Submitting a Grant Proposal to the National Science Foundation through Fastlane

1. Establishing a Fastlane Account:
   a. All investigators (PIs and Co-PIs) need a Fastlane account to start the proposal process. To request a Fastlane account, please send your request by email to tiffany.hamblin@eku.edu with your highest degree earned and the year in which it was earned.
   b. Once the Fastlane account is set up, the investigator will receive an email from Fastlane with an NSF ID as well as an email from Sponsored Programs with a temporary password. The NSF ID and the temporary password are required to log in.
   c. To log in to Fastlane, go to www.fastlane.gov. Click on “Proposals, Awards, and Status” at the top and then enter log in information in the PI/Co-PI Log In section.
   d. When logging in for the first time, investigators will be required to change the temporary password to one of their own choosing.
   e. Investigators need to update the PI profile upon logging in for the first time. Only the PI has access to edit the profile information, so it is important to be sure everything is correct, including department, telephone number, and whether the PI has previously been awarded a federal grant. Fastlane does not allow Sponsored Programs to edit the PI profile.

2. Creating a Proposal in Fastlane:
   a. To start the proposal, click on “Proposal Functions” and then click on “Proposal Preparation.”
   b. The screen on which the PI profile can be edited (or verified) will appear. Check to be sure there are no updates prior to moving on.
   c. Click on “Prepare Proposal.”
   d. Under the Create New Proposal section, choose “Create Blank Proposal.”
   e. The Form Preparation page holds the various sections of the proposal. Any section may be accessed by clicking on the link for that section.

3. Preparing the Components of the Application:
   a. Applications must be prepared in accordance with the NSF Proposal and Award Policies and Procedures Guide (available online at http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_print.pdf) as well as the solicitation to which you plan to apply. Solicitations may include deviations from the general Guide, so be sure to review both thoroughly.
   b. Each application component is described in detail, beginning on page II-3 of the Guide linked above. Because of the document’s length, we suggest keeping an electronic version handy during the proposal development process and using an electronic search for specific sections or terms as needed.
   c. In general, applications to NSF will contain the following components. Specific format and content requirements are outlined in the Guide.
      i. Cover Sheet (to be filled out in Fastlane)
      ii. Project Summary (1 page)
      iii. Table of Contents (automatically generated in Fastlane)
      iv. Project Description (15 pages)
      v. References Cited (may include only bibliographic citations)
      vi. Biographical Sketches (2-pages each, one for each PI, Co-PI, and Senior Personnel)
      vii. Budget (one budget per year, plus a budget justification of no more than 3 pages)
      viii. Current and Pending Support (for each PI, Co-PI, and Senior Personnel)
      ix. Facilities, Equipment, and Other Resources
      x. Supplementary Documents:
         1. Postdoctoral Researcher Mentoring Plan, if support is proposed for a postdoctoral researcher
2. Data Management Plan (2 pages)
3. Other documents defined in the Guide or program solicitation

4. Allowing Sponsored Programs access to your proposal:
   a. From the Temporary Proposals in Progress list, select the proposal and then click “Allow SRO Access.”
   b. Select the option to Review/Edit/Submit.
   c. You will receive an error message alerting you that the proposal is not complete. Proceed with granting the access anyway. Sponsored Programs will not submit the application until all components are complete and all approvals are in place.

5. Allowing proposal access to an Other Authorized User:
   a. From the Temporary Proposals in Progress list, select the proposal and then click “Proposal PIN.”
   b. Enter a 4-digit PIN of your choice and click OK.
   c. The Other Authorized User will need the Temporary Proposal Number (TPN) for your proposal and the PIN you assigned.
   d. The Other Authorized User will need to request a Fastlane account (see step 1). He or she will be able to log in to Fastlane using both the TPN and PIN for the proposal.

6. Preparing for a Collaborative Proposal:
   If EKU is the lead institution:
   a. Each of your collaborators will need to assign a PIN number by clicking on the proposal number in the Temporary Proposals in Progress section at the top and then click on “Proposal PIN.”
   b. Each collaborator will need to send you the Temporary Proposal Number (TPN) for their proposal and the PIN they assigned.
   c. To link the proposals to your lead proposal, go to the Form Preparation page (by clicking on the proposal and selecting “edit”) and click on “Link Collaborative Proposals” in the bottom right corner.
   d. For each collaborator, enter the TPN and PIN and then click “Add Collaborative TPI to proposal.”
   e. Each collaborating institution will be responsible for submitting their own proposal (including Budgets; Biographical sketches; Facilities, Equipment, and Other Resources; and Current and Pending Support Forms) through Fastlane. The Project Summary, Project Description, References Cited, Data Management Plan, and Post-Doctoral Mentoring Plan documents will be shared and submitted only by the lead institution.
   f. In order to facilitate the submission of all proposals within a reasonable window of time, please provide contact information for each collaborator (and preferably a Sponsored Programs office contact) by email to tiffany.hamblin@eku.edu.

   If EKU is not the lead institution:
   a. You’ll need to assign a PIN number by clicking on the proposal number in the Temporary Proposals in Progress section at the top and then click on “Proposal PIN.”
   b. Enter a 4-digit PIN of your choice and click OK.
   c. Your collaborator will need the Temporary Proposal Number (TPN) for your proposal and the PIN you assigned. This will enable him or her to “link” the collaborative proposals in Fastlane.
   d. For your submission, you will be responsible for uploading/entering Budgets; Biographical Sketches; Facilities, Equipment, and Other Resources; and Current and Pending Support Forms in Fastlane.