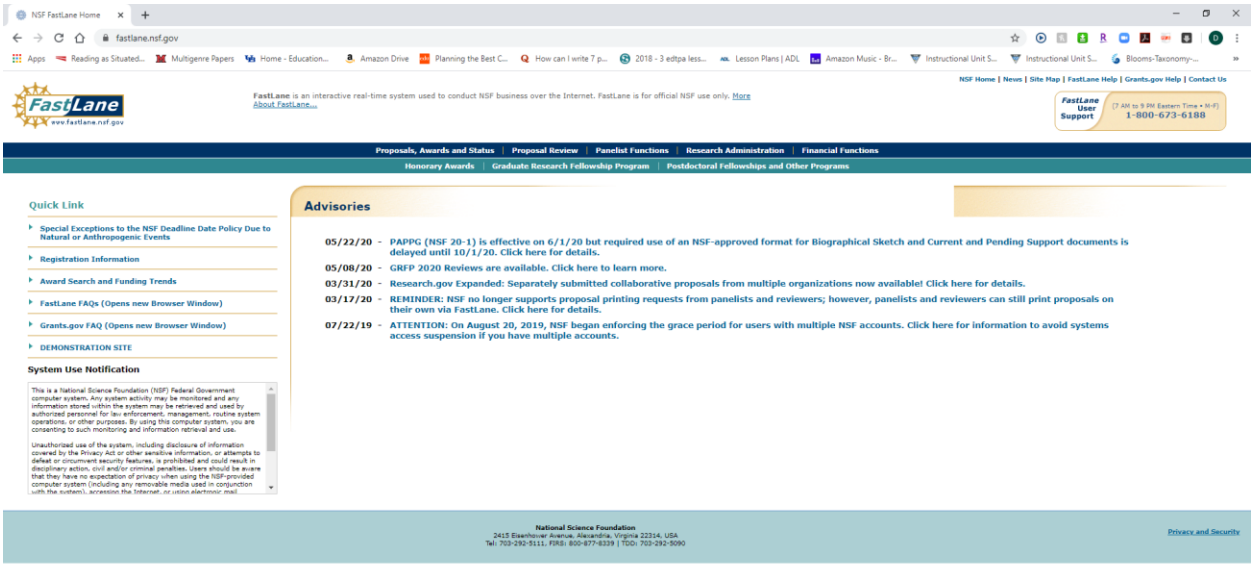
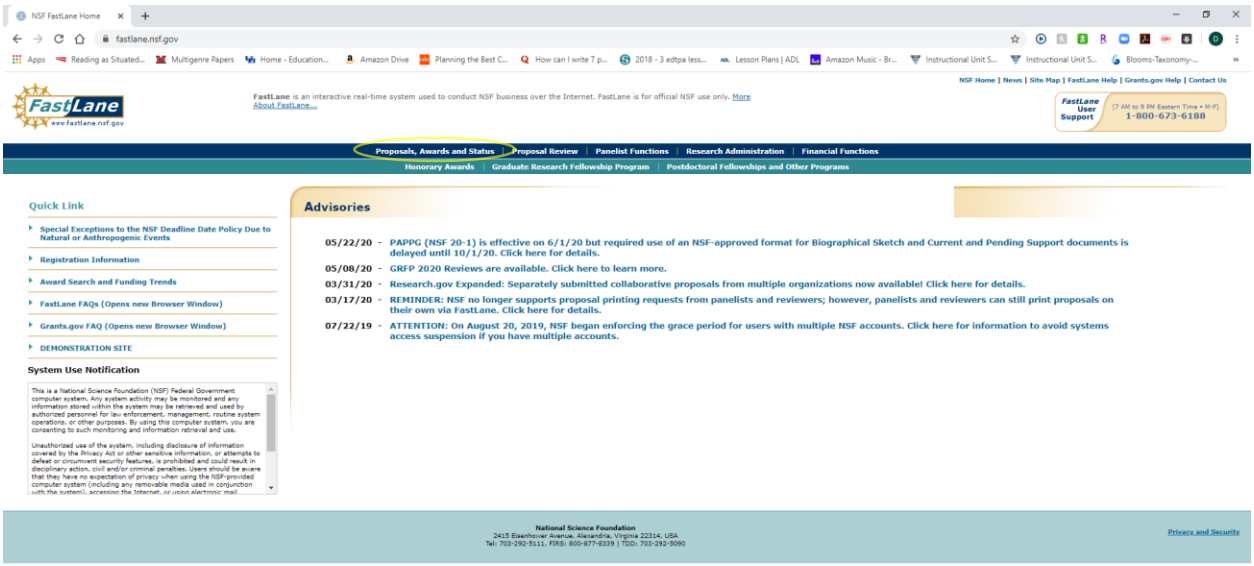
How to Create a Proposal in Fastlane and Allow AOR Access

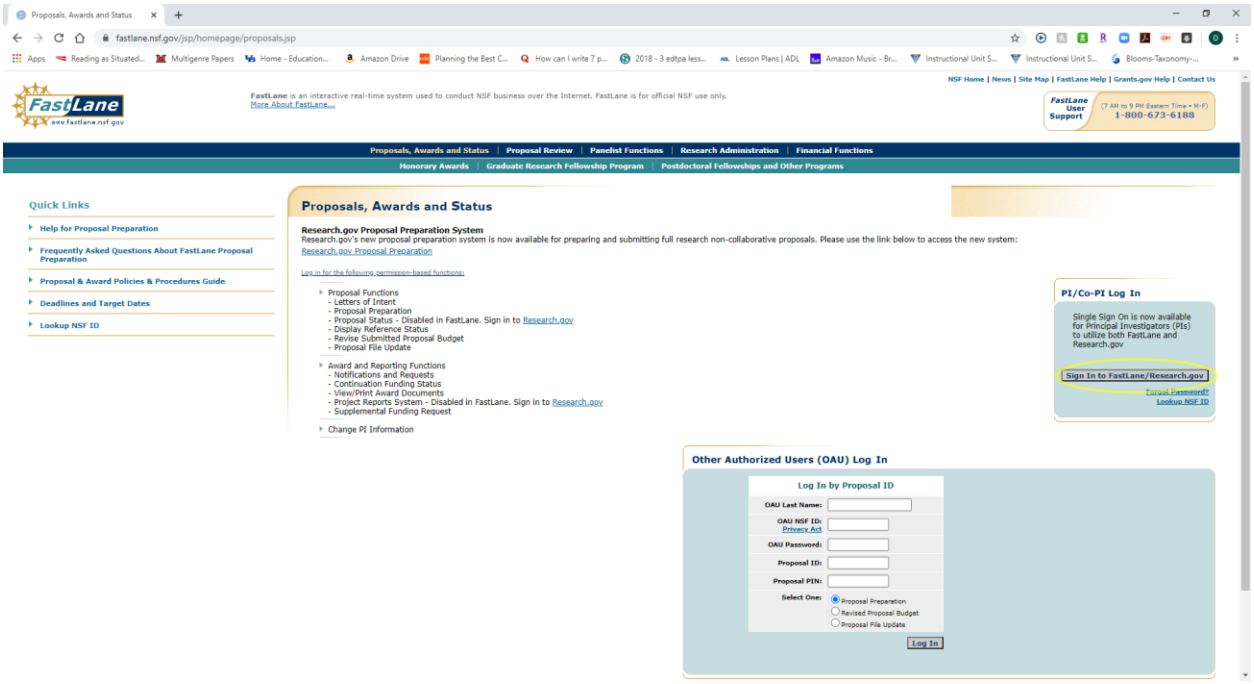
Step 1#: Go to http://fastlane.nnsf.gov



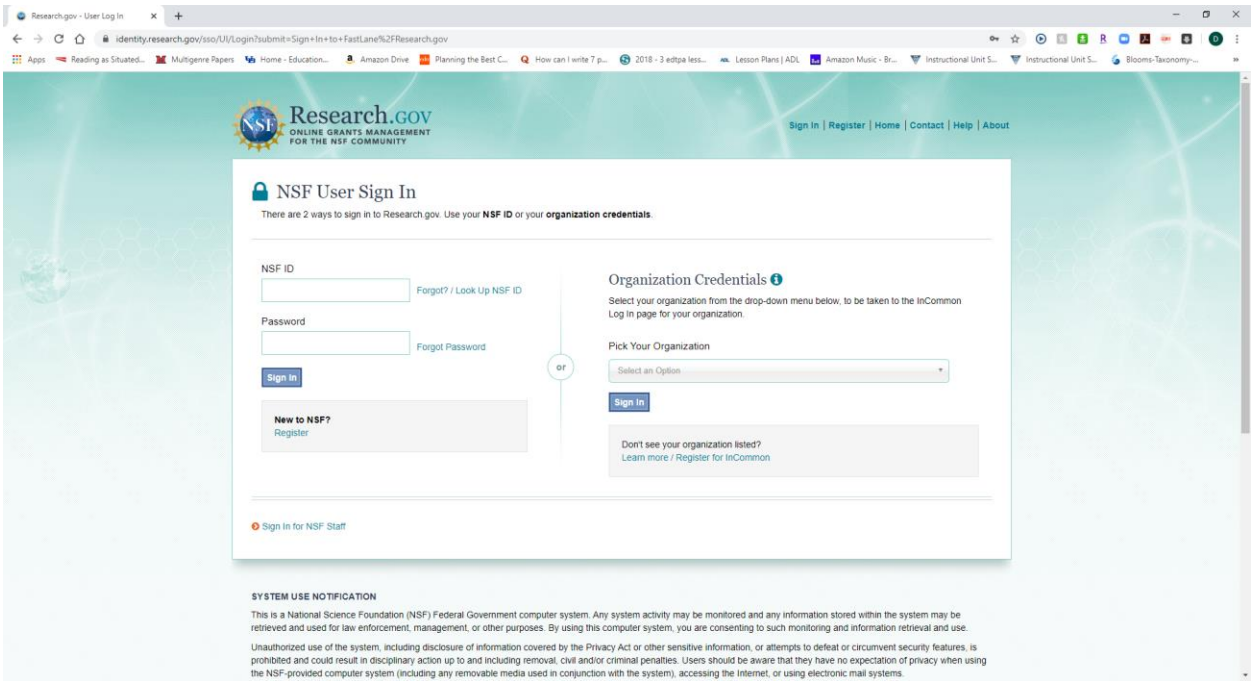
Step #2: Next, Click “Proposals, Award and Status”



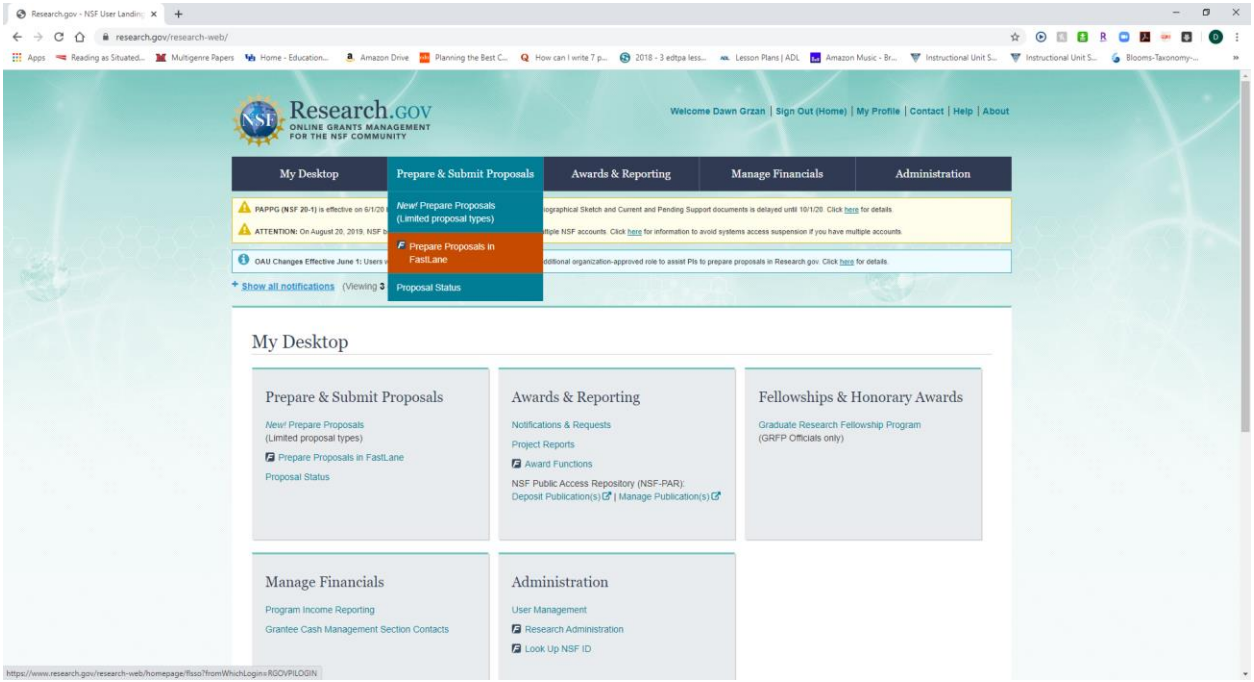
Step #3: Use the PI/Co-PI Login and click “Sign In To Fastlane/Research.gov”



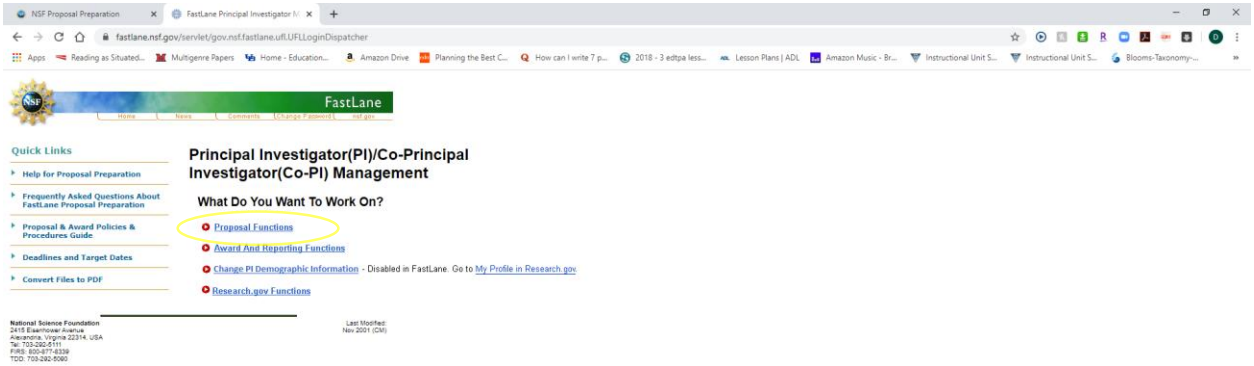
Step #4: Enter your NSF ID and Password



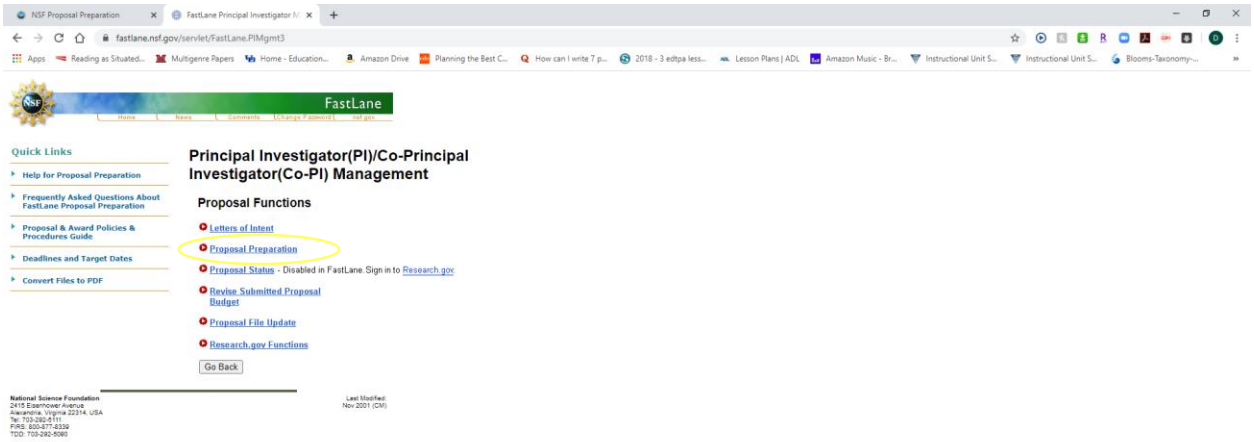
Step #5: Click on the drop down “Prepare & Submit Proposals” and Select “Prepare Proposals in Fastlane”



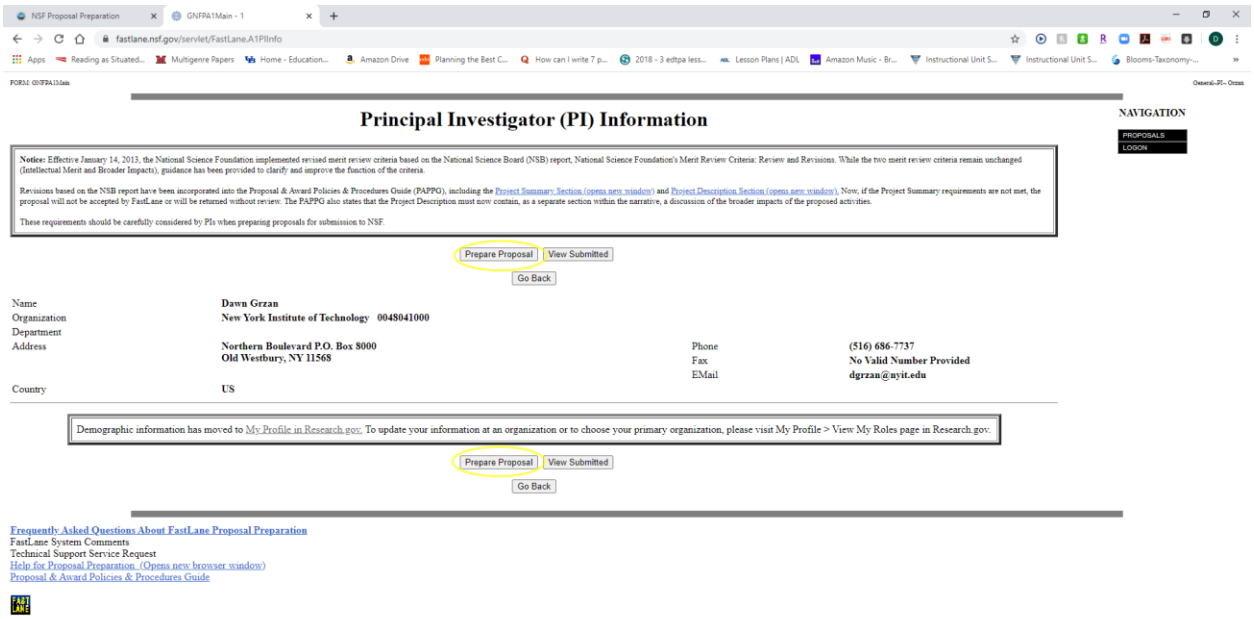
Step #6: Once logged in, click “Proposal Functions”



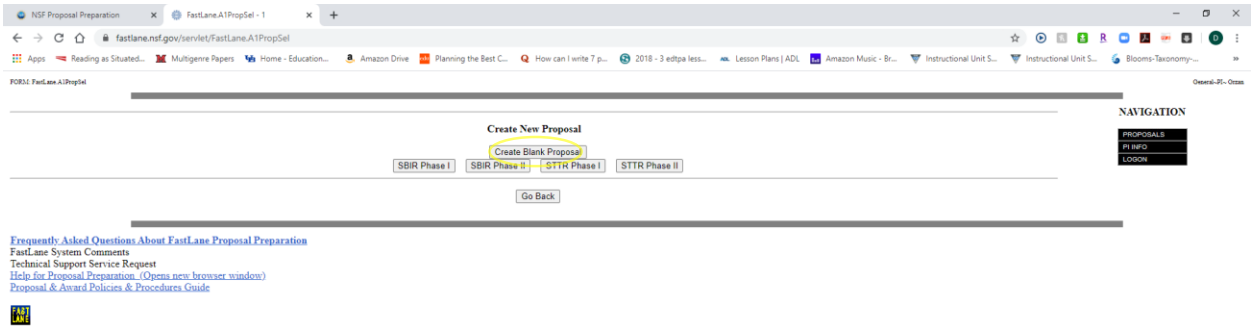
Step #7: Then, click “Proposal Preparation”



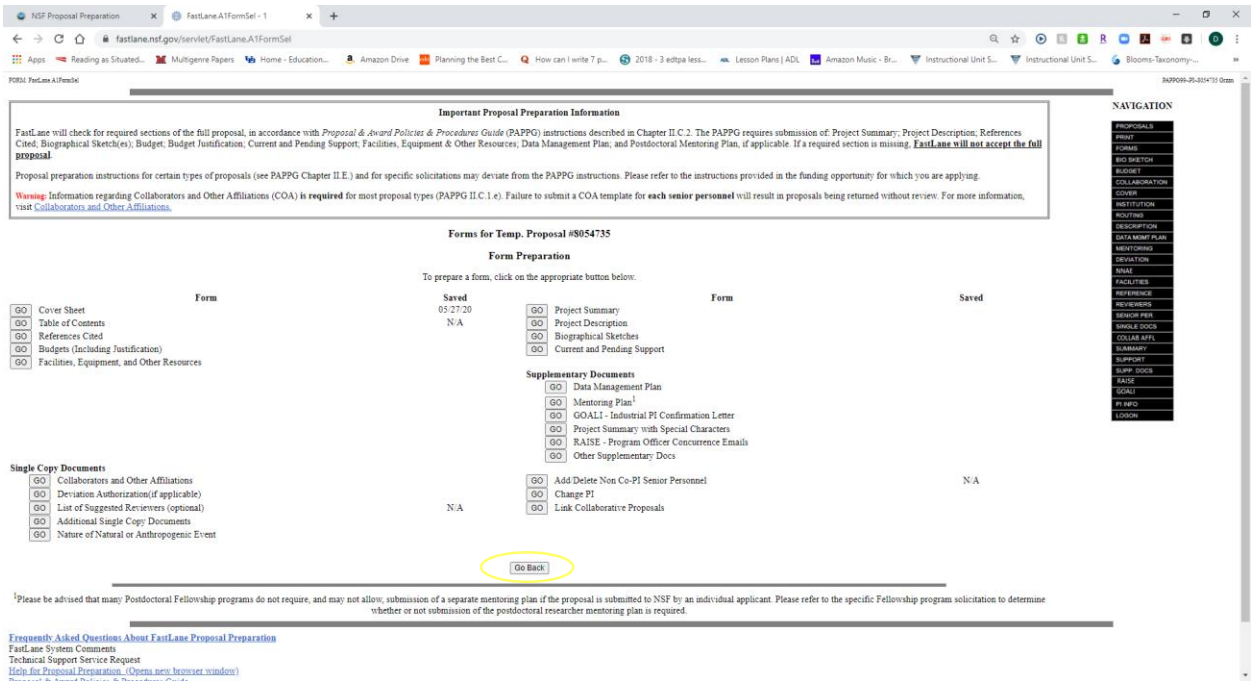
Step #8: Next Click “Prepare Proposal”



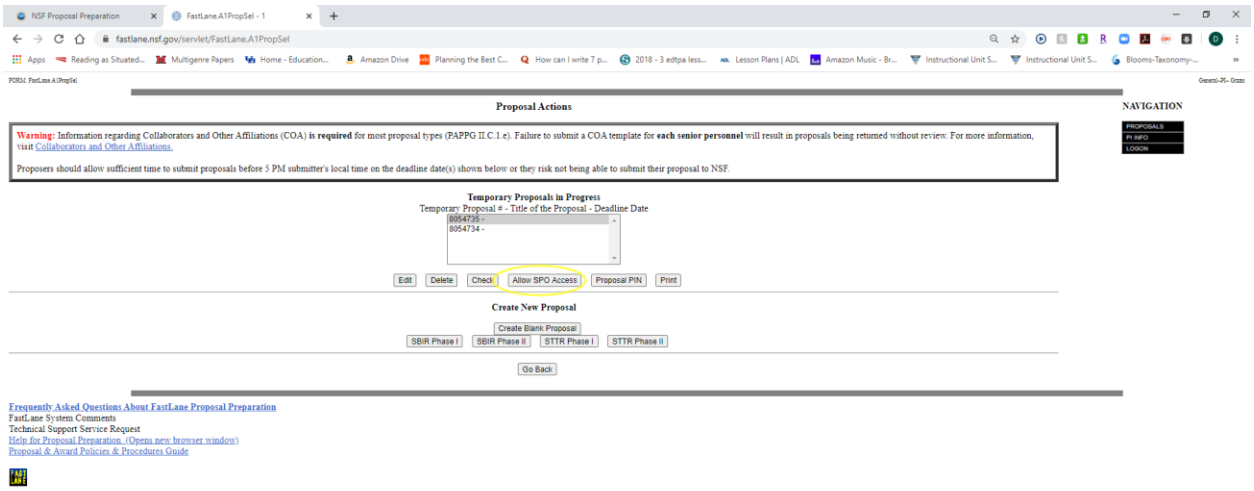
Step #9: Then, Click “Create Blank Proposal”



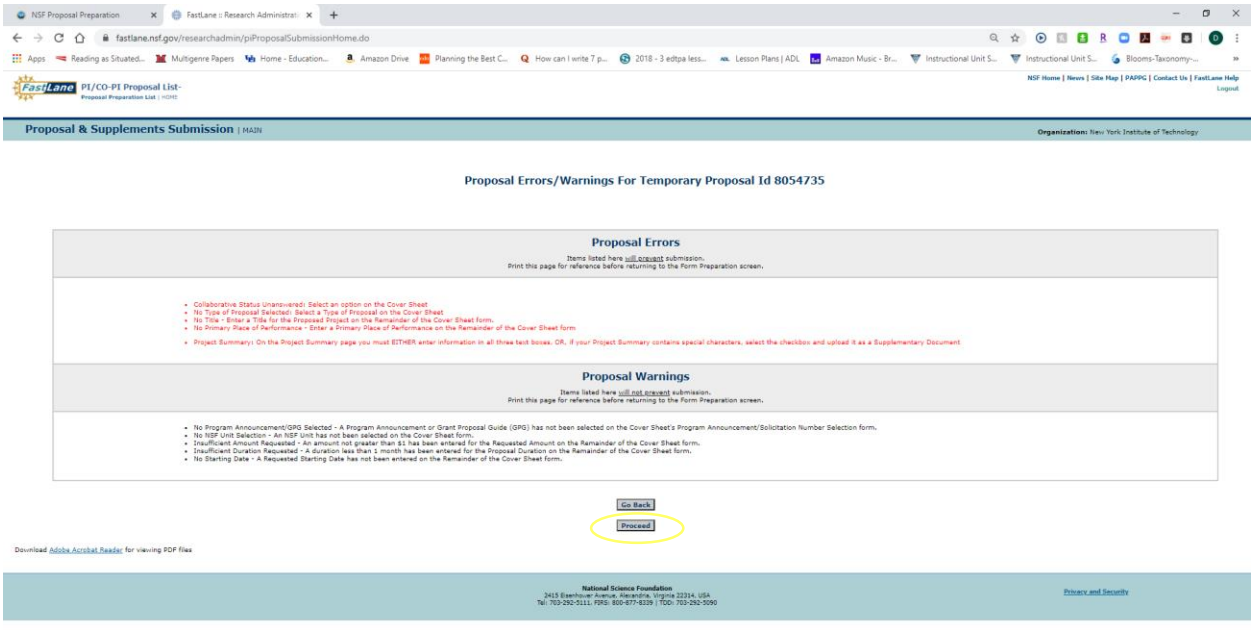
Step #10: Once on this screen, click “Go Back”



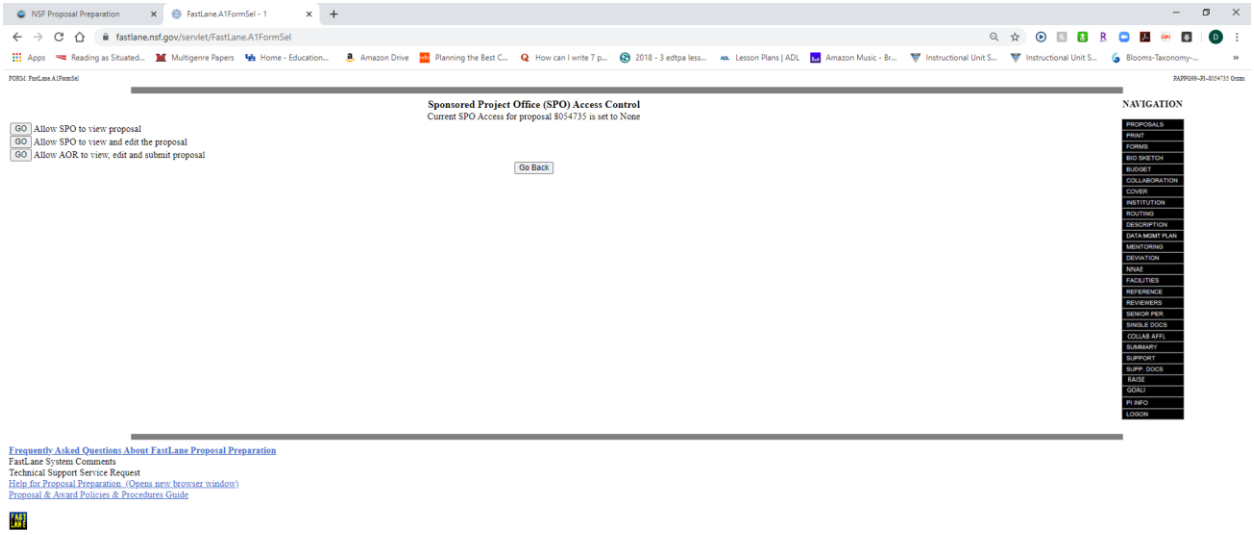
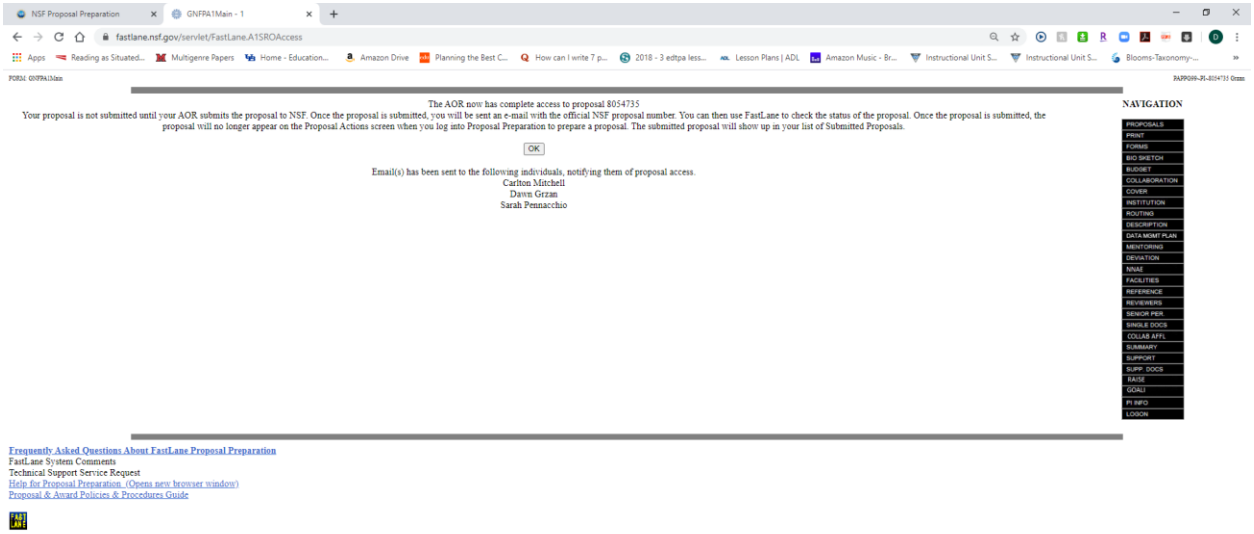
Step #11: Once here, select the proposal you are wanting to allow SPO Access for the particular proposal.



Step #12: Ignore any errors that might come up if you haven't completed the entire proposal, then click "Proceed"



Step #13: Click on “Go Allow AOR to view, edit and submit proposal” (OSPAR will not submit until we get the ok from the PI)



Step #14: Once you are on this screen, you can click “Ok”