of the Co-PI to the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

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



Figure 11 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 12 Screen with confirmation that the information on the Cover Sheet is saved. This includes the addition of the Co-PI to the proposal.

Remove a Co-PI from a Proposal File Update

1. In the **Co-Principal Investigator (Co-PI) Information** section of the **Remainder of the Cover Sheet** screen (Figure 13), click the check mark box for the Co-PI that you want to remove.

Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the [bottom](#) of this screen.

Name	Enter the co-PI's NSF ID (000#####) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	<input type="checkbox"/> (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 13 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen. A Co-PI's name and the box to check to remove the Co-PI are circled.

2. Click the **OK** button at the bottom of the screen (Figure 14). A screen displays (Figure 15) with confirmation that the Cover Sheet has been saved. This includes the removal of the Co-PI from the proposal.

[Proposal Title](#) | [Budget and Duration](#) | [Announcement and Consideration](#) | [PI Information](#)
[Co-PI Information](#) | [Previous NSF Awards](#) | [Other Federal Agencies](#) | [Awardee Organization](#)
[Performing/Research Organization](#) | [Other Information](#) | [Certification](#) | [Authorized Representative](#)
[Top of Page](#) | [Bottom of Page](#)

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



Figure 14 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

Your CoverSheet has been saved



Figure 15 Screen with confirmation that the information on the Cover Sheet is saved.

3. Click the **OK** button (Figure 12). The **Form Preparation** screen displays (Figure 7)

Add or Delete Senior Personnel for a Letter of Intent

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support (7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

Advisories

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

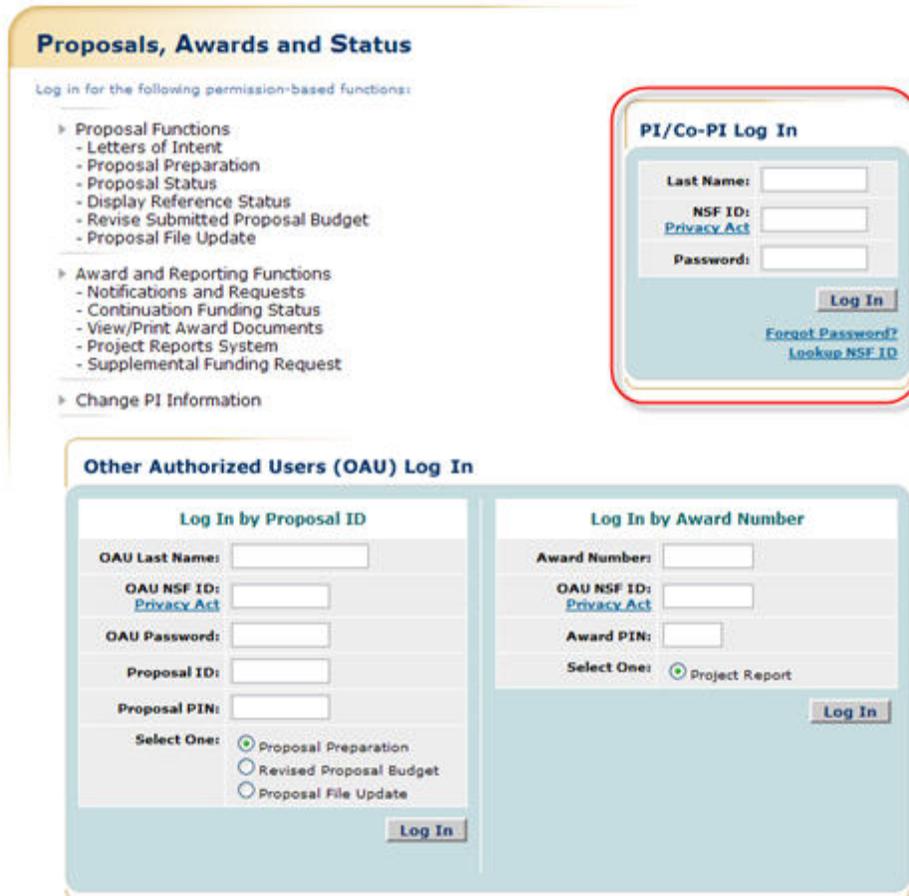


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Letters of Intent link is circled.

5. Click **Letters of Intent** (Figure 4). The **Letters of Intent** screen displays on the **Create New LOI from Solicitation** tab (Figure 5).



Figure 5 Letters of Intent screen on the Create New LOI from Program Solicitation tab. The Edit/View LOI tab is circled.

6. Click the **Edit/View LOI** tab (Figure 5). The **Letters of Intent** screen displays on the **Edit/View LOI** tab (Figure 6).

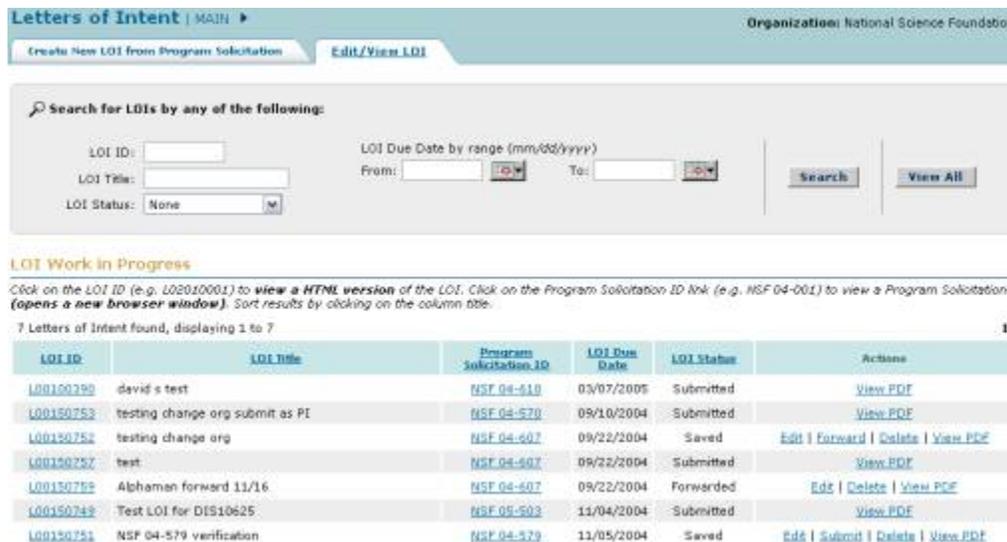


Figure 6 Letters of Intent screen on the Edit/View LOI tab.

- Click **Edit** (Figure 6) on the row for the Letter of Intent that you want to add or delete Senior Personnel for. The **Edit LOI** screen displays (Figure 7).

Figure 7 Edit LOI screen. The Add/Edit Personnel button is circled.

- Click the **Add/Edit Personnel** button at the bottom of the screen (Figure 7). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 8), where you can do either or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 8 Edit LOI—Add/Edit Other Senior Personnel screen. The Add to List button is circled.

Add a Senior Person

- To add a Senior Person, type the following on the **Edit LOI—Add/Edit Other Senior Personnel** screen (Figure 8):
 - In the **First Name** box, type the individual's first name.
 - In the **Middle Initial** box, type the individual's middle initial (optional).
 - In the **Last Name** box, type the individual's last name.
 - In the **Organization Name** box, type the name of the organization registered with NSF.
 - In the **Department** box, type the individual's research department.
 - In the **City** box, type the individual's city.
 - In the **State** box, type the individual's state (optional).
 - In the **Country** box, select the country from the drop-down list.
- Click the **Add to List** button (Figure 8). The **Edit LOI—Add/Edit Other Senior Personnel** screen displays (Figure 9) with the individual's name now listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
 Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00250817
 Program Solicitation ID: NSF 05-527
 Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* First Name:
 Middle Initial:
 * Last Name:
 * Organization Name:
 * Department:
 * City:
 State: Please select from list below:
 (State is required for US)
 * Country: United States

Add to List [Return to LOI Form](#)
 (Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered abn to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 9 Edit LOI—Add/Edit Other Senior Personnel screen. The individual’s name is now listed in the Existing Personnel section.

Delete a Senior Person

On the **Edit LOI—Add/Edit Other Senior Project Personnel** screen (Figure 10), click **Delete** in the row for the Senior Person whose name you want to delete. The **Edit LOI—Add/Edit Other Senior Project Personnel** screen displays (Figure 11) with the Senior Person’s name no longer listed in the **Existing Personnel** section.

Edit LOI - Add/Edit Other Senior Project Personnel
Required fields are preceded by an asterisk ()*

Program Solicitation Information:
LOI ID: L00250617
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:
[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

[Return to LOI Form](#)
(Min of 0 required for this LOI, Max of 4)

Existing Personnel:
If you have added new personnel above, click "Add to List" before editing or deleting existing personnel below. Data entered above to List" is pressed.

1 Person found

Personnel Name	Action
Jackman, Jack	Edit Delete

Figure 10 Edit LOI—Add/Edit Other Senior Project Personnel screen. The Delete link is circled.

Edit LOI - Add/Edit Other Senior Project Personnel

Required Fields are preceded by an asterisk (*)

Program Solicitation Information:

LOI ID: L00250817
Program Solicitation ID: NSF 05-527
Program Solicitation Title: George E. Brown, Jr. Network for Earthquake Engineering Simulation Research (NEESR)

Other Senior Project Personnel:

[FastLane Personnel Search](#) (Adds FastLane Users as Sr. Personnel)

* **First Name:**
Middle Initial:
* **Last Name:**
* **Organization Name:**
* **Department:**
* **City:**
State: Please select from list below:
(State is required for US)
* **Country:** United States

Add to List

[Return to LOI Form](#)

(Min of 0 required for this LOI, Max of 4)

Existing Personnel:

If you have added new personnel above, click **"Add to List"** before editing or deleting existing personnel below. Data enter to List is pressed.

Personnel Name	Action
None Entered Yet	

Figure 11 Edit LOI—Add/Edit Other Senior Project Personnel screen with the Senior Person no longer listed in the Existing Personnel section.

Add or Delete Senior Personnel for a Proposal File Update

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

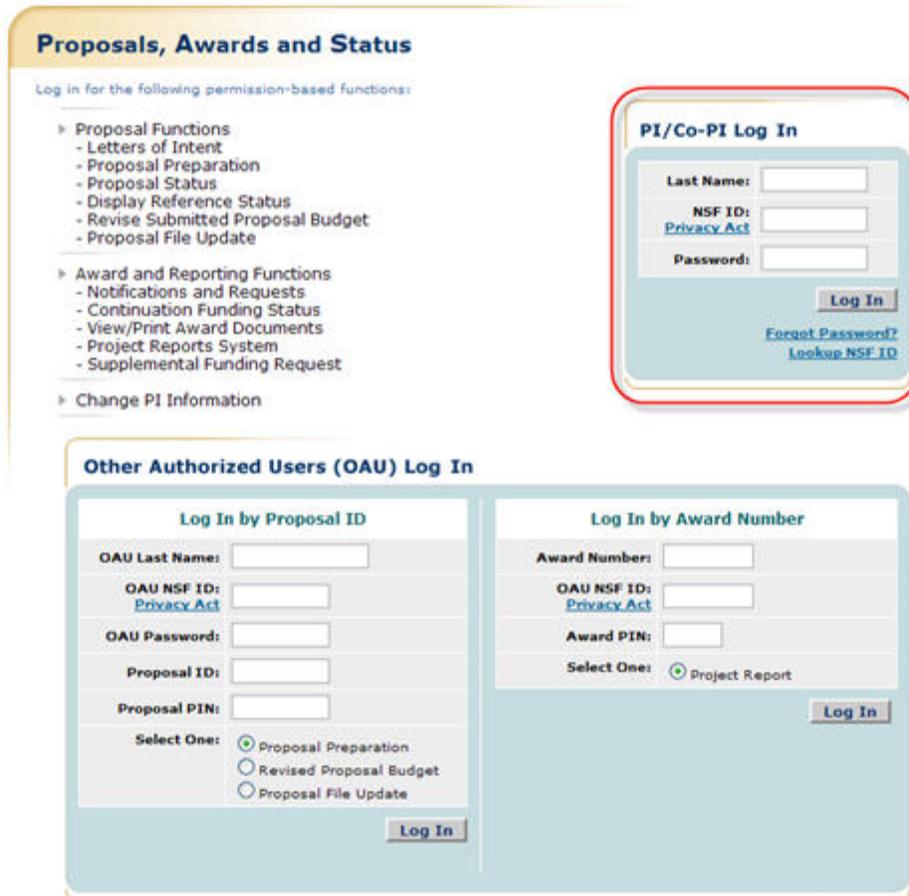


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

5. Click **Proposal File Update** (Figure 4). The **List of Proposals Eligible for Update** screen displays (Figure 5).

Figure 5 List of Proposals Eligible for Update screen. The Continue button is circled.

6. Highlight the proposal (Figure 5) for which you want to add or remove a Senior Person.
7. Click the **Continue** button (Figure 5). The **Proposal Update Control** screen displays (Figure 6).

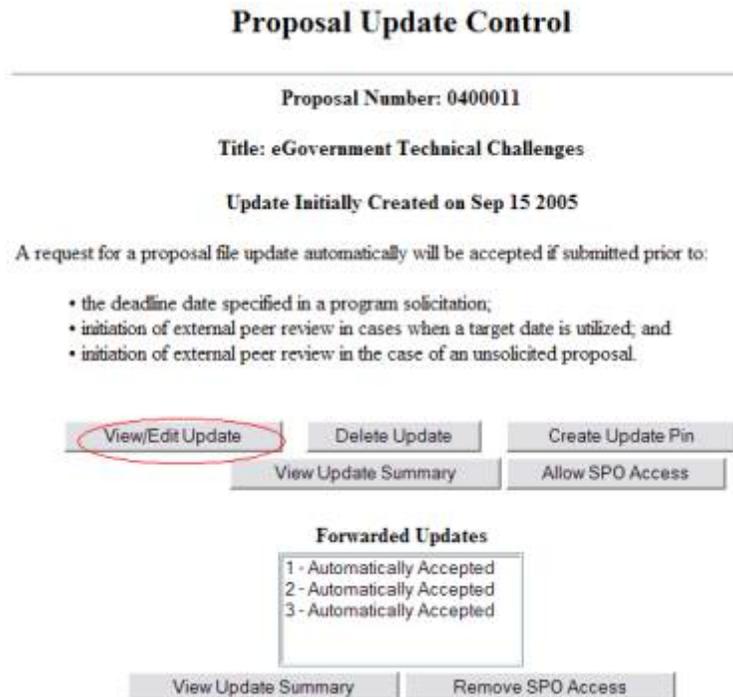


Figure 6 Proposal Update Control screen. The View/Edit Update button is circled.

8. Click the **View/Edit Update** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet (Changed)	09/15/05	<input type="button" value="GO"/> Project Summary	09/15/05
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/15/05
<input type="button" value="GO"/> References Cited	09/15/05	<input type="button" value="GO"/> Biographical Sketches	09/15/05
<input type="button" value="GO"/> Budgets (Including Justification)	09/15/05	<input type="button" value="GO"/> Current and Pending Support	09/15/05
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	09/15/05	<input type="button" value="GO"/> Supplementary Docs	09/15/05
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)			
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

- Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

- On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
- Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add <input type="checkbox"/> Thomas A Jackman	Personnel currently assigned to budget year Check to remove None Available to Remove
---	--

Figure 10 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 11), highlight the name of the Senior Person that you want to remove.

Figure 11 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 12) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 12). A screen displays (Figure 13) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

Figure 13 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a Revised Submitted Budget

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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www.fastlane.nsf.gov

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FastLane User Support
(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

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- ▶ Award Search and Funding Trends
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- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

NSF ID:
[Privacy Act](#)

Password:

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID	Log In by Award Number
OAU Last Name: <input type="text"/>	Award Number: <input type="text"/>
OAU NSF ID: <input type="text"/> Privacy Act	OAU NSF ID: <input type="text"/> Privacy Act
OAU Password: <input type="password"/>	Award PIN: <input type="text"/>
Proposal ID: <input type="text"/>	Select One: <input checked="" type="radio"/> Project Report
Proposal PIN: <input type="text"/>	<input type="button" value="Log In"/>
Select One: <input checked="" type="radio"/> Proposal Preparation <input type="radio"/> Revised Proposal Budget <input type="radio"/> Proposal File Update	
<input type="button" value="Log In"/>	

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Revise Submitted Proposal Budget link is circled.

5. Click **Revise Submitted Proposal Budget** (Figure 4). The **List of Proposals** screen displays (Figure 5).

Figure 5 List of Proposal screen. The View button is circled.

6. Highlight the proposal for which you want to add or delete a Senior Person (Figure 5).
7. Click the **View** button (Figure 5). The **Proposal Revised Budget** screen displays (Figure 6).

Figure 6 Proposal Revised Budget screen. The radio button for Add/Delete Senior Personnel and the OK button are circled.

8. Click the radio button (Figure 7) for Add/Delete Non-Co-PI Senior Personnel.
9. Click the **OK** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds can be allocated.

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person now appears in the list of Senior Personnel.

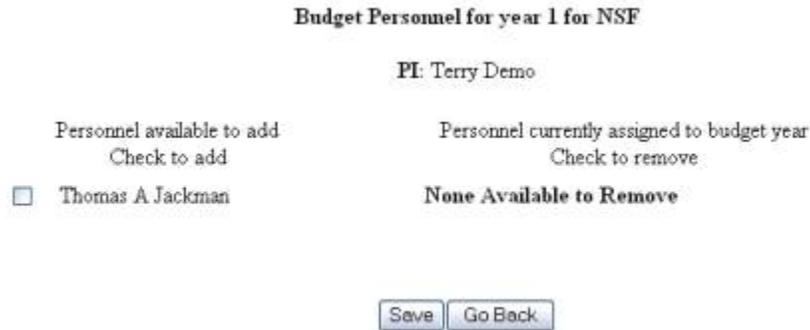


Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744



Figure 12 Screen with the message that the Senior Person has been removed.

Create a Proposal PIN

To enable an Other Authorized User (OAU) to work on a proposal, you must create a Proposal PIN and give this PIN to the OAU. The OAU needs the PIN to log into Proposals, Awards, and Status to work on the proposal, a proposal update, or a revised submitted budget.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

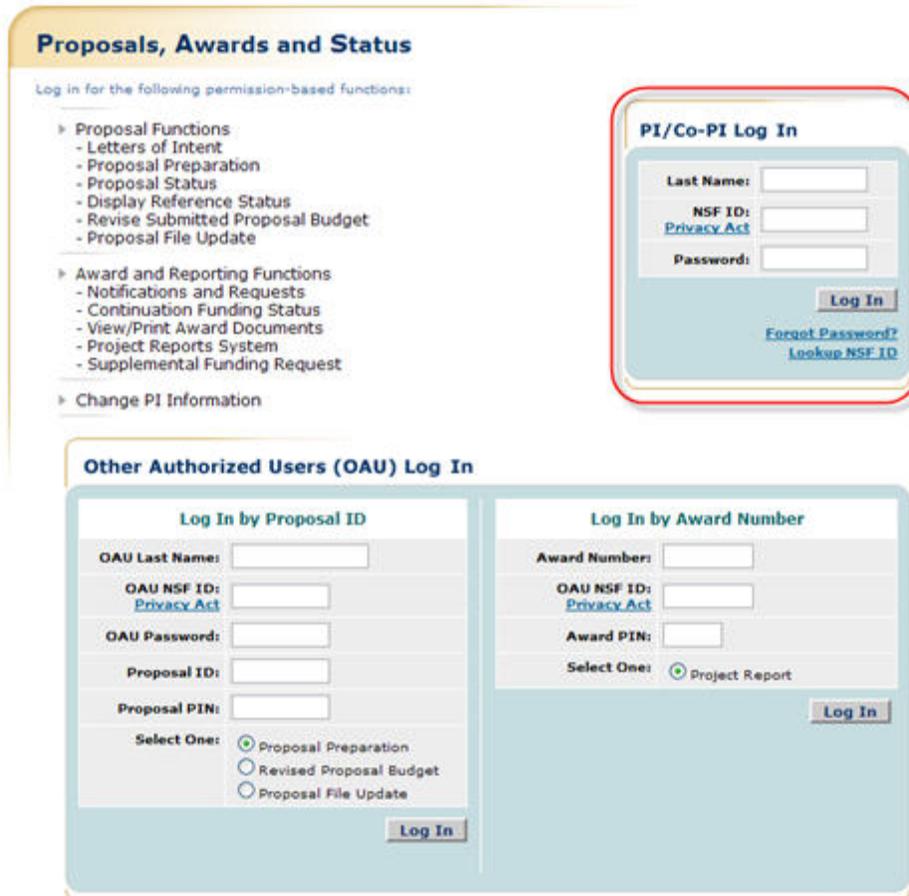


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

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

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

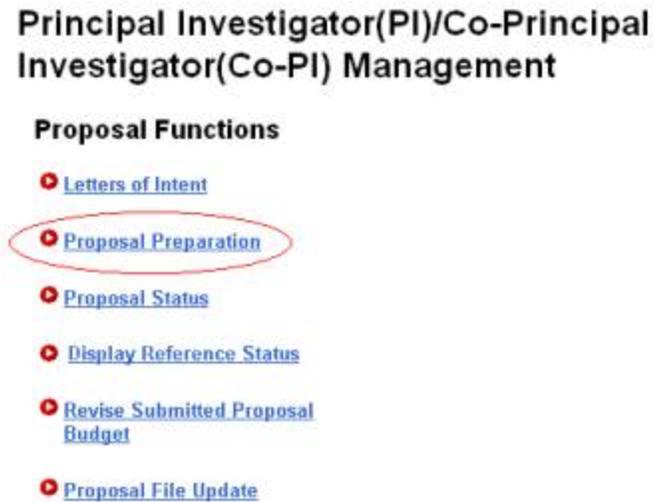


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

5. Click **Proposal Preparation** (Figure 4). The **Principal Investigator (PI) Information** screen displays (Figure 5).

Principal Investigator (PI) Information

Notice: In the January 2002 Grant Proposal Guide (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pub/gpg/broadimpacts.pdf \(opens new window\)](http://www.nsf.gov/pub/gpg/broadimpacts.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Name	Alan Alphanan		
Organization	National Science Foundation 4102852000		
Department	Division of Information Systems		
Address	4201 Wilson Boulevard Arlington, VA 22230	Phone	(703) 292-1000
		Fax	(703) 292-3000
		Email	aalphanan@nsf.gov
Country	US		
Gender	Do not wish to provide		
Citizenship		Degree Year	2004
Ethnicity		Degree	PhD
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI -	No		

Figure 5 Principal Investigator (PI) Information screen. The Prepare Proposal button is circled.

- Click the **Prepare Proposal** button (Figure 5). The **Proposal Actions** screen displays (Figure 6).

Proposal Actions

Temporary Proposals in Progress

Temporary Proposal # - Title of the Proposal

- 6963171 - STTR Phase I
- 6963170 - SBIR Phase I
- 6963169 - EDI_4010_TEST_PROPOSAL
- 6963167 - SBIR Phase I: SBIR Phase 1
- 6963166 - SBIR Phase I: 5th SBIR Proposal

Create New Proposal

Figure 6 Proposal Actions screen. The Proposal PIN button is circled.

7. Highlight the number of the proposal (Figure 6) that you want to create a PIN a for.
8. Click the **Proposal PIN** button (Figure 6). The **Proposal PIN Control** screen displays (Figure 7).

Proposal PIN control for 6480899

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

Please type the PIN again:

OK

Figure 7 Proposal PIN Control screen. The OK button is circled.

9. In the boxes (Figure 7), type the four-digit PIN you want to give the proposal.
10. Click the **OK** button (Figure 7). A screen displays (Figure 8) with the confirmation message that the proposal has been assigned the PIN you have given it.

PIN changed for proposal 6480899

OK

Figure 8 Screen confirming that the proposal has a new PIN.

For Awarded Projects

Manage Participation for Awarded Projects

The PI coordinates the participation of Co-PIs, Non-Co-PI Senior Personnel, and OAU on a project that NSF has awarded. The PI can do the following to manage participation in an awarded project:

- Add or change Co-PIs on a project
- Withdraw a Co-PI from a project
- Assign or change the award PIN to enable an OAU to work on a project report
- Add or delete non-Co-PI Senior Personnel as part of an:
 - Addition of Subaward Request
 - PI Transfer Request
 - Supplemental Funding Request

To enable a Senior Person to work on a project report, communicate to the individual the following:

- Award PIN
- Award Number

Add or Delete Senior Personnel for an Addition of Subaward Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

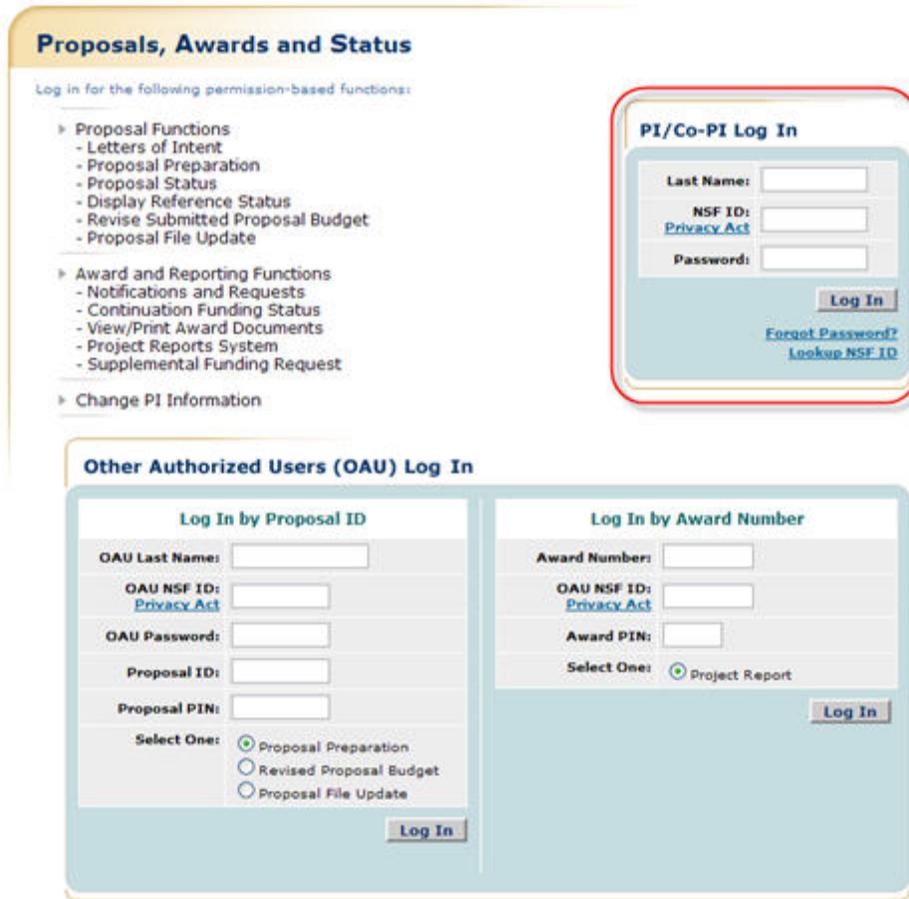


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Award and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

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

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [GPRA Facility Performance Reporting System](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Notifications and Requests link is circled.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The link to an Addition of Subaward link is circled.

6. Find the Addition of Subaward Request in the **Works in Progress** section (Figure 5).
7. Click **Addition of Subaward** (Figure 5) in the row for the Addition of Subaward for which you want to add or delete a Senior Person. The **Form Preparation** screen displays (Figure 6).

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)	03/01/04	<input type="button" value="GO"/> Supplementary Docs	N/A
<input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI)	N/A		

Figure 6 Addition of Subaward Form Preparation screen. The Go button for Add/Delete Senior Personnel (other than PI/Co-PI) is circled.

8. Click the **Go** button (Figure 6) for Add/Delete Non-Co-PI Senior Personnel. The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 7). On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen, you can do either one of the following, or both:
 - Add a Senior Person
 - Delete a Senior Person

Figure 7 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 7), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 9) as a Senior Person for whom funds can be allocated.

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

<p>Personnel available to add Check to add</p> <p><input type="checkbox"/> Thomas A Jackman</p>	<p>Personnel currently assigned to budget year Check to remove</p> <p>None Available to Remove</p>
---	--

Figure 9 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Figure 11 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Thomas Jackman deleted from proposal 9007744

OK

Figure 12 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a PI Transfer Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

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FastLane Availability (recording):
1-800-437-7408

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- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

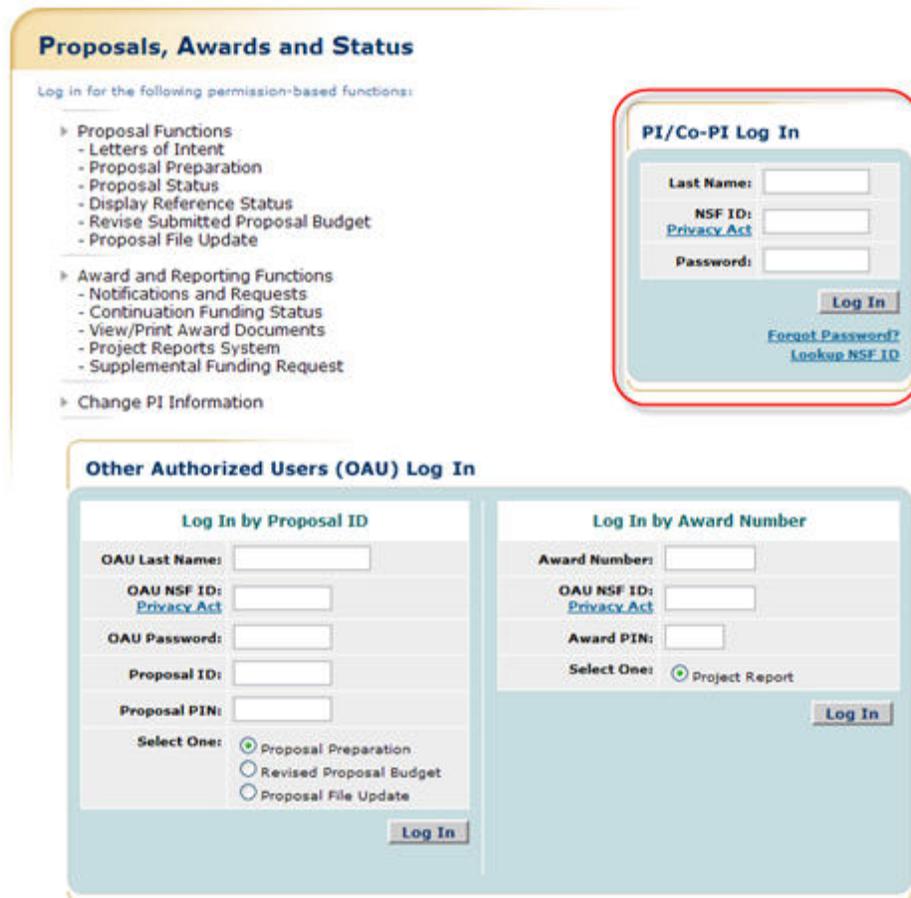


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

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

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [GPRA Facility Performance Reporting System](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Notifications and Requests link is circled.

5. Click **Notifications and Requests** (Figure 4). The **Notifications and Requests** screen displays (Figure 5).

Figure 5 Notifications and Requests screen. The PI Transfer link is circled for an award.

6. Click **PI Transfer** (Figure 5) on the row for the award you want to add or delete a Senior Person. The **Grant Transfer Request** screen displays (Figure 6).

GRANT TRANSFER REQUEST

Current status of the request: **PI working on the request**

Award Information AAG

Original Grant Number : CHE-0208682 Expiration Date of Grant: 07/31/2004

Title : Probing the Mechanism and Structure-Function Relations in Phenylalanine Hydroxylase

Original Grantee Name : University of California-Los Angeles
 and Address : U of Cal Los Angeles
 10920 Wilshire Blvd.
 Suite 1200
 Los Angeles, CA 90024-1406

Request Details

Effective Date of Transfer (mm/dd/yyyy) :

Transfer Organization :
 [New Awardee Organization] :

[\(View contact information\)](#)

Original Grant Amount (including amendments actually awarded, if any) : \$275,000.00

Total Estimated 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.]

Estimated Unobligated Balance (Amount to be Transferred) : \$35,000.00

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:
 FY2004: \$125,000.00

Figure 6 Grant Transfer Request screen.

7. Click the **Save and Continue** button (Figure 6). The **Click on a Link to Work** screen displays (Figure 7).

Click on a Link to Work

- [Update Contact Information](#)
- [Edit Transfer Request Forms](#)
- [Check for Completeness](#)

Route the Request:

- [Forward Transfer Request to Original SRO](#)
- [Cancel Transfer Request](#)

Figure 7 Click on a Link to Work screen. The Edit Transfer Request Forms link is circled.

8. Click **Edit Transfer Request Forms** (Figure 7). The **Form Preparation** screen displays (Figure 8).

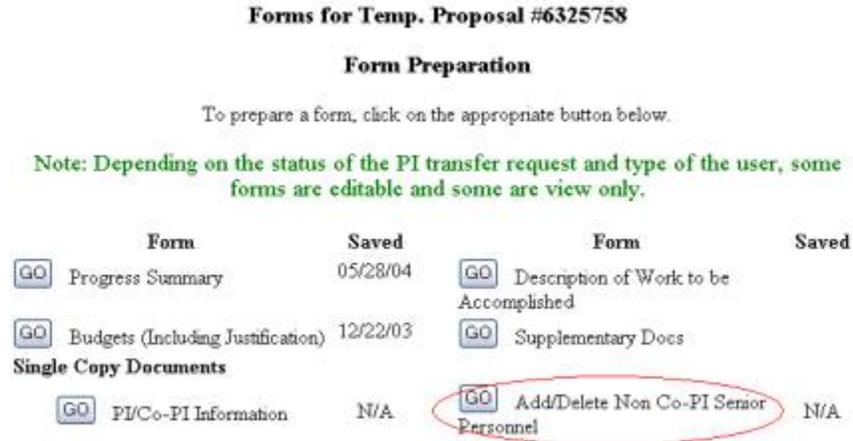


Figure 8 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

9. On the **Form Preparation** screen, click the **Go** button for Add/Delete Non Co-PI Senior Personnel (Figure 8). The **Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 9). On this screen, you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

Figure 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 9), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 9). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 10) with the individual listed as a Senior Person. The individual is also now listed on the **Budget Personnel** screen (Figure 10) as a Senior Person for whom funds can be allocated.

Figure 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The newly added Senior Person's name now appears in the list of Senior Personnel.

Budget Personnel for year 1 for NSF

PI: Terry Demo

Personnel available to add Check to add	Personnel currently assigned to budget year Check to remove
<input type="checkbox"/> Thomas A Jackman	None Available to Remove

Figure 11 Budget Personnel screen. The name of the newly added Senior Person is listed for addition if necessary as a person for whom funds are to be allocated.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 12), highlight the name of the Senior Person that you want to remove.

Figure 12 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 12). A screen displays (Figure 13) with a message for you to confirm that you want to remove the Senior Person.

Figure 13 Screen with a message for you to confirm that you want to remove the Senior Person.

3. Click the **OK** button (Figure 13). A screen displays (Figure 14) confirming that the Senior Person has been removed from the proposal.

All data for Thomas Jackman deleted from proposal 9007744



Figure 14 Screen with the message that the Senior Person has been removed.

Add or Delete Senior Personnel for a Supplementary Funding Request

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support
(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

Advisories

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

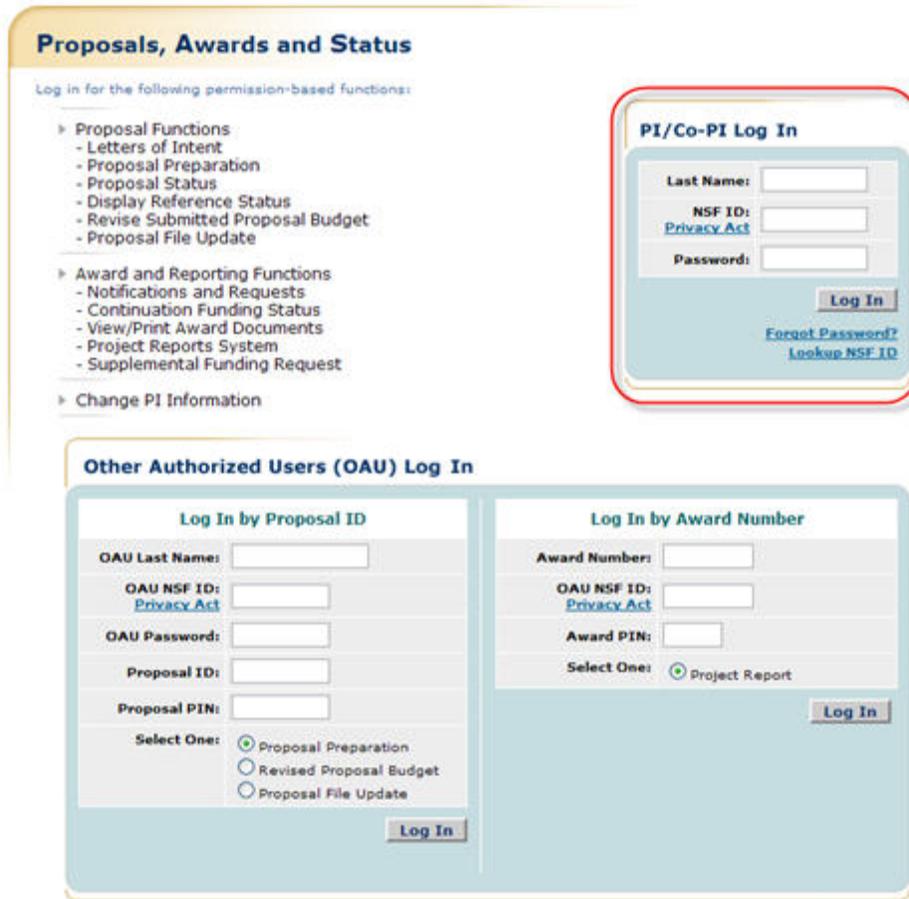


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 2), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

- ▶ [Proposal Functions](#)
- ▶ [Award And Reporting Functions](#)
- ▶ [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Awards and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Supplemental Funding Request link is circled.

5. Click **Supplemental Funding Request** (Figure 4). The **List of Current Awards** screen displays (Figure 5).



Figure 5 List of Current Awards screen. The Prepare Supplemental Funding Request button is circled.

6. Highlight the award that the Supplemental Funding Request is for (Figure 5).
7. Click the **Prepare Supplemental Funding Request** button (Figure 5). The **Request for Supplemental Funding** screen displays (Figure 6).

Request for Supplemental Funding

Award Information **AAG**

Award Number: 0700000 Award Amount: 0 Expiration Date: 03/15/2010
Title: Rules
Principal Investigator/Project Director: Alphaman, Alan

Supplemental Funding Request

Temp. Prop ID #	Prop ID #	Status	Proposal Title
6480881	*****	In Prog - Rules	
6480880	*****	In Prog - Rules	

Figure 6 Request for Supplemental Funding screen. The Edit button is circled.

8. Highlight the Supplemental Funding Request that you want to add or delete a Senior Person for (Figure 6).
9. Click the **Edit** button (Figure 6). The **Form Preparation** screen displays (Figure 7).

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Summary Of Proposed Work		<input type="button" value="GO"/> Justification For Supplement	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Supplementary Docs	
<input type="button" value="GO"/> Explanation For Late Request		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Revised Expiration Date (if applicable)			

Figure 7 Form Preparation screen. The Add/Delete Non-Co-PI Senior Personnel button is circled.

10. Click the **Add/Delete Non-Co-PI Senior Personnel** button (Figure 7). The **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen displays (Figure 8). On this screen you can do either one or both of the following:
 - Add a Senior Person
 - Delete a Senior Person

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 #6480881

To Add a new Non Co-PI Senior Personnel to proposal #6480881, 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: Jack

Middle Initial: A

Last Name: Jackman

Figure 8 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen.

Add a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 8), type the individual's first and last name and middle initial in the appropriate boxes.
2. Click the **Add Non-Co-PI Senior Person to Proposal** button (Figure 8). The Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen displays (Figure 9) with the individual listed as a Senior Person.

Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6480881 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

Jack A. Jackman

To Add a new Non Co-PI Senior Personnel to proposal #6480881, 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 9 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The individual's name now displays as a Senior Person.

Delete a Senior Person

1. On the **Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal** screen (Figure 10), highlight the name of the Senior Person that you want to remove.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

To Delete a Non Co-PI Senior Personnel assigned to Proposal #6480881 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

To Add a new Non Co-PI Senior Personnel to proposal #6480881, 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 10 Add/Delete Non-Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Click the **Delete Non-Co-PI Senior Personnel from Proposal** button (Figure 10). A screen displays (Figure 11) with a message for you to confirm that you want to remove the Senior Person.

Please confirm that you want to delete all data for Alan Alphaman on proposal #6480881

This action is not reversible!

Any and all data for this person will be removed from the system. This includes bio and budget data!

Pressing the 'OK' button signifies that you want to delete this data.

Pressing the 'Go Back' button indicates ~~that~~ you do not want to delete this data.

Figure 11 Screen with the message for you to confirm that you want to delete the Senior Person. The OK button is circled.

3. Click the **OK** button (Figure 11). A screen displays (Figure 12) confirming that the Senior Person has been removed.

All data for Alan Alphaman deleted from proposal 6480881



Figure 12 Screen with the confirmation that the Senior Person has been deleted.

Assign an Award PIN

To enable an Authorized Other User (AOU) to work on a project report or a facilities performance report, assign a PIN to an award and give this PIN to the OAU for logging in.

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

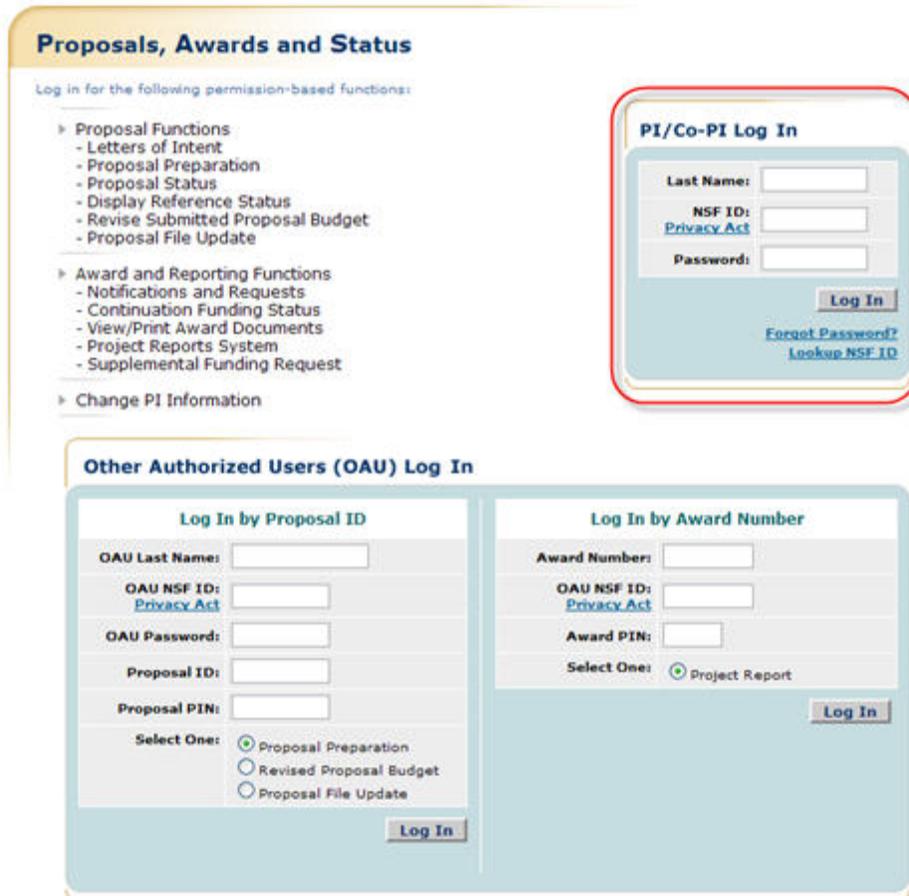


Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Log In area is circled.

2. In the **PI/Co-PI** section (Figure 1), type the following:
 - Your last name
 - Your National Science Foundation Identification (NSF ID) number
 - Your password
3. Click the **Log In** button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

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

What Do You Want To Work On?

[▶ Proposal Functions](#)

[▶ Award And Reporting Functions](#)

[▶ Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions link is circled.

4. Click **Award and Reporting Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions** screen displays (Figure 4).

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

Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Documents](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)
- [GPRA Facility Performance Reporting System](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Project Reports System link is circled.

5. Click **Project Reports System** (Figure 4). The **Project Reports System** screen displays (Figure 5).

Project Reports System | MAIN ▶ Organization: Carnegie-Mellon University

[What is the difference between an Annual, Final, and Interim Project Report?](#)

Annual/Final Project Reports | **Interim Project Reports**

Search for Awards with Annual/Final Project Report requirements by the following:

Award Number: Award Expiration Date:

Awards with Annual/Final Project Report Requirements:

Please Note - Use the "Interim Project Reports" tab for Contract Interagency Agreements, Interagency Agreements, Fellowships, and Fixed Price Awards.

To view Annual/Final Project Report requirements for an award, click the "Award Number" link below.
Sort results by clicking column titles.

Principal Investigator's Name: Terry Demo

6 awards found, displaying 1 to 6 1

Award Number	Award Type	Award Title	Award Date	Award Expiration Date
9713317	Standard Grant	eGovernment Technical Challenges	09/01/1997	02/28/1999
9802971	Standard Grant	eGovernment Technical Challenges	05/01/1998	06/30/2000
9875168	Standard Grant	eGovernment Technical Challenges	04/01/1999	03/31/2004
0304580	Continuing Grant	eGovernment Technical Challenges	07/01/2003	06/30/2006
0354993	Continuing Grant	eGovernment Technical Challenges	04/15/2004	03/31/2007
0524304	Standard Grant	eGovernment Technical Challenges	09/01/2005	08/31/2008

Figure 5 Project Reports System screen on the Annual/Final Project Reports tab.

- Click the award number (Figure 5) for the award that you want to give a PIN to. The **Annual/Final Project Report Requirements** screen displays (Figure 6).

Annual/Final Project Report Requirements: [What do "NSF Report Status" and "My Submission Status" mean?](#)

To view a PDF of an approved Project Report, or to Create/Edit a Project Report for this award, click a link in the "Action" column below.
To view a detailed history of Report Review comments, click any "View Comments" text link in the "Action" column.
Sort results by clicking column titles.

4 reporting periods found, displaying 1 to 4 1

Report Requirement	Report Period Start Date	Report Period End Date	Months in Reporting Period	Report Due Date	Report Overdue Date	NSF Report Status	My Submission Status	Report Submission Date	Action
Annual	07/01/2003	07/01/2004	12	--	--	Approved	Submitted	06/15/2004	View PDF
Annual	07/01/2004	07/01/2005	12	--	--	Approved	Submitted	06/27/2005	View PDF
Annual	07/02/2005	06/30/2006	11	04/01/2006	07/01/2006	Overdue	Not Submitted	--	Create/Edit
Final	07/01/2006	06/30/2007	11	07/01/2007	09/29/2007	Not Yet Due	N/A	--	Create/Edit

Figure 6 Annual/Final Project Report Requirements screen. The Create/Edit link is circled for an award.

- Select **Create/Edit** (Figure 6). The **Publicity, Patent Rights, and Privacy** screen displays (Figure 7).

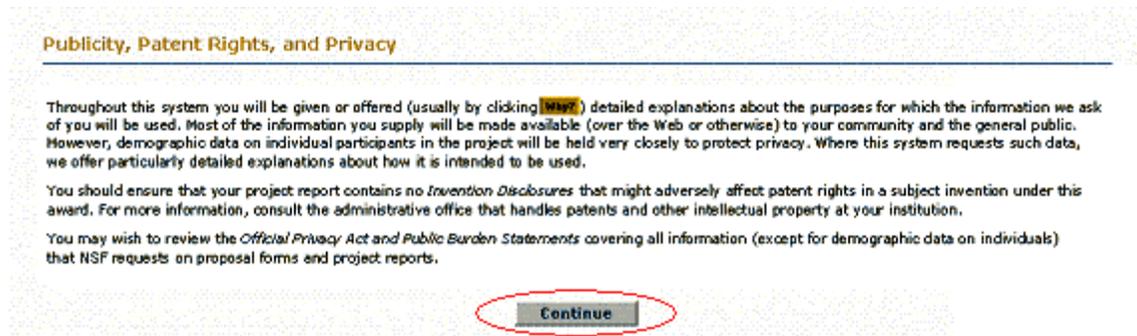


Figure 7 Publicity, Patent Rights, and Privacy screen. The Continue button is circled.

8. Select the **Continue** button (Figure 7). The **Project Reports System Control** screen displays (Figure 8).

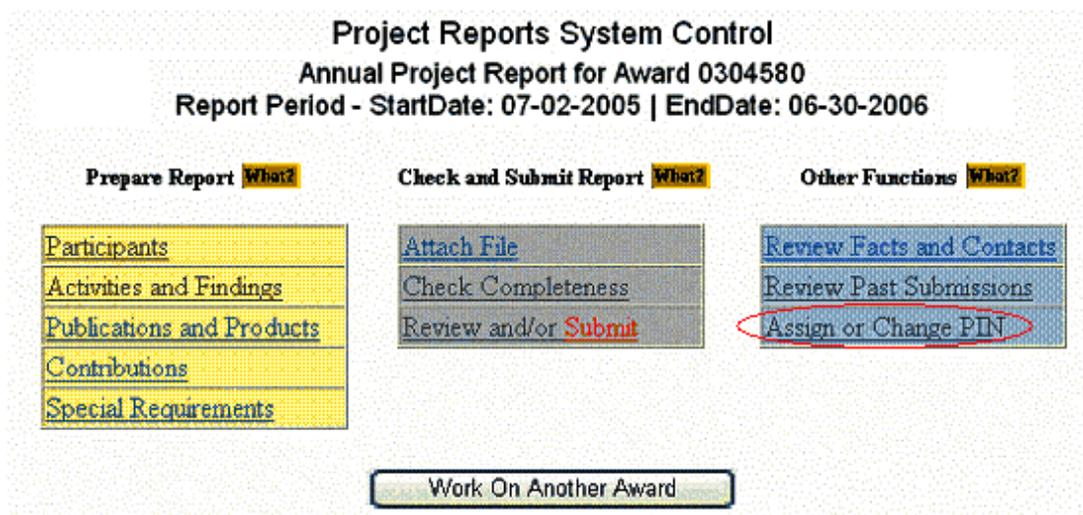


Figure 8 Project Reports System Control screen. The Assign or Change PIN link is circled.

9. Click **Assign or Change PIN** (Figure 8). The **Assign or Change Award PIN** screen displays (Figure 9).

Assign or Change Award PIN

This screen lets you assign 5 digits Personal Information Number to an Award. Another FastLane user to whom you give this "Award PIN" can use it to gain entry and make entries into the report on your project.

You can also change an existing Award PIN

Figure 9 Assign or Change Award PIN screen. The Continue button is circled.

10. In the **Enter Award PIN** box (Figure 9), type the new award PIN (five digits).
11. In the **Reenter Award PIN** box (Figure 9), type the new award PIN again.
12. Click the **Continue** button (Figure 9). The **Assign or Change Award PIN** screen displays (Figure 10) with a message that the PIN has either been assigned or changed.

Assign or Change Award PIN

**You have successfully assigned a pin for this award.
Now any other project participant (who is a registered user for NSF) can login
with his/her social security and this pin.**

Figure 10 Assign or Change Award PIN screen with the message that the award PIN has been changed or assigned. The Continue button is circled.

13. Click the **Continue** button (Figure 10). The **Project Reports System Control** screen displays (Figure 8).

Update PI Information and Status

Update NSF on Your PI Information and Status

The PI also communicates to NSF about any changes in his or her status. The PI can do the following in FastLane:

- Prepare a PI Transfer request to transfer the project to a new organization
- Designate a Co-PI as the PI on a project and become a Co-PI on the project
- Prepare a Withdrawal of PI Request to withdraw from a project
- Prepare a Short-Term Absence of PI Notification to NSF if you must leave a project for a period of time less than 3 months
- Prepare a Long-Term Absence of PI Request to NSF if you must leave a project for a period of time greater than 3 months

At any time, you can update your personal information on file with NSF.

Update PI Information

Update the PI Information Introduction

As a PI, through FastLane, you can update and change the information that NSF has on file for you. You may not change the name but can change any information on the form.

The following types of information are optional but are useful to NSF in tracking the distribution of grants and awards (see [Security and Privacy](#)):

- Gender
- Disability
- Ethnicity
- Race
- Citizenship

To update the PI information, see [Access the Edit Principal Investigator](#) Screen for instructions.

Access the Edit Principal Investigator's (PI) Information Screen

To change your PI information, you must access the **Principal Investigator (PI) Information** screen. You can access the **Principal Investigator (PI) Information** screen from either of the following:

- [The Principal Investigator \(PI\)/Co-Principal Investigator \(Co-PI\) Management screen](#)
- [Proposal Preparation](#)

From the Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Screen

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

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

What Do You Want To Work On?

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

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

2. Click **Change PI Information** (Figure 1). The **Principal Investigator (PI) Information** screen displays (Figure 2).

Principal Investigator (PI) Information

Notice: In the January 2002 Grant Proposal Guide (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/pubs/2004/nsf0442/bicexamples.pdf> (opens new window).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

[Edit 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). See [Edit PI Information](#) for instructions for working on this screen.



Figure 3 Edit Principal Investigator's (PI) Information screen.

From Proposal Preparation

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI (see [PI/Co-PI Login](#)). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 4).

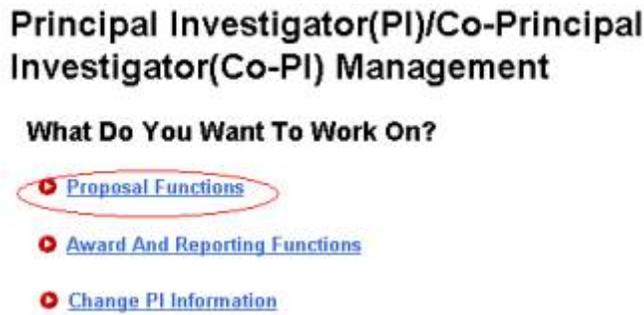


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click **Proposal Functions** (Figure 4). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 5).

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

Proposal Functions

- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 5 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal Preparation link is circled.

- Click **Proposal Preparation** (Figure 5). The **Principal Investigator (PI) Information** screen displays (Figure 6).



Figure 6 Principal Investigator (PI) Information screen. The Edit PI Information button is circled.

- Click the **Edit PI Information** button (Figure 6). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 7). See [Edit PI Information](#) for instructions for working on this screen.

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:

Figure 7 Edit Principal Investigator's (PI) Information screen.

Edit the PI Information

1. Access the **Edit Principal Investigator's (PI) Information** screen (Figure 1) (see [Access the Edit Principal Investigator's \(PI\) Information Screen](#)).

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**
Change Institution

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

2. To change your organization, click the **Change Institution** button (Figure 1). The **Institution Search** screen displays (Figure 2).



Figure 2 Institution Search screen.

3. Select the search type option (Figure 2):
 - **Begins with** returns all organizations whose name begins with the text entered.
 - **Ends with** returns all organizations whose name ends with the text entered.
 - **Contains** returns all organizations whose name contains the text entered.
4. Enter the string (at least three characters) to search for (Figure 2).
5. Click the **Locate** button (Figure 2). The **Institution Search** screen displays (Figure 3).



Figure 3 Institution Search screen. The Select button is circled.

6. Highlight the organization in the **Institutions Located** list (Figure 3).
7. Click the **Select** button (Figure 3). The **Edit Principal Investigator’s (PI) Information** screen displays (Figure 1) with the name of the selected organization and the Institution Identification Number displaying in the appropriate boxes.
8. On the **Edit Principal Investigator’s (PI) Information** screen (Figure 4), when you are finished changing the PI information, click the **Save Changes**

button. A screen displays (Figure 5) 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 4 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 5 Screen with the message that the changed PI information has been saved.

9. Click the **OK** button (Figure 5). The **Principal Investigator (PI) Information** screen displays (Figure 6).

Principal Investigator (PI) Information

Notice: In the January 2002 *Grant Proposal Guide (GPG)*, NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide \(opens new window\)](#) and [Project Description Section of the Grant Proposal Guide \(opens new window\)](#) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: [http://www.nsf.gov/pubs/2004/nsf04230/examples.pdf \(opens new window\)](http://www.nsf.gov/pubs/2004/nsf04230/examples.pdf).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

Figure 6 Principal Investigator (PI) Information screen.

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