

# How to Allow SPO Access for Submission to NSF in FastLane

Step #1: Go to <https://www.fastlane.nsf.gov/>. Below is an image of the homepage.

The screenshot shows the FastLane homepage. At the top left is the FastLane logo with the URL [www.fastlane.nsf.gov](http://www.fastlane.nsf.gov). To the right, a text box states: "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...](#)". Further right is a support box: "FastLane User Support (7 AM to 9 PM Eastern Time • M-F) 1-800-673-6188 FastLane Availability (recording): 1-800-437-7408". Below this is a navigation bar with links: "Proposals, Awards and Status", "Proposal Review", "Panelist Functions", "Research Administration", "Financial Functions", "Honorary Awards", "Graduate Research Fellowship Program", and "Postdoctoral Fellowships and Other Programs". The main content area is divided into "Quick Link" and "Advisories". The "Quick Link" section includes: "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)", and "DEMONSTRATION SITE". The "System Use Notification" section contains a scrollable text box with the following text: "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 retrieved 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". The "Advisories" section lists two items: "07/25/17 - ATTENTION: New pilot requiring the use of a template for identifying Collaborators and Other Affiliations information now in effect. Click here to learn more." and "01/30/17 - ATTENTION: PAPPG (NSF 17-1) policy changes and new and enhanced automated compliance checks are now being enforced in FastLane. Click here to learn more." At the bottom, the National Science Foundation contact information is provided: "4201 Wilson Boulevard, Arlington, Virginia 22230, USA Tel: 703-292-5111, FRS: 800-877-8339 | TDD: 703-292-5090" and a "Privacy and Security" link.

Step #2: Next, click "Proposals, Awards and Status."

This screenshot is identical to the one above, but the "Proposals, Awards and Status" link in the navigation bar is highlighted with a yellow background. The "Advisories" section remains the same, showing the two attention items from July 25, 2017, and January 30, 2017.

Step #3: Use the "PI/Co-PI Log In" box to enter PI credentials to access workspace.

The screenshot shows the FastLane website interface. At the top, there is a navigation bar with links for 'Proposals, Awards and Status', 'Proposal Review', 'Panelist Functions', 'Research Administration', and 'Financial Functions'. Below this, there are sub-links for 'Honorary Awards', 'Graduate Research Fellowship Program', and 'Postdoctoral Fellowships and Other Programs'. On the left, a 'Quick Links' sidebar lists various resources. The main content area is titled 'Proposals, Awards and Status' and includes a list of permission-based functions such as 'Proposal Functions', 'Award and Reporting Functions', and 'Change PI Information'. On the right, there is a 'PI/Co-PI Log In' form with fields for 'Last Name', 'NSF ID', and 'Password', along with a 'Log In' button and links for 'Forgot Password?' and 'Lookup NSF ID'. Below the main content, there is an 'Other Authorized Users (OAU) Log In' section with a 'Log In by Proposal ID' form.

Step #4: Once logged in, click "Proposal Functions."

The screenshot shows the FastLane website interface after logging in. The top navigation bar includes 'Home', 'News', 'Comments', 'Change Password', and 'nsf.gov'. The main content area is titled 'Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management' and features a 'What Do You Want To Work On?' section with four options: 'Proposal Functions', 'Award And Reporting Functions', 'Change PI Information', and 'Research.gov Functions'. The 'Proposal Functions' option is highlighted with a yellow background. On the left, a 'Quick Links' sidebar is visible. At the bottom, there is contact information for the National Science Foundation and a 'Last Modified' date of Nov 2001 (CM).

Step #5: Then, click "Proposal Preparation."



FastLane  
[Home](#) | [News](#) | [Comments](#) | [Change Password](#) | [nsf.gov](#)

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**Quick Links**

- ▶ [Help for Proposal Preparation](#)
- ▶ [Frequently Asked Questions About FastLane Proposal Preparation](#)
- ▶ [Proposal & Award Policies & Procedures Guide](#)
- ▶ [Deadlines and Target Dates](#)
- ▶ [Convert Files to PDF](#)

## Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

### Proposal Functions

- ▶ [Letters of Intent](#)
- ▶ [Proposal Preparation](#)
- ▶ [Proposal Status](#)
- ▶ [Revise Submitted Proposal Budget](#)
- ▶ [Proposal File Update](#)
- ▶ [Research.gov Functions](#)

**National Science Foundation**  
 4201 Wilson Boulevard  
 Arlington, Virginia 22230, USA  
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 FIRS: 800-877-8339  
 TDD: 703-292-5090

Last Modified:  
Nov 2001 (CM)

Step #6: Next, click "Prepare Proposal."

## Principal Investigator (PI) Information

NAVIGATION

PROPOSALS

  

LOGON

Notice: Effective January 14, 2013, the National Science Foundation implemented revised merit review criteria based on the National Science Board (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Revisions based on the NSB report have been incorporated into the Proposal & Award Policies & Procedures Guide (PAPPG), including the [Project Summary Section \(opens new window\)](#) and [Project Description Section \(opens new window\)](#). Now, if the Project Summary requirements are not met, the proposal will not be accepted by FastLane or will be returned without review. The PAPPG also states that the Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.

These requirements should be carefully considered by PIs when preparing proposals for submission to NSF.

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Organization	University of Florida	0015354000	
Department	Division of Sponsored Programs		
Address	207 Grinter Hall	Phone	(352) 392-3516
	Gainesville, FL 326112002	Fax	No Valid Number Provided
		Email	agator@nsf.gov
Country	US		
Gender	Female		
Citizenship	US citizen	Degree Year	1991
Ethnicity	Not Hispanic or Latino	Degree	PhD
Disability Status			ORCID Identifier
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI. - Yes			

Step #7: Once here, select the proposal you are wanting to allow SPO Access for.

**Proposal Actions**

**\*Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter ILC.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

FastLane will automate the enforcement of deadline dates. 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.

**NAVIGATION**  
PROPOSALS  
PI INFO  
LOGON

**Temporary Proposals in Progress**  
Temporary Proposal # - Title of the Proposal - Deadline Date

9027558 -  
9027557 -  
9027556 - Test  
9027555 -  
9027554 -

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**Create New Proposal**

Step #8: Next, click "Allow SPO Access."

**Proposal Actions**

**\*Please note:** A Data Management Plan will be required for all proposals submitted or due on or after January 18, 2011. FastLane will be updated to enable its upload as a separate Supplementary Document. Proposals that do not include the requisite plan will be stopped from submission. Specific guidance is included in Chapter ILC.2.j of the revised NSF Proposal & Award Policies & Procedures Guide

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PROPOSALS  
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LOGON

**Temporary Proposals in Progress**  
Temporary Proposal # - Title of the Proposal - Deadline Date

9027558 -  
9027557 -  
9027556 - Test  
9027555 -  
9027554 -

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**Create New Proposal**

Step #9: If there are errors with the proposal, they will appear here in a detailed list. If this is the case, the next step is to return back to the proposal and correct the errors listed. If there are no errors, the page will appear as it does below. Click "Proceed."

 [PI/CO-PI Proposal List](#) - [Proposal Preparation List](#) | [HOME](#)

[NSF Home](#) | [News](#) | [Site Map](#) | [PAPPG](#) | [Contact Us](#) | [FastLane Help](#)  
[Logout](#)

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**Proposal & Supplements Submission** | MAIN Organization: University of Florida

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**Proposal Errors/Warnings For Temporary Proposal Id 9027555**

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**Proposal Is Ready For Submission**

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Step #10: The last option says “Allow AOR to view, edit and submit”. If one wants solely to allow view or edit access, click the corresponding “Go” button for the preferred function. For submission purposes, click “Allow AOR to view, edit and submit.”

**Sponsored Project Office (SPO) Access Control**  
Current SPO Access for proposal 9027555 is set to None

- GO Allow SPO to view proposal
- GO Allow SPO to view and edit the proposal
- GO Allow AOR to view, edit and submit proposal

Go Back

Step #11: Here there is a list of DSP contacts that are able to view, edit and submit the proposal to NSF. Ensure that the DSP contact listed in the UFIRST proposal is also listed on this page. If they are not listed, contact the coordinating Research Administrator and DSP contact. Once the correct DSP Contact is identified on the list, click “OK.”

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The AOR now has complete access to proposal 9027555

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.

OK

Email(s) has been sent to the following individuals, notifying them of proposal access.

- Stephanie Gray
- Lisa Stroud
- Amber Hardie
- Robin Barber
- Ronald Lester

\*\*\*Once all steps are completed, the proposal has been released to DSP for final review and submission to NSF. If a Research Administrator is working with the PI in FastLane, the Research Administrator will no longer be able to view and edit the proposal. However, the PI will still have edit access even after granting access to DSP.\*\*\*