



McCormick

Northwestern Engineering

Life in the FastLane: An NSF Overview for NIH Administrators



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Biomedical Engineering Department

McCormick School of Engineering & Applied Science

NCURA Region IV Spring Meeting, April 2013

Goals

- Identify major differences between NIH & NSF
- Avoid major pitfalls and misconceptions
- Head in the right direction & ask better questions
- Know where to find guidance & how to use it
- Be prepared to help on a “Co-PI” basis

Agenda

- What is NSF and why should I care?
- FastLane access, functions, and use
- Proposal guidelines and policies
- Budget considerations
- Just-in-Time procedures
- Award and post-award features
- Questions and References

What is NSF and why should I care?

What NSF Is

- Major federal funder of all non-medical research
- Annual budget of about \$7 billion
- 7 directorates (plus other offices)
- Extramural funding only
- Intellectual merit and broader impacts

What is NSF and why should I care?

What NSF Funds

- Basic science
- Transformative research
- Education (pre-K -> grad school and beyond)
- Instrumentation and construction
- Research centers
- Rapid-response projects

FastLane access, functions, and use

FastLane Access

- All PIs and Co-PIs need FastLane accounts
- Contact your central office to get an admin account (“Other Authorized User”/OAU”)
- Administrator access via proposal PIN
- PI must grant view/edit/submit access to SPO
- FastLane Help is amazing

FastLane Login

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request
- ▶ Change PI Information

This is for you!

This is for your Sponsored Programs Office!

This is for the PI! →

PI/Co-PI Log In

Last Name:
NSF ID:
[Privacy Act](#)
Password:

Log In

[Forgot Password?](#)
[Lookup NSF ID](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:
OAU NSF ID:
[Privacy Act](#)
OAU Password:
Proposal ID:
Proposal PIN:
Select One:
 Proposal Preparation
 Revised Proposal Budget
 Proposal File Update

Your login info and the Proposal ID/PIN from the PI go here.

Log In

Log In by Award Number

Award Number:
OAU NSF ID:
[Privacy Act](#)
Award PIN:
Select One:
 Project Report

Log In

FastLane Help

For each resource, you may want to determine:

- Capabilities of resource
- Capacities
- Proximity
- Availability

Work on Facilities, Equipment, and Other Resources

1. Access the **Form Preparation** screen (Figure 1) (see [Create a New Proposal](#), [Edit a Proposal](#), or [Create a New Proposal from a Template](#)).

Forms for Temp. Proposal #7069283

Form Preparation

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

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	11/24/10	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan ¹	
<input type="button" value="GO"/> Other Supplementary Docs	

Single Copy Documents

<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Figure 1 Form Preparation screen. The Go button for Facilities, Equipment, and Other Resources is circled.

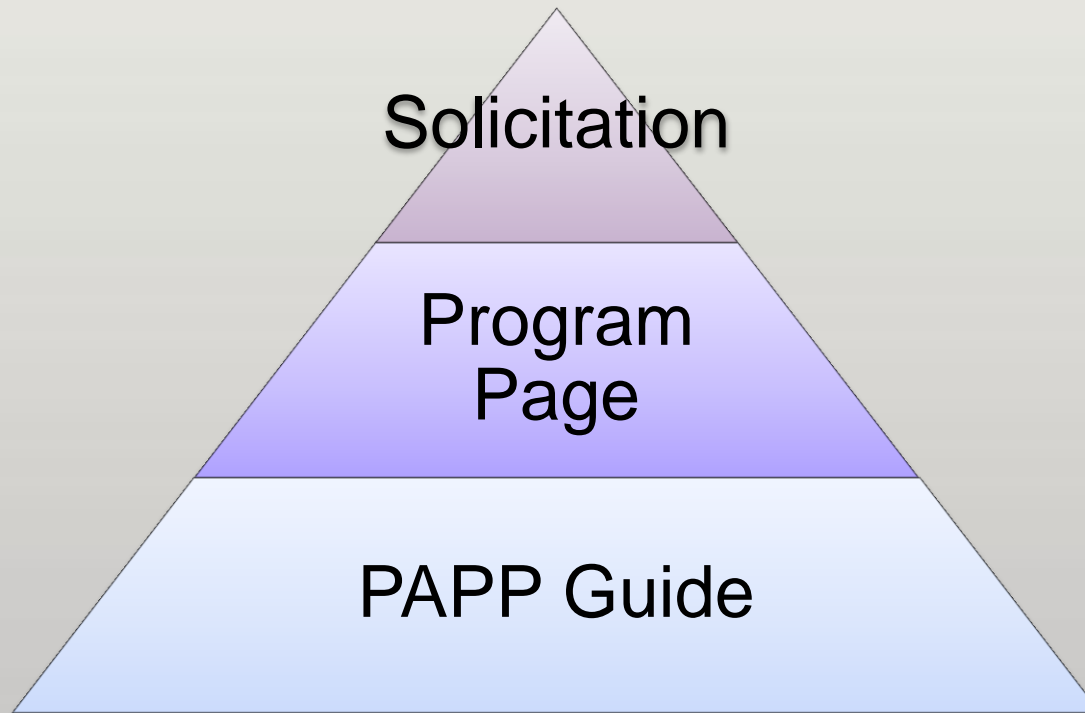
2. Click the **Go** button for Facilities, Equipment, and Other Resources (Figure 1). The **Facilities, Equipment, and Other Resources** screen displays (Figure 2).

Facilities, Equipment, and Other Resources

Instructions: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent

Proposals

Getting Started: Solicitations and Guidelines



- Keep an eye out for pre-proposals, mandatory LOIs, and limited competitions

PAPP Guide/GPG

The screenshot displays the National Science Foundation (NSF) website. At the top left is the NSF logo with the tagline "WHERE DISCOVERIES BEGIN". To the right is a "QUICK LINKS" button and a search bar. Below the header is a navigation menu with links for HOME, FUNDING, AWARDS, DISCOVERIES, NEWS, PUBLICATIONS, STATISTICS, ABOUT NSF, and FASTLANE. The main content area features a banner for the "Proposal and Award Policies and Procedures Guide". On the left is a sidebar with a table of contents for the PAPP and GPG guides. The main content area shows the "Table of Contents" for the NSF 13-1 January 2013 version, including sections for Introduction, Part I - Grant Proposal Guide, and Part II - Award & Administration Guide.

National Science Foundation
WHERE DISCOVERIES BEGIN

QUICK LINKS

SEARCH

HOME FUNDING AWARDS DISCOVERIES NEWS PUBLICATIONS STATISTICS ABOUT NSF FASTLANE

Proposal and Award Policies and Procedures Guide

PAPP - Introduction

- A. About the NSF
- B. Foreword
- C. Acronym List
- D. Definitions
- E. NSF Organizations

Exhibit 1 - NSF Organizational Chart

Grant Proposal Guide

GPG - Table of Contents

- I. Pre-Submission Information
- II. Proposal Preparation Instructions
- III. NSF Proposal Processing and Review
- IV. Non-Award Decisions and Transactions
- V. Renewal Proposals

GPG Subject Index

GPG - PDF Version

Award and Administration Guide

NSF 13-1 January 2013

Table of Contents

[PDF Version](#)

Introduction

- A. [About the National Science Foundation](#)
- B. [Foreword](#)
- C. [Listing of Acronyms](#)
- D. [Definitions & NSF-Grantee Relationships](#)
- E. [NSF Organizations](#)
- F. [NSF Organizational Chart](#)

Part I - Grant Proposal Guide

- [Summary of Significant Changes](#)

Part II - Award & Administration Guide

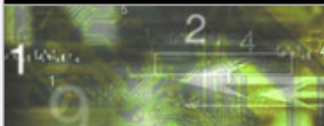
- [Summary of Significant Changes](#)

A. About the National Science Foundation

The National Science Foundation (NSF) is an independent Federal agency created by the National Science Foundation Act of 1950, as amended ([42 USC 1861-75](#)). The Act states the purpose of the NSF is "to promote the progress of science; [and] to advance the national health, prosperity, and welfare by supporting research and education in all

Program Page

Funding



[Find Funding](#)

[A-Z Index of Funding Opportunities](#)

[Recent Funding Opportunities](#)

[Upcoming Due Dates](#)

[Advanced Funding Search](#)

[Interdisciplinary Research](#)

[How to Prepare Your Proposal](#)

[About Funding](#)

Proposals and Awards

[Proposal and Award Policies and Procedures Guide](#)

[Introduction](#)

[Proposal Preparation and Submission](#)

- [Grant Proposal Guide](#)
- [Grants.gov Application Guide](#)

[Award and Administration](#)

- [Award and Administration Guide](#)

[Award Conditions](#)

[Other Types of Proposals](#)

[Merit Review](#)

[NSF Outreach](#)

[Policy Office](#)

Email Print Share

[NSF-wide](#)

ADVANCE: Increasing the Participation and Advancement of Women in Academic Science and Engineering Careers (ADVANCE)

ADVANCE Program Information

Additional information about this NSF-wide program including information about ADVANCE awards, ADVANCE Implementation Committee members, and products, tools, and resources can be found [here](#).

CONTACTS

Name	Email	Phone	Room
Kelly Mack	kmack@nsf.gov	(703) 292-8575	815N
Amy Rogers	arogers@nsf.gov	(703) 292-5178	812N
Patricia Simms	psimms@nsf.gov	(703)292-7869	815N

PROGRAM GUIDELINES

Solicitation [12-584](#)

DUE DATES

Letter of Intent Deadline Date: October 5, 2012
Partnerships for Adaptation, Implementation and Dissemination (PAID)

Full Proposal Deadline Date: November 8, 2012
Partnerships for Adaptation, Implementation and Dissemination (PAID)

SYNOPSIS

For many decades, an increasing number of women have obtained STEM doctoral degrees, however, women, particularly women of color, continue to be significantly underrepresented in almost all STEM academic positions. While the degree of underrepresentation varies among STEM disciplines, women's advancement to senior professorial ranks and leadership roles is an issue in all fields. The underrepresentation of women is also a critical issue for the nation, at large, as its need to develop a globally

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Solicitation

ADVANCE: Increasing the Participation and Advancement of Women in Academic Science and Engineering Careers (ADVANCE)

PROGRAM SOLICITATION
NSF 12-584

REPLACES DOCUMENT(S):
NSF 10-593



National Science Foundation

Directorate for Education & Human Resources
Division of Human Resource Development

Directorate for Biological Sciences

Directorate for Computer & Information Sciences

Directorate for Engineering

Directorate for Geosciences

Directorate for Mathematical & Physical Sciences

Directorate for Social, Behavioral & Economic Sciences

Office of Cyberinfrastructure

Office of International Science and Engineering

Office of Polar Programs

Letter of Intent Due Date(s) (required) (due by 5 p.m. pr

October 05, 2012

Partnerships for Adaptation, Implementation

October 04, 2013

TABLE OF CONTENTS

Summary of Program Requirements

- I. Introduction
- II. Program Description
- III. Award Information
- IV. Eligibility Information
- V. Proposal Preparation and Submission Instructions
 - A. Proposal Preparation Instructions
 - B. Budgetary Information
 - C. Due Dates
 - D. FastLane/Grants.gov Requirements
- VI. NSF Proposal Processing and Review Process
 - A. NSF Merit Review Criteria
 - B. Review and Selection Process
- VII. Award Administration Information
 - A. Notification of the Award
 - B. Award Conditions
 - C. Reporting Requirements
- VIII. Agency Contacts
- IX. Other Information

Eligibility Information

Organization Limit:

The categories of proposers eligible to submit proposals to the National Science Foundation are identified in the Grant Proposal Guide, Chapter I, Section E.

PI Limit:

None Specified

Limit on Number of Proposals per Organization: 1

Proposer organizations may submit only one Institutional Transformation proposal or IT-Catalyst proposal. There is no limit on the number of PAID proposals that can be submitted.

Limit on Number of Proposals per PI:

None Specified

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- **Letters of Intent:** Submission of Letters of Intent is required. Please see the full solicitation for further information.
- **Preliminary Proposal Submission:** Not Applicable
- **Full Proposals:**
 - Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide, Part I: Grant Proposal Guide (GPG) Guidelines apply. The complete GPG is available electronically on the NSF website at: http://www.nsf.gov/pub_summ.jsp?ods_key=gpg.

Proposals

Proposal Entry and Guidelines, General

- Minimal data entry
- Budget copies and auto-calculates
- FastLane will convert documents to pdf
- Use “Print” option to preview assembled proposal

Note: Option to use Grants.gov exists. Usually only exercised if your institution has S2S capability.

Proposals

Proposal Entry and Guidelines, Specific

- Pagination required (no automatic headers)
- 1-inch margins
- Two-page bio sketch in special format
- Current/pending support with proposal
- Postdoctoral mentoring plan
- Results From Prior NSF Support

Proposals

Forms for Temp. Proposal #7069283

Form Preparation

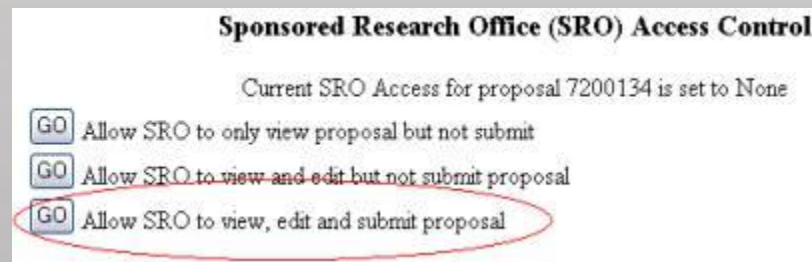
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<input type="button" value="GO"/> Additional Single Copy Documents			

Proposals

Proposal Review and Routing

- SRO review contingent upon access from PI
- Simultaneous PI/admin/SRO editing possible
- Very fast system processing
- Proposal File Updates for error correction



Budget

- Salary cap: 2 months per year (no rate limit)
- Total cost limits (vs. direct cost)
- Subaward or collaborative institution included
- Cost-sharing: mandatory or prohibited

Just-in-Time

- PI can check FastLane for status
- “JIT” does not actually exist
- May not need any JIT at all
- No C&P updates
- Handled without SPO, unless...
- Revised budget requires formal submission

Award Management

- Annual awards vs. up-front funding
- Typically RTC terms
- Likely no central/departement administrator involvement in annual reporting
- NSF will hold up funding for missing reports

Award Letter Example

Award Date: September 1, 2011
Award No. CBET-1133244
Proposal No. CBET-1133244

Ms. Susan G. Ross
Director, OSR, Evanston
Northwestern University
633 Clark Street
Evanston, IL 60208-1110

Dear Ms. Ross:

The National Science Foundation hereby awards a grant of \$85,744 to Northwestern University for the project described in the proposal referenced above .

This project, entitled "US-Poland Workshop: Interfacial Phenomena at the Nanoscale: Poznan, Poland, June 19-23, 2012," is under the direction of Igal G. Szleifer.

This award is effective September 15, 2011 and expires August 31, 2013.

This grant is awarded pursuant to the authority of the National Science Foundation Act (Public Law 85-824, U.S.C. 1861-75) and is subject to Research Terms and Conditions (RTC, dated July 1, 2011).

Questions?



References

PAPP Guide: <http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/>

→ Includes Grant Proposal Guide and Award and Administration Guide

FastLane Proposal Login: <https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp>

Organizational List: <http://www.nsf.gov/staff/orglist.jsp>

→ Includes Directorates, Divisions, and Administrative Offices

FastLane Help:

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm

NU Library Data Management Plan Tool: <http://www.library.northwestern.edu/dmp>

DMPTool (if your institution participates): <https://dmp.cdlib.org/>

UCLA's FastLane Walk-Through (text only):

http://www.research.ucla.edu/ocga/sr2/work_train/fastlane_indexb.htm

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