



OFFICE OF RESEARCH ADMINISTRATION

**NATIONAL SCIENCE FOUNDATION (NSF)
CREATE A PROPOSAL FILE UPDATE IN FASTLANE**

1. On the FastLane Home Page screen, log in to Proposals, Awards, and Status (see PI/Co-PI Login). The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen displays (Figure 1).

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

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)
- [Research.gov Functions](#)

Figure 1: Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

2. Click Proposal Functions (Figure 1). The Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen displays and click Proposal File Update (Figure 2).

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](#)

Figure 2 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen. The Proposal File Update link is circled.

3. The List of Proposals Eligible for Update screen displays (Figure 3). Highlight the proposal you want to work on in the List of Proposals Eligible for Update and click the Continue button (Figure 3).

List of Proposals Eligible for Update

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Principal Investigator's Name: Terry Demo

Proposals are eligible for update after they have been submitted to the NSF but before assignment of reviewers

(Click on the column title to sort by that column.)

Proposal ID	Received Date	Proposal Title
Select a Proposal to Work with:		
1201200	N/A	sample title
1541753	N/A	Yellowstone Volcano Super Eruption Research
1541770	N/A	tst tst comp
1541790	N/A	tst tst comp xc

Figure 3 List of Proposals Eligible for Update screen. The Continue button is circled.

OFFICE OF RESEARCH ADMINISTRATION

4. The Proposal Update Control screen for that proposal displays. Click the Create Update button (Figure 4).

Proposal Update Control

Proposal Number: 0420108

Title: Funds for Children of the Corn

There are no updates in progress for this Proposal.
Please click on the "Create Update" button to proceed.

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 4 Proposal Update Control screen for the selected proposal. The Create Update button is circled.

6. The Proposal Update Control screen for the proposal displays and you will click the View/Edit Update button (Figure 5).

Proposal Update Control

Proposal Number: 1541770

Title: tst tst comp
Update Initially Created on Oct 7 2020

A request for a proposal file update automatically will be accepted if submitted prior to:

- the deadline date specified in a program solicitation;
- initiation of external peer review in cases when a target date is utilized; and
- initiation of external peer review in the case of an unsolicited proposal.

Figure 5 Proposal Update Control screen. The View/Edit Update button is circled.

OFFICE OF RESEARCH ADMINISTRATION

7. The Proposal Update Form Preparation screen displays (Figure 6). This screen lists all the sections of the proposal; you can update any section except the Postdoctoral Mentoring Plan.

Proposal Number: 1541770
 Original Title: tst tst comp
 Created Date: Sep 11 2018

Form Preparation

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

New! Please note, effective January 18th 2011, all budgetary updates should now be made using the "Revise Submitted Proposal Budget" module on the Proposal Functions page.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	09/11/18	<input type="button" value="GO"/> Project Summary	09/11/18
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	09/11/18
<input type="button" value="GO"/> References Cited	09/11/18	<input type="button" value="GO"/> Biographical Sketches	09/11/18
<input type="button" value="GO"/> Budgets (Including Justification) <i>Budgetary updates are available through Revise Submitted Proposal Budget module. Please click here for more information.</i>		<input type="button" value="GO"/> Current and Pending Support (Changed)	04/23/19
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources	09/11/18	<input type="button" value="GO"/> Proposal Classification	09/11/18
Supplementary Documents			
		<input type="button" value="GO"/> Data Management Plan (Changed)	
		<input type="button" value="GO"/> GOALI - Industrial PI Confirmation Letter	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> RAISE - Program Officer Concurrence Emails	
		<input type="button" value="GO"/> Other Supplementary Docs	09/11/18
Single Copy Documents			
<input type="button" value="GO"/> Collaborators and Other Affiliations		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel <i>Contact your Program Office for Pre-Award Personnel changes. Please click here for more information.</i>	
<input type="button" value="GO"/> Deviation Authorization (if applicable)	09/11/18	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents	09/11/18		
<input type="button" value="GO"/> Nature of Natural or Anthropogenic Event			

Proposal Update Justification Note

Figure 6 Proposal Update Form Preparation screen. The Go button for Project Summary is circled.

8. Click the Go button for the section that you want to update (Figure 6).
9. After you have accepted the uploaded section or saved the text in the text box, the Proposal Update Form Preparation screen displays (Figure 6). The updated section (the Data Management Plan in Figure 6 as an example) now displays in red and is marked as Changed with the date of the change.
10. Repeat Step 9 for any sections you want to replace.

OFFICE OF RESEARCH ADMINISTRATION

11. Click the Proposal Update Justification Note at the bottom of the page. The Justification Note screen displays with a text box for entering the justification for the Proposal File Update. Type or copy and paste the Justification in the text box and click OK (Figure 7).

Proposal Number: 1541770
Title: tst tst comp
Update Number: 1

Please provide a justification for the requested form updates in the space provided below. Please note why you are requesting file replacement(s) and describe any changes between the original and proposed replacement forms.

Figure 7 Justification Note screen.

12. A screen displays (Figure 8) with the message that the Justification Note has been saved. Click the OK button.

Justification Note for the update has been saved.



Figure 8 Screen with the message that the Justification Note has been saved.

13. The Proposal Update Form Preparation screen displays (Figure 6) and click Go Back. At this point you need to forward the Proposal File Update you have prepared to the Office of Research Administration by allowing SPO Access.

14. Click the Allow SPO Access button (Figure 9). A screen displays with a message for you to confirm that you want to allow SPO access to the Proposal File Update.

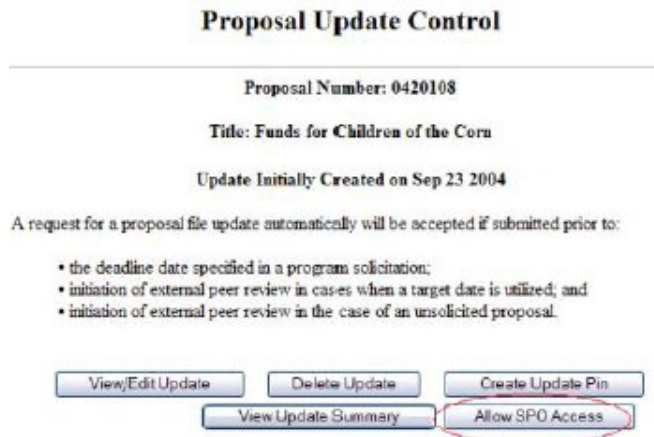


Figure 9 Proposal Update Control screen. The Allow SPO Access button is circled.

16. Click the OK button (Figure 10)

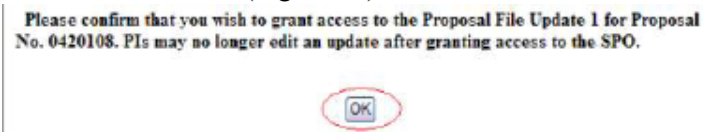


Figure 10 Screen with message for you to confirm that you want to grant the SPO access to the update. The OK button is circled.

15. The Access to Proposal File Update Has Been Given to Your SPO screen displays with the message that the SPO has access to the Proposal File Update. The screen also lists the names of people to whom FastLane has sent emails to notify them of the SPO's access.