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OFFICE OF RESEARCH ADMINISTRATION

How to Create a Proposal in Fastlane

1) Log onto to Research.gov with your NSF ID* and Password.
2) On the My Desktop screen, choose Prepare Proposals in Fastlane, then choose Proposal Functions.
3) On the Proposal Functions screen, choose Proposal Preparation.
4) Click on Prepare Proposal and then Create Blank Proposal.
5) Select the GO button next to Cover Sheet.
6) Within the Cover Sheet screen, navigate to Awardee Organization/Primary Place Of Performance Selection and select Add/Change Primary Place of Performance and add your performance site.
7) Use the Go Back button to return to the previous screen. * From this point on, always use the GO BACK button at the bottom of the page, as using any other way to move around in the form will remove previous steps you have completed.
8) Click GO next o Program Announcement and select the NSF solicitation number to which you are applying and the unit, if applicable.
9) Click on the GO button beside Awardee Organization/Primary Place of Performance Selection
10) Click on the GO button beside Remainder of the Cover Sheet.
    a. Fill in the title, budget (without commas) and duration, requested starting date.
    b. Enter the NSF ID numbers (or email addresses) for your CO-PI from the subaward (this is needed now so that they will appear as personnel in the budget).
    c. When you have finished entering information on this page, click on the OK button, and then click on the GO BACK button.
11) Click on the GO button beside Budgets. Click on the Add Year link below University of Massachusetts Lowell, select 1, and then click on the Add button. Repeat this to add remaining years.
12) Click on the GO button beside Add/Delete Non Co-PI Senior Personnel (located in the lower right side of the Proposal Preparation page). You will be able to add Advisory Panel members and others here by entering their names. This will cause their names to appear in the Biographical Sketches section so their CVs can be uploaded. *If you only have Co-PI's that have already been added to the cover page, you can skip this step.
13) Click on Funds for Year 1. This will take you inside the budget. You will enter the budget year by year for each of the categories. When you get to the section for Indirect Costs, you will be able to enter just those direct costs that allow indirect costs, and the form will auto calculate the indirect costs for you. You can repeat these steps for each year.
14) You will then click on the Budget Justification Link which will allow you to upload your budget justification.
15) You can upload the remaining pieces of your proposal by click the GO button for each section. A typical NSF proposal has the following sections (besides what has been discussed above):

    a. Project Summary
    b. Project Description
    c. References Cited

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d. Facilities, Equipment, and Other Resources
e. Current and Pending Support for all Key Personnel
f. Biosketches for all Key Personnel
g. Collaborators and Other Affiliations Template for all Key Personnel
h. Data Management Plan
i. Letters of Collaboration (optional) – Uploaded by clicking the GO button next to Other Supplementary Document
j. Post-Doc Mentoring Plan – Only required if you are budgeting for a post-doc.

*Other documents may be required per your solicitation. Within the solicitation, it will state what other documents are required and the place to upload them within the Fastlane system.

**For example – A Departmental Letter may be required and the solicitation will request it and ask for it to be uploaded in Other Supplementary Documents.

16) Once all documents have been uploaded, you can check a proposal for missing forms through the Check function. This is especially helpful if a number of people (e.g., Co-PIs and Other Authorized Users) are working on the proposal. From the Proposal Actions screen, highlight the proposal that you want to check from the Temporary Proposals in Progress list. Click the Check button. The Proposal Errors/Warnings screen will be displayed with a list of proposal items that have not been completed (if any).
    a. *Please note the error will only show for documents that are required for all NSF proposals (ex. – Description, References, Biosktehces, etc.) If there are solicitation specific documents that were requested to be uploaded, the system will not check for those.
17) You can preview the entire proposal for your review by going back to the Proposal Actions screen, highlighting the proposal you want to review and clicking the GO button next to "Print Entire Proposal."
18) You can submit it to the Office of Research Administration for review and submittal by going back to the Proposal Actions screen, highlighting the correct proposal and clicking one of the following:
    a. Allow SPO to view and edit but not submit proposal – This will give ORA the ability to see everything but not submit the proposal.
    b. Allow SPO to view, edit, and submit proposal – This will give ORA the ability to see everything and submit the proposal.