

# How to Create a Proposal in Fastlane and Allow AOR Access

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

NSF FastLane Home

fastlane.nnsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

NSF Home | News | Site Map | [FastLane Help](#) | [Grants.gov Help](#) | [Contact Us](#)

FastLane User Support (7 AM to 9 PM Eastern Time + M-F) 1-800-673-6188

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Special Exceptions to the NSF Deadline Date Policy Due to Natural or Anthropogenic Events
- Registration Information
- Award Search and Funding Trends
- FastLane FAQs (Opens new Browser Window)
- Grants.gov FAQ (Opens new Browser Window)
- DEMONSTRATION SITE

System Use Notification

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be reviewed and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.

Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail.

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Privacy and Security

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

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## How to Create a Proposal in Fastlane and Allow AOR Access

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

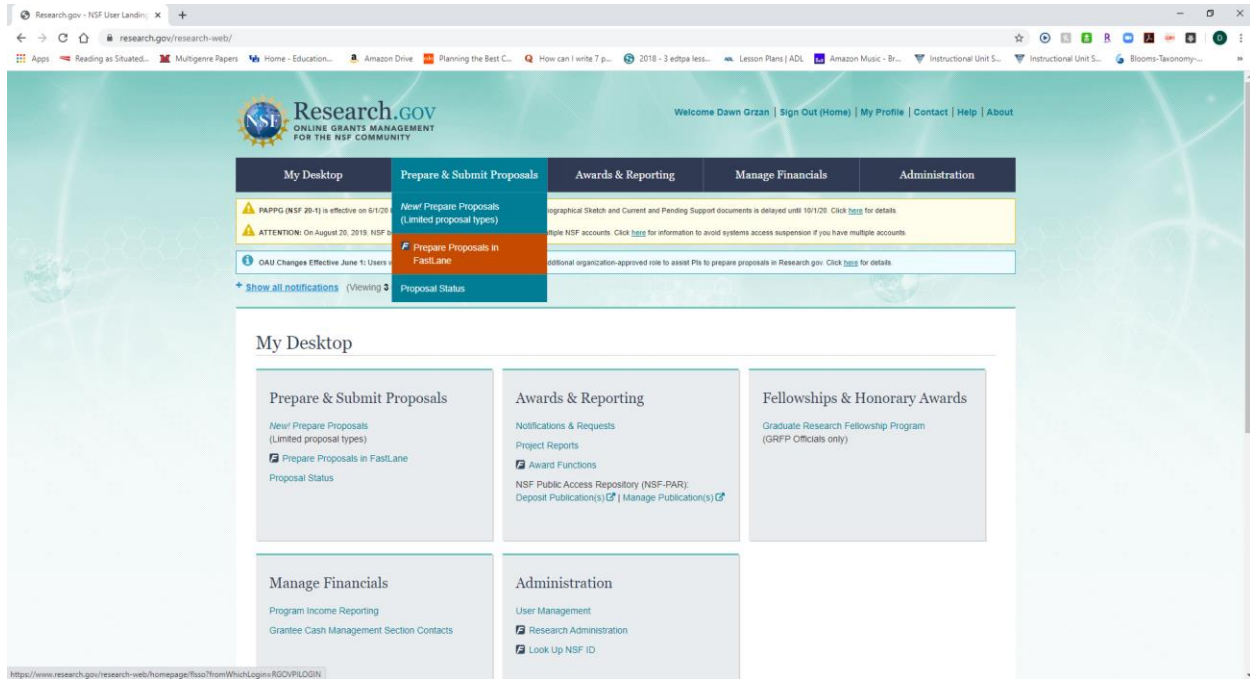
The screenshot shows the FastLane website interface. The main navigation bar includes links for 'Proposals, Awards and Status', 'Proposal Review', 'Panelist Functions', 'Research Administration', and 'Financial Functions'. A 'Quick Links' sidebar on the left provides access to various proposal-related resources. The central content area, titled 'Proposals, Awards and Status', contains information about the 'Research.gov Proposal Preparation System' and lists several 'Proposition Functions' such as 'Letters of Intent', 'Proposal Preparation', and 'Award and Reporting Functions'. On the right side, a 'PI/Co-PI Log In' box highlights the 'Sign In to FastLane/Research.gov' link, which is circled in yellow. Below this, an 'Other Authorized Users (OAU) Log In' form is visible, featuring fields for 'OAU Last Name', 'OAU NSF ID', 'OAU Password', 'Proposal ID', and 'Proposal PIN', along with radio buttons for selecting the login type (Proposal Preparation, Revised Proposal Budget, or Proposal File Update).

### Step #4: Enter your NSF ID and Password

The screenshot displays the 'NSF User Sign In' page on the Research.gov website. The page features two primary login methods: 'NSF ID' and 'Organization Credentials'. The 'NSF ID' section includes a text input field for the NSF ID, a 'Forgot? / Look Up NSF ID' link, a password input field, a 'Forgot Password' link, and a 'Sign In' button. Below this is a 'New to NSF?' section with a 'Register' link. The 'Organization Credentials' section includes a 'Pick Your Organization' dropdown menu, a 'Sign In' button, and a 'Don't see your organization listed? Learn more / Register for InCommon' link. A 'SYSTEM USE NOTIFICATION' is located at the bottom of the page, providing a disclaimer about the system's security and data handling.

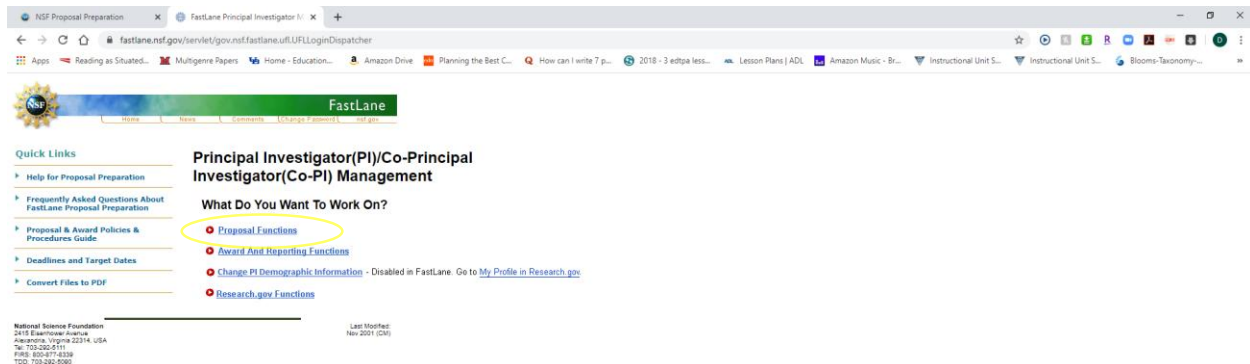
## How to Create a Proposal in Fastlane and Allow AOR Access

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



The screenshot shows the Research.gov website interface. At the top, there is a navigation bar with the Research.gov logo and the text "ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY". Below this, there is a main navigation menu with five tabs: "My Desktop", "Prepare & Submit Proposals", "Awards & Reporting", "Manage Financials", and "Administration". The "Prepare & Submit Proposals" tab is selected, and a dropdown menu is visible. The dropdown menu contains three options: "New! Prepare Proposals (Limited proposal types)", "Prepare Proposals in FastLane", and "Proposal Status". The "Prepare Proposals in FastLane" option is highlighted in orange. Below the navigation menu, there is a "My Desktop" section with several tiles for "Prepare & Submit Proposals", "Awards & Reporting", "Fellowships & Honorary Awards", "Manage Financials", and "Administration".

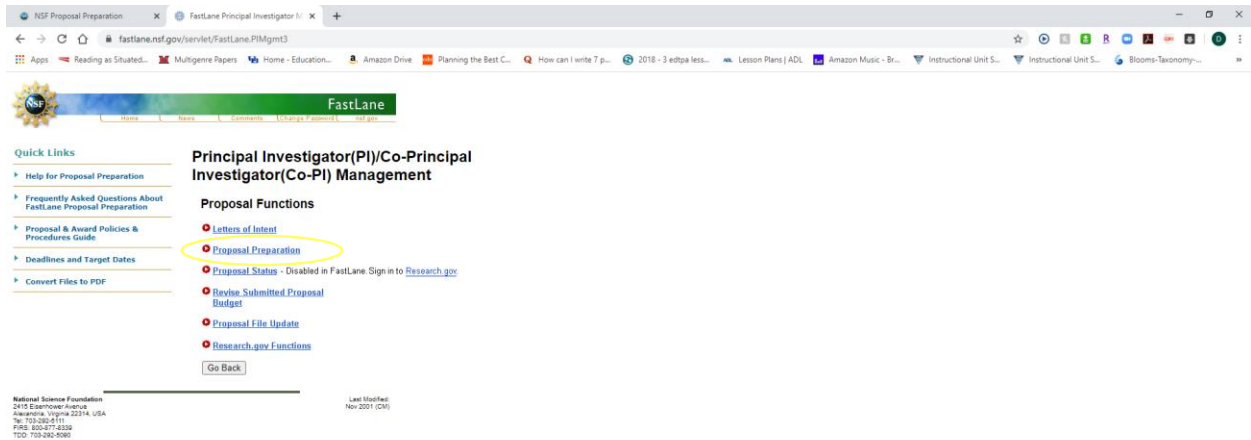
Step #6: Once logged in, click “Proposal Functions”



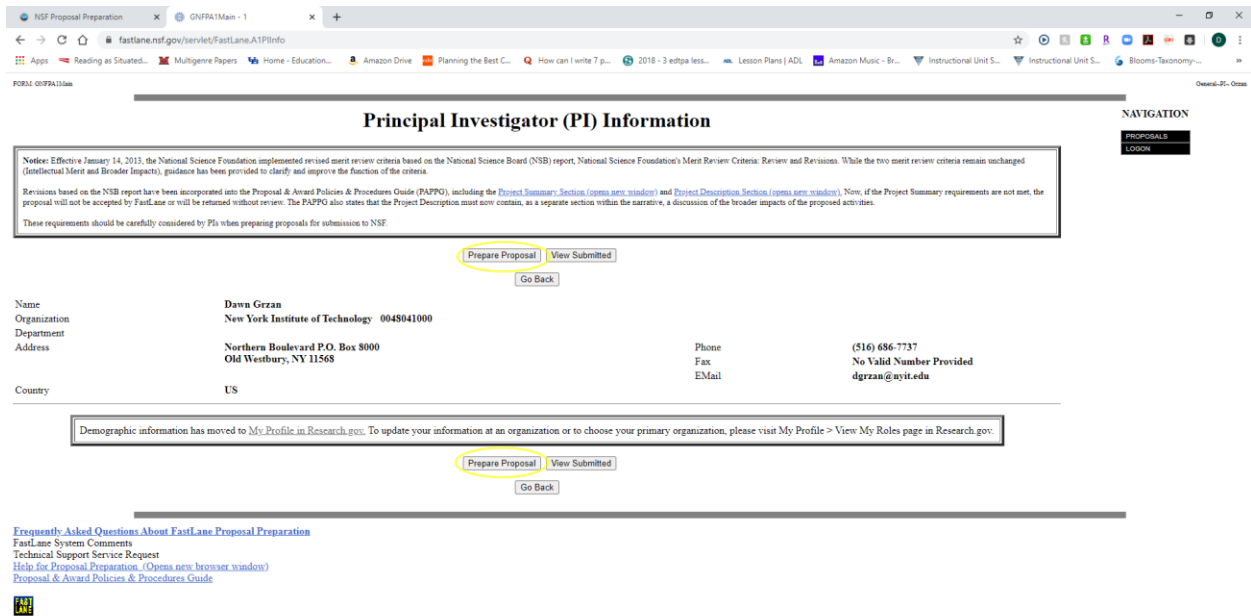
The screenshot shows the FastLane website interface. At the top, there is a navigation bar with the FastLane logo and the text "FastLane". Below this, there is a main navigation menu with several links: "Help for Proposal Preparation", "Frequently Asked Questions About FastLane Proposal Preparation", "Proposal & Award Policies & Procedures Guide", "Deadlines and Target Dates", and "Convert Files to PDF". The "Proposal & Award Policies & Procedures Guide" link is selected, and a dropdown menu is visible. The dropdown menu contains several options: "Proposal Functions", "Award and Reporting Functions", "Change PI Demographic Information - Disabled in FastLane: Go to My Profile in Research.gov", and "Research.gov Functions". The "Proposal Functions" option is highlighted in orange. Below the navigation menu, there is a "Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management" section with a "What Do You Want To Work On?" sub-section.

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## Step #7: Then, click "Proposal Preparation"

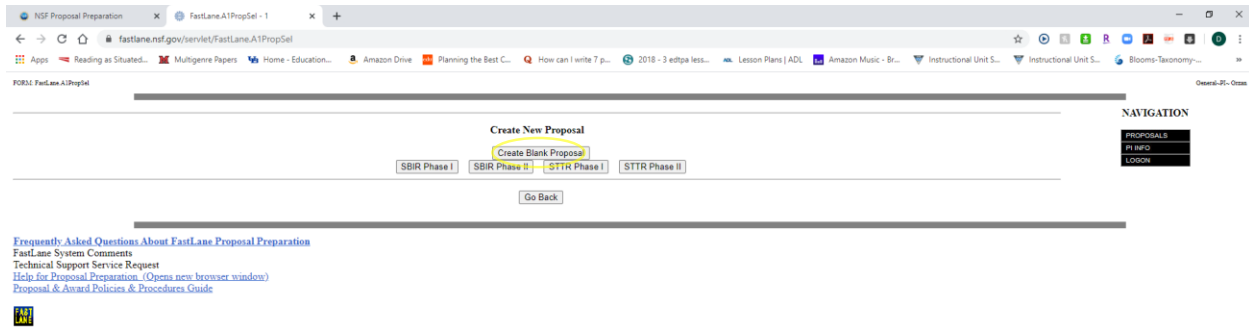


## Step #8: Next Click "Prepare Proposal"

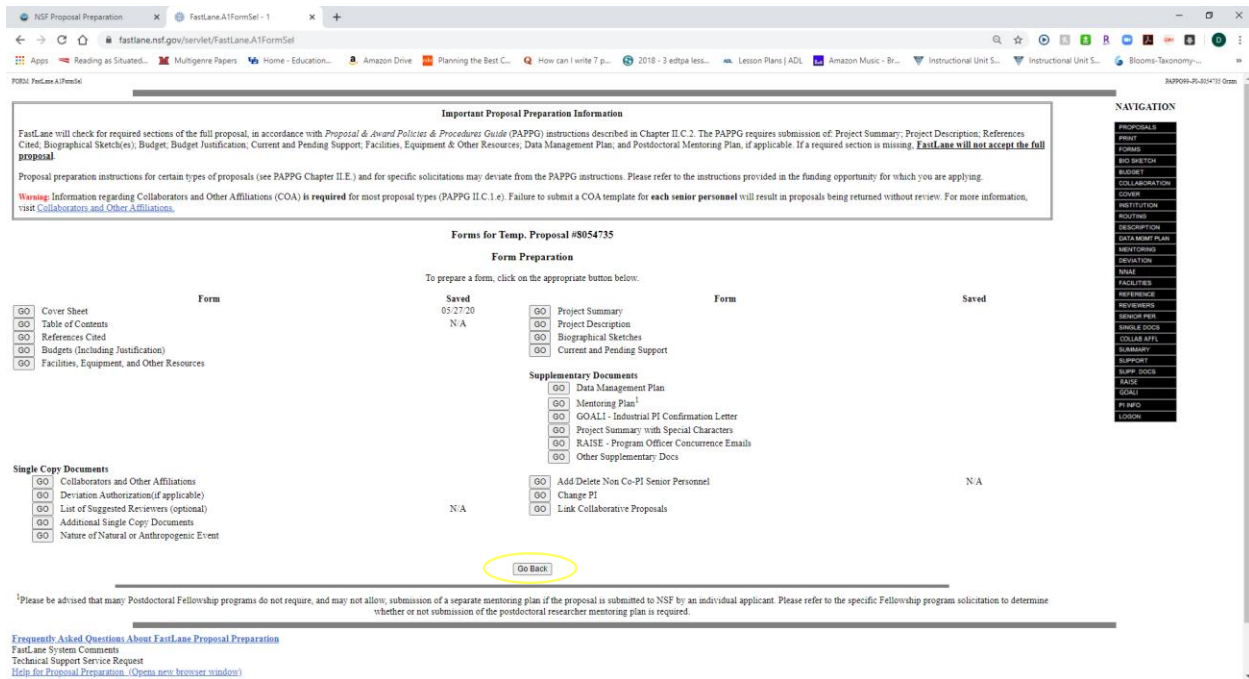


# How to Create a Proposal in Fastlane and Allow AOR Access

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



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



## How to Create a Proposal in FastLane and Allow AOR Access

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

**Proposals Actions**

**Warning:** Information regarding Collaborators and Other Affiliations (COA) is required for most proposal types (PAPPG II.C.1.e). Failure to submit a COA template for each senior personnel will result in proposals being returned without review. For more information, visit [Collaborators and Other Affiliations](#).

Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

**Temporary Proposals in Progress**

Temporary Proposal # - Title of the Proposal - Deadline Date
8054735 - 8054734 -

[Edit](#) [Delete](#) [Check](#) [Allow SPO Access](#) [Proposal PIN](#) [Print](#)

**Create New Proposal**

[Create Blank Proposal](#)

[SBIR Phase I](#) [SBIR Phase II](#) [STTR Phase I](#) [STTR Phase II](#)

[Go Back](#)

[Frequently Asked Questions About FastLane Proposal Preparation](#)  
[FastLane System Comments](#)  
[Technical Support Service Request](#)  
[Help for Proposal Preparation \(Opens new browser window\)](#)  
[Proposal & Award Policies & Procedures Guide](#)

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

**Proposal Errors/Warnings For Temporary Proposal Id 8054735**

**Proposal Errors**  
Items listed here will affect submission.  
Print this page for reference before returning to the Form Preparation screen.

- Collaborative Status Unverified: Select an option on the Cover Sheet
- No Type of Proposal Selected: Select a Type of Proposal on the Cover Sheet
- No Title Entered: Enter a Title for the Proposed Project on the Remainder of the Cover Sheet form.
- No Primary Place of Performance: Enter a Primary Place of Performance on the Remainder of the Cover Sheet form
- Project Summary: On the Project Summary page you must EITHER enter information in all three text boxes, OR, if your Project Summary contains special characters, select the checkbox and upload it as a Supplementary Document

**Proposal Warnings**  
Items listed here will not affect submission.  
Print this page for reference before returning to the Form Preparation screen.

- No Program Announcement/OPG Selected - A Program Announcement or Grant Proposal Guide (OPG) has not been selected on the Cover Sheet's Program Announcement/Solicitation Number Selection form.
- No NSF URL Selected - An NSF URL has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 2 months has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.

[Go Back](#) [Proceed](#)

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## How to Create a Proposal in Fastlane and Allow AOR Access

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)

The screenshot shows a web browser window with the URL `fastlane.nsf.gov/servlet/FastLane.A1FormSel`. The page title is "Sponsored Project Office (SPO) Access Control" and the subtitle is "Current SPO Access for proposal 8054735 is set to None". On the left side, there are three radio button options: "Allow SPO to view proposal", "Allow SPO to view and edit the proposal", and "Allow AOR to view, edit and submit proposal". The third option is selected. Below these options is a "Go Back" button. On the right side, there is a "NAVIGATION" menu with various options like PROPOSALS, PRINT, FORMS, BIO SKETCH, BUDGET, etc. At the bottom left, there are links for "Frequently Asked Questions About FastLane Proposal Preparation", "FastLane System Comments", "Technical Support Service Request", "Help for Proposal Preparation", and "Proposal & Award Policies & Procedures Guide".

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

The screenshot shows a confirmation message: "The AOR now has complete access to proposal 8054735. Your proposal is not submitted until your AOR submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals." Below the message is an "OK" button. Underneath, it says "Email(s) has been sent to the following individuals, notifying them of proposal access." followed by the names: Carlton Mitchell, Dawn Grean, and Sarah Pennacchio. The right side of the page shows the same "NAVIGATION" menu as in the previous screenshot. At the bottom left, there are the same links for "Frequently Asked Questions About FastLane Proposal Preparation", "FastLane System Comments", "Technical Support Service Request", "Help for Proposal Preparation", and "Proposal & Award Policies & Procedures Guide".