STOP: Do you have the required registrations?

Verify the below required registrations have been complete:  It is imperative that you register your company and enter all information identically in all systems to avoid processing delays later.

✓ Dun and Bradstreet Data Universal Numbering System (DUNS)
✓ System for Award Management (SAM)
✓ Small Business Administration (SBA) Company Registry
✓ NSF FastLane - register company and Principal Investigator (PI)

How to Use this Guide

The Phase I SBIR and STTR solicitations explain what information should go in a proposal.

This FastLane Submission Guide explains how to enter that information into FastLane, NSF’s electronic submission system.

Generally, these two documents contain the information needed to submit a proposal. When needed, NSF’s Grant Proposal Guide (GPG) is referenced. The GPG is NSF’s general guide for proposal submission. The instructions in the solicitations take precedence over instructions in the GPG in the event of a conflict. As such, SBIR/STTR proposers are encouraged to use the Phase I solicitation and FastLane Submission Guide as the primary submission resources.
FastLane Step-by-Step Instructions

As a reminder, any documents uploaded into FastLane should follow the formatting rules: Multiple column formats are not accepted. Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger should be used or Times New Roman or Computer Modern fonts at a font size of 12 points or larger.

To get started with your proposal follow the steps outlined below:


2. Select the Proposal, Awards & Status link on the top (blue) menu bar.

3. Fill in Log In information in the “PI/CO-PI Log In” box on the right side of the screen.
   Note: The Principal Investigator (PI) for the proposed Phase I project MUST login and prepare the proposal.

   - Click the “Log In” button

4. On the Principal Investigator (PI)/Co-Principal Investigator (CO-PI) Management screen, select “Proposal Functions”

5. On the Proposal Functions screen, click “Proposal Preparation”

6. On the Principal Investigator (PI) Information screen, check the PI information for accuracy. You may choose to update or edit the PI information by selecting the “Edit PI Information” button. You cannot change the PI here. Once finished, click the “Prepare Proposal” button.
7. Once you select to prepare your proposal, the “Proposal Actions” screen appears.

Scroll down past the Temporary Proposals in Progress section to the Create New Proposal section at the bottom, and click on the “SBIR Phase I” or “STTR Phase I” button.

The Form Preparation screen is the control center for proposal development. All of the GO buttons move you to each of the different modules that you need to complete in order to prepare your Phase I proposal. It is strongly advised that you prepare each of the sections offline and then upload the sections to each of the modules. The Budget is the only section for which you will need to enter the information directly into FastLane; however, the budget justification(s) can be prepared offline and uploaded into the Budget Justification module.

8. At the top of the Form Preparation page will be the text Forms for Temp Proposal # - this number will be used as a reference throughout the preparation process. When your FastLane Contact/SPO finally submits your proposal to NSF, your proposal will be assigned an official NSF proposal number, the first two digits of which will match the fiscal year in which the proposal was submitted (e.g. proposals submitted between October 1, 2015 and September 30, 2016 will be numbered 16xxxxx). This official proposal number should be used in all further communications with NSF.

9. Click on the “GO” button to the left of “Cover Sheet”.
The Cover Sheet has been divided into 4 sections. To complete the Cover Sheet you must complete all 4 sections.

9a. The first Cover Sheet “GO” Button is “Awardee Organization/Primary Place of Performance Selection”

The Awardee Organization information is pre-populated from the PI information. Click on the “Add/Change Primary Place of Performance” button to make necessary updates.
STTR proposals should click “Add/Change Primary Place of Performance” and enter data for the mandatory sub-awardee research institution.

SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select “Same as Awardee Organization”.

When inputting an address for the “Primary Place of Performance”, you must include the nine-digit zip code. (Proposers are advised to use the United States Postal Service website to look up their nine-digit zip code at www.usps.com)

After the Primary Place of Performance is identified, click “Save Primary Place of Performance”.

After saving, click “Go Back” on the “Add/Change Primary Place of Performance” and the “Institutions for this Proposal” page to return to the Cover Sheets Components Form.

9b. The second Cover Sheet “GO” Button is “Program Announcement / Solicitation / Program Description” and

9c. The third Cover Sheet “GO” Button is “NSF Unit Consideration”

* The “Program Announcement/Solicitation/Program Description Number” and the “NSF Unit Consideration” will appear automatically due to the selection of “SBIR Phase I” or “STTR Phase I” at the beginning of the proposal process.
9d. The fourth Cover Sheet “GO” Button is “Remainder of the Cover Sheet”

Click the “GO” button and provide the required information to complete the cover sheet.

<table>
<thead>
<tr>
<th><strong>Title of Proposed Project</strong></th>
<th>The system has already been programmed for each title to begin with SBIR Phase I: or STTR Phase I:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Please do include two spaces after the colon before typing the project title.</td>
</tr>
<tr>
<td></td>
<td>* Please do not use acronyms in the proposal title.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Budget and Duration Information</strong></th>
<th>Three items are requested.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requested Amount:</strong> Enter the requested amount of funds. (SBIR and STTR Phase I budgets cannot exceed $225,000. The requested amount on the Cover Page should match the total funds requested in the budget.)</td>
<td></td>
</tr>
<tr>
<td><strong>Proposal Duration:</strong> Enter the proposed duration of the project in months (between 6 and 12 months).</td>
<td></td>
</tr>
<tr>
<td><strong>Requested Starting Date:</strong> For deadline dates in June, enter the following January 1st. For deadline dates in December, enter the following July 1st.</td>
<td></td>
</tr>
</tbody>
</table>
“Announcement and Consideration Information”, “Principal Investigator (PI) Information” and “Co-Principal Investigator (Co-PI) Information”: These sections will automatically populate.

“Previous NSF Award”: Do not check the box. Preliminary proposals are not accepted by the SBIR/STTR Program.

“Other Federal Agencies”: Provide a listing of all other Federal agencies to which you have submitted, or plan to submit, this proposal.

“Awardee Organization Information”: This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company’s Employer Identification Number (EIN) and Taxpayer Identification Number (TIN) must be provided.

Under the “Check all that apply to the Awardee Organization (see GPG for Definitions)” you should always check the following two boxes:
✓ For Profit
✓ Small Business

Check the appropriate box(s) if your company is a Minority or Woman-Owned Business

“Primary Place of Performance”: This section will automatically populate.
"Other Information": Check the appropriate box(s) that are applicable to your proposal.

"Funding Mechanism": Select “Research – other than RAPID or EAGER”

"Collaborative Status": Select “Not a collaborative proposal”. Note: The inclusion of a subaward to a university does not make this a ‘collaborative’ proposal. The SBIR/STTR Program does not accept collaborative proposals. The small business must upload all required budgets and subaward files into their single proposal submission.

"Small Business Innovation Research": Select the appropriate topic from the drop down box and type in the appropriate subtopic (reference solicitation).

"The Small Business Concern Certifies": Answer all of the following questions.
NOTE: If the PI responds “YES” to the question “It has received Phase II awards from the Federal Government”, the company’s Company Commercialization History must be provided in the Supplementary Documents module of the proposal or the entire proposal will be Returned Without Review. The Commercialization History must be submitted on the NSF template: [http://www.nsf.gov/eng/iip/sbir/Forms/index.jsp](http://www.nsf.gov/eng/iip/sbir/Forms/index.jsp).

“Company Officer Information (For Business and Financial Matters)”, “Other Information”, “Affiliated Companies”, “Research Institution Investigator” and “Proprietary Notice”: Fill in all requested information.
"Debarment and Suspension Certification" and "Authorized Representative": Read each section carefully, answer question(s) and provide any additional information (if applicable). Click "OK" and then select "Go Back" to return to the "Form Preparation" screen.

10. Click on the "Go" button to the left of "Add/Delete Non Co-PI Senior Personnel":

Click "Add Non Co-PI Senior Person to Proposal" after inputting the First Name, Middle Initial and Last Name of each person.

For the SBIR/STTR Program, senior personnel are individuals with critical expertise who will be working on the project and are employed at the proposing company or at a subaward institution. The company should upload a Bio Sketch and Current & Pending Support form (see relevant sections later in this document) for each person included as Senior Personnel.
After adding all participants, click “Go Back” until you return to the “Form Preparation” screen.

11. Click on the “Go” button to the left of “References Cited”:

**Provide a comprehensive listing of relevant references in this module.** You can directly enter the references into the text box or you can transfer a file. It is recommended that you do the file transfer. **All proposals must have something in the References Cited section. If you do not have any references to cite, put a statement to that effect into this module.**
12. Click on the “Go” button to left of “Budgets (Including Justification)”:  

STREAMLINED BUDGET PILOT: The NSF SBIR Program is piloting a new approach to proposal budgets and budget justifications. A preliminary budget will be submitted as part of a Phase I proposal, along with a preliminary, narrative Budget Justification.

The preliminary proposed budget should reflect the needs of the proposed R&D project. The submission of a preliminary Budget and preliminary Budget Justification is required in the Phase I proposal.

NOTE: If a proposal is being considered for an award following the review period, NSF will contact the PI to request that a full budget and budget justification be submitted via FastLane with amounts included in all appropriate budget categories, including indirect costs and any other items not discussed in the original budget justification. A request for a full budget is NOT a commitment that the proposal will be funded. It is recommended that proposers familiarize themselves with the full budget rules and instructions so that they may be able to quickly provide a detailed budget upon request. These are described on the website here for SBIR proposals (http://www.nsf.gov/eng/iip/sbir/budget_sbir.jsp) and here for STTR proposals (http://www.nsf.gov/eng/iip/sbir/budget_sttr.jsp).
The Project Budget Screen will appear. The company name should be highlighted; then Click on the “Add Year” button.

Year 1 will be highlighted; then Click the “Add” button. FastLane will return to the Project Budget Screen.

Click on the “Funds” hyperlink (under the Year heading).

A. Senior Personnel section: Click the “Add/Remove Senior Personnel” button.

The Senior Personnel entered on the Cover Page will be prepopulated in the budget module. They will need to be removed from Section A for the purposes of submitting a streamlined proposal budget.
Click “Add/Remove Senior Personnel” to remove all pre-populated entries, then click “Save” to return to the “Year 1 Budget” screen.

Budget $225,000 to Line 6 “Other” under Section G – Other Direct Costs. No other budget lines should be completed.

12a. **Budget Justification**: To complete the budget justification page, click on the **Budget Justification** hyperlink under your company name. For the streamlined budget pilot, please follow the specific instructions in the solicitation to ensure all required information is included in the Budget Justification.
After cutting and pasting/typing in text box, click “Save Text” and then “Go Back” to return to the “Project Budget” screen.

If uploading a file, click “Transfer File” on the above screen. Then, follow the instructions on the below screen and click “Upload File” to upload document. Once the budget justification is complete, click “Go Back” until you return to the “Form Preparation” screen.

Click the “Print” tab on the right-hand side to see the PDF version of the budget.
Streamlined Budget Pilot: Sample budget completed as outlined in the solicitation

<table>
<thead>
<tr>
<th>SUMMARY PROPOSAL BUDGET</th>
<th>FOR NSF USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATION</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR</td>
<td>NSF 161123</td>
</tr>
<tr>
<td>A. SENIOR PERSONNEL (PI, Co-PI's, Faculty and Other Senior Associates)</td>
<td></td>
</tr>
<tr>
<td>(List each separately with title, A.7. show number in brackets)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>CAL</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)</td>
<td></td>
</tr>
<tr>
<td>1. (A) FOSTER DOCTORAL SCHOLARS</td>
<td>0.00</td>
</tr>
<tr>
<td>2. (B) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)</td>
<td>0.00</td>
</tr>
<tr>
<td>3. (C) GRADUATE STUDENTS</td>
<td>0.00</td>
</tr>
<tr>
<td>4. (D) UNDERGRADUATE STUDENTS</td>
<td>0.00</td>
</tr>
<tr>
<td>5. (E) SECRETARIAL - CLERICAL, IF CHARGED DIRECTLY</td>
<td>0.00</td>
</tr>
<tr>
<td>6. (F) OTHER</td>
<td>0.00</td>
</tr>
<tr>
<td>C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL SALARIES AND WAGES (A + B)</td>
<td>0.00</td>
</tr>
<tr>
<td>D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000)</td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUIPMENT</td>
<td>0.00</td>
</tr>
<tr>
<td>E. TRAVEL</td>
<td>1. DOMESTIC (INCL. U.S. POSSESSIONS)</td>
</tr>
<tr>
<td>2. FOREIGN</td>
<td>0.00</td>
</tr>
<tr>
<td>F. PARTICIPANT SUPPORT COSTS</td>
<td></td>
</tr>
<tr>
<td>1. STIPENDS</td>
<td>$</td>
</tr>
<tr>
<td>2. TRAVEL</td>
<td>0.00</td>
</tr>
<tr>
<td>3. SUBSISTENCE</td>
<td>0.00</td>
</tr>
<tr>
<td>4. OTHER</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL NUMBER OF PARTICIPANTS (G)</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL PARTICIPANT COSTS</td>
<td>0.00</td>
</tr>
<tr>
<td>G. OTHER DIRECT COSTS</td>
<td></td>
</tr>
<tr>
<td>1. MATERIALS AND SUPPLIES</td>
<td>0.00</td>
</tr>
<tr>
<td>2. PUBLICATION COSTS/DOCUMENTATION/DISTRIBUTION</td>
<td>0.00</td>
</tr>
<tr>
<td>3. CONSULTANT SERVICES</td>
<td>0.00</td>
</tr>
<tr>
<td>4. COMPUTER SERVICE</td>
<td>0.00</td>
</tr>
<tr>
<td>5. SUBAWARDS</td>
<td>0.00</td>
</tr>
<tr>
<td>6. OTHER</td>
<td>275,000</td>
</tr>
<tr>
<td>TOTAL OTHER DIRECT COSTS</td>
<td>275,000</td>
</tr>
<tr>
<td>H. TOTAL DIRECT COSTS (A THROUGH G)</td>
<td>225,000</td>
</tr>
<tr>
<td>I. INDIRECT COSTS (FAA SPECIFY RATE AND BASE)</td>
<td></td>
</tr>
<tr>
<td>TOTAL INDIRECT COSTS (K&amp;A)</td>
<td>0.00</td>
</tr>
<tr>
<td>J. TOTAL DIRECT AND INDIRECT COSTS (H + I)</td>
<td>225,000</td>
</tr>
<tr>
<td>K. SMALL BUSINESS FEE</td>
<td>225,000</td>
</tr>
<tr>
<td>L. AMOUNT OF THIS REQUEST (J) (OR J MINUS K)</td>
<td>0.00</td>
</tr>
<tr>
<td>M. COST SHARING (PROPOSED)</td>
<td>LEV</td>
</tr>
</tbody>
</table>

PIPO NAME: [Redacted]

<table>
<thead>
<tr>
<th>NSF USE ONLY</th>
<th>INDIRECT COST RATE VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Proposed</td>
<td>Date of Rate Approval</td>
</tr>
</tbody>
</table>

*Electronic Signatures Required for Revised Budget*

Revised 08/28/2015
Streamlined Budget Pilot: Sample budget justification as outlined in the solicitation

Senior Personnel

The PI, Dr. Jane Smith, Chief Technical Officer, will work two calendar months on the project. Dr. William Adams, Senior Engineer, will work one calendar month on the project, overseeing the electrical engineers and providing systems-level oversight. A Bio Sketch/Resume and the NSF Current & Pending Support form are included in the appropriate areas of FastLane for each of these senior personnel.

Other Personnel

An electrical engineer, Mr. Michael Jones, will spend four months of effort building the prototype amplifier circuitry. Two technicians will also spend a total of three months doing electrical and mechanical characterization.

Materials and Supplies

The following is a list of materials and supplies required with estimated costs for each.

- Chemical precursors: $3,000.
- Specialized alloys: $4,000.
- Temperature sensors: $2,000.

Consultant Services

Dr. I. D. Snow will be our consultant. She will work for a total of ten days (80 hours/8 hours per day) at the maximum consultant rate of $600/day. Total requested costs are $6,000. A copy of the signed commitment letter from Dr. Snow is included with this budget justification.

Subawards

One subaward has been reached with Science University. A signed letter of commitment from the subaward lead, Dr. Fred Johnson, is included following this budget justification. The total subaward amount is $35,000.

Indirect Costs

Our company currently has an established indirect rate of 67.75%.

OR

Our company does not yet have an established indirect rate. However, for this project, our indirects plus fringe benefits will be limited to less than 150% of salaries and wages.
13. Click on the “Go” button to the left of “Facilities, Equipment, and Other Resources”:

Upload a document that addresses the requirements from the solicitation. A Facilities, Equipment and Other Resources document is required for all proposals to NSF. If your proposed project does not require any facilities, equipment or other resources – please include a statement to that effect in this module.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

14. Click on the “Go” button to the left of “Project Summary”:
Type the “Project Summary” in the provided text boxes. The aggregate of the three text boxes cannot exceed 4,600 characters, including spaces. The maximum number of lines that may be included on a page is 51. When this section is completed, click “Save” and then “OK” to return to the “Form Preparation” screen. **Information MUST be entered into all three text boxes, or the proposal will not be accepted. DO NOT CHECK THE BOX TO ENTER YOUR PROJECT SUMMARY AS A SUPPLEMENTARY DOCUMENT.**
15. Click on the “Go” button to the left of “Project Description”:

The Project Description must include all required sections as outlined in the solicitation. The Project Description (complete file) cannot exceed 15 pages or the proposal will be Returned Without Review. Do not include References Cited at the end of the Project Description. There is a separate module to indicate references.

Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

16. Click on the “Go” button to the left of “Biographical Sketches”:

Biographical sketches or resumes for all individuals described as senior personnel are required. Senior personnel are individuals with critical expertise who will be working on the project and are employed at the proposing company or at a subaward institution. Bio sketches are not to exceed two pages per person and should address the requirements in the solicitation.
Click “Go” beside the appropriate person’s name to upload their biographical sketch. Biographical sketches may be uploaded individually or as one file (under the PI).

![Image of form preparation screen]

**IMPORTANT NOTE**: You can now upload all of your proposal book sketches as one file by clicking on the Principal Investigator’s (PI) button and then clicking on “Transfer File.” On that screen, click on the “Browse” button to select the file and then click on the “Upload File” button and follow the instructions.

Personnel assigned to proposal 7154556

- [ ] A B
- [ ] M
- [ ] Mr. Doe
- [ ] Senior Person

Type/Upload the “Biographical Sketch” in the below text box. When this section is completed, click “Go Back” to return to the “Form Preparation” screen.

![Image of biographical sketch input screen]

If uploading a file, click “Transfer File” on the above screen.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.
17. Click on the “Go” button to the left of “Current & Pending Support”:

Use the NSF Current & Pending Support form provided by FastLane. A form must be submitted for the PI (and co-PI for STTR) as well as any senior personnel. NSF considers the Phase I proposal being submitted as “Pending Support”. Therefore, ALL proposals to NSF must have at least one entry in the “Current & Pending Support” form for the PI and senior personnel (this proposal).

Click the radio button beside the appropriate person’s name and then click “New Form” to upload their Current & Pending Support.

Fill in all the required information, click “Save Text” and then “Go Back” until you return to the “Form Preparation” screen.
If uploading a file, click “Transfer File” on the above screen.

Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

18. Click on the “Go” button to the left of “Data Management Plan”:

Proposals must contain a supplementary document labeled "Data Management Plan" which can simply consist of the statement, "All data generated in this SBIR (or STTR) Phase I project is considered proprietary."
Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

Data Management Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload or click on the Browse button to select the file to upload

Upload File

Go Back

19. Click on the “Go” button to the left of “Mentoring Plan”:

If the SBIR or STTR project will include a sub-award to an academic institution, and that institution is requesting funding for postdoctoral researchers, a “Post Doc Mentoring Plan” must be included as a supplementary document in this proposal. Otherwise, you may skip this section. Note that employees of the small business or other for-profit companies DO NOT count as postdocs, as they relate to this requirement, and should not be budgeted on line B.1.

Please consult the solicitation for more information and a sample mentoring plan. Please
Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

20. Click on the “Go” button to the left of “Other Supplementary Docs”: 
Reference the current solicitation for restrictions and explanations of what NSF requires and what NSF allows in the Supplementary Documents. Items beyond those specifically requested and permitted should not be included.

Type/Upload your necessary information in the below text box. When this section is completed, click “Go Back” to return to the “Proposal Actions” screen.

If uploading a file, click “Transfer File” on the above screen.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Proposal Actions” screen.

Supplementary Documents

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and Postscript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).
Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload or click on the Browse button to select the file to upload

Upload File

Go Back
Proposal Submission Procedures

If you have completed all the above actions you are now ready to submit your proposal. If you want to print out your proposal before moving to the submission and printing section below, return to the “Proposal Actions” screen and click on the “Print” button. This will allow you to have a hard copy of what you have entered into FastLane. (The printed proposal is not your official proposal). Note that only those persons listed as official Sponsored Research Officers (SROs) have the ability to complete submission of the proposal to NSF.

- If you have SRO Access Rights, you can click the “Submit SBIR” or “Submit STTR” button and the proposal will be submitted to NSF. You will receive a confirmation email with the new NSF Proposal ID.
- If you do not see the “Submit SBIR” or “Submit STTR” button on the “Proposal Action” screen, you do not have the FastLane SRO Access Rights and should follow the directions below.

Submitting a proposal to NSF involves two steps in the Research Administration portal:

- Submitting the proposal to NSF
- Electronically signing the proposal

1. To begin the submission process, return to the Proposal Actions screen; select and highlight the proposal you wish to submit and click on the button "Allow SRO Access".

2. At this point, FastLane may notify you of some warnings and/or errors related to the proposal. “Errors” will prevent you from submitting the proposal until they are remedied. You will receive an “error” if modules or required documents are missing that must be included per NSF policy. If the proposal is submitted after the deadline due to proposal “errors” that prevented timely submission, the proposal will be Returned Without Review.
FastLane may also give you “warnings” that do not prevent proposal submission, but could indicate missing items that are required by the solicitation. Please be sure to review and address these warnings in the context of the specific solicitation requirements.

When you are ready to continue, click “Proceed” to continue the submission process.

3. If you are ready to complete the submission process, select the third “Go” button for “Allow SRO to view, edit and submit proposal.”

4. Then click the “OK” button on the below screen.

SRO ACCESS STEPS

At this point, the Sponsored Research Officer (SRO) has to take the following steps to submit the proposal to NSF.

1. Go to the FastLane Home Page and select the “Research Administration” link.

2. The authorized organizational representative will be asked to provide the following Log-in information:
   - Last Name
   - NSF ID
   - Password
3. Click “Proposals/Supplements/File Updates/Withdrawals”. The screen displays on the Documents in Progress tab.

4. Click “Submit” in the row for the proposal you want to submit.

5. The “Proposal Errors/Warnings” screen gives you the capability to submit the proposal, if there are no errors that prevent submission. Warnings will not prevent submission, but may alert you to missing items that are required by the specific program or solicitation. You are urged to address and correct these issues.
5. There are two options at this point: Submit and Sign the Proposal or Submit the Proposal Only. The steps below are for the Submit and Sign the Proposal option. (If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal. If you submit without signing, please have the AOR sign the proposal within 5 days of submission.)

5a. “Debarment and Suspension”: click the radio button for “Yes or No” if there are any debarments or suspensions of you or your organization from transactions with federal agencies. (If you answered Yes, provide an explanation in the text box.)

5b. **Institution Information**: Check the accuracy of your organization’s information, then click “Sign and Submit”.

5c. **Proposal Submission Confirmation** screen: Displays a message that the proposal has been successfully submitted to NSF. It also displays the official NSF proposal number which has been assigned.

- Write down the NSF proposal number
- Print a copy of the Proposal Submission Confirmation screen, if desired
- Click the “OK” button to return to the “Documents in Progress” tab
This is the Proposal Number you should reference in all communications with NSF regarding this proposal henceforward.

Note: User’s lack of familiarity with FastLane is not a valid excuse for submitting a late proposal, nor are warnings/errors received at the time of submission. Therefore, we strongly advise all submitters to ensure the proposal is submitted EARLY (days – not hours – before each deadline).