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1) PROPOSAL CREATION

1. website: <https://www.fastlane.nsf.gov/fastlane.jsp>
2. know your login password (obtain via Wendy)
3. select 'proposals, awards, and status'
4. complete the "PI/Co-PI Log In" box
5. select "log in"
6. create a new proposal; the Grant Proposal Guide can be found at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg
7. write down the proposal number
8. create a PIN number
9. provide proposal ID, PIN, and budget needs to Wendy
10. work on various sections of proposal using either direct entry or by downloading a completed .pdf, .doc, .dvi, or .ps file. Remember, there are page number, margin and font rules (see Chapter 2 of Grant Proposal Guide) that apply to all parts.
 - Cover sheet (program applying to, title)
 - Project description
 - Project summary-be sure to include broader impact (http://www.nsf.gov/news/news_summ.jsp?cntn_id=104268 and <http://www.nsf.gov/pubs/2002/nsf022/bicexamples.pdf>) and intellectual merit
 - References cited
 - PI/co-PI information
 - Biographical sketches-use the required format; see Chapter 2C2f of Grant Proposal Guide)
11. Wendy will add:
 - facilities/equipment
 - basis for the budget justification, or this is available at the Business Office section of the Math website
 - current and pending
12. add to the budget justification. You should include:

- If you have a student, what will he/she do for you?
 - Where might you travel domestically? Include the conference or collaborator, and location.
 - Where might you travel internationally? Include the conference or collaborator, and location.
 - Why you need a new computer (if applicable)
 - Why you need to purchase books/other supplies (if applicable)
 - Who you might invite to UIUC as a collaborator, including where they will travel from.
13. Review proposal. If you need to print, select “print” from navigation bar on right of Form Preparation page.
 14. Tell Wendy when you are ready for Sheldon’s approval.
 15. Select “Allow SRO access to review, edit, and submit” in Fastlane. This will give Grants and Contracts (OSPRA) full access.
 16. Sign transmittal form.
 17. The signed transmittal form is given to Sheldon for his signature.
 18. The proposal package goes to UIUC OSPRA (aka Grants and Contracts) for review. They will submit to NSF, and you will receive an email when this is done.

2) UPDATING THE BUDGET OF A PROPOSAL

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Proposal Functions”
4. Select “Revise Submitted Proposal Budget”
5. Select the proper proposal
6. Select “Edit the Budget”
7. Make changes as needed, saving as you progress. Be sure to include the budget impact statement.
8. If you want someone else to access the proposal, select Go Back and then Assign a PIN to the Revised Proposal Budget
9. Once completed, select “Forward Budget Revision to Sponsored Research Office”
10. A copy of the revision should be mailed to OSPRA with a signed transmittal form.

OSPRA will approve the changes and submit them to NSF.

3) INTERIM REPORT SUBMISSION

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. select “Award and Reporting Functions”
4. Select “Project Reports System”
5. Select the “Interim Project Report” tab

Using Fastlane: Updated 6/15/09

6. Select the proper Award Number
7. Under Action, select “Create/Edit” to work on a report.
8. Select “continue”
9. Enter each section of the report and complete as required OR select “attach file” and include a document with all the necessary pieces.
10. When complete, select “submit”

4) ANNUAL or FINAL REPORT SUBMISSION

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Award and Reporting Functions”
4. Select “Project Reports System”
5. Select the “Annual/Final Project Report tab” (if necessary)
6. Select the proper Award Number
7. Under Action, select “Create/Edit” to work on a report.
8. Select “continue”
9. Enter each section of the report and complete as required OR select “attach file” and include a document with all the necessary pieces.
10. When complete, select “submit”

5) REQUESTING A NO-COST EXTENSION FOR THE FIRST TIME

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Award and Reporting Functions”
4. Select “Notifications and Requests”
5. Under Prepare New, select an award number
6. Under Grantee Notification Types, select “Grantee Approved No-Cost Extension”
7. At the bottom of the page, select “Prepare”
8. Select “Continue to Prepare Notification”
9. Complete Revised Expiration Date, Justification, and Explanation for late request (if applicable) boxes.
10. Select “Save” and select “Forward the request to the SPO”
11. Contact Wendy with the same information above so Chair approval can be obtained
12. Chair’s approval will be forwarded by Wendy to GCO via email

6) REQUESTING A NO-COST EXTENSION FOR THE SECOND TIME

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Award and Reporting Functions”

4. Select "Notifications and Requests"
5. Under Prepare New, select an award number
6. Under Grantee Request Types, select "NSF Approved No-Cost Extension"
7. At bottom of page, select "Prepare"
8. Complete Revised Expiration Date, Remaining Funds, Justification, Plan for use of unobligated funds, and Explanation for late request (if applicable) boxes.
9. Select "Save" and select "Forward the request to the SPO"
10. Contact Wendy with the same information above so Chair approval can be obtained
11. Chair's approval will be forwarded by Wendy to GCO via email

7) REQUESTING A REBUDGET IF NO PARTICIPANT COSTS ARE INVOLVED

1. Work with Wendy to create an Excel file with columns for account codes, original budget, revised budget, and change between budgets (credit/debit). Current available funding is not needed.
2. Write a description of the need for the rebudget.
3. Send description to Wendy so she can obtain Chair approval.
4. Wendy will send all three items to Grants and Contracts.

8) REQUESTING A REBUDGET IF PARTICIPATION COSTS ARE INVOLVED

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select "Award and Reporting Functions"
4. Select "Notifications and Requests"
5. Under Prepare New, select an award number
6. Under Grantee Request Types, select "Reallocation of Funds Budgeted for Participant of Trainee Support Costs"
7. At bottom of page, select "Prepare"
8. Complete information (original amount budgeted, revised budget, justification)
9. Save and select "Forward the request to the SPO"
10. Contact Wendy with the same information above so Chair approval can be obtained
11. Chair's approval will be forwarded by Wendy to GCO via email

9) TO REPORT AN ABSENCE OF THE PI (ie. sabbatical or other leave)

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select "Award and Reporting Functions"
4. Select "Notifications and Requests"
5. Under Prepare New, select an award number

6. Select either “Short-Term Absence of the PI/PD (Up to Three Months)” from under Grantee Notification Types, or “Long-Term Absence of the PI/PD (Over Three Months)” under Grantee Request Types, as appropriate.
7. Select “Prepare”
8. Complete information as needed
9. Save and select “Forward the request to the SPO”
10. Contact Wendy with the same information above so Chair approval can be obtained
11. Once completed, Chair’s approval will be forwarded by Wendy to GCO via email

10) TO CHANGE OBJECTIVE OR SCOPE

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Award and Reporting Functions”
4. Select “Notifications and Requests”
5. Under Prepare New, select an award number
6. Under Grantee Request Types, select “Changes in Objective or Scope”.
7. Select “Prepare”
8. Complete information (Proposed change, justification)
9. Save and select “Forward the request to the SPO”
10. Contact Wendy with the same information above so Chair approval can be obtained
11. Chair’s approval will be forwarded by Wendy to GCO via email

11) TO REQUEST SUPPLEMENTAL FUNDING

1. Go to <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>
2. login as the PI/Co-PI
3. Select “Award and Reporting Functions”
4. Select “Supplemental Funding Request”
5. Select an award number and “Prepare Supplemental Funding Request”
6. Select “Edit” if started, or “Create New Supplemental Funding Request” if one doesn’t already exist.
7. Complete information (summary, justification, budget as provided by Wendy)
8. Select “Go Back” when done.
9. Select “Allow SRO Access”
10. Sign transmittal form.
11. The signed transmittal form is given to Sheldon for his signature.
12. The supplemental funding request goes to UIUC OSPRA (aka Grants and Contracts) for review. They will submit to NSF, and you will receive an email when this is done.