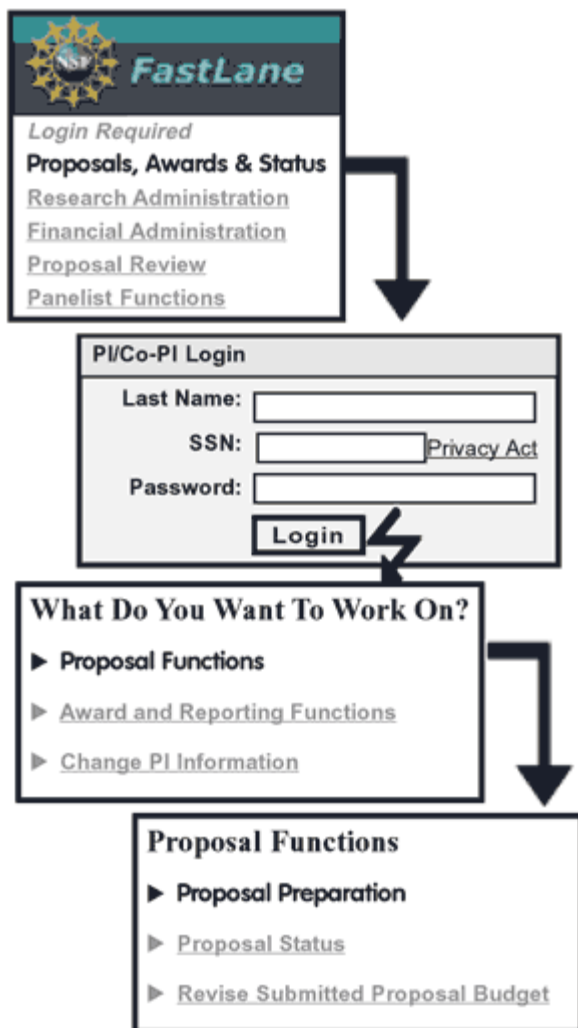


A Quick Guide to Working with NSF FastLane: <https://www.fastlane.nsf.gov/>



The National Science Foundation's FastLane is a web-based computer system used for information exchange and business transactions between NSF and its client community.

All NSF investigators and their administrators must use FastLane to prepare and submit proposals, project reports, supplemental funding requests, and no-cost extensions and other notifications and requests, as well as perform other functions such as change principal investigators (PIs), transfer PIs, and add subawards. FastLane is also used for administration of proposals and awards by the Sponsored Projects Office (SPO) and NSF, and for panel peer review.

Registering, Passwords, and Logging On

FastLane users (PIs and co-PIs) must be registered and have a password to access FastLane. To register and receive a temporary password, PIs must provide SPO with the following information:

- Name
- Social Security Number
- E-mail address
- Highest degree, year conferred
- Business phone
- Fax number
- Department

PIs may log on by providing their last name, social security number and password on the FastLane home page (<https://www.fastlane.nsf.gov/>).

When first logging onto FastLane, PIs will be prompted to create a new password. Passwords must be between 6 and 20 characters, must contain at least one alphabetic and one numeric character, and must be reset every 365 days.

FastLane users who have forgotten their password may contact SPO for a new password. Users may reset their passwords through the "Password Reset" link from the Proposals, Awards & Status page.

The PI may allow others to work on a proposal by providing login information or by assigning a PIN to the proposal.

Proposal Functions

The "Proposal Function" applications include proposal preparation and submission, proposal status, and revised submitted proposal budget.

FastLane proposal applications are organized in sections that follow the traditional format of NSF proposals. A tip for users: if you are lost or have made errors, navigate backwards ("Go back") to find your bearings or to check for mistakes.

Proposal Preparation

On the FastLane home page (<https://www.fastlane.nsf.gov/>), click "Proposals, Awards & Status," log on, then click "Proposal Functions" on the "What Do You Want To Work On?" page.

Starting a New Proposal

After reaching the Proposal Preparation link, Pls can check the accuracy of personal information and correct it, if necessary. On the "Proposal Actions" screen, clicking the "Create Blank Proposal" button to bring up the "Form Preparation" screen.

Uploading Information

Proposers may upload files in Word, Excel, or PDF into the various sections of the proposal or use the FastLane templates. Some sections require the web templates to be used. For example, the budget template calculates and formats your information to the standard NSF budget page (Form 1030), and the Current & Pending template formats your data to the standard NSF Current & Pending page.

Collaborations and Subawards

The lead institution coordinates the submission process. To collaborate with other institutions, click the "link collaborative proposals" function. Subaward budgets may be included either by clicking the "Add New Org." button in the budget section, or by giving the subawardee a proposal PIN so that they can enter their own budget.

Working with SPO to Submit Proposals

To allow SPO to review and submit a proposal, the user must navigate back to the "Proposal Actions" page and click the "Allow SRO Access" button.

Pls must submit a printed proposal copy to SPO for review, along with the Proposal Review Form (PRF). This includes documentation of collaborative subagreements. After the printed proposal and the PRF are reviewed, SPO will submit the proposal electronically by to NSF by "pushing the button."

Proposal Status

After the proposal is submitted by SPO, this section lists the date the proposal was received by NSF, the NSF division and program, the NSF program officer and contact information, proposal status, and peer or panel review dates. Proposal status can be checked as often as needed. FastLane is updated nightly with information entered that day by NSF program and grant officials on proposals being routed through the review process.

Revised Submitted Proposal Budget

Revised budgets are submitted only at the request of the program official. PIs may access their original budgets on FastLane under "Revised Submitted Proposal Budget" to make the requested changes. Clicking the "Forward Budget Revision to Sponsored Research Office" button sends an e-mail notice to SPO. SPO then reviews and submits the revised budget. Neither NSF nor SPO requires a paper copy.

Award and Reporting Functions

The "Award and Reporting Functions" include notifications and requests (such as no-cost extensions, subawards, and change of PI), continuation funding status, view/print award letters, projects reports system, and supplemental funding requests.

Notifications and Requests

FastLane is used for all of the functions listed below. After preparing the notification or request, click "forward to SRO" and SPO will review and submit the notification or request.

Notifications to NSF:

- Grantee Approved No-Cost Extension (first-time request)
- Significant Changes in Methods/Procedures,
- Significant Changes/Delays or Events of Unusual Interest (other than changes in objective or scope),
- Short-Term Absence of the PI/PD (Up to Three Months),
- Anticipated Residual Funds in excess of \$5,000 or 5%

Requests to NSF:

- NSF Approved No-Cost Extension (repeat or late request)
- Changes in Objective or Scope
- Long-Term Absence of the PI/PD (over three months)
- Significant Change in Person-Months Devoted to Project
- Withdrawal of PI/Co-PI
- Pre-award Costs in Excess of 90 Days
- Reallocation of Funds Budgeted for Participant or Trainee Support Costs
- Rearrangement/Alteration \$25,000 or over
- PI Transfer
- Change of PI
- Addition of SubAward

Continuation Funding Status

Investigators may view the status of their next increment of funding using this function.

View/Print Award Letters

Investigators may view and print their award documents from FastLane. The official award documents are sent from NSF to SPO for review and distribution. Only SPO can authorize Extramural Funds Accounting to set up a fund account.

Projects Reports System: Annual and Final Project Reporting

NSF requires that all annual and final technical reports be submitted using the Projects Reports System in FastLane. Click on "Award and Reporting Functions" and then "Projects Reports System" to prepare your reports. Annual reports are due 90 days before the start of the next budget period, and final reports are due 90 days after the expiration date.

Supplemental Funding Requests

Investigators must submit requests for supplemental funding with FastLane by completing an abbreviated proposal. Click "Award and Reporting Functions" and "Supplemental Funding Requests;" then prepare a summary of proposed work, a justification, and a budget. When the supplement is finished, click "Allow SRO Access," generates an e-mail notice to SPOSPO with then review and submit the supplement. Neither NSF nor SPO need paper copies or signatures.

Change PI Information

Investigators may update or correct their information without having to go through NSF or SPO.

Resources for FastLane

FastLane web site: <https://www.fastlane.nsf.gov/>

The FastLane Proposal Preparation and Submission Guide:
<https://www.fastlane.nsf.gov/a0/about/instructions.htm>

Office of Grant and Research Development home page: <http://ogrd.wsu.edu>

FastLane Help Desk: 1-800-673-6188 (7 AM to 9 PM Eastern Time • M-F)

FastLane availability: 1-800-437-7408 (for inquiries on system availability)

FastLane demonstration: <http://www.fldemo.nsf.gov/> (New FastLane users can use this site to navigate through the FastLane system and view and access every function without being registered.)