**Step 5 – Submitting Your NSF Proposal in Fastlane**

Welcome back to Notes from an NSF Day!  This article will talk about what happens after you submit your proposal in Kuali and it has been cleared through the SIUE internal-routing process.

While your proposal is being routed you should complete the process of writing and gathering the documents you will need to submit your NSF proposal for review.  This process consists of creating a proposal in Fastlane or Research.gov, filling out the online documents, finalizing and uploading the required PDFs, and entering the Budget.

The submission process in Fastlane involves a number of steps, so take them one at a time! They are presented here in detail for you to use when you need them.  The NSF has recently activated the Research.gov website for proposal creation and submission. This is available for you to use instead of Fastlane for non-collaborative submissions. The user interface is different in Research.gov, but the need to allow SPO/AOR access and upload documents remains the same.

**Begin a proposal in Fastlane:**

1) Go to the website at [www.fastlane.nsf.gov](http://www.fastlane.nsf.gov) and click on Proposals, Awards, and Status. Sign in through the PI/Co-PI Log In box and enter your NSF ID and Password on the next page.

2) Click on Proposal Functions, then Proposal Preparation.

3) Click on Prepare Proposal, then Create Blank Proposal.  Your proposal will be assigned a number, and the list of documents that you will need to submit will be listed.

4) Scroll down to the bottom of the screen and click on the Go Back button.

5) The box for Temporary Proposals in Progress will have your new proposal number in the box. Click on the number, then click on the box that says Allow SPO Access.

6) On the next screen, ignore the errors and warnings for now and click on the Proceed box at the bottom.

7) On the Sponsored Project Office (SPO) Access Control screen, select the GO button next to Allow SPO to view and edit the proposal and then OK.

8) Then do the Allow SPO Access sequence again and this time click the GO button next to AOR to view, edit and submit proposal. This gives ORP access to your proposal.

**Begin a Proposal in Research.gov**

1) Enter through www.research.gov and select "Prepare new or existing proposals" and sign in. On the next page, chose Prepare New Proposal.
2) Select your funding opportunity and start progressing through the screens.
3) When your new proposal has been created, complete the Proposal Access for SPO/AOR.
4) Click on each of the Required sections and either complete the form or upload the relevant documents (sample below).

**Proposal Preparation in Fastlane:**

Now that you have allowed ORP access to your proposal, you can begin completing it. On the Temporary Proposals in Progress page, click on the proposal number, then click on Edit in the boxes below. You will see the Forms page (sample below). For each form, click on its GO button and either step through the form's requirements for information or follow the instructions to upload a document.

The Pre-Award specialists in ORP will help you identify which of the forms you have to complete, help enter your budget, and provide you with templates for documents such as the Biosketches, Current and Pending Support, and Collaborators and Other Affiliations. The templates can also be found on the ORP website under External Funding/Templates.

Guidelines on formatting your documents can be found in the PAPPG (Proposal & Award Policies and Procedures Guide). Any requirements that are specific to your opportunity submission will be explained in the RFP.

**Completing the Submission:**

If you are working with a group of collaborators, it is helpful to divide up the tasks when it comes to writing and uploading all of the required documents. Each person should be responsible for completing their own Biosketch, Current and Pending, and Collaborators and Other Affiliations. The team should work together to write the narrative (15 pages max!) and the project summary. Other parts of the submission can be assigned to different team members – the Facilities, Equipment, and other Resources description, the Data Management Plan, and Supplementary Information (if required).

**Cautionary Note: You can upload Word documents into Fastlane and it will convert them to a PDF (the required format for submission documents). Make sure you Review the converted document and check that it still meets the specified page limit! There is a possibility that figures and tables in a Word narrative will shift when the document is converted to a PDF – resulting in a longer document that might exceed the page limit.**

    The first time you upload a document you will see the date in the Saved column. You can click on the Go button at any time to review your uploads. The Biographical Sketches, Current & Pending and Collaborators and Affiliations sections will show each team member's upload, and who still needs their documents added.

    Once you have all your documents uploaded and your Budget entered and Budget Justification uploaded, let your assigned Pre-Award Associate know you are ready to submit. The Graduate School (Associate Provost for Research) is the Authorized Organizational Representative and ORP will complete the actual submission.

**Next time in Notes from NSF Day – What to do if the NSF Doesn't Award Your Proposal**

## Sample Forms Screen in Research.gov

| Proposal Actions | Proposal Sections | Last Updated | Compliance Status [Key] |
|---|---|---|---|
| 🔒 Proposal Access for SPO/AOR | **Required** | | |
| 🖨 Print Proposal | Cover Sheet | | Form not checked |
| | Project Summary | | Document unavailable for check |
| **Personnel Access** | Project Description | | Document unavailable for check |
| ❶ **Proposal Status:** Not Shared with SPO/AOR | References Cited | | Document unavailable for check |
| 👥 Manage Personnel | Budget(s) | | Form not checked |
| | Budget Justification(s) | | Document unavailable for check |
| | Facilities, Equipment and Other Resources | | Document unavailable for check |
| **Collaborative Status ❶** | Senior Personnel Documents ❶ | | Document(s) unavailable for check |
| Not Collaborative | Data Management Plan | | Document unavailable for check |
| | Postdoctoral Mentoring Plan ❶ *Conditionally required* | | |
| **Helpful Links** | **Optional** | | |
| View submitted proposals | Other Personnel Biographical Information ❶ | | Document unavailable for check |

## Sample Forms Screen in Fastlane

To prepare a form, click on the appropriate button below.

| Form | Saved | Form | Saved |
|------|-------|------|-------|
| `GO` Cover Sheet | 06/01/18 | `GO` Project Summary | |
| `GO` Table of Contents | N/A | `GO` Project Description | |
| `GO` References Cited | | `GO` Biographical Sketches | |
| `GO` Budgets (Including Justification) | | `GO` Current and Pending Support | |
| `GO` Facilities, Equipment, and Other Resources | | | |