



H E L P   D O C U M E N T A T I O N

## **FastLane Help System**

### **Notifications and Requests Principal Investigator Functions**



# Table Of Contents

PI Functions .....	1
PI Functions Introduction for Notifications and Requests .....	1
Access Notifications and Requests as a PI .....	2
Prepare a New Notification or Request as a PI .....	4
Search for Notifications and Requests Prepared by the PI .....	6
View a Notification or Request Prepared by the PI .....	8
Modify a Notification or Request Prepared by the PI .....	9
Forward a Notification or Request to the SPO .....	11
Submit a Notification to NSF Prepared by the PI .....	13
Delete a Notification or Request Prepared by the PI .....	15
Check the Status of Notifications and Requests as a PI .....	17
Search by Award Number for Notifications and Requests .....	18
Search by the Date the Notification or Request Was Last Modified .....	18
View a Forwarded, Submitted, or Approved Notification or Request .....	19
View a Notification or Request in Progress .....	20
View the Award Amendment for an Approved Notification or Request as a PI .....	22
Index .....	23



## PI Functions

### PI Functions Introduction for Notifications and Requests

As a PI, you have these options for working on Notifications and Requests:

- Prepare a new notification or request
- [Search for notifications and requests](#)
- [View a notification or request](#)
- [Modify a notification or request](#)
- [Forward a notification or request to the SPO](#)
- [Submit a notification to NSF](#)
- [Delete a notification or request](#)
- [Check the status of a notification or request](#)
- [View a forwarded or submitted notification or request](#)
- [View the award amendment for an approved notification or request](#)  
(Click on a link above for instructions for that option.)

## Access Notifications and Requests as a PI

1. On the **FastLane Home Page** screen, log in to Proposals, Awards, and Status as a PI or Co-PI (see [PI Co-PI Login to Award Functions](#)). 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 Award and Reporting Functions link is circled.

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

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

#### Award and Reporting Functions

- [Notifications and Requests](#)
- [Continuation Funding Status](#)
- [View/Print Award Letters](#)
- [Project Reports System](#)
- [Supplemental Funding Request](#)

**Figure 2** Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Award and Reporting Functions screen. The Notifications and Requests link is circled.

3. Click **Notifications and Requests** (Figure 2). The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 3). There are two tabs on the Notifications and Requests screen:
  - **Prepared by PI** tab  
Prepare notifications and requests on this tab.
  - **All by Status** tab

Check the status of notifications and requests that have already been initiated on this tab.

The **Notifications and Requests** screen displays first on the **Prepared by PI** tab.

**Notifications & Requests** | MAIN ▶ Institution: National Science Foundation

Prepared by PI | All by Status

**Prepare New**  
Award #: Select  
Prepare New

Search for Notifications / Requests for National Science Foundation by any of the following:  
Award #: Select From: [ ] To: [ ] Last Modified (mm/dd/yyyy): [ ] Search

<Work in Progress>  
Click on the Notifications/Requests link to continue to administer H/R functions. Forward to NSF or Delete records using the link in the Action column.  
Sort results by clicking column title.  
39 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2, 3, 4

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
--------------	---------	------------------------	---------------------------	------------	--------

**Figure 3 Notifications and Requests screen on the Prepared by PI tab.**

You have these options for working on Notifications and Requests:

- Prepare a new notification or request
- Search for notifications and requests
- View a notification or request
- Modify a notification or request
- Forward a notification or request to the SPO
- Submit a notification to NSF prepared by PI
- Delete a notification or request
- Check the status of a notification or request
- View a forwarded or submitted notification or request
- View the award amendment for an approved notification or request  
(Click on a link above for instructions for that option.)

## Prepare a New Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1) (see [Access Notifications and Requests as a PI](#)). You must be on the **Prepared by PI** tab to prepare a new notification or request.

The screenshot shows the 'Notifications & Requests' interface for the National Science Foundation. The 'Prepared by PI' tab is active. A 'Prepare New' section is highlighted with a red circle, containing an 'Award #' dropdown menu with '0707551' selected and a 'Prepare New' button. To the right is a search area with a search bar, a dropdown for 'Award #', and date pickers for 'Status Changed (mm/dd/yyyy)'. Below this is a table with 50 results, showing columns for Award Number, PI Name, PI Division/Department, Notification/Request Type, Award Date, and Action.

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
50 Notification/Requests found, displaying 1 to 10					

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

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

Prepare a New Notification or Request for Award #: 0707551

**Award Amount:** \$0.00  
**Expiration Date:** 12/31/2011  
**Division:** DIVISION OF INFORMATION SYSTEMS  
**Award Title:** PRS 11/18/06 Release Functional Verification 15  
**Awardee Organization:** National Science Foundation  
**PI/PD:** Alphaman, Alan

Select the Notification or Request Type:

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

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

Figure 2 Prepare a New Notification or Request screen.

The screen lists the different types of Notifications and Requests you can prepare. Click on a form link below for instructions on preparing that form.

For notifications, select from:

- Anticipated Residual Funds in Excess of \$5,000 or 5%
- Grantee-Approved No-Cost Extension
- Significant Changes/Delays or Events of Unusual Interest
- Significant Changes in Methods/Procedures
- Short-Term Absence of the PI/PD (Up to 3 Months)

For requests, select from:

- Addition of Subaward
- Withdrawal of PI/Co-PI
- Long-Term Absence of the PI/PD (Over 3 Months)
- NSF-Approved No-Cost Extension
- PI Transfer
- Pre-Award Costs in Excess of 90 Days
- Rearrangement/Alteration \$25,000 or Over
- Change PI and Add/Change Co-PI
- Significant Change in Person-Months Devoted to Project
- Changes in Objective or Scope
- Reallocation of Funds Budgeted for Participant or Trainee Support Costs

## Search for Notifications and Requests Prepared by the PI

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

The screenshot shows the 'Notifications & Requests' interface for the University of California-Berkeley. It features a 'Prepare New' section on the left and a search section on the right. The search section is circled in red and contains the following elements:

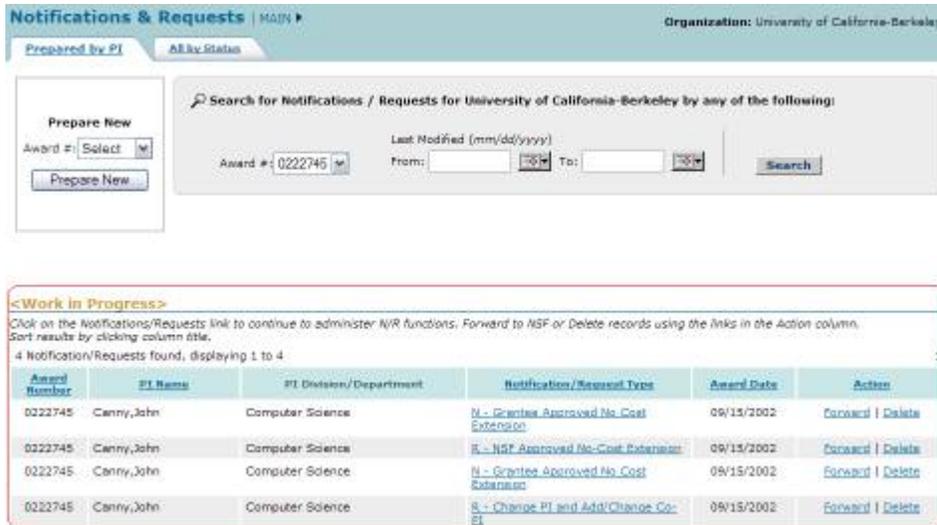
- A search prompt: "Search for Notifications / Requests for University of California-Berkeley by any of the following:"
- An "Award #:" dropdown menu.
- A "Last Modified (mm/dd/yyyy)" label above two date input fields: "From:" and "To:".
- A "Search" button circled in red.

Below the search section, there is a "<Work in Progress>" section with a table of results. The table has the following columns: Award Number, PI Name, PI Division/Department, Notification/Request Type, Award Date, and Action. Three rows of data are visible, all for PI Canny, John, in the Computer Science department, with an award date of 09/15/2002.

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0222745	Canny, John	Computer Science	N - Grantee Approved No Cost Extension	09/15/2002	Forward   Delete
0222745	Canny, John	Computer Science	S - NSF Approved No-Cost Extension	09/15/2002	Forward   Delete
0222745	Canny, John	Computer Science	N - Grantee Approved No Cost Extension	09/15/2002	Forward   Delete

**Figure 1 Notifications and Requests screen on the Prepared by PI tab. The Search for Notifications/Requests section and the Search button are circled.**

2. In the **Search for Notifications/Requests** section of the **Notifications and Requests** screen (Figure 1), search for the notifications or requests by any of these criteria:
  - **Award number**  
Select the award number from the **Award #** drop-down list.
  - **Date range**
    - In the **From** box, type the start date for the search (in mm/dd/yyyy format).
    - In the **To** box, type the end date for the search (in mm/dd/yyyy format).
3. Click the **Search** button (Figure 1). The results of your search display in the **Work in Progress** section of the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 2).



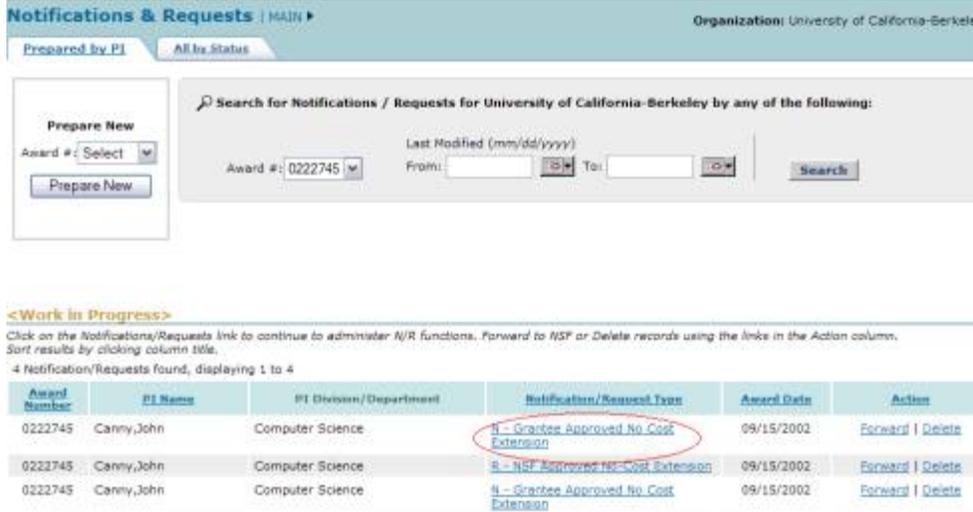
**Figure 2 Notifications and Requests screen on the Prepared by PI tab. The Work in Progress section is circled.**

4. Find the notification or request you want to work on. You have these options for working on notifications and requests that you have prepared:
  - [View a notification or request](#)
  - [Modify a notification or request](#)
  - [Forward a notification or request to the SPO](#)
  - [Submit a notification to NSF prepared by the PI](#)
  - [Delete a notification or request](#)
 (Click on a link above for instructions for that option.)

**Note:** The PI directly submits to NSF the notifications for [Significant Changes in Methods/Procedures](#) and [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#). See [Submit a Notification to NSF Prepared by PI](#).

## View a Notification or Request Prepared by the PI

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



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

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for the notification (or request) you want to view. The **View Notification** screen displays (Figure 2) with the text of the notification. (The **View Request** screen displays if you are viewing a request.) You have these options on the **View Notification** (or **View Request**) screen (Figure 2):

- [Modify the notification or request](#)
  - [Forward the notification or request to the SPO](#)
  - [Submit the notification to NSF](#)
  - [Delete the notification or request](#)
- (Click on a link above for instructions for that option.)



**Figure 2 View Notification screen.**

## Modify a Notification or Request Prepared by the PI

1. Access the **View Request** or (**View Notification**) screen (Figure 1) (see [View a Notification or Request Prepared by the PI](#)).

**Figure 1 View Request screen. The Modify button is circled.**

2. On the **View Request** (or **View Notification**) screen (Figure 1), click the **Modify** button. The **Modify Request** (or **Modify Notification**) screen displays (Figure 2).

**Figure 2 Modify Request screen. The Save button is circled.**

3. Modify the request as you require. Click on a link below for the instructions for the type of notification or request you are modifying:
  - *For notifications:*
    - [Anticipated Residual Funds in Excess of \\$5,000 or 5%](#)
    - [Grantee-Approved No-Cost Extension](#)
    - [Significant Changes/Delays or Events of Unusual Interest](#)
    - [Significant Changes in Methods/Procedures](#)
    - [Short-Term Absence of the PI/PD \(Up to 3 Months\)](#)
  - *For requests:*
    - [Addition of Subaward](#)
    - [Withdrawal of PI/Co-PI](#)
    - [Long-Term Absence of the PI/PD \(Over 3 Months\)](#)

- NSF-Approved No-Cost Extension
  - PI Transfer
  - Pre-Award Costs in Excess of 90 Days
  - Rearrangement/Alteration \$25,000 or Over
  - Change PI and Add/Change Co-PI
  - Significant Change in Person-Months Devoted to Project
  - Changes in Objective or Scope
  - Reallocation of Funds Budgeted for Participant or Trainee Support Costs
4. Click the **Save** button (Figure 2). The **View Request** (or **View Notification**) screen displays (Figure 3) with the changed information.

**View Request for Award : 9114446** Topic Guidance  
**Changes in Objective or Scope**  
*Required Fields are preceded by an asterisk (\*)*

---

**Status:** Work in Progress

**Expiration Date:** 11/30/1993

**Award Title:** Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

**Prepared By:** Canny, John

**Submitted By:**

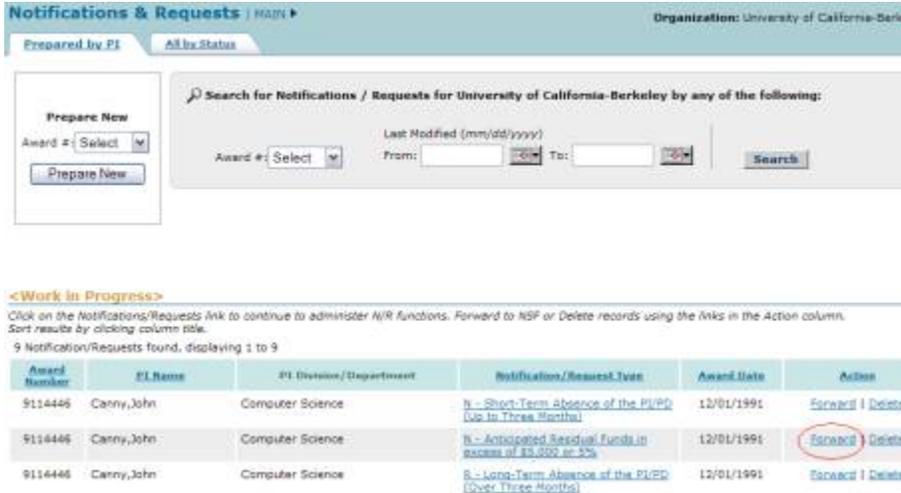
**\*Proposed Changes in Objective or Scope:** Put the scope here

**\*Justification for Changes in Objective or Scope:** Put the justification here.

**Figure 3 View Request screen with the modifications displayed.**

## Forward a Notification or Request to the SPO

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



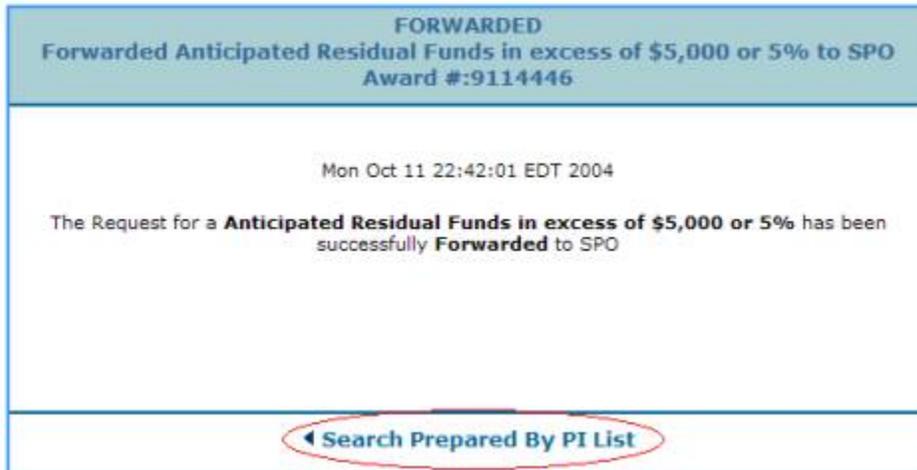
**Figure 1** Notifications and Requests screen on the Prepared by PI tab. The Forward link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Forward** in the row for the notification (or request) you want to forward to the SPO. The **Forward Notification** screen displays (Figure 2) with a message at the top for you to confirm that you want to forward the notification (or request) to NSF. (The **Forward Request** screen displays if you chose to forward a request.)



**Figure 2** Forward Notification screen. The Forward to SPO button is circled.

3. Click the **Forward to SPO** button (Figure 2). The **Forwarded** screen displays (Figure 3) with a message that the notification (or request) has been submitted to NSF.



**Figure 3 Forwarded screen. The Search Prepared by PI List link is circled.**

4. Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab.

## Submit a Notification to NSF Prepared by the PI

As a PI, you may directly submit to NSF:

- A Significant Changes in Methods/Procedures Notification
- A Short-Term Absence of PI/PD Notification (Up to 3 Months) Notification

Below are instructions for the case of a Significant Changes in Methods/Procedures Notification. Submit a Short-Term Absence of PI/PD Notification in the same way.

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

**Notifications & Requests** | MAIN | Organization: University of California-Berkeley

Prepared by PI | All by Status

Prepare New  
Award #:

Search for Notifications / Requests for University of California-Berkeley by any of the following:  
Award #:  Last Modified (mm/dd/yyyy) From:  To:

<Work in Progress>  
Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the Action column.  
Sort results by clicking column title.  
2 Notification/Requests found, displaying 1 to 2

Award Number	PI Name	PI Division/Department	Notification/Request Type	Award Date	Action
0079243	Fruitt, Lisa	Mechanical Engineering/Bioengineering	<a href="#">3 - Addition of SubAward</a>	09/15/2000	<a href="#">Forward</a>   <a href="#">Delete</a>
9734430	Bertozzi, Carolyn	Chemistry	<a href="#">3 - Significant Changes in Methods/Procedures</a>	02/01/1998	<a href="#">Forward</a>   <a href="#">Delete</a>

**Figure 1** Notifications and Requests screen on the Prepared by PI tab. The Notification/Request Type link is circled for a Significant Changes in Methods/Procedures Notification.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click the **Notification/Request Type** link on the row for a Significant Changes in Methods/Procedures Notification (as in Figure 1) or Short-Term Absence of PI/PD Notification. The **View Notification** screen displays (Figure 2) with the text of the notification.

View Notification for Award : 9734430  
Significant Changes in Methods/Procedures  
Required fields are preceded by an asterisk (\*)

Status: Work in Progress  
Expiration Date: 01/31/2002  
Award Title: Engineering Glycoforms on Proteins and Cells by Chemoselective Ligation

\* Description of Change(s) in Methods/Procedures: Enter your description here.

Modify  
**Submit to NSF**  
Delete  
Cancel

**Figure 2** View Notification for Significant Changes in Methods/Procedures screen. The Submit to NSF button is circled.

3. Click the **Submit to NSF** button (Figure 2). The **Submit Notification** screen displays (Figure 3) with a message for you to confirm that you want to submit the notification to NSF.

Submit Notification for Award : 9734430 Topic Guide  
Significant Changes in Methods/Procedures  
*Required Fields are preceded by an asterisk (\*)*

---

**ARE YOU SURE?**  
Clicking "Submit to NSF" will submit this Notification to NSF. You cannot modify it once submitted to NSF.  
Click "Cancel" to return to the previous screen.

---

Status: Work in Progress

Expiration Date: 01/31/2002

Award Title: Engineering Glycoforms on Proteins and Cells by Chemoselective Ligation

\* Description of Change(s) in Methods/Procedures: Enter your description here.

**Submit to NSF**  
Cancel

**Figure 3 Submit Notification for Significant Changes in Methods/Procedures screen. The Submit to NSF button is circled.**

4. Click the **Submit to NSF** button (Figure 3). The **Submitted** screen displays (Figure 4) with a message that the notification has been submitted to NSF.

**SUBMITTED**  
Submit Significant Changes in Methods/Procedures to NSF for  
Award #:9734430

Tue Oct 19 11:13:20 EDT 2004

The Request for a **Significant Changes in Methods/Procedures** has been  
successfully **Submitted** to NSF

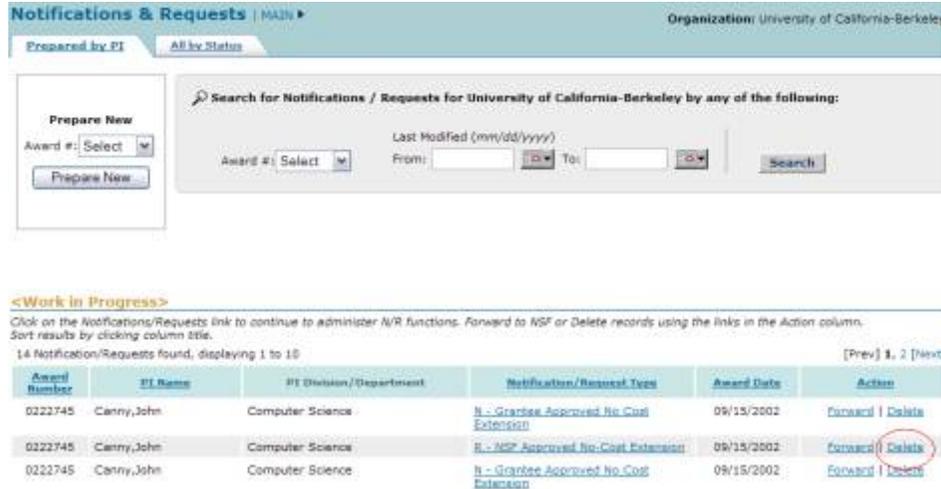
**Search Prepared By PI List**

**Figure 4 Submitted screen.**

5. Click **Search Prepared by PI List**. The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 1).

## Delete a Notification or Request Prepared by the PI

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



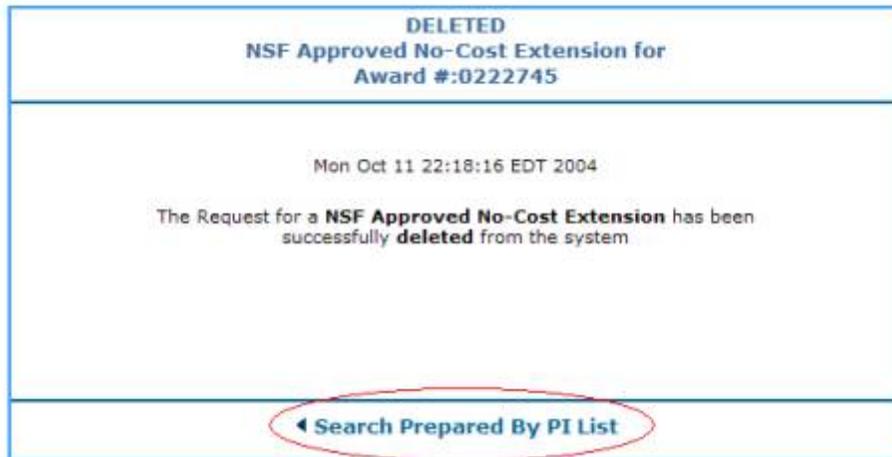
**Figure 1** Notifications and Requests screen on the Prepared by PI tab. The Delete link is circled for a request.

2. In the **Work in Progress** section of the **Notifications and Requests** screen (Figure 1), click **Delete** in the row for the request (or notification) you want to delete. The **Delete Request** screen displays (Figure 2) with a message for you to confirm that you want to delete the request. (The **Delete Notification** screen displays if you are deleting a notification.)



**Figure 2** Delete Request screen. The message for you to confirm that you want to delete the request and the Delete button are circled.

3. Click the **Delete** button (Figure 2). The **Deleted** screen displays (Figure 3) with a message that the request (or notification) has been deleted.



**Figure 3 Deleted screen. The Search Prepared by PI List link is circled.**

4. Click **Search Prepared by PI List** (Figure 3). The **Notifications and Requests** screen displays on the **Prepared by PI** tab (Figure 1).

## Check the Status of Notifications and Requests as a PI

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



**Figure 1** Notifications and Requests screen on the Prepared by PI tab. The All by Status tab is circled.

2. On the **Notifications and Requests** screen on the **Prepared by PI** tab (Figure 1), click the **All by Status** tab. The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 2). You can search for notifications and requests by either of these criteria:

- Award number
- Date last modified

On this screen, you can also:

- View a forwarded, submitted, or approved notification or request
- View a notification or request that is in progress

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



**Figure 2** Notifications and Requests screen on the All by Status tab. The Search by Award # section is circled.

## Search by Award Number for Notifications and Requests

1. In the **Award #** box of the **Notifications and Requests** screen on the **All by Status** tab (Figure 2), type the award number for the award whose notifications and requests you want to find.
2. Click the **Search** button (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 3). All notifications and requests, including those in progress, are listed in the **All by Status** section with their status.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berke

Prepared by PI | **All by Status**

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #: 9114446 Last Modified (mm/dd/yyyy)  
 From:  To:

---

**All by Status**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 11 Notification/Requests found, displaying 1 to 10 [Prev] 1, 2

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Significant Changes/Delays or Events of Unusual Interest</a>	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Anticipated Residual Funds in excess of \$5,000 or 5%</a>	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Anticipated Residual Funds in excess of \$5,000 or 5%</a>	04/16/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Changes in Objective or Scope</a>	08/23/2004	Forwarded to SPO
9114446	Canny, John	04/16/2004	Computer Science	<a href="#">N - Significant Changes in Methods/Procedures</a>	04/16/2004	Submitted to NSF
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Short-Term Absence of the PI/POD (up to Three Months)</a>	04/16/2004	Work in Progress

Figure 3 Notifications and Requests screen on the All by Status tab. The Status column is circled.

## Search by the Date the Notification or Request Was Last Modified

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 4), in the **From** box, type the start date for the date range you want to search for.

**Notifications & Requests** | MAIN ▶ Organization: University of California-Berke

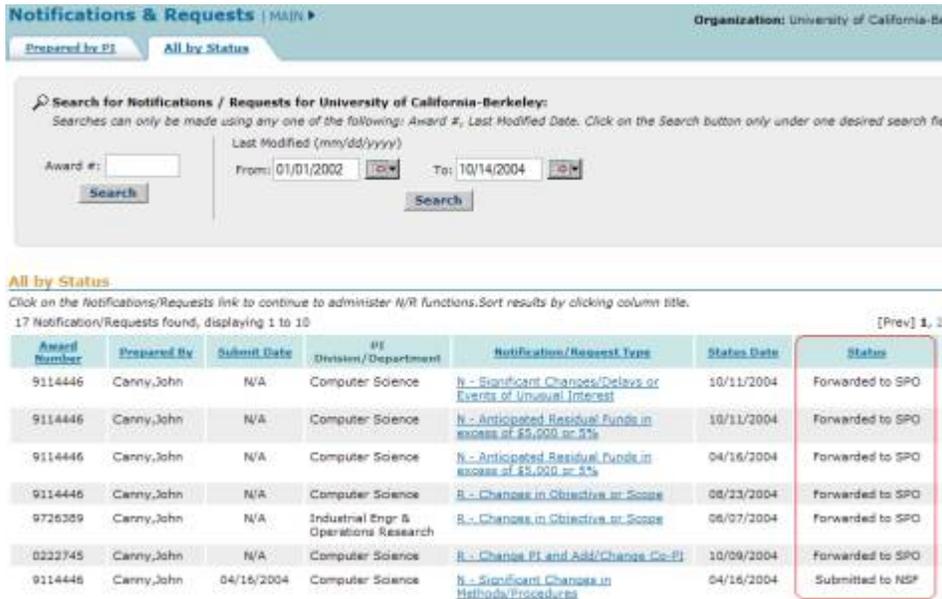
Prepared by PI | **All by Status**

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

Award #:  Last Modified (mm/dd/yyyy)  
 From: 01/01/2002 To: 10/14/2004

**Figure 4 Notifications and Requests screen on the All by Status tab. The Search button is circled for a search by the date last modified.**

2. In the **To** box (Figure 4), type the end date for the date range you want to search for.
3. Click the **Search** button (Figure 4). The **Notifications and Requests** screen displays (Figure 5) on the **All by Status** tab. All the notifications and requests in that date range and their statuses are listed in the **All by Status** section.



**Figure 5 Notifications and Requests screen on the All by Status tab. The Status column is circled.**

### View a Forwarded, Submitted, or Approved Notification or Request

1. On the **Notifications and Requests** screen on the **All by Status** tab (Figure 6), click the **Notification/Request Type** link on the row of the notification or request you want to view. The **View Notification** (or **View Request**) screen displays (Figure 7) with the contents of the notification or request. You can no longer work on a notification or request that has been forwarded, submitted, or approved.

**Notifications & Requests** | MAIN ▶ Organization: University of California

Prepared by PI | All by Status

Search for Notifications / Requests for University of California-Berkeley:  
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search.

Award #:  Last Modified (mm/dd/yyyy)  
 From: 01/01/2002  To: 10/14/2004

**All by Status**

Click on the Notifications/Requests link to continue to administer N/R Functions. Sort results by clicking column title.  
 17 Notification/Requests found, displaying 1 to 10 [Prev] 1,

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Significant Changes/Delays or Events of Unusual Interest</a>	10/11/2004	Forwarded to SPO
9114446	Canny, John	N/A	Computer Science	<a href="#">N - Anticipated Residual Funds in excess of \$5,000 or 5%</a>	10/11/2004	Forwarded to SPO

**Figure 6** Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a notification.

**View Notification for Award : 9114446**  
**Significant Changes/Delays or Events of Unusual Interest**  
 (Other than changes in objective or scope)

Required Fields are preceded by an asterisk (\*)

**Status:** Forwarded to SPO

**Expiration Date:** 11/30/1993

**Award Title:** Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

**\* Description of Changes/Delays or Event:** Faa

**\* Impact on the Project:** asdf

**Figure 7** View Notification screen.

- Click the **Cancel** button (Figure 7). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 6).

## View a Notification or Request in Progress

On the **Notifications and Requests** screen on the **All by Status** tab (Figure 8), click the **Notification/Request Type** link on the row of the in-progress notification or request you want to view. The **View Request** (or **View Notification**) screen displays (Figure 9) with the contents of the notification or request. You have these options on this screen:

- [Modify the notification or request](#)
  - [Forward the notification or request to the SPO](#)
  - [Delete the notification or request](#)
- (Click on a link above for instructions for that option.)

**Notifications & Requests** | MAIN ▶ Organization: University of California

Prepared by PI All by Status

---

🔍 **Search for Notifications / Requests for University of California-Berkeley:**  
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search

Award #:  Last Modified (mm/dd/yyyy)  
 From:   To:

---

**All by Status**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 17 Notification/Requests found, displaying 1 to 10 [Prev] |

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status
9114446	Canny, John	N/A	Computer Science	<a href="#">B - Addition of SubAward</a>	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	<a href="#">B - Rearrangement/Alteration \$25,000 or over</a>	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	<a href="#">B - Reallocation of Funds Budgeted for Participant or Trainee Support Costs</a>	04/16/2004	Work in Progress
9114446	Canny, John	N/A	Computer Science	<a href="#">B - Long-Term Absence of the PI/PO (Over Three Months)</a>	04/16/2004	Work in Progress

**Figure 8** Notifications and Requests screen on the All by Status tab. The Notification/Request Type link is circled for a request.

**View Request for Award : 9114446** Topic Guide  
**Rearrangement/Alteration \$25,000 or over (Construction)**  
 Required fields are preceded by an asterisk (\*)

---

**Status:** Work in Progress

**Expiration Date:** 11/30/1993

**Award Amount:** \$308,000.00

**Award Title:** Intelligent Material Handling Systems: Intelligent Distributed Control of Material Handling

**\*Construction Amount:** \$26000.00 (in whole dollar amount)

**\*Description of Construction Activity:** Describe the activity here.

**Figure 9** View Request screen for an in-progress request.

## View the Award Amendment for an Approved Notification or Request as a PI

1. Access the **Notifications and Requests** screen on the **All by Status** tab and search for notifications and requests as you require (see [Check the Status of Notifications and Requests](#)). The **Notifications and Requests** screen displays (Figure 1) with all notifications and requests.

**Notifications & Requests** | MAIN ▶ Organization: University of Maryland College Park

Prepared by PI All by Status

Search for Notifications / Requests for University of Maryland College Park:  
 Searches can only be made using any one of the following: Award #, Last Modified Date. Click on the Search button only under one desired search field.

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

From: 01/01/1999  To: 10/01/2004

**All by Status**

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.  
 5 Notification/Requests found, displaying 1 to 5

Award Number	Prepared By	Submit Date	PI Division/Department	Notification/Request Type	Status Date	Status	Amd
9984158	Zachariah, Michael	07/01/2003	Mechanical Engineering and Chemistry	<a href="#">R - NSF Approved No-Cost Extension</a>	07/31/2003	Approved by Grants Official	002
9996148	Zachariah, Michael	10/19/1999	Mechanical Engineering and	<a href="#">R - NSF Approved No-Cost Extension</a>	12/17/2002	Previously Processed	

**Figure 1** Notifications and Requests screen on the All by Status tab. The status and Amd (Amendment) number are circled for an approved request.

2. Find a notification or request that has the status "Approved by Grants Official" (Figure 1).
3. Click the amendment number in the **Amd** column in the row for the approved notification or request (Figure 1). The **National Science Foundation** screen displays (Figure 2).

[View Print Friendly Version](#) [Return to Search Results](#)

**National Science Foundation**  
 4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: July 31, 2003  
 Award No.: CTS-9984158  
 Amendment No.: 002

Mr. Edward F. Wink  
 Associate Vice President for Research  
 University of Minnesota  
 450 University Gateway  
 200 Oak Street SE  
 Minneapolis, MN 55415-1224

Dear Mr. Wink:

By letter dated June 16, 2000, as amended, the sum of \$220,000 was awarded to University of Minnesota, under the direction of Michael S. Zachariah for support of the project entitled:

**Figure 2** National Science Foundation screen with the amendment text. The Return to Search Results link is circled.

4. Click **Return to Search Results** (Figure 2). The **Notifications and Requests** screen displays on the **All by Status** tab (Figure 1).

## Index

<b>A</b>	
Above	1, 2, 6, 8, 17
Access	2, 4, 6, 8, 9, 11, 13, 15, 17, 22
Notifications	4, 6, 8, 11, 13, 15, 17, 22
View Request	9
Access Notifications	2
All	2, 17, 22
Amd	22
Amendment Number	22
Amendments	22
Approved	17, 22
Approved Notification	17, 22
Award Amendment	22
Award Number	4, 6, 17
Awards	2, 4, 6, 17, 22
<b>B</b>	
be	4
<b>C</b>	
Cancel	17
Changes	9, 13
Check	2, 17
Status	17
Click	1, 2, 4, 6, 8, 9, 11, 13, 15, 17, 22
Confirm	11, 13, 15
Contents	17
Co-PI	2
Co-Principal Investigator	2
Criteria	6, 17
<b>D</b>	
Date	6, 17
Notification	17
Date Range	6, 17
Delete	15
Notification	15
Delete Notification	15
Delete Request	15
displays	2, 4, 6, 8, 9, 11, 13, 15, 17, 22
<b>E</b>	
End Date	6, 17
End dates	6, 17
<b>F</b>	
FastLane	2
FastLane Home Page	2
Figures	2, 4, 6, 8, 9, 11, 13, 15, 17, 22
Find	6, 17, 22
Format	6
Forms	4
Forward	11, 17
Notification	11
View	17
Forward Notification	11
Forward Request	11
From	4, 6, 17
Functions	1, 2
Functions Introduction	1
Notifications	1
<b>G</b>	
Grants	22
Grants Official	22
<b>I</b>	
If	8, 11, 15
In	4, 6, 8, 11, 13, 15, 17, 22
In Progress	6, 8, 11, 13, 15, 17
Include	17
Information	9
Initiate	2
Instructions	1, 2, 4, 6, 8, 9, 13, 17
Is	2, 4, 6, 8, 9, 11, 13, 15, 17, 22
<b>L</b>	
Last	17
Link	1, 2, 4, 6, 8, 9, 11, 13, 15, 17, 22
List	4, 6, 17
Log In	2
<b>M</b>	
Management	2
Management Award	2
Message	11, 13, 15
Methods/Procedures	13
Methods/Procedures Notification	13
Methods/Procedures screen	13
mm/dd/yyyy format	6
Modify	9, 17
Notification	9
Modify Notification	9
Modify Request	9
Months	13
<b>N</b>	
National Science Foundation	22
New	4
Notification/Request Type	8, 13, 17
Notifications	1, 2, 4, 6, 8, 9, 11, 13, 15, 17, 22
Access	4, 6, 8, 11, 13, 15, 17, 22
Award Number	17
Date	17
Delete	15
Forward	11
Functions Introduction	1
Modify	9
PI Functions Introduction	1

Search.....	6	Screen 2, 4, 6, 8, 9, 11, 13, 15, 17, 22
Submit .....	13	Search..... 6, 11, 13, 15, 17, 22
types.....	4	Notifications .....
View.....	8, 17	Notifications/Requests.....
Notifications/Requests .....	6	Search Prepared .....
Search.....	6	Search Results.....
NSF .....	6, 11, 13	Section .....
NSF button.....	13	see ....
NSF Prepared .....	13	Select.....
Number .....	22	Short-Term Absence.....
<b>O</b>		PI/PD Notification .....
Options .....	1, 2, 6, 8, 17	Submit .....
<b>P</b>		Significant.....
PI ...	1, 2, 4, 6, 8, 9, 11, 13, 15, 17, 22	Significant Changes .....
PI Functions .....	1	Submit Notification .....
PI List .....	11, 13, 15	View Notification .....
PI/PD .....	13	SPO .....
Prepare ....	2, 4, 6, 8, 9, 11, 13, 15, 17	request.....
Prepare New .....	4	Start .....
preparing.....	4, 6, 8, 11, 13, 15, 17	Start Date.....
Principal Investigator.....	2	Status .....
Principal Investigators .....	2	Submit .....
Progress .....	6, 8, 11, 13, 15, 17	Notification.....
Proposals.....	2	Short-Term Absence .....
<b>R</b>		Submit Notification.....
Report .....	2	<b>T</b>
Reporting Functions.....	2	Text .....
Reporting Functions link.....	2	Top .....
Reporting Functions screen.....	2	type.....
Request Screen .	2, 4, 6, 8, 11, 13, 15, 17, 22	<b>V</b>
Request Was .....	17	View.....
Requests ...	1, 2, 4, 6, 8, 9, 11, 13, 15, 17, 22	Award Amendment .....
SPO.....	11	Forwarded.....
Requests Prepared .....	6, 8, 9, 15	Notification.....
require .....	9, 22	View Notification .....
Results .....	6, 22	Significant Changes .....
Return.....	22	View Request .....
Return To .....	22	Access .....
<b>S</b>		<b>W</b>
Save .....	9	Work.....
		Work On .....